



# Emergency Operations Plan

REVISED: October 2023

## Legal

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### Confidentiality

This is the public version of Wright State University's EOP.

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## Base Plan

### Purpose

The Wright State EOP describes an all-hazards approach to how the university will respond to and manage campus emergencies with the intent to preserve life, protect property, and continue educational programs. The EOP assigns roles and responsibilities, establishes policies, and describes critical operations and support functions needed to effectively respond to and manage emergencies or disasters affecting Wright State. This EOP is intended to be a living document that will reflect the continually evolving academic and administrative environment, as well as shifts in local and national threats or hazards. The primary purpose of the EOP is to establish an incident management structure so university officials may:

- Contribute to the protection of life, property, and the environment;
- Contribute to the safety of students, faculty, staff, and visitors;
- Minimize disruptions to university operations;
- Effectively manage internal response operations during any emergency affecting campus operations
- Coordinate with external partners and stakeholders including local, state, and federal agencies; and
- Restore essential services and begin recovery following a critical incident.

## Scope

This EOP is applicable to all of Wright State faculty, staff, and students at both the Dayton and Lake Campuses, as well as off-campus facilities. The EOP can be implemented as needed on a flexible and scalable basis to improve any Wright State emergency response or recovery effort. The term “response” as used in this document includes immediate actions to save lives, meet basic human needs, and to protect property and the environment. Response also includes the execution of emergency plans and actions to support short-term recovery.

For emergencies that may impact the surrounding community; the university will cooperate with all federal, state, and local officials/agencies and coordinate emergency response activities as necessary, appropriate, and as resources are available. As resources and capabilities allow, Wright State will provide emergency response and short-term recovery support to the surrounding community.

An emergency is defined as an event that disrupts the standard operations of the university or activities of its students, employees, affiliates, or vendors. Emergencies may vary in impact and nature and will be managed on a case-by-case basis or as deemed appropriate by the established university emergency management committees and personnel.

## Situation Overview

Wright State is a nationally-accredited state university operating two distinct campuses. The Dayton Campus is located in Fairborn (Greene County) Ohio in close proximity to Wright-Patterson Air Force Base, Interstate 675, and the Norfolk Southern rail system. The average daily student, faculty, staff and visitor population is approximately 10,000 when classes are in-session. About 1,200 students live in campus housing or university-managed housing contiguous to the Dayton Campus. The Dayton Campus manages 2.7 million gross square feet in 40 buildings on 557 acres (all figures are approximate). Most buildings are interconnected by an underground pedestrian tunnel system. Accessibility is an essential feature of Wright State, and the university proudly strives to create an inclusive community. Over 800

students who are medically, physically, and/or psychologically impaired attend Wright State, and approximately 264 students with an impairment reside in on-campus housing.

Wright State Lake University–Lake Campus is located on State Route 703 in Mercer County, Ohio between the cities of Celina and St. Marys. The Lake Campus manages 164,000 gross square feet, contained in five buildings on 173 acres. The average daily student, faculty, staff, and visitor population is approximately 1,000 when classes are in-session. University-managed residential facilities on campus have the capacity to house 96 students.

## **Hazard Analysis**

The hazard analysis below provides an overview of some of the natural, technological, and human-caused hazards that pose risks to Wright State and the surrounding area. The overview is not intended to represent a prioritized list of hazards based on a risk assessment. Future preparedness planning efforts will include a more thorough analysis of the threats and hazards that pose the greatest risk to Wright State.

The three types of hazards that will be summarized include:

- Natural Hazards
  - Severe Weather Monitoring
- Technological and Human-Caused
- Intentional – Human-Caused

### ***Natural Hazards Summary***

Natural Events include:

#### **Earthquakes**

The New Madrid fault has a great potential for structural damage and is located about 450 miles southwest of the Dayton Campus. Projected structural damage from a New Madrid fault earthquake, with similar magnitudes as the earthquakes of 1811 and 1812, could result in injuries or deaths and significant damage to the campus infrastructure (buildings, roadways, utilities, telecommunications, etc.). Collateral losses from shaking would include damage to office and research equipment as well as the possible release of chemicals.

#### **Floods**

The Dayton and Lake Campuses are located in Federal Emergency Management Agency (FEMA) Flood Zones that are above the 500-year flood plain and are not typically subject to natural flooding. However, the Lake Campus has experienced pluvial flooding when heavy rainfall, combined with frozen soil, results in ponding water in fields or streets.

#### **Hurricanes**

Hurricane-related exposure experience is varied from reduced wind speed and heavy rainfall (as a tropical depression) to severe thunderstorms.

#### **Thunderstorms**

Thunderstorms are common to Ohio and can produce the following severe weather conditions:

- Flash flooding can occur in surrounding areas. Floods are the primary cause of death associated with thunderstorms, and are of concern to travelers to and from Wright State campuses.
- Hail falls at speeds in excess of 100 miles per hour, and can cause considerable property damage.
- Lightning occurs in all thunderstorms and can result in injuries, fatalities, property damage, and fires.
- Straight-line winds are responsible for most thunderstorm wind damage, which can be equivalent to a strong tornado.
- Tornadoes, although associated with severe thunderstorms, can occur at any time of the year, and can cause injuries/deaths and property damage.

## Winter Storms

Winter storms are common to Ohio, and can produce extreme cold temperatures and precipitation resulting in freezing rain, sleet, heavy snow accumulations, blizzard conditions, and wind chill effects.

### Extreme Cold

Extreme Cold, in extended periods, although infrequent, could occur throughout the winter months at the Dayton and Lake Campus. When cold temperatures and wind combine, dangerous wind chills can develop. Wind chill is how cold it “feels” and is based on the rate of heat loss on exposed skin from wind and cold. As the wind increases, it draws heat from the body, driving down skin temperature, and eventually, internal body temperature. Therefore, the wind makes it feel much colder than the actual temperature. For example, if the temperature is 0°F and the wind is blowing at 15 mph, the wind chill is -19°F. At this wind chill, exposed skin can freeze in 30 minutes. Wind chill does not affect inanimate objects. (National Weather Service)

The dangers associated with extreme cold include frostbite and hypothermia. Frostbite is damage to body tissue caused by that tissue being frozen. Frostbite causes a loss of feeling in extremities, such as fingers, toes, ear lobes, or the tip of the nose. Hypothermia, or low body temperature can lead to uncontrollable shivering, memory loss, disorientation, slurred speech, drowsiness, and apparent exhaustion.

### Extreme Heat

Temperatures that remain at 10 degrees or more above the average high temperature for the area are defined as extreme heat. The National Weather Service (NWS) issues an Excessive Heat Warning/Advisory when an extreme heat event (a “heat wave”) is expected within 36 hours. The NWS issues these warnings based on a “Heat Index” - a combination of heat and humidity - that is predicted to be 105 degrees or greater for two or more consecutive days. Local weather forecast offices may use different criteria for Excessive Heat Warning/Advisories based on maximum temperatures, nighttime temperatures, and other methods.

Extreme Heat is the number one weather-related killer in the United States. It causes more fatalities each year than floods, lightning, tornadoes, and hurricanes combined. In the Midwest, summers tend to combine both high temperature and high humidity.

Extremely high temperatures cause heat stress which can be divided into four categories. Each category is defined by apparent temperature which is associated with a heat index value that captures the

combined effects of dry air temperature and relative humidity on humans and animals. Major human risks for these temperatures include heat cramps, heat syncope, heat exhaustion, heatstroke, and death.

## **Public Health Emergencies**

Infectious disease outbreaks can occur on the Dayton and Lake Campuses and localized and/or to widespread illnesses can result from them. Common causes of outbreaks include, but are not limited to, foodborne diseases, waterborne diseases, and influenza. Additionally, toxic algal blooms may affect the drinking water supply and general public health at the Lake Campus.

## ***Severe Weather Monitoring***

Wright State University Dayton and Lake Campus are regularly exposed to severe weather incidents. These emergencies may occur with little to no warning and may require additional support to first responders so they may focus on providing life safety measures.

- Power outages from severe weather incidents may impact campus operations and/or residential facilities.
- Debris and other secondary effects of severe weather incidents may hamper initial response times.
- Mass care and temporary sheltering may be required following a significant event.
- Severe weather situations can occur at any time. Procedures to monitor and warn the campus community must be in place ready for activation at any time.
- When the campus is in the area of a tornado warning the sirens on campus will be triggered by the county. An alarm will sound in the Public Safety Service Center (PSSC), and dispatch operators will trigger the building alert system.

## **Monitoring and Warning**

The Emergency Management Executive Committee and PSSC use a variety of methods to monitor severe weather conditions, including, but not limited to:

1. Weather radios located in the PSSC, police headquarters, and the primary emergency operations center;
2. National Weather Service Seven-day severe weather outlook and email communications;
3. Law Enforcement Teletypes (LETS);
4. Local weather television and radio stations; and
5. National Weather Service website
  1. <https://www.weather.gov/> (generic)
  2. <https://www.weather.gov/iln/> (local weather forecast office; Wilmington, OH)
    - #937-383-0031 (contact for weather support)
6. National Weather Service Live Chat (NWSSChat Live)
  1. <https://nwschat.weather.gov/live/> (individual log-in; use EM prefix)
7. On-campus tornado sirens.

## **Tornado Watch**

When a tornado watch is issued the PSSC will continue to monitor the weather conditions by tuning into local television/radio channels and other sources for weather alerts and emergency information. The PSSC will advise the on-duty patrol and facilities staff who will remain vigilant and keep an eye to the sky. The patrol and facilities staff will report any changes in the weather conditions to the PSSC. Once the tornado watch has expired, the PSSC will advise the patrol and facilities staff. Normal operations will then resume.

## **Tornado Warning**

When a threat to campus is imminent the university maintains two primary means to warn the campus community. If the tornado sirens are activated dispatchers are alerted in the PSSC and activate a building alarm system throughout the entire campus. The building alarm instructs individuals to seek shelter immediately. The alternative method of warning for severe weather threats is Wright State Alert. When activated, Wright State Alert will send canned messages via phone call, text, email, digital signage, and social media channels.

## **Spotter Activation Criteria**

The Department of Public Safety maintains a list of certified spotters with the department (sworn & non-sworn staff). Spotters will self-activate when it is safe to do so and share information with the National Weather Service.

- Severe weather and/or storm damage should be report to the NWS via phone at 1-800-899-6889 or reports can be directly emailed to [wxobs.mhx@noaa.gov](mailto:wxobs.mhx@noaa.gov)

## ***Technological and Human-Caused Hazards Summary***

### **Aircraft**

The flight patterns of aircraft from Wright-Patterson Air Force Base often intersect the airspace surrounding the Dayton Campus. An aircraft crash could result in mass casualties, as well as significant and catastrophic damage to campus property.

### **Hazardous Materials – Off-Campus**

The Dayton Campus is in close proximity to major state routes, interstate highways, and commercial rail systems, thereby increasing the risk of damage/injury, which can range from short/long-term business interruptions to human casualties from the release of hazardous materials.

### **Hazardous Materials – On-Campus**

Various quantities of chemical, radioactive, and biological hazards are used for teaching and research, facilities maintenance, academic support, and general campus operations.

### **Structural Fire**

Fires are a common but serious threat.

### **Utility Failure**

The loss of utilities in a building can disrupt day-to-day operations and activities. A widespread failure of longer duration can significantly interrupt the Wright State operations.

## ***Intentional Human-Caused Hazards Summary***

## Civil Disturbance, Violence, and Terrorism

Wright State maintains campuses that are open to the public. Riots, civil disorder, protests, shootings, bomb threats, suspicious packages, or other acts of violence are possible threats.

## Planning Assumptions

Planning assumptions identify facts or concepts held to be true as they apply to Wright State and/or external organizations, and their ability to implement and execute this EOP.

The EOP is based on incidents that are likely to occur:

- Most incidents will occur with little or no warning
- Planning activities and incident responses may require the cooperation or coordination of Wright State personnel and external agencies/jurisdictions
- Basic lifeline services including electrical power, water, sewer, gas, telecommunications, and transportation may be interrupted
- Emergency communications capabilities among Wright State response and support personnel are adequate to provide a coordinated response
- Communications interoperability between some Wright State departments may be limited due to different radio systems
- Departments tasked by this EOP will identify personnel and resources and will develop unit-specific procedures to ensure that their roles and responsibilities can be met during an incident
- Emergencies can occur that will exhaust university resources and capabilities
- The university president or designee has the power to make changes to policies and procedures to provide for an effective and efficient response to an emergency

## Concept of Operations

Wright State has adopted the National Incident Management System (NIMS) as its emergency response organizational model and supports the employment of the Incident Command System (ICS) concepts and operational constructs through training and exercises. The response to an emergency will be scalable and fit the needs of that particular emergency. The university Department of Public Safety is charged with coordinating emergency operations.

Recommended ICS Training courses for applicable personnel:

- ICS 100 and 700 for general EOC personnel
- ICS 100, 200, 300, 400, 700, 800 for personnel involved with Incident Command

University departments involved in emergency management will generally parallel daily functions or operations. During an emergency incident, the efforts that would be normally required for daily functions would be redirected to assist the response and recovery of the university community. Daily routines and activities may cease for the duration of an emergency incident.

Incidents are typically managed at the most local organizational and jurisdictional level. As an incident expands, successful response operations may depend on the involvement of multiple organizations, agencies, and jurisdictions. These larger, nonroutine incidents necessitate effective and efficient coordination across multiple levels of the university and external support agencies. Utilizing NIMS

enables the university to be better prepared to respond to, recover from, and continue services across the full spectrum of potential threats and hazards as part of a comprehensive local, regional, and national approach to emergency management.

This section explains in broad terms how Wright State will manage response operations and is designed to give an overall framework for how the university will approach these operations to protect students, faculty, staff, and visitors.

## Plan Implementation

Any emergency that requires a response will activate this plan. There is no formal declaration of plan activation. This approach provides an easier method to scale the response as the incident expands or contracts.

## Operational Priorities

Wright State prioritizes its response to emergencies on campus. Due to the complex nature of emergencies, multiple responses may occur simultaneously and at different levels of priority; however, Wright State is committed to the following priority of emergency response.

- A. Save Lives
  - Save human lives;
  - Treat the injured;
  - Warn the public to avoid further casualties;
- B. Prevent harm from the effects of the incident
  - Evacuate people away from the effects of the incident;
  - Shelter and care for those evacuated; and
  - Provide familial reunification and/or welfare communication.
- C. Protect property
  - Save property from harm or destruction;
  - Act to prevent further harm or loss; and
  - Provide security for affected buildings and/or property.
- D. Protect the environment
  - Confine hazardous chemical releases to the smallest possible areas; and
  - Prevent runoff from entering waterways, storm water systems, and sewers.
- E. Stabilize the incident
  - Act to stop or minimize the incident cause; and
  - Act to maintain critical campus processes and functions.
- F. Restoration
  - Restore essential services and utilities;
  - Ensure continuation of business and resumption of contracted services; and

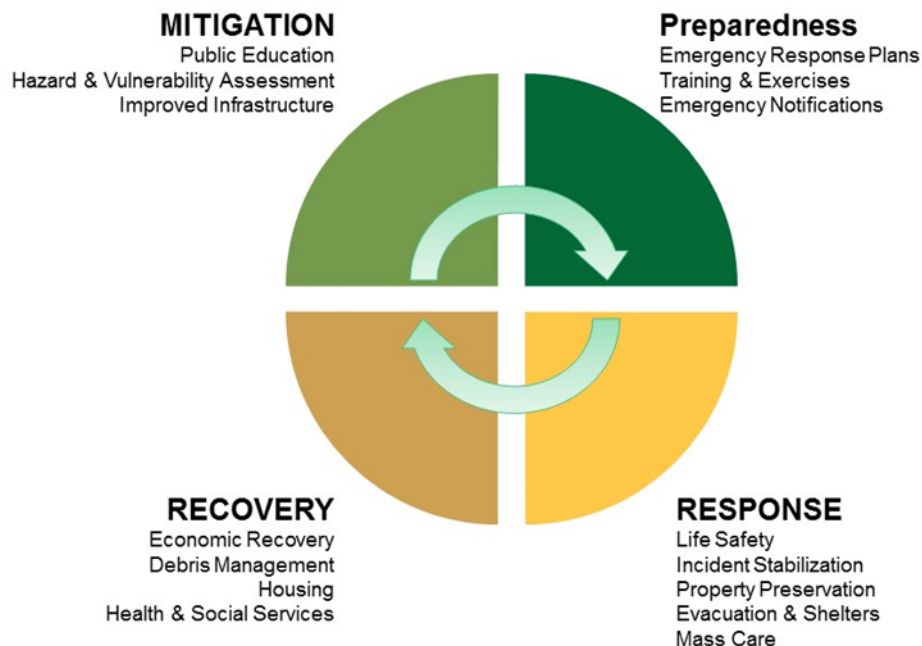
- Act to return the campus to academic and business functionality.

When the immediate lifesaving activities are complete and the incident has been stabilized, the focus will begin shifting to assisting the general campus population, repair of utilities, roads, and other critical infrastructure, and the implementation of business continuity plans. Response efforts will likely continue, but will gradually transition to recovery operations.

Short-term recovery is immediate and overlaps with response. It includes actions such as providing essential public health and safety services, restoring interrupted utility and other essential services, re-establishing transportation routes, and providing food and shelter for those displaced by the incident. Although called “short-term,” some of these activities may last for weeks.

## Phases of Emergency Management

The four phases of emergency management describe a continuous cycle of actions taken before, during, or after an emergency incident. These four phases are often referenced in planning documents to ensure that a comprehensive approach has been taken when an emergency management program is constructed. A brief overview of each phase is provided below and in Figure 1.



*Figure 1. Phases of emergency management*

## Mitigation

Mitigation involves activities to reduce loss of life and property by lessening the impact of disaster. This includes information sharing and law enforcement efforts to prevent significant criminal activities.

Mitigation includes actions to:

- Support building and fire code enforcement, inspections, and behavior modification to reduce risk;
- Support risk assessments, psychological evaluations, and interventions to mitigate risks of violence in mental health;
- Support public health surveillance and testing processes, immunizations, isolation, and quarantine for biological and agricultural threats;
- Deter, detect, and eliminate threats;
- Conduct operations to interdict, preempt, or disrupt illegal activity, as well as apprehend and prosecute the perpetrators.

## Preparedness

Under NIMS, preparedness activities may encompass:

- Development of plans and procedures, training, and exercising;
- Pre-deployment of response resources;
- Pre-establishment of Emergency Operations Centers, Incident Command Posts, Staging Areas and other facilities;
- Evacuation and protective sheltering;
- Implementation of structural and nonstructural mitigation activities.
- Implementation of business continuity and continuity of operations plans; and

## Response

Response includes activities to address the immediate and short-term actions to preserve life, property, and the environment, as well as the social, economic, and governance structure of the university.

Campus response actions include:

- Emergency shelter, housing, food and water;
- Public health and safety;
- Removal of threats to the environment;
- Emergency restoration of critical services (electrical, gas, and water, sewer, telephone, and computer networks);
- Transportation, logistics, and other critical services;
- Private sector provision of services through contracts or donations;
- Crime scene security, investigation, evidence collection; and
- Damage assessment.

## Recovery

Recovery is both a short- and a long-term process. Short-term recovery operations focus on restoration of vital services to the university and provide for the basic needs of students, faculty, and staff. Long-term

recovery focuses on the return to normal operations. The recovery period is an opportune time to institute mitigation activities designed to avoid damage from future incidents, particularly those related to the most recent incident. Typical recovery actions may include:

- Repair and replacement of damaged facilities and infrastructure;
- Debris cleanup and removal;
- Temporary office, academic workspace, and housing for residential students;
- Crisis counseling and mental health assistance; and
- Planning and programs for long-term stabilization and recovery.

## Organization and Assignment of Responsibilities

### Organization

Emergency Operations are managed by up to three separate organizational bodies with separate, but complementary, duties:

- Executive Policy Group,
- Operations Group, and
- Incident Command personnel.

Wright State organizes its emergency operations using the management principles of the ICS as defined as a component of the NIMS. ICS allows for personnel, equipment, communications, and procedures to be integrated into a standardized all hazards incident management approach.

ICS and ESFs will be utilized for managing emergencies and disasters. ESFs are grouped resources and capabilities that are most frequently needed in an emergency or disaster response. This plan has customized the traditional ESFs to fit the unique needs of the academic environment.

### Assignment of Responsibilities

#### *Succession of Executive Authority*

The Office of the President established a succession of executive authority. In the event of a vacancy and the President is unable to discharge his or her duties, the line of succession to the President shall proceed.

The line of succession to the Dean of Lake Campus shall proceed.

#### *Executive Policy Group*

The Executive Policy Group is a separate element of the EOC structure where university administration come together to make major policy decisions. They also serve to insulate the Emergency Management Executive Committee from inquiries into the incident from high-level entities, such as local community leaders, government officials, or university trustees.

The Executive Policy Group is the leadership of the university, and is responsible for maintaining continuity of university operations and making high-level policy decisions. The Executive Policy Group works through the EOC, should be located in close proximity or virtually available to the EOC, and should maintain regular communication with the EOC via Conference Bridge or videoconference.

The Emergency Management Executive Committee establishes an Executive Policy Group by contacting the Executive Vice President and Chief Operating Officer, or a successor. The policy group may include the president, or may report to the president.

### ***Operations Group (First Due)***

The Operations Group consists of university officials who are assigned primary or support responsibilities to an ESF. Members of the Operations Group will staff the Emergency Operations Center, when activated, with the authority to assign university resources and make decisions to provide the most efficient support for response and recovery operations. When the EOC is activated, a predesignated members of the Operations Group will be the first to respond or connect virtually to the EOC location. This subset is referred to as the First Due and are identified below in this document. The Emergency Management Executive Committee will coordinate with members of the Operations Group to provide support requested by the Incident Commander and communicate periodic status updates to the Executive Policy Group until the emergency is stabilized. Every department assigned primary or support responsibilities for any Emergency Support Function should identify a primary and alternate point of contact.

### ***Incident Commander***

The role of the Incident Commander is to manage and coordinate the joint response to incidents affecting Wright State. In that capacity, the Incident Commander may direct personnel, take actions, and implement procedures as necessary to resolve the incident.

An Incident Commander directs resources from an on-scene Incident Command Post near the scene of the incident and assembles the ICS positions based on the needs of the incident. Emergency incidents are unique and vary in scope; therefore, general and command staff positions will be activated based upon the response needs of each incident. The Incident Commander is most often a public safety official, and may be an official from a non-university entity such as the fire department or local public health department. The Incident Commander will coordinate directly with the EOC for resources, support services, and information sharing.

The Incident Commander should be the most knowledgeable person in the emergency response. Size, scope, and the complexity of the emergency may dictate that a coordination level be added; at such a point, the coordination role of the overall incident will shift to the EOC. There is a single Incident Commander for an incident. When more than one agency (with jurisdiction and substantial committed resources) is involved, a Unified Command structure is established. If a Unified Command structure is established the Director of Public Safety or designee will serve as Wright State University's representative.

Once a person has assumed command of an incident, that person will remain the Incident Commander until relieved by a more qualified individual or at shift change.

The responsibilities of the Incident Commander are as follows:

- Classify the threat severity level by matching situational facts to threat criteria.
- Take protective action to stabilize the scene.
- Activate appropriate ICS functions.
- Establish a unified command structure with responding agencies, if necessary.

- Conduct initial briefing of the Operations Group.
- Set specific objectives and direct that incident action plans be developed.
- Brief all Incident Command Post personnel on incident action plans.
- Brief EOC, if activated.
- Continually review and update incident action plans with the Operations Group.
- Approve all incident information released to the news media.
- Set objectives and approve plans for returning to normal operations.

## ***Emergency Management Executive Committee***

Any member of the Emergency Management Executive Committee or any university administrator, is responsible for leading the EOC when activated.

Generally, the Emergency Management Executive Committee:

- Serves as the advisor to the president of the university (or successor) to coordinate emergency response and recovery operations.
- Establishes an EOC.
- Activates members of the Operations Group to coordinate the ESFs
- Establishes an Executive Policy Group. The Executive Policy Group is located near or virtually available the EOC, and the Executive Policy Group functions in a decision-making capacity that advises the actions of the Emergency Executive Committee.
- Recommends de-escalation and de-mobilization based on reliable intelligence and information from Planning and/or Operations.

If the number of Emergency Support Functions (ESFs) activated in the EOC exceeds a manageable span of control the Emergency Management Executive Committee may organize ICS General Staff Sections, and appoint one person per section to coordinate ESFs.

The ICS General Staff Sections may include the following personnel representing:

- Operations,
- Logistics,
- Planning, and
- Administration/Finance.

The Emergency Management Executive Committee may also delegate, as needed, functions to facilitate the operation of the EOC by appointing scribes, runners, IT support personnel, and other assisting positions as necessary.

## ESF Functions and Associated Departments

Emergency Support Function (ESF) Matrix																
Department	ESF 1–Transportation	ESF 2– Communications and Alerting	ESF 3–Engineering and Public Works	ESF 4–Fire Fighting	ESF 5–Emergency Management	ESF 6–Mass Care, Housing, & Human Services	ESF 7–Resource Management	ESF 8–Public Health	ESF 9–Search and Rescue	ESF 10–Hazardous Materials Response	ESF 11–Natural Resources (Environmental)	ESF 12–Energy	ESF 13– Law Enforcement	ESF 14–Long-Term Recovery	ESF 15–External Communications	ESF-16—Cybersecurity (Under Development)
Auxiliary Services	S				S	S	P									
CaTS		P			S											
Communications					S			S	S	S	S	S	S	S	P	
Controller																
Counseling and Wellness Services						S		S	S							
Design and Construction			S						S	S	S	S				
Disability Services	S					S		S								
Emergency Management					P									P		
Environmental Health and Safety			S	S	S	S	S	P		P	P	S	S	S	S	
Facility Operations			P	P	S	S	S	S	S	S	S	P	S	S	S	
Human Resources							S	S	S							
International Education															S	
Nutter Center						S										
Parking and Transportation	P					S										
Pre-College Programs						S										
Procurement						S	S									
Public Safety	S	S	S	S	S	S	S	S	P	S	S	S	P	S	S	
Registrar															S	
Resident Life and Housing					S	P									S	
Risk Management							S	S	S	S	S	S	S	S	S	
Student Union						S	S									
University Advancement															S	
AES (formerly DP&L)			S									S				
American Red Cross						S										
Belfor Restoration																
Celina Fire Department									S	S	S					
Clean Harbors										S	S					
Dayton Bomb Squad										S	S					
Dayton Regional HazMat										S						

**P = Primary, S = Support**

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- Serves as a temporary field location for tactical-level, on-scene incident command and management;
- Conducts all operations using the ICS;
- Is typically established prior to activation of the EOC.
- Provides the initial securing of the perimeter area, coordinates actions of the operating units, and remains operational during field actions (e.g., rescue, response and recovery, etc.) phases, as required.

## Emergency Operations Center

The EOC is an off-scene, physical location staffed by members of the Operations Group charged with the primary responsibility of providing support, as requested by the Incident Command staff on the scene of the incident. The EOC is tasked with coordinating support through resource and services acquisition, information sharing, planning activities, and implementing policy as established through the Executive Policy Group.

Upon activation, the EOC will be established in a predesignated meeting space and will be led by an Emergency Management Director, or designee. The Emergency Management Director will activate members of the Operations Group to coordinate assigned Emergency Support Functions based on the needs of the incident. ESFs will parallel day-to-day responsibilities of Wright State departments. When more than one department has responsibilities for a given function, one department will be designated the lead.

## Activation of the Emergency Operations Center

### *Initial Notification*

Initial notification for an emergency at Wright State marks the point in which resources are assigned for the explicit purpose of responding to a specific situation. This notification can occur in a variety of ways:

- The Public Safety Service Center (PSSC) via 937-775-2111 or 911;
- First responders may directly witness an incident or emergency and notify dispatch; or
- Environmental Health and Safety.

Whoever is requesting the initial notification is, at least initially, the Incident Commander.

## Activation of EOC and ESF (Emergency Support Functions)

The Incident Commander, President, or a member of the Emergency Management Executive Committee may activate the EOC, in whole or in part, following an initial notification. When an order to activate the EOC is made the Director of Public Safety or designee will use one of the following methods to activate the EOC and the Policy Group:

## Wright State Alert RAVE Templates

Separate member lists have been created in Rave for the Operations Group and the Policy Group. Four alert templates have been created to activate these groups:

- A. Operations Group – 2.0 EOC Activation Primary Location
- B. Operations Group – 2.0a EOC Activation Alternate Location

- C. Policy Group – 2.1 Policy Group Activation – Primary
- D. Policy Group – 2.1a Policy Group Activation - Alternate
- E. Phone calls, text messages, email

## **Operations Group (First Due)**

During the initial activation of the EOC, the First Due members from the Operations Group will report to the EOC location. Additional Emergency Support Functions (ESF) staff will be activated as the situation warrants.

## **Policy Group**

The Policy Group will also include first due members to report during the initial activation phase, and may activate other members of the President's Leadership Team as needed.

## **Activation Triggers**

As a general practice, the Operations Group should be activated any time a hazardous condition has the potential to reach, or has reached, proportions beyond the capacity of routine operations to resolve.

Emergency operations will be activated in the following conditions:

- At the direction a member of the Emergency Management Executive Committee, an Incident Commander, or a representative from Unified Command.
- A weather condition with sustained winds in excess of 70 miles per hour;
- Any unscheduled event with 400 attendees or more;
- A condition of active violence within one mile of the campus;
- A situation is (or potentially is) beyond the capacity of routine operations to resolve;
- At the direction of the President or designee;

Departments staffing the EOC will be required to report when notified of an activation. All departments will be briefed; when expertise is no longer required, those departments will be released from the EOC.

## **Request for Assistance**

When an emergency is beyond the capabilities of Wright State, the Emergency Management Executive Committee or the Incident Commander may request city and county resources. Wright State routinely relies on local resources to respond to emergencies; memorandums of understanding and mutual aid agreements are maintained with surrounding agencies.

External Government Agencies and Private Sector Organizations will be utilized in response to incidents when Wright State capabilities or resources are lacking, exhausted, or overwhelmed. Local fire departments, law enforcement, public health, the American Red Cross, hazardous material cleanup companies, utility companies/contractors, and debris removal contractors are examples of agencies/organizations that may be utilized.

## Information Collection and Dissemination

Incident managers are often challenged to understand the full scope and nature of an incident due to the inherent difficulty in fusing a variety of sources of incomplete information. Maintaining a common operating picture is crucial to effective management of an emergency.

The EOC is where most of the synthesis of information will occur. Sharing of information between the Executive Policy Group, the Emergency Operations Center, and the Incident Commander will be done by a variety of means. Basic information sharing tools, including email, phone, and radio will be utilized. Documentation of this information is the responsibility of all who support the emergency response.

## Communications

### Emergency Alert Systems

Wright State issues emergency alerts in the event of a serious incident which poses an immediate threat to the health and safety of the campus community. Wright State has various systems in place for communicating with the campus community. Emergency notification methods include the WrightAlert!, Simplex building notification system, and on-campus tornado sirens that are triggered by county officials.

WrightAlert! is an “opt-in” emergency alert system designed to provide numerous methods to share emergency information to a large number of people quickly. Student, faculty, and staff university email accounts are automatically enrolled in the system; the option to provide cell phone numbers for text and voice call alerts is also given to these users. In addition to text, email, and voice call alerts, WrightAlert! can post messages to the Wright State homepage, the Nutter Center marquee, Twitter, and Facebook.

### Emergency Call Boxes

Individuals experiencing an emergency on campus may request assistance from Wright State police by activating any of the emergency call boxes located on campus.

A map of the location of all Dayton Campus call boxes may be found at

[www.wright.edu/maps#!ct/18425](http://www.wright.edu/maps#!ct/18425).

### Radio Communications

Wright State operates two independent radio systems: MARCS and MOTOTRBO; there is minimal interoperability between these networks.

#### *MARCS Radio System*

The purpose of the MARCS policy is to provide the means for all public safety and first responders to communicate with each other throughout the state.

The Wright State Departments of Public Safety, Grounds, Casualty Prevention, Resident Life and Housing, and Environmental Health and Safety use the MARCS radio system.

- The MARCS radio network is a State of Ohio first responder system that is owned and maintained by the Ohio Department of Administrative Services, Office of Information Technology.

- It provides the staff of Wright State and the police department with the capability of radio services throughout the operating service area and the State of Ohio.
- It allows university police to communicate with other state or local agencies and first responders as required. Examples include the Ohio State Patrol, Greene County Sheriff, as well as the Fairborn or Beavercreek Police and Fire Departments.
- The headend equipment is owned and maintained by MARCS; Wright State pays a subscription fee per radio for this service.
- University departments using the MARCS system bear the cost of radio maintenance and upgrades.
- The headend site “Paul Lawrence Dunbar Library Penthouse and Rooftop” was developed by MARCS to provide county and state wide services.
- The university maintains 98 radios which is comprised of police department hand-held and patrol car units, various hand-held units located in other departments, two permanently-installed dispatch consoles, and a mobile radio dispatch laptop.
- The university police department was able to coordinate the channel line-up with MARCS and Greene County.

## ***MOTOTRBOTM Radio System***

The Nutter Center, Student Union, as well as Emergency Management, Computing and Telecommunications Services (CaTS), and Physical Plant Departments, operate on the Motorola MOTOTRBOTM digital 800 network.

- This system enables a coverage footprint of the entire main campus property and extends into the surrounding community, including the Wright State Foundation Building; previous systems did not allow full coverage across the entire campus.
- Additional antennas can be installed to enhance signal strengths if areas of poor reception within campus buildings develop or are identified.
- All departmental units using the network can communicate with each other by using their assigned channel or by requesting that users switch to a common channel.
- Previous campus radio networks were not interoperable; only the physical plant and police department had the capability of communication prior to the installation of the MOTOTRBOTM network.
- All radios have the capability of direct communication with university police dispatch by switching to either Channel #1 or Channel #16.
- The police dispatch can truncate the MOTOTRBOTM and MARCS radio network to a specific radio for interoperable radio communication.
- A user agreement is required in order to receive and use a radio.
- There are no monthly or annual maintenance fees paid to outside parties until the sixth after installation, when the major components will require a new contract for maintenance.
- The university maintains 222 radios in this network; the majority of radios are used by the Nutter Center and physical plant employees. Various other departments have much smaller radio applications.

During an emergency, any common channel can be assigned for use to that specific event. The university owns and maintains this radio system. As such, any assigned channel can be redirected for emergency use as required.

- All departments' units using the MOTOTRBOTM network can talk to each other by changing to their assigned channel or asking them to switch to a common channel.
- The current channel lineup is included at the end of this document. It indicates channel #1 and #16 as emergency talk channels.
- All users were provided with written documentation when they received their radios indicating the channel lineups.

Radio Patching is available between the MARCS radio consoles in the Public Safety Service Center and the university's MOTOTRBOTM radio network, resulting in the ability to establish interoperable communications between radios and systems not compatible with each other directly. Each Turbo network radio has the ability to switch from the normally assigned channel to either Channel #1 or Channel #16 which is monitored on the MARCS radio console in the Public Safety Service Center. This radio call can then be linked between a specific MOTOTRBOTM and MARCS radio. The dispatch operator will control the link.

### ***Cache of Radios and Batteries***

CaTS maintains a limited supply of batteries and radios to be distributed for routine maintenance as required. Due to cost factors, a large supply of either of these is not currently feasible.

### ***Additional Communication Systems***

- Cellular coverage can be utilized, but cannot be considered a major attribute because of traffic conditions and other factors.
- The university library has an internal PA system that covers the upper floors of the building.
- The university's telephone network is campus-wide.

## **Administration, Finance, and Logistics**

### **Administration**

The Emergency Management Executive Committee is responsible for all aspects of the Wright State Emergency Management Program. The Emergency Management Executive Committee which is responsible for providing input and feedback on the development of the program.

The Emergency Management Executive Committee includes:

- Director of Public Safety
- Director of Environmental Health and Safety
- Associate Vice President, Facility Operations

### ***Documentation***

Documentation is an administrative process used by an entity to document the response to and recovery from a disaster. Documentation includes:

- Events occurring before, during, and after the disaster (the situation);

- Actions taken by university personnel and outside agencies (the response);
- Expenses incurred during the response; and
- Damage incurred to buildings and property.

Documentation is required for historical records, cost recovery, insurance claims, after action reporting, and may be necessary in legal proceedings. Documentation may include paper records, computer data, audio recordings, photography, and video recordings.

Initial response, usually a function of public safety responders, shall be recorded according to department-standard operating procedures, including recorded audio from telephone and radio communications, and Computer-Aided Dispatch log entries.

When incident command is established, documentation should include appropriate ICS forms for each operational period. Supervisors and unit leaders in the Incident Command personnel shall complete an ICS 214 Activity Log form for each operational period and submit completed forms to the Documentation Unit Leader, Planning Section Chief, or Incident Commander.

Events and actions occurring at the level of the EOC shall be recorded using the documentation forms provided to EOC members. Departments engaged in the response are responsible for manual record keeping. All manual records shall be submitted to the Emergency Management Director or designee for retention.

Financial transactions shall be recorded using the standard procedures prescribed by the Business and Finance Division. Incident impacts may be recorded using photography or videography, based on need determined by facilities Services, Risk Management, and/or General Counsel.

Particularly complex or lengthy incidents may generate large volumes of records. The Director of Public Safety or designee may consult with university general counsel and university archives for guidance in retaining necessary documentation.

## Finance

Routine financial record keeping and procurement tools that are used day-to-day also apply during a disaster or emergency response, including:

- Procurement card for purchases under credit card(s) limit(s)
- The Wright Buy system for online orders from established vendors
- The online requisition system for purchases from vendors that do not accept payments with a credit card, and for purchases in excess of established limits
- Consultation with the Purchasing Department to source goods and leverage existing supplier relationships.

In addition to established methods, the Finance Division can adjust procurement card limits for emergency purchases in excess of established card limits and may temporarily suspend normal procurement policies when a campus emergency has been declared.

As a public institution, Wright State may be eligible to recover losses from damage or certain expenses for federally-declared disasters. Eligible expenses may include direct costs, overtime labor, and contractor expenses for:

- **Category A:** debris removal necessary for safety or to prevent significant damage to property, such as removing downed trees or limbs on roads or securing downed wires.
- **Category B:** emergency protective measures, such as security forces (police and nonsworn employees), temporary shelters, bracing, sandbagging, or removal of hazards.

Departments engaged in debris removal and emergency protective measures must retain documentation of expenses for possible reimbursement in the event that a given disaster reaches the threshold for federal assistance.

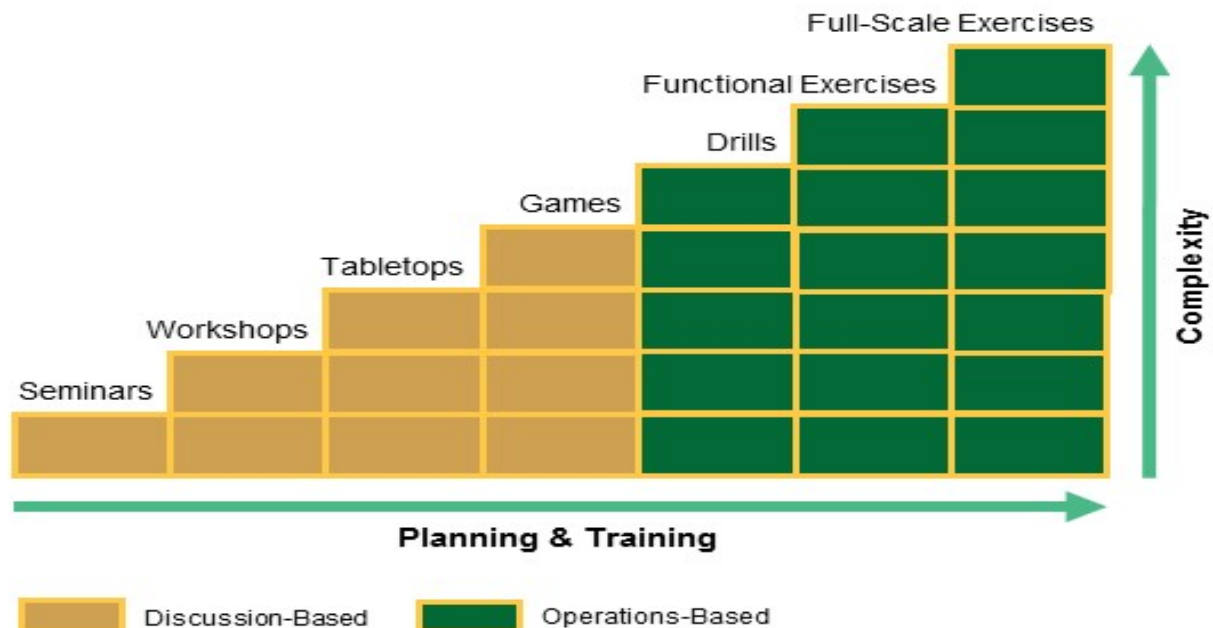
The Office of Risk Management administers various insurance policies, which typically must be exhausted before seeking federal public assistance reimbursement. Risk management also has access to subject matter experts through our policy carriers. The emergency management director should coordinate with risk management on matters of damage documentation and reimbursement, both via insurers and through federal assistance.

## Program Development and Maintenance

### Program Roles, Responsibilities, and Administration

Drafting an emergency plan is a collaborative effort, and relies heavily on university administrators and experts in the community to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management mitigation, recovery, emergency preparedness, and educational awareness.

The Emergency Management Executive Committee is responsible for ensuring that the plan is updated annually. Each division, department, and office mentioned in this plan is responsible for providing updated policies, practices, protocols and other information as appropriate. Revisions may be made based on operational and regulatory changes, best practices and corrective actions identified through exercises, emergency activations, and assessment processes. It is the responsibility of the Emergency Management Committee to ensure the plan is tested and exercised on a scheduled basis.



## Training and Exercises

Wright State utilizes the Homeland Security Exercise & Evaluation Program (HSEEP) as a mechanism for the training, design, development, conduct, evaluation, and improvement planning associated with emergency preparedness exercises. HSEEP provides a standardized approach for developing and designing an exercise program that systematically tests and evaluates an emergency management program's capability through a series of increasingly complex exercises over time.

Wright State should develop a Multi-Year Training and Exercise Plan to facilitate the planning and design of mandatory and voluntary preparedness exercises.

## After-Action Report

An objective assessment of emergency response actions (i.e., an After-Action Report) can be invaluable for gathering feedback, improving the emergency planning process, and for enabling Wright State to improve future emergency responses. The scope of After-Action Reports may range from minor to very complex, depending upon the scale of the emergency response and the number of university departments and outside entities that are involved.

Criteria for conducting an After-Action Report:

- Activation of the Emergency Operations Center;
- Death of an employee, student, or visitor;
- Significant release of a hazardous substance; e.g., natural gas release in an occupied space, laboratory fire or explosion, or environmental release of hazardous materials;
- At the discretion of the Department of Public Safety, Environmental Health and Safety, the Emergency Management Executive Committee, or university executive leadership.

After-Action Reports are intended to be 'no fault' examinations of the emergency response effort and/or related recovery actions; investigations into the fundamental reason(s) that caused the incident are not the purpose of such a review. Input for the After-Action Report may come from After-Action Debriefings, follow-up meetings, or from written comments provided by any person that was involved in, or observed, the emergency response actions. Corrective actions are categorized into trackable categories.

Recommended categories include, but are not limited to:

- Training
- Personnel
- Facilities
- Equipment
- Technology

The After-Action Report should be written, and should provide a summary of the incident, participating response organizations, as well as major strengths and areas of improvement related to the response. A copy of the report should be given to participating agencies. The Emergency Management Executive Committee should retain a copy of the report on file, including any recommendations for improvement.

## Additional Resources

### Federal

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. Sections 5121, et seq.
- Homeland Security Presidential Directive/HSPD-5, Management of Domestic Incidents, 2003.
- Homeland Security Presidential Directive/HSPD-8, National Preparedness, 2003.
- Action Guide for Emergency Management at Institutions of Higher Learning, U.S. Department of Education, 2009.
- OSHA Standard 1910.38, U.S. Department of Labor, Emergency Action Plan, 2002.
- NFPA Standard 1600, National Standard on Disaster/Emergency Management and Business Continuity Programs, 2010 edition, National Fire Protection Association.
- National Response Framework, U.S. Department of Homeland Security, 2008.
- National Incident Management System, U.S. Department of Homeland Security, 2008.

## State

- Ohio Revised Code, Sections 5502.21 through 5502.5, Department of Public Safety.
- Ohio Administrative Code, Section 3701, Department of Health.
- Ohio Administrative Code, Section 3750, State Emergency Response Commission.
- Ohio Administrative Code, Section 4501, Department of Public Safety.
- Ohio Emergency Operations Plan.
- Strategic Plan for Higher Education–2008-2017, Ohio Board of Regents, 2008.

## Local

- Greene County Emergency Operations Plan.
- Greene County Mitigation Plan.
- Greene County Emergency Management Agency–Data Directory.
- Mercer County Emergency Operations Plan.

## Wright State University

- University Policy 13210, Emergency Management.
- University Policy 13310, Fire Safety Plan.
- University Policy 13270, Emergency Care for Injuries and Illnesses.

## Glossary

**After Action Review/Report:** Reports that summarize and analyze performance in both exercises and actual events. The reports for exercises may also evaluate achievement of the selected exercise objectives and demonstration of the overall capabilities being exercised.

**All-Hazards [Approach/Plan]:** Any incident or event, natural or human caused, that requires an organized response by a public, private, and/or governmental entity in order to protect life, public health and safety, values to be protected, and to minimize any disruption of governmental, social, and economic services; the spectrum of all types of hazards including accidents, technological events, natural disasters, terrorist attacks, warfare, and chemical, biological including pandemic influenza, radiological, nuclear, or explosive events.

**Emergency:** Any occasion or instance— such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or human-made catastrophe—that warrants action to save lives and to protect property, public health, and safety.

**Emergency Action Plan:** A written document that is required according to the standards of the Department of Occupational Safety and Health.

**Emergency Operations Center:** The operating facility that serves as the command-and-control point for emergency management officials (federal, state, and/or local) responding to, or preparing for, the onset of an incident.

**Emergency Operations Plan:** An all-hazards document that specifies actions to be taken in the event of an emergency or disaster event; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities.

**Emergency Preparedness:** All activities and measures designed or undertaken to prepare for or minimize the effects of a hazard upon the civilian population, to deal with the immediate emergency conditions which would be created by the hazard, and to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by the hazard.

**Emergency Response:** Coordinated emergency response requires survivable and compatible communications and information collection, processing and reporting capabilities, and comprehensive plans that are exercised and tested with all levels of government.

**Emergency Support Function(s):** A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents.

**Executive Policy Group:** This group consists of senior administration officials tasked with providing strategic direction to the Operations Group.

**Functional Access Needs:** Defined as those individuals who may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency or do not speak English, or have limited transportation options.

**Homeland Security Exercise & Evaluation Program:** The purpose of HSEEP is to facilitate the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as policy, guidance, training, technology, and direct support. This blended approach to HSEEP implementation increases exercise expertise, while advancing a standardized means of assessing and improving preparedness.

**Incident Command Post:** The field location at which the primary tactical-level, on-scene incident command functions are performed. It is responsible for the overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

**Incident Command System:** The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both short- and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, either natural or human-made. ICS is used by all levels of government—federal, state, local, and tribal—as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

**Incident Commander:** The Incident Commander is the individual responsible for all incident response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**National Incident Management System:** Called for in Homeland Security Presidential Directive 5: This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources

**Unified Command:** A unified team effort which allows all agencies with responsibility for an incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This Unified Command effort is accomplished without losing or abdicating agency authority, responsibility, or accountability.

## Acronyms

Acronym	Meaning
CATS	Computing and Telecommunications Services
EHS	Environmental Health and Safety
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
NIMS	National Incident Management System

## Emergency Support Functions (ESFs)

The National Response Plan (NRP) is part of the National Incident Management System (NIMS) and establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. The plan incorporates best practices and procedures from incident management disciplines – homeland security, emergency management, law enforcement, firefighting, public works, public health, responder and recovery worker health and safety, emergency medical services and the private sector – and integrates them into a unified structure. It forms the basis of how the federal government coordinates with state, local, and tribal governments and the private sector during incidents and identifies how specific entities support the overall goals.

### Emergency Support Function 1–Transportation

Wright State owns and operates a fleet of buses and vehicles. Contact Facility Operations at <https://www.wright.edu/facility-operations> or 937-775-4145.

ESF 1: During campus emergencies where required, Transportation is responsible for providing vehicles and personnel to fulfill transportation-related mission assignments within the university at the time of a major disaster event. These assignments can be anticipated to involve two major operations.

First is to provide evacuation transportation assistance for the transit dependent. The second is to provide transportation support of the movement of personnel and materials needed to initiate and sustain emergency response and disaster recovery operations related to the disaster.

### Emergency Support Function 2–Communications and Alerting

The Wright State Universities CaTS department is the telecommunications and networking department offering voice, data, and video services to the university community. All communications and warning systems will be used prior to, during, or after a significant event. They include but are not limited to radio communications, landline telephones, cellular telephones, electronic and other specialized communications and the Emergency Notification System (i.e., WrightAlert!). Contact CaTS at <https://www.wright.edu/information-technology> or 937-775-4827.

ESF 2: During campus emergencies where required, CaTS is responsible for providing facilities, equipment, trained personnel, services, and supplies necessary to sustain communications by university and other designated departments and organizations during emergency response and disaster recovery operations within or for the benefit of Wright State University at the time of a disaster or major event. The communications facilities, systems and equipment provided, maintained, repaired, or replaced during a disaster or major event include both permanent communications systems installed specifically to support university emergency response and disaster recovery operations.

### Emergency Support Function 3–Engineering and Public Works

Facility Operations provides design and construction, planning and real estate, utilities support, maintenance operations, custodial operations, roads and grounds maintenance and support, and safety. Contact Facility Operations at <https://www.wright.edu/facility-operations> or 937-775-4145.

ESF 3: Facility Operations is responsible for coordination of debris removal actions, facilitating emergency access into impacted areas, implementing temporary measures for safety and property protection,

assisting in the stabilization or demolition of damaged structures, restoring roadway networks, and restoring or repairing other critical components of the university infrastructure.

## **Emergency Support Function 4–Fire Fighting**

Facility Operations, along with the Division of Public Safety, acts as liaison with the State of Ohio Fire Marshal and the City of Fairborn Division of Fire to provide fire safety services to the university community. These services include inspections and alarm response. Contact Facility Operations at <https://www.wright.edu/facility-operations> or 937-775-4145 or the Division of Public Safety at <https://www.wright.edu/public-safety> or 937-775-2056.

ESF 4: Facility Operations is responsible for coordination of support to fire prevention and suppression operations conducted at the time of a disaster impacting Wright State University. Operations at an incident scene will be directed and coordinated by the designated incident commander pursuant to established ICS procedures. Facility Operations will staff a workstation at the University Emergency Operations Center, when activated, to provide coordination and support to field operations and to coordinate firefighting support to other university response and recovery operations.

## **Emergency Support Function 5–Emergency Management**

The Division of Public Safety is the coordinating public safety entity on campus, with offices located on the 1st floor and in the basement of Allyn Hall. The WSU Police Department, Environmental Health & Safety, Facility Operations, Communications & Marketing, CaTS, Resident Life & Housing and Auxiliary Services are the main operating units. The Division of Public Safety is responsible for the maintenance of the university's overall emergency response and disaster planning efforts and protocols. Contact the Division of Public Safety at <https://www.wright.edu/public-safety> or 937-775-2056.

The Public Safety Service Center (PSSC) is responsible for alarm monitoring on campus and provides security services for the university. PSSC operates a 24-hour, 7-days-a-week alarm monitoring and communications center. Contact the PSSC at 937-775-2111.

ESF 5: The Division of Public Safety provides the focal point for coordination of information gathering and analysis in the Emergency Operations Center (EOC). Information gathered by university response departments during or as a result of field operations provides the information to the EOC where it is processed for purposes of determining the characteristics of the event and its impacts on the university, for strategic planning of response and recovery operations by the university, and for providing information to organizations involved in the response. The information gathered and processed by the Division of Public Safety also represents the authoritative source for information to the general public about the event.

## **Emergency Support Function 6–Mass Care, Housing, and Human Services**

The Division of Student Affairs is responsible for many of the outside-the-classroom aspects of student life at Wright State. Among these are student housing; health, wellness, and counseling; activities, organizations, and leadership development; recreation and intramurals. Contact Student Affairs at <https://www.wright.edu/student-affairs> or 937-775-2808.

ESF 6: Student Affairs will send a representative to the EOC during an emergency to assist with responding to issues and coordinating activities of the division. Student Affairs will provide timely and accurate information for the community and the families of students.

Student Affairs is responsible for providing mass care services on campus for students, staff, faculty, and visitors temporarily displaced or evacuated as a result of a hazardous event or who require mass care services in or near impacted areas because of the prolonged outage of public utilities and the inaccessibility of basic community services. Student Affairs will integrate operations with those of other university departments to ensure effective and timely activation, staffing, and operation of shelters and field mass care locations.

## **Emergency Support Function 7–Resource Management**

Facility Operations provides several services, including design and construction, planning and real estate, utilities support, maintenance operations, custodial operations, roads and grounds maintenance and support, and safety. Facility Operations in collaboration with the Division of Public Safety maintains a 24-hour, 7-days a week Service Center (PSSC) available at 937-775-2111. Contact Facility Operations at <https://www.wright.edu/facility-operations> or 937-775-4145 or the Division of Public Safety at <https://www.wright.edu/public-safety> or 937-775-2056.

ESF 7: During a campus-wide emergency (disaster), Facility Operations will establish and staff a workstation at the Emergency Operations Center (EOC). Facility Operations in collaboration with other supporting departments, will process requests for procurement and purchasing. Additionally, Facility Operations will receive requests for additional resources, personnel, and services through other representatives at the EOC. In fulfilling requests, Facility Operations will draw first from the existing inventories of university departments, if the materials can be obtained and delivered on a timely basis. Additional resources that may be requested include any materials needed to initiate and sustain emergency operations, including emergency relief supplies, space, office supplies and equipment, vehicles, fuel, contracted services, telecommunications, temporary personnel, specialists, and consultants, etc.

## **Emergency Support Function 8–Public Health**

Wright State University's Student Health Services maintains a student clinic with services similar to a family health practice. Student Health Services provide acute and primary care services, promote health awareness, educate about preventive care, disease management, and therapeutic choices. Student Health Services is located at the Wright State Physicians Health Center, 725 University Boulevard. Contact Student Health Services at <https://www.wright.edu/student-health-services> or 937-245-7200.

ESF 8: Student Health Services will provide direction, coordination, and guidance to operations conducted within the university to provide health and medical services to members of the public affected by the event and to emergency workers responding to the event. Additionally, the Student Health Services representative at the EOC will receive information from impacted areas and establish emergency operations regarding the need for health and medical services and resources and will deploy or activate facilities, personnel, equipment, and other resources of the primary and support departments to meet those needs.

## Emergency Support Function 9–Search and Rescue

Facility Operations, along with the Division of Public Safety, acts as liaison with the State of Ohio Fire Marshal and the City of Fairborn Division of Fire to provide fire safety services to the university community. These services include inspections and alarm response. Contact Facility Operations at <https://www.wright.edu/facility-operations> or 937-775-4145 or the Division of Public Safety at <https://www.wright.edu/public-safety> or 937-775-2056.

ESF 9: Facility Operations is responsible for coordination of support to fire prevention and suppression operations conducted at the time of a disaster impacting Wright State University. Operations at an incident scene will be directed and coordinated by the designated incident commander pursuant to established ICS procedures. Facility Operations will staff a workstation at the University Emergency Operations Center, when activated, to provide coordination and support to field operations and to coordinate firefighting support to other university response and recovery operations.

## Emergency Support Function 10–Hazardous Materials Response

Environmental Health & Safety (EHS) assists the university community in providing and maintaining a safe, healthful work environment for students, faculty, staff, contractors, and visitors. The EHS mission encompasses responsibilities of protecting the local community and environment from potential hazards generated by university activities. Contact Environmental Health & Safety at <https://www.wright.edu/environmental-health-and-safety> or 937-775-2215.

ESF 10: The designated incident commander responsible will direct and control emergency response operations for hazardous materials releases at each incident, utilizing established procedures for implementation of the incident command system (ICS). When the magnitude of the event warrants activation of this ESF, EHS will serve as the designated primary department and provide staff to the university EOC. EHS will coordinate the university-wide response to the hazardous materials aspects of the event and its impacts, utilizing the resources of the support departments and available mutual aid. The City of Fairborn Fire Department will be counted on for assistance during the event.

## Emergency Support Function 11–Natural Resources

Wright State owns 225 acres of forest that is home to up to 110 species of birds, as well as foxes, coyotes, deer, salamanders, and the Indiana bat. Fifteen acres have been designated as a conservation easement to protect the Indiana bat. Wright State University also maintains significant historical archives, including a Wright Brothers collection and first-edition works by poet Paul Laurence Dunbar. Contact Environmental Health & Safety at <https://www.wright.edu/environmental-health-and-safety> or 937-775-2215.

ESF 11: When an event warrants activation of the ESF, Environmental Health & Safety will coordinate with internal and external subject matter experts in order to effectively respond to and recover from an incident that threatens natural and/or historical resources.

## Emergency Support Function 12–Energy

AES (Formerly DP&L) provides utilities support for Wright State University.

ESF 12: During a campus emergency when the activation of the EOC has occurred, Facility Operations will process all requests for energy- and utility-related information and assistance. Facility Operations personnel will gather and process information and assessments of the operations status of energy and utility systems serving the university. Facility Operations personnel will coordinate with AES to repair or restore power.

## **Emergency Support Function 13–Public Safety and Security**

The Wright State University Division of Public Safety (WSU DPS) is located in Allyn Hall Rm. 108 and maintains a 24-hours a day, 7-days a week, Public Safety Service Center (PSSC) also located in Allyn Hall Rm. 065. To report an emergency of any kind, including but not limited to fire, medical emergency, or hazardous material spills or release, dial 9-1-1 or 937-775-2111 from wireless and off-campus telephones. If dialing from any campus telephone use extension 2111. Contact the WSU DPS at <https://www.wright.edu/public-safety>.

## **Emergency Support Function 14–Long-Term Recovery**

The recovery process begins with an impact analysis of the incident and support for available programs and resources and to coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the campus impacted by the emergency. Recovery is unique in a higher education setting. In addition to addressing typical themes of business, economic, governance, and residential issues, higher education recovery must also consider restoration of the academic and teaching environments.

## **Emergency Support Function 15–External Communications**

External Communications is to provide a central point for dissemination of accurate, coordinated and timely communications to the affected audiences, including the local government, media, private sector and the local community. Incident communications can include protective actions for the public, as well as information with regard to volunteer assistance and donations.