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Emergency Management and Disaster Preparedness Plan

This plan is intended as a guide. The University reserves the right to modify its actions both prior to and during an emergency to ensure the proper functioning of the University and/or the Campus affected. This document refers to emergencies and disasters that occur on property owned, leased, or operated by Northern Vermont University.

Statement of Purpose

This document and associated materials constitute the Emergency Management and Disaster Preparedness Plan (hereinafter referred to as the "plan") of Northern Vermont University; Lyndon and Johnson campuses. This plan is to be implemented in the event of a major emergency or disaster. The purposes of this plan are to:

- Protect the lives and property of the Northern Vermont University community during emergencies.
- Preserve the orderly functioning of the University community during emergencies.
- Establish clear lines of authority and communication among University departments and with external constituencies during an emergency.
- Coordinate decision making and effective use of available manpower and resources in the event of an emergency.
- Identify the University's role in coordinating emergency operations with outside agencies.

Types of Emergencies

Emergencies and disasters covered by the emergency/disaster plan include but are not limited to: bomb threats; significant breaks in heat, power or water services; contagious illnesses; contamination of air, water or food; violent crime; explosion; fires; natural disasters such as severe snow storms, hurricanes, and earthquakes; external disasters such as airline crashes; chemical spills; and civil disturbances.

Emergency Plan Activation

This emergency/disaster plan shall be activated when:

- Civil authorities declare a state of emergency that directly and significantly affects either campus, whether local, regional, statewide or national.
- The University President or his/her designee declares a campus emergency.
- An occurrence, potential or actual, seriously disrupts the overall operation of the individual campus or threatens the health or safety of members of the University community.

Note: Unless otherwise directed by the President of the University, operational management of minor emergencies, i.e., potential or actual incidents which do not seriously affect the overall functioning of the campus, depending upon the nature of the incident, rests with either the Public Safety Department or the Physical Plant Department, in consultation with related department heads and in accordance with established protocols.

In the case of a perceived campus-level emergency, the Public Safety Department should be notified. The Public Safety Officer on duty during the time of the incident will notify the **President of the University or his/her successive designees in the order that appears below**. The President or the

designee reached will declare if a campus-level state of emergency exists and activation of the plan is in order. If the University declares a state of emergency, the first designee reached activates the **internal communication plan**.

The first designee reached is responsible for maintaining a log of who on the Emergency Management Team has been reached and who has not been reached. All members of the Emergency Management Team, if reached, must report back to the designee within one half hour of notification, if possible.

The President or his/her designee has the responsibility to decide if the emergency response plan is to be activated, including the establishment of the emergency command center, the recall of University officials or their designees to campus during non-work hours, and the identification and recall of other University administrators who could assist in the emergency response effort.

Emergency Management Team Contact List

In the case of a state of emergency declared by civil authorities, all designated emergency personnel should attempt to report for duty and assume their defined roles if permitted by civil authorities, whether or not they have received official notification from the University.

Note: The University has the right to expect employees to make themselves available for work in the event of an emergency, to report promptly, and to remain as long as is deemed necessary.

Successive designees for determination of University emergency:

1. President
2. Provost
3. Dean of Administration
4. Dean of Students
5. Dean of Enrollment
6. Development and External Relations Officer
7. Director of Public Safety
8. Director of Physical Plant
9. Other officers of the College

For incidents that require immediate University/Campus notification the first person contacted on this list will initiate the notification using Rave Alert.

Note: see Campus Contacts and Resources Sheet for specific names and contact information

Emergency Management Team

In the event that a campus emergency is declared, the President or his/her designee will initiate the notification of the Emergency Management Team. At the earliest possible time, all available members of the Emergency Management Team are to assemble at the emergency command center or, if not accessible, at the secondary emergency command center. Once assembled, the assistant to the President, if present, or a person designated by the President will assume the responsibility of keeping an accurate log of all actions taken by the team.

The Emergency Management Team consists of:

- President
- Provost
- Dean of Administration
- Dean of Students

- Dean of Enrollment
- Development and External Relations Officer
- Associate Academic Dean
- Director of Public Safety*
- Director of Physical Plant
- Chief Technology Officer
- Director of Human Resources
- Director of Student Life
- Executive Director of Communications
- General Manager of dining services
- Area Director of dining services
- Head Trainer for Athletics

In addition, the administrative assistant to the President will be contacted along with the Emergency Management Team and will provide administrative assistance to the team.

* The Director of Public Safety or designee is responsible for informing all necessary outside agencies of any campus emergency

Internal Communications Systems used to contact members of the Emergency Management Team

The first Designee reached will notify members of the Emergency Management Team using some, or all, of the methods below:

- NVU Rave Alert message to private Emergency Management Team group
- NVU Email
- Voice calls or text messages

First Administrator on the Scene

If the emergency occurs during non-office hours, the individual(s) assuming the most responsibility will be in the following descending order.

1. A member of the Executive Team
2. The Director of Public Safety
3. The Director of Physical Plant
4. The Director of Student life/Residence Life

The first member of the Emergency Management Team to arrive on the campus will report to the Public Safety Officer on duty and will assume responsibility for directing response activities until the President, his/her designee, or a senior officer arrives.

This Emergency Management Team member will open the Emergency Operations Center, establish an Incident Command Post, and designate a staging area, as needed and/or as advised by the President or his/her designee. Alternates or staff of other senior officers will report to the team member and/or senior officer on the scene.

Once notification of the President or his/her designee has occurred, full responsibility for directing University efforts rests with the President or his/her designee.

Outside Agencies

Certain incidents will require the response of outside agencies such as Fire and Police. In the event that outside agencies are needed and respond to a declared state of emergency, those agencies will assume and designate an Incident Commander.

Outside Agencies assuming Incident command will direct response activities in cooperation with University Administrators.

Emergency Operation Center(s)

If an EOC needs to be established it will be established in one of the following areas, or in another location as deemed appropriate.

Lyndon Campus

- A. **Student Administrative Services Center located in room 348 of the Vail building.**
- B. **The Student Affairs offices located in the Rita Bole building.**

Johnson Campus

- A. **Student Financial Services Located in Martinetti Hall**
- B. **WLLC 216/217 Computer Lab**

In the event the campus is not accessible, Emergency Management Team members will be notified of an alternate location. (Such as the President's House, or another Campus Location TBD)

Each Public Safety office will have the responsibility of having on hand a supply of easel pads and markers that will be brought to the EOC in the event it is activated. Other equipment that may be needed will be procured from other campus locations (such as adjacent offices), if needed, to the EOC.

These items include:

- Computer(s) (w/email and internet access)
- photocopying equipment
- radio and/or television
- Fax machine
- Copies of the following:
 - Contact information for Emergency Management Team members
 - Directors/department heads/chairs contact list

In addition, the University offices designated below shall maintain the following current information which can be made readily available to the Emergency Management Team in the event of a campus emergency:

Contact Information on the following:	
College insurers College bank affiliates College insurance agents	Dean of Administration/ Controller
Local, county and state law enforcement; <ul style="list-style-type: none"> • Lyndon Campus: VSP-802-748-3111 • Johnson Campus: Lamoille County Sheriff's Office 802-888-3502 Lyndon Town Office 802-626-5785 Johnson town Office: 802-635-2611 Vermont emergency management 802-244-8721 Access/Egress (who has keys for what)	Public Safety
Members of the Board of Trustees	President's Office
Reasonably up-to-date lists with home address, telephone and emergency contact information for:	
All faculty, staff and administrators	Human Resources
Available information on all campus buildings including: Access/Egress (who has keys for what) (Lyndon only) Number of rooms and residents in each residence hall Locations of boilers, electrical closets, valves, gas lines, Computer lines, telephone hubs Fire and Smoke Alarms Functions performed in the building Storage or existence of hazardous materials Particularly valuable items or data Special resources available (e.g., food supplies, evacuation space)	Physical Plant, Residence Life
Media communication contacts	Communications and Marketing

For additional contact information see Contacts and Resources Addendum

Operations Plan Priorities

The Emergency Management Team will, upon assembly:

- a. Assess the situation
- b. Determine resources needed and/or available to address the emergency
- c. Issue staff assignments
- d. Establish necessary communication with outside agencies and civil authorities
- e. Monitor progress and continue assessment
- f. When appropriate, declare end of emergency status
- g. Designate one of its members as keeper of a log of events/actions. This person will normally be the assistant to the President.

Priority Goals

The essential goals of the Emergency Management Team will be, in order:

1. Preservation of human life and welfare
2. Preservation of human health and safety
3. Protection of University property and, where possible, personal property
4. Maintenance of University programs and operations
5. Respond to external community needs.

Priority Locations

The campus buildings and areas that will receive priority attention with regard to normal operation (restoration of services, maintenance, and use), in order, are:

1. Emergency Operation Center (EOC)
2. Public Safety and Maintenance areas
3. Residence halls
4. Food service
5. Health services (during the academic year)
6. Administration building and other administrative and academic facilities
7. Recreational facilities

The Emergency Management Team will prioritize locations within these categories and among all remaining locations.

Priority Objectives

The objectives outlined below relate to the priority goals above. "Priority I Objectives" relate to preservation and safety of human life; "Priority II and III Objectives" relate to preservation of property and restoration of normal operations. Effort and action will focus on Priority I Objectives until substantially met. Priority II and III Objectives will be addressed as resources are available.

Priority I Objectives

1. Establish emergency communications and if warranted notify the campus immediately.**
2. Assess damage, injuries, and location of major problems.
3. If crime scene exists preserve area as best as possible for area law enforcement.
4. Evacuate affected locations pending additional assessment.
5. Isolate dangerous areas until judged safe for reentry.
6. Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
7. Repair utilities and lifelines to prevent further life/safety hazards.
8. Identify and rescue persons trapped in damaged facilities.
9. Control secondary hazards.

Priority II Objectives

1. Communicate critical information and instructions to campus, the public, families and students. **
2. Shore up damaged facilities that pose safety hazards.
3. Provide emergency food and shelter as needed.
4. Conduct rapid structural engineering assessment of campus facilities.
5. Track status of all injured and missing University students and personnel.
6. Restore University telecommunications systems as soon as possible.
7. Assess local transportation conditions and advise campus regarding viable routes.
8. Secure closed facilities.
9. Begin documentation of damages.

Priority III Objectives

1. Initiate data recovery plans.
2. Identify and secure valuable University materials.
3. Normalize flow of supplies and equipment from off campus.
4. Provide psychological and personal assistance to staff, faculty, students and others impacted by the event.
5. Reallocate residential, academic and administrative operating space, if necessary.
6. Provide space to external agencies, if necessary and possible.

**Any messages sent to the campus community, through any means, must be approved by the Incident Commander prior to sending.

Unit Responsibilities

Under a declared emergency, the Emergency Management Team will assign responsibilities to operating departments and offices. Departments and offices may be directed to suspend day-to-day operations that do not contribute directly to emergency management. Individuals not in specified emergency areas may be temporarily reassigned to assist in emergency operations.

Emergency Management Team Roles/Job Assignments

Job assignments to University departments and offices defines the specific responsibilities expected to be assumed by specific personnel.

Public Safety Department

- a. Maintain communication with Federal/State/County/Local public safety agencies.
- b. Maintain liaison with fire and rescue protection services to assist in their operations.
- c. Request initial fire protection services, rescue operations and emergency medical services and provide assistance to them in obtaining access to emergency sites.
- d. Coordinate crowd and traffic control.
- e. Provide and/or coordinate protection for life and property at emergency and related sites.
- f. Provide emergency access to buildings and offices for University administrative staff.
- g. Provide or coordinate transportation services.
- h. Provide general safety advisories.
- i. Collect, inventory, and secure personal property left at the emergency site and return such property to the rightful owners, unless needed as evidence.

Physical Plant

- a. Maintain liaison with utility providers to coordinate continuation of services.

- b. Maintain and provide as needed information on building infrastructures, maps, construction descriptions, etc.
- c. Coordinate any surveys of utilities or buildings for damage and/or securing of buildings and areas.
- d. Direct services restorations, cleanup operations.
- e. Compile and submit reports required by federal or state law, regarding hazardous materials, etc.
- f. Provide health and safety assessments to the Emergency Management Team.
- g. Provide emergency repairs and fuel supplies for University apparatus and equipment in use during an emergency.
- h. Identify, evaluate and monitor the presence of hazardous materials and other public health hazards.
- i. Act as site liaison with regulatory agencies as necessary during hazardous materials incidents.

Information Technology (Computing)

- a. Assure the integrity of the telecommunications infrastructure and data systems and implement data disaster recovery plan.
- b. Provide Emergency Management Team with evaluation and assessment of communications and data retrieval capabilities.

Dean of Students

- a. Manage all student services.
- b. Provide information and communication to students and their families in coordination with the Communications Office.
- c. Direct and manage housing and food service programs for both emergency and non-emergency related students and personnel.
- d. Provide and/or direct counseling and psychological support and services to students and other members of the University community dealing with immediate and longer-term emergency generated trauma.
- e. Assist other University units in field triage, evacuation, and cleanup or wherever the Emergency Management Team identifies manpower needs.

Communications Office

- a. In consultation with members of the Emergency Management Team, coordinate and provide information about the University's situation and response to the emergency to the University community and the general public.
- b. If necessary, establish and maintain, with the assistance of authorities, if necessary, appropriate, restricted "press areas" to provide regular information updates to the media.
- c. In consultation with the Emergency Management Team, coordinate and provide information to the media.
- d. Assist the dean of students and the Student Life staff with the provision of information to students and the families of students and staff.
- e. If necessary, contact Vermont's 211 service

Health Services

- a. Coordinate first aid, either at the health services facility or at alternate campus locations, as necessary.
- b. Provide psychological support to campus community in conjunction with other student affairs personnel.
- c. Provide liaison services with area hospitals, re: medical records of students, lists and conditions of those hospitalized, etc., as needed.
- d. Treat minor injuries at health services, if necessary.

Chancellor's Office

- a. Review and clear all public relations and student affairs statements or reports concerning the possible cause of accidents or emergencies, potential liability for accidents or injuries, and all other legal concerns or problems.
- b. Assist the Office of the Controller in the processing of all personal and property insurance claims arising from the emergency.
- c. Coordinate the University investigation and reporting on the probable cause or nature of the emergency and the University's response to it.

Supplementary Procedures and Policies

This document sets forth the operational and governance responsibilities in the event that the President of the University declares a campus emergency. Existing protocols, policies and procedures that address safety, campus access, campus disturbances, notification of parents, students in distress, and the like, remain in force unless otherwise specified as "suspended due to emergency" by the President, his/her designee, or the Emergency Management Team.

In addition, the Public Safety Department has operational responsibility for the campus's security procedures. The Director of Physical Plant has been designated as the University's fire safety officer and will be responsible for fire safety procedures.

Development and Implementation of Supplementary Emergency Procedures

Whenever necessary, departments shall develop supplementary emergency procedures based upon the priorities and responsibilities outlined in this document. These supplemental emergency procedures must be approved by the Emergency Management Team and become an addendum to this document. Departments will need to review these supplemental reports yearly and submit any noted changes.

Reporting to Campus

In the event of an emergency during non-working hours, Administrative Directors of departments should be prepared to report to the campus, unless directed otherwise by a member of the Emergency Management Team. Other administrators and faculty should await notice from their department directors, unless supplementary plans indicate otherwise. Those reporting to campus will be told where to report depending on the location of staging areas and what role they will assume.