MINNESOTA STATE UNIVERSITY MANKATO

Emergency Management Plan

July 2021

Table of Contents

MINNESOTA STATE UNIVERSITY MANKATO

Letter of Promulgation

Preparedness to cope with the effects of an emergency includes many diverse but interrelated elements, which must be woven into an integrated emergency management system involving all departments of the University, including public and support agencies.

In a disaster there is an escalation of human need which overtaxes the response capability of the routine systems to deal with that disaster. To develop a total emergency management system, it is necessary to develop a plan based from within the existing departments using their expertise which operate routinely each day.

Many lives can be lost in the confusion and disorganization that accompanies the lack of a full planning effort. Therefore, failure to develop an integrated Emergency Management Plan encourages reactive type activities instead of an effective proactive operation.

Planning for population protection must be a cooperative effort to avert or minimize the effects of natural, technological, and civil disasters; protect lives and property; and restore the stricken area to its pre-disaster status with a minimum of social and economic disruption.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to University officials specifying their roles during an emergency or disaster situation.

_____ _____

Dr. Edward Inch, President
Minnesota State University, Mankato

Date:

_____ _____

Loren Jansen, Emergency Manager
Campus Security
Minnesota State University, Mankato

Date:

_____ _____

Sandi Schnorenberg, Director
Campus Security
Minnesota State University, Mankato

Date:

Approval and Implementation

This is Minnesota State University, Mankato (MSU, Mankato) Emergency Management Plan. You have received a copy of the Plan because you will have important responsibilities during an emergency or disaster. Please read this document immediately, and re-read it periodically, so that you are thoroughly familiar with the contents of the Plan and fully understand your specific role. A hard paper copy will be provided to Cabinet members and the Campus Emergency Response Team. Electronic copies of this Plan will be provided to essential department administrators. An electronic copy of this Plan is stored in University SharePoint and Microsoft Teams for policy group administrators.

The Plan set forth in this document is designed to mobilize the University's resources rapidly and efficiently, both personnel and equipment, to meet an emergency that may confront MSU, Mankato. The effectiveness of this Plan is dependent upon the full and rapid response of all personnel. In the event that the University is faced with an emergency, the Emergency Operations Chief , or designee, acting under the guidelines of this Plan, is authorized to implement those measures necessary to prepare for an emergency to minimize loss; to react to the emergency to save lives and property; and, in order recover rapidly, to minimize disruption of normal activity. Each member of the University community who has a part in these important tasks will give this matter his or her full and complete attention and support.

_____ _____

Dr. Edward Inch, President
Minnesota State University, Mankato

Date:

Record of Distribution

The record of Distribution will be used to prove that those tasked within the Plan have acknowledged receipt, reviewed, and accepted the Plan. Distribution to the public can also be listed, but the Plan must be "clean" or without any sensitive, private or personal information.

Date	Agency/Department	Name of Recipient	How Distributed
07/01/21	University President	Edward Inch	Hard Copy
	Interim Provost & Sr. VP Academic Affairs	Brian Martensen	Hard Copy
	VP Student Affairs & Enrollment Mgmt.	David Jones	Hard Copy
	VP Finance & Administration	Rick Straka	Hard Copy
	VP Technology & Chief Information Officer	Mark Johnson	Hard Copy
	VP University Advancement	Kent Stanley	Hard Copy
	Interim AVP Research & Dean of Ext Campus	Teri Wallace	Hard Copy
	VP Diversity & Inclusion	Henry Morris	Hard Copy
	VP Student Success	Lynn Akey	Hard Copy
	Human Services – Director	Steve Barrett	Hard Copy
	Media Relations - Director	Dan Benson	Hard Copy
	Chief of Staff, Office of the President	Sheri Sargent	Hard Copy
	Campus Security - Director	Sandi Schnorenberg	Hard Copy
	Dean of Students & ResLife Director	Cindy Janney	Electronic Copy
	Asst VP Facilities	Paul Corcoran	Electronic Copy
	Microsoft Teams – CERT	Loren Jansen	Electronic Copy
	University SharePoint	Loren Jansen	Electronic Copy
	MSU Security Website	MSU Online Audience	Electronic Copy

Emergency Management Plan

The Emergency Management Plan (EMP) implements the mission, vision, goals and objectives of Minnesota State University, Mankato (MSU, Mankato) as related to Emergency Management. The Emergency Management Plan utilizes organized analysis, planning, decision making and assignment of available resources to mitigate, prepare for, respond to, and recover from all-hazards.

In accordance with Homeland Security Presidential Directive (HSPD) – 5, this Plan incorporates the National Incident Management System (NIMS) concepts and principles and utilizes the Incident Command System (ICS) for management of emergency events. The EMP is a broad all hazard public response plan developed to provide Minnesota State University, Mankato a means to mitigate, prepare for, respond to, and recover from emergencies.

The EMP provides the structure and processes the University utilizes to respond to and initially recover from an event. MSU, Mankato EMP may incorporate the Campus Emergency Response Team (CERT) Emergency Response Guidelines as an operational procedure for University administrators. Executive and administrative decisions of the EMP will be handled by the University President, or designee(s), and may include the University Cabinet and the CERT policy group. Depending on the scope and size of the incident the University President, or designee may be referred to as the Emergency Management Director and/or Incident Commander.

Purpose

The purpose of establishing a University emergency management program is to ensure the capability exists to respond effectively to a broad array of potential operational interruptions. Disruptive events have the potential of affecting University operations and the campus community. For this reason, there is an increased focus on emergency management, prevention, preparedness, and training within the University.

Figure 1: Potential Threats Requiring a Campus EMP Response

Natural Threats	Manmade Threats	Terrorist Threats
✓ Pandemic Flu	✓ Explosions	✓ Conventional weapons
✓ Tornadoes	✓ Hazardous materials	✓ Incendiary devices
✓ Floods	✓ Transportation accident/incidents	✓ Biological & Chemical devices
✓ Fire	✓ Arson	✓ Cyber-terrorism
✓ Ice/winter storms	✓ Assaults/acts of violence	✓ Weapons of mass destruction
	✓ Power grid failure	

1.0 Basic Plan

1.1 Concept of Operations

Comprehensive emergency management involves a cycle of phased, coordinated and mutually supporting activities conducted by each level of government before, during, and after an emergency. NIMS concepts and principles which address four phases of emergency management including:

- **Mitigation**
- **Preparedness**
- **Response**
- **Recovery**

Figure 2: Four Phases of Emergency Management in the Disaster Cycle

1.1.1 Mitigation

MSU, Mankato will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation is a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency, with the intent of avoiding repetition of the situation. Mitigation activities strengthen MSU, Mankato against potential hazards by eliminating or reducing the chance of occurrence or the effects of a disaster. Examples of mitigation activities include

Action
Continue ongoing Hazard Mitigation Efforts
Work with City of Mankato, and Blue Earth County to develop mitigation projects to assist in areas most at risk
Identify grant programs for loss reduction measure (if available)
Conduct routine maintenance on equipment such as generators, fire extinguishers, etc.
Identify potential hazards and take steps to remedy them
Post Shelter in Place and evacuation plans in high traffic areas of University buildings
Inspect building for structural defects
Implement mitigation measure in the rebuilding of infrastructure damaged in incidents

1.1.2 Preparedness

MSU, Mankato will conduct Preparedness activities to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses, and developing preparation of resources are critical steps in preparing for the unexpected. Examples of preparedness activities include:

Action
Provide Public information and education materials via newsletters, brochures, yearly training, websites, and other media
Develop annual training plan for the MSU, Mankato EMP
Develop, review, exercise, and maintain the Plan
Assure the viability and accuracy of emergency contact lists, resources list, and mutual aid agreements/emergency contacts
Alert emergency response personnel and develop a staffing pattern
Determine any protective action measures that need to be implemented in preparation for the situation
Provide emergency equipment and facilities
Coordinate with non-University facilities that are within close proximity to MSU, Mankato's critical infrastructure and develop a communications plan for informing each other of hazardous situations that may have an impact on the other (e.g., bomb threats, active shooters, etc.)
Involve emergency responders, emergency management personnel, local officials, and volunteer groups who assist MSU, Mankato during emergencies in training opportunities

Conduct periodic exercises to test emergency plans
Complete an After-Action Report/Improvement Plan (AAR/IP) after exercises and real-world events, to provide the basis for a continuous improvement of this Plan

1.1.3 Response

Response consists of activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Situational awareness is used during response activities to lessen the effects or consequences of an incident. Examples of response activities include:

Action
Preserve life, property, the environment, and the social, economic, and political structure of the community
Establish communications: • Normal methods of communications may not exist. In many disasters, cell phone and land line service are disrupted • Alternative means of communication must be developed to fill this void
Establish command and control: • Incident command structure will be established by Campus Security in the form of Incident Command Post (ICP). Depending on the incident, the command post will be unified with other response agencies such as Mankato Dept of Public Safety, Mayo Health EMS, and/or other response agencies • If the scope of the event warrants a higher level of control the Emergency Operations Center (EOC) may be activated. Command and control for all emergencies and disasters that exceed the initial command post level; will be the responsibility of the Incident Commander (Univ President) and/or the Campus Emergency Response Team (CERT)
Gain situational awareness • Situational awareness must come from on-scene reports from First Responders • This information is then sent to MSU EOC/CERT for personnel to analyze
Notify local emergency response agencies – 911 Mankato Dept of Public Safety
Notify MSU Campus Security phone: 507-389-2111 • The Security Director, or supervisor should be notified of any instance on MSU property which could result in this Plan being implemented
Determine the course of action students & personnel should take from the impact: • MSU personnel shall take appropriate action to ensure all students, personnel, and visitors remain safe while the emergency is being corrected
Any inquiry for information by media sources shall be directed to the Media Relations Director and/or Public Information Officer (PIO)
Support students, personnel, and visitors that cannot care for themselves socially, economically, and or medically
Inspect critical infrastructures; all infrastructure shall be inspected following a disaster even if it is not believed to have been involved in the disaster itself
Continue to support the response effort
Start demobilization activities

1.1.4 Recovery

If a disaster occurs, MSU, Mankato will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to MSU, Mankato and provide for the basic needs of the students, personnel, and visitors. Long-term recovery focuses on restoring the University to normal operations. While the Federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, MSU, Mankato must be prepared to provide quick recovery to normal business operations. The long-term recovery process includes assistance to students and personnel. During the Recovery Phase, University personnel will need to interact with many governmental agencies. It is important for MSU, Mankato to designate one person to interact with the officials to ensure a consistent recovery process. Examples of recovery actions include:

Action
Repair damaged infrastructure
Conduct an incident review after actual emergencies to provide the basic for continuous improvement of this Plan
Implement any corrective actions, including changes to the Plan, which are identified during the incident review
Resume normal day to day activities

1.1.5 Assumptions

- Severe weather, including flash floods, tornadoes, high winds, heavy snow, ice storms, droughts, and other weather-related emergencies or natural disasters will continue to occur annually in the State of Minnesota
- The resources of local and state government may not be readily available to MSU, Mankato officials to cope with emergencies and disasters affecting campus.
- The MSU Emergency Management System is adequate for coordinating University-wide emergency operations.
- MSU could be subjected to more than one disaster at a time.
- An emergency or disaster can occur at any time of the day or night, weekends or holidays, with little or no warning.
- Since events in an emergency or disaster are not predictable, this Plan will serve only as a guide and may require modification to meet the requirements of the emergency or disaster. The CERT Guidelines can serve as a resource plan for administrators.
- Basic services, including electrical, water, natural gas, telecommunications, and other information systems may be interrupted.
- Buildings, other structures, and equipment may be damaged.
- Normal suppliers may not be able to deliver goods.
- Incidents relating to the storage and transportation of chemicals will continue.
- Industrial accidents involving the release of hazardous materials will continue to require the services of local emergency responders.

- Sabotage and criminal activity could disrupt response efforts.
- Civil unrest will require intervention by local and state agencies.
- This Plan will be staffed, revised, exercised, readopted, and reissued annually or as needed.

1.2 Emergency Declaration and Plan Activation

The decision to declare the University in a state of emergency rests with the University President, or designee in his absence. Following the declaration of an emergency, the University President, and/or Campus Emergency Response Team (CERT), or designee, activates the Plan.

MSU, Mankato defines three levels of emergency operations. The University President, or Emergency Management Director, determines the type and magnitude of the emergency using the levels of activation. Additionally, it is ultimately the discretion of the University President, or designee, to identify the need to activate the EOC and to what extent the EOC is operating.

Levels of EOC Activations for Emergency Incidents:

• Level 1: (Standby/Alert)
The emergency involves incidents that can be managed using normal response operations. The EOC is not activated, but appropriate EOC personnel may be informed and placed on alert status.

• Level 2: (Partial Activation)
The emergency cannot be managed using normal procedures. The EOC may be partially activated, (i.e. some, but not all positions are filled), to coordinate and support CERT, and the response to the incident. EOC staffing decisions are made by the CERT administrator(s), or the person fulfilling the role of EOC director, and depend on the circumstances surrounding the event.

• Level 3: (Full Activation)
The emergency is a major incident, such as a major disaster or significant event. A significant event is usually an unexpected incident or occurrence that requires an immediate response to bring the incident/situation under control and to restore normality. The significant event generally poses a threat to the health, safety, and welfare of the campus community. The EOC is activated in either the primary or secondary location. All or most EOC positions are activated. A campus proclamation, in the form of a formal announcement of emergency, is declared during a Level 3 emergency.

1.3 Organization Structure and Responsibilities

1.3.1 Campus Emergency Response Team (CERT)

The CERT group is responsible for directing strategic response to an incident, with the University President, or designee, serving as the Emergency Management Director. This group will be comprised of administrative leadership and will oversee long term, strategic continuity response rather than the detailed response operations. The CERT group is comprised of the following personnel:

Title & Department
President
Provost & Sr. VP for Academic Affairs
VP Student Affairs & Enrollment Mgmt.
VP Finance & Administration
VP Technology
VP University Advancement
VP Student Success
VP Diversity & Inclusion
VP Strategic Partnership
Director, Human Resources
Director, Media Relations
Chief of Staff, Office of the President

The University President, or designee will determine staffing needs and resources for the CERT and/or EOC personnel. Those additional resources may include:

- General Council
- Associate VP of Facilities
- Director of Athletics
- Campus Security Director
- Residential Life Director
- Student Health Services Director
- Director Environmental Health, Safety & Risk Management
- Administrative Documentation Assistants - Event Recorders

1.3.2 Emergency Operations Center (EOC) Organizational Structure

Members of the Campus Emergency Response Team (CERT) consist of University officials who will make strategic operational decisions necessary to support an emergency or disaster. Members will provide staffing in the EOC to represent the primary divisions of the University. CERT has the authority to assign University resources and make decisions to provide the most efficient response and recovery possible. These officials or their designated alternates will report to the EOC as required by the nature of the emergency. Each position shall be assigned a primary representative.

Emergency Operations Role	Primary Representative
Incident Commander	(dependent on situation)
Emergency Management Director (Policy Group)	President and/or CERT
Liaison Officer	Campus Security Supervisor
Safety Officer	Director Environmental Health & Safety
Public Information Officer	Media Relations Representative
Operations Section Chief	Security Supervisor/ Dir. Health Services
Planning Section Chief	Asst VP Facilities
Logistics Section Chief	Director or Asst Dir. Residential Life
Finance and Administration Section Chief	Asst VP Budget & Business Services
Emergency Operations Chief	Director Campus Security

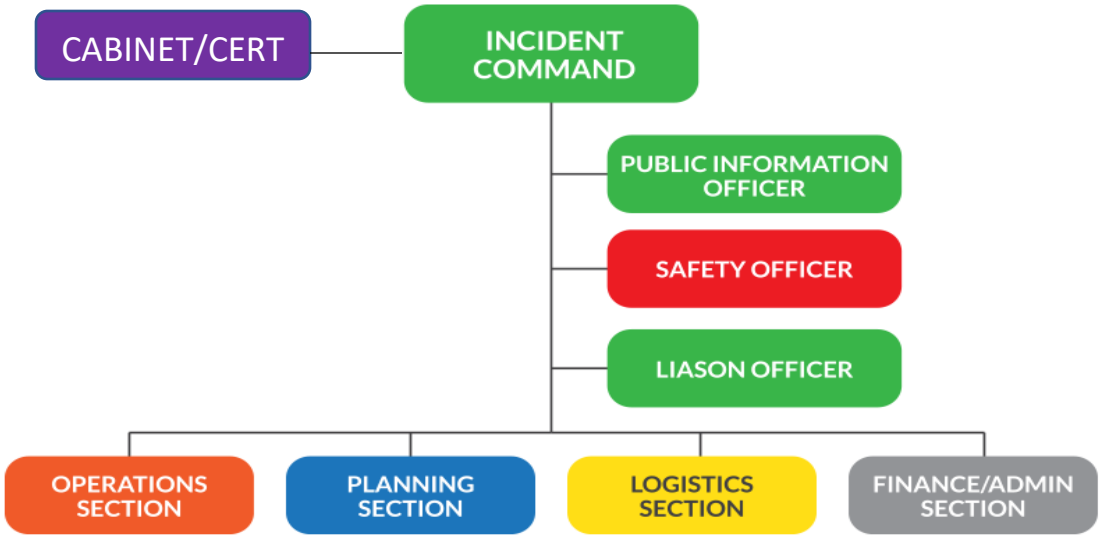
Immediately upon notification that the EOC is active due to an emergency or disaster, the primary representatives of the Emergency Operations Team will report to the designated EOC. The team will coordinate with the Incident Commander (IC) (determined by incident) and external resources, provide information to the Emergency Management Director and the Campus Emergency Response Team (CERT), and maintain continuous operations until the emergency or incident is terminated.

- Incident Command System (ICS) and Emergency Support Functions (ESF), as identified by NIMS and National Response Framework (NRF), will be utilized for managing emergencies and disasters on campus.

- ICS is a management system designed to enable effective and efficient domestic and international incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ESFs are grouped resources and capabilities that are most frequently needed in an emergency or disaster response. MSU, Mankato uses a Unified Command structure.

During incidents where the EOC is not activated, the University Cabinet, and/or CERT may be working directly with the Incident Commander. The organizational structure of an incident is flexible and scalable, depending on the situational needs.

Figure 3: University ICS Organizational Structure Model:



1.3.3 Assignment of Responsibilities

Emergency Management Director: (Univ President/CERT)

- Establish command and control for emergencies and disasters (in coordination with the Emergency Operations Chief)
- Determines the type and magnitude of the emergency using the levels of activation
- Identify the need to activate the EOC and to what extent the EOC is operating
- Oversee operation within the EOC
- Determine the Emergency Support Function (ESF) that are needed to respond
- Coordinates information and activities with the Incident Commander, Campus Emergency Response Team (CERT), Emergency Operations Team, and other departments and agencies

Incident Commander: (Depends on Situation)

- Establishes a “hot zone”, an inner and outer perimeter to protect responders and members of the University community
- Assesses the nature of the emergency
- Implements ICS on site
- Provide initial emergency response activities until supported by local First Responders
- Coordinates information and activities with CERT

Public Information Officer: (Media Relations Rep)

- Coordinates and oversees all media and public relations activities
- Determines University information to disseminate to the media
- Coordinates public information releases
- Acts or assigns a spokesperson as appropriate
- Provide pertinent information to CERT for decision making
- Works with local and regional Joint Information Centers (JIC)

Safety Officer: (Dir Environment Health & Safety)

- Responsible for the health and safety of the emergency response personnel
- Provides overall safety authorization for operational activities

Liaison Officer: (Campus Security Supervisor)

- Provides Incident Commander & Emergency Management Director with input on MSU, Mankato policies and standard operation procedures
- Interfaces with external agencies, organizations, and the private sector

Emergency Operations Chief: (Campus Security Dir)

- Responsible for the overall coordination and execution of this Plan
- Determines the mobilization point – Incident Command Post (ICP)
- Determines the appropriate location of the EOC
- Establishes basic policies which govern the University's emergency organization
- Identifies, maintains a roster, and calls staff needed to the EOC and to support responsibilities of the Operations Section
- Determines the scope of incident and reduces staffing in the EOC based on situational needs
- Oversees coordination of resources needed for an emergency/disaster
- Sets priorities and monitors the field response needed
- Serves as a liaison with other agencies
- When the emergency/crisis is over and the campus is deemed safe, implement the "All Clear" signal. This will be communicated by whatever means is available.

Planning Chief: (Asst VP Facilities)

- Identifies, maintains a roster, and calls staff needed to support Planning activities
- Collects, analyzes, and disseminates incident situational information
- Prepare situation summaries
- Prepares the Incident Action Plan (IAP)
- Collects, records, and stores all documents relevant to the emergency/disaster
- Develops projections and forecasts of future events
- Maintains status of resources assigned to an incident
- Ensures tracking of person entering the EOC vis check in/out form
- Ensures to maintain a log of major actions and decisions taken to resolve an incident

- Displays situational information
- Provides demobilization planning as necessary

Logistics Chief: (ResLife Dir or Asst Dir)

- Identifies, maintains a roster, and calls staff needed to support Logistics activities
- Provides overall management of resources and logistical support
- Assist by ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel
- Orders, receives, processes, stores, inventories, and distributes incident-related resources and supplies
- Monitors and records equipment use time
- Sets up and maintains facilities used (shelter, food service area, etc.)
- Provides facility maintenance and security services as required
- Provides food and hydration, sleeping quarters, showers and sanitation (this may require additional portable toilets)
- Provides transportation and implements a Traffic Plan
- Supplies fuel and orders maintenance for vehicles and ground support equipment
- Develops the Communications Plan
- Installs and test all communications equipment
- Oversee paperwork and provision of medical care for incident personnel and students: including crisis counseling

Finance/Administration Chief: (Asst VP Budget & Business Services)

- Maintains a roster of Finance/Admin staff and calls those needed to support Finance/Admin activities
- Responsible for financial accounting, timekeeping, and tracking expenditures throughout the incident or emergency
- Estimates the short and long-term fiscal impact of the emergency to the Univ
- Maintains timesheets for personnel
- Tracks liability for insurance claims and compensation requests for injuries and/or damage to property/equipment
- Administers all financial matters pertaining to vendor contracts and rental agreements
- Coordinates with Logistics Section on injuries, damages, and procurement activities
- Documents claims (witness statements, pictures, etc.)

Private Sector: (Depends on Situation)

- MSU, Mankato can request the private sector for emergency assistance. The private sector may consist of the following:
    - Private owners of critical infrastructure (either a facility that could be impacted by a disaster or used as a resources)
    - A response organization (e.g. private ambulance services, environmental clean-up services)
    - A regulated or responsible party: owner operators of certain regulated facilities may have responsibility under law to prepare for and/or prevent incidents from occurring
    - A local emergency organization member
- The private sector has the responsibility to:
    - Personal and business disaster preparedness, response, and recovery
    - Have knowledge of local emergency response plans and procedures
    - Provide assistance as requested by the Emergency Management Director

1.4 Direction, Control, and Coordination

The Emergency Operations Chief, Emergency Manager, or designee is ultimately responsible for activating this Plan when an emergency is declared or when the threat of an emergency/disaster is imminent.

- Should there be an occurrence(s) that affects only the University, emergency operations will take place under the direction of the Emergency Management Director in a unified command structure with university and/or city and county agencies supporting the operations through resource augmentation of manpower, equipment, and materials.

- Should there be an occurrence that affects the University, as well as the City of Mankato or Blue Earth County, emergency operations will take place under each jurisdiction's direction and control with the county-wide agency coordinating the operation and resources for all affected areas.

This Plan assumes that initial emergency management response will, to the maximum extent possible, be by University personnel.

1.5 Communications

Communication during an emergency/disaster will be a priority for the University. Communication is typically transmitted via land line telephones, cell phones, radios, and computers/networks. MSU, Mankato uses emergency notification for the campus community per federal mandates with the Clery Act. The campus community is encouraged to sign-up or opt-in to University STARALERT (StarAlert). Additional notifications can be obtained from the City of Mankato and Blue Earth County by signing up with each agency using CodeRED, as the community emergency notification messaging system.

The EOC will use telephones as the primary means of communication unless lines are rendered inoperable. Handheld radios are available if needed for emergency communications. MSU, Mankato University Security and the Department of Facilities Management each have radios with multiple frequencies. Repeaters are backed up on emergency generators. All communications must be transmitted in plain language (clear text) to ensure that information dissemination is clear and understood by all intended recipients.

In the event of a serious incident which poses an immediate threat to the health or safety of the MSU, Mankato community, the University sends out emergency notifications. University Security has the primary responsibility to receive and disseminate alert and warnings which affect the University. University Security will send initial emergency messages to the campus community by either text, email, and/or phone messages using StarAlert. University Security is empowered to initiate emergency messaging without administrative approval if an imminent threat requires immediate activation. If an emergency is protracted, then University Media Relations are to assist University Security send follow-up messages. Depending on the situation, an emergency message and/or uniformed officer may be used to announce, “All Clear”.

University Security will send an emergency notification to the campus community immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health, safety and welfare affecting the University. Confirmation means an institutional official(s) has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all the pertinent details are known or available. The use of Campus Security Officers, First Responders (Police, Fire & EMS), or other campus resources to verify an incident is preferred, but only if the situation is not an immediate threat to the health, safety and welfare of the campus. University Security Dispatch should confer with a supervisor if time permits. University Security is empowered to take immediate emergency notification action if an immediate threat is determined to protect the campus community.

Emergency templates are created for common emergencies to expedite the notification process. The emergency notification is managed through Blackboard Connect, with authorized personnel trained to send out notifications. Unless directed, all emergency notifications using Blackboard Connect will be sent to the entire campus community that have opted into the StarAlert system. University Security and/or Media Relations will send out follow-up information on StarAlert messaging as needed until an “All Clear” message is received.

MSU, Mankato has equipped the campus with 21 emergency call boxes (blue phones). Emergency call boxes are located outdoors in parking lots, and various campus locations linked directly with MSU University Security Dispatch Center. When activated, the dispatcher will immediately know the call box location and ask the caller questions regarding the situation. Most University call box locations have camera video surveillance in proximity to the call box.

University Media Relations is responsible for disseminating all non-emergency messages and situations to the University community. MSU, Mankato employs a variety of methods to communicate to the campus community during emergency events such as:

- StarAlert Emergency text, email, and phone alerts
- VoIP Phones: (Voice over Internet Protocol). Can act as emergency broadcast system to alert the campus to emergencies. Phones located in many classrooms to call for help and receive audible emergency messaging.
- Alertus: Alerting system initiated with the StarAlert system that displays across campus computers.
- Messages posted to MSU Website: https://www.mnsu.edu
- Messages posted to MSU Social Media pages (Facebook, Twitter feed, etc.)
- Campus Radio Station KMSU: 89.7 FM Mankato
- City news media (Free Press, KEYC TV, local radio stations, etc.)

1.6 Continuity of Operations Plan (COOP)

The continuity of operations is a plan for recovering and resuming operational performance of primary critical functions that have sustained an interruption from some internal or external event, including some emergencies. It refers to a plan of action taken to recover and resume operations in response to the anticipated and actual prolonged effect(s) of a mission essential function interruption. Emergency response refers to action taken to protect people or property, in response to emergent events that present urgent, elevated, clear and present danger of injury, death or property destruction.

Mankato State University, Mankato critical offices/divisions will include:

Academic Affairs	Administration and Leadership
Campus Safety and Security	Counseling/ Student Health
Council of Deans	Diversity
Environmental Health and Safety	Finance and Administration
Health Services	Human Resources
Information Technology Solutions	Library Services
Residential/Student Life	Student Affairs
University Advancement	University Support Services

1.6.1 Operational Priorities

It shall be the mission of Minnesota State University, Mankato to respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Priority I: Life Safety
Priority II: Incident Stabilization
Priority III: Property Conservation
Priority IV: Restoration of Essential University Services and Operations

It is anticipated that, as operations progress from Priority I through Priority IV responses, the administrative control of the campus will transition from the NIMS/ISC structure back to the MSU, Mankato organizational structure.

When an emergency occurs, this plan is invoked for the emergency and a multiple-tier graded approach is utilized for response. Initially, University Security assumes Incident Command (IC), makes the appropriate notifications and initiates mitigation and protective actions.

When the event requires support for Police, Fire or Emergency Medical Services (EMS) operations, appropriate agencies/organizations are notified and respond. Depending upon the nature of the event and in accordance with NIMS, the IC may utilize a “Unified Command” structure with other agency response personnel.

When required, the Emergency Operations Center (EOC) will be activated to support the ongoing response.

1.6.2 Lifelines

Lifelines are critical interdependent systems that enable continuous operation of government functions and critical business, and are essential to human health and safety, or economic security. Federal Emergency Management Agency (FEMA) lifelines help prioritize and focus response efforts that maintain or stabilize critical services and infrastructure and promote a better integrated and more coordinated response. The seven FEMA lifelines area:

1. Safety and Security
2. Food, Water, Sheltering
3. Health and Medical
4. Energy (Power & Fuel)
5. Communications
6. Transportation
7. Hazardous Material

MSU, Mankato Continuity of Operations Plan (COOP)

1.7 Threat and Hazard Identification and Risk Assessment

1.7.1 Threat & Hazard Identification and Risk Assessment (THIRA)

Hazards are categorized as natural, technological, or human-caused. Natural hazards are events such as tornados and floods. Technological hazards involve accidents or failures of structures or systems. Technological hazard examples include dam failure, train derailment, and vehicle accident. Human-caused hazards are adversarial actions conducted intentionally to cause harm to life, information, operations, the environment, or property. Human-caused hazard examples include active shooter incidents, civil disturbance, and explosive device detonation.

Natural Hazards	Technological Hazards	Human-Caused Hazards
Pandemic or Disease Outbreak	HazMat Release	Civil Disturbance
Hurricane	Vehicle Accident	Cyber Attack
Severe Storm	Dam/Levee Failure	Active Shooter
Earthquake	Power Failure	Bomb Threat / Use of Device
Tornado	Train Derailment	Sabotage
Flood	Supply Shortage	Mass Violence
Wildfire	Transportation Disruption	Terrorism

1.7.2 The THIRA Process

Threat and Hazard Identification and Risk Assessment (THIRA) is a FEMA tool to help the University understand their risks and determine the level of capability they need to address those risks. By identifying and prioritizing those threats, a University can then make better decisions.

Risk is the potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences. By considering changes to these elements, a community can understand how to best manage and plan for its greatest risks across the full range of the threats and hazards it faces. The THIRA model is used to identify threats and hazards while evaluating the impact to the campus community. The University can manage the campus risk through:

Campus leaders need to manage the risks through:

- **Identify Threats and Hazards of Concern**:
  Based on a combination of experience, forecasting, subject matter expertise, and other available resources, identify a list of the threats and hazards of primary concern to the community.

- **Give the Threats and Hazards Context**:
  Describe the threats and hazards of concern, showing how they may affect the community.

- **Establish Capability Targets**:
  Assess each threat and hazard in context to develop a specific capability target for each core capability identified in the National Preparedness Goal. The capability target defines success for the capability.

- **Apply the Results**:
  For each core capability, estimate the resources required to achieve the capability targets using community assets and mutual aid, while also considering preparedness activities, including mitigation opportunities.

1.7.3 Risk Assessment:

Once hazards have been identified by the University's Safety and/or Administrative team(s), each hazard must be evaluated for risk. Risk is a multifaceted perception of a hazard that guides the prioritization of planning activities and capability development throughout the campus.

- The probability or impact that a specific hazard will occur.
- The risk or likelihood the threat will occur.
- The risk factor to the university
- The duration of the hazard.

Knowledge of the risk each hazard poses allows the planning team to address those hazards that are unique to the university or specific facility and identify the vulnerabilities of each facility and its occupants. Vulnerability is defined as the characteristics of the campus that could make it more susceptible to an identified hazard. Vulnerabilities within a university may be related to structures, equipment, systems (such as information technology, communications or electrical), grounds, or surrounding areas. THIRA charts are established for the University based on the three types of hazards: natural, technological, and human-caused. THIRA chart evaluation and risk assessment by category establishes a university guide for determining threat and hazard identification and risk assessment on campus.

1.8 Administration, Finance, and Logistics

Preservation of important records and measures to ensure continued operation and reconstitution is necessary by the University prior to, during, and after an incident. It is the responsibility of University officials to ensure that all legal documents of both a public and private nature recorded by the designated official be protected and preserved in accordance with applicable State and local laws.

Records will be utilized to determine reimbursement; therefore, detailed documentation of assets is necessary. Records deemed essential should be identified, and procedures should be established for their maintenance and protection; this includes backing up electronic files. Procedures should be put in place to ensure all emergency costs are easily identified.

Incident Command in the field will be instrumental in monitoring and documenting needs and requests to the Emergency Management Director/CERT and/or EOC. All assets (human resources, facility, and equipment resources) of the University will become the purview of the Emergency Management Director to direct in any way to respond to an emergency.

During the Operation of the EOC, the EOC staff shall:

- Provide operational and administrative support to department or agency personnel assigned to the EOC or disaster site
- Document resource requests
- Manage the University resources and determine where each will be used and assigned, implementing resource controls
- To the extent possible, protect resources such as personnel and equipment during disaster situations

Maintain accurate and adequate records until all operations are completed and the obligations and accounts have been closed. This includes keeping records for damages, expenses, time, assistance, and recovery. Clerical assignments may be requested to document operational decisions, resource requests, and other activity vital to the emergency response and recovery.

1.9 Plan Development & Maintenance

The Emergency Manager, or the Director of Campus Security is responsible for reviewing and updating this Plan on an annual basis commencing one year from the approval date of this document or more often as necessary. The revised Plan shall be adopted formally.

Drafting an emergency plan is a community effort and relies heavily on the administrators and experts in the University and community to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Plan participants may include:

- University President
- President's Cabinet / CERT
- Extended Cabinet
- Deans, Directors, and Department Heads
- Emergency Manager
- Campus Security Director
- Legal Counsel
- EOC Personnel
- City of Mankato
- Blue Earth County
- South Central Healthcare Coalition

1.10 Authorities and References

1.8.1 Federal

1. FEMA: Federal Emergency Management Agency
2. FEMA: National Incident Management System (NIMS)
3. FEMA: National Response Framework (NRF)
4. FEMA: Emergency Management Institute (EMI)
5. US Department of Homeland Security
6. US Department of Education
7. US Department of Health & Human Services
8. US Department of Justice
9. Centers for Disease Control and Prevention
10. Clery Center
11. Family Education Rights and Privacy Act (FERPA)
12. Code Federal Regulations (C.F.R.): Codes 34, 40 and 49
13. Homeland Security Act
14. Homeland Security Exercise and Evaluation Program (HSEEP)
15. Federal Crime Awareness and Campus Security Act
16. National Disaster Housing Strategy
17. Occupational Safety and health Administration (OSHA)
18. The Center for Food Security and Public Health
19. The Resource Conservation and Recovery Act
20. Title III of the SARA (Emergency Planning & Community Right to Know Act)

1.8.2 State

1. Minnesota State Offices
2. Minnesota Homeland Security
3. Minnesota Duty Officer
4. Minnesota Department of Public Safety
5. Minnesota Department of Administration
6. Minnesota Department of Education
7. Minnesota Department of Labor and Industry
8. Minnesota Department of Health
9. Minnesota Disaster Recovery Assistance Framework
10. Minnesota State Hazard Mitigation Plan

1.8.3 Local

1. City of Mankato
2. Blue Earth County
3. South Central Healthcare Coalition
4. MSU, Mankato Emergency Procedures
5. MSU, Mankato Annual Security Report (Clery)

2.0 ESF Annexes

The Emergency Support Functions (ESF) provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

Minnesota State University, Mankato has adopted an Emergency Management Plan that integrates the use of ESFs. During an emergency, the Emergency Management Director, or designee, will determine which ESFs are needed to respond and ESFs may be represented by one or more agency that performs tasks or provides resources. Resources may be University owned or from local, state, federal, non-governmental organizations, or the private sector.

2.1 ESF 1 Annex – Transportation

Purpose

Emergency Support Function (ESF) #1 - Is to provide coordination of transportation for University students and personnel, and assets to support emergency operations.

Concept of Operations

Primary: Facilities Services
Secondary: Vehicle Services

Facilities Services is the primary responsible department for providing Transportation during incidents and may require support from Vehicle Services. Facilities Services will be responsible for providing vehicles and equipment, and other issues related to transportation during an emergency.

Mitigation and Preparedness

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Monitor and report status of damage to the transportation system and infrastructure as a result of the incident.
- Process all transportation assistance requests and tasks received in the EOC.
- Coordinate closing/blocking of roadways, debris removal.
- Monitor emergency vehicle access, as well as coordinate general traffic control.
- Identify traffic signage needed and assist with directing traffic.
- Assist with evacuation and re-entry.
- Prioritize all transportation resources for the movement of people, materials, and services.
- Perform necessary actions to assist with recovery operations.
- Maintain costs and records.

2.2 ESF 2 Annex - Communications

Purpose

Emergency Support Function (ESF) #2 - Is to support communications capabilities, to include information technology, telecommunications, and network support during an emergency.

Concept of Operations

Primary:	University Security
Support:	Information Technology Solutions

MSU University Security is the primary Communications Section departments responsible for providing emergency communication services during incidents and may require support from Information Technology System. University Security will primarily be relied upon for dispatch, text alerts, and other emergency response communications. The Information Technology Division will be responsible for the information technology infrastructure throughout the campus during a time of emergency, including telephone, data, internet, etc.

Mitigation and Preparedness

- Plan and coordinate with associated departments and agencies to provide telecommunications.
- Provide information technology services, and network support to the University.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address information technology and telecommunication needs during an emergency or disaster.
- Develop/maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Recover core administrative and academic information technology systems.
- Expand the restored access to the network based on the needs of the emergency.
- Restore required information services, including the internet/intranet.
- Provide regular updates and situational information on the status of information technology systems to the Emergency Operations Team.
- Ensure police dispatch incoming and outgoing lines are operational and remain so.
- Confirm communications equipment (e.g., phones, fax, internet, email network access, television, etc.) is operational in EOC and that communications services throughout the campus remain functional.
- Assist in setting up EOC communications in back-up location (as required).
- Where requested and technically possible, provide temporary hard-wired communications for the IC at the scene of the disaster.
- Assist with assuring that all campus two-way radio systems are operational and help secure repairs as needed and maintain costs and records.

2.3 ESF 3 Annex – Public Works and Engineering

Purpose

Emergency Support Function (ESF) #3 - Is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support public works and infrastructure needs during an emergency or disaster.

Concept of Operations

Primary:	Facilities Management
Secondary:	Physical Plant

Facilities Management is the primary responsible department for providing Public Works and Engineering during incidents and may require support from the Physical Plant. Facilities Management will be responsible for providing equipment, debris removal, and other issues related to facilities during emergencies. The Planning & Construction Department along with Environmental Health, Safety & Risk will support with building inspection

Mitigation and Preparedness

- Plan and coordinate with associated departments and agencies.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address physical plant service to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Restore critical services (heat, power, water, etc.) and provide emergency repair of campus facilities.
- Expand the restored access to the needs of emergency responders.
- Operate and maintain emergency generators.
- Clear debris.
- Clear, repair, or support construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment, and supplies.
- Determine whether a building can be occupied or partially occupied.
- Provide emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Provide technical assistance and damage assessment.
- Maintain costs and records

2.4 ESF 4 Annex - Firefighting

Purpose

Emergency Support Function (ESF) #4 - Is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support firefighting activities during an emergency or disaster.

Concept of Operations

Primary:	Mankato Dept of Public Safety (MDPS)
Secondary:	Dept of Environmental Health, Safety & Risk

The Mankato Department of Public Safety (MDPS) is the primary responsible department for firefighting services during incidents and may require support from University's Department of Environmental Health and Safety. The Department of Environmental Health and Safety will be responsible for coordinating all firefighting mitigation, preparedness, and recovery activities. MDPS Fire shall assure that all fire alarm and fire suppression systems are functional, or that appropriate steps, such as 24-hour fire watch are enacted until systems are restored. University Security will coordinate with MDPS Fire on fire watch requests.

Mitigation and Preparedness

- MDPS or designee provides for coordination between departments and partnering agencies to mitigate, prepare, respond, and recover from a fire incident.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency.
- Participate in drills and exercises when requested.

Response and Recovery

- Detect and suppress fires.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Maintain costs and records.

2.5 ESF 5 Annex – Emergency Management

Purpose

Emergency Support Function (ESF) #5 - Is to compile, analyze, and coordinate the overall information and activities in the University EOC in support of emergency/disaster response and recovery operations.

Concept of Operations

Primary:	Campus Security
Secondary:	Dept of Environmental Health & Safety

Campus Security is the primary responsible department for providing emergency management during incidents and may require support from the Mankato Department of Public Safety. Campus Security will be responsible for coordinating all emergency management functions and filling the role of Emergency Management Director.

Mitigation and Preparedness

- Develop and maintain a Hazard Mitigation Plan to identify hazards and determine risks and vulnerabilities to the University.
- Maintain a comprehensive Emergency Management Plan. Distribute copies and updates to essential response personnel.
- Ensure that the necessary personnel are trained to the appropriate level of NIMS.
- Identify, classify, and maintain a list of current University resources and equipment to be used during an emergency or disaster.
- Provide training opportunities on emergency preparedness and other emergency management related topics.
- Maintain the EOC and ensure that backup locations are maintained for use during an emergency or disaster.
- Coordinate with partnering agencies to provide resources during an emergency or disaster situation.
- Recruit and train personnel to serve in the EOC during an emergency or disaster.
- Provide guidance and training (as needed) on incident management tools and activities.
- Work with University departments and supporting agencies to plan drills and exercises to evaluate specific parts of the Plan.
- Actively participate in drills and exercises.
- Plan for the use of various facilities during an emergency or disaster.

Response and Recovery

- Activate, establish, and manage the EOC as needed.
- Operate within the scope of NIMS as directed by the IC.
- Assist in coordinating information and ensure it is communicated to the appropriate individuals within the EOC or other locations.
- Assist in coordinating warning information to the appropriate personnel for proper dissemination.
- Assist in coordinating with partnering agencies.

- Assist in coordinating resource requests both internally and externally.
- Assist in maintaining situational awareness during an event.
- Provide timely situation reports to Campus Emergency Response Team (CERT), Executive Management Team, the IC and other pertinent personnel (including damage assessments).
- Provide requested information and EOC resources.
- Assist in establishing operational timelines and demobilization plans.
- Collect emergency or disaster response information from departments and divisions and provide After Action Reports (AAR).
- Coordinate recovery efforts.
- Maintain costs and records.

2.6 ESF 6 Annex – Mass Care, Housing & Human Services

Purpose

Emergency Support Function (ESF) #6 - Is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for disaster victims and workers

Concept of Operations

Primary:	Residential Life
Secondary:	Student Support Services

Residence Life is the primary responsible department for providing mass care, emergency assistance, housing, and human services for the University community during incidents, and may require support from Student Support Services, American Red Cross or other nongovernmental organizations.

Mitigation and Preparedness

- Plan and coordinate with support departments and agencies to provide mass care and sheltering for students, employees, volunteers, and workers who are required to remain on campus during an emergency or disaster.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of shelter locations on campus that includes the facilities services, capacity, contact information and other pertinent information.
- Develop and maintain a security plan for each shelter location.
- Establish policies, procedures, plans, and programs to address sheltering needs, as well as providing mass care during an emergency or disaster.
- Establish guidelines to recognize and address the sheltering of special needs individuals.
- Provide mass care and shelter operations training for personnel expected to operate a shelter.
- Develop and maintain plans to coordinate employee and student information, and accountability during and after an emergency or disaster.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Provide personnel to support the opening of shelters at the request of the Emergency Management Director, IC, or other designee.
- Determine shelter location based on the incident and affected areas of campus. Shelter information and location shall be disseminated to the campus community.
- Operate within the scope of NIMS as directed by the IC.

- Coordinate emergency shelter and food service for individuals required to remain on campus. This includes food delivery to operational sites, such as but not limited to the EOC, the ICP, etc.).
- Assist in accounting for employees as necessary.
- Assist in communicating information to employees as necessary.
- Coordinate employee information and accountability information (including communication with families as required).
- Provide housing and related services for impacted residential students as necessary.
- Assist in coordinating and accounting for students (both residential and commuter).
- Assist in communicating information to students, as necessary. Information should be coordinated with the EOC.
- Assist in operating an emergency shelter as necessary.
- Establish a family resource center, as needed, following the pre-established plan.
- When using campus facilities, ensure that applicable fire and life safety codes for sheltering operations are being met.
- When using campus facilities, ensure proper health and safety standards for sheltering and feeding operations are being met.
- Maintain costs and records

2.7 ESF 7 Annex – Logistics Management and Resource Support

Purpose

Emergency Support Function (ESF) #7 - Is to provide logistical and resources support during an emergency or disaster

Concept of Operations

Primary:	Finance and Administration
Support:	Facilities Management

Division of Finance and Administration is the primary responsible department for providing Logistics Management and Resource Support for the University community during incidents and may require support from Facilities Management. Finance and Administration will coordinate the purchasing of needed resources for the University to prepare for, respond to, and recover from emergencies on the MSU, Mankato campus. Facilities Management will be responsible for providing the infrastructure during an emergency response.

Mitigation and Preparedness

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Develop procedures to document costs for potential reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Locate, procure, and issue resources, personnel, and equipment.
- Coordinate emergency purchases and funding.
- Coordinate outside vendors as needed.
- Maintain costs and records.

2.8 ESF 8 Annex – Public Health & Medical Services

Purpose

Emergency Support Function (ESF) #8 - Is to provide health, medical, and disability services to University students, volunteers, and personnel for support of an emergency or disaster.

Concept of Operations

Primary:	Student Health Services
Secondary:	Mayo Clinic Health Services

Health Services is the primary responsible department for providing Public Health and Medical Services for the University community during incidents and may require support from Blue Earth County Health Department and surrounding hospitals.

Mitigation and Preparedness

- Provide for coordination between departments and partnering agencies to be prepared for evacuation of disabled students, and the possibility of providing triage, emergency medical care, and psychological services during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to address field triage, the treatment of minor injuries, and the coordinating of psychological services.
- Establish possible field triage locations, and policies and procedures to operate these locations.
- Prepare plans to manage a mass fatalities incident, including the establishment of morgue locations, as well as policies and procedures for managing these locations.
- Establish plans and Memorandums of Understanding (MOU) with partnering agencies to provide immunizations, referrals for service, and other necessary services as needed during an emergency or disaster.
- Establish plans and coordination with support agencies for responding to public health emergencies, such as High Consequence Infectious Diseases.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Establish field triage locations as needed.
- Document and track resource requests.
- Ensure accountability of volunteer staff is maintained.
- Maintain costs and records.

2.9 ESF 9 Annex – Search and Rescue

Purpose

Emergency Support Function (ESF) #9 - is to coordinate the search and rescue of missing persons; this may involve locating missing persons in damaged structures resulting from a disaster.

Concept of Operations

Primary:	Mankato Department of Public Safety
Secondary:	Blue Earth County Sheriff

The Mankato Department of Public Safety (MDPS) is the primary responsible department for providing Search and Rescue capabilities for the University community during incidents and may require support from Blue Earth County Sheriff County, MSU Campus Security, and volunteer organizations.

Mitigation and Preparedness

- The MDPS Supervisor, or designee provides for coordination between departments and partnering agencies to mitigate, prepare, respond, and recover from a search and rescue event.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Search and locate missing persons.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment, and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Maintain costs and records.

2.10 ESF 10 Annex – Hazardous Materials Response

Purpose

Emergency Support Function (ESF) #10 - Is to coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material at MSU.

Concept of Operations

Primary:	Mankato Department of Public Safety
Secondary:	Environmental Health and Safety

Mankato Department of Public Safety (MPDS) is the primary responsible department for providing Hazardous Materials Response for the University community during incidents and may require support from the Department of Environmental Health and Safety. MDPS, Campus Security, and MSU Environmental Health and Safety will establish a unified command structure to manage any incident involving hazardous materials.

Mitigation and Preparedness

- The MDPS Supervisor or designee provides for coordination between departments and partnering agencies to mitigate, prepare, respond, and recover to a hazardous material incident.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Ensure that appropriate personnel are trained in Personal Protective Equipment (PPE) and hazardous materials.
- Establish policies, procedures, plans, and programs to address identified hazardous materials incidents.
- Assist in planning for public health emergencies.
- Establish plans and MOUs with partnering agencies to provide response and mitigation activities for hazardous materials incidents.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of vendors to assist in the clean-up and disposal of hazardous materials.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Assess the hazardous materials incident. Provide pertinent information on the type of hazardous material(s) and critical health and life safety information.
- Determine the necessity of evacuations and coordinate with Campus Emergency Response Team (CERT) to initiate the evacuation process.
- Coordinate and ensure the control of any secondary hazard, such as a fire.
- Ensure that the hazardous materials incident has been reported to appropriate agencies, as dictated by the incident size and scope.
- Establish site security as needed.

- Work with partnering agencies to determine the responsible party.
- Work with partnering agencies and responsible party to coordinate the clean-up and disposal operations.
- Ensure that all applicable laws and regulations are being followed and provide documentation on each aspect of the response and recovery operations.
- Contact the Minnesota Duty Officer is necessary.
- Provide incident status information to CERT, or appropriate official (depending on incident size) for dissemination to the necessary individuals.
- Maintain costs and records.

2.11 ESF 11 Annex – Agriculture and Natural Resources

Purpose

Emergency Support Function (ESF) #11 - Is to identify, procure, and arrange for the transport and distribution of food and water to the University. ESF 11 will work in coordination of ESF 6 to deliver the necessary supplies. Additionally, ESF 11 is to provide for the coordination of agriculture, animal welfare, and natural resources.

Concept of Operations

Primary:	Facilities Management
Secondary:	Blue Earth County

MSU Facilities Management is the primary responsible department for providing agricultural support for the University community during incidents, and may require support from Blue Earth County, MSU Biology and/or Minnesota Department of Agriculture.

Mitigation and Preparedness

- Participate in drills and exercises when requested.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Monitor natural resources, animal, and plants for contamination or diseases.

Response and Recovery

- Determine food and water needs for animals on the farms.
- Identify, procure, and arrange for the transport and distribution of food and water.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment, and supplies.
- Coordinate animal and large animal rescue.
- Obtain medical care for animals.
- As the situation dictates, identify specific evacuation routes for animals, provide transportation and coordinate temporary shelter.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Maintain costs and records .

2.12 ESF 12 Annex – Energy

Purpose
Emergency Support Function (ESF) #12 - provides coordination of emergency power to support emergency response and recovery operations and to normalize community functions. ESF 12 includes electric power, distribution systems, fuel, and emergency generators. ESF 12 involves coordinating the provision of emergency energy supplies, transporting, and delivering fuel and the provision of emergency power to support immediate response efforts, as well as the restoration of the normal supply of power.

The term “energy” includes producing, storing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components.

Concept of Operations

Primary:	Facilities Management
Secondary:	Xcel Energy and/or BENCO Electric

Facilities Management-Physical Plant Operations is the primary responsible department for providing Energy services for the University community during incidents and may require support from Mankato Municipal Utilities.

Mitigation and Preparedness

- Plan and coordinate with associated departments and agencies to provide energy services to MSU, Mankato.
- Service and test campus generators for emergency use.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address required energy related services to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Recover core plant operations disrupted or damaged as a result of a disaster.
- Restore and prioritize energy access.
- Restore normal power and operations following recovery from an emergency.
- Provide regular updates and situational information on the status of power plant systems to the Campus Emergency Response Team.
- Maintain costs and records

2.13 ESF 13 Annex – Public Safety and Security

Purpose
Emergency Support Function (ESF) #13 – Provides public safety and security assistance to local, state, tribal, territorial, and Federal organizations overwhelmed by the results of an actual or anticipated natural/manmade disaster or an act of terrorism.

Concept of Operations

Primary:	Campus Security
Secondary:	Mankato Department of Public Safety

Campus Security is the primary responsible department for providing Public Safety and Security for the University community during incidents and may require support from the Mankato Department of Public Safety (MDPS) and other law enforcement agencies and Fire Responders.

Mitigation and Preparedness

- Plan and coordinate with local emergency response agencies to provide emergency services.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies and procedures for responding to emergencies and hazards and notifying local response agencies for emergency assistance.
- Prescribe a procedure for the inventory of Campus Security personnel and equipment.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.
- Provide a system for the receipt and dissemination of information, data, and directives pertaining to law enforcement agencies and activities.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Evaluate the scene for safety of responders.
- Determine the nature of the incident and proper response agencies.
- Notify proper emergency response agencies.
- Provide emergency services or assist responding agencies as needed.
- Provide incident status information and situational updates to Emergency Operations Team and CERT.
- Collect and disseminate information and intelligence relating to disasters.
- Maintain costs and records.

2.14 ESF 14 Annex – Long Term Community Recovery

Purpose

Emergency Support Function (ESF) #14 - Supports the coordination of cross-sector operations, including stabilization of key supply chains and community lifelines, among infrastructure owners and operators, businesses, and their government partners. Enables the University to recover from the long-tern consequences of a disaster.

Concepts of Operations

Primary:	Facilities Management
Secondary:	Blue Earth County Emergency Mgmt.

The Facilities Management holds the primary responsibility for providing Long Term Community Recovery for the University community during incidents. MSU may require support from Blue Earth County Emergency Management and MSU Emergency Management. These agencies will make up a group of agencies who will begin the recovery planning process at the start of the emergency.

Mitigation and Preparedness

- Develop a Recovery Plan as a separate document from this Plan.
- Identify grants to assist with recovery and mitigation.
- As funding allows, implement mitigation measures using the Hazard Mitigation Plan as a guide, or as appropriate.
- Participate in drills and exercises to evaluate the effectiveness of these plans.

Response and Recovery

- Activate the Recovery Plan at the general discretion of the IC, Emergency Management Director, or designee.
- Coordinate disaster recovery efforts following pre-established disaster recovery plans.
- Evaluate the Recovery Plan and Hazard Mitigation Plan after each major emergency or disaster to determine their overall effectiveness and implement changes as necessary.

2.15 ESF 15 Annex – External Affairs

Purpose

Emergency Support Function (ESF) #15 – External Affairs provides accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including children; those with disabilities and others with access and functional needs,; and individuals with limited English proficiency.

Concept of Operations

Primary:	MSU Media Relations
Secondary:	MSU Integrated Marketing

Media Relations is the primary responsible department for providing External Affairs for the University community during incidents and may require support from Integrated Marketing. Media Relations will be responsible for developing and releasing timely news releases and news conferences during emergencies.

Mitigation and Preparedness

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Designate a Public Information Officer (PIO) and at least one secondary.
- Maintain an updated media directory.
- Maintain the Crisis Communications Plan.
- Develop protocols for departments and divisions to follow for communicating with the media during an emergency or disaster. Educate departments and divisions on these protocols.
- Support disaster awareness campaigns.
- Educate the campus community on various notification and alert systems.
- Educate the campus community on steps to follow during various emergencies or disasters.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed by the IC.
- Coordinate all communications, including public and internal information.
- Coordinate the release of all information to the news media.
- Provide campus notifications and updates to the MSU community and serve as the hub for public information releases.
- Take steps to make contact and provide necessary information to key University supporters and other key University stakeholders. Activities should be under guidance of the Emergency Management Director and approved by the Executive Management Team.

- If necessary, establish a Joint Information Center (JIC) on campus.
- In coordination with the Mankato Dept of Public Safety, provide emergency notification and warning to the campus community under the direction of the IC, the Police Command Staff, or designee.
- Maintain records of expenses and equipment used during the incident.

3.0 Support Annexes

Support Annexes A – Volunteer and Donations Management

The purpose of this support annex is to efficiently and effectively support MSU, Mankato in efforts to manage offers of goods and services before, during, and after an incident. Requirements for goods and services may exceed capabilities of MSU, and University Stores & Materials Management will play a major role in meeting these needs. MSU, Mankato will need to provide leadership and direction so that the public donates goods and services that are needed. Actions will be required to avoid unsolicited donations from becoming a burden to response and recovery operations.

The University Stores and Materials Management lead/supervisor will assign a Donation Management Coordinator. The Donation Management Coordinator responsibilities include:

- Coordinate with Logistics Section to determine available resources and needs.
- Establish a Donations Coordination Center if necessary; this location should be outside the EOC, but within proximity.
- Maintain a list of contact information for workers to run the Donations Coordination Center.
- Create a media messaging campaign for donated goods, volunteers, and donated cash.
- Provide media messages to the University's Public Information Officer (PIO).
- Encourage unaffiliated volunteers to affiliate themselves with existing organizations (e.g., American Red Cross, Citizen Corps Councils, Medical Reserve Corps, etc.).
- Maintain goods, volunteers, and donated cash.
- Identify disposal sites for non-useful or unwanted donations.

3.2 Support Annexes B – Continuity of Operations (COOP)

The purpose of Continuity of Operations (COOP) is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the University after an incident that results in disruption of normal activities or services to MSU. Failure to maintain critical services will significantly affect the education and/or service mission of the University in an adverse way.

MSU, Mankato COOP template

3.3 Support Annexes C – Mutual Aid/Multi-Jurisdictional

The purpose of this support annex is to efficiently and effectively support MSU, Mankato in efforts to coordinate mutual aid with city, state, federal, private sector, and volunteer agencies. These agreements include written and verbal agreements. The University has Mutual Aid agreements in place with the City of Mankato and Blue Earth County whereas the city and county will aid MSU during a state of emergency and vice versa, providing conditions allow for support. Currently MSU coordinates with Blue Earth County Emergency Management to request mutual aid resources throughout the city and county.

3.3.1 ATTACHMENT A:

3.3.2 ATTACHMENT B:

4.0 Hazard – Specific Annexes

4.1 Bomb Threats

4.1.1 Purpose

The purpose of the Bomb Threats response guidance is to provide an effective and systematic means for MSU to assess and respond to bomb threats that could pose a threat of imminent death or serious bodily injury to the MSU, Mankato community.

4.1.2 Situation

All bomb threats should be taken seriously as an actual detonation will have significant impact to the University community. Most bomb threats are received by telephone although some may be made via e-mail or letter.

4.1.3 Assumptions

- In the event of an incident threatening the MSU community, property, or infrastructure, Mankato Department of Public Safety will respond with available resources and determine additional resource requirements to effectively manage the incident.
- MSU Campus Security will provide communication resources in support of emergency operation needs.

4.1.4 Concept of Operations

4.1.4.1 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plant to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each Univ. building.	☐
Take photographs of building and critical resources; maintain records.	☐
Minimize number of entrance areas and implement security measures for events held in University venues.	☐
Install surveillance cameras near entrance and exit ways, and large areas/arenas where people gather.	☐

4.1.4.2 Preparedness

Action	Complete
Officers should familiarize themselves with Univ buildings and grounds during routine patrol and training.	☐
Educate University students and personnel on basic procedures for responding to a bomb threat.	☐
Conduct exercises periodically to test response actions for bomb threats.	☐
Keep a Bomb Threat Checklist accessible at University answering centers	☐

4.1.4.3 Response

Action	Complete
If you receive a bomb threat by phone attempt to keep the person on the phone if possible and try to obtain the information on the Bomb Threat Checklist.	☐
If the threat is in writing; do not handle the letter or note any more than necessary.	☐
Do not touch or move any unfamiliar objects and wait for police to arrive on scene.	☐
If you are instructed to evacuate a building take your purse, backpacks or brief cases with you.	☐
As you exit, survey the area for suspicious or unusual packages, boxes, or backpacks. You are more familiar with what is normal for your building than First Responders. Report suspicious items and/or people to Police.	☐
Determine if the building and/or campus should be evacuated.	☐

4.1.4.4 Recovery

Action	Complete
Do not re-enter a building or area until an “All Clear” is provided.	☐
University personnel and students are to work with law enforcement on criminal investigations/follow-up activities.	☐
Provide mental health services/information for victims and witnesses.	☐
Take pictures of any damage to University property and inform Facilities.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.1.5 Reference Guide: DHS Bomb Checklist

4.2 Drought / Extreme Heat

4.2.1 Purpose

The purpose of the Drought and Extreme Heat response guidance is to provide an effective and systematic means for the University to assess and respond to drought and extreme heat conditions.

4.2.2 Situation

Drought occurs during a period of abnormally dry weather and can cause increased likeliness of fire. Extreme heat is often associated with conditions that lead to drought. Extreme heat may lead to heat stress in the MSU, Mankato community. Extreme heat can cause excessive drain on power supplies, electronic equipment, and can cause chemical cannister to explode.

4.2.3 Assumptions

- Local preparedness, community action, and cooperation will be keys to coping with a water storage.
- MSU, Mankato will cooperate fully with water conservation recommendations made by Blue Earth County, and/or City of Mankato.

4.2 4 Concept of Operations

4.2.4.1 Mitigation

Action	Complete
To the extent as possible, electronic equipment (especially telecommunications equipment) should be in cool environments.	☐
Chemical containers should be stored in areas within temperature ranges as identified on the Material Safety Data Sheets (MSDS).	☐

4.2.2 Preparedness

Action	Complete
Personnel should be educated on the signs & symptoms of heat related injuries.	☐
Enforce burn bans during times of extreme dryness/heat.	☐
Ensure personnel have adequate shelter and work/rest cycles.	☐
Conduct public awareness activities to educate people on campus of the dangers of extreme heat and drought.	☐
Ensure work scheduling is developed to encourage majority of work in non-peak heat hours of the day.	☐

4.2.4.3 Response

Action	Complete
Establish communications. • Issues that arise on MSU's campus and property due to drought/extreme heat conditions should be communicated to Campus Security. • The Emergency Management Director should establish communication with applicable local, state, and Federal agencies to monitor the status of the drought and extreme heat conditions.	☐
Gain situational awareness. • Situational awareness must come from on-scene reports from First Responders. • Information such as heat injuries, fires, and water shortages issues should be communicated to the Campus Security. • Monitor weather alerts and drought conditions for up-to-date information.	☐
Determine the course of action students and personnel impacted by the incident should take. • MSU personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency is being corrected.	☐
If a chemical container fails, reference HazMat guide.	☐
If a grass land fire were to occur due to drought, reference Fires	☐
Coordinate with MSU Health Educators to encourage heat-related illness training across campus.	☐
Encourage the consumption of fluids.	☐
During signs of dehydration, heat stress, or other medical conditions, reference Medical Emergencies. • Report suspected heat related injuries to Student Health Services.	☐
Assist in identifying and resolving conflicts that may arise when water availability is diminished by drought. Coordinate available water resource to potentially fill unmet needs.	☐
Ensure athletic teams are following guidance on work/rest cycles and holding practice session in off hours of the day. Monitor athletes' health for heat related issues.	☐
Establish cooling centers on campus.	☐

4.2.4.4 Recovery

Action	Complete
As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐
Coordinate with local and state health departments for medical related issues.	☐

4.3 Earthquakes

4.3.1 Purpose

The purpose of the Earthquake response guidance is to provide an effective and systemic means for MSU, Mankato to assess and respond to the conditions that follow an earthquake.

4.3.2 Situation

An earthquake is a shaking or trembling of the earth's crust caused by the breaking and shifting of rock beneath the surface or underground volcanic forces. A major earthquake will cause shaking of the earth or building; this shaking may begin as a gently rocking motion or as violent jolt. While scientists can measure the amount of energy that is building beneath the earth's surface, they are not able to predict exactly when an earthquake will occur. Therefore, earthquakes are unpredictable and can strike without warning. They can range in intensity from slight tremors to great shocks and can last from a few seconds to as long as five minutes. Earthquakes can either occur by themselves or in a series over a period of several days, or even months. However, they are almost always accompanied by aftershocks which can be equally as damaging as the quakes that they follow.

There are 36 earthquake incidents in Minnesota on record since 1931. The state averages less than 1 earthquake per year. The largest earthquake on record for Minnesota occurred on 12/06/1997, with a depth of 10.0 miles and a magnitude of 5.4 on the Richter scale in Lake of the Woods County, MN.

4.3.3 Assumptions

- The State of Minnesota is vulnerable to a significant threat of damage from earthquakes that could affect the entire state.
- A major earthquake would create extraordinary requirements for EMS.
- Injuries serious enough to require hospitalization are estimated to be about four times greater than fatalities.
- Business and industry may not be prepared for adequate response to an earthquake. Businesses that rely on computer-based systems are particularly vulnerable.
- In the event rubble and debris resulting from an earthquake prevent access to the affected area for a prolonged time, helicopters may be necessary to bring rescue teams in and remove casualties from the area.
- Food supply lines could break down.
- The first few hours following an earthquake are critical in saving the lives of people trapped in collapsed buildings. Therefore, the use of local resources during the initial response period will be essential until state and Federal support is available.
- It may be several hours before personnel and equipment can be mobilized and initial teams deployed to affected areas. Therefore, state and local resources will be relied upon heavily in the period immediately following the earthquake.
- The earthquakes and aftershocks may trigger one or more secondary events such as landslides, release of hazardous materials, dam failure or flooding, and transportation disturbances.

4.3.4 Concept of Operations

4.3.4.1 Mitigation

Action	Complete
Develop Hazard Mitigation Plan.	☐
Identify structural and non-structural mitigation projects.	☐
Assess hazards across campus (i.e. fasten shelves to walls, place heavier objects on lower levels, etc.).	☐
Inspect buildings for structural defects.	☐

4.3.4.2 Preparedness

Action	Complete
Educate University students and personnel on what to do in the event of an earthquake.	☐
Conduct earthquake drills throughout campus.	☐
Conduct/Participate in earthquake exercises.	☐

4.3.4.3 Response

During an Earthquake

Action	Complete
Stay where you are, get under a desk/table. If necessary, stand in a doorway or in a corner of the room. Do not seek cover under tables or desks in laboratories.	☐
If possible, extinguish fires, flames, or other sources of ignition.	☐
If you are outside go to an open area away from buildings, power lines, and trees.	☐
Do not use the elevator.	☐
If you are driving, pull over to the side of the road and stop immediately. Avoid overpasses and power lines, Stay inside vehicle until shaking stops	☐

Following an Earthquake

Action	Complete
Evacuation will not be automatic. The dangers outside may be worse than those inside the building. The building coordinator and emergency services personnel will assess the situation. The fire alarm will be activated if evacuation is necessary.	☐
If your building has suffered severe damage leave the building quickly. Gather at your outdoor emergency assembly area.	☐
Do NOT smoke, light matches or use electricity.	☐
Do NOT stop to turn off lights or lock doors.	☐
Be careful when opening doors and watch for falling debris or objects.	☐
If persons are injured, cannot be accounted for, or if you know someone is trapped in the building, call Police 911.	☐

To expedite rescue and emergency services, a sign should be posted on the front of the building denoting if all the occupants got out or if people are trapped in the building. If people are trapped, note the time, date, number of victims and their last known locations on the sign.	☐
Check for injuries but do not move seriously injured people unless the danger in the area is greater than their injuries.	☐
A significant earthquake will affect the entire city and county. You may have to fend for yourself and your co-workers for a long time. Render whatever aid you can provide but remember you are responsible for your personal safety	☐
Use telephones only to report emergencies.	☐
Mankato Dept of Public Safety, CenterPoint Energy, along with MSU Facilities will shut off gas lines and electric power if it is safe to do so.	☐
Never touch downed utility lines. Avoid damaged building equipment.	☐
Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.	☐
Be prepared for aftershocks and to take cover again. Aftershocks are usually smaller but may create additional damage.	☐
Assess the situation, sharp objects, downed power lines, gas lines, etc. may be identified in and out of buildings.	☐
Conduct a rapid damage assessment of facilities, utilities, and equipment.	☐

4.3.4.4 Recovery

Action	Complete
Maintain accurate records for the incident.	☐
Take pictures of any damage to the Univ. property and inform Facilities.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.4 Fires

4.4.1 Purpose

The purpose of the Fire response guidance is to provide an effective and systematic means for the University to assess and respond to a fire.

4.4.2 Situation

Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which could be prevented. Direct property loss due to fires is estimated at $8.6 billion annually.

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

4.4.3 Assumptions

- Fire Command will assume the role of incident command upon arriving on scene.
- The University will provide Safety Data Sheets (SDSs) to the fire department. MSU personnel have limited capability for containing fires.
- If arson is suspected, an investigation will be conducted.

4.4.4 Concept of Operations

4.4.4.1 Mitigations

Action	Complete
Conduct Public Awareness Campaign around campus to educate on fire hazards.	☐
Develop and conduct fire extinguisher training.	☐
Continue to ensure all facilities and infrastructure follow required Fire Code regulations, standards, and best practices of recognized local, state and Federal agencies.	☐
Maintain evacuation plans for all University buildings and rooms.	☐
Conduct fire evacuation drills.	☐
Identify assembly areas for campus buildings.	☐
Conduct periodic checks to ensure relevant signage for evacuation, extinguisher use, etc., remains in facilities.	☐

4.4.4.3 Response

Action	Complete
Upon the discovery of a fire, explosion or smoke in a building, activates the fire alarm.	☐
Call 911.	☐
Evacuate the building immediately using your general evacuation procedures to an outdoor assembly area	☐
If possible, help mobility-impaired individuals. If it is not possible for you to assist these individuals call Campus Security with location.	☐
Do not re-enter the building until advised to do so.	☐

4.4.4.4 Recovery

Action	Complete
Conduct a damage assessment of facilities, utilities, and equipment	☐
Maintain accurate records of the incident.	☐
Take pictures of any damages to University property and inform Facilities	☐
Provide mental health services/information for victims and witnesses	☐
Remove debris.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.5 Flooding

4.5.1 Purpose

The purpose of the Flooding response guidance is to provide an effective and systematic means for MSU, Mankato to assess and respond to flooding related hazards such as high water, river erosion, dam failure, burst pipes, and debris. Flooding is one of the most common, and most costly, disasters. Preparing for flood situations can minimize injury or death and speed the recovery process.

4.5.2 Situation

Floods are one of the leading causes of death from natural disasters in the United States. On average, more than 300,000 people are driven from their homes by floods, 200 flood-related fatalities occur, and $6 billion in total flood damages are sustained each year. Flood situations are variable. The impact can be local, affecting a neighborhood or community, or very large, affecting entire river basins and multiple states. Some floods develop slowly – allowing time to prepare and evacuate. Others (e.g., flash floods) can develop quickly, even within a few minutes, and without any visible signs of rain.

4.5.3 Assumptions

- Flooding can happen during any month of the year.
- Flooding can occur very rapidly depending on several variables.
- Flooding, dam failure, or river erosion could hinder transportation in/out of campus.
- Evacuations may be necessary due to risk of flooding.
- Some areas are more prone to flooding.
- Response to floods is a very dynamic response which will incorporate many response agencies.

4.5.4 Concepts of Operations

4.5.4.1 Mitigation

Action	Complete
Identify flood plain areas near campus	☐
Develop Hazard Mitigation Plan based upon current flood zones	☐
Keep electrical components and equipment above projected flood levels.	☐
Secure important documents in a flood proof safe or keep in areas that are not reachable by flooding.	☐

4.5.4.2 Preparedness

Action	Complete
Maintain current flood plain maps	☐
Conduct Public Awareness campaign on dangers of flooding	☐
Provide personnel and students training in flood response	☐
Conduct or participate in flood related exercises.	☐
Monitor local weather forecasts.	☐
Identify if City of Mankato is under an evacuation order.	☐

4.5.4.3 Response

Action	Complete
If the city is under an evacuation, inform personnel and students to prepare	☐
Monitor flooding across low areas of the campus	☐
Block off flooded road on campus and provide traffic control as needed.	☐
Evacuate campus buildings if flooding occurs in building, get personnel and students to higher ground.	☐
If evacuated, only return to the location after officials have declared the area or building safe.	☐

4.5.4.4 Recovery

Action	Complete
Access the situation (stay clear/report downed power lines, dangerous materials, damaged gas lines, etc.).	☐
Take pictures of any damages to University property and inform Facilities.	☐
Provide mental health services/information for victims and witnesses	☐
As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.6 Gunshots Heard / Hostage Situation

4.6.1 Purpose

The purpose of the Gunshots Heard/Hostage Situation response guidance is to provide an effective and systematic means for MSU, Mankato to assess and respond to an active shooter or hostage situation that could pose a threat of imminent death or serious bodily injury to the MSU community.

4.6.2 Situation

Workplace violence may take many forms and may include use of deadly weapons. Advance warning of the violence is unlikely.

4.6.3 Assumptions

- In the event of an active shooter or hostage situation occurring on MSU property, Mankato Department of Public Safety will respond with available resources and determine additional resource requirements to effectively manage the incident.
- MSU Campus Security will provide communication resources in support of emergency operation needs**.**
- MSU Security personnel are not a licensed Police Officers, have no power of arrest, and carry no weapons to defend or protect the public or themselves.

4.6.4 Concept of Operations

4.6.4.1 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each Univ. building.	☐
Take photographs of buildings and critical resources; maintain records.	☐
Minimize entrance areas and implement security measures for event held in University venues.	☐
Install surveillance cameras near entrance and exit ways, and large areas/arenas where people gather.	☐

4.6.4.2 Preparedness

Action	Complete
Officers should familiarize themselves with University buildings and grounds during routine patrol and training.	☐
Educate University students and personnel on basic procedures for responding to gunshots heard/workplace violence.	☐
Conduct exercises periodically to test response actions for gunshots heard/workplace violence.	☐

Gunshots Heard

Action	Complete
If you hear gunfire, run away from the area if safe to do so. If not, take refuge in an area that can be locked from the inside.	☐
If possible, block the door to discourage entry.	☐
Hide inside the area behind a desk, under a table, in a closet, or whatever is available.	☐
Remain still and quiet. Silence phones.	☐
If a phone is immediately available, and it is safe to do so, call Police 911.	☐

Hostage Situation

Action	Complete
Immediately evacuate the building.	☐
Stay out of sight of the perpetrator at all times.	☐
Take no action to intervene with the hostage taker.	☐
Call Police 911. Inform them of the situation with as much available information.	☐

4.6.4.4 Recovery

Action	Complete
University personnel and students are to work with law enforcement on criminal investigations/follow-up activities.	☐
Provide mental health services/information for victims and witnesses.	☐
Take pictures of any damages to University property and inform Facilities.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.7 Hazardous Materials

4.7.1 Purpose

The purpose of the Hazardous Materials response guidance is to provide an effective and systematic means for MSU to respond to hazardous materials spill, leak, or exposure.

4.7.2 Situation

Hazardous materials (chemical, radiological, biological, and explosive) are transported and used throughout campus, Mankato, and the State of Minnesota. Transportation accidents involving hazardous materials may occur on highways and/or by railroad. Besides hazardous materials transported and stored across campus, the University also uses hazardous materials, and may including radioactive materials and radiation, in campus laboratories. The presence of hazardous materials on campus presents the risk of personnel, students, and visitors encountering these substances. In addition, storage of hazardous materials on campus presents an area of interest for individuals who try to acquire these substances using illegal methods.

Hazardous Material: (HazMat)

Any substance harmful or injurious to human and animal life, the environment, and/or public or private property.

- Chemical: Toxic, corrosive, or injurious substance because of inherent chemical properties and including, but not limited to, such items as petroleum products, paints, plastics, acids, gases, caustics, industrial chemicals, poisons, solvents, pesticides, and mineral fibers.
- Radiological: Any radioactive substance emitting ionizing radiation at a level that could produce a health hazard. Radiopharmaceuticals, industrial radiographic equipment, and uranium products involved in transportation accidents and nuclear weaponry are a few sources of radiological hazardous materials.
- Biological: Micro-organisms or associated products which may cause disease in humans, animals, or economic crops, and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, etc.
- Explosive: Material capable of releasing energy with blast effect immediately upon activation; the released energy usually damages or destroys objects near the blast; may produce shrapnel or other projectiles caused by explosives.
- Etiological: Infectious materials. Substances that contain disease producing microorganisms, including bacterial viruses and biological preparations of pathogenic organisms affecting humans, animal life, and plants.

4.7.3 Assumptions

- MSU, Mankato maintains individual plans that specifically addresses hazardous materials in more detail; personnel will be knowledgeable of those plans and procedures. These plans include:
- Hazardous Waste Contingency Plan
- Spill Prevention Control and Countermeasures Plan
- Groundwater Protection Plan
- Radiological Accident Procedures

- Chemical Accident Procedures
- The threat of an incident involving hazardous materials is constant, and may be compounded by weather conditions, poor access to the scene, or the involvement of more than one hazardous substance.
- Actual or threatened releases of hazardous materials, oil spills, or other releases often require immediate response by several agencies.
- Local, state, and federal agencies will respond with technical expertise and resources upon request by MSU as resources are available.
- The Mankato Department of Public Safety will respond to hazardous material incidents that are beyond the ability of MSU personnel to control.
- The Mankato Department of Public Safety may have personnel with enhanced training and equipment for response to a Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) event with the capability to perform on-scene decontamination.
- Hospitals in the Blue Earth County area have the capability to perform decontamination for both ambulatory and non-ambulatory victims.
- MSU will post Safety Data Sheets (SDS) within the location of stored HazMat.
- MSU's personnel trained in handling hazardous materials, will know how to interpret SDSs, know where sheets are located, know the health hazards associated with each substance, and know how to contain, confine, and dispose of the substance if a leak or spill occurs for hazardous materials stored/used by the University.
- All hazardous materials planning will be completed in conjunction with the requirements of Title III of the SARA of 1986, the CERCLA of 1980, 40 CFR, 902 KAR 100, OSHA, National Fire Protection Association (NFPA), and other local, state, and federal ordinances dealing with hazardous materials and Environmental, Health, and Safety.

4.7.4 Concept of Operations

4.7.4.1 Mitigation

Action	Complete
Limited storage areas to the minimum need to discourage storing unneeded hazardous materials.	☐
Store hazardous materials in a secure area	☐
• Keep hazardous materials in a locked, weatherproof storage areas.	☐
• Post a sign indicating the storage area contains HazMat. The sign should include at least two emergency contact numbers.	☐
• Keep storage areas dry and well ventilated, keep them from freezing and extreme high temperatures.	☐
• Store HazMat above ground level to prevent moisture problems	☐
• Locate storage areas at a safe site not subjected to flooding	☐
Store HazMat in their original containers	☐
• Keep containers tightly closed and clearly labeled.	☐
• If labels become worn or damaged, re-label the container with its contents or discard the HazMat.	☐
• Do not store HazMat in damaged containers.	☐
Post copies of SDSs near the HazMat storage area, keep additional set in a separate location.	☐
Post signs with HazMat spill response procedures.	☐

4.7.4.2 Preparedness

Action	Complete
Maintain maximum possible awareness of HazMat through or adjacent to the University.	☐
Provide staff and students, who may handle HazMat, training in the proper use of Safety Data Sheets (SDS).	☐
Encourage First Responders learn where chemicals are stored	☐
Handlers should always read packaging labels for proper use, handling, and action in case of spills prior to chemical use.	☐
Clean equipment frequently, especially before switching to a new chemical/mixture of chemicals.	☐
Inspect equipment frequently for damages that could cause a leak; keep a record of inspections and repairs.	☐
Inspect radiation equipment and check the exposure rates in adjacent rooms	☐
Visually inspect HazMat storage area(s) regularly for signs of tampering or illegal activity; report any missing sources immediately.	☐
Conduct periodic exercises involving HazMat release to test response activity.	☐
Dispose of HazMat properly; do not generate multi-hazardous waste (combination of biological, radioactive & chemical waste).	☐
Maintain inventory on PPE and clean-up materials; ensure supply is available and unexpired (i.e. breathing apparatus).	☐
Ensure rapid access to HazMat responder equipment (i.e. PPE) and facilities (decontamination shower).	☐
Wear appropriate PPE when handling HazMat.	☐
All personnel with duties to work with hazardous personnel shall receive proper training for handling the material.	☐

4.7.4.3 Response

IF PERSONNEL HAVE NOT BEEN TRAINED IN HAZMAT RESPONSE; DO NOT LET THEM NEAR THE SITE OF THE SPILL!

HazMat Release – Inside **Not immediately dangerous to life or health**

Action	Complete
If the individuals responsible for the HazMat feel the chemical spill does not pose a threat to them or others.	
Restrict access to the area	☐
• Notify the MSU Environmental Health & Safety and Campus Security, and the Department Chair.	☐
• If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and clean-up spills, and have access to appropriate PPE, attempt to confine the spread of the spill as much as possible.	☐
• If you come in contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes.	☐

HazMat Release – Inside **Immediately dangerous to life or health**

Action	Complete
If the individuals responsible for the HazMat spill poses an immediate threat to them or others:	

• Immediately notify 911 Give the following information:
  • Building name, floor number, and room number
  • Type of incident
  • Hazardous material(s) involved
  • Estimated volume of spill
	☐

• Notify building occupants in the area of the spill to evacuate	☐
• Ensure the ventilation system for the building is shut down by notifying Facilities Management (if no answer, contact Campus Security at 507-389-2111.	☐
• If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes.	☐
• If a person becomes ill from the HazMat release call 911.	☐
• Notify Minnesota Duty Officer if required. Ph: 800-422-0798.	☐

HazMat Release – Outside Large spill (i.e. vehicle accident)

Action	Complete
Identify if building occupants are required to Shelter in Place	☐
• Close all windows and doors	☐
• Turn Heating, Ventilation, & Air Conditioning (HVAC) system off by notifying Facilities.	☐
• The Building Coordinator will monitor the situation and will keep building occupants informed.	☐
• If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes.	☐
• If a person becomes ill from the HazMat release call 911.	☐
• Notify Minnesota Duty Officer if required. Ph: 800-422-0798.	☐
Identify if building occupants are required to evacuate the building	☐
• Walk to an assembly area or safe area to be evacuated	☐
• Walk or drive away from the area using specific travel directions	☐

Hazardous Gas Leak (Flammable, toxic, corrosive, oxygen, cryogenic)

Action	Complete
If a gas cylinder or gas piping should begin leaking or is suspected or leaking, and if in the judgement of the person(s) responsible for such materials decides it presents a danger to them or to other building occupants, the following steps should be taken:	☐

• Immediately notify 911 Give the following information:
  • Building name, floor number, and room number
  • Type of incident
  • Hazardous material(s) involved
  • Estimated volume of spill
	☐

• Immediately notify building occupants to evacuate the area using general evacuation procedures	☐
In cases that involve toxic/irritant gas, evacuate the building immediately using general evacuation procedures and notify 911.	☐

4.7.4.4 Recovery

Action	Complete
Do not re-enter a building or area until an “All Clear” is provided.	☐
Take pictures of any damages to University property and inform Facilities.	☐
Clean, repair, and/or replace response equipment.	☐
Complete proper reporting procedures and form(s), University and State	☐
Maintain accurate records for the incident	☐
Provide mental health services for those personnel involved in the event.	☐

4.8 Infectious Disease

4.8.1 Purpose

The purpose of the Infectious Disease response guidance is to provide an effective and systemic means for MSU, Mankato to respond to a High Consequence Infectious Disease (HCID) outbreak or epidemic.

4.8.2 Situation

Infectious diseases are disorders caused by organisms such as bacteria, viruses, fungi or parasites. Modes of transmission include inhalation, ingestion, direct contact and bites by a contaminated vector.

Many infectious diseases can trigger an outbreak or epidemic. Because of this, identification, evaluation, and mitigation of infectious diseases are essential to protect the health of our students, employees, visitors and the community.

4.8.3 Assumptions

- Outbreaks of infectious diseases may occur at any time of year, resulting in increased absenteeism among students, faculty, staff and contractors.
- Actions taken by the University in preparation and/or response to occurrences of infectious diseases may well affect the financial wellbeing of the institution in addition to public perception.

4.8.4 Concept of Operations

4.8.4.1 Mitigation

Action	Complete
Adopt CDC travel recommendations during an infectious disease outbreak or influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins and distributing health information to persons who are returning from affected areas.	☐
Student Health Services will annually promote influenza vaccinations.	☐
During peak seasons for colds and flu or if other potentially communicable disease cases are identified among campus populations, Building Services GMW's may be tasked with completing additional disinfection of touchable surfaces.	☐
Implement infection control policies and procedure that limit the spread of influenza and other infectious diseases on campus.	☐

4.8.4.2 Preparedness

Action	Complete
Emergency Planning and Media Relations staff will continually monitor news outlets, institutional networks, public health contacts and social media for indication of infectious disease occurrences.	☐
Identify a pandemic coordinator and response team with defined roles and responsibilities.	☐
Environmental Health & Safety will meet annually with emergency responders and administration to review applicable processes and procedures for response to cases involving potentially infectious diseases.	☐
Identify personnel who may be available to assist with maintenance of essential services during a pandemic.	☐
Assess the potential impact of a pandemic on student housing closures, curtailment of food services, etc. and develop contingency plans for students who depend on the University for housing and food.	☐
Each designated essential service will need to refine or develop existing contingency plans so that they could be applied to a pandemic. These should include plans for emergency shifts and should address whether and how compensation to the workers will take place.	☐
Review and update Continuity of Operations Plan (COOP).	☐

4.8.4.3 Response

Action	Complete
Campus Emergency Response Team (CERT), and/or pandemic coordinator will meet as required to develop incident specific action plans if a substantial threat of infectious disease exists on or near any of our campus locations, or if students or employees are on University sponsored travel in areas that may be experiencing an outbreak either domestically or abroad.	☐
If an outbreak of infectious disease occurs within campus populations or adjacent to campus, the CERT, or designee will monitor conditions and determine if a suspension of classes, events or activities is warranted.	☐
Assess readiness to meet communication needs in preparation for an infectious disease outbreak including regular review, testing and updating of communications plans that link public health authorities and other stakeholders.	☐
Refence Procedures: Highly Consequence Infectious Disease (HCID).	☐

4.8.4.4 Recovery

Action	Complete
Define responsibilities for social, psychological and practical support to affected members of the campus community.	☐
Ask essential departments/services to develop specific recovery plans.	☐
Update COOP and HCID procedures based on gaps and lessons learned.	☐

4.8.4.5 Appendix K MSU, Mankato HCID Procedures

4.9 Medical Emergency

4.9.1 Purpose

The purpose of the Medical Emergency response guidance is to provide an effective and systematic means for MSU, Mankato to assess and respond to an emergency medical situation that affects campus community members.

4.9.2 Situation

A medical emergency can occur at any time, and dependent on the situation, may involve one individual to a mass number of individuals. The Mayo Clinic Health System ambulance and hospital will provide medical services during emergencies. MSU Campus Security will respond to all medical emergencies to provide intermediate aid, gain access, and assist EMS. Mankato Dept of Public Safety (Fire & Police) may assist in medical emergencies.

For critical injuries requiring air transportation, helicopter landing sites are located at the following locations:

- Football practice field
- Baseball field
- Intramural practice field

4.9.3 Assumptions

- An incident may cause an immediate demand for health services in excess of normal demand.
- In the event of a mass casualty emergency Unified Command will be established with local responders to address any issues that arise.
- Trained personnel can assist with minor injuries and have access to an Automated External Defibrillator (AED).
- Resources available: MSU Student Health Services, Mayo Clinic Health Services (MCHS), and MCHS Ambulance.

4.9.4.1 Mitigation

Action	Complete
Develop a plan/procedure for handling mass casualty (MASCAL) incident.	☐

4.9.4.2 Preparedness

Action	Complete
Identify Casualty Collection Points.	☐
Conduct regular review of MASCAL plans and procedures.	☐
Conduct MASCAL drills and exercises.	☐
Communicate trending illnesses to local public health agencies.	☐
Offer CPR and AED training courses to personnel and students.	☐
Familiarize personnel and students of the exact locations of AED's.	☐

• Appendix I: AED locations	
Supply PPE gear to personnel who handles chemicals	☐
Maintain University buildings' cooling and heating capabilities.	☐
Maintain AED's and provide routine maintenance and testing.	☐
Maintain first aid kits/medical supplies in University buildings.	☐
Maintain decontamination showers and eyewash stations.	☐

4.9.4.3 Response

Action	Complete
Gain situational awareness. • From on-scene First Responders • This information is sent to Campus Security, CERT, and/or MSU EOC for personnel to analyze.	☐
Do not move a seriously injured person unless in a life-threatening situation. When in doubt, treat an emergency as life threatening.	☐
Render first aid or CPR only if you have been trained.	☐
Call 911. Provide the following: • Type of emergency • Location of the victim • Condition of the victim • Any dangerous conditions	☐
If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes.	☐
Comfort the victim until emergency medical services arrive.	☐
In the event of MASCAL situation, set up Casualty Collection Points to conduct triage and initiate treatment.	☐
Designate a person to flag down First Responders.	☐
If you or another person is exposed to another person's body fluids, wash the exposed area and contact MSU Environmental Health & Safety.	☐
Stay on the scene until Campus Security and/or Police report is complete.	☐
If students, employees, or visitors are injured, notify their emergency point of contact and inform them of the incident and where the individual(s) have been taken.	☐
Contact Media Relations Director to see if press release is needed.	☐

4.9.4.4 Recovery

Action	Complete
Take pictures of any injuries and include in reports.	☐
Provide mental health services/information for victims, family, and witnesses.	☐
If needed, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.10 Terrorist Threats / Terrorism

4.10.1 Purpose

The purpose of the Terrorist Threats/Terrorism response guidance is to provide an effective and systematic means for MSU, Mankato to assess and respond to terrorist threats/terrorism that could pose as a threat of imminent death or serious bodily injury to the campus community.

4.10.2 Situation

Terrorist Threats/Terrorism is less likely to occur than general criminal activities but must be planned for as they would have a significant impact to the MSU, Mankato community.

4.10.3 Assumptions

In the event of an incident threatening the MSU community, property, or infrastructure, Mankato Department of Public Safety (MDPS) will respond with available resources and determine additional resource requirements to effectively manage the incident.
MSU Campus Security will provide communication resources in support of emergency operation needs.

4.10.4 Concept of Operations

4.10.4.1 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each Univ building.	☐
Take photographs of buildings and critical resources; maintain records	☐
Minimize entrance areas and implement security measures for events held in University venues.	☐
Install surveillance cameras near entrance and exit ways, and large areas/arenas where people gather.	☐

4.10.4.2 Preparedness

Action	Complete
Officers should familiarize themselves with University buildings and grounds during routine patrol and training.	☐
Educate University students and personnel on basic procedures for reporting all suspicious activity and packages; and responding to terrorist threats/terrorism.	☐
Campus Security Officers and Dispatch Center will familiarize themselves with helping MDPS Officers get access to buildings on campus.	☐
Conduct exercises periodically to test response actions for terrorist treats/terrorism.	☐

4.10.4.3 Response

Suspicious Mail/Packages

The following characteristics may identify suspicious parcels:

- Unexpected or from someone unfamiliar to you
- Addressed to someone no longer with your organization or otherwise outdated
- No return address or one that cannot be verified as legitimate
- Has any powdery substance on the outside
- Marked with restrictive endorsements, such as Personal or Confidential
- Protruding wires, strange odors or stains
- Has an unusual amount of tape
- Has excessive postage been applied to the parcel.
- A city or state in the postmark that does not match the return address

Action	Complete
If suspicious parcel is received in the mail:	☐
• Do not open the parcel.	☐
• Isolate the piece of mail/package	☐
• Call Campus Security at 507-389-2111.	☐
• Do not pass the letter/parcel to others.	☐
• Deny access to the letter to everyone except emergency responders	☐
• Move to an area that minimized exposure to others and to the parcel.	☐
• If possible, was your hands and face with soap and water.	☐
If you open a parcel that appears to be contaminated:	☐
• Do not move parcel.	☐
• Call Police 911	☐
• Turn off any fans, window air conditioners or space heaters.	☐
• Isolate the area.	☐
• Evacuate the adjoining areas and report to move to a safe area.	☐
• Do not pass the letter/parcel to others.	☐
• Deny access to the letter to everyone except emergency responders.	☐
• Anyone in contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from emergency responders.	☐
• If possible, anyone who had contact with the parcel should wash their hands and face with soap and water.	☐

Infectious Agents

Action	Complete
• Leave the material in the location where it was found or opened.	☐
• Immediately vacate and isolate the area.	☐
• Segregate the individuals who may have been exposed.	☐
• Call Police 911. Inform them of the situation and provide them with as much available information.	☐

Explosion or Physical Threat

Action	Complete
• Leave the material in the location where it was found or opened.	☐
• Call Police 911. Inform them of the situation with as much available information.	☐
• Determine if the building or campus should be evacuated.	☐

4.10.4.4 Recovery

Action	Complete
Do not re-enter a building or area until the “All Clear” is provided.	☐
University personnel and students are to work with law enforcement on criminal investigation/follow-up activities.	☐
Provide mental health services/information for victims and witnesses.	☐
Take pictures of any damages to University property and inform Facilities.	☐
Conduct an incident review and lessons learned to identify additional mitigation activities or updates to this Plan.	☐

4.11 Threat of Harm / Criminal Activity

4.11.1 Purpose

The purpose of the Threat of Harm/Criminal Activity response guidance is to provide an effective and systematic means for MSU, Mankato to assess and respond to criminal activity that could pose as a threat of imminent death or serious bodily injury to the campus community.

4.11.2 Situation

Criminal activity such as threat of harm, burglary, theft, use of alcohol/narcotics, or simple assault is most likely to occur on campus.

4.11.3 Assumptions

- In the event of an incident threatening the MSU, Mankato community, property, or infrastructure, Campus Security will respond with available resources and determine additional resource requirements to effectively manage the incident.
- MSU Campus Security will provide communication resources in support of emergency operation needs.

4.11.4 Concept of Operations

4.11.4.1 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each campus building.	☐
Take photographs of buildings and critical resources; maintain records.	☐
Minimize entrance areas and implement security measures for events held in University venues.	☐
Install surveillance cameras near entrance and exit ways of University buildings, parking lots, and exterior common spaces on campus.	☐
Equip and train building employees with lockdown procedures.	☐

4.11.4.2 Preparedness

Action	Complete
Security officers should familiarize themselves with campus buildings and grounds during routine patrol and training.	☐
Educate University students and personnel on basic procedures for responding to identified threats, crime in progress, and past occurred crime.	☐
Conduct periodic checks to ensure all emergency call boxes (blue phones) are operational.	☐
Conduct exercises periodically to test response actions for threats of harm/criminal activities.	☐

4.11.4.3 Response

Action	Complete
If you observe a crime in progress or behavior that you suspect is criminal or suspicious immediately call 911, or Campus Security at 507-389-2111.	☐
Report as much information as possible including: • What the person(s) is/are doing • Where it is happening • Physical and clothing description of those involved • Whether there are weapons involved and what type • Vehicle description and license number • Direction of travel	☐
If it is safe to do so, stay on the telephone with 911 or Campus Security and provide additional information as changes occur with the situation until the first officer arrives.	☐
Check closed circuit television (CCVT) video for playback and recording of incident.	☐

4.11.4.4 Recovery

Action	Complete
University personnel and student are to work with law enforcement on criminal investigation/follow-up activities.	☐
Provide mental health services/information for victims and witnesses.	☐
Take pictures of any damages to University property and inform Facilities.	☐
As necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.12 Tornadoes / Thunderstorms

4.12.1 Purpose

The purpose of the Tornadoes/Thunderstorms response guidance is to provide an effective and systematic means for MSU, Mankato to assess and respond to storm related hazards such as high winds, lightning, tornados, thunderstorms, and hailstorms.

4.12.2 Situation

Tornadoes are defined as a violently rotating column of air extending from a thunderstorm to the ground, often formed when warm and cold air masses clash. They are capable of tremendous destruction, creating damage paths in excess of one mile wide and 50 miles long. Tornadoes speed can vary from nearly stationary to up to 70 mph; however, the wind speed from these formations can exceed 250 mph. Tornadoes are classified using the Enhanced Fujita Scale. Most tornadoes (~88%) are considered weak (F0 or F1) and about 95% of all U.S. tornadoes are below F3 intensity.

Thunderstorms occur frequently throughout the Blue Earth County area. Thunderstorms may be accompanied by strong winds, hail, or other phenomena that can produce considerable damage. Thunderstorms also present conditions for tornadoes.

4.12.3 Assumptions

- Severe weather/tornadoes can transpire at any time.
- Nothing can be done to prevent severe weather/tornadoes.
- Strong winds, rain, hail, and lightning often will accompany severe weather.
- Severe weather can uproot trees, blow down utility poles, and blow down buildings.
- Lighting can strike causing fires, electrocution, and damage equipment.
- Severe weather can last for several hours.
- The extremely high winds, flying debris, as well as the wreckage left behind, can cause personal injury or possibly death.
- Tornadoes are unpredictable and can cause major damage and destruction.
- Weather Doppler radar can identify potential problem areas ahead of the storm.

4.12.4 Concept of Operations

4.12.4.1 Mitigation

Action	Complete
Assess hazards across campus (i.e. place larger, heavier objects on lower shelves, brace shelves and overhead light fixtures, etc.).	☐
Inspect buildings for structural defects on a routine basis.	☐
Maintain NOAA Weather Alert radios in key locations.	☐
Post Shelter in Place and evacuation plans in high traffic areas.	☐
Monitor state and local Doppler radar for risk factors affecting campus.	☐

4.12.4.2 Response

Severe Thunderstorm/Tornado Watch

- **Severe Thunderstorm Watch** means severe weather is possible, but not imminent.
- **Tornado Watch** indicates conditions are right for a tornado to develop and is possible in the watch area.

Action	Complete
Proceed with normal activity but continue to monitor weather related reports. Listen to local radio stations, view weather radar sites, and listen for warning sirens to sound. • If the approaching severe weather is deemed to pose an immediate threat to the area, the watch may be elevated to a severe thunderstorm or tornado warning.	☐

Severe Thunderstorm/Tornado Warning

- **Severe Thunderstorm Warning** is issued when severe weather has been reported or is being indicated by Doppler radar. Warnings indicate imminent danger.
- **Tornado Warning** is issued when a tornado has been reported or is being indicated as possible by Doppler radar. WKU's outdoor warning sirens will be sounded

Action	Complete
If the National Weather Service issues a tornado warning, a text alert will be broadcast.	☐
Intramural Sports & Recreation, along with Intercollegiate Athletics, maintain systems to monitor lightening and other severe weather conditions. The departments administer policies and procedures to cease outdoor sporting events if lightening or other hazards are noted in accordance with National Collegiate Athletics Association (NCAA) rules.	☐
If it is a tornado warning, you should seek shelter in a safe space immediately. • Basements, interior hallways and interior rooms on the lower floors offer the best shelter. • If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or a ravine offers some protection.	☐
After danger has passed, immediately report injuries to 911 or MSU Campus Security at 507-389-2111. Provide the following information: • Building name • Type of emergency • Condition of victim • Any dangerous conditions	☐
Immediately leave a badly damaged building and do not attempt to return to the building unless directed to do so.	☐
Do not attempt to turn utilities or equipment on or off.	☐

4.12.4.4 Recovery

Action	Complete
Assess the situation; sharp objects, downed power lines, gas lines, etc., may be identified in and out of buildings.	☐
Conduct a rapid damage assessment of facilities, utilities, and equipment.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Facilities.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris.	☐
Conduct an interview and lessons learned to identify additional mitigation activities or updates to his Plan.	☐

4.13 Utility Failure

4.13.1 Purpose

The purpose of the Utility Failure response guidance is to provide an effective and systemic means for MSU, Mankato to assess and respond to a utility failure that affects the campus infrastructure.

4.13.2 Situation

A utility failure can occur as an outcome of another hazard or as a standalone event and involves electricity, water, gas, and/or telephone operations.

- Primary energy sources required by the campus are electrical and natural gas. Energy resources are provided ultimately by outside sources. Coordination efforts are with Mankato Public Utilities (water, electric, wastewater), and Xcel Energy.
- Oil suppliers.
- The University may experience a utility failure from within campus only or during a city utility failure.
- Depending on the situation, utilities may be restored within hours or may take several weeks/months.
- University generators will activate if a campus disruption occurs with emergency lighting. A disruption of electrical service from Mankato Public Utilities to the campus will result in generator activation covering electrical power until city electrical service can be restored.
- Clean water is necessary to sustain life.

4.13.3 Assumptions

- University may experience a utility failure on campus only or a city-wide utility failure.
- Depending on the situation, utilities may be restored within hours or may take several days/weeks/months.

4.13.3 Concept of Operations

4.13.4.1 Mitigation

Action	Complete
Develop Utility Failure Hazard Mitigation Plan.	☐
Check utility systems on campus routinely and identify a hazard (pipes, water pressure, utility lines/trees, etc.).	☐
Check and test campus generators	☐

4.13.4.2 Preparedness

Action	Complete
Conduct regular maintenance on campus infrastructure.	☐
Have emergency flashlights and fresh batteries within buildings.	☐
Maintain accurate documents/maps locating all energy resources distribution systems on campus including values, meters, switch gears, etc.	☐
Maintain accurate documents/maps locating all water lines and values	☐
Maintain a list of emergency generators on campus.	☐
Train and conduct exercise to include a utility failure on campus.	☐

4.13.4.3 Response

Action	Complete
Determine the cause of failure. If it is related to infrastructure, consider evacuation of building.	☐
If smell of gas is present evacuate building immediately.	☐
Contact Facilities and Campus Security.	☐
An emergency generator will power on to supply emergency lighting but does not supply power to the elevator. If someone is trapped in an elevator call Campus Security.	☐
In any case, be prepared to give: • Building name, floor, and room number • Nature of problem • Person to contact or telephone ext.	☐
Remain in place until notified to leave or the utility failure is over. Emergency lighting is temporary and is not provided for continued building operations.	☐

4.13.4.4 Recovery

Action	Complete
Do not re-enter a building or area until an “All Clear” is provided.	☐
Take pictures of any damages to University property and inform Facilities.	☐
If needed, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.14 Winter Storm

4.14.1 Purpose

The purpose of the Winter Storms response guidance is to provide an effective and systematic means for MSU, Mankato to assess and respond to winter storm related hazards such as cold waves, snowfall, ice storms, and blizzards.

4.14.2 Situation

Severe winter storms can have a tremendous impact on individuals, animals, and communities. Winter storms can last for days. Accumulations of snow and ice can result in road closures or blockages – isolating campus from the community for days. Roofs may collapse due to heavy weight burden, and trees and power lines may be knocked down resulting in power outages and loss of heat in homes. Dangerous driving conditions can lead to travelers being stranded on the road. Prolonged exposure to low temperatures, wind or moisture can result in serious or life-threatening conditions, such as frost bite or hypothermia. Each year, dozens of Americans die due to cold-related illnesses with additional fatalities occurring from vehicle accidents, fires following the misuse of heaters, and other winter weather fatalities (e.g., carbon monoxide poisoning).

A winter storm has the potential for immobilizing the campus and preventing commuters from leaving the campus or arriving on campus. Commuter and off-campus students and personnel may be instructed to avoid travel and being outdoors.

4.14.3 Assumptions

- Winter storms, ice storms, and cold waves will occur during the late fall through the early spring seasons.
- Extreme cold temperatures can occur during these events.
- People are more susceptible to cold weather injuries and falls.
- Fatalities can occur due to these events.
- Ice storms can break power lines, causing widespread blackouts.
- Water supply may be compromised due to frozen pipes and potential pipe burst.
- Large amounts of snow can lead to localized flooding when warmer temperatures melt the snow in a short period of time.
- Snow accumulation and/or heavy icicles can cause building roof collapse.
- Snow and ice can be difficult to remove from walkways and streets.

4.14.4 Concept of Operations

4.14.4.1 Mitigation

Action	Complete
Maintain supply of food and water for University personnel and students.	☐

4.14.4.2 Preparedness

Action	Complete
Determine to maintain a normal schedule; delay the normal opening time or closing the University until conditions are safer.	☐
Notify personnel and students of delays, early dismissal, or closing.	☐
Coordinate clearing of sidewalks, stairways, and streets on campus.	☐
Provide shelter, if necessary, for personnel and students.	☐
Open warming shelters for those on campus to get out of winter storm elements.	☐

4.14.4.3 Recovery

Action	Complete
Take pictures of any damages to University property and inform Facilities.	☐
Provide mental health services/information for victims and witnesses.	☐
AS necessary, conduct an incident review and lessons learned to identify additional mitigation activities or updates for this Plan.	☐

4.14.5 Reference: University Closure and Class Cancellation Policy

***** Contains private date – not for public display.

5.0 Appendices

5.1 Appendix A – Emergency Operations Center

5.1.1 Purpose

This section is designed to help the administrative policy group (Cabinet and/or CERT) with establishing a system of meeting campus resources needs.

5.1.2 Objectives

The objective is to ensure the effective management of emergency efforts involved in preparing for and responding to situations associated with emergencies that require additional resources and staffing.

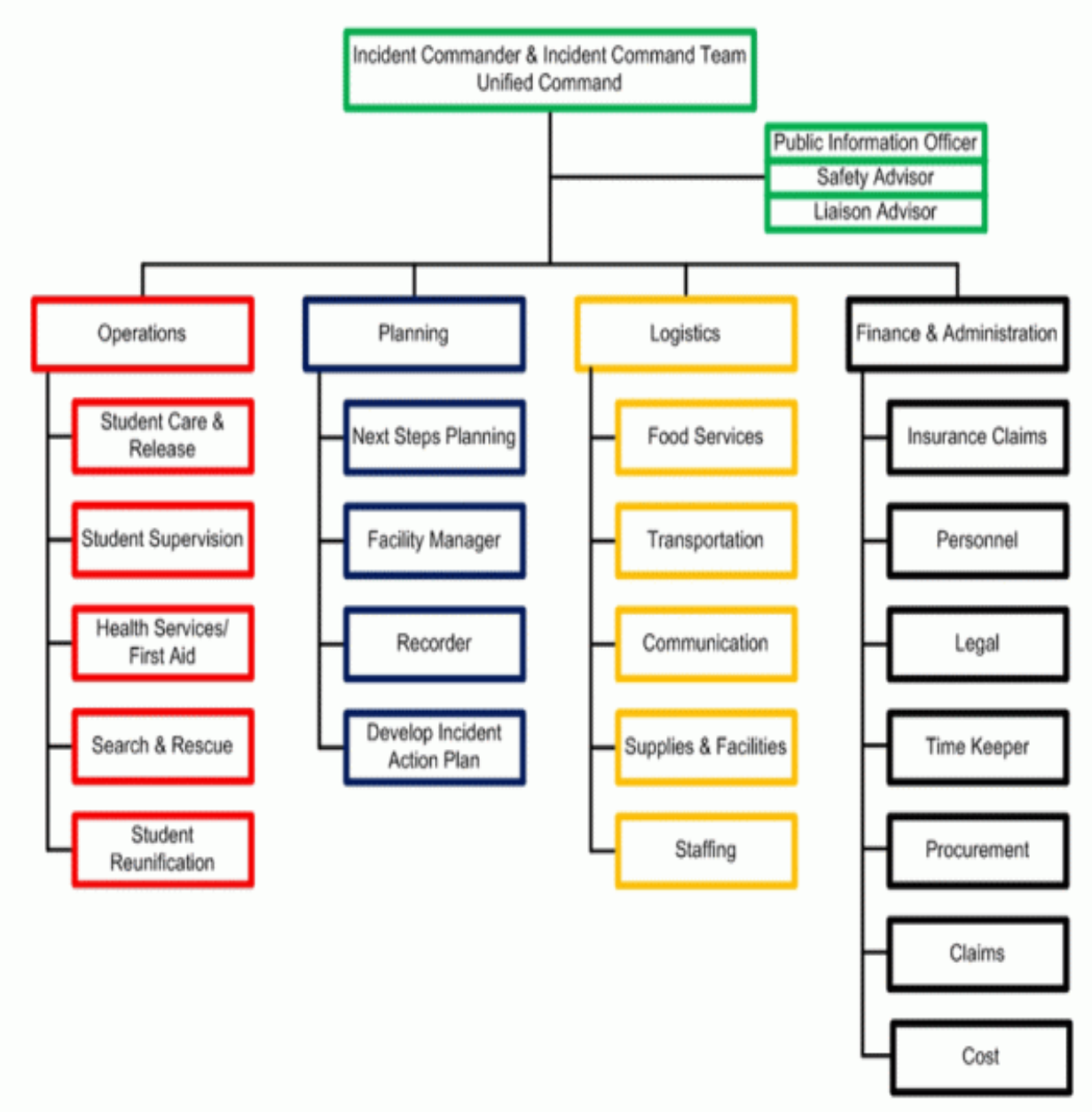
- Manage the care of persons and their movement.
- Minimize the risk of property loss.
- Collecting, evaluating and disseminating damage information and other essential data.
- Establishing priorities and adjudicating conflicting demands for support.
- Activating and using communication systems.
- Disseminating community warnings and alerts.
- Managing the movement and reception of persons in the event an evacuation is ordered.
- Request and allocate resources.
- Responding to requests for resources and other support.
- Coordinate mutual aid.
- Prepare and release information to media outlets.
- Re-establish normal campus operations.

5.1.3 Response

- Providing emergency notification and warning.
- Describing emergency mobilization procedures.
- Delineating emergency decision making processes.
- Describing types and methods of implementation of emergency protective actions.
- Conduct rapid assessment of emergency impacts and immediate emergency resources needs.
- Providing security to the hardest hit areas.
- Coordinating information and instruction to the public.
- Conducting preliminary damage assessments to determine the need for Federal Assistance
- Summarizing procedures for requesting Federal disaster assistance.
- Relaxation of protective actions and coordination of re-entry into evacuated areas.
- Restoration of essential public facilities and services.

- Preparing for Federal disaster assistance.
- Coordination of resources and materials.
- Coordination of volunteer organizations
- Dissemination of information and instructions to the public.
- Restoration of public infrastructure damaged by the emergency or disaster.

Figure 1: EOC General Staffing:



5.1.4 EOC Responsibilities

- Provide medical assistance
- Analyze field situation
- Make EOC assignments
- Activate callback procedures of essential personnel
- Coordinate activities with local, state and/or federal officials
- Coordinate EOC staff in developing an action plan
- Ensure 24-hour staffing of the EOC if necessary
- Implement campus closure procedures if necessary
- Notify campus community and implement evacuation plans if necessary
- Provide for safety and security during and after evacuation if necessary
- Coordinate development of recovery plan
- Coordinate record keeping: Information logs and emergency documentation

5.1.5 EOC Procedures: Stored in CERT files and University Cabinet documents.
***** Contains private date – not for public display.

5.2 Appendix B – Evacuation Procedures

5.2.1 Purpose

This section is designed to reduce the possibility of death and injury to members of the campus community through an organized evacuation procedure.

5.2.2 Objectives

- To alert campus community that a hazard exists.
- To conduct an orderly and safe evacuation from the danger area via designated routes.
- To notify necessary departments to assure that the evacuation is conducted in an orderly and safe manner.
- To warn the campus population using:
  loudspeakers in Public Safety vehicles or handheld units.
- Telephones, as available.
- Building fire alarms.
- Public Safety and university personnel.

5.2.3 Evacuation

When evacuation is deemed necessary by the Emergency Operations Chief and/or the Emergency Management Director, occupants will leave their buildings immediately and in an orderly manner via the nearest designated exit. Building Coordinators will be available to direct students, employees, faculty, and visitors to the designated assembly areas.

Evacuation from Campus If evacuation from campus becomes necessary, Public Safety personnel or EOC personnel will coordinate the evacuation route with civil authorities. Once determined, this route and information about the evacuation will be disseminated by emergency personnel.

Building Evacuations If it is determined that any building or buildings need to be evacuated, the following steps will be taken:

Action	Complete
University Security will activate the fire alarm or provide instruction with StarAlert	☐
Take your personal items (backpacks, keys, and purses) with you.	☐
Do not stop to lock the doors.	☐
Do not operate light switches or use cell phones.	☐
Assist moving disabled individual(s) to rescue areas.	☐
Notify Univ Security of disabled person location	☐

All Clear

An “All Clear” means it is safe to return to buildings.

5.2.4 Evacuation of the Physically Impaired

In cases of emergencies, those individuals with physical impairments may need assistance with building evacuation. Evacuation of persons with disabilities will be given a high priority in all emergencies.

5.2.5 Personal Evacuation Plans

People with mobility or other concerns that would make independent evacuation difficult are encouraged to make alternative emergency evacuation plans since, while emergency personnel are usually available to assist with evacuation, this may not always be the case. Every individual must quickly become familiar with the area by locating exits, stairwells, elevators, firefighting equipment, fire alarms, and possible areas of rescue.

This information provides a general guideline of evacuation procedures for persons with disabilities for fire and other building emergencies. Faculty, staff, students, and visitors must develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use.

5.2.6 Emergency evacuation plans should include:

- Being familiar with evacuation options
- Seeking evacuation assistants who are willing to assist in case of an emergency
- Asking supervisors, instructors, University Security, Accessibility Resources, or Environmental Health, Safety & Risk Management about evacuation plans for buildings.

Most campus buildings have accessible exits at the ground level floor which can be used during an emergency. In complexes like the Trafton, people can move into the unaffected wings of the building rather than exiting. However, in most campus buildings people will need to use stairways to reach building exits. Elevators cannot be used because they have been shown to be unsafe to use in an emergency and in many buildings, they are automatically recalled to the ground floor, or stop working.

5.2.7 Evacuation options:

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options:

1. **Horizontal evacuation**: using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
2. **Stairway evacuation:** using steps to reach ground level exits from the building.
3. **Stay in Place:** unless danger is imminent, remaining in a room with an exterior window, a telephone, and a solid or fire-resistant door. Wait for instructions from University Security via StarAlert messaging or contact University Security (507-389-2111) and report your location. This information will be forwarded to on-site emergency personnel, who will determine the necessity for evacuation.

4. **Area of refuge:** with a volunteer/assistant/helper, going to an area of refuge away from obvious danger. The assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary. Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings, and open-air exit balconies. Other possible areas of refuge include fire rated corridors or vestibules

adjacent to exit stairs. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

For false or needless alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by University Security or 911 emergency. University Security will tell the individual their decision or relay the information to emergency personnel responding to the incident.

5.2.8 Disability Guidelines

5.2.9 Mobility Impaired Wheelchair

Persons using wheelchairs should Stay in Place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should move to an area of safety outside the building and tell University Security the location of the person with a disability. If the person with a disability is alone, he/she should phone University Security or 911 with their present location and the area of refuge they are headed or located at.
If the stair landing is chosen as the area of refuge, please note that many campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

It is important to communicate with the individual before making the decision to physically assist unless the person is unconscious or otherwise unable to communicate and danger is imminent. Consult the person as to their preference regarding the following:

- The number of people necessary for assistance
- Whether to extend or move extremities when lifting because of pain, catheter bags, brace, etc.
- Whether to carry the person forward or backward on the stairs

If an evacuation chair is not available, carrying options include using a two-person, lock-arm position (see the Lock-Arm Position drawing) or having the person sit in a sturdy chair preferably with arms. For level travel, an office chair with wheels could be utilized. The person should be secured in the chair when possible using a belt or rope. Trained emergency personnel should provide this type of assistance.

A person may choose to stay in an area of rescue rather than take medical risks in being moved. Unless danger is imminent, this request should be honored, and emergency personnel will continue to monitor the situation. If the person remains in an area of rescue, the person should call University Security (507-389-2111) for assistance, or have someone who is exiting notify emergency personnel of their location.

5.2.10 Mobility Impaired - Non-Wheelchair

Persons with mobility impairments (crutches, canes, walkers, etc.), who can walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary.

5.2.11 Hearing Impaired

Some buildings on campus may not be equipped with fire alarm strobe lights. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.

Two methods for warning hearing impaired individuals

- Tap the person on the should, or turn the light switch on/off to gain attention. Give gesture, or in writing, what is happening to what to do.
- For a person who is both deaf and blind, marking a “X” on the person’s back indicates an emergency and the person is about to be guided to safety.

5.2.12 Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.

5.2.13 Guidelines for Persons Assisting Disabled Occupants

The following general guidelines have been adopted by the University to help evacuate individuals with disabilities. However, these guidelines may not apply in every circumstance due to specific individual needs. It is important to remember that evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. It is also important to know that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. Before attempting to evacuate a person with a disability consider your options and the risk of injury to yourself and others. Do not make an emergency worse.

- Occupants should be invited to volunteer ahead of time to assist persons with disabilities in an emergency. If a volunteer is not available, identify someone to assist who is willing to accept the responsibility.
- Two or more trained volunteers, if available, should conduct the evacuation.
- Do not evacuate persons in their wheelchairs. This is standard practice to ensure the safety of persons with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.

- Proper lifting techniques should be used to avoid injury to rescuers' backs (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift). Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Be careful on stairs and rest at landings if necessary. Certain lifts may need to be modified depending on the person's disabilities.
- Do not use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire.
- If the situation is life threatening, call University Security at 507-389-2111.
- Check on people with disabilities during an evacuation. A "buddy system", where persons with disabilities pre-identify volunteers (co-workers/roommates) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance. (Univ Security / EMS are trained in rescue procedures).

5.2.14 Blindness or Visual Impairment

Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms.

- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

5.2.15 Deafness or Hearing Impairment

- Get the attention of a person with a hearing impairment by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

5.2.16 Mobility Impairment

It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.

- If people with mobility impairments cannot exit, they should move to a safer area, e.g., most enclosed stairwells, an office with the door shut which is a good distance from the hazard.
- If you do not know the safe areas in your building, call University Security.
- Notify Univ Security or emergency responders immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The responding fire department may determine that it is safe to override the rule against using elevators.
- If people are in immediate danger and cannot be moved to a safe area to wait for assistance, it may be necessary to evacuate the using an alternative means.

5.3 Appendix C - Shelter in Place Procedures

5.3.1 Purpose

This section is designed to facilitate sheltering in place of students, employees, family, and friends following an emergency on campus or at a University sponsored event. Depending on the situation, emergency responders may recommend for those impacted to Shelter in Place. This recommendation may last from a few minutes to a few hours depending on the severity of the emergency.

Situations that might require Sheltering in Place to be implemented include:

- A public disturbance, such as a demonstration that has escalated to a violent level
- Explosives, whether intentional or accidental
- Chemical or biological contaminants released accidentally or intentionally into the air

5.3.2 Objectives

- To alert campus community of Shelter in Place procedures
- To conduct an orderly and safe Shelter in Place during emergency via designated locations
- To notify necessary departments to assure that the Shelter in Place is conducted in an orderly and safe manner

5.3.3 Shelter in Place

Some types of outdoor or off-campus incidents may make evacuation more dangerous than staying indoors. Leaving the area might take too long or put you in harm's way. In such a case it may be safer for you to stay indoors than to go outside. "Shelter in Place" means to make a shelter out of the place you are in. Shelter in Place announcements are different than "take shelter" messages that may be associated with tornado warnings. Shelter in Place announcements will be communicated via one or more means identified by email, text message, phone call, loudspeaker, siren, or public loudspeaker.

When Sheltering in Place is deemed necessary by the Campus Security and/or the Emergency Management Director, individuals will Shelter in Place based on the severity and location of the emergency or event. Those on campus should seek shelter immediately at the nearest indoor facility upon notification.

Action	Complete
Determine the need to Shelter in Place.	☐
Notify campus population to Shelter in Place.	☐
Individuals outside of buildings should enter the nearest building and proceed to a secure area.	☐
Individuals who are off campus should remain off campus.	☐
Individuals who are inside of buildings should remain in classrooms, labs, assigned offices, or office areas.	☐
Encourage students and personnel to remain indoors and not to panic.	☐
Determine resources needed for individuals with special needs and any service animals who will be Sheltered in Place.	☐

Quickly lock interior doors and windows.	☐
In laboratories, close containers, close fume hoods, and turn off external venting.	☐
Do NOT lock exterior doors of buildings as this may prevent others from seeking shelter.	☐
If a Shelter in Place directive is issued because of HazMat release • Shut down any ventilations or exhaust systems that you can. If remotely controlled ventilation systems are not shutting down, call Facilities Mgmt. to shut down the ventilation systems.	☐
• If plastic tape is available, seal off windows, doors and air vents.	☐
• You may be told to relocate within the building, (i.e. move to lower or higher floor) as further information becomes available.	☐
If the threat of an explosion exists, move everyone away from windows, door, and to the center of the building.	☐
Establish communications with emergency responders.	☐
Stay in location until “All Clear” is given.	☐

5.4 Appendix D - Lockdown Procedures

5.4.1 Purpose

This section is designed to lockdown students, employees, family, and friends following an emergency on campus. The Lockdown is designed to minimize accessibility to room/buildings on campus and reduce the risk of injury or danger to the campus community. This recommendation may last from a few minutes to a few hours depending on the severity of the emergency.

Situations that might require Lockdown to be implemented include:

- A threat that puts the campus community at risk of physical injury and/or death
- Explosives, whether intentional or accidental
- Chemical or biological contaminants released accidentally or intentionally into the air

5.4.2 Objectives

- To alert campus community of Lockdown procedures
- To conduct an orderly and safe Lockdown during emergency
- To notify necessary departments to assure that the Lockdown is conducted in an orderly and safe manner

5.4.3 Lockdown

Some types of outdoor or off-campus incidents may make evacuation more dangerous than staying indoors. Leaving the area might take too long or put you in harm's way. In such a case it may be safer for you to stay indoors than to go outside. Lockdown means to make a shelter out of the place you are in. Lockdown announcements are different than "take shelter" messages that may be associated with tornado warnings. Lockdown announcements will be communicated via one or more means identified by email, text message, phone call, loudspeaker, siren, or public loudspeaker.

When Lockdown is deemed necessary by the Campus Security and/or the Emergency Management Director, individuals will be locked into building(s) based on the severity and location of the emergency or event. Those on campus should seek shelter immediately at the nearest indoor facility upon notification or leave campus.

Action	Complete
Determine the need to Lockdown.	☐
Notify campus population to Lockdown.	☐
Individuals outside of buildings should enter the nearest building and proceed to a secure area as quickly as possible.	☐
Individuals who are off campus should remain off campus.	☐
Individuals who are inside of buildings should remain in classrooms, labs, assigned offices, or office areas.	☐
Encourage students and personnel to remain indoors and not to panic.	☐
Designated building departments have Lockdown keys stored for employees who are trained on key location and method of locking.	☐
Trained personnel should quickly lock exterior doors if safe to do so.	☐

Campus Security can assist securing remotely building electronic card access exit doors.	☐
Once inside, people can seek shelter inside a secure classroom or office with a locking door, avoid windows.	☐
• Remain quiet, silence cell phones	☐
• Ignore Fire Alarms if pulled unless directed by First Responders	☐
• **RUN, HIDE, FIGHT** considerations if necessary	☐
• Personal responsibility on whether to flee or remain in Lockdown	☐
If the threat of an explosion exists, move everyone away from windows, door, and to the center of the building.	☐
Establish communications with emergency responders.	☐
Stay in location until “All Clear” is given.	☐

5.4.4 Lockdown Procedures

Campus Lockdown Procedures

Purpose:

The purpose of a lockdown is to minimize accessibility to rooms/buildings on campus to reduce the risk of injury or danger to faculty, staff, students and visitors.

Decision:

A lockdown would be implemented when requested by the University President, or his/her designee. Under circumstances where a delay in seeking direction from the University President or the Campus Emergency Response Team (CERT) group would result in significant risks to the lives of the University community, a lockdown may be initiated immediately by Campus Security.

Incidents Requiring a Lockdown:

Person(s) armed with a firearm or weapon on campus property, gunshots directed at or near the University campus, police incidents involving dangerous person(s) that are adjacent to or within a short distance of the campus, intruders, hazardous chemical spills, gas leaks, electrical conditions, weather related hazards, or disasters close to the campus. These examples are not absolute but reflect the type of situation that may require a lockdown to protect the campus community.

Types of Lockdowns

Lockdown

The University response to an active threat of serious violence that is perceived to exist within a campus building, posing an immediate threat to staff and students. Normal operations will immediately cease. All movement in to and out of building(s) is restricted – exterior doors are locked, preventing entry, and people inside the building need to remain there. Exterior facing windows should be covered if possible and lights dimmed. Otherwise, normal operations may continue inside the building.

Shelter in Place

Shelter-in-place (place/area of rescue assistance) refers to a designated area of safety when it is not safe to go outside. Different situations can require different locations and instructions. An ongoing situation that requires all persons to remain in the building(s). Response can be from an environmental hazard/risk, weather related incident, or threat situation where it is necessary to keep people inside for their protection.

All movement in the and out of University building(s) may be restricted – exterior doors are locked if a violent threat is present, preventing entry, and people inside the building need to remain there. Otherwise, normal operations may continue inside the building. The Shelter in Place has proven to be a safer approach than evacuating into a potentially hazardous and/or contaminated outdoor environment. Generally, the duration of these situations would last minutes or hours, not days.

Procedures

The lockdown decision will be made by the University President (Incident Commander), or his/her designee, and/or at the direction from Campus Security. A lockdown decision may require an immediate decision, and Campus Security may initiate a lockdown for the protection of the campus community. Immediate community notification using Star Alert via Blackboard Connect is critical in protecting life and property.

Once a lockdown has been initiated, call Mankato Dept of Public Safety (Police). Depending on the situation, any active threat incident will be handled by Police. The building(s) will be under Police control, as Police seek to identify the threat, assess the best approach to dealing with it, neutralize the threat, and declare the situation safe. Police will determine whether the lockdown will end with an “all clear” signal, or whether they will go room by room to bring occupants safely out and ensure there are no residual threats.

In a lockdown, Security Dispatch will initiate an electronic lockdown of building(s) exit doors controlled by card access points of entry. Not all building(s) exits are electronically control, and Campus Security personnel, and others campus personnel with key access, will manually secure and lock exterior doors.

In a lockdown, the University President (Incident Commander), or designee, may engage the Campus Emergency Response Team (CERT), and/or Campus Security to coordinate further communications during and after the lockdown. The response team will coordinate the identification, marshalling and delivery of required University support services to those affected.

Initiating a Lockdown

- Lockdown will be initiated by Campus Security, and/or at the direction of the University President, or designee. In the event of an immediate hazard/threat Campus Security may initiate the lockdown without first consulting campus administration. Campus Security will implement a lockdown by using the emergency notification system (ENS). The ENS methods will include telephones, computers, and public address systems using voice and text alert messaging. Star Alert messaging through Blackboard Connect will be the University initial ENS delivery system.

- Campus Security Dispatch can secure and lock a majority of campus buildings using electronic card access fob located in the Dispatch Center. Not all buildings on campus (e.g. CSU) have all exits controlled with electronic card access. Doors not secured electronically, will have to be secured manually with a key.

- In general, once a lockdown is initiated, the responsibility for occupant action belongs to the individual. Each person will make their own assessment of whether it appears safe to exit the building, or whether it would be safer to shelter in place.

- In the event of a campus lockdown, each member of the campus community bears responsibility for their own safety and well-being. Additionally, all employees share in a responsibility to ensure students are kept safe. Supervisors, managers and administrators also bear a responsibility to ensure that every precaution reasonable in the circumstances is taken to protect workers. First Responders (Police, Fire, EMS, and Campus Security) based on the situation, may be limited/restricted in immediate response.

- Speed of action is critical in response. **RUN, HIDE, FIGHT** considerations are an individual choice based on situation assessment of the incident. University personnel should be prepared to respond immediately when they become aware of a lockdown. Exterior door and exits need to be locked and secured. Campus Security will respond, but a limited response due to location, personnel limitations, and safety concerns may impede a timely response of Security personnel. University personnel on-site must be entitled by act and secure affected buildings/areas if safe to do so.

- Campus Security using electronic card access or manually locking, will secure all exterior doors to the building(s), preventing entry if safe for University personnel. If a threat conditions makes the situation unsafe for University personnel, Campus Security may use Police assistance in securing building(s). Where possible, all exterior doors will have a security member or designated employee stationed nearby, to advise campus members it is not safe to leave the building.

- Once a lockdown has been initiated, if a fire alarm is activated, staff and students in secure rooms should remain in the room until given direction by police or the fire department. It is possible that an intruder could have set off the alarm. Police will respond to lockdowns immediately and will assess and manage other visible dangers, such as fire.

- Leaving a shelter/secure room – there are only two circumstances under which people sheltering in a secure room should open the door (or otherwise make themselves visible:
    1. If an all-clear message is sent over Star Alert; or
    2. If Police or Campus Security lead people out of the room.

CLOSE Acronym - reminder on lockdowns

Close all windows and doors
Lock up
Out of sight and minimize movement
Stay silent and avoid drawing attention
Endure. Be aware you may be in lock down for some time

Minnesota State University, Mankato Alert Notifications

In the event of a campus lockdown, some of the following communication tools are used to deliver notifications during the incident.

1. Emails/Text: Campus will receive emergency alerts through the Star Alert via Blackboard Connect.
Sign up to Star Alert: receive messages via text and email messages**.** MSU, Mankato Star Alert
2. Website: During a lockdown, updates will be posted on the MSU, Mankato website.
3. Radio Services: University radio station (KMSU-FM 89.7).
4. Emergency Phone Tones: Voice and Emergency messaging through campus telephones.
5. Broadcast Email: Campus-wide emails are sent to employees and students via Blackboard Connect.

5.5 Appendix E – Reunification Procedures

5.5.1 Purpose

This section is designed to facilitate the reunification of students, employees, family, and friends following an emergency on campus or at a University sponsored event.

5.5.2 Objectives

- To alert campus community of reunification procedures.
- To conduct an orderly and safe reunification following an emergency via designated locations.
- To notify necessary departments to assure that the reunification is conducted in an orderly and safe manner.
- To identify possible reunification locations on and off campus.
- To inform the campus population and families off campus of reunification locations and procedure using:
    - Social Media
    - Telephones
    - Radio and Television
    - University Website
    - Campus Security and university personnel

5.5.3 Reunification

When reunification is deemed necessary by the Emergency Operations Chief and/or the Emergency Management Director, individuals will be located at reunification locations based on the severity and location of the emergency or event. University personnel will be available to direct students, employees, faculty, and visitors to the designated reunification areas. Once established the locations will be staffed by personnel that can register and track students, visitors, employees, etc. Maintaining accountability of individuals who are registered with the reunification center must be maintained to be able to order and track resources, and plan for demobilization.

Reunification on Campus

If reunification on campus becomes necessary Campus Security or EOC personnel will coordinate the reunification locations with civil authorities. Once determined, these locations and information about the reunification will be disseminated by emergency personnel, university personnel, local news media, and social media. It is important that reunification procedures and information be pushed to interested parties to prevent an influx of concerned family and friends.

Action	Complete
Determine if reunification areas should be established for both on campus and off campus.	☐
Determine location of reunification areas.	☐
Identify key staff members. Consider contacting volunteer organizations to help operate facilities.	☐
Establish a Call Center to answer questions.	☐
Establish registration areas.	☐

Notify Campus Security of reunification area to maintain crowd control and parking.	☐
Notify campus community of reunification areas.	☐
Identify students and personnel who may have children located at MSU Children's House childcare center to plan for reunification.	☐
Determine resources need for reunification areas: • Communication Equipment • Food & Water • Medical Supplies • Cots & Blankets • Cooling Tents • Identify resources need for MSU Children's House • Diapers, Formula, Baby Wipes, etc.	☐
Disseminate location and reunification procedures to public: • Radio & Television • Social Media • Telephones • MSU Website	☐
Maintain accountability of students in the reunification area.	☐
Provide crowd control to keep media, citizens, and other people not impacted by the event away from reunification area.	☐
Continue to disseminate information regarding reunification area.	☐
Demobilize reunification area.	☐
Conduct an after-action review (AAR) of reunification operations.	☐

Reunification off Campus

If reunification off campus becomes necessary, Campus Security or EOC personnel will coordinate the reunification locations with civil authorities. Once determined, these locations and information about the reunification will be disseminated by emergency personnel, university personnel, local news media, and social media. The operation of reunification will operate much like on campus reunification however the inclusion of civil authorities must be included. It is important that reunification procedures and information be pushed to interested parties to prevent an influx of concerned family and friends.

5.5.4 Reunification of the Physically Impaired or Injured

In cases of emergencies, those individuals with physical impairments may need assistance with reunification. Reunification of persons with disabilities will be given a high priority in all emergencies. It is important to consider that individuals with disabilities may require further medical attention and every effort should be taken to ensure that medical personnel are located at the reunification location. Additional resources such as cooling tents, chairs, cots, medical supplies, food, and water should also be planned accordingly at these locations.

Ambulatory Individuals

Ambulatory individuals are those with disabilities that may impair reunification. Examples include those who are blind, deaf, or whose mobility is restricted using walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down the stairs to the designated meeting area.

Injured Individuals

Individuals who have become injured during an emergency who require transport to a local medical treatment facility will have their emergency contact informed of reunification procedures. Upon admittance, individuals will follow the reunification procedures of the medical treatment facility.

Action	Complete
Determine which individuals in the reunification area have special needs.	☐
Notify emergency personnel of individuals with special needs.	☐
Determine if those needs can be met in the reunification area, if not arrange for location where needs can be met.	☐
Determine resources needed for individuals with special needs and any service animals who will be utilizing the reunification area.	☐
If injured individuals are transferred to medical treatment facility notify emergency contact designee to notify of transfer.	☐
Maintain accountability of individuals who have been transferred to a medical treatment facility and maintain what facility they went to.	☐

5.6 Appendix F – Emergency Contact List

The Emergency Manager is responsible for maintaining emergency contact numbers. This includes an emergency notification roster with 24-hour telephone numbers for Campus Emergency Response Team (CERT) and the Emergency Operation Center (EOC).

5.6.1 Key Department Contacts

Contact	Phone
ALL EMERGENCIES – Mankato Dept of Public Safety	**911**
First Responders (Police, Fire, EMS)	
• Mankato Dept of Public Safety	507.389.5601
• Blue Earth County Sheriff	507.304.4800
• Minnesota State Patrol	507.344.2750
• Mayo Clinic Ambulance 911	507.255-2808
University Department/Agency	
• Campus Security	507.389.2111
• Emergency Manager	507.389.1383
• Student Health Services	507.389.6276
• Environmental Health, Safety & Risk	507.389.5568
• Facilities Management	507.389.2267
• Facilities Services	507.389.6931
• Facilities - Building Services	507.389.6804
• Facilities - Physical Plant	507.389.2071
• Facilities – Planning & Construction	507.389.1027
Local Resources	
• Mayo Clinic Health Services Hospital	507.625.4031
• Blue Earth County Emergency Management	507.304.4800
• Mankato Clinic	507.625.1811
• Mankato Public Utilities	507.387.8600
• CenterPoint Energy	800.245.2377
• Xcel Energy	800.895.4999

5.6.2 University Emergency Contacts

Personnel home phone contact data – Private
Contact References are stored in the following locations:

- CERT Guidelines
- EOC Procedures
- Cabinet Line of Succession

5.7 Appendix G – Shelters

When planning for shelter operations the University must anticipate the needs of the population that will require sheltering and the types of assistance they may need. Planners must identify food, water, medical, and functional needs requirements, and make appropriate resource requests to fill these needs. During times of disasters, University officials may consider requesting the assistance of volunteer agencies that specialize in emergency sheltering and feeding operations. University officials can reference the National Disaster Housing Strategy (NDHS) for future planning guidance. (http://www.fema.gov/pdf/emergency/disasterhousing/NDHS-core.pdf)

University residence halls can serve as shelters. Campus Security is responsible for assigning personnel to provide security at shelters. Shelters and vicinity of their location are listed below:

Shelter	Location
AF Alumni Foundation	1536 Warren St.
AH Armstrong Hall	521 Ellis Av.
CC Carkoski Commons	600 Maywood Av.
Children's House	213 Ellis Av.
CS Clinical Science Building	150 South Rd.
SU Centennial Student Union	620 South Rd.
RE CORE Renewable Energy	421 Malin St.
CR Crawford Residence Hall	700 Maywood Av.
DC Dining Center	760 Maywood Av.
FH Ford Hall	260 South Rd.
HC Highland Center	180 Stadium Rd.
HN Highland North	401 South Rd.
JS Julia Sears Resident Hall	540 West Rd.
MC McElroy Residence Hall	424 Ellis Av.
ML Memorial Library	601 Maywood Av.
MH Morris Hall	500 South Rd.
MF Myers Fieldhouse	190 Stadium Rd.
NH Nelson Hall	401 Maywood Av.
OT Otto Recreation	170 Stadium Rd.
PA Performing Arts	320 Maywood Av.
PH Pennington Hall	421 South Rd.
PS Preska Residence Hall	450 Ellis Av.
SH Stadium Heights Residence Hall	755 Heron Dr.
TC Taylor Center	1651 Warren St.
TR Trafton Center	300 South Rd.
TE Trafton East	301 Maywood Av.
TS Trafton South	300 South Rd.
TN Trafton North	301 Maywood Av.
UP Utility Plant	500 West Rd.
WC Wiecking Center	425 Malin St
WA Wigley Administration	600 South Rd.
WI Wissink Hall	321 Maywood Av.

5.8 Appendix H – Dining (Feeding) Stations

MSU has two locations designated as feeding sites. The University Dining Center is the primary dining center on campus. The Dining Center meets the needs of all students, including special needs requests. The Centennial Student Union provides nine variety of dining choices as an alternative to the Dining Center. MSU offers several satellite locations on campus.

Feeding Stations	Location
Univ Dining Center	760 Maywood
Centennial Student Union (CSU) • Jazzman's • Sandella's • Toss • Garbanzo • Union Grill • Chick-fil-A • Taco Bell Express • Star Ginger • Erbert & Gerbert Bistro	620 South Road
Chet's Place	600 Maywood – Carkoski Commons
Julia Sears 1872 Grill	540 West Road – Julia Sears Hall
Simply to Go	321 Maywood – Wissink Hall basement
Einstein Bros. Bagels	190 Stadium Road – Highland Center

5.9 Appendix I – AED Locations

Building Name	AED Location
Centennial Student Union	1st floor by Ostrander
Centennial Student Union	2nd floor SE stairwell by women's restroom
Clinical Science Building	CSB 104 – main south entrance
Clinical Science Building	CSB 128 – Dental Hygiene Lab on crash cart
Dining Center	DC 101 – main entrance
Highland Center	HC 1200 – Athletic training room
Highland Center	HC 1200 - Athletic training room
Highland Center	HC 1312
Highland Center	Otto Rec – 1st Aid room 1908
Highland Center	Otto Rec – 2nd floor NW stair behind staff desk
Highland Center	Pool deck
Highland North.	1st floor by NW entrance and tunnel to Trafton
Highland North	2nd floor – outside room 225
Memorial Library	Circulation desk – behind desk on shelf
Myers Fieldhouse	Hallway by Athletic office
Myers Fieldhouse	Indoor track – by interior climbing wall
Outdoor Rock-Climbing Tower	Summer – inside gate by trailer *warm months only
Performing Arts Center	Lobby by north main theater entrance
Pennington Hall	Across from sitting lounge
Recreation Building	Lot 1 - hallway by restrooms *warm months only
Sports Dome	South lot 22
Taylor Center	TC 002 – Athletic training room
Taylor Center	1st floor across from Admission office
Taylor Center	Basement by coaches' offices
Trafton Center	TC 121 hallway
Wiecking Center	Children House office shelf
Wiecking Center	WC 338 – EMT room
Wiecking Center	Security squad car
Wiecking Center	Security squad car
Wiecking Center	Security squad car

5.10 Appendix J – Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

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

**** Refer to your local bomb threat emergency response plan for evacuation criteria***

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov

Homeland Security

2014

BOMB THREAT CHECKLIST

DATE: **TIME:**

TIME CALLER HUNG UP: **PHONE NUMBER WHERE CALL RECEIVED:**

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long Distance	
☐ Lisp		
☐ Loud	**Other Information:**	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

5.11 Appendix K – Pandemic Procedures

High Consequence Infectious Disease Procedures

Purpose

The purpose of the Minnesota State University, Mankato Pandemic Response Plan is to provide a framework for federal, state, local, private sector and nongovernmental entities to work together to reduce the influenza morbidity, mortality, and social disruption that would result from a High Consequence Infectious Disease (HCID) pandemic outbreak. The University response plan describes the incident management activities, concepts and structure under which Minnesota will operate during a pandemic influenza outbreak and the roles and responsibilities and activities that apply to command and control staff. Other goals and objectives of the University Response Plan include:

Define and recommend preparedness activities that should be undertaken before a pandemic that will enhance the effectiveness of a pandemic response.

- Assist in providing triage and outpatient care of patients with influenza-like illness, while providing for ongoing medical care.
- Will distribute vaccine and/or antiviral medications, if available.
- Describe interventions that should be implemented as components of an effective HCID response.
- Coordinate with local, regional and state health departments, health care system and first responders in planning efforts.

Procedures

Minnesota State University, Mankato must ensure preparedness, and the communication of roles and responsibilities related to ensuring continuity of instruction and protection of students and personnel. In the event of a High Consequence Infectious Disease pandemic, Minnesota State University, Mankato will play an integral role in protecting the health and safety of students, employees and their families. The University, in coordination with the Minnesota Department of Education and Minnesota Department of Health, has developed the following checklist as a framework to assist in plans to prepare for and respond to a High Consequence Infectious Disease. Further information can be found at CDC - Center for Disease Control & Prevention, and Minnesota Dept of Health websites

Planning and Coordination

In the event of a High Consequence Infectious Disease pandemic, Minnesota State University, Mankato has defined roles and procedures to meet the demands placed on the University.

- Maintain to the extent possible, the provision of health care services to meet the needs of University patients during a High Consequence Infectious Disease outbreak.

- Maximizing the University ability to respond to patient's health care needs (and surge care demands) resulting from a High Consequence Infectious Disease outbreak.

- Identify a pandemic coordinator and response team (including campus health services and mental health staff, senior administrative leadership, student housing personnel, security, communications staff, physical plant staff, food services director, academic staff, and student representatives) with defined roles and responsibilities for preparedness, response, and recovery planning.

- Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Ensure that the plan includes timelines, deliverables, and performance measures.

- Incorporate into the HCID plan scenarios that address University functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include:

- Cancellation of classes, sporting events, and/or public events.
    - Closure of campus, student housing, and/or public transportation.
    - Assessment of the suitability of student housing for quarantine of exposed and/or ill students.
    - Contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home).

Goals and Objectives

The primary goal of the Minnesota State University, Mankato Response Plan is to limit morbidity and mortality from High Consequence Infectious Diseases and its complications during a pandemic and to decrease social disruption and economic loss.

- Establish an effective and efficient public health information management system to span the federal, state and local levels, as distinct from the public communications objective.

- Determine eligible providers to give vaccinations. Distribute pharmaceutical interventions. Implement a vaccination program that rapidly administers vaccine to priority groups and monitors vaccine effectiveness and safety.

- Receive and redistribute medications from South Central Healthcare Coalition, local Public Health, and/or Strategic National Stockpile (SNS) antivirals. Deliver antiviral drug therapy and prophylaxis and avoid inappropriate use of these agents, which may result in antiviral resistance.

- Receive and redistribute the South-Central Healthcare Coalition, local Public Health, and/or Strategic National Stockpile (SNS) Personal Protective Equipment (PPE). Analyze and characterize surveillance data.

- Implement measures to decrease the spread of disease guided by the epidemiology of the pandemic.

- Provide optimal medical care and maintain essential community services.

- Establish a joint public information system. Communicate effectively with the campus, health care providers, community leaders and the media.

- Ensure the safety of responders, their families and the public.

- Validate and prioritize requests from external sources (e.g., local health departments, other state agencies).

Societal and Economic Planning Implications

The specific implications for University operations from the direct health impacts combined with the proposed disease containment strategies should be identified, assessed, and incorporated into the University pandemic plan, implications such as:

- Dramatic worker absenteeism (40 percent or more) will occur at all levels due to illness, family member care, death, childcare, and “worried well” (otherwise healthy people who avoid the workplace for fear of exposure).
- Pandemic disease spread will be rapid and unpredictable, likely changing and/or shifting personnel, resources, and emergency operations centers to “safe” areas.
- Movement restrictions and/or quarantines will disrupt the supply chains and municipal services.
- Social distancing requirements will affect University operations, especially when public contact is unavoidable, or workers share a common workspace.
- University closures and furloughs for prolonged periods may cause financial harm.
- Lost income and competition for remaining skilled workers and scarce supplies and materials will dramatically affect University response and recovery.
- Reduced worker availability among first responders may result in greater risk of social and security disruptions.
- Disruptions and failure at essential University services will cause localized economic and social challenges, and may affect other segments in the city, county, and state.

WHO Pandemic Phases

The World Health Organization (WHO) developed an alert system to help inform the world about the seriousness of a pandemic. The alert system has six phases, with Phase 1 having the lowest risk of human cases and Phase 6 posing the greatest risk of pandemic. Organizations are encouraged to monitor the WHO phases and establish continuity “triggers” as deemed appropriate. The phases are applicable globally and provide a framework to aid countries in pandemic preparedness and response planning.

The World Health Organization has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. The scale of response for each of the phases is dependent on the overall public health impact of the disease and represented by different DORSCON (**D**isease **O**utbreak **R**esponse **S**ystem **Con**dition) levels.

DORSCON Level	Public Health Impact
GREEN	Negligible to low
YELLOW	Low to moderate
ORANGE	Moderate to high
RED	High

The response to any outbreak is determined by the local disease situation and the public health impact level, which is a measure of overall severity based on risk assessment and denoted by four DORSCON levels.

There are three possible disease response phases: Alert, Containment and Mitigation.

A. ALERT:

The disease is mainly overseas, and the response is to detect and minimize importation of disease. This requires border control measures and may require measures to try to **stop the spread from individual cases or resultant clusters** if they are imported.

B. CONTAINMENT:

The disease has arrived in Singapore and the primary response is to **stop or limit the spread of the disease** as much as possible. This requires extensive contact tracing and quarantine measures.

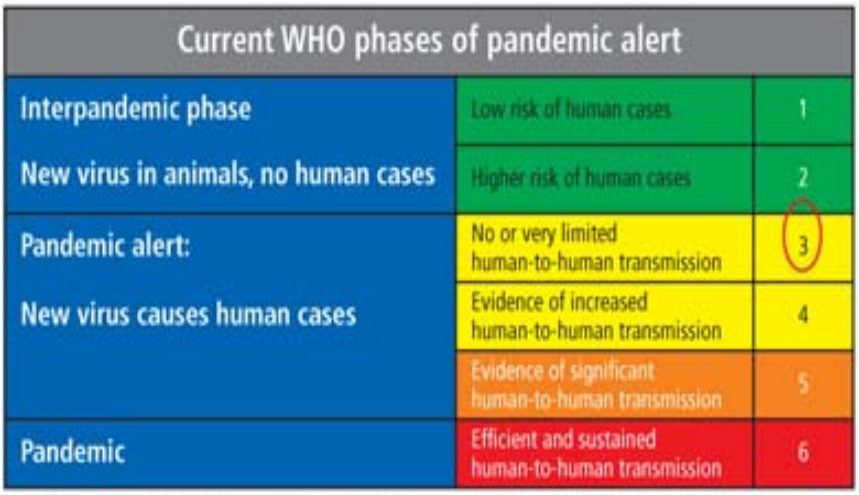
C. MITIGATION:

The disease is spreading widely through the community, and measures to try to stop its spread are no longer effective. The response is to **reduce the overall impact of the disease** in the community. This requires an overall activation of business continuity plans, surge capacity for healthcare and essential services, and community-based public health measures.

WHO has pandemic alert tables illustrating public impact. Figure 1 depicts WHO phases and related alert level status. Figure 2 illustrates the color-coded alert phase from low (green) to high (red), and the impact each phase has on daily life and public impact.

Figure 1:

WHO Pandemic Alert Phases



Current WHO phases of pandemic alert		
Interpandemic phase	Low risk of human cases	1
New virus in animals, no human cases	Higher risk of human cases	2
Pandemic alert:	No or very limited human-to-human transmission	3
New virus causes human cases	Evidence of increased human-to-human transmission	4
	Evidence of significant human-to-human transmission	5
Pandemic	Efficient and sustained human-to-human transmission	6

From the World Health Organization (as of Apr 18, 2007).

Figure 2:

Colour	Nature of Disease	Impact on Daily Life	Advice to Public
Green	Disease is mild **OR** Disease is severe but does not spread easily from person to person (e.g. MERS, H7N9)	Minimal disruption e.g. border screening, travel advice	• Be socially responsible: if you are sick, stay home • Maintain good personal hygiene • Look out for health advisories
Yellow	Disease is severe and spreads easily from person to person but is occurring outside Singapore. **OR** Disease is spreading in Singapore but is **(a)** typically mild i.e. only slightly more severe than seasonal influenza. Could be severe in vulnerable groups. (e.g. H1N1 pandemic) ***OR*** **(b)** being contained	Minimal disruption e.g. additional measures at border and/or healthcare settings expected, higher work and school absenteeism likely	• Be socially responsible: if you are sick, stay home • Maintain good personal hygiene • Look out for health advisories
Orange	Disease is severe **AND** spreads easily from person to person, but disease has not spread widely in Singapore and is being contained (e.g. SARS experience in Singapore).	Moderate disruption e.g. quarantine, temperature screening, visitor restrictions at hospitals.	• Be socially responsible: if you are sick, stay home • Maintain good personal hygiene • Look out for health advisories • **Comply with control measures**
Red	Disease is severe **AND** is spreading widely.	Major disruption e.g. school closures, work from home orders, significant number of deaths.	• Be socially responsible: if you are sick, stay home • Maintain good personal hygiene • Look out for health advisories • Comply with control measures • **Practise social distancing : avoid crowded areas**

University Pandemic Guidelines

Minnesota State University, Mankato must ensure preparedness, and the communication of roles and responsibilities related to ensuring continuity of instruction and protection of students and personnel. In the event of a High Consequence Infectious Disease, Minnesota State University, Mankato will play an integral role in protecting the health and safety of students, employees and their families. Minnesota Dept of Health in coordination with the MN Department of Education, has developed the following checklist as a framework to assist colleges and universities to develop and/or improve plans to prepare for and respond to a High Consequence Infectious Disease.

1. Planning and Coordination

- Identify a pandemic coordinator and response team (including campus health services and mental health staff, senior administrative leadership, student housing personnel, security, communications staff, physical plant staff, food services director, academic staff, and student representatives) with defined roles and responsibilities for preparedness, response, and recovery planning.
- Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Ensure that the plan includes timelines, deliverables, and performance measures.
- Incorporate into the pandemic plan scenarios that address university functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include:
    - Cancellation of classes, sporting events, and/or public events.
    - Closure of campus, student housing, and/or public transportation.
    - Assessment of the suitability of student housing for quarantine of exposed and/or ill students.
    - Contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home).
    - Contingency plans for maintaining research laboratories, particularly those using animals.
    - Stock piling non-perishable food and equipment that may be needed in the case of a High Consequence Infectious Diseases.
- Work with local public health authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the university. Identify and review the university's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of health care on campus.
- Ensure that High Consequence Infectious Disease planning is consistent with any existing university emergency operations plan and is coordinated with the pandemic

plan(s) from the Federal government, and/or State of Minnesota, Blue Earth County, and the South Central Healthcare Coalition and local medical providers.

- Work with the local health department to discuss an operational plan for surge capacity for health care and other mental health and social services to meet the needs of the university and community during and after a pandemic.
- Establish an emergency communication plan and revise regularly. This plan should identify key contacts with local and State public health officials as well as the State's higher education officials (including back-ups) and the chain of communications, including alternate mechanisms.
- Test the linkages between the university's ICS and the ICS of the local and/or State health department and the State's higher education agency.

2. Continuity of Student Learning and Operations

- Develop and disseminate alternative procedures to ensure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of university closure.
- Develop a continuity of operations plan for maintaining the essential operations of the university including payroll; ongoing communication with employees, students and families; security; maintenance; as well as housekeeping and food service for student housing.

3. Infection Control Policies and Procedures

- Implement infection control policies and procedures that help limit the spread of influenza on campus (e.g., promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine.
- Procure, store, and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).
- Establish policies for employee and student sick-leave absences unique to pandemic influenza (e.g., non-punitive, liberal leave).
- Establish sick leave policies for employees and students suspected to be ill or who become ill on campus. Employees and students with known or suspected pandemic influenza should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.
- Establish a pandemic plan for campus-based health care facilities that addresses issues unique to health care settings. Ensure health services and clinics have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.

- Adopt CDC - (Centers for Disease Control & Prevention) travel recommendations during a High Consequence Infectious Disease outbreak and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling non-essential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

4. Communications Planning

- Assess readiness to meet communications needs in preparation for a High Consequence Infectious Disease pandemic, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders.
- Coordinate a joint working relationship with South Central Healthcare Coalition, Public Health, and other stakeholders for a unified response.
- Develop a dissemination plan or communication with employees, students, and families, including lead spokespersons and links to other communication networks. Ensure language, culture, and reading level appropriateness in communications.
- Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating university response and actions to employees, students, and families.
- Ensure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
- Advise employees and students where to find up-to-date and reliable pandemic information from Federal, State, and local public health sources.
- Disseminate information about the university's pandemic preparedness and response plan. This should include the potential impact of a pandemic on student housing closure, and the contingency plans for students who depend on student housing and campus food service, including how student safety will be maintained for those who remain in student housing.
- Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies, and the at-home care of ill students or employees and their family members.
- Anticipate and plan communications to address the potential fear and anxiety of employees, students, and families that may result from rumors or misinformation.

HCID Containment/Control Strategies

Specific pandemic protection and response strategies being considered will have varied implications and efficacy within and across different sectors. All are necessary health strategies to limit social interactions and disease spread; thus, reducing illness and death and mitigating the direct economic impacts. All also have potentially significant economic side effects and social consequences that, when coupled with the health impact assumptions, substantially compound the direct effects on all university departments. It is thus imperative for Minnesota State University, Mankato to stay fully informed of government actions to implement disease containment strategies and to factor the potential side effects and impacts on their campus into their pandemic plan. Key disease containment strategies include:

- **Isolation**: Separation of persons with specific infectious illnesses in their homes, in hospitals, or in designated healthcare facilities.

- **Quarantine**: Separation and restriction of the movement, usually of a group of people, who, while not yet ill, have potentially been exposed to an infectious agent.

- **Social Distancing**: Within the workplace, social distancing measures could take the form of modifying the frequency and type of face-to-face employee encounters:

    - Placing moratoriums on handshaking,
    - Substituting teleconferences for face-to-face meetings,
    - Staggering breaks,
    - Posting infection control guidelines
    - Establishing flexible work hours or worksite, (e.g., telecommuting).
    - Promoting social distancing between employees and students to maintain three-feet spatial separation between individuals.
    - Implementing strategies that request and enable employees with influenza to stay home at the first sign of symptoms.

- **Closing Places of Assembly**: Voluntary or mandatory closure of public places.

- "**Snow Days/Weeks" and/or Furloughing Non-Essential Workers**: Voluntary or mandatory closure of all nonessential departments and/or furloughing all non-essential workers.

- **Changes in Movement Patterns**: Restricting movement on campus, instituting reductions in the transportation sector, and applying quarantine protocols.

Minnesota State University, Mankato Response Phases

Response Phase: P1

Confirmed, sustained human-to-human transmission overseas. Campus open, business as usual, enhanced planning.

What this means for faculty and staff:
All existing faculty and staff leave policies and procedures remain in full force and effect. Mission-critical personnel have been identified and notified of their status.

Response Phase: P2-P3

Suspected or confirmed cases in North America and/or outbreak in U.S.

What this means for faculty and staff:
Confirm that all faculty and staff leave policies and procedures remain in full effect.

Mission-critical personnel are confirmed. Employees should check evolving pandemic situation with employer or pandemic illness website for day to day information.

Response Phase: P4–P6

Suspected or Confirmed case in Minnesota leading to widespread cases throughout the community.

- **Pandemic Severity Index 1:**
  - Voluntary home isolation of ill individuals, no other social distancing recommended. Campus remains open; classes are held.

  What this means for faculty and staff:
  Ill employees are encouraged to stay home.

- **Pandemic Severity Index 2-3:**
  - Voluntary home isolation and quarantine recommended; social distancing for up to 4 weeks may be recommended by Minnesota Department of Health. Classes may be suspended, or distance education utilized. Increasing absenteeism is expected. Some job functions may be suspended.

- **What this means for faculty and staff:**
  Mission-Critical employees
  1. (Except as directed by the responsible administrator/supervisor or departmental representative), are to report to work and will be compensated according to the policy.
  2. Departments have the authority and responsibility for designating faculty and staff members who are “Mission-Critical.” This determination is made based on

the duties of the job; Mission-Critical employees are notified in writing of this designation.
3. Departments should review their positions to ensure that the appropriate faculty and staff are designated as Mission-Critical to ensure that critical services will be delivered in the event of an illness pandemic.
4. Departments responsible for ongoing communication with employees as to potential work assignments, shifts, and status of employees, (working, able to work, sick or caring for ill family members and unable to work).

Non-Mission-Critical employees

Should follow departmental instructions as to whether and where to report to work. If a University State of Emergency is declared, Non-Mission-Critical employees should not report to work.

Pandemic Severity Index 4-5

Voluntary home isolation and quarantine recommended; social distancing for up to 12 weeks may be recommended by Minnesota Department of Health. Classes suspended; students directed to leave campus. Ill students and those without a place to go will be housed in dormitories. University State of Emergency is declared, and Mission-Critical functions on campus will continue.

What this means for faculty and staff:
Mission-Critical employees

(Except as directed by the responsible administrator/supervisor or departmental representative), will report to work and will be compensated.

5. Departments have the authority and responsibility for designating staff members who are “Mission-Critical.” This determination is made based on the duties of the job; Mission-Critical employees are notified in writing of this designation.
6. Departments should review their positions to ensure that the appropriate faculty and staff are designated as Mission-Critical to ensure that critical services will be delivered in the event of an illness pandemic.

Non-Mission-Critical employees

Will continue to receive pay and benefits for their regularly scheduled hours. The intent would be to allow for up to two weeks of paid administrative leave, (subject to fiscal limitations), and to adjust leave balances, to the extent deemed necessary, after the fact.

Figure 3: CDC Pandemic Severity Index

CDC Pandemic Severity Index

	Pandemic Severity Index		
Interventions* by Setting	**1**	**2 and 3**	**4 and 5**
Home **Voluntary isolation** of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	**Recommend†§**	**Recommend†§**	**Recommend†§**
Voluntary quarantine of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	**Generally not recommended**	**Consider****	**Recommend****
School **Child social distancing**			
-dismissal of students from schools and school based activities, and closure of child care programs	**Generally not recommended**	**Consider: ≤4 weeks††**	**Recommend: ≤12 weeks§§**
-reduce out-of-school social contacts and community mixing	**Generally not recommended**	**Consider: ≤4 weeks††**	**Recommend: ≤12 weeks§§**
Workplace / Community **Adult social distancing**			
-decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)	**Generally not recommended**	**Consider**	**Recommend**
-increase distance between persons (e.g., reduce density in public transit, workplace)	**Generally not recommended**	**Consider**	**Recommend**
-modify postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances)	**Generally not recommended**	**Consider**	**Recommend**
-modify work place schedules and practices (e.g., telework, staggered shifts)	**Generally not recommended**	**Consider**	**Recommend**

Resources and References:

Centers for Disease Control and Prevention – CDC

CDC University Pandemic Planning Checklist

CDC National Pandemic Influenza Plans

CDC Influenza (Flu)

CDC Division of High Consequence Pathogens & Pathology (DHCP)

US Dept Homeland Security – Pandemic Influenza

World Health Organization – Pandemic Preparedness

MN Dept of Health

MN Dept of Health HCID Toolbox

HCID Readiness Binder – MN Dept of Health

HCID Screening Guidelines – MN Dept of Health

South Central Healthcare Coalition

5.12 Appendix L – Glossary of Key Terms

After Action Report/Improvement Plan – AAR/IP
The main product of the evaluation and improvement planning process is the AAR/IP. The AAR/IP has two components: an AAR, which captures observations of an exercise and makes recommendations for post-exercise improvements; and an IP, which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion.

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

American Red Cross
A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Assessment
The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision making.

Chief
The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command
The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
Communications The process of transmission of information through verbal, written, or symbolic means.

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

Coordinate

To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

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

Decontamination
The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing hazardous materials.

Drill
A drill is a coordinated, supervised activity usually employed to test a single specific operation or function within a single entity.

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

Emergency Alert
System A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency.

Emergency Management Director
The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

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

Emergency Management Plan/Emergency Management Plan
An ongoing plan for responding to a wide variety of potential hazards.

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

Emergency Support Function
A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and maintain public safety.

Evacuation
The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exercise
An exercise is an instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement. (Note: an exercise is also an excellent way to demonstrate community resolve to prepare for disastrous events).

Hazardous Materials (HazMat)
Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

High Consequence Infectious Disease (HCID)
are easily transmissible, highly fatal, and not preventable through routine vaccines. Delayed detection and isolation of HCIDs may result in spread to others in health care facilities and the community

Homeland Security Exercise and Evaluation Program (HSEEP)
HSEEP is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning.

Incident

An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Command (IC)
The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

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

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

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

Joint Information Center (JIC)
A facility established to arrange all incident-related public information activities. It serves as the physical location where public information officials from multiple agencies can locate to perform critical emergency information, crisis communications, and public affairs functions.

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

Liaison
A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer

A member of the Command Staff at the Field NIMS level responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Emergency
The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate, the hardship or suffering, threatened or caused thereby.

Local Emergency Planning Committee
Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Lockdown
Lockdown is a temporary sheltering technique used to limit exposure of building occupants to an imminent hazard or threat. When “locking down,” building occupants will shelter inside a room and prevent access from the outside.

Logistics
The process and procedure for providing resources and other services to support incident management.

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

Mutual Aid Agreement or Assistance Agreement
Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National Incident Management System
A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework
A guide to how the Nation conducts all-hazards response.

National Weather Service (NWS)
The Federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Natural Disaster
Any event or force of nature that has catastrophic consequences, such as avalanche, earthquake, flood, forest fire, hurricane, lightning, tornado, tsunami, and volcanic eruption.

Nongovernmental Organization
An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of non-governmental organizations include faith-based charity organizations and the American Red Cross. Nongovernmental organizations, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. Non-governmental organizations and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Operational Period
The period scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Preparedness
A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Prevention
Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector
Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol
A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

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

Recovery
The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Reimbursement
A mechanism to recoup funds expended for incident-specific activities.

Resources
Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response
Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of Emergency Management Plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer
A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
Shelter in Place In the event of a large chemical spill or a biological weapons attack, the safest course of action may be to “Shelter in Place.” Close all windows and doors, arrange to get heating, ventilation, and air conditioning systems shut down and remain in the indoor safe area until you receive further instructions.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude, to warrant disaster assistance by the state, to supplement local efforts to prevent/alleviate loss of life and property damage.

Technological Disaster
A disaster attributed in part or entirely to human intent, error, negligence, or involving a failure of a man-made system, resulting in significant injuries or deaths.
Terrorism
As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat
Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Thunderstorm Warning
A forecast issued when severe weather has developed, is already occurring and reported, or is detected on radar. Warnings state a hazard or imminent danger, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, heavy snows, etc.

Thunderstorm Watch
A forecast issued well in advance of a severe weather event to alert the public of the possibility of a hazard, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, or heavy snows.

Tornado Warning
A tornado warning indicates a tornado has been sighted or is spotted on radar. Listen for local weather forecasts so that you know if you will be affected. You should be prepared to take cover immediately.

Tornado Watch
A tornado watch indicates that conditions are right for a tornado to develop. When a tornado watch is issued, you should prepare to take cover.

Unified Command (UC)
An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Volunteer
For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

5.13 Appendix M – Acronyms

AAR/IP	After Action Report/Improvement Plan
AED	Automated External Defibrillator
CFR	Code of Federal Regulations
COOP	Continuity of Operations Plan
CPR	Cardiopulmonary Resuscitation
EMP	Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ESF	Emergency Support Functions
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVAC	Heating, Ventilation, and Air Conditioning
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IS	Independent Study
JIC	Joint Information Center
MASCAL	Mass Casualty
MOU	Memorandums of Understanding
MSDS	Material Safety Data Sheets
NDHS	National Disaster Housing Strategy
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PPE	Personal Protective Equipment
SARA	Superfund Amendments and Reauthorization Act
SDS	Safety Data Sheets
UC	Unified Command
VP	Vice President