

ACTIVE SHOOTER

An active shooter is a person actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter.

Keep in mind there could be more than one shooter.

HOW TO RESPOND

1. Run

- Have an escape route in mind and plan ahead.
- If it is possible to flee the area safely and avoid danger, do so.
- Leave your belongings behind.
- If you are able to do so **safely**, contact **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.
- Keep your hands visible as officers respond.

2. Hide

- If escape is not possible, hide in an area out of the shooter's view.
- Block entry to your hiding place with furniture and other heavy objects.
- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you are able to do so **safely**, contact **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.
- If you are able to do so **safely**, get all individuals on the floor and out of the line of fire.
- Silence your cell phones/mobile devices.
- Remain there until an "all clear" instruction is given by MUPD or other authorized personnel or via MU Alert.

3. Fight

- Fight back as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the shooter.

WHAT TO EXPECT FROM RESPONDING POLICE OFFICERS

Police officers responding to an active shooter are trained to proceed immediately to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible.

The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms or they may be wearing external bulletproof vests, Kevlar helmets and other tactical equipment. The officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.

Regardless of how officers appear, **REMAIN CALM**. Follow instructions the police give you. Do not be afraid of the officers. Put down any bags or packages you are carrying and **keep your hands visible at all times**; if you know where the shooter is, tell the police.

The first officers to arrive will not stop to aid injured people; rescue teams of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove the injured.

Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police usually will not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

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BUILDING EVACUATION

- Evacuate the building immediately. Everyone **must** evacuate the building in a neat and orderly fashion. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate.
- Use the stairs to evacuate the building. **DO NOT USE THE ELEVATOR.**
- Move a safe distance away from the building and out of the way of emergency personnel.
- Stay upwind from smoke or chemical clouds.
- Stay with classmates, fellow university employees, etc., so that a head count may be taken.
- Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so by the fire department or MUPD.
- Call **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

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BUILDING EVACUATION

CHEMICAL SPILL OR RELEASE

- Immediately report all spills to **MUPD at 304-696-HELP (4357)/64357** from campus phones and to **MU Safety and Health at 304-696-3432**.

Be prepared to provide the following information:

- ✓ Chemical name
 - ✓ Quantity spilled
 - ✓ Exact location of the spill
- For a spill of **less than 1 liter** of a non-toxic chemical, initiate the lab's Chemical Hygiene Plan spill cleanup procedures. Safety and Health can provide additional support if necessary.

A list of toxic chemicals is available on the Safety and Health web site:
www.marshall.edu/safety.

- **For a spill of a toxic chemical or of more than 1 liter of a non-toxic chemical**, quickly attempt to determine what was spilled; however, do not come into contact with the substance or inhale fumes.
- Secure and evacuate immediate area.
- If you experience eye irritation, burning lungs or other symptoms of chemical exposure, sound the building fire alarm to notify others to evacuate the building.
- If someone has been splashed with the chemical, immediately flush the contaminated area with water and seek medical assistance if needed.
- MUPD, in conjunction with Safety and Health, will manage the incident and notify off-campus response units if needed.
- Building evacuees should remain at a safe distance, up wind, until the authority having jurisdiction declares the building safe to re-enter.

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G. COMMUNICABLE DISEASES

Student Health Services, as an agent for Marshall University, monitors communicable disease cases that may affect the well-being of students' faculty and staff. In the event of a communicable disease event, SHS consults with and receives guidance from Cabell Huntington Health Department, Wayne County Health Department, WV Bureau for Public Health state health as well as the CDC (Center for Disease Control). The consulting agency is determined by the disease presented, the number of cases, and the guidelines and recommendations established by state and federal laws. Disease events are co-managed by the SHS and the consulting agency to ensure the safety of individual and the campus community. As an agent of Marshall University, SHS informs the university administration, faculty, staff and students, as needed to provide education to limit the impact of a communicable disease event. SHS works with the offices of public relations, the president and student affairs to create methods of communications such as the use of e-mail, faculty announcements, awareness statements for coaches and other administrative staff, articles for student newspapers and residence hall awareness campaign as recommended by Cabell Huntington Health Department, Wayne County Health Department, WV Bureau for Public Health or CDC.

Communicable diseases are defined as those diseases that can be transmitted from one person to another such as pandemic flu, tuberculosis, meningitis, chicken pox, SARS, hepatitis and others. Individuals contracting communicable disease should report the case to student health services immediately by calling 691-1176

SHS Services will work with Cabell Huntington Health Department and Wayne County Health Department to provide preventive measures to those who were exposed: such as immunization, distribution of antibiotics or antiviral medications as necessary to prevent further spread of the disease. If quarantine of exposed individuals is needed a building on campus will be dedicated for this purpose, food and other needed items will be provided by the campus food service or the Red Cross.

The following guidelines will be used in the management of communicable diseases:

H. Communicable Disease Response – Incident Action Plan (Example – Pandemic Flu)

Pre-Level 1 Actions – This plan is intended to address a variety of communicable disease outbreaks. In the majority of situations, there will not be advance time to prepare for the first case of human to human transmission. It is therefore imperative that campus departments initiate various “pre-level 1” actions to assure that they are prepared in the event that an infectious disease is confirmed that may have the potential to spread to campus in a very short time frame. The following actions are recommended as “pre-level 1”.

1. Quarantine – the campus should determine the areas/buildings on campus which are suitable for use during quarantine and isolation. This list should be reviewed immediately upon a level 2 or 3 outbreak to confirm that the areas are available if needed.

2. Essential personnel – the campus should determine “who” the essential personnel are in the event of an infectious disease outbreak. This would include civil service staff to maintain or depopulate facilities staff, housing personnel, administrators, etc. The list of “non-essential” personnel should be prepared in addition to “call-off” notices that can be activated on short notice.

3. All campus units should review business continuity plans and/or review their individual unit responses to situations involving short staffing, class cancellations, 24 hour operations, event schedules and cancellation, emergency needs, etc.

4. The Campus should clearly communicate the status of essential vs. non-essential personnel.

5. Assess the quantity of N95 respirators and assure that an adequate supply is on hand.

6. Campus units with essential personnel should schedule them to receive fit test and training on respiratory protection from the Safety and Health Department.

7. The Campus Emergency Operations Committee will direct the campus response during an infectious disease outbreak. Individuals with copies of this document are encouraged to review it to assure they understand the protocols. Additional campus resources (experts in specific fields, unit resources, etc.) will work with the Emergency Management Team as part of the Incident Command System.

Communicable Disease Response plan – Example – Pandemic Flu

Description of Levels

1. Pre Planning up to and including confirmed cases of human-to-human transmission of avian flu.
2. Suspected case(s) on Campus or suspected/confirmed cases in WV/OH/KY area.
3. Confirmed case(s) on Campus (Only essential personnel required to report to campus).

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
1. Assessment Team (FMS, Safety and Health, Health Center and University Police)	<ol style="list-style-type: none"> 1. Brining in Director of Health Center as Incident Commander 2. Monitoring situation 3. Contact Media Relations 4. Bringing in House/Dining for quarantine planning 5. Essential personnel receive fit test & training on respiratory protection from Safety & Health 	Essential personnel receive N95 respirators from Safety & Health	1. Maintain contact amongst Assessment team.
2. Incident Commander (Director of Health Center)	<ol style="list-style-type: none"> 1. Communicate with Cabell County Health Department and Wayne County Health Department and <u>University Physicians and Surgeons</u> regarding planning and surveillance 2. Communicate and benchmark with other College Health Services and Safety and Health Depts. 3. Alert Advisory Group Coordinator 4. Establish communication with deans regarding the status of preparedness. 5. Update emergency action plan with Assessment Team & Advisory Group Coordinator as situation evolves. 6. In conjunction with the Advisory Group Coordinator, issue communication(s) to campus community regarding status of disease spread, self protection and university response. (e-mail, website, town meetings) 	<ol style="list-style-type: none"> 1. Notify Cabell Huntington Health Department and Wayne County Health Department. 2. Notify Student Affairs and Counseling and Psychological Services (CAPS) 3. Notify Housing & Dining on number of potential contacts that may require isolation. 4. Compose communications with Media Relations an the Advisory Group Coordinator for the campus community Regarding signs/symptoms, protocol for referral of suspected cases. 5. Essential personnel receive N95 respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Advise Advisory Group Coordinator to activate Emergency Operations (EOC) 2. Recommend temporary closure of Building(s) and suspension of student and academic activities to Advisory Group Coordinator. 3. Implement Emergency action Plan with Assessment Team & Advisory Group Coordinator. 4. Ensure that each Operations Group function is covered.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
3. University Police	<ol style="list-style-type: none"> 1. Health Center trains dispatchers, security, and police on avian flu. 2. Alert Student Health Center if encountering individual(s) with flu-like symptoms. 3. Essential personnel receive fit test and training on respirator protection from Safety and health 	<ol style="list-style-type: none"> 1. Implement policy on transporting individual to hospitals. 2. Essential personnel receive N95 respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Secure buildings and post signage 2. Assist Health Center
4. Physical Plant	<ol style="list-style-type: none"> 1. Identify building ventilations systems. 2. Essential personnel receive fit test and training on respiratory protection from EH&S 	Essential personnel receive N95 respirators from EH&S	<ol style="list-style-type: none"> 1. Stand by to shut off utilities as directed by Incident Commander, if necessary.
5. Safety and Health	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. 2. Contact with hazardous material company for professional cleanup. 3. Train and fit essential personnel for respirators. 	<ol style="list-style-type: none"> 1. Arrange for additional medical waste pickups. 2. Distribute N95 to essential personnel. 	<ol style="list-style-type: none"> 1. Assist w/notification of Emergency Coordinators 2. Assist Health Care Center
6. President's Office Advisory group coordinator	<ol style="list-style-type: none"> 1. Receive information from Incident Commander 2. Review content of internal and external public information bulletins and announcements. Work with Media Relations to select appropriate university spokesperson(s) for media reporting. 3. Essential personnel receive fit test and training on respiratory protection from Safety and Health 4. Consider restricting movement on and off campus for activities/athletic events. 	<ol style="list-style-type: none"> 1. Advise Executive Management on response options. 2. Activate EOC 3. Receive N95 respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Provide oversight for student, staff and faculty family notifications if appropriate.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
President's Office Executive management	<ol style="list-style-type: none"> 1. Based on U.S. State Department recommendations, University recommends campus community not to travel to affected countries. 2. Receive fit test and training on respiratory protection from Safety and Health 	<ol style="list-style-type: none"> 1. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 2. Essential personnel receive N95 respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Authorize temporary suspension of classes or closure.
7. Media Relations	<ol style="list-style-type: none"> 1. Draft internal and external bulletins and announcements, with the Advisory Group Coordinator. 	<ol style="list-style-type: none"> 1. Appoint liaison to interface with the Advisory Group. 2. Write and record bulletins and up dates on the University's Emergency Information Hotlines. 3. Write scripts for phone tree with approval from Advisory Group Coordinator. 4. Request to campus that faculty and staff and their families to report all flu cases to Incident Commander. 	<ol style="list-style-type: none"> 1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) 2. Establish a Media Relations Center: coordinate press releases and manage news teams and interviews etc.
8. Emergency Coordinators	NOT APPLICABLE	<ol style="list-style-type: none"> 1. Watch MU front page and disseminate information to Floor Marshals. 2. Remain available for further instructions. 	Same as Level 2
9. Student Health Services	<ol style="list-style-type: none"> 1. Health Center trains EMS on avian flu. 2. Notify Health Center if suspected cases are encountered. 3. Essential personnel receive fit test and training on respiratory protection from Safety and Health 	NOT APPLICABLE	NOT APPLICABLE
10. Parking			Clear a parking lot at Marshall University for medical staging area.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
11. Residence Services	<p>Enact Planning for Quarantine of students:</p> <ol style="list-style-type: none"> 1. Health Center trains essential personnel on risks and response. 2. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy. 3. Notify current occupants in spaces that will be needed of the potential or need for them to move. 4. Ensure emergency response menu is planned for various degrees of need. 5. Stockpile additional food stuffs and water. 6. Ensure food delivery process is planned and delivery supplies are on hand. 7. Essential personnel receive fit test and training on respiratory protection from Safety and Health 	<p>Enact plan for quarantine of students:</p> <ol style="list-style-type: none"> 1. Set up Housing and Dining command center and recall essential personnel. 2. Enact emergency phone contact tree. 3. Identify meal delivery need and method for quarantined students. 4. Communicate situation and needs to owners and landlords of rental properties. 5. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping. 6. Essential personnel receive N95 masks from Safety and Health 7. Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses. 	<ol style="list-style-type: none"> 1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the <u>Cabell Huntington Health Department</u>.
12. Dining Services	SEE ABOVE	SEE ABOVE	SEE ABOVE
13. Risk Management	<ol style="list-style-type: none"> 1. Identify risk exposure for which insurance can and cannot be obtained including associated financial impact. 2. Identify steps that must be taken to monitor and protect insurance coverage. 3. Benchmark risk management response and insurance coverage options with peer universities. 	<ol style="list-style-type: none"> 1. Communicate with insurance carriers on evolving campus issues. 	<ol style="list-style-type: none"> 1. Assess actual risk/ insurance claim issues.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
14. Medical Services	<ol style="list-style-type: none"> 1. Post on entry door notifying patients with influenza profile and have traveled to (or have been visited by persons from affected counties to call SHS (691-1176) 2. Isolated exam room 3. Arrange for negative pressure machines 4. Standard precautions in place 5. Respiratory protection equipment in place 6. In-service training for avian flu 7. Follow State and County protocol for patient testing 8. Monitor Health Care workers 9. Essential personnel receive fit test and training on respirator protection from Safety and Health 10. Policy on transporting individual to hospital. 	<ol style="list-style-type: none"> 1. Isolate and monitor suspected cases. 2. Identify contacts of suspected case. 3. Communicate with parents of suspected cases and explain procedure 4. Initiate prophylaxis of contacts based on strength of patient presentation 5. Update Incident Commander 6. Establish phone triage lines for Student Health Services and CAPS 7. CAPS initiate pre-event counseling for essential personnel 8. Initiate poster, e-mail, campaign on self protection 9. Essential personnel receive respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Isolation room in Health Center (negative pressure) 2. Locating people contacted by patient. 3. Arrange for screening of people who have had contact. 4. Arrange for counseling services. 5. Contact Coroner's office if necessary.
15. Computing and Telecommunications	<ol style="list-style-type: none"> 1. Assess supplemental telecomm./computing hardware/software needs: <ul style="list-style-type: none"> • Student Affairs • Health Services • Public Relations • Counseling Center • Human Resources • Telecommunications 2. Assess needs for webpage support 3. Develop plan for adding volunteers to public e-mail addresses 4. Develop plan for distributing telephone calls to homes or phone banks 	<ol style="list-style-type: none"> 1. Purchase/contract for supplemental telecommunications/computing hardware/software needs. 	<ol style="list-style-type: none"> 1. Add additional phone lines to EOC, quarantine areas, and functional groups. 2. Publish message from Public Relations on a periodic basis on Marshall University web's front page. 3. Assist with email messages distribution 4. Set up podium and microphones for media center 5. Provide guidance for forwarding phones and setting up "bounce messages."

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
16. Student Affairs	<ol style="list-style-type: none"> 1. Health Center trains; Office International Studies (OIS). Resident Advisors and other offices within the Division on avian flu. 2. <u>OIS</u> monitors student travelers entering from effected regions and assists with communication to international students and with their families. 3. OIS formulates and rehearses plan to address needs/support for graduate and commuter students. 4. Housefellows- formulate and rehearse plan to address needs/support for undergraduates 5. Student Life- Formulate and rehearse plan to address needs/support for Greek organizations. 6. Identify division personnel available for telephone support work. 7. Receive fit test and training on respiratory protection from Safety and Health. 	<ol style="list-style-type: none"> 1. Arrange for monitoring/delivery of medications, other goods and services to isolated cases. 2. Assist with relocation of students for quarantine 3. Assist with telephone consultation and support 4. Essential personnel receive respirators from Safety and Health. 	<ol style="list-style-type: none"> 1. Identify student events where confirmed patients have attended. 2. Residential staff assists Health Center.
17. Human Resources	<ol style="list-style-type: none"> 1. Identify essential personnel 2. Monitor faculty and staff travelers entering from effected regions 3. Prepare a call-off policy 4. Identify personnel available for telephone support work 	Same as Level 1	Activate call-off policy

CRIME IN PROGRESS

DO NOT get involved with trying to prevent the crime unless it is self defense. Gather as much information as possible about the criminal/crime. If you can do so safely, take time to note height, weight, sex, race, age, clothing, vehicles and if the individual is armed or not.

- Call **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

Calmly State:

- ✓ Your name (optional)
- ✓ Type of crime
- ✓ Location of crime
- ✓ Your location

- Be prepared to answer any questions the dispatcher may ask you.
- If you are in a safe location, stay where you are until authorities arrive.
- If not, keep yourself safe by staying out of the way of the crime.

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CRIME IN PROGRESS

DURING AN EARTHQUAKE

When you feel an earthquake, duck under a desk or sturdy table. Stay away from windows, hanging or heavy objects that could fall. Stay under cover until the shaking stops. If you find yourself in the following situations, here are some tips to keep you safe.

DO NOT USE ELEVATORS

In a **HIGH-RISE BUILDING**, if you are not near a table, move against an interior wall.

OUTDOORS, move to a clear area, away from trees, signs, buildings, electrical poles and overhead lines.

SIDEWALKS NEAR BUILDINGS, duck into a doorway for protection from falling bricks, plaster and other debris.

DRIVING, pull over to the side of the road and stop. Avoid overpasses, power lines and other hazards. Stay inside the vehicle until the shaking is over.

CROWDED STORE OR OTHER PUBLIC PLACE, do not rush for the exits. Move away from display shelves containing objects that could fall.

WHEELCHAIR, stay in it. Move to cover, if possible, lock your wheels and protect your arms.

KITCHEN, move away from the refrigerator, stove and overhead cabinets.

STADIUM OR THEATER, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over. Then leave in a calm, orderly manner. Avoid rushing towards the exits.

AFTER THE EARTHQUAKE

Be prepared for aftershocks and plan where you will take cover when they occur.

- Assess personal injuries and/or any building damages and call **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

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VII. RECOVERY

A. Cost Recovery

One of the final EOC actions may be to appoint an “Emergency Cost Recovery Work Group.” The composition of the work group will be related to the nature and magnitude of the emergency, but will include a core membership representing:

1. University President
2. Chief of Staff, General Counsel
3. Senior Vice President for Academic Affairs/Provost
4. Senior Vice President for Finance and Administration

All academic and administrative departments should have advance copies of internal cost and loss documentation forms in their Emergency Management Plans to help prepare them for the post-event claims process. Additional materials and guidance documents from external funding sources, such as the Federal Emergency Management Agency (FEMA), or other agencies will be distributed as needed.

B. Business Resumption

Marshall University’s business contingency planning process will be focused on the following core activities:

1. Identification of local mission-critical processes, based on the primary mission(s) and business function(s) of each unit.
2. Development of procedures for recovering all or part of the highest priority functions giving specific failure scenarios and time horizons.
 - Determination of whether each process could be suspended or degraded, or whether it must be fully functional.
 - Identification of alternate work sites or other temporary facilities for the most critical functions.
 - Ongoing back-up of critical data and protection of critical equipment.
3. Assignment of local business resumption roles, responsibilities, and authority.
4. Procedures for recovering impact operations.
5. Criteria for returning to normal business.

Schools and departments are expected to continue to review and identify mission-critical functions, and maintain an updated plan that specifies how they will provide for those functions in the context of different emergency scenarios. The following questions have been distributed to each department to provide specific guidance for recovery planning on their constituent departments:

1. What are your department's business interdependencies? What do you need from other departments to perform critical functions? Which departments depend on you to perform their critical functions?
2. Are there days or weeks or months of the year when a major emergency would be even more disruptive than at other times?
3. Is your essential data backed up regularly? Would the information be accessible if your building was closed, or if the University network was down?
4. Do your department and its constituent departments have documented disaster recovery procedures in place?
5. Has your department and the constituent departments named a Disaster Recovery Team of key individuals who would coordinate the restoration of business operations?
 - Are the members of the Recovery Team aware of their disaster recovery roles and responsibilities?
 - Do these essential personnel live nearby? How would you notify them to come into work?
6. Is there a process for tracking the cost of business recovery (including funds spent on overtime, special materials/supplies, temporary personnel, etc.) and a mechanism for distinguishing emergency recovery costs from other business expenditures?
 - Are special vendor/contractor arrangements necessary for your department(s) to insure continuity of services?
 - Does your department have a Purchasing Card System account for emergency purchases?
 - If only 50% of your staff/faculty could return to work, could you open?
 - Can some employees telecommute during a disaster? What can you do now to plan for that?
 - If Marshall University had volunteer workers available after a disaster, what skills would be needed in your department?
7. What equipment is necessary for the department to perform its functions?
 - How would you replace equipment within hours or days to be able to resume normal business?
 - If your department couldn't use its office space to operate, how much space would you need to relocate? What kinds of equipment are essential for performing your unit's critical functions?

C. Plan Re-Assessment

Immediately following the cessation of Level 2 or Level 3 emergency operations, a survey of EMT members, Field Operations Centers, and other campus constituents will be conducted to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan should be modified as a result of the emergency experience. The Emergency Management Plan steering committee will prepare a written "Post-Emergency Summary Report" compiling post-event observation, and will coordinate appropriate Emergency Plan Revisions.

Strengthening the emergency recovery plan will ensure that Marshall University's Emergency Plans address all three phases of an emergency-Preparedness, Response, and Recovery – in order to protect both the safety and the program goals of the entire campus community.

VI. EMERGENCY MANAGEMENT ORGANIZATION

General

1. The overall responsibility for emergency preparedness rests with government on all levels, including all agencies of state, county and city in coordination with Marshall University; private and volunteer personnel; public officers and employees; and all other persons or groups having duties or responsibilities under this plan or pursuant to a lawful order or directive.
2. The general nature of most emergency situations and disasters requires prompt responses and effective actions to cope with the situation. Such a reaction can be obtained from existing agencies of government, supplemented as necessary from volunteer and private resources. For this reason, such governmental agencies constitute the emergency services forces and the basic framework of the emergency management organization.
3. Although existing governmental agencies and the University satisfy some of the requirements for emergency organizations, many do not normally operate in a manner suitable for emergency operations and must realign their structure for such activities. In addition, existing governmental agencies cannot accomplish all necessary emergency functions and must be augmented by the private sector.
4. State and local disaster relief forces and emergency services forces will be formed with maximum utilization of all personnel resources. University, legal and governmental resources will be augmented by selected individuals and organizations from the private sector. Special-purpose units having no pre-disaster counterparts designed to serve in such units are detached from their regular agencies or department when these units are mobilized.
 - a. The emergency management organization of this emergency jurisdiction consists of all departments, offices and resources of Marshall University; and applicable volunteer and private resources.

A. President and Executive Group

The University President directs and coordinates through various administrators and officers the specific activities of University offices and departments.

The Executive Group consists of the President, Chief of Staff, Senior Vice President for Academic Affairs/Provost, and the Senior Vice President for Finance and Administration. Additional officials may be added to the group dependent upon the circumstances.

The Executive Group's role is that of making policy and major decisions. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, its long-term effects of the incident and the need to restore the University to normal operations (continuity of operations planning and recovery management).

All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, rest with the President and Executive Group. After consulting with the University Incident Commander and appropriate members of the Executive Group, the President or his/her designee shall be responsible for declaring any major institutional emergency.

In the event of the declaration of an emergency, the Executive Group will assemble in a place designated by the President that is independent from the Emergency Operations Center.

The chain of command for this executive authority is:

1. University President
2. Chief of Staff, General Counsel
3. Senior Vice President for Academic Affairs/Provost
4. Senior Vice President for Finance and Administration

B. Emergency Management Team

Overall direction and authority for the Emergency Management Team (EMT) of the University lies with the Director of Public Safety. The Director of Public Safety will act as Incident Commander and will direct response actions to save lives and protect. All available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this framework. The Incident Commander reserves the right to appoint others to this group dependent upon the nature of the emergency.

The Emergency Management Coordinator will be the Director of Health and Safety. This person is responsible for coordination of emergency planning and training and preparation of the Emergency Management Plan and its annual updating. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

The Director of Health and Safety serves as the key element in emergency management for the University President during emergency operations and coordinates operations among applicable department and other field forces. The director is responsible for implementation of the EOC, direction and control, and maintaining the Emergency Management Plan.

The Vice President of Information Technology will serve as a key element in the communication and information distribution system within the

University. This position will provide the Emergency Management Team with the information needed to protect and maintain this system.

The Vice President of Communications and Marketing will serve as the EOC coordinator of public information. Internal campus status bulletins and external press briefings will be managed through this position to the Communications Group. This coordinator will be responsible for the scheduling of informational updates and the information to be released to the campus and community in coordination with the Executive Group.

The Emergency Management Team (EMT) will be responsible for these duties:

1. Activate emergency personnel and resources.
2. Organize and maintain Emergency Operation Center (EOC) operations.
3. Formulate and review operational guidelines.
4. Provide overall direction and coordination of disaster response, efficient communication, and recovery.
5. Maintain liaison with the city, county and state.
6. Provide for the health and safety of persons and property.
7. Recommend protective actions based on knowledge and advice of the emergency response forces, EOC operations group representatives, the executive group, and other University departments and government agencies.
8. Request additional disaster assistance, if necessary.

C. Telecommunications Group

The Telecommunications Group is directed by the Assistant Vice President of Information Technology and consists of the Networks and Telecommunications Group, Computing Services Group, and other appropriate staff members. This group will be responsible for the following tasks:

1. Coordinate communications for Emergency Operations Center (EOC) staff personnel and their emergency services forces.
2. Establish and maintain communications between the EOC and all affected agencies.
3. Coordinate communications with private industry, commercial systems, utilities and other parties.

4. Establish communications with the field command post, if activated.

D. Operations Group

The Operations Group consists of an appointed University Police liaison, the Director of Residence Services, and the Director of Physical Plant.

The Director of Physical Plant is responsible for management of the University's physical resources, including assessment, procurement and distribution.

The Director of Facilities Planning and Management will be responsible for the management of any issues involving new buildings under construction.

The University Police liaison will assist the Director of Public Safety with liaison with local, state and federal emergency management organizations, individuals and resources.

E. Warning and Public Information Group

Warning services are directed by the Director of Communications and consists of the University Police dispatch and University Communications staff. The Director of Communications will be receiving information from the Vice President of Communications and Marketing, who is serving in the Emergency Operation Center (EOC).

The Director of Communications, in cooperation with the University Police and other appropriate staff, is responsible for preparing and implementing the Warning and Public Information Group. The tasks are as follows:

1. Assume responsibility for Public Warning and Information and take action through established procedures.
2. Function as the 24-hour warning entry point, assessing information and relaying it to key decision-makers.
3. Provide immediate public warning on a 24-hour basis.
4. Provide updates and notification to key officials and the public.
5. Establish and supervise a public information center to disseminate news releases to the media in a coordinated and timely fashion.
6. Develop and maintain a file of emergency public information releases to cover possible disaster contingencies.

7. Hold press briefings and issue news releases based on information provided by the EOC staff and other sources so they are accurate and complete. Obtain approval from the President or designee before release.
8. Provide coordination among the news media and agencies having emergency functions.
9. Establish a system for handling public inquiry.

F. Human Services Group

The Human Services Group is directed by the Director of Human Resource Services. Liaison personnel will be assigned from Public Safety, Residence Services, Sodexo Food Services, Admissions, Registrar's Office, Athletics, American Red Cross, and any other outside agencies working with the University as a human services provider.

The Dean of Student Affairs will work in conjunction with the Director of Human Resource Services in this group to help facilitate the needs of the students.

The Human Services Group will:

1. Coordinate all agencies providing human services.
2. Provide food and clothing to the displaced population and to emergency workers.
3. Establish and operate shelters and reception center as appropriate.
4. Coordinate development of evacuation and emergency routes. Provide transportation for emergency workers, evacuees and the public.

G. Field Forces

Law Enforcement Field Forces are directed by the University Police sergeant and accountable to the Director of Public Safety.

Law Enforcement Field Services will:

1. Support the warning system and assign officials. Warn key officials and the public of impending disaster.

2. Support the Communications Group. Provide an adequate emergency communications system. Request additional radio telephones when implemented.
3. Maintain law and order and provided security at the EOC, Public Information Center and disaster site(s).
4. Implement and support, through the housing and food services, evacuation and sheltering procedures. See Human Services Group.
5. Account for safety of population.
6. Control ingress and egress to emergency and disaster area(s) and enforce curfew restrictions.
7. Perform rescue and first aid.
8. Provide evacuation, traffic control and security personnel. Support such activity through local law enforcement.

Fire Services Field forces are directed by the City of Huntington fire chief (or delegate thereof) and consists of the City of Huntington Fire Department and other local fire agencies through existing mutual aid agreements. The University will request assistance from the City of Huntington Fire Department for the preparation and implementation of Fire Services Groups.

Fire Services Field Forces will:

1. Give support, through the Marshall University Police, and adequate communications system. (See Telecommunications Group.)
2. Perform rescue and triage.
3. Coordinate Hazardous Materials operations with the University Health and Safety Department.
4. Provide protective action recommendations.
5. Coordinate operations with the University Police.

H. Health Services Group

Health Services Group is directed by the Associate Dean for Student Affairs and consists of the Student Health Services Director, Marshall Chair of Family and Community Health, Residence Services Management Representative, Cabell-Huntington Health Department Director, and Cabell County Emergency Services Director. The Health Service Group will be responsible for:

1. Publicize and enforce health safety measures.
2. Coordinate the use of all health personnel, transportation and equipment for emergency medical and health services.
3. Coordinate environmental health/sanitation operations.
4. Coordinate the investigation and control of communicable diseases.
5. Coordinate emergency mortuary services.
6. Monitor exposure to contaminants and advise on appropriate countermeasures.
7. Coordinate crisis counseling.
8. Coordinate critical incident and debriefing teams for victims as well as workers.
9. Assist fire and rescue personnel with triage duties.

EXPLOSIVE DEVICE OR BOMB THREAT

- If anyone suspects an item to be a bomb or explosive device, **DO NOT** use radio communications or cell phones, immediately call **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

The caller must provide:

- ✓ Name of caller
 - ✓ Description of the object and exact location
- Do not in any way touch any item or device that is suspected to be a bomb or explosive.
 - Notify your supervisor or nearest university authority (deans, directors, etc.).
 - Follow the instructions of your supervisor or other authority, who will initiate the Building Evacuation Plan.
 - Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so by the fire department or MUPD.

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EXPLOSIVE DEVICE OR BOMB THREAT

FIRE AND/OR SMOKE

If you see fire or smoke, immediately activate the nearest pull station. (Pull stations are generally located near stairwells and exits). **Report all fire and/or smoke conditions to MUPD at 304-696-HELP (4357)/64357** from campus phones, or call **911**.

Calmly state:

- ✓ Nature and location of fire and/or smoke
- ✓ Name and position with the university

In the case of a small fire, you may extinguish it with the nearest fire extinguisher. If you have any doubts as to whether or not you are able to contain the fire, do not attempt to do so.

Remember to:

- ✓ Use the proper type of extinguisher.
- ✓ Fight the fire with an exit to your back.
- ✓ Evacuate immediately following the Building Evacuation Plan.

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MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. GA-9

POLICY REGARDING WEATHER-RELATED AND/OR EMERGENCY CLOSINGS AND DELAYS

1 General Information.

- 1.1 Scope: This policy describes notification procedures and student and employee attendance expectations in the event of a delay or closing of the institutions.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: June 11, 2013
- 1.4 Effective Date: June 11, 2013
- 1.5 Controlling over: Marshall University
- 1.6 History:
 - 1.6.1 This policy amends GA-9 (effective October 15, 2009), which amended GA-9 (effective 3/8/06) which replaced Executive Policy Bulletin No. 7, (revised February 1, 2005). The amendments provide for a form of compensatory time for employees required to work during a closing.

2 Policy.

- 2.1 Generally it is Marshall University's policy to maintain its normal schedule, even when conditions are inclement. However, that is not always possible.

3 Huntington Campus Delays and Closings.

- 3.1 In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected—students, faculty, staff and the general public—as expeditiously and as comprehensively as possible in the following ways:
 - 3.1.1 The university subscribes to a third-party service to provide notifications by e-mail, text message, and telephone, referred to as “MU Alert” at Marshall. All students, faculty and staff will be enrolled in the MU Alert database with their university e-mail addresses, and, in the case of faculty and staff, their office telephone numbers. Students, faculty and staff may provide additional contact methods, including those for text messaging and cell phone numbers, through the use of the myMU portal.

In cases of weather-related or other emergency closings and delays, University Communications staff will use all contact points in MU Alert to send notification.
 - 3.1.2 Television stations in Huntington and Charleston will be notified.
 - 3.1.3 Radio stations in Huntington and Charleston will be asked to announce the delay or closing.
 - 3.1.4 Time permitting, newspapers in Huntington and Charleston will be notified. Often, however, decisions must be made after deadlines of newspapers.

- 3.1.5 The Office of University Communications will communicate the specific details of the delay or closing to the Office of Public Safety at 304-696-HELP.
- 3.2 Information about closing, cancellations, or delays will ordinarily be disseminated to area radio and television stations. The authoritative correct statement of the University's condition (Huntington) is stipulated to be the message on the main page of the website at <http://www.marshall.edu>.
- 3.3 This section applies only to the Huntington campus and all releases should make it clear that it relates only to the Huntington campus. The weather-related closings policy for the South Charleston campus and other education centers will be managed by the chief administrative officer (as designated by the University president) for the respective location, and all releases should make clear that the release applies only to the affected location. The South Charleston phone number is 304-746-2500. See Section 4 for information on procedures for other locations.
- 3.4 Types of delays and closings:
- 3.4.1 University Closed: All classes suspended and offices closed.
- 3.4.2 Classes Cancelled: All classes suspended; offices open.
- 3.4.3 Delay Code A: Means a delay in the opening of classes BUT no delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees are expected to report to work at their normal starting times unless they feel that travel is unsafe. If an employee feels that he/she cannot travel safely to work, he/she may charge accrued annual leave for the portion of the workday from 8:00 a.m. (or their normal start time) until their arrival at work.
- 3.4.4 Delay Code B: Means a delay in the opening of classes AND a delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees do not have to report to their offices until the stated delay time. If they believe they cannot travel to work safely by the stated delay time, they may charge accrued annual leave for the work hours from the stated delay time until they can next report to work.
- 3.4.5 Class operation under delays: Under both categories of delay, students should go to the class that would begin at the stated delay time or the class that would have convened within 30 minutes of the stated delay time. A two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 9:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.
- 3.4.6 Exceptions with regard to employees: Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled despite the particular delay code published.
- 3.5 Staff and administrative personnel procedures:
- 3.5.1 The university will be completely closed only rarely and in extreme situations since it is essential that public safety be maintained, that buildings and equipment be protected and that services be provided for those students housed in campus facilities. Therefore, under Classes Cancelled, above, all university staff and administrative employees will be expected to report to work, unless notified otherwise.
- 3.5.2 In the event of critical need, certain employees may be required to report to work or temporarily reside on campus to ensure human safety and preservation of university property and/or facilities.

- 3.5.2.1 Employees may be eligible for substitute time off (STO) if they were directed by their supervisor to be present for work during a period of inclement weather closing or other emergency closing. Eligible individuals must be in regular-status, leave-accruing employment and must have received a direct instruction from their supervisor to be present for work during such a closing. Eligible part-time employees may receive STO on a pro rata basis according to appointed percentage time unless they actually worked longer than their appointed hours. The provision of STO for such periods of inclement weather/other emergency closing is authorized by the responsible vice president or his/her designee.
- 3.5.2.2 In order to provide STO to an eligible employee, the supervisor must produce a statement to be preserved in the employing department which will include (1) identification of the affected employee(s); (2) a statement that the employee(s) was/were directed by him/her to come to work or remain at work for any or all of a period of inclement weather/other emergency closing; and (3) a statement of why it was necessary to require the employee(s) to attend work. A copy of the statement(s) should be sent to Human Resource Services.
- 3.5.2.3 The following should be noted: (1) eligibility for STO is not determined on the basis of being a member of a work group or work unit deemed essential; (2) status as a federal Fair Labor Standards Act (FLSA) non-exempt or exempt employee does not apply because the periods of inclement weather/other emergency closing do not represent overtime; (3) no employee is eligible for STO who was present for work for some or all of the periods of inclement weather/other emergency closing on a voluntary or elective basis; (4) premium pay or premium compensatory time off for holidays worked does not apply because the inclement weather/other emergency closings are not holidays; (5) STO is not compensatory time off as used in calculations of Fair Labor Standards Act overtime for hours actually worked; (6) STO may be provided in cases where the employee was directed to report to work at a time prior to the determination of inclement weather/other emergency closing [such direction will be construed to mean a stated requirement to come to work just as if inclement weather/other emergency closing had actually been announced]; and (7) STO made available due to inclement weather or other emergency closing must be used within one year of its award.
- 3.5.2.4 Nothing in this process shall preclude a non-exempt employee from earning additional straight time or Fair Labor Standards Act (FLSA) overtime pay or compensatory time off for weeks which include emergency closing(s) and during which the subject employee worked more than 37.5 hours (with respect to additional straight time pay) or worked more than 40.0 hours (with respect to FLSA overtime pay or compensatory time off).
- 3.5.3 Individual employees may, in their best judgment, determine the risk of travel to be too great and elect to remain home. Those who do should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking compensatory time, in the event compensatory time is owed to them.
- 3.5.4 In the event a building, or section of a building is closed (because of heat loss, power outage, etc.) employees working in that affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, or take compensatory time off.
- 3.5.5 In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the president and communicated through supervisors.

3.5.6 Supervisors must take steps to ensure offices and work stations are open to employees at all time when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

3.6 Faculty:

3.6.1 Once operations are resumed, deans and departmental chairs must take steps to ensure that faculty meet their scheduled classes or substitutes secured so that class schedules are met.

3.7 Decision Making:

3.7.1 Decisions on closings and/or delays will be made jointly by the Chief of Staff, Senior Vice President for Academic Affairs and the Senior Vice President for Administration following the consultation with other appropriate officials, including the President. Should only one or two of those three persons be available, the ones available will make the decision.

3.7.2 Every effort will be made to reach decisions to allow time for adequate notification to the news media, and in turn, those affected.

4 South Charleston campus and other education centers:

4.1 Because weather conditions can vary substantially, it is possible that classes will be delayed or cancelled at some locations and not at others. The chief administrative officer for each location, in consultation with local staff, will decide on class cancellations.

4.1.1 South Charleston campus: Since South Charleston classes do not generally meet until late afternoon, an effort will be made to decide about classes by noon. Notification of delays or cancellations at the South Charleston campus will be announced by (a) local media, (b) MU Alert, and (c) University website. Students may check the status of their classes by checking the website.

4.1.2 Point Pleasant, Beckley, Teays Valley and other educational centers: Procedures for delayed openings and class cancellations are similar to those for the South Charleston campus. At Point Pleasant, Beckley, and Teays Valley, local media will provide information regarding cancellations. In addition, each site has a weather hot line: (a) Point Pleasant, 304-674-7239; (b) Beckley, 304-252-0719; (c) Teays Valley, 304-757-7223.

4.1.3 Remote locations and other educational centers: Because there may be classes meeting on an irregular schedule in a geographically dispersed area throughout the semester, decisions about whether to meet during inclement weather will be made by the instructor. Those decisions will be transmitted to students by e-mail or other methods as agreed by students and the instructor.

4.2 Types of delays and closings for the South Charleston campus:

4.2.1 South Charleston Closed: All classes cancelled and offices closed.

4.2.2 South Charleston Classes Cancelled: All classes cancelled. Details provided by site.

4.2.3 South Charleston Delay: A delay in the beginning of non-class activities, e.g. a two-hour delay would mean the normal work day would begin at 10:00 a.m. rather than 8:00 a.m.

5 Marshall University School of Medicine

5.1 Due to the unique nature of its obligations to its constituents, the Marshall University School of Medicine may maintain a separate set of procedures for weather-related and emergency closings.

Communicable Disease Response plan – Example – Pandemic Flu

Description of Levels

1. Pre Planning up to and including confirmed cases of human-to-human transmission of avian flu.
2. Suspected case(s) on Campus or suspected/confirmed cases in WV/OH/KY area.
3. Confirmed case(s) on Campus (Only essential personnel required to report to campus).

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
1. Assessment Team (FMS, Safety and Health, Health Center and University Police)	<ol style="list-style-type: none"> 1. Brining in Director of Health Center as Incident Commander 2. Monitoring situation 3. Contact Media Relations 4. Bringing in House/Dining for quarantine planning 5. Essential personnel receive fit test & training on respiratory protection from Safety & Health 	Essential personnel receive N95 respirators from Safety & Health	1. Maintain contact amongst Assessment team.
2. Incident Commander (Director of Health Center)	<ol style="list-style-type: none"> 1. Communicate with Cabell County Health Department and Wayne County Health Department and <u>University Physicians and Surgeons</u> regarding planning and surveillance 2. Communicate and benchmark with other College Health Services and Safety and Health Depts. 3. Alert Advisory Group Coordinator 4. Establish communication with deans regarding the status of preparedness. 5. Update emergency action plan with Assessment Team & Advisory Group Coordinator as situation evolves. 6. In conjunction with the Advisory Group Coordinator, issue communication(s) to campus community regarding status of disease spread, self protection and university response. (e-mail, website, town meetings) 	<ol style="list-style-type: none"> 1. Notify Cabell Huntington Health Department and Wayne County Health Department. 2. Notify Student Affairs and Counseling and Psychological Services (CAPS) 3. Notify Housing & Dining on number of potential contacts that may require isolation. 4. Compose communications with Media Relations an the Advisory Group Coordinator for the campus community Regarding signs/symptoms, protocol for referral of suspected cases. 5. Essential personnel receive N95 respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Advise Advisory Group Coordinator to activate Emergency Operations (EOC) 2. Recommend temporary closure of Building(s) and suspension of student and academic activities to Advisory Group Coordinator. 3. Implement Emergency action Plan with Assessment Team & Advisory Group Coordinator. 4. Ensure that each Operations Group function is covered.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
3. University Police	<ol style="list-style-type: none"> 1. Health Center trains dispatchers, security, and police on avian flu. 2. Alert Student Health Center if encountering individual(s) with flu-like symptoms. 3. Essential personnel receive fit test and training on respirator protection from Safety and health 	<ol style="list-style-type: none"> 1. Implement policy on transporting individual to hospitals. 2. Essential personnel receive N95 respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Secure buildings and post signage 2. Assist Health Center
4. Physical Plant	<ol style="list-style-type: none"> 1. Identify building ventilations systems. 2. Essential personnel receive fit test and training on respiratory protection from EH&S 	Essential personnel receive N95 respirators from EH&S	<ol style="list-style-type: none"> 1. Stand by to shut off utilities as directed by Incident Commander, if necessary.
5. Safety and Health	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. 2. Contact with hazardous material company for professional cleanup. 3. Train and fit essential personnel for respirators. 	<ol style="list-style-type: none"> 1. Arrange for additional medical waste pickups. 2. Distribute N95 to essential personnel. 	<ol style="list-style-type: none"> 1. Assist w/notification of Emergency Coordinators 2. Assist Health Care Center
6. President's Office Advisory group coordinator	<ol style="list-style-type: none"> 1. Receive information from Incident Commander 2. Review content of internal and external public information bulletins and announcements. Work with Media Relations to select appropriate university spokesperson(s) for media reporting. 3. Essential personnel receive fit test and training on respiratory protection from Safety and Health 4. Consider restricting movement on and off campus for activities/athletic events. 	<ol style="list-style-type: none"> 1. Advise Executive Management on response options. 2. Activate EOC 3. Receive N95 respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Provide oversight for student, staff and faculty family notifications if appropriate.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
President's Office Executive management	<ol style="list-style-type: none"> 1. Based on U.S. State Department recommendations, University recommends campus community not to travel to affected countries. 2. Receive fit test and training on respiratory protection from Safety and Health 	<ol style="list-style-type: none"> 1. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 2. Essential personnel receive N95 respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Authorize temporary suspension of classes or closure.
7. Media Relations	<ol style="list-style-type: none"> 1. Draft internal and external bulletins and announcements, with the Advisory Group Coordinator. 	<ol style="list-style-type: none"> 1. Appoint liaison to interface with the Advisory Group. 2. Write and record bulletins and up dates on the University's Emergency Information Hotlines. 3. Write scripts for phone tree with approval from Advisory Group Coordinator. 4. Request to campus that faculty and staff and their families to report all flu cases to Incident Commander. 	<ol style="list-style-type: none"> 1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) 2. Establish a Media Relations Center: coordinate press releases and manage news teams and interviews etc.
8. Emergency Coordinators	NOT APPLICABLE	<ol style="list-style-type: none"> 1. Watch MU front page and disseminate information to Floor Marshals. 2. Remain available for further instructions. 	Same as Level 2
9. Student Health Services	<ol style="list-style-type: none"> 1. Health Center trains EMS on avian flu. 2. Notify Health Center if suspected cases are encountered. 3. Essential personnel receive fit test and training on respiratory protection from Safety and Health 	NOT APPLICABLE	NOT APPLICABLE
10. Parking			Clear a parking lot at Marshall University for medical staging area.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
11. Residence Services	<p>Enact Planning for Quarantine of students:</p> <ol style="list-style-type: none"> 1. Health Center trains essential personnel on risks and response. 2. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy. 3. Notify current occupants in spaces that will be needed of the potential or need for them to move. 4. Ensure emergency response menu is planned for various degrees of need. 5. Stockpile additional food stuffs and water. 6. Ensure food delivery process is planned and delivery supplies are on hand. 7. Essential personnel receive fit test and training on respiratory protection from Safety and Health 	<p>Enact plan for quarantine of students:</p> <ol style="list-style-type: none"> 1. Set up Housing and Dining command center and recall essential personnel. 2. Enact emergency phone contact tree. 3. Identify meal delivery need and method for quarantined students. 4. Communicate situation and needs to owners and landlords of rental properties. 5. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping. 6. Essential personnel receive N95 masks from Safety and Health 7. Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses. 	<ol style="list-style-type: none"> 1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the <u>Cabell Huntington Health Department</u>.
12. Dining Services	SEE ABOVE	SEE ABOVE	SEE ABOVE
13. Risk Management	<ol style="list-style-type: none"> 1. Identify risk exposure for which insurance can and cannot be obtained including associated financial impact. 2. Identify steps that must be taken to monitor and protect insurance coverage. 3. Benchmark risk management response and insurance coverage options with peer universities. 	<ol style="list-style-type: none"> 1. Communicate with insurance carriers on evolving campus issues. 	<ol style="list-style-type: none"> 1. Assess actual risk/ insurance claim issues.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
14. Medical Services	<ol style="list-style-type: none"> 1. Post on entry door notifying patients with influenza profile and have traveled to (or have been visited by persons from affected counties to call SHS (691-1176) 2. Isolated exam room 3. Arrange for negative pressure machines 4. Standard precautions in place 5. Respiratory protection equipment in place 6. In-service training for avian flu 7. Follow State and County protocol for patient testing 8. Monitor Health Care workers 9. Essential personnel receive fit test and training on respirator protection from Safety and Health 10. Policy on transporting individual to hospital. 	<ol style="list-style-type: none"> 1. Isolate and monitor suspected cases. 2. Identify contacts of suspected case. 3. Communicate with parents of suspected cases and explain procedure 4. Initiate prophylaxis of contacts based on strength of patient presentation 5. Update Incident Commander 6. Establish phone triage lines for Student Health Services and CAPS 7. CAPS initiate pre-event counseling for essential personnel 8. Initiate poster, e-mail, campaign on self protection 9. Essential personnel receive respirators from Safety and Health 	<ol style="list-style-type: none"> 1. Isolation room in Health Center (negative pressure) 2. Locating people contacted by patient. 3. Arrange for screening of people who have had contact. 4. Arrange for counseling services. 5. Contact Coroner's office if necessary.
15. Computing and Telecommunications	<ol style="list-style-type: none"> 1. Assess supplemental telecomm./computing hardware/software needs: <ul style="list-style-type: none"> • Student Affairs • Health Services • Public Relations • Counseling Center • Human Resources • Telecommunications 2. Assess needs for webpage support 3. Develop plan for adding volunteers to public e-mail addresses 4. Develop plan for distributing telephone calls to homes or phone banks 	<ol style="list-style-type: none"> 1. Purchase/contract for supplemental telecommunications/computing hardware/software needs. 	<ol style="list-style-type: none"> 1. Add additional phone lines to EOC, quarantine areas, and functional groups. 2. Publish message from Public Relations on a periodic basis on Marshall University web's front page. 3. Assist with email messages distribution 4. Set up podium and microphones for media center 5. Provide guidance for forwarding phones and setting up "bounce messages."

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
16. Student Affairs	<ol style="list-style-type: none"> 1. Health Center trains; Office International Studies (OIS). Resident Advisors and other offices within the Division on avian flu. 2. <u>OIS</u> monitors student travelers entering from effected regions and assists with communication to international students and with their families. 3. OIS formulates and rehearses plan to address needs/support for graduate and commuter students. 4. Housefellows- formulate and rehearse plan to address needs/support for undergraduates 5. Student Life- Formulate and rehearse plan to address needs/support for Greek organizations. 6. Identify division personnel available for telephone support work. 7. Receive fit test and training on respiratory protection from Safety and Health. 	<ol style="list-style-type: none"> 1. Arrange for monitoring/delivery of medications, other goods and services to isolated cases. 2. Assist with relocation of students for quarantine 3. Assist with telephone consultation and support 4. Essential personnel receive respirators from Safety and Health. 	<ol style="list-style-type: none"> 1. Identify student events where confirmed patients have attended. 2. Residential staff assists Health Center.
17. Human Resources	<ol style="list-style-type: none"> 1. Identify essential personnel 2. Monitor faculty and staff travelers entering from effected regions 3. Prepare a call-off policy 4. Identify personnel available for telephone support work 	Same as Level 1	Activate call-off policy

PERSONAL INJURY

- In case of an injured person, immediately call **MUPD** at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

Calmly state:

- ✓ Name of caller
 - ✓ Name of injured
 - ✓ Nature of injury
 - ✓ Location of injured
 - ✓ Phone number at the scene
- Listen for instructions from the dispatcher.
 - Do not move an injured person unless their life will be in danger.
 - Administer first aid to the injured person. If possible, ask someone to find an individual who is trained in first aid.
 - Stay with the injured person until emergency medical service arrives.

www.marshall.edu/emergency

POWER/UTILITIES LOSS

In the event of a power loss or utility failure, notify **Physical Plant** during normal work hours at **304-696-6680** or **MUPD** after hours at **304-696-HELP (4357) or 64357** from campus phones.

* Critical areas must be identified when reporting this type of incident.

- If needed, move to areas of the building with emergency lighting.
- It may be necessary to evacuate the building by stairwell.
- If smoke/fire alarm sounds, immediately exit the building.

* Critical areas may be research experiments, refrigerated or air-conditioned locations or any area where a prolonged power failure could adversely affect health or property.

www.marshall.edu/emergency

POWER/UTILITIES LOSS

V. RESPONSE PROCEDURES

1. The emergency management organization responds to the variety of emergencies and disasters that could confront the University. The emergency management organization consists of certain executives, administrative officials, field forces of existing departments and offices, special forces of volunteer groups and others, and specified private resources.

Upon the occurrence or threat of an emergency situation or disaster, the emergency management organization, the Marshall University Emergency Management Plan (EMP) and Emergency Operations Center (EOC) are activated in whole or part as appropriate to the circumstances. In time of disaster such actions will be taken in response to the declaration of a state of emergency by the university president or his/her designee. Such occurrences or threats are classified according to an Emergency Action Level Classification System to facilitate staged actions and the degree of response. Minimum EOC staffing, public warning and communications watches occur under less severe classifications, whereas full EOC staffing, public protective actions and complete response mobilization occur under the most severe classifications.

The University responds using existing resources supplemented by local volunteer and public organizations. Immediate disaster assessment (with reports to state government if necessary) occurs concurrently with response activities. All such response activities are coordinated through the EOC to assure effective response and recovery.

For those situations where response is beyond the capability of Marshall University due to the severity or the need for special equipment or resources, the President may request city or county resource aid. Supplemental assistance may also be requested directly from the state. The governor may declare a disaster, emergency, or incident that requires activation of state assistance (pursuant to the Marshall University Emergency Management Plan). A state EOC is established for the coordination with the local EOC's when response is beyond the capability of state and local resources, supplemental assistance from the federal government may be provided until full recovery is achieved.

IF YOU RECEIVE A SUSPICIOUS LETTER OR PACKAGE

Handle with care; **DO NOT** shake or bump the item.
DO NOT open, smell, touch or taste the item.

Isolate the item immediately.

Immediately notify MUPD at **304-696-HELP (4357)/64357** from campus phones, or call **911**.

- **THE CALLER MUST PROVIDE:**
 - ✓ Name of caller
 - ✓ Description of the object and exact location
 - ✓ If a letter or package is open and/or a threat is identified
- **FOR A BOMB**
 - ✓ Evacuate the building immediately in an orderly fashion.
- **FOR RADIOLOGICAL AGENTS**
 - ✓ Limit your exposure.
 - ✓ Evacuate the area.
- **FOR BIOLOGICAL OR CHEMICAL AGENTS**
 - ✓ Isolate the area in which the item is located.
 - ✓ Evacuate the area.
 - ✓ Wash your hands with soap and water.

Follow the instructions of your supervisor or other authority who will initiate the Building Evacuation Plan.

Follow any further direction authorities on site may give. Do not re-enter the building unless advised it is safe to do so by the fire department or MUPD.

www.marshall.edu/emergency

SUSPICIOUS MAIL/PACKAGE

TORNADO

When a tornado warning has been issued, you may have very little time to prepare. If you sight a tornado near the university, call **MUPD** at **304-696-HELP (4357)/64357** from campus phones.

SEEK SHELTER IMMEDIATELY

If you are inside a building:

- Go to the lowest level of the building.
- Use interior hallways away from building's exterior windows as a tornado shelter.
- Close all doors to rooms with exterior windows.
- Stay away from windows.
- Use arms to protect head and neck in “drop and tuck” position.

If there is no time to get inside:

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

www.marshall.edu/emergency

TORNADO

WEATHER-RELATED CLOSINGS OR DELAY

When it is necessary to alter the university's operating schedule in response to weather conditions, every effort is made to notify everyone affected—students, faculty, staff and the general public—expeditiously and comprehensively in the following ways:

- **MU Alert** text messages, e-mails and/or phone calls
- **Local media**
- **Social media** - www.facebook.com/marshallu on Facebook and @marshallu on Twitter

Note: The **authoritatively correct statement of the university's operating status** is stipulated to be the message on the university's homepage at www.marshall.edu.

The following terminology often is used in notifications:

- **University Closed:** All classes suspended and offices closed
- **Classes Cancelled:** All classes suspended and offices open
- **Delay Code A:** Classes are delayed, but no delay in the opening of offices
- **Delay Code B:** Classes and office openings are delayed

Exceptions with regard to employees: Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled despite the particular delay code published.

www.marshall.edu/emergency

WEATHER-RELATED CLOSING OR DELAY