# Wesleyan

# University

## EMERGENCY RESPONSE

## And

## BUSINESS CONTINUITY PLAN

**Wesleyan University**
**Middletown, Connecticut 06459**

**Revised May, 2014**
**By the**
**Wesleyan University Business Continuity Planning Committee**

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| | | |
|---|---|---|
| **Revision 4** | **10/31/2008** | **Annual update - Miscellaneous revisions to bring document in compliance with National Incident Management System (NIMS); Primary Incident Command Center changed to Usdan University Center room number 110 and 108, was South College Room B2/B3; added section 2.3.3.2 "Demobilization"; Added emergency response plans: "Campus Wide Notification", "Mass Casualty", "Active Shooter", revised title designation from procedures to guidelines on recommendation of insurance risk management consultants; updated building and bed count lists; updated Town Emergency and Non-Emergency Contact Information, added copy of CCIC University Memorandum of Understanding and Agreement, changed , Added section 3.11 asset inventory list, added President CEO Authority Statement, para. 1.4** |
| **Revision 5** | **10/1/2009** | **Annual Update - Updated housing list and Occupancy Report, Bill Nelligan contact info, PIO checklist to reference "Connect Ed" , Operations Section Chief Position checklist to add Fayerweather building as personnel staging area, Usdan loading dock for materials, plus reference to ham radio operators for assistance; 3.3.4.12: changed title to "Resource Tracking Unit Leader Position Checklist; 3.3.3.6: Replaced forms with more user ICS compliant versions; Revised Emergency Operating Guidelines BCP-01 through 07 as described in respective "Record of Revisions"; Updated ESF 21 Facilities Data and Asset Inventory lists for CCIC Memorandum of Understanding partners.** |
| **Revision 6** | **9/1/2010** | **Annual Update -** |
| **Revision 6** | **10/1/2011** | **No changes, submittal to State of Connecticut Dept of Homeland Security** |
| **Revision 7** | | **Incorporated lessons learned from Hurricane Irene and Winter Storm Alfred incidents** |
| **Revision 8** | | **Complete Review and Update to reflect current practices and update emergency response contacts** |

# Wesleyan University Emergency Response Plan

## 1.0    Introduction

### 1.1    Overview of Facility Operations

Wesleyan University is a liberal arts University, established in 1831, and located in the heart of Middletown, Connecticut.  The institution has a primary academic mission with programs at the bachelor's, masters and doctorate levels.  Research and development activities are conducted by many of the faculty employed by the institution.  These educational programs are supported by a number of departments on the campus and ensure the proper management of academic activities, building maintenance, safety and security of students and staff.

Emergency response activities on the Wesleyan University campus are initially identified and managed by the Office of Public Safety.  Officers and supervisors patrol the campus on a 24-hour basis.  Officers are trained in cardiopulmonary resuscitation (CPR) and first aid as well as in other areas applicable to their positions as officers in a University setting.  The office works closely with the Middletown Police and Fire Departments on incidents occurring on or around campus and operates in conjunction with the personnel of other agencies.  When the Office of Public Safety receives a report, a Public Safety officer is dispatched promptly to evaluate the situation and to contact other authorities as needed.  Patrol vehicles are equipped with both Public Safety and Middletown Police Department radios.  Prompt communication ensures rapid police and fire response in the event of any emergency occurring on campus.

### 1.1.1    Description of the Campus

Wesleyan University has a broad and deep curriculum in the liberal arts – arts, humanities, social sciences and natural sciences. It is a private residential facility with approximately 3300 students, including undergraduate and graduate populations, and approximately 1000 employees. Students live either in dormitories or in wood frame housing units adjacent to the core campus, most of which are owned and operated by the University. Faculty and staff members may live in on-campus housing provided by the University. The central campus consists of a large number of buildings housing classrooms, laboratories, athletics, and administrative operations.

### 1.1.2    Nature of Hazards or Events to Which Plan is Applicable

This Emergency Response Plan (ERP) is an "all hazards" plan that addresses emergencies including, but not limited to fire, explosions, chemical spills, oil spills, natural disasters such as floods, hurricanes, tornados, blizzards, and earthquakes, pandemic, and other emergencies such as power outages, mass casualty and active shooter incidents.  The prescribed emergency response action to each of these events is listed in Section 3.7.

#### 1.1.2.1    Full-Scale Emergency

The basic emergency guidelines outlined in this ERP are intended to protect life and property through effective use of University and community resources.  Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or his designee may declare a state of emergency, and personnel

assignments (see Section 3.3) and response actions (see Section 3.7) may be implemented.

Since an emergency may be sudden and without warning, these guidelines are designed to be flexible in order to accommodate contingencies of various types and magnitudes. The policies and guidelines are based on the National Incident Management System (NIMS) and are designed in accordance with the National Fire Protection Association (NFPA) Standard on Disaster/Emergency Management and Business Continuity Programs (NFPA 1600).

### 1.1.2.2 Limited-Scope Emergency

A limited-scope emergency is one that can be effectively mitigated and addressed by on-campus resources. This type of emergency may include a small chemical spill contained within a laboratory and cleaned up by laboratory personnel or a bomb threat limited to a particular site or building. Notifications of this type of emergency will be limited to the individuals providing immediate response and those with a need to know. Additional communications will be limited unless deemed necessary otherwise.

### 1.1.3 List of Applicable Regulations

This ERP addresses compliance with a number of federal regulations, either by direct inclusion, reference, or by attachment as an appendix. These include:

- U.S. Environmental Protection Agency's (EPA) Oil Pollution Prevention regulations [Spill Prevention Control and Countermeasures (SPCC) and Facility Response Plan Requirements, 40 CFR 112.7 (d) and 112.20 to 112.21];

- Occupational Safety and Health Administration's (OSHA) Emergency Action Plan regulations [29 CFR 1910.38 (a)];

- OSHA's Hazardous Waste Operations (HAZWOPER) regulations (29 CFR 1910.119);

- EPA's Resource Conservation and Recovery Act (RCRA) regulations (40 CFR part 264, Subpart D; 40 CFR part 265, Subpart D; and 40 CFR 279.52);

- EPA's Risk Management Programs regulations (40 CFR part 68);

- Superfund Amendment Reauthorization Act (SARA) Title III, Sections 301 to 303 and 312; and

- Section 29-307a of the Connecticut General Statutes.

- NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs, 2004 Edition

## 1.2 Current Revision Date

This ERP (Revision 8) is current and accurate as of May 31, 2014. An annual review of the document will be conducted by Wesleyan University and any changes will be provided to listed groups within 30 days of the review. If significant process changes occur before the annual review date, Wesleyan University will make necessary changes and submit those to emergency responders within 15 days of completion.

## 1.3    Approval

Wesleyan University is committed to providing an education setting and place of employment, conducted in the safest manner possible, with concern for the individual and in accordance with applicable Federal and State statutes.  This Emergency Response Plan, as outlined in the following sections, has been prepared to comply with regulations promulgated OSHA, EPA, the Federal Emergency Management Agency (FEMA), and applicable State of Connecticut requirements.  This program has been reviewed and approved by:


_____                    _____
          Date                                     Michael Roth, President of Wesleyan University


_____                    _____
          Date                                     John Meerts, Vice President of Finance and Administration


_____                    _____
          Date                                     Alan Rubacha, Director of Physical Plant


_____                    _____
          Date                                     Scott Rohde, Director of Public Safety and Emergency Response
                                                   Coordinator

President CEO Safety Statement

TO:        All Departments

FROM:      Michael Roth

SUBJECT: Authority Statement - Emergency Response and Business Continuity Plan

Wesleyan University shall, through the "Business Continuity Planning Committee", act on behalf of students, employees, and visitors, to reduce risk of situations that may lead to hazardous conditions, and to take appropriate actions to ensure their safety in emergency situations.

The Director of Public Safety and the Director of Physical Plant are assured the support of the Board of Directors and the Administration of Wesleyan University to accomplish these goals.

The Directors of Public Safety, the Director of Physical Plant, the responsible on-shift public safety officers and physical plant personnel, and responsible department managers are authorized to intervene whenever conditions exist that pose an immediate threat to life or health or damage to equipment or structure of Wesleyan University facilities.

_____          _____

Michael Roth                                              date
President
Wesleyan University

## 2.0 Core Plan

### 2.1 Discovery

Upon the discovery of a situation that might be considered an emergency, it is important to notify authorities immediately and determine the facts of a situation as accurately and effectively as possible. Information that should be obtained includes:

1. Nature of the incident (personal injury, property damage, violation of the law, etc.)
2. Persons involved (both from the Wesleyan community and from outside the campus community)
3. Relevant personal information (medication conditions, etc.)
4. Location(s) of the incident
5. Time/date of the incident
6. Time/date of any responses/actions being taken in urgent response to the situation (keep a log of calls and actions made)
7. A determination of whether additional support is needed to respond to the situation

#### 2.1.1 Reporting an Emergency

To communicate an emergency from a standard phone on the Wesleyan University campus, dial **911 or 860-685-3333** to notify the Public Safety Dispatch. The dispatchers will notify proper authorities and procure assistance from outside responders, if it is determined to be necessary. Residence-hall telephones, elevator telephones, and University extensions, including exterior Public Safety blue-light phones, or direct lines to Public Safety, are available. The campus has many University telephones located in common areas both inside and outside of buildings. Emergency telephone numbers, which are displayed on Public Safety patrol vehicles and on decals available from Public Safety, are:

**Public Safety Emergencies: 860-685-3333 or 911**

The campus is equipped with emergency police and fire radio boxes, which will summon assistance when activated. To activate a police/fire emergency alarm box:

1. Lift the white protective cover.
2. Depress the button for police and/or fire department, depending on the emergency.
3. No sound will be apparent, but the red light will be activated.
4. Remain close to the box so that emergency responders can assist upon arrival.


To operate a blue light phone, that is directly connected to Public Safety:

1. Push red button; the dispatcher at Public Safety will be notified immediately.
2. A red light will indicate the phone is activated.

### 2.1.2 Following the Report of an Emergency Situation

Following the communication of an emergency, the individual initiating the call should:

- Leave a number where they can be easily reached by authorities who are following up after an emergency (University officials, law enforcement, health-care professionals, etc.).
- Cooperate with any follow-up investigations and/or analyses conducted by authorities. Relay the facts of the situation.

## 2.2 Initial Response

When the Office of Public Safety receives a report, a Public Safety officer is dispatched promptly to evaluate the situation and to contact other authorities as needed. Patrol vehicles are equipped with both Public Safety and Middletown Police Department radios. Prompt communication is possible and may, if necessary, result in both police and fire department response with Public Safety.

The Director of Public Safety, through all-campus electronic mailings and telephone bulletins and/or use of the campus wide area notification system "Connect Ed", alerts the University community of serious incidents occurring at or near Wesleyan.

### 2.2.1 When is it an Emergency?

This Wesleyan University ERP is predicated on an "all hazards" approach to the problems that are likely to be encountered on a campus during a major emergency or disaster. Hence the following are general guidelines:

1. An emergency or disaster may occur at any time day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist, and may require field modifications in order to meet the requirements of the emergency.
3. Disasters may affect residents in the geographical location of the University; therefore, City, County, State, and Federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 72 hours).

### 2.2.2 Declaration of Campus State of Emergency

When a situation arises, Public Safety shall immediately consult with the appropriate Municipal Department (fire, police, etc.) and the appropriate University Vice President regarding the emergency and the possible need for declaration of a campus state of emergency. The order in which offices and individuals should be contacted may vary depending upon the particular situation and urgency of obtaining outside assistance.

The authority to declare a campus state of emergency rests with the President, the appropriate University Vice President, noted below, or their designees:

- Vice President of Finance and Administration
- Vice President for Academic Affairs
- Vice President of Student Affairs

During the period of any campus emergency, the Incident Commander designated by the vice president or designee in charge shall place into immediate effect the appropriate guidelines necessary in order to address the emergency, safeguard persons and property, and maintain facilities.

Once this declaration has been made, it may be necessary to restrict campus access to registered students, faculty, staff, and authorized contractors. In these circumstances, those who cannot produce proper identification (e.g. valid automobile license, employee ID card, etc.) will be asked to leave campus.

In addition, only those faculty and staff members who have been assigned incident command and response duties or issued an emergency pass by Public Safety will be allowed to enter the immediate disaster site.

In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring on or around campus, or involving University property, Public Safety and/or Physical Plant Department personnel will be dispatched to determine the extent of any damage to University property.

Employees expected to respond or work during the course of an emergency should have a prepared personal family disaster preparedness plan to address family and pet care needs while the employee is responding to the emergency on campus.

### 2.2.3     Guidelines for Internal and External Notifications

Upon discovery of a fire, chemical spill, or other emergency situation requiring outside assistance, the employee or student will evacuate the building and pull the fire alarm to alert others of the emergency. Once in a safe location, the individual shall initiate an emergency call using a campus telephone and wait for assistance to arrive.

Employees and students are to call University Public Safety Dispatch at 911 or 860-685-3333 (or extension 3333) to initiate emergency response services on campus. Public Safety will notify the Middletown Fire Department, the Middletown Police Department, Hunters Ambulance Service, or other emergency responders as appropriate. Individual employees or students are not to call directly to these agencies as it may delay or confuse an appropriate response.

Public Safety will notify all internal emergency responders and direct those individuals to the scene of the emergency or to the Incident Command Center (ICC) as appropriate.

Once an emergency has been declared and a determination has been made to establish an ICC, one shall be set up using the guidance in Section 2.2.4.

### 2.2.4     Establishing the Incident Command Center (ICC)

The ICC is designed to group the major Wesleyan University decision-makers together for coordinated effort during a major campus emergency. The ICC will be activated during emergencies where key decision-makers need to be together for rapid decisions, coordination, and communication. The ICC may be prepared with a skeleton force and maintained on a standby basis pending further information.

In cases of general widespread emergencies (Level 4 or 5, as noted below), the President or designated vice president will direct Public Safety to activate the ICC, which shall

initially serve as the workspace for the Incident Commander, Operations, Planning, Logistics, and Finance sections of the Wesleyan incident command). Normally the ICC will be located in the conference room number 110 in the Usdan University Center. The backup ICC is the Public Safety Building at 208 High Street. It can also be set up at other locations where necessary support facilities exist. The ICC (regardless of location) shall have easy access to:

- Radio access for all campus and local municipal frequencies
- Two campus radio frequencies
- Large scale campus map
- Radio or telephone communications
- Designated fax machine
- Printer/copier
- Computer network connections
- White board or chalk board for tracking events and personnel assignments
- An emergency generator (Public Safety Building, 208 High Street only at this time)

### 2.2.5    Preliminary Assessment

The Public Safety Supervisor will make the preliminary assessment and determination of what level of emergency response is required for the situation. Should additional assistance be required in making that determination, the Public Safety Director will be contacted and his/her decision will govern until the appropriate, on-scene, City of Middletown incident commander has arrived, assessed the scene, and made a determination of appropriate actions necessary to remediate the situation. The Middletown Incident Commander may consult with the Wesleyan incident commander on-scene at his/her discretion.

### 2.2.6    Implementation of Tactical Response

Tactical response will be initiated and handled by the Incident Commander who is present on-scene. This person may be from a responding agency, such as the Middletown Fire Department in the event of a fire, chemical spill or medical emergency, the Middletown Police Department in the event of criminal action, or the Public Safety Supervisor in the event of a small incident other than those noted previously.

### 2.2.7    Mobilization of Resources

The University President or his designee, in response to a declared emergency or possible emergency situation, will activate the Wesleyan Incident Command System (ICS). The Wesleyan ICS functions shall be as follows:

### 2.2.7.1 Incident Command

This group consists of the Incident Commander, Liaison Officer, Public Information Officer, and Safety Officer positions. Responsibilities for this group include the following actions:

- Approve overall priorities and strategies.

- Issue public information reports and instructions.
- Serve as liaison with governments and external organizations.
- Other duties as listed on Incident Commander Position Checklist (See section 3.3)

The membership of the Incident Command Group will include any initial or available first responders, but may be staffed by any of the following:

- President (as required)
- Vice President of Finance and Administration
- Vice President of Communications
- Vice President for Academic Affairs
- Vice President of University Relations
- Vice President of Student Affairs
- University Counsel
- Associate Vice President of Facilities
- Associate Vice President for Information Technology Services
- Director of Public Safety
- Director of the Health Center
- Director of Physical Plant
- Director of Environmental Health and Safety

The Incident Command Group will normally meet in Conference room number 110 of the Usdan University Center. If that space is unavailable, it will be relocated to the Conference Room and adjacent rooms at Public Safety, 208 High Street.

### 2.2.7.2    Operations Section

Responsibilities of this group include the following actions:

- Gather, confirm, and evaluate the incident information.
- Define and implement tactics/actions to resolve specific priority situations.
- Identify resources, needs, and shortfalls.

The members of the operations section will include available personnel but may typically be staffed by the following:

- Vice President of Student Affairs
- Vice President of Finance and Administration
- Director of Public Safety
- Dean of Student Services

Depending on the situation, additional members may be added by the core Operations Section to address issues or concerns that may arise. These situational members could include:

- Director of Residential Life
- Director of Health Services, or designee
- Director of Human Resources (Risk Management) or designee
- Academic Deans
- Facility Managers
- Director of Campus Dining
- Director of ITS
- Director of Behavioral Health
- Athletic Director
- Director of GLSP
- Director of Graduate Student Services
- Middletown Fire and Police Departments
- Public Safety Captains, Supervisors
- Associate Director Project Management
- Director of Utilities Management
- Director Environmental Services
- University Librarian

### 2.2.7.3 Planning Section

Responsibilities of this section include the following actions:

- Develop a detailed incident action plan (IAP) for each operational period
- Establish and maintain resource tracking system
- Compile and display incident status summary, incident maps
- Define and implement tactics/actions to resolve specific priority situations.
- Prepare contingency plans

Typical members of the planning section may include:

- Directors and Assistant Director of Human Resources
- Registrar
- Director of Administrative Applications
- University Librarian or representative

### 2.2.7.4 Logistics Section

Responsibilities of this section include the following actions:

- Support implementation of relevant incident action plan(s) (IAP)
- Identify future operational needs
- Ensure Incident Communications Plan is prepared
- Ensure Medical Plan is prepared if needed.
- Assist in preparation of transportation plan if needed

The membership of the logistical section may include the following:

- University Center Director and Dean of Campus Programs
- Manager of Instructional Media
- Senior Food Services Director
- Public Safety Captain
- Director of Publications
- Director of Physical Plant
- Facility managers
- Manager of Transportation
- Associate Director of Facilities Administration
- Assistant Director of Building Trades
- Assistant Director of  Mechanical Trades
- Manager of Buildings and Ground
- Associate Director of Student Life Facilities
- Communications Department representative
- University Librarian or representative

### 2.2.7.5    Finance Section

Responsibilities of this section include the following actions:

- Identify financial resources needed
- Determine level of fiscal process required
- Procurement of goods and services
- Track personnel time records, equipment use, injury reports, materials and supply status reports
- Assess potential legal claims

The membership of the finance section may include the following:

- Vice President and/or Associate Vice President of Finance
- Payroll Manager
- Purchasing Manager

**2.3     Sustained Actions**

An emergency/disaster usually has three phases.   Those phases, increased readiness phase, emergency phase, and recovery phase, will occur in all emergencies to varying degrees.  Prior planning, practice, and notifications are vital to the proper management of emergencies as they arise.   For clarification purposes, these phases are defined and explained below.

### 2.3.1        Increased Readiness Phase

This is the period of time from receipt of initial notification of a potential emergency to onset of the emergency.  All members of the University community, external and support agencies, and contractors will be alerted to the possibility and nature of a pending disaster.  The length of time in an Increased Readiness Phase may be from a few minutes to several weeks.

### 2.3.1.1       Actions Required During an Increased Readiness Phase

The President or his/her designee will call together key members of the Incident Command group and any other representative he/she deems necessary in the view of the nature of the possible emergency and brief them on the situation.

Following the briefing, all members of the Incident Command Group will review their responsibilities as outlined in this plan, including the appendices in Sections 3. The briefing should consist of the following:

- Introduction/nature of emergency
- Listing of resources and problems
- Storm Track information (if emergency involves possible flooding, blizzard, or hurricane warning)
- Radio communications techniques

Incident Command Group responsibilities when in a readiness status are as follows:

1. Department heads will check the equipment and personnel and review with them their individual responsibilities.
2. The Incident Command Center (ICC) may be prepared with a skeleton force and maintained on a standby basis pending further instructions.
3. Personnel and equipment will be readied for dispersal where necessary, moved to appropriate locations on a standby basis pending further information.
4. Emergency equipment will be checked to determine that it is operable and ready to use.
5. The Public Safety Director and the Director of Physical Plant will coordinate the inspection of communications equipment to ensure it is operating properly. Communication will be established with Middletown Police and Fire Departments and Office of Emergency Management as applicable.
6. Official announcement will be prepared for the University community.
7. In any campus emergency with potential off-campus impact, the City of Middletown will be notified.
8. Preparations for shelters, if needed, will begin.

### 2.3.2  Emergency Phase

The Emergency Phase is the period of time during which the emergency is occurring, with or without warning.  Action will be taken immediately to evaluate the emergency, warn the campus community; make use of all available personnel, equipment, and resources to minimize the effects of the disaster on the community.

#### 2.3.2.1  Typical Actions During the Emergency Phase

- Immediately alert the campus community, giving them whatever guidance or instruction is required for that emergency.  Make sure information is disseminated in a manner that is understandable.

- Fully activate the ICC on an around-the-clock basis, taking other appropriate steps for food, water, and sleeping facilities.

- Conduct emergency operations in the most expedient manner to maximize safety of people and preservation of property by making use of all available manpower, equipment, fall-out protection, and other resources.

### 2.3.3  Recovery Phase

This phase is the period immediately following the emergency, when actions will be taken to restore the University, to the greatest extent possible, to normal operating conditions.

The Recovery Phase begins when the disaster has subsided to such a degree that recovery operations can begin.  Actions to be taken include rescue operations; care for the sick and the injured; and restoration of facilities, utilities, necessary services, food, and shelter of the University community where necessary for temporary periods.  Many recovery actions may begin during the emergency phase.

### 2.3.3.1 Typical Actions During the Recovery Phase

- Continue rescue operations.
- Provide medical assistance to the sick and injured.
- Provide transportation for community members being relocated.
- Make complete evaluation of the situation, including damage assessments and plans for restoration.
- Certify buildings and/or areas as being safe.
- Commence restoration of the University following established priorities (academic mission).
- Assist outside vendors/contractors in restoration of their services where necessary and where requested.
- Maintain the ICC until such time as the emergency and recovery no longer require it.
- Provide for protection from looting and vandalism.
- Destroy contaminated food, drugs and other materials.
- Procure emergency food, supplies, and materials as needed to address the emergency and on-going operations.
- Collect labor and material costs, identify sick time, and otherwise account for costs of incident for insurance and potential cost recovery purposes.

### 2.3.3.2 Demobilization –

- Release personnel and functions as conditions permit
- Compile all documentation related to procurements, labor time, claims, Incident Command System (ICS) forms and relevant supporting information.
- Submit request(s) for public assistance to the Federal Emergency Management Agency if applicable.

### 2.3.4 Plan Activation

The President or his/her designee will activate this Emergency Response Plan. In campus emergencies that have potential to affect the surrounding neighborhoods or city community, the designated Operations Section Chief, typically a first responder will evaluate the situation and report it to the Middletown Police of Fire Department, if necessary.

### 2.3.4.1 Decision Making and Resources Allocation

Department heads should allocate their human and equipment resources with the

following priorities in mind:

- Protection of life

- Protection of property

Department heads have the authority during emergencies to control their own personnel as they would under normal circumstances. Departments may "borrow" from other departments upon agreement from the respective department heads.

## 2.4     Termination and Follow-up Actions

### 2.4.1     Closing the ICC

Once opened, the ICC may be closed only on the authority of the President.  When closed, the operation returns to the control of the public safety supervisor on duty.

### 2.4.2     Debriefing

The President or President's designee should conduct a debriefing of ICC personnel and their alternates within 72 hours of the closing of the ICC to identify and discuss problems and make recommendations for future ICC operations.

# 3.0    Appendices and Annexes

## 3.1    Facility and Locality Information (i.e., maps, drawings, description, layout, hazards, populations, emergency equipment)

### 3.1.1    Wesleyan University Site Maps

Maps indicating academic buildings, athletics facilities, and residential properties are attached for reference in emergency situations.
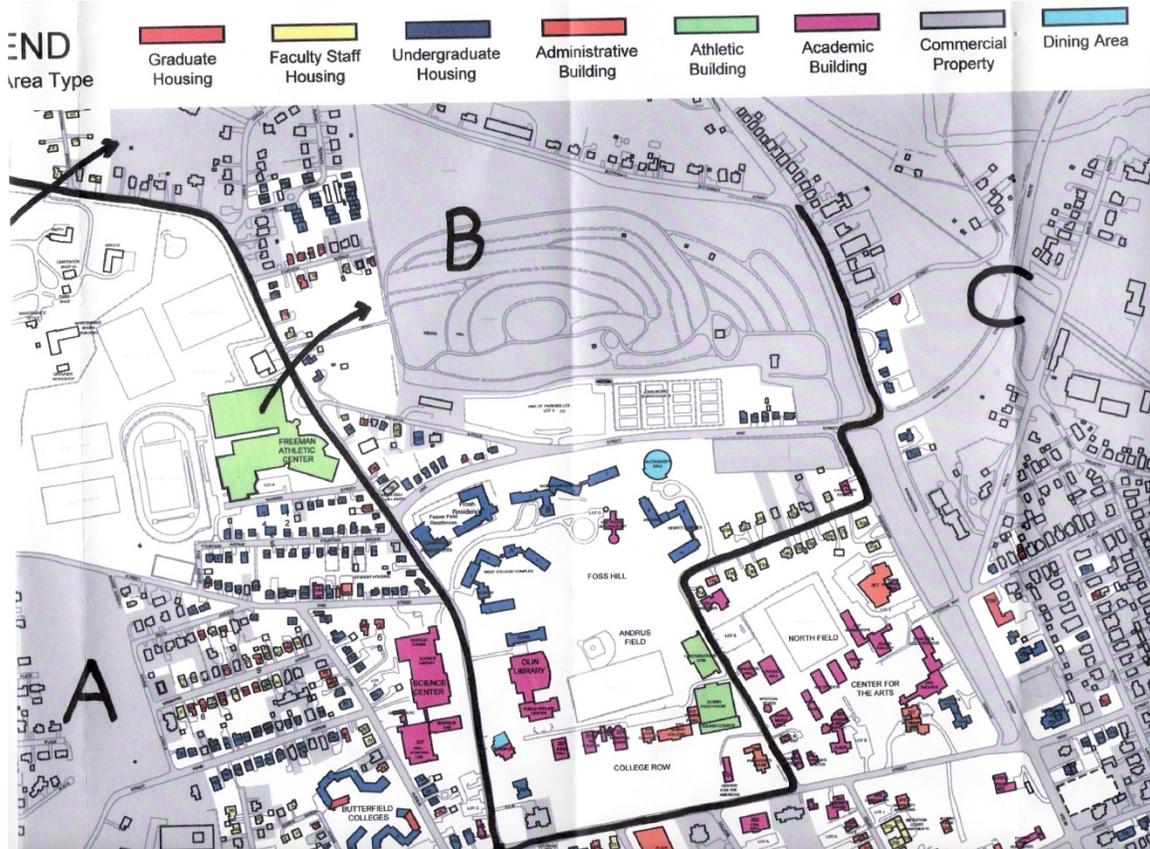
### 3.1.2	Wesleyan University Housing Lists

Lists of wood frame housing units associated with undergraduate, graduate, and faculty and staff housing and their appropriate addresses are attached for reference in emergency situations.

**3.1.2.1 LIST OF ALL CAMPUS BUILDINGS: (Building list is available on Wesleyan Website Portfolio under "Tools and Links"/Maintenance and Testing/Test Facilites Reports/Building Report" or at the Physical Plant office located at 170 Long Lane)**

3.1.2.2	**BED COUNT SUMMARY**

## Occupancy Report – 2014

TO:	Fran Koerting, Director of Residential Life

FROM:	Stacey Phelps, Assistant Director of Residential Life

RE:	Academic 2014/2015 Occupancy Report

cc:	Mike Whaley, Vice President for Student Affairs
Rick Culliton, Dean of Students
Joyce Topshe, Assistant Vice President for Facilities
Alan Rubacha, Director of Physical Plant
Michael Whitcomb, Director of Institutional Research
Sherri Condon, Auxiliary Operations & Campus Services

Residential Life Professional Staff

This report contains occupancy information for the Academic year 2014/2015.

The following information was reported on the fall occupancy report and is listed here as a reminder:
- ♦ Program Housing occupancy must be distinguished between revenue generating (361 beds) and revenue non-revenue generating beds (92 beds for Alpha Delta Phi, Beta Theta Pi, Delta Kappa Epsilon and Psi Upsilon). *Note: Delta Kappa Epsilon is currently overcapacity by 2 spaces.*

| Occupancy Report – 2014/2015 | | | |
|---|---|---|---|
| **UNDERGRADUATE HOUSING** | **Capacity[1]** | **Occupancy[2]** | **Vacancy** |
| Residence Halls | 1,272 | 1,320 | -48 |
| Apartments | 485 | 481 | 4 |
| Program Houses | 361 | 339 | 22 |
| Non Revenue Generating Program Houses[1] | 92 | 92 | 0 |
| Wood Frame Houses | 627 | 621 | 6 |
| Subtotal Campus Capacity | 2,837 | 2,853 | -16 |
| *Revenue Generating Campus Capacity* | *2,745* | *2,761* | *-16* |
| **Total Residential Undergraduate Enrollment (includes undergraduate students living in graduate housing listed below)** | | **2863** | **-26** |

| OFF CAMPUS HOUSING | Capacity | Occupancy[3] | Vacancy |
| --- | --- | --- | --- |
| Off Campus Totals | N/A | 20 | N/A |
| Total Residential Undergraduate Enrollment including Off Campus | **2,883** | **N/A** | |

| GRADUATE HOUSING | Capacity | Occupancy | Vacancy |
| --- | --- | --- | --- |
| Family Housing | 11 (units) | 11 | 0 |
| Group Houses | 43 (spaces) | 36 | 7 |
| One person units | 51 | 48 | 3 |
| **Subtotal of Graduate Students** | **105** | **95** | **10** |
| Undergraduate Students living in Graduate Housing | N/A | 5 | -5 |
| Undergraduate Visiting Students in Graduate Housing | N/A | 5 | -5 |
| Totals | 105 | 105 | 0 |

| Total | Occupancy |
| --- | --- |
| Undergraduate | 2,883 |
| Graduate | 105 |

1 - Capacity numbers do not reflect the additional spaces created through triple-occupancy rooms.  Capacity was increased by 2 spaces in West College, 4 spaces in Malcolm X House, 13 spaces in wood frame houses.
2 - Occupancy number includes triple-occupancy rooms and non-Wesleyan owned properties, Alpha Delta (25 spaces), Beta Theta Pi (17 spaces), DKE (28 spaces), & Psi Upsilon (22 spaces)
3 - Includes releases due to students meeting release criteria or due to a student's personal needs

## OCCUPANY BY PERCENTAGE

|  | Current | Average Fall % | Average Spring % |  |
|---|---|---|---|---|
| Undergraduate | 100.9% | 99.2% | 98.2% | **(2002-2012)** |
| Graduate | 100% | 96.1% | 90.3% | **(2002-2012)** |

## *Previous Undergraduate Occupancy Records*

|  | Capacity | Fall Occupancy | Fall % | Spring Occupancy | Spring % | Average Occupancy | Average % |
|---|---|---|---|---|---|---|---|
| **2011-2012** | 2,837 | 2,870 | 101.3% | 2,863 | 100.9% | 2,866 | 101.1% |
| **2010-2011[1]** | 2,796 | 2,814 | 100.6% | 2,778 | 99.3% | 2,760 | 99.9% |
| **2009-2010** | 2,778 | 2,735 | 98.5% | 2,722 | 98.0% | 2,728 | 98.3% |
| **2008-2009** | 2,744/2,756[3] | 2,705 | 98.6% | 2,690 | 97.6% | 2,698 | 98.1% |
| **2007-2008** | 2,745 | 2,746 | 100.1% | 2,707 | 98.6% | 2,727 | 99.4% |
| **2006-2007** | 2,753 | 2,729 | 99.1% | 2,661 | 96.6% | 2,695 | 97.9% |
| **2005-2006** | 2,712 | 2,677 | 98.7% | 2,659 | 98.0% | 2,668 | 98.4% |
| **2004-2005** | 2,561 | 2,549 | 99.5% | 2,516 | 98.5% | 2,533 | 99.0% |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 2003-2004 | 2,568 | 2,546 | 99.1% | 2,517 | 98.2% | 2,532 | 98.6% |
| 2002-2003 | 2,627 | 2,552 | 97.1% | 2,522 | 96.0% | 2,537 | 96.6% |
| Average | **2,712** | **2,692** | **99.2%** | **2,663** | **98.2%** | **2,674** | **98.5%** |

PREVIOUS GRADUATE OCCUPANCY RECORDS

| | Capacity | Fall Occupancy | Fall % | Spring Occupancy | Spring % | Average Occupancy | Average % |
|---|---|---|---|---|---|---|---|
| 2011-2012 | 105 | 101 | 96.1% | 105 | 100% | 103 | 98.1% |
| 2010-2011 | 104 | 82 | 78.8% | 85 | 81.7% | 83.5 | 80.2% |
| 2009-2010 | 106 | 93 | 87.7% | 92 | 86.8% | 92.5 | 87.3% |
| 2008-2009 | 113/112[4] | 102 | 90.3% | 100 | 89.3% | 101 | 89.3% |
| 2007-2008 | 118/117[2] | 105 | 89.0% | 108 | 92.3% | 106.5 | 90.7% |
| 2006-2007 | 124 | 105 | 84.7% | 103 | 82.4% | 104 | 83.6% |
| 2005-2006 | 126 | 112 | 88.9% | 116 | 92.1% | 114 | 90.5% |
| 2004-2005 | 121 | 116 | 95.8% | 124 | 96.9% | 120 | 96.4% |
| 2003-2004 | 121 | 115 | 95.0% | 109 | 90.1% | 112 | 92.6% |
| 2002-2003 | 133 | 119 | 89.5% | 121 | 91.0% | 114 | 90.3% |
| Average | **117** | **105** | **89.6%** | **106** | **90.3%** | **105** | **89.9%** |

1 – temporary increase in capacity due to utilization of 38-40 Brainerd Ave and 184-186 Washington Street for undergraduate housing to accommodate lower attrition rate.

2 - capacity changed from fall to spring due to sale of house
3 - capacity increased due to new construction at 19 Fountain Ave
4- capacity changed from fall to spring due to unit reverting to faculty/staff housing

_____

### 3.1.3　　　Emergency Action Plans and Evacuation Plans

Wesleyan University has developed general guidance to be used by all faculty, staff, and students who work or live on campus to use in the event of an emergency. Placards and signage providing building occupants emergency response, and where necessary, evacuation guidance will be installed at building entrances and other key locations during FY 2013. Evacuation paths are currently indicated by fire emergency "EXIT" signs located in all buildings.

**3.1.4** **Emergency Equipment -**Various tools and equipment including vehicles, heavy machinery, lifts, ladders, etc. that may be useful during an emergency are available from the Physical Plant Department, its contractors or nearby suppliers.

## 3.2     Notification

### 3.2.1        Internal Notification

All emergencies, identified or perceived, will be reported to the University Public Safety dispatcher by calling **911** from any campus phone or residence with a 685 prefix.  In addition, emergencies can be directly reported by using a police/fire emergency alarm box or a blue-light phone.  Upon notification, the dispatcher will determine what resources are necessary to initiate an emergency response, notify the appropriate emergency responders and maintain communications and documentation necessary to support the emergency response actions for the institution.

#### 3.2.1.1      Emergency Responders Contact Numbers

**Emergency Response Coordinator**

Scott Rohde, *Director of Public Safety*          Campus address:  208 High St.
                                                 Middletown, CT  06459
                                                 Campus phone:  860-685-2809


                                                 Public Safety Dispatch 860-685-2345


**Alternate Emergency Response Coordinators**

Tony Bostick, *Public Safety Captain*

                                                 Campus address:  208 High St.
                                                 Middletown, CT  06459
                                                 Campus phone:  860-685-2782


                                                 Cell phone:  860-982-4416


**Additional Emergency Response Resources**

Don Albert, *Facilities Manager/Hall-Atwater & Shanklin*
                                                 Campus address:  Hall-Atwater Lab 07

                                                 Campus phone:  860-685-2729

                                                 Home address:  Morris Hubbard Road
                                                 Higganum, CT 06441
                                                 Home phone:  860-345-4367
                                                 Cell phone: 860-982-1098

William Nelligan, *Director Environmental Services*

                                     Campus address:  170 Long Lane

                                     Campus phone: 860-685-2771

                                     Home address: 344 Brainard Hill Road
                                     Higganum, CT. 06441

                                     Home phone: 860-554-5425
                                     Cell phone: 860-982-1096

Jeff Gilarde, *Director of Scientific Imaging (hazmat response team member)*

                                     Campus address: Science Center, Rm 95

                                     Campus phone: 860-685-3473

                                     Home address: P.O. Box 321
                                     Cobalt, CT 06414
                                     Home phone: 860-267-7601

### 3.2.1.2    Phone Tree Responsibilities

The Public Safety dispatcher is responsible for notifying appropriate emergency responders and if necessary requesting assistance from external agencies. The Public Safety Dispatcher or on-scene public safety officer will often initially assume the role of incident commander in an emergency. If the dispatcher is unavailable to perform these duties because of emergency communication coordination, a Public Safety Officer will assume the phone tree notification responsibilities.

The Emergency Response Coordinator is responsible for notifying the President, the Vice Presidents, Deans, and Directors as appropriate to the emergency. The Emergency Response Coordinator will then assume the role of Incident Commander pending transfer to others who are called in. The Incident Commander will fill Incident Command System positions according to need in response to the particular event. Each position should complete tasks listed on checklists for their position. See section 3.3. Additional guidance for particular functions follows.

### 3.2.1.3    Internal Communications Guidance for Residential Staff

1. Inform residents of emergency. This means the University will begin to mobilize in the event that the situation should worsen.
2. Advise of any need for campus evacuation.
3. If decision is made to evacuate campus and classes are canceled, students are to remain in their rooms until the residence unit is evacuated.
4. Resident students will fill out the travel location forms available on-line and submit to Residential Life Department before leaving campus
5. Emergency shelter will be established as necessary to shelter students who do not have a place to go.

### 3.2.2    Community Notification

When an emergency impacts beyond the boundaries of the Wesleyan University campus, the Public Safety Director is responsible for notifying the Middletown community of the incident and the actions to be taken.  Notifications will be made to the Middletown Police Department.  Public safety officers will assist the Middletown Police Department with community notifications and evacuations as appropriate.

### 3.2.3    State and Federal Agency Notification

The Incident Commander is responsible for notifying state and federal agencies when the emergency requires specific notification.  The Associate Director of Environmental Health and Safety is responsible for notification of state and federal authorities in the event of a chemical or fuel oil spill. Guidelines for notifications are found in the the Container Storage Area Contingency Plan the Spill Prevention and Countermeasures Plan (SPCC) for chemical or fuel oil spills.  All notifications will be documented in writing and retained for a minimum of three years in the Department of Environmental Health and Safety.  Follow-up letters will be completed as required in these two plans.

## 3.3 Response Management System

### 3.3.1 Responsibilities

In the event of an emergency at Wesleyan University, the primary responsibility of the emergency responders is to initiate the emergency response plan and to ensure that the safety and health of students and staff is addressed to the highest extent possible.

### Assignments for Wesleyan Employees

Individual assignments under this Emergency Response Plan are detailed on the Incident Command Organization chart below. Positions will be activated by the Incident Commander in charge at any given time.



Guidance and tasks to be performed by each position are described in checklists provided below.

## 3.3.1   INCIDENT COMMAND – POSITION CHECKLISTS

### 3.3.1.1 Incident Commander Position Checklist

The incident commander is responsible for overall direction of the University Emergency Response. Duties will include:

1. Following notification of University Public Safety, the University President or designee will work with University Public Safety and others in assessing the emergency and preparing the University's specific response.
2. Declare a University state of emergency and Response Level (if appropriate).
3. Activate the Incident Command Center (ICC). Activate specific branches of the Incident Command System Organization chart as dictated by the particular emergency situation at hand.. Instruct emergency response staff to meet in ICC at designated time.
4. Conduct periodic staff briefings.
5. Notify and conduct liaison activities with University Administration, Governmental Agencies, and others as necessary.
6. Approve emergency expenditures as needed.
7. End University Emergency Response and close down the ECC.

The Incident Commander has the authority to commit necessary resources necessary to address, control and mitigate an emergency occurring on the Wesleyan University campus.  For extended or extensive emergency response actions, the Vice President of Finance and Administration shall be consulted and appropriate resources will be made available to ensure that lives, property and the environment are protected to the greatest extent possible.

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

| | |
|---|---|
| ☐ | 1.   Ensure welfare and safety of incident personnel. |
| ☐ | 2.   Supervise Command and General Staff. |
| ☐ | 3.   Obtain initial briefing from current Incident Commander and agency administrator. |
| ☐ | 4.   Assess incident situation: <br> ▪ Review the current situation status and initial incident objectives.  Ensure that all local, State and Federal agencies impacted by the incident have been notified. |
| ☐ | 5.   Determine need for, establish, and participate in Unified Command. |

6. Authorize protective action statements, as necessary.

7. Consider need to evacuate faculty, staff, and students, cancellation of classes, relocation and shelter for those who do not have places to evacuate to.

8. Activate appropriate Command and General Staff positions.  Safety Officer must be appointed on hazardous materials incidents:

   ▪ Confirm dispatch and arrival times of activated resources.

   ▪ Confirm work assignments.

9. Brief staff:

   ▪ Identify incident objectives and any policy directives for the management of the incident.

   ▪ Provide a summary of current organization.

   ▪ Provide a review of current incident activities.

   ▪ Determine the time and location of first Planning Meeting.

10. Determine information needs and inform staff of requirements.

11. Determine status of disaster declaration and delegation of authority.

12. Establish parameters for resource requests and releases:

   ▪ Review requests for critical resources.

   ▪ Confirm who has ordering authority within the organization.

   ▪ Confirm those orders that require Command authorization.

13. Authorize release of information to the media:

   ▪ If operating within a Unified Command, ensure all Incident Commanders approve release.

14. Establish level of planning to be accomplished:

   ▪ Written Incident Action Plan (IAP).

   ▪ Contingency planning.

   ▪ Formal Planning Meeting.

15. Ensure Planning Meetings are conducted as indicated:

## Sample Planning
## Meeting Agenda

| Agenda Item | Responsible Party |
|---|---|
| Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 Discuss safety issues. | Safety Officer |
| 3 Set/confirm incident objectives. | Incident Commander |
| 4 Plot control lines & Division boundaries. | Operations Section Chief |
| 5 Specify tactics for each Division/Group. | Operations Section Chief |
| 6 Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 Develop resource order. | Logistics Section Chief |
| 9 Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10 Provide financial update. | Finance/Administration Section Chief |
| 11 Discuss interagency liaison issues. | Liaison Officer |
| 12 Discuss information issues. | Public Information Officer |
| 13 Finalize/approve/implement plan. | Incident Commander/All |

16. Approve and authorize implementation of the IAP:

- Review IAP for completeness and accuracy.

- Verify that objectives are incorporated and prioritized.

- Sign ICS Form 202.

17. Ensure Command and General Staff coordination:

- Periodically check progress on assigned tasks of Command and General Staff personnel.

- Approve necessary changes to strategic goals and IAP.

- Ensure that Liaison Officer is making periodic contact with participating agencies.

18. Work with agency staff to declare state of emergency according to agency protocol.

19. Keep agency administrator informed on incident-related problems and progress.

**3.3.1.2 Public Information Officer Position Checklist:**

The Public Information Officer assigned to disaster duty is responsible for the following:

1. Prepare event status communication to students, faculty, and staff. Consider use of "Connect Ed" and other available mass notification system(s).

2. Establish liaison with the news media for dissemination of information as requested by the President.

3. Establish liaison with local radio and TV services for public announcements.

4. Keep copy of statements released to media, time issued and individual to which it was given.

5. Arrange for photographic and video tape services.

6. Bring up-to-date list of media contacts and phone numbers (see attached) to EOC.

7. Act as Official University spokesperson for release of information, responding to media request for information and issuing releases as necessary.

8. Act in concert with the County emergency headquarters. All news releases must be approved by the President and University Counsel.

9. Work with telecommunication representative to develop and install messages for automated information system. Messages will change as situation develops.

10. Advise President or designee of all news concerning the extent of the disaster affecting the campus.

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

|  | 1. Obtain briefing from Incident Commander: |
|---|---|

- Determine current status of Incident (ICS Form 209 or equivalent).

- Identify current organization (ICS Forms 201 and 203, resource lists, etc.).

- Determine point of contact for media (scene or Command Post).

- Determine current media presence.

|  | 2. Participate in Administrative Officer's briefing: |
|---|---|

- Determine constraints on information process.

- Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.

|  | 3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes. |
|---|---|

☐      4.   Coordinate the development of door-to-door protective action statements with Operations.

☐      5.   Prepare initial information summary as soon as possible after activation.  If no other information is available, consider the use of the following general statement:

### Sample Initial Information Summary

We are aware that an *[accident/incident]* involving *[type of incident]* occurred at approximately *[time]*, in the vicinity of *[general location]*.  *[Agency personnel]* are responding, and we will have additional information available as we are able to confirm it.  We will hold a briefing at *[location]*, and will notify the press at least ½ hour prior to the briefing.  At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available.  Thank you for your assistance.

☐ 6. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:

- Joint Information Center (JIC).

- Field (scene) Information.

- Internal Information.

☐ 7. Establish contact with local and national media representatives, as appropriate.

☐ 8. Establish location of Information Center for media and public away from Command Post.

☐ 9. Establish schedule for news briefings.

☐ 10. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.

☐ 11. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.

☐ 12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.

☐ 13. Obtain approval for information release from Incident Commander:

- Confirm details to ensure no conflicting information is released.

- Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.

☐ 14. Release news to media, and post information in Command Post and other appropriate locations.

☐ 15. Record all interviews and copy all news releases:

- Contact media to correct erroneous or misleading information being provided to the public via the media.

☐ 16. Update off-incident agency personnel on a regular basis:

- Utilize electronic mail for agency updates.

- Establish phone line in the Command Post dedicated to internal communications to update agency personnel.

- Provide standard statement which can be given to general requests for information.

☐ 17. Coordinate information releases with information staff from other impacted agencies and jurisdictions:

- Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

☐ 18. Attend Planning Meetings:

### Sample Planning Meeting Agenda

| Agenda Item | | Responsible Party |
|---|---|---|
| 1 | Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

☐ 19. Respond to special requests for information.

☐ 20. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.

☐ 21. Confirm the process for the release of information concerning incident-related injuries or deaths.

☐ 22. Document all activity on Unit Log (ICS Form 214).

## 3.3.1.3 Safety Officer Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

| | 1. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer. |
|---|---|
| | 2. Identify hazardous situations associated with the incident.  Ensure adequate levels of protective equipment are available, and being used. |
| | 3. Staff and organize function, as appropriate: |

- In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.

- Multiple high-risk operations may require an Assistant Safety Officer at each site.

- Request additional staff through incident chain of command.

| | 4. Identify potentially unsafe acts. |
|---|---|
| | 5. Identify corrective actions and ensure implementation.  Coordinate corrective action with Command and Operations. |
| | 6. Ensure adequate sanitation and safety in food preparation. |
| | 7. Debrief Assistant Safety Officers prior to Planning Meetings. |
| | 8. Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A). |
| | 9. Participate in Planning and Tactics Meetings: |

- Listen to tactical options being considered.  If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.

- Discuss accidents/injuries to date.  Make recommendations on preventative or corrective actions.

| | 10. Attend Planning meetings: |
|---|---|

### Sample Planning Meeting Agenda

| Agenda Item | | Responsible Party |
|---|---|---|
| 1 | Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

☐ 11. Participate in the development of Incident Action Plan (IAP):

- Review and approve Medical Plan (ICS Form 206).

- Provide Safety Message (ICS Form 202) and/or approved document.

- Assist in the development of the "Special Instructions" block of ICS Form 204, as requested by the Planning Section.

☐ 12. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.

- Ensure accident is properly documented.

- Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).

- Prepare accident report as per agency policy, guidelines, and direction.

- Recommend corrective actions to Incident Commander and agency.

☐ 13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

☐ 14. Document all activity on Unit Log (ICS Form 214).

**Also: Decontamination Chemical Spill Cleanup Protocols**

In the event of an emergency situation requiring an external response involving a Chemical Spill Cleanup contractor, the Safety Officer will work with the contractor to ensure a prompt chemical spill

cleanup response. As the university liaison, the Safety Officer is responsible for ensuring that information and resources (such as Safety Data Sheets, chemical inventory information, laboratory layouts, chemical and physical hazards) are provided to the contractor as necessary to abate an emergency situation.  The Safety Officer will assist the contractor in working with university officials, faculty and students to provide information and resolve issues relating to the emergency.  The spill cleanup protocol for Decontamination Environmental Contractors is included in this section for reference.

**3.3.1.4 Liaison Officer Position Checklist**

The Liaison Officer, typically the Dean of the College or assignee, will provide the following functions:

1. Act as Liaison between undergraduate students and their families.
2. Make arrangements for support of the Dean of Student Services, Office of Behavioral Health, and Health Center personnel.

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|
| ☐ | 1. Obtain briefing from Incident Commander: <br><br> ▪ Obtain summary of incident organization (ICS Forms 201 and 203). <br><br> ▪ Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization). |
| ☐ | 2. Obtain cooperating and assisting agency information, including: <br><br> ▪ Contact person(s). <br><br> ▪ Radio frequencies. <br><br> ▪ Phone numbers. <br><br> ▪ Cooperative agreements.(e.g. see Section 3.10 Memorandum of Understanding and Agreement) <br><br> ▪ Resource type. <br><br> ▪ Number of personnel. <br><br> ▪ Condition of personnel and equipment. <br><br> ▪ Agency constraints/limitations. |
| ☐ | 3. Establish workspace for Liaison function and notify agency representatives of location. |
| ☐ | 4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators. |
| ☐ | 5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings. |
| ☐ | 6. Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues. |

[ ]    7.   Monitor incident operations to identify potential inter-organizational problems.  Keep Command apprised of such issues:

- Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

[ ]    8.   Participate in Planning Meetings:

### Sample Planning Meeting Agenda

| Agenda Item | | Responsible Party |
|---|---|---|
| 1 | Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

[ ]    9.   Document all activity on Unit Log (ICS Form 214).

**3.3.1.5 Security Officer Position Checklist**

The Security Officer, typically the Director of Public Safety will perform the following functions:

1. Maintain the Public Safety control office in a state of constant readiness.
2. Notify University administrators of major emergencies.
3. Monitor campus emergency warning systems.
4. Take immediate and appropriate action to protect life, property and to safeguard records as necessary.
5. Obtain assistance from City, County, State and Federal Government for radiological monitoring and first aid as required.
6. Provide traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
7. Provide and equip an alternative site for the Incident Command Center.
8. Maintain liaison with ITS for telecommunications support as necessary.

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

| | 1. Obtain briefing from Incident Commander or Planning Section Chief:  ▪ Identify Supervisor in organization.  ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc. |
|---|---|
| | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
| | 3. Participate in Planning Meetings, as requested. |
| | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
| | 5. Document all activity on Unit Log (ICS Form 214). |

Wesleyan Emergency Response Plan
**3.3.1.6 Infectious Disease Officer Position Checklist**

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✔ | **Task** |
|---|---|

| | 1. Obtain briefing from Incident Commander or Planning Section Chief: |
|---|---|

  ▪ Identify Supervisor in organization.

  ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

| | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
|---|---|

| | 3. Participate in Planning Meetings, as requested. |
|---|---|

| | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
|---|---|

| | 5. Document all activity on Unit Log (ICS Form 214). |
|---|---|

**OPERATIONS SECTION – POSITION CHECKLISTS**

### 3.3.2.1 Operations Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

The Operations Section Chief will:

1. Assist in overall coordination of the University Emergency Response.
2. Determine type and magnitude of emergency and help establish the appropriate ICC.
3. Initiate immediate contact with the President and University Administration, begin assessment of the University's condition.
4. Notifies and utilizes Public Safety and outside agencies in order to maintain safety and order.
5. Notify and conduct liaison activities with appropriate outside organizations such as fire, police, Office of Emergency Services, etc.
6. Ensure that appropriate notification is made to off-campus staff when necessary.
7. Perform other duties as may be directed by virtue of the campus emergency.
8. Assist University President with emergency preparations.
9. Attend City/County briefing on emergency if necessary.
10. Attend ICC briefing.
11. Inspect campus for hazards after the emergency has ended.
12. In conjunction with Director of Physical Plant, prepare and submit a report to the President appraising the final outcome of the emergency.
13. Prepare annual training session for emergency preparedness.

| ✓ | **Task** |
|---|---|

|   | 1. Obtain briefing from Incident Commander: |
|---|---|

- ▪ Determine incident objectives and recommended strategies.
- ▪ Determine status of current tactical assignments.
- ▪ Identify current organization, location of resources, and assignments.
- ▪ Confirm resource ordering process.
- ▪ Determine location of current Staging Areas and resources assigned there.

|   | 2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control. |
|---|---|
|   | 3. Establish operational period. |
|   | 4. Establish and demobilize Staging Areas. Recommended location for personnel staging is Fayerweather Hall, for materials, the Usdan loading dock and basement storage areas are recommended. |
|   | 5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP): |

- Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.

- Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

6. Develop and manage tactical operations to meet incident objectives.

☐ 7. Assess life safety:

- Adjust perimeters, as necessary, to ensure scene security.

- Evaluate and enforce use of appropriate protective clothing and equipment.

- Implement and enforce appropriate safety precautions.

☐ 8. Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources.

- Effectiveness of tactics.

- Desired contingency plans.

☐ 9. Determine need and request additional resources.

☐ 10. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

☐ 11. Keep Resources Unit up to date on changes in resource status.

☐ 12. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:

- Identify assignments by Division or Group.

- Identify specific tactical assignments.

- Identify resources needed to accomplish assignments.

13. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.

- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.

- Notify Logistics of communications problems. Consider need to obtain assistance from ham radio operators for communicating with City of Middletown Emergency Operations Center and other outside agencies if cell phone, telephone, and other communication methods are out of service.

- Keep Planning up-to-date on resource and situation status.

- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.

- Keep Safety Officer involved in tactical decision-making.

- Keep Incident Commander apprised of status of operational efforts.

- Coordinate media field visits with the Public Information Officer.

14. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

15. Attend Planning Meetings:

### Sample Planning Meeting Agenda

| Agenda Item | | Responsible Party |
|---|---|---|
| 1 | Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

3.3.2.2 Operations Branch Director

| ✓ | **Task** |
|---|---|

☐ 1. Obtain briefing from Operations Section Chief or Incident Commander:

- Determine resources assigned to the Branch, current location, and activities.

- Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.

- If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.

- Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

☐ 2. Attend Operations Briefing.

☐ 3. Develop tactical assignments, with subordinates, for Branch control operations.

☐ 4. Assign specific work tasks to Division/Group Supervisors.

☐ 5. Resolve logistical problems reported by subordinates:

- Monitor radio transmissions and cell phone use to assess communications needs.

- Ensure resources receive adequate food, liquids, and rehabilitation.

- Request additional resources through approved ordering channels.

☐ 6. Report to Operations Section Chief whenever:

- Incident Action Plan (IAP) is to be modified.

- Additional resources are needed.

- Surplus resources are available.

- Hazardous situations or significant events occur.

☐ 7. Coordinate activities with other Branch Directors.

☐ 8. Attend Planning Meetings at the request of the Operations Section Chief.

☐ 9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

☐ 10. Ensure Branch fiscal record-keeping.

☐ 11. Document all activity on Unit Log (ICS Form 214).

## 3.3.2.3 Medical/Health Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

### Health Services

While all departments must remain vigilant at all times and plan ahead for possible emergencies, health services will play a tremendous role in preparing and training students.

The following emergency preparedness activities are essential to continued health of students during emergencies:

1.  Be certain that all staff are trained
2.  Maintaining current dated emergency medical supplies
3.  Promoting emergency prevention

During an emergency situation Health Services will provide the following services:

1.  Direct the medical response for the injured.
2.  Assist in determining the need for psychological assistance.
3.  Act as a liaison with outside medical personnel.
4.  Maintain medical records for those seeking and receiving medical assistance.
5.  Coordinate Health Center staff.

In the event of a medical emergency, the following steps shall be taken by the first person aware of a medical emergency or need for emergency assistance of any kind:

1.  Stay with the injured person and direct another person to notify the Office of *Public Safety* of the problem immediately by calling 9-**911 or x3333 (860-685-3333)** from a University telephone.

2.  Provide first aid, assistance or simple comfort to the person, appropriate to the responder's training and comfort level.  The rendering of first aid is not required of someone who has not been trained, or if it is not required as a part of their job description and function.

Once Public Safety has been notified of a medical emergency, the following actions shall be taken:

1.  Send an individual to the location where the ambulance will be arriving, so that they may promptly escort medical personnel to the injured person(s).
2.  Move bystanders from the immediate area to a safe location, to allow medical personnel ample room to conduct emergency response activities.
3.  Call janitorial services and request blood spill cleanup, area decontamination or other cleanup services as needed, before students and employers are returned to the immediate area.
4.  The Medical /Health Unit Leader is responsible for documenting actions taken on the medical emergency form.
5.  Conduct a limited investigation following the incident to evaluate corrective actions and preventative measures for future potential problems.

| ✓ | **Task** |
|---|---|
|   | 1.   Obtain briefing from Service Branch Director or Logistics Section Chief: |

- Obtain information on any injuries that occurred during initial response operations.

- Name and location of Safety Officer.

2. Determine level of emergency medical activities performed prior to activation of Medical Unit:

- Number and location of aid stations.

- Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.

- Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.

- Medical supplies needed.

3. Respond to requests for medical treatment and transportation.

4. Request/supervise ambulance support. Order through established Incident chain of command.

5. Prepare the Medical Plan (ICS Form 206), including guidelines for major medical emergency. **This plan should be coordinated with the medical organization within the Operations Section**.   Plan should include:

- Medical Assembly Area.

- Triage Area.

- Ambulance Traffic Route.

- Landing Zone for Life flight (incident and hospital).

- Aid Station Location(s).

- Hazard specific information (HAZMAT treatment, etc.).

- Closest hospitals.

- Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.

6. Obtain Safety Officer approval for Medical Plan.

7. Coordinate Medical Plan with local hospitals.

8. Respond to requests for medical aid.

9. Notify Safety Officer and Logistics Section Chief of all accidents and injuries.

10. Respond to requests for medical supplies.

11. Prepare medical reports; provide copies to Documentation Unit.

☐    12. Submit reports as directed; provide copies to Documentation Unit Leader.

☐    13. Provide briefing to relief on current activities and unusual circumstances.

☐    14. Document all activity on Unit Log (ICS Form 214).

**3.3.2.4 Law Enforcement Unit Leader Position Checklist**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✔ | **Task** |
|---|---|

☐ 1. Obtain briefing from Incident Commander or Planning Section Chief:

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

☐ 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

☐ 3. Participate in Planning Meetings, as requested.

☐ 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.

☐ 5. Document all activity on Unit Log (ICS Form 214).

**3.3.2.5 Search and Rescue Unit Leader Position Checklist**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

| | |
|---|---|
| ☐ | 1. Obtain briefing from Incident Commander or Planning Section Chief: |

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

| ☐ | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
|---|---|

| ☐ | 3. Participate in Planning Meetings, as requested. |
|---|---|

| ☐ | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
|---|---|

| ☐ | 5. Document all activity on Unit Log (ICS Form 214). |
|---|---|

Wesleyan Emergency Response Plan
**3.3.2.6 Construction Unit Leader Position Checklist**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|----------|

| | 1. Obtain briefing from Incident Commander or Planning Section Chief: |
|---|---|

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

| | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
|---|---|

| | 3. Participate in Planning Meetings, as requested. |
|---|---|

| | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
|---|---|

| | 5. Document all activity on Unit Log (ICS Form 214). |
|---|---|

## 3.3.2.7 Human Services Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

| | 1.  Obtain briefing from Incident Commander or Planning Section Chief: |
|---|---|

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

| | 2.  Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
|---|---|

| | 3.  Participate in Planning Meetings, as requested. |
|---|---|

| | 4.  Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
|---|---|

| | 5.  Document all activity on Unit Log (ICS Form 214). |
|---|---|

**3.3.2.8 Family Care Unit Leader Position Checklist**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

1. Obtain briefing from Incident Commander or Planning Section Chief:

   ▪ Identify Supervisor in organization.

   ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

3. Participate in Planning Meetings, as requested.

4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.

5. Document all activity on Unit Log (ICS Form 214).

**3.3.2.9 Employee Health and Well Being Unit Leader Position Checklist**

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

|  | 1. Obtain briefing from Incident Commander or Planning Section Chief: |
|---|---|

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

|  | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
|---|---|

|  | 3. Participate in Planning Meetings, as requested. |
|---|---|

|  | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
|---|---|

|  | 5. Document all activity on Unit Log (ICS Form 214). |
|---|---|

**3.3.2.10        Fire/Rescue Unit Leader Position Checklist**
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

### Fire or explosion

1. The Fire Rescue Unit Leader is responsible for documenting actions taken on the Fire and Explosion Emergency Action form.

Provide information to emergency responders that arrive on scene.

| ✓ | **Task** |
|---|---|
| ☐ | 1. Obtain briefing from Incident Commander or Planning Section Chief:<br><br> ▪ Identify Supervisor in organization.<br><br> ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc. |
| ☐ | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
| ☐ | 3. Participate in Planning Meetings, as requested. |
| ☐ | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
| ☐ | 5. Document all activity on Unit Log (ICS Form 214). |

### Occupant Requirements for Smoke and Fire Damaged Areas

A fire in dormitory rooms or residential units can give off many chemical by-products; including, but not limited to, hydrogen chloride and hydrogen cyanide.  Because the institution wishes to protect individuals from possible contamination, the following list of items will need to be discarded following an exposure to fire.  These items should be inventoried.  Keep a copy of the inventory for your records and submit another to the appropriate insurance agent.

**Items to be discarded:**
- All medications
- All contact lens cleaning solutions
- Hand lotions and liquid soaps
- All food and drink with the exception of items sealed in cans.
- All make-up
- Perfumes and aftershaves
- Personal hygiene items such as tooth brush and tooth paste
- Mouth wash

- Candy or other snack items

**Items that need to be cleaned with soap and water and rinsed thoroughly:**
- Jewelry, wristwatch bands, bracelets, earrings
- Eye glasses and frames
- Razors (not electric), heads only if electric
- External surfaces of pens, pencils, backpacks, and purses
- Clothing (dry cleaning is an option)

**Items that need to be dipped in a bleach solution (1 teaspoon bleach per quart of water) for 15 minutes**
- Cooking and eating utensils
- Undamaged food and drink items sealed in cans

Cleaning of walls, floors, ceilings and other environmental surfaces will be necessary. In areas occupied by asthmatics, mild cleaning products such as Joy® dish soap and Bleach for disinfectant are recommended. If stronger chemicals are required to clean surfaces appropriately, persons with extreme allergies or asthma should be evacuated from the area for a minimum of 48 hours. The area should be well ventilated before the occupants return.

If you have been exposed to smoke and have medical problems, seek medical help immediately. Symptoms may not occur until 24 to 48 hours after exposure and may include an upper respiratory flu or cold-like illness.

If you are pregnant or nursing a baby, please consult your physician before returning to the fire damaged area.

### Student Guidelines for Retrieving Essentials after a Fire

The combustion process of a fire can give off many chemical by-products. In order to minimize your exposure to contaminates and allow everyone an opportunity to visit their rooms, you will be limited to five minutes in your room and will be allowed to remove only one bag of personal items or books.

**The following items MAY NOT be taken from your room:**

- All medications
- All contact lens cleaning solutions
- Hand lotions and liquid soaps
- All food and drink with the exception of items sealed in cans and even theses if the containers show signs of heat from the fire
- All make-up
- Perfumes and aftershaves
- Personal hygiene items such as tooth brush and tooth paste
- Mouth wash
- Candy or other snack items

**We suggest that you collect the following items:**

- Books, notebooks and other items related to your class work
- Purses, wallets, cash, identification cards and keys
- Eyeglasses and contacts (special precautions must be taken before using)
- Change of clothes (Choose those that are inside a dresser with the drawer closed and underneath the top layer…these are less likely to be contaminated)
- Coats, hats and shoes or boots as appropriate
- Items of personal or sentimental nature such as pictures, journals, jewelry (Please limit stuffed animals to one only)

Items removed from the rooms need to be cleaned. Many items can be cleaned with soap and water and thoroughly rinsed. Items that cannot be treated in this fashion, usually can be thoroughly vacuumed, wiped with a damp rag, and left to air out in an unoccupied space. Any concerns over the appropriate cleaning method, should be addressed to the staff at the staging area. If you have been exposed to smoke and have medical problems, seek medical help immediately. Symptoms may not occur until 24 to 48 hours after exposure and may include an upper respiratory flu or cold-like illness.

If you are pregnant or nursing a baby, please consult your physician before returning to the fire damaged area.

**3.3.2.11      Hazardous Materials Unit Leader Position Checklist**

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

| | 1.   Obtain briefing from Incident Commander or Planning Section Chief: |
|---|---|

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

| | 2.   Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
|---|---|

| | 3.   Participate in Planning Meetings, as requested. |
|---|---|

| | 4.   Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
|---|---|

| | 5.   Document all activity on Unit Log (ICS Form 214). |
|---|---|

☐      6. Compile hazardous materials inventories

☐      7. Compile hazardous and non-hazardous material manifests.

☐      8. Coordinate with decontamination vendor

## 3.3.2.12      Care/Shelter Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

The Care/Shelter Unit Leader, typically the Director of Residence Life, or designee, is responsible for:

1.  Obtaining space and housing relocation services for displaced students.
2.  Training professional and student residence life staff in their responsibilities in the event of an emergency.
3.  Ensuring open communications are maintained for students.

In the event of a declared emergency situation, the Care/Shelter Unit Leader will:

1.  Call an emergency staff meeting for all Housing and Residence Life staff and:
a.      Provide details to staff on nature of emergency.
b.      Review outline for meeting with residents.
c.      Provide instructions for residence life staff for housing procedures during emergencies.
d.      After an evacuation, check to ensure buildings are fully evacuated and lock down the buildings.
e.      Assign maintenance tasks as needed in conjunction with Physical Plant.
2.  Conduct Shelter-in-Place activities for students or relocate students to designated shelters if an evacuation is necessary.

In the event of a declared emergency situation requiring **Emergency Shelter Operations**, the Care/Shelter Unit Leader will provide the following functions:

1.  Determine the number of students who will require emergency shelter.
2.  Assist campus dining with feeding procedures.
3.  Maintain a list of students who require emergency shelter and are moved to other locations and off campus.
4.  Arrange for assistance from residence staff for preparing buildings for a disaster.
5.  Advise University Communications Office of the condition of residence halls.
6.  Advise Office of Behavioral Health of any counseling needs.
7.  Act as liaison with the Red Cross.
8.  Act as a liaison to parents.
9.  Establish Freeman Athletic Center as the primary shelter for residential students.
10. Monitor students' behavior in shelters.
11. Bring radios and portable phones for use in meeting communication needs of the shelter.

During the **Recovery Period,** the Care/Shelter Unit Leader will be responsible for notifying head residents and resident advisors that normal activities can be resumed once university is reopened.

| ✓ | **Task** |
|---|---|
|  | 1.    Obtain briefing from Incident Commander or Planning Section Chief: |

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

3. Participate in Planning Meetings, as requested.

4. Assess the need for shelter: number of individuals, degree of privacy needed, bathroom/shower facilities needed

5. Secure the necessary beds and linens and other pertinent supplies

6. Make arrangements for food preparation or purchase with that technical specialist, including distribution, dining arrangements, clean up

7. Make any necessary notifications regarding who has been housed and where

8. Document all activity on Unit Log (ICS Form 214).

**3.3.2.13      Utilities Unit Leader Position Checklist**

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|----------|

| | 1. Obtain briefing from Incident Commander or Planning Section Chief: |
|---|---|

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

| | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
|---|---|

| | 3. Participate in Planning Meetings, as requested. |
|---|---|

| | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
|---|---|

| | 5. Document all activity on Unit Log (ICS Form 214). |
|---|---|

## 3.3.2.14      Mental Health Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

| | |
|---|---|
| ☐ | 1.  Obtain briefing from Incident Commander or Planning Section Chief: |

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

| | |
|---|---|
| ☐ | 2.  Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
| ☐ | 3.  Participate in Planning Meetings, as requested. |
| ☐ | 4.  Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
| ☐ | 5.  Document all activity on Unit Log (ICS Form 214). |

## 3.3.2.15      Field Operations Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Also, the Field Operations Unit Leader (Vice President for Academic Affairs if available)  will provide the following functions:

1. Establish a liaison with Divisional Deans as to the cancellation of and resuming classes.
2. Determine with consultation with the Divisional Deans and the Registrar the need to reschedule classes in different buildings.
3. Advise the President on the educational mission and scheduling of classes.
4. Serve as a liaison with the faculty.

Directors of GLSP and Graduate Student Services will:

1. Serve as liaison between the administration and their students.
2. Notify Office of Public Safety upon their canceling of classes.
3. Serve as liaison with the Dean of Continuing Education (Director of GSS).

| ✓ | **Task** |
|---|---|

| | 1. Obtain briefing from Incident Commander or Planning Section Chief: |
|---|---|

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

| | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
|---|---|

| | 3. Participate in Planning Meetings, as requested. |
|---|---|

| | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
|---|---|

| | 5. Document all activity on Unit Log (ICS Form 214). |
|---|---|

## <u>PLANNING SECTION POSITION CHECKLISTS</u>

### 3.3.3.1 Planning Section Chief Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader

The Planning Section Chief will:

1.  Determine the status of campus work force.
2.  Assist in determining the late/early opening of the University and notifies media.
3.  Coordinate in scheduling times to relieve crews on duty.
4.  Document all inquiries and their status.
5.  Acts in liaison with University insurance company

| ✓ | **Task** |
|---|---|

| | |
|---|---|
| ☐ | 1. Obtain briefing from Incident Commander: <br><br> ▪ Determine current resource status (ICS Form 201). <br><br> ▪ Determine current situation status/intelligence (ICS Form 201). <br><br> ▪ Determine current incident objectives and strategy. <br><br> ▪ Determine whether Incident Commander requires a written Incident Action Plan (IAP). <br><br> ▪ Determine time and location of first Planning Meeting. <br><br> ▪ Determine desired contingency plans. |
| ☐ | 2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated. |
| ☐ | 3. Establish and maintain resource tracking system. |
| ☐ | 4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff. |
| ☐ | 5. Advise Incident Command Post (ICP) staff of any significant changes in incident status. |
| ☐ | 6. Compile and display incident status summary information.  Document on ICS Form 209, Incident Status Summary (or other approved agency forms): <br><br> ▪ Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required. <br><br> ▪ Provide copy to Public Information Officer. |
| ☐ | 7. Obtain/develop incident maps. |

8. Establish information requirements and reporting schedules for ICP and field staff.

9. Prepare contingency plans:

   ▪ Review current and projected incident and resource status.

   ▪ Develop alternative strategies.

   ▪ Identify resources required to implement contingency plan.

   ▪ Document alternatives for presentation to Incident Commander and Operations, and for inclusi[on in] IAP.

10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss prop[osed] and tactics and diagram incident organization and resource location.

11. Conduct Planning Meetings according to following agenda:

### Sample Planning Meeting Agenda

| Agenda Item | | Responsible Party |
|---|---|---|
| 1 | Briefing on situation/resource status. | Planning/Operations Sec[tion] |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Sec[tion] |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Log[istics] Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/ transportation plans. | Logistics/Planning Sectio[n] |
| 10 | Provide financial update. | Finance/Administration S[ection] |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Office[r] |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to[o] Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

   ▪ Establish information requirements and reporting schedules for use in preparing the IAP.

   ▪ Ensure that detailed contingency plan information is available for consideration by Operations

   ▪ Verify that all support and resource needs are coordinated with Logistics Section prior to relea[se]

   ▪ Include fiscal documentation forms in written IAP as requested by the Finance/Administration

   ▪ Coordinate IAP changes with General Staff personnel and distribute written changes, as approp[riate]

13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Le[ader]

14. Coordinate preparation of the Safety Message with Safety Officer.

15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

**3.3.3.2 Situation Unit Leader Position Checklist**
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

1. Obtain briefing from Planning Section Chief.

   ▪ Review ICS Form 201 for incident status.

   ▪ Determine incident objectives and strategy.

   ▪ Determine necessary contingency plans.

   ▪ Identify reporting requirements and schedules-both internal and external to the incident.

2. Organize and staff Unit, as appropriate:

   ▪ Assign Field Observers.

   ▪ Request Technical Specialists, as needed.

3. Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists):

   ▪ Brief Technical Specialists on current incident status.

   ▪ Assign analysis tasks.

   ▪ Notify staff of time lines and format requirements.

   ▪ Monitor progress.

4. Compile, maintain and display incident status information for Incident Command Post (ICP) staff:

   ▪ Sort data into required categories of information (i.e. geographic area, population, facilities, environmental values at risk, location of facilities, etc.).

   ▪ Determine appropriate map displays.

   ▪ Review all data for completeness, accuracy, and relevancy prior to posting.

   ▪ Plot incident boundaries, location of perimeters, facilities, access routes, etc. on display maps in Planning area.

   ▪ Develop additional displays (weather reports, incident status summaries, etc.), as necessary.

   ▪ Ensure displays and maps are kept up to date.

5. Provide photographic services and maps:

   ▪ Photographic services may be used to document operations and intelligence activities, public information activities, and accident investigations.

- Issue disposable or digital cameras to Field Observers and Operations personnel as appropriate.

- Ensure photographs are processed at the end of each operational period.

- Request or develop additional and specialized maps as required.

- Provide Incident Map(s) for Incident Action Plan (IAP).

6. Provide situation evaluation, prediction and analysis for Command and Operations; prepare information on alternative strategies:

- Review current and projected incident and resource status.

- Develop alternative strategies.

- Identify resources required to implement contingency plan.

- Document alternatives for presentation to Incident Commander and Operations and inclusion in the written IAP, using the ICS Form 204, Contingency Plan.

7. Interview Operations personnel coming off duty to determine effectiveness of strategy and tactics, work accomplished and left to be accomplished.

8. Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service.

9. Prepare Incident Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting:

- Provide copies to Command and General Staff.

- Forward to agency administrator and to other entities, as directed.

10. Participate in Planning Meetings, as required.

11. Prepare predictions at periodic intervals, or upon request of the Planning Section Chief. Notify Command and General Staff if unforeseen changes occur.

12. Provide briefing to relief on current and unusual situations.

13. Document all activity on Unit Log (ICS Form 214).

## 3.3.3.3 Resources/Labor Pool Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

1. Obtain briefing from Planning Section Chief.

2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.

3. Establish check-in function at incident locations (ICS Form 211).

4. Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.

5. Compile, maintain, and display resource status information on:  1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:

   - Review ICS Form 201 for resource information.

   - Review Check-In List (ICS Form 211).

   - Confirm resources assigned to Staging.

   - Confirm resources assigned to tactical Operations organization.

   - Confirm resources assigned to other Command and General Staff functions.

6. Establish and maintain resource tracking system.

7. Maintain master roster of all resources at the incident:

   - Total number of personnel assigned to the incident.

   - Total number of resources assigned to each Section and/or Unit.

   - Total number of specific equipment/apparatus types.

☐     8.   Assist in preparation of the Incident Action Plan (IAP):

- Prepare Organization Chart (ICS Form 207) and post in each room of the Incident Command Post (ICP).

- Assist in preparing the Organizational Planning Worksheet (ICS Form 215).

- Prepare Organization Assignment List (ICS Form 203).

- Prepare Division/Group Assignment Sheets (ICS Form 204).

☐     9.   Participate in Planning Meetings, as assigned.

☐     10.   Provide briefing to relief on current and unusual situations.

☐     11.   Assist in identification of additional and special resources:

- Other disciplines.

- Technical Specialists.

- Resources needed to implement contingency plans.

☐     12.   Document all activity on Unit Log (ICS Form 214).

## 3.3.3.4 Documentation Unit Leader Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

### Incident documentation

Incidents that are determined to be a Level III or Level IV shall be documented and information shall be retained for a minimum of five (5) years.  Documentation shall include:

1. An incident log indicating times of responses, actions taken and individuals involved from the initial call to the conclusion of the event.
2. Copies of all communications made via telephone, email or in the form of press releases.
3. Copies of all reports made to regulatory agencies.
4. Copies of police reports, fire department logs, and/or contractor spill response documentation.
5. Any applicable Material Safety Data Sheets, Chemical information, or other related information.
6. Copies of all analytical reports, waste determinations or other relevant technical data.
7. Copies of invoices and costs associated with food management and sheltering operations.
8. Logs or sign-in sheets associated with sheltering operations.
9. Descriptions of corrective actions taken, noting any exposures to individuals or the environment.
10. Copies of individual reports or statements from emergency responders, victims or witnesses.
11. Copies of all newspaper articles associated with the emergency.
12. Accident investigation documentation. Include any hazard assessments, risk assessments or root cause analyses that have been conducted to determine the primary and contributory causes of the emergency event.
13. A post-emergency critique of the incident with recommendations for plan modifications or preventive measures.

| ✓ | **Task** |
|---|---|
| ☐ | 1.  Obtain briefing from Planning Section Chief. |
| ☐ | 2.  Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief. |
| ☐ | 3.  Establish work area: <br><br> ▪ Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process. |
| ☐ | 4.  Establish and organize incident files. |
| ☐ | 5.  Establish duplication services, and respond to requests. |

☐      6.   Determine number needed and duplicate Incident Action Plan (IAP) accordingly.

☐      7.   Retain and file duplicate copies of official forms and reports.

☐      8.   Accept and file reports and forms submitted by incident personnel.

☐      9.   Check the accuracy and completeness of records submitted for files.

☐      10. Ensure that legal restrictions on public and exempt records are observed.

☐      11. Provide briefing to relief on current activities and unusual events.

☐      12. Document all activity on Unit Log (ICS Form 214).

☐      13. Give completed incident files to Planning Section Chief.

Wesleyan Emergency Response Plan
## 3.3.3.5 Demobilization Unit Leader Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

| | 1. Obtain briefing from Planning Section Chief: |
|---|---|

- Determine objectives, priorities and constraints on demobilization.

2. Review incident resource records to determine scope of demobilization effort:

- Resource tracking system.
- Check-in forms.
- Master resource list.

3. Meet with agency representatives to determine:

- Agencies not requiring formal demobilization.
- Personnel rest and safety needs.
- Coordination procedures with cooperating-assisting agencies.

4. Assess the current and projected resource needs of the Operations Section.

5. Obtain identification of surplus resources and probable release times.

6. Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).

7. Determine Finance/Administration, Communications, Supply, and other incident check-out stops.

8. Determine de-briefing requirements.

9. Establish communications links with off-incident organizations and facilities.

10. Prepare Demobilization Plan (ICS Form 221):

- General - Discussion of demobilization procedure.

- Responsibilities - Specific implementation responsibilities and activities.

- Release Priorities - According to agency and kind and type of resource.

- Release Procedures - Detailed steps and process to be followed.

- Directories - Maps, telephone numbers, instructions and other needed elements.

- Continuity of operations (follow up to incident operations):

  - Public Information.

  - Finance/Administration.

  - Other.

- Designate to whom outstanding paperwork must be submitted.

- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:

  - Incident activity and work load are at the level the agency can reasonably assume.

  - Incident is controlled.

  - On-scene personnel are released except for those needed for final tactical assignments.

  - Incident Base is reduced or in the process of being shut down.

  - Planning Section has organized final incident package.

  - Finance/Administration Section has resolved major known finance problems and defined process for follow-up.

  - Rehabilitation/cleanup accomplished or contracted.

  - Team has conducted or scheduled required debriefings.

11. Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.

12. Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.

13. Monitor implementation of Demobilization Plan (ICS Form 221).

14. Assist in the coordination of the Demobilization Plan (ICS Form 221).

15. Provide briefing to relief on current activities and unusual events.

16. Document all activity on Unit Log (ICS Form 214).

17. Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

## LOGISTICS SECTION POSITION CHECKLISTS
### 3.3.4.1 Logistics Section Chief Position Checklist
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

The Logistics Section Chief, (Associate Vice President of Facilities or designee) will perform the following functions:

1. Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
2. Provide vehicles, equipment, and operations for movement of personnel and supplies, assigns vehicles as required for emergency use.
3. Obtain the assistance of utility companies as required for emergency operations.
4. Furnish emergency power and lighting as required.
5. Survey habitable space and relocates essential services and functions.
6. Provide facilities with emergency generator fuel during actual emergency or disaster periods.
7. Provide for storage of vital records at alternative site; coordinates with building area coordinators for liaison and support.
8. Ensure damaged areas are tested for health hazards before re-entry.

| ✓ | **Task** |
|---|---|

| | 1. Obtain briefing from Incident Commander: |
|---|---|

- Review situation and resource status for number of personnel assigned to incident.

- Review current organization.

- Determine which incident facilities have been/should be activated.

| | 2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate. |
|---|---|

| | 3. Confirm resource ordering process. |
|---|---|

| | 4. Assess adequacy of current Incident Communications Plan (ICS Form 205). |
|---|---|

| | 5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units. |
|---|---|

| | 6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel: |
|---|---|

- Provide summary of emergency situation.

- Provide summary of the kind and extent of Logistics support the Section may be asked to provide.

| | 7. Notify Resources Unit of other Units activated, including names and location of assigned personnel. |
|---|---|

☐      8.   Attend Planning Meetings:

## Sample Planning Meeting Agenda

| Agenda Item | Responsible Party |
|---|---|
| 1   Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2   Discuss safety issues. | Safety Officer |
| 3   Set/confirm incident objectives. | Incident Commander |
| 4   Plot control lines & Division boundaries. | Operations Section Chief |
| 5   Specify tactics for each Division/Group. | Operations Section Chief |
| 6   Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7   Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8   Develop resource order. | Logistics Section Chief |
| 9   Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10   Provide financial update. | Finance/Administration Section Chief |
| 11   Discuss interagency liaison issues. | Liaison Officer |
| 12   Discuss information issues. | Public Information Officer |
| 13   Finalize/approve/implement plan. | Incident Commander/All |

☐      9.   Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.

- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.

- Ensure Incident Communications Plan (ICS Form 205) is prepared.

- Ensure Medical Plan (ICS Form 206) is prepared.

- Assist in the preparation of Transportation Plan.

☐      10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

☐      11. Research availability of additional resources.

☐      12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

☐      13. Ensure coordination between Logistics and other Command and General Staff.

☐      14. Ensure general welfare and safety of Section personnel.

☐      15. Provide briefing to relief workers on current activities and unusual situations.

☐      16. Ensure that all personnel observe established level of operational security.

☐  17.  Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

☐  18.  Submit all Section documentation to Documentation Unit.

### 3.3.4.2 Service Unit Leader Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

1. Obtain briefing from Logistics Section Chief

   ▪ Determine charge code for incident.

   ▪ Confirm ordering process.

   ▪ Assess need for 24-hour staffing.

   ▪ Determine scope of services needed.

2. Organize and staff Unit, as appropriate:

   ▪ Consider need for "lead agency" representation in service ordering process.

   ▪ Consider dividing ordering responsibilities either by discipline or by category.

3. Determine ordering parameters, authorities and restrictions.  Ensure that Unit staff observes ordering system and chain of command for ordering:

   ▪ Establish clearly defined time when the Supply Unit will assume responsibility for all ordering.  This will require close coordination with Operations and Planning staff.

   ▪ Confirm process for coordinating contract related activities with the Procurement Unit.

   ▪ Confirm process for emergency purchase orders with Finance Section.

4. Determine type and amount of services required

   ▪ Contact Resources Unit to determine resources on order.

5. Order, receive, distribute, and store supplies and equipment:

   ▪ Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).

- Relay this information to appropriate staff.

6. Advise affected Unit or Section of changes in arrival times of requested resources.  Advise immediately if order cannot be filled.

7. Alert Section Chief to changes in resource availability which may affect incident operations.

8. Develop and implement safety and security requirements.

9. Review Incident Action Plan (IAP) for information affecting Service Unit.

10. Maintain inventory of service providers.

11. Keep and submit copies of all orders and related documentation to the Documentation Unit.

12. Provide briefing to relief workers on status of outstanding orders, current activities, and unusual situations.

13. Document all activity on Unit Log (ICS Form 214).

## 3.3.4.3 IT/Computers Lead Position Checklist

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

The IT/Computers Lead will also:

1. Advise the President or designee on the condition of the Computer Center.
2. Coordinate the staff of ITS as to any preparations which can be made to protect computer systems.
3. Advise the Communication Office as to the computer capabilities as a means to communicate to the community.
4. Share computer capability information with the Communications Office as part of Emergency Preparedness Program.
5. Assist in making of telephone broadcasts to Wesleyan community.
6. Coordinate staffing of the University operators.
7. Assist in assessment of damage to the phone system and coordinates repair.
8. Act as a liaison with outside telephone companies (SNET, Nortel and University operators).

| ✓ | **Task** |
|---|---|
| | 1. Obtain briefing from Incident Commander or Planning Section Chief:<br><br>▪ Identify Supervisor in organization.<br><br>▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc. |
| | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
| | 3. Participate in Planning Meetings, as requested. |
| | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
| | 5. Document all activity on Unit Log (ICS Form 214). |

### 3.3.4.4 Food Services Lead Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

The Food Services Lead will:

1.  Direct emergency feeding of community members on campus.
2.  Request necessary food supplies.
3.  Maintain an adequate on-campus food and water supply to provide for a minimum of one week of services.

| ✓ | **Task** |
|---|---|
| | 1. Obtain briefing from Logistics Section Chief or Service Branch Director: <br><br> ▪ Determine potential duration of incident. <br><br> ▪ Number and location of personnel to be fed. <br><br> ▪ Last meal provided. <br><br> ▪ Proposed time of next meal. |
| | 2. Determine food service requirements for planned and expected operations. |
| | 3. Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit). |
| | 4. Determine location of working assignment. |
| | 5. Ensure sufficient potable water and beverages for all incident personnel. |
| | 6. Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief. |
| | 7. Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer. |
| | 8. Supervise administration of food service agreement, if applicable. |
| | 9. Provide copies of receipts, bills to Finance/Administration Section. |
| | 10. Let Supply Unit know when food orders are complete. |
| | 11. Provide briefing to relief on current activities and unusual situations. |

12. Document all activity on Unit Log (ICS Form 214).

## 3.3.4.5 Security Services Lead Position Checklist

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

|  | 1. Obtain briefing from Incident Commander or Planning Section Chief: |
|---|---|

- ▪ Identify Supervisor in organization.

- ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

|  | 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214). |
|---|---|

|  | 3. Participate in Planning Meetings, as requested. |
|---|---|

|  | 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc. |
|---|---|

|  | 5. Document all activity on Unit Log (ICS Form 214). |
|---|---|

## 3.3.4.6 Message Center Lead Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

1. Obtain briefing from Incident Commander or Planning Section Chief:

    ▪ Identify Supervisor in organization.

    ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

3. Participate in Planning Meetings, as requested.

4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.

5. Document all activity on Unit Log (ICS Form 214).

## 3.3.4.7 Communications Unit Lead Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

1. Obtain briefing from Incident Commander or Planning Section Chief:

    - Identify Supervisor in organization.

    - Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

3. Participate in Planning Meetings, as requested.

4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.

5. Document all activity on Unit Log (ICS Form 214).
6. Prepare notification to cancel classes if called for.

## 3.3.4.8 Support Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|----------|

☐     1.   Obtain briefing from Logistics Section Chief:

- Determine facilities activated in support of the incident.

- Determine ground support and transportation needs.

- Determine resource ordering process.

- Confirm personnel already requested for Branch.

☐     2.   Confirm resource ordering process and who is authorized to order with Command and Logistics Section Chief.

☐     3.   Confirm facilities in use and determine the potential for additional facilities.

☐     4.   Determine need for fuel delivery and vehicle support.

      5.   Determine need to provide trash bags to students if custodial staffing is limited. Arrange for supplementary trash removal

☐     6.   Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection.

☐     7.   Staff Branch appropriately.

☐     8.   Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:

- Provide summary of emergency situation.

- Provide summary of the facility, supply, and ground support needs of the incident.

☐     9.   Participate in organizational meetings of Logistics Section personnel.

☐     10. Coordinate activities of Branch Units.

☐     11. Keep Logistics Section Chief apprised of Branch Activities.

☐     12. Document all activity on Unit Log (ICS Form 214).

**3.3.4.9 Materials Supply Unit Leader Position Checklist**
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

| | 1. Obtain briefing from Logistics Section Chief or Support Branch Director: |
|---|---|

- Determine charge code for incident.

- Confirm ordering process.

- Assess need for 24-hour staffing.

- Determine scope of supply process.

| | 2. Organize and staff Unit, as appropriate: |
|---|---|

- Consider need for "lead agency" representation in ordering process.

- Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel, and supplies).

| | 3. Determine ordering parameters, authorities and restrictions.  Ensure that Unit staff observes ordering system and chain of command for ordering: |
|---|---|

- Establish clearly defined time when the Supply Unit will assume responsibility for all ordering.  This will require close coordination with Operations and Planning staff.

- Confirm process for coordinating contract related activities with the Procurement Unit.

- Confirm process for emergency purchase orders with Finance Section.

| | 4. Determine type and amount of supplies and equipment on hand and en route: |
|---|---|

- Contact Resources Unit to determine resources on order.

5. Receive resource orders from authorized incident staff.   Document on Resource Order Form (ICS Form 208):

- Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications, etc.).

- Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered.

- Obtain estimated price for resources which expect reimbursement.

- Coordinate delivery of rented equipment to Ground Support Unit for inspection before use.

6. Arrange to receive ordered supplies and equipment.  Work with Facilities Unit to identify and activate appropriate facilities for supply storage.

7. Order, receive, distribute, and store supplies and equipment:

- Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).

- Relay this information to appropriate staff.

8. Advise affected Unit or Section of changes in arrival times of requested resources.  Advise immediately if order cannot be filled.

9. Alert Section Chief to changes in resource availability which may affect incident operations.

10. Develop and implement safety and security requirements for supply areas.

11. Review Incident Action Plan (IAP) for information affecting Supply Unit.

12. Maintain inventory of supplies and equipment.

13. Service re-usable equipment.

14. Keep and submit copies of all orders and related documentation to the Documentation Unit.

15. Provide briefing to relief on status of outstanding orders, current activities, and unusual situations.

16. Document all activity on Unit Log (ICS Form 214).

## 3.3.4.10    Facilities Unit Leader Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Also: Facilities Manager and/or Safety Officer / Chemistry Department will:

1. Direct efforts to control hazardous materials.
2. Determine status of radioactive materials.

| ✓ | **Task** |
|---|---|

| | 1. Obtain briefing from Logistics Section Chief or Support Branch Director: |
|---|---|

- Expected duration and scope of the incident.
- Facilities already activated.
- Anticipated facility needs.

| | 2. Obtain a copy of the Incident Action Plan (IAP) and determine: |
|---|---|

- Location of Incident Command Post.
- Staging Areas.
- Incident Base.
- Supply/Receiving/Distribution Centers.
- Information/Media Briefing Center.
- Other incident facilities.

| | 3. Determine requirements for each facility to be established: |
|---|---|

- Sanitation.
- Sleeping.
- Feeding.
- Supply area.
- Medical support.
- Communications needs.
- Security needs.
- Lighting.

| | 4. In cooperation with other incident staff, determine the following requirements for each facility: |
|---|---|

- Needed space.

- Specific location.

- Access.

- Parking.

- Security.

- Safety.

5. Plan facility layouts in accordance with above requirements.

6. Coordinate negotiation for rental office or storage space:

- < 60 days - Coordinate with Procurement Unit.

- > 60 days - Coordinate with Procurement Unit, agency Facilities Manager, and agency Finance Department.

7. Video or photograph rental office or storage space prior to taking occupancy.

8. Document all activity on Unit Log (ICS Form 214).

### 3.3.4.11    Transportation Unit Leader Position Checklist:

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

1. Obtain briefing from Incident Commander or Planning Section Chief:

   ▪ Identify Supervisor in organization.

   ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

3. Participate in Planning Meetings, as requested.

4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.

5. Consider offering transportation to essential personnel to and from the University if they are otherwise unable to come to work.

6. If students are directed to evacuate the campus, provide shuttle service to mass transportation locations (e.g. bus and train stations, airports)

7. Document all activity on Unit Log (ICS Form 214).

**3.3.4.12      Resource Tracking Unit Leader Position Checklist:**

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

☐  8.   Obtain briefing from Incident Commander or Planning Section Chief:

   ▪  Identify Supervisor in organization.

   ▪  Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

☐  9.   Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

☐  10.  Participate in Planning Meetings, as requested.

☐  11.  Provide technical expertise to supervisor in organization according to established format, timelines, etc.

☐  12.  Document all activity on Unit Log (ICS Form 214).

### 3.3.4.13 Resource Tracking Unit Leader Position Checklist:

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

☐  1. Obtain briefing from Incident Commander or Planning Section Chief:

- ▪ Identify Supervisor in organization.

- ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

☐  2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

☐  3. Participate in Planning Meetings, as requested.

☐  4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.

☐  5. Document all activity on Unit Log (ICS Form 214).

## 3.3.4.14 Damage Assessment and Control Officer Position Checklist:

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

☐ 1. Obtain briefing from Incident Commander or Planning Section Chief:

- Identify Supervisor in organization.

- Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

☐ 2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

☐ 3. Participate in Planning Meetings, as requested.

☐ 4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.

☐ 5. Document all activity on Unit Log (ICS Form 214).

## 3.3.4.15　　　Sanitation System Officer Position Checklist:

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

1. Obtain briefing from Incident Commander or Planning Section Chief:

   ▪ Identify Supervisor in organization.

   ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.

2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).

3. Participate in Planning Meetings, as requested.

4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.

5. Document all activity on Unit Log (ICS Form 214).

### 3.3.5 FINANCE SECTION – POSITION CHECKLISTS

**3.3.5.1 Finance Section Chief Position Checklist**

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

The Finance Section Chief will:

1. Advise the President or his Designee on the physical condition of the building(s) and grounds on the campus and advise the President continuously on the situation.

2. Appoint a representative from the Controllers office to initiate a record keeping system for all expenditures. This representative will:

   a. Coordinate procedures for emergency spending,

   b. Collect damage (cost) estimates of damage to buildings and grounds and obtain photos and videos.

| ✓ | **Task** |
|---|---|

| | 1. Obtain briefing from Incident Commander: |
|---|---|

- Incident objectives.

- Participating/coordinating agencies.

- Anticipated duration/complexity of incident.

- Determine any political considerations.

- Obtain the names of any agency contacts the Incident Commander knows about.

- Possibility of cost sharing.

- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.

| | 2. Obtain briefing from agency administrator: |
|---|---|

- Determine level of fiscal process required.

- Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.

- Assess potential for legal claims arising out of incident activities.

- Identify applicable financial guidelines and policies, constraints and limitations.

3. Obtain briefing from agency Finance/Administration representative:

- Identify financial requirements for planned and expected operations.

- Determine agreements are in place for land use, facilities, equipment, and utilities.

- Confirm/establish procurement guidelines.

- Determine procedure for establishing charge codes.

- Important local contacts.

- Agency/local guidelines, processes.

- Copies of all incident-related agreements, activated or not.

- Determine potential for rental or contract services.

- Is an Incident Business Advisor (IBA) available, or the contact information for an agency Financial/Administration representative?

- Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees.

- Ensure that proper tax documentation is completed.

- Determine whether hosting agency will maintain time records and what forms will be used.

4. Ensure all Sections and the Supply Unit are aware of charge code.

5. Attend Planning Meeting:

- Provide financial and cost-analysis input.

- Provide financial summary on labor, materials, and services.

- Prepare forecasts on costs to complete operations.

- Provide cost benefit analysis, as requested.

- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.

## Sample Planning Meeting Agenda

| Agenda Item | | Responsible Party |
|---|---|---|
| 1 | Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

6. Gather continuing information:

- Equipment time – Ground Support Unit Leader and Operations Section.

- Personnel time – Crew Leaders, Unit Leaders, and individual personnel.

- Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.

- Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.

- Arrival and demobilization of personnel and equipment – Planning Section.

- Daily incident status – Planning Section.

- Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.

- Status of supplies – Supply Unit Leader and Procurement Unit Leader.

- Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.

- Use agreements – Procurement Unit Leader and local administrative personnel.

- What has been ordered? – Supply Unit Leader.

- Unassigned resources – Resource Unit Leader and Cost Unit Leader.

☐ 7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.

☐ 8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.

☐ 9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:

- Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.

- Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.

- Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.

☐ 10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

☐ 11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:

- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.

- Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.

☐ 12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.

☐ 13. Assist Logistics in resource procurement:

- Identify vendors for which open purchase orders or contracts must be established.

- Negotiate ad hoc contracts.

☐ 14. Ensure coordination between Finance/Administration and other Command and General Staff.

☐ 15. Coordinate Finance/Administration demobilization.

☐ 16. Provide briefing to relief on current activities and unusual events.

☐ 17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).

☐ 18. Submit all Section documentation to Documentation Unit.

## 3.3.5.2 Time Unit Leader Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

1. Obtain briefing from Finance/Administration Section Chief:

   - Determine incident requirements for time recording.

   - Determine required time-lines for reports.

   - Determine location of timekeeping activity.

   - Determine number of personnel and rental equipment for which time will be kept.

2. Organize and staff Unit, as appropriate.

3. Advise Ground Support Unit, Air Support Group (if applicable), Facilities Unit (and other users of equipment) of the requirement of a daily record of equipment time.

4. Establish contact with appropriate agency personnel representatives:

   - Determine time-keeping constraints of individual agencies.

   - Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed.

5. Ensure that daily personnel and equipment time recording documents are prepared, and compliance with time policy is maintained.

6. Establish files for time records, as appropriate.

7. Provide for records security.

8. Ensure that all records are complete or current prior to demobilization.

9. Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.

10. Brief Finance/Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

☐         11.  Provide briefing to relief on current activity and unusual events.

☐         12.  Document all activity on Unit Log (ICS Form 214).

## 3.3.5.3 Procurement Unit Leader Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

☐ 1. Obtain briefing from Finance/Administration Section Chief:

- Determine charge code, and delegation of authority to commit agency funds.  If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.

- Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.

- Determine status of bid process.

- Determine current vendor list.

- Determine current blanket Purchase Order (PO) list.

- Determine time-lines established for reporting cost information.

☐ 2. Contact Supply Unit on incident needs and any special procedures or requirements.

☐ 3. Prepare and sign offers for rental, as necessary.

☐ 4. Develop Incident Procurement Plan.  This plan should address/include:

- Spending caps.

- Necessary Forms.

- Identify who has purchasing authority.

- Process for obtaining approval to exceed caps.

- Coordination process with Supply Unit.

- Supply of emergency purchase orders.

5. Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.

6. Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.

7. Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).

8. Establish contact with supply vendors, as needed.

9. Determine whether additional vendor-service agreements will be necessary.

10. Interpret contracts/agreements, and resolve claims or disputes within delegated authority.

11. Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.

12. Verify all invoices.

13. It is imperative that all contractors are accounted for and their time documented:

   ▪ Coordinate with all Sections.

   ▪ It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.

   ▪ Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.

14. Complete final processing and send documents for payment.

15. Maintain final incident receiving documents:

   ▪ Obtain copies of all vendor invoices.

   ▪ Verify that all equipment time records are complete.

   ▪ Maintain comprehensive audit trail for all procurement documents.

   ▪ Check completeness of all data entries on vendor invoices.

   ▪ Compare invoices against procurement documents.

   ▪ Assure that only authorized personnel initiate orders.

16. Provide briefing to relief on current activities and unusual events.

17. Document all activity on Unit Log (ICS Form 214).

**3.3.5.4          Recovery Unit Leader (Compensation and Claims) Position Checklist**

The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

☐  1.  Obtain briefing from Finance/Administration Section Chief:

- Determine accidents/injuries to date.

- Determine status of investigations.

☐  2.  Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.

☐  3.  Determine the need for Compensation for Injury and Claims Specialists, request additional personnel, as necessary.

☐  4.  Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

☐  5.  Ensure that volunteer personnel have been appropriately registered.

☐  6.  Ensure written authority for persons requiring medical treatment.

☐  7.  Ensure correct billing forms for transmittal to doctor and/or hospital.

☐  8.  Ensure all witness statements and statements from Safety Officer and Medical Unit  are reviewed for completeness.

☐  9.  Coordinate with Safety Officer to:

- Provide liaison with Occupational Safety and Health Administration (OSHA).

- Provide analysis of injuries.

- Ensure appropriate level of personal protective equipment (PPE) is being used, and that personnel have been trained in its use.

☐  10.  Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.

☐  11.  Provide briefing to relief on current activities and unusual events

☐  12.  Document all activity on Unit Log (ICS Form 214).

**Claims Specialist:**

- [ ] 1. Work closely with Operations and Planning for information from the field.

- [ ] 2. Some agencies/Units have "Claims Teams" who are trained to do claims investigation and documentation for large incidents.

- [ ] 3. Coordinate with FEMA, private aid organizations (Red Cross), and other Government agencies for claims documentation and their needs (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).

- [ ] 4. "Damage assessment" for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit. However, information gathered by the Unit may be forwarded to the agency as part of its recovery effort.

**Compensation for Injury Specialist:**

- [ ] 1. Determine accidents/injuries to date.

- [ ] 2. Coordinate with incident Safety Officer, Liaison Officer and/or department/agency representatives.

- [ ] 3. Work with Safety Officer to determine trends of accidents and provide analysis of injuries.

- [ ] 4. Work with local agency representatives to find treatment options for injuries.

- [ ] 5. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

- [ ] 6. Prepare written authority for persons requiring medical treatment, and correct billing forms for transmittal to doctor and/or hospital. Ensure all witness statements are reviewed for completeness.

- [ ] 7. Keep informed and report on status of hospitalized personnel.

- [ ] 8. Maintain log of all injuries occurring on incident.

- [ ] 9. Arrange for notification of next of kin for serious injuries and deaths (this will be done through Command).

## 3.3.5.5 Cost Unit Leader Position Checklist
The following checklist should be considered as the minimum requirements for this position.  Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ✓ | **Task** |
|---|---|

|   |   |
|---|---|
|   | 1.  Obtain briefing from Finance/Administration Section Chief: |

- Determine reporting time-lines.

- Determine standard and special reports required.

- Determine desired report format.

|   |   |
|---|---|
|   | 2.  Obtain and record all cost data: |

- Agency Equipment costs.

- Contract or mutual aid equipment costs.

- Contract or mutual aid personnel costs.

- Damage to facilities, infrastructure, equipment or vehicles.

- Supplies.

- Food.

- Facility rental.

|   |   |
|---|---|
|   | 3.  Identify in reports all equipment/personnel requiring payment. |

|   |   |
|---|---|
|   | 4.  Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief. |

|   |   |
|---|---|
|   | 5.  If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs. |

|   |   |
|---|---|
|   | 6.  Prepare resources use cost estimates for Planning: |

- Make sure estimates are updated with actual costs as they become available.

- Make sure information is provided to Planning according to Planning's schedule.

☐      7.    Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections—use of high cost equipment may have justifications unknown to Finance/Administration.

☐      8.    Maintain cumulative incident cost records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity's agency or contractor, pay premiums (overtime/hazard). These records should reflect:

- Agency, contract, and/or mutual aid equipment costs.

- Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard, and overtime).

- Contract or mutual aid equipment costs.

- Contract or mutual aid personnel costs.

- Damage to agency facilities, infrastructure, equipment or vehicles.

- Supplies.

- Food.

- Facility rental.

☐      9.    Ensure that all cost documents are accurately prepared.

☐     10.   Enter data into an agency cost analysis system (Incident Cost Analysis Reporting System (ICARS) or similar system, if appropriate).

☐     11.   Provide briefing to relief on current activity and unusual events.

☐     12.   Document all activity on Unit Log (ICS Form 214).

### 3.3.3.6    INCIDENT MANAGEMENT FORM

3.3.6.1 – Incident Commander Forms
ICS Form 201- Incident Briefing

## ICS Form 201

| **INCIDENT BRIEFING** | 1. Incident Name | 2. Date Prepared | 3. Time Prepared |
|---|---|---|---|
| | | | |

| 4. Map Sketch |
|---|
| |

| | 5. Prepared by (Name and Position) |
|---|---|
| ICS 201<br>Page 1 of 4 | |

| 6.  Summary of Current Actions |
|---|
| |

| | |
|---|---|
| ICS 201 | Page 2 |

| 7. Current Organization |
|---|
| |

| 8. Resources Summary | | | | |
|---|---|---|---|---|
| **Resources Ordered** | **Resource Identification** | **ETA** | **On Scene** | **Location/Assignment** |
| | | | | |
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| ICS 201 | Page 4 |
|---|---|

**ICS Form 202**

| INCIDENT OBJECTIVES | 1. INCIDENT NAME | 2. DATE | 3. TIME |
|---|---|---|---|
| | | | |

**4. OPERATIONAL PERIOD (DATE/TIME)**

**5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)**

**6. WEATHER FORECAST FOR OPERATIONAL PERIOD**

**7. GENERAL SAFETY MESSAGE**

**8. Attachments (☑ if attached)**

| ☐ Organization List (ICS 203) | ☐ Medical Plan (ICS 206) | ☐ Weather Forecast |
|---|---|---|
| ☐ Assignment List (ICS 204) | ☐ Incident Map | ☐ _____ |
| ☐ Communications Plan (ICS 205) | ☐ Traffic Plan | ☐ _____ |

| 9. PREPARED BY (PLANNING SECTION CHIEF) | 10. APPROVED BY (INCIDENT COMMANDER) |
|---|---|
| | |

## Organization Assignment List, ICS Form 203

| ORGANIZATION ASSIGMENT LIST | | 1. INCIDENT NAME | 2. DATE PREPARED | 3. TIME PREPARED |
|---|---|---|---|---|
| POSITION | NAME | 4. OPERATIONAL PERIOD (DATE/TIME) | | |
| **5. INCIDENT COMMAND AND STAFF** | | **9. OPERATIONS SECTION** | | |
| INCIDENT COMMANDER | | CHIEF | | |
| DEPUTY | | DEPUTY | | |
| SAFETY OFFICER | | a. BRANCH I- DIVISION/GROUPS | | |
| INFORMATION OFFICER | | BRANCH DIRECTOR | | |
| LIAISON OFFICER | | DEPUTY | | |
| | | DIVISION/GROUP | | |
| **6. AGENCY REPRESENTATIVES** | | DIVISION/ GROUP | | |
| **AGENCY** | **NAME** | DIVISION/ GROUP | | |
| | | DIVISION/GROUP | | |
| | | DIVISION /GROUP | | |
| | | | | |
| | | b. BRANCH II- DIVISIONS/GROUPS | | |
| | | BRANCH DIRECTOR | | |
| | | DEPUTY | | |
| | | DIVISION/GROUP | | |
| **7. PLANNING SECTION** | | DIVISION/GROUP | | |
| CHIEF | | DIVISION/GROUP | | |
| DEPUTY | | DIVISION/GROUP | | |
| RESOURCES UNIT | | | | |
| SITUATION UNIT | | c. BRANCH III- DIVISIONS/GROUPS | | |
| DOCUMENTATION UNIT | | BRANCH DIRECTOR | | |
| DEMOBILIZATION UNIT | | DEPUTY | | |
| TECHNICAL SPECIALISTS | | DIVISION/GROUP | | |
| | | DIVISION/GROUP | | |
| | | DIVISION/GROUP | | |
| | | | | |
| **8. LOGISTICS SECTION** | | d. AIR OPERATIONS BRANCH | | |
| CHIEF | | AIR OPERATIONS BR. DIR. | | |
| DEPUTY | | AIR TACTICAL GROUP SUP. | | |
| | | AIR SUPPORT GROUP SUP. | | |
| | | HELICOPTER COORDINATOR | | |
| **a. SUPPORT BRANCH** | | AIR TANKER/FIXED WING CRD. | | |
| DIRECTOR | | | | |
| SUPPLY UNIT | | | | |
| FACILITIES UNIT | | | | |
| GROUND SUPPORT UNIT | | **10. FINANCE/ADMINISTRATION SECTION** | | |
| | | CHIEF | | |
| | | DEPUTY | | |
| **b. SERVICE BRANCH** | | TIME UNIT | | |
| DIRECTOR | | PROCUREMENT UNIT | | |
| COMMUNICATIONS UNIT | | COMPENSATION/CLAIMS UNIT | | |
| MEDICAL UNIT | | COST UNIT | | |
| FOOD UNIT | | | | |
| **PREPARED BY (RESOURCES UNIT)** | | | | |

## Sample Assignment List, ICS Form 204

| 1. BRANCH | 2. DIVISION/GROUP | **ASSIGNMENT LIST** |
|---|---|---|

| 3. INCIDENT NAME | 4. OPERATIONAL PERIOD |
|---|---|
| | DATE _____ TIME _____ |

### 5. OPERATIONAL PERSONNEL

OPERATIONS CHIEF _____  DIVISION/GROUP SUPERVISOR _____
BRANCH DIRECTOR _____  AIR TACTICAL GROUP SUPERVISOR _____

### 6. RESOURCES ASSIGNED TO THIS PERIOD

| STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR | EMT | LEADER | NUMBER PERSONS | TRANS. NEEDED | PICKUP PT./TIME | DROP OFF PT./TIME |
|---|---|---|---|---|---|---|
| | | | | | | |
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### 7. CONTROL OPERATIONS

### 8. SPECIAL INSTRUCTIONS

### 9. DIVISION/GROUP COMMUNICATIONS SUMMARY

| FUNCTION | | FREQ. | SYSTEM | CHAN. | FUNCTION | | FREQ. | SYSTEM | CHAN. |
|---|---|---|---|---|---|---|---|---|---|
| COMMAND | LOCAL | | | | SUPPORT | LOCAL | | | |
| | REPEAT | | | | | REPEAT | | | |
| DIV./GROUP TACTICAL | | | | | GROUND TO AIR | | | | |

| PREPARED BY (RESOURCE UNIT LEADER) | APPROVED BY (PLANNING SECT. CH.) | DATE | TIME |
|---|---|---|---|

## Sample Incident Communications Plan, ICS Form 205

| **INCIDENT RADIO COMMUNICATIONS PLAN** | 1. Incident Name | 2. Date/Time Prepared | 3. Operational Period Date/Time |
|---|---|---|---|

Wesleyan Emergency Response Plan

| | | | | | |
|---|---|---|---|---|---|
| **4. Basic Radio Channel Utilization** | | | | | |
| **System/Cache** | **Channel** | **Function** | **Frequency/Tone** | **Assignment** | **Remarks** |
| | | | | | |
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| | | | | | |
| **5. Prepared by (Communications Unit)** | | | | | |

| **MEDICAL PLAN** | 1. Incident Name | 2. Date Prepared | 3. Time Prepared | 4. Operational Period |
|---|---|---|---|---|

### 5. Incident Medical Aid Station

| Medical Aid Stations | Location | Paramedics Yes | No |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

### 6. Transportation

#### A. Ambulance Services

| Name | Address | Phone | Paramedics Yes | No |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

#### B. Incident Ambulances

| Name | Location | Paramedics Yes | No |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

### 7. Hospitals

| Name | Address | Travel Time Air | Ground | Phone | Helipad Yes | No | Burn Center Yes | No |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

### 8. Medical Emergency Procedures

| | |
|---|---|
| Prepared by (Medical Unit Leader) | 10. Reviewed by (Safety Officer) |

Wesleyan Emergency Response Plan
ICS 207 Organization Chart

Incident Commander

Safety Officer

Liaison Officer or Agency Representative

Information Officer

Incident Name _____
Operational Period _____
Date _____      Time _____

Operations Section Chief

Planning Section Chief

Logistics Section Chief

Finance Section Chief

Staging Area Manager

Branch Director

Branch Director

Air Operations Director

Resources Unit Leader

Communications Unit Leader

Supply Unit Leader

Time Unit Leader

Division/Group Supervisor

Division/Group Supervisor

Air Support Supervisor

Air Attack Supervisor

Situation Unit Leader

Medical Unit Leader

Facilities Unit Leader

Procurement Unit Leader

Division/Group Supervisor

Division/Group Supervisor

Helibase Manager

Helicopter Coordinator

Demobilization Unit Leader

Food Unit Leader

Ground Support Unit Leader

Comp/Claims Unit Leader

Division/Group Supervisor

Division/Group Supervisor

Helispot Manager

Air Tanker Coordinator

Documentation Unit Leader

Security Unit Leader

Cost Unit Leader

Division/Group Supervisor

Division/Group Supervisor

Fixed Wing Base Coordinator

Technical Specialists

Division/Group Supervisor

Division/Group Supervisor

ICS 207

NFES 1332

Wesleyan Emergency Response Plan

ICS – 208 Incident Status Summary

## INCIDENT STATUS SUMMARY
## FS-5100-11

| 1. Date/Time | 2.    Initial ☐    Update ☐    Final ☐ | 3. Incident Name | | 4. Incident Number |
|---|---|---|---|---|

| 5. Incident Commander | 6. Jurisdiction | 7. County | 8. Type incident | 9. Location | 10. Started Date/Time |
|---|---|---|---|---|---|

| 11. Cause | 12. Area Involved | 13. % Controlled | 14. Expected Containment Date/Time | 15. Estimated Controlled Date/Time | 16. Declared Controlled Date/Time |
|---|---|---|---|---|---|

| 17. Current Threat | 18. Control Problems |
|---|---|

| 19. Est. Loss | 20. Est. Savings | 21. Injuries | Deaths | 22. Line Built | 23. Line to Build |
|---|---|---|---|---|---|

| 24. Current Weather WS   Temp WD   RH | 25. Predicted Weather WS   Temp WD   RH | 26. Cost to Date | 27. Est. Total Cost |
|---|---|---|---|

### 28. Agencies

| Resources | | | | | | | | | | | | | | | | | | | | Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Kind of Resource | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST |
| ENGINES | | | | | | | | | | | | | | | | | | | | |
| DOZERS | | | | | | | | | | | | | | | | | | | | |
| CREWS   Number of Crews: | | | | | | | | | | | | | | | | | | | | |
|   Number of Crew Personnel: | | | | | | | | | | | | | | | | | | | | |
| HELICOPTERS | | | | | | | | | | | | | | | | | | | | |
| AIR TANKERS | | | | | | | | | | | | | | | | | | | | |
| TRUCK COS. | | | | | | | | | | | | | | | | | | | | |
| RESCUE/MED. | | | | | | | | | | | | | | | | | | | | |
| WATER TENDERS | | | | | | | | | | | | | | | | | | | | |
| OVERHEAD PERSONNEL | | | | | | | | | | | | | | | | | | | | |
| TOTAL PERSONNEL | | | | | | | | | | | | | | | | | | | | |

30. Cooperating Agencies

31. Remarks

| 32. Prepared by | 33. Approved by | 34. Sent to: Date   Time   By |
|---|---|---|

ICS – 210

DESIGNATOR
NAME/ID NO. _____
_____

STATUS

☐ ASSIGNED   ☐ AVAILABLE   ☐ O/S REST
☐ O/S MECHANICAL   ☐ O/S MANNING
_____ ETR  (O/S= Out of Service)

| FROM | LOCATION | TO |
|------|----------|-----|
|  | DIVISION/GROUP |  |
|  | STAGING AREA |  |
|  | BASE/ICP |  |
|  | CAMP |  |
|  | ENROUTE | ETA |
|  | HOME AGENCY |  |

MESSAGES

RESTAT
TIME _____   PROCESS ☐

ICS          STATUS CHANGE CARD
FORM
210    8/82          N-ES 1334

Wesleyan Emergency Response Plan
ICS 211 Check in list

| **NT CHECK-IN LIST** | 1. Incident Name | | 2. Check-In Location (complete all that apply) | | | | | 3. Date/Time |
|---|---|---|---|---|---|---|---|---|
| *Check one:*<br>☐ Handcrew  ☐ Misc.<br>☐ Dozers<br>☐ Aircraft | | | ☐ Base | ☐ Camp | ☐ Staging Area | ☐ ICP Restat | ☐ Helibase | |

| | | | | | | | Check-In Information | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| d) by Agency & Name -OR-<br>wing format: | | 5.<br>Order/Request<br>Number | 6.<br>Date/ Time<br>Check-In | 7.<br>Leader's Name | 8.<br>Total No.<br>Personnel | 9.<br><u>Manifest</u> | | 10.<br>Crew or<br>Individual's<br>Weight | 11.<br>Home Base | 12.<br>Departure Point | 13.<br>Method of Travel | 14.<br>Incident<br>Assignment | 16.<br>Other<br>Qualifications | 16.<br>Sent to<br>Ti |
| Type | I.D. No/Name | | | | | Yes | No | | | | | | | |
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| of \_\_\_\_ | 17. Prepared by (Name and Position) *Use back for remarks or comments* |
|---|---|

ICS 213 General Message

**ICS 213**

| GENERAL MESSAGE | | |
|---|---|---|
| **TO**: | POSITION: | |
| FROM: | POSITION: | |
| SUBJECT: | DATE: | TIME: |
| MESSAGE: | | |
| | | |
| SIGNATURE: | POSITION: | |
| REPLY: | | |
| | | |
| DATE: | TIME: | SIGNATURE/POSITION: |

ICS 214 – Unit Log

| **UNIT LOG** | 1. Incident Name | 2. Date Prepared | 3. Time Prepared |
|---|---|---|---|
| 4. Unit Name/Designators | 5. Unit Leader (Name and Position) | | 6. Operational Period |

| 7.　　Personnel Roster Assigned | | |
|---|---|---|
| Name | ICS Position | Home Base |
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| 8.　　Activity Log | |
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| Time | Major Events |
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9. Prepared by (Name and Position)

ICS 215 – Operational Planning Work Sheet

**ICS Form 215**

| 4. Division/Group or Other Location | 5. Work Assignments | | Resource by Type (Show Strike Team as ST) | | | | | | | | | | | | | | | | | 6. Reporting Location | 7. Requested Arrival Time |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**OPERATIONAL PLANNING WORKSHEET**

| 1. Incident Name | 2. Date Prepared / Time Prepared | 3. Operational Period (Date/Time) |
|---|---|---|

| 4. Division/Group or Other Location | 5. Work Assignments | | Resource by Type (Show Strike Team as ST) | | | | | | | | | | | | | | | | 6. Reporting Location | 7. Requested Arrival Time |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | |
| | | Req | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | |
| | | Req | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | |
| | | Req | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | |
| 9. Total Resources - Single | | Req | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | |
| Total Resources - Strike Teams | | Req | | | | | | | | | | | | | | | | | | Prepared by (Name and Position) |
| | | Have | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | |

ICS Form 215a (completed by Safety Officer)

**Incident Action Plan Safety & Risk Analysis Form, ICS 215A**

| INCIDENT ACTION PLAN SAFETY ANALYSIS | 1. Incident Name | | 2. Date | 3. Time |
|---|---|---|---|---|
| **Division or Group** | **Potential Hazards** | | **Mitigations (e.g., PPE, buddy system, escape routes)** | |
| | Type of Hazard: / Type of Hazard: / Type of Hazard: / Type of Hazard: / Type of Hazard: / Type of Hazard: / Type of Hazard: / Type of Hazard: | | | |
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| **Prepared by (Name and Position)** | | | | |

Wesleyan Emergency Response Plan

| RADIO REQUIREMENTS WORKSHEET | | | 1. Incident Name | | | 2. Date | | 3. Time |
|---|---|---|---|---|---|---|---|---|
| 4. Branch | | | 5. Agency | | | 6. Operational Period | | 7. Tactical Frequency |
| 8. Division/Group | | | Division/Group | | | Division/Group | | Division/Group |
| Agency | | | Agency | | | Agency | | Agency |
| 9. Agency | ID No. | Radio Requirements | Agency | ID No. | Radio Requirements | Agency | ID No. | Radio Requirements | Agency | ID No. | Radio Requirements |
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Page 110 of

10. Prepared by (Name and Position)

Wesleyan Emergency Response Plan

ICS 218 – Support Vehicle Inventory

| SUPPORT VEHICLE INVENTORY (Use separate sheet for each vehicle category) | | 1. Incident Name | 2. Date Prepared | 3. Time Prepared |
|---|---|---|---|---|

| Vehicle Category: ☐ ☐ Dozers ☐ Engines ☐ Lowboys ☐ Pickups/Sedans ☐ Tenders ☐ Other |
|---|
| Buses |

| Vehicle/Equipment Information | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Resource Order No. "E" Number | Incident ID No. | Vehicle Type | Vehicle Make | Capacity Size | Agency/Owner | Vehicle License Rig Number | Location | Release Time |
| | | | | | | | | |
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| Page ___of ____ | 5. Prepared by (Ground Support Unit) |
|---|---|

ICS 221 – Demobilization Checkout

## INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT
### (ICS FORM 221)

Prior to actual demobilization, Planning Section (Demobilization Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demobilization and release. If any, add to line Number 11.

| Item Number | Item Title | Instructions |
|---|---|---|
| 1. | Incident Name/No. | Print Name and/or Number of incident. |
| 2. | Date/Time | Enter Date and Time prepared. |
| 3. | Demob No. | Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable. |
| 4. | Unit/Personnel Released | Enter appropriate vehicle or Strike Team/Task Force I.D. Number(s) and Leader's name or individual overhead or staff personnel being released. |
| 5. | Transportation Type/No. | Method and vehicle I.D. Number for transportation back to home unit. Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, block #12. |
| 6. | Actual Release Date/time | To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed. |
| 7. | Manifest | Mark appropriate box. If yes, enter manifest number. Some agencies require a manifest for air travel. |
| 8. | Destination | Location to which Unit or personnel have been released, i.e., Area, Region, Home base, Airport, Mobilization Center, etc. |
| 9. | Area/Agency/ Region Notified | Identify Area, Agency, or Region notified and enter date & time of notification. |
| 10. | Unit Leader Responsible for Collecting Performance Ratings | Self-explanatory. Note, not all agencies require these ratings. |
| 11. | Unit/Personnel | Demobilization Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check (unit requirements as needed), i.e., Safety Officer, Agency Representative, etc. |
| 12. | Remarks | Any additional information pertaining to demobilization or release. |

| DEMOBILIZATION CHECKOUT | | |
|---|---|---|
| 1. Incident Name/Number | 2. Date/Time | 3. Demob. No. |
| 4. Unit/Personnel Released | | |
| 5. Transportation Type/No. | | |
| 6. Actual Release Date/Time | 7. Manifest? ☐ Yes ☐ No  Number | |
| 8. Destination | 9. Notified: ☐ Agency  ☐ Region  ☐ Area  ☐ Dispatch<br><br>Name:<br><br>Date: | |
| 10. Unit Leader Responsible for Collecting Performance Rating | | |

| 11.  Unit/Personnel |
|---|
| You and your resources have been released subject to sign off from the following:<br>*Demob. Unit Leader check  the appropriate box* |
| Logistics Section<br><br>☐        Supply Unit<br><br>☐        Communications Unit<br><br>☐        Facilities Unit<br><br>☐        Ground Support Unit Leader |
| Planning Section<br><br>☐        Documentation Unit |
| Finance Section<br><br>☐        Time Unit |
| Other<br><br>☐ |
| ☐ |

| 12. Remarks |
|---|
|  |

13. Prepared by (include Date and Time)

ICS 253 Resource Order Form

| INCIDENT/PROJECT ORDER NUMBER | RESOURCE ORDER | INITIAL DATE/TIME | 2. INCIDENT/PROJECT NAME | | 3. INCIDENT /PROJECT ORDER NUMBER | | 4. OFFICE REFERENCE NUMBER | |
|---|---|---|---|---|---|---|---|---|
| | 5. DESCRIPTIVE LOCATION/RESPONSE AREA | 6. SEC. | TWN | RNG | Base MDM | 8. INCIDENT BASE/PHONE NUMBER | | 9. JURISDICTION/AGENCY |
| | | 7. MAP REFERENCE | | | | | | 10. ORDERING OFFICE |
| | 11. AIRCRAFT INFORMATION | | LAT. | | | LONG. | | |
| | BEARING | DISTANCE | BASE OR OMNI | AIR CONTACT | FREQUENCY | Ground Contact | FREQUENCY | RELOAD BASE | OTHER AIRCRAFT/HAZARDS |

| 12. Request Number | Ordered Date/Time | From To | Q T Y | RESOURCE REQUESTED | Needed Date/Time | Deliver To | To From | Time | Agency ID | RESOURCE ASSIGNED | ETD ETA | RELEASED Date | To | Time ETA |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| 13. Req. No. | ORDER RELAYED Date | Time | To/From | ACTION TAKEN | Req. No. | ORDER RELAYED Date | Time | To/From | ACTION TAKEN |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
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ICS 259-3 (7/87)  NFES 2202

**Fire and Explosion Emergency Action Form**

Name and Title of person in charge of Emergency Response Actions:

_____

Name of Building: _____ Date of fire _____

Time of emergency _____Location of fire _____

Type of fire _____

Person(s) injured _____

Name(s) of individual reporting fire/smoke _____

Emergency Response agency(s) responding _____

Emergency Response Log:

    Emergency Response Dispatcher called at _____ a.m./p.m.

    Fire department arrived at _____ a.m./p.m.

    Individuals accounted for, completed at _____ a.m./p.m.

    Fire department advised that all persons accounted for/missing by:

    _____

    Persons missing, why/where _____

    Emergency Response Coordinator notified at _____ a.m./p.m.

    Individuals moved to _____ (location), at _____ a.m./p.m. by _____ (name, title).

    Individuals returned to work area at _____ a.m./p.m. on _____ (date)

Media contacts made by _____

Comments and specific requests:

Incident reviewed on _____ (date and time)

Recommended corrective actions include:

**Medical Emergency Action Form**

Name and Title of person in charge of Emergency Response Actions: _____

Location (Building/room): _____

Date of emergency _____Time of emergency _____

Type of injury(s): _____

Person(s) injured: _____

Name(s) of individuals responding initially: _____

Emergency Response agency(s) responding: _____

Emergency Response Log:

    Emergency Response Dispatcher called at _____ a.m./p.m.
    Ambulance(s) arrived at _____ a.m./p.m.,
    Injured party taken to _____

Media contacts made by: _____

Comments and specific requests:



Incident reviewed on _____ (date and time)

Recommended corrective actions include:

**Unauthorized Person, Possible Dangerous Situation Action Form**

Name and Title of person reporting the initial concern or person: _____

Location (Building/room): _____

 Date of incident_____ Time of incident _____

Type of incident: _____unauthorized person _____violent individual(s)

Emergency Response agency(s) responding: _____

Emergency Response Log:

     Emergency Response Dispatcher called at _____ a.m./p.m.
     Thorough inspection of all classrooms, work areas, lounges, bathrooms, offices, multipurpose room, kitchen, shrubbery, roof and perimeter areas conducted by: _____ Fire _____ Police _____Maintenance _____ Public Safety
     _____ Employees
     Evacuation from site declared necessary by: _____
     Students/employees returned to classrooms/work area at _____ a.m./p.m. on _____ (date)

Incident reviewed on _____ (date and time)

Recommended corrective actions include:

### 3.3.3.7 Incident Command Interface

All emergencies requiring assistance from the Middletown Police Department or the Middletown Fire Department will be managed according to the established protocols of those departments. When the Middletown Fire Department responds to an incident on the Wesleyan University campus, the Fire Department is the lead agency and will serve as the overall incident commander. All individuals from other agencies or the campus community will follow the Middletown Fire Department's protocols and command procedures.

### 3.3.3.7.1 Middletown Fire Department Protocols

In the event of an emergency situation requiring an external response involving the Middletown Fire Department (MFD), the Wesleyan Incident Commander will report to the MFD Incident Commander upon his/her arrival. As the university liaison, the Wesleyan Incident Commander is responsible for ensuring that information and resources are provided to the fire department as necessary to abate an emergency situation. The ERC will assist the fire department in working with university officials, faculty and students to provide information and resolve issues relating to the emergency.

### 3.3.3.7.2      Middletown Police Department Protocols

In the event of an emergency situation requiring an external response involving the Middletown Police Department, the Wesleyan Incident Commander will report to the Incident Commander upon his/her arrival. As the university liaison, the Wesleyan Incident Commander is responsible for ensuring that information and resources are provided to the police department as necessary to abate an emergency situation.  The Wesleyan Incident Commander will assist the police department in working with university officials, faculty and students to provide information and resolve issues relating                            to                            the                            emergency.

## 3.4　　Training and Exercises

Fire drills shall be conducted twice each semester for all dormitories and larger residential units.  Fire drills in academic buildings shall be conducted on a random basis twice a year.

This Wesleyan Emergency Response Plan will be exercised at least once a year,. This may be conducted by:

- A training seminar involving local and campus emergency responders reviewing mock scenarios and determining appropriate actions to be taken by select individuals,

- A tabletop exercise that steps through a specific emergency,

- A live demonstration exercise that involves the campus community and emergency responders in a mock emergency scenarios, or

- An actual emergency that is evaluated and critiqued at its conclusion.

- At least one of the annual drills should be conducted in conjunction with the City of Middletown Dept. of Emergency Management.

## 3.5 Response critique and Plan review and modification process

Following any training exercise or actual emergency event that is classified as an emergency, a critique shall be conducted. The critique will include a summary review of the event in question, the actions taken to initiate and manage emergency response activities, a review of the post-emergency actions and a review of how the Comprehensive Emergency Response Plan was able to manage or adjust to the actual events that occurred. Changes to the Emergency Response Plan will be made as appropriate, based on the critique conducted. This document is intended to be dynamic and adjustable to meet the needs of the institution and the emergency situations it encounters.

### 3.5.1 Annual review, edits and updates

This plan shall be reviewed and updated on an annual basis. Each original recipient of the document will be provided with modifications and a short explanation of the changes that have been made within 15 days of completion. Significant changes to the core document must be reviewed and signed by the individuals noted in Section 1.4.

The following modifications have been made to this plan on the noted dates:

Revision 1, 9/12/01: On September 12, 2001, URS Corporation reissued complete pages of the entire document. Modifications to the plan reflect changes to the administrative reporting lines at Wesleyan University, minor modifications and corrections to distinct areas of responsibility throughout the campus and grammatical corrections. Additions of Evacuation Plans, Letters of Mutual Aid, the CSA Contingency Plan and other support documents were added. All modifications were made before formal distribution of the ERP to local response agencies and each copy is therefore inclusive of the changes.

Revision 2, 3/12/02: On March 12, 2002, URS Corporation reissued complete pages of the entire document. Modifications to the plan reflect changes to the administrative reporting lines at Wesleyan University, minor modifications and corrections to distinct areas of responsibility throughout the campus and grammatical corrections. Additions of Evacuation Plans, Letters of Mutual Aid, the CSA Contingency Plan and other support documents were added. All modifications were made before formal distribution of the ERP to local response agencies and each copy is therefore inclusive of the changes.

Revision 3, 3/23/07: The Wesleyan Business Continuity Committee updated the plan to be in compliance to the federally mandated National Incident Management System (NIMS) and NFPA 1600, "Standard on Disaster/Emergency Management and Business Continuity Programs, 2004 edition. NIMS compliant organization structure and positions with related checklists were added.

Revision 4, 8/18/08: The Wesleyan Business Continuity Committee updated the plan to improve consistency with the federally mandated National Incident Management System (NIMS) and NFPA 1600, "Standard on Disaster/Emergency Management and Business Continuity Programs, 2004 edition. Additional emergency action plans developed over the past year were added to the plan.

Revision 5 on – See Record of Revisions section

### 3.5.2     Response critique form

Following an emergency response incident requiring the guidelines listed in this plan, or the planned exercise of this plan, the  Chairperson of the Business Continuity Planning Committee or the primary Incident Commander and involved participants are responsible for completing the attached response critique form.  This information shall be retained for at least three years and the plan shall be amended to reflect the necessary changes within 60 days of the completion of the critique.

# RESPONSE CRITIQUE FORM
## Wesleyan University

Date and time of incident: _____

Location of incident (building and room #): _____

Contact person (name, address, phone): _____

Other persons involved (name, address, phone):

1. _____
2. _____
3. _____
4. _____

Description of the incident:

_____
_____
_____
_____
_____
_____
_____

Who responded to the scene (e.g., Public Safety, spill cleanup company, Middletown Fire Department, Middletown Police Department, State agencies, etc.)?

_____
_____
_____
_____

Were there any personal injuries as a result of the incident?  If so, list (1) persons injured (name address, phone), (2) if injuries were treated at the scene or if the injured was transported to a medical facility, and (3) whether injured is a student, employee, or visitor.

_____
_____
_____
_____
_____

Was property damaged as a result of the incident?  If so, describe.

_____
_____
_____

# RESPONSE CRITIQUE FORM (continued)

What actions were taken in response to the incident?

_____
_____
_____
_____
_____
_____

What was the underlying cause of the incident?

_____
_____
_____
_____
_____

What can be done to prevent this type of incident from occurring again?

_____
_____
_____
_____
_____

To whom was this incident reported (i.e., Wesleyan Public Safety,  Middletown Fire Department, Middletown Police Department, CTDEP, etc.)?  Include date/time reported and contact person/phone number for each agency.

1. _____
2. _____
3. _____
4. _____

_If the incident included a chemical or oil spill, please include the following information:_

Type of material spilled (include whether waste or virgin product): _____

Estimated amount of material spilled: _____

Estimated amount of material recovered: _____

Did ground contamination occur?  If so, describe:

_____
_____

Location and method of disposal of spill cleanup debris:

_____
_____
_____

Were spills located near (and therefore have access to) floor drains, storm drains, or the sanitary sewer system?  If so, describe:

_____
_____

## 3.6     Prevention

### 3.6.1     Hazardous Waste Contingency Plan

Wesleyan University has developed a hazardous waste contingency plan to comply with state and federal regulations.  This plan will be used to implement preventive measures and in the event of an emergency at the central storage area.  The plan is on file in the Department of Environmental Services offices at 170 Long Lane..

### 3.7    Emergency Response Plans

### 3.7.1   BCP-01      Incident Command Center Activation

# WESLEYAN
### U N I V E R S I T Y

## Emergency Management and Business Continuity Plan
### Emergency Operating Guideline

**TITLE:**          Incident Command Center (ICC) Activation

**GUIDELINE NO.**        BCP- 01

**POLICY:**         An "Incident Command Center" shall be established to manage emergencies or incidents or events that could pose a challenge to continuous operations of Wesleyan University. The University President or his/her designee will activate the Incident Command System (ICS) and assign an initial incident commander per paragraph 2.2.8 of the Wesleyan "Emergency Response and Business Continuity Plan", reference (a).A backup command center will be established if the normal incident command center is not viable or available.

**PURPOSE:**        Provide instructions on how to set up the incident command center.

**DEFINITIONS:**

**APPLICABILITY:**        Public Safety, Physical Plant Dept. personnel.

**REFERENCE:**
   (a) Wesleyan Emergency Response and Business Continuity Plan, latest revision.

**GUIDELINE:**
**A. SETUP**
   1. Initial Incident Commander – Proceed to primary incident command center, Usdan University Center Conference Room 108 and 110. Alternatively, proceed to the backup incident command center located in the Public Safety Building conference room, director's office, and break room on the 2nd floor, at 208 High Street.
   2. Obtain assistance from available Physical Plant movers, custodians, or other available personnel.
   3. Set up tables per attached diagram, Attachment A or B
   4. Obtain material supply boxes from cabinet in Usdan room 110.
   5. Set up each box at tables designated for each of the main groups (i.e. Incident Command, Operations, Planning, Logistics, Finance.)
   6. Connect phones and available personnel computers to appropriate connections. Connection instructions, Internet Protocol (IP) addresses, etc. are located inside the storage cabinet doors in Usdan room 110. Instructions for the Public Safety building can be obtained from available Public Safety officer.
   7. Verify phones and computers are operable.

8. Establish ham radio operations station if needed due to unavailability of telephone and cell phone communications.
9. Set up movable status boards for personnel assignment tracking and incident status.
10. Set up and monitor TV and radio media reports
11. Note personnel status and incident status as personnel arrive and events occur.
NOTE: If primary ICC is not viable due to loss of power or other issue, transport incident command material supply boxes and proceed to backup command center at Public Safety Building located at 208 High Street. Use available white boards and bulletin boards for personnel and incident status tracking.

## B. DEMOBILIZATION:
1. Reverse steps above.
2. Inventory all materials and equipment. Replace checklists, forms and other materials used so system can be reused.
3. Return all supplies to cabinet in Usdan 110.


**RESPONSIBILITY FOR KEEPING GUIDELINE CURRENT:**      Director of Public Safety


**ATTACHMENTS:**
(1) Incident Command Center Setup Diagram


**DISTRIBUTION FOR GUIDELINE AND SUBSEQUENT REVISIONS:**
1. Wesleyan Business Continuity Plan Manuals
Emergency Operations Team including Policy Group and Operations Group

**RECORD OF REVISIONS:**

| Rev.# | Date | Summary of Changes | Prepared by: | Reviewed by: | Approved by: |
|---|---|---|---|---|---|
| A | 4/4/07 | draft for BCPC review | C.Ashton | Bus.Cont. Committtee(BCC) | |
| 0 | 10/31/08 | Issued with Rev.4 BCP Plan update | C. Ashton | BCC | |
| 1 | 10/1/09 | Added diagram for backup command Center and various editorial changes Added provisions for ham radio operations. | C.Ashton | BCC | BCC |

# ATTACHMENT 1 – INCIDENT COMMAND CENTER (ICC) Setup Diagram

**INCIDENT COMMAND CENTER – Usdan Room 110**
**Incident Command Group and Operations Section**

Usdan University Center Lobby

Closet

Fax

Storage Unit

Incident Command Group

Ceiling Mount Projector

Operations Section

Usdan Room 108 Logistics, Planning and Finance Sections

Usdan University Center

Communications Closet

**INCIDENT COMMAND CENTER – Usdan Room 108 –
Logistics, Planning, and Finance Sections**

Logistics Section

Ceiling Mount Projector

Planning Section

Usdan Room 110- Incident Command Group and Operations Section

Planning Section

Backup Command Center – 208 High Street

Wesleyan University Contingency Plan, Page 4

SECOND FLOOR PLAN
SCALE: 1/16" = 1'0"
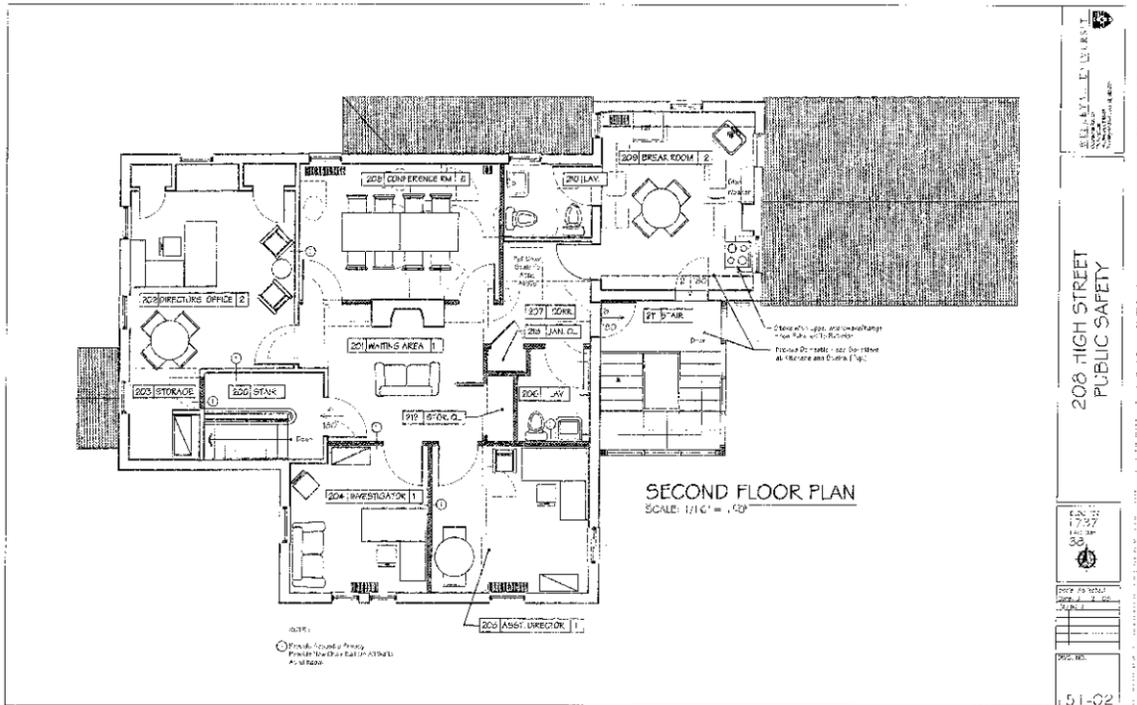
**3.7.2 Hurricane Preparation, Response, and Recovery**

# WESLEYAN
## UNIVERSITY

# Emergency Management and Business Continuity Plan

## Emergency Operating Guideline

**TITLE:** Hurricane and Severe Weather Preparation, Response, and Recovery

**GUIDELINE NO.** BCP- 02

**POLICY:** Wesleyan University shall take necessary steps to protect life and property in the event of hurricane or other severe weather event (e.g. wind or lightning storm, tornado, ice storm)

**PURPOSE:** Provide guidelines to respond to and recover from effects of a hurricane and other similar severe weather events.

**DEFINITIONS:**
1. Hurricane – weather event with sustained winds in excess of 75 miles per hour
2. Tropical Storm – weather event with sustained winds in excess of 60 miles per hour

**APPLICABILITY:** Emergency response team including Senior Administrative Staff, Public Safety Dept., Physical Plant Dept. Personnel including tradespersons and custodians.

**REFERENCE:**
   (a) Wesleyan Emergency Response Plan (ERP) Physical Plant Administrative Guideline no. ADMIN-(later), "Procurement"
   (b) Wesleyan Emergency Operation Guideline BCP-03 – "Loss of Power Response"
   (c) Wesleyan Emergency Operations Guideline BCP-(later) – "Food Service Emergency Response Plan"
   (d) Wesleyan Emergency Operations Guideline BCP-05 – "Activation of Emergency Notification Systems"

**ATTACHMENT:**
**(1) Flowchart GUIDELINE:**
A. Preparation (within 72 hours of projected hurricane landfall within 120 miles of Wesleyan:
   1. Dept of Public Safety Shift Supervisor: monitor weather forecasts and severe weather alerts at least once per shift.
   2. Dept. of Public Safety Shift Supervisor – Notify Director of Public Safety of potential severe weather occurrence within 72 hours.
   3. Director of Public Safety: Notify Vice President of Finance and Administration and/or the President of potential severe weather occurrence within 72 hours.
   4. President or designee: convene the Wesleyan President' s cabinet. in the event of loss of power, or via teleconference as needed, but at least once per 24 hours.

5. The President's Cabinet: Assess the following:
    a. Need to declare State of Emergency
    b. Need to activate Increased Readiness Phase or Emergency Phase (ref. para. 2.3 of ERP.
    c. Need to activate the Incident Command Center (ICC)
    d. Need to activate Operations, Logistics, Planning, and/or Finance Branch of Wesleyan Incident Command
    e. Need to cancel classes or special programs
    f. Evacuation considerations
    g. Need to order special materials or equipment in advance, examples
        i. Food
        ii. Bottled water
        iii. Vehicle fuel
        iv. Power plant and residence fuels
        v. Equipment rentals – lifts, chainsaws, generators and lights
        vi. Supplementary transportation (e.g. buses)]
        vii. Plywood and/or tape for window protection
        viii. Flashlights, batteries
    h. Preparations to feed/shelter critical employees and their families
    i. Communications to faculty, staff, students

B. Within 24 hours prior to onset of sustained winds greater than 60 mph:
    1. President: Activate the Wesleyan Incident Command Center (ICC) – (Usdan 110 or Public Safety Conference Room (backup). If Usdan is selected, an emergency generator shall be provided, connected, and tested via installed power connection at the north end of the building. Sufficient fuel should be provided to run continuously under load for 72 hours.
    2. Director of Communications and Director of Residential Life: Issue pre-scripted info to students, faculty, and staff regarding class cancellations, stay inside, declare state of emergency as applicable as soon as possible.
    3. Director of Public Safety and Director of Physical Plant:
        a. Establish shift assignments for subsequent 72 hours. Operational periods of between 8 and 12 hours maximum is recommended.
        b. Board windows in high value, high risk structures.
        c. Notify Librarian and/or Head of Special Collections and Archives to implement contingencies to protect environmentally sensitive materials.
        d. Fill gasoline vehicles with fuel. Provide backup charging capabilities to electric vehicles. Backup generators are stored at Physical Plant storage location at Maconagy Hall at 243 Long Lane

C. Within 8 hours of onset of sustained winds greater than 60 mph:
    1. Pre-position the following:
        a. Bottled water
        b. Emergency generators
        c. Physical plant personnel and utility vans at strategic locations in dormitories and critical facilities –
            ▪ Foss Hill
            ▪ Hi Rise
            ▪ Butterfield

- Fauver Residences
- Clark Hall
- Freeman Athletic Center (to support wood frame residences)
- South College
- 230 Washington Street

2. Director of Communications – consider issuing wide area notification message using available wide area notifications systems (Reference (d).
3. Consider evacuating wood frame residences to Freeman Athletic Center Field House
4. Dispatch Wesleyan Liaison officer to City of Middletown Emergency Operations Center (Cross Street Firehouse) or other location if requested by the City

D. During storm

1. Public Safety – Monitor police and fire frequencies for important information
2. Incident Command Center and Director of Communications– monitor media channels as necessary

E. Following storm passage

1. Public Safety officers: Survey campus residence facilities for injuries or damage.
2. Director of Physical Plant or designee: Mobilize damage recovery teams
3. Physical Plant tradespersons:
   - Perform emergency repairs as soon as possible.
   - Identify subsequent repairs via work order system
3. Return to normal operations on direction of Command Center.
4. Finance and Business Continuity Group: Compile labor, material, and contracted services charges and damage estimates for insurance purposes.

**RESPONSIBILITY FOR KEEPING GUIDELINE CURRENT:** Director of Physical Plant

**DISTRIBUTION FOR GUIDELINE AND SUBSEQUENT REVISIONS:**

1. Wesleyan Emergency Response Plan Manuals -
   - South College – President's Office
   - Usdan Conference Room 110
   - Public Safety Conference Room
   - Physical Plant Long Lane Conference Room

**RECORD OF REVISIONS:**

| Rev.# | Date | Summary of Changes | Prepared by: | Approved by: |
|---|---|---|---|---|
| A | 5/10/06 | Initial draft | C.Ashton | |
| B | 7/13/06 | Second draft revised consistent w/ current ERPC Ashton | | |
| 0 | 7/31/06 | Added references b&c, 230 Washington to C.1. | C.Ashton | BCP Committee |
| 1 | 6/24/08 | Revised Incident Command Center location to Usdan 110 | C. Ashton | |
| | | Revised terminology to be consistent with NIMS | | |
| | | Added reference (d) and related instructions | | |
| 2 | 10/1/09 | Updated to be consistent with current operations | C.Ashton | BCP Committee |

**3.7.3 Loss of Power**

# WESLEYAN
### UNIVERSITY

## Emergency Management and Business Continuity Plan
### Emergency Operating Guideline

**TITLE:**        Response to Loss of Power

**GUIDELINE NO.**        BCP- 03

**POLICY:**        Wesleyan University shall take necessary steps to protect life and property in the event normal power supply to particular buildings on campus or campus-wide is disrupted.

**PURPOSE:**        Provide guidelines to respond to, and recover from, effects of an extended loss of normal power supply.

**DEFINITIONS:**
Loss of Normal Power (LNP) – an incident where the normal power supply to a building, group of buildings, or the entire campus is interrupted or expected to be interrupted for longer than 1 hour.

**APPLICABILITY:**        Physical Plant Dept. Personnel including tradespersons and custodians.

**REFERENCE:**
   (a)Business Continuity Guideline no. BCP – 02 – "Hurricane and Severe Weather Preparation, Response, Recovery"

**GUIDELINE:**
A. Initial Response:
   1. Public Safety:
        a. Notify Physical Plant Customer Service (or Central Power Plant during non-business hours)  of power outage including location, contact person, any alarms that may have been activated.
        b. Notify Information Technology Services (ITS)
   2. Physical Plant Customer Service: Notify the following:
        a. Electrical Shop Working Foreperson
        b. Assistant Director of Mechanical Trades
        c. Associate Director of Utilities Management
        d. Director of Physical Plant
   3. Associate Director of Utilities Management – Contact Connecticut Light and Power to obtain estimate of outage duration.
   4. Associate Director of Utilities Management – If power outage is expected to last longer than 1 hour, notify Director of Physical Plant (DoPP) or Associate Vice President of Facilities (AVPF).
   5. DoPP or AVPF: Notify Vice President of Finance(VPF) or President of the College noting expected duration of event. Depending on time of day, weather

conditions, make recommendation whether or not to activate Emergency Response and Business Continuity Plan.

B. Extended power outage

1. VPF or President – Activate the Emergency Response and Business Continuity Plan if power outage is expected to last longer than 12 hours as warranted.
   – Consider need to evacuate faculty, staff and students, cancellation of classes, and relocation and shelter for those who do not have a place to evacuate to.
2. Communications Officer
   – Notify Residential Life and Dean of the College of scope and expected duration of power outage.
   – Issue pre-scripted communication to any media present.
3. Residential Life –
   – Consider need to relocate students depending on expected duration, time of day, weather conditions
   – Consider need to activate security access control system work around procedure for those buildings whose access control systems do not have backup power supplies. The status of current systems is provided as attachment A.
   – Notify students leaving campus that they should fill out on-line Res Life form notifying Res Life where student is going and how to contact them.
   – Address any known or suspected ADA (Americans with Disabilities Act) issues.
4. Vice President of Student Affairs – Consider need to cancel classes
5. Communications officer – Prepare pre-scripted communication to media in preparation for student relocation if implemented.
6. Director of Public Safety –
   – In conjunction with Communications officer, issue Public Safety announcement via voicemail. Also post message on University website, the Wesleyan Emergency Management Blog at (later), Connect Ed notification system, and the university wide area notification system as available. If none of these means are available, use portable loud speaker systems and Public Safety vehicle loud speaker systems to communicate. If necessary, post typed notices as building entrances and other public assembly areas.
   – Notify Athletics Dept. of expected outage duration to ensure pool filtration issues are addressed following restoration of power.
   – Notify Dining Services of expected outage duration to ensure alternate means of storing refrigerated food is addressed.
   – For extended power outages, post notice at Hall Atwater to discourage entry into building due to potential poor air quality. Notify critical research facilities
7. Director of Public Safety: In conjunction with Middletown Fire Dept. Fire Marshal, and the Dept. of Physical Plant, establish fire watches in dorm residence halls as necessary. Utilize Campus Community Emergency Response Teams (CCERT) as appropriate and available.
8. Director of Physical Plant or Logistics Chief –
Provide alternate office space for essential and critical business functions as appropriate.
Provide trash bags to students if custodial staff is limited

9. Director of Utilities Management –
  ▫ work with utility to troubleshoot power issue if limited to particular campus facilities.
  ▫ Provide backup power source for University daycare facilities if they are to remain open.
  ▫ Provide cell phone charging stations at appropriate locations for faculty, staff, and student use.
  ▫ Restore power to affected areas
  ▫ Notify University Librarian and/or the Head of Special Collections and Archives if necessary to implement contingencies to protect climate sensitive materials.

C. Restoration of Power
  1. Residential Life - Relocate any students previously evacuated from their residences
  2. Communication officer: Notify media if warranted
  3. President of the College or VPF – Deactivate Command Center per WBCP

**RESPONSIBILITY FOR KEEPING GUIDELINE CURRENT:**    Director of Physical Plant

**ATTACHMENTS: None**

**DISTRIBUTION FOR GUIDELINE AND SUBSEQUENT REVISIONS:**
  **2.** Wesleyan Business Continuity Plan Manual
Emergency Operations Team including Policy Group and Operations Group

**RECORD OF REVISIONS:**

| Rev.# | Date | Summary of Changes | Prepared by: | Reviewed by: | Approved by: |
|---|---|---|---|---|---|
| A | 5/31/06 | Initial draft for BCC review | C.Ashton | Bus.Cont. Committtee(BCC) | - |
| B | 9/19/06 | General revision incorporating BCP comments | C.Ashton | BCC | BCC |
| 1 | 10/1/09 | Editorial updates | C. Ashton | Peter Staye | BCC |
| 2. | 10/1/2012 | Incorporate lessons learned from Hurricane Irene, And Winter Storm Alfred | C.Ashton | Peter Steye | BCC |

Attachment A

**Wesleyan University Card Access Locations as of
2/26/2012**
**Loss of Power Status and Response Actions**

| **Building** | **Loss of Power Status and Response Action** | **Building lockable, students/staff have keys (yes/no)** | **Comments** |
|---|---|---|---|
| Hall Atwater | door on local emergency power | not required | |
| Butterfield A | door on local emergency power | not required | |
| Butterfield B | door on local emergency power | not required | |
| Butterfield C | door on local emergency power | not required | |
| Clark Hall | door on local emergency power | not required | |
| Foss 1 | door on local emergency power | not required | |
| Foss 2 | door on local emergency power | not required | |
| Foss 3 | door on local emergency power | not required | |
| Foss 4 | door on local emergency power | not required | |
| Foss 5 | door on local emergency power | not required | |
| Foss 6 | door on local emergency power | not required | |
| Foss 7 | door on local emergency power | not required | |
| Foss 8 | door on local emergency power | not required | |
| Foss 9 | door on local emergency power | not required | |
| Foss 10 | door on local emergency power | not required | |
| 14 Warren Street | default locked-manual operation | No | Entrance monitoring during loss of power required |
| 25 Fountain Avenue | default locked-manual operation | No | Entrance monitoring during loss of power required |
| 20 Fountain Avenue | default locked-manual operation | No | Entrance monitoring during loss of power required |
| 285 Court Street - | default locked-manual operation | Yes | |

English

| Building | Loss of Power Status and Response Action | Building lockable, students/staff have keys (yes/no) | Comments |
|---|---|---|---|
| 202 Washington Street | lockshop to Install emergency core | Yes, after core lock change | RJ dimple key |
| 230 Washington Street | lockshop to Install emergency core | Yes, after core lock change | RH dimple key |
| Fauver Frosh | default locked-manual operation | No | Entrance monitoring during loss of power required |
| Fauver Upper | default locked-manual operation | No | Entrance monitoring during loss of power required |
| 157 Church Street - Bayit | lockshop to Install emergency core | Yes, after core lock change | RA dimple key |
| 222 Church Street - Albritton | default locked-manual operation | No | Approved for connection to emergency power |
| 200 Church Street | default locked-manual operation | No | Entrance monitoring during loss of power required |
| 200 High Street - Eclectic | default locked-manual operation | no | Entrance monitoring during loss of power required |

**Wesleyan University Card Access Locations as of 2/26/2012**
**Loss of Power Status and Response Actions**

| Building | Loss of Power Status and Response Action | Building lockable, students/staff have keys (yes/no) | Comments |
|---|---|---|---|
| 156 High Street | lockshop to Install emergency core | Yes, after core lock change | RA dimple key |
| 190 High Street - WSA | default locked-manual operation | Yes, see comments | Lisa Hendricks hands out keys for student use |
| 343 High Street - Malcolm X | lockshop to Install emergency core | Yes, after core lock change | RJ dimple key |
| 300 High Street - Romance Languages | default locked-manual operation | yes | |
| 170 Long Lane | default locked-manual operation | Yes | |
| Usdan Exterior and Loading Dock | default locked-manual operation | Yes | |
| Fayerweather | default locked-manual operation | Yes | |
| Freeman Athletic Center | door on local emergency power | Yes | |
| HighRise | door on local emergency power | not required | |
| WESU | default locked-manual operation | No | Entrance monitoring during loss of power required |
| Exley Server Room | default locked-manual operation | Yes | |
| Olin Library Handicap Door | door on local emergency power | not required | |
| 256 Park Washington Apartments | default locked-manual operation | No, lockshop evaluating alternatives | Entrance monitoring during loss of power required |
| CFA Woodshop | default locked-manual operation | Yes | |

| | | | |
|---|---|---|---|
| Exley Metal Shop | default locked-manual operation | Yes | |
| 41 Wyllys | default locked-manual operation | No | Entrance monitoring during loss of power required |

### 3.7.4 Incident Action Plan – Pandemic Preparation, Response, Recovery

**WESLEYAN**
**U N I V E R S I T Y**

**Emergency Management and Business Continuity Plan**
**Emergency Operating Guideline**

**TITLE:**    Pandemic Influenza Preparation, Response, and Recovery

**GUIDELINE NO.   BCP- 04**

**POLICY:**    Wesleyan University shall take necessary steps to protect life and property in the event of an influenza pandemic or other severe infectious disease epidemic (e.g. mumps outbreak, infectious agent released as an act of bioterrorism or otherwise)

**PURPOSE:**   Provide guidelines to respond to and recover from effects of an influenza pandemic and other similar severe infectious disease events.

**GOAL:**
- Slow down spread, limit illness and death
- Isolation of the sick
- Quarantine of the exposed
- Protective sequestration
- Isolating a community before illness enters
- Social Distancing
- Actions taken to discourage close social contact between individuals
- Public education

Communications content is accurate, clear and consistent with those being given by other public health authorities

**DEFINITIONS:**
- Pandemic – widespread outbreak of severe influenza caused by a new subtype of Influenza A against which there is (initially) no human immunity
- Epidemic – potentially widespread outbreak of less-severe influenza caused by a known subtype of Influenza A against which there is partially effective human immunity (and potentially effective vaccine)
- Pandemic Phases & Preparedness
    A. Interpandemic:  No novel flu strains affecting humans
    B. Pandemic Alert:  Novel virus(es) affecting humans
        –No person-to-person transmission
        –Limited human-to-human transmission
    C. Pandemic:  No cases in U.S./Cases in U.S./No or few cases in U.S. (between waves)

**APPLICABILITY:**   ]

Emergency Response Team , Senior Administrative Staff, Public Safety Dept., Physical Plant Dept. Personnel including tradespersons and custodians.

**REFERENCE:**
(a)Wesleyan Finance Dept. Procurement Policies and Procedures.
(b) Multi-Jurisdictional Health Department Plan for Pandemic Influenza for the Towns of Crowell, Durham, Middlefield, Haddam, and the City of Middletown (known as Mass Dispensing Area 36), Version 5.0, April 29, 2009, prepared by City of Middletown Health Department.
(c) Emergency Operating Guideline BCP-01, Incident Command Center Activation


**GUIDELINE:**
A. Interpandemic phase (e.g. novel flu strains reported in birds):
   6. Medical Director: monitor Center for Disease Control (CDC), World Health Organization (WHO), CT Department of Public Health (CT DPH) and other appropriate public health information sources regarding disease activity worldwide.
   7. Health Center:  Institute and teach Universal Respiratory Etiquette (URE) to staff and patients (URE summary to be developed and attached to Guideline)
   8. President and Cabinet: Assess the following:
        a. Need to activate Increased Readiness Phase or Emergency Phase (ref. para. 2.3 of ERP.
        b. Need to order special materials or equipment, examples
             i. Medical equipment especially personal protective equipment (PPE) and materials for URE
             ii. Food
             iii. Bottled water
             iv. Flashlights, batteries
             v. Vehicle fuel
             vi. Power plant and residence fuels
             vii. Supplementary transportation (e.g. buses)
        c. Communications to faculty, staff, students emphasizing background information about pandemic influenza and personal/family planning

B. Pandemic Alert phase (efficient, persistent human-to-human transmission reported):
   1. Medical Director – Notify Director of Health Services of change in disease activity.
   2. Medical Director or Designee – Begin regular communication with state and local public health authorities
   3. Director of Health Services: Notify Vice President and Secretary of the College and/or the President of significant change in disease activity.
   4. President and Cabinet: Assess the following:
        d. Need to activate Increased Readiness Phase or Emergency Phase (ref. para. 2.3 of ERP.
        e. Need to activate Wesleyan Emergency Response and Business Continuity plan and command center including Operations, Planning, Logistics, and/or Finance groups

f.   Preparations to feed/shelter critical employees and graduate students and their families well as undergraduates without other accommodation options (hereafter displaced)

g.   Preparations to provide public health services to the Middletown community (e.g. use of Freeman Athletic Center (FAC)for vaccinations, morgue)

h.   Communications to faculty, staff, students emphasizing communication and medical triage protocols (Reference Communication Plan, to be developed)

C. Pandemic phase (imminent risk of spread to or within US probable):

1.   Medical Director – Notify Director of Health Services of change in disease activity.

2.   Director of Health Services: Notify Vice President of Student Affairs and/or the President of significant change in disease activity.

3.   Director of Health Services or designee:  Coordinate first-responder vaccination plan to the extent allowed by vaccine availability.

4.   President or designee: convene the Wesleyan President's Cabinet for meeting or via teleconference as needed but at least once per 24 hours.

5.   President's Cabinet: Assess the following:

   a.   Need to declare State of Emergency

   b.   Need to activate Increased Readiness Phase or Emergency Phase (ref. para. 2.3 of ERP)

   c.   Need to activate the Incident Command Center (ICC)

   d.   Need to activate Operations, Logistics, and/or Finance and Business Continuity Groups

   e.   Need to activate phone bank or other centralized communication system for evaluation of symptomatic individuals on-campus

   f.   Need to cancel classes [current information recommends 8-12 week discontinuation]

   g.   Activation of education continuity (e.g. online courses, Blackboard)

   h.   Evacuation considerations

   i.   Consolidation of displaced in designated living areas

   j.   Preparation of quarantine area for symptomatic individuals

   k.   Communications to faculty, staff, students emphasizing recommended travel restrictions, resources and protocols for obtaining medical care in the event of symptoms

B. Upon identification of disease activity deemed to pose imminent risk to the Middletown or Wesleyan community or sufficient national activity to generate an intrusive level of concern:

4.   President: Activate the Wesleyan Emergency Response and Business Continuity plan.

5.   Director of Communications and Director of Residential Life: Issue pre-scripted info to students, faculty, and staff regarding class cancellations, limit interpersonal contact, recommend activation of personal/family emergency response plan and dispersal from campus, declare state of emergency as applicable (communication Guideline to be developed by Justin, Davis, Fran, Joyce)

6.   Appropriate Personnel:  Discontinue ongoing laboratory experiments requiring human supervision

7.   Director of Public Safety and Director of Physical Plant:

   a. Establish shift assignments for subsequent operational periods (8 to 12 hour maximum operational periods are recommended).
      Lock down high value, high risk structures.

C. Disease activity in local area or on campus or sufficiently widespread that students and/or staff are unwilling to congregate and are returning/remaining at home:

5. Medical Director or Designee:  Monitor local and national public health directives
6. Residential Life Dept. : Assign and transfer displaced to designated living areas. Establish student tracking system. Make provisions for food deliver to displaced students. Instruct students to inform Health Center of any change in their health status. Area coordinators: Periodically check on student well-being. (See ATTACHMENT 1)
7. Public Safety: Transport students as requested.
8. Finalize preparations of quarantine area
9. Pre-position the following:
   a. URE and PPE supplies
   b. Food and water
   c. Emergency generators
10. Consider relocating Davison Health Center activities to Freeman Athletic Center, Usdan Campus Center, or other larger, more centralized location.

E. Following first wave of pandemic

   1*. Davison Health Center staff: Survey campus residence facilities for accurate assessment of remaining individuals requiring further acute care or period of quarantine.
   2. Director of Public Safety or designee:  Assess locked-down buildings for safety and security.
   3. Director of Physical Plant or designee: Mobilize recovery teams to assess effects of postponed maintenance
   4. Physical Plant tradespersons:
      ▪ Perform emergency repairs asap
      ▪ Identify subsequent repairs via work order system

6. Physical Plant Custodians: clean bathrooms and common areas per regulatory agency guidelines. Wear appropriate personnel protective equipment (e.g. gloves).
   7. Return to normal operations on direction of Command Center.
   8. Finance and Business Continuity Group: Compile labor, material, and contracted services charges and damage estimates for insurance purposes.

**RESPONSIBILITY FOR KEEPING GUIDELINE CURRENT:**          Director of Health Services

**DISTRIBUTION FOR GUIDELINE AND SUBSEQUENT REVISIONS:**
[Wesleyan Emergency Response Plan Manuals –

**RECORD OF REVISIONS:**

| Rev.# | Date | Summary of Changes | Prepared by: | Reviewed by: | Approved by: |
|-------|------|--------------------|--------------|--------------|--------------|
| A | 7/20/06 | Initial draft | D. Smith | | |
| B | 8/2/06 | Draft review | | W. Nelligan | |
| C | 9/6/06 | BCP | | BCP | |
| 1 | 10/1/09 | General update based on 2009 H1N1 lessons learned., added Process flowchart attachment 1. | C.Ashton | D.Smith,J.Walter | BCPC |

ATTACHMENT 1

Process Flow Chart for
Students Indentified with Influenza-like Illness
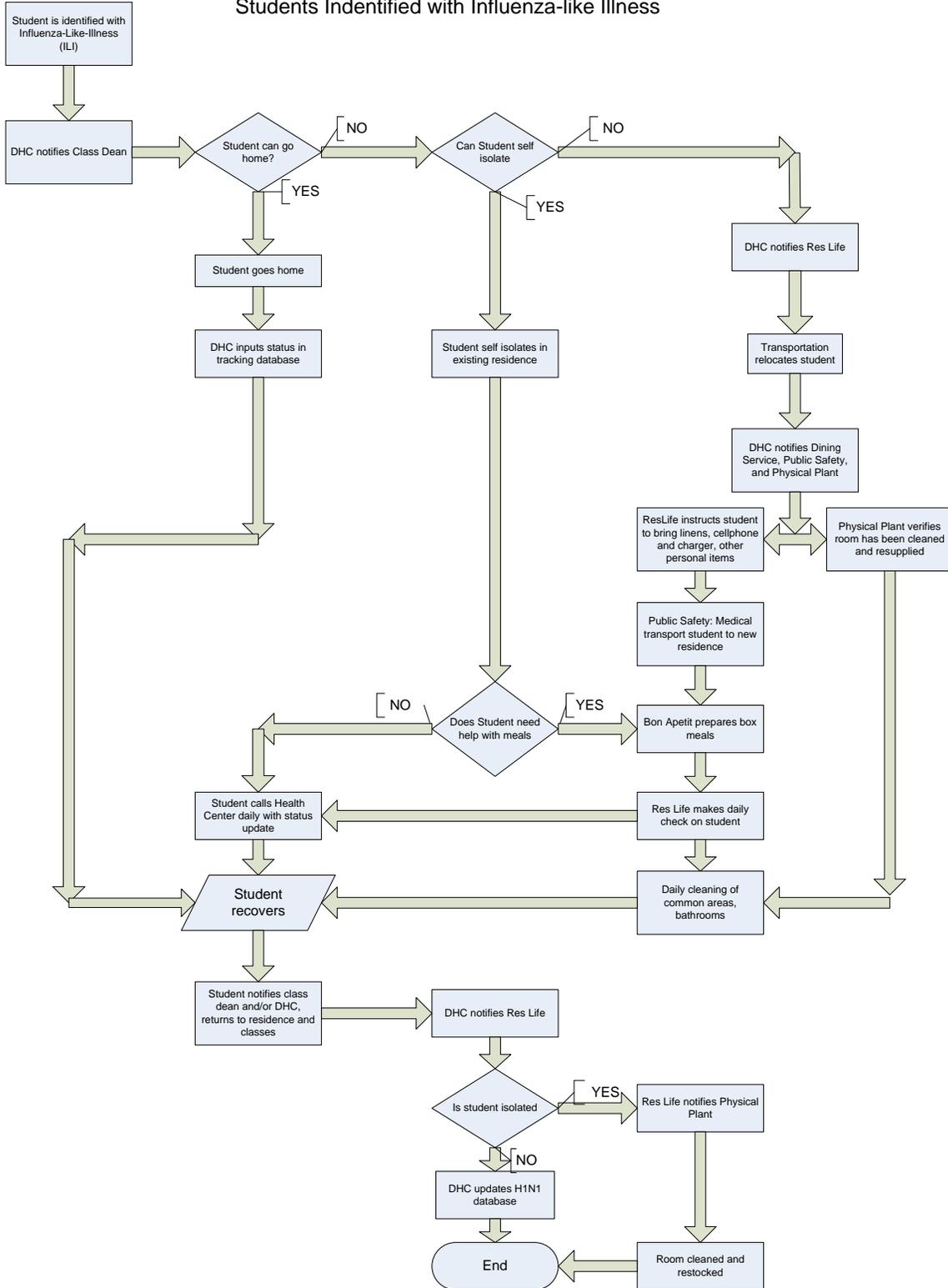
<u>Administrative Guideline:</u>

<u>TITLE:</u> Activation of Emergency Notification Systems

<u>GUIDELINE NO.</u>       BCP-05

<u>PURPOSE:</u>       Describe policy and Guideline for invoking our Emergency Notification System including electronic and wide area loud-speaker type notification.  The over-riding emphasis will be on protecting people on-campus.

<u>POLICY:</u>

1. Wesleyan will use Electronic Emergency Notification Systems for urgent life-threatening emergencies.
2. If standard lines of communication (email and telephones) are not available, Wesleyan may use available alternate notification systems to keep the community informed (e.g. "Connect Ed", available mass notification systems).

<u>DEFINITIONS:</u>
Emergency Notification Committee includes:
- Michael Whaley, Vice President of Student Affairs
- David Meyer, Director of Public Safety
- David Pesci, Director Media Affairs
- Patrice Melley, Director of Human Resources
- Cliff Ashton, Chair, Business Continuity Planning
- James Taft, Assistant Director of Technology Support Services
- Steven Machuga, Director of Administrative Systems

Urgent Life Threatening Emergencies include but are not limited to:
- A Shooter on or near Campus.
- Immediate Life Threatening Weather.
- Hazardous Material Incident or Threat
- Bomb Threat
- Need to evacuate part or all of campus
- Other?

Breakdown of standard lines of communication include:
- Breakdown of the Wesleyan email system.
- Breakdown of the Wesleyan telephone system.

Emergency Notification Systems

- **Wide Area Notification System (WANS a.k.a. loud-speakers)** distributed around campus activated by Public Safety.
- **Electronic Notification** (Connect-Ed) will be used to contact students, faculty and staff through electronic means including telephone, cell phone, email and text messaging.

GUIDELINES:

1. President of the College, Vice President of Communications, Public Safety Dispatcher, or Incident Commander if Wesleyan Emergency Response Plan has been activated: Determine if one or more of the following conditions exist:
   - There is an immediate threat to the health and safety of students such that immediate notification of students, faculty, staff, and visitors is required to protect lives.
   - There has been a confirmed report of a shooting or threat of an armed criminal on or near campus.
   - There is an immediate threat due to life threatening weather (e.g. tornado, extreme wind conditions, hail, or lightning storm.
   - It has been determined that occupants should remain in buildings or evacuate due to imminent threat due to hazardous materials (e.g. radioactivity, chlorine gas exposure, biological terrorist event).
   - If the campus has a life-threatening situation or communication breakdown occurs on campus (see Policy), members of the Emergency Notification Committee will consult with the Presidential Cabinet on the content of the message.
   - As much as possible, messages should be prepared and approved in advance. They should be modified only as necessary. The Media Relations Dept. will have the final edit of all outgoing notifications.
2. President, Director of Media Relations, or Director of Public Safety: Authorize Public Safety Dispatcher to activate Wide Area Notification System and/or Electronic Notification System.
3. Select one of the following messages:
   - A potential threat to public health and safety has been identified, please remain in your building pending further instructions
   - A potential threat to public health and safety has been identified, please return to your student residence pending further instructions
   - A potential threat to public health and safety has been identified, please follow instructions from local public safety, police, or fire personnel at your location.

4. Public Safety Dispatcher: Activate selected message on WANS
5. Public Safety Dispatcher: When safety threat has passed, activate the following message: " The immediate threat to public health and safety has passed. Please resume normal activities. Please check your email, "Connect Ed", and WESU for updates on the status of this incident. Repeat message.

NOTE: Emphasis will be given to the safety of individuals on campus or due to arrive on campus. Parents will be notified only when the immediate emergency has passed. This decision is to prevent clogging of communication channels during an emergency.

Detailed Guidelines for evoking the Connect-Ed System can be found at the following URL.
http://ntigroup.com/ .

Also see Appendix A.

In addition to the web interface; the Director of Media Relations, Director of Public Safety and Vice President of Student Affairs have cards that will allow them to access the emergency notification system from any telephone.

**APPLICABILITY:**
The Wesleyan Community including: Students, Faculty, Temporary and Permanent Staff, on-campus Vendors and Parents.

**REFERENCE:**
http://ntigroup.com/

**RESPONSIBILITY FOR KEEPING GUIDELINE CURRENT:**
Business Continuity Planning Committee

**DISTRIBUTION FOR GUIDELINE AND SUBSEQUENT REVISIONS:**
- Chair of the Business Continuity Group.
- Director of Public Safety

# Appendix A
# Steps to initiate Campus Emergency Broadcast via Connect-ED web site

-Launch Web Browser

-Type URL Address ntigroup.com and hit Enter

-Click the Orange "SIGN IN HERE" Button (upper right-hand portion of screen)
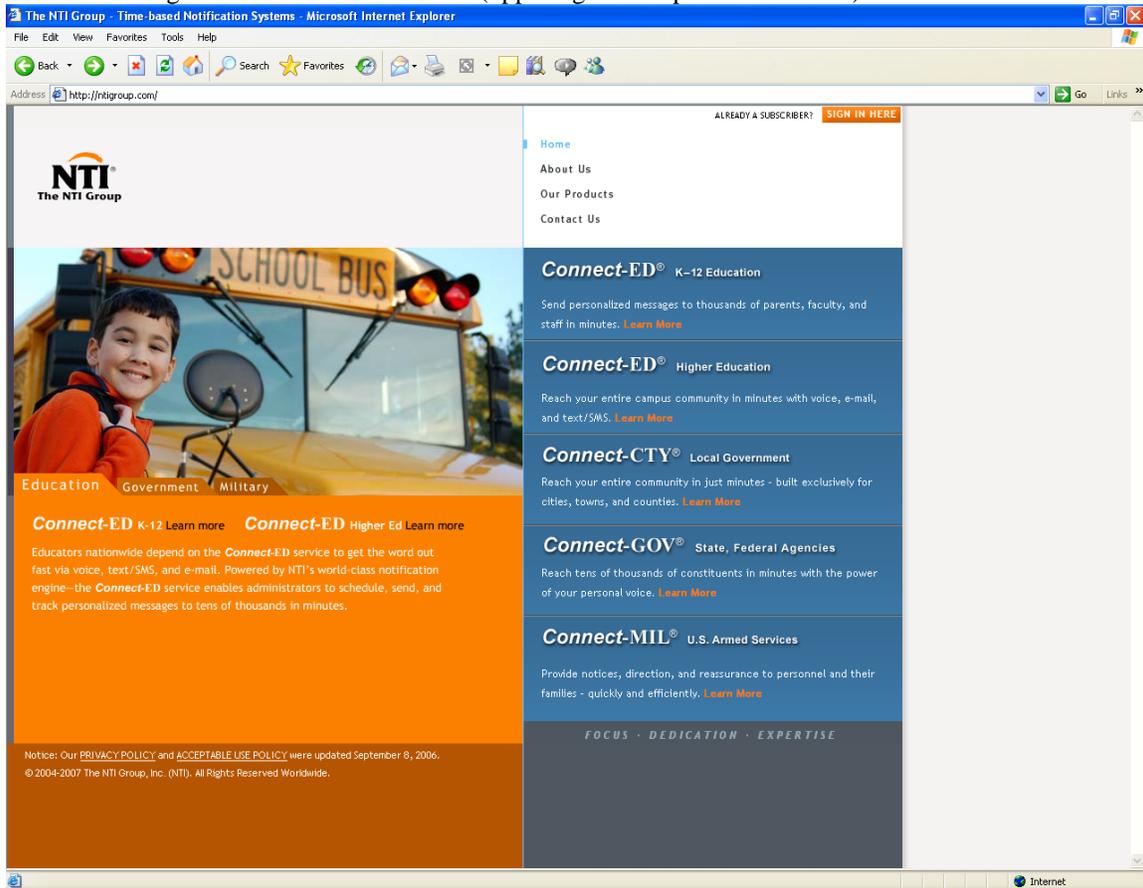
-In the "Username:" type the username, in the "Password:" type the password,
Click "Sign In"
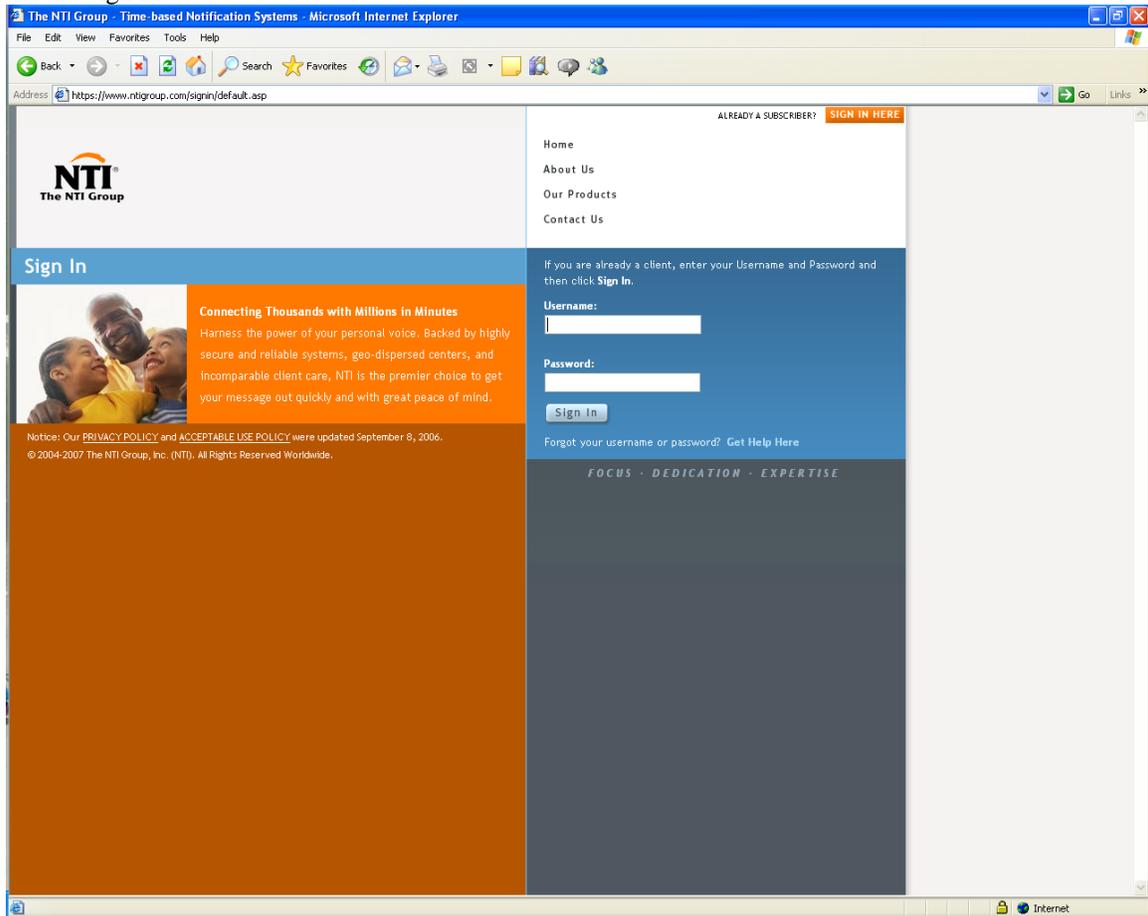
-Click the red "Emergency" Communication button.



-Click the "OK" button

-Click the "+ Create New Message" button

-Click the "In My Voice" button
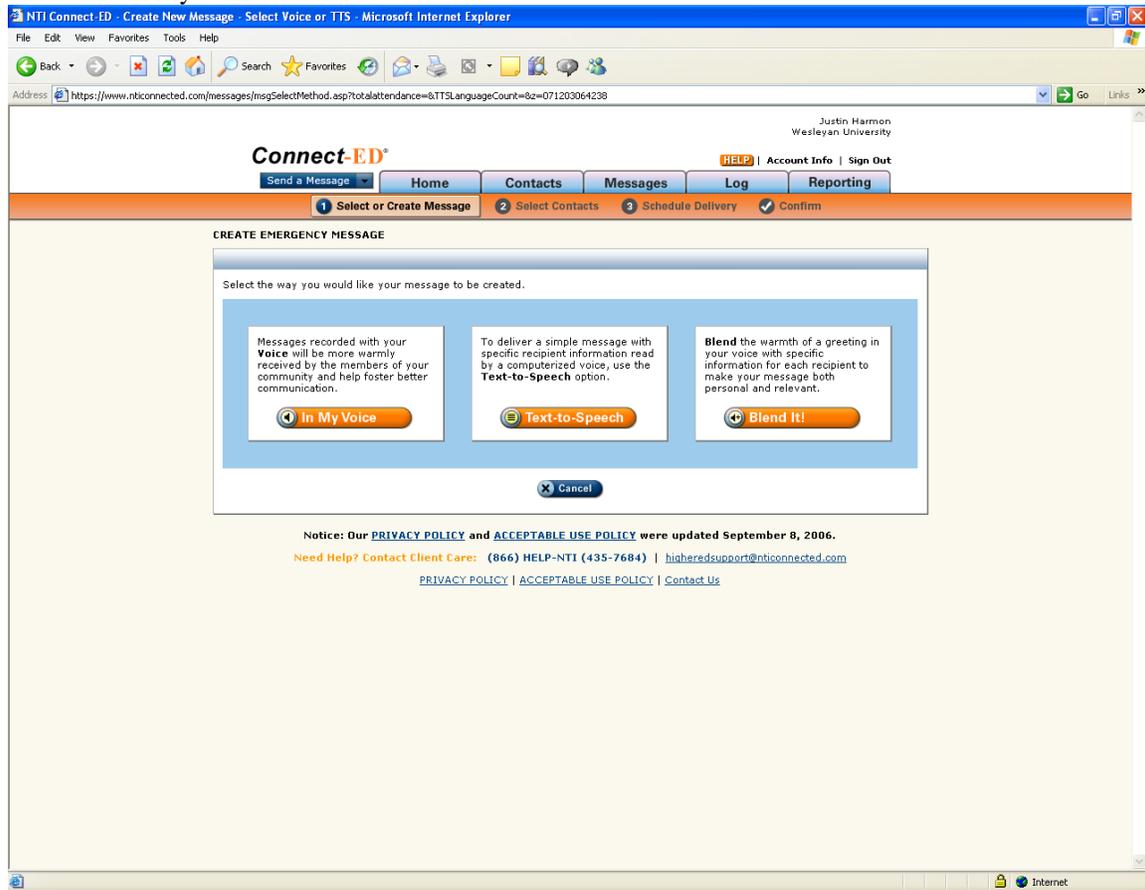
-Type in "Title" field, then Click the "Next" button
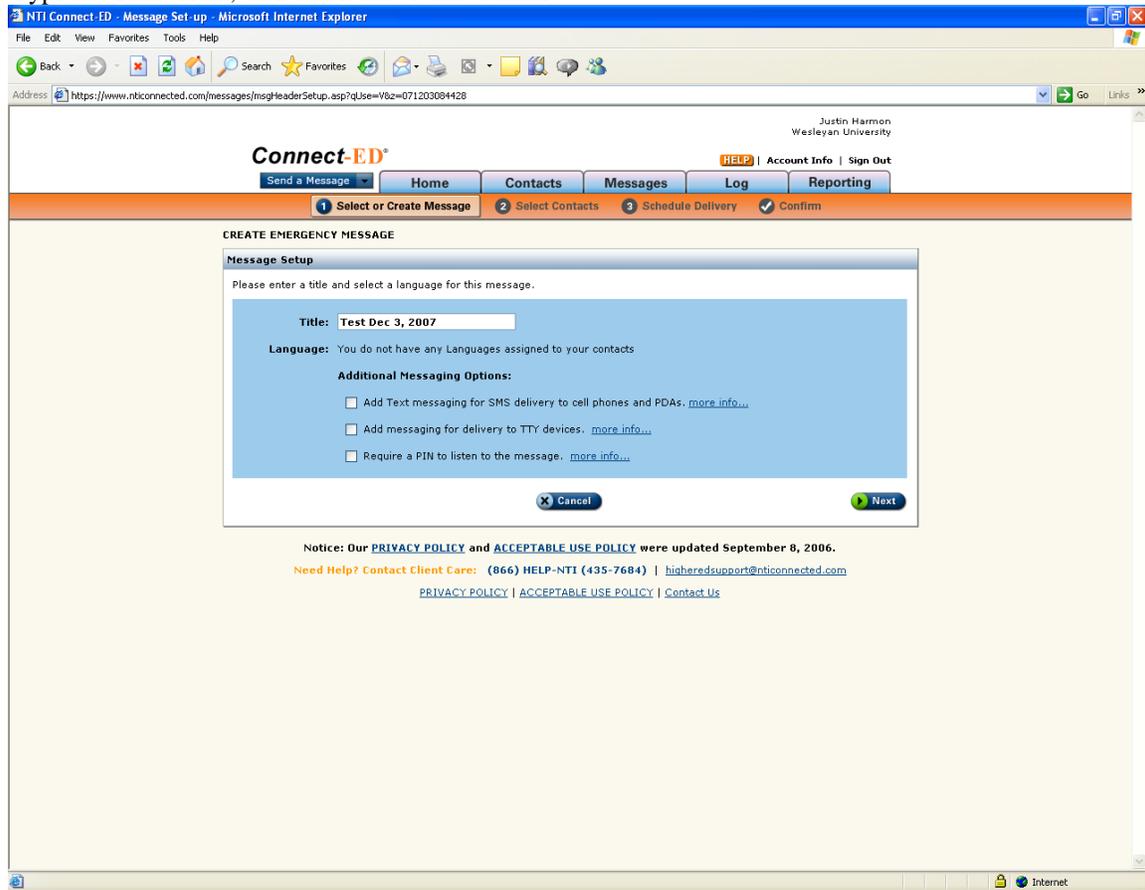
-Select a Script from the "Script" drop down OR  type a script from scratch. In the screen-shot below, I have typed:
"This is a test of the Campus-Wide Emergency Broadcast.

This is ONLY a test."
After you've typed the text, Click the "Next" button
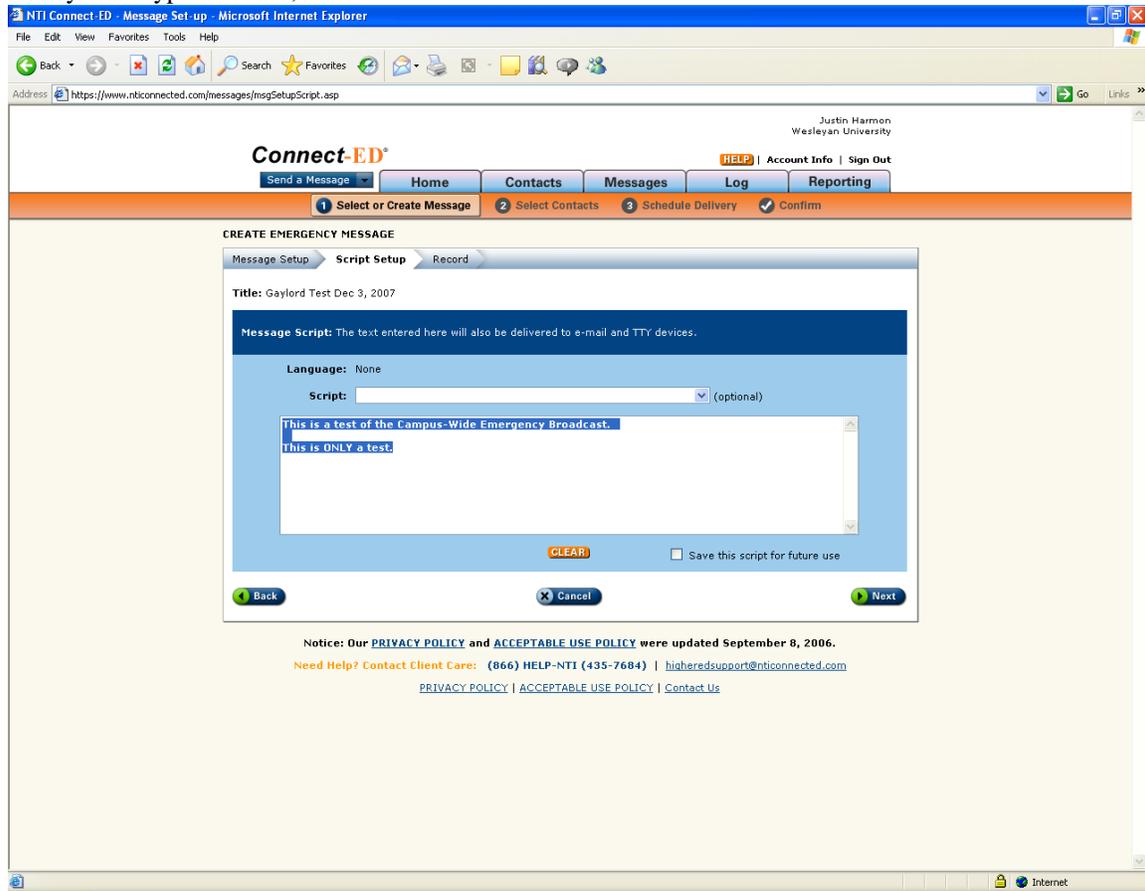
-Follow the instructions displayed in the dark blue section of the screen.  In step 4, when
 recording the message, refer to the script displayed in the light blue section of the screen.
 As indicated, in Step 6, Click "Done" on the screen when finished.
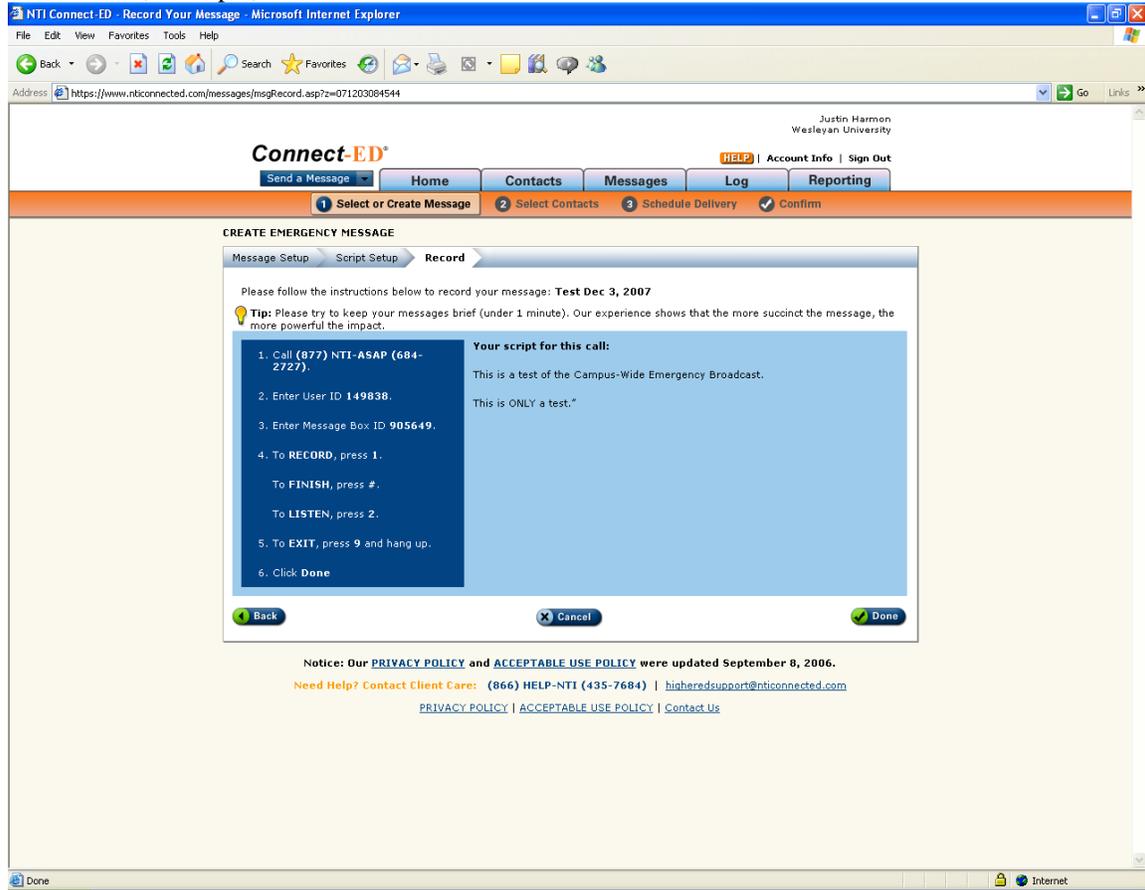


You have now stored the Campus Emergency Broadcast.  Now it's time to select Contacts.

-Select Contacts:

        a. First choose the Type – Student / Faculty / Staff etc. to be included

        b. Next Click the "Select All" button or click on the individual Select (check box)

            repeat a. and b for all Types to be included

        Notice that the "Selected" area of the screen shows the number of Contacts that

        have been selected for inclusion in the Campus Emergency Broadcast.

Click the "Next" button
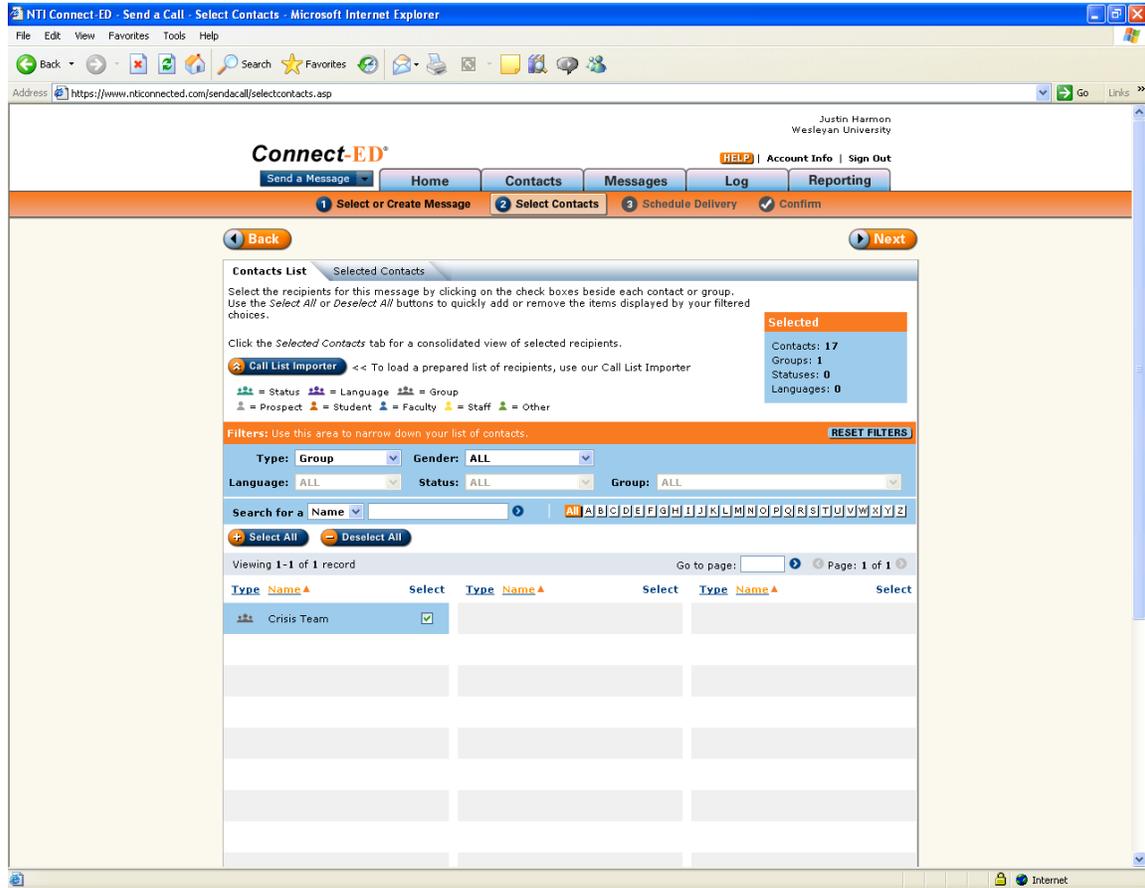
-Either Click the radio button "Send my message now" or select the date and time
 Click the "Next" button
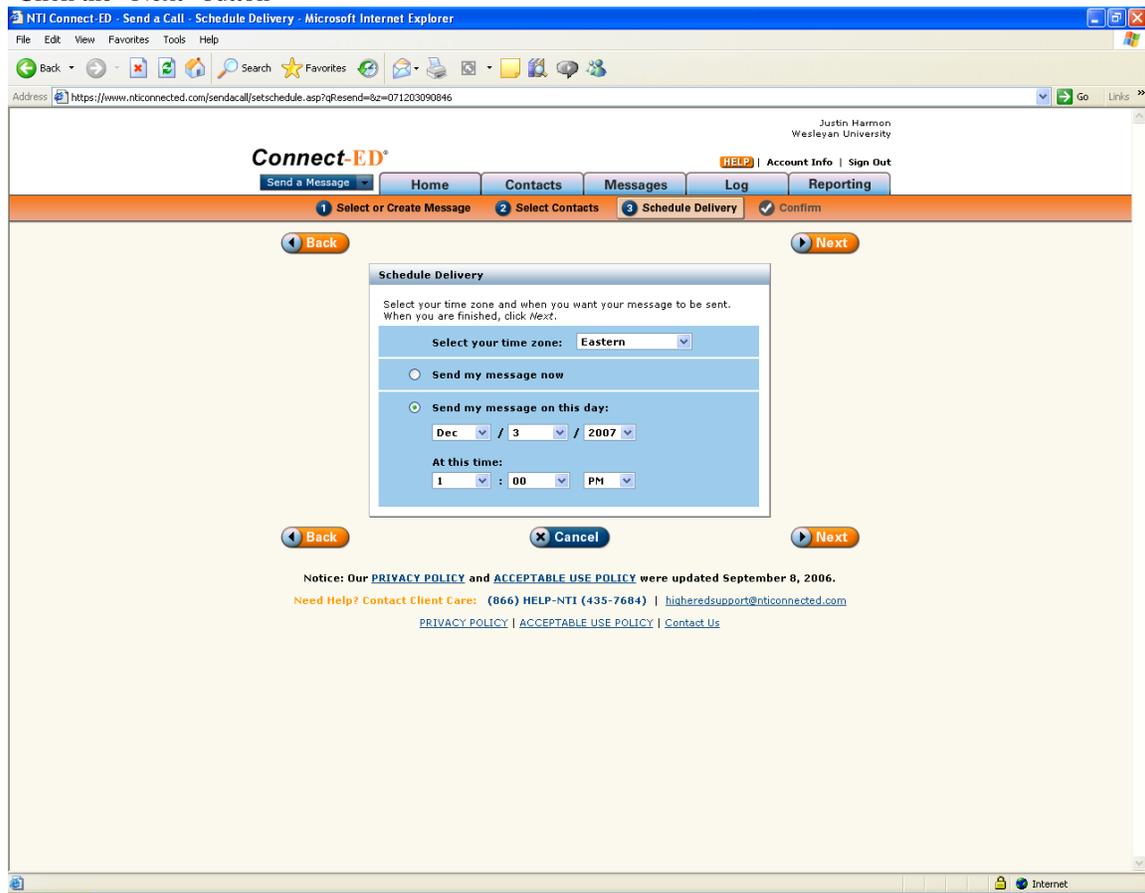
-Click the "Confirm" button
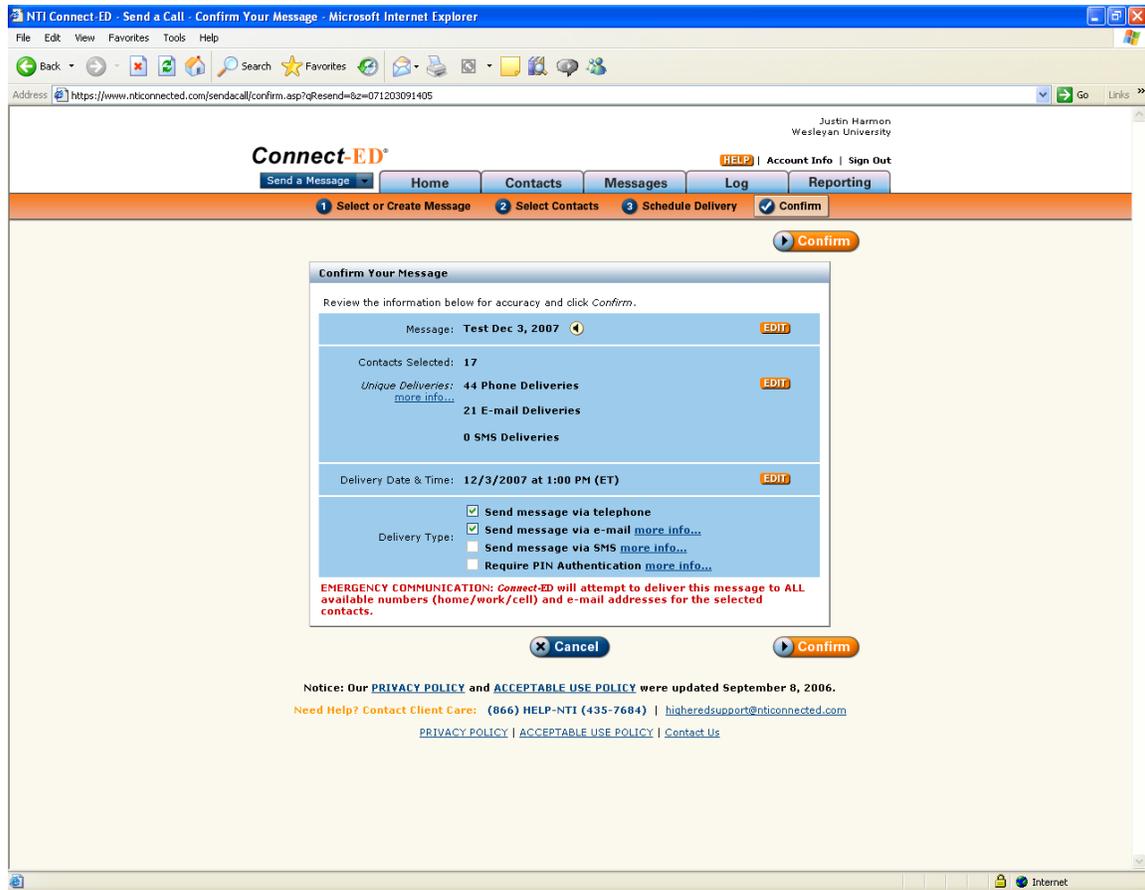


-You'll see the following message
Click OK
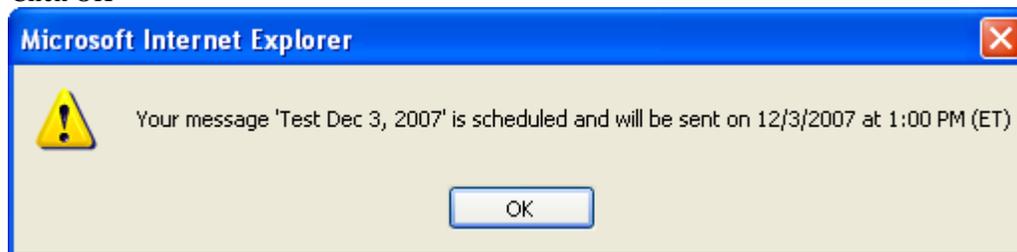
-You'll see the newly created message in the log.
- Click "Sign Out"

**WESLEYAN**
**U N I V E R S I T Y**

## Emergency Management and Business Continuity Plan

## Emergency Operating Guideline
# GUIDELINE

**TITLE:**        Mass Casualty Incident Preparation, Response, and Recovery

**GUIDELINE NO.**      BCP- 06

**POLICY:**      Wesleyan University shall take necessary steps to protect life and property in the event of a mass casualty incident

**PURPOSE:**     Provide guidelines to respond to and recover from a mass casualty incident.

**GOALS:**
1) Do the greatest good for the greatest number
2). Make the best use of personnel, equipment and facility resources

**DEFINITIONS:**
3.  Mass Casualty:  An event or sequence of events such that the number of patients exceeds immediately available resources.
     The most common resultant injuries are eye injuries, sprains, strains, minor wounds and ear damage.
     The most severe injuries are fractures, burns, lacerations and crush injuries.
4.  Incident Command:  Per usual definition
5.  Staging:  The stockpiling of manpower, reserve equipment and expended equipment in an area away from the incident
6.  Extrication:  Safe removal of victims from immediate hazard.
7.  Triage:  See S.T.A.R.T. and JumpSTART algorithms (attached)

**APPLICABILITY:**     ]
Emergency Response  Team , Senior Administrative Staff, Public Safety Dept., Physical Plant Dept. Personnel including tradespersons and custodians.

**REFERENCE:**
 (a) Wesleyan Finance Dept. Procurement Policies and Procedures

**GUIDELINE:**
A. First Unit on Scene
     Performs visual size-up, assumes and announces command, confirms the incident location, then:
9.  Safety Assessment:  Assess the scene observing for:
    a.  Electrical Hazards
    b. Flammable liquids
    c. Hazardous materials

d. Other life-threatening situations
10. Size up the scene
    a. Type and/or cause of the incident
    b. Approximate number of patients
    c. Severity level of injuries (major or minor)
    d. Area involved, including problems with scene access
11. Send information
    a. Contact dispatch with size-up information
    b. Request additional resources
    c. Contact health care resources
        i. 911
        ii. Notify Middlesex Hospital
        iii. Notify Medical Director
12. Setup the scene for management of the casualties
    a. Establish staging
    b. Identify access and egress routes
    c. Identify adequate work areas for Triage, Treatment and Transportation
13. Initiate triage processes
    a. Begin where you are
    b. Ask anyone who can walk to move to a designated area
    c. Mark patients per triage status
    d. Move quickly from patient to patient
    e. Maintain an accurate patient count
    f. Provide only minimal treatment
    g. Keep moving

B. Patient Flow
    5. Incident Scene
    a. Ambulatory patients are directed to a safe space.
        Those able to should assist with others
        Self-treatment supplies distributed
    b. All victims are accounted for
        Trapped victims rescued or extricated
        Quick triage and marking of patients (triage ribbons)
    c. Non-ambulatory patients are moved to the treatment area
    d. Patients are decontaminated as needed prior to leaving the incident scene and prior to arrival in the treatment area
    e. Deceased victims are left as they are unless movement is necessary to access live patients
    2. Treatment Area
    a. Patients are continuously reevaluated
    b. Patients arriving from the incident scene are prioritized for treatment using secondary triage techniques and triage tag is applied
    c. Patients are placed in the treatment area and emergency medical care is provided on the basis of triage priority
        i. Separate areas may be created in the treatment area for immediate (red), delayed (yellow), and minor (green) injured patients
        ii. A separate, isolated area (temporary morgue) is created for victims who die in the treatment area.
    d. Personnel, equipment and medical care resources are allocated to patients based on the triage priority.

3. Transportation Area

    a. Local emergency departments are contacted early to obtain information to assist with the most appropriate patient distribution to medical facilities. One facility, usually the closest, will be designated the coordinating emergency department. This facility will have responsibility for contacting and coordinating with other emergency departments.

    b. Transportation resources are assigned based on triage priority

    c. patients are moved to the transportation area to the appropriate vehicle by porters/transport loaders.

    d. Patients are transported to the most appropriate medical facility by the most appropriate means available.

    e. Patient movements are documented

**RESPONSIBILITY FOR KEEPING GUIDELINE CURRENT:** Business Continuity Planning Committee

**DISTRIBUTION FOR GUIDELINE AND SUBSEQUENT REVISIONS:**

- Wesleyan Emergency Response Plan Manuals - Emergency Command Center locations (Usdan 108,110)

**RECORD OF REVISIONS:**

| Rev.# | Date | Summary of Changes | Prepared by: | Approved by: |
|-------|------|--------------------|--------------|--------------|
| A | 10-31-07 | Initial draft | D. Smith | |
| 0 | 10/1/09 | Initial issue | D.Smith | BCC |

WESLEYAN
U N I V E R S I T Y

## Emergency Management and Business Continuity Plan

### Emergency Operating Guideline

**TITLE:** RESPONSE TO HOSTAGE, BARRICADE, AND ACTIVE SHOOTER
SITUATIONS

**GUIDELINE NO.**        BCP- 07

**PURPOSE:**        Situations involving barricaded subjects, hostages, and active shooters are
among the most hazardous and complex situations that can be encountered. The purpose
of this policy is to provide guidelines for Wesleyan Public Safety to respond with
Middletown Police to such critical incidents. Other outside resources may be requested to
respond, the initial response burden will fall upon the Middletown Police and Wesleyan
Public Safety

Provide guidelines to respond to and recover from effects of an active shooter incident
on campus

**POLICY:**        Wesleyan University shall take necessary steps to protect life and
property in the event of an active shooter situation on campus

It is the policy of the Middletown Police Department that:

(1)   Law enforcement actions taken in response to barricaded subject(s), hostage
situations, or active shooters should strive to limit the exposure of police
personnel, innocent bystanders, and hostages to unnecessary risk;
(2)   Most barricaded subject and hostage situations may be successfully resolved
without additional persons being injured through the use of containment and
negotiations;
(3)   Active shooter situations are most likely to necessitate immediate forceful police
action;
(4) Forceful police action must only be undertaken if necessary to prevent an
immediate deadly threat to life, and if other actions were unsuccessful or judged
to be ineffective based on the circumstances.

### DEFINITIONS

A. BARRICADE SITUATION:  Incident in which armed or possibly armed subject(s)
are in an environment or situation which prevents reasonably safe access or approach by
law enforcement officers and pose an immediate or continuing threat to officers or others.

B. HOSTAGE SITUATION:  Incident in which a barricaded subject has one or more persons in their immediate control that are held against their will or are incapable or unwilling to escape.

C. ACTIVE SHOOTER SITUATION:  Incident in which there is the intentional random or systematic shooting of multiple victims in which the shooters' intent is to continue the spree until stopped by law enforcement or suicide.

<u>GUIDELINE:</u>

1. In the event of an active shooting on campus Public safety will immediately notify the Middletown Police who will assume control of the situation

2. The first arriving Middletown Police officer serves as the initial Incident Commander (IC) and directs the deployment of the other responding officers until relieved by an on scene supervisor or command officer. The first arriving Public Safety Officer will coordinate Public Safety support response with the IC until relieved by an on scene supervisor.

3. The IC will take a covered position from which to best view the affected location and to contact any persons fleeing the incident.  Based on the available information, the IC must determine if there is an active shooter or a barricade/hostage situation. If an active shooter situation is believed to be taking place, the IC must initiate the appropriate response Public Safety will assist the Middletown Police with perimeter security, assisting in the evacuation and identification of victims/bystanders and serve as the liaison for other assistance requests

4. The community will be notified of safety measures and other information via the emergency notification Guideline

5. Public Safety should immediately notify the President's office of any barricade, hostage, or active shooter situation.

6. The President or designee should immediately activate the university's Business Continuity and Emergency Response Plan and Incident Command System. The Incident Command team should take the following actions:.

   - Assign an incident commander and fill critical positions as soon as possible (e.g. Security Officer, Public Information Officer, Liaison Officer, Operations Section Chief). Manage the event using the Incident Command System (ICS).
   - Incident Command: Inform and consult with available members of the President's cabinet in person or via teleconference.
   - PIO: Utilize available mass notification systems (e.g. "Connect Ed, email, contractor telephone lists, parent communication systems) to notify students, faculty, staff, and contractors on campus of the situation and provide appropriate instructions to shelter-in-place, evacuate, or other

action including an estimated time when the next communication update will occur.

- Instruct staff and students to minimize travel across campus. Suggest conference calling in lieu of meetings.
- Contact Physical Plant Customer Service desk and provide written statement to customer service person to inform Physical Plant trades and custodians in the field of the situation via radio and have them return to their headquarter station until further notice.
- Operations and Planning Sections: Retain essential employees on campus to care for students' needs. This includes but is not limited to Public Safety, Physical Plant, Usdan University Center and food service personnel. Departments should implement emergency staffing plans to meet demands of the situation.
- Evacuate non-essential and contract personnel if warranted.
- Operations Section Chief: Periodically obtain status updates on the situation and reassess. Status updates and reassessments as needed but no longer that every hour should be conducted.
- PIO: Provide timely and accurate updates to campus stakeholders including contractors at appropriate times.

NOTE: All information must be verified prior to release.

- PIO: Provide timely and accurate communication to parents regarding the incident.
- PIO: Provide periodic updates to the media.
- PIO: Update the Wesleyan Emergency Management Website in a timely manner as conditions change.
- Security Officer: Consider limiting access to the Usdan University Center, Olin Library, and other spaces commonly open to the public.
- Operations Section: Consult with Usdan dining staff regarding presentation of meals. Consider delivery of meals to students in dorms and other campus residences.
- Operations Section: Continually man the Usdan switchboard phones. Provide clear response to questions based on input provided by Public Information Officer.
- Care and Shelter Unit Leader: Instruct students who leave campus to notify Residential Life and/or post contact and location information on their dorm room door prior to leaving campus.
- Incident command: Consider need for crisis counseling as appropriate. Note that chaplains have training and experience in "Clinical Pastoral Education" and disaster crisis response.
- For extended incidents, consider providing meals to shelter-in-place students. Consult with Usdan University Center dining staff .

**RESPONSIBILITY FOR KEEPING GUIDELINE CURRENT:**     Director of Public Safety

**DISTRIBUTION FOR GUIDELINE AND SUBSEQUENT REVISIONS:**

▫ Wesleyan Business Continuity Plan Manuals

## RECORD OF REVISIONS:

| Rev.# | Date | Summary of Changes | Prepared by: | Approved by: |
|---|---|---|---|---|
| A | 10/10/07 | Initial draft | D. Meyer | |
| 0 | 9/15/08 | Initial issue | D. Meyer | Middletown PD |
| 1 | 10/1/09 | Update to incorporate lessons Learned from May09 shooting incident. | D. Meyer/C.Ashton | BCC Business Continuity Committee |

### 3.7.8 Emergency Response Plan - Hazardous Materials (Chemical or Oil) Accident

Chemical and oil spills have the potential to do serious harm to an unsuspecting participant, if that individual has not been properly trained in Chemical Spill cleanup Guidelines or does not wear appropriate protective equipment. To safeguard university employees and students, chemical and oil spills will not be cleaned up by individuals unless they have been thoroughly trained and can safely do so. If outside assistance is required then the following guidelines shall be followed.

- Immediately evacuate the room or work area, barricading spill areas if possible to avoid further contamination.

- If possible, stop the leak or spill at its source.

- Provide medical assistance to injured individuals. If emergency showers or eyewashes are used, decontamination guidelines shall last a minimum of 15 minutes before the injured party can be transported via ambulance to the nearest hospital. Any contaminated clothing shall be removed and placed in a plastic bag. Because there is a risk of hypothermia for individuals exposed to cold emergency showers, it is important to have a warm shower or warm blankets available to the exposed individual(s).

- Using available spill cleanup kits, clean up, neutralize and decontaminate the surrounding area. All spill cleanup materials are to be labeled and managed as hazardous waste. If spill cleanup kits are not available, staff have not been properly trained, or the situation is beyond the means of the available resources, then the spill must be declared an emergency and emergency guidelines must be initiated by informing the front office.

To report a chemical or hazardous materials emergency situation:

1. Call local Public Safety Dispatcher at 911 from any university telephone. Provide the following information:

- Your name and title

- Location of the spill (Building, room)

- State: "I am calling to report a chemical/oil spill and request a Hazardous Materials Response team. Individuals in the area are being/have been evacuated from the immediate spill area." If students or employees have been injured, request that an ambulance be sent immediately as well by stating: "One (or appropriate number) individual has been splashed with the chemical. This individual is currently undergoing a 15-minute decontamination in the emergency shower and will need transport to the nearest hospital".

- Give the dispatcher the name of the chemical and approximate quantity of chemical that has been spilled, if this is known.

- Give the phone number you are calling from

2. Provide any known information to the Incident Commander of the Fire Department upon their arrival. The Incident Commander may elect to evacuate

the entire building, depending on the chemical spilled and the approximate time needed to conduct a hazardous materials response.

3. Notify the Local and State authorities of the chemical emergency. Give your name, title and current status of the emergency, information regarding the chemical and the methods that have been taken to mitigate the emergency.

4. Since hazardous materials emergency response guidelines can take from 1-2.5 hours to complete, it is important to keep staff and students calm until the building has been released by the fire department, and individuals are allowed to return to work areas within the building.

5. Document actions taken on the Hazardous Material (Chemical) Emergency Action form.

6. Conduct a limited investigation following the incident to evaluate corrective actions and preventative measures for future potential problems.

Occasionally, major chemical accidents can occur off site. These usually take place on nearby streets, railroad tracks, on major highways or at a major industrial site in the vicinity. In these instances, the site will probably be contacted directly by local police and fire departments implementing a local emergency response plan. When evacuation of the university is necessary, students and staff will be directed to a specific relocation area by the local response agencies involved (fire, police or hazardous materials teams). The Emergency Response Coordinator will be assisted by local officials to determine whether it is appropriate to shelter in place, or move students and staff with buses to a safer location. In the event of a large-scale evacuation, personal vehicles are to be left behind and all transportation will be accomplished using school buses. All other evacuation rules will apply and staff and students will not be allowed to return to the building until local emergency responders have declared the area safe.

**Hazardous Material  (Chemical or Oil) Emergency Action Form (on-site)**

Name and Title of person in charge of Emergency Response Actions:
_____

Date of chemical spill_____ Time of emergency _____

Location (Building/room) of chemical spill_____

Type of chemical and quantity:
_____

Person(s) injured:

 _____

Name(s) of individual reporting chemical spill:
_____

Emergency Response agency(s) responding:

 _____

Emergency Response Log:

Emergency Response Dispatcher called at _____ a.m./p.m.
Fire department arrived at _____ a.m./p.m.  Hazmat team arrived at _____a.m./p.m.
Material   Safety   Data   Sheet   (MSDS)   provided   to   the   Hazmat   team   by
_____
Fire department advised that all persons accounted for/missing  by _____
Persons missing, why/where:
_____
President notified at _____ a.m./p.m.
State emergency responders notified at _____ a.m./p.m.
Students/employees  moved  to  _____  (location),  at  _____  a.m./p.m.  by
_____ (name, title)  Buses requested from Transportation to
move _____ (number) students and staff .
Students/staff returned to classrooms/work area at _____ a.m./p.m. on _____ (date)

Media contacts made by:
_____
Comments and specific requests:



Incident reviewed on _____ (date and time)

Recommended corrective actions include:

### 3.7.9 Incident Action Plan – Other Natural disasters (Flood, Heavy Rain, Severe Windstorm, Hurricane, Blizzards)

Natural disasters usually present a real danger to students, employees and facilities and can usually be forecast with a high degree of accuracy. Advance warning of 2-3 hours to 48 hours is not an unreasonable expectation. In the event of a potential natural disaster, the Emergency Operations Center (EOC) at the local and state level will be activated to the meet response needs that arise in an anticipated event. Local emergency management authorities have included in their community emergency planning, specific action to be taken in the event of a natural disaster. It is imperative that open communication between local emergency responders, the Office of Public Safety and the Emergency Response Coordinator be maintained and that plans be communicated to all levels of the university organization as thoroughly and as quickly as possible.

When an emergency caused by a natural disaster dictates that the university be closed, students, staff and the general public will be officially notified via local television and radio, and other available normal and emergency communication methods. Both electronic and printed news media, as well as local law enforcement agencies, should be enlisted to disseminate university-related information in the event of a prolonged emergency.

# Hazard Vulnerability Assessment

Wesleyan University -  Business Continuity Planning     10/1/2009

Hazard Vulnerability Analysis

| Hazard or Emergency | Event type | Probability | Human | IMPACT Property | Business | RESOURCES Internal | External | TOTAL | Comments |
|---|---|---|---|---|---|---|---|---|---|
| | | Ranking Score 5=Hi,1=Lo | | 5=High Impact, 1=Low Impact | | 1=Strong, 5= Weak | | | |
| Volcano | Natural | 1 | 5 | 5 | 5 | 5 | 4 | 25 | N/A |
| Earthquake | Natural | 3 | 5 | 5 | 4 | 4 | 3 | 24 | Response plan exists |
| Terrorism Biological | Technological | 2 | 5 | 5 | 4 | 5 | 2 | 23 | |
| Hurricane | Natural | 4 | 5 | 5 | 5 | 2 | 1 | 22 | Response plan exists |
| Tornado | Natural | 2 | 5 | 5 | 5 | 3 | 2 | 22 | Response plan exists |
| Mass Casualty (haz mat) | Technological | 3 | 5 | 3 | 4 | 5 | 2 | 22 | |
| Natural gas supply failur | Internal | 3 | 4 | 3 | 5 | 4 | 3 | 22 | |
| Structural damage | Internal | 3 | 5 | 4 | 4 | 4 | 2 | 22 | |
| Fuel shortage | Internal | 3 | 4 | 3 | 5 | 4 | 2 | 21 | |
| Fire, internal | Internal | 4 | 5 | 4 | 4 | 3 | 1 | 21 | |
| Construction accident | Internal | 3 | 5 | 4 | 4 | 3 | 2 | 21 | |
| Ice Storm | Natural | 4 | 5 | 4 | 3 | 3 | 1 | 20 | Response plan exists |
| Mass Casualty (trauma) | Technological | 3 | 5 | 1 | 4 | 5 | 2 | 20 | Response plan exists |
| Mass Casualty (medical) | Technological | 3 | 5 | 1 | 4 | 5 | 2 | 20 | Response plan exists |
| Hazmat exposure extern | Technological | 3 | 4 | 3 | 3 | 5 | 2 | 20 | Response plan exists |
| Flood, internal | Internal | 4 | 4 | 4 | 4 | 2 | 2 | 20 | |
| Explosion | Technological | 1 | 5 | 5 | 4 | 1 | 4 | 20 | Response plan exists |
| Pandemic Flu | Natural | 3 | 5 | 1 | 5 | 4 | 2 | 20 | Response plan exists |
| Terrorism Chemical | Technological | 2 | 4 | 3 | 4 | 4 | 2 | 19 | |
| Epidemic | Natural | 3 | 5 | 1 | 5 | 3 | 1 | 18 | Response plan exists |
| Sewer failure | Internal | 3 | 3 | 4 | 4 | 2 | 2 | 18 | |
| Severe Thunderstorm | Natural | 4 | 3 | 4 | 3 | 2 | 1 | 17 | Response plan exists |
| Blizzard | Natural | 4 | 5 | 3 | 2 | 2 | 1 | 17 | Response plan exists |
| Wild Fire | Natural | 1 | 4 | 5 | 2 | 4 | 1 | 17 | |
| VIP situation | Technological | 5 | 5 | 1 | 3 | 2 | 1 | 17 | |
| Hostage situation | Technological | 3 | 5 | 1 | 4 | 2 | 2 | 17 | Response plan exists |
| Civil disturbance | Technological | 2 | 4 | 4 | 3 | 2 | 2 | 17 | |
| Unavailability of supplies | Internal | 2 | 3 | 1 | 5 | 4 | 2 | 17 | |
| Student Abduction | Technological | 3 | 5 | 1 | 4 | 2 | 1 | 16 | Response plan exists |
| Campus wide loss of pov | Internal | 3 | 3 | 3 | 4 | 2 | 1 | 16 | Response plan exists |
| Loss of Water supply | Internal | 3 | 4 | 1 | 4 | 2 | 2 | 16 | |
| Steam supply failure | Internal | 1 | 3 | 4 | 4 | 2 | 2 | 16 | |
| Flood, external | Natural | 1 | 3 | 3 | 2 | 3 | 3 | 15 | Response plan exists |
| Labor action | Technological | 3 | 3 | 3 | 3 | 2 | 1 | 15 | |
| Bomb Threat | Technological | 2 | 4 | 3 | 2 | 3 | 1 | 15 | Response plan exists |
| Temperature Extremes | Natural | 3 | 3 | 1 | 2 | 2 | 3 | 14 | |
| Landslide | Natural | 1 | 4 | 3 | 1 | 3 | 2 | 14 | |
| Snow Fall | Natural | 5 | 3 | 2 | 1 | 1 | 1 | 13 | Response plan exists |
| Tidal Wave | Natural | 1 | 1 | 1 | 1 | 5 | 3 | 12 | N/A |
| HVAC failure | Internal | 1 | 2 | 3 | 3 | 1 | 2 | 12 | |
| Drought | Natural | 2 | 2 | 1 | 1 | 2 | 3 | 11 | |
| Partial loss of power | Internal | 5 | 1 | 2 | 1 | 1 | 1 | 11 | Response plan exists |
| Transporation failure | Internal | 1 | 3 | 1 | 2 | 3 | 1 | 11 | |
| Information systems failu | Internal | 2 | 2 | 1 | 4 | 1 | 1 | 11 | |
| Telephone system failure | Internal | 2 | 2 | 1 | 3 | 1 | 2 | 11 | |

**Town Emergency and Non-Emergency Contact Information**

**Non-Emergency Contacts (Person to update information)**

**Emergency Contacts for Town Notification**

**Town Emergency Operations Center (EOC) Information: ONLY WHEN ACTIVATED**

**Local Health Departments' Contacts**

**Ham Radio Operators**

| Town | Last Name | First Name | Call Sign | Position | Home Phone | Cell Phone | Email |
|------|-----------|------------|-----------|----------|------------|------------|-------|
| Cromwell | Lux | Paul | K1PL | EC Cromwell | 860-365-1742 | 860-841-7868 | k1pl@arrl.net |
| Cromwell | Post | Jim | K1NQJ | | 860-635-5647 | 860-906-2066 | Pa8275@sbcglobal.net |
| Glastonbury | Harper | Mac | W1FYM | | 860-633-6295 | 860-368-9568 | w1fym@arrl.net |
| Haddam | McAuliffe | Howard | N1IVK | | 860-345-2732 | 860-638-7070 | hmcaulife@aol.com |
| Haddam | Mokoski | Mark | K1PU | | 860-345-8730 | 860-982-5156 | markm@cmtelephone.c |
| Middletown | Hardy | Jonathon | KB1KIX | DEC Area 3 | | 860-922-7676 | Kb1kix@arrl.net |
| Marlborough | Bohman | Don | N1XTJ | | 860-295-9455 | 860-798-0689 | Mainah321@aol.com |
| Middletown | Stielau | Bob | N2XN | | 860-344-0148 | | (none) |
| Middletown | Zieller | Leo | WB1ENI | | 960-632-0808 | 860-638-7578 | ziellerleo@yahoo.com |
| New Britain | Riggott | Orrin | AB1EL | | 860-223-8867 | 860-712-4939 | origgott@sbcglobal.net |
| Portland | Barker | Gordon | K1BIY | | 860-342-3258 | | k1biy@juno.com |
| Portland | Gouin | Don | K1CMM | | 860-342-1744 | 860-941-1841 | donald.b.gouin@snet.ne |

EC    Emergency Coordinator
DEC   District Emergency Coordinator  (Area 3)

DINING SERVICE CONTACT LIST:

| CELL NUMBER | LAST | FIRST | TITLE |
|---|---|---|---|
| 267-979-5015 | Strumpf | Michael | Resident District Manager |
| 860-538-8699 | Abraham | Philip | Director of Operations |
| 860-538-9912 | Resnick | Michael | Director of Operations |
| 860-538-8388 | Laille | Bernice | Site Controller |
| 860-324-0726 | DiDomenico | Connie | Office Manager |
| 860-538-8484 | Mehmet | Ronald | Executive Chef |
| 860-538-7267 | Amablie | Ray | Sous Chef |
| 860-759-4719 | Arroyo | Ernie | Production Manager |
| 860-770-8730 | Fairbairn | Victoria | Catering Manager |
| 860-538-8500 | Kehoe | John | Catering Manager |
| 860-538-0785 | Calderoni | Marcy | Dining Manager |
| 860-984-1553 | Casey | Lorelei | Dining Manager |
| 203-675-8554 | Shuff | Flo | Dining Manager |
| 860-538-8752 | Esteves | Joao | Dining Manager |
| 860-538-8752 | Ross | Katherine | Dining Manager |
|  | Coassin | Thomas | Dining Manager |
| 860-918-0806 | Brooks | Maureen | Union HR |
| 860-770-4448 | Cucinella | Daniele | Dietician |
| 860-966-0740 | Kriksciun | Gary | Wes Shop Director |
| 860-463-2516 | Provost | Charles | Wes Shop Manager |
|  | Young | Debbie | Wes Shop Manager |

**3.10 Memorandum of Understanding and Agreement - Guidelines for Mutual Aid, The Capitol Region Independent Colleges and Universities**

The Capitol Region Independent Colleges and Universities

Guidelines for Mutual Aid

# A Memorandum of Understanding and Agreement

These participating Colleges and Universities, located in the Capitol Region Emergency Planning Committee area (CREPC), have agreed in principle to voluntarily provide mutual aid and services to each other in order to minimize the risk to students, faculty and staff in the event of a natural or man-made disaster. These Colleges and Universities have agreed to participate in the regional emergency management system as developed by the Capitol Region Council of Governments (CRCOG), and to participate as an Emergency Support Function (ESF) for CREPC. Our designation in the CREPC Regional Emergency Disaster (RED) plan will be ESF-21.

1. Goodwin College
2. Saint Joseph College
3. Trinity College
4. University of Hartford
5. Wesleyan University

I.     SCOPE AND APPLICABILITY

The participating Colleges and Universities agree that, in the event of a natural or man-made disaster, or any situation that threatens life safety or business continuity, the affected colleges or universities may request assistance from the other participants as is more generally set forth herein.

Participating Colleges and Universities agree to develop and to maintain an Emergency Operations Center (EOC) to ensure that disaster management techniques are maximized and that college and university resources are fully utilized. EOC operations shall include efficient methods of communication among the participating colleges and universities, as well as with other regional emergency planning organizations.

In the event of a disaster, an affected participant first shall contact any partner colleges or universities who have signed this MOU. Should the scope of an incident overwhelm the capabilities of any existing MOU, or if the partners determine that the disaster is broader than what the colleges and universities can efficiently manage by working together, then they shall contact CREPC. The colleges and universities and CREPC, shall use the guidelines established herein to coordinate the services necessary to manage the disaster.

The colleges and universities also agree to help their regional partners to mitigate disasters by offering resources as deemed necessary for the health and welfare of the public.

Participants agree to take all appropriate actions during a disaster without regard to race, color, creed, national origin, age, sex, sexual orientation, gender identity, and gender identification, religion, economic status or handicap, and to assist partner colleges and universities as their resources allow.

No participating colleges or universities shall be expected to provide resources or services until its own existing or anticipated needs are fulfilled.

The participating colleges and universities agree to provide assistance set forth herein for a period to be determined either by the extent or duration of the declared emergency or until the requesting college or university declares that its needs have been met.

In the event that a participating college or university is unable to continue to provide for its students, the other participating colleges and universities agree to accept the students from the affected college or university for the duration of the emergency as capacities and capabilities allow.  Types of assistance may range from the provision of basic housing to the inclusion of displaced students into the educational process at the host institution. The affected participating college or university EOC shall coordinate the transfer of students and shall assign them to participating colleges and universities.  When the emergency is over, students temporarily transferred shall be required to return to their original college or university.

This agreement is not intended to replace individual college or university disaster plans, nor to adversely effect existing transfer agreements between colleges or universities.  This agreement is intended to enhance the effectiveness of those plans and agreements and to expand the response capabilities within the CREPC and Department of Emergency Management and Homeland Security (DEMHS) region 3.

 II. GUIDELINES FOR MUTUAL AID

A.      COMMUNICATION OF NEED
      Participating colleges and universities requesting assistance under this mutual aid agreement agree to communicate their needs as follows:
1.  Notify partner colleges and universities of the nature of the disaster or emergency and the extent of the need.
2.  Notify partner colleges and universities of the extent of injuries, and whether transfers are anticipated.
3.  Provide copies of student's pertinent information at the time of transfer.
4.  Coordinate emergency transportation as necessary for the transfer to the accepting college or university.
5.  Activate all necessary staff and faculty to assist in the management of students, facilities and other resources deemed necessary to the business continuity plan.
6.  Provide family with information regarding the university status and pertinent details of the schools emergency response plan and facilitate the student's family emergency plan.
7.  Notify partner colleges and universities of the resources needed by the affected institution.
8.  Notify partner colleges and universities when the need for aid is ended.

Participating colleges and universities who intend to provide assistance under the mutual aid agreement agree to provide the following services as capacities and capabilities allow:
1.  Accept students from partner colleges or universities.
2.  Provide housing, food and other services needed.
3.  Provide emergency communications and information technology (I.T.) support as needed.
4.  Provide information to participating colleges and universities of their capacities and capabilities.  This information should be updated frequently.
5.   Provide for space for continued educational needs with faculty and staff assistance from the affected college or university.
6.  Make available other resources as requested by the affected college or university.
7.  Expedite the return of all students to the affected college or university as soon as the emergency is over.

B.      COST OF SERVICES, EQUIPMENT AND PERSONNEL
      Under the terms of this agreement, participating colleges and universities agree to reimburse in a timely manner the mutually agreed upon real cost associated with the provision of services by another college or university, including cost of equipment and personnel.

C.      ADMINISTRATIVE SERVICES
      Participating colleges and universities agree to provide the following administrative services while involved in mutual aid events, and shall make these records available to partner colleges and universities as required:

1.  Maintain current list of all students transferred including personal data.
2.  Record any contacts with family, or other records of vital contact information.
3.  Detailed accounting of all services rendered to account for reimbursement.
4.  Detailed accounting of student educational information while in residence at a host college or university.

III.    TERMS OF AGREEMENT
        This memorandum of understanding and agreement shall become effective on _____, and shall continue in effect indefinitely.

Colleges and universities may terminate their participation by providing a sixty (60) day written notice of intent to the CREPC.

This letter of understanding and agreement shall be reviewed periodically.  Amendments may be incorporated in this letter upon the agreement of a two-thirds majority of the current participating colleges and universities.

This letter of understanding and agreement is in no way meant to affect any of the rights, privileges, titles, claims, or defenses provided under federal or state law to the participating colleges and universities.

Each Institution agree to indemnify, defend, and hold the other parties to this agreement harmless from any claims, judgments, damages, liabilities and cost caused by, arising out of, or in connection with services provided by said institution's employees, agents or assigns.


IN WITNESS WHEREOF,
We have set our hands on the date below written
College or University: _____
President or CEO: _____
Date: _____
Witness for the Capitol Region Emergency Planning Committee: _____

## ESF-21 Region 3 College and University Key Facilities Data and Asset Inventory List (To be updated)

### ESF-21 Region 3 College and University Key Facilities Data

| College/University ----> | Wesleyan | Trinity | U Hartford | St.Joseph | Gc |
|---|---|---|---|---|---|
| **Facility Information** | | | | | |
| Total number of buildings on Campus | 340+ | 95 | 61 | 17 | |
| # of Dormitory/Residence beds | 2753 | 1894 | 3909 | 405 | |
| # Dormitories with elevators | 3 | 7 | 3 | 0 | |
| # Air conditioned dormitories | 3 | 3 | 8 | 0 | |
| # Dormitories with backup power | 0 | 0 | 0 | 0 | |
| # of vacant rooms at 2 weeks after semester start | *update later* | *update later* | *update later* | *update later* | *upc* |
| Athletic Facilities | | | | | |
| Total square footage | 237000 | 195,400 | 128630 | 33,000 | |
| Backup power provided | yes - limited | yes - limited | no | No | |
| Staff and Equipment | | | | | |
| Electricians | 6 | 1 | 5 | 1 | |
| HVAC Mechanics | 8 | 2 | 6 | 0 | |
| Plumbers | 5 | 1 | 3 | 1 | |
| Carpenters | 5 | 2 | 6 | 1 | |
| General Maintenance | 8 | 2 | 13 | 5 | |
| Locksmiths | 2 | 3 | 3 | 0 | |
| Movers | 2 | 15 | 2 | 6 | |
| Custodians | 77 | 55 | 73 | 20 | |
| Heavy Equipment Operators | 0 | 2 | 2 | 4 | |
| Environmental Health & Safety Professionals | 2 | 2 | 0 | 1 | |
| Medical Professionals (new) | | 5 | 1 | 2 | |
| Medical Students (new) | 0 | | 2 | 132 | |
| Other specialists? Please specify | 9 | 1 | 3 | | |
| Vehicles | See note 1 below | See note 2 below | | | |
| Utility Vehicles | | | | | |
| Utility vans | 25 | 5 | 10 | 0 | |
| Pickup trucks | 14 | 8 | 27 | 4 | |
| Box trucks | 1 | 1 | 1 | 0 | |
| Automobiles | 4 | 9 | 29 | 0 | |
| Dump trucks | 3(contractor) | 3 | 3 | 1 | |
| Backhoes | 0 | 3 | 2 | 1 | |
| Bulldozers | 0 | 0 | 0 | 0 | |
| **College/University ---->** | Wesleyan | Trinity | U Hartford | St.Joseph | Gc |
| Vehicles (continued) | | | | | |
| Transport Vehicles | | | | | |
| Transport Vans (7 - 16 passenger) | 12 | 4 | 2 | 4 | |
| Shuttle bus 18 - 36 passenger | 0 | 0 | 2 | 0 | |

| Student Demographics | | | | | |
|---|---|---|---|---|---|
| Total undergraduate students and home region | 2792 | 2232 | 4722 | 1052 | |
| New England | 25% | 45.25% | 51% | 96.60% | 1 |
| Middle Atlantic States | 37% | 28.05% | 40% | 2.90% | |
| Mid West | 9% | 4.70% | 1% | <1% | |
| South | 6% | 10.08% | 1% | <1% | |
| West | 15% | 7.80% | 1% | 0 | |
| Outside USA | 8% | 4.12% | 6% | 0 | |
| | | | | | |
| Other questions: | | | | | |
| Do you have ~ 60'x60' open space without power lines for helicopter landing? | Yes | yes | yes | Yes | |
| Do you have a central power plant? | Yes | yes | no | No | |
| Do you have an independent source of electricity (e.g. Emerg.Generator, Cogen?) | Yes(Cogen) | no | no | No | |
| Who is your dining service provider? | Bon Apetit | Chartwells | ARAMARK | Bon Apetit | Next G |
| Vulnerability analysis completed? (Y/N) | Yes | no | no | Yes | inp |
| Do you have a current Emergency Management Plan? | Yes | yes | yes | Yes | |

Notes:

1.Wesleyan:  5 Power Plant operators, 2 athletics groundskeepers, 2 work dispatchers

2. UHartford: 1 work service/service delivery technician

**Glossary of Terms**

**Refer to ICS – 100: "Introduction to ICS" Student Manual, Dept. of Emergency Management and Homeland Security, www.ct.gov/demhs.**