

INDIANA UNIVERSITY

**COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN**

FOR

SOUTH BEND CAMPUS

October 2009

ACRONYM DEFINITIONS

DCM – Director of Communications and Marketing

DSCP – Division Strategic Crisis Planning Boards

DIVOC – Division Operations Center

EH & S – Environmental Health & Safety

FM – Facilities Management

HC – Health Center (Health & Wellness Center)

HPER – Health, Physical Education & Recreation

IUSBH – IUSB Housing

OIS – Office of International Student Services

ORM – Office of Risk Management

OVST – Overseas Studies

PAGR – Public Affairs and Government Relations

PARK – Parking Department

RPS – Residential Programs and Services

RTV – Local Radio and Television

RUGS – Research and University Graduate School

SRSC – Student Recreational Sports Center

VPUR – Vice President for University Relations

GLOSSARY OF TERMS

ACDES **Assistant Coordinator of Disaster and Emergency Services**
Assistant to the Coordinator of Disaster and Emergency Services. *on page 28*

ALERT/TEST PERIOD

Period when all departments/units are allowed to report to campus following an emergency situation so they can inspect and/or test their facility operations. *on page 45*

CDES **Coordinator of Disaster and Emergency Services**
Coordinates operations in the Emergency Operations Center during emergency situations. *on page 28*

CEMP **Comprehensive Emergency Management Plan**
University plan that provides guidance for mitigation, preparedness, response and recovery activities in emergency situations. *on page 10*

CHIEF EXECUTIVE
Provides strategic oversight for emergency planning and operations. *on page 28*

COUNTY EMERGENCY MANAGER

Emergency manager appointed by the county to coordinate its EOC operations. This position's responsibilities are similar to those carried out by the CDES during emergency operations. *on page 29*

DEPARTMENT CONTINUITY BACKUP PLANS *on page 31*

Plans developed by departments/units that outline critical and moderate priority functions to be conducted during crisis situations. Department continuity backup plans are developed to enable operations during the following terms:

- Short term backup of 1 day or less
- Middle term backup of 2-5 days
- Long term backup of more than 5 days

DEPARTMENT CONTINUITY PRIMARY FUNCTIONS *on page Error! Bookmark not defined.*

Primary Functions are processes the department/unit performs. Examples are classroom instruction, food service, utilities, and communications.

Additionally, operations needed to perform the process or service (administrative support, computer operations, transportation, etc.) should be considered primary functions.

DEPARTMENT CONTINUITY PRIMARY FUNCTIONS PRIORITIES on page Error! Bookmark not defined.

Each identified primary function/process is assigned a priority that is used to determine if backup plans are required or needed. The priorities are:

Critical Priority: Backup plans required for life safety and infrastructure.

Moderate Priority: Backup plans required for university operations as per university/department policy.

Low Priority: Backup plans not required; however, may become required for university operations.

DEPARTMENT EOC REPRESENTATIVE

Department/unit representative at the EOC who locates and provides resources as needed and acts as the liaison between the department's field operations and the EOC. Additionally he/she is the department's/unit's representative who is notified of the emergency condition. on page 24

DEPARTMENT OPERATIONS CENTER

A department's base of operations during an emergency. It may be the same as the department's established offices that are used during regular operations. on page 25

EAP Emergency Action Plan

Building specific emergency plan that provides building maps with information such as fire exits, tornado shelters/areas first searched, evacuation routes, etc. It also advises occupants actions required for life safety in a variety of situations including: fires, tornadoes, bomb threats, hazardous material spills, etc. on page 32

EMERGENCY CONDITIONS on page 37

Yellow Emergency Lowest level: Emergency that could possibly escalate

Orange Emergency Medium level: Emergency that warrants notification of personnel of emergency situation and possible request to report to EOC or department.

Red Emergency Highest level: Emergency involving the campus and/or community that requires EOC activation.

EMERGENCY OPERATING PROCEDURES

Emergency Operating Procedures are used during a Red Emergency and during the Orange Emergency Alert/Test Period. *on page 42*

EOC Emergency Operations Center

Management center/location where university emergency response decisions and resources are coordinated and which serves as a central point for information collection and dissemination. *on page 18*

EMERGENCY SUPPORT FUNCTION

The emergency management model used by the university. It incorporates eighteen functional tasks/operations for providing emergency services. Departments use checklists developed in emergency management planning for each Emergency Support Function. *on page 12*

INCIDENT COMMAND SYSTEM

Incident management tool that uses business practices (i.e., planning, directing, communicating, coordinating, organizing) when responding to emergency situations. This allows for optimal span of control. *on page 19*

INCIDENT COMMANDER

Coordinator of overall emergency operations. The CDES/ACDES perform the functions of the Incident Commander at the EOC. *on page 28*

RESOURCE

The personnel, materials, tools and equipment used to accomplish a task identified in an Emergency Support Function checklist *on page 25* or Department Continuity Plan checklist. *on page Error! Bookmark not defined.*

SEMA State Emergency Management Agency

State level emergency management agency for Indiana. It provides assistance to the county (including the university) emergency efforts in all phases of emergency management. *on page 11*

SUPPORTING AGENCY COORDINATOR

A member of a city and/or county agency who represents it at the county Emergency Operations Center. During emergencies, the university has a Supporting Agency Coordinator at the county EOC that coordinates requests between the county EOC and the university EOC. on page 25

STAND UP EOC

Actions taken to set up the actual EOC, i.e., install emergency telephones, set up desks, recall key personnel to report to EOC, incorporate EOC security and check in procedures, etc. Procedures to stand up the EOC are found in Attachment 1, *EOC Procedures*. on page 11

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INDIANA UNIVERSITY

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

SOUTH BEND CAMPUS

PART I. OVERVIEW OF THE PLAN

The IU South Bend Crisis Communications Plan and Emergency Management Plan work in conjunction to provide for the welfare of the campus community in the event of a crisis. The Strategic Crisis Planning Board provides oversight to the Crisis Management Team and communicates to sources outside the IU South Bend campus. The Emergency Management Plan minimizes danger, preserves human life and property, restores normal operations and maintains open communication to the campus community.

Crisis Strategic Planning Board

- Chancellor
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Administrative and Fiscal Affairs
- Vice Chancellor for Public Affairs and University Advancement
- Vice Chancellor for Information Technologies
- Vice Chancellor for Student Affairs and Enrollment Management
- Other administrators may be added as needed

The IUSB Crisis Communications Plan designates responsibility assignments should any of these team members be unavailable. Each of these Strategic Crisis Planning Board members should have a divisional procedure for including relevant administrators. Each member of the Strategic Crisis Planning Board should provide information on availability during the crisis.

Crisis Management Team

- Chief of Police
- Director of Facilities Management
- Environmental Health & Safety Manager
- Senior Director, User Support and I.T. Communications
- Director, Counseling Center
- Director, Wellness Center
- Director of Communications & Marketing

The operations team will be expanded to include representatives of other departments as necessary.

A. Mission

To foster, promote, and implement an emergency management system that protects students, faculty, staff, visitors and property from the effects of emergencies and disasters. This is done by planning, educating and training personnel and reducing/eliminating risks from associated hazards.

B. Purpose

1. The Indiana University Comprehensive Emergency Management Plan (CEMP) for the South Bend Campus utilizes the National Incident Management System as its standard for incident management. The plan is a strategic document created for the purpose of managing major emergencies and crisis situations in an organized manner. It is an all-risk emergency plan that addresses campus-wide crisis and disaster planning, building specific emergency planning and department/unit contingency planning. It integrates university departments/units and other resources into a coordinated response effort to limit loss of life and property by:
 - a. Ensuring effective use of resources.
 - b. Minimizing disruption of programs and activities.
 - c. Providing a means to periodically test emergency response capabilities.
 - d. Educating personnel having emergency duties.
2. This plan replaces the Indiana University South Bend Emergency Operations Plan.

C. Authority

1. Indiana code 10-4-1-5 mandates a Political Subdivision, as defined by Indiana code 36-1-2-13,¹ fulfill the requirement for an Emergency Operations Plan. The university plan supports the St. Joseph County Emergency Operations Plan.
2. Civil Defense and Disaster Law of Indiana, 1975.
3. Previous campus emergency plan.

D. References

1. IU President's Policy Statement dated 12 May 1971.
2. Emergency Operations Plan for St. Joseph County, Indiana.
3. St. Joseph County Medical Disaster Plan.

¹ IC 36-1-2-13 Sec. 13. "Political subdivision" means municipal corporation or special taxing district.

4. Other campus plans.

E. Scope

1. The Indiana University Comprehensive Emergency Management Plan (CEMP) is used to guide university efforts in various emergency incidents such as:
 - a. Tornado/Severe Storm
 - b. Civil Disturbance
 - c. Snow/Ice/Winter Storm
 - d. Energy Crisis
 - e. Explosion/Fire/Collapse
 - f. Earthquake
 - g. Terrorism and Weapons of Mass Destruction
 - h. Release of Toxic Substance/Hazardous Material Incident
 - i. Communicable Disease
2. The CEMP recognizes that university departments/units have their own responsibilities but are also interdependent with other departments. This interdependency may result in a multi-departmental response to emergency situations.
3. The CEMP addresses the responses that would be necessary in emergency situations occurring on or impacting the campus. Incidents that affect the city and/or county and the university may necessitate a coordinated effort between city/county agencies and university departments.
4. The CEMP utilizes the four phases of Emergency Management: **Mitigation, Preparedness, Response** and **Recovery**. It puts in checklist format the tasks and resources that address potential hazards or problems in each phase.
 - a. Mitigation tasks reduce the effects of, prevent the occurrence of, or eliminate the future threat of hazards. Examples: determine if existing emergency planning is sufficient; identify training needs; install sprinkler systems; establish a 24 hour warning point for weather information.

- b. Preparedness tasks prepare for emergencies that cannot be eliminated. Examples: develop emergency plans; establish call-in procedures for employees.
- c. Response tasks save lives, protect property and stabilize the situation during an emergency or disaster. Examples: police incident response; building evacuation; fire response.
- d. Recovery tasks return necessary life-support activities to acceptable standards by providing for basic human and societal needs. Examples: temporary housing; victim counseling, decontamination, debris clearance. Additionally, long term recovery could include restoring economic activity or rebuilding facilities.

PART II. BASIC PLAN

A. Organization and Responsibilities

1. Organization

a. Comprehensive Emergency Management Plan

Operations conducted in accordance with this plan will, where possible, follow normal campus organizational patterns. Campus units' chains of command **are not** affected by this CEMP. The basic CEMP details its implementation and execution; it also addresses coordination of activities, communications and broad security measures. CEMP addenda address responsibilities during the various phases of emergency management.

b. Emergency Support Function

The university utilizes the National Incident Management System (NIMS) Emergency Support Function (ESF) format. The Indiana Department of Homeland Security recommends use of the CEMP ESF format as an emergency management tool when the Emergency Operations Center is activated and for planning and training purposes. Functional tasks have been identified as actual or potential requirements during emergency situations. The functional tasks are called Emergency Support Functions.

University departments/units are assigned Emergency Support Functions that pertain to their mission. They may have more than one Emergency Support Function assigned due to the variety of tasks they perform.

Checklists are developed for each Emergency Support Function. They are used by departments/units to identify the tasks associated with each phase of emergency management. Completion of the tasks on each checklist systematically assists the department/unit to mitigate, prepare for, respond to and recover from emergency situations.

Emergency Support Functions and ESF Primary Coordinators

<p>ESF #1 – Transportation ESF Primary Coordinator: Chief of Campus Police ESF Coordinating Agency: Campus Police; Parking Services Supporting Agencies: City Departments</p>
<p>Provide staff, resources, and facilities to support emergency operations. Provide transportation services to support response and recovery efforts. Monitor status of transportation infrastructure repair and restoration for movement restrictions. Provide transportation to persons with medical needs. Provide support for evacuation planning. Monitor conditions for transportation safety. Assist by providing transportation support for shelters, housing or mass care. Conduct damage and impact assessments. Provide assistance in transporting deceased.</p>
<p>ESF #2 – Communications ESF Primary Coordinator: Chief of Campus Police, Director of Communications & Marketing ESF Coordinating Agency: Campus Police; Information Technology; Communications and Marketing Supporting Agencies: Risk Management</p>
<p>Provide staff, resources, and facilities to support emergency operations. Provide technical assistance to the EOC. Provide radio, telephone, computing resources and network communications. Coordinate telecommunications and information technology. Restore and repair of telecommunications. Protection, restoration, and sustainment of information technology resources. Oversight of communications. Provides warnings and notifications. Implements plans for backup communications. Monitors weather situations and reports changes. Assess damages to information technology and communication systems.</p>
<p>ESF #3 – Public Works and Engineering ESF Primary Coordinator: Director of Facilities Management ESF Coordinating Agency: Facilities Management Supporting Agencies: Indiana University Architect’s Office; City Departments; American</p>

<p>Electric Power (AEP); Northern Indiana Public Service Company(NIPSCO)</p>
<p>Provide staff, resources, and facilities to support emergency operations. Infrastructure protection and emergency repair of water and wastewater treatment facilities. Provide potable water and ice; emergency power; real estate support. Engineering services and construction management. Emergency contracting support for life-saving and life-sustaining services. Provide technical advice and evaluation; engineering services; contracting for construction. Performs damage assessment of facilities. Repair damages to utility systems including water, sanitation, real estate, fuels, heating, and cooling.</p>
<p>ESF #4 – Firefighting ESF Primary Coordinator: Manager of Environmental Health & Safety ESF Coordinating Agency: Environmental Health & Safety Supporting Agencies: South Bend Fire Department; Risk Management</p>
<p>Provide staff, resources, and facilities to support emergency operations. Provide fire prevention and suppression services. Provide emergency medical care, triage and/or transportation. Provide control or mitigation/prevention service for release of hazardous materials, waste and oversight for remediation. Coordinate/Assist with evacuation operations. Coordinate/Assist in search and rescue operations.</p>
<p>ESF #5 – Emergency Management ESF Primary Coordinator: CDES, ACDES ESF Coordinating Agency: Campus Emergency Management Team Supporting Agencies:</p>
<p>Provide staff, resources, and facilities to support emergency operations. Coordination of incident management and response efforts. Incident action planning. Develop and maintain CEMP. Maintain ERP. Manage NIMs program. Manage EOC. Liaison with area emergency management agencies. Maintain AARs/IPs. Provide training in support of CEMP, EAPs, IU-BCPT.</p>
<p>ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services ESF Primary Coordinator: Director of Facilities Management ESF Coordinating Agency: Facilities Management; Dining Services</p>

Supporting Agencies:
Provide staff, resources, and facilities to support emergency operations. Coordinate mass care and shelter operations. Establish and manage Reception Centers. Establish Family Assistance Centers and provide emergency assistance. Distribute food to sheltered persons. Manage or operate quarantine or isolation housing. Provide janitorial and cleaning services to housing/shelters. Provide damage assessments for housing, shelters, storage facilities.
ESF #7 – Logistics Management and Resource Support ESF Primary Coordinator: Director of Purchasing & Contracts ESF Coordinating Agency: Campus Emergency Management Team; Purchasing; Accounting Services; Other department representatives as needed Supporting Agencies:
Provide staff, resources, and facilities to support emergency operations. Resource support (facility space, office equipment and supplies, contracting services, etc.) Assist with receipt of donations. Acquire, store, distribute resources in support of response and recovery operations. Comprehensive, incident logistics planning, management, and sustainment capability.
ESF #8 – Public Health and Medical Services ESF Primary Coordinator: Director of Health & Wellness Center ESF Coordinating Agency: Wellness Center; Counseling Center; Environmental Health & Safety Supporting Agencies: Madison Center; St. Joseph Regional Medical Center; Memorial Hospital
Provide staff, resources, and facilities to support emergency operations. Establish liaison with area medical facilities to for medical services. Issue health advisories in coordination with PAGR and Office of Risk Management Conduct active disease surveillance and investigation, and provide technical assistance during outbreaks or suspected outbreaks. Establish procedures for mass dispensing of prophylaxis, vaccination or medicines. Establish and operate medical dispensing sites. Provide medical assistance where needed. Provide mental health services. Provide mass fatality management for university. Assist with identification of deceased. Provide technical assistance in disaster mortuary operations and requests for assistance. Advise on health hazards from medical waste and other biohazards.
ESF #9 – Search and Rescue ESF Primary Coordinator: Chief of Campus Police, Manager of Environmental Health &

<p>Safety ESF Coordinating Agency: Campus Police; Facilities Management Supporting Agencies: South Bend Fire Department; South Bend Police Department</p>
<p>Provide staff, resources, and facilities to support emergency operations. Life-saving assistance. Search and rescue operations.</p>
<p>ESF #10 – Oil and Hazardous Materials Response ESF Primary Coordinator: Manager of Environmental Health & Safety, Chemistry Laboratory Supervisor ESF Coordinating Agency: Environmental Health & Safety; Chemistry Department Supporting Agencies: South Bend Fire Department HAZMAT; University EH&S; Risk Management</p>
<p>Provide staff, resources, and facilities to support emergency operations. Hazardous materials (chemical, biological, radiological, etc.) planning and response. Environmental short- and long-term cleanup Laboratory safety. Damage assessments associated with hazardous materials and laboratories.</p>
<p>ESF #11 – Agriculture and Natural Resources ESF Primary Coordinator: Designated Responsible Person, Manager of Environmental Health & Safety ESF Coordinating Agency: Environmental Health & Safety, Laboratory Supervisors Supporting Agencies:</p>
<p>Provide staff, resources, and facilities to support emergency operations. Provide technical assistance for food safety and security. Safety and well-being of laboratory animals or household pets.</p>
<p>ESF #12 – Energy ESF Primary Coordinator: Director of Facilities Management ESF Coordinating Agency: Facilities Management Supporting Agencies: AEP; City Departments</p>
<p>Provide staff, resources, and facilities to support emergency operations. Collect, analyze, and distribute information on the status of energy resources, facilities, and infrastructure. Monitor the status of energy resources, facilities, and system repairs and restoration. Manage and ration fuels in the event of shortages and/or disruption of supplies. Assess damages to energy systems including fuels.</p>

<p>ESF #13 – Public Safety and Security ESF Primary Coordinator: Chief of Campus Police ESF Coordinating Agency: Campus Police Supporting Agencies: South Bend Police</p>
<p>Provide staff, resources, and facilities to support emergency operations. Provide law enforcement services. Provide facility and resource security as appropriate. Perform security planning and technical resource assistance. Provide public safety and security support. Support access, traffic, and crowd control on campus. Coordinate and assist with ground search and rescue. Provide critical incident stress management services. Provide public information services.</p>
<p>ESF #14 – Long-Term Community Recovery ESF Primary Coordinator: CDES, ACDES ESF Coordinating Agency: Campus Emergency Management Team Supporting Agencies: Strategic Crisis Planning Board</p>
<p>Provide staff, resources, and facilities to support emergency operations. Social and economic impact assessment. Long-term recovery assistance. Business operations and financial recovery planning. Infrastructure recovery planning. Teaching and research recovery planning. Personnel recovery. Analysis and review of mitigation/prevention efforts. Reimbursement for public assistance requests to FEMA.</p>
<p>ESF #15 – External Affairs ESF Primary Coordinator: Director of Communications & Marketing ESF Coordinating Agency: Communications and Marketing Supporting Agencies:</p>
<p>Provide staff, resources, and facilities to support emergency operations. Coordinate the dissemination of approved emergency public information and protective action guidance. Provide media and community relations. Monitor radio/television/internet to identify and reduce dissemination of incorrect or misleading information. Establish and manage public information center and/or joint public information center. Develop/coordinate and publish protective action guidance.</p>

c. Emergency Operations Center

The Emergency Operations Center (EOC) is the management center that coordinates university emergency response decisions and resources and serves as a central point for information collection/dissemination during declared emergency situations. Under its umbrella, university departments/units respond to crisis and emergency situations as requested. They submit requests for assistance or resources to the EOC if the need cannot be satisfied through normal operations or is required immediately. Additionally, situation updates describing response efforts are directed to the EOC. Utilization of the information contained in the situation reports will assist the Coordinator of Disaster and Emergency Services (CDES) and EOC personnel in redirecting university efforts and/or resources if necessary.

When activated, the county Emergency Operations Center coordinates the county's response efforts during a disaster. All campus requests for assistance from city or county agencies will be made through the county Emergency Operations Center.

d. Specialized Services

Some departments/units are needed in a support or follow-up role and typically are not required during emergency response operations. They are assigned to Specialized Services and will be required to report to the EOC at the discretion of the CDES. Departments/Units assigned to Specialized Services are divided into Level 3 and Level 4 categories.^{see page 41} Departments assigned to Specialized Services by category are:

(1) Level 3

- (a) Purchasing
- (b) Accounting
- (c) Fiscal Affairs
- (d) Human Resources

(2) Level 4

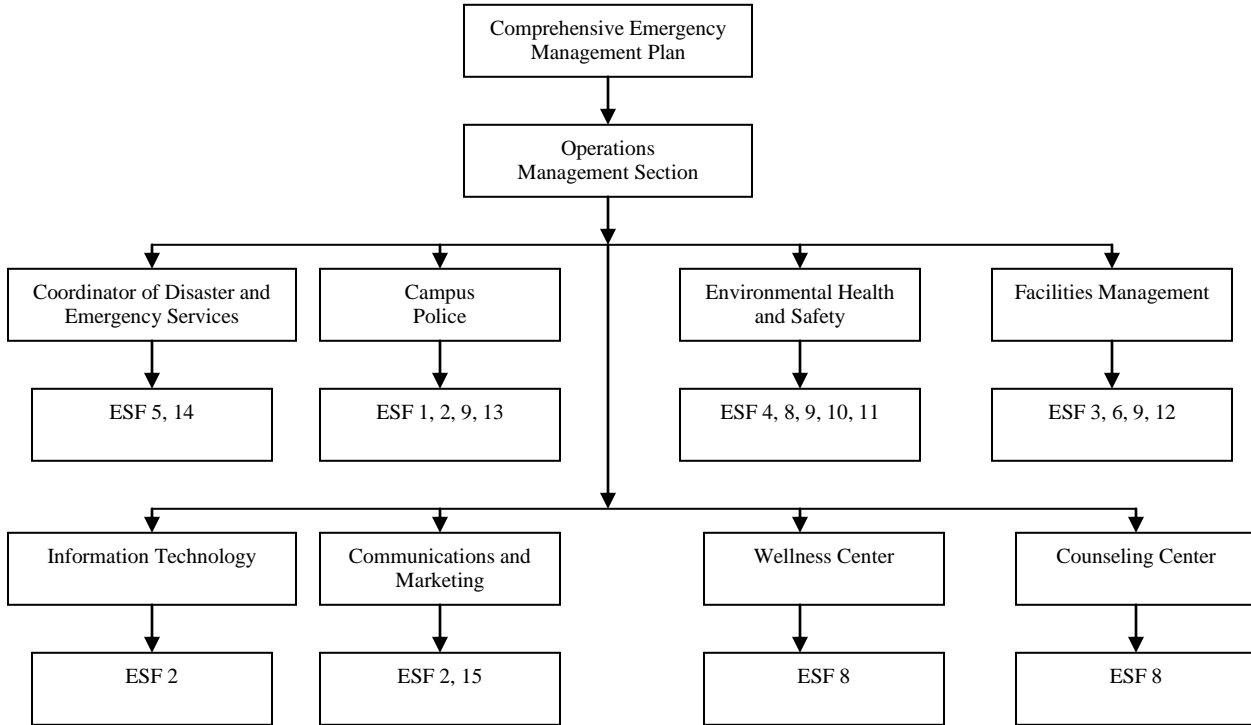
- (a) Academic Affairs
- (b) Food Service
- (c) Parking Service
- (d) Student Government
- (e) International Student Services

e. Management Sections

The listed departments/units are broken out into four management sections: ***Operations, Emergency Services, Human Support and Infrastructure Support***. Using the Incident Command System as a guide for incident management, departments/units with similar functions deemed necessary for emergency response operations are assigned to one of the four sections. Depending on the emergency condition declared, or at the discretion of the CDES, departments/units assigned to a management section are required to report to the EOC. Following is the breakdown:

- (1) Operations Management Section: The departments/units in this section provide for an organized response to an emergency or disaster situation. Their applicable Emergency Support Functions (ESFs) are:
 - (a) Coordinator of Disaster and Emergency Services
ESF 5, 14
 - Campus Police
ESF 1, 2, 9, 13
 - Environmental Health and Safety
ESF 4, 8, 9, 10, 11
 - Facilities Management
ESF 3, 6, 9, 12
 - Information Technology
ESF 2
 - Communications and Marketing
ESF 2, 15
 - Wellness Center
ESF 8
 - Counseling Center
ESF 8

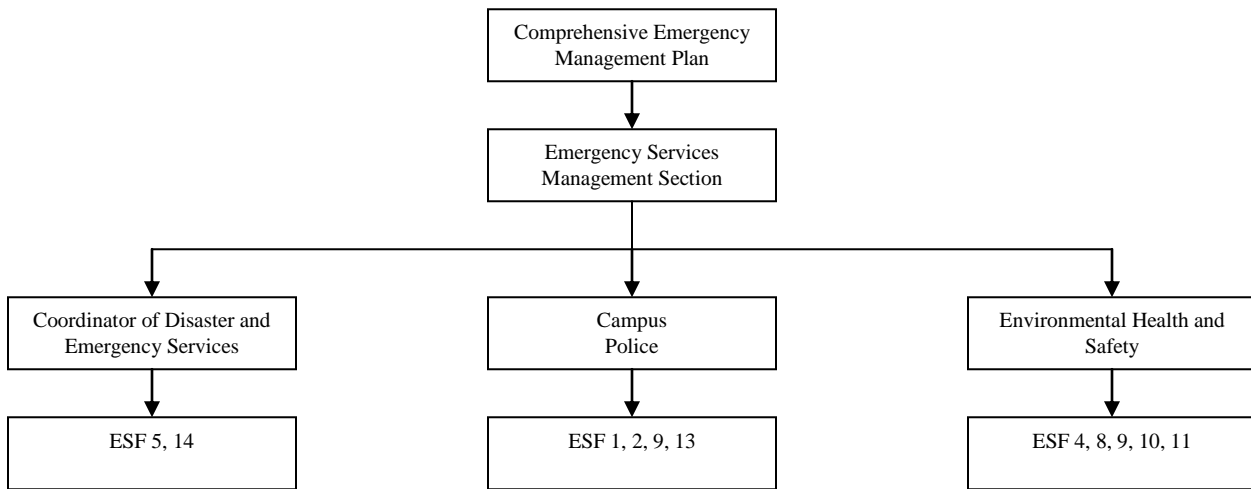
Operations Management Section Organization



(1) Emergency Services Management Section: The departments/units in the Emergency Services Management Section are needed for immediate response in an emergency or disaster situation. Their applicable Emergency Support Functions (ESFs) are:

- (a) Coordinator of Disaster and Emergency Services
ESF 5, 14
- Campus Police
ESF 1, 2, 9, 13
- Environmental Health and Safety
ESF 4, 8, 9, 10, 11

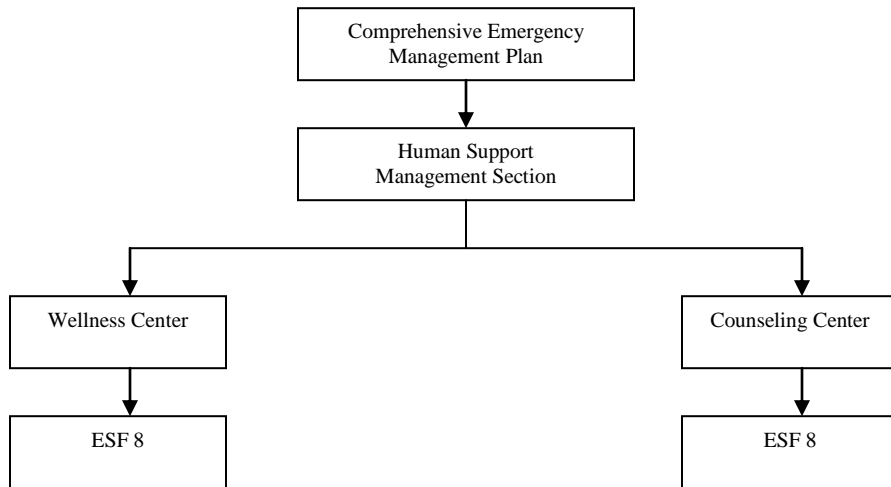
Emergency Services Management Section Organization



(2) Human Support Management Section: The departments/units in the Human Support Management Section are primarily concerned with alleviating the immediate danger to and suffering of the population during an emergency or disaster. Their applicable Emergency Support Functions (ESFs) are:

- (a) Wellness Center
 ESF 8
- Counseling Center
 ESF 8

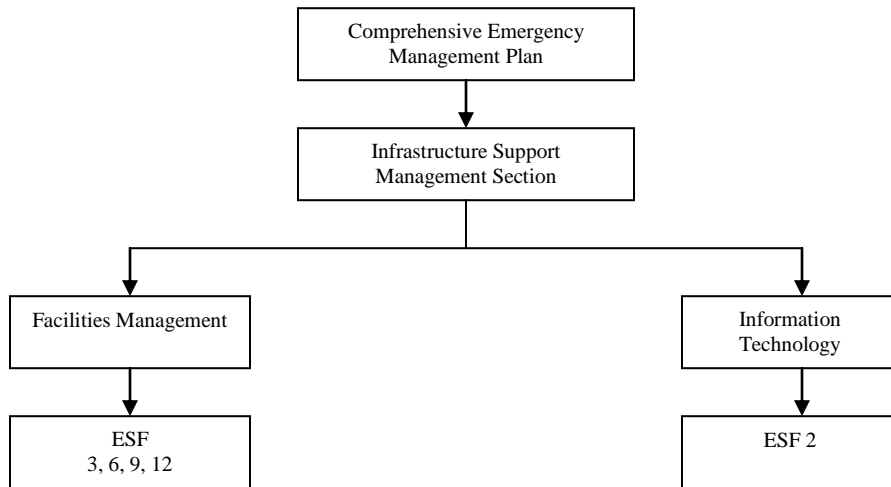
Human Support Section Organization



(3) Infrastructure Support Management Section: The departments/units in the Infrastructure Support Management Section assist in providing infrastructure support. Their applicable Emergency Support Functions (ESFs) are:

- (a) Facilities Management
 ESF 3, 6, 9, 12
- Information Technology
 ESF 2

Infrastructure Support Management Section Organization



f. Hazard Specific Section

Special planning considerations not addressed by the Emergency Support Functions are detailed in the Hazard Specific Section of the plan. The section may cover unique situations or circumstances that necessitate special consideration. Examples may include, but are not limited to:

- (1) Department Continuity *on page 31*
- (2) Building Specific Emergency Action Plans *on page 32*
- (3) Radiological Incident *(Not Developed)*
- (4) Terrorism/Weapons of Mass Destruction *(Not Developed)*
- (5) Infectious/Contagious Disease *(Not Developed)*
- (6) School Violence *(Not Developed)*
- (7) Special Events *(Not Developed)*
- (8) Off-Campus Sites *(Not Developed)*

g. Department Emergency Operations Center (EOC) Representative

In emergency situations the department's/unit's Department EOC Representative acts as its primary point of contact at the EOC. Upon initial notification of the emergency condition, he/she contacts appropriate personnel for department activation/response. It is recommended the department head act as the Department EOC Representative; however, another person may be designated. They must be authorized to make decisions on behalf of the department and have the ability to deploy departmental resources.

The Department EOC Representative shall receive emergency requests for assistance from the Department/unit via the CDES. They may satisfy the requests by a number of methods: coordinating with other Department EOC Representatives to provide the resource; obtaining authority to purchase the resource; requesting outside assistance (i.e., St. Joseph County EOC) to provide the resource; providing the resource through a redirection of assets by the CDES.

h. Supporting Agency Coordinator

The university is identified as a supporting agency in the St. Joseph County emergency management plan. The county may require a supporting agency to designate a representative to act as a Supporting Agency Coordinator at the county EOC. In that case the CDES will designate a Supporting Agency Coordinator. The Supporting Agency Coordinator at the county EOC acts on behalf of the agency much as the Department EOC Representative does at the university EOC. Communications, situation reports and requests between the two EOCs are coordinated by the university Supporting Agency Coordinator and the CDES.

i. Department Operations Center

The Department Operations Center is a department's/unit's primary field site (central office) when providing emergency services. It may be the operations center or location the department normally uses during regular day to day operations. Communications (which include situation updates and requests for resources) between the department and the EOC will be accomplished via the Department Operations Center unless impractical. It is the decision of the department head whether to establish a Department Operations Center.

Note: The Department Operations Center submits situation reports to the Department EOC Representative that detail the department's emergency efforts and current status. The CDES consolidates the reports received from all Department EOC Representatives in order to advise the Chief Executive of the university's overall response efforts.

j. Emergency Support Function Checklists

The Emergency Support Function Checklist is used to itemize required tasks in each phase of emergency management. Each task is the result of problem identification and needs assessment. The checklist identifies the various tasks and the corresponding resources needed to accomplish them. An example of a partial Food and Water Emergency Support Function checklist for each phase of emergency management is as follows:

FOOD and WATER Emergency Support Function

Mitigation

Check

if

Applicable

Check

Add additional tasks as needed.

Add as required.

if

Done

✓	✓	TASKS	RESOURCES
		Conduct an Assessment and identify locations or facilities that may be used to feed large numbers of students, staff, faculty and response personnel during an emergency.	<i>Main Café; Student Activity Center</i>

Preparedness

Check

if

Applicable

Check

Add additional tasks as needed.

Add as required.

if

Done

✓	✓	TASKS	RESOURCES
		Develop procedures for mass feeding people at identified locations.	<i>Food Service Student Activity Center Red Cross, St. Joseph County Emergency Manager, ORM</i>

Response

Check

if

Applicable

Check

Add additional tasks as needed.

Add as required.

if

Done

✓	✓	TASKS	RESOURCES
		Establish feeding sites away from affected areas.	<i>Chief Executive, CDES, Transportation, Shelter/Mass Care, Food Services</i>

Recovery

Check

if

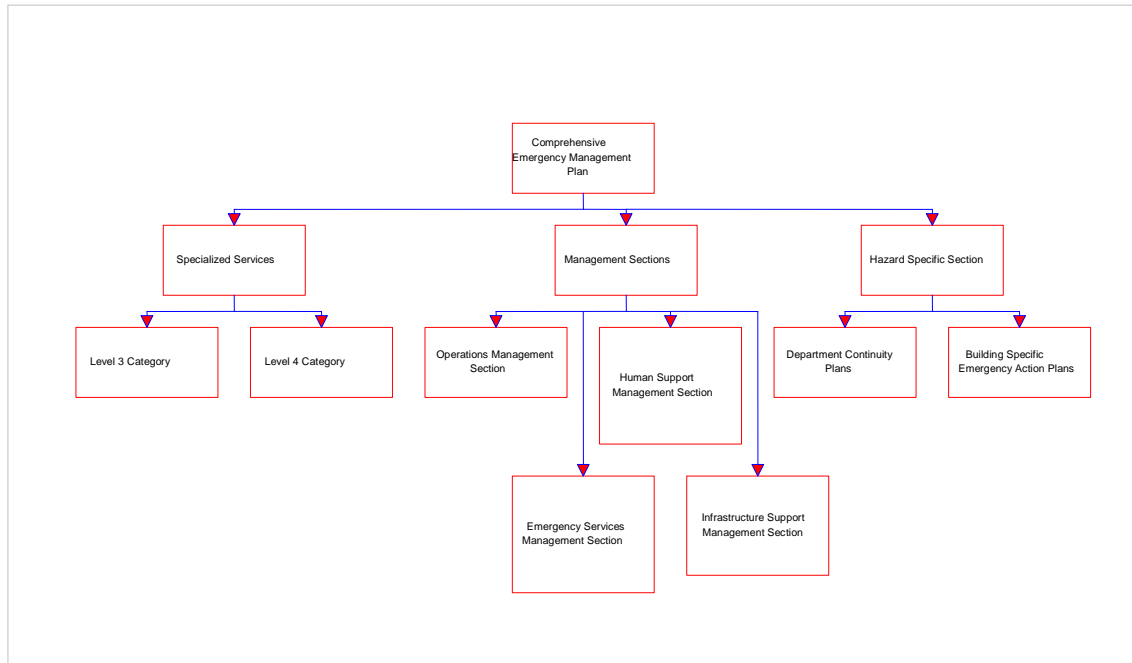
Applicable

Check if Done

Add additional tasks as needed.

Add as required.

✓	✓	TASKS	RESOURCES
		Collect and inventory all equipment used during the facilities activation.	<i>Food Service Workers, Local Red Cross Personnel, Emergency Shelter personnel Representatives from facility activated</i>



2. Responsibilities

a. Chief Executive - Chancellor of IU South Bend

The Chief Executive shall chair the Strategic Crisis Planning Board, which includes all members of the Chancellor's Cabinet.

Responsibilities shall include:

- (1) Design strategic plans for responding to campus emergencies.
- (2) Address university policy when required.
- (3) Declare the appropriate emergency condition.
- (4) Coordinate with the university president and the city and county chief elected officials on non-ordinary policy decisions, i.e., emergency declarations, requests for state assistance, quarantine decisions.
- (5) Serve as the primary contact for faculty concerns during an emergency.

b. Coordinator of Disaster and Emergency Services (Chief of Police).

Assistant Coordinator of Disaster and Emergency Services
(Environmental Health and Safety Manager).

Unless otherwise delegated, the Coordinator of Disaster and Emergency Services (CDES) shall act as the "Incident Commander" for the university and as the liaison between the university and the county Emergency Manager when the EOC is activated or during emergency response activities.

The CDES shall:

- (1) Implement the CEMP when necessary.
- (2) Coordinate staff functions within the EOC.
- (3) Designate a coordinator for each management section as necessary.
- (4) Advise the Chief Executive.
- (5) Receive situation reports and redirect resources as required.

- (6) Allocate and expend funds within his/her area of authority.
- (7) Request and coordinate outside agency assistance.
- (8) Upgrade emergency response capability.
- (9) Submit annual and after actions reports to the Chief Executive.
- (10) Publish special reports as needed.
- (11) Develop tasks and assignments of Emergency Support Functions.
- (12) Receive county situation reports and submit university situation reports to the county EOC.

c. Supporting Agency Coordinator

The Supporting Agency Coordinator is designated by the CDES during an emergency, when requested. Responsibilities include:

- (1) On behalf of the County Emergency Manager, submit county EOC situation reports to the CDES.
- (2) Receive university situation reports from CDES and advise County Emergency Manager of university's status.
- (3) Advise County Emergency Manager on issues related to the university.
- (4) Coordinate requests for resources or services between the university EOC and the county EOC.

d. Departments/Units Assigned To Specialized Services

Departments/Units assigned to Specialized Services are responsible for the tasks itemized in assigned Emergency Support Functions and/or the tasks associated with their department.

- (1) Responsibilities for (Level 3) Specialized Services departments/units include:
 - (a) Purchasing
ESF 7
 - (b) Accounting
ESF 7
 - (c) Human Resources
ESF 7

(2) Responsibilities for (Level 4) Specialized Services departments/units include:

- (a) Academic Affairs
- (b) Food Service
ESF 6
- (c) Student Government
- (d) International Student Services
- (f) Parking Services
ESF 1

Additionally, departments/units assigned to Specialized Services responsibilities include those listed for Departments/Units Assigned To Management Sections.

e. Departments/Units Assigned To Management Sections

Departments/Units assigned to management sections shall:

- (1) Establish primary and backup Department Operations Centers to be used as their headquarters for coordinating their emergency field operations and for communication with the EOC personnel, as necessary.
- (2) Assign primary and alternate Department EOC Representatives or primary and alternate Department Point of Contacts, as applicable.
- (3) Develop personnel contact lists to be used by the Department EOC Representatives or primary and alternate Department Point of Contacts, as applicable.
- (4) Develop procedures for activating departments upon alert of emergency condition.
- (5) Assist in developing checklists detailed in Part IX of the CEMP required for each Emergency Support Function assigned.
- (6) Develop standard operating procedures that will enable the departments to accomplish both the tasks itemized in assigned Emergency Support Function checklists and/or their own tasks. The department's or unit's standard operating procedures should be used to support the emergency situation in the field.

- (7) Submit copies of emergency standard operating procedures or guides that will be needed during an emergency to the CDES. These procedures or guides will be stored for use by EOC personnel in accordance with Attachment 1, EOC Procedures.
- (8) Maintain Records:
 - (a) Resource expenditures
 - (b) Reports submitted to the EOC
 - (c) Losses
 - (d) Deficiencies
 - (e) Problems
 - (f) Recommendations
- (9) Complete the following forms and lists to be used in support of this plan.
 - (a) South Bend Campus Emergency Plan form as detailed in Parts V, VI, or VII (as appropriate) of the CEMP.
 - (b) List of Key Personnel as detailed in Parts V, VI, or VII (as appropriate) of the CEMP.
 - (c) Assigned Emergency Support Function checklist(s) with appropriate annotations, additions or deletions.
 - (d) Requirements for department continuity ^{on page 31} as listed in the Hazard Specific Section of this plan.

f. Hazard Specific Section

(1) Department Continuity Plans (All Departments)

Crisis situations may be the result of any type emergency and may require operating in a backup mode. As such, department continuity is essential to accomplish the mission of each department/unit.

All departments/units are required to develop procedures for responsibilities and tasks required to ensure department continuity. They shall:

- (a) Designate lines of succession and identify key personnel.
- (b) Establish a method of preserving records.
- (c) Develop procedures for relocating department if Department Operations Center is not available due to extensive damages.
- (d) Develop procedures for operating with minimal personnel and at an alternate site if necessary. Special consideration must be given to the potential hazards and assumptions listed in Part II ^{on page 35} of this plan.
- (e) Use the Department Continuity Checklist, the Department Continuity Operations Threats, the Primary Function Strategy Worksheet Instruction and the Primary Function Strategy Worksheet when developing continuity plans.
- (f) Submit a completed copy of the following information to the Coordinator of Disaster and Emergency Services for inclusion in this plan:
 - (i) Department Continuity Plan Information Form.
 - (ii) List of Key Personnel.
 - (iii) Department Continuity Checklist as detailed in Part VIII of the CEMP with appropriate annotations, additions or deletions.
 - (iv) A copy of the Primary Function Strategy Worksheet for each primary function/process for the department.

(2) Building Specific Emergency Action Plans (All Buildings)

The Emergency Action Plan outlines what the buildings' occupants should do in emergency situations. **ALL** university owned buildings in use are required to have an Emergency Action Plan (EAP) that addresses the various crises/hazards² that could affect their occupants. Each EAP shall:

² See the potential hazards listed on page 35.

- (a) Create a list of emergency plan contacts.
- (b) Advise how and by whom emergency warnings may be delivered.
- (c) Detail the procedure for evacuating a building for various hazards and the emergency departments to contact.
- (d) Identify evacuation routes and meeting places.
- (e) Detail procedures for accounting for all occupants and notifying emergency personnel of those missing.
- (f) Detail the procedures for assisting occupants requiring assistance, e.g., persons with sight impairments, persons with mobility needs, etc.
- (g) Advise the procedure for caring for injured and identify occupants with first aid/CPR training.
- (h) Advise the procedures for emergency shutdown of operations (computers, utilities, etc.).
- (i) Explain procedures for severe weather events and earthquakes.
- (j) Explain procedures for handling B-NICE³ threats.
- (k) Detail procedures for handling/storing hazardous substances and responding to a release.
- (l) Outline fire prevention tasks and identify workplace hazards.

B. Volunteer and Private Organizations

The university may use volunteers or private organizations to assist in emergency response. Special consideration must be given to ensure their use is properly monitored and approved. Procedures for using volunteers and private organizations must have prior authorization and/or be identified in department standard operating procedures. When the EOC is activated, the Chief Executive and/or CDES shall authorize the use of volunteers or private organizations in circumstances not previously identified or approved.

³ B-NICE: Biological, nuclear, incendiary, chemical and explosive: The acronym for weapons of mass destruction; also commonly referred to as NBC; nuclear, biological and chemical warfare.

C. Limitations

1. This plan covers emergencies affecting the South Bend campus.
2. For emergencies affecting the community, see the Emergency Operations Plan for St. Joseph County.
3. Major resources in fire, health, sanitation, water, electricity, sewage, and street services are not under direct IU South Bend control.
4. This plan is intended to be used as a tool to assist the university in its efforts during all phases of emergency management. However, there may be incidents, occurrences or procedures not covered or omitted. Additionally, the procedures used to respond to emergency situations may result in an unknown outcome and no guarantee is expressed or implied in this plan.

D. Emergency Response Priorities and Emergency Operations

1. Emergency Response Priorities: Emergency response priorities may change depending on the crisis situation; however, the following basic order of response is:
 - a. Life Safety and Security: Consider occupied buildings including residences, apartments, classrooms, auditoriums, work areas, arenas and special event areas.
 - b. Maintain critical infrastructure and /or facilities: Consider facilities that sustain the emergency response such as utilities, power plant, public works, computer and communications installations and transportation systems. Additionally, consider buildings vital to the health and safety of the population including medical facilities, potentially hazardous sites such as laboratories, locations with radiological or biological materials.
 - c. Resume university teaching/research operations: Consider administrative buildings and classroom/research buildings.
2. Emergency Operations: It is critical to have the right personnel on hand to accomplish required emergency tasks in the safest and most efficient manner possible. The methods of operation used by university personnel may vary depending on the situation. Unless advised otherwise, university departments shall use this plan and their standard operating procedures during Red Emergency conditions or emergencies in which a situation equivalent to a Red Emergency condition exists if telephone and/or web services have failed.

E. Identification and Security

1. At a **minimum** all personnel on campus during an emergency condition should have an IU ID card on their person.
2. It is **recommended** that personnel on campus during an emergency condition have identity badges. Contact the campus Coordinator of Disaster & Emergency Services (520-4499) for details.
3. There is an increased probability of property loss from vandalism and/or theft during a crisis period. All personnel should be alert for suspicious persons and contact IUPD if suspicious activity is seen.

F. Situations and Assumptions

1. Situations

The Indiana University South Bend campus is located in the city of South Bend, St Joseph County, Indiana. St. Joseph County is bordered by LaPorte County to the west, Marshall County to the south and Elkhart County to the east. Berrien County, Michigan is to the north. Real estate acreage on the South Bend campus is approximately 71 acres.

- a. Indiana University South Bend has several sites located off-campus including:
 - (1) Elkhart Center located at 125 E. Franklin, Elkhart, Indiana 46516
 - (2) Plymouth Office located at #1 Big Red Drive, Plymouth, Indiana 46563
- b. Potentially hazardous considerations include:
 - (1) Tornado/Severe Storms: can affect large or small areas with minimal or catastrophic effects.
 - (2) Civil Disturbances can occur on or near campus but would probably be limited to controversial activities.
 - (3) Snow/Ice/Winter Storm: can have wide ranging effects. Common occurrence yearly.
 - (4) Energy Crisis: A loss of energy has the potential for loss of life, property and research due to extreme temperature ranges.

- (5) Explosion/Fire/Collapse : likely to be limited to the affected area. Special consideration should be given to laboratories.
- (6) Earthquakes : St. Joseph County falls within the potentially affected area along the New Madrid Fault.
- (7) Terrorism and Weapons of Mass Destruction : can occur anywhere on or near campus with the possibility of widespread affects.
- (8) Release of Toxic Substance/Hazardous Material Incident: Special consideration should be given to laboratories, nearby facility operations or where transportation routes run/cross.
- (9) Communicable Disease : Major concerns would be classrooms, housing areas and sporting events. Also of concern is the increased possibility of spreading the disease due to the university's world-wide connections. Special consideration should be used during major travel times.

2. Assumptions

Any or all of the situations below may exist or occur during a given emergency.

- a. Absence of key personnel.
- b. No advance warning.
- c. Disruption of utilities (water, gas, electricity, and telephone).
- d. Obstacles blocking streets and thoroughfares.
- e. Darkness or adverse weather may hinder operations.
- f. Disaster conditions lasting several days.
- g. Immediate mobilization of a large number of personnel and equipment.
- h. Medical facilities, services, and transportation may be severely limited.
- i. Two or more emergency situations may occur simultaneously.
- j. The South Bend campus may be required to host county, state and federal agencies.
- k. A shortage of critical resources.

G. Implementation and Execution

1. Implementation

The CEMP will be implemented upon the order of the Chief Executive or his/her designated representative declaring the appropriate emergency condition.

a. Emergency Conditions

The emergency condition declaration is based on events that threaten, have occurred or are occurring and will allow university personnel the ability to respond to those events in an appropriate manner. The emergency conditions are:

- (1) A **YELLOW EMERGENCY** suggests that a situation exists which could deteriorate into a more serious emergency. For example, a hazardous release near campus. Department EOC Representatives deemed necessary should be informed of the situation.

AUTHORIZATION for YELLOW EMERGENCY:²

Chief Executive, or his/her designee.

- (2) An **ORANGE EMERGENCY** suggests that the severity of the emergency is serious enough to warrant all Department EOC Representatives be informed of the situation and that they may be directed to report to their respective departments and/or EOC. For example, a gas main break near campus would lead to all Department EOC Representatives being informed of the situation and advised of immediate action.

AUTHORIZATION for ORANGE EMERGENCY:²

Chief Executive, or his/her designees.

In the absence of the above, authority is delegated to the CDES/ACDES.

- (3) A **RED EMERGENCY** suggests that the severity of the emergency is serious enough to fully activate the EOC. For example, a tornado struck the center of campus and numerous buildings and persons are affected. All Department EOC Representatives or alternates should proceed to the EOC as directed by the CDES.

AUTHORIZATION for RED EMERGENCY:²

² See Part IV for a complete Chief Executive and CDES authorization List.

² See Part IV for a complete Chief Executive and CDES authorization List.

Chief Executive, or his/her designees.

In the absence of the above, authority is delegated to the CDES/ACDES.

b. Alerting Procedure

- (1) IUPD is the primary university entity guaranteed to operate on a 24 hour basis. As such, they will know when emergency conditions exist and should contact the CDES/ACDES. Additionally, IUPD should contact any department/unit required for immediate response to an emergency condition. The CDES/ACDES will contact the Chief Executive or his/her designee as appropriate in order to declare the proper emergency condition. Additionally, the CDES/ACDES will determine the appropriate Department EOC Representatives considered essential for involvement in the emergency condition.
- (2) Notification of county and/or city emergency conditions or county EOC activation may be directed to the Chief Executive or the CDES through contact with the County Emergency Manager or the chief elected officials. Additionally, the Chief Executive may have received notice of an emergency situation by alternate means such as Crisis Communication Plan notification. The Chief Executive shall determine the appropriate university response, declare the proper emergency condition and notify the CDES. The CDES/ACDES will determine the appropriate Department EOC Representatives considered essential for possible involvement in the emergency condition.
- (3) Departments that are requested to assist city/county agencies in a situation off campus should do so as normal procedures dictate. However, in order to allow for a proper situation analysis of the campus, the responding department/unit shall advise the CDES of the situation for which they are providing services in any Orange or Red Emergency condition. The CDES/ACDES shall use the above procedures to declare the appropriate emergency condition if necessary.

2. Execution

a. Action Conditions

The CEMP execution will be divided into three **ACTION** conditions that correspond with the above implementation procedures. Activity of

² See Part IV for a complete Chief Executive and CDES authorization List.

departments and/or agencies is dependent upon the nature of the emergency.

(1) **Yellow Emergency**

- (a) Chief Executive and CDES actions include:
 - (i) Notify appropriate personnel.
 - (ii) Monitor situation for possible upgrade or cancellation of emergency situation.
- (b) Department EOC Representative actions include:
 - (i) Determine department requirements based on situation analysis and possible impact to university.
 - (ii) Review/update plans for emergency response.
 - (iii) Verify notification procedures for appropriate personnel.
 - (iv) Advise appropriate department personnel.

(2) **Orange Emergency**

- (a) Chief Executive and CDES actions include:
 - (i) Alert the Department EOC Representatives and such adjacent political subdivisions as deemed necessary.
 - (ii) Continue to monitor the situation for possible upgrade or cancellation.
- (b) Department EOC Representative actions include:
 - (i) Prepare to report to the EOC or their department as deemed necessary.

- (ii) Prepare to implement the CEMP at the department/unit level and any additional readiness activities necessary to effectively respond to the emergency situation. This is in addition to any activities listed for a Yellow Emergency condition.

(3) **Red Emergency**

- (a) Chief Executive and CDES actions include:
 - (i) Evaluate the information available and coordinate efforts to accomplish the mission of preserving life and property.
 - (ii) Perform the requirements listed in this plan.
- (b) Campus police department actions include:
 - (i) Initiate EOC set up/stand up procedures and begin alerting Department EOC Representatives as directed by the CDES.
- (c) Department EOC Representative actions include:
 - (1) Report to the appropriate EOC and carry out the functions necessary to effectively respond to their mission as outlined in this plan.
 - (ii) Notify designated department personnel to activate department for emergency response.
 - (iii) Receive situation reports from the Department Operations Center.
 - (iv) Receive requests from the Department Operations Centers for additional resources and provide them by: coordinating with other university departments, purchasing the required resource or requesting the resource from an outside entity such as the county EOC.
 - (v) Prepare situation reports and submit to CDES.
 - (vi) Utilize emergency procedures cited in the EOC Procedures.

- (d) Department (Department Operations Center) actions include:
- (i) Report to campus as required by department level categorization.⁴ Additionally, perform the requirements listed in this plan.
 - (ii) Respond to emergency requests using standard operation procedures or guides.
 - (iii) Submit requests for additional resources to the EOC.
 - (iv) Prepare and submit situation reports to EOC or as requested. Situation reports are required hourly during the Critical period and every two hours during the Emergency Period. Situation reports include the following minimum information:
 - Relief efforts in process, status of each effort and expected completion date/time.
 - Relief efforts pending with expected beginning and ending date/times.
 - Outstanding needs and/or problems.

Note: Situation reports submitted to the CDES via the Department EOC Representative are used to advise the Chief Executive of the university's response efforts.

b. Categorization of Departments/Units for Emergency Response

Departments/units and/or personnel are categorized into one of four levels:

- (1) Level 1: Needed for life safety and security. This includes departments/units assigned to Management Sections in the CEMP.
- (2) Level 2⁵: Needed for the continuation of critical infrastructure functions, but not life safety. This includes departments/units supporting the emergency response not assigned to a Management Section in the CEMP. Level 2 also includes persons responsible

⁴ See Categorization of Departments/Units for Emergency Response on page 41.

⁵ In some instances an entire department/unit is Level 2; in other instances only specific personnel (those with duties related to animals and/or laboratory experiments that could be dangerous if left unattended) are level 2.

for animals and potentially dangerous experiments (e.g., could be reactive if there is a cooling failure).

- (3) Level 3: Needed for the continuation of critical business functions, but not life safety. This includes persons responsible for experiments that may fail due to power losses (e.g., warming above certain temperatures) but are not dangerous. It also includes core business units fundamental to the ongoing operations of the campus and university.
- (4) Level 4: All other (including administrative and support) departments/units and remaining academic departments/units.

c. Commencement of Emergency Operating Procedures

The Emergency Operating Procedures are used during declared Red Emergency Conditions. Level 1 and Level 2 units will be advised of a declared Red Emergency Condition. If a Level 1 or Level 2 department/unit is not contacted following what is believed to be a Red Emergency Condition, verify it with the emergency status web page and respond accordingly. Level 1 and Level 2 units must respond as if a Red Emergency Condition exists when telephone and web systems are inoperative following a suspected crisis situation.

d. Emergency Operations

(1) Red Emergency Condition Procedures

A Red Emergency Condition is declared for a crisis situation in which an event or series of events significantly disrupts the day-to-day operations of the campus. The crisis could be natural (a blizzard) or man-made (an act of sabotage). There are two stages of a Red Emergency: the Critical Period and the Emergency Period.

(a) Critical Period

A Critical Period results from a **Critical Incident** addressed below. Life safety is the foremost concern during this period.

A Critical Incident is a **prolonged failure of part of the life safety infrastructure**, e.g. failures of the power grid or water supply system. It could also result from a series of short term problems within the life safety infrastructure which either occur spontaneously (resulting in misinterpretation and panic by the public) or deliberately (e.g. sabotage). It will usually affect the entire community, not just the campus.

Life safety systems are necessary so people on the IU South Bend campus can function safely. At a minimum they include critical infrastructure and/or facilities that provide electricity, water and communications or provide for the health and safety of campus personnel. The security of the campus infrastructure is also a primary concern.

It is implied that the imminent or actual extended failure of life safety systems would result in the declaration of a Red Emergency condition, a declaration of the Critical Period and the opening of the EOC.

- (i) All Level 1 departments/units should report to campus and respond as appropriate by repairing facilities and/or systems as needed and perform necessary functions to support the emergency response efforts of the university. Level 2 departments/units supporting the emergency response and/or are responsible for animals or dangerous experiments should also report to campus and respond as appropriate.
- (ii) All Level 1 and Level 2 departments/units supporting the emergency response and/or are responsible for animals or dangerous experiments shall be manned and remain operational during a Red Emergency Condition. Additionally, they must report in and out with the EOC.⁶
- (iii) During a Critical Period the number of people on campus must be limited because of safety and security concerns.⁷

⁶ See Categorization of Departments/Units for Emergency Response on page 41.

⁷ Security will be a concern during the Critical Period. This would be an ideal time for vandalism, burglary, theft, or other mischief, and could be a time of personal danger. The fewer people security personnel have to contend with the easier their jobs will be.

- (iv) The Critical Period ends when primary life safety systems are operational and reasonably stable, and danger to people has been reduced to a reasonable level.
- (v) The CDES, in coordination with the Chief Executive, shall declare the beginning and ending of a Critical Period during a Red Emergency condition. The emergency web page and toll-free telephone number will be updated to reflect the same. on page 49

(b) Emergency Period

The Emergency Period is the time immediately following the Critical Period when life safety systems (electricity, water) have been restored and are reasonably stable. Additionally, the Emergency Period may be the result of an **emergency incident** which is a failure of the infrastructure supporting the critical functions of the university but doesn't threaten life safety functions (e.g. a computer mainframe failure). Unlike a critical incident, an emergency incident may affect just the campus (and perhaps other university units), not the community at large.

- (i) During this period work to reestablish mission critical systems (e.g., communications, mainframe computers, and ensuring building support systems are functional) may be underway.
 - (ii) People in emergency shelters will begin returning home, if possible.
 - (iii) Remaining Level 2 departments/units and all Level 3 units report to campus and check their facilities and systems and repair same, if necessary.
 - (iv) During an Emergency Period the campus should be closed for normal operations (i.e., no classes, most faculty and staff not on the job, no athletic events) at the discretion of the Chief Executive.
-

- (v) The Emergency Period will end when both important life safety systems (e.g., communications) and critical business support systems of the campus are operational.⁸
- (vi) The CDES in coordination with the Chief Executive shall declare the beginning and ending of the Emergency Period during a Red Emergency condition. The emergency web page and toll-free telephone number ^{on page 49} will be updated to reflect emergency condition changes.

(2) Orange Emergency Condition Procedures

An Orange Emergency Condition is declared following the conclusion of the Emergency Period of the Red Emergency Condition and an Alert/Test Period begins. The EOC will close at this time. Most normal operations will have resumed and the campus will be open. There may be scattered (and even many) problems, ranging from damaged buildings to inoperative computer systems, but the campus will be able to function more-or-less normally.

(a) Alert/Test Period

- (i) Level 4 Department Point of Contact or other personnel may report to campus when the Alert/Test Period begins, as posted on the web site and toll-free telephone number, ^{on page 49} inspect their operations to determine if any damages exist and repair same, if necessary .
- (ii) During this period the emergency structure will be determined as needed and likely localized to specific departments (e.g., Physical Plant, if extensive repairs are needed).
- (iii) Activities during this period are not monitored by the EOC. It is anticipated there will be no general ending of the period, but affected departments will end their particular Alert/Test Period as best fits circumstances.

⁸ Or as operational as possible. A system, such as a mainframe, may be down waiting on repair but most of the campus could still be functional.

An Orange Emergency Condition could also exist prior to a Red Emergency Condition. If so, Level 1 through Level 4 personnel should conduct the activities detailed for the Alert/Test Period regardless of department/personnel categorization.

e. Termination of Emergency Operating Procedures

Emergency Operating Procedures described shall cease upon termination of a Red Emergency and during the Alert/Test Period. Typically, this will occur when campus-wide emergency problems come to an end and the Emergency Operations Center closes, but may be well before scattered unit problems are solved. The emergency web page will be updated so departments/units can respond as required.

3. Operational Assumptions

- a. The Chief Executive, or his/her designee, has the authority to implement the plan. In the absence of the Chief Executive and his/her designees, the CDES has the authority to implement the plan. Additionally, the CDES/ACDES has the authority to implement a Yellow Emergency in this plan.
- b. The university Comprehensive Emergency Management Plan supports the county Emergency Operations Plan. .
- c. Communication between the county Emergency Manager and the CDES is necessary to allow for good coordination of all agency relief efforts.
- d. IU Police Department will notify the CDES/ACDES when an emergency event occurs and conduct initial response actions; CDES will alert internal and external agencies as directed by the Chief Executive.
- e. The Emergency Operations Center (EOC) will be activated as directed by the CDES who will alert the Department EOC Representatives required to support the emergency situation. Additionally, the campus emergency status system will be updated to reflect the current situation.
- f. Procedures identified in the campus emergency management plan and Emergency Operations Center Procedures ^{page 11} will be used as guidelines to activate and operate the EOC. Additionally, these plans shall be used by departments/units as a guide for response priorities and operating requirements during an Orange or Red Emergency.

- g. Communications, including situation status reports, requests for resources or services and inquires, should be directed to the CDES. The CDES will consolidate reports and keep the Chief Executive apprised of emergency situations and forward any requests to the appropriate Department EOC Representative.
- h. When directed to report to the EOC, Department EOC Representatives shall bring any equipment or material needed to fulfill the requirements of applicable assigned Emergency Support Functions. Examples include: department operating procedures not located at the EOC, laptop computer, cellular telephone, resource lists, phone lists, checklists, two way radios, a copy of this plan. They should also bring any personal items required such as medicines, etc.
- i. The CDES will coordinate requests for emergency response actions; reprioritize emergency response efforts for redirection of resources if necessary; and seek outside assistance if required.
- j. Personnel within the EOC will document all actions taken; provide reports to CDES; maintain visual aids; advise CDES of alternative courses of action relative to their particular functional areas.
- k. If the emergency is longer than a 24 hour duration, 12 hour shifts for each EOC position should be initiated.
- l. Activities under this plan may move from one condition to another or initially begin in any emergency condition.
- m. The emergency condition may be changed or ended at the discretion of the Chief Executive, CDES or appropriate department depending on the emergency condition.
- n. Emergency conditions that required the EOC to be activated may end when campus-wide emergency problems (i.e., crisis situations threatening lives or property) are resolved; however, scattered problems may still exist.
- o. Activities for recovery may begin during Red Emergency.
- p. After the emergency ends, each department/unit involved shall provide the CDES an after action report that shows resource expenditures, losses, deficiencies, and any recommendations for improved procedures and responses.

H. Command and Control

1. Command

- a. The Chancellor of Indiana University South Bend is the Chief Executive. In his/her absence, authority is passed in descending order to:
 - (1) Vice Chancellor for Academic Affairs
 - (2) Vice Chancellor for Administrative and Fiscal Affairs
 - (3) Vice Chancellor for Student Affairs and Enrollment Management
 - (4) Vice Chancellor for Public Affairs and University Advancement
 - (5) Vice Chancellor for Information Technology
- b. The person responsible for staff coordination in the EOC is the CDES and/or ACDES.
- c. The Department EOC Representative shall represent the department/unit at the EOC. The alternate Department EOC Representative shall be called in his/her absence.

2. Control

- a. Emergency Operations Center (EOC)
 - (1) The primary site is located at the campus police department offices located at 1720 Ruskin street.³
 - (a) Personnel required to report to the EOC should use the North entrance doors. Anyone arriving before the doors are unlocked or signs have been placed on them should remain at the entrance until the CDES arrives, or the EOC is set up.
 - (b) The EOC telephone number is 520-5522. The facsimile telephone number is 520-4890. These telephone numbers are to be used by university personnel and public

³ See Part III for map of EOC primary site.

authorities needing to contact the EOC. These telephone numbers **should not** be disseminated to the general public.

- (2) The secondary site is located at the Student Activity Center room 206.⁴
 - (a) Personnel required to report to the EOC should use the West entrance doors. Anyone arriving before the doors are unlocked or signs have been placed on them should remain at the entrance until the CDES arrives, or the EOC is set up.
 - (b) The secondary site EOC telephone number is 520-5522. The secondary site EOC facsimile telephone number is 520-4890. These telephone numbers are to be used by university personnel and public authorities needing to contact the EOC. These telephone numbers **should not** be disseminated to the general public.
- (3) Procedures to activate and operate the EOC are detailed under separate instructions listed in Attachment 1. Emergency Operations Center Procedures are maintained by the CDES.

b. Campus Emergency Status and Public Information

- (1) The telephone number to be distributed to all university personnel and the general public is toll free 1-877-462-4872 (for status of IU South Bend). This telephone number can be used to verify the campus status. The Office of Communications and Marketing manages the emergency information telephone.
- (2) The below listed web sites should be used by all personnel to determine the emergency status of Indiana University:
 - (a) IU South Bend campus
<http://www.iusb.edu/~sbepe/>
 - (b) All IU campuses
<http://www.indianauniversity.info/>
- (3) Information released to the public, especially news media, **must be accurate and consistent.** Information given by various departments (e.g., in response to a telephone call from a worried parent) during a Red Emergency condition should be the same as the information on the web site.

⁴ See Part III for map of EOC secondary site.

- (4) Information provided to the media will come from Communications and Marketing as described in the CEMP.

c. Implementing Instructions

- (1) Plan Development

The CDES will develop and maintain the CEMP and act as the central point of coordination for this plan.

- (2) Department Requirements

- (a) Develop a separate set of implementing instructions to be used as an Annex(s) in support of this plan. The following information and forms should be completed or updated:
 - (i) Completed copy of the South Bend Campus Emergency Plan form (in Part V, VI or VII of this plan), as applicable and submit to the CDES. These forms will be used to formulate provide department emergency operation information.
 - (ii) List of key personnel and their contact information including: office telephone number, home telephone number, pager number, cellular phone number and address. These lists will be used to formulate call down lists.
 - (iii) Checklists of applicable Emergency Support Function(s) and Department/Unit Continuity Checklists and submit to the campus CDES.
 - (iv) A completed copy of the South Bend Campus Department Continuity Plan Information Form and submit to the campus CDES.
 - (v) A copy of the Primary Function Strategy Worksheet for each primary function/process for the department and submit to the campus CDES.
- (b) Become familiar with the CEMP, their department's Emergency Support Function(s) checklists and Emergency Operations Center Procedures (EOC).

- (3) Department EOC Representatives shall become familiar with the CEMP, their department's Emergency Support Function(s) checklists and the EOC Procedures.

d. Coordination

- (a) Each department/unit will periodically update the assigned Emergency Support Function checklists and the department's implementing instructions. They will submit updated copies to the CDES for incorporation into the CEMP for the South Bend campus. Additionally, updated copies should be submitted to Office of Risk Management for incorporation into IU system CEMP.
- (b) The Office of Risk Management will submit any recommended changes to the campuses/departments/units for their input and incorporate any changes or updates into the CEMP.

e. Training

- (1) The CEMP operational capabilities will be periodically tested by orientation, drill, tabletop or other exercises.
 - (a) Orientation: Introduces new programs and plans, reviews roles and responsibilities.
 - (b) Drill: Supervised activities that test, develop or maintain skills.
 - (c) Tabletop Exercise: Simulates an emergency situation in an informal environment and is designed to elicit discussion as participants solve problems based on existing procedures or resolve problems discovered.
 - (d) Functional Exercise: Simulated and interactive exercise that tests capabilities in a pressured situation. Focuses on policies, procedures, responsibilities and response efforts in an emergency.
 - (e) Full Scale Exercise: Simulates an emergency where resources are actually mobilized to solve the problems presented in the exercise. This type of exercise may be accomplished in coordination with county exercises.

I. Post Emergency Reporting

Department Operations Centers involved in the declared emergency will prepare a post emergency report (after action report). They will utilize records required to be maintained (referenced in this plan) and forward the report to the CDES within *ten days* of the emergency's termination.