Emergency Operations Plan

Version 2.0
Revised May 2012

Arkansas Tech University
Russellville Arkansas

Record of Changes

This Emergency Operations Plan is a controlled and numbered document, and distribution of revised versions is the responsibility of the Tec. Outdated versions of this plan should be destroyed when a new version is published so that only the most recent version is in circulation.

RECORD OF CHANGES

This page provides a record of major changes made since the date of publishing the first original version of the plan to keep the plan consistent with current policies and university organizational.

Change Number	Date of Change	Part, Annex, or Attachment Changed	Completed By
V 1.0	October 13, 2006	Initial release	Ed Leachman
V 1.1	April 8, 2007	Annex 1, Table 1	Ed Leachman
V 1.2	February 22, 2008	Annex 1, Table 1	Ed Leachman
V 2.0	May 31, 2012	Annex 1, 3, and 4	Ed Leachman

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Arkansas Tech University
Emergency Operations Plan
BASIC PLAN

I. PURPOSE

Arkansas Tech University (Tech) adopts this Emergency Operations Plan (EOP) to provide for the health, safety, and welfare of students, employees, and visitors in the event of natural disasters, technological incidents, or national emergencies. This plan describes how people and property will be protected in a disaster or emergency that threatens Tech. It describes our approach to planning, organizing, and operating during emergencies. It includes a management structure for coordinating and deploying essential resources to restore safe and normal operating conditions as quickly as possible.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Arkansas Tech University is located in Russellville, AR, in the River Valley section of Pope County. It lies between downtown and I-40 and is bordered on the east side by State HWY 7.

2. Tech is located at latitude 35.29 north, longitude 93.14 west.

3. The Tech main campus in Russellville has over seven thousand (7,000) registered students and seven hundred fifty (750) faculty and staff.

4. The main campus consists of fifty-eight buildings and five-hundred and eighteen acres. Tech also has a substantial asset in livestock. Square footage is around 1.3 million square feet. Attachment 1 to this document is a map showing the layout of the Russellville main campus.

5. The Tech main campus includes thirteen residence buildings that house a population of one-thousand eight hundred students. Tech also has four off-campus residence buildings in Russellville. Attachment 2 is a map that shows the proximity of the four additional residence facilities to the Tech main campus.

6. Tech is at risk to many potential hazards. These could disrupt Tech operations in several ways by causing damage to buildings, injuring personnel and killing people while working, residing, or attending classes. Natural hazards include floods, tornadoes, and earthquakes. There are other situations that could develop from technological incidents such as a hazardous materials accident, nuclear power plant accident, or civil disorder.

7. Tech has access to resources and capabilities, which, when used effectively in a disaster, will enhance the preservation of life and property. These capabilities include manpower, equipment and personal skills of Tech personnel as well as medical, health and allied professionals.

8. Tech personnel are responsible for knowing proper Tech procedures before, during, and after emergencies to protect their safety, the safety of co-workers, and their work.

B. Assumptions

1. A disaster or emergency may occur at any time and require response capabilities beyond what is available to Tech personnel.

2. The campus could be subjected to numerous disaster situations. However, it is impossible to predict the specific effects of a disaster at Tech. Moreover, it is nearly impossible to foretell with any certainty when a hazard will occur or occur at all.

3. The response activities in this plan are applicable to all emergency situations. Moreover, it is recognized that the succession of events in a disaster may require plan modification(s) to meet the requirements of the specific event.

4. In most cases, proper preparations and preventive measures will reduce loss of life and property damage.

5. Sufficient capabilities exist to handle most natural or man-made incidents locally. However, added regional, state, and national resources may be required if an incident overwhelms local capabilities.

6. Events that affect portions of the city and county, but not Tech may require involvement of Tech staff, personnel and equipment.

III. CONCEPT OF OPERATIONS

A. General

1. Tech, in responding to threats to life and property from the effects of hazardous events, has the primary responsibility for emergency management activities on the campus. If an emergency exceeds the capability to respond, assistance will be requested from the city of Russellville, Pope County and the state of Arkansas.

2. This plan's concept is that emergency functions for groups involved in emergency preparedness will normally parallel their day-to-day functions. To the extent possible, the same personnel and material resources will be used. It is generally true, however, that a disaster is a situation in which the usual way of conducting business no longer suffices. While it is desirable to maintain organizational continuity and assign familiar tasks, in large-scale disasters, it may be necessary to draw on basic capabilities and use them in the area of greatest need. This plan is concerned with many emergency situations and accounts for activities *before*, *during* and *after* emergency operations.

3. All Tech departments have inherent emergency functions in addition to their day-to-day duties. Each department is responsible to develop and maintain its own emergency management methods, in concert with the campus EOP plan. Those daily functions that do not contribute to emergency operations may be suspended for the duration of the emergency. Also, efforts that may normally be required might be redirected to other departments.

4. The Incident Command System (ICS) format will be utilized by Tech to manage emergencies or non-emergency events. The nature and size of the incident will determine the level and complexity of the management structure. The ICS will expand or be reduced to support the specific situation.

B. Priorities

1. Priority consideration is given to the following activities when conducting emergency operations:

    a. Protecting life (highest priority).
    b. Providing for the immediate emergency needs of students, faculty, staff and guests. This may include rescue services, medical care, and food and shelter requirements.
    c. Protecting the environment.

d. Protecting property.
e. Temporarily restoring facilities that are essential to the health, safety, and welfare of our campus population. This may include support functions such as sanitation, water, and electricity.
f. Mitigate hazards posing threats to life, the environment and property.
g. Protecting critical business functions to allow the university to resume its operations as quickly as possible.

C. Levels of Emergency

1. Emergency conditions vary with each incident and activation. As a guide, the following three levels of emergency are specified:

   a. **Level 1** – emergency incident that normal Tech response services can handle. While there is some damage and/or interruption, the conditions are localized and the Emergency Operations Plan (EOP) is not needed. The Tech EOC operates, by default, in "standby mode" under Level 1, unless it becomes necessary to be raised to Level 2 or 3.
   b. **Level 2** – emergency incident is severe and causes damage and/or interruption to Tech operations. A partial or full activation of the Tech EOC is needed. Tech may be the only affected entity. Use of the EOP is required.
   c. **Level 3** – disaster conditions in which Tech fully activates the EOC in order to address immediate emergency response. Emergency conditions are widespread and Tech must be self-sufficient for several days. Tech will request assistance from the City of Russellville and Pope County. The EOC may also request assistance from other jurisdictions and/or State agencies and federal assistance via the State of Arkansas emergency management department.

2. These emergency levels are guidelines. They are intended to assist in classifying the situation and to provide administrative response. The designated level may change as emergency conditions change. The EOC is generally activated under Levels 2 and 3 emergencies. Annex 1, Direction and Control, provides a list of all positions assigned to the EOC and a contact list of people who fill the staff positions. Annex 1 also provides the list of Tech Emergency Support Functions (ESFs) that may be activated when moving to Emergency Levels 2 or 3. Annex 2, Emergency Support Functions, provides more detailed information for each ESF and indicates the lead and support assignments for each function.

3. Table 3-1 describes the general impacts to or actions that the groups take at the various levels of emergencies/disasters.

Table 3-1

Functional Groups	Level – 1	Level – 2	Level – 3
Campus Activities	Minimal and localized. Most Tech activities not impacted.	Significant. Tech activities localized shutdown.	Very Significant. Tech activities shut down for a period of time.
Faculty, Staff and Students	Site-specific localized impact. Injuries possible.	Site-specific or general impact with possible disruptions. Injuries possible.	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern.
Media	None expected or limited local coverage.	Local/regional coverage.	Local, regional and possible national coverage.
Public & Government	Limited.	Potential exists for a visible situation. Government may investigate prevention, response & recovery efforts.	Potential exists for a highly visible situation and government investigations or hearings.
EOC	Limited involvement.	Involved.	Actively involved.

D. Phases of Emergency Management

1. This plan is concerned with all types of hazards which Tech is exposed. These actions can be done before, during, and after an emergency occurs. The four phases described in this plan that represent the cycle of emergency management are considered as follows:

   a. MITIGATION - Mitigation activities are those that eliminate or reduce the possibility of a disaster occurrence. Included are long-term activities that lessen the negative effects of unavoidable hazards. Examples include use of building codes, flood plain management, insurance, and public education programs.
   b. PREPAREDNESS - Preparedness activities serve to develop response capabilities needed in the event of an emergency. Planning, exercising, training, and developing public information programs are some of the activities conducted.

c. RESPONSE - Response is the first phase that occurs *after* the onset of an emergency or disaster. During this phase, emergency services are provided. These activities help reduce casualties and damage and speed recovery for systems and activities to return to normal. Response activities include warning, evacuation, rescue, and other operations addressed in this plan.
d. RECOVERY -The activities taken during this phase involve steps to return systems to normal after an emergency. It includes functions such as redevelopment loans, legal assistance (not limited to recovery), and community planning. Recovery includes both short and long-term activities. Short-term operations seek to restore critical services and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or upgraded, state of affairs. The recovery period can be a good time to begin mitigation measures, particularly those related to the recent emergency. Examples of recovery actions are providing temporary housing and food, restoring non-vital services, and reconstructing damaged areas.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBLITES

A. Following is the assignment of emergency functions to members of the Tech Emergency Preparedness community. This community includes Tech staff, departments and local agencies that have first-response and/or primary functional responsibility for planning and responding to on-campus emergency or disaster situations. The function applies to all aspects of the emergency preparedness plan and Tech response when a specific part is not designated. Each department is responsible for developing and maintaining its own Standard Operating Procedures (SOPs), in concert with the Tech Operations Plan, which must address the following:

1. President of Arkansas Tech University

a. Sets the Tech policy for emergency response and recovery.
b. Responsible for overall response and recovery operations.
c. Authorizes pre-and-post disaster mitigation strategies.
d. Identifies members of the Campus Emergency Preparedness Task force to include the Campus Emergency Operations Coordinator, the EOC manager, the EOC operational staff, and other individuals who fill key emergency management planning, advisory, and support functions. The Campus Emergency

Operations Coordinator will be specifically identified by name and office. Some areas of expertise are inherent in a job and may be defined in the job description, while others will be designated in writing.

2. Campus Emergency Operations Coordinator (CEOC)

    a. Coordinates with all stakeholders and responders to ensure necessary planning considerations are included in the EOP.
    b. Coordinates planning to prepare for response operations.
    c. Establishes the Emergency Level of the University and activates the EOP as mandated by the level and severity of the emergency.
    d. Requests activation of the EOC in support of the current Level of Emergency. The activation request goes to EOC manager.
    e. Manages the overall coordination of campus response and recovery activities to include:
        - coordination with first responder organizations;
        - coordination of mass care needs; and,
        - coordination of EOC activation with the EOC Manager.
    f. Work with Public Information Officer to develop information packets for media and emergency instructions for students and staff.

3. Arkansas Tech University Emergency Preparedness Task Force

    a. Provides guidance and assistance in comprehensive emergency planning for Tech.
    b. Provides guidance and assistance in identifying and establishing EOC staffing and functional allocation.

4. EOC Manager

    a. Manages the layout and set-up of the EOC facility
    b. Actives the EOC.
    c. Coordinates EOC activation with required offices.
    d. Oversees planning and development of EOC emergency communications functions.

5. Tech Public Safety Department

    a. Coordinates warning and alerts with Tech offices.
    b. Provides for maintenance of law and order.
    c. Coordinates traffic control, including student movement to shelters.

d. Provides for protection of vital installations and ensures vital installations are identified.
e. Controls access to disaster scene.
f. Assists in rescue operations.
g. Assists in search and rescue.
h. Supplements communications with other Tech offices.
i. Assists with evacuation efforts.
j. Assists with the coordination of animal care with Animal Control.

6. Russellville Police Department

    a. Provides direction and control of on-campus crime scene situations.
    b. Assists Tech Public Safety in performance of Tech Public Safety responsibilities, when requested.

7. Russellville Fire Department

    a. Provides Radiological monitoring and reporting
    b. Coordinates the containment of fires.
    c. Coordinates Tech rescue activities with the Tech Public Safety Department.
    d. Assists law enforcement in traffic control.
    e. Provides for decontamination of vital facilities and thoroughfares.
    f. Maintains coordination of hazardous materials incidents operations.

8. Pope County EMS

    a. Provides emergency medical care.
    b. Provides for emergency medical response to established shelters for an unanticipated medical emergency/condition.
    c. Transports evacuees to a functional hospital.
    d. Supplies medical and health items.

9. Tech Physical Plant

    a. Coordinates restoration of vital facilities and public utilities.
    b. Assists in traffic control.
    c. Assists in search and rescue.
    d. Provides sewage system maintenance and disposal services.
    e. Coordinates debris clearance, removal, disposal and road maintenance.
    f. Completes damage assessment and other engineering assistance.

g. Operates the salvage depot.

10. Tech Health and Wellness Center

    a. Coordinates ongoing medical and psychological needs of students and staff resulting from emergencies on campus.

11. Public Information Officer - Assistant to the President

    a. Functions as the Public Information Officer for Tech emergency and disaster situations.
    b. Provides for rumor control.
    c. Coordinates joint information activities and public information with non-Tech offices.
    d. Coordinates all emergency media releases with Tech President, Emergency Operations coordinators, and any media involved.
    e. Works with Emergency Operations Coordinator.
    f. Provides space, equipment and facilities to accommodate emergency operations, press conferences, etc.

12. Tech Legal Counsel

    a. Provides legal advice as required.

13. Tech Purchasing

    a. Coordinates the procurement, distribution and accountability of emergency supplies and equipment.
    b. Assists in inventory and control of emergency resources.

14. Student Services

    a. Coordinates housing and food for evacuated resident students.
    b. Assists in student notification during emergency response and recovery.

15. Other Essential Personnel

    a. All Tech managers (Senior Administrative Officers, Deans, Chairs, Directors, Laboratory and Facility Managers) and EOC staff are considered “essential personnel” during level 2 and 3 events (level 1 if requested). Their roles and responsibilities must be specified in their respective departmental emergency plans, in coordination with the Tech EOP.

B. Succession of Authority

1. In the event the President is not available to carry out the emergency management responsibilities as assigned by the Board of Trustees and contained in this plan, the order of succession for accomplishing these responsibilities in the absence of the President is as follows until either the University President is able to return to the presidency or the Arkansas Tech University Board of Trustees selects another University President:
    - Vice President for Administration and Finance
    - Vice President for Academic Affairs
    - Vice President for Student Services.

V. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

1. Tech has Memorandums of Agreement and Understanding with Pope County and the City of Russellville for fire, police, and EMS first responder support in the event of an emergency or disaster at Tech.

2. If available resources prove to be inadequate during emergency operations, requests will be made for assistance from other local jurisdictions, higher levels of government, and other organizations. These will be made in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may include, but are not limited to equipment, supplies, personnel, or other available capabilities.

3. All agreements and understandings are entered into by duly authorized officials representing each party.

4. It is understood that written agreements are not necessary with state or federal agencies. These groups have legal responsibility to provide assistance when properly requested.

B. Emergency Acquisitions

1. The Tech President has authority to order any emergency supplies and/or approve contracts for emergency services that may be required.

2. Tech purchasing is responsible for Emergency acquisitions and contracting.

3. Because there are no financial resources available to handle large scale emergency expenditures, agreements and procedures for requesting state and federal services and equipment are essential in the planning and preparedness process. Any service or equipment required will be coordinated with the Tech legal services and the purchasing office.

C. Records and Reports

1. Records of expenditures and financial obligations in emergency operations are the responsibility of Tech Administration and Finance. This will be coordinated by the department's representative on the EOC staff.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

1. The Department of Emergency Management and Administration, operating under delegation from the University President is responsible for developing the Tech Emergency Operations Plan.

2. The Emergency Preparedness Task Force provides oversight and guidance under authority of the Arkansas Tech University President.

3. The EOP will be released upon approval by the Arkansas Tech University President.

4. The CEOC is responsible for providing guidance and direction of emergency response and recovery activities.

5. Directors of response support organizations have the inherent responsibility for maintaining internal plans, SOGs, and resource data to ensure prompt and effective response to disaster.

B. Plan Maintenance

1. The Department of Emergency Management and Administration will maintain the contents of this plan. Suggestions for modification will be accepted by the department and will be implemented pending concurrence by the Emergency Preparedness Task Force.

2. The plan will be reviewed at least once every six months and recommendations for changes will be submitted to the Emergency Preparedness Task Force for their concurrence.

3. Plan revisions will be submitted for approval and release by the University President annually or anytime a change is required to mitigate a major plan deficiency or reflect significant changes in University organization or procedures.

C. Plan Training and Validation

1. The EOP will be activated as a simulated emergency to validate the plan and to assess the readiness of Tech. This exercise will be conducted at least once a year.

2. The CEOC may activate the EOP for training to improve Tech readiness. Exercises will be coordinated with the Arkansas Tech University President.

VII. AUTHORITIES AND REFERENCES

A. Tech Board of Trustees Resolution for Emergency Preparedness dated May 18, 2006

B. Dr. Brown's letter creating the Tech Emergency Preparedness Task Force released in January 2005

C. Act 511 of 1973 Arkansas Legislature

D. Act 646 of 1949 Arkansas Legislature

E. US Homeland Security Act of 2002

F. Homeland Security Presidential Directive 8

G. The Robert T. Stafford Relief and Emergency Assistance Act

VIII. DEFINITIONS

Action Plan - A plan prepared by the Planning Section of Emergency Operations Center stating the emergency response objectives reflecting overall priorities and supporting activities for a designated period.

Activation - When the Emergency Operations Plan has been put into action.

Alert - Notification that an emergency situation has occurred - stand by for possible activation of Emergency Operations Plan.

American Red Cross - A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, registration and inquiry service.

Annex - As used in this plan, an element that is devoted to one component part of emergency operations and describes the Tech approach to functioning in that area of activity in response to emergencies caused by any hazard that might affect the university.

Assumptions - Basic understandings about emergency situations on which the Emergency Operations Plan is based.

Capability Assessment - Provides information designed to help the planning team evaluate preparedness, mitigation (prevention), and response resources and capabilities. It includes an assessment of response capabilities available to Tech.

Coordination - The process of systematically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Emergency - Any situation that threatens life, property, the environment, and research. An emergency can range from a temporary power outage to an incident that requires State and Federal response. To determine the extent of resources and coordination required for rescue or recovery operations, emergency incidents are categorized into levels of response as outlined in the Emergency Operations Plan.

Emergency Broadcast System - A communication and warning system created by the Federal government for emergency messages to be broadcast via radio and TV stations.

Emergency Management - Organized analysis, planning, decision making, and assignment of available resources to mitigate, prepare for, respond to, and recover from the effects of all hazards.

Emergency Management Exercise - A structured activity that simulates an actual emergency operation, used to test organizational capabilities.

Emergency Operations Center (EOC) - A designated location and facility established by an agency or jurisdiction and used to coordinate the overall response and support for the agency.

Emergency Operations Plan (EOP) - A document describing how citizens and property will be protected in a disaster or emergency. In the case of Tech, citizens include administration, faculty, staff and students.

Emergency Support Function (ESF) - Services needed in any phase of an emergency.

Emergency With Warning - An impending situation that allows time for strategic planning, such as flooding, tornado, hurricane, or international crisis.

Emergency Without Warning - Unanticipated emergencies such as earthquakes, terrorist attacks, or hazardous materials incidents.

Functions of Emergency Management - Direction and Control, Communications, Notification and Warning, Emergency Public Information, Law Enforcement, Fire and Rescue, Campus Environment and Operations, Damage Assessment, Medical, Evacuation, Shelter and Mass Care, Radiation Protection, and Resource Management.

Hazards Analysis - Identifies potential hazards, estimates the effects and likelihood of the hazards, and establishes planning priorities. It provides a factual basis and the necessary documentation for planning and response efforts.

Hazards Identification - Provides information on situations that have the potential to cause injury or damage.

Incident Command System (ICS) - A standardized, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

Message Center - receives records, and routes information about the emergency. For Tech, this will typically be the EOC.

Mitigation - The actions you take to prevent disasters or to reduce the damage caused by hazards that cannot be avoided.

Mutual Agreement - A written agreement between agencies or jurisdictions in which they agree to assist one another by furnishing personnel and equipment in an emergency situation. Mutual agreements are also known as Memorandums or Agreements of Understanding.

Normalcy - A period when no emergency is taking place or anticipated.

Preparedness - The actions taken and plans made before an emergency to protect and help an individual respond safely.

Public Information Officer - Individual responsible for interfacing with the media or other appropriate agencies requiring information.

Recovery - The actions taken to put property and life back to previous condition after an emergency or disaster.

Response - The actions taken during an emergency to protect an individual; these should be your preparedness plans put into action.

Responsiveness - The ability to ensure that information is communicated to those who need it in an evolving emergency situation.

Resources - All personnel and major equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc.

Risk Analysis - Assesses the probability of injury or damage due to a hazard and estimates the actual damage that may occur.

Security - Protects against damage or unauthorized use. Security can be used for the protection of Tech personnel, equipments, and services.

Staging Area - A location where personnel and equipment are assigned.

Standard Operating Procedures (SOP) -Guidelines for operating procedures, including equipment, processes, and methods.

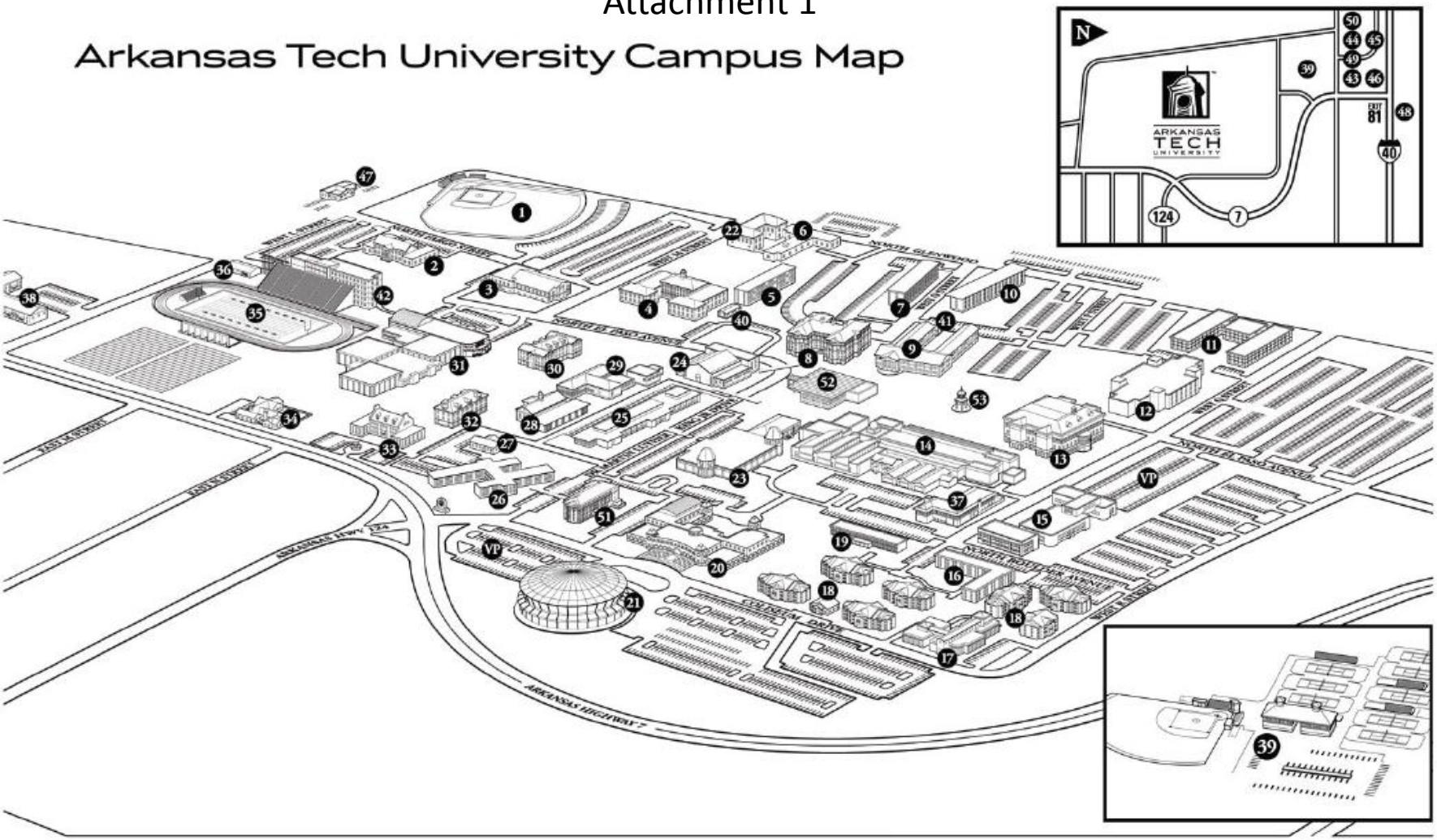
Survivability - Probability of a system's continued operation during and after a disaster.

Transportability - Allows for movement from one location to another with relative ease and speed while maintaining operational capacity.

Vulnerability Analysis - Identifies areas and citizens in the community that are susceptible (vulnerable) to damage if an incident occurs.

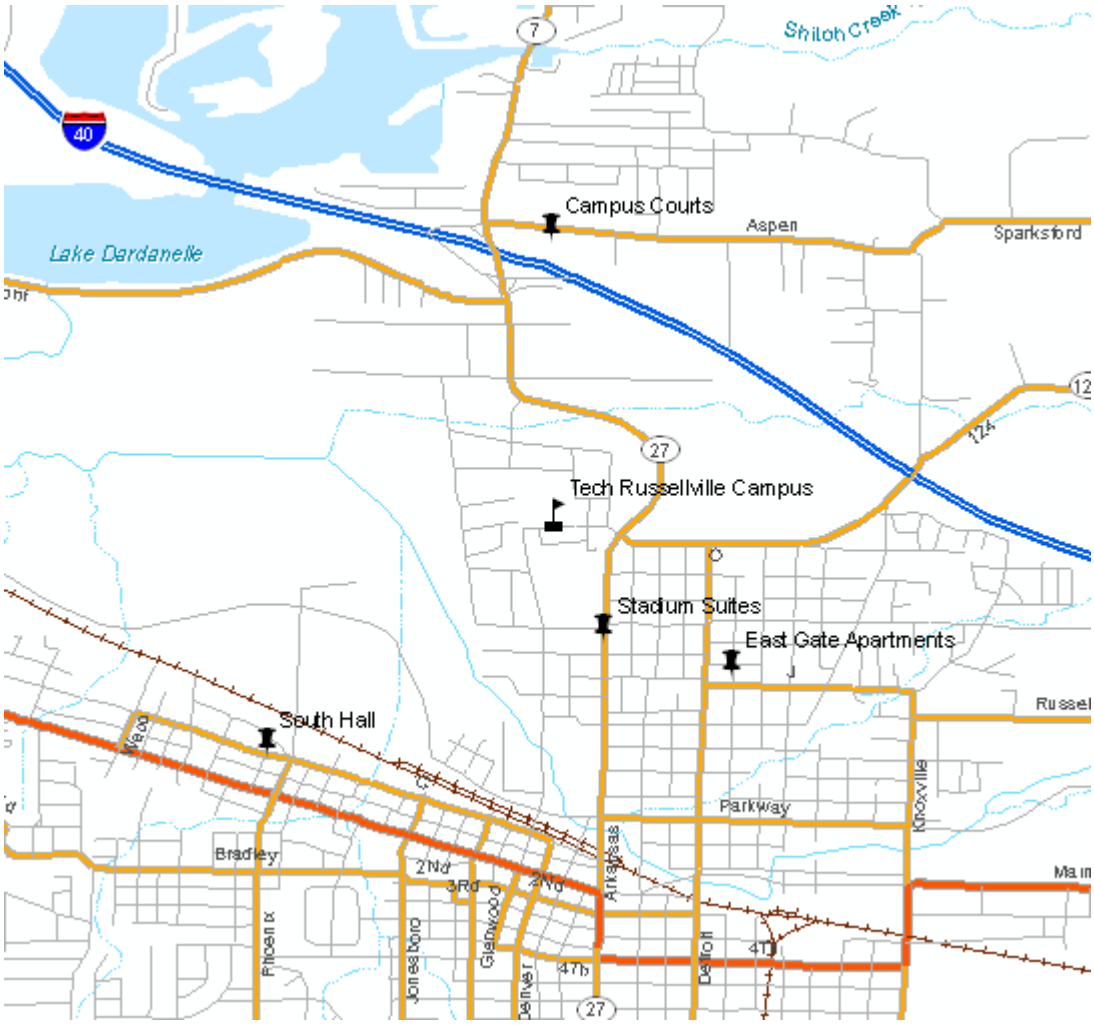
Attachment 1

Arkansas Tech University Campus Map



29 Administration Building
34 Alumni House
46 Animal Science Teaching Lab
1 Baseball Field
42 Baswell Residence Hall
52 Baswell Techionery
7 Brown Residence Hall
26 Bryan Hall
48 Campus Court
33 Caraway Residence Hall
23 Chambers Cafeteria
39 Chartwells Athletic Complex
15 Corley Hall
30 Crabaugh Hall
43 Crabaugh House
6 Critz Residence Hall
9 Dean Hall
20 Doc Bryan Student Services Building
17 Energy Center
45 Fisheries, Wildlife and Engineering Lab
47 Garden House Student Housing
53 Hindsman Tower
31 Hull Hall
22 Hughes Residence Hall
16 Jones Residence Hall
14 McEver Hall
37 Norman Hall
8 Nutt Residence Hall
32 Old Art Building
11 Paine Residence Hall
49 Physical Plant Building
27 Public Safety
13 Ross Pendergraft Library and Technology Center
51 Rothwell Hall
19 Roush Residence Hall
38 Stadium Suites Student Housing
3 Stroupe Building
44 Tech Farm
50 Tech Greenhouses
24 Techionery
40 Temporary Building #5
41 Temporary Nursing Building
35 Thone Stadium at Buerkle Field
28 Tomlinson Hall
21 Tucker Coliseum
5 Tucker Hall
10 Turner Residence Hall
18 University Commons Apartments
36 Visiting Team Dressing Facility
25 W.O. Young Hall
2 Williamson Hall
4 Wilson Residence Hall
12 Witherspoon Hall

Attachment 2
Tech Facilities in Russellville Area



Arkansas Tech University
Emergency Operations Plan
Annex 1 – Direction and Control

I. PURPOSE

This annex provides an overview of the means Arkansas Tech University (Tech) will use to direct and control activities essential to saving lives, protecting property, and restoring academia during and following an emergency or disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. See Section II, A. in the Basic Plan.

2. During a period of increased readiness or extreme emergency, in which loss of life or property damage has occurred or appears imminent, the Emergency Operations Center (EOC) will be activated to the level dictated by the gravity of the situation. All appropriate individuals, departments, and local governmental response agencies having emergency responsibilities will be advised when the EOC is activated.

B. Assumptions

1. See Section II, B. in the Basic Plan.

2. The operational procedures and staffing of the EOC have taken into consideration that various types and degrees of emergency conditions could confront the university. Planning for adequate direction and control has been made for degrees of activation to support the given magnitude of the emergency

III. CONCEPT OF OPERATIONS

The direction and control approach used in this Emergency Operations Plan (EOP) is one of centralized coordination, from the EOC, and decentralized, on-scene response. Each response unit should be equipped with the necessary resources, supplies and trained personnel to

be self-sufficient immediately after an event. If the event exceeds the capacity of the response unit, requests for additional resources or support should be coordinated through the EOC. Response team personnel will assess damages and injuries and communicate their findings to the main Emergency Operations Center (EOC). Executive level personnel will then make decisions necessary to direct the campus through its recovery process.

A. General

1. See Section III in the Basic Plan.

2. The President of Arkansas Tech University has overall responsibility for the preparedness and safety of the university. The President has identified a Campus Emergency Operations Coordinator (CEOC) and delegated to that individual the responsibility of coordinating all emergency functions and responses to assure that lives and property are protected and essential university services are maintained as much as possible.

3. The President has designated an alternate who will act on behalf of the CEOC when the CEOC is unavailable.

4. The EOC is the primary site for the direction and control of emergency operations that fall under the authority of the university.

B. Establish Level of Emergency

1. Unless a declaration has been made, the campus is operating at emergency Level 1 which indicates standby mode.

2. During Level 1 operations, the EOC staff collects information from various sources and provides situational status to the CEOC for use in determining if an emergency event is imminent and if pre-event actions are advisable.

3. The CEOC assigns an emergency level to the emergency depending on the incident's nature and uses this information as a guideline to make decisions about the University's response to an emergency.

4. If an Incident Command Center has been established, the CEOC coordinates with the on-scene Incident Commander prior to elevating the emergency level.

5. Once the emergency level has been elevated, it can only be returned to Level 1 by declaration from the CEOC.

C. Activation of Emergency Operations Center (EOC)

1. In the event of a Level 2 or 3 emergency the CEOC will order activation of the Emergency Operations Center (EOC). The EOC serves as the primary physical location for information management, decision making, and resource support and allocation during the entire recovery process. It is essential that the EOC remain in constant contact with the on-scene commander(s) to ensure that a complete and accurate picture of the event is captured and that the support needs of the on-scene units are being met. The communications link from the EOC will allow direct contact with the Tech Office of the President, Arkansas Department of Emergency Management, Pope County Office of Emergency Management, Russellville Police Department, Russellville Fire Department, and the news media.

2. A directory of critical contacts and resources, special databases and maps, and critical communications supplies are stored at the EOC. The contact lists are also retained at the Tech Public Safety office. The EOC Manager ensures that appropriate data, contact information, equipment, and supplies are maintained.

3. The following method will be used to notify all essential personnel in the event of a Level 2 or 3 emergency situation:

    a. If the emergency occurs during normal business hours, all designated EOC personnel will be notified to report to the Emergency Operations Center (EOC) as soon as possible. Concurrently, other essential personnel in the various departments will be notified to report to their designated areas.
    b. If the event occurs after normal business hours, key EOC personnel and other essential personnel will be called back to the campus.
    c. If the disaster is so large as to unquestionably have a profound impact on the campus, all key personnel, both EOC designees and other essential personnel are instructed to return to campus as soon as possible without waiting for a callback.
    d. The Tech Public Safety dispatcher's office will have primary responsibility for notifications and the EOC Manager will serve as notification back-up.

4. Tech response personnel will report to their assigned areas as soon as possible. Upon arriving at their region, damage

assessment surveys of all buildings will be initiated. Team members will focus on utility line ruptures and structural damage sustained by buildings, as well as possible release of hazardous materials. Immediate assistance will be given to injured persons as necessary. Damage estimates will be communicated to the EOC. Teams may remain in their assigned areas to help facilitate regional recovery efforts or be redirected to other areas of the campus needing additional response attention.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBLITES

A. EOC Organizational Structure

1. The EOC operational organization will be based on the Incident Command System (ICS) “Command Structure”. The following positions and sections will be established within the EOC and may be expanded or reduced as necessary to accommodate the needs of the specific event.

    a. Incident Commander - The CEOC functions as the Incident Commander in the EOC. The CEOC is responsible for the coordination and direction of all activities conducted in the EOC in support of the on scene responders and the University’s overall response to the incident.
    b. Command Staff – The Command Staff consists of positions established to assume responsibility for key activities which are not part of the line organization. These positions answer directly to the Incident Commander, which is the CEOC in the case of the EOC organization. The Tech Command Staff includes:
        - Public Information Officer - Serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event. Develops accurate and complete information regarding incident cause, size, current situation, resources committed and other matters of general interest.
        - Support Liaison – Serves as contact for representatives from support organizations outside the University.
        - EOC Manager – Serves as facilitator for activation and sustaining operations of the EOC and its support facilities.
    c. Finance/Administration Section - Established for incidents where there is a specific need for financial and procurement services
        - Provides budget and financial support for response activities
        - Provides procurement services.

d. Logistics Section - Provides services and support systems to all the organizational components involved in the incident.
   - Coordinates stress debriefings
   - Provides supplies & equipment
   - Secures needed food services and support facilities
   - Coordinates student housing needs and sheltering

e. Operations Section – Provides support and coordination to the tactical operations that are being conducted on-scene at the incident.
   - Coordinates health services for students, faculty, staff, visitors, and first responders
   - Provides legal advice to emergency management decision makers
   - Provides support for on-campus public safety operations
   - Coordinates physical plant support to response and recovery activities

f. Planning and Information Technology Section - responsible for processing information needed for effective decision making.
   - Maintains situational status and forecasts possible outcomes
   - Maintains resource status
   - Evaluates future resource needs
   - Evaluates and updates the current tactical and strategic plans
   - Provides Information Technology support
   - Prepares Incident Action Plan
   - Provides documentation services

B. Staffing the EOC

1. Figure 1 contains the EOC organization chart beginning with the President of the University. When the EOC is activated, university and designated support representatives are contacted and report to the EOC to staff their respective positions. Each department or organization should be represented in the EOC and its representative should be familiar with the duties to be performed. Attachment 1 to this document shows the specific positions that staff the functions shown in Figure 1. The EOC staffing list by position and individual name is on file with the Tech Department of Public Safety and the EOC Manager.

2. Each operational area should ensure adequate backup personnel are available to rotate through the EOC position assignment, so that no one person serves more than a 12-hour shift. Each department should also arrange for additional staff support as needed.

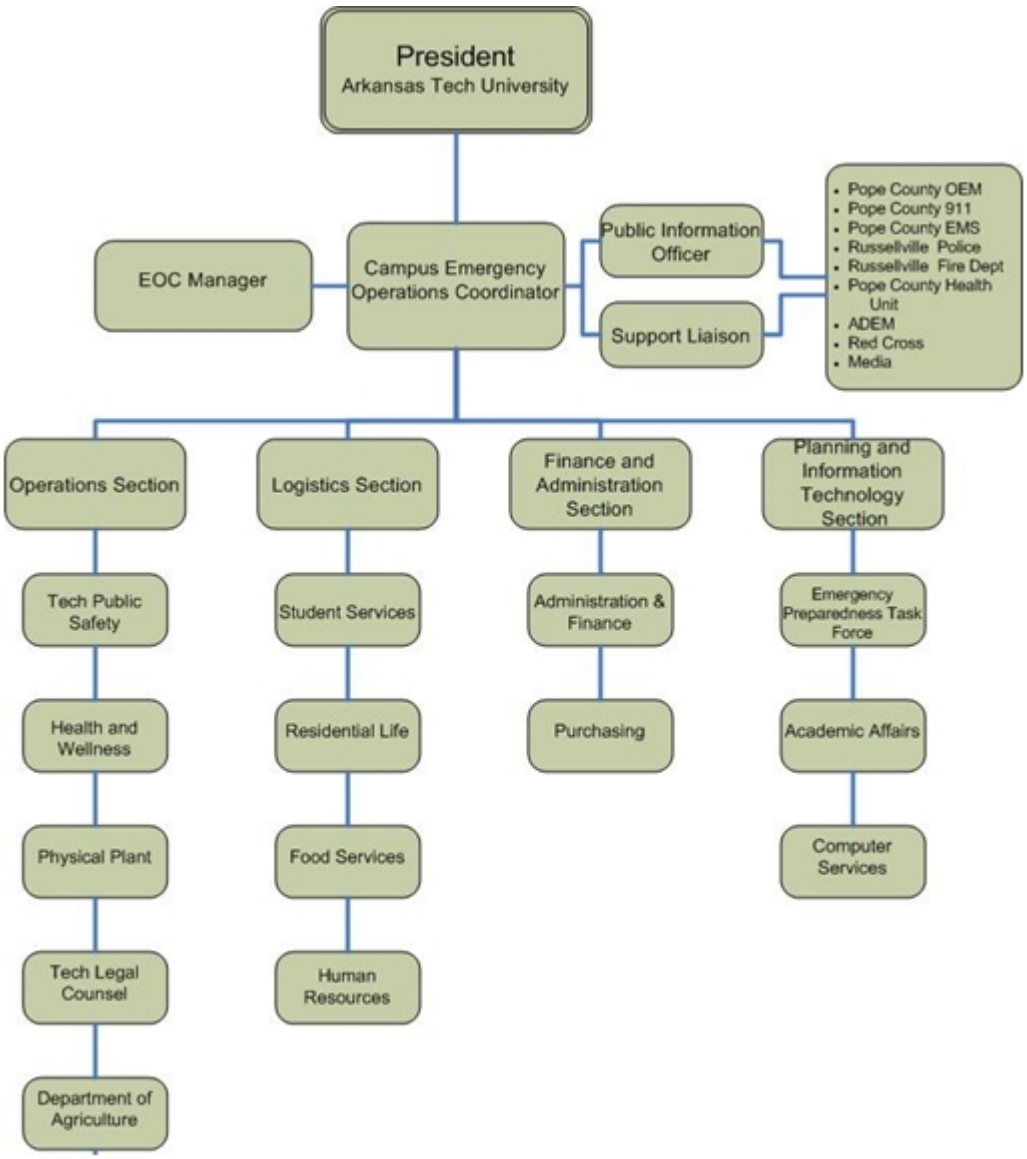


Figure 1 – EOC Organization

C. Emergency Support Functions

There are fifteen (15) Emergency Support Functions (ESF) that may be activated at Tech to provide services required in any phase of an emergency or disaster. These ESFs will be activated and directed by organizational units in the EOC Incident Command structure. Table 1 shows the ESFs that may be activated at Tech and the organizational unit in the EOC that has primary responsibility for each ESF. Annex 2 to the Basic EOP contains a detail description of each ESF including how the ESF is activated, how it operates, and which agencies and departments are assigned lead and support responsibilities.

Table 1 – Emergency Support Function Responsibilities

Emergency Support Function	Arkansas Tech Lead Organization
ESF-1 Transportation	Public Safety
ESF-2 Communications	Computer Services
ESF-3 Public Works and Engineering	Physical Plant
ESF-4 Firefighting	Public Safety
ESF-5 Emergency Management	Department of Emergency Management
ESF-6 Mass Care/Emergency Assistance/Housing/Human Services	Residential Life
ESF-7 Logistics/Resource Support	Department of Finance and Administration
ESF-8 Health and Medical	Health and Wellness
ESF-9 Search and Rescue	Public Safety
ESF-10 Oil and Hazardous Material	Public Safety
ESF-11 Agriculture and Nat Resource	Department of Agriculture
ESF-12 Energy	Physical Plant
ESF- 13 Public Safety	Public Safety

ESF- 14 Recovery and Mitigation	Department of Emergency Management
ESF- 15 External Affairs	University Relations

V. ADMINISTRATION AND LOGISTICS

A. Records and Reports

In addition to the records specified in the basic plan, the following records and reports will be developed and maintained in the EOC. Electronic versions of the records and reports will be the primary media where appropriate.

1. ESF Team membership and contact information
2. External agency/organization contact information
3. ESF activity log
4. ESF after action report

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. This Direction and Control Annex will be developed and maintained under the same procedures and timelines as specified in the Basic Plan. See Section VI in the Basic Plan.

VII. AUTHORITIES AND REFERENCES

A. This Direction and Control Annex is promulgated under the same authorities and references as the Basic Plan. See Section VII in the Basic Plan.

VIII. DEFINITIONS

A. See Section VIII in the Basic Plan.

Attachment 1
EOC Staffing List

Position	Name
CEOC	Joshua McMillian
Public Information Officer	Susie Nicholson
Support Liaison	Capt. Tony Hall
Operations Section Lead Tech Public Safety	Joshua McMillian
Health and Wellness	Rita Woolf
Physical Plant	Brian Lasey
Tech Legal Counsel	Tom Pennington
Tech Dept of Agriculture	Dr. Malcolm Rainey
Logistics Section Lead Student Services	Amy Pennington
Residential Life	Aaron Hogan
Food Services	Fred Clayton
Human Resources	Angela Reynolds
Administration and Finance Section Lead Finance and Purchasing	David Moseley
Information and Planning Section Lead Emergency Preparedness Task Force	Dr. Richard Ihde
Academic Affairs	Dr. David Underwood
Computer Services	Ken Wester
EOC Manager	Jonathan Collins

Arkansas Tech University
Emergency Operations Plan
Annex 2 – Emergency Support Functions

I. PURPOSE

The purpose of this Annex is to provide a basic understanding of the Emergency Support Functions (ESFs) that may be activated by Arkansas Tech University (Tech) in response to a disaster that affects the campus or its assets. In addition, the Annex addresses the responsibilities associated with each ESF, designates primary and support responsibilities to specific Tech Departments/Organizations for these functions, and specifies how the functions are activated.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. See Paragraph II, A. in the Basic Plan.

2. During the periods of elevated emergency, in which loss of life or property damage has occurred or appears imminent, the Emergency Operations Center (EOC) will be activated to the level dictated by the gravity of the situation. All appropriate individuals, departments, and local governmental response agencies having emergency responsibilities will be advised when the EOC is activated.

3, When the EOC is activated a determination is made as to which ESFs are required for Tech response to and recovery from the situation and appropriate actions are taken to activate those ESFs.

B. Assumptions

1. See paragraph II, B. in the Basic Plan.

2. The planning for emergency response at Tech has taken into consideration the various types and degrees of emergency conditions that could confront the university and has incorporated identification of and planning for ESFs supportive of these emergencies.

3. There are specific emergency management functions that Tech has the responsibility for coordination and management.

III. CONCEPT OF OPERATIONS

Tech has determined the services that the University will provide in response to an emergency or disaster on campus and has grouped those services into 12 Emergency Support Functions (ESFs). These ESFs are listed in Annex 1, Table 1 and are further described in Paragraph IV in this Annex. Direction and control of these ESFs has been integrated into the direction and control strategy for the Tech Basic Emergency Operations Plan therefore the ESFs will be activated, as required, when the EOC is activated and their direction and control will be conducted as part of EOC operations.

A. General

1. See Paragraph III in the Basic Plan.

2. See Paragraph III in Annex 1, Direction and Control.

3. Management and control of the ESFs are incorporated in the EOC organizational structure.

4. ESF activities and participants will be deployed outside the EOC as necessary to support the specific incident.

B. Activation of the ESFs

1. In the event of a Level 2 or 3 emergency the CEOC will order activation of the Emergency Operations Center (EOC) and all ESF leads (see Paragraph IV, Table 1) will be alerted that their ESF may be activated at any time.

2. Using best available situational information, the CEOC in concert with each of the EOC Section leads will determine which ESFs should be activated based on the type and severity of the incident. This determination will be made upon initial activation of the EOC and will be revisited periodically as the event progresses.

3. For the ESFs determined to be required, the leads will be directed by the CEOC to activate their ESF, placing them in operational status.

4. The leads of ESFs that initially are not activated will be informed of the ESF activation status and will be directed to remain in ready posture should there be a change in support requirements.

5. Based on situational information, the CEOC in concert with the EOC Section leads will determine when an ESF is no longer required to be operational.

6. An ESF will remain in operational status until an order to stand down has been issued by the CEOC.

C. ESF Operation

1. When an ESF is activated it is the responsibility of the ESF lead to notify all team members to assemble at either the EOC or other pre-designated location(s) to begin their support activities.

2. Once assembled, the ESF team will make specific, immediate plans and take appropriate actions following their standard operating procedures to provide emergency response and recovery support in accordance with their assigned responsibilities.

3. Each ESF team lead will keep their respective EOC Section lead informed of the status of their team throughout the period their team is in operational status.

4. Each ESF team will maintain a log of their activities and will provide this log to their EOC Section lead on a timetable specified by the CEOC when the ESF is activated. This timetable is subject to change during the response/recovery period. This log will serve as the basis for ESF after action reports at the conclusion of an incident.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBLITES

A. Emergency Support Functions

Following is a description of the fifteen (15) Emergency Support Functions (ESFs) that Tech has determined are necessary to support the concept of operation for preparedness and response to emergencies or disasters for which the University is at risk. The descriptions also identify the Tech organizations that have lead and support responsibilities for each ESF

1. ESF-1 Transportation

Responsible for coordinating transportation support to university, first-response and voluntary organizations. Transportation support includes the following:

- performance of and assisting with evacuation and re-entry
- processing of all transportation assistance requests and tasks received in the EOC
- prioritizing transportation resources for the transportation of people, materials, and services
- performing necessary actions to assist with recovery operations.

Lead: Tech Department of Public Safety
Support: Tech Physical Plant, Tech Purchasing

2. ESF-2 Communications

Responsible for coordinating actions to be taken to assure the provision of required communications and telecommunications support to Tech disaster support personnel. Restoration of essential communication systems are coordinated by ESF 2.

Lead: Computer Services
Support: Department of Public Safety

3. ESF-3 Public Works and Engineering

Responsible for coordinating resources (personnel, equipment, facilities, materials and supplies) to support public works, infrastructure, and energy needs during an emergency or disaster. Includes:

- Debris clearance and providing emergency ingress/egress to affected area(s).
- Clearing, repair or construction of damaged emergency access routes.
- Emergency restoration of critical public services and facilities.
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Technical assistance and damage assessment.

Lead: Tech Physical Plant
Support: City Corp, Entergy

4. ESF–4 Firefighting

   Responsible for coordination of support services to Firefighting activities during disaster response. Firefighting activities include followings:

   - Managing Firefighting assets
   - Detecting and suppression of fires
   - Mobilization and coordination of personnel, equipment and supplies
   - Interfacing with ESF 8 (Health and Medical), ESF 9 (Search and Rescue) and ESF 10 (Hazardous Materials)
   - Interface with Russellville Fire Department representative

   Lead: Tech Department of Public Safety
   Support: Russellville Fire Department

5. ESF–5 Emergency Management

   Responsible for direction, control and coordination in the disaster response. The supporting activities include:

   - The initial notification in emergency
   - Implement the Incident Command System (ICS)
   - When the Emergency Operations Center is active, direct, control and coordinate with all other functions

   Lead: CEOC
   Support: EOC Manager

6. ESF–6 Mass Care/Emergency Assistance/Housing/Human Services

   Responsible for coordination activities involved with temporary shelters, emergency mass feeding and bulk distribution of relief supplies for disaster survivors and workers.

   - Identifying food, and water needs
   - Coordinating the delivery of these supplies to the emergency relief and shelter areas.
   - Coordinating the resources available to provide food services in the event the campus food service resources are disrupted.

   Lead: Tech Residential Life
   Support: Tech Cafeteria

Tech Purchasing
Tech Health and Wellness

7. ESF–7 Logistic/Resource Support

   Responsible for providing logistical and material support for Tech departments, local and state organizations and agencies involved in emergency response and recovery efforts on campus beginning with the initial phase after a disaster. This support includes locating, procuring and issuing resources, personnel, heavy equipment, generators and transportation of such.

   Lead: Tech Physical Plant
   Support: Tech Purchasing

8. ES–8 Health and Medical

   Responsible for coordinating health, medical care and mental health relief resources and support prior to, at the time of or immediately after an emergency.

   Lead: Tech Health and Wellness
   Support: Tech Counseling Center
   Tech Department of Nursing

9. ES –9 Search and Rescue

   Responsible for searching and locating missing persons on campus and in campus facilities after a disaster. It may involve locating missing persons in damaged structures resultant from a disaster.

   Lead: Tech Public Safety
   Support: Russellville Fire Department

10. ESF–10 Oil and Hazardous Materials

    Responsible for coordinating response to actual or potential releases of hazardous materials resulting from natural, manmade, or technical emergencies.

    Lead: Tech Public Safety
    Support: Russellville Fire Department

11. ESF–11 Agriculture and Nat Resource

Responsible for coordinating the safety and protection of the campus livestock animals affected by a disaster. This includes emergency medical care, evacuation, rescue, temporary confinement, shelter, food and water, and return to their permanent habitat.

Lead:	Tech Department of Agriculture
Support:	Tech Health and Wellness, Tech Physical Plant, Tech Public Safety

12. ESF–12 Energy

Responsible for providing power to support emergency response and recovery operations and also to normalize campus functions. The activities include:

- Provide, and deliver the fuel and power to support immediate response efforts
- Restore the normal supply of power

Lead:	Tech Physical Plant
Support:	ESF 1 Transportation, Entergy

13. ESF–13 Public Safety

Responsible for securing the Tech community. Provide the safety and security resources. Maintain the communication with all supporting functions and agencies.

Lead:	Tech Public Safety
Support:	Russellville Police Department

14. ESF–14 University Recovery

Responsible for providing for coordination during the recovery period following a disaster including providing assistance to affected individuals and families.

- Identification of damaged property.
- Rapid assessments.
- Determination of the value of the damage
- Coordination with local and state emergency management agencies

Lead: Tech Administration
Support: Center for Preparedness and Recovery
Pope County OEM, Arkansas Department of Emergency Management

15. ESF – 15 External Affairs

Responsible for crisis communications. Conducts pre-incident crisis communication planning. During response and recovery coordinates the flow of information between all organizations and stakeholders involved in university related emergency activities. This includes communicating with faculty, staff, the community and local, state, and federal government.

Lead: University Relations
Support: CEOC

B. ESF Teams

1. Each ESF core team consists of the team lead and at least one representative designated by each support organization. The core team may add members that they determine are essential to team operation.

1. Each ESF lead and support organization position will be filled by that organization's EOC representative. If an ESF member organization is not included in the EOC staffing as depicted in Annex 1, Figure 1, that organization will provide the CEOC the name and contact information for the individual from their organization who will be filling their designated assignment on the ESF core team.

2. Each ESF team lead will provide the CEOC the name and contact information for the additional members the team determines are essential to their team operation.

3. The ESF team contact list will be maintained together with the EOC staffing list and will be on file with the Tech Department of Public Safety and the EOC Manager.

4. The following Table 1 summarizes the organization of each ESF showing the Tech lead and support organizations and other local agencies or organizations that provide coordination and support.

Table 1 – ESF Organization

Emergency Support Function	Tech Lead Organization	Tech Support Organization	Local Agency	State Agency
ESF-1 Transportation	Public Safety	Physical Plant, Purchasing	Russellville Street Department and Pope County Highway Department	Arkansas State Highway and Transportation Department
ESF-2 Communications	Computer Services	Public Safety	Pope County 911	Arkansas Department of Information Systems
ESF-3 Public Works and Engineering	Physical Plant		Russellville Public Works, City Corp, Entergy	Arkansas Army National Guard
ESF-4 Firefighting	Public Safety		Russellville Fire Department	Arkansas Forestry Commission
ESF-5 Emergency Management	CEOC (Public Safety)	EOC Manager	Pope County OEM	Arkansas Department of Emergency Management
ESF-6 Mass Care/Emergency Assistance/Housing/Human Services	Residential Life	Cafeteria Purchasing Health and Wellness	Pope County Health Unit, American Red Cross	Arkansas Department of Health

ESF-7 Logistics/Resource Support	Physical Plant	Purchasing	Russellville Public Works	Arkansas Department of Finance and Administration
ESF-8 Health and Medical	Health and Wellness	Counseling Center, Department of Nursing	Pope County Health Unit	Arkansas Department of Health
ESF-9 Search and Rescue	Public Safety		Russellville Fire Department	Arkansas Game and Fish Commission
ESF-10 Oil and Hazardous Materials	Public Safety	Department of Chemistry	Russellville Fire Department	Arkansas Department of Environmental Quality
ESF-11 Agricultural and Nat Resources	Department of Agriculture	Health and Wellness	Pope County OEM	Arkansas State Plant Board
ESF-12 Energy	Physical Plant	Purchasing	Entergy Corporation	Arkansas Public Service Commission
ESF-13 Public Safety	Public Safety		Russellville Police Department, Pope County Sheriff's Office	Arkansas State Police
ESF-14 University Recovery	Administration	Center for Preparedness and recovery	Pope County OEM	Arkansas Department of Emergency Management
ESF-15 External Affairs	University Relations	CEOC (Public Safety)	Pope County OEM	Arkansas Department of Emergency Management

V. ADMINISTRATION AND LOGISTICS

A. See Paragraph V in the Basic Plan

B. Records and Reports

The following records and reports will be developed and maintained in the EOC. Electronic versions of the records and reports will be the primary media where appropriate.

1. ESF Team membership and contact information

2. External agency/organization contact information

3. ESF activity log

4. ESF after action report

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. This Emergency Support Functions Annex will be developed and maintained under the same procedures and timelines as specified in the Basic Plan. See Paragraph VI. in the Basic Plan.

VII. AUTHORITIES AND REFERENCES

A. This Emergency Support Functions Annex is promulgated under same authorities and references as the Basic Plan. See Paragraph VII. in the Basic Plan.

VIII. DEFINITIONS

A. See Paragraph VIII. in the Basic Plan.

Arkansas Tech University
Emergency Operations Plan
Annex 3 – Campus Evacuation Plan

I. PURPOSE

This annex provides an overview of how Arkansas Tech University campus will be evacuated in the event of an on-campus or an off-campus incident that threatens the well-being of individuals on-campus. This annex addresses both full and partial campus evacuations.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. See Paragraph II, A, in the Basic Plan, Paragraph II, A, in the Direction and Control Annex 1, and Paragraph II, A, in the Emergency Support Functions Annex 2.

2. An evacuation of the Arkansas Tech main campus could be either a full or a partial evacuation. A partial campus evacuation includes evacuating a single building or a section of the campus. A full evacuation of the campus includes removing all students and personnel from the campus.

3. There are two types of incidents that would prompt either a full or partial evacuation of the Arkansas Tech campus; on-campus incident or an off-campus incident.

4. Examples of on-campus incidents that may prompt either type of evacuation of the Arkansas Tech campus include an earthquake, a fire, an explosion, a flood, a tornado, a natural gas leak, and a chemical leak/spill.

5. Off-campus incidents that may prompt a full evacuation of the Arkansas Tech campus are HAZMAT situations and/or an incident at Arkansas Nuclear One (ANO).

B. ASSUMPTIONS

1. See Paragraph II, B, in the Basic Plan, Paragraph II, B, in the Direction and Control Annex 1, and Paragraph II, B, in the Emergency Support Functions Annex 2.

2. There has been a warning issued either by a warning system (i.e. fire alarm or county warning sirens), radio, television, cell phone messaging, or Public Safety.

3. The Arkansas Tech Public Safety will direct campus all evacuations, full or partial. Public Safety may be supported by Russellville Police or Fire Departments, CERT Team, and the State Police.

III. CONCEPT OF OPERATIONS

A. GENERAL

Reference Annex 2: Emergency Support Functions, Paragraph III

1. Partial Evacuation

   a. In the event of a partial evacuation all students and staff will safely and orderly follow the instructions of university officials as implemented by Public Safety and emergency response personnel, moving to the designated area and waiting there for further instructions. The designated area for partial evacuations will most likely be at a campus location safely away from the evacuated area.
   b. Partial evacuations can range from a floor in a single building to multiple buildings in a section of the campus.

2. Full Evacuation

   a. In the event of a full evacuation all students and staff will safely and orderly follow the instructions of university officials as implemented by Public Safety and emergency response personnel based on the Full Evacuation Procedures detailed below.
   b. In the event of a full evacuation all of the necessary ESFs will be activated utilizing the appropriate personnel within the ICS structure. See Paragraph III, B, Annex 2 Emergency Support Functions.

B. Full Evacuation Procedures

1. On-Campus Residence Halls

(See Attachment 3-A for Enhanced View)

a. Students living in the Residence Halls should evacuate the campus using the three exits marked with Icons(stars).
b. Students will go to their vehicles, if they have one, and proceed to their assigned exit.
c. Students without a vehicle, as well as disabled students, will meet in areas designated by the Public Safety Department to be assigned to a transport vehicle.
d. Students living in Paine Hall, Turner Hall, Brown Hall, Nutt Hall, and Wilson Hall will exit campus at the Orange Icon.
e. Students living in Jones Hall, Roush Hall, and University Commons will exit campus at the Blue Icon.
f. Students living in Baswell Hall, Caraway Hall, Massie Hall, Stadium Suites and University Commons will exit campus at the Green Icon.
g. After exiting the campus all students should follow the direction instructed by University Officials and/or emergency response personnel.
h. If the evacuation is in response to an incident at ANO and an evacuation order has been issued campus evacuees will follow Highway 7 South to Highway 124. Then follow Highway 124 East to its junction with Highway 326. Take Highway 326 South to the entrance of Interstate 40, and then take I-40 East to Morrilton. Once at Morrilton the students will follow the direction of emergency response personnel to Morrilton High School.

1. Off-campus Residence Halls

(See Attachment 3-B for Enhanced View)

a. Campus Courts- students will proceed to the entrance of Interstate 40 that is located directly South of Campus Courts. Then students will proceed East on I-40 to Morrilton.
b. Eastgate- students will proceed North on Detroit Avenue to Highway 124. Then proceed East on Highway 124 to the Junction with Highway 326. Then students will proceed South to the Interstate 40 entrance and then head East on I-40 to Morrilton.
c. South Hall- students will proceed Southwest on Seattle Avenue to Main Street (Highway 64) and proceed East on Main Street to Interstate 40. Then students will proceed East on I-40 to Morrilton.

3. Campus Evacuation Traffic Control

(See Attachment 3-C for Enhanced View)

a. The Purple Diamonds are traffic control points, to direct traffic to the proper exits of campus.
b. The Arrows represent the only way traffic should be flowing on each street on-campus and off-campus.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Arkansas Tech Public Safety Department

The Arkansas Tech Public Safety Department is the head of transportation services in the case of emergency, up to and including the partial or full evacuation of the Arkansas Tech campus.

1. Traffic Control - The Tech Public Safety Dept. will be primarily responsible for placing individuals in the marked locations for traffic control, with assistance from the Tech Physical Plant and Tech Purchasing.

2. Evacuation – There are a number of students on campus that do not have their own mode of transportation, as well as some disabled students that will be unable to drive. Tech Public Safety, in coordination with the Physical plant, is responsible for providing transport to these students as well as setting up locations to meet these students at for pick-up.

B. Arkansas Tech Physical Plant

1. Vehicles- The Tech Physical Plant is responsible for the vehicles that Tech has at its disposal. They are responsible for upkeep and maintenance as well as assisting the Public Safety Department in case of an emergency.

C. Outside assistance

Arkansas Tech University has a Mutual Aid Agreement with the following non-university Departments who may be of assistance when a campus evacuation is required:

1. Russellville Police Department
2. Russellville Fire Department
3. Pope County Sheriff Department
4. State Police Department

Other departments and organizations may be requested to assist with the evacuation of Arkansas Tech in the case of an emergency.

V. ADMINISTRATION AND LOGISTICS

A. Records and Reports

In addition to the records specified in the basic plan, the following records and reports will be developed and maintained in the EOC. Electronic versions of the records and reports will be the primary media where appropriate.

1. ESF Team membership and contact information.
2. External agency/organization contact information.
3. ESF activity log.
4. ESF after action report

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. This Direction and Control Annex will be developed and maintained under the same procedures and timelines as specified in the Basic Plan. See Section VI in the Basic Plan.

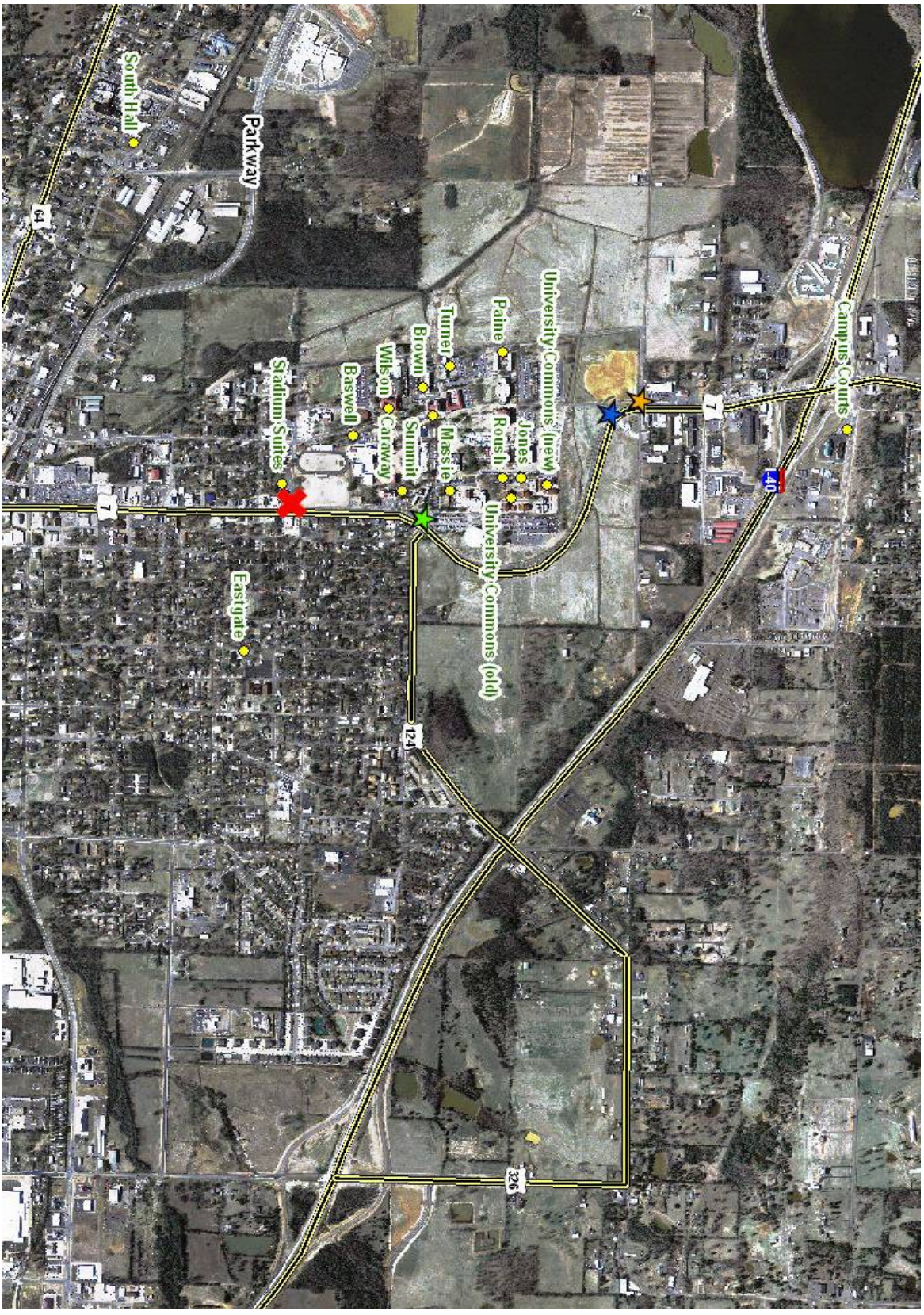
VII. AUTHORITIES AND REFERENCES

A. This Campus Evacuation Annex is promulgated under the same authorities and references as the Basic Plan. See Section VII in the Basic Plan.

VIII. DEFINITIONS

A. See Section VIII in the Basic Plan.


Paine
Turner
Brown
Wilson
Summit
Baswell
Stadium Suites
Caraway
Massie
Roush
Jones
University Commons (new)
University Commons (old)
Eastgate
7
124
460


South Hall
Parkway
41
Stadium Suites
Eastgate
Baswell
Brown
Wilson
Caraway
Turner
Summit
Massie
Paine
Roush
Jones
University Commons (new)
University Commons (old)
Campus Courts
7
1
124
326

Arkansas Tech University
Emergency Operations Plan
Annex 4 – Warning and Notification

I. PURPOSE

This annex is an overview of the facilities and capabilities utilized for warning and notification in the event an emergency situation threatens Arkansas Tech University. It includes the responsibilities and procedures employed by university officials and university partners to warn students, teachers, staff, and the general public in the event of an incident affecting the university.

II. SITUATIONS & ASSUMPTIONS

A. Situation

1 See Paragraph II, A, in the Basic Plan, Paragraph II, A, in the Direction and Control Annex 1, and Paragraph II, A, in the Emergency Support Functions Annex 2.

2. The following warning and notification channels are available to Arkansas Tech University

   a. Outdoor Warning Sirens
   b. NOAA Weather Radios
   c. Tech Emergency Messaging System
   d. Commercial Television & Radio
   e. Department of Public Safety
   f. Campus Television & Radio
   g. Building Alarms
   h. Other Methods
      - Phones and cell phones
      - Pagers
      - E-mail
      - Website/internet
      - Word-of-mouth

3. In an emergency, Arkansas Tech University/Pope County/city of Russellville must have the means to warn the public, i.e. students

and faculty, of potential or imminent threat to life and property so they can take proper measures to protect themselves.

4. On the Arkansas Tech campuses there are disabled students and students that do not speak English fluently, both of these groups provide a challenge in warning.

B. Assumptions

1. See Paragraph II, B, in the Basic Plan, Paragraph II, B, in the Direction and Control Annex 1, and Paragraph II, B, in the Emergency Support Functions Annex 2.

2. Arkansas Tech University will utilize commercial television/radio, Pope Country OEM, NOAA weather radios in tracking severe weather.

3. Arkansas Tech will utilize the Tech Emergency Messaging System, Department of Public Safety, the CERT team, campus television/radio to notify the public, i.e. students, faculty, and staff, of potential or imminent emergency situations.

4. The National Warning System is used to pass on any national security warnings and any natural or technological incidents at the state level to the Pope County OEM, who will warn the Department of Public Safety at Arkansas Tech.

5. Students, faculty, and staff of Arkansas Tech have access to the National Warning System notifications through commercial television/radio, internet, NOAA weather radios, and outdoor warning sirens.

6. Messages will be sent to students via a cell phone text messaging system that has been implemented by Arkansas Tech.

7. Every attempt will be made by emergency response departments to pass on any information about a threat that they receive to the students, faculty, and staff of Arkansas Tech.

III. CONCEPT OF OPERATIONS

A. ESF – 2, Communications and Warnings, has direction and control responsibility for Warnings and Notification. Support is provided as specified in Annex 2 – Emergency Support Functions, Paragraph IV. The overall concept of operations is consistent with that specified in

Paragraph III in the Basic Plan, Annex 1 - Direction and Control, and Annex 2 - Emergency Support Functions..

B. Warning & Notification Systems

1. Outdoor Warning Sirens- activated by Pope County OEM, warns the public of possible or imminent severe weather and/or an ANO incident. In response to this type of warning the public (i.e. Students and faculty) will either shelter-in-place or evacuate the campus according to the direction of Arkansas Tech Officials. This system is tested every Wednesday at 12:00 PM.

2. NOAA Weather Radios- these radios have been placed in most offices around campus; they are activated by the National Weather Service or Arkansas Department of Health and Human Services, Nuclear Planning and Response. These radios will sound an audible alarm in the event of a state/county/city wide alert. These radios will also provide warning & notification of severe weather and/or an ANO Incident and provide information on how the public is to proceed. This system is tested every Wednesday at 11:00 AM.

3. Tech Emergency Messaging System – Tech has an emergency early warning text messaging system as an additional means of communicating with the campus community during emergency situations on the Russellville campus. Students, faculty, and staff who register for the service receive a text message warning in the case of a serious campus emergency. To sign up for the service, send the word “TECH” to the number 50618. Leave the subject line blank. After the message is sent, the sender should receive a confirmation message.

4. Commercial Television & Radio- provides up-to-date emergency information to the public (i.e. students and faculty) on possible or imminent severe weather and/or an ANO incident.

5. Arkansas Tech Department of Public Safety- provides warning and notification to the campus of Arkansas Tech University in the event of severe weather and/or an ANO Incident. Also, Public safety provides direction to the public (i.e. students and faculty) on how to respond to these emergencies. Public Safety will provide traffic control in the event of an evacuation of the Arkansas Tech campus.

6. Campus Television & Radio- provides information and direction to the public (i.e. students and faculty) in the event of an emergency.

7. Building Emergency Alarms- all buildings on campus are equipped with an emergency alarm system for fires and other emergencies; these are a call to evacuate the building, unless directed to do otherwise by an Arkansas Tech official.

8. Other Methods- Telephones, cell phones, pagers, email, website, word-of-mouth. These other methods are means for the public (i.e. students and faculty) to communicate with each and to acquire information about the emergency.

C. Warning and Notification of Disabled Persons

1. A current list of disabled student/faculty is kept in the EOC at all times. Specific efforts by both the EOC and the Arkansas Tech Public Safety Department should be made to notify and evacuate these students, depending on their disability and its severity.

IV. RESPONSIBILITIES

A. Off-Campus

1. Pope County Office of Emergency Management is responsible for activating the outdoor warning sirens in the event of possible or imminent severe weather.
2. The Arkansas Department of Health and Human Services, Nuclear Planning and Response Division is responsible for activating the outdoor warning sirens in the event of a possible or imminent incident at ANO.

    a. ANO alerts the Nuclear Planning and Response Division of ADH of incident.
    b. Nuclear Planning and Response is responsible for deciding if activation of the outdoor warning sirens is warranted.

3. The National Weather Service Little Rock, AR office is responsible for activating the NOAA Weather Radio Emergency Alert System in conjunction with the outdoor sirens to alert the public of possible or imminent severe weather.
4. In the event of an incident at ANO, NOAA Alert will broadcast an alert over the NOAA weather radios. This system is used in conjunction with the outdoor warning sirens.

B. On-Campus

1. Arkansas Tech Public Safety is responsible for notifying students and faculty of an on campus emergency, as well as providing directions and traffic control in the event of an evacuation.
2. Campus Television, Radio, E-Mail, and Text Messaging is responsible for passing along information from the Tech Public Safety Department to the students and faculty in the case of an emergency.

V. ADMINISTRATION AND LOGISTICS

A. Records and Reports

In addition to the records specified in the basic plan, the following records and reports will be developed and maintained in the EOC. Electronic versions of the records and reports will be the primary media where appropriate.

1. ESF Team membership and contact information.

2. External agency/organization contact information.

3. ESF activity log.

4. ESF after action report.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. This Warning and Notification Annex is developed and maintained under the same procedures and timelines as specified in the Basic Plan. See Section VI in the Basic Plan.

VII. AUTHORITIES AND REFERENCES

A. This Warning and Notification Annex is promulgated under the same authorities and references as the Basic Plan. See Section VII in the Basic Plan.

VIII. DEFINITIONS

A. See Section VIII in the Basic Plan.

Arkansas Tech University
Emergency Operations Plan
Annex IA1 – PANDEMIC PLAN

I. PURPOSE

This annex provides an overview of the means Arkansas Tech University will use to direct and control university activities essential to saving lives, protecting property, and restoring academia during and following a pandemic flu emergency. It also describes our approach to planning, organizing, and operating during a pandemic.

II. HAZARD, SITUATION AND ASSUMPTIONS

A. Hazard

1. A pandemic is a global outbreak of disease that occurs when three conditions are met: a new virus appears or "emerges" in the human population, it causes serious illness in people, and it spreads easily from person to person worldwide.

2. This is different from seasonal outbreaks or "epidemics", which are caused by subtypes of viruses that are already in existence among people.

3. The 20th century witnessed three pandemics of note, the "Spanish flu" of 1918-1919, the "Asian flu" of 1957-1958, and the "Hong Kong flu" of 1968-69. Each pandemic led to higher-than-usual rates of infection, illness, and death in the population worldwide.

4. Just like seasonal flu, a pandemic flu virus will be spread by coughing and sneezing. People infected with a pandemic flu virus will be contagious 24-48 hours before they display symptoms of infection. Public health officials estimate that during a pandemic, every one person with the disease will transmit the disease to two or three additional people.

5. Because people do not have pre-existing immunity to a new virus, a pandemic flu virus will result in more serious disease in humans than seasonal flu.

6. The World Health Organization (WHO) estimates that international air travel may cause the influenza virus to infect all countries within

three months of its emergence, no matter where it originates. The WHO has developed a staged plan, based on its surveillance program, for responding to a pandemic threat. Recognition of a novel influenza strain in humans triggers a series of responses identified as phases that can ultimately lead to the declaration of a pandemic. Table 2-1 identifies the phases of a pandemic life-cycle from prior to human infection to the point the pandemic has ended.

World Health Organization Phases for Pandemic Influenza *Table 2-1*

Phase	Definition
Interpandemic Period	
Phase One	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
Phase Two	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.
The distinction between ***Phase 1*** and ***Phase 2*** is based on the risk of human infection or disease resulting from circulating strains in animals. The distinction is based on various factors and their relative importance according to current scientific knowledge. Factors may include pathogenicity in animals and humans, occurrence in domesticated animals and livestock or only in wildlife, whether the virus is enzootic or epizootic, geographically localized or widespread, and/or other scientific parameters.	
Pandemic Alert Period	
Phase Three	Human infection(s) with a new subtype, but no human-to-human spread, or, at most, rare instances of spread to a close contact.
Phase Four	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
Phase Five	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).
The distinction between ***Phase 3, Phase 4 and Phase 5*** is based on an assessment of the risk of a pandemic. Various factors and their relative importance according to current scientific knowledge may be considered. Factors may include rate of transmission, geographical location and spread, severity of illness, presence of genes from human strains (if derived from an animal strain), and/or other scientific parameters.	
Pandemic Period	
Phase Six	There is increased and sustained transmission in general population. While the increase in outbreak activity in the initially affected countries or regions has stopped or reversed, outbreaks and epidemics of the new virus are still occurring elsewhere.
Second or Later Waves	Based on past experiences, at least a second severe wave of outbreaks caused by the new virus would be expected to occur within 3-9 months of the initial epidemic in many countries. According to the Centers for Disease Control and Prevention (CDC), the influenza virus sweeps through the population once, infecting 30% or less of the population, then circulates again among those not infected the first time. This may occur because of the relatively lower level of population immunity. Influenza viruses are circulating year-round in tropical regions with low levels of circulation during the summer in the U.S. This may permit evolution of the virus' H and N protein (antigenic drift) to better adapt to infecting more people.
End of Pandemic	WHO will report when the Pandemic Period has ended, which is likely to be after 2-3 years. The indications for this will be that indices of influenza activity have returned to essentially normal Interpandemic levels and that immunity to the new virus subtype is widespread in the general population.

B. Situation

1. See Paragraph II, A in the Basic plan.

2. There is no pandemic flu in the world today, but recent reports of a new influenza virus infection transmitted from birds to humans in Asia have drawn attention to the possibility that pandemic flu could arrive in the U.S. soon.

C. Assumptions

1. See Paragraph II, B in the Basic plan.

2. A pandemic may occur at any time and require response capabilities beyond what is available to Tech personnel.

3. Susceptibility to the pandemic influenza virus will be universal.

4. The clinical disease attack rate will likely be 30% or higher in the overall population during the pandemic. Illness rates will be highest among school aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.

5. Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.

6. Of those who become ill with influenza, 50% will seek outpatient medical care.

7. Rates of absenteeism will depend on the severity of the pandemic. The estimates of outpatient visits, hospitalizations, and deaths at Arkansas Tech University due to pandemic flu (Table 2-2) assume that an effective vaccine or anti-viral will not be widely available to prevent spread of the disease or significantly reduce its symptoms. A pandemic may occur in two or more waves of influenza activity, each wave lasting about two months. The second wave may occur three to twelve months after the end of the first wave, and have about the same health impact as the first wave. The State of Arkansas put out pandemic flu estimates. The rate of the State of Arkansas was figured for each grouping and applied at the same rate to the Arkansas Tech population.

Table 2-2

Pandemic Flu Estimates	State of Arkansas	Arkansas Tech University
Outpatient Visits	214,384 to 500,233	548 to 1265
Hospitalizations	4,768 to 11,167	12 to 28
Deaths	1,516 to 3,538	4 to 10

III. CONCEPT OF OPERATIONS

A. General

1. See Paragraph III, A in the Basic Plan.

2. Coordination with the local, state, and federal government because pandemic flu will be an international and national event. When a pandemic flu strain emerges and arrives in the U.S., the Centers for Disease Control and Prevention (CDC) will closely monitor and track its spread based on data from the states. The federal government currently has plans to purchase courses of anti-viral treatment, if available, for states to distribute.

3. A list of hospitals and alternate care sites that may be used by Tech to address steep increases in demand for acute care services during a pandemic flu event will be available from the Pope County Department of Health and Human Services. Hospitals will coordinate the use of health care personnel and non-medical volunteers to deliver care at these sites and at other health care facilities.

4. The emergency center for administration of medical and psychological assistance will be located at Young Ballroom and the decision to open the emergency center will be made by the ESF-7 Lead.

B. Priorities

1. See Paragraph III, B in the Basic Plan.

2. Priorities on vaccination will be given if the state or federal government develops policies in which prioritization is mandated. If no mandates are in effect, vaccines will be given on a first come basis.

C. Depending on the severity of illness, mode of transmission and rates of infection, issues to take into consideration include:

1. Continuation of classes, sporting events and/or other public events.

2. Closure of campus, student housing, and/or public transportation.

3. Assessment of the suitability of student housing for quarantine of exposed and/or ill students.

4. Contingency plans for students who depend on student housing and food services.

5. Contingency plans for maintaining research laboratories and animal care.

6. Stockpiling non-perishable food and equipment that may be needed.

D. Levels of Emergency

Emergency conditions vary with each incident and activation. As a guide, per the base plan (see Paragraph III, C in the Basic Plan), three levels of emergency are specified and coordinated with the WHO Phases for pandemic:

1. **Level 1** – *corresponds to phases 3, 4 and beginning phase 5 in Table 2-1.*

2. **Level 2** – *corresponds to late phase 5 in Table 2-1.*

3. **Level 3** – *corresponds to phase 6 in Table 2-1.*

E. Phases of Emergency Management

This plan is concerned with pandemics to which Arkansas Tech University is exposed. These actions can be done before, during, and after occurrences. So, the four phases of emergency management are considered with mitigation, preparedness, response and recovery as stated in the Basic Plan Paragraph III, D.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBLITES

A. See Paragraph IV in the Basic Plan.

B. Health and Medical
1. The Pandemic Coordinator and Response team are the same as those established under ESF-7 in Annex 2: Emergency Support Functions.
2. Coordinates ongoing medical and psychological needs of students and staff resulting from emergencies on campus.

3. Determines when the Center has become overwhelmed and makes the decision to open the emergency center for administration of medical and psychological assistance.
4. Coordinates with County Officials to ensure proper instruction is followed.

C. Legal Responsibilities
   1. Will be addressed by the Arkansas Tech University Legal Counsel as stated per the Tech Basic EOP Paragraph IV, A, 12.

D. Infection Control Measures
   1. Case Identification
   2. Reporting Information about Ill Students and Faculty
   3. Isolation
   4. Movement Restriction
   5. Provision of Healthcare on Campus

V. ADMINISTRATION AND LOGISTICS

A. See Paragraph V in the Basic Plan.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. This Pandemic Plan Annex will be developed and maintained under the same procedures and timelines as specified in the Basic Plan. See Paragraph VI in the Basic Plan.

VII. AUTHORITIES AND REFERENCES

A. This Direction and Control Annex is promulgated under same authorities and references as the Basic Plan. See Paragraph VII in the Basic Plan.

B. PandemicFlu.gov

C. Centers for Disease Control and Prevention (CDC)

VIII. DEFINITIONS

A. See Paragraph VIII in the Basic Plan.

B. New Definitions:

Contingency plans – Plans in place in case of contingent circumstances; an event that may, but is not certain to occur.

Isolation – To Isolate; to set apart from others in quarantine.

Pandemic – An epidemic occurring over a very wide area, crossing international boundaries and usually affecting a large number of people, a global epidemic.

Stockpile – To accumulate.

Vaccination – To inoculate a person with a virus in order to produce immunity to the same or similar virus.