

## EMERGENCY OPERATIONS PLAN OUTLINE

### I. PURPOSE

Weber State University’s Emergency Operations Plan (EOP) outlines a strategy to cope with hazards that threaten the campus, as well as the concept of operations and management of critical resources in response to potential emergencies. It defines the role and responsibilities of departments, divisions and agencies on and off campus that are vital to help protect life and property.

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, WSU President or designee may declare a “local emergency” throughout the campus or a portion of the campus, and can officially downgrade the “local emergency” to a business-as-usual state. (See Forms section, Declaration/Termination form)

### II. SITUATION

- A Many natural and technological hazards could threaten the students, staff, faculty and visitors of WSU causing a major emergency and/or mass casualty event. These hazards could occur at any time. (See Hazard Analysis)

Natural Hazards could include:

- Earthquake
- Mudslide/Landslide
- Flood
- Tornado
- Fire – wild land
- Weather extremes

Technological Hazards could include:

- Transportation accidents
- Hazardous Material incidents
- Utility failure
- Fire - structural

Extraordinary criminal events:

-

C. All major buildings and department



structures such as the Incident Command System (ICS) a system currently in use by the police and fire departments; NIMS standardized processes, procedures and systems are designed to improve interoperability among jurisdictions and disciplines in many areas and will provide a comprehensive approach to incident management. All other departments, responding to assist with scene management, will operate under this system.

If the emergency or disaster exceeds WSU resources pre-existing mutual aid agreements will be in effect and if needed, city, county and state resources will be petitioned. When resources at the state level are exceeded the Governor will petition for the federal disaster declaration.

When WSU declares a local emergency or upon the occurrence of a natural act or disaster, the Emergency Operations Plan and Emergency Operations Center shall be put into effect immediately if they have not already been activated. Below are some suggested guidelines for EOC activation.

When to activate the EOC:

- Disaster or emergency involves multiple sites and/or areas of campus
- Disaster or emergency requires unique or multiple resources
- Disaster or emergency exceeds event capabilities
- Public Health related events
- Homeland Security events
- At the discretion of WSU President

How to activate the EOC:

- WSU Police Department will activate call down system
- Notification via the Emergency Alert System (EAS)
- Notification via the City Watch system
- Notification via WSU computer, telephone communication systems

Upon activation of the EOC:

- EOC staff will be called in
- EOC will be set up for operations i.e., computers, phones, work stations, work packets, maps, status boards, check-in sheet etc.
- Announcements over campus through radio, broadcast, voice mail or means available to communicate with campus population
- Notification of activation to city, county and state by the Office of Emergency Management
- Media communications will be established and if necessary Weber County will be requested to activate the Joint Information Center (JIC)
- Begin compilation of the windshield damage assessment and Initial Disaster Report (see Forms section)
- Apprise EOC staff of the event

Field Command reports (communicates) to EOC as soon as activation is in place:

Location of field responders, condition of responders, condition of vehicle and condition of their immediate area will be needed  
Severe damage that is in view will need to be logged and reported by field responders and/or building safety coordinators

Upon declaration of “local emergency” all essential records in regard to WSU shall be preserved and all records in regard to the emergency response, including orders, proclamations, procurements and contacts shall be appropriately documented and maintained pursuant to the EOP. The EOC coordination group, finance section shall maintain all records and record them immediately as they occur during the period of emergency declaration.

The WSU EOC is comprised of two groups, the policy group and the coordination group. Pursuant to the requirements of the EOP all emergency personnel in the policy group (see below) shall report to the EOC unless othe

Risk Manager  
 Damage Assessment Officer (appointed by FM)  
 Facilities Operations Officer (appointed by FM)  
 Assistant V.P. Financial Services / Finance Officer  
 Accounting Officer  
 Director Purchasing Officer  
 Associate V.P. Human Resource Officer  
 Compensation Manager / H.R. Officer  
 Director Housing Residence / Shelter Officer  
 Health and Medical Officer - if needed (appointed by Student Affairs)  
 Dining Services Officer  
 Executive Director Communications Officer  
 Director of Media Relations Officer  
 Telecommunications Manager Officer  
 Information Technology Officer  
 Emergency Planning Committee Members  
 Davis campus representative – if needed

**Outside Agencies**

Red Cross  
 Public Health Department  
 Amateur Radio Emergency Services (ARES)  
 Ogden Fire & EMS  
 Utah Power  
 Questar  
 Others as needed

**EOC Functional Responsibilities**

<b>Function</b>	<b>Primary Responsibility</b>	<b>Secondary Responsibility</b>
Alert and Notification	Police, Administrative Services Personnel, Dispatch	Departments with EOC representatives
Building & Utility Damage	Facilities Management, Building Safety Coordinators	Facilities Management, Police, Responsible outside agencies
Communications	University Communications Facilities Management Police Department	CERT, ARES
Computer Support	Information Technology	Outside community agencies
Criminal Event	Police	Mutual Aid Agencies, Responsible outside agencies
Crowd Management	Police	Mutual Aid Agencies
Damage Assessment	Facilities Management Police Department	Fire Marshal Building Safety Coordinators

Debris Management	Facilities Management	Outside community agencies
Record Keeping	Academic Affairs	Finance, Human Resource
Emergency Medical / Mass Casualty	Police Department	Mutual Aid Agencies
Employee Welfare	Human Resources	Health Center

**Davis Campus:**

Davis campus EOC will be located on the first floor of the building

EOC Policy / Coordination Groups:

Will be staffed by Davis campus representatives with Ogden campus representatives as backup for emergency operations

**Outside Agencies**

Red Cross

Davis County Public Health Department

Layton City Police / EMS

Amateur Radio Emergency Services (ARES)

Utah Power

Questar

Others as needed

**VI. ADMINISTRATION AND LOGISTICS**

To ensure the readiness of WSU to respond to any emergency at any time, a system of cooperation and coordination is needed.

Documentation of the response is vital. Incident command in the field will be instrumental in monitoring and documenting needs and requests to the EOC. Personnel in the EOC will handle and document available resources and requests as well as keeping disaster records in relatio



responsibilities during a disaster or major event. The Emergency Planning Committee's responsibilities will include:

- Coordinating the writing of the EOP with WSU Emergency Manager
- Assigning or coordinating assignments to support departmental responsibilities
- Executing the provisions of the EOP upon its activation

The EOP will be reviewed annually and the responsible department will recommend changes or updates to the Emergency Manager. The Emergency Manager will make necessary changes and updates, print copies and distribute them to all agencies, departments and key personnel having a copy of the EOP.

### **VIII. AUTHORITY**

- A. Emergency Management, Utah Code Section 63-5
- B. Disaster Response and Recovery, Utah Code Section 63-5A
- C. The Federal Civil Defense Act of 1950, (Public Law 81-920) as amended.
- D. Federal Disaster Relief Act of 1974 (Public Law 93-288).
- E. Emergency Management, Utah Code Section 63-5
- F. The Disaster Mitigation Act of 2000 (Public Law 106-390)

For more information, or to view the entire Emergency Operations Plan, please contact Lt. Mike Davies at 626-7729.