



Comprehensive Emergency Management Plan

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I: Introduction

A. Executive Summary

The Arkansas Tech University (ATU) Comprehensive Emergency Management Plan (CEMP) establishes a framework to ensure that the University is prepared to respond to and recover from any hazard. The CEMP outlines the responsibilities and coordination mechanisms of University personnel, units, and first responders during a disaster or emergency. The CEMP also identifies University-wide assets that will support preparation, response, and recovery operations.

Additionally, the CEMP:

- Provides an all-hazards organizational structure for emergency operations.
- Establishes the ATU Incident Management Team (IMT).
- Establishes basic direction and control for all levels of a disaster response while creating a consistent unified approach to emergency management.
- Establishes official policies, program strategies, and planning assumptions for mitigation, disaster preparedness, response, and recovery.
- Assigns specific functional responsibilities to appropriate units, personnel, and volunteer groups.

The CEMP unifies the efforts of all campuses and units by utilizing the National Incident Management System (NIMS). The ATU CEMP is consistent with the Pope County and State of Arkansas plans and the US National Response Framework (NRF).

B. Purpose

The CEMP establishes official emergency management policy for all campuses, units, and University first responders to mitigate, prepare for, respond to, and recover from all emergencies and disasters affecting ATU, its campuses, and facilities.

C. Scope

The CEMP applies to both ATU campuses, and the faculty, staff, students, and visitors associated with each campus. The CEMP addresses the coordination and management of mitigation, protection, prevention, response, and recovery. Since ATU is vulnerable to a variety of natural, technological, and human-caused disasters, this plan uses an all-hazards approach. It can be used for all incidents that may affect the University.

The CEMP may be activated in response to any local, regional, or national crisis that affects the ATU community.

D. University Overview

The number of faculty, staff, and students located on the ATU campuses varies depending on the time of day, week, or year. During peak periods there can be thousands of people on each campus. Almost 3,000 students live on the Russellville campus during the fall and spring semesters. In addition, ATU hosts significantly sized gatherings during various sporting and

community events, such as business expos and graduation. These events can sometimes bring thousands of people onto the ATU campuses.

E. Threat and Hazard Identification and Risk Assessment

The ATU Department of Public Safety has identified the following hazards that ATU may be exposed to including, but not limited to:

Natural Hazards:	Technological:	Human Caused:
Epidemic / Pandemic	Fire on or near campus	Bomb Threat
Winter Storms	Arkansas Nuclear One	Active Shooter
Tornado	Emergency	Suspicious Package
Flooding / Flash Flooding	Hazardous Material Spills	Terrorism
Earthquake (New Madrid)	Widespread Utility Outages	Cyber Attack

F. Objectives

- Reduce loss of life and property due to disasters by employing an integrated all-hazards, risk-based approach to mitigation, preparedness, response, continuity of operations, and recovery.
- Provide emergency management oversight, coordinated emergency response and operations, situational awareness of hazards and threats to ATU.
- Provide life safety information to the ATU community.
- Organize an effective and comprehensive organizational structure for emergency response and recovery.
- Support the understanding and utilization of the Incident Command System and National Incident Management System (NIMS).
- Enhance preparedness through planning, training, and exercises.
- Develop strategies for redundant emergency communications capabilities.
- Create a culture of preparedness at ATU by improving awareness and comprehension of what to do before, during, and after emergencies and disasters.

G. Planning Assumptions

The following assumptions were used during the development of the CEMP:

- A disaster or disruption may occur at any time with no warning.
- Any disaster can escalate quickly and be difficult to coordinate.
- All emergencies begin at the lowest jurisdictional level. Most disasters that impact the University will begin at the unit or campus level.
- Disaster effects may extend beyond the University boundaries and many areas of the community may experience casualties, property loss, disruption of daily life, and loss of economic, physical, and social structures.
- Major emergencies may become county or statewide events and assistance from local, state, and federal emergency response agencies may not be immediately available.

- Effective disaster preparedness requires ongoing public awareness and community self-preparation.
- Some form of communication will remain available.

II. Emergency Management Structure / Overview

The responsibility of emergency management planning and activities falls underneath the ATU Department of Public Safety. Emergency management at ATU is coordinated and managed at 3 distinct levels: University-wide, campus, and unit. The three levels are overseen by specific members of University leadership.

The CEMP is promulgated under the authority of the ATU President. The ATU President or designee’s authority within this plan include but are not limited to the ability to declare a University-wide disaster, implement protective actions, alter operations, or take any other actions to safeguard the University community. If the ATU president is unavailable, the following delegation of authority has been established:

A. University-Wide

University delegation of authority:

1. President
2. Senior Vice President
3. 2nd Senior Vice President
4. 3rd Senior Vice President

B. Campus Level

Russellville Campus Delegation of Authority

1. President
2. Vice President for Academic Affairs
3. Vice President for Finance and Administration
4. Vice President for Student Affairs

Ozark Campus Delegation of Authority

1. Chancellor
2. Chief Academic Officer
3. Chief Student Officer

C. Unit Level

“Unit” is a term in emergency management to describe any entity within the university, including but not limited to, divisions, colleges, departments, offices, centers, programs, and sub-divisions therein.

The most specific and detailed emergency management plans are at the unit level. The unit's highest-ranking supervisor has responsibility for ensuring its preparedness but may delegate responsibility to a subordinate.

At a minimum, units should complete the following preparedness tasks:

- Review and disseminate campus emergency plans.
- Ensure the unit follows regulatory requirements.
- Participate in required training and exercises.

D. Faculty and Staff

Faculty and staff are representatives of ATU and should serve as leaders and exemplars for students, visitors, and colleagues during emergencies. Therefore, faculty and staff should be familiar with applicable emergency plans and procedures. Emergency preparedness information is available on the Office of Emergency Management website (<https://www.atu.edu/emergency/emergency-procedures.php>).

E. Students

Students are responsible for familiarizing themselves with emergency preparedness resources and campus emergency procedures. Students should consider these resources and guides in the buildings that they frequently visit on campus. This information is accessible through the Office of Emergency Management website (<https://www.atu.edu/emergency/emergency-procedures.php>).

F. Individuals with Disabilities

Under the Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, qualified individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations and/or equal access to programs and services. Upon request, the Office of Disability Services, in coordination with Office of Emergency Management, will provide additional services and/or support to registered faculty, staff, and on a case-by-case basis

III. Mitigation

ATU continues to work to mitigate the potential impacts of disasters and ensure the safety and security of faculty, staff, and students while protecting property and facilities from damage or disruption from emergencies.

A. County/City Mitigation Strategy

ATU is a participant in the Pope County Natural Hazard Mitigation Plan. The ATU Emergency Manager serves on the planning committee for this mitigation plan. As a member, the University has access to mitigation funding programs such as the Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and Flood Mitigation Assistance.

B. Storm Ready

ATU is designated as a National Weather Service “StormReady” institution. StormReady is a community preparedness program managed by the National Weather Service that encourages preparation for severe weather events. The program recognizes communities and organizations across the country that demonstrate severe weather readiness.

C. Local Emergency Planning Committee (LEPC)

The Local Emergency Planning Committee (LEPC) is made up of elected officials, firefighting agencies, hospital and health personnel, school district representatives, law enforcement, broadcast and print media, public works, and utilities. The ATU Emergency Manager serves on the LEPC as a representative for ATU and its interests.

IV. Prevention and Protection

The following section summarizes preparedness and prevention activities at ATU. These are designed to improve response capabilities and ensure a safe and secure community at ATU. The ATU Emergency Manager develops response plans, policies, and procedures, and then develops and conducts training and exercises to prepare the University for disasters and emergencies.

A. NIMS

ATU follows the National Incident Management System (NIMS) and Incident Command System (ICS) to establish its structure within the national standard for incident management. This enables effective coordination with external resources, such as city, county, state agencies, and partners.

The structure is scalable. It may be partially or fully activated during any disruptions on campus or to the University. This structure, or the necessary pieces of it needed during the response to an emergency, may be activated by the Executive Council or the responding Incident Commander.

B. Unified Command

Unified Command is used when more than one agency is within the incident jurisdiction or when multiple jurisdictions are working together to respond to an incident. Many incidents on campus will be coordinated underneath a Unified Command with multiple departments and units on campus, as well as the City of Russellville and Pope County.

The City of Russellville Fire Department will assume the role of lead Incident Commander for any fire, special rescue, emergency medical service, mass casualty incident, or hazardous materials event that requires their resources to respond. The City of Russellville Police Department will assume unified Incident Command along with the ATU Department of Public Safety for any event that requires both to respond.

During events on campus that require response from three or more agencies (Russellville Fire, Russellville Police, ATU Police, etc.), they will determine whom the Incident Commander is or if a Unified Command approach is necessary.

In all the above circumstances, an ATU official will serve as either Incident Commander or as an agency representative (liaison) in the Unified Command. The ATU Incident Management Team members will be integrated into Incident Command System positions within the Unified Command. At the very least, a University liaison officer will be attached to the Unified Command.

C. Transfer of Command

A transfer of command moves responsibility from one Incident Commander to another. This may take place for a variety of reasons:

- An agency or jurisdiction is legally required to take command.
- Incident command change would make response more effective.
- Incident complexity changes.
- Incident duration.
- Leadership directs change of command.

A key component of Incident Command System (ICS) is the ability for this transfer to occur with little disruption to the event. A transfer should include:

- Face to face transfer.
- Complete briefing of situation.
- Time and date of the transfer.

D. Training and Exercises

Frequent training and exercise are required to effectively respond to disasters. Training for disaster response is developed and maintained by the ATU Office of Emergency Management. There are five types of training and exercises:

1. Overview briefings: Sessions allow participants to review and evaluate plans and procedures before beginning drills or exercises. They provide a low stress and educational environment to resolve coordination issues.
2. Drills: The testing of a single function, such as building evacuation, a call tree, or Emergency Operations Center activation.
3. Tabletop Exercise: A scenario-driven exercise that focuses on the Incident Management Team and their roles and responsibilities. Exercises familiarize personnel with procedures and allow for the identification of problems with current procedures.
4. Functional Exercises: A scenario-driven, real-time exercise used to practice specific parts of the CEMP skills, build coordination, and develop teamwork.
5. Full-scale Exercise: These exercises simulate an actual disaster in a “real time” setting. Depending on the level of the exercise, it may include the use of props, specialized equipment, and special effects in some instances. A full-scale exercise requires a high

degree of training, organization, and planning, yet it allows the University to practice all aspects of the CEMP and develop its relationships with external support agencies.

There will be two exercises conducted each year. Every other year, ATU will participate in or facilitate a full-scale or functional exercise. The base plan and/or one of its annexes will be used in at least one of the annual exercises. Overview briefings will be held as requested or scheduled. Any department or organization on campus may schedule these briefings. All exercises will include after action reports.

E. Emergency Procedures Guide

The ATU Emergency Manager develops and maintains the Emergency Procedures Guide to provide specific action guidelines for the most common hazards and threats the University is vulnerable to. The guide is available at <https://www.atu.edu/emergency/emergency-procedures.php>, in the ATU Mobile App, and in displayable posters posted in locations throughout the University.

V. Command and Control

ATU has applied elements of the National Incident Management System (NIMS) / Incident Command System (ICS) to the organizational structure utilized for on-scene Incident Command and the University Emergency Operations Center (EOC).

As such, all response personnel are required to have a working knowledge of NIMS/ICS principles. ICS is a standardized, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a standard coordinated response among various units, jurisdictions, and functional agencies.
- Establishes common processes for planning and managing resources.

In accordance with NIMS/ICS, the ATU incident management structure is generally composed of three (3) command staff positions and four (4) general staff positions managing functional areas called “sections”, all overseen by an Incident Commander. Not all positions or sections must be utilized during all incidents, and one person or unit may function in multiple positions and/or sections.

A. Incident Command System (ICS)

1. Incident Commander

The Incident Commander has overall responsibility for managing the incident by establishing objectives, planning strategies, and implementing tactics. In addition, the Incident Commander is responsible for activities such as the order and release of resources, provision of information if internal, and establishing and maintaining liaisons with other agencies participating in the incident. The Incident Commander is the only position that is always staffed when utilizing ICS,

and is responsible for all ICS management functions until he or she delegates them to another qualified individual.

2. ICS Command Staff Positions

Public Information Officer

The Public Information Officer supervises the development and release of information about the incident to all interested parties, incident response personnel, news media, and other agencies. As messages are prepared for delivery, the Public Information Officer coordinates with the Incident Commander / Unified Command and the Executive Council regarding message content. The Public Information Officer also establishes and coordinates Joint Information Center operations when incidents require establishing a Joint Information Center.

Liaison Officer

The Liaison Officer(s) serve as ATU's point of contact to external agencies that are cooperating or assisting ATU during an event or crisis. The Liaison Officer is responsible for maintaining accurate records of assisting agencies and keeping these agencies aware of the incident status.

Safety Officer

The Safety Officer is responsible for developing recommendations for assuring the health and safety of all assigned incident personnel. The Safety Officer has the authority to cease operations to prevent and correct any unsafe acts occurring at any point during the incident.

3. General Staff Positions

Operations Section

The Operations Section, managed by the Operations Section Chief, develops tactical objectives, determines the organizational structure within the Operations Section, implements public safety related response measures, and directs the use of resources to be used in mitigating threats or responding to incidents.

There is no pre-designated Operations Section Chief; rather, the Incident Commander / Unified Command may assign an Operations Section Chief that has the training, expertise, or experience relevant to the needs of that incident, emergency, or event. Departments that may serve in the Operations Section will vary with the type of incident, but may include The Department of Public Safety, Facilities Management, or other ATU offices or departments. The Operations Section Chief may be from external departments, for example the Russellville Fire Department. These external departments may be conducting lifesaving operations on campus.

The Operations Section Chief should only activate branches or groups necessary for a given incident and demobilize said groups as soon as relevant objectives/tasks are completed.

Depending on the nature of the event or if the event expands, the following departments or services may be included under the operations section:

- Public Safety
- Transportation
- Facilities Management
- Information Systems
- Food and Water Services
- Housing/Residential Services
- Medical services, including Physical and Mental Health Services
- Academic Services
- Volunteer and Donations Management

Planning Section

The Planning Section is responsible for collecting, evaluating, and disseminating information about the incident. The Planning Section is responsible for developing Incident Action Plans for each operational period (12 hours), maintains documentation, and prepares a verbal or written demobilization plan. There is no pre-designated Planning Section Chief; rather, the Incident Commander / Unified Command may assign a Planning Section Chief that has the training, expertise, or experience relevant to the needs of that incident, emergency, or event. The ATU Emergency Manager will usually be the primary department managing and staffing the Planning Section, drawing from the expertise of technical specialists.

The Planning Section Chief should only activate the divisions, units, or groups necessary for a given incident or event and demobilize same as soon as relevant objectives/tasks are completed. Depending on the nature of the event or if the event expands, the following divisions, units, or groups may be included under the planning section:

- Situation Unit
- Documentation Unit
- Demobilization Unit
- Other units as needed

Logistics Section

The Logistics Section, managed by the Logistics Section Chief, provides services and support to the incident response by managing the status of essential resources, such as personnel, facilities, equipment, and supplies. There is no pre-designated Logistics Section Chief; rather, the Incident Commander/Unified Command may assign a Logistics Section Chief that has the training, expertise, or experience relevant to the needs of that particular incident, emergency, or event. Departments that may serve in the Logistics Section include the Department of Public Safety, Facilities Management, Student Affairs, Business Services, and the Office of Information Systems.

Depending upon the nature of the incident (along with span of control considerations), the Logistics Section Chief may activate Units to undertake specific tasks. Activated Units may include the following:

- Communications Unit
- Medical Unit
- Food/Supply Unit
- Other units as needed

The Logistics Section Chief should only activate the branches, groups, or divisions necessary for a given incident, emergency, or event and demobilize same as soon as relevant objectives/tasks are completed.

Finance/Administration Section

The Finance/Administration Section, managed by the Finance/Administration Section Chief, manages all financial aspects of an incident, including incident-related costs, accounting, procurement, time recording, and applicable analyses. There is no pre-designated Finance/Administration Section Chief; rather, the Incident Commander / Unified Command may assign a Finance/Administration Section Chief that has the training, expertise, or experience relevant to the needs of that incident, emergency, or event. Units that may serve in the Finance/Administration Section include Human Resources, Procurement, Risk Management, and Finance. Depending upon the nature of the incident (along with span of control considerations), the Finance/Administration Section Chief may activate Units to undertake specific tasks. Activated Units may include the following:

- Compensation/Claims Unit
- Procurement Unit
- Cost Unit
- Time/Human Resources Unit

The Finance/Administration Section Chief should only activate the branches, groups, or divisions necessary for a given incident, emergency, or event and demobilize the same as soon as relevant objectives/tasks are completed.

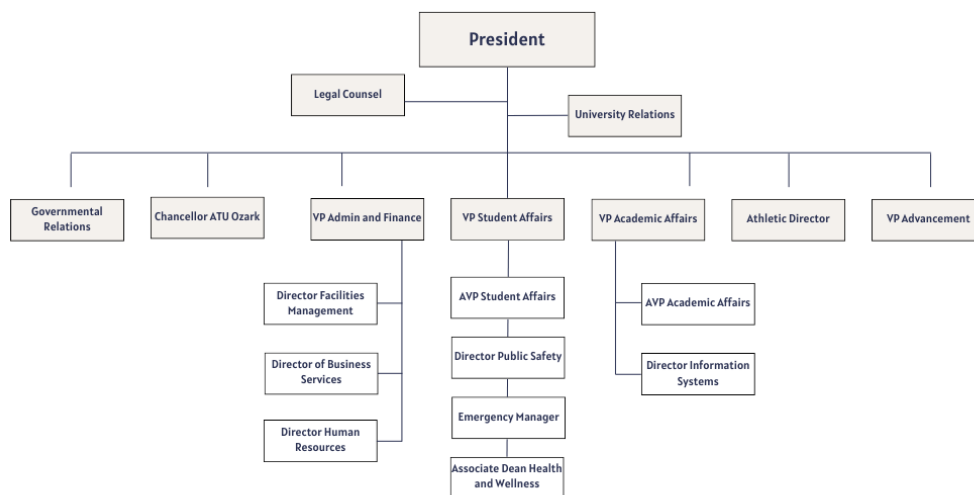
B. Incident Management Team

The Incident Management Team (IMT) is made up of leadership and operational positions at ATU. The IMT convenes for any incident which has, or may cause, life safety concerns, or presents a significant impact to campus operations. The IMT may utilize Basecamp, Webex, or may activate a physical meeting space during a disaster. The IMT may convene at either the Campus or University-wide level depending on the scope of the incident.

The IMT is activated to fulfill the following role(s):

- Make strategic decisions
- Make operational decisions
- Set incident objectives
- Facilitate resource utilization/acquisition
- Approve issuing campus-wide emergency notifications
- Approve protective actions

The following figure is the makeup and organizational chart of the IMT:



C. Emergency Declaration

When a State of Emergency has been declared by the ATU President, designee, or individual based on delegation of authority, the University’s CEMP will be implemented. As a result of the incident, employees and resources may be recruited for tasks outside of their normal scope of operations. All units will be required to implement their unit emergency procedures as well as take whatever prudent actions are necessary to protect the health, safety, and welfare of the ATU community and prevent damage to University property.

D. Emergency Operations Center (EOC)

The EOC may be fully or partially activated during an emergency that requires extensive coordination of resources, personnel, and information sharing. The EOC is a physical location

where response and recovery operations are planned, coordinated, and delegated. The EOC operates on a 24-hour, 7-day cycle until the conclusion of operations. The Campus Emergency Manager coordinates activities in the EOC.

At the direction of the Chief of Public Safety or the ATU Emergency Manager, the EOC may be activated to three different levels. Figure 2.1 in the base plan (pages 1-20) details the 5 categorized incident types are detailed along with their corresponding EOC / Virtual Emergency Operation Center (VEOC) activation levels.

These three levels of activation are:

- On Standby – Incident can be handled with standard operating procedures, using normal response operations and coordination. The VEOC may be activated for coordination, communication, and documentation.
- Partial Activation – Incident can no longer be completely managed by normal standard operating procedures. The EOC or VEOC is partially activated with staffing decisions being made by the Campus Emergency Manager or Chief of Public Safety. If the EOC is partially activated, the VEOC is activated to facilitate communication.
- Full Activation – A significant crisis has occurred that demands considerable coordination to manage effectively. All or most of the EOC and CEMP is activated to coordinate response.

Emergency Operations Center Locations

The location of the EOC will vary depending on the size, type, and complexity of an incident or event. Locations identified as suitable for EOC operations could be stood up at a variety of locations on campus. The primary EOC will be located at the Department of Public Safety facility, located at 716 N El Paso Ave.

E. Virtual Emergency Operations Center (VEOC)

The VEOC is not activated in a physical location and will be activated virtually by the Campus Emergency Manager and/or Director of Public Safety. The Basecamp Software is used to establish the VEOC. Members of the IMT can pre-download the Basecamp application on smartphones. When the Campus Emergency Manager or Chief of Public Safety activates the VEOC, members of the IMT will receive email notification.

VI. Response

A. Levels of Emergency

There are five types of emergencies that may affect ATU (Types 1-5). Type 1 will have the most impact, requiring the most resources and a larger coordination effort, and Type 5 requiring the least. The Incident Commander will designate the type of incident. The individuals with authority to activate the CEMP will also have authority to designate the incident type. The below figure 2.1 details these levels of emergency and potential ATU actions that could result if they occurred.

Figure 2.1: Incident types, definitions, and ATU Actions

EOC/CEMP	Incident Type	Definition	ATU Actions
On Standby	5	<ul style="list-style-type: none"> Incident can be handled by standard operating procedures. IMT / EOC does not need to be activated. Limited to one operational period. 	<ul style="list-style-type: none"> Lead department handles disruption with standard operating procedures. The ATU EOC is placed on standby and the VEOC may be activated for communication, coordination, and documentation.
	4	<ul style="list-style-type: none"> Several resources are required to mitigate the incident. Limited to one operational period. 	<ul style="list-style-type: none"> IMT and general staff functions activated only if needed.
Partial / Full Activation	3	<ul style="list-style-type: none"> Incident causes damage and/or disrupts ATU operations. Coordination of resources and campus services needed to respond effectively. May extend to multiple operational periods. 	<ul style="list-style-type: none"> Incident Commander contacts public safety / appropriate executives for determination on Emergency Operations Center, and Emergency Operations Plan activation. Incident Commander maintained or new incident commander designated.
Full Activation	2	<ul style="list-style-type: none"> Incident extends beyond ATU's capability. Incident extends into multiple operational periods. 	<ul style="list-style-type: none"> IMT is fully activated. The CEMP, EOC, and VEOC are fully activated. Normal University operations are suspended. EOC coordinates with external resources.
	1	<ul style="list-style-type: none"> Regional or statewide disaster that may affect ATU. Emergency conditions are widespread and ATU must be self-sufficient for up to 72 hours. Must request resources from external agencies. 	<ul style="list-style-type: none"> Unified Command used to manage incident response. Liaison Officer may be sent to external agency. ATU will require massive external support.

B. Response Priorities

The response structure created by the CEMP will ensure resources are tasked to the most critical response functions first. Resources will be allocated based on the five response priorities listed below in order of importance:

- Priority 1: Life Safety
- Priority 2: Incident Stabilization
- Priority 3: Protection of ATU Assets and Facilities
- Priority 4: Maintain or Reconstitute Critical ATU Services
- Priority 5: Restoration of All ATU Operations

C. Threat Assessment

Public Safety Officials in coordination with University Leadership rapidly assess threats with the potential to affect life safety or operations on any campus or satellite location. Public Safety Officials will consult with partners local, state, and federal law enforcement and intelligence entities to evaluate the credibility of any threat received.

D. Notification and Warning

ATU Alert – Mass Notification

Timely and reliable warnings of emergency conditions are essential to safety and security at ATU. All warnings disseminated to the ATU community should be clear and concise. Within the limitations of messaging systems, all messages should include accurate and detailed information about emergency conditions, as well as recommended actions. While emergency conditions are still requiring response, timely updates should be sent at consistent intervals.

Notifications are sent when the following criteria are met:

- People are in danger.
- The threat is confirmed.
- The threat affects campus or business/residential areas in close proximity to campus.
- There is a specific, imminent threat requiring people to immediately take personal protective actions (e.g., shelter in place, evacuation, lockdown).
- Sending an ATU Alert would not significantly compromise efforts to help victims, contain the emergency, or mitigate the threat.

Frequency of Notifications

It is the responsibility of the Chief of Public Safety and the ATU Emergency Manager to ensure that frequent updates regarding the situation are disseminated to the ATU community. In this context, frequent updates are defined as meeting one of the following criteria:

1. New information that is useful for those in the ATU community to make themselves safer or more secure.
2. It has been 20 minutes since an update on a currently unfolding situation has been disseminated.

Notifications to Incident Management Team (IMT)

- **Pending Impact:** Upon notification of a pending impact to the University, staff in the Department of Public Safety will begin an assessment and disseminate pertinent information. The information will be shared with University leadership and necessary members of the University community. Preparedness steps, class cancellation, evacuation timelines, or other information will be shared as necessary.
- **Impact:** Once a disaster or emergency incident has occurred, the ATU Emergency Manager will provide real time information to ensure the safety and security of students, faculty, staff, and visitors. The ATU Emergency Manager will provide instructions on protective actions, safety and security steps to be taken immediately, and all-clear

notifications. Information will also be provided to the IMT to facilitate timely and accurate decisions.

- **Post-Impact:** After a disaster or emergency has passed or been contained, the Office of Emergency Management will provide information to the University community on response operations, recovery steps, and re-entry timelines. The Office of Emergency Management will continue to collect information regarding the incident and disseminate it to the proper populations and decision-makers to ensure continued response and recovery operations.

Rave Panic Button

The ATU Panic Button is a smart phone application that enables users to quickly notify the ATU Department of Public Safety of an emergency on campus. This application also notifies Pope County 911 dispatchers of the type and location of an emergency on campus. ATU currently has 100 users for this application. The ATU Emergency Manager maintains a user roster for this and develops the user strategy to provide the most coverage.

E. Protective Actions

Evacuations

Facility evacuations will be implemented with the activation of the fire alarm. A facility evacuation may be also activated by first responders who identify a particular hazard. Following activation of a fire alarm, re-entry will be determined by the Russellville Fire Department, ATU Department of Public Safety, and/or Facilities Management.

Large-scale evacuations are implemented when a hazard impacts a large segment or the entire campus. The ATU Alert system will be used to disseminate an evacuation order. The Arkansas Tech website and official ATU social media accounts will be used to reach a larger audience.

Most large-scale evacuations will result in high vehicle traffic. Some portions of ATU community members do not have access to transportation. In initial evacuation orders, people should be asked to carpool with those who may be left without transportation. Buses from the Russellville School District will be utilized if necessary and/or if possible.

Traffic will be directed by the ATU Department of Public Safety and supported by Facilities Management.

Shelter-in-Place

Shelter-In-Place is the immediate securing of faculty, staff, and students in the building or area they are currently occupying. ATU Public Safety officials have the authority to order persons in select buildings or areas to Shelter-In-Place. Shelter-In-Place orders may also be issued by local or county authorities.

Temporary Closures

Temporary closure is the cancellation of all non-critical functions and events for a specific period of time. This protective action is aimed to keep faculty, staff, students, and visitors safe by

keeping them out of the hazard area and away from emergency response operations. Each campus has the authority to close its campus, satellite locations, or specific facilities in response to an incident or threat. The length of closure will be based on the type of incident, severity, and any damage to campus facilities. Essential employees may still be required to work during these periods, unless directed otherwise by the ATU Department of Public Safety or local emergency responders.

F. Emergency Workforce

Emergency Preparedness Team

The Emergency Preparedness Team at ATU is comprised of a representative from each unit at ATU. This roster of individuals is developed and maintained by the ATU Emergency Manager. The Emergency Preparedness Team is responsible for relaying emergency preparedness and response related information to their units. They are also the Rave Panic Button users for their respective units.

In the event of an emergency at ATU, this team may be called on to assist in certain response activities, such as staffing call centers.

Volunteer Support and Management

In the event of an emergency at ATU, it is likely that a significant number of volunteers would be present to assist. Volunteers can be a huge relief and assistance to emergency responders in the aftermath of a disaster. ATU volunteers may also organize concerted efforts for the surrounding community. It is the responsibility of the ATU Emergency Manager to develop strategies and manage volunteers at ATU.

G. Resource Request Process During Declared Emergencies

During emergencies, resource requests will be filled through existing contracts or mutual aid agreements when possible. When ATU is under a declared state of emergency, all resource requests will be initiated by the on-scene Incident Commander and then sent to the ATU EOC. If the EOC is unable to fill the resource request, then it will be forwarded to the Pope County EOC.

H. Damage Assessment

A preliminary damage and safety assessment will be conducted by the ATU Department of Public Safety if necessary. It may become necessary to establish a Damage Assessment Task Force to further evaluate damage at ATU. The Task Force will initially focus on providing a broad snapshot of impacts sustained at the campus level.

Department heads should assess any damage to their workspaces/unit once campus re-entry has been allowed. All evaluators will use the Damage Evaluation Form to document all impacts. More information, including a copy of the form, is available in the campus specific response plans.

Business Services is responsible for the completion of FEMA claim forms, the coordination of data collection from all departments, and auditing all documentation received. It is the University's intention that all claims made to FEMA be eligible and fully documented. For additional information on reimbursement of damaged equipment and facilities see the Reimbursement Section VIII, C.

I. Situation Report Updates

All major units with representatives on the IMT for each campus must provide a situation report to the Emergency Operations Center no later than 3:00 PM each day it is activated. These situation reports should include:

- Current Response / Recovery Actions
- Operational Status (impacts to labs, offices, clinical areas, etc.)
- Significant Events
- Personnel / Staffing Issues
- Resource(s) Requested

VII. Recovery

Recovery is the process of returning to normal operations after a disaster or emergency incident. Some areas and units of the University may transition to recovery more quickly than others.

Re-Entry

After it has been determined that campus or a specific building is safe for re-entry, faculty and staff designated as essential workers will be allowed to return. Extreme caution will be exercised when initially entering all facilities and safety hazards must be immediately reported to the ATU Department of Public Safety. Photos should be taken of all workspaces prior to initiating cleanup or recovery operations. Non-emergency workforce personnel will not be allowed on campus until it has been deemed safe and the IMT determines the campus is prepared to resume normal operations.

ID Access and Control

During an incident or disaster event, official University issued ID cards will be used as the primary means for identification and access to University facilities and property by faculty, staff, and students. No access will be granted without proper ID. All vendors and contractors working on-campus during an emergency must be uniformed or display company identification.

Debris Removal – FEMA Category A

An incident may cause a significant amount of debris to accumulate in and around the impacted area, especially on roadways. The University is responsible for debris removal from campus roadways and other private areas. The University can bid contracts with outside vendors who are responsible for debris removal and monitoring.

Emergency Protective Measures – FEMA Category B

Emergency protective measures are taken before, during, and after a disaster to eliminate/reduce an immediate threat to life, public health, or safety. Protective measures also serve to eliminate/reduce an immediate threat of significant damage to public and private property through cost-effective measures. The University has emergency protective measure contracts in place for both campuses. Emergency purchase orders may also be utilized to procure resources and services that cannot be provided by these vendors. All requests for resources from an emergency protective measures vendor or via an emergency purchase order must be routed through the ATU EOC.

Short Term Repairs and Maintenance

Emergency repairs are short-term actions taken to eliminate immediate threats of additional damage to a facility. These repairs will be made by disaster recovery vendors, selected contractors, and identified University personnel.

Temporary Relocations

Disasters may cause certain facilities to be unusable. When necessary, alternate work locations will be identified for units whose permanent locations are unusable due to damage sustained during a disaster.

FEMA Tracking

Units are responsible for tracking all costs incurred due to a disaster or emergency. Detailed records of all expenses, including salary and overtime, must be kept and ultimately submitted to Procurement and Risk Management to ensure the University's eligibility for federal reimbursement. When necessary, specific guidance will be provided to all units based on the current FEMA standards.

Psychological First Aide

University populations may be psychologically affected by disaster. As deemed necessary, counseling and other support activities may be made available to faculty, staff, and students.

VIII. Communication and Information

A. External Communication Tools

Timely Warning

In accordance with the Clery Act (20 USC 1092.UM), ATU provides timely warnings of all reported crimes that occur on or near campus and represent a serious or continued threat to students and employees.

ATU Alert

ATU will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate or continued threat to the health or safety of students or employees occurring on any of the University's campuses. The ATU Alert is a comprehensive communications solution used to provide rapid community notification of significant emergencies or dangerous situations involving an immediate threat to the health or safety of campus members. The system provides emergency notification (information) through multiple communication mediums, which include, but may not be limited to:

- Text Messages
- Voice Messages
- Email
- Alertus emergency boxes
- Some network computer and TV monitors on campus via Alertus

Phone Centers / Emergency Hotline

ATU has the capability to establish a hotline to provide incident information. The hardware for these call centers is located with the Department of Public Safety, and can be staffed with the Emergency Preparedness Team or other emergency workforce staff if necessary.

Website

During an emergency at ATU, the main ATU website and all corresponding pages can include prominent banners with incident specific banners and links.

B. Internal Communication

Arkansas Wireless Information Network

The Arkansas Wireless Information Network provides the State of Arkansas with a statewide wireless network for public safety and first responders with a focus on interoperability.

Interoperability refers to the ability of emergency responders to communicate as needed, on demand, and as authorized; at all levels of government; and across all disciplines.

Interoperability gives those with Arkansas Wireless Information Network compatible equipment the ability to talk anywhere within the coverage area. This ability has proven to be an invaluable resource during emergency incidents, especially those involving multiple agencies and jurisdictions.

Government Emergency Telecommunications System (GETS)

The Government Emergency Telecommunications System (GETS) allows designated, critical ATU employees to communicate in an emergency when demand exceeds the capacity of normal phone systems.

Webinar

ATU maintains a Webex portal for use in teleconferencing, remote classrooms, and other situations requiring both voice and video capabilities. During disasters or emergencies these systems would be utilized for coordination and information sharing.

Virtual Emergency Operations Center (Basecamp Software)

One means of electronic communication during an incident will be the VEOC. A VEOC will be established directly following an event, and will serve primarily as a means for members of the IMT, who may be separated initially, will be able to receive and review actions and communications.

The Campus Emergency Manager will be responsible for establishing the VEOC following an event. The establishment of the VEOC will notify members of the IMT via email that the room has been established. All members of the IMT should download the Basecamp application to their smart phone devices to ensure operability.

VIII. Administration, Finance, and Logistics

A. Financial Tracking

It is the policy of ATU that all disaster or emergency related expenditures will be tracked for possible reimbursement. Individual units are responsible for tracking all costs related to emergency response including force account work, force account equipment, materials and supplies, and contract work. Units will submit a spreadsheet with all emergency related costs by type and complete a Claims Worksheet with the following information:

- Department account number
- Department name
- Department phone number
- Description of damaged equipment or work performed
- Original cost of item (supply a copy of the purchase order and invoice, if possible)

The Finance/Administration Section at the ATU EOC is responsible for tracking overall expenditures and costs associated with an emergency or disaster. The Finance/Administration Section will also support risk management as they review and submit all claims.

B. ATU Procurement and Risk Management Services

ATU Purchasing Department provides purchasing cards (PCards) to units and select individuals. PCards are corporate MasterCard with a \$2,500.00 single purchase limit and \$10,000.00 monthly limit. PCards may be used for small emergency purchases. If items are over the \$2,500.00 limit or will exceed the monthly maximum, units should request approval for a waiver. All receipts must be kept and submitted with reimbursement worksheets. For purchases that cannot be made with a PCard, the ATU Procurement and Risk Management has developed an

Emergency Purchase Order Policy to provide a method for emergency purchases and to set forth the conditions under which such purchasing is approved. Purchasing will utilize an Emergency Purchase Order when the University has declared a state of emergency and traditional purchase orders do support the procurement of necessary resources.

C. Reimbursement

For declared disasters (by US Presidential declaration), the University may be eligible for financial reimbursement for costs incurred and damages sustained before, during, and after the disaster. Reimbursement may come from local, state, or federal grant and support programs. Several types of expenses may be eligible for reimbursement and include:

- Force Account Work – cost for Emergency Workforce Employee time (payroll)
- Force Account Equipment – University owned equipment used in response and recovery operations
- Materials and Supplies – materials and supplies used in response and recovery operations, whether used from stock or purchased
- Contract Work – includes eligible work performed by contractors

FEMA provides supplemental federal disaster assistance under the Public Assistance Grant Program. This program provides support in seven main categories:

- Category A: Debris Removal
- Category B: Emergency Protective Measures
- Category C: Roads and Bridges
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreational Facilities, and other Facilities

ATU Procurement and Risk Management is responsible for coordinating data collection from all units, auditing all documentation received, and completion and submission of FEMA claim forms.

The importance of proper and accurate documentation at the unit level cannot be overemphasized. Detailed recordkeeping must be initiated by every unit when disaster or emergency incident preparation begins. This allows for information to be collected as it occurs and also allows for faster reimbursement after the event. After the work is done, it is virtually impossible to retroactively complete the necessary documentation. The University could lose considerable FEMA funding if claims cannot be fully justified.

More detailed information on the claims process can be obtained by contacting ATU Procurement and Risk Management.

D. Existing Contracts

ATU maintains a comprehensive list of established contracts to carry out day-to-day business. When possible, these existing contracts should be used to obtain services and supplies needed

during emergency responses. The University also has a number of emergency contracts in place for debris removal, spill cleanup, post-storm cleanup, and other emergency actions. These contracts will be used to obtain needed services when possible.

IX. Plan Development and Maintenance

This plan, in conjunction with campus-specific response plans and unit plans, policies, and procedures, comprise the complete response structure used by ATU for all disasters and emergency incidents. This document is prepared and maintained by the University Emergency Manager. Please direct any questions, comments, or feedback to the Office of Emergency Management.

The ATU Emergency Manager shall be responsible for coordinating, preparing, and updating the CEMP (CEMP). The ATU Emergency Manager will ensure this plan is consistent with local, county, and state plans, applicable University policies and bylaws, and state and federal statutes, laws, and requirements. Additionally, the ATU Emergency Manager will ensure that campus response plans are also reviewed, and attachments updated on a regular basis.

The Office of Emergency Management is authorized to make minor updates to the CEMP on an as needed basis with the approval of the Chief of Public Safety and Associate Vice President for Student Affairs.