



Emergency Operations Plan

Revised December 2023

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Letter of Commitment

Southern Utah University is a dynamic teaching and learning community that engages students in experiential education leading to personal growth, civic responsibility, and professional excellence. Consistent with this mission, SUU is committed to protecting the health and safety of our employees, students, and visitors. SUU will protect its properties in accordance with regulatory requirements and will strive to minimize property damage and any interruption of functions that would prohibit the institution from achieving its mission.

This Emergency Operations Plan strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from their inevitable occurrence. Although these situations are unpredictable, this plan allows for an immediate response by university employees, thereby minimizing danger to our campus. This can only be accomplished by working together with members of the SUU community and understanding their role in an emergency situation.

This plan should be used as a training tool to prepare individuals responsible for emergency response and should be reviewed frequently. Training and exercises will be conducted periodically to ensure that those who have a role in the plan are competent to fulfill that role during an emergency.

The Emergency Operations Plan is dynamic in nature and will be reviewed and updated annually or as necessary. The Vice President of Operations will be responsible for making those appropriate changes.

Thank you,

Mindy Benson
President
Southern Utah University

1. Glossary of Terms/Acronyms

AAR/IP	After Action Plan/Improvement Plan
AVP	Associate Vice President
BAT	Behavioral Assessment Team
EM	Emergency Management
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ENT	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPAC	Emergency Preparedness Advisory Committee
FEMA	Federal Emergency Management Association
HAZMAT	Hazardous Materials
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IT	Information Technology
JAS	Job Action Sheet
MOU/MOA	Memorandum of Understanding/Agreement
NIMS	National Incident Management System
NRF	National Response Framework
PD	Police Department
PIO	Public Information Officer
SUU	Southern Utah University
SWAT	Special Weapons and Tactics
UDOT	Utah Department of Transportation

2. Concept of Operations (Purpose, Scope, Mission)

2.1. Purpose:

The purpose of the Southern Utah University Emergency Operations Plan (EOP) is to establish guidelines, procedures, and an organizational structure for response to emergencies and disasters occurring on campus. The plan incorporates hazard-specific procedures from the Incident Command System (ICS), the National Response Framework (NFR), and the National Incident Management System (NIMS) for handling emergencies that disrupt normal campus operations such as but not limited to fires, floods, severe weather, earthquakes, hazardous materials incidents, acts of violence, gas leaks, terrorist threats, and other potential disasters.

2.2. Scope:

This EOP is a university-level plan that guides the response of Southern Utah University's personnel and resources during an emergency. The EOP and organization shall be subordinate to State and Federal plans during a disaster declaration by those authorities. The EOP is designed to provide a framework and guidance for a coordinated response to minor, major, and large-scale disasters. This plan does not replace the procedures for safety, hazardous materials response, or other emergency measures already established at the university. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate managerial focus on response operations and an early transition to recovery operations.

2.3. Situational Overview:

Southern Utah University is a caring campus community where students come to explore their interests and prepare for meaningful careers and life experiences. Offering more than 150 undergraduate programs, 32 graduate and certificate programs, as well as a professional doctorate degree across seven academic colleges, SUU proudly offers world-class, project-based learning opportunities where students gain professional experience before entering the job market.

Located in the world's best backyard, SUU is the University of the Parks® thanks to its close proximity to several outdoor recreational areas and its educational partnerships with the National Park Service. SUU's safe, residential campus allows students - more than 12,000 - to create lifelong friendships along with once-in-a-lifetime outdoor adventures in conjunction with innovative academic endeavors.

2.4. Mission Statement:

SUU's EOP mission is to provide an integrated, comprehensive emergency management program for Southern Utah University in order to save lives, protect property, promote continuity of operations, and reduce the overall effects of a large-scale disaster. This is accomplished by following the emergency management principles of:

- **Preparedness, Planning, and Protection:** Activities completed or ongoing before the emergency incident, such as writing or updating the EOP, establishing or updating hazards, risks, and threats analysis, training/education for incidents that rank high on the hazards risk assessment. Participating in disaster drills and exercises on campus and off campus interfacing with the community with their associated planning/preparation.
- **Mitigation:** Actions or activities that will lessen the impact of a disaster or emergency incident examples may include: stabilization of non-structural infrastructure (securing objects that can shift during an earthquake), administering flu vaccine to employees, plowing roads and applying salt to walkways during a snowstorm, testing generators that turn on during a power outage, establishing and practicing communications with students, employees, and the community before an emergency or disaster.
- **Response:** Actions or activities that start directly after a disaster or emergency incident has begun or shortly after it is over. The following are examples of response actions or activities: Law enforcement responding to an active shooter incident, building floor marshals evacuating a building during a fire, Emergency Medical Services (EMS) responding to a mass casualty incident, and structural engineers completing assessments on buildings after an earthquake.
- **Recovery:** Actions or activities that begin as soon as the disaster or emergency incident is over and may be separated into short-term and long-term phases. However, much of Recovery can be established in the Preparedness, Planning, and Protection Phase. May include activities such as: rebuilding infrastructure, clean-up and debris removal, long-term medical care, mental health services, and returning to normal or better if possible.

2.5. Concept of Operations:

The EOP is an "all-hazards" document. In other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework for emergency operations staff and other relevant

department and agency personnel to work together to develop and maintain incident-specific plans. Because this plan is designed as a flexible management system, part, or all of it may be activated as appropriate to a situation. Moreover, although it is based on a worst-case scenario and provides for the critical functions and roles of the university during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

3. Plan Assumptions

The following statements reflect certain known facts and reasonable assumptions upon which components of the plan are based.

- A disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in a disaster is not entirely predictable hence, published support and operational plans will serve only as a guide and may require field modification in order to meet the requirements of the incident.
- Incidents may affect residents in the neighborhoods surrounding the university and beyond. Therefore, city, county, and state services may be overwhelmed. There may be a delay in off-campus response services in a catastrophic disaster that may take 72 hours or more for a response.
- Incidents that affect portions of the city, county, or region and not the university directly may require the involvement of the university. The degree of involvement would be determined by university leadership.
- People may become stranded at the university, and conditions may be unsafe to travel off-campus.
- Communication and exchange of information will be one of the highest priority operations for the university's EOC.
- An Emergency Operations Center (EOC) may be activated to coordinate response actions and resources.
- A plan such as this can never address every possible incident. It defines a process for resolving almost any situation.
- Contact with families and households of the university community may be interrupted.
- Normal suppliers may not be able to deliver materials.
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.

4. Plan Objectives

4.1. Organization

This plan will:

- Provide guidelines for the most critical functions during an emergency response.
- Provide an easy-to-follow format in which users (university employees and students) can quickly determine their roles, responsibilities, and primary tasks.
- Link and coordinate processes, actions, and the exchange of critical information into an efficient and real-time overall response in which all entities have access to the emergency response process and know what is going on at the university.

4.2. Communications and Information Management

This plan will outline ways to:

- Serve as the central point of communications both for receipt and transmission of urgent information and messages.
- Serve as the official point of contact of the university during emergencies when normal channels are interrupted.
- Provide 24-hour, comprehensive communication services for voice, data, and operational systems.
- Collect all disaster information for notification, public information, documentation, and post-incident analysis.
- Provide a basis for training staff and organizations in emergency response management.

4.3. Decision Making

This plan will outline ways to:

- Determine the level of response and extent of emergency control and coordination that should be activated when incidents occur through a clear decision process.

4.4. Response Operations

This plan will outline ways to:

- Utilize university resources to implement a comprehensive and efficient emergency management response team (those who respond to the EOC and those who may be at the scene).
- Continuously prepare a proactive emergency response management action plan for the possibilities and eventualities of emerging incidents. This includes providing training for and practice of likely disaster scenarios. (Training, tabletop exercises, full-scale exercises)

4.5. Recovery Operations

This plan will outline ways to:

- Transition response operations to more normal management processes.

- Support business continuity plans or return to operation plans and processes, as needed, during recovery phases.
- Provide documentation and information support to the FEMA disaster assistance program as needed.

5. Activities by Phase of Emergency Management

This plan addresses emergency preparedness activities that take place during all four phases of emergency management. More on these phases is detailed in Section 11.1. These emergency management phases include the following:

5.1. Mitigation

SUU will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, and lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

5.2. Preparedness/Protection

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. SUU's colleges, schools, divisions, and affiliates must develop specific plans and procedures to assist in the overall implementation and maintenance of emergency plans. The preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities.
- Emergency planning, which includes maintaining this plan, its annexes, and its appropriate guidelines.
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies.
- Conducting periodic drills and exercises to test emergency plans and training. As possible drills and exercises should be conducted with the community (city, county, healthcare facilities, and state).

5.3. Response

SUU will respond to emergency situations as effectively and efficiently as possible. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, communications, as well as other associated functions.

5.4. Recovery

If a disaster occurs, SUU will carry out a recovery program that involves both short-term and long-term efforts.

- **Short-term recovery** seeks to restore vital services and provide the basic needs of the university community. These activities may include mental health services, immediate medical services, law enforcement activities, safety and security to immediately affected areas, emergency and crisis communications, infrastructure operations, utility restoration, returning to all normal operations quickly, and other immediate activities depending on the incident.
- **Long-term recovery** focuses on restoring the University to its normal state. The federal government, pursuant to the [Stafford Act](#), provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, government entities, and other public institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

6. Activation of Emergency Operation Center (EOC) and Emergency Operations Plan (EOP)

There are several known and possible hazards that have been taken into account in developing the University’s hazard and threat analysis. The following criteria have been applied: **frequency** – how often the hazard occurs; **duration** – how long the hazard or the impact of the hazard may last; **severity** – the extent of the hazard impact; **intensity** – how strong the hazard is felt on campus. Each ranking factor is on a scale of 1-5 (1 being the lowest, 5 being the highest). The table below shows **examples** of how this scoring criteria can be used to determine an EOC activation level, which is described below.

Hazard	Ranking Factors				Activation Score
	<i>Frequency</i>	<i>Duration</i>	<i>Severity</i>	<i>Intensity</i>	
Earthquake	1	1	1	1	4
Active Shooter / Acts of Violence	3	2	3	5	13
Terrorism (e.g. political, religious, ideological)	3	2	3	5	13
Technological Hazard (e.g. Infrastructure Failure, Data Breach)	1	2	3	3	9

Public Health Emergency (e.g. Air Quality)	1	3	3	2	9
Severe Weather	3	1	2	2	8
Flood	3	1	2	2	8
Wildfire	3	1	2	1	7
Infectious Disease (e.g. Pandemic Flu)	2	5	4	4	15
Utility Failure (loss of power, HVAC system failure, water leak/contamination, etc.)	3	1	2	2	8

This plan identifies the functional groups, management structure, key responsibilities, emergency assignments, and general procedures to follow during a disaster or emergency incident. The Emergency Operation Plan (EOP) is initiated whenever disaster/emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Coordinate communications on and off campus.
- Prevent damage to the environment, systems, and property.
- Provide essential services (law enforcement, information technology, business services, healthcare).
- Temporarily assign university staff to perform emergency work.
- Invoke emergency authorization to procure and allocate resources.
- Activate and staff the Emergency Operations Center (EOC).

Activation of the EOC may be initiated by the Emergency Manager (or designee) in collaboration with the following positions as possible: Vice President of Campus Operations, Chief of Police, Assistant Vice President of Facilities Management, and the Executive Director of Enterprise Risk Management. This will depend upon the availability of these people; all do not need to be contacted in order to activate the EOC or initiate the EOP.

The University classifies responses using a three-level system, based on the hazard analysis. The initial response to an incident will be identified by the Incident Commander (IC) or the first qualified individual to arrive at the scene of the incident and communicated through the Emergency Manager. The Emergency Manager in conjunction with appropriate personnel will determine the hazard analysis score for the incident. This may increase or decrease during response activities, requiring the level of response to be adjusted.

Southern Utah University's EOC may be activated partially or fully depending upon the need in the following ways:

6.1. Limited Activation (Low-Impact Incident): Activation Scores 1-9

This is the most common incident type, which occurs frequently. A low-risk incident is a minor emergency that is limited in scope and potential effects, which could include:

- Would require only the responding staff to manage the problem.
- Is managed using campus resources with limited need for outside assistance (city law enforcement, EMS, or vendors with specific supplies for restoration of services).
- Affects a single localized area of the campus.
- Notification to senior leadership for this type of incident is not immediate.
- Will likely resolve within hours.

Examples of this type of incident include flooding due to a pipe break, a small fire that can be extinguished by those present, a chemical vapor that requires evacuation of a small location, and utility failure (loss of power) for a brief time.

Most incidents in this category will not escalate to the opening of an EOC, but incident management principles could still be utilized to manage the situation.

6.2. Partial Activation (Moderate-Impact Incident): Activation Scores 10-14

A moderate emergency situation that is larger in scope and more severe in terms of actual or potential effects. Characteristics could include:

- A larger incident that involves more resources than are on campus. Including external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- Notification to senior leadership would be immediate. Timely communication campus-wide may be necessary.
- Affects a large area, significant population, or essential facilities.
- The implementation of large-scale evacuation or in-place sheltering and implementation of possible temporary shelter.
- The potential of imminent harm to people and damage or destruction to property.
- Activation of the EOC to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

This type of incident has the potential to quickly escalate into a more significant incident or could quickly decrease in severity.

Examples of this type of incident may include a bomb threat or explosion, an active shooter threat, a hostage situation, a larger fire that engulfs an entire building with the potential to grow, a large chemical spill that requires sheltering in place or evacuation for a lengthy period, severe weather that may cause damage or trap people on campus, and so forth. This type of incident could last for many hours or even days.

6.3. Full Activation (High-Impact Incident): Activation Scores 15-20

A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the University and local government to handle with its own resources. A High-Risk Emergency which could involve:

- EOC activation is obvious and does not formally require a decision.
- The implementation of large-scale evacuation or in-place sheltering, and the implementation of temporary shelter and mass care operations.
- The likelihood of injury to people and damage or destruction to property is high.
- A large affected area, sizable population, and/or essential facilities (this could be on campus or involve the entire community.)
- Community-wide warning and public instructions.
- A catastrophic event with huge implications for business, reputation, and everyday operations. The incident would potentially last for weeks, months, or longer.

Examples of this type of incident include large-scale earthquakes (over 6.0 in magnitude) causing structural damage and injuries to people, multiple bomb explosions on campus, utility disruption that lasted for weeks, a fire engulfing many buildings, and an infectious disease outbreak that is affecting the staff/faculty/students ability to be on campus.

Note: It is understood any one of these incidents could escalate to something bigger or de-escalate. To the degree that this occurs the University will also determine the size and scope needed to manage the incident through the activation of the EOC.

6.4. An Incident on Campus:

Examples: Large structural fire requiring evacuation, chemical spill that requires evacuation, large utility failure not easily repaired, active shooter, hostage situation, bomb threat or explosion, or an incident that affects the geographic area of the campus.

If the incident is on campus then the Incident Commander (IC) will either be selected from SUU law enforcement or will be chosen from another department. That person will be at or near the scene. The IC will communicate regularly with the EOC staff. The EOC's purpose is to support the IC and the scene with what is needed (people, equipment, supplies, etc.). The EOC staff will manage and coordinate other activities such as media, notification to outside groups, communications with students and employees, and so forth.

If the incident is large enough to include the Policy Group then they will be physically located near the EOC.

6.5. An Incident off Campus:

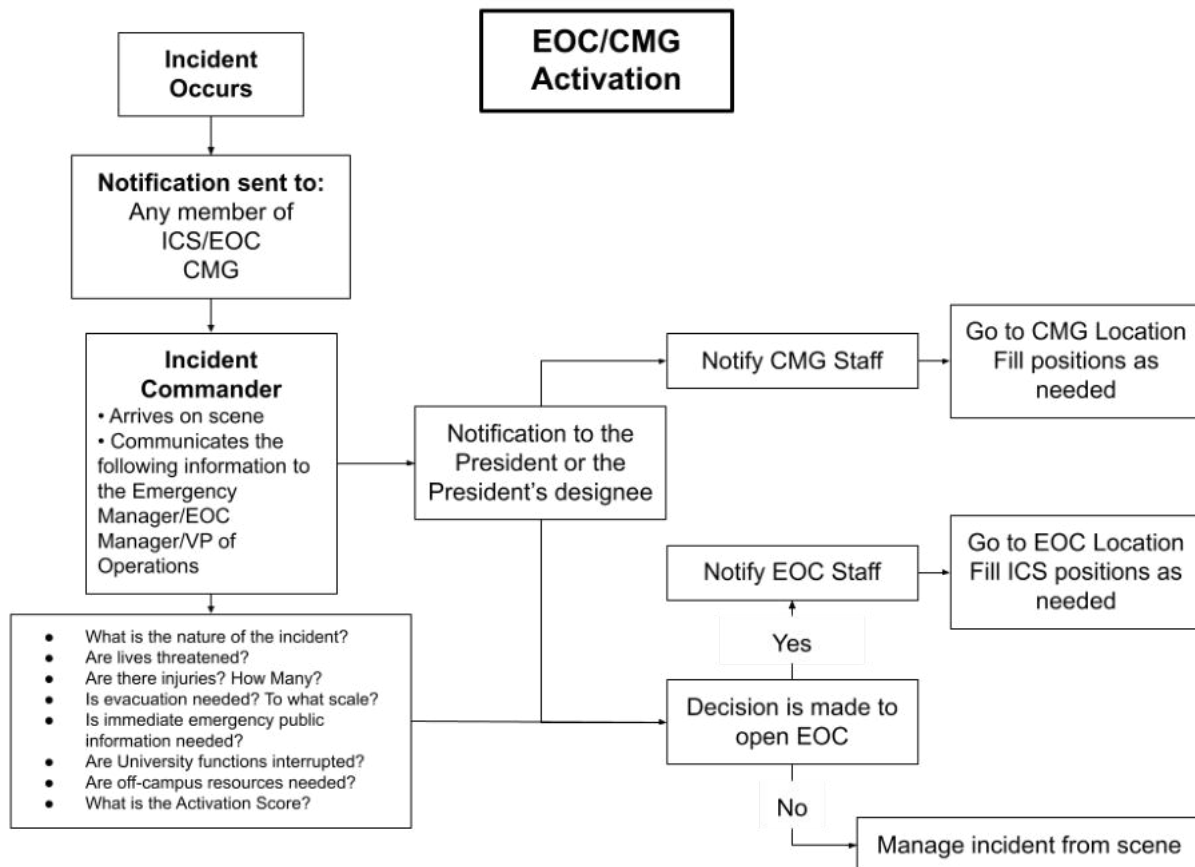
Examples: Flood inundation from canyon runoff, earthquake, aviation crash (SUU

airplane/helicopter), wildfire with smoke inhalation, and large chemical spill (rail road tanker, freeway tanker).

If the incident is off-campus and affects the daily operations on campus and requires activation of the EOC, where possible, SUU law enforcement or designee will be at or near the scene.

Their purpose will be to communicate with the EOC on campus giving intelligence, status reports, expected outcomes, and timelines. Many times the disaster will be widespread and having an IC at the scene may not be possible. If a multiple agency EOC is activated (Unified Command), this person would represent SUU's interests and provide possible assistance to the community.

The organizational flowchart below shows EOC activation:



7. Emergency Operations Center (EOC)/Incident Command System (ICS)

When the decision has been made to activate the EOC, the location may vary depending on the severity, length, or other determining factors of the incident. It may be as simple as a few

people in the President’s Cabinet to pre-designated locations that will accommodate more people, equipment, and resources. When the activation of the EOC has been announced the location of the EOC will be assumed to be in the primary EOC location unless otherwise directed.

7.1. Locations of the EOC:

- *Primary EOC* will be located in Facilities Management Administration Building 112 Plan Room (CAD/GIS)
- *Secondary EOC* or off campus (when needed) will be located in the J. Reuben Clarke Building.
- *Small incidents* will be located in the SUU Police Department (especially when the response is police oriented)
- Other locations may be selected as well, depending on what is needed and the type of situation

7.2. Methods for Notification:

For those who would respond to and manage the EOC:

- The event itself for example an earthquake, the shaking should be a clear notification
- Telephone use landlines or cell phones by voice or by text
- Radios used by police, custodial, facilities, building floor marshals, or others
- In-person use of runners if communications systems have failed

7.3. Incident Commander (IC):

The person at the scene whose responsibility it is to manage the activities, functions, and tactical efforts where the incident is located. There may be other agencies involved as well and they will communicate with the IC. The IC will communicate with the EOC, through the Emergency Manager, giving a status report, sharing situational awareness, and requesting additional resources. The IC is usually an SUU law enforcement representative.

INCIDENT COMMAND	
Incident Commander	SUU PD, Facilities Management, or ERM
IC-PIO	Chief of Police or designee
Emergency Manager	Director, Emergency Management and Safety

	*Members may be added or removed depending on each situation
--	--------------------------------------------------------------

7.3.1. Emergency Manager:

Acts as the liaison between the IC at the scene and the EOC, receives and transmits information at the scene, and may communicate and coordinate with outside agencies as well (City Police Representatives, SWAT, Bomb Squad, County and State Resources, etc.) This person will typically help with Safety Officer duties which include but are not limited to identifying safety hazards related to the incident area, recommending corrective actions to control hazardous conditions or practices, working with State Risk to submit insurance claims and documentation, investigating accidents that have occurred within the incident area, and ensuring that an incident safety and health plan is developed and documented.

- Director of Emergency Management & Safety
- Director, Utility Services and Campus Fire Marshal

7.3.2. Incident Command Public Information Officer (IC-PIO):

Immediate emergency notifications & timely warnings (texts, phone alerts, etc). Will communicate directly with the Campus PIO as needed.

- Chief of Police or designee
- VP of Operations or designee

7.4. Crisis Management Group (CMG):

CRISIS MANAGEMENT GROUP (CMG) Chair of the CMG: Vice President of Operations	
1	President
2	CFO Vice President for Finance
3	Vice President for Student Affairs
4	Provost & Vice President for Academic Affairs
5	Vice President for Advancement and Enrollment Management
6	Vice President for Campus Operations
7	Vice President for Community Outreach & Engagement
8	Assistant Vice President of Marketing Communication
9	General Counsel (as advisor)
10	Athletic Director
	*Members may be added or removed depending on each situation

The President, cabinet, and others as designated. This group is ultimately responsible for establishing the university’s overarching priorities and direction during a disaster incident. The CMG works closely with the Emergency Operations Center (EOC). The CMG communicates with the Board of Trustees, the Utah Board of Higher Education, and other groups as needed throughout the incident. This group defines and endorses the emergency management and business continuity program roles and responsibilities found in this document. There may be overlap in representatives of the CMG and the EOC, this may be modified as needed. There should be good communication between the two established groups. At times the two groups may be housed together. Factors that may affect this would be the severity and length of the incident.

7.4.1. Standing non-cabinet members of the CMG:

7.4.1.1. Campus Public Information Officer (CMG-PIO):

Communicates with the media (when needed), writes messages that go out to students/employees (approved by EOC manager and/or Crisis Management Group). The initial Emergency Notification, Timely Warning, or Safety Alert will in most cases come from the IC. The CMG-PIO would then receive information from the IC and handle secondary communication (i.e. web publications, social media, press conferences) and release information as directed by the IC.

- AVP Marketing Communication
- Marketing Communication Office

7.4.1.2. General Counsel

Will advise the President’s Cabinet/CMG to foster legally sound, forward-thinking, inclusive decision-making in all areas of operation and administration.

7.5. The Emergency Operations Center (EOC):

The group responsible for supporting the IC at the scene as it relates to operations, tasks, and activities associated with the incident overall. The incident will dictate who and what positions of the Incident Command System (ICS) may be involved in the operations of response and recovery throughout the event. The following SUU positions or department representatives may be needed to fill ICS positions within the EOC. This system is flexible and scalable depending upon the needs of the incident type or severity. Other positions and departments may be included depending on the need.

EMERGENCY OPERATIONS CENTER (EOC)	
EOC Manager	Executive Director of Enterprise Risk Management
Operations Section Chief	AVP for Facilities Management
Planning Section Chief	AVP and Dean of Students

Logistics Section Chief	Senior Managing Director, Facilities Management and Custodial Services
Finance Section Chief	AVP of Finance and Budget
Liaison Officer	AVP Community and Government Relations
Communications Unit Leader	CIO
Area Radio Administrators	Business Operations Specialist/Administrative Assistant Physical Plant Administration
	*Members may be added or removed depending on each situation

7.5.1. Position/Roles in the EOC with a brief description:

All positions have a JAS associated with their role, which can be requested electronically by contacting the Emergency Manager. Printed binders with relevant information have been created and are available at the primary EOC location (Facilities Management Administration Building).

7.5.1.1. EOC Manager:

Supervisory position within the EOC, communicates with the IC at the scene and with the Crisis Management Group as needed (if activated). This position supports on-scene operations by coordinating communication with other entities and groups, documenting incidents, coordinating possible outside resources or communications that may be needed, and other duties as assigned.

- Executive Director of Enterprise Risk Management
- AVP of Facilities Management
- VP of Operations

EOC Staff: The group that may be needed to run the EOC

Administrative Support: Records and documents the timeline of the event, keeps track of requests made and filled, and other duties as assigned. There may be a need for more than one person to fill this role. Answers all incoming phone calls or radio transmissions ensuring those messages or calls get to the right position within the EOC. Tracks communications that leave and enter the EOC. There may be a need for more than one person to fill this role.

Liaison: Interfaces with internal and external agencies to coordinate and communicate status reports, request resources, and intelligence gathering concerning the scene (on or off campus). See the Liaison JAS for a list of external and internal resources.

- AVP Community and Government Relations
- AVP Regional Services
- Executive Director, Utah Summer Games
- Director of Alumni Relations

Chief of Finance (payers): Tracks and documents expenditures, expedites procurement measures, tracks and documents supplies, equipment, and people; Responsible for identifying potential and actual costs associated with an incident, activate agreements (MOUs) if needed, and works closely with other EOC staff.

- AVP of Finance and Budget
- AVP of Business Services and Purchasing

Chief of Operations (doers): Coordinates people getting jobs and tasks completed. Examples: barricade roads, provide traffic control points, get equipment from one location to another, fix and repair systems if there is a failure (utilities), assess infrastructure damage after an earthquake, etc.

- AVP for Facilities Management
- Facilities Management Leadership Team

Chief of Logistics (getters): Coordinates obtaining or procuring supplies, equipment, and people that may be needed for the operations of the incident. Provides security and creates staging areas for supplies, equipment, and students if needed.

- Senior Managing Director, Facilities Management and Custodial Services
- Director of Purchasing

Communications Unit Leader: Provides and maintains all sections with adequate radio, cellular, and IT communications. Establish communication with the Police Department Dispatch and Crisis Management Group.

- CIO
- IT Department

Chief of Planning (thinkers): Anticipate future needs depending on the incident, write and publish the Incident Action Plan (IAP) (goals, objectives during the operational periods), and take care of the needs of people (coordinate food, water, shelter, if needed).

- AVP and Dean of Students
- Executive Event Manager(s)
- Senior Associate AD Internal Operations

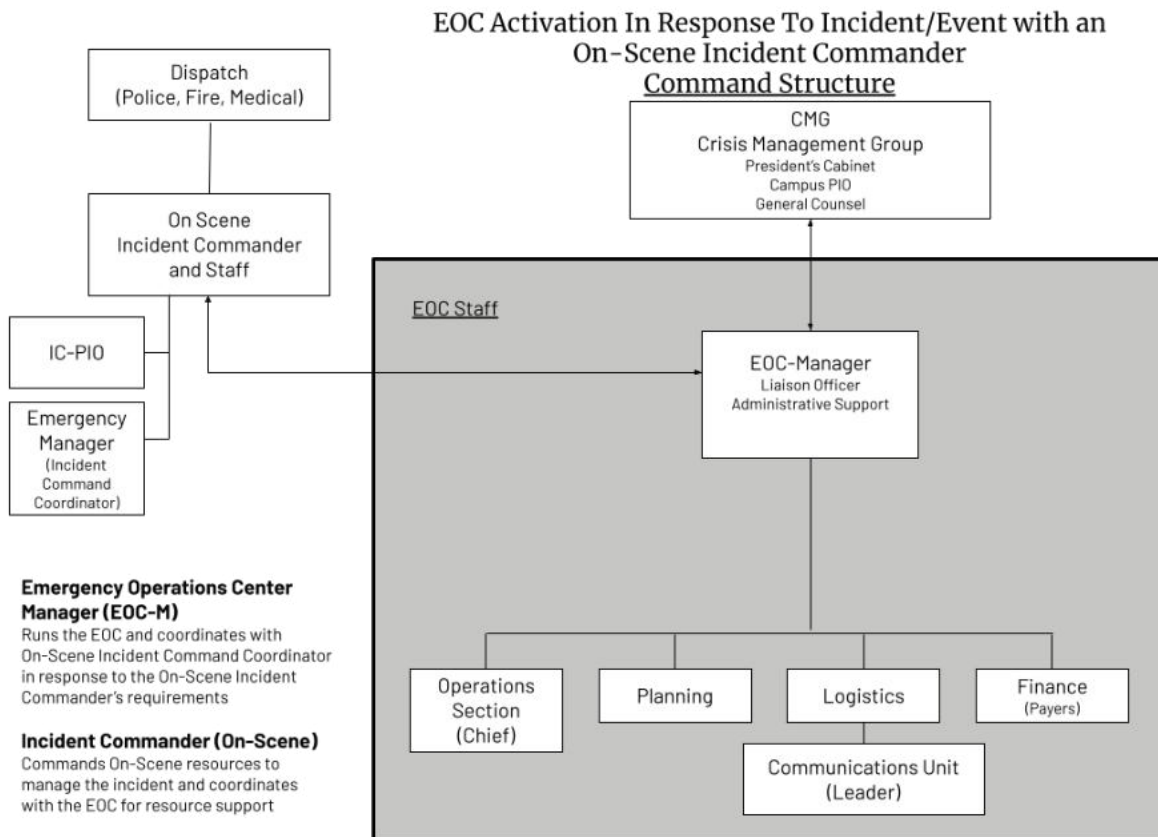
Note: Each Chief may need others to execute, perform, complete tasks and functions, or to be their eyes and ears outside of the EOC. Positions may be created as needed and people activated as needed depending on the incident.

There are additional positions with corresponding Job Action Sheets (JAS). These positions are

subordinate to the chief positions. It is up to each Chief to activate them depending on the need. The additional positions simply stimulate thinking or provide possible areas that may need to be considered and can be incident-specific or used every time.

7.6. Emergency Operations Center Organizational Chart:

Below is the EOC Organizational Chart, which indicates the main positions held in the EOC and provides a brief description of each position. This is a guide to use when deciding what positions need to be activated and who will likely be appointed to fill each position.



Revised January 19, 2022

7.7. Flow of Communications and Operations after the EOC is activated:

The flow of communication is critical throughout the duration of the incident.

In the first few minutes to hours of an incident, all types of information are needed. Below is a list of questions that may need to be answered if the incident is on campus.

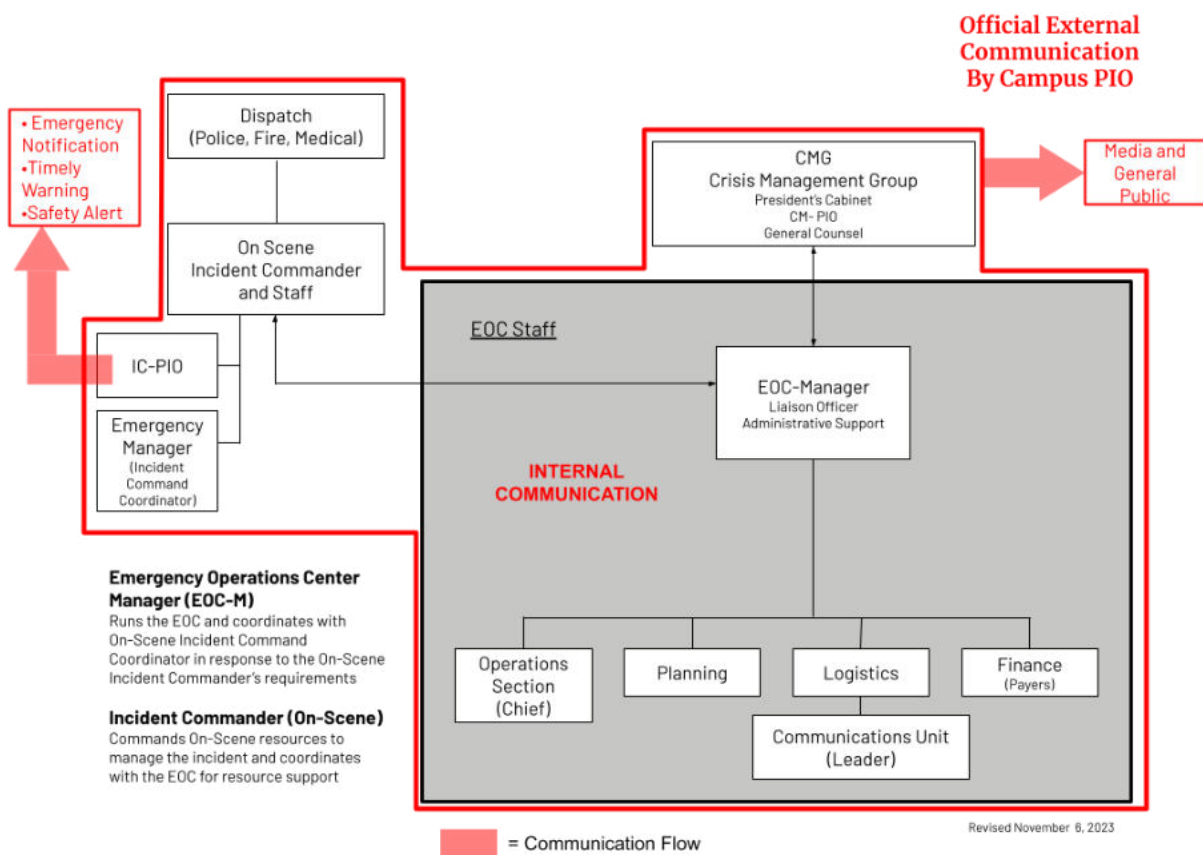
Communications from the scene on campus to the EOC:

- Nature of incident: fire, bomb threat or device, gas leak, etc.
- Where is the incident located?

- Who has been affected?
- Are university operations impacted (immediately and potentially)?
- What types of injuries exist? Is EMS needed from outside agencies?
- What university assets are damaged?
- What resources are currently at the scene (campus, community)?
- Who needs to be notified?
- What is the message to the students, employees, and public?
- Is evacuation of all or part of campus needed?
- Estimated time for stabilization, repairs, and return to normal (where applicable).

First responders provide information to the on-scene incident commander and/or to the directors of their departments or designees. They will communicate via handheld radio, cell phone, or by runner to the EOC.

Below is a diagram that illustrates the general path of communication to convey information.



8. Support Teams

8.1. External Resources

Depending on the scope of the disaster and what part of campus is involved, external resources may be needed. The Liaison Officer and the Liaison Team will coordinate with the following entities (for more information, see the Liaison JAS):

8.1.1. Cedar City Emergency Management:

8.1.2. County Emergency Management

8.1.3. Other Support Groups:

- Cedar City EMS/Fire/Law Enforcement
- Iron County Sheriff's Office
- Iron County Health Department
- St. George Police Bomb Squad
- SWAT
- HAZMAT Teams
- State and Federal assistance- Intermountain Behavioral Access Center
- Utah County Health Department Emergency Preparedness
- ICSD
- SW Tech
- UDOT
- Local Engineering Firms (structural evaluations)
- Cedar City Hospital
- Canyon Creek Women's Crisis Center
- Dominion Energy
- Rocky Mountain Power

8.2. Internal Resources

8.2.1. Facilities Management Contacts and Zone Captains:

These are people assigned by building to help during a disaster or emergency incident. They have radios for communication and can request assistance to meet the current needs. They will coordinate with the Zone Captains who are to help in their designated zones, those that may need assistance during a disaster. Facilities Management personnel and Zone Captains receive annual roles and responsibility training. Facilities Management Personnel and Zone Captains practice their training twice a year. Contact information for Facilities Management personnel and Zone Captains can be found in the building [Emergency Action Plan](#). The primary duties of Facilities Personnel and Zone Captains are:

- Evacuation during an incident when needed.
- Accounting for employees, as possible.

8.2.2. Police Department:

Are activated at any time 24/7 by calling SUU dispatch at 435-586-1911.

8.2.3. Behavioral Assessment Team (BAT):

This team meets regularly to identify and assist behavioral events. Their primary purpose is to proactively respond to behavioral events before they escalate to violence (when possible).

8.2.4. Air Support:

SUU Aviation may be able to offer some support, depending on the situation. Air support must be coordinated with other agencies (Department of Public Safety, Civil Air Patrol, Utah National Guard, Air Med, etc.)

8.2.5. Health and Wellness including Mental Health:

Student Health Clinic in partnership with FourPoints Health
Counseling and Psychological Services (CAPS)
Health and Wellness Center

Additional off-campus resources can be activated. These resources may come from a variety of locations.

8.2.6. Auxiliary Services

Campus Housing
Chartwells
Bookstore

8.2.7. Facilities Management

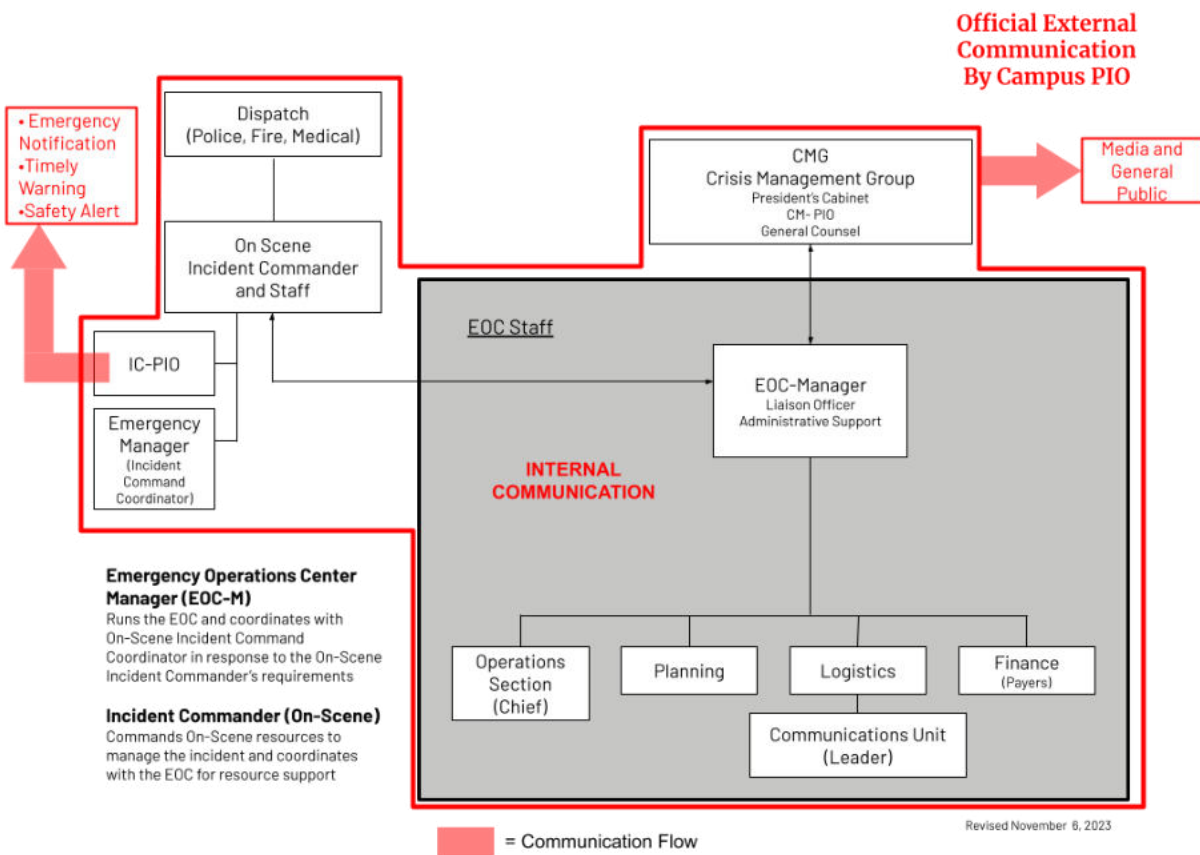
9. Communications

Rapid and timely communication of information to the campus community during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for an adequate response to emergency incidents. The Campus Crisis Communication Plan can be requested from The Office of Enterprise Risk Management, Compliance, and Safety for additional detailed information regarding communications during an emergency or disaster. SUU will coordinate and communicate with all appropriate agencies, boards, and other local county groups.

9.1. Flow of Communication

Communication during an event is illustrated below. Information is gathered by first responders and given to the Incident Command. It is then passed on to the EOC, where facts can be verified and condensed to be sent to the CMG. The IC, the IC-PIO, and/or the Emergency Manager will send all initial Emergency Notifications, Timely Warnings, or Safety Alerts to campus. The CMG-PIO will formulate a message to be shared with a broader audience on campus, BOT/USHE leadership, and the general public. These updates will be regular, and timely, based on the information available at the time.

Flow Of Communication



9.2. Crisis Communication Plan

Protocol to swiftly bring together the appropriate administrators to evaluate a crisis and coordinate immediate next steps for communicating timely and appropriate messages regarding a campus crisis can be found in the Crisis Communication Plan (Link Coming Soon).

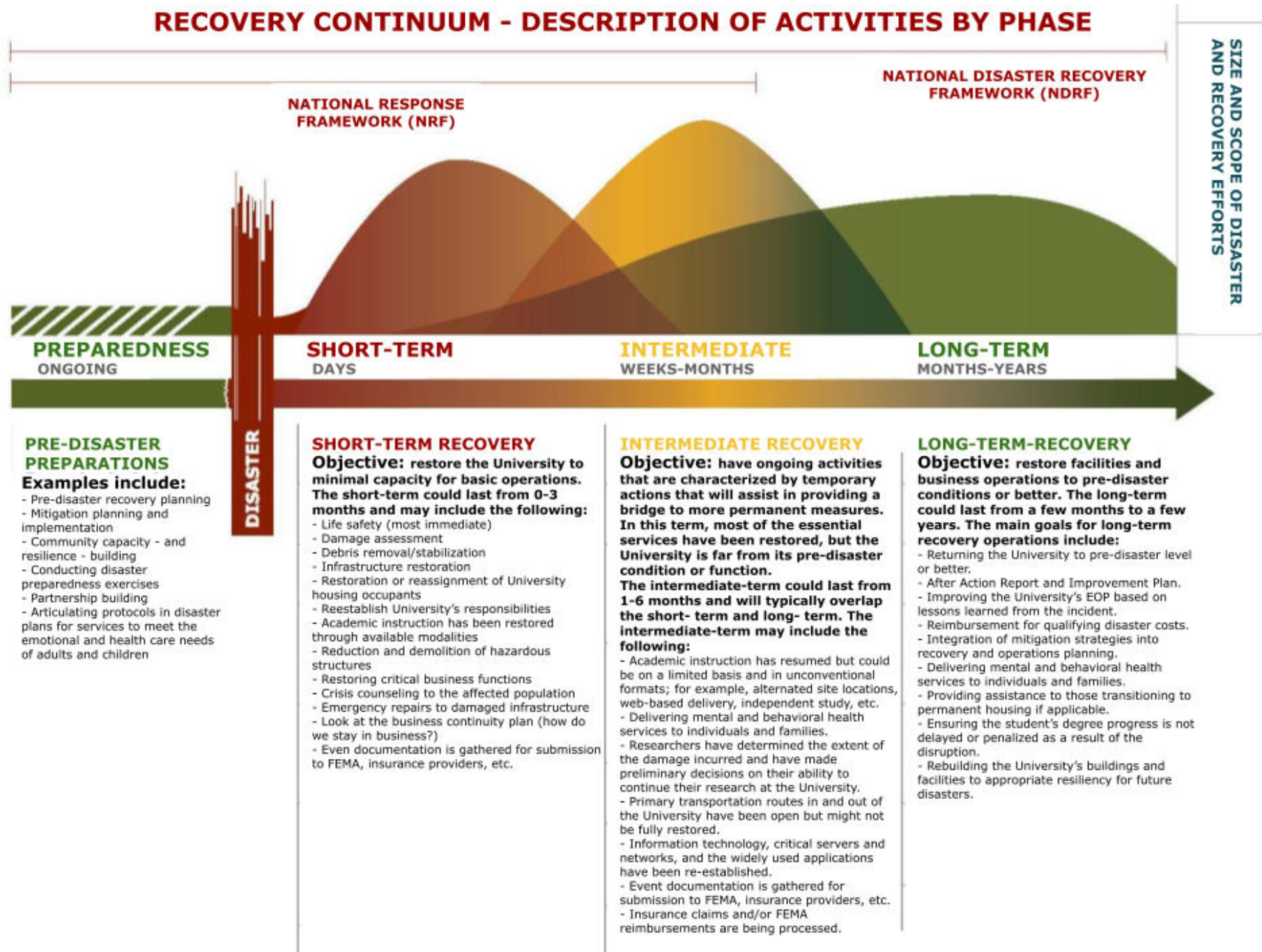
10. Recovery

Recovery operations should be considered at the start of the incident and not only following the response phase. Recovery will have three phases: short-term, intermediate-term, and long-term. Section Chiefs should begin considering recovery along with demobilization of personnel and supplies early in the incident.

10.1. The Recovery Continuum

Shown in the figure below.

RECOVERY CONTINUUM - DESCRIPTION OF ACTIVITIES BY PHASE



10.2. University Recovery Command and Governance

The university's initial recovery operations will take place within the Emergency Operations Center (EOC) and will be structured similarly to the Incident Command System (ICS) in tangent with the Incident Action Plan (IAP) and the Business Continuity Plan (BCP). Functions of the EOC will decline as recovery transitions through each phase. The EOC Manager will determine, with the consultation of the Crisis Management Group, when demobilization of the EOC will take place and what the long-term recovery will look like. During short-term and intermediate-term recovery, some departments may be asked to defer their normal day-to-day operations to devote personnel and equipment to assist in the recovery process.

11. Post-Incident Review/After-Action Report and Improvement Plan

After any real incident or exercise, a post-incident review will take place. This will include those key stakeholders who were involved in the response to the incident. It allows those involved to offer or suggest comments regarding processes or procedures that went well and should be repeated or enhanced if needed. It also allows those involved to offer or suggest comments regarding weaknesses or failures in processes or procedures that occurred during the response to the incident. When making changes, a focus on correcting processes and procedures, not people, will be most helpful.

An after-action debriefing (aka Hot Wash) should be held as soon after the incident as possible. Because the memory of the incident will fade, it is critical to capture the information about the incident so that changes can be made. The debriefing should take place in a no-fault environment to gather the critical information that is needed for improvement.

The incident is documented in writing; this is called an [After Action Report/Improvement Plan](#) (AAR/IP). This is usually completed by the Emergency Manager with the assistance of those involved if needed. The AAR/IP is shared with the Emergency Preparedness Advisory Council (EPAC) and the President's Council for review. The contents will also be shared with any department that may need to participate in the improvement plan as well.

The Emergency Manager will track the Improvement Plan elements to ensure they are not only identified but corrected where possible. All reports or paperwork produced during a disaster incident will be saved and stored with the Emergency Manager. This becomes critical for tracking improvements and for any potential FEMA reimbursements if the disaster is Presidentially Declared.

12. Training and Exercises

The University will participate in and conduct regular training for employees that relate to hazards, risks, and threats identified by the EPAC. There will be ongoing assessments performed

if new threats or hazards arise that may need attention, education, or training. Methods of training and exercises may include the following:

Tabletops: A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. Tabletop exercises can be used to assess plans, procedures, and guidelines.

Functional Exercises: A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centers (EOC, Scene, Crisis Management Group). A functional exercise does not involve any “boots on the ground” (emergency officials responding to an incident in real-time)

Full-Scale Exercises: A full-scale exercise is a multi-agency, multi-discipline, multi-department, and “boots on the ground” response. There are people, equipment, and supplies moved. The purpose is to pattern the response as close to what would really occur during an actual emergency/disaster incident.

Drills: A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function within a single entity, such as radio checks, communication plans, or evacuation drills. (e.g. fire drills, hazardous materials spill, and activation).

13. Plan Development and Maintenance

The purpose of the University’s emergency planning effort is to coordinate enterprise-wide planning related to the protection of our greatest resource, our people, as well as our teaching and community service responsibilities.

The following are basic operating principles for the planning effort:

- Decisions based on reliable data
- Planning based on stakeholder inclusion
- Commitment to continuous improvement of plan outcomes

The University’s Emergency Preparedness Advisory Committee (EPAC) is tasked to develop a basic EOP, which articulates the implementation and development of supplemental plans and appendixes (as determined to be necessary) to accomplish plan goals and objectives. The EPAC is responsible for reviewing regulations, hazard analysis, creating mitigation strategies, and discussing and developing recommended language for a campus plan. This EOP follows the principles that come from state and local guidance, FEMA’s concept for developing risk-based, all-hazard emergency operations plans, and incorporates the National Incident Management System (NIMS) concepts.

The EPAC works with content experts in its work. Content experts are individuals with unique experiences, education, preparation, and authority deemed necessary and/or useful to the development of an EOP. Content experts are invited to inform and influence the EPAC in its work.

The Director of Emergency Management and Safety is responsible for ensuring all plans and procedures are developed and executed in accordance with local, state, and federal plans, regulations, and standards relevant to emergency management. Those duties include:

- Developing plans in support of NIMS
- Working with city, county, and state officials when developing plans
- Ensuring plans are reviewed and approved by the EPAC, promulgated by University Administration, tested by way of training and exercises, and updated every three years or sooner as needed
- Writing and tracking any After Action Reports/Improvement Plans

The EPAC will meet regularly and organize their meetings to ensure all aspects of the plan requiring review are completed. A complete review of the EOP and incident-specific plans will occur every three years.

The Emergency Manager with the assistance of the EPAC is responsible for developing and implementing the campus training and exercises. These should be held regularly and with enough frequency to keep the members of the EOC prepared. At a minimum, this should occur annually.

14. Record of Distribution and Revisions

A limited number of hard copies will be printed. Digital versions are available for review or can be downloaded 24/7 from the Emergency/Risk Management website.

<https://www.suu.edu/ad/em/>

Department	Number of Hard Copy Plans
Master Binder (Emergency Management)	1
VP for Campus Operations	1
Chief of Police	1
AVP of Facilities	1

14.1. Record of Revisions

This plan goes through continuous, ongoing changes based on the results of actual events, post-exercises, drills, activities, or training. SUU Emergency Management does not go through a formal annual plan review process but rather makes incremental changes, modifications, and adjustments to this plan as conditions change. By posting these changes on the SUU Emergency Management website, the most up-to-date version of this plan is instantly available to all SUU

and partnered responders 24/7.

A formal documented plan review and revision process will occur every three years as possible in which we solicit public, internal, and external stakeholder comments. Records of these revisions are maintained by the SUU Emergency Management Department.

Date	Section of Plan	Summary of changes made	Who
Dec 15, 2023	Entire plan re-written		Mike Humes Tiger Funk Carlos Medina Brandon Ragan

15. Law, Code, and Regulation References

15.1. Federal Authorities

- [Presidential Policy Directive PPD-8: National Preparedness](#)
- [President Policy Directive PPD-21: Critical Infrastructure](#)
- [Homeland Security Presidential Directive HSPD-5: Management of Domestic Incidents](#)
- [Robert T Stafford Disaster Relief and Emergency Assistance Act, Public](#)

[Law 93-288, as amended](#)

- [Code of Federal Regulations \(CFR\), Title 44, Emergency Management Assistance](#)
- [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\), 20 USC 1092f](#)

15.2. Utah State Authorities

- [Utah Code Title 53 \(Public Safety Code\) Chapter 2a \(Emergency Management Act\)](#)

Appendix A: INCIDENT SPECIFIC PLANS

(Recommendations)

Flooding

Purpose: The internal flood plan provides detailed procedures to be implemented when flooding occurs inside university buildings. Internal flooding is typically an unexpected event that can be financially and structurally devastating. This type of event could be caused by storms, facility location in a flood zone, broken pipe or water main, drain field problems, city sewer system pressurization, hydrostatic pressure, or other circumstances.

Prepare/Planning: Before the incident

This plan is intended to help protect students, faculty, staff, and visitors and prevent further harm to SUU property during a flood. During an extreme internal flood, a partial or complete evacuation of the properties may be needed. The scenario for an internal flood should always be assessed and evacuation should be considered if;

- There is a direct threat to safety and/or life of individuals in the area. For example water that comes in contact with electrically energized equipment such as lights, wall outlets, floor outlets, machinery, computers, etc.
- There is any possibility of contaminated water due to sewage, chemicals, or other substances.

Different sizes of flooding,

- Small flooding that is localized and can be cleaned up fairly quickly, not a lot of damage to ceilings, flooring, furniture, or equipment.
- Medium to larger flooding that includes several floors or departments where there is damage to ceilings, flooring, furniture, or equipment (computers, servers, electronics, machinery, etc.). Possible contamination with chemicals or biological substances, or other. This incident will immediately take a much larger response effort to clean up and recover.

Response:

Facilities Response: Refer to the SUU Flood Incident Response Map

When it appears that a storm may become severe enough to flood, **don't wait, take immediate action!**

Immediate Action:

Sandbagging

- Cody Tullis and Auston Torsell take the flatbed truck to the Facilities Yard and begin loading sandbags. (swap trucks when FM shows up needing bags; 15-30 bags per truck)
- Brenin Johnson and Preston Pace take sandbags to the Eccles Coliseum
- Jesse Neilson take sandbags to the Engineering and Technology Building

- Grayson Robb take sandbags to the Business Building
- Dallas Jones and Brock Oldroyd take sandbags to the Smith Center Loading Dock
- Nate Townsend and Jake Church coordinate with Housing to take sandbags to Renaissance and Founder's Hall
- Joey Wizenried and Dustin Barker take sandbags to South Hall and Science Center

Plumbers

- Gather pump equipment and standby for call. Help in yard by loading sandbags into truck beds

Custodians

- All, prepare extractor, dry/wet vacuum equipment, and fans- text Francis Roemer with locations of ready-equipment.
- Francis Roemer organize custodial equipment delivery
- Patrick Terrones or Mark Bleak take the liftgate truck to deliver custodial equipment

All others

- All others not listed above should survey their assigned emergency response area for other water or flood intrusions. (see Flood Incident Response Map)
- Communication should come back to Facilities Management at 435-586-8690 or to Shop Directors.
- If the above response protocol is taken, Directors will be more free to direct resources to needed locations.
- Always photo document property damage prior to cleanup.

Students/Faculty/Non-Facilities Staff:

Notify Facilities Management at ext. 8690 (435-865-8690) during regular business hours 7 am-5 pm, Monday-Friday (except designated holidays). After 5 pm, on weekends, or on holidays, contact the SUU police department at ext. 1911 (435-586-1911).

Note the location of the building, room, area or outdoors, grounds, etc.

If known, report the source of the water (piping, roof, floor, drains, etc.) to the appropriate Facilities Management personnel.

Use caution and stay clear if the water could come in contact with electrically energized equipment such as lights, wall outlets, floor outlets, machinery, etc.

If you can do so SAFELY, turn off any lighting or equipment that may come in contact with the water to help prevent additional damage or electrical hazard.

Evacuation of the area, if necessary.

Who needs to be notified of the event? This could vary depending on the extent of flooding.

Initially SUU Police, Facilities Management, and the department where the flooding occurs. If the flooding is extensive and covers several floors, departments, etc. Additional services may be needed, consider: Custodial Supervisors, AVP of area, VP of area, Emergency Manager, Risk Manager, Safety Coordinator, Fire Marshal, Marketing and communications and others as applicable.

Recovery

- **Short term (within a couple of hours of incident/first 72 hours):**
 - Identify who will clean up. SUU custodial can help with water removal and carpet cleaning. Affected departments may need to come to assist and help with removing their personal items.
 - If the flood covers a large area, Facilities Management will consider an outside vendor to assist with clean-up and possible mitigation of mold issues. Contact SUU ERM ext. 8141 (435-865-8141 for any mold testing).
 - Damage assessment, photos, description of incident, timelines. This will be useful if there is an insurance claim.
 - Determine if daily or operational services (business, academic) can continue? If they cannot continue in their original space, identify locations services can be moved or transferred temporarily.
 - Is there any chance the flood water is contaminated? What are the possible contaminants? (harmful chemicals, biological substances, other) What other departments or outside agencies need to be notified if there is contamination.
 - Tracking of expenses: Office of Enterprise Risk Management
 - If flooding is large enough and involves evacuation and moving services to other areas and an extended clean-up, consider activating a partial EOC to coordinate and manage response for the first 72 hours.
- **Long-term (days, weeks, months):**
 - If applicable a Project Manager (PM) from Facilities Management is assigned to coordinate cleanup and restoration of the affected area.
 - Coordination, management, and communication will continue via the PM and others as needed until the clean-up is finished and services and operations have returned to normal.

Airplane/Helicopter Accident

Purpose: The plan provides procedures implemented after an aircraft accident. This plan is a high-level plan. Specific details are included in aviation plans written by the Aviation department.

Classification:

Class A: Death or total loss

Class B: Major Injuries/Property Damage

Class C: Minor Injuries/Property Damage

Class D: Below \$500 Damage

Class E: No damage/precautionary landing

Response of classification A-C On-Campus

Immediately:

- Call 911, if necessary.
- Investigate the incident.
- Complete an internal incident report.
- Contact the FAA and NTSB. Do not disturb the crash site.
- Refer to the FAA and NTSB for directions on moving the aircraft back to the university hangar.

Response of classification A-C Off-Campus

Immediately:

- Call 911, if necessary. Will likely be called by those close to the incident.
- Identify those in the aircraft
- Secure the crash scene where possible, likely completed by area police.
- Contact the FAA and NTSB. Do not disturb the crash site.
- Investigate the incident where possible or participate and cooperate with other investigating entities.
- Complete an internal incident report.
- Refer to the FAA and NTSB for directions on moving the aircraft back to the university hangar.

Response of classification D-E

Immediately:

- Complete an internal incident report
- Refer to the FAA and NTSB for directions on moving the aircraft back to the university hangar.

Death: In case of a serious or fatal accident or hospitalization, the office of

Enterprise Risk Management and Human Resources must be notified immediately (within four (4) hours). SUU must report to the Utah Occupational Safety and Health Administration within eight (8) hours of an occurrence of all fatalities, disabling, significant, and serious injuries or illnesses to workers. Staff should only move equipment involved in these serious accidents once the University has clearance from UOSHA investigators. In the event of a student's death, the Dean of Students should also be immediately contacted.

Earthquake

Before the Shaking:

1. Attach bookcases, cabinets, compressed gas cylinders, and furnishings to a wall or floor. Please contact Facilities Management or put in a work order to secure items in work areas and offices.
2. Store all heavy items below head level.
3. Participate with the university in the statewide Great Shakeout each year (April).
4. Know the location of all possible exits in the area. Exit routes need to be cleared at all times.
5. Identify safe areas once a room or office is entered.
6. Identify hazards within your area. (e.g., large amounts of glass, objects on shelves, overhead items, wall hangings, etc.)
7. Educate yourself. A good resource can be found at www.be.ready.utah.gov.

During the shaking: DROP, COVER, and HOLD ON!

1. Protect your head, neck, and face.
2. Stay calm and avoid shouting and running around.
3. Stay away from windows that could shatter or large items that could fall on you.
4. *Indoors:* Stay inside. Evacuate only if you feel unsafe to stay inside. Take cover under a sturdy desk, table, or other furniture until the shaking stops. In a hallway, sit against the wall and protect your head with your arms. In an auditorium, drop between the rows of seats and protect your head. Note: It is hard to move anywhere quickly during the shaking.
5. *Outside:* Debris falling from the outside of buildings can cause serious injury or death. Move to an open area away from buildings, trees, power lines, and other falling hazards. Once in the open, remain there until the shaking stops. Do not enter buildings until structural safety can be assessed.
6. *In a Vehicle:* Stop as quickly as safety permits. **DO NOT STOP NEXT TO BUILDINGS. DO NOT STOP ON OR UNDER POWER LINES, OVERPASSES, or HEAVY OBJECTS.** Turn off the engine and remain in the vehicle. When tremors stop, proceed carefully, watching for falling objects, downed electrical wires, and broken or undermined roadways.
7. *In a Wheelchair:* Lock the wheels and cover your head.

After the shaking:

1. Assess the situation. Be prepared to seek shelter again. Aftershocks can be more or less powerful than the original earthquake and have potential to cause additional damage or collapse weakened structures.
2. Check yourself and others for injuries. Provide basic first aid and assistance as your level of training allows.
3. Check for injured or physically limited people who might have trouble evacuating the building. Offer help only as your ability permits. Do not attempt to move seriously

injured persons unless they are in immediate danger of further injury. Report the location of injured persons to emergency personnel.

4. Use extreme caution and watch for falling debris while exiting the building
5. Exit the building in an orderly manner.
6. Use caution on stairways that may be obstructed or damaged.
7. Do not attempt to use elevators.
8. Use telephones **ONLY** to report life-threatening emergencies. Cell service may be limited; however, text messages are more likely to get through. Check <https://www.suu.edu/> for additional information.

University Response:

1. An Emergency Operations Center (EOC) may be activated. Immediate action will be taken to assist injured persons and to mitigate further property damage.
2. Every effort to communicate will be used. <https://www.suu.edu/> will periodically provide new information as it becomes available.
3. Building supervisors and floor marshals, if available, will assist in getting people to safety and reporting injuries. Other student groups can be utilized as they become available.
4. Facilities Management will assess the structural damage as soon as possible and provide further instructions. Do not reenter a building without permission to do so.
5. SUU will work closely with city and county emergency management as it relates to response and recovery.
6. SUU has an agreement with the American Red Cross to provide a community shelter in a designated safe area. Those who are not able to get home or whose homes have been damaged may use this shelter.
7. Sometime after the earthquake and as possible a group of Facilities Management staff will conduct a rapid assessment of the SUU buildings. An assessment form will be completed, a color-coded placard posted, and the assessment forms will be given to DFCM and their structural engineering group for further assessment.

Hazardous Materials Spills

On-Campus:

A hazardous material is any substance or agent (biological, chemical, radiological, and/or physical) which is capable of posing a risk to humans, the environment, and property.

Before the spill:

- Be aware of hazardous materials in your area.
- If in a chemistry/biology/science lab, follow any protocols that have been given.
- Have a general understanding of what a Safety Data Sheet (SDS) is.

Directly After the Spill:

If possible locate the SDS of hazardous materials involved.

Do not attempt to clean up the hazardous spill

Use the following acronym **RAIN**:

Recognize the potential hazard/threat

Avoid becoming contaminated/injured

Isolate the hazardous area

Notify the appropriate support

This may be a lab manager, instructor, or police department (1911)

If there has been an exposure, do the following:

Skin:

- Immediately flush with cool water for at least 15 minutes
- Remove all contaminated clothing
- If there are no visible burns remove all jewelry

Eyes:

- Immediately begin irrigating the eye(s)
- Remove contact lens if possible

Smoke or Airborne contaminants:

- Relocate to an area where there is fresh air
- Never attempt to enter a location where potentially dangerous air contaminants exit

**In each situation seek immediate medical attention as required*

Evacuate if needed to get to a safe location

DO NOT RE-ENTER THE AREA until directed to by authorized personnel.

Off-Campus:

In the event a hazardous materials spill takes place off-campus and has an effect on campus, such as a roadway or railway accident causing a spill, first responders may notify SUU dispatch of the incident. This will then be communicated to SUU Police, the Emergency Manager, and other senior leadership.

The following actions may occur:

- A determination about opening an EOC will be made (Sr. Leadership).
- Communication to the campus community about protective actions (shelter-in-place).
- Communication with city EMS/Fire and/or Police.
- HVAC employees notified to initiate shutting down air handler systems.
- Notify University Marketing/Communications regarding any media requests.
- Consider health effects for people exposed.
- Consider partial or total evacuation.
- Consider cancelling classes.
- Consider University closure.
- Consider recovery actions that need to be taken.

All of this is contingent upon where the chemical spill is located, how much hazardous material is involved, wind direction, type of chemical, and so on.

SUU will confer with proper authorities before lifting a shelter-in-place order or returning to campus if evacuated.

Infectious Disease Response Plan

Introduction

Southern Utah University (SUU) is located in Cedar City, Utah. Members of the campus community frequently engage in international and interstate travel. Students and faculty come from across the globe, and many participate in various study abroad programs, conferences, events, and personal travel outside of the region throughout the year.

Local and state agencies (ex. Iron County Department of Health, State Department of Water Quality) monitor infectious diseases, and infectious disease agents, with regular updates to the region as threats become severe. The Utah County Health Department requires local healthcare providers and labs to report over 60 communicable diseases. Some of these infectious diseases include:

- Influenza and other vector-borne diseases (H1N1 Influenza A, West Nile, H5N1 Avian flu)
- Foodborne diseases (Salmonellosis, E. Coli)
- COVID-19 and its variants

SUU's Office for Global Engagement monitors global outbreak conditions that may impact international travel programs. The Student Health Services (SHS) office also monitors illness cases that present among students seeking treatment.

Students and personnel may need to be informed of regional or global outbreaks that can impact the campus community. University operations can also be affected depending upon incident-specific circumstances.

Organization leadership coordinating the response to an infectious disease incident may need to provide effective direction to students and personnel, provide clear situation information on campus operational changes, and inform the public of these updates.

Purpose

This plan provides instructions and guidance to effectively address the response of Southern Utah University to infectious disease incidents or threats.

The plan identifies how infectious disease information is gathered and assessed, mitigation efforts, the decision-making process, and communication methods.

Assessment, Mitigation, and Response

Global and regional government (health departments) alerts, case information from the campus SHS, and general news reports are the primary means of recognizing the potential for an infectious disease outbreak.

Some diseases can be regularly anticipated (seasonal flu) while others cannot. For regularly occurring diseases, on-campus mitigation efforts are already in place. These include:

- Employees coordinate with their supervisors when they are not feeling well
- Student wellness check-ups offered by the Student Health Clinic
- Education and wellness campaigns by the Health and Wellness Center

Should other infectious diseases become regularly occurring, appropriate mitigation strategies will also be implemented.

In the case of an irregular or novel infectious disease incident, university response activities may include the following:

- Activation of an information gathering and decision-making workgroup. Many of those who currently respond to the Emergency Operations Center (EOC) would be included in this group.
- Containment of disease strategies including: do not come to campus while ill, mask usage, class or event cancellation, travel restrictions, movement of classes to a live-stream or online environment and other social distancing techniques.
- Participate in possible testing or vaccinations that may be organized by state or local health departments.
- Communications with the students, staff, and faculty on a regular basis as the environment will change quickly.
- Collaboration with state, local health departments, emergency management groups, and legislative bodies.
- Be prepared to track illness using technology and report to required entities and to university leadership.
- Use expertise on campus for study of infectious disease, consider involving someone with expertise in epidemiology.
- Engage with senior leaders immediately for decision making and communications to campus.

For acute infectious diseases, response activities are categorized based on threat level according to the following criteria:

Level	Description	Criteria	Activities
1	Planning	No confirmed cases within two degrees of association of the campus community (Example: If a student lives with their cousin, the cousin is within one degree of the campus community. The cousin's co-workers would be within two degrees of the campus community)	Monitoring, action plan updates, and readiness assessment
2	Alert	Confirmed exposure within two degrees of campus	Notifications to targeted campus populations, increased monitoring, allocation of resources as needed, social distancing
3	Danger	Suspected on-campus case OR confirmed case in Iron County	Consider campus-wide communications and protective actions such as social isolation
4	Full	Confirmed on-campus case(s)	Screening and continued isolation procedures, EOC as needed

Should the work group make a decision to alter normal campus operations, they will also form an action plan that includes communications informing the campus community.

Communication methods include texts, campus-wide monitor alerts, website notifications, local and regional media contacts for dissemination, and postings at the Emergency Management Website (<https://www.suu.edu/ad/em/>).

The workgroup will reconvene as necessary according to the severity and anticipated impact of the incident.

Loss of Power/Electricity

Information about power on SUU campus

- SUU receives its power from Rocky Mountain Power.
- There are generators located throughout campus and the generators will turn on within several seconds after power is lost. Generators power life safety equipment (i.e. police dispatch center, elevators, hallway lights, etc.)
- Some desktop computers have a battery (UPS), a standalone battery backup “black box” that could last for a couple of hours. Without the UPS desktop computers will not work during a loss of power. Laptops will work depending on how much battery power is stored.
- Most types of desk telephones will continue to work during a power outage. It is not known for how long.
- **Responsibilities for Building Supervisors/Floor Marshals:** If possible, this group will conduct a quick check to see if people are okay and safe. They will call Facilities Management at 435-865-8888 if there is something extreme that needs to be reported. They will call 911 or 1911 (SUUPD) if there is a life or death emergency.

What should you do if the power goes out?

- Ensure personal safety and the safety of others close by. If possible, move to an area with more light.
- Wait for about 15 minutes before calling Facilities Management. The reason for this is that most power outages are short-term. There are immediate actions being taken when power is lost to assess and ascertain the cause and how fast power can be restored, this takes time.
- If there has been no campus communication about the outage after 15-20 minutes call Facilities Management at 435-865-8888.
- If in an elevator when the power goes out, the elevator will return to the ground level and the doors will open. Do not use the elevator when the power is off. If the elevator does not return to the ground floor, use the emergency phone inside the elevator to call for help.

What is SUU Facilities Management doing during the power outage?

- The immediate response is to figure out if the power outage is localized

to SUU or if it goes beyond the campus.

- SUU representatives will call Rocky Mountain Power immediately to find out more information.
- Once the problem has been identified, a time frame is estimated for the return of power. This timeframe can and often will change. This information will be shared as possible throughout the campus.
- Communication methods: SUUAlert: text message, SUU app notification, main SUU website announcement, email, public address system.

What happens during a long-term power outage?

- After the first 30 minutes there should be enough information to know how large the problem is and the scope of repair.
- When this information is known an Emergency Operations Center (EOC) may be activated. This will allow appropriate decisions to be made and communication to be shared with the campus community about what will happen and what to expect.
- There will be several factors that determine whether the campus will remain open or closed. They will not be known until the event occurs.

Water Leak, Loss, or Contamination

IN CASE OF WATER LEAK:

1. Use caution and stay clear of the water if it comes in contact with electrically energized equipment such as lights, wall outlets, floor outlets, machinery, etc.
2. IF YOU CAN DO SO SAFELY, turn off any lighting or equipment that may come in contact with the water to help prevent additional damage or electrical hazard.
3. If possible, determine the source of the water (piping, roof, floor, drains, etc.).
4. Also note the location of the building, room, area or outdoors, grounds, etc.
5. Notify Facilities Management at 435-865-8888.

IN CASE OF WATER LOSS:

1. If you find that no water is available in restroom areas or drinking fountains, call Facilities at 435-865-8888.
2. Information about the loss of water and its expected duration will be available as soon as possible on <https://www.suu.edu/> and every effort will be made to communicate (text messages, push notifications, email, signposting) with the campus community, timelines and other helpful information.
3. Do NOT assume employees will go home. Water loss may not affect the entire campus. It takes some time to sort out the cause and repair or restore the water. Water loss is rare and historically has been restored within a couple of hours. Additionally, due to several water mains entering the campus, water can oftentimes be redirected without any effect to the campus community.
4. Do NOT turn on taps or flush toilets of non-automated fixtures.

AFTER WATER RETURNS

1. Automated sinks and toilets will run until they're reset. Facilities Management personnel will reset fixtures.

IN CASE OF WATER CONTAMINATION

1. Water contamination would likely be a decree or directive from the local health department with additional information of how long and what is needed during that time.
2. If water is contaminated, there can be no drinking from sinks, drinking fountains, bottle filling stations, etc. However, non-potable water operations would continue such as flushing toilets, utility uses, etc.
3. Every effort would be made to communicate with the campus community regarding contamination and the return of clean water. Signs would be posted as well to alert people of the concern.
4. There are a variety of methods that would be employed to communicate, such as mass text messaging, push notifications, emails, the SUU website, and others.

TRIGGERS FOR CLOSING CAMPUS

1. Leaking or flooding, water loss, or water contamination may affect portions or even the entire campus. Each incident will be reviewed and it should NOT be assumed that because there is a leak, loss of water, or contamination that employees will be released or sent home. The CMG will meet to review and decide what actions need to be taken. Every effort will be made to communicate the plan of action as soon as possible.
2. Some triggers that may require an evacuation or school closure may be but are not limited to how extensive the flooding is, how long it will take to repair, affected areas such as the heat plant that may cause the loss of heating and cooling operations, etc.
3. Historically as flooding/leaking has occurred, it has not encompassed the entire campus. Every effort would be made to continue operations even if work place locations were temporarily changed.

SUGGESTIONS FOR PREPAREDNESS

1. Water is essential to successful operations on campus. It is also essential to our students, faculty, staff, and visitors. The University has a small supply of potable water in its everyday stores. There are vendors who could also supply us with water if need be.
2. Each department, area, or even office should consider having a case of bottled water available to those in your area should the occasion arise.

HVAC System Failure Plan

Purpose

The HVAC system runs throughout main campus and provides heating and cooling to the campus. Depending on how the HVAC system fails, there could be devastating structural and financial challenges.

Central Plant: Provides steam heating to buildings east of 800 West

Gas Leak:

- **Immediate:**
 - Isolate the problem
 - Shut down gas feed to the affected area
 - Contact dispatch
 - The HVAC team and SUU Fire Marshal will decide whether or not the building will be evacuated.

Pressure Loss (water):

- **Immediate:**
 - Isolate the problem
 - Address the problem
 - Consider shut down isolation valves
 - Bring the pressure back up

Electrical Issues:

- **Immediate:**
 - Team up with electricians to troubleshoot the problem
 - Consider outside contractors to assist
 - When the issue is fixed, restart affected equipment

IT Networking Issue: Could affect one or multiple buildings

- **Immediate:**
 - Troubleshoot the network to isolate the issue
 - Call IT Network Engineer
 - Dispatch people to fix the problem

Controller Failure:

- **Immediate:**
 - Find the faulty controller

- Replace with a back-up controller
- Failure to any one of these systems could be short-term and localized or long-term and broad. If failure in any one of these areas persists for greater than 30 minutes, the AVP of Facilities will then notify a decision-making group (those needed to decide regarding short or long term actions) to make decisions about closing an affected area up to and including campus closure.
- Communication to campus would be made as needed to guide actions to be taken and respond to the situation. Communication would follow procedures found in the [Crisis Communication Plan](#).

Severe Weather Plan

Severe Weather Definition

Winter storms/blizzards, high winds (microburst) or straight winds, flooding, severe thunderstorms/hailstorms, or other weather phenomena.

Purpose

To determine what can be done prior to weather-related scenarios to protect people on campus and protect property. Review common actions for any weather-related scenario. Address additional plans and actions for common weather-related scenarios.

Storm-Ready Designation

SUU is working to meet criteria with the National Weather Service to be designated as a Storm-Ready University.

Weather Forecast for Indoor and Outdoor Events

Campus groups may need a weather forecast for an indoor or outdoor event (athletics, events staff, etc.). The respective planning group for that event may contact the Director of Emergency Management/Safety for a weather forecast.

General Weather-Related Actions

The Director of Emergency Management and Safety will monitor weather related issues. Weather can occur anytime during the day/night. Some weather is more predictable than others. IF there is a concern that arises, anyone on the Weather Watch Team may initiate a call or meeting (virtually, by phone, in person).

Weather Watch Team:

All or part of the team may meet. An asterisk indicates those required for decision making.

- Provost or academic designee (Jon Anderson)*
- VP Administration/Finance or designee (Mary Pearson)*
- Director of Communications (Nikki Koontz)
- Director of Public Relations (Nikki Koontz?)
- Director of Public Safety/Police Chief (Carlos Medina)
- VP of Operation (Tiger Funk)
- Assistant VP of Facilities
- Director of Emergency Management/Safety
- Safety Coordinator
- Jeff Tukuafu
- Kenten Pope

Criteria for University Closure

Below are circumstances to consider:

<p>1 NWS- Event Notification 0 Little to None 2 Minor 4 Moderate 6 Major 8 Extreme Uncontrolled Double Weighted</p>	<p>2 Storm Arrival Before Activity 0 More than 3 hours 2 2 to 3 hours 4 1 to 2 hours 6 Less than 1 hour Uncontrolled Double Weighted</p>	<p>3 Forecasted Temperature (24hrs) 0 30's° or Above 2 20's° 4 10's° 6 Below 10° Uncontrolled Double Weighted</p>	<p>4 Accumulation On Roads 0 Less than 1 inch 1 1-2 inches 2 2-4 inches 3 4+inches Uncontrolled</p>											
<p>5 Personnel Anticipation 0 Standard Resources 1 Assisted Resources 2 All hands on deck 3 Not enough staff</p>	<p>6 Equipment/Supply 0 Above 90% 1 80-90% 2 70-80% 3 Below 70%</p>	<p>7 Scheduled Events 0 Normal Operations 1 Moderate Event 2 Large Athletic or Student Event 3 Large Community Event</p>	<p>8 ICSD, SWTech Plan and ICEM recommendation 0 Normal Operations 1 Late Start 2 Remote Platforms 3 Snow Day</p>											
<p>9 Remote ability (% of programs that can move to online platforms) 0 Above 90% 1 80-90% 2 70-80% 3 Below 70%</p>	<p>Decision Score 0-11 12-23 24-35 36+ See Winter Weather Condition Response Categories</p>		<table border="1"> <tr> <td rowspan="5">Impact on Decision</td> <td>4</td> <td>Greater</td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>0</td> <td>Lesser</td> </tr> </table>	Impact on Decision	4	Greater	3		2		1		0	Lesser
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University Closure- Communication, Operational Functions

- **Decide** open or closed status of campus based on criteria listed in this plan.
- **Notification:** Use all appropriate means and methods of communication to alert the campus community of the decisions that have been made regarding closure and reevaluation and reopening.
- What needs to happen to safely get people off campus? Is there anything the University can do to assist? (transportation, communications, etc.)
- **Who stays:** What essential staff will still need to work? This may depend on the scenario as to who would need to stay.
 - Grounds for clearing roadways and sidewalks
 - Facilities Management to ensure HVAC systems are working and to assess building damage

- Police Department to ensure safety and security for campus buildings and direct people away from campus while closed.
- Other essential staff, to be determined

Recovery

- The Weather Watch Team and any others needed will convene in person or through electronic means. They will assess the situation and decide what actions are next.
- Notification: Use all appropriate means and methods of communication to alert the campus community of the decisions that have been made regarding reopening.
- What needs to happen in the physical environment before it is safe to reopen and stay open (utilities functioning, transportation available, physical infrastructure intact, clear roadways and sidewalks)
 - Communication written for text, email, and <https://www.suu.edu/ad/em/> (emergency/disaster website).
 - Mass text/email sent out to the campus community.

Scenario Specific Information

Snowstorms

Blizzard or heavy snow can impact transportation to and from campus, transportation within campus boundaries, cause power outages, and increase injury from falls. It is common for SUU to experience a winter storm that activates the Weather Watch Team, to assess, decide about campus closure, and communicate to campus.

- Preparedness/Mitigation: Weather is monitored by Facilities Management personnel. Large storms are reviewed for possible impact. Pre-scripted messaging developed for ease of use and quick execution of messages to campus. Snow removal staff are made aware of impending storms.
- Response/Recovery:
 - Snow removal staff are notified when conditions require activation (e.g. ½ of snow accumulation on roads and sidewalks, temperatures of..., and anticipated duration of storm). They deploy day or night to clear snow from roadways/sidewalks.
 - Custodial staff increase cleaning of wet interior hallways/stairways

- The potential of school closure will be discussed by an executive group (mixture of EOC/CMG members) if a storm has a potentially large impact.
- Information/communication will be shared with the campus community as needed for possible closure and reopening. Appropriate communication methods will be utilized.
- See Appendix A for pre-scripted messages.

Additional criteria to consider for school closure during a snowstorm/blizzard:

<p>1 NWS- Event Notification 0 Little to None 2 Minor 4 Moderate 6 Major 8 Extreme Uncontrolled Double Weighted</p>	<p>2 Storm Arrival Before Activity 0 More than 3 hours 2 2 to 3 hours 4 1 to 2 hours 6 Less than 1 hour Uncontrolled Double Weighted</p>	<p>3 Forecasted Temperature (24hrs) 0 30's° or Above 2 20's° 4 10's° 6 Below 10° Uncontrolled Double Weighted</p>	<p>4 Accumulation On Roads 0 Less than 1 inch 1 1-2 inches 2 2-4 inches 3 4+inches Uncontrolled</p>											
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High Winds (microburst or straight-line winds):

These are usually associated with a storm and can occur suddenly lasting for a short amount of time.

Experience on campus: High wind associated with storms has occurred and affected campus. There has been property damage such as damage to vehicles, broken tree branches, downed light poles, and flying debris.

- Preparedness/Mitigation: Knowing what the weather is for the day and taking proper precautions and securing or removing items that could become flying debris- rolling up car windows, etc.
- Response/Recovery:
 - Take cover or shelter indoors if possible to avoid injury
 - If there are injured people or damaged property, respond as quickly as possible to remove risk of further injury or damage from occurring.
 - Get medical help if needed for people injured by calling 435-586-1911 (SUU Police) or 911 (City Dispatch)
 - Remove hazards or secure damaged property
 - Call Facilities Management at 435-865-8888 to initiate repairs to property

Severe Thunderstorm, lightning, or hail:

A storm with thunder and lightning and typically also heavy rain or hail.

Experience on campus: Every year, campus experiences these types of storms, often these storms are associated with flooding and, at times, high winds. Damage from flooding, high winds, and flying debris has occurred. Lightning related storms are also frequent and we have had lightning strikes on campus (with little damage). We have experienced from time to time hailstorms as well, although usually not much damage.

- Preparedness/Mitigation: Be aware of the weather forecast in advance, be prepared to come indoors for cover if lightning begins.
- Response/Recovery:
 - Seek shelter during heavy rainstorm, lightning, or hailstorm
 - If you are unable to get inside a building, get in a vehicle, if possible
 - During lightning, do not stand under a tree or metal poles
 - Get medical help if needed for people injured by calling 435-586-1911 (SUU Police) or 911 (City Dispatch)
 - Remove hazards or secure damaged property
 - Call Facilities Management at 435-865-8888 to initiate repairs to property

Fire

Report all fires by calling 911 or SUU Police at 435-586-1911.

When a fire alarm sounds:

1. Stay calm and immediately leave the building ALWAYS.
2. Close, but do not lock, the door behind you. **A closed door can act as a fire barrier.**
3. Touch closed doors with the back of your hand to test for heat; do not open if they are hot.
4. Use stairways to exit. DO NOT use an elevator as an emergency exit.
5. Assist those with disabilities as necessary and able.
6. Instruct individuals ignoring the fire alarm to leave immediately. Do not endanger yourself by staying with people who will not leave.
7. If it is possible and safe, take necessary personal belongings with you (purse, wallet, keys, phone, etc.)
8. Report to the Emergency Assembly Point for your building if it is free of smoke, check in with Building Supervisor for accountability.
9. Keep streets and walkways clear for emergency vehicles and personnel.
- 10. Do not re-enter the affected building(s) until directed to do so.**

If it is a small, extinguishable fire:

1. Report the fire by activating the nearest fire alarm.
2. If the fire is small, use the fire extinguisher in your area. Ensure the extinguisher is appropriate for that particular fire type. Aim the fire extinguisher at the base of the flame.
- 3. Do not** endanger yourself to put out a fire.
4. Get help if necessary.

Safe evacuation route (minimal or no fire and/or smoke):

1. Exit immediately to the emergency assembly area (if smoke free) and wait for instructions. If available and able, a building supervisor or floor marshal (High visibility vest) will direct you to the assembly area.
2. Pull the fire alarm and warn others nearby as you are leaving.
3. Close doors if time permits.
4. Move away from the fire and smoke whenever possible.
5. Touch closed doors with the back of your hand to test for heat; do not open if hot.
6. Use stairs only; **DO NOT** use elevators.
- 7. Do not re-enter the affected building(s) until directed to do so.**

Unsafe evacuation route (excessive smoke and/or heat, or the exit door is warm or hot to the touch):

1. Remain in your work area.

2. Stuff the cracks around the door with towels, lab coats, throw rugs, etc. to keep out as much smoke as possible.
3. If there are no flames or smoke outside the nearest window, open it at the top (to exhaust any heat or smoke in the room) and at the bottom (for a source of outdoor air) if window allows.
4. Signal for help by hanging a “flag” (sheet, jacket, etc.) out of the window.
5. From a safe location call University Police at 435-586-1991 or 911.
6. Do not attempt to jump from the upper floors of a multi-story building as injuries from jumps could be fatal. However depending on the building structure getting out a window onto a roof (where there is no smoke/fire) may be an option. This is a personal decision and the risks and benefits will need to be weighed by the individual.

Business operating in repurposed houses:

1. Report fires to University Police at 435-586-1911 or 911 as buildings are not connected to the University fire alarm system.
2. Ensure everyone in the area is aware of the evacuation; there is no central alarm system. There are smoke detectors that will alarm.
3. Follow previous fire safety instructions as applicable.

Fire safety and protection:

The potential for loss of life or injury from a fire-related incident can be a serious risk on campus. SUU takes a proactive approach to recognize and evaluate fire safety risks and institute appropriate steps to remove or reduce them.

Our Fire Safety Program includes:

1. Code compliance (SUU complies with International Fire Code)
2. Education of the campus community in fire safety practices
3. Fire drills (annual)
4. Enforcement to correct fire safety violations.
5. Facility Design and Construction

What constitutes a fire emergency:

1. A building fire evacuation alarm is sounding
2. An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus.
3. The presence of smoke or the odor of burning
4. Spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gas or other material, or a flammable liquid spill.

What to know before a fire:

1. Where the closest Fire Extinguisher is located
2. Where the closest Fire Pull Station is located
3. Where the closest Emergency Exit is

Basic steps for using a fire extinguisher:

1. Remove the extinguisher from the hanger or cabinet and hold it upright.
2. Remove the pin.
3. Remove the nozzle from its hook on the side of the extinguisher and aim the nozzle at the base of the fire. Do not aim the nozzle directly at the flames.
4. Stand within 10 feet of the fire. Do not cause the fire to ignite other materials by blowing the fire with the extinguisher. It is best practice to not fight a fire alone. Always leave yourself an escape path by fighting the fire with your back to the exit. Do not become blocked in when trying to put out a fire.
5. Squeeze handle together using short bursts.
6. Use a sideways sweeping motion, sweeping across the width of the fire, not up and down. Continue to apply the extinguishing agent to the base of the flames.
7. As the flames retreat, walk forward while extinguishing the flames until the fire is out.
8. **PASS:** Point, Aim at the base of fire, Squeeze the handle, then Sweep

The Fire Marshal provides fire extinguisher training by request at extension 7888.

Types of Fire Extinguishers: ABC type extinguisher is what is found on campus. The K type can be found in kitchen areas. The D type extinguisher can be found in areas where combustible molten metal or metal dust is possible.

A		Common Combustibles	Wood, paper, cloth etc.
B		Flammable liquids and gases	Gasoline, propane and solvents
C		Live electrical equipment	Computers, fax machines
D		Combustible metals	Magnesium, lithium, titanium
K		Cooking media	Cooking oils and fats

ELEVATORS

Elevator shafts and stairwells can produce a chimney effect that draws up heat and smoke. The elevator is programmed to go to a pre-designated floor when the fire alarm is activated to be

available to emergency responders using manual controls. Therefore, it is critical to never use the elevator in a fire emergency.

INTERRUPTION OF FIRE ALARM

1. No person may shut off any fire protection or alarm system during a fire emergency incident without the permission of the fire department, SUU Fire Marshal, or police officer in charge.
2. It will be the responsibility of Fire or Police personnel to reset or cause the alarm to be reset.

EMERGENCY EVACUATION AREAS

Each building has a designated rally/assembly point. Check with the Building Supervisor/Floor Marshal to know where they are located.

Active Shooter/Active Assailant

Introduction:

Effective response to an Active Shooter event requires effective planning and role reinforcement through training for personnel caught in the incident, as well as for leaders coordinating the response to the incident.

Personnel in the vicinity of an Active Shooter may need to evacuate or shelter in place depending upon circumstances unique to that incident.

Organization leadership coordinating the response to an active shooter incident need to be able to provide effective direction to personnel in the vicinity of the Active Shooter, provide clear situation information to first responders, and inform the public.

Purpose:

This Active Shooter Response Plan provides instructions and guidance to effectively address the response of Southern Utah University to an Active Shooter or Violent Intruder incident.

This Active Shooter Response Plan was prepared by the Emergency Management Office. This document was prepared in coordination and cooperation with the SUU Police Department.

Preparedness:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated place; in most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within

10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Command Structure/Response Organization:

The initial Incident Command Structure will be led by SUU Police and likely include a Unified Command with other responding law enforcement agencies. The location of this command structure will be decided upon at the time and will be close to the incident. SUU Police will communicate with outside law enforcement agencies regarding response, meeting locations, crime scene details, and other needed resources. The Incident Commander (IC) will communicate with the University EOC when it is activated.

An EOC and CMG will be activated (if needed) as soon as possible in areas designated by the University Emergency Operation Plan (EOP). Their function will be of support and assistance to the IC. Also, to make high-level decisions about school closure and management of the media and so forth.

Pre-Incident Planning:

Active shooter incidents often begin and conclude quickly, leaving university leadership and SUU Police little to no time to coordinate response procedures with employees. University readiness requires that leaders develop and exercise response plans that apply general preparedness and response protocols. Training and exercising the plan allows the University to identify gaps, correct weaknesses, and validate the plan.

Employee/Student Training and Awareness

- Training captures the development of skills and/or understanding through procedurally defined learning activities.
- Active Shooter face-to-face training is available by contacting SUU Police.
- Active Shooter training videos are available on the Enterprise Risk Management website: <https://www.suu.edu/ad/em/>
- Faculty can request training for their students by contacting the Enterprise Risk Management Office at 435-586-7901.

Prepare for an Incident

- Learn how to recognize potential workplace violence and suspicious behavior.
- Identify the location of the nearest exits in a room, office, or building. Identify potential safe hideouts.
- Become familiar with what to expect from law enforcement during an Active Shooter incident.
- Know who to call to report an incident and what information to provide about the situation.
 - Call 911: Notifies Cedar City Police Dispatch (who will respond and notify SUUPD)

- Know who to call to report suspicious behavior, if a person is acting strangely or someone is making statements that causes concern.
 - Text “PD” and your message to 32483. This is a tip line to alert the University of suspicious behavior of a student, employee, or visitor on campus.
- Behavior Assessment Team (BAT): A team on campus meets regularly to perform assessments of those who may have concerning behavior. This could include students, employees, and visitors. This team uses behaviorally-based operation assessments on persons of concern.
 - To contact this team, call:
 - The Dean of Students: 435-586-7766
 - If there is imminent danger, call 911 (Cedar City Dispatch).

Exercise Emergency Plans Regularly and Repeatedly

- Schedule regular training, drills, tabletop, and functional exercises.
- Assess gaps in plans, exercises, and training.

Establish a Relationship with Emergency Responders

- Involve emergency services responders from multiple agencies in training and exercises.
- Invite all emergency services responders to tour your site and provide details about the facility that will help responders to adjust their protocols if necessary.
- Involve other agencies as needed, such as FBI, DHS, and relevant state agencies.

Incident Response Considerations

Active shooter incidents often begin and conclude quickly, and the incident may be at any location. This leaves University Police very little time to coordinate response procedures with off-campus law enforcement and students, faculty, and staff. The response to a specific incident will depend on the circumstances unique to that incident.