



NORTHWEST

MISSOURI STATE UNIVERSITY

Emergency Operations Plan
2023

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EOP definitions:

All-hazards	-	An approach for prevention, protection, preparedness, response, and recovery that addresses a full range of threats and hazards, including domestic terrorist attacks, natural and man-made disasters, accidental disruptions, and other emergencies
ALS	-	Advanced Life Support
ARC	-	American Red Cross
ATF	-	Bureau of Alcohol, Tobacco and Firearms
BBP	-	Blood Borne Pathogens
BIT	-	Behavioral Intervention Team
BLS	-	Basic Life Support
CBRNE / WMD	-	Chemical, Biological, Radiological, Nuclear, and Explosive Weapons of Mass Destruction
CDC	-	Centers for Disease Control
CHEMTREC	-	A round-the-clock resource for obtaining immediate critical response information for incidents involving hazardous materials and dangerous goods
CMT	-	Crisis Management Team
CPR	-	Cardiopulmonary Resuscitation
DAC	-	Disaster Application Centers
DNR	-	Department of Natural Resources
EAP	-	Employee Assistance Plan
EMC	-	Emergency Management Coordinator
EMS	-	Emergency Medical Services
ENS	-	Emergency Notification System
EPA	-	Environmental Protection Agency
EOC	-	Emergency Operations Center
EOD	-	Explosive Ordinance Disposal
EOP	-	Emergency Operations Plan
EPA	-	Environmental Protection Agency
EPZ	-	Emergency Planning Zone

FEMA	-	Federal Emergency Management Agency
Hostile Intruder	-	An individual or individual's activity that is immediately causing death and/or serious bodily injury in an area where there are numerous potential victims
HSAS	-	Homeland Security Advisory System
HSPD	-	Homeland Security Presidential Directive
HSRRS	-	Homeland Security Regional Response System
HVAC	-	Heating, Ventilation, Air Conditioning
IC	-	Incident Commander
ICS	-	Incident Command System
IND	-	Improvised Nuclear Device
IT	-	Information Technology
JOC	-	Joint Operations Center
EVERGY	-	Evergy Electric Utility Company
LFA	-	Lead Federal Agency
MC	-	Master of Ceremonies
MFDA	-	Missouri Funeral Directors Association
MMR	-	Measles, Mumps, and Rubella
MOERA	-	Mozingo Outdoor Education Recreation Area
MOSWIN	-	Missouri Statewide Interoperability Network
MOU	-	Memorandum Of Understanding
MSDS	-	Material Safety Data Sheet
MULES	-	Missouri Uniform Law Enforcement System
NAWAS	-	The National Warning System
NCAA	-	National Collegiate Athletics Association
NGO	-	Non-Governmental Organizations
NIMS	-	National Incident Management System
NLT	-	Northwest Leadership Team
NOAA	-	National Oceanic and Atmospheric Administration
NSSL	-	National Severe Storms Laboratory
NTAS	-	National Terrorism Advisory System
PA	-	Public Address

PIO	-	Public Information Officer
PPE	-	Personal Protective Equipment
RDD	-	Radiological Dispersal Device
RSMo	-	Revised Statutes of Missouri
SAVE	-	Structural Assessment and Visual Evaluation
SBA	-	Small Business Administration
Scribe	-	Official responsible for documenting all emergency briefings and CMT meetings
SDS	-	Safety Data Sheet
SEMA	-	State Emergency Management Agency
Shelter-In-Place	-	Immediate shelter where you are, generally inside
SIP	-	Shelter-In-Place
SMS	-	Short Message Service
SOG	-	Standard Operating Guidelines
SOP	-	Standard Operating Procedures
Unified Command	-	An authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency
Watch	-	Conditions are favorable for the development of severe weather
Warning	-	A hazardous weather event is occurring
WHO	-	World Health Organization
WMD	-	Weapons of Mass Destruction

Northwest Missouri State University

Emergency Operations Plan Base Plan

Introduction

The Northwest Missouri State University (Northwest) is vulnerable to a number of natural and human-caused hazards that can affect University property and faculty, staff, students, and visitors that are present on campus. To effectively respond to these natural and human-caused hazards, Northwest has adopted this Emergency Operations Plan (EOP) to serve as **Guidelines** for response efforts. The priorities for this plan are to (1) protect and save lives, (2) stabilize the incident, (3) minimize environmental and property damage, (4) continue critical services to stakeholders and (5) recover from natural and technological hazards. This plan will provide necessary background information as well as specific instructions for University personnel involved in planning, emergency response, and disaster recovery for incidents affecting operations of the University.

Purpose

The purpose of Northwest Missouri State University's Emergency Operations Plan is to outline the management structure, responsibilities, procedures, and guiding policies to assist Northwest Missouri State University when responding to an emergency event.

Scope

The Northwest EOP is a campus-level plan that gives guidance for property owned by Northwest and the employees, students, and visitors associated with the Northwest campus. This EOP is designed to address a comprehensive range of natural and manmade hazards that could affect the Northwest Missouri State University campus. The plan includes procedures for responding to a range of levels of emergency regardless of the size, type or complexity.

This plan only covers the Northwest Missouri State University's main Maryville campus. Northwest – Kansas City or other properties owned or leased by Northwest will have their response plans incorporated in the emergency plans of the City and/or County in which they are located. Northwest will provide guidance and additional resources to help other areas develop additional plans.

The Northwest EOP supersedes any previous plans and precludes employee actions not in concert with the intent of this plan, or the emergency response organizations created by it. This plan supersedes and rescinds all previous editions of the Northwest Missouri State University

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emergency operations plan. If any portion of this Plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this Plan.

Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan or its appendices.

Situation and Assumptions

The Northwest Missouri State University campus, students, employees, and visitors can be exposed to hazards with the potential to disrupt the University, create damage, and cause casualties. The following situation and assumptions provide an overview of a potential emergency at Northwest and the assumed operational conditions that provide a foundation for establishing protocols and procedures.

Situation:

Northwest Missouri State University can vary in the number of employees, students and visitors located on campus depending on the time of day and event. The University has a student enrollment of approximately 8,500 and an employee base of approximately 700 with an on-campus residential population of approximately 1,700. The students may be on campus at any given time. In addition, Northwest Missouri State University draws large gatherings for sporting and special events.

Several natural hazards can impact the Northwest Missouri State University campus with the potential to disrupt the community, cause damage, and create casualties. In addition to natural hazards, the threat of technological and biological hazards, civil disturbances, terrorism incident, those caused by human omission or error, such as transportation accidents, hazardous materials incidents, or utility failures are possible. Northwest has capabilities and resources which, if effectively employed, will minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster.

To better prepare Northwest for emergency events that impact our community, we constantly evaluate our environment to ensure we stay current on those hazards that impact us the most. A large part of the planning process includes a risk analysis where potential hazards are identified that can have a significant impact on our institution.

Base Plan

A risk assessment was conducted for the Northwest campus identifying natural and man-made hazards which include, but are not limited to, the following:

- Severe Thunderstorm
- Lightning
- Severe Winter Weather
- Power Outage
- Winds
- Tornado
- Excessive Heat
- Fire
- Technology
- Hostile Intruder
- Public Health
- Bomb Threat
- Terrorism
- Nuclear Power Plants
- Hazardous Materials
- Water Disruption
- Flood
- Attack
- Earthquake

Assumptions:

The previously stated situations may occur after implementation of warning and other preparedness measures but may occur with little or no warning. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, and State and Federal resources.

Concept of Operations

Northwest Missouri State University will strive to manage campus emergency incidents rapidly and effectively through clear leadership, effective management, and timely response. Management of emergencies at Northwest will utilize best practices from the National Incident Management System (NIMS) and the Incident Command System (ICS). A complete list and description of the Incident Command structure used by Northwest can be found in the [Base Plan, Appendix 2](#) – Incident Command Structure.

The role of university departments involved in emergency response will parallel normal day-to-day functions; however, employees may be assigned to work in areas and perform duties outside their regular job assignments. Day-to-day functions that do not contribute directly to an emergency may be suspended for the duration of an emergency. Efforts that would typically be required for normal daily functions will be redirected to accomplish emergency tasks following the ICS system model.

This EOP uses an all-hazards approach designed to be used as a framework for responding to and managing incidents caused by both anticipated and unexpected hazards. The plan is written in a capabilities-based format which is flexible and can be used in any emergency response situation regardless of size, type or complexity. The procedures outlined in this plan are based on a worst-case scenario. The components of the plan can be activated as needed to respond to the emergency at hand.

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Emergency Classifications

There are three levels of emergencies: Level I, II and III. The higher the level of emergency, the larger the scale of the event and the more resources and coordination are required to manage the event. Any given level may be bypassed if necessary to allow a response to proceed directly to a higher level. As an emergency progresses to higher levels, the stated activities of previous levels will continue to be enacted.

The level of emergency will be determined by the President, the University’s Emergency Management Coordinator and the University Police Chief or their designees. In the absence of the President, Emergency Management Coordinator or the University Police Chief, the authority will fall to their identified designee or within the prescribed lines of succession as listed in the [Base Plan, Appendix 3](#) – Lines of Succession.

Level of Emergency	Definition
<p style="text-align: center;">I</p> <p>EOP Standby</p>	<p>Emergency incident managed through Standard Operating Procedures. Conditions are localized and the EOC does not need to be activated. Once notified by the Emergency Management Coordinator (EMC), the Northwest Missouri State University’s EOP and EOC operate in “stand-by” mode in Level I.</p>
	<p>Action</p> <ul style="list-style-type: none"> • The onsite lead unit or department handles the situation following the lead unit’s Standard Operating Procedures. The lead unit responding to an incident is the Incident Commander (IC). • If a situation requires additional resources, the IC contacts the EMC to help monitor the situation and to provide additional guidance. • If the incident has the potential to grow, the EMC will notify the Crisis Management Team. • The EOC is placed on stand-by mode.

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Level of Emergency	Definition
II	The emergency incident causes damage and/or interruption to Northwest Missouri State University operations. Coordination of resources and campus services is needed to respond effectively. A partial or full activation of the Northwest EOC is needed. The Northwest Missouri State University may be the only impacted entity.
Partial / Full EOP Activation	Action
	<ul style="list-style-type: none"> • The President determines activation and location of the EOC. • IC, in communication with the President and EMC, determines necessary Incident Command Staff to report to the EOC. • Operations and classes may be suspended. • Unified Command with City of Maryville Fire, EMS or Police personnel may be implemented.

Level of Emergency	Definition
III	The emergency is a disaster condition and Northwest must fully activate the EOC to address an immediate emergency response. Emergency conditions are widespread, and Northwest must be self-sufficient for a period of up to 72 hours. Northwest may request mutual assistance from municipal, county, state and/or federal agencies.
Full EOP Activation	Action
	<ul style="list-style-type: none"> • The Emergency Operations Plan and EOC are fully activated. • Normal university operations are suspended. • Staff vacations and planned leaves are terminated. • The EOC coordinates efforts with the city, county, or state as needed. • Unified Command is typically used to manage incident response.

Base Plan

Organization and Assignment of Responsibilities

Organization:

The emergency management organization for Northwest Missouri State University is set up along a functional set of annexes. Annexes detail the Northwest overall response plan and provide guidance to emergency events that may impact the University or the Northwest community. These plans and procedures have been developed with an all-hazards approach to perform the functions listed using all available resources.

Within each annex are sets of appendices describing response recommendations for specific events. These appendices serve as individual response plans for identified hazards and can be used as stand-alone documents to aid in the preparation and mitigation of events.

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Assignment of Responsibilities:

In any event of an emergency, critical functions are necessary for successful response and recovery efforts. Under the Northwest leadership model, each Northwest Leadership Team (NLT) member must be prepared to provide leadership in emergency situations. They will familiarize themselves with the basic concepts for how Northwest responds to emergency situations. NLT members will receive annual trainings from the Emergency Management Coordinator.

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It will be the responsibility of those departments and individuals having primary and/or support assignments to develop and maintain current standard operating guidelines. These guidelines should detail how their assigned tasks will be performed to implement this plan.

The assignments of responsibilities are as follows:

President

- Commander and Chief
- Crisis Management Team lead
- Communicate organizational needs to government officials, Board of Regents and legal representatives as appropriate
- Communicate with Northwest Foundation and Alumni as appropriate

Provost

- Assist in accounting for in-class student population
- Account for equity within plans
- Library disaster response
- Rescheduling classes within available facilities
- Classroom equipment/identification of damaged materials
- Coordinate with academic team

Finance

- Damage assessment of facilities
- Cleanup and reopening of eligible facilities
- Documentation of insured/uninsured damages
- Coordination of fiscal relief
- Coordination of engineering and architectural services
- Supervision of major reconstruction/new construction
- Hazardous material response

Student Affairs

- Accounting for student status
- Housing and food service plans
- Scheduling available facilities
- Dissemination of information to residing students
- Notification/communications with guardians
- Manage volunteer efforts
- Manage wellness efforts

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Human Resources

- Account for employees
- Coordinate emergency leave
- Coordinate workmen's compensation
- "All other duties as assigned"

University Marketing and Communication

- Prepare and distribute press releases
- General communications to public
- "All other duties as assigned"

Athletics

- Account for athletes and coaches
- Address athletes/facilities as appropriate

University Police

- Coordinate all police, health and safety responses
- Coordinate emergency operations and CMT members
- Coordinate with external emergency services entities
- Casualty notification
- Fire and rescue
- In-place sheltering
- Terrorism response
- Warning/notification of emergencies
- Security cordon
- Support telecommunication needs

General Counsel

- Support and advise the Crisis Management Team/incident commander

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Direction, Control, and Coordination

Northwest Missouri State University uses a modified incident command system for responding to internal and external emergency events. This model uses an Executive Policy Group, from this point on referred to as the Crisis Management Team (CMT), which works closely with an incident commander to effectively resolve and manage response efforts. It will be the general responsibility of the Incident Commander and emergency responders at the scene, with support from the Emergency Operations Center (EOC), to isolate, contain and neutralize an incident.

The final responsibility for all Incident Command decisions and actions belongs to those officials of the University who are members of the Crisis Management Team. The Crisis Management Team will be the focal point for institutional leadership and strategic decision making during an incident and will support the Incident Commander and any external agencies responding to the scene. During response operations, the Crisis Management Team acts in concert with and manages the activities of the entire organization through the EOC.

The Crisis Management Team is composed of members of the Northwest Leadership Team and other department leaders directly related to an incident. These leaders will direct other members of their department in a coordinated effort with information gleaned from the Crisis Management Team discussions. Crisis Management Team members will not respond to the scene of an emergency event, nor will they manage the initial response to an incident. The Emergency Management Coordinator, the Chief of Police or their designee will be responsible for notifying the President who will then decide on activating the Crisis Management Team as soon as practical prior to, during, or after an emergency condition or incident occurs requiring a coordinated institutional response.

The functionality of the Incident Command System will usually be driven by the event requiring response. Senior leaders from the department or area impacted by the incident will be responsible for establishing and carrying out the duties of the incident commander. The Incident Commander will direct response operations either on-site or near the on-going incident with support from the Crisis Management Team.

The Emergency Management Coordinator for Northwest Missouri State University is responsible for day-to-day operations of the emergency management program. The Emergency Management Coordinator will manage, supervise, plan, and coordinate the activities and operations associated with emergency management. This position will make routine decisions and advise members of the Crisis Management Team on information and alternatives during critical events. The Emergency Management Coordinator will also be responsible for training and exercise development for all leadership staff.

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Individual department members are responsible for fulfilling their obligations as outlined in their department's Standard Operating Procedures (SOPs). Each department head or supervisor is responsible for establishing and maintaining their respective SOPs and ensuring they complement the procedures stated in this basic plan and listed annexes.

In accordance with the Homeland Security Presidential Directive [HSPD] 5, all department heads, supervisors, members, and other agencies of the University having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). The Incident Command System (ICS) as part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. A detailed list of these positions can be found in the [Base Plan, Appendix 4](#) – Training and Development.

Crisis Communication

In any emergency or disaster, information collection, analysis, and dissemination are essential to avoid or minimize loss of life and property. Providing emergency information to the public, media outlets, and all levels of government in a timely and accurate manner is essential in managing and maintaining a structured response system.

During an emergency, the potential for the spread of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources including television, radio, print, and especially social media.

The goal of Northwest's crisis communications is to analyze multiple sources of input and disseminate pertinent information in a timely manner to all impacted campus and community audiences. These audiences would include students, faculty, staff and others with close ties or associations to Northwest. For a complete overview of Northwest's emergency communications procedure, see [Annex B](#), Communications Plan and attached appendices.

University Marketing and Communication will establish procedures for monitoring various media sources and provide briefings and evaluations to the Crisis Management Team during times of critical events. University Marketing and Communication will work with the Crisis Management Team to determine which information should be shared with the public. All information regarding event response or recovery will be reviewed by the Crisis Management Team prior to release to media outlets. To ensure one consistent and accurate voice, all public information releases will be coordinated through University Marketing and Communication.

The University has the capability to establish hotlines to provide or collect information to and from concerned members of the public, including family members of university students and employees. These lines will be monitored by members of University Marketing and Communication.

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Emergency Notification:

The Emergency Notification System (ENS) established by the University administration is a multi-faceted, redundant communications approach designed to notify the University campus and interested community parties of an emergency in a short time. Various methods of delivering emergency messages to the Northwest Missouri State University Community are available. The decision to use a particular medium will be based on the urgency of information and the intended audience. For a complete overview of Northwest's emergency notification procedure, see [Annex A, Appendix 1](#) – Emergency Notification System.

Methods of distribution include, but are not limited to, the following sources:

- Simplex indoor alarm system
- Whelan outdoor warning system
- Bearcat Alert text messaging system
- Northwest e-mail
- Northwest website
- Northwest social media sites
- KXCV radio
- employees
- signage
- postings in key locations

The Simplex indoor alarm system, the Whelan outdoor warning system, and the Bearcat Alert text messaging systems are all monitored and maintained by University Police. University Marketing and Communication will monitor and maintain the University website, social media sites and other media outlets. University Police, in cooperation with University Marketing and Communication, will work closely with the Crisis Management Team to determine the appropriate medium for dissemination and appropriate information shared with the public.

Public Information:

The Vice President of University Marketing and Communication, or their designee, will serve as the authorized Public Information Officer (PIO) for the University. All public information must be coordinated and disseminated by office staff with assistance from the Crisis Management Team or other University departmental personnel. The PIO functions typically occur from within the Emergency Operations Center if activated. For a complete overview of the Northwest emergency public information procedure, see Communications Plan, [Annex B, Appendix 3](#).

Prior to, during, and after critical incidents, University Marketing and Communication will work with each organizational unit to gather accurate and substantial information regarding the situation and details of the University response. The University PIO, working with the Crisis

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Management Team or other agency PIO as appropriate, will provide notification to faculty, staff, students and the general public on incident information and recovery progress.

Training and Exercises

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Northwest Missouri State University Emergency Operations Plan and Annexes. The Emergency Management Coordinator will develop all responsible personnel in their assigned responsibilities in a disaster or emergency, as well as how their role and responsibilities interface with the other response components of the Northwest EOP.

The Emergency Coordinator will be responsible for providing appropriate training to those individuals expected to participate in the implementation of the EOP and function in the Incident Command System. The Emergency Management Coordinator will develop, administer, and maintain a comprehensive training and exercise program that fits the needs of Northwest. Training is based on federal and state guidance with all trainings and exercises conducted being documented. Deficiencies identified by an exercise will be addressed in a timely manner using after-action reports and improvement plans.

The U.S. Departments of Homeland Security and Education recommend all key personnel involved in school emergency management and incident response take the NIMS/ICS training courses and support the implementation of NIMS. Because every Higher Educational Institution is unique, and works from different operations and management structures, key personnel will vary. The Emergency Management Coordinator will help identify and ensure all key personnel receive the proper NIMS training and maintain a record with Human Resources.

Administration, Finance, and Logistics

Administration and Finance:

Administration and finance operations will be established during emergency operations to track the acquisition of resources, personnel time, vendor contracts, and costs associated with used, borrowed, or damaged equipment. Activation of the Emergency Operations Plan indicates that all departments involved in response to the emergency should immediately begin tracking event related costs. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions must be followed to increase the speed of which these actions can take place.

Per NIMS, resources are inclusive of personnel teams, facilities, equipment, and supplies. Resources can be supplemented by procurement, mutual aid, volunteer and donation management, and personnel reassignment.

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Administration and finance operations are critical to ensure costs are reconciled with funding sources. This is accomplished by tracking four main categories of expenses:

- Compensation / Claims
Financial concerns resulting from damage to property, injuries, or fatalities at the incident
- Cost
Tracking and analyzing cost data, making estimates, and recommending cost saving measures
- Procurement
Financial matters concerning vendor contracts
- Time
Recording time for incident personnel and hired equipment

Logistics:

Logistic operations will manage resources and will work with Finance and Administration to identify, obtain, and deliver needed resources to the operation. Resource management involves the following four primary responsibilities:

1. Establish systems for describing, inventorying, and requesting resources
2. Activate these systems prior to and during an incident
3. Dispatch resources as requested
4. Deactivate or recall resources when no longer in use

The Logistics Section will be responsible for satisfying resource requests. If the resource is not available on scene, logistics personnel within the EOC will obtain the resource through procurement or mutual aid.

Plan Development and Maintenance

The Northwest Missouri State University Emergency Operations Plan (EOP) is a dynamic document that will change according to situations and circumstances at the University. Drafting an emergency plan is a community effort and relies heavily on Northwest Missouri State University members to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

To maintain a current and functional plan, a formal review of the EOP by the Northwest Missouri State University Crisis Management Team will be conducted every four years to ensure that the plan remains current. The Plan will be updated, as necessary, based upon deficiencies identified by the drills and exercises, changes in organizational structure, facilities, technological

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changes, etc. Approved changes will be incorporated into the EOP and forwarded to all departments and individuals identified as having possession of the plan.

The development and continued updating of all functional annexes and appendices are the responsibility of each of the lead departments identified in the Basic Plan and in each Annex/Appendix section of this document.

General Operating Procedures – CMT Guidelines

Purpose

Northwest is subject to numerous hazards, both natural and man-made, which can disrupt the normal activities of the campus and surrounding community. Northwest Missouri State University will strive to manage campus emergency incidents rapidly and effectively through clear leadership, effective management, and timely response.

The purpose of this appendix is to outline the process for evaluating, notifying, and implementing the Crisis Management Team (CMT). The CMT manages various aspects of an emergency and operates within a capabilities-based format which is flexible and can be used in any emergency response situation regardless of size, type, or complexity.

Situation and Assumptions

Situation:

The Process for activating the Crisis Management Team (CMT) begins when a threat or emergency is confirmed by the University Police Department. CMT members are contacted, and informed emergency conditions exist and are assembled in person, by conference phone or virtually to form the Emergency Operations Center (EOC). From the EOC, the CMT manages various aspects of the response and recovery efforts conducted by university officials.

The CMT may define an emergency as anything that impacts the life and safety of the campus community or an issue that can have severe implications on the reputation of Northwest, normal day to day operations, or the technological services it provides. The President of Northwest or their designee, is responsible for activating the CMT.

Assumptions:

It is assumed that a location for an EOC will be available and that most members of the CMT will be accessible and present. It is also assumed that members not able to be in attendance will have call-in or virtual capabilities and communications between CMT members and their respective Departments will be available or that other means will be employed.

Concept of Operations

Determining the Scope of the Emergency:

When a major incident occurs, on-duty members of the University Police Department shall conduct a campus survey in attempts to identify the area(s) impacted and relay that information to the University Police Communications Center. On-duty University Police Department members will conduct this survey with due diligence until completed as long as there are no life safety issues present.

Note: hazardous materials incidents should be surveyed from a distance.

In the event the University Police Communications Center is not operational or without communications capability, the information will be relayed to the Northwest Missouri Regional Communications Center.

Notification:

Initial Response

If emergency events occur on the Northwest Campus, it is the responsibility of responding personnel to notify University Police. As per individual department policies, responding personnel will notify their immediate supervisor and/or their department supervisor, or their designee. University Police will decide as to whether the event constitutes an emergency or has the potential to negatively impact the University community.

If the initial responding personnel did not notify University Police, the Department supervisor or their designee shall immediately, or as soon as possible, notify the University Police Department, the University Police Chief, or the University's Emergency Management Coordinator and inform them of the situation or event.

When an emergency occurs, it may be necessary to request additional assistance as soon as possible. This assistance may be from other law enforcement agencies, fire departments, EMS, or internal Northwest Departments. On-duty personnel will use their experience and best judgment to determine immediate response needs and how to utilize the resources available. If additional assistance is needed, on-duty personnel will contact their department supervisor and inform them of the emergency and the need for additional support.

The Department supervisor or their designee will evaluate the information surrounding the event and make decisions based on resources needed and available personnel. It is important to note that in some instances, only selected groups of employees might be requested to immediately participate in the response phase of an emergency. Employees not contacted are requested to stay clear of the response operation for their own safety and to reduce confusion.

Once notified of emergency conditions, the University Police Communications Center dispatcher will notify the University Police Chief or their designee. The University Police Chief will contact the University's Emergency Management Coordinator. If the University Police Chief cannot be contacted, the University Police Lieutenant be the first alternate with the Emergency Management Coordinator the second alternate.

Essential Employees

All employees requested or otherwise identified as essential employees will report to work immediately when they are notified or become aware of a major emergency incident. Essential employees are employees required to report to their designated work location to ensure the operations of essential functions during an emergency or when the University has suspended operations. Essential employees provide services that relate directly to the health, safety, and the welfare of the University, ensure continuity of key operations, and maintain and protect University properties. Essential employees will wear proper uniforms and have their University identification with them. In the event of a large-scale emergency, appropriate identification may be necessary to gain access to the Northwest campus.

See Northwest Employee Handbook

Crisis Communication

1. The University Police Chief or the Emergency Management Coordinator will be responsible for notifying the President or their designee and informing them an emergency condition has been reported. The Emergency Management Coordinator will be responsible for providing notifications to the Provost, Vice President of Student Affairs, Vice President of Culture, Vice President of Finance, Athletic Director, the Assistant Vice President of Human Resources, and the University Marketing and Communication Communications Manager or their designee. It will be the responsibility of those leaders to disseminate information to the appropriate personnel within their respective departments.
2. University Marketing and Communication will provide preliminary information to the campus community acknowledging that an incident has occurred. This communication will be brief and avenues for official messaging will be identified.
3. During a crisis, NLT members may not be directly communicated with unless the emergency falls within their specific responsibilities. Any Department not immediately related to the incident at hand will follow their individual department emergency response procedures and wait for communication from the office of University Marketing and Communication.
4. Crisis communication is critical during any emergency event, and it is important to know that it sometimes takes time to filter information through the proper channels.

Individuals should understand that information will be communicated with them when it

becomes available and through the proper channels. It will be the responsibility of the Emergency Management Coordinator to provide emergency communications training to NLT members.

Crisis Management Team

The Crisis Management Team (CMT) is comprised of two units.

1. The first unit, or Core CMT, serves as the foundation of the CMT. Members, or their designee, of the core CMT are as follows:
 - President
 - Provost
 - VP Student Affairs
 - VP Culture
 - VP Athletics
 - VP Finance
 - AVP of Human Resources
 - Communication Manager
 - University Police Chief
 - Emergency Management Coordinator

2. The second unit, or the Operational CMT, is the functioning group of the CMT and consists of the core CMT with the addition of leaders from various departments across campus that are affected by the incident. Depending on the type and severity of the emergency, the following positions or their designees are typically recommended for the operational CMT:
 - VP University Advancement
 - AVP Diversity and Inclusion
 - AVP Information Technology
 - AVP Facility Services
 - AVP Residential Life
 - AVP Wellness Services
 - AVP Admissions and Student Success
 - Others as deemed appropriate

Operational CMT members are determined by the event or emergency requiring response. Leaders from these identified departments or areas impacted by the emergency and the identified members of the Core CMT will make up the operational CMT.

The President or their designee shall decide on the activation of the CMT and the location to assemble. The Chief of Police, Emergency Management Coordinator, or their designee will be responsible for notifying identified members of the operational CMT of the request to assemble and location of the EOC. Members of the CMT will not respond to the scene of an emergency event nor will they manage the initial response to an incident. These leaders will direct other members of their department in a coordinated effort with information gleaned from CMT discussions.

Command Briefing:

The President or their designee will set the time and location for a briefing of the CMT. This time will be set as soon as practical regarding the incident, and considerations will be given for initial incident response needs, safety of the campus and community, developing additional information, travel time, and available resources.

After approval from the President, the University Police Chief, Emergency Management Coordinator, or their designee will initiate contact with identified members of the CMT who are requested to attend. Under the Northwest leadership model, each NLT member or department head must be prepared to provide leadership in emergency situations.

The Emergency Management Coordinator or their designee will brief the CMT of the event and an NLT member or department supervisor with direct knowledge of the incident will provide an overview of the situation and status of response actions. The briefing will include all known details of the incident, departments involved, incident command structure, resources deployed, and potential life safety issues. The CMT will then identify objectives and actions needed and work closely with the Incident Commander to effectively manage response efforts.

Command Problem Solving:

The Crisis Management Team uses a modified problem-solving methodology to address and resolve critical incidents impacting the Northwest campus. CMT members will identify the issue and effects on the Northwest community. Based on the identified effects, a list of actions is developed and assigned to the appropriate departments to be carried out. Final responsibility for all emergency response decisions and actions belongs to the CMT.

Social Media Use During Crisis Events:

Northwest recognizes the use of social media may become an issue when responding to and providing information relating to emergency events. Northwest Missouri State University has accepted social media platforms where official information relating to the University and specific events should be posted. Messaging posted on sites other than official University sites invites the opportunity for the spread of non-factual and inconsistent information and can greatly hinder response efforts.

Employees of Northwest are encouraged not to post on personal social media during an emergency or crisis event in efforts to prevent contradictory information. If social media must be used during these times, the following guidelines are recommended:

- Use social media only when other forms of communication are unavailable
 - Provide your location or specific services needed
 - Direct inquiries for official information to identified university sites
- Do not post information relating to the incident
- Do not spread gossip, rumors, or other unverified information
- Never assume personal social media posts are factual
- Do not discuss legal issues, risks, or conclusions concerning Northwest

Security:

Emergency areas will be secured by university police officers, with possible assistance of other law enforcement agencies. Additional university police personnel shall be called in if needed to assist with security needs, dispatch functions, and entry control point operations.

If the scope of the emergency is larger than the campus, the security of the campus will be at the discretion of the highest-ranking university police officer on scene and coordinated with other agencies responding to the emergency. No person(s) other than emergency personnel shall enter the secured area(s) without the expressed authorization of the Incident Commander.

Incident Commander:

The functionality of the Incident Command System will usually be driven by the event requiring response. The department or area having the most impact from the incident will be responsible for establishing and carrying out the duties of the incident commander (IC). Senior leaders from that identified department will serve as the incident commander and will direct response operations either on-site or near the on-going incident with input from the CMT.

At the onset of an emergency or critical incident, on-duty university police officers or other individual department members shall establish incident command procedures and perform the functions of the IC until appropriate personnel have arrived. It will be the duties of the on-duty university police officers or other individual department members to brief their respective supervisors as to the nature of the incident and all response actions taken.

The IC may vary depending on timing and the nature of the emergency. The IC may not always be the highest-ranking individual within the department or on scene, but rather an individual with the specific skills, knowledge base, and training needed to respond to the event. A person with higher qualifications may arrive or be sent to the scene to assume command in which case a situational status briefing will be provided to the incoming IC.

It will be the general responsibility of the incident commander and emergency responders at the scene, with support from the EOC, to isolate, contain, and neutralize an incident. Objectives of the incident commander are:

- Develop an incident action plan for response efforts and identify resources needed
- Assemble a command and general response team
- Take in and process incident information from fire and rescue, EMS, and law enforcement personnel to provide overviews to the CMT
- Develop detailed information on safety of the emergency scene and any structures involved
- Provide prioritized assignments for maintenance crews to assist in search and rescue
- Initiate survey procedures

Recovery Operations:

Emergency situations impact the Northwest community in many different ways. Some emergencies can shut down individual or entire campus operations while others have little to no impact on normal day-to-day activities. In situations when University operations have been shut down, there are three steps to recovery:

1. Ensure that the campus is safe and secure
2. Restore campus facilities and grounds
3. Determine when and how to return to normal campus operations

Discussions and plans for the recovery process should be started while emergency response activities are still being implemented. Mitigation strategies should be looked at and evaluated for Northwest to better prepare for future emergencies.

As a part of the recovery process and upon deeming buildings or damaged areas safe, custodial and maintenance personnel may be assigned objectives to evaluate current safety conditions or to minimize further damage. Actions may include walk-throughs, roof repair, boarding windows, turning off mechanical and utility systems. No permanent repair work or clean-up shall be done before photographing damages for documentation.

Campus Community Roles and Responsibilities

This section outlines the roles and responsibilities of employees and students not involved in the EOC or CMT during emergency and non-emergency events. Currently employees and students attain information on emergency response procedures through the University Police webpage, the Northwest Missouri State University homepage, Human Resources professional development trainings, orientation programs, presentations, and individual instruction.

Employees and students are encouraged to be proactive in emergency preparedness and take steps now to learn how to respond. The university offers valuable tools for our community to prepare members for disasters or emergency events. Emergency Response Guides are posted in every classroom, residence hall room, and meeting room across campus, outlining procedures to take in the event of a critical situation. Fire drills, severe weather drills, and emergency notification system tests are all conducted early in each semester to help students think about and become familiar with emergency procedures utilized at Northwest.

Crisis Manager, a smartphone application available for the university community, is designed to give students and employees instant access to emergency procedures. The Crisis Manager App allows Northwest to publish emergency procedures and instructions into an easy-to-use mobile format with events and procedures customized for Northwest. Once the application and specific plan is downloaded to a phone, it is accessible anytime and anywhere ensuring our community members are always prepared to act during a crisis.

Employees:

General Responsibilities

University employees are seen as leaders by students and visitors and must be prepared to provide leadership in emergency situations. Employees should understand department emergency and building evacuation procedures in areas and facilities where they work. Employees may be the first to the scene of an incident and are responsible for following standard operating procedures and contacting the appropriate individuals.

Employees will familiarize themselves with the basic concepts of how Northwest responds to an emergency and know the location of emergency contact information. Emergency procedures may be found on the University Police webpage. Members will also understand the importance of communicating factual information during critical events and help contain the spread of unverified or inaccurate information.

Role in an emergency

Employees involved in an emergency will assess the situation quickly and thoroughly when determining how best to respond. Employees should follow department emergency

procedures and report emergencies to the University Police Department. If evacuation of a building is necessary, employees are expected to facilitate the evacuation process and help ensure the building is evacuated immediately. Emergency procedures and evacuation routes can be found on the University Police webpage and individual classroom doors.

In the event of an emergency on campus, typically information regarding the event will be communicated to employees through notification lists and/or their respective department heads. Information may be limited or non-existent during the early phases of an emergency. Employees will assist with disseminating department emergency procedure information and reassure those in their care that response actions have begun, and further information will be made available to them in a timely manner. It will be the responsibility of employees to communicate with students and visitors under their direction.

Senior Leadership Team (SLT):

General Responsibilities

Leaders are responsible for providing overall guidance in the event of an emergency. They must be familiar with their department emergency procedures as well as individual building emergency procedures to provide guidance to those around them during an emergency.

Leaders will have a general understanding of the overall emergency response procedures for the Northwest Missouri State University campus. Emergency procedures can be found on the University Police webpage. Leaders understand the importance of communicating facts during critical events and help contain the spread of unverified or inaccurate information.

Role in an Emergency

Leaders involved in an emergency will assess a situation quickly and thoroughly when determining how best to respond. Leaders will follow recommended University responses, their department emergency procedures, individual building evacuation procedures and report emergencies to the University Police Department.

In the event of an emergency on campus, information regarding the event will be communicated to the leaders through notification lists and/or by their respective NLT member. It is important to know that information may be limited or non-existent during the early phases of an emergency. Leaders will assist with disseminating department emergency procedure information and reassure those in their care that response actions have begun, and that further information will be made available to them in a timely manner. It will be the responsibility of the leaders to communicate with members under their direction.

Students:

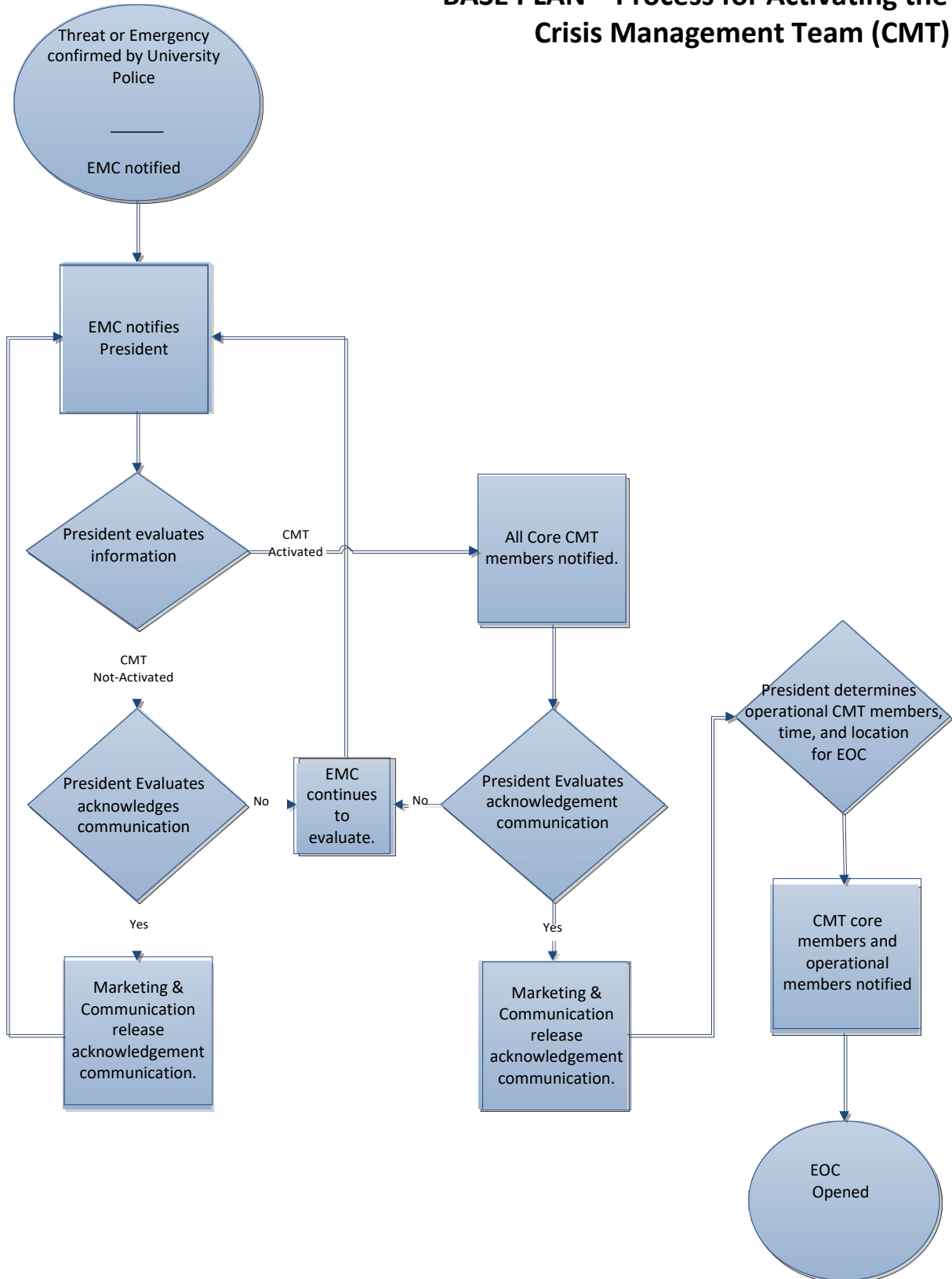
General Responsibilities

Students are responsible for being aware of their surroundings and familiar with building evacuation routes, exits and the nearest Northwest employee. In the event of an emergency, students are responsible for listening for and following directions provided by emergency responders and/or Northwest staff. Information on emergency procedures for residence halls and classrooms can be found with Residential Life, residence hall room doors, the University Police website, individual classroom doors, and the Crisis Manager App.

Role in an Emergency

Students involved in an emergency will assess a situation quickly and thoroughly when determining how to respond. If directly involved in an incident, students will contact University Police as soon as possible, show UPD officers/responders where the incident occurred, and provide any requested information. If evacuation of a building is necessary, students will evacuate the building in an orderly fashion and follow directions from emergency responders, Northwest employees, and department heads.

BASE PLAN – Process for Activating the Crisis Management Team (CMT)



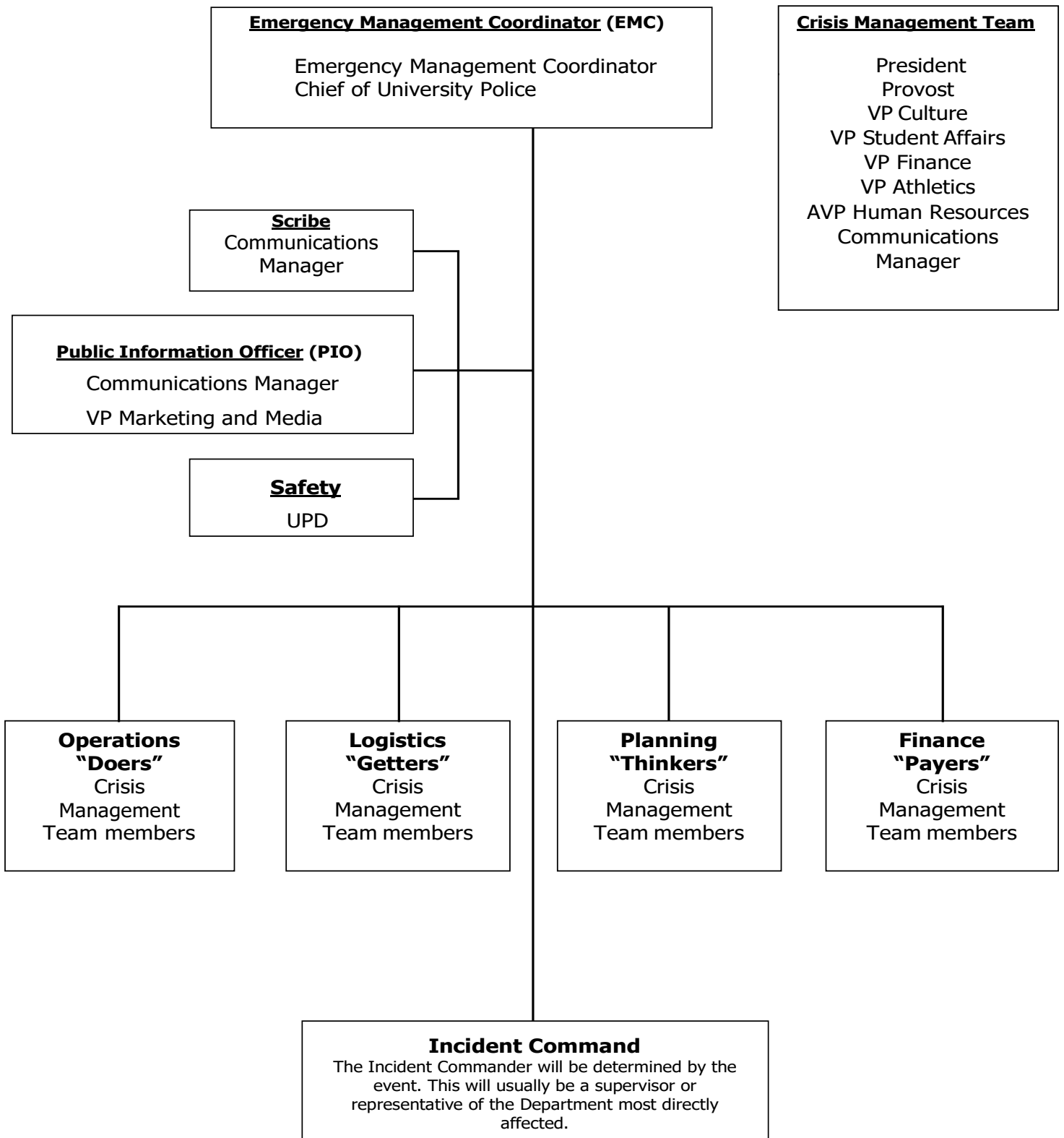
Incident Command Structure

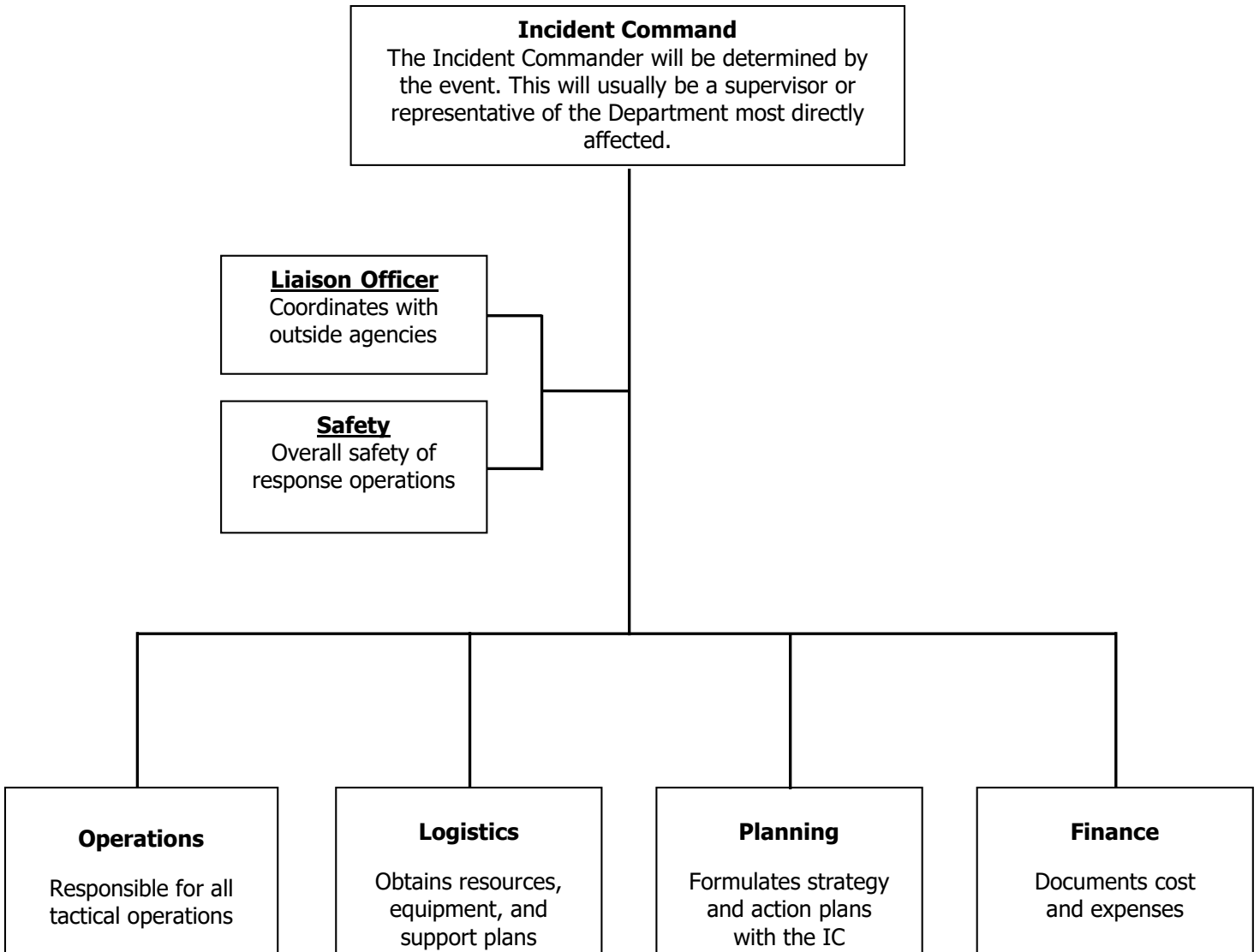
Purpose

In accordance with the Homeland Security Presidential Directive [HSPD], all department heads, supervisors, members, and other agencies of Northwest Missouri State University having responsibilities delineated in the EOP will use the National Incident Management System (NIMS). The Incident Command System (ICS) as part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure.

Northwest Missouri State University is NIMS compliant and uses a modified incident command system for responding to a wide variety of internal and external emergency events. A Crisis Management Team, which manages the response and recovery efforts, works closely with an Incident Commander to effectively isolate, contain, and neutralize an incident. The Incident Commander directs response operations either on site or near an on-going incident and receives input from the CMT.

The diagrams on the following pages outline the Incident Command structure that Northwest Missouri State University utilizes.





Lines of Succession

Purpose

The purpose of this appendix is to identify the Northwest Leadership Team (NLT) members and their designated seconds. In any emergency impacting the Northwest campus, members of the NLT make up the core of the Crisis Management Team (CMT). Not every NLT member will be available for every crisis event that impacts Northwest. It is important to have identified succession leaders identified. To develop an extended and prepared leadership influence during emergency events, the identified succession leaders are chosen by the NLT member.

Area	Second	Third
President		
Provost	Associate Provost	Associate Provost
VP Student Affairs	AVP Student Affairs	AVP Student Affairs
VP Culture	Lieutenant	Lieutenant
VP Finance	AVP Finance	Director Accounting
VP Athletics	AAD Athletics	AAD Athletics
AVP Human Resources	Senior HR Generalist	Senior HR Generalist
Communications Manager	AVP Communications	

Training and Development

Purpose

Trained and knowledgeable personnel are essential for the prompt execution of the Northwest Missouri State University Emergency Operations Plan and Annexes. The Emergency Management Coordinator provides training and development opportunities annually to assist personnel with their expectations, roles and responsibilities interfaced with other response components within the Northwest EOP.

Northwest maintains a state of readiness to assure the transition from operations to crisis/emergency/disaster situations through resources and planned training, drills, and exercises. Personnel will be provided with the resources and development opportunities to execute those responsibilities in an effective and responsible manner.

Training and Development

The Northwest Emergency Management Coordinator is responsible for ensuring employees under the Northwest Missouri State University Incident Command System are trained by developing and conducting training opportunities. Emergency Management at Northwest is guided by emergency preparedness, response, recovery, and mitigation activities.

Members of the Northwest Leadership Team (NLT) and other identified leaders will be required to complete or participate in various emergency management training opportunities. The Emergency Management Coordinator will develop, administer, and maintain a training and exercise program that fits the needs of campus. Deficiencies identified by an exercise are addressed through after-action reports and improvement plans.

Orientation

within 90 days of hire or appointment

CMT

1. Emergency Operation Policy (EOP)
2. Crisis management resources
3. Basic Incident Command System, ICS- 100 or equivalent
 - A certificate of completion will be maintained in Human Resources
 - The supervisor will ensure training completion.

First Responders

Departmental policies and procedures

Annual

CMT

1. EOP updates
2. Review emergency communications
3. Review crisis management resources
4. Review emergency responses
5. Incident specific scenario-based response exercise(s)

First Responders

1. EOP updates
2. Review standard operational procedures (departmental training)
3. Incident specific scenario-based response exercise(s)

Campus Community

1. Emergency communication tests
2. Emergency response drills
3. Crisis management resources

Key Leaders

Northwest Missouri State University

NLT

- President
- Provost
- Vice President, Student Affairs
- Vice President, Culture
- Vice President, Finance
- Vice President, Athletics

Key Leadership Positions

- Emergency Management Coordinator
- Chief of Police
- Communications Manager
- Assistant Vice Presidents, Student Affairs
- Assistant Vice President, Human Resources
- Assistant Vice President, Facility Services
- Assistant Vice President, Information Technology
- Associate Provosts
- Director, Northwest – Kansas City

Annex A

COMMUNICATIONS and WARNING

Purpose

This annex will provide information concerning available, and potentially available, communications and warning capabilities at Northwest Missouri State University.

Situation and Assumptions

Situation:

Emergency communications capabilities for Northwest Missouri State University exist primarily with the communication center located in and staffed by the University Police Department. This center provides dispatching for the University Police Department and is staffed on a 24-hour basis by trained communications personnel. The University Police communications center monitors both local and State law enforcement frequencies and additional frequencies utilized by Northwest Missouri State University Facility Services.

The University Police Department communications center receives initial warning information from any of the following:

- The National Warning System (NAWAS) and the Missouri Uniform Law Enforcement System (MULES) terminal located in the University Police communications center
- The National Warning System (NAWAS) and the Missouri Uniform Law Enforcement System (MULES) terminal located in the Maryville Public Safety 911 communications center
- The National Weather Service / National Oceanic and Atmospheric Administration (NOAA) weather alert system
- Telephone
- Trained weather spotters available through the Nodaway County Sheriff's Department, Maryville Public Safety Department, and the Northwest Missouri State University Police Department
- Direct observation

Annex A

In the event of an emergency affecting the Northwest Missouri State University campus, warning notifications will be disseminated by any or all of the following means:

- The Bearcat Alert emergency text messaging system
- The Simplex indoor audible alarm and Public Address (PA) system located in most facilities on campus
- The Whelan outdoor warning system
- National Weather Service (NOAA) weather alerting system
- University wide mass e-mail
- Social media

For further description of emergency notification system procedures utilized by Northwest, please refer to [Annex A, Appendix 1](#) – Emergency Notification System.

In the event of a power interruption, all dispatching will take place from the Northwest Regional Communications Center. In the event all local emergency communications capability is lost, Northwest can remain in contact with the State Emergency Management Agency (SEMA) by utilizing the Missouri Statewide Interoperability Network (MOSWIN) radio system.

Assumptions:

It is assumed that the existing communications and warning systems will survive and remain functional regardless of what type of disaster strikes the area. If local communications become overtaxed, the state will augment local resources during the response and recovery phases.

Regardless of how well developed a warning system is, some citizens will ignore, not hear, or not understand warnings of impending disasters broadcast over radio or television or sounded by local siren systems. Mobile public-address and door-to-door operations may be required in some situations.

In most cases, the communications center (dispatching personnel) in conjunction with the University Police Officer on the scene will make the initial determination that an emergency has occurred or is developing.

Concept of Operations

When an emergency occurs, all available warning systems will be utilized to alert and warn residences, visitors, etc., of events affecting their safety. These warning systems include text messaging, indoor warning sirens, outdoor warning sirens, e-mail, social media, radio, and the public address system.

Annex A

During an emergency, curtailment of routine actions will be necessary. The degree of this curtailment will be determined by the Emergency Management Coordinator or members of the Crisis Management Team and will depend upon the severity of the situation. In some instances, work shifts for essential personnel may need to be established to provide 24-hour staffing.

During emergency operations, all departments will maintain their existing equipment for communicating with their field operations. These departments will maintain communications liaison with the EOC to keep them informed of their operations. Communications between the state and the EOC will be through land-line telephone links, cellular phones, or radio contact.

Tests and educational programs will be conducted regularly to ensure the public understands the various warnings (i.e., tornado and fire).

Organization and Assignment of Responsibilities

The Communications and Warning Coordinator for Northwest Missouri State University will be the Emergency Management Coordinator. This coordinator is responsible for the following:

- Maintain current notification lists for all departments and provide these lists to the communications center
- Implement call-down of all EOC staff
- Review and update this annex and its appendices annually

Additional support for this function will come from those departments/organizations having communications capabilities. Among these are the law enforcement, ambulance, and public works agencies. The Public Information Officer will also support warning operations when necessary.

Any department/organization involved in this function is responsible for providing adequate training regarding communications and warning.

Appendices

Emergency Notification System	Appendix	1
Emergency Public Information	Appendix	2

Emergency Notification System

Purpose

The Northwest Missouri State University (Northwest) has an Emergency Notification System (ENS) with multi-channel communication capabilities. The Northwest ENS is intended to rapidly disseminate emergency information on an incident and provide instructions to the Northwest campus population. The procedures outline the emergency notification and organization.

The purpose of the ENS is to authorize and issue warning notifications to the Northwest campus population during emergency events or when specific actions must be taken to maintain safety and security. These guidelines establish the process for activating the Northwest ENS when a threat or emergency is reported to University Police Department and provides operational guidance for issuing emergency messages via the ENS. These procedures are integrated with and supplement the Northwest Emergency Operations Plan.

These procedures are intended to provide guidelines for safe practices, and it cannot be assumed all plausible and non-plausible scenarios are contained within this document.

Situation and Assumptions

Situation:

The process for activating the ENS procedures begins when a threat or emergency is reported to the University Police Department. For confirmed threats or emergency situations that require immediate or urgent notification, the University Police Department senior officer on duty can authorize the emergency notification based on the operational guidelines within these procedures.

In the event of a power disruption where access to the different levels of the ENS protocol could be diminished, systems may be accessed either remotely via off-site internet access, mobile phone app, Northwest Regional Communications Center, or on-site at individual locations. Locations and systems requiring utility support, will have a battery or solar powered back-up system installed allowing for a limited amount of emergency service.

Assumptions:

It is assumed that many of the existing communications and warning system components will survive and remain functional regardless of what type of disaster strikes the area. The information contained within this document recognizes that individual circumstance or events not anticipated by the procedure occur. The experience and judgment of those utilizing the procedure is an important consideration in how and when the procedure is utilized and when an alert is issued.

Concept of Operations

For most emergency threats and incidents at the Northwest campus, the first notice of the situation will be via an incoming call to the University Police communications center. The University Police dispatcher will notify the senior officer on-duty and provide necessary information regarding confirming the incident. The University Police dispatcher will then notify the University Police Chief who in turn will notify the Emergency Management Coordinator. A decision will be made as to the channels and content of emergency notifications to be utilized.

Authorization for providing emergency notifications to the campus community will normally come from the University Police Chief or the Emergency Management Coordinator. Depending on the nature and severity of the emergency, the University Police senior officer on-duty will be responsible for the release of immediate campus emergency messaging. If an incident is severe enough, and the delay in the notification process increases the risk to life and safety, the University Police senior officer on-duty is authorized to provide immediate notification relating to the event.

Emergency Notification System Channels:

The following makes up the Northwest Emergency Notification System channels:

- Bearcat Alert emergency text message system – sent to mobile cell phones (limited to 124 characters)
- Simplex indoor siren and public address system – a system that consists of a siren blast from internal speakers throughout campus buildings
 - This system is also capable of playing a recorded message or live audio
- Whelan outdoor siren and public address system – a system that consists of a siren blast from a speaker on campus
 - This system is also capable of playing a recorded message or live audio
- Northwest campus wide e-mail – mass e-mail to all Northwest accounts

- Northwest homepage – messages posted on the homepage of Northwest’s internet website
- Other channels as developed – these could include social media sites such as Twitter and Facebook

Emergency Notification Message Characteristics:

All Emergency Notification System messages may contain the following information:

- Nature of the incident
- Location of the incident
- Actions to be taken by affected populations

Additional or subsequent messaging (which are not constrained by technical limitations related to SMS) may use additional characters, as appropriate, to convey more information. As soon as possible following the issuance of an emergency message, the Northwest homepage and e-mails should contain additional and/or supplemental information about the alert and/or the incident. Further instructions should be provided for obtaining detailed information for University programs/services affected, receiving additional updates, and avenues for reporting information.

Levels of Emergency Notification:

There are three levels of notification under the ENS. These are immediate, urgent and status update/all clear, each of which are described below:

- **IMMEDIATE:** An *immediate* notification to the campus is made when the University Police Department has confirmed that an emergency situation poses an *immediate* threat to life safety or security of the campus population. The University Police Department senior officer on-duty is authorized to make an *immediate* notification to provide an alert, warning and safety information, or protection instructions.

However, the University Police Department senior officer on duty also has the authority not to authorize an immediate notification to the campus if issuing such a message could create a more serious emergency and/or compromise the University’s efforts to contain the emergency. If the University Police Department senior officer decides not to authorize an alert, he or she must notify and consult with the Northwest Police Chief or the Emergency Management Coordinator.

As necessary, the University Police Chief will notify the Emergency Management Coordinator of the situation, the notification authorized/issued (or not authorized/issued),

and any other actions taken. As necessary, the Emergency Management Coordinator will notify the University President and other officials of the situation, the notification authorized/issued (or not authorized/issued), and any actions taken.

- URGENT: An **urgent** notification to the campus is made when the University Police Department has confirmed that an emergency situation may pose a threat to life safety or security of the campus population.

When the University Police Department confirms an emergency exists, immediate notification will be made to the University Police Chief. As necessary, the University Police Chief will notify the Emergency Management Coordinator of the situation, the notification authorized/issued (or not authorized/issued), and any other actions taken.

As necessary, the Emergency Management Coordinator will notify the University President and other officials of the situation, the notification authorized/issued (or not authorized/issued), and any actions taken.

- STATUS UPDATE / ALL CLEAR: A **status update** is made when there is new information or instructions for the campus population; it may be to provide an update on the situation or change in protective actions. An **all clear** notification indicates that the emergency has been contained or no longer exists.

Status update and all clear notifications will be based on information provided by the person, or Department, who has incident command responsibilities. Authorization will be by the University Police Department senior officer on duty, University Police Chief, or the Emergency Management Coordinator.

Emergency Notification System Authorizations:

LEVEL:	AUTHORIZED BY:	ISSUED BY:	CHANNEL OPTIONS:
Immediate	University Police senior officer on duty, University Police Chief, Emergency Management Coordinator	University Police dispatcher, or other trained personnel	<ol style="list-style-type: none"> 1) Bearcat Alert text messaging system 2) Simplex indoor siren/PA, as needed 3) Whelan outdoor siren/PA, as needed 4) Northwest campus email 5) Northwest homepage 6) Other channels as developed
Urgent	University Police Chief, Emergency Management Coordinator	Trained personnel	<ol style="list-style-type: none"> 1) Bearcat Alert text messaging system 2) Simplex indoor siren/PA, as needed 3) Whelan outdoor siren/PA, as needed 4) Northwest campus email 5) Northwest homepage 6) Other channels as developed
Status Update /All Clear	University Police senior officer on duty, University Police Chief, Emergency Management Coordinator	Trained personnel	<ol style="list-style-type: none"> 1) Bearcat Alert text messaging system 2) Simplex indoor siren/PA, as needed 3) Whelan outdoor siren/PA, as needed 4) Northwest campus email 5) Northwest homepage 6) Other channels as developed

Organization and Assignment of Responsibilities

This section describes the roles and actions assigned to staff at Northwest for authorizing and operating the Northwest Emergency Notification System. The action checklist provide detailed guidance for each position within the ENS.

NORTHWEST STAFF POSITION	ROLE
<p>University Police Dispatcher</p>	<ul style="list-style-type: none"> • Coordinate with the University Police Senior officer on duty • Issue immediate notifications • Issue status updates or all clear notifications as instructed • Activate the sirens and public address systems as instructed
<p>University Police Senior Officer on Duty</p>	<ul style="list-style-type: none"> • Confirm the emergency or existence of a threat • Determine whether an emergency notification to the campus would create a more serious emergency and/or compromise the University’s efforts to contain the emergency • Authorize the dispatcher to send out immediate notifications • Notify the University Police Chief of the situation, notifications authorized/issued, notifications not authorized/issued due to the potential to compromise University efforts to contain the emergency, and any other actions taken in relation to the emergency • May authorize the University Police dispatcher to send an all clear notification (for incidents in which this person serves as the Incident Commander)
<p>University Police Chief</p>	<ul style="list-style-type: none"> • Receive information on immediate notifications that have been sent, or notifications not sent because they might compromise the University’s efforts, or because the immediacy of the threat is undetermined • Authorize urgent notifications • Notify the Emergency Management Coordinator of the situation, notifications authorized/issued, and any other actions taken to contain the emergency • Determine whether an emergency notification to the campus would create a more serious emergency and/or compromise the University’s efforts to contain the emergency • May authorize the University Police dispatcher to send status update notifications, or all clear notifications

(Continued from previous table)

NORTHWEST STAFF POSITION	ROLE
Emergency Management Coordinator	<ul style="list-style-type: none"> • Receive information on immediate notifications that have been sent and, as appropriate, notifications not sent • Confirm whether the emergency situation threatens the life safety, or security of the campus population for situations outlined within the Emergency Operations Plan • Authorize urgent notifications • Notify the University President and other University Officials as necessary of the situation, notifications authorized/issued, and any other actions taken • Provide safety and security information for notifications as needed • May authorize the University Police dispatcher or trained personnel to send status update notifications or all clear notifications
University Marketing and Communications	<ul style="list-style-type: none"> • Issue notifications • Provide additional information on notification messages on the northwest homepage and campus email accounts
University Information Technology Department	<ul style="list-style-type: none"> • Provide technical support to the University Police Department, Emergency Management Coordinator, and other offices in the operation of the Emergency Notification System and associated networks and systems • Coordinate with service providers as needed to ensure system operability

Emergency Public Information

Purpose

To provide for the timely release of accurate information to the residents, commuters, faculty, staff and visitors of Northwest Missouri State University in the event of an emergency or disaster.

Situation and Assumptions

Situation:

Northwest is served by various news media, either located within the city or in the surrounding area, which would be utilized to disseminate public information in an emergency or disaster situation. A listing of these media outlets is provided on pages 4 and 5 of these appendices.

Northwest is not immune to becoming the target of a terrorist threat, attack, or incident, as could occur in any other community or area in the United States.

Assumptions:

During an actual or impending emergency or international crisis, the public will expect local government to provide specific information relating to safety, survival, and protection of property. University media will cooperate with local officials in the dissemination of information to the public.

Widespread or major disasters may result in State and National media coverage and include media personnel not familiar with local news release procedures. Some media personnel may attempt to obtain information from other than “official sources”.

An effective public information program will reduce casualties and damages.

Concept of Operations

In any critical event or emergency, public information operations are an essential tool in maintaining an authentic and respectable communications network. Providing the public with necessary information before, during, and after an incident is an important aspect of response operations. The office of University Marketing and Communication will be responsible for designating a Public Information Officer (PIO) and disseminating all information regarding Northwest's response efforts during an incident will flow through their office.

When an emergency occurs or threatens to occur on the Northwest campus which requires the dissemination of information, the identified Public Information Officer will release this information in a timely manner. The PIO will be in the EOC or at a location to be designated when this plan is implemented. The PIO will serve as Northwest's official point of contact during an emergency and will be responsible for communicating with media personnel and identifying locations for media interactions. The PIO will also provide periodic briefings as necessary to share any critical or status updates intended for public release.

Release of official public information will be coordinated with and approved by members of the Crisis Management Team and released to the public in a timely and accurate manner. Only information released by the PIO from the Crisis Management Team will be considered official. The PIO will identify and inform media sources of officially recognized news releases.

During emergencies, all responding departments are responsible for coordinating with the PIO and for clearing information for press releases with the Crisis Management Team. All information regarding an incident intended for public release will be made available and reviewed by members of the Crisis Management Team prior to releasing that information to the media for the public dissemination.

A major task of public information operations will be responding to inquiries and maintaining rumor control. The PIO must establish procedures to inform families on the status of relatives who might be injured or missing, emergency services available, damaged and/or restricted areas due to the event, or other pertinent information. The PIO must also monitor media broadcasts and social media sites to ensure the public is receiving accurate information.

Should the emergency involve more than the Northwest jurisdiction, the PIO will coordinate public information activities with the PIO(s) of the jurisdiction(s) involved. If the emergency warrants activation of a State and/or Federal response, the local PIO will coordinate with the State and/or Federal PIOs.

Organization and Assignment of Responsibilities

The PIO for Northwest Missouri State University will be the Marketing and Communication, Communications Manager, or their designee. The PIO is responsible for the following:

- The preparation and release of public information
- Development and distribution of key talking points relating to specific incidents
- Coordination with the Communications and Warning Coordinator in regard to the Emergency Alert System monitoring
- Assistance with the dissemination of campus and community warnings
- Instructions for people who must evacuate from a high-risk area, including but not limited to:
 - Definition of the population at risk
 - Evacuation routes
 - Suggested types and quantities of food, water, clothing, medical items, etc., that evacuees should take with them
 - Locations of reception areas, shelters, dining facilities, and medical clinics in the reception area
 - Safe travel routes for returning to residences
 - Centrally located staging areas/pick-up points for evacuees needing transportation, etc.
- Coordination with Wellness Services on the development of public information regarding health risks, first-aid, etc.
- Establishment of a rumor control and social media monitoring section

In the event of a public health emergency, the Wellness Services Director will assist the PIO in the development of materials which describe health risks associated with the identified hazard(s). The Wellness Services Director will also provide information on the appropriate self-help or first aid actions and other survival measures.

Format and Procedures for News Releases

Format:

- Date and time released
- Text of the news release
- Substantiating records for the release
- Name, address, and telephone number of the news release initiator

Release Procedures:

- Verify the authenticity of the information contained in the release
- Verify that a duplicate release has not already been made
- Prepare the release in the format listed above
- Determine if the information contained in the release is in the public’s best interest and will not create unwarranted or unnecessary fear, anguish, or other adverse reactions among the public
 - However, news releases will not be withheld simply to avoid political or public official embarrassment should the situation so warrant
- News releases will be distributed fairly and impartially to the news media
- Copies of all news releases will be furnished to the rumor control section

Media Points of Contact

Radio Stations:

KXCV/KRNW	-	FM	Northwest Missouri State University	(660) 562-1162
KNIM/KVVL	-	AM/FM	Maryville, MO	(660) 582-2151
KCHI	-	AM	Chillicothe, MO	(816) 646-4173
KMZU	-		Chillicothe, MO	(816) 646-5767
KTTN	-	AM	Trenton, MO	(816) 359-2261
KKJO	-		St. Joseph, MO	(816) 279-6346
KFEQ	-		St. Joseph, MO	(816) 223-8881
KAAN	-		Bethany, MO	(800) 892-5959
KSIB	-		Creston, IA	(641) 782-2155
KMA/KKBZ	-		Shenandoah, IA	(800) 234-5622
				or (800) 246-5270

Television Stations:

KQ2	-	ABC	St. Joseph, MO	(816) 364-2222
KNPN	-	FOX	St. Joseph, MO	(816) 689-2626
WDAF	-	FOX	Kansas City, MO	(816) 753-4567
KCTV	-	CBS	Kansas City, MO	(913) 677-5555
KMBC	-	ABC	Kansas City, MO	(816) 221-9999
KSHB	-	NBC	Kansas City, MO	(816) 932-4141

Cable Television Companies:

United Fiber	Maryville, MO	(800) 585-6454
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Newspapers:

Maryville Forum	Maryville, MO	(660) 562-2424
Northwest Missourian	Northwest Missouri State University	(660) 562-1224
Nodaway News Leader	Nodaway County	(660) 562-4747
St. Joseph News Press	St. Joseph, MO	(816) 271-8500
The Kansas City Star	Kansas City, MO	(816) 234-4900
Omaha World Herald	Omaha, NE	(402) 444-1304
Des Moines Register	Des Moines, IA	(515) 284-8000

Annex B

EVACUATIONS

Purpose

The purpose of this Emergency Evacuation Plan is to define policies and procedures of Northwest Missouri State University for emergency situations where building or campus evacuations are required. This annex will provide information outlining evacuation operations for Northwest which will be applicable to small, localized situations, as well as a large-scale evacuation. Due to the urgency often inherent in such situations, all University employees are expected to be familiar with this plan and be prepared to initiate the following procedures.

Situation and Assumptions

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include smoke/fire, gas leak, bomb threat, or utility failure. Pre-planning and routine drill exercises are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency.

Situation:

Northwest is vulnerable to a variety of natural and man-made disasters that might necessitate the evacuation of an individual building, multiple buildings, a portion of campus, or even the entirety of the Northwest campus. Northwest Missouri State University Police Department monitors various detection methods utilized by Northwest and evaluates current safety and security concerns when determining if an evacuation is warranted.

In the event of an emergency affecting the Northwest Missouri State University campus requiring an evacuation, warning notifications will be disseminated by any or all the following means:

- The Bearcat Alert emergency text messaging system
- The Simplex indoor audible alarm and Public Address (PA) system located in most facilities on campus
- The Whelan outdoor warning system
- University wide mass e-mail
- Social media

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Assumptions:

In almost every emergency requiring evacuation, a number of people will evacuate on their own volition. Most of the persons in the affected area will receive and follow the evacuation instructions provided through the Emergency Notification System channels.

However, a certain portion of the population will not get the information, will not understand it, purposely not follow directions, or will not be able to follow it without assistance.

Short and long-term planning should be accomplished in order to provide for identification of safe, secure, and reliable evacuation routes and shelter locations that could possibly be utilized. Evacuation facilities and routes are more likely to incur additional burdens due to the nature of the evacuation such as a terrorist or hazardous material events.

Concept of Operations

In the event of an emergency, responsibility for ordering an evacuation rest with the Chief of Police, the Emergency Management Coordinator, or the President or their designee. The duration of the evacuation will be determined based on the nature of the event and technical information furnished by Federal, State, and local agencies.

During evacuation operations, certain day-to-day university activities may be curtailed. The length and extent to which this may be necessary will depend upon the event and the number of resources which have been committed to the emergency. Personnel, supplies, and equipment may be relocated and provisions for transporting essential personnel to and from the risk area may be put into place.

Reentry into an evacuated area will begin after the area has been declared safe by the University Police Department.

Types of Evacuations:

Buildings

In many emergency situations, a building evacuation will be necessary. All students, employees, and visitors should familiarize themselves with the evacuation routes posted in the buildings that they live in and visit on a regular basis. If an evacuation order is issued for your building, fully cooperate with emergency instructions, University Police, or emergency personnel, and do the following:

- All occupants shall evacuate a building/area immediately when emergency communications systems indicate to do so or when instructed to do so by University Police
- Remain calm

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- If possible, take keys, wallets, and essential belongings with you
- If possible, wear weather appropriate clothing
- In case of a fire, do not use elevators
- Close and lock doors
- If possible, aid mobility impaired individuals by moving them to an emergency exit stairwell and closing the door
 - Report the location of all persons with disabilities to emergency personnel
- Evacuate in a safe and orderly fashion to the nearest staging area(s) and await further information
 - Staging areas will be determined by Responsible University Officials
 - Evacuation routes and staging areas may be dependent on current weather and/or other conditions
- Never return to an evacuated building/area until an all clear is announced from University Police or appropriate university personnel

Campus Wide

In larger scale emergencies, the President of the University or their designee is ultimately responsible for ordering a campus wide evacuation. During times of campus evacuations, it will be the responsibility of the University Police Chief or their designee to serve as the Evacuation Coordinator for Northwest Missouri State University.

If a critical incident occurs at Northwest requiring the evacuation of campus, all persons shall be directed to a safer area by emergency and/or University personnel. The Evacuation Coordinator will manage and control evacuation operations from the EOC and will be responsible for the following:

- Designating primary and alternate evacuation routes and indicating these routes on a map
- Estimating traffic capabilities for the evacuation routes and the amount of time for completing the evacuation
- Estimating the number of people requiring transportation from the evacuation area and identifying the means to transport them
- Identify potential problem areas along the evacuation routes (i.e., narrow bridges, weight restrictions, accessibility, etc.)

The Public Information Officer (PIO) will coordinate with the Evacuation Coordinator and the Crisis Management Team (CMT) to determine appropriate evacuation information to be released. Information should include detailed instructions, maps, evacuation routes, and shelter locations if available. The PIO will be responsible for disseminating campus wide notification regarding updates and instructions on returning.

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The Assistant Vice President of Facility Services will be responsible for obtaining transportation to be used in the evacuation process and coordinating other necessary resources. The AVP of Facility Services or their designee will be responsible for assisting in the traffic movement by constructing barricades and removing debris from the roadways. All vehicles owned by Northwest will be utilized to evacuate people and relocate essential resources. Formal arrangements for outside resources should be made in advance (i.e., church buses, school buses, etc.)

University Police personnel will be responsible for providing security in the evacuated areas, as well as for vehicle security in any associated reception area within their jurisdiction.

Sporting Event Evacuations

For additional concerns and specific instructions relating to sporting events, please refer to [Annex L](#).

Staging Areas

Staging areas are locations which may be used in the event an evacuation has been ordered which would require evacuees to relocate to a safe area. Departments should identify multiple staging areas within their emergency plans, on and off campus, and communicate these locations with all employees, students, and visitors. In the event of an evacuation, evacuees shall report to these staging areas which will provide a safe and secure environment for personal accountability as well as a location to receive further information.

It is important to understand, however, that any of the identified staging areas may be needed by the University for response functions. The University and its needs will take a priority over individual department plans. This should be taken into consideration upon plan development.

In the event of a campus-wide evacuation, the designated safe area may be off campus. It is possible many evacuees will not have transportation and it may be necessary to identify and create transport staging areas. Evacuees who do not have transportation shall report to these transport staging areas where transportation will be provided to move them to a designated safe area.

Organization and Assignment of Responsibilities

For general emergencies requiring building evacuations, either the Simplex indoor alert system or University Police personnel will be responsible for communicating and coordinating evacuation procedures. University Police personnel will evaluate and investigate all concerns of safety and security on campus and determine when it is acceptable to return.

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Responsibilities:

An effective emergency evacuation and subsequent response requires the coordination of all occupants in a building. All building occupants, including employees, students, and visitors, must be aware of their roles and responsibilities in case of an emergency evacuation.

Student and Student Employee Responsibilities

Students shall become familiar with all areas in which they may work in, occupy, or visit on a regular basis. They should review the posted emergency procedures and floor plans showing primary evacuation routes. Students should also familiarize themselves with the locations of fire alarm pull stations, fire extinguishers, and any other emergency equipment available. Upon hearing or receiving notice to evacuate an area, students shall follow evacuation procedures immediately.

Employee Responsibilities

All Northwest employees shall familiarize themselves with evacuation procedures of the areas they work in. Employees shall be responsible for orienting students with a brief overview of the emergency evacuation procedure within the first week of classes and identify persons that may require special assistance in the event of a building evacuation.

Upon receiving instructions to evacuate a building, employees are responsible for ensuring that all students leave the classrooms immediately and proceed to the nearest evacuation route and exit the building. Employees will also help direct any visitor to the nearest evacuation route and ensure building occupants do not enter the building until cleared to do so by emergency personnel.

Appendices

Bomb Threat	Appendix	1
Hazardous Materials	Appendix	2
Mobility Impaired	Appendix	3

Bomb Threats

Purpose

The purpose of this appendix is to organize the University's response in regard to bomb threats and to provide immediate direction to any person who may receive a bomb or similar threat. Most bomb threats made against the Northwest Missouri State University buildings and events are false and intend to disrupt normal activities.

Situation and Assumptions

Situation:

As Northwest promotes an open and free moving environment, it creates the potential for receiving claims of violence, including bomb threats. A bomb threat is defined as a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, injury or disruption of services, whether or not such a device actually exists.

Bomb threats may be received by any of the following media:

- Phone calls
- Written notes, letters and/or social media
- Verbal communication
- Suspicious packages

The University Police Department investigates all calls concerning the safety and welfare of our students, employees, and guests. Department personnel are properly trained in response techniques required for such events.

Assumptions:

Northwest recognizes the responsibility for public health and safety, and the need to set forth guidelines and plans to deal with specific threats of violence to our campus. Proper implementation of this appendix can reduce the effects of false threats limiting the disruption to the learning environment of our community.

Existing law enforcement personnel and equipment should be adequate to handle most incidents of threats of explosive devices. Outside assistance is available and will respond when needed.

Concept of Operations

This procedure was designed to ensure the safety of students, employees, guests and responding personnel when handling a bomb, suspicious package, or hazardous device.

Purpose for Threat:

There are two purposes for a call reporting that a bomb is to go off at a particular site.

- The caller has a definite knowledge or believes that an explosive or incendiary device has been or will be placed, and they want to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
- The caller wants to create an atmosphere of anxiety and panic which will in turn possibly result in a disruption of normal activities at the location where the device has purportedly been placed.

Procedure:

When receiving a threat, pay careful attention to any pertinent details. The person making a warning or threatening call could reveal enough information about himself or herself that the recipient could possibly later identify them.

Due to the overwhelming use of social media as a primary means of communication, bomb threats may be made by utilizing social media applications or other forms of electronic social communications.

Anyone who receives a bomb threat should follow these procedures:

1. Phone

- If the threat is received by phone, remain calm and attempt to obtain as much information as possible from the caller.
 - See attached checklist
- Upon completion of the call or if the caller hangs up, promptly press *57 on the line being used.
- Immediately notify the University Police Department at (660) 562-1254 and give your name, location, and telephone number. Inform them of the situation, reporting exact words of the threat, including information you may have as to the location of the threat, time of the threat, and the time you received the call.

- DO NOT evacuate the building and DO NOT sound an alarm. Wait for further instructions from responding law enforcement personnel. The University Police Department will be responsible for evacuations of buildings, or of the campus, if necessary.
2. Suspicious mail, notes, packages, comments, or observations
 - If you receive a threat in writing or through verbal communication, notify University Police immediately at (660) 562-1254 and relay to responding officers the location and the way the threat was received.
 - If you spot something out of the ordinary that appears suspicious, notify University Police immediately. Under no circumstances should you touch, tamper with, or move suspicious objects or confront persons acting suspiciously.
 3. Social Media
 - If you come across a threat on social media, report to University Police immediately at (660) 562-1254.
 - Note the name of the person making the threat and the application they used to make it.
 - Record the exact wording of the threat as it was posted.
 - Take a screenshot of the computer if possible, to provide to the University Police.

Organization and Assignment of Responsibilities

The University Police Chief or his designee will have the responsibility of coordinating the investigation and directing available resources. The University Police Chief or his designee will be responsible for the following:

- Coordination of all information regarding the investigation, subsequent search and resulting actions
- Dissemination of warning information to the affected building/students, if deemed necessary
- Notifying the University's Emergency Management Coordinator

The Emergency Management Coordinator is responsible for the following:

- Notifying the President
- Notifying appropriate members of the NLT
 - If needed, determine time and location for CMT to meet

- Coordinating information flow with the University Police Chief
- Dissemination of warning information to the affected areas if deemed necessary

Other agencies and organizations which may provide services include the Missouri State Highway Patrol Bomb Squad, the Army Explosive Ordinance Disposal (EOD) Squad, the Bureau of Alcohol, Tobacco and Firearms (ATF), and local outside agencies.

Northwest Missouri State University Bomb Threat Report



Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is the bomb right now?
- 3) What does the bomb look like?
- 4) What kind of bomb is it?
- 5) What will cause the bomb to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the Threat:

Time of call: _____

Sex of caller: _____ Age: _____ Race: _____ End of call: _____

Bomb Threat Questionnaire:

Caller's Voice

- | | | | |
|----------------------------------|-----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised | |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Accent | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Familiar | |

If voice is familiar, who did it sound like?

Background Sounds

- | | | | |
|--|---|------------------------------------|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> House Noises | <input type="checkbox"/> Factory | <input type="checkbox"/> Local |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Machinery | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Voice | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Clear | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Booth | <input type="checkbox"/> PA System | <input type="checkbox"/> Static | <input type="checkbox"/> Music |
| | | <input type="checkbox"/> | |

Other _____

Threat Language

- | | | |
|---|--------------------------------|---|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped | <input type="checkbox"/> Message read by threat maker |

Remarks _____

-
- Fill out completely, during and immediately after bomb threat.
 - Upon completion of the call or if the caller hangs up, promptly press *57 on the used line before hanging up.
 - Report threat immediately to the University Police Department, (660) 562-1254.

Name _____ Department _____ Date _____

Phone Number _____

Hazardous Materials Accidents

Purpose

The purpose of this appendix is to provide for the orderly and coordinated evacuation of people exposed to hazardous material accidents and people endangered by fixed site hazardous material accidents.

Situation and Assumptions

Situation:

Northwest Missouri State University is exposed to hazardous materials transported through and stored on campus.

Assumptions:

Hazardous material incidents may occur without other emergencies being involved, such as a structure failure in a container or a leaking valve. Such incidents could pose a significant threat to the health and safety of response personnel and others in the immediate area.

Concept of Operations

Evacuation Response Procedures:

If no evacuation is required

- Secure the area
 - The first responding University Police Officer on scene will cordon-off the impacted area
- Alert other Departments
 - This should include departments such as fire, water, sewer, Facility Services
 - All those notified should be informed of the situation

- Facility Services will be responsible for notifying the Department of Natural Resources (DNR) and the Environmental Protection Agency (EPA) and as required, as well as CHEMTREC if necessary.
- Dispatch a Hazardous Materials Unit for assistance if necessary

If evacuation is required and an order is made to evacuate

- Designate the area to be evacuated
 - This information should be as clear and concise as possible to aid those who are assisting in the evacuation and for those who are being evacuated
- Establish a perimeter for security
 - The purpose is to limit or prohibit entry into the impacted area(s)
- Activate an emergency shelter plan if necessary
 - Many evacuees will stay with friends or neighbors for short periods of time; if duration is longer, the impacted community will relocate and make ready areas for long-term occupancy
- Notify impacted persons
 - All persons within the impacted area(s) must be contacted
 - This is best accomplished on a door-to-door basis, loudspeakers, or the Simplex indoor alerting system, depending on the situation
 - Records should be kept of location of visits, time and dates, and the results of attempted visits
 - Individuals with disabilities may require special assistance
- Return of impacted persons
 - Once the area is declared safe, the PIO will release information to the evacuees when to return, what to expect upon return (i.e., how to turn utilities back on), and how to request additional information.
 - Facility Services will warn of other related hazards so persons would be alert to changes in their environment

Emergency Evacuation Guidelines for Persons with Disabilities

Purpose

The following document outlines procedures for alerting, evacuating, or sheltering persons with disabilities located on the Northwest Missouri State University campus during an emergency. Every member of the University community has a responsibility to facilitate the safe evacuation and sheltering of persons with disabilities by adhering to the following guidelines. The University asks all individuals who may need assistance in an emergency to self-identify themselves to the University

Situation and Assumptions

Situation:

Northwest recognizes that individuals with disabilities may require assistance with alerting, evacuating, and sheltering in the event of an emergency.

Assumptions:

During an emergency, evacuations may be complicated by jurisdictional boundaries, by physical barriers, and by transportation or road capabilities. Evacuating individuals with mobility impairments may require additional resources and coordination.

Concept of Operations

Mobility Impaired Individuals:

If an individual with a mobility impairment is on or above the second floor of a building or in the basement, he or she may need assistance to leave the building during an emergency or during an elevator failure. The following are guidelines to assist with the evacuation of persons with mobility limitations:

- If there is not an immediate danger (obvious smoke or fire), a person with mobility limitations should either stay in place or be moved to an identified emergency exit stairwell
- Notify University Police or on-site emergency personnel immediately as to the presence and location of persons with mobility limitations

- Emergency personnel will determine the nature of the situation and decide upon appropriate response
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner
 - It is extremely important that the person with mobility limitations not be moved unnecessarily and improperly, possibly causing further physical injury
 - The person with the limitation is the best authority as to how to be moved out of the building
 - The best procedure is to let professional emergency personnel assist in the evacuation
- Wheelchairs have many movable or weak parts that are not constructed to withstand the distress of lifting (e.g., the seat bar, foot plates, wheels, and moveable arm rests)
- Some persons in wheelchairs may have electric artificial respirators attached
 - These persons should be given priority assistance if smoke and fumes are present since their ability to breathe will be seriously jeopardized
 - If they are moved with their wheelchair, if a seat belt is available, secure the person in the chair
- If the wheelchair is left behind, remove it from the stairwell and leave it where it does not block others
- If a mobility impaired individual has a service animal, responders will make every effort to not separate the animal and their handler, however, primary effort will be to get the handler to safety which may require the animal to be left behind

Visually Impaired Individuals:

Most visually impaired persons will be familiar with the immediate area they are in, and it may be possible to give them specific instructions on how and where to exit. When acting as a sighted guide, the person may take your elbow for an escort to a safe location. Once they have reached a safe location, orient the person to their environment.

Hearing Impaired Individuals:

Since persons with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. The Simplex indoor alerting system is equipped with strobe lights that help with providing visual warning. In some instances, it may be necessary to turn the light switch on and off to gain attention. Through gestures or in writing, identify what the emergency is and the nearest evacuation route.

Fire Evacuation Procedure:

Check to make sure the hallway is clear of smoke and proceed to the area designated for your Department. Report any situations and locations of persons needing assistance to University

Police or to emergency responders on site. All stairwells marked as an emergency exit are fire-rated to provide protection for two (2) hours.

Tornado Evacuation Procedure:

Proceed to the area in the building designated for your department as an acceptable shelter location. Provide any necessary assistance to persons with impairments regarding the information previously listed and note that one of the safest places to shelter is an interior hallway on the lowest floor. If it is not possible to get to the lowest floor, find an interior hallway and stay away from windows.

Organization and Assignment of Responsibilities

Employee Responsibilities:

Northwest employees are responsible for knowing the evacuation plan established for their departments. They should discuss evacuation procedures ahead of time with students in their classes and identify persons who might have problems leaving the building during emergencies. Emergency procedures and information on needed assistance should be discussed by employees with identified individuals having impairments at the beginning of each semester.

Annex C

ALL HAZARDS SHELTER-IN-PLACE

Purpose

The purpose of this Annex is to enhance the ability of Northwest Missouri State University to protect the campus community when an incident has occurred with little or no warning. During specified emergency situations, particularly chemical, biological, or radioactive material releases, some weather emergencies, or the threat of imminent danger, you may be directed to shelter-in-place rather than evacuate a building.

Situation and Assumptions

Shelter-in-place (SIP) means to seek immediate shelter where you are, generally inside, and remain there during an emergency or dangerous situation. Depending on the emergency, it may be best to stay where you are and avoid any uncertainty and possible exposure to a danger. Sheltering-in-place is a temporary action that will be followed by decisions that may lead to moving to a more permanent or shelter area situation.

Situation:

Shelter-in-place will be used in a situation requiring protection for residents from the impacts of a hazardous materials incident, nuclear attack, earthquake, severe winter weather, hostile intruder, or a tornado when evacuation is not an appropriate action. A shelter-in-place situation may last for a short amount of time, or it could be extended and last for several hours.

In some disaster situations, such as earthquakes and tornadoes, University leadership has a very limited role in providing protection to its residents. In cases such as these, proper warning and immediate sheltering instructions are essential. Directions to shelter-in-place may be sent using a variety of communication tools including, but not limited to emergency text notifications, indoor and outdoor warning systems, campus-wide e-mail, and various social media sites.

Assumptions:

Most on-campus residential locations do not have an adequate food supply for extended in-place shelter situations. Persons with mobility impairments may need additional assistance when seeking shelter or developing food plans for prolonged events.

Annex C

In the event the University opens a shelter for persons displaced by weather or environmental conditions, it can be assumed that persons will arrive at the designated shelters with their pets, animals, or other items. Dining services or alternate arrangements will be dependent on the type of event and the nature of the shelter opening.

Concept of Operations

Providing accurate and timely information to residents in protective shelter is one of the most important tasks Northwest will perform. The PIO will be responsible for providing updates and essential emergency information to the Northwest community and all residents will be encouraged to have mediums available to receive this information while in protective shelter. If possible, prior to a situation, the public will be warned to seek appropriate protective shelter and to follow information provided as well as to stay tuned to their news/information outlets for further instructions.

Should there be a possibility of the shelter-in-place order lasting for an extended period, information will be provided as to the transition and locations of formal shelter arrangements. The Shelter, Reception, and Care Coordinator will update the status of residential hall shelters on a regular basis.

Shelter-In-Place:

General Procedures

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on scene
- If you are inside, stay where you are or find a safer place
- Collect any emergency supplies and a telephone to be used in case of emergency
- Locate a room to shelter inside. It should have the following characteristics:
 - Be an interior room
 - Be without windows, or a room with the least number of windows
 - Not trap or restrict your opportunity to evacuate
 - Lockable doors
- Shut and lock all doors and windows
 - Locking the window provides for a tighter seal in the event the threat is airborne
- Turn off air conditioners, heaters, and fans
- Close vents to ventilation systems as you are able (University staff will turn off ventilation system as quickly as possible)
- Make a list of the people with you and notify University Police

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- Provide location of shelter
- Provide names of those present
- Provide any pertinent information as to situation or actions taken
- Turn on a radio or computer and wait for further instructions

Tornado

Tornadoes are one of nature's most violent storms and usually occur in the spring and summer months. These storms are violent and erratic with winds that can reach 300 miles per hour and leave damage paths more than one mile. Tornadoes can form in the matter of seconds and sweep through an area causing serious damage and destruction including structural damage, electrical outages, gas leaks, and numerous other dangers.

Tornado Watch: Weather conditions are considered favorable for the formation of tornadoes in and near the watch area. When a tornado watch has been issued for an area, it is recommended to monitor weather radio, local radio or television for additional watches or warnings.

Tornado Warning: A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado. When a tornado warning has been issued for an area, it is recommended to take immediate action and seek shelter.

If a tornado WARNING is issued, all residents should take shelter immediately in designated shelter locations. If time does not permit residents to travel to an identified shelter location, the best protection during a tornado is to quickly go to an interior room on the lowest level in the building. The following protective actions are suggested and should be relayed to the Northwest campus:

- During a tornado, the safest place to be is in the basement, under something sturdy
- Immediately seek shelter in the designated shelter location identified for each building
- If there is no basement, seek shelter in a small interior room in the middle of the building such as a closet or bathroom
 - Move to an interior stairwell if all rooms have windows
 - If possible, seek shelter on the lowest level of the building
 - Shelter in the center of the room or hallway if there are windows present
- Stay away from outside doors and windows
- Remain in shelter until the all-clear is given from authorities

Also see Tornado Procedures, [Annex D, Appendix 2](#).

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Hazardous Materials

Uncontrolled chemical, biological, or radioactive material spills, both small and large, can result in injuries to personnel and damage to university property and the environment. Quick response can mitigate negative impacts on the University and its community. In some emergency situations, emergency responders may order protective actions for persons who live or work on campus. Typically, these protective actions will be to evacuate to a safer area or to shelter-in-place.

If an evacuation has been warranted, please follow evacuation procedures outlined in [Annex B, Appendix 2](#).

If evacuation cannot be accomplished prior to the formation/arrival of a toxic cloud or other airborne situation, advising residents to shelter-in-place by staying indoors and reducing the air flow into buildings may be the most effective protective action. The following protective actions are suggested and should be relayed to the Northwest campus:

- Reduce the possibility of toxic vapors entering your room or office:
 - Turn off all ventilation systems including furnaces, air conditioners, fans, and vents
 - Seal all entry routes as efficiently as possible
 - Close and lock all windows and doors
 - Seal gaps under doors and windows with wet towels and/or thick tape
 - Seal gaps around air conditioning units, bathroom and kitchen exhaust fans, stove and grill vents, and dryer vents with tape and plastic sheeting
 - Close all fireplace dampers
 - Close as many internal doors as possible
- If authorities warn of explosion, close all draperies, blinds, curtains, and shades: stay away from windows
- Facility Services should set all ventilation systems at 100% recirculating so that no outside air is drawn into the structure
- If you suspect that gas or other vapors have entered your building, take shallow breaths through a piece of cloth or towel
- Remain in protected, interior areas of the building where toxic vapors are reduced until you are instructed to do otherwise

Hostile Intruder

Several recent and very tragic incidents in public spaces around the country have heightened the public's concern and awareness about what steps to take if ever confronted with a hostile intruder situation. If a person, or persons, pose a serious threat to campus, a shelter-in-place may be initiated. This would usually involve some form of violence, or a firearm, and necessitate immediate action.

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First, quickly determine the most reasonable way to protect your own life and those around you. Remember that students and visitors are likely to follow the lead of employees during a hostile intruder situation. If you are involved in a situation where someone has entered the area and committed violent acts, the first course of action may be to immediately shelter-in-place and gather more information. In most instances the safest course of action is to secure the area you currently occupy, follow sheltering recommendations, and wait for emergency personnel to provide further instructions.

Should a shelter-in-place be initiated, the Northwest Missouri State University Police Department offers the following recommendations and asks that you share them with other members of the campus community.

Immediately upon learning of a situation:

- Stop all class activity or other operations in the building
- If there are visitors present in the building, provide for their safety if possible
- If outside, locate a safe and secure shelter that provides cover and concealment
- If possible, try to keep others from walking into a danger zone

If an evacuation is not possible:

- Find a place to hide
 - Go to the nearest room or office
 - If in a bathroom, lock the door, sit on a toilet, and raise your feet off the ground
- Lock and/or blockade the door with heavy furniture
- Silence your cell phone
- Turn off any source of noise (i.e., radios, television)
- Hide behind large objects
- Stay away from windows and doors
- Remain very quiet
- Notify University Police if it is safe to do so
 - Provide the following information: Your name, location of the incident (be specific as possible), number of intruders (if known), your current sheltering location, any known injuries, weapons used, and number of people with you.

Your hiding place should:

- Be out of the intruder's view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement

Information regarding Hostile Intruder procedures can be found in [Annex H, Appendix 2](#).

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Earthquake

Earthquakes come with no warning and may occur in any part of the world. Preparation for earthquakes involves informing staff what to do when a quake begins and knowing the building evacuation procedure after the quake. Students residing on the Northwest campus, as well as employees, should be prepared to take appropriate actions when the need arises.

In the event of an earthquake causing damage to residential buildings and disrupting the normal living environment, Residential Life should be prepared to transition to more permanent shelter arrangements for their residents. Locations and procedures will be determined by the Shelter, Reception, and Care Coordinator prior to implementation.

Information regarding earthquake procedures can be found in [Annex C, Appendix 1](#).

Organization and Assignment of Responsibilities

The President or their designee, University Police Chief, Emergency Management Coordinator, VP of Student Affairs, or any other responsible university authority can make the decision to shelter-in-place. However, in hazardous materials situations, the on-site Incident Commander will make this decision with information gleaned from the University's Emergency Manager. If shelter-in-place decisions have been made, all effort should be made to notify University Police.

Students, employees and guests, as well as departments and organizations, are responsible for identifying and outlining their own shelter-in-place procedures for their specific locations. Information regarding the extent of the shelter-in-place or transition to more formal shelter arrangements will be communicated through identified channels. Individuals should always remember that they are ultimately responsible for their own safety and should take appropriate actions with regards to where they feel safe.

The Shelter, Reception, and Care Coordinator for Northwest will be the Assistant Vice President of Student Affairs, or their designee, and will have the responsibility of determining the care and shelter needs within the operational area. If the shelter-in-place order transitions to more formal shelter arrangements, the Shelter, Reception, and Care Coordinator along with the Vice President of Student Affairs, will lead shelter operations with specific duties being carried out by residential life resident directors and residential life employees. In the event communication between the EOC and the shelter locations are not functioning, the resident directors have control of their shelter until this contact can be reestablished. All other facilities will be staffed and directed by assigned personnel from the Assistant Vice President of Student Affairs.

Appendices

Earthquake

Appendix 1

Earthquake

Purpose

The purpose of this appendix is to provide guidance to the University community prior to, during, and after an earthquake. Earthquakes come with no warning and may occur in any part of the world. They are one of the few disasters where assistance from local and regional emergency resources may not be immediately available. If a major earthquake hits the area, Northwest must be prepared to provide its own resources for an unlimited time.

Situation and Assumptions

Earthquakes are defined as shifts in the earth's crust which cause the surface to become unstable. This instability can manifest itself in intensity from slight tremors to large shocks. The duration can be from a few seconds up to 5 minutes. The period of tremors (and shocks) can last up to several months. The larger shocks can cause ground failure, landslides, liquefaction, uplifts, and sand blows.

An aftershock is an earthquake that occurs after a previous earthquake, or the main shock. An aftershock is in the same region of the main shock but always of a smaller magnitude. If an aftershock is larger than the main shock, the aftershock is re-designated as the main shock and the original main shock is re-designated as a foreshock. Aftershocks are formed as the crust around the displaced fault plane adjusts to the effects of the main shock.

Situation:

The New Madrid Seismic Zone is centered in southeast Missouri and northeast Arkansas, but extends into parts of Illinois, Indiana, Kentucky, Mississippi, and Tennessee. The region is considered to pose the greatest danger and have the highest seismic level of any area east of the Rocky Mountains. Due to the geology of the area, damages could spread over a large portion of the Central United States.

The Nemaha Uplift is of concern to Missourians because it runs parallel to the Missouri/Kansas border from Lincoln, Nebraska, to Oklahoma City, Oklahoma. Earthquakes from the Nemaha

Uplift are not as severe as those associated with the historic New Madrid seismic zone, however there have been several earthquakes that have affected Missouri in the past. A 5.1 magnitude earthquake near Manhattan, KS in 1867 caused minor damage as far east as Chillicothe, MO.

In recent years along the Nemaha Ridge, two small earthquakes have occurred near the Cooper Nuclear Station in southeast Nebraska near Brownville. One was a 3.1 magnitude event on March 31, 1993, and the other was a 3.6 magnitude earthquake on December 16, 2009. Another 3.1 occurred March 23, 2007, near Effingham, Kansas. No damages resulted from any event; however, the earthquakes were felt across the Missouri River into northwest Missouri.

Assumptions:

During an earthquake, it can be assumed that poorly built buildings will have some damage with walls being cracked and windows possibly being broken. Interior contents not secured, such as dishes, glassware, pictures, bookshelves, and miscellaneous furniture can become hazardous objects causing further damage or injury. Most injuries are due to falling objects and debris, not from the actual movement of the ground.

A major earthquake could cause massive casualties and injuries as well as severe damage to private and public property. Highways, bridges, telecommunications, and utilities could also be severely damaged. An earthquake could trigger secondary events such as explosions, fires, landslides, flooding, liquefaction, and hazardous materials releases. Dam failures are also likely to follow a major earthquake.

A major earthquake can possibly overwhelm a local jurisdiction's ability to adequately respond to the situation.

- Access to and from the damage area may be severely restricted for hours, if not days.
- Communications and life support systems may be severely hampered or destroyed.
- Seismic cause ground motions and its resulting damages may vary within a geographical region. There could be heavy damage in one area and only slight damage in another.
- Initial reports of the earthquake may not reflect the true nature of the problem.
- A catastrophic earthquake would result in an immediate declaration of a State of Emergency by the Governor, followed by a Presidential Disaster Declaration. This would all the State and Federal emergency operations to begin.
- Local jurisdictions may have to operate independently with no outside assistance for the first 72 hours after an earthquake, before State and Federal assistance arrives.

Concept of Operations

This procedure was designed to try to ensure the safety of students, employees and guests before, during, and following a seismic event. The major goal for preparing for earthquakes is to ensure that each department/area knows its responsibilities and has made plans to carry out

those responsibilities. Contact Facility Services for details on your departments recommended procedures and responsibilities.

Preparation for Earthquakes:

University Departments are encouraged to reduce or eliminate seismic hazards within their respective areas because non-structural items usually cause problems during earthquakes.

- Know the location of all possible exits from the area.
- Identify the locations of safe areas within rooms you are occupying.
- Identify hazards that are within your area. Some items that need to be identified are areas with large amounts of glass, objects on shelves, overhead items, wall hanging items, etc.
- Know the procedures for your department.
- Review the following procedures to follow during and after an earthquake.

Procedures During an Earthquake:

What occurs to buildings across campus varies from building to building and from floor to floor. In high rises, lower floors will shake more rapidly, much like smaller buildings. On upper floors, movement will be slower, but the building will move farther from side to side. Whether you are at home, in a low building, or in a high-rise building, there are steps you can take to lessen the threat of a major earthquake.

1. Indoor

- Remain calm and avoid upsetting others by shouting and running about.
- Stay where you are and drop, cover, and hold on.
 - Take immediate cover under a desk, table, or bench
 - Stay away from bookcases, cabinets, or shelves
 - Protect yourself from objects that can fall on you
 - Do not seek cover under tables or benches in laboratories – chemicals could spill and harm you
 - In a lab setting, if possible, extinguish flames or other sources of ignition
- If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms, or stand in the corner of the room.
- If you are in bed, stay there and cover your head with a pillow.
- If you use a wheelchair, lock the wheels, and cover your head.
- Do not try to run out of the structure during strong shaking.

2. Outdoor

- If you are outside, get into an open area away from buildings, power lines, and trees
- Glass from tall buildings does not always fall straight down; it can catch a windcurrent and travel great distances

- If you are driving, pull over to the side of the road and stop immediately
- Avoid overpasses and power lines
- Stay inside the vehicle until the shaking has stopped

Procedures After an Earthquake:

Aftershocks may occur at any moment with nearly the same force as the original quake. Be prepared and note potential hazards and shelter areas during your response actions.

- Evaluate your surroundings and determine the extent of damage to your area.
- Check for injuries, provide first aid if needed, but don't move seriously injured people unless the danger in the area is greater than their injuries. Call University Police.
- If necessary, help those who have been trapped in the building, including those with mobility impairments or those who are trapped by debris.
 - If you know of a person that is injured or cannot be accounted for, or if you know someone is still trapped in the building, call University Police
- It may be necessary to evacuate your building either due to damages sustained or from instructions of emergency responders. Evacuate buildings using proper evacuation procedures.
 - Gather your valuables and leave the building quickly
 - Move cautiously and observe your surroundings for hazardous situations
 - Enclosed stairwells are safer than central or open stairwells
 - Upon evacuating, do not go back into a building until it is cleared to do so by University Police or Facility Services personnel
 - Do not use elevators

Following an earthquake, factors to consider depending on the extent and magnitude of the event.

- A significant earthquake will affect the entire city and county.
 - You may have to fend for yourself and your fellow students for a time
 - Render whatever aid you can provide, but remember that you are responsible for your own personal safety as well
- Use telephones only to report emergencies i.e., gas leaks, fires, injuries.
 - Facility Services or other trained individuals should turn off utilities
- Never touch downed utility poles or lines.
 - Avoid damaged building equipment
- Do not use your vehicle unless there is an emergency.
 - Keep the streets clear for emergency vehicles
- Be prepared for aftershocks.
 - Aftershocks are usually smaller than the main quake, but they may be strong enough to topple already damaged buildings

Organization and Assignment of Responsibilities

The President or their designee, the University Police Chief, or the Emergency Management Coordinator, with input from Facility Services, will make the decision to shelter-in-place or evacuate. The University Police Chief or their designee will have the responsibility of coordinating all evacuations.

Facility Services will have the responsibility for assessing damages and evaluating buildings for structural safety as well as coordinating available resources. An inspection will be made by appropriate personnel identified by Facility Services prior to any re-entry into damaged buildings. Actions may include walk-throughs, roof repair, boarding windows, turning off mechanical and utility systems. No permanent repair work or clean-up shall be done before photographing damages for documentation.

In the event of an earthquake causing damage to residential buildings and disrupting the normal living environment, Residential Life will be prepared to put into place formal Shelter, Reception, and Care operations for their residents within the first 72 hours following a seismic event. The Shelter, Reception, and Care Coordinator along with the Vice President of Student Affairs, will lead shelter operations with specific duties being carried out by Residential Life Resident Directors and Residential Life employees. The status of residential hall shelters should be updated regularly by the Shelter-In-Place Coordinator.

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SEVERE WEATHER

Purpose

The purpose of this Severe Weather Plan is to provide information and a course of action to be used during a severe weather event to minimize the potential for injury and loss of life that could possibly result during severe weather. Northwest Missouri State University defines severe/hazardous weather conditions as any weather condition that may endanger our faculty, students or staff while on campus or enroute to their classroom or workplace.

Situation and Assumptions

Severe weather can cause transportation problems or hazardous conditions that can vary widely in our region. Although it is not possible to develop a policy to address every weather-related emergency, these guidelines are intended to provide some general direction about such situations. Faculty, students and staff are encouraged to follow the guidelines of this institutional policy.

Situation:

Northwest Missouri is subject to various severe weather events each year such as thunderstorms, tornadoes, snowstorms, ice storms, extreme hot and cold temperatures, floods, and droughts. All these events can lead to a disruption of services or widespread damage affecting parts or all of the Northwest Missouri State University campus and surrounding community.

On rare occasions, Northwest may be forced to curtail or suspend operations due to severe, inclement weather. If snow removal equipment and personnel cannot keep roads and sidewalks clear enough to ensure the safety of faculty, staff, and students, or if buildings have been rendered uninhabitable due to damage, Northwest may have to interrupt its normal operations.

Assumptions:

Northwest will from time-to-time experience severe weather events which will impact normal operations. The most likely severe weather event will be snow or blizzard conditions, but damaging winds, tornadoes, and hail are also possible.

Northwest will typically have ample warning via the National Weather Service before experiencing severe winter weather, but there may only be minimal warning prior to most other

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major weather events. Employees are expected to take appropriate action to secure their students and staff from injury, as well as their work areas from damage likely to occur.

University faculty, staff, and students will make rational decisions about whether to report to campus on any day, whether the campus has closed or not. Personal safety considerations should always be considered when considering traveling to and from any campus location.

Concept of Operations

Watches / Warning:

Watches and warnings are issued by the National Weather Service when conditions are favorable for the development of events the watch or warning is issued for. The size of the watch can vary depending on weather situation and are usually issued for a duration of 4 to 8 hours. Watches and warning are normally issued well in advance of the actual occurrence of severe weather. During a watch, people should review severe thunderstorm, tornado, or severe winter weather safety rules and be prepared to move to a place of safety if threatening weather approaches.

Severe Thunderstorm Watch/Warning or Tornado Watch: Weather conditions are considered favorable for the formation of severe thunderstorms, or severe storms that could produce tornadoes, in and/or near the watch area. When a thunderstorm watch or tornado watch has been issued for an area, it is recommended to monitor weather radio, local radio or television for additional watches or warnings.

- Sirens will not sound during watch events.
- Watch events are not broadcast over the Simplex indoor alert system, the Whelan outdoor alert system, or the Bearcat Alert text messaging system.

Tornado Warning: A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado. When a tornado warning has been issued for an area, it is recommended to take immediate action and seek shelter.

- Sirens will sound.
- When a warning has been issued for the Maryville area, the Simplex indoor alert system, the Whelan outdoor alert system, and the Bearcat Alert text messaging system will be utilized to warn faculty, staff, and students to the presence of severe weather.

Winter Storm Watch: A winter storm watch is used when the risk of a hazardous weather event has increased significantly, but its occurrence, locations, and/or timing is still uncertain. It is intended to provide enough time so those who need to set their plans in motion can do so.

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Winter Storm Warning / Advisory: These products are issued when a hazardous weather event is occurring, is imminent, or has a high probability of occurrence. A warning is used for conditions posing a threat to life or property. Advisories are for less serious conditions that cause significant inconvenience and, if caution is not exercised, could lead to situations that may threaten life and/or property.

General Safety Procedures:

Violent weather by its nature is unpredictable, however, the approach of such weather is often known in advance. Good communication and quick response throughout the Northwest Missouri State University community will minimize serious injuries. Every reasonable effort will be made to communicate to faculty, staff, and students in the event of violent weather.

The following guidelines apply to weather-related emergency conditions on campus. Please review these procedures frequently and identify appropriate protected areas within reasonable proximity to your working, living, and classroom areas so that you may move quickly to safety should circumstances appear threatening or a warning be issued.

Faculty members should review these guidelines with their classes at the beginning of each trimester. Remember, these procedures are not to be confused with the normal procedures used to evacuate a building because of smoke, fire, or other possible non-weather-related emergency situations. It is recommended that Departments develop their own emergency severe weather plans detailing protective actions to be taken to prepare their offices and personnel for severe weather events.

Preparedness

Proper planning is essential when preparing for the effects severe weather can have on any community. Planning ahead for weather emergencies and watching for signs of an approaching storm are the fundamentals of preparedness and is the responsibility of each faculty, staff and student at Northwest. Take the time now to identify or choose the best shelter within your classroom, residence, office, or outdoor venue, and as a storm approaches, be prepared to go to shelter. If an identified storm shelter is not available, try to choose a low area away from trees or poles, or a small interior room or stairwell on the lowest floor of a building.

Check the weather forecast prior to traveling, attending sporting events, or being outside for extended periods of time. Have a NOAA Weather Radio available with a warning alarm tone to receive warnings. Maintain an emergency kit in your residence and vehicle with a battery powered flashlight and radio, extra batteries, tools for emergency repair, food supplies, first aid, blankets and extra clothing. Plan your route and communicate travel plans with friends or family identifying the driving route, departure time, and expected arrival time.

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Know how you will be communicated with during times of severe weather and where to find further information. In the event of severe weather, the following methods of communication may be used to disseminate or obtain information regarding conditions or instructions:

- Bearcat Alert emergency text message system
- Simplex indoor siren and public address system
- Whelan outdoor siren and public address system
- Northwest campus wide e-mail
- Northwest homepage
- Campus and local radio and news stations
- NOAA Weather Radio
- Social media sites

Thunderstorms

Despite their size, all thunderstorms are dangerous and can produce lightning, damaging winds, hail, flash flooding, and occasionally tornadoes. A severe thunderstorm is a thunderstorm that produces 1 inch diameter or larger hail and/or wind speeds equal or in excess of 58 miles an hour. Thunderstorms can also produce downbursts and straight-line winds with wind speeds from 100 to 150 miles per hour.

During the life cycle of a thunderstorm, there are many threats that are produced that can affect the safety of all those in their path. Every thunderstorm produces lightning which kills more people each year than tornadoes or hurricanes. Hail is typically a product of thunderstorms that can be as small as a pea or as large as a softball, and can damage roofs, siding, plants, and automobiles. Depending on the amount of rainfall associated with a severe thunderstorm and the duration of the event, flooding can become an issue along rivers, streams, and low-lying areas. Flash floods can be extremely dangerous by instantly turning normally dry areas into rapidly moving bodies of water which can sweep everything in its path downstream.

The following is a list of recommended actions to take when faced with a severe thunderstorm situation:

- Watch for signs of a storm, like darkening skies, lightning flashes or increasing wind.
- The best defense against thunderstorms is to stay inside a sturdy building or shelter that can protect you from deadly lightning, large hail, damaging winds, flooding rain and tornadoes.
 - Fortunately, thunderstorms typically do not last very long and will most often pass by your location in less than one hour
- Listen to local news or NOAA Weather Radio for emergency updates.
- Postpone outdoor activities if thunderstorms are likely to occur.
 - Many people struck by lightning are not in the area where rain is occurring
- If you can hear thunder, you are close enough to be in danger from lightning.

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- If thunder roars, go indoors!
- The National Weather Service recommends staying inside for at least 30 minutes after the last thunderclap
- If a severe thunderstorm warning is issued, take shelter in a substantial building or in a vehicle with the windows closed.
- Avoid electrical equipment and landline telephones.
 - Use battery-powered TVs and radios instead
- Keep away from windows.
- If you are driving, try to safely exit the roadway and park.
 - Stay in the vehicle and turn on the emergency flashers until the heavy rain ends
 - Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle
- If you are outside and cannot reach a safe building, avoid high ground, water, tall, isolated trees, and metal objects such as fences or bleachers.

Lightning

Lightning's behavior is random and unpredictable and is one of the most common and dangerous weather conditions. On average, 300 people are injured and 80 people are killed each year by lightning in the United States alone. Most casualties result from inappropriate behavior during thunderstorms, particularly when people are caught outdoors during recreation events or organized sports. Being aware of, and following, proven lightning safety guidelines can greatly reduce the risk of injury or death.

To lower your chance of becoming a lightning strike statistic, preparedness and a quick response are the best defenses to minimize lightning hazards. It is imperative that all faculty, staff, students, student-athletes, visitors, and spectators are aware of the potential that lightning can strike even if the storm is miles away.

When lightning is in the area:

- Cease outdoor activities.
- Seek shelter inside a building or automobile.
- Stay away from open doors, windows, metal pipes, and plug-in electrical equipment such as radios or tools.
- Get out and away from any body of water.

Avoid:

- Hill tops, open spaces, places near water, wire fences, metal poles, overhead wires or power lines, or elevated ground or open-air vehicles such as convertibles.
- Use of landline telephones. Lightning may strike outdoor lines and travel inside.

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- Metal objects such as shovels, golf clubs, or aluminum baseball bats.
- Handling flammable materials in open containers.

Remember:

- Seek shelter in a building, if possible.
- When there is no shelter available, avoid the highest object in the area (trees, poles, etc.).
 - Avoid being the highest object yourself
- When there is no shelter available, avoid the highest object in the area.
- If you feel your hair stand on end indicating that lightning is about to strike, squat low to the ground on the balls of your feet.
 - Place your hands over your ears and your head between your knees
 - Make yourself the smallest target possible and minimize your contact with the ground
 - DO NOT lie flat on the ground
- Stay in your automobile, truck or pickup. They offer good lightning protection.
- The best source of information during a thunderstorm is your local news or radio stations, or any NOAA weather radio.
- The 30/30 lightning safety rule
 - Go indoors, if after seeing lightning, you cannot count to 30 before hearing thunder
 - Stay indoors for 30 minutes after hearing the last clap of thunder

Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge and can be handled safely. If a person struck by lightning is unconscious or unresponsive, they can often be revived by prompt mouth-to-mouth resuscitation and/or cardiac compression (CPR).

Flooding / Flash Floods

Floods are one of the most common hazards in the United States, however not all floods are alike. Flooding can happen in a multitude of ways with the most common being when rivers or streams overflow their banks. Some floods develop slowly, while others such as flash floods, can develop in just a few minutes or without visible signs of rain. Additionally, floods can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states. Flooding, either local or regional, can have a huge impact on the transportation of personnel and resources during times of emergencies.

Several factors contribute to flash flooding. The two key elements are rainfall intensity and duration. Intensity is the rate of rainfall, and duration is how long the rain lasts. Topography, soil conditions, and ground cover also play an important role. Flash floods can occur within a few minutes or after hours of excessive rainfall caused by slow-moving thunderstorms or thunderstorms repeatedly moving over the same area.

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Driving through a flooded road is very dangerous and half of the people that are killed in flash floods happen while in cars. It can be a hard decision to make when you are driving and see what looks like a small amount of water flowing across the road, but only 6 inches of water can move a vehicle and 2 feet of water can carry a car away. A bigger danger is you don't know what is under the water. Many times, what looks like inches of water can actually be hiding the road completely washed away.

When a flash flood warning is issued for your area or the moment you first realize that a flash flood is imminent, act quickly and take into consideration the following:

- Get out of areas subject to flooding. This includes dips, low spots, canyons, washes, etc.
- Avoid already flooded and high velocity flow areas. Do not try to cross a flowing stream on foot where water is above your knees.
- If driving, know the depth of the water in a dip before crossing. The roadbed may not be intact under the water.
- If the vehicle stalls, abandon it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.
- Be especially cautious at night when it is harder to recognize flood dangers.
- During any flood emergency, stay tuned to your NOAA weather radio, commercial radio, or television. Information from the national weather service and disaster and emergency services may save your life.

Tornadoes

Tornadoes are one of nature's most violent storms and usually occur in the spring and summer months. These storms are violent and erratic with winds that can reach 300 miles per hour and leave damage paths in excess of one mile. Tornadoes can form in the matter of seconds and sweep through an area causing serious damage and destruction including structural damage, electrical outages, gas leaks, and numerous other dangers.

If a tornado WARNING is issued, all residents should take shelter immediately in designated shelter locations. If time does not permit residents to travel to an identified shelter location, the best protection during a tornado is to quickly go to an interior room on the lowest level in the building.

See Tornado Procedures, [Annex D, Appendix 1](#).

Severe Winter Weather

Cold temperatures, heavy snow, and treacherous ice storms are all risks of the winter season. Extreme cold temperatures are a big danger during winter months in Missouri. Prolonged exposure to the cold can cause frostbite, hypothermia, or in extreme cases, death. Severe winter weather can strand you in your home or your apartment. It is a good idea to keep some extra supplies around during the winter season and follow some simple precautions.

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- Keep ahead of advancing winter weather by listening to NOAA Weather Radio.
- An ice storm can cause utility failure, so it is a good idea to have ready and check battery powered equipment before the storm arrives.
- Check your food and stock an extra supply. Include food that requires no cooking in case of power failure.
- Make sure pets and animals have shelter and a water supply.
- Be careful when using alternate heating sources.
- Dress for the conditions when outdoors. Wear several layers of lightweight, warm clothing.
- Pace yourself when shoveling snow. Heart attacks are a major cause of death during, and after winter storms.

Traveling can become quite challenging in inclement weather and even dangerous at times. Before you get into your car, follow these tips:

- Get your car winterized.
- Check the air in your tires and make sure they are properly inflated.
- Make sure you keep your gas tank near full.
- Carry a winter storm kit in your car. It should include:
 - Flashlight
 - Extra clothes
 - Blankets
 - Sand
 - High calorie, non-perishable food items
- Check road conditions via the Missouri State Highway Patrol
- Plan your travel
- Don't travel if the weather turns severe

See Severe Winter Weather Procedures, [Annex D, Appendix 2](#).

Cancellation Procedure:

Emergencies, such as inclement weather, may arise and the President or their designee will make all final decisions regarding university closings or cancellations. Facility Services Director and the University Police Chief will provide information concerning various safety aspects affecting the Northwest campus. Additional information from local law enforcement concerning area conditions and regional road reports will also be evaluated and presented to the President so a determination of cancellation can be made within a timely manner.

For an early morning closing, the University will make every attempt to make an announcement by 6 a.m. In the event severe weather forces the cancellation or postponement of classes or campus events, the University will distribute official information through a combination of the listed sources.

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- The University website
- Campus wide e-mail
- Bearcat Alert text messaging system
- University social media sites
- Local radio stations

Whether or not the decision is made to close the campus or cancel classes, those off-campus faculty, staff, and students commuting to class should use their best judgment when deciding to travel to campus in winter weather conditions. Students who miss a class are urged to make contact with their instructors as soon as possible.

Essential Employees:

During University closings or cancellations, essential employees provide services for the health, safety, and welfare of the University, ensure continuity of key operations, and maintain and protect University properties. Northwest Missouri State University will maintain essential services and operations during University closures.

Northwest Missouri State University has identified employees that are critical to the essential services and operations of the University and shall then be known as essential employees. Refer to individual department procedures and the Northwest Employee Handbook for essential staff general policies and procedures.

See Northwest Employee Handbook

Organization and Assignment of Responsibilities

Northwest's Emergency Management Coordinator will monitor and evaluate current and expected weather conditions regarding severe weather events. The Emergency Management Coordinator is responsible for determining the type and level of severe weather emergency that exists. In many instances, information obtained from Facility Services, University Police, or

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other local agencies pertaining to safety related issues will be reviewed. The Emergency Management Coordinator will be responsible for providing briefings and updates to the President or CMT as necessary.

For sporting events and practices held on the Northwest campus, the Athletics Director will assign the appropriate personnel the responsibilities for monitoring and evaluating current and expected weather impacts. Typically, the training staff assigned to these various activities will be responsible for making any decisions to relocate, postpone, or cancel events due to adverse weather conditions. During home football or basketball games, athletics personnel, the event coordinator, or the Emergency Management Coordinator, will be responsible for determining the necessary actions based on the safety and security of all participants. See Event Emergency Evacuations, [Annex L](#).

The President or their designee will make all decisions regarding weather related closures. The President will assess all input from the Emergency Management Coordinator, Facility Services Director, the University Police Chief, and any other informational resource they deem necessary. Based on this determination, the University may open later than scheduled, close early, or suspend operations for the entire day. Communication will be made to the campus community through the Bearcat Alert text messaging system and campus wide e-mail.

In the event a tornado watch or warning has been issued for the Maryville area, University Police will be responsible for notifying the following departments:

1. Watch

- Residential Life Hall Director on duty
- University radio station
- Facility Services
- Owens Library

2. Warning

- Facility Services
- Pellet Plant
- Power Plant

Facility Services will attempt to maintain the serviceability of buildings, grounds, and roadways during severe weather events. Snow removal priorities include all internal maintenance areas, sidewalks, service drives, fire lanes, wheelchair ramps, and access roads. The sanding or salting of sidewalks, lots, or drives may be required. Facility Services supervisors should make regular reports to the Emergency Management Coordinator as to the status of personnel, equipment, and changing weather conditions.

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It is the responsibility of students, employees, and guests to monitor current weather conditions and be prepared for inclement weather possibilities. Faculty members should review emergency guidelines with their classes at the beginning of each trimester.

Appendices

Tornado	Appendix	1
Severe Winter Weather	Appendix	2
Essential Personnel	Appendix	3

Tornado

Purpose

The purpose of this appendix is to provide guidance to faculty, staff, and students on the procedures to be followed when notified of a tornado warning originating from the National Weather Service or from direct observation. The following plan has been developed to enhance personal safety and awareness in the event of a tornado emergency. Though this plan is designed to provide general guidance to all stakeholders on how to respond during a tornado event, it is important to note that every emergency situation is different in scope and scale.

Situation and Assumptions

Tornadoes can occur at any time of the year but are most common during the spring and summer months. The typical tornado moves from the southwest to the northeast and is most likely to form between the hours of 2 and 10 p.m. However, in reality, they can move in any direction or form at any time of the day or night.

Situation:

Northwest Missouri is susceptible to inclement weather conditions including the possibility of tornadoes. Missouri averages 32 tornadoes per year and has recorded 2012 tornadoes from 1950 through 2011. Missourians have a high probability that tornadoes will continue to affect their lives and the natural phenomena that creates tornadoes will continue to occur beyond our ability to control them.

Severe weather events have the potential to overwhelm the resources of the University. If such an event occurs, the University will rely on mutual aid agreements and if necessary, may request resources from the City of Maryville or the State of Missouri.

When severe weather is forecast by the National Weather Service, a watch or a warning will be issued for the area(s) affected. When a tornado threat is perceived by Doppler radar or when there are confirmed sightings of an active tornado, a tornado warning will be issued.

When a tornado watch occurs, Northwest will utilize information received from trained storm spotters deployed by University Police and the Maryville Public Safety Department during watch

events. Storm spotters are trained by the National Weather Service and are strategically positioned around the Maryville area to observe changing weather conditions and potential tornadic activity.

Assumptions:

The National Weather Service will not always be able to forecast severe weather for Nodaway County. In some instances, severe weather will develop and diminish before any information is available to analyze and may occur at any time of the day with little to no warning.

A severe weather event such as a tornado may require the cooperation and coordination of internal and external Departments, organizations, and agencies to include the University, city, county, state, and federal entities. Depending on the size of the event, local, state, and federal services may not be available.

Basic services including electricity, water, natural gas, heat, telecommunications, and other information systems may be interrupted. Normal suppliers may not be able to deliver essential goods immediately following an event or possibly even several days after.

Concept of Operations

Tornadoes are violent storms and usually occur in the spring and summer months. These storms are violent and erratic with winds that can reach three hundred miles per hour and leave damage paths more than one mile. Tornadoes can form in the matter of seconds and sweep through an area causing severe damage and destruction including structural damage, electrical outages, gas leaks, and other dangers.

Public education awareness is available through news releases, public service announcements, and various individual safety programs. Shelter sites and procedures are reviewed in employee and student orientations. Each year Northwest participates in the annual Statewide Severe Weather Awareness Week by holding a campus wide tornado drill coinciding with the Statewide Tornado Drill or alternate date as needed.

Watches and warnings are issued by the National Weather Service when conditions are favorable for the development of events the watch or warning is issued for. The size of the watch can vary depending on weather situation and are usually issued for a duration of 4 to 8 hours. Watches and warning are normally issued well in advance of the actual occurrence of severe weather. During a watch, people should review tornado safety rules and be prepared to move to a place of safety.

Tornado Watch: Weather conditions are considered favorable for the formation of severe storms that could produce tornadoes, in and/or near the watch area. When a tornado watch has been issued for an area, it is recommended to monitor weather radio, local radio or television for additional watches or warnings.

- Sirens will not sound during watch events.
- Watch events are not broadcast over indoor or outdoor alert systems, or the Bearcat Alert text messaging system.

Students, employees, and guests encouraged to monitor weather conditions for their location and take any appropriate safety measures necessary. Students, employees and guests should know the severe weather plans for the buildings they frequent as well as their residence halls if they live on campus.

Should hazardous weather begin to develop, it is important to know the location of available storm shelters or at least identify potential shelter areas near your work, living, or classroom locations. Recommended shelter sites are pre-designated in all buildings with wall- hung instructions and routes. Gather essential tools such as flashlights, weather radios, extra batteries, and first aid kits. Move away from windows exposed to the impact of high winds, debris, or hail and be alert of changing conditions.

In the event the National Weather Service issues an advisory bulletin for a tornado watch for the Nodaway County or Maryville area, University Police will be responsible for notifying the following:

- Residential Life Hall Director on duty
- University radio station
- Facility Services
- Owens Library

Tornado Warning: A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado. When a tornado warning has been issued for an area, take immediate action and seek shelter.

- Sirens will sound.
- When a warning has been issued for the Maryville area, the indoor and outdoor alert systems, and the Bearcat Alert text messaging system will be utilized to warn faculty, staff, and students to the presence of a tornado threat.

If a tornado WARNING is issued, all residents should take shelter immediately in designated shelter locations. Interior-protected areas usually recommended by the U.S. Weather Service include: basements (especially those under reinforced concrete structures) or, if a basement is not available, the lowest level of a building in an interior hallway, closet, or a room without windows or other exposed glass.

Employees should help students and visitors proceed in a quick and orderly manner to the nearest designated shelter area for their building. They should instruct all occupants to not leave the building unless directed to do so by University Police and provide any assistance needed for persons with a mobility impairment.

If time does not permit residents to travel to an identified shelter location, the best protection during a tornado is to quickly go to an interior room on the lowest level in the building such as a closet or bathroom with no windows. Stay away from glass and exterior walls and try to put as many walls between you and the storm as you can.

In cases where there has been little to no prior warning, attempting to move to a lower level may increase the chances of injury. If the warning has not provided sufficient time to seek adequate shelter, or if mobility impaired individuals are within the area, quickly move to a protected area such as an interior hallway, closet, windowless room, restroom, or under/behind heavy furniture.

If you are outdoors when a tornado warning is sounded, take cover in a protected area if possible. If a protected area is not accessible, lie in a ditch or depression away from trees and power lines, and cover your head with your hands. Avoid seeking shelter in a grove of trees or under vehicles.

One of the least desirable places to be in a tornado is in a motor vehicle. If you see a tornado while driving, stop your vehicle and get out. Seek shelter away from the car in a nearby ditch or depression and cover your head with your hands. Do not try to outrun a tornado in your car as cars, buses, and trucks are easily tossed by winds associated with tornadic activity.

Inside a shelter, personnel should protect their heads with their arms and crouch down. For added protection, get under something strong like a workbench or heavy table. If possible, cover your body with a blanket or sleeping bag to help protect yourself. Remain in sheltered areas until given the all-clear by University officials. Once the threat has passed, an all-clear will be messaged to the campus via the Simplex Indoor Alert System, the Bearcat Alert text messaging system, or through other external methods including NOAA weather radio alerts.

Immediately following a tornado, if your building was not affected by the incident, return to your previous location. If your building was affected by the incident, attempt to exit the building if it is safe to do so. If the lights are out, use flashlights or battery powered lighting equipment. Do not use a match or any open flame. Notify University Police or Facility Services and provide information as to the location, type, and extent of possible damages.

If you are unable to exit, notify University Police or try to get the attention of outside personnel. If you are outside, do not go into damaged buildings and wait for help if there is a need to search for others. Even if buildings appear undamaged, check carefully for potential gas leaks, water line, or other utility line breaks.

After the storm has passed, personnel from the University Police Department and Facility Services will survey the campus for damage, injured people, and safety and security concerns. University Police will provide necessary security functions during the response and recovery phase. The Facility Services Department will direct debris removal.

Organization and Assignment of Responsibilities

The University Police Department and Northwest's Emergency Management Coordinator will monitor and evaluate current and expected weather conditions with regard to the threat of severe weather events. University Police will be responsible for providing notifications to the campus community in the event of a tornado. The Emergency Management Coordinator will be responsible for providing briefings and updates to the President or CMT as necessary.

Once notified of a tornado warning, the implementation of the Tornado Emergency Plan is the responsibility of all members of the University Community. Department heads will ensure that all employees within their responsibility read and receive direction on emergency procedures. It will be the responsibility of these senior administrators to ensure that both new and temporary employees are briefed on their responsibilities during severe weather events.

The University Police Department, Facility Services, and Residential Life will have the following additional duties and responsibilities:

University Police

- Obtaining information in the event the National Weather Service issues a tornado warning for the City of Maryville area, including Northwest Missouri State University.
- Receiving information about confirmation of a tornado threat.
- Activating the necessary warning capabilities of the University including the Simplex indoor alert system and the Bearcat Alert emergency text messaging system.
- Coordinating with the City of Maryville regarding the activation of the Whelan outdoor warning sirens.
- Response actions relating to the incident.
- Providing an all-clear following the incident.

In the event a tornado watch or warning is issued for the City of Maryville area, including Northwest Missouri Stated University, University Police will be responsible for notifying the following departments:

1. Watch

- Residential Life Resident Director on duty
- University radio station
- Facility Services
- Owens Library

2. Warning

- Facility Services
- Pellet Plant
- Power House

Facility Services

Facility Services will have the responsibility for assessing damages and evaluating buildings for structural safety as well as coordinating available resources. An inspection will be made by appropriate personnel identified by Facility Services prior to any re-entry into damaged buildings. Actions may include walk-throughs, roof repair, boarding windows, turning off mechanical and utility systems. No permanent repair work or clean-up shall be done before photographing damages for documentation.

Residential Life

In the event of a tornado causing damage to residential buildings and disrupting the normal living environment, Residential Life should be prepared to put into place shelter-in-place operations for their residents within the first 72 hours following a damaging event. The shelter-in-place Coordinator along with the Director of Residential Life, will lead shelter operations with specific duties being carried out by Residential Life Resident Directors and Residential Life staff. The shelter-in-place Coordinator should regularly update the status of residential hall shelters.

Severe Winter Weather

Purpose

The purpose of this appendix is as follows:

- Ensure the health and safety of Northwest students, employees and visitors
- Provide decision-making guidance for severe winter weather

Weather Monitoring

- The Emergency Management Coordinator will contact the University President, the Provost, Vice President of Finance, University Police, Assistant Vice President of Facility Services, Vice President of Student Affairs, Assistant Vice President of Human Resources, Communication Coordinator and Athletics Director to inform them to be aware of the upcoming threat of severe weather. (Also known as the Weather Team)
- The Emergency Management Coordinator, University Police and the Assistant Vice President of Facilities will all monitor weather conditions via National Oceanic and Atmospheric Administration (NOAA), Telvent Weather Sentry, The National Weather Service and/or other forecasts along with direct observation.
- Off-Campus Centers: The Northwest Kansas City Director will monitor their local area weather conditions and will access weather information provided by the Emergency Management Coordinator as needed.
- The Emergency Management Coordinator will contact the City of Maryville and the Missouri State Highway Patrol to help determine road conditions.
- Winter weather advisories/warnings and wind chill advisories/warnings will serve as a guide for activating this plan.

Concept of Operations

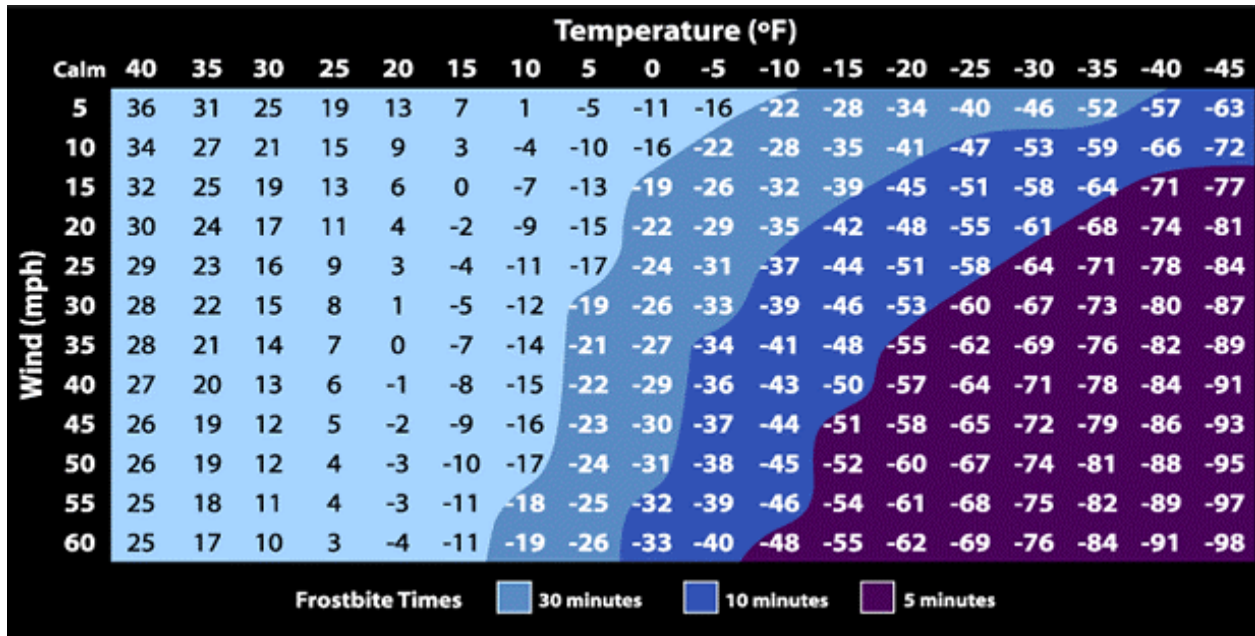
*All decision-making considerations reflect local information relevant to areas under threat of severe weather.

- Forecast:
 - actual and rate of accumulation of snow or ice
 - actual temperature and wind chill index conditions
 - conditions expected to stay the same, worsen, or improve
 - additional complications due to increasing wind, snow or ice

- Facility Services: Input from the Assistant Vice President of Facilities
 - capacity of personnel to adequately respond to weather conditions
 - current Northwest street and sidewalk conditions
 - ability to maintain safe street and sidewalk conditions
 - facilities-related issues that limit access and use of portions of campus
 - i.e., broken pipes, heating systems operating at/near capacity, etc.
- Transportation:
 - reasonable and safe transportation to/from campus
 - local and regional street and road conditions
 - ability of students, faculty and staff to safely reach campus
- Preparedness of population:
 - are people equipped to handle conditions
 - suitable clothing
 - access to safety information
- “Target time” required to get notification to campus community (e.g., schedule changes)
 - at or before 6:00 A.M. for daytime operations
 - at or before 2:00 P.M. for evening operations
- Information from the National Weather Service

Low Temperature / Wind Chill:

- The Emergency Management Coordinator will monitor conditions, forecasts and advisories to update the President with temperatures potentially impacting the Northwest campus. (If overnight, updates will be provided at 9 P.M. by text or telephone.)
- The Emergency Management Coordinator may evaluate information from internal sources such as Human Resources, Facility Services and University Police to discuss with the President.
- The Emergency Management Coordinator will update the President regarding any significant changes in forecast or conditions based on information received from Human Resources, Facility Services and University Police by the 5 A.M. target time.
- The President will access input from Northwest Leadership Team members as necessary, or as they deem appropriate.
- The President will direct the Emergency Management Coordinator to convene the Weather Team to provide updates reference their perspective areas of accountability by 5 A.M.
- The President or designee will make the decision and announcement (re: cancellations, closings, postponements, or other weather-related schedule changes)



Snow / Ice:

- Facility Services and University Police will update the Emergency Management Coordinator regarding campus (street and sidewalk) conditions.
- The Emergency Management Coordinator will update the President regarding any significant changes in forecast or conditions based on information received from Facility Services, University Police and the City of Maryville by the 5 A.M. target time.
- The Emergency Management Coordinator will provide updates to the President, the Provost, the Vice President of Student Affairs, and the Vice President of Finance, Communication Manager, Assistant Vice President of Human Resources and the Athletics Director regarding general conditions and any significant changes in forecast or conditions based on information received from Facility Services, University Police, and/or the City of Maryville. These update notifications will be made by text or telephone. (If overnight, updates may be provided at 9 P.M.)
- The President will direct the Emergency Management Coordinator to convene the Weather Team to provide updates reference their perspective areas of accountability by 5 A.M.
- The President will access input from any Northwest Leadership Team member as necessary, or as they deem appropriate.
- The President or designee will make the decision and announcement (re: cancellations, closings, postponements, or other weather-related schedule changes)
- If emergency shelter needs arise that include the use of Northwest facilities, the Red Cross works with the Northwest Emergency Manager and the Nodaway County Emergency Manager through the State Emergency Management Agency.

Athletics Procedure:

If practices continue during campus closure, the Athletic Director, Assistant Athletic Directors and Coaches will ensure the below six parameters are followed:

- Decisions to continue practice will be based on local safety recommendations (e.g., winter warnings expiring at a given time and thus scheduling practice after the warnings expired).
- The head coach or designee will guarantee the safety of every student-athlete and staff member by establishing a process to ensure each student-athlete and staff member is contacted, accounted for, and able to navigate safely to and from practices.
- The reduced capabilities of essential employees (e.g., custodial, maintenance, grounds, etc.) are factored into practice schedules.
- The preservation and protection of buildings and facilities are factored into practice schedules.
- The head coach or designee is responsible for building security at all times before, during and after practice (e.g., door closures, infrastructure systems, reporting concerns, communicating with essential personnel, etc.).
- The Athletic Director or designee will communicate scheduled practices to key stakeholders, including UPD, Facilities Services, and building managers (e.g. Hughes Fieldhouse), a minimum of 2 hours prior to the start of practice.

It is the duty of the Athletic Director to ensure all personnel have reviewed and/or received training annually regarding this procedure.

Cancellation Procedure:

Maryville Campus

The President or designee make all final decisions regarding University closings or cancellations. Assistant Vice President of Facility Services and the University Police Chief provide information concerning various safety aspects impacting the Northwest campus. Additional information from local law enforcement agencies concerning area conditions and regional road reports is evaluated and presented to the President for a determination of cancellation within a timely manner.

For morning cancellation or postponement decisions, the announcement target time is 6 A.M.; for evening cancellation decisions, the announcement target time is 2 P.M. In the event severe weather forces the cancellation or postponement of classes or campus events, the University will distribute official information through a combination of the listed sources.

- The University website
- Campus wide e-mail
- Bearcat Alert text messaging system
- University social media sites
- Local radio stations

Regardless of campus closure or the postponement or cancellation of classes/events/operations, off-campus faculty, staff, and students commuting to campus should use their best judgment when deciding to travel in winter weather conditions. Students unable to attend class in person need to contact their instructors, and employees unable to report to work need to contact their supervisors as soon as possible.

Northwest – Kansas City

The Associate Provost and Director of Northwest– Kansas City will make the decision regarding closing or cancellation at the Kansas City campus. The Associate Provost or Director of Northwest – Kansas City will provide information concerning safety aspects, area reports and road conditions impacting the Kansas City campus to the Emergency Management Coordinator. The Emergency Management Coordinator will inform the President of changes in operational hours.

For morning cancellation or postponement decisions, the announcement target time is 6 A.M.; for evening cancellation decisions, the announcement target time is 2 P.M. In the event severe weather forces the cancellation or postponement of classes or campus events, Northwest – Kansas City will distribute official information through a combination of the listed sources.

- The University website
- Northwest – Kansas City websites / Social Media sites
- Bearcat Alert
- Phone (calling trees)
- Instructor e-mails
- Local radio stations

Regardless of campus closure or the postponement or cancellation of classes/events/operations, off-campus faculty, staff, and students commuting to campus should use their best judgment when deciding to travel in winter weather conditions. Students unable to attend class in person need to contact their instructors, and employees unable to report to work need to contact their supervisors as soon as possible.

Essential Staff:

During University closings, postponements or cancellations, essential staff provide services related directly to the health, safety and welfare of the University by ensuring continuity of key operations and maintaining and protecting University properties. Northwest Missouri State University will maintain essential services and operations during times of University closures.

Northwest Missouri State University has identified employees categorized as essential staff that are critical to the essential services and operations of the University. Refer to individual department procedures for essential staff guidelines.

- Dining Services
- Facility Services

- Residential Life
- University Police Department

When a closing, postponement or cancellation occurs, essential staff will report to work as usual and expected to be on-site. Employees who perform essential services remotely are identified in advance and notified by their supervisors prior to an incident.

See [Essential Staff Procedures, Annex D, Appendix 3](#).

Organization and Assignment of Responsibilities

Emergency Notification:

- After a cancel/postpone/close decision, the Emergency Management Coordinator will coordinate emergency notification by contacting the University Police, Communications Manager and Assistant Vice President of Facility Services.
- The President will notify the Board of Regents and the Northwest Leadership Team, who will email their direct reports.

Public Communications:

- The Communications Manager will coordinate appropriate and timely public messaging.
 - Homepage and Campus Alerts: Manager, Web Services
 - Campus-wide e-mail, news release, online calendar: Communications Manager (note: e-mail faculty/staff first, followed by students)
 - Radio and TV media notification: Vice President of External Relations and Communication Manager
 - Social Media: Communications Manager
- University Police will oversee the dissemination of the Bearcat Alert text message.

Decision-Making Lines of Responsibility:

- President
 - Provost
 - Vice President of Student Affairs
 - Vice President of Finance
 - Athletics Director
- Provost
 - Communication Manager
 - Associate Provosts
- Vice President Student Affairs
 - Associate Vice Presidents of Student Affairs
- Vice President of Finance
 - Assistant Vice President of Facilities Services

- University Police Chief
 - Emergency Management Coordinator
 - Assistant Vice President of Human Resources

Annex E

UTILITY FAILURE

Purpose

This annex will organize the Facility Services resources of Northwest Missouri State University to enable them to repair and restore essential utilities and services, remove debris, inspect damage structures, as well as perform numerous other tasks essential to an effective emergency response.

Situation and Assumptions

Utility Failure for the purpose of this plan refers to electrical, natural gas, water, street, sewer, and sanitation failure. Utility failures can be caused by a wide variety of events and only personnel specifically trained in emergency shut-off procedures should attempt to turn off or turn on local and/or main utility lines to campus facilities.

Situation:

Northwest is served by several different utility services. Both public and private resources are available to assist in utility failure activities should all local resources become committed. The Facility Services Director will identify personnel or contractors that are trained under the Structural Assessment and Visual Evaluation (SAVE) program.

Assumptions:

When a disaster occurs, all Northwest Facility Services equipment and personnel will be available to use. Private utilities will cooperate with the Facility Services Director and the CMT.

Public and private resources are available within the City of Maryville and Nodaway County to assist in utility failure activities. State and Federal assistance will respond when called upon, but their ability to respond may be limited.

Concept of Operations

The City of Maryville and other private utility companies have the responsibility for supplying the various service utilities that Northwest requires in order to operate on a day-to-day basis.

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During critical events, the AVP of Facility Services will coordinate all utility services and response activities from the EOC if it is activated. Facility Services will play a major role in any utility failure affecting the Northwest campus and will maintain personnel call-up lists. In the event of an incident causing damage to university property, Facility Services personnel will provide damage assessment reports.

Personnel trained under the SAVE program can assist local jurisdictions and local building inspectors to provide demolition, cleanup, or other related services. Personnel identified will also help determine whether buildings affected by disasters have not sustained serious damage and may be occupied, must be vacated temporarily, or should be demolished. Architects, professional engineers, construction contractors, equipment dealers, and other owners and operators of construction equipment may be contacted for the possible use of their services and equipment if needed.

Critical utility systems (i.e., water, electrical, gas, etc.) could be potential targets for terrorist activities. Facility Services should have plans and procedures in place to monitor, protect, and maintain essential operations. Every effort should be made to protect life and property as well as bring about a prompt recovery. To begin the recovery process while preserving evidence following a terrorism incident, debris at the disaster site may have to be transported to and analyzed at another location. Response and recovery operations may be complicated and delayed if the debris is contaminated.

In the event of a hazardous materials incident, county and city public works departments may be requested to assist Facility Services as needed by providing barricades, construct dikes, help locate service lines, or assist in the hands-on repair process. It is recommended that Facility Services personnel receive, at a minimum, awareness level training covering hazardous materials.

General Safety Procedures:

Electrical Failure

- Contact Facility Services at (660) 562-1183 and report conditions and locations impacted.
- In buildings equipped with emergency generators, the emergency generator will provide lighting for stairwells and other emergency related equipment.
- Aid others who may be unfamiliar with the building or surroundings.
- Do not light candles or other types of open flame sources for lighting. These present fire hazards and may add to the problem.
- Do not leave class, work, or the building you are in unless told to do so by an authorized University official.
- In most cases, power will be restored shortly. In some cases, you may be relocated to another area with power.

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- Should it be necessary to evacuate the building, do so immediately. Do not re-enter the area until the power has been restored and authorization has been given by university officials.

Natural Gas Leak

- Notify the UPD and Facility Services immediately at (660) 562-1183 and report conditions and locations affected.
- Do not turn any electrical equipment on or off, including light switches. Sparks, even the smallest, could ignite the gas.
- If inside, open windows and evacuate the area.
- If outside, keep onlookers away from the area and make sure nobody is smoking.
- Keep a safe distance from the leak. A distance of at least three hundred feet is recommended.

Water Leak

- Try to catch the leakage in a container to minimize damage or safety hazards.
- Avoid areas where water has accumulated.
- Do not attempt to unplug computers or other electrical equipment. Do not turn on lights or other electrical equipment. Water makes an excellent conductor of electricity, making electrical shock a possibility.
- If you can do so safely, turn the local water source off.
- Notify Facility Services at (660) 562-1183 and report conditions and locations affected.

Steam Leak

- Evacuate the area and close the door behind you. Steam can cause severe burns and displace oxygen, and the moisture from steam can conduct electricity.
- A steam leak may also cause the building's fire alarm to sound. If the alarm sounds, exit the building immediately.
- Notify Facility Services at (660) 562-1183 and report conditions and locations affected.

Sanitation Failure

- Notify Facility Services at (660) 562-1183 and report conditions and locations affected.
- Do not enter the area where the leak is located.
- Clean or rinse any article of clothing that comes in contact with contaminated area.

Elevator Failure

- Activate the emergency call button inside the elevator on the control panel or contact University Police at (660) 562-1254.
- Do not pry open elevator doors or climb through the elevator roof escape hatch.

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- Do not attempt to evacuate the elevator or help others evacuate.
- Follow instructions given by university officials.
- Elevators will not function during a power failure so you must use the stairs to evacuate.

Organization and Assignment of Responsibilities

Northwest’s Facility Services Director will coordinate the various utility services (campus, city, and private) from the EOC during an emergency or disaster. Facility Services personnel operating in the field will keep their Director and the EOC informed of their activities. Outside resources, such as contractors, will be under the direct control of their own supervisors. These resources will be deployed by Facility Services as needed and assigned tasks by the on-site Incident Commander.

Facility Services will be responsible for the following:

- Train all Facility Services personnel in emergency operations, including hazardous materials awareness level.
- Maintain resources lists of equipment, personnel, etc.
- Maintain personnel call-up lists.
- Clear debris.
- Inspect, designate, and demolish hazardous structures.
- Restore utilities to essential facilities.
- Protect the water supply and sewage systems when threatened by hazardous materials incidents.
- Obtain the necessary protective respiratory devices, clothing equipment, and antidotes for personnel responding to hazardous materials incidents.
- Provide sanitation services.
- Protect vital documents.
- Support clean-up and recovery operations.

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Utilities Servicing Northwest

Purpose

The purpose of this appendix is to identify public utility service providers and their respective contacts that service the Northwest Missouri State University campus. A public utility is an organization that maintains the infrastructure for a service consumed by the public and can be privately owned or publicly owned.

Utility Services

- | | |
|--------------------------------------|----------------|
| 1. Evergy | (888) 471-5275 |
| 2. United Electric Cooperative, Inc. | (800) 585-6454 |
| a. Report an outage | (800) 748-1488 |
| 3. Liberty Natural Gas | (800) 424-0427 |
| 4. Maryville Public Works Department | |
| a. Director of Public Works | (660) 562-8012 |
| b. Street Superintendent | (660) 562-8011 |
| c. Water / Sewer Superintendent | (660) 562-8019 |

Power Outage

Purpose

The purpose of this appendix is to provide a framework of coordination among departments to help ensure the safety of life and property during electric power failures affecting Northwest Missouri State University. The primary focus of this appendix is power failures and the affect they could have on the safety and security of the campus population.

Situation and Assumptions

Sudden power outages in academic departments and research areas are usually brief and affect only small areas. However, prolonged or widespread outages can disrupt the mission of the University. A prompt resolution of this kind of emergency requires collaboration between University emergency response and utilities personnel and the affected parties. All University departments should include procedures for outages in their respective Emergency Operations Plans.

Situation:

Power resources have become one of the most important elements of infrastructure in our economy. The interruption of power causes immediate and widespread disruption of services to any community, and Northwest is no exception. Northwest may experience power failures or outages ranging from a few hours to several days. Power failures may result from any of the following causes:

- Weather events, such as severe thunderstorms or tornadoes, can damage power lines, distribution lines, or substations causing widespread outages.
- Ice and high winds may cause damage to trees or power lines causing widespread outages.
- An earthquake could topple distribution lines, or severely damage substations resulting in widespread outages.
- Using basic conventional weapons, vandals or terrorists could attack power infrastructure causing lengthy outages.
- Technological failure such as a power surge can generate stress on older infrastructure resulting in damages and outages.

Power failures often occur along with other serious disruptions such as cold snaps, windstorms, snow storms, and other severe weather phenomena. Resources can be stretched to the limit, degrading response and recovery operations.

Assumptions:

Nearly all power failures and outages occur without warning and we are unable to predict when or where they will happen. As dependency on electricity increases and infrastructure ages, potential problems and associated impacts compound these failures.

All University equipment and personnel will be available to respond to emergency conditions. Assistance through mutual aid agreements may be necessary and additional resources may be obtained through contracting with local vendors.

Concept of Operations

General Information:

Power outages can pose a serious threat to public safety. It is important to plan ahead in case the power supply on campus is disrupted. Adequate preparation can prevent injuries, as well as damage to university facilities and equipment. Personnel working in interior offices without outside windows should be prepared to safely exit dark areas in case of a sudden power outage.

Evergy supplies Northwest with a majority of its electrical needs. Evergy maintains and tests emergency plans that will enable damage assessment, location of the source of outages, prioritization and restoration of electric service. In-coming service lines feed Northwest's main power plant which then distributes power to the main portion of campus. Various direct lines from Evergy also feed several individual buildings along the borders of campus.

In addition to Evergy, United Electric Cooperative also provides electrical service to a number of external locations and properties owned by Northwest. The Pellet Plant, Ed Phillips Memorial Rodeo Arena, the R.T. Wright farm, and the MOERA outdoor classroom and recreational area located at Mozingo Lake are all serviced by United Electric. United Electric maintains and tests their emergency plans that will enable damage assessment and restoration of services to those affected areas.

Unplanned Outages:

The classification of unplanned power outages depends on several factors including but not limited to the expected duration of the outage, time of day, time of year, and the population affected. In general, unplanned power outages can be broken down in terms of severity and probable emergency actions. The following is a categorization of the levels of a power outage:

Level 1 Outage

- **Those that involve minor impacts to individual rooms or small buildings for periods of time not usually exceeding 1 day.** Emergency actions typically include the temporary relocation of directly affected personnel, as necessary, until repairs can be made by Facility Services.

Level 2 Outage

- **Those that involve impacts to a small number of buildings for periods exceeding 1 day, or where the outage impairs life safety or HVAC system needs.** Assuming the needs of displaced or impacted personnel can be met by on-campus resources, emergency actions may typically include the temporary relocation of faculty and students in affected buildings to other on-campus facilities, and employees being given alternative work assignments or sent home until repairs can be made by Facility Services.

Level 3 Outage

- **Those that involve multi-day or multi-building impacts, where the outage impairs life safety or HVAC system needs.** Assuming the needs of displaced or impacted personnel cannot be met by on-campus resources, emergency actions may typically include the temporary relocation of faculty and students in affected buildings to other off-campus facilities, and employees being given alternative work assignments or sent home until repairs can be made by Facility Services or the utility supply vendor.

Additional considerations for level 3 outage may be the need to identify and prepare for mass sheltering capabilities for students housed on-campus if residential facilities are impacted. Decision making considerations will weigh the extent of the outage and the availability of alternate housing versus dismissing students and allowing them to return home until repairs have been made.

Under most circumstances, response to and recovery from power failures will be managed by the Facility Services Director. The Facility Services Director will also serve as the liaison between

University officials and electric company officials regarding cause, extent, magnitude, and estimated duration of the outage.

Depending on the scope of the incident, the Crisis Management Team may be fully or partially activated where additional assistance from other departments may be requested in the EOC. In extreme cases, a representative from Evergy, United Electric, or other responsible resource may also be requested in the EOC.

Aside from the general classification of unplanned power outages listed above, there are some other general issues to keep in mind. If you experience an incidental unplanned power outage, consider the following:

- Notify University Police of the outage by any means available.
- If available, increase natural lighting by opening window shades or other similar actions.
- Shut off electrical appliances and computers before the power comes back on.
- Secure personal belonging and use special care while moving about in an under-lighted work area to avoid injury.
- Do not leave class, work, or the building you are in unless told to do so by an authorized University official.
- In most cases, power will be restored shortly. In some cases you may be relocated to another area with power.
- If you (or the students you are teaching, or employees you are supervising) were engaged in “hazardous” tasks that cannot otherwise be performed safely without power, you should cease such tasks. A prime example includes the use of hazardous chemicals that normally require fume hood exhausting in a science laboratory.
- In situations where the outage results in a disruption of life safety systems on campus (i.e., fire detection and suppression systems, emergency lighting, or HVAC systems), University Police is charged with making a determination as to whether or not affected facilities may remain occupied. In the event the life safety system disruption only affects one or a limited number of buildings, University Police may be able to perform alternative life safety “monitoring” inspections on a regular basis. It is recommended that these inspections occur at the minimum of ½ hour intervals.
- While it is highly unlikely that building evacuations would occur following unplanned power outages that are less than Level 2 in severity, it is critical for all employees and students to stay informed as such events unfold. University officials will disseminate the critical information as it becomes necessary and available to safeguard the greater Northwest Missouri State University community.
- Level 3 severity unplanned power outages that necessitate the evacuation of all or portions of the on-campus residential population to off-campus locations (like during a sustained ice storm during winter months), will be coordinated with officials from the City of Maryville. Assistance from the American Red Cross may also be requested who will help manage on and off-campus shelters that they may activate.

Organization and Assignment of Responsibilities

Northwest’s Facility Services Director will coordinate the various utility services (campus, city, and private) from the EOC during an emergency or extended power failure. Facility Services personnel operating in the field will keep their Director and the EOC informed of their activities.

Outside resources, such as contractors, will be under the direct control of their own supervisors, however, they will be deployed by Facility Services as needed and assigned tasks by the on-site Incident Commander.

Facility Services personnel will have the responsibility for regular testing and maintenance on utility service equipment and infrastructure currently in use on the Northwest campus. Facility Services will be responsible for maintaining and implementing departmental contingency plans in the event of power failure. Personnel should ensure that emergency generators and other equipment are operational and tested periodically.

If an outage originates within the electrical infrastructure maintained by Northwest, it will be the responsibility of Facility Services personnel to locate the source of the outage and conduct necessary repairs. If the repairs are outside the scope of what Facility Services personnel are capable of handling, it may be necessary to request assistance from external resources either public or private. All repair work will be coordinated through Facility Services with regular updates provided to the CMT or EOC if activated.

If an outage originates within the Evergy or United Electric Cooperative transmission systems affecting Northwest, Evergy and United Electric technicians will work to locate the source of the problem and restore power. Both Evergy and United Electric make Northwest one of their top priorities for repairs and will communicate repair progress with Facility Services.

The University Police Department, with input from Student Affairs and Facility Services, will be responsible for determining the decision to shelter-in-place or evacuate personnel from affected buildings during power outages. University Police will also be responsible for decisions and deployment of the Bearcat Alert emergency text message system. In the event the life safety system disruption only affects one or a limited number of buildings, University Police may be able to perform alternative life safety “monitoring” inspections on a regular basis. It is recommended that these inspections occur at the minimum of ½ hour intervals.

In conjunction with University Police, University Marketing and Communications will be responsible for providing response information and updated status reports to the campus population. This communication will typically be posted on the University’s webpage or come in the form of a campus wide e-mail. Other sources utilized by University Marketing and Communication may include radio and television media notification as well as social media postings.

The Shelter, Reception, and Care Coordinator for Northwest will be the Director of Residential Life, or their designee, and will have the responsibility of determining the care and shelter needs within the operational area. The Shelter, Reception, and Care Coordinator along with the Vice President of Student Affairs, will lead shelter operations with specific duties being carried out by Residential Life Hall Directors and Residential Life staff. Direct shelter control and

management will be the responsibility of the assigned shelter managers. Residential Life will be responsible for establishing and maintaining shelter communications with the Crisis Management Team throughout shelter operations. All other facilities will be staffed and directed by assigned personnel from the Director of Residential Life.

Technology Failure

Purpose

The Information Technology Department provides and manages technology in support of the University mission. Changes and failures of technology are managed through IT processes that minimize service disruptions to the University. The purpose of this policy is to establish procedures for informing the University community of planned outages as well as providing a timely notification in the event of an unplanned outage.

Situation and Assumptions

Numerous situations can cause the university's information technology system to fail. Viruses, spy ware, and other cyber problems can cause a sudden disruption to critical IT capabilities, such as telecommunications, campus email, internet access, Banner, Catpaws, and the MyNorthwest system. A loss of any of these services can have a drastic impact on the day-to-day activities for both students and employees.

In today's environment, technology services play a vital role in our everyday lives allowing us access to information for a wide variety of purposes. Students, faculty, and staff alike depend heavily upon various forms of technology and the disruption of those services has the ability to impact the functionality of Northwest. Classrooms, offices, and residential locations on the Northwest campus all require the ability to access and operate within these different services.

Situation:

Power outages can cause the disruption of services ranging from a few hours to several days. While the computer network system has a limited battery backup, once the system shuts down, it may take several hours to power-up and re-boot. During this time, normal systems needed in everyday operations may not be available for extended periods of time.

Telecommunication lines are also susceptible to forms of damage and disruption. Water can penetrate underground lines and create issues within the network or nearby repair work can damage or sever data or fiber cables. Several systems rely on satellite feeds that may develop problems originating from the source or any of the multiple delivery methods.

Assumptions:

During the course of any semester, it may become necessary to conduct routine preventative maintenance to ensure the systems are functioning as they should. Demands users place on any given system may require software updates or the installation of new equipment.

Nearly all network failures and outages occur without warning and we are unable to predict when or where they will happen. As dependency on technology increases and infrastructure ages, potential problems and associated impacts compound these failures.

All University IT and Facility Services staff will be available to respond to emergency conditions. Assistance through outside resources may be necessary and additional support may be obtained through contracting with local vendors.

Concept of Operations

Information Technology (IT) is a vital element in the day-to-day business processes at Northwest Missouri State University. Because these IT resources are so essential to Northwest's success, it is critical that the services provided by these systems are able to operate effectively without excessive interruption. Contingency planning supports this requirement by establishing thorough plans, procedures, and technical measures that can enable a system to be recovered quickly and effectively following a service disruption or disaster.

Planned outages are the result of a planned action on the part of the Information Technology Department. Planned outages are used to upgrade, replace, or install new hardware and software systems. Upgrades include application-based security patches, operating system patches (critical, hot fixes, and service packs), regularly scheduled maintenance, etc. Planned outages are scheduled with a specific schedule and agenda of actions and are communicated to the University community through campus wide notifications.

In the event of a planned or proposed outage, the following procedures should be followed:

- Identify and define the scope of the work
- Determine the impact on the Northwest community
- Discuss planned work and impacts with other stakeholders
- Define work parameters including:
 1. Work to be done
 2. Time frame for activities (beginning / ending)
 3. Contingency plans
- Notify University Marketing and Communications for campus notification

Unplanned outages are the result of a fault or failure or some other catastrophic event that disrupts service to some part or all of the University community. Examples of unplanned outages include, but are not limited to, telephone system failure, computer application failure such as email, hardware failures which may impact multiple applications, and a partial or widespread network failure. Unplanned outages require urgent response in order to restore service to the University community as quickly as possible.

In the event of an unplanned outage, communication is essential. If a critical failure has occurred or an issue arises from an emergency or disaster situation, IT staff should notify Northwest's Emergency Management Coordinator as close to the on-set of the event as possible. The same planning process as outlined above should be used for repairs and will help serve as a guide for notifications to the campus community.

Interim measures for service restoration may include the relocation of IT systems and operations to an alternate site, the recovery of IT functions using alternate equipment, or the performance of IT functions using manual methods. Departmental emergency plans should identify alternate locations and means for addressing the relocation of services.

Organization and Assignment of Responsibilities

The University's Information and Technology Department will be responsible for maintaining Northwest's technology and telecommunications networks. IT will also be responsible for the scheduling and carrying out of any preventative maintenance, regular system backups, software upgrades, and/or repair work necessary for continued service. IT personnel will notify the Emergency Management Coordinator (EMC) of a disruption of service that impacts the Northwest campus.

If a disaster, emergency situation, or disruption of service occurs that impacts the campus community, the Crisis Management Team typically will be activated. If the CMT is activated, the Executive Director of Information and Technology or their designee, should be part of the CMT and assist by providing recommendations, guidance, and status updates to help in the response and recovery process.

The Emergency Management Coordinator is responsible for activating the CMT based on information obtained from IT. The EMC will help coordinate all University response actions with the various Departments of Northwest.

Facility Services personnel may be required to provide assistance to response and recovery efforts. Northwest's Facility Services Director will coordinate with the Executive Director of Information and Technology to identify and plan for any needed assistance.

Nuclear Power Plant

Purpose

The purpose of this appendix is to provide an effective plan to respond should an accident occur at the Cooper Nuclear Station located near Brownville, Nebraska. This plan will entail evacuation or in-place sheltering of the student body, faculty, and staff of Northwest.

Situation and Assumptions

Because Northwest Missouri State University is located within 50 miles of the Cooper Nuclear Station, the University must be prepared to deal with a release of nuclear material into the environment. Northwest is also a reception and care center for the residents of Atchison County should a nuclear accident occur.

Situation:

Nuclear facility construction and operation is closely monitored and regulated by the Nuclear Regulatory Commission. These facilities are designed to withstand tremendous force but under extreme circumstances, they could be damaged. Such an accident could result in dangerous levels of radiation that could affect the health and safety of the public living near the nuclear power plant.

Emergency planning for nuclear power plant accident response focuses on two Emergency Planning Zones (EPZ's):

1. The Plume Exposure Pathway EPZ
2. The Ingestion Exposure Pathway EPZ

The Plume Exposure Pathway EPZ extends outward approximately 10 miles in all directions from the plant site. The primary hazard in this EPZ is direct exposure of the public to radioactive gases and particulate matter spread by an airborne release. Predetermined protective action plans are in place for the EPZ and include sheltering, evacuation, and the use of potassium iodide where appropriate.

The Ingestion Exposure Pathway EPZ has a radius of about 50 miles from the reactor site. The uptake of radioactive materials in this EPZ by plants or animals which constitute parts of the human food chain, must either be protected from radiation contamination, or must be monitored to ensure they do not contain radioactive materials. Predetermined protective action plans are in place for this EPZ and include a ban of contaminated food and water.

For the Northwest population, shelter-in-place may be used in a situation requiring protection for residents from the effects of a nuclear accident when evacuation is not an appropriate action. A shelter-in-place situation may last for a short amount of time, or it could be extended and last several hours or several days depending on the type of event.

Assumptions:

Activities of the Bureau of Radiation Control personnel will primarily be confined to the 10-mile radius inside the Plume Exposure Pathway EPZ. Actions within the Ingestion Exposure Pathway EPZ, specifically those actions directed toward control of contaminated food products, will primarily be conducted by other bureaus of the Department of Health and the Missouri Department of Agriculture.

In almost every emergency requiring evacuation, a number of people will evacuate on their own volition. However, a certain portion of the population will not get the information, will not understand it, purposely not follow directions, or will not be able to follow it without assistance. Persons with mobility impairments may need additional assistance when seeking shelter or developing food plans for prolonged events.

Most on-campus residential locations do not have an adequate food supply for extended in-place shelter situations. In the event the University opens a shelter for persons displaced by environmental conditions, it can be assumed that persons will arrive at the designated shelters with their pets, animals, or other items. Dining services or alternate arrangements will be dependent on the type of event and the nature of the shelter opening.

Concept of Operations

Understanding Radiation:

Each of us are exposed to radiation from radioactive materials that exist in nature, including the sun and the earth, daily. Small traces of radiation are even present in food and water. Radiation is also released from man-made sources such as x-ray machines, television sets, and microwave ovens. Nuclear power plants use the heat generated from nuclear fission in a contained environment to convert water into steam, which then powers generators to produce electricity.

In general, radiation has a cumulative effect. The longer a person is exposed to radiation, the greater the risk. A high exposure to radiation can cause serious illness or death. Studies show that any negative health effects that might be caused by low-level exposure to radiation cannot be distinguished from those caused by other environmental hazards.

Communication:

In the event of a nuclear accident at the Cooper Nuclear power plant, Northwest Missouri State University officials will be notified by the Emergency Operations Center for Atchison County or the State Emergency Management Agency. Communications between Northwest and the Atchison County Emergency Operations Center or the State Emergency Management Agency will be conducted through the use of commercial landline or cellular service systems. Backup communications will be made through either local emergency service radio frequencies or the MOSWINN radio network.

Following this notification, if a threat is believed to exist, University Police will notify faculty, staff, and students and provide direction on how to respond to the situation and where to receive further information. In the event of an emergency affecting the Northwest Missouri State University campus or a situation requiring evacuation, warning notifications will be disseminated by any or all of the following methods:

- The Bearcat Alert emergency text messaging system
- The Simplex indoor audible alarm and Public Address (PA) system located in most facilities on campus
- The Whelan outdoor warning system
- University wide mass e-mail
- Social media

How to Respond:

Keep calm. Not all nuclear incidents result in the release of radiation. The incident could be contained inside the plant and pose no danger to the public. Stay indoors and monitor local radio or television stations for updated information. Authorities will provide specific information and instructions.

- The advice given will depend on the nature of the emergency, how quickly it is evolving, and how much radiation, if any, is likely to be released.
- Local instructions should take precedence over any direction given within this document.

Shelter-in-place

Should state or local emergency officials determine that evacuation is not required nor advisable, they may direct the general population in certain zones to in-place shelter. In-place sheltering is a temporary measure whereby individuals remain indoors for short-term protection.

Please refer to Shelter-In-Place procedures, [Annex C](#).

Evacuation

Should an evacuation become necessary, the University will be closed, and all faculty, staff, and students will be requested to leave campus. University Police personnel will be responsible for communicating and coordinating evacuation procedures and shall assist in directing people to identified shelters or safer areas.

Please refer to Evacuation Procedures, [Annex B](#).

General Procedures

In general, there are three ways to minimize radiation exposure to your body: distance, shielding, and time.

1. **Distance:** The more distance between you and the source of the radiation the better. In a serious nuclear power plant accident, local authorities will call for an evacuation to increase the distance between you and the radiation.
2. **Shielding:** Like distance, the more heavy, dense material between you and the source of the radiation the better. Therefore local authorities could advise you to remain indoors if an accident occurs at a nearby nuclear power plant. In some cases, the walls in your home would be sufficient shielding to protect you.
3. **Time:** Most radioactivity loses its strength fairly quickly. In a nuclear power plant accident, local authorities will monitor any release of radiation and determine when the threat has passed.

Organization and Assignment of Responsibilities

Nuclear facilities are licensed by the Nuclear Regulatory Commission and clear guidelines have been established for response actions for accidental on-site releases of radioactivity. The Bureau of Radiation Control, along with other State and Local agencies, are responsible for protecting the public from the effects of accidental off-site releases of radioactivity. Information relating to response and precautionary measures will come from any of these sources.

The President or their designee, the University Police Chief, or the Emergency Management Coordinator, with input from the Bureau of Radiation Control or the State Emergency Management Agency, will make the decision to shelter-in-place or evacuate. In larger scale emergencies, the President of the University or their designee is ultimately responsible for ordering a campus wide evacuation. The University Police Chief or their designee will have the responsibility of coordinating all evacuations.

The Shelter, Reception, and Care Coordinator for Northwest will be the Director of Residential Life, or their designee, and will have the responsibility of determining the care and shelter needs within the operational area. The Shelter, Reception, and Care Coordinator along with the Vice President of Student Affairs, will lead shelter operations with specific duties being carried out by Residential Life Hall Directors and Residential Life staff. Direct shelter control and management will be the responsibility of the assigned shelter managers. Residential Life will be responsible for establishing and maintaining shelter communications with the Crisis Management Team throughout shelter operations. All other facilities will be staffed and directed by assigned personnel from the Director of Residential Life.

In the event of an incident at the Cooper Nuclear facility, Northwest may be requested by the State Emergency Management Agency to open a reception, care, and processing location for the residents of Atchison County. This processing location will be located at the Lamkin Activity Center and be operated by volunteers from the Nodaway County Health Department, Missouri Department of Health, Red Cross, and SEMA. University Police will be responsible for providing two officers for security.

Water Failure / Shortage / Boil Order

Purpose

The purpose of this appendix is to provide for the health and safety of Northwest faculty, staff, students, and visitors, as well as provide decision-making guidance for water disruptions. This policy describes the standard operating procedure in the event of a water supply disruption and/or contamination.

Situation and Assumptions

Water disruption is defined as any significant loss of water pressure or total loss of potable water from the usual source. Potable water is any water used for drinking and culinary purposes which is free from impurities in amounts sufficient to cause disease or harmful physiological effects. Water contamination is any breach of the water distribution system within the community or facility resulting in unknown water quality or non-potable drinking water conditions. Alternative sources of potable water include bottled water, bulk water from a tanker truck, and well water.

A water failure, shortage, or contamination concern may affect the campus as a standalone event such as a water main break, or in conjunction with another emergency, such as a tornado, earthquake, major storm, etc. As a water outage will generally occur with little or no notice, advance planning for such an event is of prime importance.

Situation:

Clean water is a necessary component of everyday life. The water supplied to the Northwest campus is provided by the City of Maryville and their water treatment facilities. Supply lines to campus are operated and maintained by the City of Maryville Water Department.

Northwest has a small plumbing infrastructure that operates in conjunction with the City of Maryville water system. This internal system can isolate itself from the city supply if needed and operate for a short amount of time with reserves stored in the University's water tower.

Several external buildings on campus are fed directly from the city source. These buildings include the Fine and Fire Arts, the Ron Houston Center for the Performing Arts, the Gaunt and Alumni Houses, Mable Cook, and the Robert and Virginia Foster Fitness Center.

Northwest dining services relies heavily upon the availability of water for various aspects of food preparation and drink dispensing. Water fountains are located in every building across campus to help promote proper hydration for faculty, staff, and students.

Buildings on campus require a steady supply of water to maintain different services. Sprinkler systems are in-operable during outages or situations where water pressure has been reduced significantly. Inadequate pressure will greatly affect the use of services such as toilets and urinals which may lead to unsanitary conditions.

The lack of heat. The main boiler plant requires significant quantities of water to remain operational. Should a water outage occur during winter, heating of buildings could become a problem. Interior water lines not protected by heat may freeze and rupture causing extensive flooding upon restoration of services.

Assumptions:

Potable water may not be available due to drought, hazardous material spills, severe weather, or mechanical failure. In the event of a major water main break, it is most likely that the city will issue an advisory not to drink any water until pressure has been restored and quality has been tested. The University should expect the testing to take 24–72 hours to complete.

During times of extended outages or loss of pressure, it can be assumed that toilets will still be used without the ability to flush. Toilet valves may not close properly if there is not adequate pressure and become stuck. Once full pressure is restored, the stuck valves stay open which may cause toilets to overflow if they are blocked up.

It can be assumed that during times of operation or sporting events, Northwest will have a responsibility to provide the availability of drinking water to faculty, staff, students, and visitors.

Concept of Operations

Effective communication is essential for smooth implementation, execution, and termination of emergency response plans. If additions, repairs, or maintenance needs are required to an existing system, information regarding the repair process should be fully vetted through Department and University processes. If a disruption is encountered, immediately notify Facility Services for an evaluation of current conditions and determination of the scope of the disruption.

Once notified of a water disruption, a scheduled water disruption, or when a disruption is recognized, the Emergency Management Coordinator should be notified. The Emergency Management Coordinator will convene the Crisis Management Team which should meet as often as necessary during the disruption. Critical questions the CMT will evaluate shall include, but not be limited to the following:

- What time of day has the water problem occurred?
- What time of year has the water problem occurred?
- Is there a boil order associated with the disruption?
- Current or expected population on campus?
- Temperature?
- Are there any camps on campus or special needs situations?
- How much water is currently in Northwest's water tower?
- Vendors capable of providing drinking water (bottled, 5-gallon containers) on short notice?
- Are there any classes or labs utilizing hazardous chemicals or flames? (Emergency wash stations/showers will not be operative.)

The president will access input from the Crisis Management Team, any Northwest Leadership Team member, or from any other source they deem appropriate. Any decisions to cancel, suspend, or relocate classes or vital services of Northwest will be made by the President or their designee. The Vice President of University Marketing and Communication will coordinate all appropriate and timely public messaging.

Procurement of water from alternate sources is a planning function and vital to the health and welfare of the campus community. Contracts should be established and maintained so that potable water will be available immediately in the event of a disruption.

Bottled Water

- Determine the amount of water needed for students, faculty, and staff (1 to 2 liters per person per day is the standard recommendation).
- Contracts for bottled water are usually maintained by Dining Services. Contracts should be established with two or three companies to ensure the availability of water in a widespread emergency.
- An emergency supply of bottled water should be maintained on campus.
- Water dispensing equipment such as water coolers should be considered for distribution of water in five-gallon jugs.

Bulk Water

- Contracts or agreements should be in place with two or three companies that have the capability to supply and transport potable water in sanitary (food-grade) vehicles.
- The University should have the capability to have available sanitary (food-grade) water storage vehicles.
- During an emergency, the State Emergency Management Agency will have a resource list of suppliers.

All water supplies in academic and residential buildings should be turned off at the shut valves where possible. The following water sources should not be used during the disruption and labeled as “Do Not Use”:

- All public area sinks/faucets
- Public/visitor bathrooms
- Ice machines
- All drinking fountains

The Crisis Management Team should establish a method for distribution of potable water to all areas of the University. Methods should include assignment of personnel responsible for transportation to each area, and responsibility for ascertaining and maintaining a sufficient supply.

Distribution and Use of Water

An acceptable method of getting water to the areas where it is needed while maintaining its potability must be established. For example: tank trucks, large storage and distribution vehicles, or water-cooling stations can be strategically placed where needed. Staff members should be able to transport or, when necessary, lift containers without risk of injury.

Any ice made before the disruption should be considered contaminated and should be destroyed. Ice machines should not be used during the disruption and if whenever possible, they should be disconnected prior to a planned disruption.

Recovery

Upon the conclusion of a boil order, re-start and flush any water-using fixture or piece of equipment in accordance with manufacturer’s specifications. Before flushing sinks and water fountains, water should be run through the building system by flushing toilets and/or fire mains until water appears clear and changes temperature. Filters that are in place throughout various locations in buildings may have to be replaced if large amounts of sediment gets washed into the lines.

Ice machines need to be cleaned/decontaminated according to manufacturer’s recommendations once regular water use is re-established. Individual filters may need to be replaced if clogged with sediment. Facility Services personnel will flush all necessary water lines and restart all ice machines.

Once the disruption or shortage has been resolved and the necessary testing is complete, University Marketing and Communications will provide notice to the campus community. Residential Life and Facility Services will remove all baggage from water fountains and signage from facilities and return out-of-service items to full operational status.

Organization and Assignment of Responsibilities

In any event consisting of a water disruption, loss of water service, or a boil order issued by the City or Maryville, the following Departments are responsible for the accompanying actions:

University Marketing and Communication:

- E-mail all faculty, staff, and students informing them of what has occurred and the suggested precautions to take. This information will be broadcast on all media outlets currently available.
- Inform all affected parties of where, how, and the timeframe in which drinking water will be made available or be distributed.
- Develop signage that states the condition of the water and what alternatives are in place for Residential Life and Facility Services.
- Provide updates to the campus community relating to repairs or availability of alternative services.
- Issue all clear to all affected parties.

Facility Services:

- Bag all water fountains in all facilities except residential halls.
- Distribute signage throughout facilities informing all of the condition of the water and alternatives that are in place.
- Prepare for the possibility to have two milk trucks to be cleaned and filled with at least 6000 gallons of water. Arrange for staff to monitor levels of water in truck for refilling at a clean water source.
- Arrange for a truck to pick up bottled water from Pepsi Company or Sam's Club.
- Shut down all ice machines before they are contaminated.

Director of Residential Life:

- Assist with bagging of all water fountains within residential halls.
- Distribute signage throughout residential halls informing all of the condition of the water and alternatives that are in place.
- Assist with the distribution of water from distribution sites.
- Coordinate with dining services on response procedures.

Dining Services

- Maintain any MOU's with bottled water vendors.
- Order all ice, water, and hand wipes for Northwest.
- Change menu to accommodate contaminated water.
- Turn off fountain drink dispensers.
- Change eating utensils to paper and plastic only.
- Close down unnecessary

Athletics:

- Arrange for all practice coolers to be filled with water from distribution trucks and ice from refrigerated trucks.
- Cancel all non-essential team sports practice.
- Suspend all laundry operations.
- Provide appropriate instructions regarding post practice showers.

University Police:

- Arrange parking for water distribution locations.
- Arrange security for all distribution points.

Wellness Services:

- Research possible health implications and distribute through University Marketing and Communications.
- Report on any related illnesses.

Emergency Management Coordinator:

- Coordinate with the City of Maryville on treatment schedule and time for returning to normalcy.
- Contact local Health Department for additional support and direction.

Standard Operating Guide for Emergency Repair

Purpose

The primary purpose of this appendix is to provide a guideline for emergency assistance and related support to restore critical infrastructure in an emergency or disaster situation.

Situation and Assumptions

The Northwest Missouri State University Facility Services Department will provide all services associated with public works. In all major emergencies, the public works/utilities functions requirement will include, but not limited to, providing local water services, local electric service, local natural gas service, sanitation, sewage, street maintenance, drainage, and debris removal.

In an emergency or disaster situation, the coordination of Facility Services with local public works departments, public utility companies, engineering, and construction resources is imperative. Emergency operations and response plans should be developed and any agreements with local resource providers should be updated and maintained on an annual basis.

Situation:

Disasters may adversely impact the availability or condition of the community's infrastructure resulting in hampered emergency response efforts. Structures may be destroyed or severely weakened while other facilities may have to be reinforced or demolished to ensure safety.

Debris may make streets and highways impassable. Maintaining an open and accessible campus during emergencies increases the overall response effort. Part of this expectation includes maintaining a disposal site and the transferring of debris.

Facility Services has established communication processes and developed working relationships with both the public and private utilities servicing Northwest and the Maryville areas. Most public utility companies have Northwest on their priority restoration list.

Assumptions:

The day-to-day Facility Services, public utilities, and private utilities organizational structure will remain intact during a major emergency. Northwest will use all Facility Services personnel, equipment, and materials as may be necessary to carry out its emergency functions.

It is assumed that each Facility Services shop will have its own specialized plans for identifying, prioritizing, and responding to emergency repairs. These plans will be capable of handling most emergency situations, however, if campus capabilities are exceeded, support will be requested from local, State, and Federal agencies.

Concept of Operations

Facility Services responsibilities during periods of emergencies require them to take necessary actions to prevent damage to public service, facilities, and streets, and to restore them to normal operations, if damaged. Facility Services must also support emergency service agencies with actions to control damage and prevent loss of life. Priority of work for Facility Services during an emergency is the maintenance and restoration of primary roads for emergency service access and for public access as needed around the affected areas.

Most Facility Services shops have emergency functions relating to their normal duties. These shops will establish workable procedures for the maintenance, direction of repair, and the restoration of vital functions for the University including the use of personnel and equipment to work on priority tasks.

During an emergency event, initial priorities of Facility Services personnel will be focused on assessing damaged infrastructure and mitigating additional risks associated with these conditions. Some general guidelines for Facility Service response requirements will be as follows:

- Clear debris and make repairs to roads that are obstructing rescue crews and lifesaving equipment.
- Restore services to critical and essential facilities (EOC, Student Union, Wellness Services, Owens Library, and temporary shelters, etc.).
- Repair roads which have isolated people.
- Restore services to residential halls.
- Make any necessary repairs to expedite recovery.

When an emergency exceeds the University's capability to respond, assistance will be sought from jurisdictions within the City and surrounding Counties. If necessary, the University may request assistance from the State and/or Federal government where needed.

Each emergency or disaster situation will have a different set of circumstances. Problems must be considered on a case-by-case basis and priorities established at that time. The Crisis Management Team will approve and coordinate tasks not considered to be within the scope of normal department operations.

A debris management plan should also be developed as a guide for removing debris from other areas around the University affected by a disaster as well as the campus itself. To minimize threats to public health, emergency environmental waivers and legal clearances will be needed to dispose of emergency debris and materials from demolition activities. Under Federal regulations, local authorities are responsible for obtaining required waiver and clearances.

Organization and Assignment of Responsibilities

It is the responsibility of Facility Services for emergency response actions concerning the infrastructure of Northwest Missouri State University. Planning, coordinating, and managing all aspects of Facility Services response lies with the Director of Facility Services.

The University Police Chief or his designee will have the responsibility of coordinating responses relating to the health and safety of university faculty, staff, and students. University Police will also be responsible for providing security at locations deemed dangerous for public use.

Annex F

DEATHS

Purpose

This annex was developed to prescribe a set of administrative procedures to provide direction to faculty, staff, and students when dealing with the death of a member of the University community.

Situation and Assumptions

Northwest Missouri State University is committed to responding quickly and appropriately to extraordinary situations that could potentially have devastating effects on the University community. These procedures have been developed to address on and off-campus occurrences of both student and faculty deaths.

Situation:

The University Police Department responds to all calls for assistance and is staffed with trained first responders and law enforcement officers. University Police is also equipped with defibrillator equipment maintained by Health and Safety.

The Nodaway County Coroner is the lead official at all death scene investigations. Additional assistance may be requested in certain instances to assist with death investigations.

Counselling and health services may be provided by Wellness Services for students while employee assistance programs are in place to help employees. Additional services are available through Mosaic hospital.

Assumptions:

A death of a student will bring about the need for group counselling and surveillance of close contacts of the deceased. Students affected may be roommates, classmates, organizational members, or closely related to the deceased in some other way. It can be assumed that several different avenues of counselling may be required.

Outside assistance is available within the Maryville community and will respond when needed.

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Concept of Operations

Any death which occurs on the University premises demands additional responses including contacting police and legal authorities. The circumstances surrounding the student or faculty member death will determine the University's response, notwithstanding the procedures contained in this policy.

The University will provide assistance to faculty, staff, and students in dealing with the death of a University member in a sensitive and expeditious manner. The University recognizes that faculty, staff, and students may need assistance in dealing with grief and may offer counselling services or provide alternative direction in obtaining services needed.

It is a recommend practice that the outlined procedures are awarded to all students of the Maryville campus, regardless of traditional or non-traditional enrollment status. Student deaths occurring over summer semesters will be evaluated and actions based partially on current enrollment and fall pre-enrollment status. Student deaths occurring on or off-campus at either of the Outreach Centers will be handled by the local authorities for each jurisdiction. Messaging to the main campus will be under the direction and recommendation of the President.

General Response Procedures:

Reporting and Verification of Facts

Any member of the Northwest Missouri State University community who learns of the death of a student is requested to report immediately all known information to the University Police Department. In similar fashion, anyone with information concerning the death of a faculty or staff member should also report all known information to University Police. The University Police Department will immediately attempt to verify all necessary details and notify appropriate leadership personnel.

Response and Investigation

The University Police Department will respond to all reports of deaths on campus and immediately secure the area and provide any necessary assistance. University Police will handle any subsequent investigations relating to the reported death and will work closely with Student Affairs or Human Resources in obtaining as much information on the deceased as possible.

The Nodaway County Coroner or their designee will be contacted and will assist with the investigation. The Coroner will schedule and arrange transportation for required autopsy needs and based on results, will make available a Coroner's report detailing the cause of death.

University Police and Northwest Missouri State University officials will assist outside agencies upon request with any death of a University member off campus. Information will be made available to aid in the identification and investigation of deaths outside of University jurisdiction.

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Death Notifications

Death notifications are typically conducted in person by police with the assistance of clergy, counselling personnel, members of Student Affairs, members of the University leadership, or a combination thereof. Upon the direction of the Nodaway County Coroner, every effort will be made by law enforcement to make contact with the deceased's immediate family to provide notification of the passing.

University Police will conduct death notifications within a reasonable distance of the Northwest campus and request the assistance of other jurisdictions in the event the family lives farther away. The notification will typically be delivered to surviving parents, identified guardians, spouses, or other immediate family members. Other agencies follow similar procedures when delivering death notifications. University Police, with due diligence, will provide verification of the delivery of the notification to the University President and the Crisis Management Team.

Crisis Management Team

As soon as information is learned concerning the death of a faculty, staff, or student member of the Northwest community, the President or their designee shall be contacted and a determination made on activating the Crisis Management Team. The President will decide on the time and location for the CMT to assemble.

Recommended members of the CMT or their designees will consist of the President, Provost, Vice President of Strategy and Operations, Vice President of Student Affairs, Director of Residential Life, Vice President of University Marketing and Communication, University Marketing and Communications Communications Manager, Wellness Services personnel, University Police, and the Emergency Management Coordinator.

Once the death notification has been made to surviving family members, the Northwest Missouri State University President shall attempt to contact the family and offer the University's condolences and support. The President shall then notify the University Board of Regents and the Northwest Leadership Team members and inform them of the passing.

Counselling Services

Every effort will be made to identify student organizations, groups, classes, social circles, or specific individuals that the deceased was affiliated with and provide formal notice of the loss. Counselling services will also be made available through either Wellness Services or Employee Assistance Programs. Wellness Services will coordinate all counselling activities for students while Human Resources will assist with all counselling activities for employees.

Services shall be offered for group settings with individual appointments available for all close contacts. Surveillance of all close contacts will be conducted by either Wellness Services, Human Resources, or Residential Life personnel.

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Communication

The Office of University Marketing and Communication shall provide a brief statement of the incident to the campus community in a timely fashion. Regular updates regarding the death will be communicated to the campus as well as other media outlets. All information released shall first be approved by the CMT with respect to the wishes of the immediate family. University Marketing and Communications will also work closely with the Crisis Management Team to develop prepared statements and talking points for any class or Residential Life staff discussions noting available counselling opportunities.

Information obtained from the Coroner's report, including the cause of death, will be made available to the campus community based on a case-by-case basis. The office of University Marketing and Communication will work closely with the family of the deceased to provide funeral, final arrangements, and memorial information to the Northwest Missouri State University community and campus populations. University Marketing and Communication will also provide information on counselling availability, Employee Assistance Programs, and any other support program available for faculty, staff, or students.

Organization and Assignment of Responsibilities

The University Police Department will be responsible for responding to all reports of deaths on-campus. University Police will immediately secure the area, provide any necessary assistance, and handle any subsequent investigations relating to the reported death. If the death occurs off-campus, University Police will assist the investigating law enforcement agency to help identify the victim and provide any pertinent information upon request.

The Crisis Management Team will be responsible for determining how the University will respond on a case-by-case basis. The Provost for Northwest Missouri State University will be responsible for communicating with the Academic Team and individual faculty members impacted by the loss. Employees members can be identified by the student's major, minor, or class affiliation. If the death involves a faculty or staff member, departments and specific individuals will be identified by the faculty or staff members department or area assigned.

The Vice President of University Marketing and Communication, or their designee, shall serve as the PIO for Northwest. Information regarding the death, counselling, funeral arrangements, memorials, and other official University actions shall come through this office. All media inquiries, media releases, and press conference information shall be coordinated through University Marketing and Communications.

Residential Life will be responsible for briefing all building staff and others identified as being impacted by the incident, prior to the campus wide notification if possible. Residential Life personnel will assist building staff by providing talking points to assist discussions with residents within their buildings. All building staff will be required to attend a grief counselling session

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made available by Wellness Services and help identify troubled students for additional assistance. Residential Life will be responsible for assisting those students impacted by the death with relocating to a new residence within the Residential Life system.

Student Affairs will coordinate with Wellness Services on providing grief counselling to Residential Life staff members and students that have been affected. Personnel will also arrange special sessions or group sessions for those identified students or student groups. Student Affairs will also coordinate with Residential Life in developing messaging to students and providing talking points obtained from the Crisis Management Team.

Appendices

Students	Appendix 1
Faculty	Appendix 2

Death of a Student

Purpose

Northwest Missouri State University intends to provide a safe and positive environment for all students. However, when tragedy does occur, it is the responsibility of the University to respond in a sensitive and sympathetic manner. The death of a student impacts the entire University community. These guidelines have been established to provide an orderly, effective, and caring response.

Situation and Assumptions

The death of a student represents a significant loss for the University community as well as for the family and friends of the deceased. In the event of a student death, the University must respond with compassion, thoroughness, and most importantly, with a measure of dignity toward the student and his/her family and friends.

Situation:

Student deaths can occur in two different locations.

- On-Campus
- Off-Campus

Assumptions:

Response to any death will have a significant impact on the University community. Faculty, staff, and students alike will have the need for counselling services.

Concept of Operations

In the event of a student death on or off campus, the following guidelines should be followed:

Guide for Death – Student On-Campus

Action – Owner:

- Confirm Death – *University Police Chief / Student Affairs*
- Notify Crisis Management Team of death and meeting location – *University Police Chief / Emergency Management Coordinator*
- Investigation of cause of death – *University Police / County Coroner / Assisting LEA*
- Deliver death notification – *University Police Chief/Assisting LEA*
- Contact family to offer University support upon coroners direction – *President / VP Strategy and Operations / Provost*
- Identify victim’s on-campus organizational contacts, class/areas worked in, and close contacts – *University Police Chief / VP Strategy and Operations / Provost / Student Affairs*
- Deliver notice of death and offer support for faculty/staff that victim worked with on campus – *VP Strategy and Operations / Provost / Student Affairs*
- E-mail condensed notice of death and methods of assistance to faculty/staff – *VP University Marketing and Communication / Student Affairs (Human Resources and Wellness Services will provide methods of assistance)*
- E-mail notice of death and where to go for assistance to entire campus community – *VP University Marketing and Communication / Student Affairs (Student Affairs and Wellness Services will provide locations where assistance will be provided)*
- Provide notice of death and support methods for students, faculty, and organizations that victim belonged to – *Wellness Services / VP Strategy and Operations / Student Affairs*
- Cancel all University mailings to residence – *VP Strategy and Operations / Provost / Student Affairs*
- Determine funeral arrangements and advise VP of University Marketing and Communications – *VP Strategy and Operations / Provost / Student Affairs*
- E-mail notice of funeral arrangements to campus community – *VP University Marketing and Communication*

Guide for Death – Student Off-Campus

Action – Owner:

- Confirm Death – *University Police Chief / Student Affairs*
- Notify Crisis Management Team of death and meeting location – *University Police Chief / Emergency Management Coordinator*
- Contact family to offer University support (upon Coroners direction) – *President / VP Strategy and Operations / Provost*
- Identify victim’s on-campus organizational contacts, class/areas worked in, and close contacts – *University Police Chief / VP Strategy and Operations / Provost / Student Affairs*
- Deliver notice of death and offer support for faculty/staff that victim worked with on campus – *VP Strategy and Operations / Provost / Student Affairs*
- E-mail condensed notice of death and methods of assistance to faculty/staff – *VP University Marketing and Communication / Student Affairs (Human Resources and Wellness Services will provide methods of assistance)*
- E-mail notice of death and where to go for assistance to entire campus community – *VP University Marketing and Communication / Student Affairs (Student Affairs and Wellness Services will provide locations where assistance will be provided)*
- Provide notice of death and support methods for students, faculty, and organizations that victim belonged to – *Wellness Services / VP Strategy and Operations / Student Affairs*
- Cancel all University mailings to residence – *VP Strategy and Operations / Provost / Student Affairs*
- Determine funeral arrangements and advise VP of University Marketing and Communications – *VP Strategy and Operations / Provost / Student Affairs*
- E-mail notice of funeral arrangements to campus community – *VP University Marketing and Communication*

Death of an Employee

Purpose

The purpose of this procedure is to identify responsibilities concerning notifications and to provide for the coordination of actions with regard to the death of an active Northwest Missouri State University employee. Notifications made to various campus administrative and service departments and actions will be coordinated with sensitivity, taking into consideration the emotions of family and friends of the deceased.

Situation and Assumptions

Northwest Missouri State University mourns the loss of employees. In the event of the death of an active employee, the following guidelines will be followed, understanding actions are handled with tact and sensitivity. These guidelines may be modified as individual circumstances warrant.

Situation:

Employee deaths can occur in two different locations.

- On-Campus
- Off-Campus

Assumptions:

Response to any death will have a significant impact on the University community. Employees and students alike will have the need for counselling services.

Concept of Operations

In the event of an employee death on or off campus, the following guidelines should be followed:

Guide for Death – Employee On-Campus

Action – Owner:

- Confirm Death – *University Police Chief / VP Human Resources*
- Notify Crisis Management Team of death and meeting location – *University Police Chief / Emergency Management Coordinator*
- Investigation of cause of death – *University Police / County Coroner / Assisting LEA*
- Deliver death notification if family is within reasonable distance – *University Police Chief*
- Contact family to offer University support (upon coroners direction) – *President / VP Strategy and Operations / Provost*
- Notify NLT / Board members of death – **President**
- Identify victim’s on-campus organizational contacts, class/areas worked in, and close contacts– *University Police Chief / VP Strategy and Operations / Provost / Student Affairs*
- Deliver notice of death and offer support for faculty/staff that victim worked with on campus– *VP Strategy and Operations / Provost*
- E-mail notice of death and methods of assistance to faculty/staff – *VP University Marketing and Communication / VP Strategy and Operations (Human Resources and Wellness Services will provide methods of assistance)*
- E-mail notice of death and where to go for assistance to entire campus community – *VP University Marketing and Communication (Student Affairs and Wellness Services will provide locations where assistance will be provided)*
- Provide notice of death and support methods for students, faculty, and organizations that victim belonged to – *VP Strategy and Operations / Student Affairs (Wellness Services if applicable)*
- Cancel all University mailings to residence – *VP Strategy and Operations / Provost*
- Reassign all classes or work areas – *VP Strategy and Operations / Provost / Supervisor*
- Determine funeral arrangements and advise VP of University Marketing and Communications– *VP Strategy and Operations / Provost*
- E-mail notice of funeral arrangements to campus community – *VP University Marketing and Communication*

Guide for Death – Employee Off-Campus

Action – Owner:

- Confirm Death – *University Police Chief / VP Strategy and Operations*
- Notify Crisis Management Team of death and meeting location – *University Police Chief / Emergency Management Coordinator*
- Contact family to offer University support (upon Coroners direction) – *President / VP Strategy and Operations / Provost*
- Notify NLT / Board members of death – *President*
- Identify victim’s on-campus organizational contacts, class/areas worked in, and close contacts – *University Police Chief / VP Strategy and Operations / Provost / Student Affairs*
- Deliver notice of death and offer support for faculty/staff that victim worked with on campus – *VP Strategy and Operations / Provost*
- E-mail notice of death and methods of assistance to faculty/staff – *VP University Marketing and Communication / VP Strategy and Operations (Human Resources and Wellness Services will provide methods of assistance)*
- E-mail notice of death and where to go for assistance to entire campus community – *VP University Marketing and Communication (Student Affairs and Wellness Services will provide locations where assistance will be provided)*
- Provide notice of death and support methods for students, faculty, and organizations that victim belonged to – *VP Strategy and Operations / Student Affairs (Wellness Services if applicable)*
- Cancel all University mailings to residence – *VP Strategy and Operations / Provost*
- Reassign all classes or work areas – *VP Strategy and Operations / Provost / Supervisor*
- Determine funeral arrangements and advise VP of University Marketing and Communications – *VP Strategy and Operations / Provost*
- E-mail notice of funeral arrangements to campus community – *VP University Marketing and Communication*

Annex G

FIRE and EXPLOSION

Purpose

The purpose of this annex is to protect life and property, to organize the University's response, and to minimize fire damage caused by, or incidental to, natural or man-made fires or explosions.

Reference

[Annex B, Appendix 1](#) – Bomb Threat

Situation and Assumptions

Fire prevention and control are daily concerns faced by fire service personnel. These concerns become more apparent during emergency situations. Several hazards present difficulties in regard to fire protection including hazardous material incidents and fires related to a terroristic act.

Situation:

The Maryville Public Safety Department provides fire protection for the City of Maryville through their volunteer fire division. The fire service is dispatched through the Maryville 911 emergency system.

Search and rescue efforts will be provided by University Police personnel along with assistance from requested local agencies.

Assumptions:

Existing fire and rescue personnel and equipment will respond to emergency situations within their jurisdiction. When additional support is required, assistance can be obtained from other departments via mutual aid agreements, including personnel and equipment.

Additional personnel and resources is obtained as needed through State, Federal, and private organizations.

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Concept of Operations

The responsibilities of the fire service in disaster situations are basically the same as in daily operations. Their primary responsibilities are the protection of people and property from the threat of fire and to conduct fire control/suppression activities. These duties involve but are not limited to the following:

- Informing faculty, staff, and students of the risks associated with a particular hazardous material incident, as well as the circumstances for using water, foam, etc., for extinguishing, diluting, or neutralizing that hazardous material(s) involved.
- Alert all emergency response organizations of the dangers associated with a particular hazardous material, as well as with fire when responding to an emergency situation.
- Perform search and rescue operations.
- Assist in hazardous material monitoring (including radiation) and decontamination procedures.

The University Police Chief or their designee will control operations for on-campus personnel and coordinate all fire response efforts with Maryville Public Safety. If the Crisis Management Team is activated, the University Police Chief shall monitor all operations from the Emergency Operations Center and provide regular updates to the CMT members.

General Response Procedures:

Notification of a fire or explosion may be by the sounding of the fire alarm or by announcement over the PA system. If you discover a fire, explosion, or smoke within a building, activate the fire alarm system by using a fire pull station. You should assume that you will not be returning to the area, so take your personal belongings and any other necessary items *only if the items are easily accessible and will not interfere with your ability to evacuate the building quickly.*

If an alarm is activated, all occupants shall follow building and department specific plans. Students and visitors can find emergency procedures posted in every classroom and by every exit. Everyone should familiarize themselves with the nearest and any alternate exits in the buildings they frequent the most.

If smoke and/or heat conditions are encountered while evacuating, remember to stay low to the floor and exit through the nearest door. In the event of a major fire, evacuation may have to be delayed until the smoke/fire is reduced, contained, and/or extinguished. If this situation exists, remain calm and take protective measures against smoke and fire. If you are unable to escape, stuff clothing, rags, etc., in or around all cracks to help keep the smoke from entering the room you are in. It is most important to try and notify someone of your location. If you do not have access to a telephone, try to get someone's attention by yelling or making noise. Above all, remain calm until help arrives.

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Wheelchair bound or persons with limited mobility on the upper floors should be moved to areas of relative safety within the building. These safe areas would be places away from the fire and smoke, areas separated by fire walls or fire doors, or areas that facilitate rescue such as areas with windows if they are protected from smoke. Persons should not be moved to any areas that may impede the evacuation of other persons from the building. Once in an area of relative safety, emergency response personnel shall be notified immediately and given information as to location and type of mobility impairment.

Instructions for fire response and for working with mobility impaired individuals can also be found in the In Case of Crisis emergency preparedness app.

Fire Extinguishers

Fire extinguishers are provided in accordance with local and International Fire Code in areas throughout the University. In order to ensure that extinguishers function properly, they are inspected monthly by Health and Safety. Fire extinguishers should be used by occupants to assist in evacuation or extinguish the fire if they feel it is safe to do so.

Fire Drills

Fire drills are conducted on a regular basis in residential buildings and twice a year in academic halls. By conducting regular fire drills, occupants are allowed to practice response to a fire, test equipment, identify deficient procedures, and reinforce fire safety education.

Organization and Assignment of Responsibilities

The University Police Chief will have the responsibility of assisting with coordination of the fire and rescue response. The University Police Chief will be responsible for the following:

- Preparation of response agreements with Maryville Public Safety
- Support cleanup and recovery operations

The Maryville Public Safety Department is responsible for the following:

- Maintain personnel call-up lists and develop the means to implement these lists.
- Assist in the dissemination of warnings to the public.
- Assist in the search and rescue of injured or missing individuals, or persons needing assistance.
- Assist in providing first aid to disaster victims and workers.

Neighboring fire services will provide support when needed and available, as identified in mutual aid agreements.

Annex H

PUBLIC HEALTH and SAFETY

Purpose

The purpose of this Annex is to provide general guidance, organizational structure, and specific direction for public health issues including medical services following a disaster, pandemic, or mass injury related emergency.

Situation and Assumptions

Northwest Missouri State University is required to develop and maintain all hazard emergency response plans to cope with major disasters such as severe weather, utility failure, terrorism, and hazardous materials releases. These plans address many aspects including command and control functions, descriptions and operation of emergency communication systems, and other key response elements. Public health emergency and mass casualty planning requires the consideration of additional factors which may not be addressed in all-hazard emergency response plans.

A public health emergency exists with the emergence of a serious illness that threatens to overwhelm public and private health systems. Mass casualty events have the same potential to inundate an existing system and stretch the current infrastructure past its capable limits. Plans must consider the potential for widespread adverse effects on human health, but negligible effects on physical infrastructure. Catastrophic health effects caused by a pandemic public health emergency or mass casualty incident may disrupt critical human infrastructure and hinder local resources from maintaining adequate service.

Situation:

Mosaic is the only hospital serving Northwest Missouri State University and the City of Maryville. The hospital has developed an emergency plan, in accordance with State and Federal regulations, which is exercised regularly.

Public Health for Northwest is the responsibility of the Nodaway County Health Department. This Department serves the public health needs of the residents of Maryville and the surrounding Nodaway County.

Ambulance service for Northwest is provided by the Nodaway County Ambulance District. The district has 5 fully stocked advanced life support (ALS) ambulances, 1 fully stocked basic life support (BLS) ambulance, 5 rescue trucks, and a disaster trailer. Each ambulance is capable of

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treating 8 to 10 patients with the disaster trailer having enough supplies for 100 patients. The University Police Department responds to all 911 and emergency calls on campus. The Department is staffed and trained with first responders who are responsible for the safety and welfare of approximately 6,500 students and 700 employees.

Mental health services can be obtained from the Northwest Counselling Center located within Wellness Services on campus. Other services may be obtained through Mosaic or local counselling service providers.

Assumptions:

A major disaster will create medical problems beyond the normal day-to-day capabilities of the medical system. The disaster could include a major communicable disease outbreak such as influenza, or a mass casualty incident such as a hostile intruder.

Northwest may be expected to provide health care services needed by its students, faculty, and staff during a pandemic. Other individuals may seek health care services closest to their residence.

Health care workers and other essential service providers may anticipate an infection rate similar to the general population. Outside assistance is available from other local, State, or Federal agencies and will respond upon request.

Social distancing strategies including the imposition of quarantine and isolation practices which may be necessary. Quarantine and isolation strategies will most likely be voluntary and require serious community efforts to be effective.

Personal protective equipment may need to be available on a wide basis, especially for those exposed to greater health risks than the general public. Personal protective equipment may be in short supply during a public health emergency and subject to priority needs protocols.

Closure of the campus or suspension of classes may occur through a wide variety of ways including a joint decision involving Northwest Missouri State University, Missouri Department of Health, and the Nodaway County Health Department. Flexible makeup schedules will be needed for individual students who cannot return to campus when classes resume.

Concept of Operations

The protection of the health and welfare of the Northwest Missouri State University community will be managed by University Police Department and Wellness Services. Mosaic and the Nodaway County Health Department can assist with various facets relating to public health

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response. Other resources including the Maryville Public Safety Department, Nodaway County Sheriff's Department, and the Missouri State Highway Patrol can assist with safety and security related requests through mutual aid agreements.

In matters relating to public health, the Missouri Department of Health, the Center for Disease Control and Prevention, and other agencies where appropriate, can provide technical assistance when requested, or in cases where emergency needs exceed the capability of University or community response resources. In very large public health emergencies, many or all communities will be affected and the State may not be able to meet all requests for assistance. Under these circumstances the State will use available mechanisms, including the National Response Framework, for obtaining resources and other assistance from the Federal Government.

General Response Procedures:

A public health and safety emergency exists with the emergence of a serious illness that threatens to overwhelm public and private health systems, or a disaster, either naturally or man-made, occurs which produces mass numbers of injuries. The initial response to the health and safety consequences of a public health emergency will generally occur at the Northwest Missouri State University level with close monitoring and assistance from State or other local agencies.

During a public health emergency of any size, direction, control, and coordination of all aspects of the response is a major determinant of success and becomes essential when the response includes multiple jurisdictions and/or agencies. The National Incident Management System (NIMS) is a widely used and accepted incident command system that is appropriate for use during a public health emergency.

The functionality of the Incident Command System will usually be driven by the event requiring response. The department or area having the most impact from the incident will be responsible for establishing and carrying out the duties associated with NIMS or of the Incident Command system. Senior leaders from that identified department will serve as the Incident Commander and will direct response operations either on-site or in close proximity to the on-going incident. The Incident Commander will then provide information and periodic briefings to their Department supervisor who will then brief the CMT.

The Maryville Public Safety Fire Department can provide decontamination services (through the use of a qualified haz-mat team) for victims of hazardous materials incidents. Decontamination should be performed at the scene before the victim or victims are transported to the hospital. Mosaic Hospital and the Nodaway County Ambulance can provide additional assistance for patient care as well as sheltering and care for large numbers of affected persons.

Should Wellness Services, Mosaic hospital, or medical centers become overburdened or rendered inoperable, hospitals in the surrounding area will be utilized. Requests for outside

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medical assistance does not need to go through the EOC or CMT, unless the request is for State or Federal assistance. However, all requests should be reported to the EOC or CMT immediately after they are made.

Other considerations that should be made may include the necessity of implementing mortuary services. Care should be taken in identifying and establishing an area dedicated to the proper care and handling of the dead in multi-death disaster situations. Also see County Mortuary Plan, [Annex H, Appendix 3](#). Depending on the event and the areas affected, reunification plans for individuals or property should be carefully thought out, and resource areas for callers and families should also be provided.

Wellness Services

The Executive Director of Wellness Services or their designee will monitor the current health environment of the University and provide guidance or recommendations for any potential health concerns. In situations where small numbers of students are required to be in isolation for health concerns, Wellness Services will provide the necessary care and monitoring for the duration of the isolation. It may become necessary that assistance is requested from Residential Life staff, but it should be understood that services of this nature will be limited and evaluated on an individual basis. The Executive Director of Wellness Services or their designee will be the lead advisor for all medical and pandemic related events.

In instances involving hazardous materials or radiation exposure, Wellness Services will obtain the necessary protective respiratory devices, clothing, equipment, and antidotes for personnel responding to these types of incidents. Wellness Services will also assist in maintaining radiation dose records and help ensure that dose records are read at appropriate intervals when personnel are responding to a radiological incident. Wellness Services should also assist with the establishment of decontamination procedures for victims, response personnel, and equipment.

University Police

University police personnel will respond to all calls involving the safety and security of the Northwest campus. University Police will strive to establish safe response practices when responding to life threatening events and help set-up and maintain security related actions around pandemic situations. The University Police Chief or their designee will be the lead advisor for all natural disaster and mass casualty events. Also see Hostile Intruder Response, [Annex H, Appendix 2](#).

Crisis Management Team

Once a large scale crisis has been identified, the Emergency Management Coordinator will convene the Crisis Management Team to identify resources and develop the University's response. With input from the University Police Chief or the Medical Coordinator, actionable

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response items will be identified leading the University's overall institutional response. The CMT will conduct themselves in accordance to the provisions outlined in the General Operating Procedures, [Base Plan, Appendix 1](#).

Student Affairs – Residential Life

In the event of a localized or small-scale incident, a portion of the on-campus population may become displaced as the result of damages sustained to a particular building, the complete closure of a building, or the inability of a facility to provide appropriate health and safety services. Depending upon the extent of damages or loss of services, it may be necessary to relocate displaced students to temporary shelter locations across campus or within the community until they can return to their residence, or until more permanent housing arrangements can be made. Also see Shelter / Reception, and Care, [Annex I](#).

In situations involving individualized isolation, pandemic, or mass care to an affected population, it is important to note that Northwest is not set up to be a long-term care facility. The University does not have the appropriate staff, training, or resources to support long-term care obligations. However, Residential Life will evaluate individual situations involving isolation needs and help determine the best course of action when relating to student success.

Academics

One of the chief concerns of University response to any disaster is to maintain the operation of the academic curriculum. In situations affecting the public health, decisions will be made relating to the scope of impact to the campus community as well as individual options to ensure student success. In certain instances, academics may be sustained through distance learning options or isolated class homework assignments. Such options will be tailored to each specific instance with support from instructors, advisors, Information and Technology, and individual Departments.

In large scale situations affecting the campus, such as damage from severe weather, a hostile intruder, or a pandemic event, it may become necessary to postpone or suspend academic activities for a determined amount of time. Thoughts and discussions should occur now to develop alternatives and plans to provide learning options to maintain the educational process. History indicates that students having their educational experience interrupted by a disaster or critical event, are less likely to graduate than students not having their education disturbed. The importance of establishing procedures and processes to continue academics following critical events is essential to a healthy living and learning environment.

Business Continuity

Planning how to run service or business unit processes when normal operating procedures are not possible, is another major concern for Northwest. Business continuity planning is the process of taking a “snapshot” of all the functions a Department performs on an annual basis, then listing

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the resources required to perform those processes. It provides information and guidance on how to restore critical operations following a significant campus incident. The goal of continuity planning is to enable a Department to continue its mission despite a disaster or crisis. Some departments will be expected not only to continue, but also to expand their services during these times.

Being able to resume or maintain normal business operations during a disaster or critical situation is vital to the recovery of any institution. Access to student services and resources relating to University operations while Northwest is closed or operating on suspended levels, is a must to the longevity of the institution. Departments must begin planning now, identifying alternate venues, needed resources, required personnel, and necessary actions to put in place in the event their building or the entire campus becomes inaccessible. In some situations such as a pandemic or large scale health concern, some employees may be able to fulfill duties from home, or alternate sites.

Essential Personnel

Essential Staff are employees that are required to report to his/her designated work location to ensure the operations of essential functions during an emergency or when the University has suspended operations. Essential staff provide services that relate directly to the health, safety, and welfare of the University, ensure continuity of key operations, and maintain and protect University properties. Employees shall wear proper uniforms and have their University identification with them. In the event of a large scale emergency, appropriate identification may be necessary to gain access to the Northwest campus. Also see Essential Staff, [Annex D, Appendix 3](#).

Each department shall predetermine and designate mandatory operations in case of a pandemic emergency or communicable disease outbreak, designate the employees to staff these positions, and develop an alternative plan for personnel in case the designated personnel are quarantined or ill. Each University department responding to an emergency or having a direct involvement in recovery efforts will maintain its own internal personnel call-up lists. Crisis augmentation of police, health, and medical personnel will be performed by those departments directly affected and will be their responsibility to maintain the standards and expectations of Northwest. Emergency medical care centers will be established when necessary for essential workers and disaster victims in an evacuated area.

Social Distancing

At the start of an influenza pandemic, effective vaccine and antiviral drugs may not be available to the general population. If the accompanying illness and possible death rates of the virus strain are high, community may respond by closing roads, restricting travel, and community-level quarantine will enter discussions. However, within a community, influenza spreads from person to person through the social contact network. Therefore, understanding and strategically controlling this network during a period of pandemic is critical.

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Social distancing measures are most often thought about as a way to slow the spread of pandemic or other health related issues. It is designed to limit the spread of infectious diseases or other health risks by reducing the opportunity for close contact between people. Social distancing measures include limiting public events such as civic, cultural, athletic, or social gatherings, and/or closing buildings. Other measures may be as follows:

- Maintaining a personal distance between oneself and a person showing symptoms of illness.
 - Recommended minimum distance of 3 to 6 feet.
- Limiting personal contact by minimizing or avoiding shaking hands.
- Scheduling meetings via the phone or internet.
- Suspending all but critical operations.

In the event of an outbreak of a highly infectious and/or deadly disease, including a pandemic, the University may enact a Social Distancing Policy in an attempt to limit the spread of disease through human to human contact. Actions to minimize contact between infected and healthy individuals will range from the use of sick time, limitation or cancellation of events or localized closings, class dismissal, and suspension of all services and operations. Also see Essential Staff, [Annex D, Appendix 3](#).

Organization and Assignment of Responsibilities

The University Police Department will be responsible for responding to all calls of violence or suspected mass casualty incidents. Police personnel will receive training on hostile intruder response techniques as well as de-escalation methods commonly practiced among the law enforcement communities. The University Police Chief, or their designee, will also be responsible for developing and maintaining Mutual Aid Agreements with surrounding law enforcement agencies who may assist with response activities. In events involving a pandemic health concern, University Police will be responsible for establishing security measures and staffing for large scale shelter operations.

The Emergency Management Coordinator will be responsible for providing various training aspects and developmental resources for all departments in reference to the contents of this plan. During a large scale incident, the Emergency Management Coordinator will help guide the CMT with the understanding that the EOC or CMT will not interfere with the internal operations of the health and medical services, but will monitor and evaluate, and provide support as needed. The EMC will also help guide the importance of collecting various types of statistics and demographic information needed for reporting purposes. Such information needing tracked include:

- Deaths
- Injuries
- Inoculations given

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- Blood supply
- Incidence of disease
- Hospital census
- Available shelter locations

Wellness Services will be responsible for monitoring the current health environment and providing guidance and recommendations based on best practices. Wellness Services will also be responsible for developing relationships and partnerships with the local Department of Health, Mosaic, and other State and private agencies that provide guidance on health related situations and maintaining records relating to mutual aid agreements. Wellness Services will also be responsible for the following:

- The protection of health and medical records, when possible.
- Supporting clean-up and recovery operations, as necessary.
- Training and exercising of personnel involved in emergency operations.
- Identifying existing medical facilities that could be expanded into emergency treatment centers for disaster victims.
- Identifying sources of supply to augment expanded medical needs.
- Coordinating health and medical activities with local, state, and federal teams, if deployed.
- Develop a triage coding system for disaster victims.

Student Affairs, through the office of Residential Life, will provide housing for on-campus students as long as classes are in session. Once classes are suspended, steps will be taken to close all University-owned residence locations. Temporary emergency shelters, or housing options, will be provided for a limited number of students who have difficulty leaving the campus. Residential Life staff will maintain housing records and disseminating information to residents, staff, and parents.

Marketing and Communications will help ensure that all internal and external constituents are knowledgeable about the University's efforts before, during, and after a pandemic. Marketing and Communications will also be responsible for providing timely campus-wide notifications should an event develop and serve as a resource for information sharing within the Northwest community. Members will help identify personnel within responding Departments who will serve as points-of-contact for media inquiries. Marketing and Communications will also identify media staging areas and provide recommendations on timing and locations of press releases.

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Health and Medical Capabilities

Hospitals

Mosaic Medical Center
2016 South Main Street
Maryville, MO 64468
(660) 562-2600

Ambulance Service

Nodaway County Ambulance
103 West Thunderbird Drive
Maryville, MO 64468
(660) 582-3311

Coroner

Northwest Regional
Communication Center
(660) 562-3209

Mortuary Services

Price Funeral Home
120 East 1st Street
Maryville, MO 64468
(660) 582-3176

Bram Funeral Home 206 East
South Hills Drive Maryville,
MO 64468
(660) 582-3005

Public Health

Nodaway County Health Center
2416 South Main
Maryville, MO 64468
(660) 562-2755

Counseling / Mental Health Services

Mosaic Behavior Health Unit
2016 South Main
Maryville, MO 64468
(660) 562-7922

Holly McMillen, LPC
UPD Crisis Counselor
(660) 853-8196

Veterinarians

Dr. Mosaic Veterinary Clinic
610 South Main Street
Maryville, MO 64468
(660) 582-3741

Maryville Veterinary Clinic
23983 Business Hwy 71 North
Maryville, MO 64468
(660) 562-4700

Nodaway Veterinary Clinic
23664 Business Hwy 71 North
Maryville, MO 64468
(660) 582-2300

SouthPaws Veterinary Clinic
2211 South Main
Maryville, MO 64468
(660) 582-7387

Pandemic

Purpose

The purpose of the Northwest Missouri State University Pandemic Influenza Preparedness Plan is to provide a well-coordinated and comprehensive response to a pandemic event. The goal is to minimize the impact on students and employees while maximizing the ability of the University to continue its educational mission.

Situation and Assumptions

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, or serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available. The influenza virus enters the body through the nose, throat or eyes by:

- Inhaling droplets produced by the coughing or sneezing of infected persons; and
- Touching the mouth, eyes, or nose after:
 - Hand-to-hand contact with infected individuals; and
 - Touching surfaces or handling objects contaminated by infected individuals.

The World Health Organization (WHO) and the Centers for Disease Control (CDC) warn that a global pandemic could spread around the world. Three pandemics occurred in the 20th Century – in 1918, 1957, and 1968 – resulting in millions of deaths in the United States and other countries. The American College Health Association warns, “A pandemic will occur again, although it is not known exactly when, or which strain of a novel virus will rise to the occasion.” Influenza experts have consistently warned that pandemic influenza is inevitable and historically has occurred in intervals of 11 to 42 years.

Situation:

The Northwest Missouri State University System has a student enrollment of approximately 6,500 with over 700 employees members. The University campus setting provides numerous opportunities for close contact involving large groups of individuals such as classrooms, residence halls, various University activity centers and gathering places, and large

University events. Such contacts, while central to the University experience and mission, increase the risk of transmission of pandemic illness from person to person. In addition, the global nature of University programs, research, business, and travel increases the risk of faculty, staff, and students being exposed to infectious diseases including pandemic influenza.

The facts surrounding pandemic planning is that the strain of influenza, its pathogenicity, and the time and place of emergency cannot be determined in advance. Federal and State declarations of emergency will change legal and regulatory aspects of providing public health and emergency services during a pandemic.

Assumptions:

The impact of a future influenza pandemic is unknown; however, it is clear that if a pandemic occurs, traditional operational continuity assumptions will be inadequate. The pandemic response plan is based on a number of specific assumptions derived from the public health literature, the World Health Organization, the Centers for Disease Control, and the Missouri Department of Health. General assumptions are:

- The first outbreaks in the U.S. are likely to occur in major metropolitan areas where the rates of international and business travel are high.
- Susceptibility to the virus will be universal.
- Efficient and sustained person to person transmission signals an imminent pandemic
- The rapidly spreading virus will result in substantial absenteeism of students and employees. Rates may reach 40% during the peak weeks of the outbreak.
- No effective influenza vaccine will be available early in the course of the pandemic. When influenza vaccines do become available, it will be in short supply and may require two doses.
- A wave of pandemic illness will potentially last for 6 – 8 weeks at the University level. More than one wave of illness may occur.
- The rate of illness will exceed 30% within the University setting, with rates nearing 40% among students living in residential facilities.
- At least 50% of students with influenza will seek medical care on campus.

Concept of Operations

For Northwest Missouri State University, a pandemic occurring in the Midwest or elsewhere could present numerous problems. Such an outbreak could cause one or more health emergencies that last for weeks or months. Students might need to be kept on campus or sent

home. Quarantines may be imposed. Classes might be suspended. Numerous employees might be unable or unwilling to come to work. Major disruptions could occur not only in University services, but also among vendors, health service providers, and local government.

The pandemic preparedness plan incorporates National Incident Management System (NIMS) – Incident Command System (ICS) protocols and standards to enable a response which is flexible and scalable, and which can be integrated with community and regional response efforts. This plan utilizes three periods to assist planners and response units in determining appropriate actions at various points during a pandemic. The levels are associated with pandemic-related events and serve as “triggers” for progressively more extensive preparation and response.

Northwest has adapted the WHO’s classification system of six phases and has grouped them with the following three periods: Interpandemic Period, Pandemic Alert Period, and Pandemic Period. These phases are associated with increasing public health risk associated with the emergency and spread of a new influenza subtype that may lead to a pandemic. The Director General of WHO is responsible for declaring the current global pandemic phase and adjusting the phase level to correspond with pandemic conditions around the world.

PERIOD	DESCRIPTION	WHO PHASE
Interpandemic Period	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.	1
	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.	2
Pandemic Alert Period	Human infection(s) with a new subtype but no human-to-human spread, or at most, rare instances of spread to close contact.	3
	Small cluster(s) with limited human-to-human transmission, but spread is highly localized, suggesting that the virus is not well adapted to humans.	4

Pandemic Period	Larger cluster(s) but human-to-human spread is still localized, suggesting the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	5
	Pandemic Phase: Increased and sustained transmission in the general public.	6

Interpandemic Period (WHO level 1 & 2)

No pandemic event is occurring. The Interpandemic period provides the opportunity to plan, train, and prepare for future pandemic events.

Pandemic Alert Period (WHO level 3 & 4)

Expanding geographically localized clusters of influenza caused by a novel virus have been identified by the CDC, signaling a substantial increase to the risk of a pandemic. The Pandemic Alert Period provides the time to refine and review procedures in preparation for an expanding outbreak which may impact Northwest Missouri, Southwest Iowa, Southeast Nebraska, Northeast Kansas, and the Northwest Missouri State University Campus.

Pandemic Period (WHO level 5 & 6)

Large clusters of human-to-human sustained transmission within the population, and/or identification of suspected cases of pandemic influenza in Northwest Missouri, Southwest Iowa, Southeast Nebraska, or Northeast Kansas. The Pandemic Period is when planning and preparedness activities transition to response and recover operations.

Planning Considerations:

Pandemic influenza can appear suddenly with a rapid increase in the number of infected individuals over a short period of time. The international nature of a university increases the risk of early appearance of pandemic illness.

Planning and response considerations vary widely due to the unique issues and challenges related to each campus location and its local community. Planning considerations include, but are not limited to:

Individuals with Special Circumstances

Planning efforts must identify individuals and groups which may be more severely affected by a pandemic event, thus allowing pre-event planning to account for:

- Students in residence halls – higher potential attack rate
- Students with families – affected by family health, higher attack rate among school-age children and K-12 school closures
- International students – may be unable to return home if the University closes
- Individuals with certain chronic medical conditions – at higher risk of serious illness, complications, and hospitalization
- International travelers – may be unaware of University pandemic response or requirements for those returning to campus
- Students currently studying abroad – study abroad programs should be assessed very early during a pandemic to determine if students should be brought home while travel is still possible

International Travel

International travel is an integral part of the academic and research mission of a university. During a pandemic, international travelers may be at increased risk of exposure related to travel in an area experiencing pandemic illness or to passage through international airports. Planning efforts will require an effective travel policy for students, faculty, and staff which addresses the following issues:

- Accountability: Accounting for individuals traveling abroad is required in order to identify those who are in travel status and determine what, if any effect a pandemic event may have on them.
- Communication: International travelers may be unaware of pandemic-related recommendations, actions and events occurring at their campus. Effective means of contacting and communicating with travelers should be established.
- Travel restrictions: The CDC may recommend restricting travel to or from certain destinations to limit the spread of pandemic illness. Northwest would be expected to comply with these restrictions. Protocols are needed to ensure that students and staff planning to travel or currently traveling are made aware of these restrictions.
- Screening: The CDC may recommend that travelers returning to the U.S. from affected international locations be screened for pandemic illness on arrival. Protocols are needed to identify and screen staff and students (both returning students as well as new students) arriving from CDC-specific locations.

Response Considerations:*Social Distancing Options*

Social distancing measures are most often thought about as a way to slow the spread of pandemic or other health related issues. It is designed to limit the spread of infectious diseases or other health risks by reducing the opportunity for close contact between people. Social distancing measures include limiting public events such as civic, cultural, athletic, or social gatherings, and/or closing buildings. Other measures may be as follows:

- Maintaining a personal distance between oneself and a person showing symptoms of illness.
 - Recommended minimum distance of 3 to 6 feet.
- Limiting personal contact by minimizing or avoiding shaking hands.
- Scheduling meetings via the phone or internet.
- Suspending all but critical operations.

In the event of an outbreak of a highly infectious and/or deadly disease, including a pandemic, the University may enact a Social Distancing Policy in an attempt to limit the spread of disease through human to human contact. Actions to minimize contact between infected and healthy individuals will range from the use of sick time, limitation or cancellation of events or localized closings, class dismissal, and suspension of all services and operations. Also see Essential Staff, [Annex D, Appendix 3](#).

Exclusion, Quarantine, & Isolation

Individuals who have either been exposed to an illness or who are ill should be advised to remain at home in order to prevent the spread of infectious illness. Should these measures prove insufficient in limiting the spread of illness, additional public health strategies, such as exclusion, quarantine, or isolation may be implemented.

- **Exclusion** – The process by which a healthy person who is not immune to a specified communicable infectious illness circulating the community is either restricted or requested not to attend classes and/or work in order to reduce the susceptible person’s risk of exposure to the infectious illness in the classroom or workplace.

Exclusion is a public health strategy aimed at reducing the risk of exposure of susceptible persons to a specified communicable infectious illness through contact with others who may be infected. Exclusion is used to reduce the risk of illness in susceptible persons to specified infectious illnesses and to limit the spread of the illness within the community.

- **Quarantine** – Is the separation of *healthy persons* who have been exposed to a specific communicable infectious illness and are at increased risk of becoming ill and/or spreading of the illness to others. The duration of quarantine is typically the incubation period of the virus causing the specific infectious illness.

Quarantine and isolation are public health strategies to limit the spread of a specified contagious illness among individuals and within a community or population. Both are intended to decrease the likelihood that healthy persons will become ill through exposure to those who are either already ill or at increased risk of becoming ill. While quarantine and isolation may be voluntary for some communicable illnesses, either one or both may be required for more severe or serious infectious illnesses.

- **Isolation** – The separation of *ill persons* who have a specific communicable infectious illness from those who are healthy. Persons who are in isolation are physically separated from healthy persons and their movement is restricted to stop the spread of the communicable infectious illness.

The number of students who will likely remain on the Northwest campus because of a potential travel difficulties is not known. Providing medical care to a large number of ill students and employees would strain the resources of Wellness Services. Northwest does not have the personnel or needed facilities for long-term care and housing needs.

Class Suspension / Campus Closure

During a public health emergency such as a pandemic, public health officials may require suspension of classes in order to reduce the number of cases of pandemic illness, slow the spread of illness, and reduce the likelihood of overwhelming campus student support systems. Northwest, acting in concert with guidance/directives from State or local agencies/public health officials, may also take such actions prior to a public health recommendation based upon the nature of the pandemic event.

The timing of class suspension and school closure is critical to their success. Premature intervention may result in unnecessary hardship while late implementation may be ineffective. Decisions regarding campus closings and level of reduced functioning will depend on the progression of levels, which may occur rapidly and be altered by triggering events. Decision criteria may be based on the following triggering events:

- Rate/speed/geographic spread of disease
- Confirmed high rate of infectivity, morbidity (rate of infection), or mortality (intensity of the disease)
- Falling class attendance, students leaving campus

- Rising employee absenteeism
- Transportation system closing or curtailing
- Other regional or system schools/Universities closing
- Local or State Public Health recommendations or requirements to close or curtail public activities
- Where in the United States the pandemic unfolds in relationship to this geographic region and the timing of the event

Continuity and Recovery

University plans for continuity of operations during and recovery after a pandemic should include some of the following considerations:

- Policies to address the possibilities of extended work hours and staff reassignments during a pandemic.
- Work-from-home options, or telecommuting options.
- Plans for addressing reduced staffing due to illness.
- Modified sick leave policies to ensure that ill workers stay home.
- Modified class absence policies to allow sick students to stay home.
- Continuity of academic instruction if classes are suspended.
- Maintenance or suspension of research during closure.
- Support provisions for medical care, housing, food, and academic/social support for residence hall students ill with influenza.
- Plans for feeding and housing residence hall students who are unable to leave campus if the residence halls close.
- Means of modifying the academic calendar year if classes are suspended.
- Identification of essential functions and the key staff necessary to maintain critical operations.
- Cross-training of staff to provide essential functions.
- Identification of back-ups for personnel providing essential functions.
- Business resumption requirements for returning to normal operations, research, and teaching following school closure or a pandemic event.

If the decision is made to suspend classes, send students home, and limit staffing to essential personnel, most campus academic, administrative, and support operations will be closed. Minimal utilities will be supplied to buildings. All routine, normal daily housekeeping and maintenance activities will cease until the reopening of campus buildings has been announced. Buildings will be secured to prevent entry by all but approved essential employees. University Police, Facility Services staff, and a small number of other essential personnel will be available to monitor/maintain safe and secure buildings. Also see Public Health and Safety, [Annex H](#).

Organization and Assignment of Responsibilities

Wellness Services

The Executive Director of Wellness Services will be responsible for monitoring the current health environment and providing guidance and recommendations based on best practices. The Director will also provide notification to the Emergency Management Coordinator of concerns potentially impacting Northwest and the recommended course of action. The Executive Director of Wellness Services will serve as the Incident Commander during times when the CMT becomes operational.

The University's Wellness Services, in conjunction with county and state health authorities, is responsible for coordinating all health care during a pandemic outbreak. Wellness Services will provide essential medical care to those eligible for services and to those not usually eligible as required by the extraordinary circumstances of a pandemic. Those requiring care that is beyond the scope of Wellness Services will be directed to an appropriate community facility.

Student Affairs

Student Affairs, through the office of Residential Life, will provide housing for on-campus students as long as classes are in session. Once classes are suspended, steps will be taken to close all University-owned residence locations. Temporary emergency shelters, or housing options, will be provided for a limited number of students who have difficulty leaving the campus. Residential Life staff will maintain housing records and disseminating information to residents, staff, and parents.

Marketing and Communications

Marketing and Communications will help ensure that all internal and external constituents are knowledgeable about the University's efforts before, during, and after a pandemic. Marketing and Communications will also be responsible for providing timely campus-wide notifications should an event develop and serve as a resource for information sharing within the Northwest community. Members will help identify personnel within responding Departments who will serve as points-of-contact for media inquiries. Marketing and Communications will also identify media staging areas and provide recommendations on timing and locations of press releases.

Emergency Management Coordinator

The Emergency Management Coordinator will be responsible for providing various training aspects and developmental resources for all departments in reference to the contents of this plan.

During a large scale incident, the Emergency Management Coordinator will help guide the CMT with the understanding that the EOC or CMT will not interfere with the internal operations of the health and medical services, but will monitor and evaluate, and provide support as needed. During a pandemic event, the CMT should meet on a daily basis.

University Police

University Police will be responsible for establishing security measures and staffing for large scale shelter operations. Police staff will also be responsible for maintaining the security and wellbeing of the campus during a closure process and assist with re-opening operations.

Academics

Academics will be responsible for decisions relating to the scope of impact to the campus community as well as individual options to ensure student success. In certain instances, academics may be sustained through distance learning options or isolated class homework assignments. Such options will be tailored to each specific instance with support from instructors, advisors, Information and Technology, and individual Departments. Thoughts and discussions should occur now to develop alternatives and plans to provide learning options to maintain the educational process.

Human Resources

Human Resources will be responsible for the coordination and direction of affected faculty, staff, and student workers to receive the appropriate treatment and/or prophylaxis, as well as follow-up care prior to returning to the workplace. Human Resources should also help communicate employees personnel needs to University medical staff and/or appropriate University administration during the incident.

Hostile Intruder Response

Purpose

The purpose of this appendix is to define considerations for Northwest Missouri State University students, faculty, and staff in planning for, responding to, and recovering from a hostile intruder event.

Situation and Assumptions

A number of tragic shooting incidents in public spaces and campuses around the country have heightened the community's concern and awareness about what steps to take if ever confronted with a similar situation. These incidents have demonstrated that preparedness, alertness, quick action, immediate notification, and rapid response are imperative.

As Northwest promotes an open and free moving environment, it creates the potential for receiving claims of violence, including hostile intruder situations. A hostile intruder is defined as individual(s) activity that is immediately causing death and/or serious bodily injury. The activity is not contained and there is immediate risk of death or serious injury to numerous potential victims.

In most cases, hostile intruders use a firearm(s) and display no pattern or method for selection of their victims. In some cases, hostile intruders can use other techniques such as verbal abuse, physical aggression, and/or knives to carry out their attack. Improvised explosive devices may also be used to cause additional victims and act as an impediment to police and emergency responders.

Situation:

Northwest Missouri State University can vary in the number of faculty, staff, and students located on campus depending on the time of day and event. The University has a student enrollment of approximately 6,300 and an employee base of approximately 700 with an on-campus residential population of approximately 2,100.

The majority of these students may be on campus at any given time. In addition, Northwest Missouri State University draws large gatherings for sporting and special events.

The University Police Department investigates all calls concerning the safety and welfare of our students, faculty, staff and guests. Department personnel are properly trained in response techniques required for such events.

Counselling and health services may be provided by Wellness Services for students while employee assistance programs are in place to help employees. Additional services are available through Mosaic hospital.

Assumptions:

Incidents across the nation have demonstrated the potential danger posed to academic institutions from hostile intruders. Effective planning for such an event can help to increase survivability of those directly involved as well as addressing the emotional needs of the wider university community.

Hostile intruder events have a severe emotional and psychological impact on the university community and their families. An effective response will have to address the needs of the entire Northwest Missouri State University community.

An incident of this nature will also draw widespread public and media attention from around the country.

Concept of Operations

In general, how you respond to a hostile intruder event is dictated by the specific circumstances of the situation and how well you are prepared. If you find yourself in a hostile intruder situation, try to remain calm as your actions will influence others, trust your instincts, and when safely able to do so, notify University Police as soon as possible.

University Police, along with surrounding local and State police agencies, have adopted law enforcement response procedures to contain and neutralize such threats as quickly as possible. Law enforcement response techniques are based on immediate actions. Immediate actions are also an important factor when considering individual response efforts. Whether it's individually or as a group, immediate actions save lives.

Immediate Actions:

Understand that initial information is going to be limited and you may not have much to go by, but it is important to properly evaluate factual information, not rumors or conclusions. Evaluate social media with caution. Official and factual information will come from trusted sources, specifically University sites.

RUN. If it is determined there is a hostile act where people are being injured or killed, in or around where you are, your *act* may be to *RUN*. If you can get out safely, get out. Evacuate the building by observing the surrounding area and planning your exit carefully.

Identify a safe location off-campus and communicate to others where you are going, and if necessary, how to get there. Leave your belongings behind and take as many people with you as you can, but don't let them slow you down. Try to prevent others from entering the danger zone. When you feel it is safe to do so, notify University Police.

HIDE. If you are hearing gunshots, explosions, screams, or seeing anything that may indicate a hostile event is taking place where you are located, your *act* may be to *HIDE*, or *Shelter-In-Place*. If you cannot safely get out and an evacuation is not possible, secure your location and find shelter.

When you feel it is safe to do so, notify University Police. Give them your location, number of people with you, any injuries, and any information pertaining to the intruder that you may know.

FIGHT. If you are faced with an immediate threat to your life, and there is no chance for evacuation, your *act* may be to *FIGHT*. Only confront a hostile intruder if it is obvious that you are in immediate danger and there is no other way to run from or hide in, the area where you are. Fight is a last resort measure, and never leave a secure area to search for or engage an intruder.

The fight in Run, Hide, Fight, is not for everyone. Not everyone is prepared, capable, or confident enough to confront an aggressor. It's difficult to say how any of us will react if faced with a hostile intruder, but now is the time to plan for what you would do. Now is the time to identify what you feel you are capable of doing, and what measures you are prepared to take to stay alive.

Location:

Your location plays a critical role in your response options. Depending upon your proximity to the location of the incident, your evaluation process may lead to varying degrees of action. If the threat is not in your building or immediate area, this may lead to a different set of response actions than if the intruder suddenly walks into your classroom.

Not in the Danger Zone

If you learn that hostile acts are occurring in another building on campus and you **do not** believe you are in the danger zone, follow the procedures of Secure, Evaluate, Act. If you **are not** directly involved in the incident and **do not** hear or see anything in your immediate area, your **act** may be to HIDE, or Shelter-in-Place.

Shelter-In-Place is the recommended course of action in this situation and you should follow the same Hide instructions as previously described. Fortify and strengthen your current area and continually monitor the environment for any additional or updated information. Only evacuate if you feel it is your safest option. By evacuating, you may unintentionally be putting yourself in the path of the intruder. Never stop planning for what actions you may need to take next.

In the Danger Zone

If you have time and are able, as quickly as you can, secure your location as best as possible. Start identifying and gathering items that you can use to protect yourself and get out of sight. Evaluate everything you hear, see, or smell. Based on the information you have at hand, decide on a plan of action. As previously discussed, your act may be to Run, Hide, or Fight.

Police Response:

Police are trained to respond immediately. Understand that initial police response is not intended to care for the injured or to evacuate people for the building. Their mission is to stop the intruder from harming other innocent people as quickly as possible. Care for the injured and evacuation procedures may be implemented by subsequent responding officers, but the primary goal is to stop the hostile threat.

When officers arrive, it's important that you keep your hands visible at all times. Remain calm and expect to hear officers shouting orders and instructions to people for their safety. Put down any items you may have in your hands and avoid pointing or sudden movement. Always follow the commands of police officers as they arrive.

Un-Securing an Area:

Law enforcement personnel will attempt to make contact with all individuals actively engaged in Shelter-In-Place activities. However, due to the overwhelming process involved with post-event operations, the Shelter-In-Place order may last several hours. In most situations, it will take an extended period of time for law enforcement to properly contain the incident and then gather resources to address the ensuing public safety demand. Individual's sheltering-in-place should notify University Police and provide their location, number of people with them, any injuries, and any information pertaining to the intruder they may know.

Communication will be made available during the event relating to the status and timeframe of on-going response efforts. However, during Shelter-In-Place activities, individuals may encounter circumstances where they are faced with the decision to un-secure their area. People may become impatient with police response, feel the need to rescue victims, or open the door for others outside their safe area. Considerations should be made concerning safety implications un-securing your area may create:

- The intruder may not stop until their objectives have been met or until engaged and neutralized by law enforcement.
- Be aware the intruder may bang on the door, yell for help, or otherwise attempt to entice you to open the door.
- Attempts to rescue people outside a secured area should only be made if it can be done without further endangering the people inside the secured area.
- If there is any doubt about a threat to the safety to the individuals inside the room, the area needs to remain secured until you receive proper communication from law enforcement.

Trauma Plan:

While it is difficult to predict how an incident will affect a given individual, several factors influence the intensity of trauma. These factors include the duration of the event, the amount of terror or horror the victim experienced, the sense of personal control (or lack thereof) the employee had during the incident, and the amount of injury or loss the victim experienced (i.e., loss of property, self-esteem, physical well-being, etc.). Other variables include the person's previous victimization experiences, recent losses such as the death of a family member, and other intense stresses.

Helping students and employees with the psychological consequences following a traumatic experience is the humane thing to do. It also greatly helps reduce financial losses caused by absence, student drop-out, loss of productivity among employees, and worker's compensation claims.

After a violent incident, students and employees should be provided information on and the availability of counselling through either Wellness Services or the Employee Assistance Plan (EAP).

Organization and Assignment of Responsibilities

University Police

The University Police Chief or their designee, will ensure University Police Department members are fully trained in immediate response techniques for hostile intruder situations.

University Police will coordinate training philosophies and standards with surrounding police agencies to ensure a consistency of training exists within the community of law enforcement. University Police will also work with these agencies in developing and implementing a holistic community response plan.

Management of initial response and post-event operations will utilize best practices from the National Incident Management System (NIMS) and the Incident Command System (ICS).

Nodaway County Mortuary Plan

Purpose

The purpose of this appendix is to provide guidance to the University community on plans developed by the Nodaway County Emergency Management Coordinator in relation to mortuary services in the event of mass casualty incidents.

Concept of Operations

To establish means and methods for the most reasonable and proper care and handling of the dead in mass casualty disaster situations. The Mortuary Disaster Response Team is responsible for aiding the Nodaway County Coroner in the recovery, evacuation, identification, sanitation and preservation (such as embalming if necessary), notification of the next of kin and facilitating means for release of the identified dead to the next of kin or their agent.

Communication Procedures:

Upon the event of a disaster of any nature, which has caused multiple deaths the following persons should be notified immediately. Preferably in the order shown below but not limited to this order of priority:

1. Nodaway County Coroner
2. Nodaway County Emergency Management Director: Contact 911 Dispatcher.
3. Alternate contact is through the Nodaway County Sheriff

One of the above persons will immediately notify the Certified Disaster Coordinator listed below:

MFDA Disaster Response Team--(MFDA: Missouri Funeral Directors Association)
P.O. Box 104688
Jefferson City, MO 65110
1-573-635-1661 (24 hr)

This Coordinator has been trained at the national level by the Federal Emergency Management Agency and by the National Funeral Directors Association. This individual will go immediately to the site to lend their expertise and to act as liaison between the Missouri Funeral Directors Disaster Teams and the National Association should the scope of the disaster require supplies or personnel beyond our resources.

The Disaster Coordinator will notify the Missouri State Funeral Directors Association and will from time to time as conditions will permit issue briefings to the MFDA office with regard to additional supplies and as to progress with the mission.

Authorization for Admission of Disaster Workers into Disaster Site:

All disaster workers must have in their possession the necessary identification card or pass, etc., as developed by the Emergency Management Director or responsible official to gain admission into the immediate disaster site area. These workers and members of the Mortuary Disaster Response Team will be required to register their name and address at the EOC or area designated for such purpose.

Recovery Operational Guidelines:

1. None of the dead shall be moved or touched by workers until approval has been given by the Coroner.
2. Operations will be coordinated by the Coroner and MFDA Disaster Response Team Coordinator.
3. A survey and assessment of the situation will be made by the Coroner and Mortuary Disaster Response Team Coordinator. They will note the approximate number of dead, equipment and personnel needed.
4. Once workers have reported to the scene a briefing will be held, assignments will be given at this time, and workers will be divided into teams if necessary.
5. Photos or a sketch will be made of the disaster site, and if desired the scene will be divided into sections with the recovery teams assigned to particular sections.
6. Suitable stakes or markings will be placed at the location of each body and numbers will be assigned to each body.
7. Bodies will be tagged and records kept noting the location in which the body was found. (This tag numbering system will be developed by the County Coroner.)
8. Personal effects of the dead will be tagged and data recorded noting location found.

9. When necessary, bodies will be placed in a body pouch and a tag with corresponding numbers will be placed on the pouch.
10. Valuables such as wallets, attached jewelry, etc. will not be removed at the disaster site. These will remain on the body.
11. Bodies will be removed from immediate disaster site via litter or stretcher into the evacuation area.
12. The major support group for this recovery task will be members of the MFDA Disaster Response Team.

Body Evacuation Operational Guidelines:

1. Evacuation operations will be coordinated by the Coroner and the MFDA Disaster Response Team Coordinator.
2. A survey and assessment of the situation will be made by the Coroner and Mortuary Disaster Response Team Coordinator. They will note the approximate number of dead, type of terrain, necessary personnel and equipment needed.
3. Before operations begin, a briefing will be held, assignments given and teams formed if desired.
4. Bodies will be covered when transported.
5. All vehicles used for transport will be covered except when not possible.
6. Vehicles should travel the same route from disaster site to morgue site. This route will be established in coordination with local traffic control agencies.
7. Vehicles should travel at a moderate pace and in convoy style.
8. Records will be kept noting vehicle ID and body tag number, as well as driver ID.
9. Evacuation teams will take care not to overload the morgue site with incoming bodies.
10. The major support group for this task will be the MFDA Disaster Response Team.

Morgue Site:

1. A list of possible morgue sites will be maintained for use in the event of a disaster.
2. Once a morgue site has been selected the Coroner and the MFDA Disaster Response Team Coordinator will organize its operations and assign personnel to some or all of the following job titles:

(Uniformed Guards, information clerks, counselors, interviewers, telephone communicators, admissions clerk, general supervisor, ID personnel, orderlies,

personal effects custodian, embalming supervisor, embalmers, secretaries, inventory clerk, distribution clerk, etc.)

3. The morgue site will be used for the storage, identification, sanitation, preservation if desired, as well as the distribution point for release of the dead to their next of kin or their agent.
4. Refrigeration units will be utilized as necessary.
5. Bodies admitted to the morgue will be logged and necessary information gathered and recorded about each body.
6. Personal effects will be recorded and placed in a secure area.
7. Should embalming be necessary the Coroner will rely on the MFDA Disaster Response Team to organize the operations, equipment, supplies, and personnel needed.
8. An area will be designated for the press.
9. Counselors such as members of the clergy will be present in waiting areas to assist persons visiting the morgue.

Identification of the Dead:

The Coroner will arrange for the necessary equipment and staff to accomplish this task. The members of the MFDA Disaster Response Team will be at his/her disposal to be of assistance where needed.

Notification of Next of Kin:

The Coroner, with the assistance of the MFDA Disaster Response Team, will determine the most practical method to be utilized in contacting the next of kin. Every effort will be made to lessen the extreme psychological impact on the families of the deceased. The nature and scope of the disaster will determine what methods will be used.

Counselling of Survivors:

The Coroner and the MFDA Disaster Response Team will keep listings of local clergy and/or responsible persons trained in counseling with grieving survivors. These personnel will be asked to report to the waiting area of the morgue site to assist families that visit the morgue site. Phone counselors will also assist persons calling the morgue site. Efforts will be made to keep the families of the dead posted as to what is taking place and information will be released to them as best possible.

Distribution of the Dead:

Once the body has been positively identified the next of kin will be contacted with this confirmation. At this point the Coroner or MFDA Disaster Response Team personnel will coordinate the release of the body to the next of kin or their agent. All efforts will be made to cooperate with the receiving agent or family. However, the nature and scope of the disaster may require policies that may appear unfair or delayed. These policies may be necessary for the smooth flow of operations at the morgue site. All policies will be made or approved by the Coroner before implemented.

In situations where there are UNIDENTIFIED dead, the Coroner will make the decision about their disposition. Mass burial may be necessary and location of burial sites will be determined at the time. It is suggested, however, that cremation not be utilized as later identification and exhumation may be practical and necessary. Records will be kept of burial locations and body tag number will be interred with the body to make later efforts of identification easier.

Termination Procedures:

After the disaster clean-up operations are completed efforts will be made to return donated equipment and supplies. Cleaning and sanitizing of the morgue site will be necessary. Records compiled during the operations will be arranged in some type of systematic order and efforts will be made to preserve and store these records for future use if necessary.

Mortuary Resources:

Resource lists pertaining to mortuary services will be compiled by the County Coroner. This information will be furnished to the Emergency Management Director who will incorporate it into the County resource file.

Organization and Assignment of Responsibilities

The Nodaway County Emergency Manager will be responsible to identifying and keeping records of possible morgue sites. The Nodaway County Coroner and the MFDA Disaster Response Team Coordinator will be responsible for establishing recovery and evacuation procedures.

Northwest Response to Meningococcal Meningitis

Purpose

The purpose of this appendix is to provide guidance to the University community on preventing or managing cases of meningitis or meningococcal disease.

Environmental Monitoring

The Executive Director of Wellness Services will monitor the current health environment provide notification to the Emergency Management Coordinator of concerns potentially impacting Northwest. The Executive Director of Wellness Services will provide guidance and recommendations on a course of action based on best practices. The Executive Director of Wellness Services will serve as the Incident Commander during times when the CMT becomes operational.

Concept of Operations

Northwest Missouri State University will most likely become aware that a Northwest student (or students) has (have) contracted bacterial meningitis in one of three ways:

- A Northwest student presents at Wellness Services with symptoms indicative of the disease which is later diagnosed.
- An outside/off-campus agent provides notification that a student has been diagnosed.
- Another office or individual in the Northwest Community learns of a case and notifies Wellness Services.

Once a case has been reported, the Executive Director of Wellness Services will quickly gather as many details as possible regarding the case and potential contacts that may be of concern. In the event that another office or individual in the Northwest community first learns of a case, it is imperative that Wellness Services be notified *immediately*.

Response:

- The Crisis Management Team shall seek recommendations from the Executive Director of Wellness Services and the Nodaway County Health Department to aid in determining the course of action for diagnosis, immunization, and prophylactic treatment.
- The Executive Director of Wellness Services will diagnose and report all cases of meningitis to the Nodaway County Health Department.
- Students having close personal contact, and/or exposure to respiratory secretions of an infected individual, will be treated prophylactically with either Cipro 500 mg. PO x 1, or Ri-fampin 600 mg. PO BID x 2d.
- Prophylactic treatment will be available through Wellness Services.
- Wellness Services will contact and log the population that is in need of prophylaxis.
- The campus community will be notified of campus exposure to meningitis as well as educated on the transmission, diagnosis, treatment, prevention, and course of illness by the Marketing and Communications PIO through advisement of the Executive Director of Wellness Services and the CMT.
- All media questions and concerns will be handled through the PIO.

In situations involving the need for individualized isolation, it is important to note that Northwest is not set up to be a long-term care facility. The University does not have the appropriate staff, training, or resources to support the needs that long-term care obligations create. However, Residential Life, in conjunction with Wellness Services and Academics, will evaluate individual situations involving isolation requirements and help determine the best course of action when relating to student success.

Organization and Assignment of Responsibilities

Wellness Services will be responsible for monitoring the current health environment and providing guidance and recommendations based on best practices. Wellness Services will also be responsible for developing relationships and partnerships with the local Department of Health, Mosaic, and other State and private agencies that provide guidance on health related situations and maintaining records relating to mutual aid agreements.

Academics will be responsible for decisions relating to individual options to ensure student success. In certain instances, academics may be sustained through distance learning options or

isolated class homework assignments. Such options will be tailored to each specific instance with support from instructors, advisors, Information and Technology, and individual Departments.

Northwest Response to Measles

Purpose

The purpose of this appendix is to provide guidance to the University community prior to and during a measles outbreak directly affecting Northwest Missouri State University.

Situation and Assumptions

Measles is a highly contagious, acute viral illness that can cause severe health complications including pneumonia, encephalitis, and death. Measles is transmitted by contact with an infected person through coughing and sneezing.

Situation:

Northwest requires all newly enrolled students born after January 1st, 1956 to provide proof of compliance with Northwest Missouri State University's Measles, Mumps, and Rubella (MMR) vaccination policy. Students must provide proof of two doses of the MMR vaccine at appropriate times or documentation of a TITER, or blood test proving immunity to Measles, Mumps and Rubella.

Students may also sign a "waiver" statement for vaccines if religious or personal beliefs and/or medical condition precludes being vaccinated. Wellness Services maintains records of all students who have waived their vaccination requirement.

Assumptions:

Faculty, staff, or students who have contracted the Measles virus, will self-report, and follow prescribed self-isolation recommendations. Employees members who have not received the MMR vaccination would self-identify.

All faculty, staff, and students who have not received their MMR vaccine, when required to evacuate campus, will evacuate and remain off campus until they can provide proof that they are not contagious or are released by physician.

Concept of Operations

All new on-campus students enrolling at Northwest must provide evidence that they have been inoculated for measles (rubeola), mumps, and rubella (German measles), referred to as MMR, upon admission to the University. New students are required to complete a health history form with Wellness Services which includes an MMR compliance questionnaire.

Students may request an exemption through Wellness Services from the MMR requirement based on medical or religious purposes. However, if a student fails to comply with this requirement, a hold will be placed on their account which will prevent registration for classes in future trimesters. This hold will be removed once compliance is met.

During the course of the year, the Executive Director of Wellness Services, or their designee, will monitor the status of the health environment for any threats to the Northwest campus. The Director will also provide notification to the Emergency Management Coordinator of concerns potentially impacting Northwest and the recommended course of action based on recommendations from the CDC and Public Health. If a threat is deemed as credible, the Emergency Management Coordinator will convene the CMT.

If confirmed cases of measles are detected within close proximity to the Northwest campus, Marketing and Communications will provide information to the campus community designed to educate the population. Information will be provided relating to the monitoring of conditions along with actions to take for preventative measures. Communication will be made directly with students who may have waived out of the University's vaccine requirement or are non-compliant. Information will also be included regarding the possibility that non-vaccinated students may be asked to leave campus which could lead to academic and financial implications.

Confirmed Case:

In order to protect the student population of Northwest from a potential measles outbreak, certain actions will be put in place upon the positive confirmation of a measles case on campus. Northwest will implement isolation practices per standard guidelines for students and staff affected by the measles virus until they are considered non-contagious. The recommended time frame for exposed, potentially unprotected individuals, is that they should be quarantined for 21 days (to encompass the incubation period range of 7-21 days).

On-Campus

- Infected students on-campus would be requested to leave campus and self-isolate until deemed non-contagious (21 day period).

- Students unable to leave campus or those that cannot leave immediately may be housed in alternate locations depending upon availability and resources.
- Residential Life will evaluate individual situations involving isolation needs and help determine the best course of action when relating to student success.
 - In situations involving individualized isolation, it is important to note that Northwest is not set up to be a long-term care facility. The University does not have the appropriate staff, training, or resources to support long-term care obligations.
- Academics may be sustained through distance learning options or isolated class homework assignments. In certain situations, alternate course work or delayed grades may be other options for academic continuation. Such options will be considered and tailored to each specific instance with support from instructors, advisors, Information and Technology, and individual Departments.
- Monitoring of infected individuals will be conducted by Wellness Services.

Off-campus

- Infected Students, faculty, or staff will be requested to remain off campus and self-isolate until deemed non-contagious (21 day period).
- Infected students would be encouraged to return home and receive treatment from family physician.
- Academics may be sustained through distance learning options or isolated class homework assignments. In certain situations, alternate course work or delayed grades may be other options for academic continuation. Such options will be considered and tailored to each specific instance with support from instructors, advisors, Information and Technology, and individual Departments.

Evacuation

- The decision to evacuate campus will be determined by the **risk** of potential exposure, the **actual** exposure based on target cases, and recommendations of CDC, Public Health, and Wellness Services.
- Students, faculty, and staff, or other non-vaccinated individuals will fall in one of two response categories:
 - Tier 1 – Certain students, faculty, and staff would be allowed to stay on campus following receipt of a vaccine. Individual determination will be made by Wellness Services.
 - Tier 2 – Other non-vaccinated students, faculty, or staff will be asked to evacuate campus and not return for the pre-determined amount of time (21 days).

Return to Campus

- Return to campus will be evaluated on a case-by-case basis by Wellness Services and may include some of the following considerations:
 - Completion of the 21 day isolation recommendation
 - Documented medical exemption
 - Review of current medical status
 - Physicians clearance

Faculty / Staff

- Employee considerations during a measles outbreak should include alternate work schedules, work-at-home options, and the availability of sick or vacation time.
- Instructors should consider options for relocating classes or locating other available instructors in case of their absence.
- Travel plans for trainings or conferences should be rescheduled.

Organization and Assignment of Responsibilities*Wellness Services*

The Executive Director of Wellness Services will be responsible for monitoring the current health environment and providing guidance and recommendations based on best practices. The Director will also provide notification to the Emergency Management Coordinator of concerns potentially impacting Northwest and the recommended course of action. The Executive Director of Wellness Services will serve as the Incident Commander during times when the CMT becomes operational.

The University's Wellness Services, in conjunction with county and state health authorities, is responsible for coordinating all health care during a measles outbreak. Wellness Services will provide essential medical care to those eligible for services and to those not usually eligible as required by the extraordinary circumstances of an outbreak. Those requiring care that is beyond the scope of Wellness Services will be directed to an appropriate community facility.

Student Affairs

Student Affairs, through the office of Residential Life, will provide housing for on-campus students as long as classes are in session. Once classes are suspended, steps will be taken to close all University-owned residence locations. Temporary emergency shelters, or housing

options, will be provided for a limited number of students who have difficulty leaving the campus. Residential Life staff will maintain housing records and disseminating information to residents, staff, and parents.

Marketing and Communications

Marketing and Communications will be responsible for providing timely campus-wide notifications should a measles health event develop on the Northwest campus. Messaging will be provided to non-vaccinated individuals concerning preparedness measures, signs and symptoms, MMR vaccination information, and evacuation possibilities.

Damage Assessment

Purpose

The purpose of this appendix is to provide Northwest Missouri State University with the procedures to perform damage assessment at the local level and to describe the types of assistance available after a disaster has occurred.

Situation and Assumptions

Situation:

Chapter 44, Section 44.023.1, RSMo provides for the establishment of the Structural Assessment Visual Evaluation (SAVE) Coalition to be activated in the event of a catastrophic earthquake or other natural disaster. This program allows the services of architects and professional engineers registered under Chapter 327, RSMo, as well as construction contractors, equipment dealers, and building inspectors to assist local officials in the inspection of buildings. Requests for these services are made through the State Emergency Management Agency (SEMA).

There may be other disaster situations where the volunteers mentioned above would not be needed, but there is still a need for the local jurisdiction to conduct damage assessments in order to determine the magnitude and impact of the incident on individuals, businesses, and the public infrastructure within that jurisdiction. These initial assessments will normally be conducted by that jurisdiction's personnel.

To assist local jurisdictions in conducting these assessments and to provide a standard method of reporting information, SEMA has developed several Damage Assessment Forms (these forms are located at the end of this appendix). Instructions for completing these forms are also included in this appendix.

Assumptions:

Following a natural disaster, several damage assessments may be conducted. The local jurisdiction will conduct an assessment to determine the impact of the incident on them. This will be used to assign local resources and assess the need for additional help. The state, if

requested, will conduct an assessment to determine the need for state resources and/or federal assistance. If warranted, the state will request a joint federal/state/local assessment to determine if the incident is of such a magnitude to warrant federal assistance.

The documentation obtained by the local jurisdiction during its initial damage assessment will be forwarded to SEMA and will be used to determine if additional aid is needed. It is important that the jurisdiction conduct a damage assessment and provide the information to SEMA as soon as possible.

A properly completed damage assessment will provide information necessary for local officials to utilize limited resources in the most effective manner possible and to decide further courses of action.

Concept of Operations

Once a disaster has occurred, the Nodaway County Emergency Manager and/or the incident commander will notify the State Emergency Management Agency of the situation by the fastest means possible. In the event of a catastrophic earthquake or natural disaster, this will provide the need for the Structural Assessment Visual Evaluation (SAVE) program to be implemented.

Northwest will activate their EOC(s) and respond to the disaster according to this emergency operations plan. Accurate emergency logs and expenditure records must be kept from the start of the disaster. This will help document potentially eligible costs in the event that a presidential disaster declaration is received.

Meanwhile, the Northwest EOC will dispatch damage survey teams composed of architects, engineers, insurance agents, etc. to perform an initial damage assessment. Reports of damages may be coming into the EOC through first responders in the field, residents, etc. Northwest will use the information collected to complete Damage Estimate forms and forward them to SEMA.

If the necessary response is beyond the capability of Northwest and the community, the Nodaway County Emergency Manager may request assistance from the Governor through the State Emergency Management Agency (SEMA). SEMA will conduct a joint damage assessment with local officials to determine the extent of the incident and the need for state assistance. If recovery from the incident is beyond the capability of the local and state government, SEMA will initiate the request for a federal damage assessment from FEMA. *NOTE: Federal assistance is supplemental to state assistance, which is supplemental to local capabilities.*

In anticipation of making a request to the President for federal assistance, SEMA, in cooperation with the Federal Emergency Management Agency (FEMA), will conduct a preliminary damage assessment with one of two different teams. One team assesses the effects of damage to individuals, residences, and small businesses (Individual Damage Assessment) and is comprised of, but not limited to, SEMA, FEMA, Red Cross, and Small Business Administration (SBA). The

other team will assess damages to the public infrastructure (Public Assistance Assessment) and is usually comprised of, but not limited to, FEMA and SEMA personnel. Individuals from the Mo. Dept. of Transportation, Mo. Dept. of Natural Resources, and the U.S. Army Corps of Engineers may also be used depending on the situation. Appropriate local officials will accompany each team and participate in the surveys.

If the situation is determined to be beyond the capability of the local and state government, the Governor may request from the President either an "Emergency" or "Major Disaster" declaration for assistance. The Governor's request for federal assistance is sent through FEMA, Region VII, Kansas City, to their national office in Washington, D.C., and hence to the President for consideration. However, if FEMA determines that the impact of the incident is not beyond the combined capabilities of the local and state government, a presidential disaster declaration will **not** be received.

If the President grants federal assistance, the President will declare either an emergency or major disaster and implement the applicable disaster assistance programs as provided for under the provisions of Public Law 93-288, as amended. If a presidential disaster declaration is received, the state and federal governments will disseminate the disaster assistance information to the public through the news media.

SEMA and FEMA may, with the assistance of the local government, establish Disaster Application Centers (DACs) where individuals may come and obtain information/assistance from various government agencies and private organizations. Counseling for disaster victims may also be available at these centers. The local, state, and federal emergency management organizations will jointly determine the locations, dates, and times of operation for the DACs which would most benefit the disaster victims.

Organization and Assignment of Responsibilities

The Damage Assessment Coordinator for Northwest will be the responsibility of the Director of Facility Services. This Damage Assessment Coordinator is responsible for the following:

- Assign and manage local damage survey teams.
- Gather and display (in the EOC) damage assessment information, as well as brief EOC staff on this information.
- Compile situation reports and forward this information to SEMA with the approval of the chief elected officials; also, complete the Damage Estimate forms and forward it to SEMA. (NOTE: Only those forms in Appendix 2 with the SEMA logo need to be forwarded to SEMA.)
- Accompany state and federal damage assessment teams, when possible.

The damage survey teams are responsible for assessing both public (government, public utilities, etc.) damages and private (individual) damages.

The Finance Office will provide records on values for all property.

The Red Cross will support this function by providing trained damage survey teams for the Red Cross.

Damage assessment forms can be accessed through the SEMA website, under Programs.

General Assessment Report Instructions for Volunteers

Standard forms for assessing the safety and operational capability of buildings have been developed. These forms, when completed, together with any pictures, sketches or drawings, will be used to provide an accurate report of the volunteer's assessments. The attached forms are to be used, unless other forms have been coordinated with and accepted by SEMA.

- SAVE volunteers should not make recommendations relating to the repair or demolition of any structure. However, if a volunteer has been deputized as a Deputy Building Inspector, such a recommendation could be provided if requested by the jurisdiction. Specific recommendations relating to demolition or feasibility of repair are the responsibility of the local jurisdiction and will not be reported on the assessment forms.
- Requests from building owners for copies of the completed assessment forms should be referred to the local jurisdiction. Completed forms will be given to the Inspection Team Leader or On-Site Team Coordinator only.
- The On-Site Team Coordinator or Inspection Team Leader will assign report numbers to all assessment reports in the upper right hand corner of each page. This report number should also be entered on all photos, sketches, etc. for that facility. All documents must be traceable to their proper assignments.

The assessment report number will be assigned as follows:

1. The first number will be the team number assigned by the jurisdiction.
2. The second number will be sequential.

Safety Assessment Forms

The following pages contain the safety assessment report forms for buildings.

- Ensure that all sections of the report have been completed. The SAVE Inspector will write his or her SAVE Inspector ID number (No Names) on each report so the Inspector can be identified by proper officials in the event that questions arise. Reports will be turned in at the end of each day. Attach all pictures and sketches to the report.
- If a team determines that a facility is an imminent threat to life or adjacent property, the team should immediately notify the Inspection Team Leader or On-Site Team Coordinator.

ATC-20 Rapid Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date and time: _____ AM PM
 Affiliation: _____ Areas inspected: Exterior only Exterior and interior

Building Description

Building name: _____ Address: _____
 Building contact/phone: _____
 Number of stories above ground: _____ below ground: _____
 Approx. "Footprint area" (square feet): _____
 Number of residential units: _____
 Number of residential units not habitable: _____

Type of Construction

Wood frame Concrete shear wall
 Steel frame Unreinforced masonry
 Tilt-up concrete Reinforced masonry
 Concrete frame Other: _____

Primary Occupancy

Dwelling Commercial Government
 Other residential Offices Historic
 Public assembly Industrial School
 Emergency services Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column.

Observed Conditions:	Minor/None	Moderate	Severe
Collapse, partial collapse, or building off foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Racking damage to walls, other structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chimney, parapet, or other falling hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground slope movement or cracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

INSPECTED (Green placard) **RESTRICTED USE** (Yellow placard) **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

Further Actions Check the boxes below only if further actions are needed.

Barricades needed in the following areas: _____

Detailed Evaluation recommended: Structural Geotechnical Other: _____

Other recommendations: _____

Comments: _____

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date and time: _____ AM PM

Final Posting
from page 2

Inspected

Restricted Use

Unsafe

Building Description

Building name: _____

Address: _____

Building contact/phone: _____

Number of stories above ground: ____ below ground: ____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

Wood frame Concrete shear wall

Steel frame Unreinforced masonry

Tilt-up concrete Reinforced masonry

Concrete frame Other: _____

Primary Occupancy

Dwelling Commercial Government

Other residential Offices Historic

Public assembly Industrial School

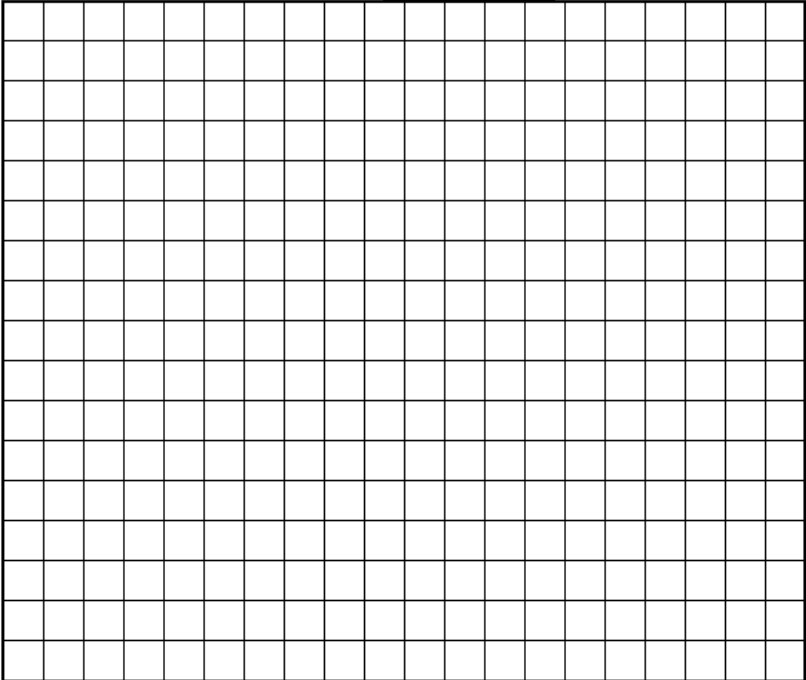
Emergency services Other: _____

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Structural hazards:				
Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofs, floors (vertical loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Columns, pilasters, corbels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diaphragms, horizontal bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls, vertical bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Precast connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nonstructural hazards:				
Parapets, ornamentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cladding, glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceilings, light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Interior walls, partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stairs, exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electric, gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Geotechnical hazards:				
Slope failure, debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ground movement, fissures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
General Comments: _____				

Continue on page 2

ATC-20 Detailed Evaluation Safety Assessment Form	Page 2
<p>Building name: _____ Inspector ID: _____</p>	
<p>Sketch (optional) Provide a sketch of the building or damaged portions. Indicate damage points.</p>	
<p>Posting If there is an existing posting from a previous evaluation, check the appropriate box. Previous posting: <input type="checkbox"/> INSPECTED <input type="checkbox"/> RESTRICTED USE <input type="checkbox"/> UNSAFE Inspector ID: _____ Date: _____</p> <p>If necessary, revise the posting based on the new evaluation and team judgment. <i>Severe</i> conditions endangering the overall building are grounds for an Unsafe posting. Local <i>Severe</i> and overall <i>Moderate</i> conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one.</p> <p> <input type="checkbox"/> INSPECTED (Green placard) <input type="checkbox"/> RESTRICTED USE (Yellow placard) <input type="checkbox"/> UNSAFE (Red placard) </p> <p>Record any use and entry restrictions exactly as written on placard: _____</p> <p>_____</p> <p>_____</p>	
<p>Further Actions Check the boxes below only if further actions are needed.</p> <p><input type="checkbox"/> Barricades needed in the following areas: _____</p> <p>_____</p> <p><input type="checkbox"/> Engineering Evaluation recommended: <input type="checkbox"/> Structural <input type="checkbox"/> Geotechnical <input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other recommendations: _____</p> <p>_____</p> <p>_____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>	

Annex I

SHELTER / RECEPTION AND CARE

Purpose

The purpose of this Annex is to outline the Northwest Missouri State University plan to provide shelter, reception, and care to evacuees, whether from realized or threatened disasters, local or otherwise. Certain emergency situations may require Northwest Missouri State University to provide mass shelter and feeding for evacuees, either from within the campus community or those displaced from another areas.

Situation and Assumptions

For the purpose of this plan, the terms “shelter” and “sheltering” refer to the capability to provide people affected by a disaster or emergency situation with a safe, temporary place to be housed during or immediately following a disaster. Sheltering may last until the population can either return to their homes or be relocated to other housing facilities of a more permanent nature.

Emergency sheltering includes the use of pre-identified shelter sites in existing facilities on the Northwest campus, the creation of temporary facilities or the temporary construction of shelters, and the use of facilities outside the campus area should evacuation be necessary. Emergency sheltering includes location readiness, facility management and staffing, as well as the distribution of comfort and relief supplies, feeding, emergency first aid, and tracking of evacuated individuals in each facility.

The nature of emergency planning requires plans that are flexible to meet the needs of the situation at hand. Emergencies may come in the way of natural disasters, man-made disasters, and other critically impactful events. As such, the nature of this plan is such that the situation and needs of Northwest or the Northwest community will determine which shelters are open, for how long, and by whom.

Situation:

Northwest is subject to a number of disasters that could cause the evacuation of residents from an affected area. Potential disasters that could cause an evacuation in Northwest are flooding, hazardous materials incidents, terrorist attacks, earthquakes, and utility failure. Other potential situations could cause the displacement of people such as a tornado, ice storm, or a large scale fire.

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The number of people affected could range from very few, such as an isolated incident, to large numbers, as if a disaster struck a densely-populated area. Evacuees could be from campus, the local community, or persons displaced from areas further away.

Facilities are available on campus to temporarily shelter and feed those persons evacuated or displaced by an emergency or disaster. Those facilities will be identified prior to emergency events and will be chosen based on the event. In addition to campus facilities, the American Red Cross maintains a list of suitable public shelters in the Northwest area as well as letters of agreement or memorandums of understanding with those shelter owners.

Assumptions:

If the threat of an evacuation is due to a visible hazard, or has been discussed in the media, some spontaneous evacuation will occur prior to implementing an evacuation order. Therefore, in some instances, it may become necessary to commence shelter operations early in a disaster period.

Affected persons will respond as directed by University officials. Evacuees will be provided with public information and shelter locations as soon as possible during an emergency event. Experience has shown that under localized emergency conditions, a high percentage (@80% or more) of evacuees will seek lodging with friends or relatives, or find shelter in commercial occupancies rather than go to established shelter facilities.

Northwest could have to conduct such operations without outside assistance for the first few hours following a disaster or large scale event. However, outside assistance will respond upon request through mutual aid agreements with local, state, and federal agencies.

Responsibility for care and shelter belongs to Northwest. However, the American Red Cross (ARC) along with other community based and voluntary organizations may assist with delivering needed services.

Concept of Operations

The Northwest Missouri State University Shelter, Reception, and Care Annex provides guidance for responding to both small and large emergencies that could threaten the health and safety of the University community. The focus of mass care operations is on the establishment and subsequent augmentation of an infrastructure designed to deliver mass care services to persons impacted by emergency events. The mass care infrastructure is the combination of resources from local, state, federal, and voluntary organizations to deliver shelter, food, emergency first aid, and distribution of emergency items to those displaced by an emergency or disaster event.

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The Shelter, Reception, and Care Coordinator for Northwest will be the Director of Residential Life, or their designee, and will have the responsibility of determining the care and shelter needs within the operational area. The Shelter, Reception, and Care Coordinator along with the Vice President of Student Affairs, will lead shelter operations with specific duties being carried out by Residential Life Hall Directors and Residential Life staff. Direct shelter control and management will be the responsibility of the assigned shelter managers. Residential Life will be responsible for establishing and maintaining shelter communications with the Crisis Management Team throughout shelter operations.

Scale of Operations:

In the event of a localized or small-scale incident, a portion of the on-campus population may become displaced as the result of damages sustained to a particular building, or the inability of a facility to provide appropriate health and safety services. Depending upon the extent of damages or loss of services, it may be necessary to relocate displaced students to temporary shelter locations across campus or within the community until they can return to their residence, or until more permanent housing arrangements can be made.

Larger-scale events can impact the entire Northwest community either from displacement of local residents or from the displacement of residents evacuated from other areas. In the event of a disaster that affects the surrounding region, the University may be called upon to act as an evacuation center or temporary/mass care facility for those displaced. A key aspect for Shelter, Reception, and Care procedures is the ability to scale it to meet the needs of the incident and the needs of the population impacted.

General Response Procedures:

Planning Phase

During the planning phase, emphasis is placed on pre-designating facilities, preparing needed equipment, identifying staffing needs, planning, training, development of Standard Operating Procedures (SOP's), and agreements with counterpart agencies or other departments. Potential shelter areas should be scalable to the size of the population affected, should be easily accessible, and be able to provide for the basic needs of those displaced. Shelter, Reception, and Care operations should include registration, sheltering, basic first aid, and feeding of evacuees.

Training is a critical component during the planning phase, ensuring that all managers and other staff members with significant responsibilities have the necessary background and understanding of shelter needs. The Shelter, Reception, and Care coordinator will maintain procedures and ensure all personnel are aware of their assigned tasks and are properly trained and equipped to accomplish those responsibilities. The American Red Cross provides several different planning and training resources relating to disaster services and shelter operations.

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Distribution of Shelter, Reception, and Care information to all residents and employees should be done prior to an emergency or disaster. Public awareness programs should be developed to encourage residents to keep emergency supplies on hand and develop individual disaster plans. Registration and other necessary forms should be developed and maintained with cooperation of the Shelter, Reception, and Care Coordinator. A registration form can be found in [Annex I, Appendix 1](#) and should be reviewed and updated on a regular basis.

Operational Phase

Following an emergency or critical incident affecting the Northwest Missouri State University campus, needs for sheltering and care will be addressed and appropriate locations identified based on availability and incident specifics. Prior to activating an emergency shelter area, the safety and security of the shelter must first be established and necessary health and safety requirements satisfied based on the estimated time of operation. Members of University Police and Residential Life shall secure and verify the functionality of the host facility.

Upon opening a temporary shelter, the Shelter, Reception, and Care Coordinator shall ensure that a simple record is kept of every person who is housed in the shelter. Procedures for registering evacuees will be determined by the Shelter, Reception, and Care Coordinator but should include basic information relating to the evacuee, medical needs, and emergency contact names and numbers. Records will be maintained on the whereabouts of all evacuees throughout emergency operations.

On smaller scale operations, a record of students and staff members within the shelter should be maintained by Residential Life in order to account for on-campus populations. These types of operations could include, but are not limited to, weather related events or temporary power outages. For larger shelter operations, registration forms should include information regarding health problems, medical needs, family members, dates arrived/departed, and emergency contacts and be completed for each person accessing and utilizing shelter services. These types of operations could include, but are not limited to, radiological accidents and earthquakes.

Shelter space will be provided for institutionalized persons or other individuals with special needs. A listing of on-campus special needs persons is maintained by Residential Life. Space shall also be provided for essential personnel who are critical to the operational infrastructure and identified as Essential Staff in [Annex D, Appendix 3](#).

If all campus shelter facilities are un-useable, alternate shelter locations and services may be accessed through the City of Maryville, the American Red Cross, or adjacent counties. If sheltering Northwest Missouri State University students, faculty, or staff is required in adjacent or contiguous counties, a request for shelter operations in those jurisdictions will usually be made to the Nodaway County Emergency Management office. The American Red Cross maintains an operational listing of all shelter options and their contacts for Maryville and the surrounding areas.

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Depending upon the extent and duration of shelter operations, it may become necessary to provide and coordinate feeding operations. Feeding is provided to displaced persons, disaster victims and emergency workers through fixed sites, mobile feeding units, and/or bulk distribution of food. Feeding should be based on sound nutritional standards and when possible, meet requirements for victims with special dietary needs. Menus should be planned in terms of foods available, with perishable foods being used first.

Memorandums of Understanding (MOU's) or signed agreements should be in place with identified vendors and suppliers prior to any shelter operation. Community based organizations, schools, businesses, hospitals, non-profits, and faith based organizations have existing supplies of food, water, and medical supplies that could be additional resources or used for a distribution program. Local retailers and wholesalers may also have available resources.

Records of shelter operations should be kept and maintained under the supervision of the Shelter, Reception, and Care Coordinator. Information should be made available to the CMT and well as the public relating to the number and locations of shelters used, the number of meals served, and supplies ordered and used.

In larger scale shelter operations where displaced individuals from the surrounding community or other regions are evacuated to a shelter operated by Northwest, reunification needs may become an important necessity. During initial shelter operations, the focus is on supporting immediate emergency needs and reunification issues may not be a priority until after the movement of the affected population is complete. Reuniting unaccompanied minors who are separated from their parents/guardians and adults requiring care who are separated from a required caregiver, will become a priority.

In most cases, Northwest will work with surrounding community resources and Non-Governmental Organizations (NGO's) to establish local Family Assistance Centers. Family Assistance Centers provide reunification services at designated locations through public information outlets with assistance from many private-sector or Non-Governmental Organizations.

In Place Shelter

In the event that an In-Place-Shelter order has been issued with the possibility of lasting an extended period of time, arrangements should be attempted to deliver residents any essential medications, foods, etc., which they may need. The status of residential hall sheltering should be updated regularly by the Shelter, Reception, and Care Coordinator.

See also [Annex C](#), All Hazards Shelter-In-Place and [Annex H, Appendix 2](#), Hostile Intruder Response.

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Organization and Assignment of Responsibilities

The Crisis Management Team will be responsible for determining how the University will respond on a case-by-case basis and identify which facilities will be used for sheltering purposes. Input from the Vice President of Student Affairs and the Director of Residential Life will help determine the location for shelters and the number of potential students displaced for situations affecting the Northwest campus.

The Shelter, Reception, and Care Coordinator for Northwest will be the Director of Residential Life, or their designee, and will have the responsibility of determining the care and shelter needs within the operational area. The coordinator is responsible for registration, mass feeding, and health and medical needs. The Shelter, Reception, and Care Coordinator is also responsible for the following:

- Identification and training of shelter managers
 - Resource and Supply Coordinator
 - Health and Medical Coordinator
- Developing procedures for registration, mass feeding, and sheltering
 - Plans should also include considerations for handling pets and animals
- Coordinating reception and care activities with the PIO

Direct shelter control and management will be the responsibility of the assigned shelter managers. The Resource and Supply Coordinator is responsible for stocking shelter facilities while the Health and Medical Coordinator is responsible for medical care and public health measures. Residential Life will be responsible for establishing and maintaining shelter communications with the Crisis Management Team throughout shelter operations.

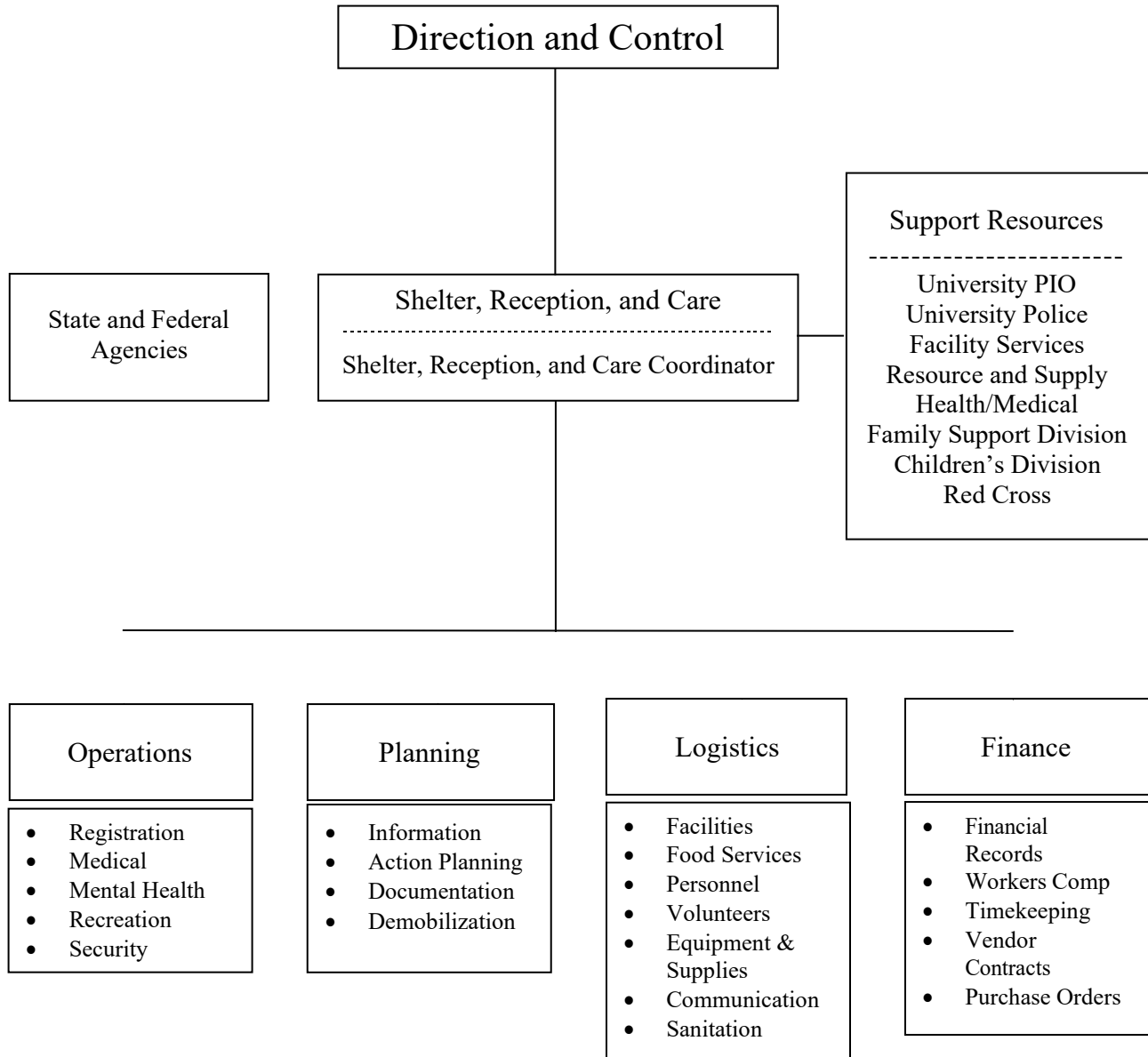
Once shelter locations have been identified following a disaster, Facility Services and University Police will secure the premises and provide an initial inspection of the facility for health and safety needs. Facility Services will be responsible for the condition of the facility, sanitation, public drinking water if available, and the cleanliness of the sleeping areas.

During shelter operations, overall security will be the responsibility of the University Police Chief, or their designee, and will consist of members of the University Police Department. The University Police Chief, or their designee, in conjunction with the Shelter, Reception, and Care Coordinator, will coordinate all evacuation operations.

The office of University Marketing and Communication will be responsible for designating a Public Information Officer (PIO) and all information regarding Northwest's response efforts during an incident will flow through their office. Information regarding shelter locations, instructions, necessary precautions, the number of evacuees utilizing shelter services, and updates will be coordinated with the PIO. Information should also be provided as soon as possible to the local media for broadcast during an emergency, including shelter locations and additional safety measures.

Annex I

SHELTER, RECEPTION, AND CARE DIAGRAM



Appendices

Reception and Care resources

Appendix 1

Shelter, Reception, and Care Resources

Purpose

The purpose of this Appendix is to provide a listing of resources available in the event the Shelter, Reception, and Care Annex of the Emergency Operations Procedure is activated. These resources include a personnel directory for agencies that assist with shelter operations, businesses that assist with pets, and sample registration forms.

Shelter, Reception, and Care Resources

Certain emergency situations may require Northwest Missouri State University to provide mass shelter and feeding for evacuees, either from within the campus community or those displaced from another areas. The mass care infrastructure is the combination of resources from local, state, federal, and voluntary organizations to deliver shelter, food, emergency first aid, and distribution of emergency items to those displaced by an emergency or disaster event.

In the event of a localized or small-scale incident, a portion of the on-campus population may become displaced as the result of damages sustained to a particular building, or the inability of a facility to provide appropriate health and safety services. Depending upon the extent of damages or loss of services, it may be necessary to relocate displaced students to temporary shelter locations across campus or within the community until they can return to their residence, or until more permanent housing arrangements can be made.

During the planning phase, emphasis is placed on pre-designating facilities, preparing needed equipment, identifying staffing needs, planning, training, development of Standard Operating Procedures (SOP's), and agreements with counterpart agencies or other departments. Potential shelter areas should be scalable to the size of the population affected, should be easily accessible, and be able to provide for the basic needs of those displaced. Shelter, Reception, and Care operations should include registration, sheltering, basic first aid, and feeding of evacuees.

The following are some recommend Shelter, Reception, and Care registration forms for use with either local campus emergencies or larger scale shelter operations.

ON-CAMPUS REGISTRATION FORM

Northwest Missouri State University
Shelter Registration Form
(Please print all sections)

Shelter Location: _____

Arrival Date: _____

Name: (last, first) _____

Campus Address: _____

Cell Phone: _____

Emergency Contact Information

NAME:	RELATIONSHIP:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE NUMBER:	PHONE TYPE: <i>(home/cell)</i>	
PHYSICIAN: <i>(If applicable)</i>	PHONE:	

Check all of the following conditions that apply:

- | | | | |
|------------------------------------|---|--|--|
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Back Injury | <input type="checkbox"/> Heart Condition | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Hearing Impaired | <input type="checkbox"/> Mobility Impaired | <input type="checkbox"/> Breathing Difficulty |
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Injury <i>(explain)</i> | <input type="checkbox"/> Special Diet <i>(explain)</i> |

Overall Medical Condition: _____

Information about Individual Family Members or Associates (for additional names, use back of page)

NAME:	RELATIONSHIP:	PHONE:

Consent for information to be released to Emergency Management for tracking and preparedness purposes.

Signature _____ Date _____

**AMERICAN RED CROSS
SHELTER REGISTRATION FORM**

Please print all sections

Incident / DR Number & Name: _____
 Shelter Name: _____
 Shelter City, County/Parish, State: _____

Family Name (Last Name):	Total family members registered: Total family members sheltered:
Pre-Disaster Address (City /State/Zip):	Post-Disaster Address (if different) (City/State/Zip):
Home Phone:	Cell Phone/Other:
Method of Transportation: If personal vehicle—plate #/State: (for security purposes only)	Identification verified by (Record type of ID; if none, write none):
Primary Language: If primary language is not English, please list any family members who speak English.	

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, use back of page)

Name (Last , First)	Age	Gender (M/F)	Rm./Cot #	Arrival Date	Departure Date	Departing? Relocation address and phone

Are you required by law to register with any state or local government agency for any reason?
 Yes No If Yes, please ask to speak to the shelter manager immediately.

I acknowledge that I have read/been read and understand the Red Cross shelter rules and agree to abide by them.

Signature _____
 Date: _____

CONFIDENTIALITY STATEMENT
 American Red Cross generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law or the Red Cross could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your preference.

Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations _____
 I agree to release my information to governmental agencies providing disaster relief _____

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

Signature _____ Date: _____

Shelter Worker Signature _____

After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodation is needed.

RECEPTION AND CARE RESOURCES
 For on-campus emergencies, always dial (660) 562-1254.

CONTACT INFORMATION

Department / Organization	Phone Number
University Police Department	(660) 562-1254
Maryville Police Department	(660) 562-3209
Nodaway County Sheriff's Department	(660) 582-7451
Missouri State Highway Patrol (Troop H, St. Joseph)	(816) 387-2345

Hospital and Ambulance	
Mosaic Medical Centerco (2016 South Main Street)	(660) 562-2600
Nodaway County Ambulance	(660) 582-7451
Wellness Services (Northwest Missouri State University)	(660) 562-1348

Missouri Department of Social Services (301 East Summit Drive)	
Leslie Riney (Director)	(660) 582-3141
Victoria Lager (Children's Division)	(660) 582-0405

American Red Cross	
Karla Long, Midland Empire Chapter	(816) 232-8439 (24 hours)
	(800) 378-8439

Nodaway County Health Department (2416 South Main Street)	
Tom Patterson	(660) 562-2755

RECEPTION AND CARE PET FACILITIES

The following veterinary clinic facilities could be utilized as potential lodging for pets:

- Mosaic Veterinary Services
610 South Main Street
Maryville, MO 64468
(660) 582-3741
- SouthPaws Veterinary Clinic
2211 South Main Street
Maryville, MO 64468
(660) 582-7387
- Maryville Veterinary Clinic
23983 Business Hwy 71
(660) 562-4700
- Nodaway Veterinary Clinic
23664 Business Hwy 71
Maryville, MO 64468
(660) 582-2300

* Pets will be admitted on a first come, first serve basis.

Annex J

TERRORISM / ATTACK

Purpose

The purpose of this Annex is to facilitate an effective response to threats or acts of terrorism to Northwest Missouri State University, regardless of whether they are deemed credible or whether they escalate to an incident of critical significance. To accomplish this, the Annex outlines operational concepts and tasks, assigning responsibilities for preparing for and responding to terrorist incidents.

Situation and Assumptions

Terrorism is a deliberate use of violence against civilians for political or religious means. Each day, terrorists are working to obtain chemical, biological, radiological, nuclear, and explosive weapons. However, local, state, and federal agencies are working to strengthen our nation's security. Whenever possible, we want to stop terrorist attacks before they happen. Every American should begin to learn about potential threats so we are better prepared to react during an attack.

Northwest Missouri State University is vulnerable to terrorist incidents, although a significant terrorist attack is considered unlikely. Consequences of a major terrorist incident could be catastrophic; therefore, mitigating against, preparing for, and responding to such incidents, as well as recovering from them, are important functions.

Situation:

Northwest Missouri State University has assets that could be targets for terrorists. These include, but are not limited to:

- Federal and State government facilities and structures
- Military installations
- HAZMAT facilities
- Medical facilities
- Pipelines; power plants; public utilities; landmarks; and large public gatherings
- Agriculture

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Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, transportation attacks (hijacking, bombing, and sabotage), and common law torts. The following are different forms and descriptions:

- *Weapons of Mass Destruction (WMD)*. Any destructive device or weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact or projectile, toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon designed to release radiation or radioactivity at a level dangerous to human life.
- *Chemical Agent*. A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (including munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. A chemical agent attack might release a chemical warfare agent (such as a nerve or blister agent) or an industrial chemical that may have serious consequences. Whether an infectious agent or a hazardous chemical causes an outbreak may not be obvious early in an investigation; however, most chemical attacks are localized, and their effects become evident within a few minutes. Different chemical agents can be persistent or non-persistent. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents have high evaporation rates, are lighter than air, and disperse rapidly; they therefore lose ability to cause casualties after a few minutes (although they may persist longer in small unventilated areas).
- *Biological Agents*. Living organisms or material derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials. Recognition of biological hazard can occur by: identifying it as a credible threat; discovering bioterrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent as a possible bioterrorism agent; or gathering and interpreting public health surveillance data. People exposed to a pathogen such as anthrax or smallpox may not know they have been exposed, and those infected or subsequently infected may not feel sick for some time. Infectious diseases typically progress with a delay between exposure and onset of illness (the incubation period). The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, direct patient care providers and the public health community are likely to first detect a biological attack on civilians. Terrorists also could use biological agents to affect agricultural commodities (agro-terrorism). These agents include wheat rust or viruses that could devastate the local or even national economy.
- *Radiological / Nuclear*. High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles,

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or neutral neutrons, or gamma rays. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. Also, involvement of radioactive materials in an explosion may or may not be obvious; depending on what explosive device was used. The presence of a radiation hazard is difficult to ascertain unless the responders have the proper detection equipment and the training to use it. Most of the many detection devices available are designed to detect specific types and levels of radiation – they are not appropriate for measuring or ruling out the presence of all possible radiological hazards. Terrorists may use the following delivery methods:

- An improvised nuclear device (IND) is any explosive device designed to cause a nuclear yield. Either uranium or plutonium isotopes can fuel these devices, depending on the trigger. While “weapons-grade” material increases the efficiency of a device, materials of less than weapons grade can still be used.
- A radiological dispersal device (RDD) is any explosive device that spreads radioactive material when detonated. A RDD includes an improvised explosive device that could be used by placing it in close proximity to radioactive material. A RDD also includes devices identified as “dirty bombs”.
- A simple RDD spreads radiological material non-explosively (forexample, medical isotopes or waste).
- *Explosives.* Conventional explosive devices or improvised bombs used to cause massive local destruction or to disperse chemical, biological, or radiological agents. Improvised explosive devices are categorized as explosive or incendiary – using high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are inexpensive and easily constructed. They are not technologically sophisticated. Of all weapons, these are the easiest to obtain and use. The components are readily available, as are detailed instructions for constructing these devices. They are the likeliest terrorist weapons.
- *Cyber Terrorism.* Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures in order to intimidate or coerce a government or civilian population in furtherance of political or social objectives.

Homeland Security Regional Response System (HSRRS) which deploys regionally, provides enhancement for sustainable chemical, biological, radiological, nuclear, and explosive Weapons of Mass Destruction (CBRNE / WMD) response capabilities and to achieve standardized resources for CBRNE / WMD response. Several of the regions include hazardous materials response teams with enhanced capabilities for response to WMD incidents, including incidents involving nuclear or radiological materials, biological, and chemical agents.

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Request for Homeland Security Regional Response System (HSRRS) assistance:

- In order to deal with a terrorist event, a network of resources must already be in place (personnel, equipment, and supplies). The current situation will determine the type of resources needed and techniques to be employed. The University and surrounding community may have fewer trained personnel and equipment compared to an urban area.
- The Homeland Security Regional Response System (HSRRS) is an asset of the State of Missouri. Teams will be mobilized and deployed by the Division of Fire Safety through Statewide Mutual Aid to support local jurisdiction response and recovery operations.
- Local jurisdictions must request support from the Division of Fire Safety. Nodaway County is the local jurisdiction for Northwest Missouri State University. All requests for assistance through SEMA must first go to Nodaway County's Emergency Management Coordinator Christy Forney at (660) 582-7451. The Nodaway County Emergency Management Coordinator will then contact the Division of Fire Safety number (573)690-3782 or their regional Statewide Fire Mutual Aid Coordinator to report or request assistance.
- If a terrorist attack should occur at Northwest Missouri State University and assistance is required to support response to the terrorist incident, it is the local jurisdictions responsibility to contact the Division of Fire Safety and request support.

Assumptions:

Northwest recognizes the responsibility for public health and safety, and the need of a plan to set forth guidelines to deal with terrorism, and the need to exercise the procedures, policies, and guidelines set forth in this Annex. Proper implementation of this Annex can reduce the effects of a terrorist attack, and limit related exposure to the public.

No single agency at the local, state, or federal level possesses the authority and/or the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism, particularly if WMD are involved. An act of terrorism involving WMD at Northwest could immediately overwhelm the local response capabilities.

Should a terrorist incident be identified, Northwest could be acting alone pending mobilization and deployment of other local, state, and federal assets. In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal terrorism response resources are available, but it may take 6 to 12 hours to activate and deploy such resources on a large-scale.

If appropriate personal protective equipment (PPE) is not readily available, entry into a contaminated area (hot zone) may be delayed until arrival of trained and equipped emergency

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response personnel. Responders must also be aware of secondary devices targeting first responders.

Counter terrorism efforts including intelligence gathering and appropriate response training may reduce some incident potential, but incidents can occur with little or no warning. Most terrorist attacks are preceded by little or no warning, and may first appear to be an ordinary hazardous materials incident. Attacks may also occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.

Concept of Operations

Given the open environment of academic institutions it would be easy for a terrorist to access most facilities on the Northwest Missouri State University campus. Obvious targets include public gathering points (stadiums, auditoriums, etc.), laboratories, and food service. Although the probability of a terrorist event is very low, the consequences are high. It is not possible to plan for every emergency, however, the following are considered reasonable steps to reduce the opportunities for a terrorist:

- Enhance awareness of daily environments, i.e., normal activities, mail, packages, persons, vehicles, etc. Anything unusual or “out of the ordinary” should be considered in the context of a potential terrorist event and promptly reported to the University Police Department.
- Monitor activities and groups that might indicate a potential terrorist event. Examples include:
 - Groups fostering anti-university, anti-government, or anti-U.S. agitation, intimidation, etc.
 - Meetings, rallies, and demonstrations being organized; inflammatory speeches and charges; provocation of authorities to intervene or overreact.
 - Dissent for political, social, or ethnic reasons.
 - New spokespersons for animal, or environmental causes emerging or out-of-town organizers arriving.
- Control access to laboratories and other areas that could pose likely targets. Lock doors when laboratory personnel are not present.
- Perform background checks of employees and students working with materials or in areas that might pose targets.
- Monitor and report any unusual cases of upper respiratory disease, rash, or other unusual symptoms.
- Design new facilities and workspaces with focus on safety and security.

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Response Activities

If a terrorist event, either on-campus or off-campus, should occur affecting Northwest Missouri State University, the Crisis Management Team (CMT) will assemble immediately to determine what role the University should play in the response activities. The CMT will help make certain that the University's needs are well understood by those agencies and organizations involved with emergency response activities. In the case of a major event that does not directly impact the University, the President, the Chief of Police, or the Emergency Management Coordinator will decide if the CMT should assemble to help determine if any special University actions are necessary.

It is likely that major assistance from local, State, and Federal agencies will be necessary to respond to a large scale event. However, by using the same basic procedures and leadership structure that has been identified for responding to other types of emergencies will help to assure that the safety and health of the University community is given the highest priority. Upon authorization by SEMA, the Homeland Security Regional Response System (HSRRS) will be able to respond to any terrorism incident that will occur in their region and will be funded/supplied through state and federal aid/grants.

In some types of terrorist attacks there could be a significant number of casualties and/or damage to University buildings or infrastructure. This could lead to the need to consider the temporary closure of the University, or major changes in University operations. If such circumstances should occur, the President will convene an emergency meeting with the Board of Regents and the Northwest Leadership Team to receive their advice and direction regarding University operations and facilities. Also see Reception and Care, [Annex I, Appendix 1](#).

Northwest will hold these objectives as their main priority in response to a terrorist act:

- Protect the lives and safety of the citizens and first responders.
- Isolate, contain, and/or limit the spread of any cyber, nuclear, biological, chemical, incendiary, or explosive device.
- Identify the type of agent or devices used.
- Identify and establish control zones for suspected agent used.
- Identify appropriate decontamination procedure and/or treatment.
- Ensure the responders have appropriate equipment and personal protective equipment (PPE).
- Notify emergency personnel, including medical facilities of the danger and anticipated casualties.
- Notify appropriate State and Federal agencies.
- Provide accurate and timely public information.
- Protect critical infrastructure.

Response and recovery activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other

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emergencies or disasters. There are, however, the added complications of protecting a potentially large crime scene and securing possible hazardous contaminated materials. Post-incident crisis management activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during response and recovery.

Organization and Assignment of Responsibilities

Initial response operations are the responsibility of the local jurisdiction. The primary responders for terrorism events normally lie with local law enforcement, fire, and the Wellness Services Director. All other Departments are considered to be support. Each Department should prepare an SOG and functional check list for response to a terrorism incident. All participating agencies must comply with training requirements set forth by SEMA.

The response organization for a terrorism incident will be under the direction and control of the President or their designee. At the President's direction, the Crisis Management Team will be assembled and response operations conducted from the EOC. The EOC will serve as a clearing house for Northwest to collect, discuss, and disseminate information in regard to particular events occurring within the jurisdiction.

The Federal government is responsible for determining the Nation's threat level and determining whether an incident is a terrorist event. However, it is up to the local jurisdiction to determine their appropriate threat level based upon their current situation. The FBI is the Lead Federal Agency (LFA) for all terrorist attacks and may establish a Joint Operation Center (JOC) if the event is deemed a terroristic act and will be under the control of the federal on-scene commander. The JOC is the focal point and is responsible for coordinating requests from the State.

The Northwest Missouri State University Emergency Management Coordinator is responsible for notifying the Nodaway County Emergency Management Coordinator. The EMC will also be responsible for coordinating CMT operations as well as operations with SEMA and other federal, state, or local EOC's as necessary.

University Police will be responsible for managing the incident scene and coordinating resources from other departments and outside agencies. UPD will provide security, help maintain order, prevent unauthorized entry, control and re-route traffic, and maintain open access for authorized vehicles into the terrorist incident scene. Officers will also ensure scene security and evidence preservation pending arrival of the FBI, as well as assist the FBI and other investigative authorities in determining responsibility. Depending on the size and severity of the event, UPD may also be requested to provide crowd control when necessary.

The Wellness Services Director, with assistance from the Nodaway County Health Department, Missouri Department of Health and Senior Services, and the Center for Disease Control and Prevention, will provide personnel safety information to the CMT. The Wellness Services

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Director will coordinate with the County Health Director on all health issues and provide information regarding exposure and treatment to potential victims and workers. The Director will also monitor response personnel and general public exposure to chemical, biological, and radiological agents, and track potential victims. The Wellness Services Director and the Nodaway County Health Department Director will assist the PIO on health and medical issues as well as with other health related public broadcasts.

The Maryville Fire Department will respond to all reports of terrorist incidents and help determine the nature and scope of the incident. Fire Department personnel will provide information on hazardous material evaluations and assess environmental impacts. Fire Department personnel may also be requested to assist with establishing site security areas and hazard exclusion zones in accordance with established procedures and guidelines.

Facility Services will be responsible for equipment and personnel in response to and recovery from any emergency event. Facility Services personnel will respond to emergency requests from the EOC by providing trucks, earth moving equipment, and other needed assets/materials to reduce hazards or in an attempt to minimize secondary damages. Facility Services will also provide temporary storage of equipment and materials until appropriate locations can be secured.

Northwest's Public Information Operations will be the responsibility of University Marketing and Communications. The PIO will work closely with the CMT and the EOC, or the JOC in coordinating any information designed for public dispersal.

Appendices

Homeland Security Regional
Response System (HSRRS)

Appendix 1

Homeland Security Regional Response System

Purpose

The purpose of this Appendix is to provide an understanding of resources available in the event a terroristic attack is identified. These resources include information regarding the National Terrorism Advisory System and the Homeland Security Regional Response System that assists with terroristic events.

National Terrorism Advisory System

The National Terrorism Advisory System (NTAS), replaces the color coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

The National Terrorism Advisory System recognizes that all Americans share responsibility for the Nations security and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts


After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.


National Terrorism Advisory System

Alert

www.dhs.gov/alerts

DATE & TIME ISSUED: XXXX

SUMMARY

The Secretary of Homeland Security informs the public and relevant government and private sector partners about a potential or actual threat with this alert, indicating whether there is an “imminent” or “elevated” threat.

DURATION

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

DETAILS

- This section provides more detail about the threat and what the public and sectors need to know.
- It may include specific information, if available, about the nature and credibility of the threat, including the critical infrastructure sector(s) or location(s) that may be affected.
- It includes as much information as can be released publicly about actions being taken or planned by authorities to ensure public safety, such as increased protective actions and what the public may expect to see.

AFFECTED AREAS

- This section includes visual depictions (such as maps or other graphics) showing the affected location(s), sector(s), or other illustrative detail about the threat itself.

HOW YOU CAN HELP

- This section provides information on ways the public can help authorities (e.g. camera phone pictures taken at the site of an explosion), and reinforces the importance of reporting suspicious activity.
- It may ask the public or certain sectors to be alert for a particular item, situation, person, activity or developing trend.

BE PREPARED

- This section emphasizes the importance of the public planning and preparing for emergencies before they happen, including specific steps individuals, families and businesses can take to ready themselves and their communities.
- It provides additional preparedness information that may be relevant based on this threat.

STAY INFORMED

- This section notifies the public about where to get more information.
- It encourages citizens to stay informed about updates from local public safety and community leaders.
- It includes a link to the DHS NTAS website <http://www.dhs.gov/alerts> and <http://twitter.com/NTASAlerts>

If You See Something, Say Something™. Report suspicious activity to local law enforcement or call 911.

The National Terrorism Advisory System provides Americans with alert information on homeland security threats. It is distributed by the Department of Homeland Security. More information is available at: www.dhs.gov/alerts. To receive mobile updates: [www.twitter.com/NTASAlerts](http://twitter.com/NTASAlerts)
 If You See Something Say Something™ used with permission of the NY Metropolitan Transportation Authority.

What an Alert will Include

NTAS Alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate, or respond to the threat. NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps individuals and communities can take to protect themselves and their families, and help prevent, mitigate, or respond to the threat.

Alert Period

An individual threat alert is issued for a specific time period and then it will automatically expire, although it may be extended if new information becomes available or the threat evolves. NTAS Alerts will include a specific date when the alert expires – there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Terrorism Information

Terrorism information and intelligence will be based on the collection, analysis and reporting of a range of sources and methods. While intelligence may indicate that a threat is credible, specific details may still not be known. As such, Americans should continue to stay informed and vigilant throughout the duration of an NTAS Alert.

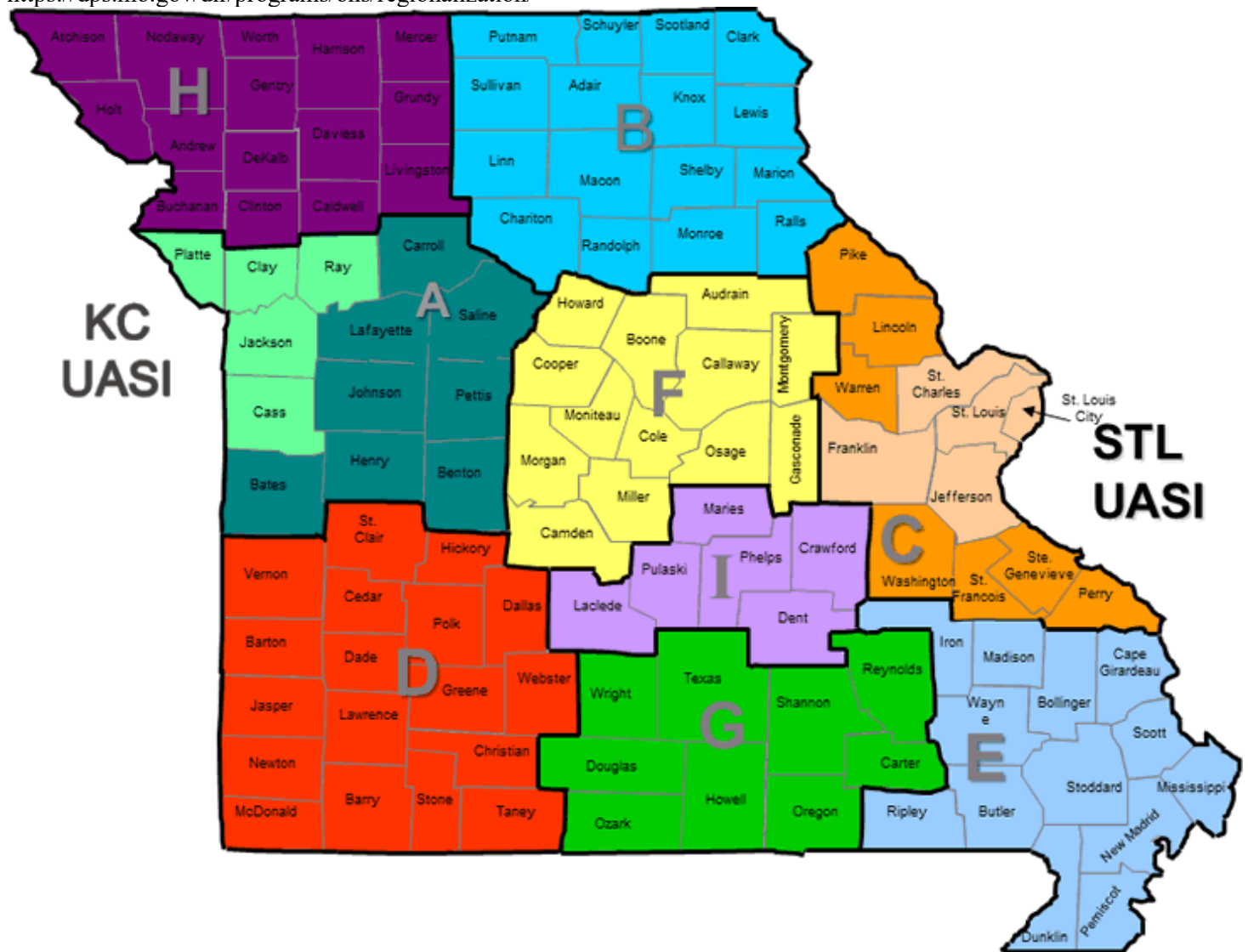
Homeland Security Regional Response System (HSRRS)

The HSRRS is a system within the State of Missouri whose purpose is to provide enhancement for sustainable chemical, biological, radiological, nuclear, and explosive weapons of mass destruction (CBRNE / WMD) response capabilities and to achieve standardized resources for CBRNE / WMD response.

To participate in the HSRRS, a jurisdiction has to agree, in principal, that they are willing, under existing mutual aid framework, to allow their participant disciplines such as a hazmat team or SWAT team, to respond to CBRNE / WMD emergencies within their region, and possibly statewide, as their availability and the situation warrants. It is recognized that the state has no authority to order deployment of HSRRS participants, and any response is within guidelines of the existing Missouri mutual aid system.

Resources **Homeland Security Response Systems**

<https://dps.mo.gov/dir/programs/ohs/regionalization/>



Annex K

HAZARDOUS MATERIALS SPILL PROCEDURES

Purpose

Northwest Missouri State University is committed to providing a safe environment for students, and employees who need to work with and around hazardous materials and to those areas of Northwest which may be affected by the presence of such materials. This procedure will provide instruction for actions to take in the event of an accidental release of all solid, liquid, and gaseous products of a hazardous nature on the University campus, including chemical and other hazardous materials.

Reference

[Annex A, Appendix 1](#) – Emergency Notification System

[Annex A, Appendix 2](#) – Emergency Public Information

[Annex B, Appendix 2](#) – Hazardous Materials Accidents

Situation and Assumptions

Chemical spills can result in chemical exposures and contaminations. Chemical spills become emergencies when:

- The spill results in a release to the environment (e.g., sink or floor drain).
- The spill is potentially dangerous to life and health.
- The material or its hazards are unknown.
- Staff cannot safely manage the hazard due to the hazardous nature or quantity of the chemical.

Effective emergency response to these situations is imperative to appropriately mitigate or minimize adverse reactions when chemical incidents occur.

Situation:

Hazardous materials are a common place in today's society. Northwest has hazardous materials transported and stored at various locations on campus with nearly every building containing some quantity of these materials.

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The University Police Department responds to all calls for assistance. In the event of a hazardous materials spill, the Emergency Manager or their designee will be contacted.

Assumptions:

Hazardous materials incidents may occur without any other emergencies being involved, such as structural failure of a container or a leaking valve.

Hazardous materials spills can occur during transport, transferal from vehicle to storage area, and during usage of products.

Outside assistance is available and will be contacted to respond when needed. Appendix 1 of this Annex contains contact information for outside assistance.

Concept of Operations

Uncontrolled chemical, biological, or radioactive material spills, both small and large, can result in injuries to personnel and damage to University property and to the environment. Quick response with the proper cleanup materials can mitigate negative impacts on the University. A number of effective materials can be utilized, but the wrong choice can actually increase the risk of exposure, as well as the amount of hazardous waste, which will require excess handling and costly disposal.

At Northwest, individuals are responsible for their own spills. Each hazardous material user must be properly trained to handle the materials they are working with as well as being prepared and equipped to handle a potential spill. Employees members who oversee and manage students working with hazardous materials will provide training on safe handling practices, accepted procedures for spill response, and an accessible contact list in the event of an emergency.

Critical elements for a safe and effective response are the following:

- Adequate response training
- Information and knowledge of materials used
- Adequate spill response equipment and supplies
- Knowing when and who to call for assistance

The determination to perform the initial risk assessment of any hazardous materials spill will be at the discretion of the user, supervisor, or first responder. The user must be knowledgeable about the material that was spilled, either by first-hand experience, training, or through the use of

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a Safety Data Sheet (SDS), formerly known as MSDS. If the user has determined that they do not have the capacity to assess the situation appropriately, it is the duty of the user to contact a supervisor or the University Emergency Manager or their designee – whichever is immediately available.

Although most spills can be managed by trained personnel in the area of the spill, Facility Services may be used as a resource to guide cleanup of simple spills. It is highly recommended, however, to consult with the University's Emergency Manager prior to requesting assistance from Facility Services personnel.

How to Respond to Spills

Attend to Personal Injuries

- Clothing on fire – Roll person on floor to smother flame, drench with water if immediately available.
- Splash in eyes – Immediately rinse eyes with water continuously for 15 minutes. If chemicals enter the eyes while contacts are being worn, immediately remove the contacts and flush the eyes for minimum of 15 minutes. Forcibly hold eye open to rinse behind eyelids. Obtain medical attention as soon as possible.
- Spill on body – Remove contaminated clothing and flood exposed area with running water from faucet or safety shower for 5 minutes. Make sure spill has not accumulated in shoes. For biological spills, wash with soap.
- Minor cuts and puncture wounds – Wash vigorously with soap and water.
- Report all personal injuries to your supervisor.

Assess the Risk

To determine the extent of a hazardous spill, use the following criteria:

Simple spills –

- Do not spread rapidly
- Do not endanger people or the environment, except by direct contact
- Can be managed safely by people trained to use the material

Major spills –

- Spread rapidly
- Involve a personal injury or rescue
- Endanger people or the environment
- Present an inhalation hazard
- Has created significant contamination for personnel (radioactive materials)

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Initiate Action

From training, information obtained from Safety Data Sheets, and response instructions for the type of spills listed below, determine the best course of action to take for your particular spill.

Chemical Spills

Chemical spills will inevitably occur and staff should be properly trained to recognize hazards associated with the spill, mitigate the spill within their ability, and to notify response authorities where necessary. Initial response to a spill shall always be to evacuate the immediate area until the scope of hazard is assessed. No staff member shall respond to a chemical spill unless they are properly trained to do so.

The safe cleanup of a chemical spill requires some knowledge of the properties and hazards posed by the chemical, and any added dangers posed by the location of the spill. Spill kits with instructions, absorbents, neutralizing agents if applicable, protective equipment, and sealable waste buckets should be present in each laboratory. Refer to specific chemical Safety Data Sheets for more information regarding chemical characteristics and handling procedures. All lab staff should be trained to recognize hazardous conditions associated with spills in the laboratory.

General Response Guide for Chemical Spills

- Isolate the spill area
- Determine the identity of spill material; consult the Safety Data Sheet to determine potential hazards
- Avoid breathing vapors and get as much fresh air into area as you can safely
- Establish ventilation to the outside if safe; prevent the contaminant from spreading through building
- Absorbents and neutralizing agents must be compatible with chemical spilled
- Prevent spilled chemicals from going down drains to avoid affecting the environment
- Dispose of cleanup materials as chemical waste; small volumes of dilute acids and bases may be neutralized and disposed of in the public sewer system
- Call the University's Emergency Manager for hazardous waste pickup, or for guidance on cleanup or air monitoring

Simple spills – liquid

- Alert people in the area
- Wear protective equipment
- Contain by diking with appropriate absorbent
- Flammable – remove ignition sources (burners, motors, anything that could cause a spark); use plastic or non-metallic cleanup equipment

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- Absorb or neutralize with appropriate agent, working from outside edges inward; absorbents do not remove toxic or flammable hazards; neutralizing can produce heat causing boiling and splattering
- Call Facility Services Emergency Manager for advice if needed

Simple spills – dry

- If not water reactive, dampen to prevent airborne dust
- Control water reactive dust with sweeping compound
- Carefully brush solids into a dust pan or container
- Keep dust generation down to prevent creating an inhalation hazard

Major spills –

- Immediately call University Police at (660) 562-1254
- Activate alarm, evacuate, and assemble at a safe distance
- Account for people and warn others not to enter
- Wait for and provide information to responders

Biological Spills

The release or spill of bio hazardous material will require a different response based on several factors, including the actual agent and the associated risks, the amount of material spilled, type of spill, and the location of the spill. The following guidelines are to provide a quick reference to employees involved in a bio hazardous spill response. Each lab working with bio hazardous material should have their own specific spill response procedure. Where applicable, consult with your supervisor or the Emergency Manager to be sure you have received the specialized training for your area.

Human blood or other potentially infectious material potentially containing Blood Borne Pathogens (BBP) shall only be cleaned up by authorized personnel. Currently, Wellness Services and Facility Services staff are the only authorized personnel to respond to BBP spills. Universal precautions are followed for each BBP incident, meaning that blood and other potentially infectious materials are treated as if they are infectious.

General Response Guide for Biological Spills

- Wash hands/face before and after cleanup
- Put on fresh pair of disposable gloves before starting cleanup
- A 10% household bleach solution is commonly used as a disinfectant; allow 20 minutes contact time (however, use the recommended disinfectant for the material you are handling)
- Dispose of cleanup materials as biohazard waste; autoclave before removal from area
- Report all spills to the supervisor

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Radioactive Material Spills

The amounts of radioactive material used at Northwest are considered small, thus will not deliver a significant radiation exposure to emergency responders. For personal contamination, the need to assess external radiation skin dose and the quantity of contamination that may exist, should be considered as part of the emergency response effort. It is important to ensure radioactive materials remain controlled during transit to offsite locations (medical transport by ambulance or other personnel), contamination results are accurately communicated, and radiation dose to skin tissue is promptly evaluated.

Fuel and Oil Spills

Contact the Emergency Manager for oil or fuel spills. Oil and fuel spills will be contained as soon as possible to prevent threats to personnel, property, and environment.

Organization and Assignment of Responsibilities

The Communications and Warning Coordinator for Northwest Missouri State University will be the Emergency Management Coordinator. This coordinator is responsible for the following:

- Maintain current notification lists for all departments and provide these lists to the communications center
- Implement call-down of all EOC staff
- Review and update this annex and its appendices annually

Additional support for this function will come from those departments/organizations having communications capabilities. Among these are the law enforcement, ambulance and public works agencies. The University's Public Information Officer will also support warning operations when necessary.

Any department/organization involved in this function is responsible for providing adequate training regarding communications and warning.

In hazardous materials situations, the on-site Incident Commander will make decisions based on information gleaned from the University's Emergency Manager. If shelter-in-place decisions have been made, all effort should be made to notify University Police.

Injury or Illness

Employees must notify their immediate supervisor of an injury or illness related to exposure to hazardous materials. All injuries that may be work-related must be reported. Supervisors are

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responsible for reporting any injuries or occupational illnesses to the Human Resources Department. Department supervisors should review all exposure situations and ensure affected students and employees receive appropriate medical treatment and/or assessment.

Training

The University's Emergency Manager is responsible for maintaining a log of all hazardous materials stored and used on the Northwest Missouri State University campus. The Emergency Manager will also be responsible for outlining acceptable training standards and identifying personnel qualified to provide training for use of hazardous materials. Records of training for personnel using hazardous materials and those responding to hazardous material incidents should also be kept. No person shall be allowed to work with hazardous materials who has not first completed acceptable training for the materials the person will be working with.

Appendices

Contractor Contact Information

Appendix 1

Contractor Contact Information for Hazardous Spill Incidents

Purpose

The purpose of this appendix is to identify public utility service providers and their respective contacts that service the Northwest Missouri State University campus. A public utility is an organization that maintains the infrastructure for a service consumed by the public and can be privately owned or publicly owned.

Contractor Response/Cleanup Services

- | | |
|---------------------|----------------------------------|
| 1. Haz-Mat Response | (800) 229-5252
(913) 782-5151 |
| 2. CHEMTREC | (800) 585-6454
(800) 748-1488 |

Annex L

EVENT EMERGENCY EVACUATIONS

Purpose

This annex will outline evacuation operations in the event of a man-made emergency for special events or outdoor events on the campus of Northwest Missouri State University.

Situation and Assumptions

Planning for special events can be difficult. Planning for the potential risks and hazards associated with a special event is even more difficult but essential to the event's success. A special event is an activity within a community that brings together a large number of people (usually 500 or more). Emphasis should not be placed on the total number of people attending the event, but rather the impact on the community's ability to respond to a large-scale emergency or disaster or the exceptional demands that the activity places on various support services.

Outdoor events are part of university life but they deserve special consideration as normal control measures may not always be sufficient. In addition, the University may host events as part of an income generation scheme and in doing so may take on a legal liability for the event. Careful planning of the event will avert potential problems and ensure that everything runs smoothly.

Situation:

Events that take place on or off campus are vulnerable to man-made emergencies which may require evacuation.

Many outdoor events occur across campus throughout the course of each semester. All events occurring at Bearcat Stadium will require special planning considerations if an evacuation is ordered.

Assumptions:

In almost every emergency requiring evacuation, a number of people will take necessary precautions and leave the area.

Annex L

Most of the people in the affected area will receive and follow the evacuation instructions. However, a certain portion of the population will not get the information, will not understand the information, or purposely not follow directions.

Panic by evacuees will not be a problem if adequate information is furnished by person(s) in charge of the event.

Concept of Operations

The ultimate responsibility for ordering an evacuation during an outdoor event lies with the University's Emergency Management Coordinator or University Police personnel. The current Northwest directive is to suspend or terminate any outdoor activity when a man-made emergency is declared by the Emergency Management Coordinator or by University Police. The duration of the evacuation will be determined by the Emergency Management Coordinator or University Police personnel.

All game day or event participants should be evacuated into fully enclosed substantial buildings. During the evacuation, staging areas and pickup points will be identified by the University Event Official or University Police. Reentry into the evacuated area will begin when it is declared safe by University Event Official or University Police.

Certain day-to-day activities will be curtailed during evacuation operations. The degree to which this is necessary will depend upon the amount of time needed for shelter in the event of the emergency.

The Event Organizer of any event where fireworks, pyrotechnics, smoke generators, cryogenic materials, lasers and/or strobe lighting are going to be used must gain prior approval from the Emergency Manager during the planning stage.

Organization and Assignment of Responsibilities

Primary authority for ordering an evacuation during a special or outdoor event lies with the University's Emergency Management Coordinator. In the event the Emergency Management Coordinator is not available, University Police personnel will be responsible for ordering the evacuations. The following lines of succession identify personnel who have the designated responsibility for ordering evacuations at any special or outdoor event:

1. Emergency Management Coordinator
2. University Police personnel
3. Athletic Event Management
4. Certified Athletic Training Staff

Annex L

Methods for notification may include the stadiums video board, public address system, the outdoor warning system, emergency text alerts, University Police Officers, game-day officials, Northwest athletic staff, or special event coordinators.

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Commencement Emergency Plan

Purpose

The purpose of this appendix is to ensure the health and safety of Northwest students, faculty, staff, and visitors, and provide decision-making guidance for commencement exercises on the campus of Northwest Missouri State University.

Definitions

1. Tornado Watch – the conditions are rapidly developing for a tornado to form in a wide area.
2. Tornado Warning – indicates a tornado is sighted in the area or has indicated by radar.
3. Alternative Disturbances - Can encompass, but not limited to, medical emergencies, power outages, fire, fights, etc.

Events

1. Fall, spring and summer commencement emergency plan for weather and/or alternative disturbances.
2. Maximum participation in commencement will depend on the venue.

Concept of Operations

Northwest commencement exercises will be conducted in Bearcat Arena, Ron Houston Center for the Performing Arts, Hughes Fieldhouse, Bearcat Stadium or an alternate location. As each facility presents its own unique design for emergency response, the Emergency Management Coordinator will review emergency plans for each venue and discuss response options with various stakeholders.

Notification

Prior to each commencement, the Emergency Management Coordinator will meet with the University Marketing and Communications Event Coordinator and the Marketing and Communications designated Master of Ceremonies (MC). The Emergency

Management Coordinator will brief those officials on expected conditions, methods of notification, and expected actions if a critical event occurs.

Prior to the first service in each venue, the Emergency Management Coordinator will brief the platform party members on emergency plans specific to their location. Information will include the platform party point of contact, evacuation locations, and how information will be communicated.

Emergency messaging is an essential component for relaying safety and response expectations. Inside the venue, the individual responsible for providing emergency announcements to the general public will be determined prior to the event, but will usually be one of the following:

1. Marketing and Communications designated Master of Ceremonies
2. Vice President of Marketing and Communications or designee
3. Emergency Management Coordinator or designee
4. University Police Chief or designee

Outside of the venue, the Emergency Management Coordinator or designee will provide announcements to the public regarding continuance or cancellations of the proceedings and instructions for returning to the facility.

Weather:

Weather conditions for all Northwest commencement exercises will be monitored by the Emergency Management Coordinator or designee. There will be no notifications to the public regarding a severe thunderstorm watch or severe thunderstorm warning.

1. In the event of a Tornado Watch, University Police will inform the Office of University Marketing and Communications Event Coordinator.
2. The Marketing and Communications Event Coordinator will notify the designated Master of Ceremonies (MC).
3. In the event of a Tornado Warning, University Police will receive notice from dispatch prior to the sounding of the audible Simplex alarm.
4. University Police will notify the MC or the University Marketing and Communications designee of the situation to initiate the appropriate announcement to the public. The mass communication channels will be activated.

Alternative Disturbance:

1. Once an event is a disruption to the ceremonies, University Police will respond.
2. The MC or University Marketing and Communications designee will ensure the audience that proper personnel is responding to the situation and inform the audience of expectations.

3. In the event of a fire, exit locations are identified by University Police to the MC or University Marketing and Communications designee, who will make the appropriate announcement to the public.

Operational Response

Weather:

1. In the event of a tornado warning, emergency procedures will be communicated by the MC or University Marketing and Communications designee instructing the audience to exit and seek shelter. University Police and Northwest staff will be positioned at exits to assist. The Simplex System will be activated.
2. Bearcat Arena – a University Police Officer will escort the platform party to a secure area in the Lamkin Sports Complex and follow-up information will be conveyed at this location.
3. Ron Houston Center – a University Police Officer will escort the platform party to a secure area in the basement and follow-up information will be conveyed at this location.
4. Hughes Fieldhouse – a University Police Officer will escort the platform party to a secure area on the first level and follow-up information will be conveyed at this location.
5. Bearcat Stadium – a University Police Officer will escort the platform party to a secure area in the Lamkin Sports Complex and follow-up information will be conveyed at this location.
6. University employees who are present within the audience will assist with providing leadership and guidance.

Alternative Disturbance:

1. The University Police Officer assigned to the platform party will determine if the situation is a safety risk. If the situation is determined a safety risk, the platform party will be escorted to a secure area in the appropriate facility and follow-up information will be conveyed at this location.
2. University Police Officers shall respond and appropriately address the situation.

Recovery Operation

1. After an incident has occurred and following a briefing from the Emergency Management Coordinator or designee, it shall be decided by the President and their Leadership Team to continue, postpone, or cancel the commencement proceedings.

2. The Emergency Management Coordinator or their designee will provide announcements to the public regarding continuance or cancellations of the proceedings and instructions for returning to the facility.
3. Upon returning to the commencement ceremony, the MC or University Marketing and Communications designee will inform the audience of all further proceedings.

Hostile Intruder Outdoor Event Evacuation

Purpose

The purpose of this appendix is to outline evacuation operations in the event of a hostile intruder for outdoor events on the campus of Northwest Missouri State University.

Situation and Assumptions

Situation:

Events that take place on or off campus are vulnerable to man-made emergencies which may require evacuation.

Many outdoor events occur across campus throughout the course of each semester. All events occurring at Bearcat Stadium will require special planning considerations if an evacuation is ordered.

Assumptions:

In almost every emergency requiring evacuation, several people will take necessary precautions and leave the area.

Most of the people in the affected area will receive and follow the evacuation instructions. However, a certain portion of the population will not get the information, will not understand the information, or purposely not follow directions.

Panic by evacuees will not be a problem as long as adequate information is furnished by person(s) in charge of the event.

Concept of Operations

The ultimate responsibility for ordering an evacuation during an outdoor event lies with the University's Emergency Management Coordinator, University Event Official, or University Police. The current Northwest directive is to suspend or terminate any outdoor activity when a

hostile intruder emergency is declared by event official or police. The message will be communicated via the public address system within the various stadiums. The duration of the evacuation will be determined by the University Event Official or University Police.

All game day or event participants should be evacuated from the event and instructed to leave the Northwest campus. Certain day-to-day activities will be curtailed during evacuation operations. The degree to which this is necessary will depend upon the amount of time needed for shelter in the event of the emergency.

Special Facilities for Bearcat Stadium Evacuation

A quick assessment of the situation will determine the evacuation routes for all.

General Considerations

Athletes:	Each team return to their respective locker rooms.
Band/Cheerleaders:	Lamkin Activity Center, lower level.
Game Officials:	Shall position themselves within both locker room areas.
Patrons:	All individuals who are viewing the event from outdoor locations shall be directed to leave the stadium.

East Side Emergency

Athletes:	Visiting Team – visiting team locker room. Home Team – Navy Room
Band/Cheerleaders:	Foyer under West side of stadium
Game Officials:	Shall position themselves within both rooms assigned to teams.
Patrons:	All individuals who are viewing the event from outdoor locations shall be directed to leave the stadium.

West Side Emergency

Athletes:	Visiting Team – varsity weight room. Home Team – football locker room.
Band/Cheerleaders:	Lamkin Activity Center lower level.
Game Officials:	Shall position themselves within both rooms assigned to teams.
Patrons:	All individuals who are viewing the event from outdoor locations shall be directed to leave the stadium.

Organization and Assignment of Responsibilities

The University Police Chief or their designee, will ensure University Police Department members are fully trained in immediate response techniques for hostile intruder situations. University Police will coordinate training philosophies and standards with surrounding police agencies to ensure a consistency of training exists within the community of law enforcement. University Police will also work with these agencies in developing and implementing a holistic community response plan.

Management of initial response and post-event operations will utilize best practices from the National Incident Management System (NIMS) and the Incident Command System (ICS).

Lightning Evacuation for Outdoor Activities

Purpose

The purpose of this appendix is to ensure the health and safety of Northwest students, faculty, staff, and visitors, and provide decision-making guidance in the event of lightning for outdoor events on the campus of Northwest Missouri State University.

Situation and Assumptions

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics or other outdoor activities. Within the United States, the National Severe Storms Laboratory (NSSL) estimates that 100 fatalities and 400-500 injuries requiring medical treatment occur from lightning strikes every year. On average, lightning causes more casualties annually in the U.S. than any other storm related phenomena, except floods.

While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and the proper safety precautions are not followed. If an individual can see lightning and/or hear thunder, they are already at risk. Louder or more frequent thunder indicates that lightning activity is approaching, increasing the risk for lightning injury or death. Many people incur injuries or are killed by lightning due to misinformation and inappropriate behavior during thunderstorms.

Situation:

Events that take place on or off-campus are vulnerable to lightning strikes which may require evacuation. Players, game officials, security personnel, ushers, ticket takers, and fans alike are all at risk of exposure to the threat of lightning.

Many outdoor athletic events occur across campus throughout the course of each semester. All events occurring at Bearcat Stadium will require special planning considerations if an evacuation is ordered.

Assumptions:

In almost every emergency requiring an evacuation, a number of people will take necessary precautions and leave the area.

Most of the people in the affected area will receive and follow the evacuation instructions. However, a certain portion of the population will not get the information, will not understand the information, purposely not follow directions, or may require special assistance.

Panic by evacuees will not be a problem as long as adequate information is furnished by university event officials.

Decision-Making Considerations

- The National Severe Storms laboratory (NSSL) and the NCAA recommend that all individuals should be out of athletic venues, or other outdoor event sites, and in appropriate shelter **PRIOR** to lightning coming within 6 miles of the event (flash-to-bang time of 30 seconds or less).
- The University directive is to suspend or terminate any outdoor activity when approaching lightning comes within **8 miles** of the event (flash-to-bang time of 40 seconds or less) to account for evacuation times.
- The notification distance may be increased depending on the number of attendees, time of day, and the speed of approaching weather conditions.
- The duration of the evacuation shall not be less than 30 minutes after the last lightning occurrence within 6 miles (flash-to-bang time of 30 seconds or less).
- Reentry into the evacuated area will begin when it is declared safe by the University Event Official, University Police Event Coordinator, or the Emergency Management Coordinator.
- The existence of blue sky and the absence of rain are not protraction from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.

Concept of Operations

- Weather monitoring for outdoor events will be conducted by the University's Emergency Management Coordinator, University Police, and Athletic Staff personnel.
- The University Emergency Management Coordinator or University Police personnel will make the decisions and announcements reference suspending or canceling the event.

- Weather monitoring and the decision to activate immediate information may be made by athletic event management, or on-site certified athletic training personnel in the absence of the positions listed above.
- The University Police Chief or their designee will update the Emergency Management Coordinator in regard to information related to the incident as they deem appropriate.
- The Emergency Management Coordinator will brief/update the President in a timely fashion on information related to the incident.

Emergency Notification:

- Immediate notification in reference to lightning will be made by the University Emergency Management Coordinator or University Police personnel via the public address system if available.
- Information may also be provided from athletic event management or on-site certified athletic training personnel.
- Alternate methods for notification may include the outdoor warning system, emergency text alerts, University Police Officers, game-day officials, or other Northwest athletic staff members.

Organization and Assignment of Responsibilities

Primary authority for ordering an evacuation during a special or outdoor event lies with the University's Emergency Management Coordinator. In the event the Emergency Management Coordinator is not available, University Police personnel will be responsible for ordering the evacuations. The following lines of succession identify personnel who have the designated responsibility for ordering evacuations at any special or outdoor event:

5. Emergency Management Coordinator
6. University Police personnel
7. Athletic Event Management
8. Certified Athletic Training Staff

Methods for notification may include the stadiums video board, public address system, the outdoor warning system, emergency text alerts, University Police Officers, game-day officials, Northwest athletic staff, or special event coordinators.