



**ROCKREADY**  
**IN AN EMERGENCY**  
Environmental Health and Safety  
Emergency Management

# Emergency Operations Plan

For Public View

September 2012

Revised October 2023

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## **Letter of Promulgation**

September 1, 2012 (Rev. October 2023)

Slippery Rock University has incorporated its major emergency planning programs into this institutional Emergency Operations Plan (EOP). Focusing on effective communication, the SRU EOP considers all phases of emergency management operations. Our goal is to prioritize and protect health and safety, while minimizing the impact to academic instruction and campus operations in general, of emergencies originating from natural disasters and those resulting from human action. This plan includes response guidelines, procedures for activating and using an Emergency Operations Center, a Departmental Fire Safety & Evacuation Plan template, and our emergency notification processes. The EOP has been designed to ensure the University community is well prepared to react, respond and recover from emergencies affecting the Slippery Rock University campus.

SRU's plan embraces concepts set forth by National Incident Management System (NIMS) as promoted by the Federal Emergency Management Agency (FEMA), and the requirements and policies promulgated through federal regulations dealing with campus emergencies, fire safety, hate crimes and missing students published on October 29, 2008, by the U.S. Department of Education. The University will adhere to the principles of an Incident Command System (ICS) as identified in NIMS and established by public safety responders. Slippery Rock University has incorporated these concepts and procedures into this plan, which will enhance the University's ability to respond and recover from emergency incidents.

The EOP should be considered but one of a number of emergency preparedness tools developed by the University. Its success relies on employees and students practicing vigilance, embracing the concepts of preparation and planning, receive trainings offered and ensuring the procedures become part of our campus's daily routine. We talk of collaboration and cooperation, clearly mainstays in successful institutional preparation and response at all levels. We must also be equally and individually ready when asked that all important question – what are YOU prepared to do.

Paul M. Novak, M.P.H.  
Executive Director  
Emergency Management Administrator  
Slippery Rock University

## Authentication

This Emergency Operations Plan (EOP) is acknowledged as an integral component of Slippery Rock University's emergency preparedness initiatives. This EOP has been reviewed and approved for implementation by the following University Officials:

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Dr. Karen Riley  
President

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Date

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Paul M. Novak  
Emergency Management Administrator

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Date

## SECTION 1 – PLAN FUNDAMENTALS

Emergency preparedness is everyone’s responsibility. Response to any emergency requires comprehensive planning involving all levels of campus personnel.

### Mission

The mission of this plan is to emphasize advance preparation, highlighting the importance of the individual effort needed to successfully contribute as an effective team member, by internal and external stakeholders, establish and maintain effective lines of communication, and foster an environment of continuous improvement while providing leadership in preparing and responding to all emergency incidents.

### Purpose

The Emergency Operations Plan (EOP) provides general guidance, organizational structure and direction on preparedness, response and communication methodologies. Successful preparation relies on the critical concept embraced by the Slippery Rock University community of getting ready to address something that has yet to happen.

This document outlines University procedures for managing major emergencies resulting in threats to the health and safety of the campus community.

The EOP identifies departments and individuals that are directly responsible and accountable for emergency response and critical support services. It also provides a structure for coordinating and deploying essential resources.

Planning ahead for emergencies is part of good business practice and campus life at Slippery Rock University. Everyone on campus shares a responsibility for preparedness.

With the knowledge that disasters can strike at anytime, emergencies will affect everyone when they occur. It is paramount that Slippery Rock University maintain an emergency preparedness and safety program that is as comprehensive as possible – to mitigate potential hazards and promote familiarization of employees and students with the plan.

Departmental fire safety and evacuation plans (FSEPs) shall be developed and maintained by every academic and administrative sector of campus, to ensure public safety, protect university personnel and equipment, and support campus recovery measures. The FSEP should identify department personnel and roles they may play in emergency situations affecting the unit, and all critical operations of the department.

All employees and students should become familiar with the information contained in the Emergency Notification Methods (Attachment 7) and the Emergency Procedures Guidelines for Campus Emergencies (Attachment 8).

### Scope

This EOP was developed using the concept of “all-hazards” incident management and mitigation. The plan identifies responsible positions and guides response and recovery. It applies to a broad range of emergency incidents, and may be activated during any of the following:

- Aircraft Crash
- Bomb Threat/Detonation
- Civil Disturbance
- Epidemic/Pandemic & Illness
- Fire and Explosion
- Hazardous Materials Releases
  - Biological
  - Chemical
  - Nuclear
- Mass Casualty Events
- Natural Disasters
  - Earthquakes
  - Floods
  - Tornados
- Terrorism Acts
- Search and Rescue
- Severe Weather
  - High Winds
  - Ice Storms/Blizzards
  - Lightning Strikes
  - Thunderstorms
- Utility Service Interruptions

This EOP may be utilized during major emergencies that occur adjacent to campus but do not directly impact our physical facilities. The University would coordinate information and efforts with local communities and responding agencies, and provide support services (e.g. fires, hazardous materials spills on highways, etc...).

### Laws and Authorities

- Homeland Security Presidential Directive (HSPD) 5, February 28, 2003, Management of Domestic Incidents
- Disaster Relief Act of 1974: Public law 93-288
- Emergency Planning and Community Right to Know Act (EPCRA), Superfund Amendments and Reauthorization Act (SARA) Title III
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 106390, as amended (USC Title 42, The Public Health and Welfare Chapter 68, Disaster Relief), 2000
- The Disaster Mitigation Act of 2000 (DMA 2000) (P.L. 106-390)  
Department of Education 34 CFR Parts 600, 668, 675, et al.  
3345.041 Agreements to provide police services to political subdivision or another state university or college – civil liability  
Commonwealth of Pennsylvania Emergency Management Agency Directive
- The Jeanne Clery Act of 1990 (20 U.S.C. § 1092) 34 CFR 668.46.

### Planning and Situational Data

*Information provided in this section includes geographical footprint of the University, including number of buildings, utilities and utilities sources, technology capabilities, updated enrollment and residence hall capacities, and special services provided by SRU for employees and students.*

#### General Planning Concepts:

- Emergencies may require cooperation/coordination of internal and external departments, organizations, and agencies to include, university, city, county, state, and federal entities.
- Local, state, and federal services may not be available.

- Basic services, including electrical, water, natural gas, heat, telecommunications, and other information systems may be interrupted.
- Buildings and other structures may be damaged.
- Normal suppliers may not be able to deliver goods.
- Employees and students may not be able report to the University or leave campus once here
- The EOP is based on emergency events that are most likely to occur in our area.
- Most emergency events will occur with little or no warning.
- Periodic exercising of the EOP's response requirements is critical to ensure operational readiness and effectiveness of the plan.
- There are other regulatory requirements for specific emergency plans that are incorporated herein.
- Subsequent Continuity of Operations Plan (COOP) to address critical operations during an emergency situation will be developed and followed

### Mutual Aid Agreements

*Information in this section identifies specific agencies and entities that have formal agreements with the University.*

### Organizational Structure

The University President is the Chief Executive Officer of the University. Senior administration includes vice presidents and chief officers of the University and collectively are referred to as the President's Cabinet. For purposes of this emergency operations plan, the President's Cabinet is referred to as the Executive Leadership Group (ELG).

The Senior Director of Marketing and Communications serves as the official University spokesperson and fulfills the role of Public Information Officer (PIO) as described in the National Incident Management System (NIMS) organizational structure.

During crises, Cabinet members are responsible for providing the University President strategic institutional recommendations for consideration and decision-making related to emergency incidents including but not limited to civil disturbance threats, suspension or modification of delivery of scheduled classes, building closings, communication releases, etc... The President and the ELG will hold



emergency meetings, either face to face, virtually or by phone to evaluate status of emergency situations based on updates received, and discuss and determine the University's strategic course of action.

### Executive Leadership Group Activation

Levels of emergencies are defined in this EOP. University Police and local public safety departments shall provide immediate response to on-campus emergencies. The University Police Chief, Emergency Management Administrator or the Assistant Vice President of Facilities, Planning & Environmental Safety may request activation of the ELG through the Vice President of Finance and Administration.

### Additional ELG Actions:

- May designate a liaison to gather information and interface with outside agencies and/or organizations in support of the University spokesperson/PIO
- Will inform the SRU Police Chief and Emergency Management Administrator with decisions and forthcoming directives for execution.
- University Marketing and Communications will issue updates to the campus community as the emergency unfolds.
- If the Incident Commander has called for involvement of a PIO, the ELG will work through the University spokesperson (PIO) to provide information for dissemination to the SRU community using the Campus Alert emergency notification system and other social media communication processes, as appropriate.
- Will determine the need for campus closure, class suspension, moving classes to online technology, dismissal of employees and other "strategic" decisions.
- Will determine frequency of updates to campus

### Emergency Management Administrator

The Executive Director of Environmental Health & Safety is the Emergency Management Administrator for SRU, and is assigned authority for administration of the University's institutional emergency preparedness and management initiatives including this emergency operations plan.

## Emergency Preparedness Committee

EHS/EM is responsible for day-to-day emergency management operations. SRU has also established a University Emergency Preparedness Committee, comprised of campus stakeholders from units across campus to provide recommendations on emergency planning, campus needs during an emergency and to support plan development, review and implementation. The Emergency Preparedness Committee will meet during the academic year according to a schedule developed by the Emergency Management Administrator.

## SECTION 2 – SLIPPERY ROCK UNIVERSITY EMERGENCY MANAGEMENT PROGRAMS

This Emergency Operations Plan (EOP) is comprised of practices, guidelines, and procedures to follow before, during and after an emergency. The EOP integrates emergency preparedness activities into one document. It is the focal point for University planning and preparedness procedures. As an attachment, the EOP includes many other university plans, handbooks, and other publications such as:

Emergency Preparedness Strategic Initiative (Attachment 1) – The Department of Environmental Health and Safety/Emergency Management will develop, and annually review and update strategic initiatives for emergency preparedness and management activities.

Initial Emergency Administrative Notification Procedure (Attachment 2) – sets forth protocols for initial notification of the President and senior administration when a campus emergency occurs.

Fire Safety and Evacuation Plan Template - Departmental (Attachment 3) – The FSEP is intended to provide employees emergency information should an evacuation from their workplace be required due to fire or other emergency situations.

Crisis Communication Plan – Marketing & Communications (Attachment 4) – establishes procedures and protocols for issuing official communications to the campus and the media, with emphasis on acute emergencies, to reduce risk to the institutional reputation of the University and the State System.

Protocol for Communication & Continuity – Academic Affairs (Attachment 5) – the emergency notification and communication process for faculty to implement changes and or modifications to academic delivery in the event of an emergency.

After-Hours Protocols for Student Incidents – Student Affairs (Attachment 6) – the emergency notification and communication process for student support personnel to implement emergency response plans towards providing support services to students and their families.

NIMS Training Recommendations (Attachment 7) – Recommendations for NIMS training coursework for those University employees who would be expected to respond to campus in the event of an emergency

Emergency Campus-Wide Notification Plan (Attachment 8) – The Emergency Notification Plan is comprised of multiple communication processes that formalize the University’s emergency warning system using technology referred to as Campus Alert.

Emergency Procedures Guidelines (Attachment 9) – provides employees, students and visitors to campus basic protocols to follow to keep themselves safe, and identifies procedures to follow for various emergency situations including but not limited to civil unrest, bomb, threats, fires, severe weather, etc...

Emergency Support Functions (Attachment 10) – response elements that provide structure for coordinating Federal interagency support for a Federal incident response action.

Definitions (Attachment 11) – definitions including acronyms of terms used in an emergency operation plans and emergency management overall

## SECTION 3 – SRU EOP – THE BASIC PLAN

### Concept of Operations

SRU’s Emergency Management Administrator will lead the development, coordination and revision of this plan, and submit to the President through the appropriate organizational structure. The operations concept is designed to incorporate all areas of comprehensive emergency management- mitigation/prevention, preparedness, response and recovery. The EOP is based on an “all-hazards” approach and addresses multiple natural disasters and human-caused events.

## Objectives

EOP critical goals are established as (in order of importance) preservation of life, protection of property, and continuity of academic and business operations. The overall objective of emergency preparedness is to provide strong leadership, effective management and defined and timely response to and recovery from all emergency incidents and events.

To assist in meeting our goals and objectives, strategies will incorporate:

- Utilize the federal National Incident Management System (NIMS) Incident Command protocol when implemented by on-scene Incident Command.
- Develop and maintain effective mutual aid agreements with local agencies.
- Partner with local, state and federal agencies and appropriate public and private sector community organizations where possible.
- Review and revise this EOP as needed.
- Periodically perform tabletop exercises and drills to evaluate the components of this EOP and make changes as appropriate.

## Emergency Classification Levels

Emergency incidents are classified according to their severity and potential impact and set forth as follows:

**LEVEL 1:** A major disaster or imminent threat involving the entire campus and/or surrounding community. Immediate notification is mandatory during a Level 1 event. Normal University operations are reduced or suspended. The effects of the emergency are wide-ranging and complex. Timely and effective resolution of a disaster condition requires University-wide cooperation and extensive coordination with external agencies and jurisdictions.

A Level 1 incident normally requires activation of the University Emergency Operations Plan and the EOC.

Examples of Level 1 Incidents include but are not limited to: tornado, multi-structure fire or major explosion, major hazardous materials release, major earthquake, or an act of terrorism.

LEVEL 2: A major incident or potential threat that disrupts a sizeable portion of the campus community. Timely notification for Clery Act compliance is determined by the SRU Police Chief. Emergency notifications for Clery Act compliance is determined by the Emergency Management Administrator. These officials shall make recommendations to the ELG for issuing timely notification and emergency notification Assistance from external agencies is likely for Level 2 incidents – they may escalate quickly, impact life safety and have serious consequences for operations considered as mission-critical for the University.

A Level 2 incident may require activation of the University Emergency Operations Plan and the EOC.

Examples of Level 2 Incidents include but are not limited to: fire, structural collapse, extensive power or utility interruptions, severe flooding, a multi-facility fatality or pandemic illness.

LEVEL 3: Minor, localized department or building incident that is quickly resolved with existing University resources or with limited external assistance. Timeliness of required notification is determined by the Incident Commander or designated official – to be immediate or as time permits. A Level 3 incident has little or no impact to operations or personnel outside the affected area. Departments impacted interact directly with University Police, or the Departments of Environmental Health and Safety and Facilities & Planning directly.

A Level 3 incident does not require activation of the University Operations Plan or the EOC, or departmental emergency plans.

Examples of Level 3 Incidents include but are not limited to: localized chemical spills, small fires, localized power or utility failures, or water leaks/intrusion.

### Response Priorities

*Response priorities are provided to include campus facilities and activities, including but not limited to academic classwork including lab sessions, athletics events, and special university events.*

## Emergency Evacuation or Shelter-in-Place

Primary response focuses on three basic situations:

### 1. Fire Alarms

a. Fire alarm activation means building occupants are to immediately evacuate the premises and proceed to their designated primary or secondary evacuation assembly area.

### 2. All-Hazard Notifications

a. emergency notifications indicating other hazardous conditions requiring evacuation will be via the Campus Alert emergency text notification system. Instructions as to whether to evacuate or shelter-in-place will be given.

### 3. Shelter-in-Place

Not all emergencies warrant an evacuation. In fact, in some situations the safest course of action is to recommend building occupants stay in their current location. Shelter-in-place is defined as seeking immediate shelter by entering a building, including residence halls. Tornados, severe storms, earthquakes or civil disturbances including acts of violence on campus are situations where a shelter-in-place order may be given. Individuals who hear a shelter-in-place directive should immediately proceed to the nearest unaffected building as directed. Individuals should remain in place until notified by police, fire or other emergency service personnel who will provide information that it is safe to leave (“all-clear” message).

## Emergency Operations Center (EOC)

*An Emergency Operations Center (EOC) may be activated and will serve as a centralized location used to physically locate University personnel for coordination of SRU's response and recovery efforts. Security will be provided to limit access to the EOC and provide for the safety and security of occupants.*

## SECTION 4 – PHASES OF EMERGENCY MANAGEMENT

Slippery Rock University subscribes to the Federal Emergency Management Administration's (FEMA's) Comprehensive Emergency Management Program Model, which addresses five phases of emergency management:



## Mitigation (Prevention)

Intended to eliminate vulnerabilities reducing the probability of the hazards they can create, and to lessen the consequences of unavoidable hazards wherever possible. This will be accomplished by reviewing existing data, assessing facility and grounds information and training.

Emergency Management works with Facilities and Planning, and risk management/insurance partners at PASSHE and the Commonwealth Department of General Services to institute effective prevention measures.

## Preparedness

Preparedness activities are conducted to develop response capabilities needed in the event of an emergency. Considering what may go wrong, developing effective responses, and facilitating preparation of resources are crucial in preparing for “the worst”.

Preparedness activities contained as part of this EOP are:

- Providing emergency equipment and facilities.
- Emergency planning, including developing and maintaining this EOP.
- Periodically reviewing and revising this EOP, and any attachments.
- Involving emergency responders, emergency management personnel, local officials, and volunteer groups who may assist SRU securing training opportunities and in the event of an actual emergency.
- Conducting periodic exercises and/or drills to test this Plan.
- Completing After-Action Reviews following exercises and actual emergencies as a foundation for continuous improvement of this EOP

## Response

The most experienced emergency responders agree you cannot truly “script” a response to an event that has yet to happen, but you can plan. The primary focus of this EOP is planning for the response to emergencies. SRU will respond to all emergencies in a defined and efficient manner. Response operations are intended to resolve emergency situations quickly, while minimizing potential casualties and



property damage. Campus emergency response departments (Police, EM FP&ES) have internal standard operating procedures (SOP) to effectively respond to emergencies. Individual departments will have developed their own procedures specific to their operations. SOPs are not maintained in this EOP, but serve as the foundation for planning on which this EOP is based.

Additional examples of response strategies are providing the SRU community with guidelines for emergencies on campus, warning the campus of pending or potential emergencies (Campus Alerts), and the implementation of the Incident Command System (ICS) and/or activation of the EOC during an emergency as indicated by the National Incident Management System (NIMS).

Successful responses are rooted in informed decision making and identifying and maintaining clear lines of decision-making authority and communication.

### Recovery

The vast majority of activities during an emergency address recovery. In many emergencies, the response is accomplished quickly, within minutes or hours. What follows is the arduous task of assessing damage and restoring operations to normal. Recovery has short-term and long-term components. Short-term actions seek to provide for basic needs to the campus where long-term recovery focuses on restoring the University to normal operations. Many situations have the federal government providing disaster relief, however the University must be prepared to provide timely recovery to its business operations, the education of our students and supporting operations.

Recovery processes include assistance to students, their families and University employees. Examples of recovery programs may include on-line faculty resource sites, temporary relocation of classes, debris removal, facility and utility restoration, academic technology and communication restoration, repair and reconstruction measures, and submission of requests for reimbursement through federal and state programs.

## SECTION 5 – NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Slippery Rock University has adopted the National Incident Management System (NIMS) as set forth by FEMA. NIMS is considered a comprehensive national approach to incident management applicable to all jurisdictional levels and crosses all functional disciplines. The basis of NIMS is the Incident Command System (ICS) – a standardized, on-scene, all-hazards approach to incident management, regardless of size or complexity. NIMS is also designed to improve coordination and cooperation between public and private entities. SRU shall comply with NIMS training requirements and has set forth these requirements in Attachment 4 of this document.

### Incident Command System (ICS)

The Incident Command System (ICS) is a field emergency management system, promoted by FEMA and designed for all hazards and levels of emergency response.

The decision to fully implement an ICS system rests with the Incident Commander (local fire chief or police commander). The SRU Emergency Management Administrator and/or the Police Chief will notify the ELG if an ICS structure is being implemented.

Implementation of the ICS facilitates the ability for SRU to communicate and coordinate response actions with other jurisdictions or external emergency response agencies through a standardized organizational structure of facilities, equipment, personnel, procedures and communication. ICS is characterized by:

- Common terminology to define organizational functions incident facilities, resource descriptions, and position titles.
- Organization based on the size and complexity of the incident.
- Development and reliance of an Incident Action Plan that contains strategies to meet objectives in the field and at the EOC level.
- Chain of command and unity of command. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives.

- Unified command in incidents involving multiple jurisdictions so organizational elements are united to form a single structure with clearly established control limits.
- Manageable span of control for those supervising personnel resources.
- Pre-designated incident locations and facilities (e.g EOC).
- Information and intelligence management
- Communication systems ensuring interoperable communication

*Details of Incident Command System implementation at SRU*

## SECTION 6 – EMERGENCY OPERATIONS CENTER (EOC)

The purpose of the Emergency Operations Center (EOC) is to serve as the single focal point and command center for the management of information, decision-making, resource support and allocation during an emergency, and provide a recovery process and sharing of information with appropriate individuals. Primary functions of the EOC staff include:

- Provide support to the Incident Commander
- Determine policy directions as needed
- Provide resources needed for the campus responders
- Provide direction and support to field staff
- Address issues that are unable to be resolved in the field

*Identification of primary and secondary EOC and media staging locations, including activation, use and de-activations processes*

## SECTION 7 AFTER-ACTION REVIEWS

The Executive Director and Emergency Management Administrator will initiate an After-Action Review (AAR) after a major disaster or emergency incident. The AAR will be scheduled as soon as possible after the incident or event and shall include all appropriate participants. The AAR will focus documenting the impact an emergency

event had on the campus, actions taken that were successful and as well as “lessons learned” reflecting measures either not taken or taken but without any positive outcome. Meetings will be followed by a written AAR report for the President and the ELG. The written report will be shared with all response participants and will contain recommendations for improvement/modification to better enhance emergency response and preparedness for the campus.

## SECTION 8 EXERCISES

Exercises and drills are a crucial component for any EOP. Environmental Health & Safety/Emergency Management will conduct periodic table top exercises and will foster support for smaller departmental tabletops and even emergency drills on a more frequent basis. The ultimate goal to be worked toward is a full-scale campus-wide drill that mobilizes local and regional emergency service personnel and equipment in concert with University personnel.

## SECTION 9 EMERGENCY PREPAREDNESS TRAINING

Environmental Health & Safety/Emergency Management is responsible for facilitating emergency planning and preparedness training for campus. In collaboration with Human Resources, safety and emergency preparedness information is made available via New Employee Safety Orientation Trainings (faculty and staff), and through a professional development series of trainings to include campus safety, risk and emergency management topics. Preparedness training is also made available to students in collaboration with Student Government during student orientation events and other student-related groups.

## SECTION 10 EOP REVIEW AND DISTRIBUTION

The Slippery Rock University Emergency Operations Plan will be reviewed and amended as needed, but at least annually by the Executive Director and Emergency Management Administrator with input from the Emergency Preparedness Committee. The EOP may also be subject to revision based on the results of actual events, post-exercise drills and activities, and input from University units and departments.

## List of Attachments

- Attachment 1- Emergency Management Strategic Initiatives (EHS/EM)
- Attachment 2 - Initial Emergency Administrative Notification Procedure
- Attachment 3 - Fire Safety & Evacuation Plan & Worksheet – Departments
- Attachment 4 – Crisis Communication Plan
- Attachment 5 – Academic Affairs Protocol: Notification & Continuity
- Attachment 6 – After Hours Protocols for Student Incidents – Student Affairs
- Attachment 7 - National Incident Management System Training
- Attachment 8 – Emergency Notification Methods
- Attachment 9 – Emergency Procedures Guidelines
- Attachment 10 – Emergency Support Functions
- Attachment 11 – Definitions and Acronyms