

Northeastern State University Emergency Management Plan



**NORTHEASTERN
STATE UNIVERSITY**

Tahlequah Muskogee Broken Arrow

**For All Emergencies Dial University Police
Broken Arrow Campus, Ext. 6248
Muskogee Campus, Ext. 5010
Tahlequah Campus, Ext. 2468**

Or Dial 911

Northeastern State University Emergency Management Plan

Northeastern State University strives for an enriching environment conducive to learning through the exchange of ideas in all areas of our campus communities. To maximize a learning environment, we recognize the importance of fostering safe and supportive communities. The Emergency Management Plan is designed to aid in the University's mission to aid in the development of socially responsible individuals in a challenging global society.

Northeastern State University has adopted a model of crisis management promoted by the US Department of Homeland Security and the US Department of Education. The model's four phases are (a) Preparedness, (b) Response, (c) Recovery, and (d) Prevention/Mitigation. The preparedness phase focuses on campus preparation through planning and training for a variety of potential crisis events. The goal of the preparedness phase is to develop plans and protocols that are easily implemented. The response phase focuses on "...actions taken and decisions made during an actual crisis."¹ The recovery phase focuses on following up with those affected by the crisis and bringing the campus community to a sense of normalcy. The prevention and mitigation phase focuses on intentional strategies to prevent potential crisis events.

Figure 1 depicts Northeastern State University's Emergency Management Model. "It is important to remember that campus crisis management is not a singular set of actions after which a campus can be declared prepared. Instead, crisis management is an ongoing, cyclical and adaptive process through which a campus seeks to continuously improve its ability to either avoid or manage the impact of a crisis event."² Northeastern State University is committed to continuous improvement to our Emergency Management Plan. As such, the Northeastern State University community can anticipate a campus-wide effort to foster a safe and supportive learning environment through continuous development and improvements to all phases of the plan.

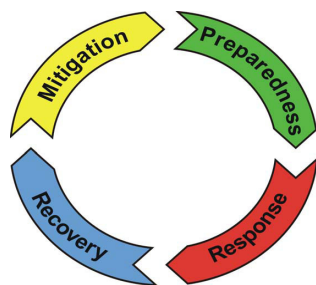


Figure 1: Crisis Management Model

¹ NASPA (2008) In Search of Safer Communities: Emerging Practices for Student Affairs in Addressing Campus Violence, pg. 9.

² NASPA (2008) In Search of Safer Communities: Emerging Practices for Student Affairs in Addressing Campus Violence, pg. 9.

I. Preparedness

Northeastern State University recognizes that not all crisis events can be prevented, therefore the institution prepares for crisis events that could likely occur. The institution is committed to the continuous development of response plans, assembling appropriate response teams and train personnel to respond to a variety of crisis events. The following sections outline University preparation efforts for campus emergencies.

- a. **Documents** – The following documents provide guidance to preparing, responding, recovering, and mitigating campus crisis.
 - i. *Northeastern State University Emergency Response Overview* serves as a public response guide for campus crisis. The NSU Emergency Operations Manual defines levels of emergencies, initial response protocol, responder roles and responsibilities, emergency contact information, and general response procedures.
 - ii. *Emergency Management Plan* serves as the University’s guide for identifying actions and strategies for preparing, responding, recovering, and mitigating crisis involving the campus communities. The Emergency Management Plan is a working document continuously updated to meet campus community needs and environment influences.
 - iii. *Department Standard Operating Procedures* serves as detailed protocols for institution departments to use as a guide for emergency response. Department Standard Operating Procedures are influenced by local and state laws, federal regulations, association accreditations, and other resources as appropriate. Department Standard Operating Procedures are internal documents managed by department heads and are designed to aid employees in their respective job responsibilities. (Note: Department SOP are managed within departments.)
- b. **Emergency Responders** – The following entities serve as first responders to campus emergency.
 - i. *University Police Department (UPD)* is the primary responder for emergencies on University property. Uniformed University Police Officers are on duty 24 hours per day on Tahlequah and Broken Arrow campuses and during operating hours on the Muskogee campus. Emergencies occurring in close proximity to campus property will be lead by UPD in conjunction with community police departments.
 1. Role – UPD serves as the central point of contact and primary responder for incidents occurring on University property. In the instance of a crisis affecting campus community members off campus, UPD will work with external emergency responders, as allowed by law, and will serve as support service to the Executive Officers and/or CERT.
 2. Responsibility – UPD is responsible for addressing any campus emergencies and safeguarding persons and property. This includes communicating with the President’s Cabinet, CERT and appropriate University personnel during response and recovery.
 3. Training – All UPD officers participate in CLEET certification training. Emergency response training to prepare officers for minor and major

- emergency and disaster response and recovery occurs annually through certified programs from national associations and governmental agencies.
- ii. *External Emergency Responders* include Tahlequah, Broken Arrow, and Muskogee Police Departments, Fire Departments, EMS, other local, state and federal agencies. University Police Chief is responsible for working closely with each entity on jurisdiction and response protocols for minor and major emergencies and disasters.
- c. **Campus Teams** – The following groups are formally organized to address the needs of the campus community before, during, and after a crisis.
- i. *President’s Cabinet* – The President’s Cabinet serve as the group charged with the responsibility of leading the institution in core operations. Northeastern State University President’s Cabinet consists of the President, Vice President for Academic Affairs, Vice President for Administration, Vice President for University Relations and Dean of Student Affairs.
 - ii. *Campus Emergency Response Team (CERT)* – The CERT serves as the core leadership group charged with the responsibilities of developing, maintaining, and managing the University Emergency Management Plan which entails a campus-wide approach to mitigate, prepare, response, and recover from minor and major emergencies or disasters. See Appendix A - CERT
 - iii. *Campus Emergency Management Team (CEMT)* – The CEMT serves as institutional support system for mitigating, preparing, responding, and recovering from crisis. The CEMT is comprised of University department representatives who have leadership responsibilities within respected area. CEMT may be called upon individually or collectively to assist with crisis response and/or recovery. See Appendix B - CEMT
 - iv. *Building Coordinators* – The Building Coordinators serve as a formal institutional communication resource. Building Coordinators are responsible for maintaining records of occupancy, classes and activities for designated University buildings. Building Coordinators aid in mitigating and preparing for crisis by bringing building community awareness of emergency response guidelines, notifying occupants of building exists and safety resources, assisting emergency personnel with response actions such as taking shelter from storms, exiting for fire alarms, etc. See Appendix C – Building Coordinators
- d. **Communications** – Initial and sequential communication regarding a campus emergency should follow the described methods below. It will be a priority of CERT to communicate efficiently and effectively, as the circumstances surrounding the emergency will allow.
- i. *UPD Dispatch* – UPD Dispatch serves as the primary hub for receiving notification of potential campus emergency. UPD Dispatch follows UPD internal protocols for response.
 - ii. *Team notification* – UPD Chief, or designee, will contact CERT Leader. Upon receipt of information, CERT Leader will consult with University President and appropriate CERT members and President’s Council. Phones (cell and land lines) will serve as primary method of communication. As elements to the

- emergency unfold CERT will engage CEMT members and Building Coordinators as needed.
- iii. *Campus notification* – Campus notification methods will be multi-modal with built in redundancy in order to communicate with campus community. Notification methods include, but not limited to, telephone, Public Announcement systems, email, cable television, and campus computer network systems. Campus notification will be conducted by UPD Dispatch upon approval of Director of Public Relations or CERT Leader. See Appendix D – Campus Notification
 - iv. *Family notification* – Communication with family members regarding physical health of campus community members will be lead by Student Affairs for enrolled students, by Human Resources for employees, and by University Police Department (or designee) for all others.
 - v. *Media notification* – Communication with media will be coordinated through the Department of Public Relations. The University President or his/her designee will represent the University in all media related to major emergencies and disasters.
 - vi. *Notification system management* – Technological infrastructure for all notification systems is managed by the Director of Computing and Telecommunications. Message content is managed by Director of Publication Relations.
- e. Training** – NSU recognizes the importance of training individuals and groups to appropriately prepare and respond to a campus emergency. The following outlines minimum training expectations for targeted campus populations in preparing for a campus emergency.
- i. Teams – Each team will participate in trainings applicable to role and responsibilities associated with responding to and recovering from a campus emergency. Examples of team training include, but not limited to, table top exercises, mock disaster simulations, online tutorials and testing, and seminar attendance. Details to minimum training expectations are outlined in appendixes.
 - ii. Faculty and Staff – Campus community members will be offered resources to aid in responding to emergencies through the NSU website, printed publications, orientations, meetings, and seminars. Annual drills for fire and severe weather will be conducted on all three campuses.
 - iii. Students – New and returning students will be offered resources to aid in responding to emergencies through the NSU website, printed publications, orientations, meetings, and seminars. Student living on campus will participate in drills for fire, severe weather, and other appropriate precautionary measures.

II. Response

Northeastern State University actions and decisions made during an actual emergency are outlined in this section.

- a. Types of Emergencies
 - i. Minor Emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the university.
 - ii. Major Emergency: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the university. An Emergency Command Post will be activated and appropriate response plans will be executed. Outside emergency services will likely be required, as well as, major efforts from campus support services.
 - iii. Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the university. In some cases, mass casualties, and severe property damage may be sustained. A coordinated effort of all campus wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Command Post will be activated, and the appropriate support and operational plans will be executed.
- b. Location Response
 - i. On Campus Property – University Police Department will serve as initial response to all emergencies occurring on University property. Reporting parties should contact University Police Department via campus phone extensions: Tahlequah – 2468, Broken Arrow – 6248, and Muskogee – 5010.
 - ii. Off Campus Property (within US) – University Police Department and members of the Campus Emergency Response Team serve as initial notification point for emergencies affecting NSU Campus Community members occurring off University property.
 - iii. International – University Police Department, members of the Campus Emergency Response Team serve as initial notification point for emergencies affecting NSU Campus Community members occurring internationally.
- c. Declaration of Campus State of Emergency
 - i. The authority to declare and end a campus state of emergency rests with the University President or his/her designee.
- d. Response Procedures
 - i. During the period of any campus major emergency the University Police Department shall place into immediate effect the appropriate procedures necessary to address the emergency, safeguard persons, property, and maintain facilities.
 - ii. In the event of earthquakes, after-shocks, fires, storms, or a major disaster occurring in or about the campus, or which involves university property, Campus Police Officers will be dispatched to determine the extent of any damage to university property. At the conclusion of the on-site assessment, the Campus Police Officer will mobilize the necessary resources and follow pre-defined procedures.

- iii. UPD shall immediately consult with the Campus Emergency Response Team (CERT) Leader regarding the emergency and the possible need for a declaration of a campus state of emergency.
 - iv. The CERT Leader/designee will immediately contact the President's Cabinet of NSU. Additionally, Branch Campus designee(s), CERT, and any other campus official deemed necessary may be contacted at that time.
 - v. CEMT, C-CERT, and/or Building Coordinators may be activated, pending the nature of the emergency.
 - vi. Only designated personnel will be allowed to enter the affected areas of the campus.
- e. Evacuation
 - i. All University buildings will have posted evacuation routes.
 - ii. UPD will lead evacuation of buildings.
 - iii. Building Coordinators will assist UPD with evacuation by providing information on building occupants and activities occurring in the facility.
- f. Emergency Command Post
 - i. *Field Emergency Command Post* – If the emergency involves only one building or a small part of the campus, a Campus Police Vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed Campus Police Officer is to staff the Command Post at all times or until the emergency ends.
 - ii. *General Emergency Command Post* – If the emergency involves a large part of the campus, the Emergency Command Post is to be set up in the University Police Department. If this site is unavailable, University Police will determine an alternate location. At least one uniformed officer is to staff the Emergency Command Post at all times until the emergency situation has officially ended. Additionally, a staging area for outside agencies shall be established.
- g. Campus Emergency Response Team Post
 - i. *Central Leadership Post* – CERT will convene at a location designated by the CERT Leader. The location will be dependent upon the location of the incident and administrative response needs. The nature of the circumstances will influence the need for the President's Cabinet to join CERT in evaluating the administrative response.
 - ii. *Central Response Station* – CERT will designate a Central Response Station for CEMT, Building Coordinators, C-CERT and any other University responder to centralize and organize efforts for the needed response.
- h. On Campus Sources of Assistance
 - i. *Physical Plant* – Personnel are available from the Physical Plant Department to assist with maintenance at all times during normal working hours and on short notice at other times. Physical Plant personnel will coordinate the following emergency services:
 - 1. Utilities: Turn off hazardous utilities; electricity and natural gas of primary concern. Repair water, gas, electric and sewage systems.
 - 2. Structures: Repair structures and mechanical equipment therein, including heating and cooling systems.

3. Equipment: Provide portable pumps, generators, floodlights, welder, air compressors, tractors, backhoes, fork lifts, etc.

4. Transportation: Provide sedans, light trucks, dump trucks and tractors, buses and mini-bus

Facilities Operations: Trouble/Service (Physical Plant) Tahlequah and Muskogee, Ext. 2400 Broken Arrow, Ext. 6350 after 5:00 p.m., contact University Police.

ii. *Computing and Telecommunication* – Personnel from Computing and Telecommunications may assist with technology needs such as back up computers, mass messaging systems, and other technology needs.

i. External Assistance

i. *Local Emergency Responders* – City and County Emergency Responders serve as back-up to University Police Department. UPD Chief of Police will work with each unit for appropriate response.

ii. *Oklahoma Department of Emergency Management* - During emergencies, OEM coordinates state emergency operations including:

1. Monitoring potentially severe events;
2. Evaluating the possibility for securing state, federal disaster assistance;
3. Managing state and local resources;
4. Providing emergency public information;
5. Developing and distributing situation reports;
6. Conducting preliminary damage assessments

Disaster Recovery: Following a state or federal emergency or disaster declaration, OEM is responsible for providing quick and efficient delivery of state and federal aid to those affected by the event. This includes coordinating the efforts of federal, state, local, volunteer and private organizations to provide relief and establish disaster recovery centers. The agency conducts public information, administers individual and public assistance programs as well as disaster mitigation projects.

iii. *Federal Emergency Management Agency* – In a catastrophic disaster, FEMA coordinates the federal response, working with 28 federal partners and the American Red Cross to provide emergency food and water, medical supplies and services, search and rescue operations, transportation assistance, environmental assessment, and more.

The National Disaster Medical System is a partnership set up to provide emergency medical services in a disaster, involving FEMA, the Department of Health and Human Services, the Department of Defense, the Veterans Administration, as well as public and private hospitals across the country.

iv. *American Red Cross* – American Red Cross disaster relief focuses on meeting people's immediate emergency disaster-caused needs. When a disaster threatens or strikes, the Red Cross provides shelter, food, and health and mental health services to address basic human needs. In addition to these services, the core of Red Cross disaster relief is the assistance given to individuals and families

affected by disaster to enable them to resume their normal daily activities independently.

The Red Cross also feeds emergency workers, handles inquiries from concerned family members outside the disaster area, provides blood and blood products to disaster victims, and helps those affected by disaster to access other available resources.

- j. Campus Notification
 - i. Timely initial notification with brief, factual messages providing action for recipient to take, if any, will occur as outlined in the preparation plan.
 - ii. Follow-up messages will occur as appropriate.
 - iii. The NSU website will be kept up to date on response and recovery efforts.
- k. Public Communication
 - i. NSU has an established call bank that will be activated as appropriate. In the case that the pre-established call bank is not available, the location of the call bank will be designated at the time of the emergency. The decision for setting up the call bank will be made by CERT. The logistics will be coordinated by the Director of Computing and Telecommunications.
 - ii. Media inquiries and site management will be the responsibility of Public Relations Department. A designated site on campus property will be identified at the time of the incident to allow media appropriate access while protecting victims and recovery efforts.
- l. International – Crisis abroad
 - i. It may be necessary for a representative of the college to travel immediately.
 - ii. One or more office members of the Dean of Student Affairs are prepared with proper passport and other information for immediate travel abroad.
 - iii. The Dean of Student Affairs, or designee, will serve as a primary resource for trip coordination and working with U.S. Embassy and other appropriate entities.
- m. Special Considerations in Mass Casualties
 - i. In the case of mass casualties involving NSU students, a private family room for approved university personnel and family members will be established.
 - ii. University representatives will be pre-identified to serve as individual family liaisons. University representatives will have completed advance training to aid in the family liaison role.

III. Recovery

Northeastern State University recovery plan consists of the actions and decisions made in the aftermath of the crisis that are focused on returning the campus community to a sense of normalcy. “As a part of the recovery process, [Northeastern State University] will take a critical look at its response efforts and use this information to improve its future prevention and mitigation efforts.”³

- a. Moving Forward
 - i. NSU will solicit the involvement of campus and local communities and alumni to assist in response and recovery.

³ NASPA (2008) In Search of Safer Communities: Emerging Practices for Student Affairs in Addressing Campus Violence pg. 10.

- ii. Students, individually and collectively, will be identified to aid in recovery efforts.
 - iii. Depending on the severity of the emergency, NSU will rely on the American Red Cross and other private and government agencies to aid in recovery efforts.
 - b. Assisting injured community members
 - i. Employees – Department of Human Resources will take the lead in assisting injured employees with insurance needs and returning back to work.
 - ii. Students – Student Affairs will take the lead role in connecting to students affected directly and indirectly by a campus emergency. Student Affairs representatives will serve as the primary point of contact for hospital visits, University needs during recovery, and re-entry into campus community. Student Affairs will serve as a liaison between the student and University community until the student is able to take lead role.
 - iii. Additional support – Depending on the nature of the incident and student(s) connection to University entities such as International Studies, academic department/programs, or Athletics, departments other than Student Affairs may serve as primary leader in assisting with student recovery.
 - c. Psychological first aid
 - i. Attention will be paid to all University response teams and campus support groups for psychological/emotional trauma associated with dealing with these events.
 - ii. Mandatory psychological debriefing for University personnel will be coordinated through the Human Resource Department. The Director of Human Resources will work with campus and local community resources to assist in debriefing session.
 - iii. Student Affairs is charged with providing counseling support services to students. Partnerships with faculty, local community agencies, and Campus Ministers Network are established to meet the individual needs of students and student organizations.
 - d. Organized activities
 - i. Vigils and Memorials – Campus vigils and memorials may occur as impromptu events or may be formally organized. Students and campus community members wishing to coordinate efforts may seek support from Student Affairs to aid in program planning and campus communication.
 - ii. Fundraising – Organized fundraising activities within the campus community should seek support from the Director of NSU Foundation and Director of Business Affairs. This will enable coordinators to work within University policies and procedures.
 - e. Process/Learning from incident
 - i. Each situation provides opportunities for learning. CERT will conduct an evaluation of emergency response, preparation, and recovery. The evaluation will involve incident responders and appropriate personnel.
 - ii. Reports will be generated to log emergency responses for reporting purposes.
 - iii. Depending on the nature of the incident, the University President may charge a task force to review events leading up to the emergency and sequential events after the emergency in order to process and make positive change for the future.

IV. Prevention and Mitigation

Northeastern State University seeks to identify actions and strategies to prevent potential crisis events from occurring or at least mitigate the impact of such events if they do occur.⁴

a. Campus Climate and Culture

Northeastern State University is focused on fostering a caring campus community. "...a caring community is less likely to experience such violence and is better able to respond and recover to an incident of violence should one occur."⁵ We work to foster a supportive campus climate and culture through co-curricular education programs and services focused on violence prevention, alcohol and other drugs, counseling, and assessment.

b. Awareness and Training

- i. *Awareness* - Students, families, faculty and staff will be provided training opportunities related to campus violence prevention throughout the academic year. It is the responsibility of every community member to have a heightened awareness of the campus environment. Education opportunities will include workshops, first-year seminars, web-based materials, news articles, printed materials and other formats as appropriate. Outlets to share concerns regarding troubled behavior and information on resources to contact to share concerns will be available throughout campus.
- ii. *General Training* - FERPA serves as guidelines for institution operations. Annual faculty and staff training and policy updates on FERPA will be provided at the beginning of each academic semester and at new employee orientation.
- iii. *Specific Training* – University personnel directly involved in emergency response and recovery complete specialized training.
 1. The University Police Department is certified by IACLEA, The International Association of Law Enforcement Administrators. UPD officers become CLEET certified within six months of employment. Officers participate in continuous training in topics such as responding to active shooters, victims of violent crimes, and death.
 2. Student Affairs Counseling Services employs Licensed Professional Counselors. The LPC maintain practicing license through continuing education. Specialized training topics include grief and grieving, psychological first aid, and incident debriefing.
 3. Representatives on the Campus Emergency Response Team complete annual FEMA National Incident Management System training.

c. Mental and Behavioral Interventions - Monitoring and addressing behavior issues fosters a caring culture that is supportive and educational.

- i. *Centralized Reporting* – Centralized reporting for faculty, staff and students can serve as a method for shared responsibility for a safe learning environment.

⁴ NASPA (2008) In Search of Safer Communities: Emerging Practices for Student Affairs in Addressing Campus Violence, p. 13.

⁵ NASPA (2008) In Search of Safer Communities: Emerging Practices for Student Affairs in Addressing Campus Violence, p. 11.

- ii. *Behavior Assessment Team* – The Behavior Assessment Team is designed for early intervention to help assure the health, safety, and success of individuals within and members of the university community. The Behavior Assessment Team is comprised of professionals in Student Affairs, University Police Department, University Housing, General Council, and Academics, as appropriate. The Behavior Assessment Team is charged with reviewing reports of troubling behavior. The team discussions will focus on (a) developing a more complete understanding of how an individual is interacting with the university community; (b) identifying existing points of communication and support; and , (c) developing an action plan for following through to determine whether additional steps (consistent with ethical and legal practices) should be taken to respond to the situation. The Behavior Assessment Team uses a behavior intervention model.

d. Policies

- i. *Campus Policies* – Campus policies are reviewed annually to ensure best practices for the best interest of the community. Policies are located in the Student Conduct Code and Faculty and Staff Handbooks. Northeastern State University will err on the side of sharing more information rather than less when it relates to a matter of campus safety.
- ii. *Local/State Policies* – Northeastern State University advocates for clarification of local or state policy/laws which impede campus safety. This includes an institutional policy of not permitting guns on campus with the exception of those being carried by law enforcement officers.

e. Campus Emergency Plan Review

The Campus Emergency Plan will be reviewed on an annual basis. Northeastern State University reserves the right to update and revise the Campus Emergency Plan as needed.

APPENDIX A

CAMPUS EMERGENCY RESPONSE TEAM (CERT)

CERT Description

The CERT serves as the core leadership group charged with the responsibilities of developing, maintaining, and managing the University Emergency Management Plan which entails a campus-wide approach to mitigate, prepare, response, and recover from minor and major emergencies or disasters.

CERT Members

CERT Leader:	Associate Vice President for Administration
CERT Law Enforcement:	Chief, NSUPD
CERT Student Affairs:	Dean of Student Affairs
CERT Academic Affairs:	Dean, Graduate Studies & Research
CERT Communications:	Director, Public Relations

Responsibilities

The responsibilities of the CERT include: assessment of the potential, ongoing, or developing situation; coordinate campus notification and response; and, determine if the Campus Emergency Management Team should be convened. The CERT is responsible for ensuring, or setting in motion processes which ensure the safety of all individuals associated with Northeastern State University, including individuals with disabilities. It is required that at least half of the members of the CERT be certified in CPR/First Aid, NIMS, and hold Campus-Community Emergency Response Team (C-CERT) trainer status.

Training

National Campus Security Summit – Edmond OK, University of Central Oklahoma

May 30, 2007 – Tim Foutch, Laura Boren, Dalton Bigbee, Clint Vernon, and Tom Jackson.

April 13 – 14, 2008 – Tim Foutch, Nancy Garber, Laura Boren, Clint Vernon, Tom Jackson, Dennis Moore.

FEMA National Incident Management System Training Program

Certification Completion – Clint Vernon, Tom Jackson, and Dennis Moore

Campus Community Emergency Response Team (C-CERT)

Trainers Certification – Clint Vernon, Tom Jackson, and Dennis Moore

Rapid Response Active Shooter

University Police Department – dates

Violence Goes to College – Stillwater, OK Oklahoma State University

April 24, 2008 – Laura Boren, Desiree Rieckenberg, Melissa Mahan, and Sheila Self

Table Top Exercises

April 29, 2008 – CERT with UPD

June 17, 2008 – CERT only

Future

Table top exercises and simulations will occur annually.

APPENDIX B

CAMPUS EMERGENCY MANAGEMENT TEAM

Team Description

The Campus Emergency Management Team (CEMT) is comprised of the CERT and members of the university administration and selected department representatives on campus. The CEMT may be convened at the request of the CERT during an ongoing or campus-wide emergency on campus and will have responsibility for coordination and implementation of the Emergency Management Plan.

Team Members

Associate Vice President for Administration – Directs the CEMT during the emergency or disaster. He/she works directly with the President and Executive Officers in allocating and managing necessary personnel and resources during and after the emergency or disaster.

NSU Chief of Police – Provides leadership and oversight to the NSUPD and other emergency responders.

Vice President for Academic Affairs – Provides direction and coordination of all faculty matters during the emergency.

Vice President for Administration – Provides direction and coordination of all administrative matters during the emergency.

Vice President for University Relations – Responsible for the preparation and dissemination of internal and external information, utilizing the resources of the Office of Public Relations.

Dean of Student Affairs – Provides liaison and leadership for student related matters.

General Counsel and Assistant to the President– Provides input to the CEMT on legal matters.

Director of Computing & Telecommunications - Provides liaison and updates on the status of information technology services during an emergency situation.

Director of Human Resources - Provides support for human resource elements of recovery and assists, as directed, with staff notification through University Relations.

Director of Physical Plant - Provides equipment and personnel to perform shutdown and start up procedures, disaster area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.

Safety Coordinator - Manages health and safety problems, directs efforts to control hazardous materials, and evaluates sanitary conditions.

Dean of Enrollment Management - Coordinate the procedures for the protection and restoration of student records.

Director of Auxiliary Services - Assist in the coordination of residence hall and auxiliary service functions.

Director of Public Relations – Assist in coordination of media and public notices and responses.

Dean of Graduate Studies & Research – Assist in responses involving research facilities and ensures CEMT processes are being effectively followed.

Additional members as deemed necessary by the Campus Emergency Response Team may be added to CEMT.

Responsibilities

The CEMT is responsible for managing and directing the activities of the various departments involved in crisis response and recovery. The CEMT is responsible for providing resources for field operations when requested. Those in charge of the scene are responsible for communicating with the CEMT to provide status reports and to keep the team informed of requisite resources.

The CEMT will convene in a predetermined location. The CEMT location will represent the primary, non-first responder headquarters in emergencies involving the university. The CEMT location serves as the coordination point for emergency responses at the university. Coordination efforts of the CEMT may include NSU as well as outside agencies.

Training

Future training will include table top exercises and simulations.

APPENDIX C

BUILDING COORDINATORS

Campus Building Coordinator Description

The following list includes persons who act as building coordinator in the event of an emergency situation. If there is an emergency situation or disaster in a building, one of the following persons should be contacted. The first person listed is the building coordinator. The other listed person(s) are his/her alternates. The building coordinator should refer to the Emergency Operations Manual when determining the appropriate action to take and will assume command of the emergency scene when they arrive until relieved. The building coordinator should stand-by and provide assistance as needed, unless otherwise instructed.

Building Coordinator List

Tahlequah Campus

Administration Building

1. Director, Business Affairs, Ext. 2160
2. Human Resources Director, Ext. 2230

Education Building

1. Dean of College of Education, Ext. 3700
2. Assistant Dean of College of Education, Ext. 3700

Fine Arts Building

1. Chair, Music Department, Ext. 2700
2. Coordinator, Art Programs Ext. 2700

Fitness Center

1. Director of Fitness Center, Ext. 3984
2. Assistant Director of Fitness Center, Ext. 3982

Gymnasium

1. Department Chair, Health & Kinesiology, Ext. 3950
2. Director of Athletics, Ext. 3900

Haskell Hall

1. Department Chair of Psychology, Ext. 3015
2. Director, Student Support Services, Ext. 3035

Journalism

1. Assistant Director of Public Relations, Ext 2880

Library

1. Director of Library, Ext. 3235
2. Director of User Services, Ext. 3235
3. University Archivist, Ext. 3235

Physical Plant

1. Director of Physical Plant, Ext. 2400
2. Structures Supervisor, Ext. 2400

NET Building

1. Director of Computing & Telecommunications, Ext. 5900
2. Director, Center for Teaching & Learning, Ext. 5855

Business & Technology Building

1. Dean of College of Business & Technology, Ext. 2900
2. Assistant Dean of College of Business & Technology, Ext. 2900

Optometry

1. Dean of College of Optometry, Ext. 4000
2. Assistant Dean of College of Optometry, Ext. 4000

Science Building

1. Dean of College of Science & Health Professions, Ext. 3800

Seminary Hall

1. Dean of College of Liberal Arts, Ext. 3600
2. Assistant Dean of College of Liberal Arts, Ext 3600

Student Financial Services

1. Director of Student Financial Services, Ext. 3402
2. Assistant Director of Student Financial Services, Ext. 3402

University Center

1. Auxiliary Services Director, Ext. 2500
2. Assistant Director, Auxiliary Services, Ext. 2500

University Residence Halls

1. Director of Residence Life, Ext. 4700

*Broken Arrow Campus***Building A**

1. Assistant Vice President of Administration, Ext. 6100
2. Associate Vice President for Academic Affairs, Ext. 6100

Building B

1. Academic Affairs Staff Assistant, Ext. 6560

Building C

1. Academic Affairs Staff Assistant, Ext. 6129

Building D

1. Academic Affairs Staff Assistant, Ext. 6520

Building E

1. Library Director, Ext. 6459

Building G

1. Academic Affairs Staff Assistant, Ext. 6520

Building M

1. Office Manager, Physical Plant, Ext. 6350

*Muskogee Campus***Administration Building**

1. Dean, Ext. 5000
2. Director of Campus Operations, Ext. 5000

Mike Synar Building

1. Dean, Ext. 5000
2. Director of Campus Operations, Ext. 5000

Responsibilities

Building Coordinators serve as a resource to both the IERT and NSUPD. However, everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. Building Coordinators are responsible for information and direction. It is important to note that Building Coordinators are not responsible for ensuring compliance of everyone in their building(s).

Specifically, Building Coordinator responsibilities include:

- Serve as a knowledge resource regarding the physical facility layout and best shelter locations of the building(s)
- Serve as a central point of contact for office assignments and contact information for personnel in the building(s)
- Serve as a central point of contact regarding ongoing organized activities and processes within the building(s)
- Serve as a conduit for communication with NSUPD, IERT and individuals within the building(s)

Training

General Overview

February 5, 2008 – Meeting on Tahlequah Campus to review role and responsibilities.

March 14, 2008 – Meeting on Broken Arrow Campus to review role and responsibilities.

Future

Table top exercises and simulations will occur on an annual basis.

APPENDIX D

CAMPUS NOTIFICATION

Northeastern State University Emergency Notification Systems

In the case of an emergency that warrants a campus-wide notification, the following methods may be utilized.

Cable Channel Notification

Tahlequah Campus – Televisions that are turned on and connected to the campus cable network system will have a break in scheduled programming with a notification of emergency including appropriate instruction.

Broken Arrow Campus – Televisions that are turned on and connected to the campus cable network system will have a break in scheduled programming with a notification of emergency including appropriate instruction.

Computer Broadcast System

Tahlequah, Broken Arrow, and Muskogee Campuses – Computers that are turned on and connected to NSU computer network will receive a screen notification of emergency including appropriate instruction. The screen notification will override any computer activity to alert user immediately.

Outdoor Public Announcement System

Tahlequah Campus – The Outdoor Public Announcement System will alert campus community members via audio speaker system. Announcements may be in the form of sirens and/or voice instruction.

Broken Arrow and Muskogee Campuses – The Outdoor Public Announcement System will alert campus community members via audio speaker system. Announcements may be in the form of sirens and/or voice instruction.

Indoor Public Announcement System

Broken Arrow Campus (only) – An Indoor Public Announcement System may be used as a method of alerting campus community members via audio speaker system. Announcements may be in the form of sirens and/or voice instruction.

Campus-wide Email Messaging System

Tahlequah, Broken Arrow, and Muskogee Campuses – Campus-wide email may be used to notify campus communities of an emergency and/or instruction.

Campus-wide Voicemail Messaging System

Tahlequah, Broken Arrow, and Muskogee Campuses – Campus-wide voicemail messages may be sent to campus community phone extensions with emergency notification and instruction. Special note, messages are sent directly to voicemail without phone rings.