

# Master Emergency Plan



for Northeastern Oklahoma A&M College

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Developed by the  
NEO Crisis Management Committee

2005

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NORTHEASTERN OKLAHOMA A&M COLLEGE  
EMERGENCY OPERATIONS PLAN**

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## **BASIC PLAN**

### **I. PURPOSE**

- A. The purpose of the Northeastern Oklahoma A&M College Emergency Response Plan is to provide a rapid, coordinated and effective response to dangerous man-made or naturally occurring incidents or events for the purpose of protecting the public health and safety, the College environment, to preserve and safeguard property, and then to:
  - 1. Provide direction and information to responders for the management of dangerous man-made or naturally occurring incidents or events.
  - 2. Reduce duplication of emergency response efforts between College departments and agencies.
  - 3. Organize and coordinate all available manpower and prepare materials, supplies, equipment, facilities and services necessary for emergency disaster response to any man-made or naturally occurring incident or event.
  
- B. This plan sets forth a comprehensive (multi-use) emergency management program for Northeastern Oklahoma A&M College. It seeks to:
  - 1. Mitigate the effects of hazards.
  - 2. Prepare measures to preserve life and minimize damage.
  - 3. Enhance response during emergencies and provide necessary assistance.
  - 4. Establish a recovery system in order to return the College to its normal state of affairs.
  
- C. Northeastern Oklahoma A&M College is committed to ensuring the health, safety and welfare of persons and protection of property on the NEO campus should an emergency occur.
  
- D. It is the policy of the College that in the event of a major emergency or disaster, College personnel and equipment will prioritize their response as follows:
  - 1. Life Safety.
  - 2. Preservation of the College's property and structures.
  - 3. Restoration of College utilities.
  - 4. Restoration of academic program and general College operations.

## E. LEVELS OF EMERGENCY RESPONSE

1. LEVEL 1 - Small-scale, localized incident contained to a single space such as a laboratory, loading dock, etc. Easily contained utilizing existing campus resources. Describes types of problems (chemical spills, power outages, etc.) occurring during typical day-to-day operations. Does not involve evacuation of large numbers of personnel (if any). EOC activation procedures incorporated in the Plan typically would not be activated for a Level 1 event.
  - a. Many events occur on a daily basis that are dealt with using standard operating procedures by the Campus Police and Physical Plant. Each event is closely monitored and the level of risk dictates the response. Additional resources may be requested if there is any indication that a higher level of response is needed or required.
  - b. Examples: Personal injuries, medical problems, thefts, minor protests, fire alarms, building power failures, broken pipes, minor chemical spills, gas pipeline leaks, etc.
2. LEVEL 2 - Larger in scope and size. A more serious event involving an entire floor or building that could possibly affect many people. May involve large-scale evacuation and includes the need to access off-campus emergency response resources (fire department, etc.) to effectively control the situation. Major components of the Plan could be fully or partially implemented, and the Emergency Operations Center activated, as required. These situations are normally handled by the existing incident command system.
  - a. Physical Plant and Campus Police both have roles in these events and are responsible for contributing to the coordination of the overall response (see Incident Response in Annex A).
  - b. Examples: Fire, bomb threat, building evacuation, hostage situation, terror-related event, natural gas or propane leak/eruption, chemical spill, power failure in multiple buildings, entrapment in building or equipment, winter storm or tornado warning.
3. LEVEL 3 - Campus-wide disaster event causing widespread damage and injuries that overwhelms available resources and personnel. Such disasters pose a major threat to life and property and can impact the well being of large numbers of people. Outside emergency response resources from local and state agencies plus the potential of private assistance would be used in addition to full activation of all procedures contained within the Plan.
  - a. It has the potential to interrupt the normal activities of the College for an extended period of time. This could also be an external Community-based situation that disrupts the operations of the College.
  - b. Examples: Tornado, major fire, major flood, radioactive or chemical contamination, disease outbreak, sustained blizzard conditions, major natural gas pipeline eruptions or extended utility outage.

## II. SITUATION AND ASSUMPTIONS

### A. Situation

1. Northeastern Oklahoma A&M College (NEO) is contiguous to, and abounds the City Of Miami, Ottawa County, Oklahoma. The College is located approximately 100 miles northeast of Tulsa, Oklahoma and 30 miles southwest of Joplin Missouri on Interstate 44, mile marker 313. The 2000 census of population for Ottawa County was 33,194. Miami's population census in 2000 was 12,033. The College itself during the daytime serves a population of around 2,000 faculty, students, staff and visitors. However, on specific days such as during concerts, sporting events, or other school sponsored activities, the population on campus can swell to many more individuals. Some lands and properties of the College covered by this plan are not contiguous with the geographic boundaries listed above, such as:
  - a. NEO College Farm
  - b. 6 acres of land east of and across the highway from the College farm
  - c. NEO-Grove Higher Education Center at 1201 NEO Loop, Grove, OK
2. The College is exposed to many hazards, all of which have the potential for disrupting both the mission and service rendered to faculty, staff, students and visitors.
3. A hazard is defined as any action that may cause damage or create casualties within the boundaries and jurisdiction of the College or its non-contiguous sites. College officials and local emergency management practitioners conducted a hazard analysis for the purpose of determining risk. The hazard analysis was used to construct a vulnerability check list to determine the highest existing hazard risk for which planning and mitigation activities should be directed.
  - a. A vulnerability assessment has rated the following as the top hazards to which NEO is most vulnerable:
    - 1.) Fire
    - 2.) Hazardous material spills (in a facility or on a highway)
    - 3.) Weather-related events, i.e., tornados, wind, and ice storms
    - 4.) Floods, dam failure.
  - b. Secondly, other potential hazards that may occur in the vicinity or at the College are:
    - 1.) Terror-related events
    - 2.) Civil disorder (riot, campus unrest)
    - 3.) Damaging earthquakes
    - 4.) Radiological/biological incidents
    - 5.) Utilities failure (power, phones, sewage, natural gas)
    - 6.) Grass/wildfires

### B. Assumptions

1. Northeastern Oklahoma A&M College will be exposed to the hazards identified above as well as others, which may develop in the future.

2. The College recognizes its responsibilities with regard to public safety and will exercise its authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
3. If properly implemented, this plan should reduce, mitigate, or prevent disaster-related losses.

### **III CONCEPT OF OPERATIONS**

#### **A. General**

1. It is the responsibility of the President of Northeastern Oklahoma A&M College and his/her leadership team (Executive Policy Group) to undertake comprehensive management of emergencies in order to protect life and property from the effects of hazardous/life-threatening events.
2. This plan is based upon the assumption that emergency functions performed by various College and non-College groups responding to an emergency will generally parallel their normal day-to-day functions.
3. The Executive Policy Group will contact local emergency agencies and request response resources that are not available within the College's own resources in order to manage events. Other levels of government provide resources not available at the local level.
4. When the emergency exceeds the College's capability to respond, or the capability of Miami Fire Department, assistance from the state government will be requested through the Oklahoma Emergency Operations Center at 405-521-2481 (non-emergency) or 800-800-2481 (bonafide emergency only).
5. Day-to-day functions that do not contribute directly to the College's emergency response actions may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks identified by the Director of Emergency Management.
6. This comprehensive emergency management plan is concerned with all types of hazards that may occur or impact the College. The Plan is comprehensive because it accounts for activities before, during and after the disaster.

#### **B. There are four phases of Emergency Management:**

1. Mitigation - Activities that eliminate or reduce the probability of a disaster occurring. Mitigation includes long-term actions that lessen the undesirable effects of unavoidable hazards.
2. Preparedness – College actions needed to develop the response capabilities required in the event of an emergency. Planning, training and exercises are among the activities conducted under this phase.
3. Response - The actual providing of emergency services during a crisis. Response actions help to:
  - a. Reduce casualties and damage, and
  - b. Speed recovery.

- c. Response activities include:
  - 1.) Warning
  - 2.) Evacuation and rescue
- 4. Recovery - Short-term and long-term process.
  - a. Short-term operations seek to restore vital services to the College and to provide the basic needs of the public.
  - b. Long-term recovery focuses on restoring the College to its normal, or improved, state of affairs. Examples of recovery actions include restoration of non-vital administrative and environmental services and reconstruction in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent disaster.

#### **IV. TASK ORGANIZATION AND RESPONSIBILITIES**

##### **A. General**

Most of the departments within the College have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency standard operating procedure (SOP) to fulfill these responsibilities. Some responsibilities, but not all, are outlined under "Task Assignments" and amplified in the function-specific annexes of this plan.

##### **B. Organization**

- 1. See Annex A, Appendix 1, for Emergency Services Organization.
- 2. The Northeastern Oklahoma A&M College Executive Policy Group for the purpose of emergency management is or may be composed of the following:
  - a. President, Northeastern Oklahoma A&M College
  - b. Vice President for Academic Affairs
  - c. Vice President for Fiscal Affairs
  - d. Vice President for Student Affairs
  - e. Chief of Campus Police
  - f. Director of Physical Plant
  - g. Director of Public Information
- 3. The Executive Policy Group will:
  - a. Prepare and disseminate the College Master Emergency Plan by meeting as the Emergency Planning Committee. Be responsible for formulating, maintaining, and testing a Master Emergency Plan that provides guidelines for major incident response;
  - b. Regularly update the College Emergency Operations Plan to ensure that it is consistent with the needs of the College;
  - c. Ensure required resources are available for reaction to major emergencies and disasters;
  - d. Arrange appropriate mock testing and exercising of the Emergency Response Plan.

4. The Executive Policy Group is responsible for the administration and funding of the overall emergency planning and response program at NEO.
  - a. Members will direct the Director of Emergency Management to:
    - 1.) Coordinate as necessary with the City of Miami to ensure compatibility with the City's emergency plan.
    - 2.) Coordinate with the City of Miami as required to ensure emergency personnel will be able to assist the College Community and the surrounding population in the event of a widespread emergency or disaster.
    - 3.) Establish necessary mutual aid agreements with other institutions, organizations, or businesses to ensure adequate resources to cope with emergency situations that may arise.
  - b. Budget proposals for seminars/conferences, equipment, software, exercises, personnel, training, or other emergency management activities will be coordinated by the Vice President for Fiscal Affairs and the Vice President for Student Affairs (Director of Emergency Management).
5. As Chief Executive Officer, the President assigns day-to-day responsibility for the NEO Master Emergency Plan to the Vice President for Student Affairs and designates him/her as the College Director of Emergency Management.
  - a. The Director of Emergency Management is empowered to select from his/her staff competent individuals to fill some or all of the following emergency management positions:
    - 1.) College Emergency Management Coordinator
    - 2.) College Emergency Management Planner
    - 3.) College Emergency Management Trainer
    - 4.) College Emergency Management Specialist
      - a.) FEMA-certified master trainer
      - b.) FEMA-certified master exercise official
      - c.) FEMA-certified emergency operations center command staff
6. The Emergency Operations Staff (EOC Operations) is composed of the following sections:
  - a. EOC Staff Coordinator: Selected by the Director of Emergency Management.
  - b. Communications/Message Center Section: Staffed by IT
  - c. Damage Assessment Section: Staffed by Physical Plant Dept.
  - d. Public Information Section: Staffed by Public Information Office
  - e. Warning Section: Staffed by Physical Plant Department
  - f. Shelter/Evacuation Section: Staffed by Student Affairs
  - g. Administration Section: Staffed by Administration

- h. Transportation Section: Staffed by Physical Plant and Motor Pool
  - i. Information Technology Systems: Staffed by Information Technology
  - j. Bio/Radiological/Chemical (as necessary): Staffed by Physical Plant
7. The Emergency Services Coordination Group is composed of the following positions as assigned to the officials (coordinators) listed below:
- a. Law Enforcement Service: NEO Campus Police Chief
  - b. Fire/Rescue Service: NEO Campus Police Chief & City of Miami
  - c. Health/Medical Service: NEO Director of Allied Health and Director of Nursing
  - d. Shelter/Mass Care Service: Student Affairs Representative and the County American Red Cross Chapter
  - e. Resources Management Service: Housing Director and Custodial Supervisor
  - f. Maintenance/Public Works/Engineering Services: Physical Plant Representative(s)
  - g. Public Utility Services: Physical Plant Representative and then: Managers of companies that provide natural gas, electricity and telephone services within the county.
  - h. Manpower Services (as required): Director of Physical Plant
  - i. Biochemical/Radiological (as required): Staffed by College Physical Plant Trainees

8. Emergency Service Coordinators

Emergency service coordinators are individuals of agencies, units, or departments within the College and volunteers with functional expertise required to adequately respond to most emergencies. They are responsible for the operation of their work units and/or coordinating their actions with other College work units and volunteer agencies to efficiently apply all available resources to the emergency confronting the College.

9. Emergency Operations Center (EOC) Support and Special Staff.

EOC support and special staff members are volunteers who have skills and training in areas needed to provide a total response to an emergency. They may assist the emergency service coordinators in the accomplishment of their duties, perform functions within the EOC to enhance efficiency, or perform critical tasks outside of the scope of government departments.

C. Task Assignments and Responsibilities

1. Director of Emergency Management is responsible for:

- a. Establishment of an Incident Command System Group (ICSG) to coordinate responses to any situation requiring multi-department/jurisdictional involvement. The ICSG is comprised of members of the Emergency Services Coordination Group.
- b. Coordination of the development and ongoing currency of an effective emergency preparedness program for the College to include:



- 1.) Scheduling of meetings
- 2.) Administrative support relating to the emergency planning process
- 3.) Forwarding of appropriate updates to all members of the Executive Policy Group.
  - c. Coordination of all phases of emergency management
  - d. EOC communication capability
  - e. Public information and education
  - f. EOC operation
  - g. Comprehensive emergency management planning
  - h. EOC staff training
  - i. Warning system planning
  - j. Damage assessment planning
2. The Chief of Campus Police or his/her designated alternate is responsible for:
  - a. Maintaining law and order
  - b. Traffic control
  - c. Access control of restricted areas
  - d. Security of vital facilities
  - e. Communication system support
  - f. Liaison with other law enforcement agencies
  - g. Search and rescue operation support
  - h. Post-incident investigation
  - i. Determination of responsibilities for prosecutorial action
  - j. Fire Suppression
  - k. Hazardous Material Decontamination
  - l. Hazardous Material Operations
  - m. Toxicological/Radiological Assessments
  - n. Warning System Operation and Maintenance
  - o. Fire Safety Education and Training
  - p. Extinguisher Analysis and Maintenance
  - q. Post-Fire Investigations
  - r. Fire Alarm and Sprinkler System Operation and Maintenance
  - s. Facility Inspections
3. Miami Fire Department is responsible for:
  - a. Fire suppression
  - b. Emergency medical services
  - c. Search and rescue operations
4. NEO Physical Plant is responsible for:
  - a. Debris clearance
  - b. Providing architectural/engineering assessments/expertise
  - c. Maintaining roads
  - d. Assisting with damage assessment
  - e. Assisting in decontamination operations
  - f. Restoration of utilities

5. The Directors of Nursing and Allied Health in conjunction with the Chief of Campus Police and the County Medical Examiners Office, when committed, are responsible for:
  - a. Collecting, identifying and coordinating internment of deceased victims caused by disaster
  - b. Coordinating funeral home support of disaster operations
  - c. Investigating sanitation conditions and establishing safe standards for crisis relocation, emergency shelter or disaster relief operations
  - d. Coordinating medical support and epidemic control
  - e. Inspecting food and water supplies
  - f. Providing public health education
6. Dept. of Human Services County Office, when committed, is responsible for:
  - a. Providing provisions/funds for emergency aid
  - b. Coordination with the Red Cross and other related agencies
7. The National Guard, when committed, is responsible for assisting in:
  - a. Radiological protection
  - b. Law enforcement and traffic control
  - c. Search and rescue operations
  - d. Providing military engineer support and assistance in debris clearance
  - e. Providing logistical support with supply, transportation, maintenance, and food service support
  - f. Providing communication support
8. State and Federal Support is responsible for:
  - a. Public welfare assistance
  - b. Resources
  - c. Law enforcement
  - d. Health and medical
  - e. Debris clearance
  - f. Public information and education
9. The American Red Cross, when committed, is responsible for:
  - a. Providing reception, care, food, lodging and welfare assistance throughout Ottawa County
  - b. Coordinating all personnel relief activities for any type disaster
  - c. Operating shelters for disaster relief
  - d. Providing damage assessment of private property
  - e. Providing First Aid Support and blood supply to disaster relief medical operations
  - f. Providing counseling service
10. The Salvation Army is responsible for:
  - a. Supporting shelter/congregate care operations
  - b. Providing field canteens

- c. Providing counseling service
- 11. Medical Service Providers are responsible for:
  - a. Emergency medical care for disaster victims
  - b. Health care
  - c. Crisis counseling
- 12. NEO requirements for shelter and evacuation—see Annex E.

**V. DIRECTION AND CONTROL**

- A. The final responsibility for all emergency management belongs to those officials of the College who are members of the Executive Policy Group. This group is the decision-making group for all policy-level decisions. During response operations, the Policy Group acts in concert and advises/directs the activities of the entire response organization through the EOC.
- B. The Director of Emergency Management is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the Executive Policy Group on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The Director also acts as liaison with other local, county, state and federal emergency management agencies.
- C. Specific persons in departments, work units/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. Department Heads, Work Unit/Agency Supervisors will retain control of their employees and equipment during response operations. Standing operating procedures (SOPs) are required of each department, work unit, or agency having responsibilities in this plan. These SOPs must include:
  - 1. Method for the recall of personnel during non-duty hours.
  - 2. Prioritization of tasks to guide recovery work.
  - 3. Procedures to be followed that deviate from normal.
  - 4. Specific emergency authorities that may be assumed by the designated successor during emergency situations.
- D. During some periods of an emergency, Department Heads, Work Unit Supervisors and/or Coordinators will be required to remain in the EOC and direct their departments from that facility. During any large-scale emergency, the EOC will in fact become the focal point for the Administration and control of all College functions for the duration of the crisis.

**VI. CONTINUITY OF ADMINISTRATION**

The succession of leadership within the College is as designated by the President or in lieu of the President, the Vice Presidents as a group.

- A. Line of succession for the Director of Emergency Management will be the Chief of Campus Police.
- B. Line of succession for each department head/coordinator is according to the department rules and/or standing operating procedures established by each department.
- C. Preservation of Records.  
In order to provide normal operations following a disaster, vital records must be protected.

The principal causes of damage to records are fire and water; therefore, essential records will be protected accordingly. The Executive Policy Group designates a specific repository for the safe keeping of critical University records in times of emergencies.

## **VII. ADMINISTRATION AND LOGISTICS**

### **A. Emergency Authority**

1. A summary of existing Oklahoma legislation pertaining to emergency management is listed in Section IX of this plan.
2. Provisions for local emergency powers are found in the Oklahoma Code and local ordinances, which include but are not limited to:
  - a. Declaration of States of Emergency
  - b. Contracts and Obligations
  - c. Control of Restricted Areas
  - d. Liability

### **B. Agreements and Understandings**

Should College resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, peer and higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

### **C. Reports and Records**

Required reports will be submitted to the appropriate authorities in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at the EOC.

### **D. Relief Assistance**

All individual disaster assistance provided by the government will be administered in accordance with policies set forth by the Oklahoma Department of Human Services and those Federal agencies providing such assistance.

### **E. Consumer Protection**

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Oklahoma Attorney General's Consumer Protection Division, via the Legal Counsel of Northeastern Oklahoma A&M College and A&M Board of Regents.

### **F. Nondiscrimination**

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

### **G. Administration and Insurance Claims**

Commercial insurance companies and adjustment agencies normally handle insurance claims on a routine basis. Complaints should be referred to the Oklahoma Insurance Commissioner via NEO Risk Management. Adjustors of private insurance companies are usually dispatched to a disaster area to assist with claim problems.

H. Management of Manpower (Paid and Volunteer)

The Director of Physical Plant, through the Vice President for Fiscal Affairs, will manage manpower, both paid and volunteer.

I. Duplication of Benefits

No person will receive assistance with respect to any loss for which he has received financial assistance under any other program or for which he/she has received insurance or other compensation. This also applies to business concerns or other entities.

J. Use of Local Firms

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms and individuals residing or doing business primarily in the areas affected.

K. Preservation of Historic Properties

The State Historical Preservation Officer (SHPO) will be notified when the Governor declares that a state of emergency exists as the result of a disaster. The Director of the Oklahoma Department of Civil Emergency Management will arrange for the SHPO to identify any existing historic properties within the designated disaster area.

**VIII PLAN DEVELOPMENT AND MAINTENANCE**

- A. The contents of this plan must be known and understood by those people responsible for its implementation. The Director of Emergency Management is responsible for briefing College officials and members concerning their role in emergency management and the contents of this plan in particular.
- B. Department Heads, Work Unit supervisors/coordinators are responsible for development and maintenance of their respective segments of this plan and their appropriate supporting SOP's as stated here and set forth in Section VIII of each Annex.
- C. The Executive Policy Group will ensure that an annual review be conducted by all officials involved in the execution of this plan. The Director of Emergency Management will coordinate this review and any plan revision and distribution found necessary.
- D. This Plan will be tested at least once a year in the form of a simulated emergency exercise (drill, tabletop, functional, or major multi-agency/jurisdictional) in order to provide practical, controlled experience to those emergency managers tasked within the plan. The Director of Emergency Management may, at his/her discretion, conduct more than one emergency management training activity per year as money, manpower, or need arises.

**IX. AUTHORITIES AND REFERENCES**

A. Legal Authority

1. Federal

- a. Federal Civil Defense Act of 1950, Pub. L. 81- 920 as amended.
- b. Disaster Relief Act of 1974, Pub. L. 93-288 as amended.
- c. Emergency Management and Assistance, 44 U.S. Code 2.1 (Oct. 1, 1980).

2. State of Oklahoma
  - a. Oklahoma Civil Defense and Disaster Relief Act.
  - b. Compendium of state legislation related to emergency management. Oklahoma Constitution, Art 6 Section 1-6.
3. Local: Legal authority for establishment of Emergency Management Organization(s):

Resolution Establishing Payne County Civil Defense Emergency Services Act and Disaster Program, May 21, 1979.

B. References

FEMA 20, Publications Catalog

FEMA L-136, Radio Amateur Civil Emergency Service (RACES)

Emergency Operations Plan for the State of Oklahoma

**APPENDICES**

- APPENDIX 1 - Definitions
- APPENDIX 2 - List of Acronyms

## DEFINITIONS

AGENCY LIAISON OFFICER (ALO): Persons appointed by Director of designated state agencies who shall operate under the Director, Department of Civil Emergency Management, during emergency periods to coordinate an agency's actions for providing effective relief and assistance in accordance with this plan and Public Law 93-288.

DISASTER: A dangerous event that causes significant human and economic loss and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required. Disaster requires resources beyond those available locally.

EMERGENCY: While an emergency may have been devastating, it is a dangerous event that does not result in a request for State or Federal assistance.

"EMERGENCY" AS PROCLAIMED BY THE GOVERNOR: Whenever, in the opinion of the Governor, the safety of Oklahoma and its citizens requires the exercise of extreme measures due to an impending or actual disaster, he may declare an emergency to exist in the state, or any part of the state, in order to aid individuals and local government.

EMERGENCY OPERATIONS CENTER (EOC): A centralized facility to be utilized by the governments for direction, control and coordination.

EMERGENCY PERIOD: The period of time immediately before, and/or immediately following the impact of a catastrophe when severe threats exist to human life, animals, other private and public property and/or the environment.

EMERGENCY SUPPORT TEAM: Teams of federal personnel formed by the Director, Federal Emergency Management Agency, Region VI, and deployed in a declared major disaster area to assist the federal coordinating officer in carrying out his responsibilities.

FEDERAL COORDINATING OFFICER (FCO): The person appointed by the President of the United States to operate under the Director, Region VI Federal Emergency Management Agency to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR): The person appointed by the Governor of Oklahoma in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

HAZARD: Any action that may cause damage or create casualties within the boundaries and jurisdiction of the College or its non-contiguous sites.

LOCAL GOVERNMENT: Any county, city or incorporated town in the State of Oklahoma. For the purpose of this document local government is the Administration of Northeastern Oklahoma A&M College as directed by the President of the College.



LOCAL MASS CARE CENTER: A place selected locally by the private volunteer groups to provide care for individuals dislocated during the emergency period. Services provided are lodging, feeding, registration, first aid and other social services.

MAJOR DISASTER: Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, volcanic eruption, landslide, snow storm, explosion, or other catastrophe in any part of the United States which, in the determination of the United States, causes damage of sufficient severity and magnitude as to warrant major disaster assistance under Public Law 93-288 above and beyond emergency services by the federal government, to supplement the efforts and available resources of the state, local governments and disaster relief organizations in alleviation of the damage, loss, hardship, or suffering caused thereby.

NATIONAL WARNING SYSTEM (NAWAS): A protected full-time voice communications system that provides warning information throughout the nation.

OKLAHOMA DEPT. OF EMERGENCY MANAGEMENT (ODEM): The agency responsible for preparation and execution of emergency functions to prevent, minimize and repair injury and damage resulting from hostile actions or natural disasters as stated in the Oklahoma Civil Defense and Emergency Resources Management Act of 1967.

PUBLIC FACILITY: Any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal aid street, road or highway and any other public building, structure or system.

RECOVERY PERIOD: That period of time subsequent to an emergency when economic recovery from disaster damage takes place, including the use of any available local, state, federal government and private resources.

VOLUNTEER SERVICE ORGANIZATION: Any organization that is non-government, nonprofit whose primary mission is to provide humanitarian support in times of need using public donated funds and volunteer personnel resources with or without a formal declaration of an emergency. (i.e.: American Red Cross, Salvation Army, etc.).

WATCH PERIOD: A period of time when meteorological conditions indicate a probability of severe weather phenomena.

**LIST OF ACRONYMS**

ARC	AMERICAN RED CROSS
ARM	AERIAL RADIOLOGICAL MONITOR
CAP	CIVIL AIR PATROL
CFR	CODE OF FEDERAL REGULATIONS
CHIP	CAPABILITY AND HAZARD IDENTIFICATION PROGRAM
CPG	CIVIL PREPAREDNESS GUIDE
CRP	CRISIS RELOCATION PLAN
CSP	COMMUNITY SHELTER PLAN
DAC	DISASTER APPLICATION CENTER
DEQ	DEPARTMENT OF ENVIRONMENTAL QUALITY
DFO	DISASTER FIELD OFFICE
DHS	DEPARTMENT OF HUMAN SERVICES
DOT	DEPARTMENT OF TRANSPORTATION (State & Federal)
DPS	DEPARTMENT OF PUBLIC SAFETY
DR&R	DISASTER RESPONSE AND RECOVERY
DSR	DAMAGE SURVEY REPORT
DWI	DISASTER WELFARE INQUIRY
EAS	EMERGENCY ALERT SYSTEM
ELT	EMERGENCY LOCATOR TRANSMITTER
EMI	EMERGENCY MANAGEMENT INSTITUTE
EMP	ELECTROMAGNETIC PULSE
EMS	EMERGENCY MEDICAL SERVICE
EOC	EMERGENCY OPERATIONS CENTER
EPA	ENVIRONMENTAL PROTECTION AGENCY
EPCRA	EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT
EPI	EMERGENCY PUBLIC INFORMATION
ESF	EMERGENCY SUPPORT FUNCTION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
HERO	HAZARDOUS MATERIAL EM RESPONSE ORGANIZATION
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
NAWAS	NATIONAL WARNING SYSTEM
NCIC	NATIONAL CRIME INFORMATION COMPUTER SYSTEM
NOAA	NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
NRCS	NATIONAL RESOURCES CONSERVATION SERVICE
NWR	NOAA WEATHER RADIO
NWS	NATIONAL WEATHER SERVICE
NWWS	NOAA WEATHER WIRE SERVICE
ODCEM	OK. DEPARTMENT OF CIVIL EMERGENCY MANAGEMENT
OHP	OKLAHOMA HIGHWAY PATROL
OIC	OFFICER IN CHARGE
OLETS	OK LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM
OMD	OKLAHOMA MILITARY DEPARTMENT
OSA	OKLAHOMA STATUTES ANNOTATED
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OSC	ON-SCENE COORDINATOR
PIO	PUBLIC INFORMATION OFFICER
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
RADEF	RADIOLOGICAL DEFENSE
RM	RADIOLOGICAL MONITOR

RO	RADIOLOGICAL OFFICER
RRT	RADIOLOGICAL RESPONSE TEAM
SAR	SEARCH AND RESCUE
SARA	SUPERFUND AMENDS AND REAUTHORIZATION ACT
SARDA	STATE AND REGIONAL DEFENSE AIRLIFT
SHPO	STATE HISTORICAL PRESERVATION OFFICER
SOP	STANDARD OPERATION PROCEDURE
USC	UNITED STATES CODE
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE
VOAD	VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTERS

## ANNEX A DIRECTION AND CONTROL

### I. PURPOSE

This annex establishes procedures for the development, manning, and operation of an emergency operations control center(s) (EOC) for Northeastern Oklahoma A&M College. The EOC coordinates all aspects of the College's response(s) to emergency situations. The President, the Director of Emergency Management, or the Chief of Campus Police, or designee, will activate the emergency operations center(s) when an emergency occurs or is possible and the threat of loss of life and/or excessive property damage may occur. This applies to both natural and manmade disasters.

### II. SITUATION AND ASSUMPTIONS

See Section II, Basic Plan.

### III. CONCEPT OF OPERATIONS

General. An effective Emergency Operations Center (EOC) is the key to successful response operations. The gathering of persons in authority, along with supporting staff personnel, in one location facilitates the prompt and effective employment of resources. It also enhances the coordination of activities, which will ensure all required tasks are accomplished without duplication of effort. The Director of Emergency Management or the Chief of Campus Police, or designee, will activate the EOC and alert those persons designated to occupy EOC positions when an emergency is recognized or has occurred. **In the case of a major emergency (Level 2 or 3), the NEO EOC will operate as a secondary site in support of the primary EOC site as developed by local agencies.**

### IV. TASK ORGANIZATION AND RESPONSIBILITIES

#### A. General

1. There are actually three (3) parts to the College Emergency Management Operations Team.
  - a. The Executive Policy Group - this group makes the highest decisions and/or approvals.
  - b. Emergency Service Coordination Group – this group coordinates emergency efforts and applies the actions most needed to the emergency situation at hand. The majority of these service supervisors will be located at the EOC. The coordination of activities of emergency services will be under the direction of the Director of Emergency Management.

c. Operations Staff Group – the operations staff group is comprised of sections that have many functions that are vital when operating in emergency situations. The functional responsibilities for each section or activity will be referred to in annexes to this plan. Each individual or agency that has an annex to this plan will provide a focal point manager to the EOC. He/she will work under the direction of the Director of Emergency Management and will coordinate with the Coordination Group when necessary.

2. The EOC may be activated by any policy group member when it appears that any portion of the College is, or may be, threatened with loss of life or extensive property damage. However, the Director of Emergency Management or the Chief of Campus Police or his/her designated representative – alternate normally activates the EOC.
3. Each Administrator/Director tasked to serve on the Emergency Services Coordination Group, or their designated replacement/representative, will immediately report to the EOC to direct and coordinate response(s) to the emergency confronting the College upon being notified of its activation.
4. The Director of Emergency Management will maintain, and when necessary, activate the procedures to recall/assemble the EOC staff. (See Appendix 3 to this Annex. EOC Activation Checklist.)

B. Organization

See Section IV, Basic Plan and Appendix 1, this Annex.

C. Task Assignments and Responsibility

1. Executive Policy Group

- a. Those College officials responsible for the protection of life and property of faculty, staff, students and visitors to the campus.
- b. The Executive Policy Group will exercise all normal powers contained in the State of Oklahoma Emergency Management and Resources Management Act of 1967, as amended in the performance of direction and control duties for emergencies confronting the College.
- c. Control of all crisis operations is vested by the President of Northeastern Oklahoma A&M College in the Director of Emergency Management as coordinated with the Executive Policy Group. Command and control may be delegated to responsible individuals as stated in this plan, or to an appropriate designee as time and duties dictate.
- d. See Section IV. Basic Plan.

2. Emergency Services Coordination Group

- a. The Director of Emergency Management, as Chief of Operations, may delegate to a subordinate the following duties, or may him/herself complete the tasks identified below for which responsibility exists.

- (1) Coordinating EOC staff activities to supply aid to disaster victims or areas.
  - (2) Makes routine decisions and advises the policy group on courses of action and/or decisions required.
  - (3) Responsible for insuring that College personnel who have been assigned primary responsibility for any of the emergency support functions identified in the College Plan are available in the EOC to facilitate coordination with the state and federal agencies providing the assistance.
  - (4) Responsible for keeping the EOC in an operational, ready state.
  - (5) Assign qualified people to EOC staff positions and keep a current roster of the staff.
  - (6) Responsible for developing an alert system and for alerting the policy group and the EOC staff of any impending emergency.
  - (7) Responsible for activating the EOC (after consulting with the policy group if time permits) and recalling the EOC staff.
  - (8) Supervises the EOC Operations staff and coordinates with the Coordination Group to assure timely aid or assistance is rendered to victims of the emergency.
  - (9) Schedules the EOC staff for a two shifts, around the clock, operation that shall continue until such time as the emergency terminates.
  - (10) Arranges for feeding of the staff.
  - (11) Updates the alert/staff roster and this Annex at least once each year.
  - (12) Holds briefings for the Policy Group and the Coordination Group to update their knowledge of the emergency situation.
  - (13) Makes provisions for displaying pertinent information, (major events/occurrences, damage survey information, requests for assistance, etc.), in the EOC for the Policy Group and the Coordination Group.
  - (14) Coordinates with the Policy Group and makes provisions for relocating staff members to an alternate EOC if the primary EOC becomes inoperable.
- b. Makes provisions for notifying all agencies involved in the emergency situation, (local, state, federal, and the private sector), that operations have been shifted to the Alternate EOC if the primary EOC becomes inoperable.
  - c. Law Enforcement Coordinator. See Section IV, Basic Plan and Annex I, Law Enforcement.
  - d. Fire and Rescue Coordinator (Fire Chief). See Section IV, Basic Plan and Annex K, Fire/ Rescue.
  - e. College Maintenance Coordinator. See Section IV, Basic Plan and Annex J,

Physical Plant.

f. Health & Medical Coordinator

- (1) See Section IV, Basic Plan and Annex H, Health & Medical.
- (2) Closely coordinate activities with Ottawa County Health Officials.

g Shelter/Mass Care Coordinator

- (1) See Section IV, Basic Plan and Annex F, Human Resources.
- (2) Coordinate shelter operations with the College Director of Emergency Management.

h Resources Coordinator

- (1) Compile an inventory of personnel, equipment, materials and facilities that may be needed in an emergency. This inventory will constitute the College Resource Data Book.
- (2) Provide manpower, supplies, material and/or equipment required by other coordinators to provide relief to the emergency situation.
- (3) Ration or establish priority use of critical or scarce resources during any emergency.
- (4) Maintain records of all expenditures for emergency resources obtained and give them to the appropriate official for disposition.
- (5) See Annex N, Resources Management.

3. The EOC Operations Staff

- a. Provide technical support and advice to the Policy Group and coordination group. This staff functions under the supervision of the Director of Emergency Management.
- b. The Operations Staff is composed of the following sections. Each requires a focal point manager and or other support personnel.
  - (1) Communications/Message Center
  - (2) Damage Assessment
  - (3) Public Information
  - (4) Administration
  - (5) Transportation
  - (6) Warning/Reporting
  - (7) Shelter Management/Evacuation

V. DIRECTION AND CONTROL

See IV. A. above and Section V, Basic Plan.

VI. CONTINUITY OF ADMINISTRATION

A. During any large-scale emergency the NEO EOC will become the secondary center for all local control. It will be from one of these centers that all decisions and direction will flow to the campus/faculty/staff/students/public concerning the emergency.

B. Lines of succession for critical personnel have been established and presented in Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. Emergency Operations Centers

1. Primary NEO EOC

a. Location

Current: NEO Campus Police Office

b. Facilities in the Primary EOC

(1) The working area and office-meeting space includes a squad/operations room and communication center.

(2) Minimal communications equipment as necessary for conducting emergency operations is in place.

2. Alternate NEO EOC

a. Current mutual aid agreements transfer the primary NEO EOC to the LRC in the event of the destruction or inoperability of the NEO Primary EOC.

b. Development of a secondary underground Alternate/Primary EOC is anticipated.

3. Incident Command Post

During emergency operations it may be necessary to set up an incident command post to coordinate response activities at the onsite location. Incident commanders will be responsible for establishing such required command posts. See Annex Q, this plan for typical operation.

a. All emergencies will be managed in accordance with the *National Inter-Agency Incident Management System's* (NIIMS) Incident Command System (ICS).

b. The Incident Command System (ICS) should be used on every incident. It provides a common framework under which different agencies can function effectively during an emergency. The ICS is a management tool to maximize the efforts of available resources. ICS operates under the direction of one Incident Commander.

B. Reports and Records

The type of emergency dictates the reports required.



1. Initial Disaster Report: This short report is designed to provide the Oklahoma Department of Civil Emergency Management EOC with basic information about any emergency situation. See Appendix 4, Tab A, this Annex. Damage assessment reporting is addressed in Annex P.
2. Events Log: Members of the EOC support staff to provide a history of actions taken will compile a record of major events and response actions. See Appendix 4 Tab B.
3. Other Reports: Additional report forms can be found in other annexes of this plan.

C. Media

News conferences will be held at regular intervals and will be planned by the Public Information Officer (PIO). Media personnel may be allowed into the EOC in small numbers when accompanied by the PIO or designee.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Director of Emergency Management is responsible for the content of this annex and for its currency. All EOC staff members must be familiar with its content.

IX. AUTHORITY AND REFERENCES

A. Authority. See Section IX, Basic Plan.

B. References

1. FEMA, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.
2. Digest of Oklahoma Laws
3. FEMA, CPG 1-5, Objectives for Local Emergency Management
4. FEMA, CPG 1-20, with Chg 1, Emergency Operating Centers Handbook

**APPENDICES**

**APPENDIX 1                      Emergency Services Organization**

- TAB A - Organization of the EOC Coordination Group
- TAB B - Organization of the NEO Emergency Mgmt. Policy Group
- TAB C - Organization of the NEO Emergency Services Coord. Group
- TAB D - Organization of the NEO Emergency Services Oper. Staff

**APPENDIX 2                      EOC Activation Checklist**

**APPENDIX 3                      EOC Administration Section**

- TAB A - Situation Report
- TAB B - EOC Daily Log of Events
- TAB C - EOC Staffing Roster
- TAB D - Security Log
- TAB E - Sample Disaster Declaration

**APPENDIX 4                      INCIDENT COMMAND – NEO NOTIFICATION MATRIX**

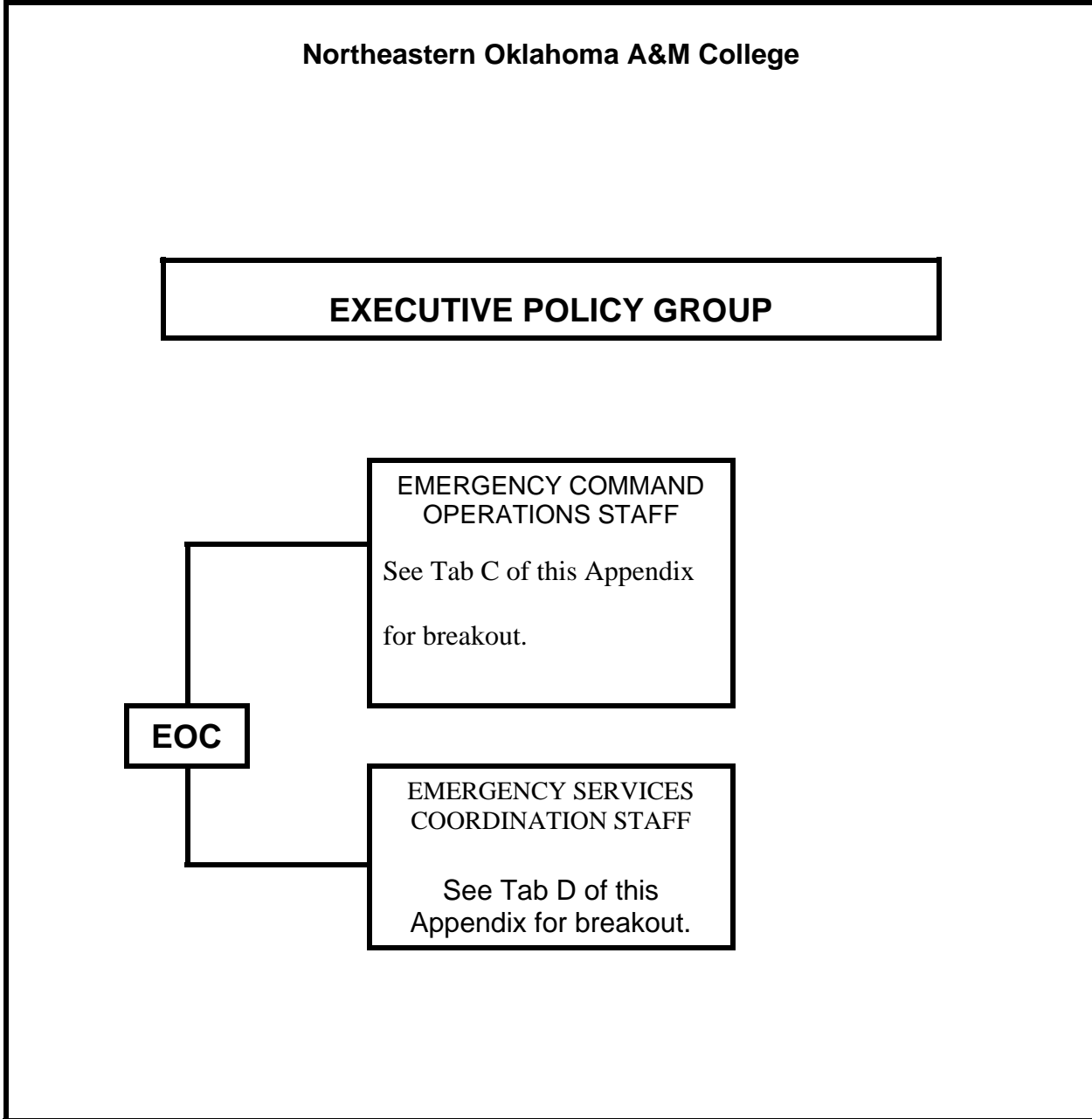
**APPENDIX 5                      INCIDENT COMMAND – GLOSARY OF COMMON TERMS**

RISK CHECKLIST-----

**APPENDIX 6                      INCIDENT COMMAND – GENERAL FORMS**

- TAB A - ICS General Plan Form 200
- TAB B – ICS Incident Briefing Form 201
- TAB C – ICS Response Objectives Form 202
- TAB D – ICS Organization Assignment List Form 203
- TAB E – ICS Assignment List Form 204
- TAB F – ICS Incident Radio Communications Plan Form 205
- TAB G – ICS Medical Plan Form 206

**EMERGENCY SERVICES ORGANIZATION**



ORGANIZATION OF

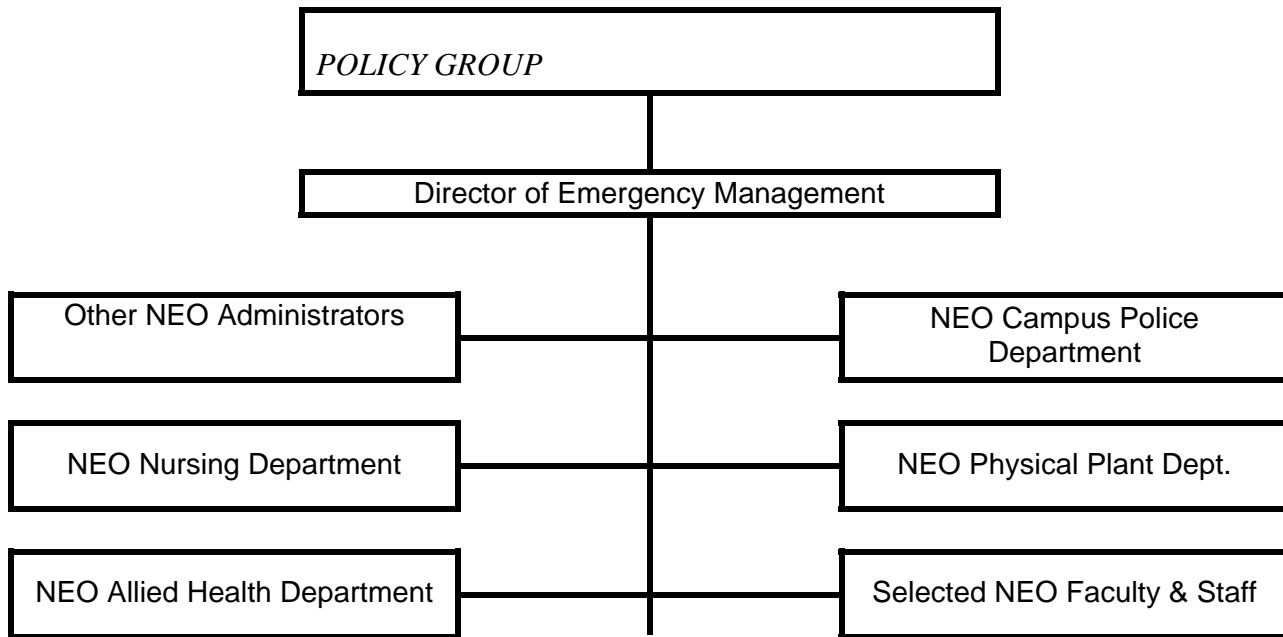
*NEO Executive Policy Group*

Northeastern Oklahoma A&M College

*EXECUTIVE POLICY GROUP*

- President - Northeastern Oklahoma A&M College
- Vice President for Academic Affairs
- Vice President for Fiscal Affairs
- Vice President for Student Affairs
- Chief of Campus Police
- Director of Physical Plant
- Director of Public Information

**ORGANIZATION OF THE  
EOC COORDINATION GROUP  
Northeastern Oklahoma A&M College**



*Organization of the NEO Emergency Services Operations Staff*

**COMMAND OPERATIONS STAFF**

DIRECTOR OF EMERGENCY MANAGEMENT	Vice President for Student Affairs
COORDINATOR OF EMERGENCY MANAGEMENT	NEO Campus Police Chief or VP Fiscal Affairs
COMMUNICATIONS/MSG. CTR.	VP Fiscal Affairs or designated representative
WARNING/REPORTING	NEO Campus Police
DAMAGE ASSESSMENT	Director Physical Plant or designated representative
SHELTER MGMT/EVACUATION	Director of Physical Plant or designated representative (Dir. Of Counseling)
TRANSPORTATION	Director of Physical Plant or designated representative
PUBLIC INFORMATION	Director of Public Information
ADMINISTRATION/INTERNAL COMMUNICATIONS	Vice President for Academics or designated representative

## Organization of the NEO Emergency Services Coordination Group

### EMERGENCY SERVICES COORDINATION GROUP

- **Chief of Operations:** Director of Emergency Management  
*Primary:* Vice President for Student Affairs  
*Alternate:* NEO Campus Police Chief
- **Emergency Management Coordinator:**  
*Primary:* Vice President for Fiscal Affairs  
*Alternate:* Police Chief/Director of Physical Plant
- **Law Enforcement Service:**  
*Primary,* NEO Campus Police Chief  
*Alternate:* Designee
- **Fire/Rescue Service:**  
*Primary:* Fire Chief City of Miami  
*Alternate:* Designee
- **Health/Medical Service:**  
*Primary:* Director NEO Allied Health Center  
*Alternate:* Director NEO Nursing Department
- **Shelter/Mass Care Service:**  
*Primary:* Physical Plant Director  
*Alternate:* Director of Counseling
- **Resources Management:**  
*Primary:* Vice President for Fiscal Affairs  
*Alternate:* Physical Plant Director or Designee
- **NEO Maintenance**  
*Primary:* Physical Plant Director  
*Alternate:* Designee
- **Utility Services:** Management, Natural Gas, and Electricity  
*Primary:* City of Miami Utilities Manager  
*Alternate:* Designee
- **Manpower Services (Faculty & Staff):** Allocates manpower to specific functions in respond-recovery phase.  
*Primary:* Vice President for Academic Affairs  
*Alternate:* Designee
- **Telephone Services ,**  
*Primary:* Director of Management Information Systems  
*Alternate:* Designee

**APPENDIX 2 TO ANNEX A**

***EOC ACTIVATION CHECKLIST***

The following activities will be accomplished when a decision is made to activate the Northeastern Oklahoma A&M College Emergency Operations Center:

- The Director of Emergency Management issues an activation order \*
- The College Emergency Management Coordinator activates the EOC and:

\_\_\_\_\_Notifies EOC staff first shift assignees as required.

\_\_\_\_\_Activates additional telephones, as required.

\_\_\_\_\_Assigns, in conjunction with the Chief of Campus Police, security and/or lock-down procedures.

\_\_\_\_\_Checks radios and other communication equipment.

\_\_\_\_\_Briefs EOC personnel on the situation.

\_\_\_\_\_Reviews and implements appropriate operating procedures.

\_\_\_\_\_Initiates Specialized (Departmental) Checklists as required.

\_\_\_\_\_Notifies the Oklahoma Dept. of Civil Emergency Management.

\_\_\_\_\_Obtains phones for media use, if required, coordinates with College PIO.

\*The EOC may be activated by any Policy Group member when it appears that any portion of the College is, or may be, threatened with loss of life or extensive property damage. However, the Director of Emergency Management of the Emergency Management Coordinator or his/her designated representative normally activates the EOC.



**APPENDIX 3 TO ANNEX A**

***EOC ADMINISTRATION SECTION***

**I. PURPOSE**

This section provides instructions for the administration of the EOC; arranges for 24-hour staffing of the EOC and duty rosters; specifies reports required by the Oklahoma Department of Civil Emergency Management Organization; and plans for the expansion of the EOC to accommodate an enlarged staff.

**II. GENERAL**

The NEO Emergency Management Coordinator is responsible for supervising staffs shift arrangements, housekeeping, billeting, feeding and administrative support of the EOC staff. He/she is also responsible for coordinating security of the facility with the Campus Police Department. He/she will also supervise the preparation of recurring reports and their timely transmission.

**III. CONCEPT OF OPERATIONS**

**A. Normal Peacetime Readiness**

The College Emergency Management Coordinator prepares and reviews plans and SOP's for internal EOC operations; informs College Administration of EOC status; ensures the EOC is properly equipped for relocation and emergency operations; coordinates with College departments and officials to ensure their readiness to conduct operations from the EOC; pre-stocks administrative materials, forms and supplies in the EOC; plans expansion of the EOC into other available space for feeding of the EOC staff during emergency operations.

**B. Increased Readiness**

The College Emergency Management Coordinator carries on normal readiness responsibilities; advises the Executive Policy Group on measures to increase readiness of the EOC and emergency service organizations, and:

1. initiates alerting and mobilization of shelter/mass care organization if required;
2. activates EOC as directed,
3. reviews EOC procedures,

## **NEO Emergency Operations Plan**

4. briefs EOC staff,
5. makes final preparations for emergency operations; obtaining necessary supplies not already stocked;
6. coordinates feeding of EOC staff;
7. establishes security and EOC pass system, if required.

### **C. Emergency Period**

The Director of Emergency Management briefs the Executive Policy Group regularly on status of operations; exercises staff supervision of the EOC staff and exercises other authority delegated by the Policy Group;

1. ensures each EOC element maintains adequate written records of messages, directives, requests and resulting actions;
2. provides support to emergency service coordinators and EOC staff and administrative items needed for efficient operations; ensure reports are dispatched promptly.

## **IV. REPORT FORMS.**

Situation reports, staffing rosters, readiness reports and other common reports will be prepared by the administration section based upon input of entire EOC staff.

**APPENDIX 3 TO ANNEX A**

*TABS*

- TAB A - Situation Report
- TAB B - EOC Daily Log of Events (Situation Report)
- TAB C - EOC Staffing Roster
- TAB D - Security Log
- TAB E - Sample Disaster Declaration

**SITUATION REPORT**

- 1. Type of Occurrence \_\_\_\_\_
- 2. Date and Time of Occurrence \_\_\_\_\_
- 3. Location of Occurrence \_\_\_\_\_
- 4. Reported By \_\_\_\_\_  
Phone # \_\_\_\_\_
- 5. Number of People: Injured \_\_\_\_\_ Dead \_\_\_\_\_
- 6. Number of Campus Buildings Damaged \_\_\_\_\_  
Destroyed \_\_\_\_\_
- 7. Number of Campus Businesses: Damaged \_\_\_\_\_  
Destroyed \_\_\_\_\_
- 8. Utilities Out of Order \_\_\_\_\_
- 9. Roadways Damaged and Closed \_\_\_\_\_
- 10. Roadways Closed for Security Purposes \_\_\_\_\_
- 11. Help on Scene: Red Cross \_\_\_\_\_ Salvation Army \_\_\_\_\_  
Miami Fire \_\_\_\_\_ NEO/Miami Police \_\_\_\_\_  
Oklahoma Highway Patrol \_\_\_\_\_
- 12. Emergency Services Needed: Shelter \_\_\_\_\_ Feeding \_\_\_\_\_  
Medical \_\_\_\_\_

**List all Agencies/Organizations Notified:**

\_\_\_\_\_

**Additional Information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Report Received by: \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**SITUATION REPORT (DAILY LOG)**

	<b>TIME</b>	<b>MESSAGE</b>	<b>EVENT</b>

**EOC STAFFING ROSTER**

Position Number	Position	Phone Ext.	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift

**SECURITY LOG**

<b>NAME</b>	<b>AGENCY</b>	<b>TIME IN</b>	<b>I.D. #</b>	<b>TIME OUT</b>

**SAMPLE DISASTER DECLARATION**

NOTE: THIS IS A SAMPLE THAT MAY BE MODIFIED AS NECESSARY.

**DISASTER EMERGENCY PROCLAMATION**

WHEREAS, on \_\_\_\_\_, \_\_\_\_\_ a disaster having occurred in Miami or on the Campus of Northeastern Oklahoma A&M College causing \_\_\_\_\_ known fatalities and injuries, with considerable damage to public and private properties; and

WHEREAS, immediate attention is required to protect public health, reduce further damage, insure public safety and render emergency relief; and

WHEREAS, I \_\_\_\_\_, President of Northeastern Oklahoma A&M College, Miami, Oklahoma, do find that the aforementioned conditions constitute a threat to the safety and welfare of the College, and create an emergency disaster situation within the meaning of Section 683.3, Oklahoma Civil Defense Resources Management Act of 1967, as amended;

NOW, THEREFORE, I \_\_\_\_\_, President of Northeastern Oklahoma A&M College, acting under the power vested in me under state law \_\_\_\_\_ do hereby declare to be a disaster area, entitled to aid, relief and assistance and do hereby direct the implementation of the College Emergency Operations Plan.

IN WITNESS WHEREOF, I have hereunto set my hand and seal to this instrument on this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord, Two Thousand and \_\_\_\_\_, at Miami, Oklahoma.

THIS PROCLAMATION SHALL EXPIRE AFTER SEVEN (7) DAYS, UNLESS OTHERWISE EXTENDED BY ME (US).

\_\_\_\_\_



## **INCIDENT COMMAND - NOTIFICATION**

### **I PRIMARY NOTIFICATION NETWORK**

- A. When an emergency or disruptive situation has been identified as a Level 2 or Level 3 Major Emergency or Disaster, the following notification will be made.
- B. It is anticipated that any emergency situation will first be brought to the attention of the Campus Police. For this reason, primary notifications will emanate from this office.

#### **C. Callout Responsibilities**

- 1. Campus Police Dispatcher will notify the following:
  - a. Campus Chief of Police
  - b. Miami Fire and Ambulance Services as needed
  - c. Miami Police Department as needed
  - d. Integris Baptist Regional Health Center as needed
- 2. Campus Chief of Police or designee will notify:
  - a. NEO President
  - b. Ottawa County Emergency Mgmt. Agency
- 3. NEO President or designee will notify:
  - a. VP for Student Affairs
  - b. VP for Finance
  - c. VP for Academics
  - d. PIO Officer
  - e. Chancellor of Higher Education as required
  - f. Secretary of A&M Board of Regents as required
  - g. Other personnel as may be required
- 4. VP for Student Affairs or designee will notify:
  - a. Director of Counseling
  - b. Director of Allied Health Services
  - c. Director of Nursing

## **NEO Emergency Operations Plan**

5. VP for Fiscal Affairs or designee will notify:
  - a. Director of Physical Plant
  - b. Director of Information Systems
  - c. Controller
  - d. Director of Emergency Management – OSU Stillwater
6. VP for Academic Affairs or designee will notify:
  - a. Dean of School of Agriculture & Natural Sciences
  - b. Dean of School of Human Environmental Sciences
  - c. Dean of School of Liberal Arts
  - d. Dean of Enrollment Management
  - e. Coordinator of Educational Technology
7. Director of Counseling will notify:
  - a. Trained in-house counselors as required
  - b. Director of Housing as required
  - c. Director of Food Service as required
  - d. Director of Financial Aid as required
8. School Deans or designees will notify:
  - a. Department Chairs as required
  - b. Faculty as required
9. All Directors/Coordinators/Deans or designees will notify all employees under their supervision

## II SECONDARY NOTIFICATION NETWORK

## **NEO Emergency Operations Plan**

1. Secondary Notifications will be dependent upon the nature of the emergency. The appropriate Incident Command Officer (NEO Campus Police Chief) will determine which, if any, support participants will be notified.

### **2. Incident Command Responsibility**

A. Incident Commander (NEO Campus Police Chief) will request notification of the following: (as needed)

1. Human Resources representative
2. Finance/Purchasing representative
3. Student Affairs representative
4. Student Health Center
5. Residential Life & Food Services
6. Information Technology representative
7. Telecommunications representative
8. Any additional staff as needed

**INCIDENT COMMAND  
GLOSSARY OF COMMON TERMS**

National Interagency Incident Management System - Glossary of Terms for the Incident Command System (ICS) This glossary contains definitions of terms frequently used in ICS documentation.

1. Agency Representative: An individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting the agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.
2. Allocated Resources: Resources dispatched to an incident that have not yet checked-in with the Incident Communications Center.
3. Assigned Resources: Resources checked-in and assigned work tasks on an incident.
4. Assisting Agency: An agency directly contributing suppression, rescue, support, or service resources to another agency.
5. Available Resources: Resources assigned to an incident and available for an assignment within three (3) minutes.
6. Branch: The organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is organizationally between Section and Division/Group.
7. Check-in: Locations where assigned resources check-in at an incident. The locations are: Incident Command Post (Resources Unit), Incident Base, Staging Areas, Division Supervisors (for direct line assignments).
8. Clear Text: The use of plain English in radio communications transmissions. No Ten Codes, or agency specific codes are used when using Clear Text.
9. Command: The act of directing, ordering and/or controlling resources by explicit legal, agency, or delegated authority. Command Staff: The Command Staff consists of:
  - A. The Information Officer,
  - B. Safety Officer,
  - C. And Liaison Officer, if any, who report directly to the Incident Commander.
10. Comm. Unit: (Communications Unit) a facility used to provide the major part of an incident Communications Center.
11. Company: Any piece of equipment having a full complement of personnel.
12. Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority (for its decision) of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency)

## **NEO Emergency Operations Plan**

does not in and of itself involve command dispatch actions. Personnel responsible for coordination may perform command or dispatch functions within limits established by specific agency delegations, procedures, legal authority, etc.

13. Cooperating Agency: An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (e.g., Red Cross, Miami law enforcement agency, telephone company, etc.).
14. Dispatch: The implementation of a command decision to move a resource or resources from one place to another.
15. Dispatch Center: A facility from which resources are directly assigned to an incident.
16. Division: Divisions are normally established to divide an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the span-of-control of the Operations Chief. A division is supervised within the organization between the Task Force/Strike Team and the Branch. (see also "Group")
17. Food Dispenser: Any resource capable of dispensing food to incident personnel.
18. Fuel Tender: Any vehicle capable of supplying fuel to ground or airborne equipment.
19. General Staff: The group of incident management personnel comprised of:
  - A. Incident Commander
    - \* Safety Officer
    - \* PIO Officer
  - B. Operations Chief
  - C. Planning Chief
  - D. Logistics Chief
  - E. Finance Chief
20. Group: Groups are normally established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division.
21. Hand Crew: A number of individuals that have been organized and trained and are supervised principally for operational assignments on an incident.
22. Heavy Equipment Transport: Any ground vehicle capable of transporting a dozer.

Incident Action Plan: Contains objectives reflecting the overall incident strategy, and specific control actions for the next operational period. When complete, the Incident Action Plan will have a number of attachments.
23. Incident: An occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and /or natural resources.

## **NEO Emergency Operations Plan**

24. Incident Base: That location (NEO Campus Police) at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be co-located with the Base. There is only one Base per incident.
25. Incident Command System: The combination of facilities equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.
26. Incident Commander (IC): The individual responsible for the management of all incident operations.
27. Incident Command Post (ICP): The location at which the primary command functions are executed and usually co-located with the incident base.
28. Initial Attack: The control efforts taken by resources, which are the first to arrive at an incident.
29. Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area.
30. Liaison Officer: A member of the Command Staff responsible for interacting with agency representatives from assisting and cooperating agencies.
31. Management By Objective (MBO): Top down management so that all involved know and understand the objectives of the operation.
32. Message Center: The message center is part of the Incident Communications center and is co-located or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administration and tactical traffic.
33. Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.
34. Multiagency Coordination System (MACS): A generalized term, which describes the combination of facilities, equipment, personnel, procedures, and communications, integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations.  
  
National Interagency Incident Management System (NIIMS): Consists of five major subsystems which collectively provide a total systems approach to all-risk incident management. The subsystems are: the Incident Command System; Training; Qualifications and Certification; Supporting Technologies; and Publications Management.
35. Operations Coordination Center (OCC): The primary facility of the Multiagency Coordination System. It houses the staff and equipment necessary to perform the MACS functions.
36. Operational Period: The period of time scheduled for execution of given actions as specified in the Incident Action Plan.

## **NEO Emergency Operations Plan**

37. Orthophoto Maps: Aerial photographs corrected to scale such that geographic measurements may be taken directly from the prints. They may contain graphically emphasized geographic features and may be provided with overlays of such features as: water systems, important facility location, etc.
38. Out-of-service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.
39. Overhead Personnel: Personnel who are assigned to supervisory positions which include Incident Commander, Command Staff, General Staff, Directors, Supervisors and Unit Leaders.
40. Patrol Unit: Any light, mobile unit.
41. Planning Meeting: A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.
42. Radio Cache: A cache may consist of a number of portable radios, a base station and in some cases a repeater stored in a predetermined location for dispatch to incidents.
43. Reinforced Attack: Those resources requested in addition to the initial attack resources.
44. Reporting to an Incident: Notifying appropriate incident personnel of arrival at an incident.
45. Rescue Medical: Any manned ground vehicle capable of providing emergency medical services.
46. Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.
47. RESTAT: An acronym for The Resources Unit - a unit within the Planning Section responsible for tracking resources assigned to an incident.  
  
Section: That organization level having functional responsibility for primary segments of the incident such as: Operations, Planning, Logistics, and Finance. The Section is organizationally between Branch and Incident Commander.
48. SITSTAT: An acronym for the Situation Unit - a unit within the Planning Section responsible for keeping track of incident events.
49. Staging Area: A temporary on-incident location where incident personnel and equipment are assigned on a (3) minute available status.
50. Strike Team: Specified combinations of the same kind and type of resources, with common communications and a leader.
51. Task Force: Any combination of resources with common communications and a leader.
52. Technical Specialists: Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use and training.

53. Tractor Plow: Any tracked vehicle with a plow for exposing mineral soil, with transportation and personnel for its operation.
54. Unified Command: A method for all agencies or individuals who have jurisdictional responsibility, and in some cases those who have functional responsibility at the incident, to contribute to: Determining overall objectives for the incident, selection of a strategy to achieve the objectives.
55. Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance activity.



NEO Emergency Planning
Worksite Risk Assessment Checklist

The following set of questions entitled, "Worksite Risk Assessment Checklist," is a starting point to identify NEO worksites thought to have the highest level of risk. Answer the questions and identify factors that may place your worksite at a higher risk of an intentional or unintentional harmful act.

Department: \_\_\_\_\_ Contact Person \_\_\_\_\_
Location (Bldg. & Room) \_\_\_\_\_ Phone No. \_\_\_\_\_

Hazardous Materials

Does your worksite use, handle, store or transport Hazardous Materials? [ ] Yes; [ ] No.
If yes, what category of hazard?

- Chemicals [ ] Flammable liquids, solids or gases
Toxic or Poisonous Materials
Corrosive or Reactive Materials
Oxidizers or Organic Peroxides
Infectious Materials [ ] Select agents
Radioactive Materials [ ]
Licensed Materials
Explosives [ ]
Other Potential Hazards [ ] (list)

Provide Essential Service

Does your worksite provide essential service? [ ] Yes; [ ] No.
If yes, which of these services fits your worksite?

- Utility Provider [ ] Electricity, sub-stations, etc.
Fuels, pipelines, etc.
Communications [ ] Telephone, Internet, Radio, TV,
Computer Systems
Sewer Treatment Facility [ ]
Emergency Services [ ] Law Enforcement,
Fire Services,
Health Care, Public Health
Food or Water Provider [ ] Water Treatment/Supply
Food Processing
Food Service
Other Services [ ] (list)

High-Volume of Pedestrian Traffic

Does your worksite have a high-volume of pedestrian traffic? [ ] Yes; [ ] No.
If yes, what type of facility creates the traffic?

- Sports Facility [ ] Auditorium [ ]
Office Complex [ ] Hospital [ ]
Airport [ ]
Other [ ] (list)

Limited Means of Egress

Does your worksite have a limited means of egress? [ ] Yes; [ ] No.
If yes, which describes the reason for limitation?

- High-Rise Complex [ ]
Underground Operations [ ]
Other [ ] (list)

High-Volume of Incoming Materials

Does your worksite have a high-volume of incoming materials? [ ] Yes; [ ] No.
If yes, what type of materials?

- Mail & Small Packages [ ]
Import/Export of Materials [ ]
Bulk Packages, Materials, Equipment [ ]
Raw Materials [ ]
Other [ ] (list)

High-Profile Site

Is your worksite considered a high-profile site? [ ] Yes; [ ] No.
If yes, what is near your worksite?

- Located in Close Proximity (1/4 mile) to Other Characterized Sites [ ]
Higher Media/Public Relations Impact [ ]
Research Site [ ]
Water Dam [ ]
Other [ ] (list)

Transportation-Related

Is your worksite considered transportation-related? [ ] Yes; [ ] No.
If yes, what type of transportation?

- Motor Pool [ ]
Transportation Services [ ]
Police or Emergency Vehicles [ ]
Other [ ] (list)



NEO Emergency Operations Plan

<b>ICS General Plan</b>				Incident Name								
Prepared By:	Date Prepared			Time Prepared			Operational Period (Date/Time) From					
1. Notification												
2. Response Initiation												
3. Site Characterization, Forecasts, and Analysis												
4. Site Safety												
5. Site Security												
6. Source Stabilization, Salvage, & Lightering												
7. Surveillance												
8. On Water Containment and Recovery												
9. Sensitive Areas/Resources At Risk												
10. Alternative Response Technology												
11. Shoreline Protection and Recovery												
12. Wildlife Protection and Rehabilitation												
13. Logistics Support												
14. Response Organization												
15. Communications												
16. Public Information												
17. Financial Management and Cost Documentation												
18. NRDA and Claims												
19. Training												
20. Information Management												
21. Restoration / Mitigation												

NEO Emergency Operations Plan

22. Waste Management													
23. Demobilization													
<b>ICS General Plan Form</b>													

NEO Emergency Operations Plan

<b>INCIDENT BRIEFING</b>	1. Incident Name	2. Date Prepared	3. Time Prepared
--------------------------	------------------	------------------	------------------

4. Map/Sketch

(Could include maps showing the total Area of Operations, the Incident Site, overflight results, trajectories or other graphics depicting situation and response status.)



NEO Emergency Operations Plan

<b>RESPONSE OBJECTIVES</b>	1. Incident Name	
4. Operational Period (Date/Time):		
5. Overall Incident Objective(s):		
6. Objectives for specified Operational Period:		
7. Safety Message for specified Operational Period:		
8. Weather: See Attached Weather Sheet		
9. Sunrise:	Sunset:	
10. Attachments (Yes if attached, No if not attached)		
<input type="checkbox"/> Organization List (ICS 203)	<input type="checkbox"/> Medical Plan (ICS 206)	<input type="checkbox"/> Resources at Risk Summary (ICS-OS-232)
<input type="checkbox"/> Assignment List (ICS 204)	<input type="checkbox"/> Incident Map(s)	<input type="checkbox"/> _____
<input type="checkbox"/> Communication Plan (ICS 205)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____



**ICS 202 8/96**

11. Prepared By: (Planning Section Chief)

<b>ORGANIZATION ASSIGNMENT LIST</b>	1. Incident Name	2. Date Prepared	3. Time Prepared
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<b>4. Operational Period</b> (Date/Time):	
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<p><b>5. Incident Commander and Staff</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align:center;">Primary</td> <td style="text-align:center;">Deputy</td> </tr> <tr> <td>Federal</td> <td><input style="width:100%;" type="text"/></td> <td><input style="width:100%;" type="text"/></td> </tr> <tr> <td>State</td> <td><input style="width:100%;" type="text"/></td> <td><input style="width:100%;" type="text"/></td> </tr> <tr> <td>RP(s)</td> <td><input style="width:100%;" type="text"/></td> <td><input style="width:100%;" type="text"/></td> </tr> <tr> <td>Safety Officer</td> <td colspan="2"><input style="width:100%;" type="text"/></td> </tr> <tr> <td>Information Officer</td> <td colspan="2"><input style="width:100%;" type="text"/></td> </tr> <tr> <td>Liaison Officer</td> <td colspan="2"><input style="width:100%;" type="text"/></td> </tr> </table>		Primary	Deputy	Federal	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	State	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	RP(s)	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	Safety Officer	<input style="width:100%;" type="text"/>		Information Officer	<input style="width:100%;" type="text"/>		Liaison Officer	<input style="width:100%;" type="text"/>		<p><b>9. 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Director	
Supply Unit	
Facilities Unit	
Transportation Unit	

**B. service branch**

Director	
Communications Unit	
Medical Unit	
Food Unit	

<b>10. Finance Section</b>	
Chief	
Deputy	
Time Unit	
Procurement Unit	
Compensation Unit	
Demobilization Unit	
Cost Unit	

ICS 203  
8/96

11. Prepared By: (Resources Unit)

# NEO Emergency Operations Plan

Assignment List		1. Branch		2. Division/Group				
3. Incident Name		4. Operational Period (Date/Time)						
5. Operations Personnel								
<b>Operations Chief:</b> _____ <b>Branch Director:</b> _____ <b>Division/Group Supervisor:</b> _____								
6. Resources Assigned This Period								
Strike Team/Task Force/ Resource Identifier		Leader	Phone	# of Pers.	Transp. Needed	Drop Off Point/Time	Pick Up Point/Time	
7. Assignments								
8. Special Instructions/Safety Message								
Function		Freq.	System	Channel	Function	Freq.	System	Channel
Command	Local				Support	Local		
	Repeat					Repeat		
Div./Group/Unit Tactical					Ground-to-Air			
10. Prepared By:				11. Approved By: (Planning Section Chief)			Date/Time Approved	

ICS 204 8/96

<p><b>INCIDENT RADIO COMMUNICATIONS PLAN</b></p>	<p>1. Incident Name</p>		<p>2. Date/Time Prepared</p>	<p>3. Operational Period (Date/Time)</p>	
<p align="center"><b>4. BASIC RADIO CHANNEL UTILIZATION</b></p>					
<p><b>System / Cache</b></p>	<p><b>Channel</b></p>	<p><b>Function</b></p>	<p><b>Frequency</b></p>	<p><b>Assignment</b></p>	<p><b>Remarks</b></p>
<p><b>ICS 205 8/96</b></p>	<p>5. Prepared By: (Communications Unit)</p>				

**ANNEX B  
COMMUNICATIONS**

I. PURPOSE

This Annex provides information concerning the Emergency Management Communications System for Northeastern Oklahoma A&M College. The procedures outlined in this Annex will be used by all officials involved in or with the Executive Policy Group, Emergency Service Coordinators, or other Emergency Management specialist at the College. The purpose of this annex is the effective and efficient management of communications in the event of an emergency.

II. SITUATION AND ASSUMPTIONS

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS

General

The Northeastern Oklahoma A&M College Emergency Management Communications Network uses those communication assets already available in the course of daily operation at the College. The College system may be augmented with the addition of a specialized radio/telephone system dedicated for Emergency Management as necessary to respond to particular disaster/emergency situations.

- A. Emergency Management officials may operate in, on, or through radio nets of response organizations to effect coordination of activities as necessary to meet situational requirements.
- B. The primary emergency management network will be operated and maintained by the Northeastern Oklahoma A&M College Campus Police Department.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

Task Assignments

- A. The College Director of Emergency Management (DEM) will:
  - 1. Delegate to the Emergency Management Coordinator (EMC) during non-emergency operations the responsibility for developing the emergency communications system required to support the Emergency Operations Center (EOC).
  - 2. The EMC, as the direct representative of the DEM, is then responsible for developing a communications system to support crisis operations to include internal operations and external communications with adjacent jurisdictions and the Oklahoma State EOC.
- B. The EOC Communications Officer will:
  - 1. During emergency periods, a designee of the DEM is assigned as the EOC communications officer. This will usually be the IT Director or a designee of the IT Department.
  - 2. He or she provides advice and technical assistance to the Director of Emergency Management in the planning of emergency communications.
  - 3. During emergency operations, he or she supervises all EOC communications

activities.

4. Establish an EOC message center and procedures to manage record and distribute incoming and outgoing messages.

C. Radio Operators will:

1. Be responsible for proper setup and use of communications equipment and procedures at designated stations.
2. Be responsible for proper handling of messages.

D. The Campus Police Department will

1. When possible, place operational-on-duty officers in designated on-campus shelters during a sheltering emergency.
2. Law enforcement officers, when in shelters, will provide alternate communications using portable - mobile radio units to assist in emergency operations notifications.
3. Police Public Safety Address systems will be used to the greatest possible extent during warning notifications.

V. DIRECTION AND CONTROL

- A. The Director of Emergency Management or designated representative, under the direction of the Executive Policy Group, has overall responsibility for the EOC and its communication system.
- B. The EOC Communications Officer, under the supervision of the Director of Emergency Management or the Emergency Management Coordinator, is responsible for the activation and operation of all communications systems in the EOC and the associated processing of messages.
- C. Radio officers and operators from other departments who work within the EOC will receive training on implementing the procedures outlined in this Annex.
  1. Other Radio operators will be provided on-site training as necessary to accomplish emergency management communications functions.
- D. During an emergency, the various police code systems used for brevity will be discontinued and plain text will be used to ensure comprehension during transmission. In addition, local time will be used during transmission and recording of messages.

VI. CONTINUITY OF ADMINISTRATION

See Section VI, Basic Plan.

VII. ADMINISTRATION AND LOGISTICS

A. Communications Protection

1. Radio
  - a. A secondary base station with portability will be available with supporting equipment and power-generating equipment for alternate EOC operations.
  - b. Portable radios will be utilized as backups during the initial disaster operations to assist in maintaining limited communications with field operations and shelters.



## NEO Emergency Operations Plan

- c. Telephones, if operable, will be utilized as the primary means of non-emergency communications, whether fixed line or cellular.
  2. Wind and Blast Damage

The Communications Officer will coordinate with Physical Plant personnel on the preparation, securing, or replacement of antennae in the event of their destruction either by high winds associated with severe weather, tornados or other acts.
  3. Telephone (Common Carrier)
    - a. All EOC communications equipment, including telephones, must have high maintenance priority and be operational at all times.
    - b. The Communications Officer will ensure that all EOC telephones have been placed on the telephone companies' priority restoration list.
  4. The DEM will secure an agreement with the College's primary telephone service, local and long distance, for emergency support during disaster operations.
    - a. Computer support during emergency operations will be provided by the College Information Technology Department (IT).
    - b. Cellular support will also be provided by the College IT.
- B. Security
- All EOC personnel are tasked with ensuring the integrity and security of the operations center. Communications personnel will be monitored and relieved when the stress of the operation, length of on-duty service and/or other circumstances reduce their fitness for duty. No member of the EOC staff will normally work more than 12 hours in any 24-hour period.
- C. Training
1. All personnel assigned to the EOC for communications duty will be familiarized with all EOC communications operating procedures.
  2. Additional training as required will be provided to Amateur Radio operators in the EOC.
  3. Specific training issues addressed will be:
    - a. EOC communications equipment
    - b. EOC communications procedures

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

The EOC Communications Officer is responsible for maintaining and updating this Annex annually.

## IX. AUTHORITY AND REFERENCES

- A. Authority See Section IX, Basic Plan.
- B. Reference

## NEO Emergency Operations Plan

1. FEMA, State and Local Communications and Warning Systems Engineering Guidance, CPG 1-37, Washington D.C.
2. FEMA, Chapter 4, Attack Environment Manual, FEMA 128, Washington D.C.
3. FEMA, Section 2, Guide for Increasing Local Government Emergency Management Readiness During Periods of International Crisis; State and Local Guide (SLG) 100.
4. FEMA, Electronic Pulse Protection Guidance, CPG 2-17, Volumes I, II, & III.
5. OK Dept. of Civil Emergency Management, Oklahoma RACES Plan.

APPENDIX 1 TO ANNEX B  
MESSAGE LOG

**POSITION NO.** \_\_\_\_\_

<b>Message Number</b>	<b>Time In</b>	<b>Message</b>	<b>Action Taken</b>	<b>Forward To</b>	<b>Time Out</b>

**ANNEX C  
WARNING**

I. PURPOSE

This Annex establishes both the alert and warning system for Northeastern Oklahoma A&M College.

- A. The warning system has as its goal the effective and efficient dissemination of adequate and timely emergency warnings to the faculty, staff, students, and visitors to the campus of impending or actual disasters.
- B. The Director of Emergency Management, Emergency Management Coordinator, their designated representative, or any Executive Policy Group Member may implement the warning system.
- C. An alert warning is provisional in nature and informative about the potential of an adverse natural or man-made act.
- D. Three primary types of warnings may occur affecting the campus community;
  - 1. Weather-related
  - 2. Environmental
  - 3. Disaster/emergency

II. SITUATION AND ASSUMPTIONS

See Section II Basic Plan.

III. CONCEPT OF OPERATION

General: The College will receive alerts or warnings from National, State or regional authorities via:

- A. The Campus Police Department
- B. The City of Miami Emergency Response agency: Police Department or Fire Department.
- C. Oklahoma Department of Emergency Management
- D. The Director of Emergency Management upon notification of a warning or alert notifies the Executive Policy Group and, if necessary, activates the EOC.

E. Natural Hazards

Normally, warning of the threat of severe weather such as tornadoes, severe thunderstorms, flash flooding etc. will be provided by the National Weather Service - NAWAS, Radio, or local/regional television weather services.

- 1. The Emergency Operations Center will utilize on campus assets for weather monitoring.
- 2. Where feasible, individuals from the College (faculty and staff) who specialize in weather-related disciplines might be utilized in the EOC for weather support.

F. Weather Warning Procedures

## NEO Emergency Operations Plan

Upon receipt of notification of approaching severe weather (i.e., tornadoes, thunderstorms, floods, etc.) from the National Weather Service, storm watch personnel, other emergency personnel in the county or any other official source, the Campus Police Department dispatcher will immediately notify the Director of Emergency Management. The Director of Emergency Management or designee with the Miami Emergency Management Coordinator will coordinate the sounding of sirens. Activation of the emergency sirens will include local warnings over sound systems/PA, Police Services, and other emergency response assets owned by the City of Miami or the College.

### G. Technological Incidents/Hazards

Warnings will be made for hazardous material incidents/accidents such as oil (including petroleum products), chemical or radiological material spills when the incident presents a hazard to the public. The College Public Information Officer will be responsible for the transmission of warnings to College radio and television outlets, and then to other media sources as required.

### H. NAWAS and Attack Warning Signals

#### 1. Severe Weather or Other Peacetime Emergency

The severe weather/other peacetime emergency warning is a 3 to 5 minute **steady** signal from warning devices. In addition to other meanings or requirements for action, this can also be an ATTENTION or ALERT signal to turn on radios or TVs to listen for essential emergency information.

#### 2. Attack Warning

The attack-warning signal is a 3- to 5-minute **wavering** tone on warning devices or a series of short blasts on horns or other devices. The attack-warning signal shall mean that an actual attack against this country has been detected and that protective action should be taken immediately. THIS SIGNAL WILL BE USED FOR NO OTHER PURPOSE AND WILL HAVE NO OTHER MEANING.

## IV TASK ORGANIZATION AND RESPONSIBILITIES

### A. Task Assignments

#### 1. Executive Policy Group

- a. Responsible for establishment and maintenance of a workable warning system.
- b. Make decisions on actions to be taken based on the seriousness of the warning received. Delegate to the Director of Emergency Management or his/her designated representative the authority to issue warnings when such warnings require immediate decisions to protect life.

#### 2. Director of Emergency Management or his/her designated representative

## NEO Emergency Operations Plan

- a. Coordinates warning information with the Executive Policy Group, when time permits, and implements their decision on further dissemination of the warning.
- b. Where time allows activates the EOC and calls those persons designated to staff it.
- c. Utilizes local and College radio and television assets to broadcast warnings to the public.
- d. Educates the College public on the meaning of warning signals.

### 3. Campus Police Department

- a. Upon receipt of warning information from the Highway Patrol Warning Point, Miami PD, Ottawa County Emergency Management or from other reliable sources:
  - (1) Takes action to help with warnings as outlined in this plan.
  - (2) Notifies the Director of Emergency Management or the Emergency Management Coordinator.
- b. Provides mobile units to warn people in areas not covered by fixed warning devices using vehicle warning devices and other public address systems as safety permits

### 4. Miami Fire Department:

- a. Is currently designated as the City of Miami warning device control point for the siren system. On-duty personnel are responsible for operating the warning devices.
- b. Duty personnel will activate the warning devices when:
  - (1) An attack warning is received.
  - (2) When directed to do so by competent authority.
  - (3) When a serious hazard exists to the City of Miami or Northeastern Oklahoma A&M College and immediate warning is needed to protect life or property.

### 5. College Media Organizations

- a. College media organizations are considered to be:
  - 1. Cable Television Channel (13)
  - 2. AM Radio (KNEO - 1590 AM)

- b. The media will be requested to print/deliver and/or broadcast Emergency Management warnings and information, designed to provide necessary lifesaving guidance to the public during emergencies or disasters.

V. DIRECTION AND CONTROL

A. General

It is the responsibility of the Director of Emergency Management or Emergency Management Coordinator to issue warnings when deemed necessary. The warning system may also be activated by the President of Northeastern Oklahoma A&M College or any member of the Executive Policy Group whenever they have concurrence with the President or another Executive Group member.

B. Warning Systems and Use

1. National Warning System (NAWAS)

- a. NAWAS is a protected, full time voice communication system interconnecting the National Warning Center and numerous warning points in each state. Oklahoma has one primary state warning point and two alternate state warning points. The primary point is at Oklahoma Highway Patrol Headquarters in Oklahoma City. Alternates are located in the Oklahoma Department of Emergency Management EOC and the National Guard EOC.
- b. Warning information transmitted by the National Warning Center is received simultaneously at all warning points. The federal government is responsible for providing attack - accidental launch warning to state government. State government is responsible for providing warning to all counties on a 24-hour basis.
- c. Warning within Ottawa County - the Oklahoma Highway Patrol Troop responsible for the area will notify the primary warning point in the Sheriff's Office, or the secondary warning point at Miami PD, by radio or telephone, of a national attack, or accidental launch warning, and of any other natural or man-made hazard, dangerous or severe weather that may be approaching or occurring in Ottawa County.

2. National Weather Service (NWS)

Current weather information and watch/warnings are normally received from the NWS. The VHF weather radio transmitter station at Oklahoma City, OK (162.400 MHz) may be monitored with special radios that only receive the continuous weather transmissions.

3. Skywarn (Storm Spotters)

Skywarn is a national program designed to place personnel in the field to spot and track tornadoes. They are trained by NWS and instructed in what to report. Teams are made up of government employees and private citizens. During severe weather, storm spotters relay reports to their coordinator in the nearest

EOC. Confirmed tornado sightings are relayed to the NWS, who then disseminates appropriate warnings.

4. Warning Devices

Fixed warning devices are located at primary locations throughout the city of Miami and constitute the primary means of providing initial warning to the Campus of impending danger. Mobile police units as required will provide supplemental warning device coverage.

VI CONTINUITY OF ADMINISTRATION

See Section VI, Basic Plan.

VII ADMINISTRATION AND LOGISTICS

Warning System Testing and Maintenance

- A. The City of Miami tests warning devices on a periodic basis to insure activation and availability of service.

VIII PLAN DEVELOPMENT AND MAINTENANCE

The Director of Emergency Management is responsible for updating this annex and its appendices on an as needed basis.

IX AUTHORITY AND REFERENCES

A. Authority

See Section IX, Basic Plan.

B. References

FEMA, Principles of Warning and Criteria Governing Eligibility for National Warning System Service, CPG 1-14, Washington D.C.

FEMA, National Warning System (NAWAS) Operations Manual, CPG 1-16, Washington D.C..

FEMA, Outdoor Warning System Guide, CPG 1-17, Washington D.C.

- APPENDIX 1 - Warning Organizational Chart
- APPENDIX 2 - Warning Device Decision SOP

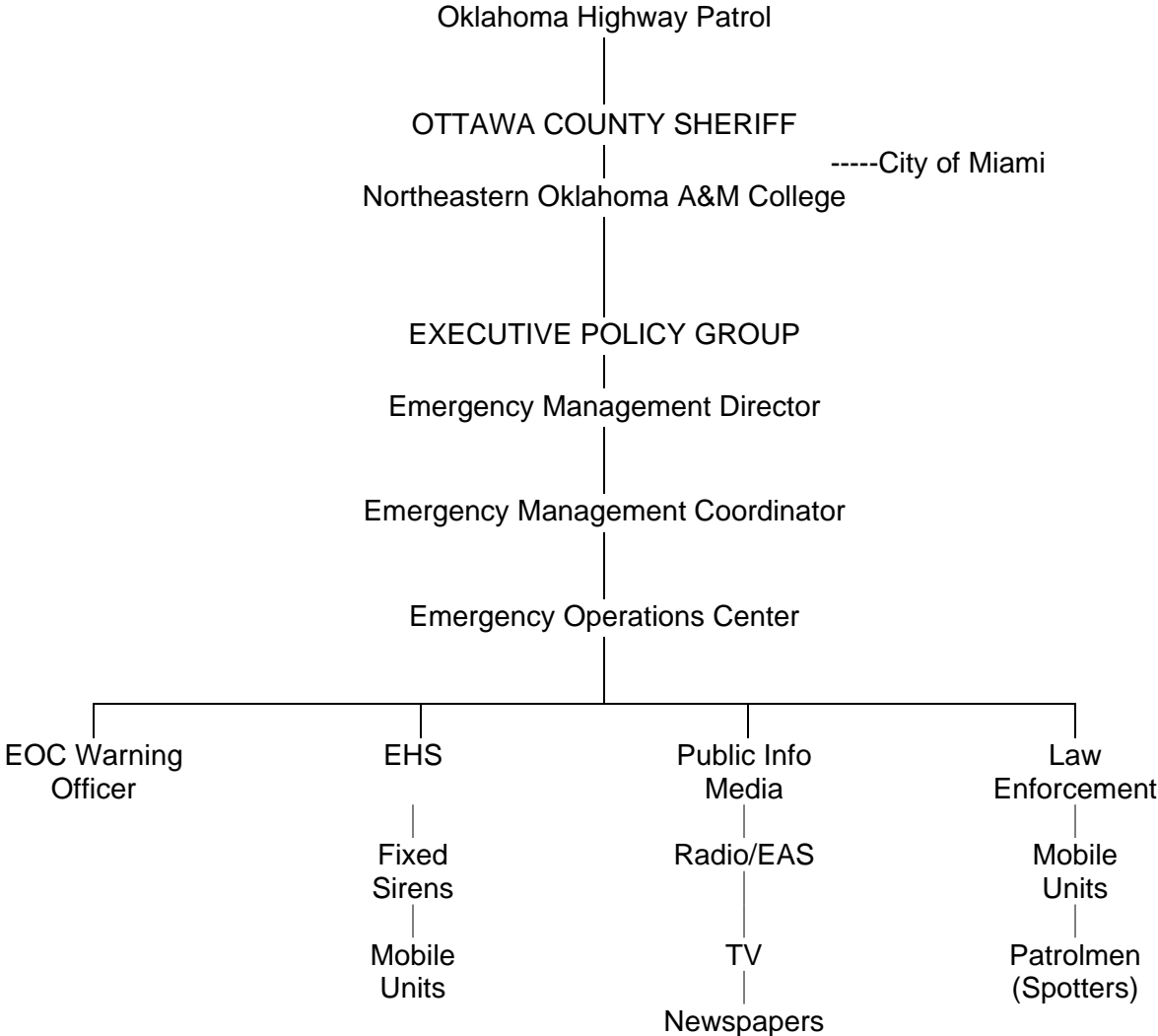


**NORTHEASTERN OKLAHOMA A&M COLLEGE  
WARNING ORGANIZATIONAL CHART**

**National Warning Center (NAWAS)**

State NAWAS Warning Point \_\_\_\_\_

(OK HWY Patrol HQ)



## **WARNING DEVICE DECISION SOP**

### **I SEVERE WEATHER, TORNADOES, HAZARDOUS MATERIALS, WILDFIRE**

- A. Activating the warning devices will be done through the Director of Emergency Management, Emergency Management Coordinator or the Executive Group where appropriate.
- B. If an incident occurs when the EOC is not manned or radio and telephone contact cannot be established in a relatively short period of time with the Director of Emergency Management or Emergency Management Coordinator, any Executive Policy member will activate the College warning system.
- C. All information received from the public, OHP, police, commercial radio stations, amateur radio, CB radio, weather instruments, or any other source should be passed on to the EOC/Director of Emergency Management and with the possibility of loss of life not eminent, where possible shall verify the information before any action is taken. However, the City of Miami will be requested to sound the tornado warning sirens adjacent to the Campus at the earliest possible time when reports of imminent danger are received from any reliable source.

### **II ATTACK**

When the Northeastern Oklahoma A&M College Campus Police Department receives a warning from the Miami Police Department, the Oklahoma Highway Patrol Control Point or the Ottawa County Sheriff's dispatcher, it will institute those actions specified in this Emergency Operations Plan.

**ANNEX D  
EMERGENCY PUBLIC INFORMATION**

**I. PURPOSE**

This annex provides procedures for the effective collection, control, and dissemination of emergency public information.

- A. Long-term public educational efforts related to hazard awareness are also outlined in this annex.
- B. The Executive Policy Group, to fulfill its responsibilities, institutes those policies and procedures necessary and appropriate to insure information is disseminated to the public and news media in a consistent, organized and responsible manner.
  - 1. Primary emphasis will be on communicating urgent emergency relief information.
  - 2. Where necessary, Emergency Public Information will provide specific information on:
    - a. Debris removal
    - b. Debris cleanup
    - c. Vital service information will be disseminated covering topics such as:
      - 1. Water
      - 2. Power (Electricity, Natural Gas, etc.)
      - 3. Communications
      - 4. Transportation
      - 5. Shelter
      - 6. Primary Emergency Medical Care
- C. All information disseminated is governed by common sense and as provided for release to the public in accordance with the Oklahoma Open Records Act (51 OS 24A.1 et sequitor) and any other applicable laws, as amended, pursuant to the provisions of the Open Records Policy of the College, State and Nation.
- D. The fundamental Emergency Management public information policy of Northeastern Oklahoma A&M College is to provide the public and news media with factual information.
  - 1. Primary Duties of the Public Information Officer
    - a. Assist News/Media personnel in covering routine and emergency news stories which affect the College
    - b. To prepare and distribute news releases
    - c. Arrange for and assist at news conferences
    - d. Coordinate and authorize the release of information as authorized by College

Policy and Oklahoma State Law

2. The College Public Information Officer's primary goals in emergency management operations are:
  - a. The dissemination of time critical emergency management information.
  - b. Assisting the Executive Policy Group/Director of Emergency Management in the preparation and dissemination of news releases.
3. News media will be dealt with in an open and candid manner and they will be granted access as long as that access does not inhibit or impact on- going emergency operations.

II. SITUATION AND ASSUMPTIONS

See Section II, Basic Plan.

III. CONCEPT OF OPERATIONS

General

Emergency information efforts will focus on specific event-related information based on the following organizational priorities

1. Protecting the health and safety of NEO students, faculty, staff and others on campus (e.g. athletic event spectators, etc.).
2. Informing the NEO Community about critical events.
3. Providing accurate, timely, and concise information to the public through news media.

Event-related public information will generally be of an instructional nature focusing on such things as:

1. Warning(s)
2. Evacuation and shelter

**The publics served by the Public Information Officer consist of**

1. NEO students
2. The campus, including faculty and staff and branch campuses
3. The NEO administration, board of regents and other key officials
4. The surrounding community
5. Parents
6. News organizations

7. General Public

A special effort will be made to report positive information regarding emergency response in order to reassure the community that the situation is being handled properly.

Rumor control and the regular dissemination of factual information to the public will be a major aspect of the Emergency Management Public Information program.

The College Public Information Officer in conjunction with the Director of Emergency Management/Emergency Management Coordinator will undertake education efforts directed toward increasing public awareness about potential hazards and how people can deal with them.

All information and education efforts will rely heavily on the cooperation of media organizations. Dissemination is primarily accomplished through personal or electronic contact with:

1. The NEO Web site
2. Designated Hotline(s) as necessary
3. Various cable television networks and NEO's Channel 13
4. News Releases: print, video and or audio
5. Media interviews/news conferences
6. Flyers posted on campus as appropriate

IV. TASK ORGANIZATION AND RESPONSIBILITIES

College President

1. Appoint a Public Information Officer.
2. Direct the coordination of Emergency Management Public Information efforts between the College Director of Emergency Management/Emergency Management Coordinator and the College PIO during all emergency operations.

Director of Public Information

1. Maintain this Annex in cooperation with the Director of Emergency Management as well as other public information operating procedures manuals.
2. Direct all emergency public information efforts in coordination with the Director of Emergency Management or designated representative.
3. Designate a public information section within the EOC as the single official point of contact for the media during an emergency.
  4. Provide [approved as required] news releases for the media.

## NEO Emergency Operations Plan

5. Monitor all print, radio, and television media for accuracy of reports.
6. Investigate rumors and address as appropriate.
7. Maintain:
  - a. An events log (citing such items as date, time, who, what, where, when, why, how)
  - b. A media release log and file copy of all released information
8. Deploy emergency communications staff (as assigned) to assist in the emergency information program directed from the EOC.
  - a. Assign a coverage coordinator to respond to the emergency scene.
  - b. Direct assistant designees to man the PIO Section within the EOC.
  - c. The Senior PIO Official on campus functions as the PIO Service Coordinator and advisor to the Director of Emergency Management.
  - d. Direct the activities of the Electronic Media Coordinator.
  - e. Staff, as necessary, PIO-dedicated HOTLINES.
  - f. Assign a SCENES reporting information gatherer.
9. The PIO develops and maintains policy guidelines for emergency and daily operational staffing requirements.

### V. DIRECTION AND CONTROL

The Public Information Officer, in conjunction with the Director of Emergency Management/Coordinator of Emergency Management, is responsible for all education and information programs conducted by the Executive Policy Group.

### VI. CONTINUITY OF ADMINISTRATION

See Basic Plan.

### VII. ADMINISTRATION AND LOGISTICS

See Basic Plan.

### VIII. PLAN DEVELOPMENT AND MAINTENANCE

The PIO and the Director of Emergency Management or designated representative are responsible for the development and maintenance of education and emergency management information and training programs. Other persons or organizations specified in the Annex will assist the PIO as necessary.

## IX. AUTHORITIES AND REFERENCES

- A. Authorities See Section IX, Basic Plan.

B. References

1. Christensen, Larry. Review of Mass Media Campaigns. Boulder, Colorado; Natural Research and Applications Information Center, University of Colorado.
2. Davenport, Sally S. and Penny Waterstone. Hazard Awareness Guidebook. Austin, Texas; Texas Coastal and Marine Council.
3. FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
4. Regulska, Joanna. Public Awareness Programs for Natural Hazards, Boulder, Colorado, Natural Hazards Research and Applications Information Center, University of Colorado

**Publications, Pamphlets, Leaflets**

REFERENCE: FEMA 20 - PUBLICATIONS CATALOG, for others.

FEMA CPG 1-6 Disaster Operations Handbook for Local Governments.

FEMA CPG 2-18 State and Local Earthquake Hazards Reduction;

Implementation of FEMA Funding and Support.

Leaflet (L) 96 - Safety Tips for Winter Storms.

Leaflet (L) 111 - Safety Tips for Earthquakes.

*National Media Guide for Emergency & Disaster Incidents*

**APPENDICES**

APPENDIX 1 News Media Organizations

TAB A ..... Master Media Pre-programmed fax list

APPENDIX 2 ..... Media Access

TAB A ..... Hazardous Materials Classification Guide

A – 1 ..... Hazardous Materials Placard and Label Color Guide

TAB B ..... Sample Hazardous Materials Incident(s) News Release

TAB C ..... Sample Floods News Release

TAB D ..... Sample Flash Flooding News Release

TAB E ..... Sample Tornado Touchdown News Release

**APPENDIX 1 TO ANNEX D**

NEWS MEDIA ORGANIZATIONS

**Local Radio Broadcast Stations:**

KGLC, KVIS in Miami (918) 542-3301  
KGND, KGVE in Grove (918) 786-6161  
KITO in Vinita (918) 542-9824  
Zimmer Radio Group (KSYN, KIX, etc) in Joplin (417) 624-1025

**Local Television Broadcast Stations:**

KOAM and FOX 14 in Joplin (417) 624-0233, contact Bobbie Patrov  
KODE in Joplin (417) 623-7260, contact Cassie Hombs  
KSN in Joplin (417) 781-2345, contact Stewart Price  
Tulsa Channel 8 (918) 445-8888, contact D. Browning  
Tulsa Channel 2 (918) 743-2222, extension #1

**Local Newspapers:**

*Miami News Record* (918) 542-5508, contact Krista Duhon or Mary Ellis  
*Baxter Springs News*, Baxter Springs, KS (620) 856-4081, contact Tony Coble  
*Daily Oklahoman* (405) 475-3311, contact S. Parrott  
*Delaware County News* (918) 253-4322, contact Janet Barber  
*Joplin Globe* (800) 444-8514, contact Carol Stark, Ed Simpson,  
Scott Meeker  
*Grand River Chronicle*, Grove (918) 786-8722  
*Chronicle of Grand Lake*, Grove (918) 964-5448  
*Grove Sun* (918) 786-2228, contact Tim Langley  
*Pittsburg Morning Sun*, Pittsburg, KS (620) 231-2600, contact Stacy Drennan  
*Tulsa World* (918) 583-2161, contact April Marciszewski  
*Vinita Journal and Fairland American* (918) 676-3484 or (918) 638-9356, contact Janice  
Taylor  
*Seneca News Dispatch* (417) 776-2236  
Associated Press, Tulsa Bureau (918) 584-4346



## APPENDIX 2 TO ANNEX D MEDIA ACCESS

### I. PURPOSE

The purpose of this appendix is to establish general policy for providing information to the public and equal access to certified representatives of legitimate news media during time of emergency.

### II. CONCEPT OF OPERATIONS

A. The following types of information shall be provided to the public by appropriate officials as soon as possible and in as much detail as possible.

1. Nature of disaster
2. Location of disaster
3. Time of disaster
4. Number of casualties
5. Agencies involved in response
6. Scope of agency involvement
- \*7. Identification, age, sex, hometown of casualties
- \*8. Nature and severity of injuries
- \*9. Condition of casualties

**\* Only after notification of next of kin.**

B. While it is recognized that personnel involved in response to a disaster have certain responsibilities for the protection of life and property, and will be under varying degrees of mental and physical stress, it is also recognized that certified representatives of the news media should be provided every opportunity for equal access to the scene of a disaster response activity and to interview personnel when it is consistent with safety and effective operation.

### III. COLLECTION AND DISSEMINATION OF INFORMATION

The types of information outlined in II.A above shall be collected and disseminated as soon as possible by the appropriate personnel as follows:

A. The Incident Commander, or designated representative, will provide a timely evaluation of the disaster to the Public Information Officer to be followed, as appropriate, by additional details as they are available.

- B. The Public Information Officer will be responsible for collecting information from the Incident Command Post, hospitals, and other sources and agencies, and for disseminating information directly to the news media, preparing news releases, and, where appropriate, making announcements directly to the public via radio and/or television hookups. Under no circumstances should appropriate officials release the names of casualties before notification of next-of-kin.

#### IV. ACCESS FOR NEWS MEDIA REPRESENTATIVES

In recognition of the public's right to know as much information as possible about a disaster, the various agencies involved in response will make every effort to cooperate by allowing certified representatives of legitimate news media equal access to information and scenes of response activities as appropriate. News media representatives are likewise required to cooperate with agency personnel as directed for safety and efficient operation.

- A. The Incident Commander, or designated representative, will allow such access as is consistent with safety and efficient operation.
- B. The EOC Public Information Officer will establish rules for media access to the EOC as appropriate to conditions.

## HAZARDOUS MATERIALS CLASSIFICATION GUIDE

### **Class 1 Explosives**

Division 1.1	Explosives with a mass explosion hazard
Division 1.2	Explosives with a projection hazard
Division 1.3	Explosives with predominantly a fire hazard
Division 1.4	Explosives with no significant blast hazard
Division 1.5	Very insensitive explosives; blasting agents
Division 1.6	Extremely insensitive detonating substances

### **Class 2 Gasses**

Division 2.1	Flammable gas
Division 2.2	Non-flammable, non-poisonous compressed gas
Division 2.3	Gas poisonous by inhalation
Division 2.4	Corrosive gas (Canadian)

### **Class 3 Flammable Liquid and Combustible liquid**

### **Class 4 Flammable Solids; Spontaneously combustible material; and Dangerous when wet materials**

Division 4.1	Flammable solid
Division 4.2	Spontaneously combustible material
Division 4.3	Dangerous when wet material

### **Class 5 Oxidizers & Organic peroxides**

Division 5.1	Oxidizer
Division 5.2	Organic peroxide

### **Class 6 Poisonous material and Infectious substance**

Division 6.1	Poisonous materials
Division 6.2	Infectious substance

### **Class 7 Radioactive Materials**

### **Class 8 Corrosive Materials**

### **Class 9 Miscellaneous other hazardous material**

## HAZARDOUS MATERIALS PLACARD & LABEL COLOR GUIDE

### Placard & Label Colors

**Red** indicates flammables and combustible materials, whether liquid, solid or gaseous, such as gasoline, gasohol, kerosene or diesel fuel. The red placard indicates the cargo is easily ignitable and explosion is possible. Vapors may cause dizziness or suffocation. Vapors could even ignite!

**White** indicates any substance that presents a severe health hazard such as poison, poison gas, chlorine or corrosive materials. The white placard, often with the skull and crossbones symbol, indicates a severe health problem. The substance may be poison gas, insecticide, fungicide, hydrochloric acid, chlorine or hydrogen cyanide. Mixed colors: black & white corrosive, white & yellow radioactive, red & white- flammable solid, red & white-dangerous. Always stay upwind!

**Green** indicates any substance that is highly pressurized and could explode in the heat of the fire. The green placard indicates highly pressurized materials and gases. The substance may not ignite readily but, if inhaled, may be harmful. Vapors can be extremely irritating and burn skin and eyes. Contact with certain liquids may cause frostbite.

**Orange** indicates explosives or blasting agents, such as gunpowder or dynamite. The orange placard indicates materials that (a) explode or detonate, such as dynamite and military rockets; (b) deflagrate, such as gunpowder; and (c) pop, such as blasting caps and firecrackers.

**HAZARDOUS MATERIALS INCIDENT(S)**  
**(Sample News Release)**

**Low Hazard/Confined Spill/Release – No General Evacuation**

This is \_\_\_\_\_ at \_\_\_\_\_. A small amount of \_\_\_\_\_, a hazardous substance, has been spilled/released at \_\_\_\_\_.

Streets are blocked, traffic into area is restricted, and authorities have asked residents in the immediate \_\_\_\_\_ block area to evacuate. Please close all your windows, place pets inside (if possible), and evacuate the area at once. The material is slightly/highly toxic to humans and can cause the following symptoms: \_\_\_\_\_

If you think you may have come in contact with this material, you should \_\_\_\_\_

For your safety, please avoid the area if at all possible. Alternate routes are \_\_\_\_\_ and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. **Do not** drive to your child's school. Children attending the following schools: \_\_\_\_\_ will be evacuated to \_\_\_\_\_. Pick your child up from school authorities at the evacuation center. Listen to this station for further instructions.

To repeat, if you are in the area of \_\_\_\_\_, you should/must leave for your own safety. Do not use your telephone unless you need emergency assistance. (REPEAT MESSAGE)

(To be adapted according to the situation)

At approximately \_\_\_\_\_ a.m./p.m. today, a spill/release of potentially hazardous substance was reported to this office by \_\_\_\_\_. Units were dispatched to the incident. The material was identified to be \_\_\_\_\_, a \_\_\_\_\_ persons. There were no injuries OR \_\_\_\_\_ were injured, including \_\_\_\_\_ fire/police personnel.

## **FLOODS**

### **(Sample News Release)**

This is \_\_\_\_\_. The flooding situation continues in parts of \_\_\_\_\_ and may worsen. For your safety, I am asking that residents in the following areas leave as soon as possible: \_\_\_\_\_

Be sure to take essential items – medicine, special foods, personal items, baby supplies, clothing, money and valuable papers – but **DO NOT OVERLOAD YOUR CAR**. Secure your home before you leave. Be sure to check on any neighbors who may need assistance. Evacuation centers have been established at: \_\_\_\_\_. Pets will **NOT** be allowed inside Red Cross shelters. Make arrangements for care of your pet with someone outside the effected areas or take to designated animal facilities.

If you have no means of transportation or you are physically unable to evacuate on your own, ask a neighbor to assist you or call 911 (or designated number). Otherwise, please do not use your telephone except to report an emergency. I repeat. If you live in the \_\_\_\_\_, you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions. Thank you for your cooperation and your courtesy to others. (REPEAT MESSAGE)

**FLASH FLOODING**  
**(Sample News Release)**

## Flash Flooding

Flash floods are a fact of life along creeks and stream beds in \_\_\_\_\_ County.

They result from rains filling natural and man-made drainage systems to overflowing with raging water and its deadly cargo of uprooted trees, damaged structures, boulders, mud and other debris. Heavy rainfall, even for short periods, may be followed by flash flooding in mountain or hilly areas. The following emergency messages may be issued by the National Weather Service:

## Flash Flood Watch

Heavy rains may result in flash flooding in the following areas:\_\_\_\_\_.

Be alert and prepared for the possibility of a flood emergency, which will require immediate action. Stay tuned to this radio/television station for more information.

## Flash Flood Warning

Flash flooding is occurring or is imminent in the following areas:\_\_\_\_\_.

Before the flood, know the elevation of your property in relation to nearby streams and other waterways. Decide in advance what you will do and your evacuation route. Stay away from natural streambeds, creeks, arroyos and other drainage channels during and after rainstorms. Keep as informed as you can. Listen to area radio and television stations for possible flash flood warnings and reports of flooding in progress. Be prepared to move out of danger's way at a moment's notice. Watch for signs of potential trouble: darkening sky, distant thunder, lightening and rain. If you are on the road, watch for flooding at highway dips, bridges and low areas. If your vehicle stalls, abandon it immediately and seek higher ground. Rapidly rising water may sweep the vehicle and its occupants away. Be especially cautious at night when it is harder to recognize flood dangers.

**TORNADO TOUCHDOWN  
(Sample News Release)**

**NEO/MIAMI/OTTAWA COUNTY EMERGENCY MANAGEMENT**

The \_\_\_\_\_ Emergency Services agency (reports/confirms) that a tornado has touched down in \_\_\_\_\_. Emergency equipment and assistance from \_\_\_\_\_ is en route to the area. Initial reports are that damage to the area is \_\_\_\_\_ (minor/moderate/major). The following areas are blocked by debris: \_\_\_\_\_. Several streets will be blocked for the next \_\_\_\_\_ hours. Non-residents are urged to stay away from the area of \_\_\_\_\_ to \_\_\_\_\_ borders. An emergency evacuation shelter has been established at \_\_\_\_\_ for residents whose homes have been damaged. Monitor this radio/television station for updates and information.



## ANNEX E EVACUATION

### I PURPOSE

The primary purpose of this annex is to provide orderly and internally coordinated evacuation procedures for NEO. This annex addresses predictable hazards as well as attempts to identify, if possible, those situations that cannot be anticipated.

1. Additionally, this annex strives to:
  - a. Identify and organize supporting transportation and
  - b. Ancillary services for necessary evacuations.
2. Physical Plant Services, the Campus Police Department, and Student Affairs are the primary agencies tasked with emergency evacuation support.
3. The Physical Plant will develop and periodically update an available vehicle list capable of use during evacuation emergencies. This list of vehicles, location of keys, and a partial listing of internal NEO drivers will be found in the Master Emergency Management Resource Guide.
  - a. Keys for Physical Plant vehicles are maintained by individual sections and will be utilized in emergency operations as directed by the Physical Plant Director of Operations.
    - (1) Physical Plant equipment operators will operate only those pieces of equipment for which they have been trained and/or certified.
  - b. Individual agencies, drivers or other NEO officials, when fueling at either on campus or off campus outlets, maintain the logs or other required records of fuel purchases and costs for reimbursement.
    - (1) Primary fueling will be done at the NEO Motor Pool.
    - (2) If the NEO Motor Pool is not available, agencies/departments vehicle-issued fueling cards will be used for off-campus fueling.
4. The Campus Police Department will develop a plan for the use of all College and Community assets available for use in emergency evacuation incidents.
  - a. The Office of Student Affairs constructs planning documents with the Campus Police Department to facilitate internal and external sheltering and security.
  - b. Student Affairs develops:
    - (1) A list of available sheltering facilities on campus.
    - (2) A comprehensive listing of on-campus feeding locations.

- c. Physical Plant assists both Student Affairs and the Campus Police Department in the identification, marking and, where necessary, stocking of primary evacuation shelters, as approved by the Executive Policy Group.

## II SITUATION AND ASSUMPTIONS

See Section II, Basic Plan

## III CONCEPT OF OPERATIONS

### A. General

1. When local conditions warrant evacuation, the College Director of Emergency Management, after conferring with the Executive Policy Group, Emergency Services Coordination Group, and where appropriate, Floodplain Administrators (listed in Annex A, Appendix 2), will alert the Campus Police Department and other officials to warn all faculty, staff, students and dormitory/married family housing residents within the endangered area of the need to evacuate.
  - a. Notifications may be made by:
    1. The Miami siren system
    2. The use of portable PA systems to include NEO Campus Police vehicles
    3. Specific telephonic notifications
    4. Cable television, public service announcements through the PIO function
    5. NEO radio, public service announcements through the PIO function
    6. Runners, Resident Hall Directors, Departmental heads/supervisors, e-mail, alpha-numeric numerical pagers, or any other method that can be effectively and efficiently used to make emergency notifications on campus
  - b. The effective use of available transportation during disasters is critical to the protection/life-saving goal of this annex.
  - c. Where the event appears to be terrorist in nature, the Oklahoma State Bureau of Investigations and Federal Bureau of Investigation are notified.

### B. Considerations

1. There are several factors that must be considered when planning for evacuation.
  - a. The characteristics of the hazard or event itself
  - b. The magnitude of the hazard or event
  - c. The intensity and duration feasible for the hazard or event
2. These factors determine the number of people to be evacuated, which impacts and drives the available time for the emergency response and evacuation.
3. Those responding to a hazard or event requiring an evacuation must consider:
  - a. The availability of evacuation routes – Primary and Secondary
  - b. The capacity of traffic that can reasonably be routed on the primary and secondary evacuation routes.
  - c. The vulnerability of the evacuation route to the hazard or event itself.

4. If the College determines the need for immediate evacuation, the primary method will be the dismissal of all classes and, where feasible, the students will return home until told to return.
5. When the student cannot return to a local home either in or out-of-state, other communities within Ottawa or adjacent counties not affected by the disaster may be used as a reception area to provide food and lodging to those evacuated. See Appendices to Annex F for a list of emergency shelters that may be used to shelter evacuees.

C. Practical Evaluation and Planning

1. Physical Plant Services, Student Affairs and the Campus Police Department, in conjunction with other College emergency planners, will conduct:
  - a. As necessary, planning sessions for evacuation
  - b. Drills in individual residence halls or major facilities as appropriate.
- c. Table-top and functional exercises that entail an evacuation component as appropriate in all or any NEO emergency operation exercise.

IV TASK ORGANIZATION AND RESPONSIBILITIES

- A. Organization. Primary organizational responsibilities lie with all NEO departments, agencies, organizations and individuals who will support the safe, efficient and effective sheltering and evacuation of all personnel supported by or for which the College is responsible.
  1. Office of Student Affairs
  2. Campus Police Department
  3. Physical Plant Department
  4. Residential Life
  5. Fiscal Affairs/Business Office
- B. Task Assignments
  1. Emergency Management Director
    - a. After coordinating with the College Executive Policy Group, the EM Director decides which areas of the College need to be evacuated and advises the Emergency Management Coordinator to establish the emergency operations center and initiate the approved evacuation plan.
    - b. Coordinates with Student Affairs to identify needed transportation requirements, number of students requiring evacuation, and advises the local Red Cross director of the need for shelters and coordinates use of pre-designated shelters.
    - c. Issues the evacuation order through emergency service personnel and the media.
    - d. Insures the College PIO or designee prepares and issues a press release to the media detailing the evacuation area to be evacuated, and shelter(s) to be activated.

- e. Coordinates evacuation with other jurisdictions as required.
  - f. Establishes a Disaster Assistance Center as needed.
  - g. Provides transportation and other resources required to aid evacuation.
  - h. Requests needed assistance from the City of Miami, Ottawa County or the Oklahoma Department of Emergency Management.
2. Physical Plant
- a. Responsible for identifying and assigning emergency transportation to the requesting organizations or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.
  - b. Schedules and manages the use of vehicles provided from all sources along with a qualified driver for the equipment.
  - c. Establishes/coordinates pickup points in the area and advise the Emergency Management Director, Campus Police Department, and the NEO PIO, who will notify the public.
  - d. Assists the Emergency Management Director in planning the scheduled evacuation of sick, injured, and students requiring assistance.
  - e. Assists the Director of Public Information in the development and maintenance of a current College vehicle inventory available for evacuation management activities.
  - f. Tasks the Director of Public Information with vehicle and driver requirements during any emergency.
  - g. Provides maintenance service and fuel to all equipment used to support emergency operations.
  - h. Keeps records of equipment use, man-hours, and associated costs and provides this data to the Director of Public Information during and after the disaster.
3. Resources Coordinator
- a. Ensures that all necessary mutual aid agreements are in place for the acquisition of emergency transportation.
  - b. Maintains an updated inventory of public vehicles for use by the Transportation Coordinator or other EOC staff to meet emergency needs.
    - c. Coordinates vehicle availability for emergency use with government departments and develops other sources of transportation that could be made available from the following agencies/sources:
      - (1) Local Miami churches for buses
      - (2) Oklahoma National Guard
      - (3) Ottawa County School districts
      - (4) Ottawa County/Miami business and commercial sources

- d. Recruits qualified volunteers or utilizes NEO Physical Plant operators to drive and load vehicles when the organization providing the equipment is unable to furnish operators.
- e. Develops a written mutual aid agreement with the Miami Superintendent of Schools that can be utilized for emergency transportation of people and/or supplies.
- f. Requests vehicles by type and number needed to meet emergency requirements.
- g. Ensures equipment committed to disaster/emergency response will not be subject to redirection unless the EOC Chief of Operations directs they be diverted to/for higher priority use.
- h. Coordinates with Miami churches and business firms for assistance as necessary to move people and supplies in the event of a hazard requiring evacuation of the transportation of supplies.
- i. The Resource Coordinator function is directed and controlled within the NEO Physical Plant Department, under the direct supervision of the Emergency Management Coordinator.

## V DIRECTION AND CONTROL

### A. Flooding, Fire or Other Threat

- 1. The University Executive Policy Group, under the direction and approval of the President of NEO, is the overall authority for evacuation efforts.
- 2. All activities will be coordinated in the activated EOC or the incident site command post.

### B. Hazardous Materials or Transportation Accidents

- 1. When such an event occurs that may require evacuation, the Emergency Management Director directs the initiation of the EOC.
- 2. Due to the specialized nature of hazardous materials incident response requiring evacuation, see Annex Q.

## VI CONTINUITY OF ADMINISTRATION

See Section VI, Basic Plan

## VII ADMINISTRATION AND LOGISTICS

See Section VII, Basic Plan

## VIII PLAN DEVELOPMENT AND MAINTENANCE

Responsibility for updating and revising this Annex rests with the College Emergency Management Director and the Physical Plant Director. All actions are in coordination with the Director of Public Information. Support by all College departments and agencies are required.

**IX AUTHORITIES AND REFERENCES**

- A. See Section IX, Basic Plan.
- B. Federal Insurance Administration (FIA), FIA-2, Questions and Answers on the Flood Insurance Program.
- C. FIA-13, Flood Emergency and Residential Repair Handbook.
- D. References:
  - 1. A Guide for Emergency Highway Traffic Regulation, FHWA-SA-88-023, US Department of Transportation, Federal Highway Administration, Office of Traffic Operations.
  - 2. Glossary of Terms and Abbreviations, Transportation Preparedness Planning, DOT P 1945.1C; US Department of Transportation, Research and Special Programs Administration, Office of Emergency Transportation, Washington, DC 20590.
  - 3. Department of Transportation, Crisis Action Plan, Order 1900.7D; US Department of Transportation, Office of the Secretary of Transportation.
  - 4. US Department of Transportation, Region VI, Plan for Civil Transportation in a Defense Emergency, DOT RETCO VI Order 1900.1C.
  - 5. CPG 2-15 Transportation Planning Guidelines for the Evacuation of Large Populations.

**TABS to ANNEX E**

TAB A – List of Shelters

TAB B – Residence Halls, Apartments, Off-Campus students

TAB C – Emergency Contacts

**AB A to ANNEX E  
SHELTERS**

The Emergency Operations Center will coordinate all emergency evacuation incidents on the NEO Campus. These procedures are primarily for the evacuation of persons from residence halls and College apartments and their relocation to other College facilities or outside locations.

All incidents shall be managed in accordance with the following priorities:

1. Life Safety
2. Preservation of the College's property and structures
3. Restoration of academic programs and general College operations.

**Emergency Shelters****College facilities that could be utilized as emergency shelters:**

- Basement (lower level) of the Harrill/Dobson Dormitory Building
- Basement of Russell Hall Dormitory
- Basement of Vann Hall Dormitory
- Basement of the Fine Arts Building
- Basement of the Learning Resource Center
- Basement of Copen Hall
- Basement of Shipley Hall (outside entrance)
- Basement of the College Gym
- Basement of the Health Science Building (outside entrance)

If the need arises, the following organizations could be contacted to provide meals and bedding for displaced persons:

- Auxiliary Services (Food Services)
- Residential Life
- American Red Cross
- Salvation Army
- National Guard

**TAB B to ANNEX E**  
**Residence Halls, Apartments & Off-campus students**

**Evacuation of Residence Hall(s) and Apartments**

**Initial Procedures**

1. ***Ensure individual safety***  
Check elevators to ensure no one is trapped
2. ***Notify persons inside building***  
Notification must be made floor-by-floor or apartment-by-apartment
3. ***Establish central assembly point outside building***  
for transport to another facility
4. ***Provide transportation to emergency shelter***  
Use NEO A&M College Plant bus & vans
5. ***Initiate measures to protect property***  
Only authorized personnel shall be permitted inside the area until the residents are allowed to return

**Off-Campus Evacuees**

It may be necessary to provide emergency shelter to persons evacuated from off-campus areas within the City of Miami. A possible scenario might be a city-wide disaster such as severe storm damage or a major hazardous materials incident.



**TAB C to ANNEX E  
VARIOUS EVACUATION CONTACTS**

Emergency Contacts

NEO Physical Plant  
Miami, OK 74354  
Telephone:  
    918-540-6226  
    (8:00 a.m. – 4:00 p.m. Monday thru Friday)  
(After 4:00 p.m. and on weekends) . . . . . 918-555-1243  
On campus emergencies . . . . . 911

Dr. Bill Able, Vice President for Academic Affairs	Office: Home: Cell:	918-540-6202 918-678-2803 918-541-5179
Cheryl Butler, Director of Counseling	Office: Home: Cell:	918-540-6236 918-540-3583 918-533-3510
Marcia Enyart, Coordinator/Data Control	Office: Home: Cell:	918-540-6378 918-678-2803 918-533-2254
Steve Grimes, Director of Physical Plant	Office: Home: Cell:	918-540-6226 918-257-4363 918-533-3363
Jim Genandt, Dean, Environmental Science	Office: Home: Cell:	918-542-6295 918-542-6295 918-961-2455
Kay Harris, Director of Allied Health	Office: Home: Cell:	918-540-6315 417-206-6348 417-529-5313
Brian Hauck, Dean, School Liberal Arts	Office: Home: Cell:	918-540-6354 918-257-4597 no cell-phone available
Brad Henderson, Coordinator, Educational Technology Center	Office: Home: Cell:	918-540-6409 417-621-0791 405-204-1942
Tammy Higgins Director of Financial Aid	Office: Home: Cell:	918-540-6233 417-649-6081 417-438-3490

NEO Emergency Operations Plan

Luetisha Hogan Director of Auxiliary Services	Office: 918-540-6357 Home: 918-542-2357 Cell: 918-542-0130
Amy Ishmael Dean of Enrollment Management	Office: 918-540-6212 Home: 620-674-3317 Cell: 918-533-3345
Jon Lantz Vice President for Student Affairs	Office: 918-540-6234 Home: 417-781-7107 Cell: 417-439-1966
John Lomax, Dean of Agriculture And Natural Sciences	Office: 918-540-6349 Home: 918-542-6840 Cell: not available-private
Dr. Glenn Mayle, College President	Office: 918-540-6201 Home: 918-542-3801 Cell: 918-533-2030
Tammy McNiel, Instructor, Nursing	Office: 918-540-6312 Home: 918-542-2344 Cell: 918-533-2701
Debbie Morgan Dept. Chair Nursing	Office: 918-540-6312 Home: 918-256-4244 Cell: 918-607-3950
Tom Poole, Vice President for Fiscal Affairs	Office: 918-540-6213 Home: 918-540-2632 Cell: 918-533-6213
Tom Robertson, Chief of Campus Police	Office: 918-540-6451 Home: 918-542-6758 Cell: 918-533-1243
Jim Rowland, Director of Housing	Office: 918-540-6299 or 918-540-6326 Home: 918-542-6485 Cell: 918-961-0330
Christen Stark, Director, Public Information	Office: 918-540-6209 Home: 417-825-2080 Cell: 918-540-5791
Lou Wilson, Director MIS	Office: 918-540-6248 Home: 918-542-1367 Cell: 918-540-4949
Alicia Weatherby, Instructor, Nursing	Office: 918-540-6473 Home: 918-540-2878 Cell: 918-533-5753

**TAB D to ANNEX E  
BUILDING WARDENS**

The following Building Wardens are responsible for safe, secure and prompt evacuation when it is called for during the school day. They are also responsible for lockdown if needed.

<u>Building</u>	<u>Bldg. Wardens</u>	<u>Floor Wardens</u>
Ables Hall	Lisa Lewis Linda Wilson	Shannon Cunningham 1 Bobbie Pennington 2
College Apartments	Tonya Rowland/Kassia Allen	
Copen Hall	Jim Genandt Nicole Brown	Teresa Thompson 1 Jon Stelle 2
Creech LA Building	Jessica Boles Brad Henderson	Marcia Enyart B Amy Ishmael 1 Tammy Higgins 2 Alberta Hutchings LRC
Cunningham Hall	Mark Grigsby Randy Jones	Betty Spradlin 1 James Gruel 2
Dyer Hall	Shirley Patterson Bethene Fahnestock	Kathie Hulse 1 Marcia Tynon 2 Darla Powell 3
Fine Arts Building	Steve McCurley Tom Hale	Barbara George 1 Mark Leonard 2
Football Fieldhouse	Rob Green/1 <sup>st</sup> available coach	
Grove Center	Karen Stout Harry Hanson (evenings)	Nancy Kennon
Harrill-Dobson Halls	Tonya Rowland/Jim Rowland	
Health Science Bldg.	Debbie Morgan/Kay Harris	Jackie Robinson
Kah-ne Hall	Mary Susan Whaley/Tenona Kuhn	
NEO College Farm	Lawson Essex/Jary Douglas	
NEO Arena	Whichever employee is supervising class or activity	
NEO Gymnasium	Don Bigby/Phil Glatzer/Adrian Arnold	
NEO Museum	Kirsten Couch	
Physical Plant	Steve Grimes Jan Mathis	Chester Hogan
Russell Hall	Travis Rhatigan/GA Baseball Coach	
ShIPLEY Hall	Brian Hauck John Lomax	Lois Arnall 1 Leon Manning 2 James Webster 3
Student Activity Center	Jonathan Unruh/Ashley Steel	
Student Union	Luetisha Hogan	Grace Ann Combs/Dana Johnston
Vann Hall	Vicki Stokes/Jimmy Walker	

## NEO EVACUATION PROCEDURE

1. Know the location of at least two exits (ELEVATORS ARE NOT CONSIDERED EXITS DURING A FIRE).
2. Know the location and operation of the fire alarm system and the nearest fire extinguisher. There are pull stations normally located by exits, and in some buildings, by the stairwells.
3. Immediately activate the building fire alarm system if there is a fire.
4. When the fire alarm sounds, you should leave the building immediately--even if someone else tells you it is a false alarm.
5. Assist any person in immediate danger to safety if it can be accomplished without risk to yourself.
6. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:
  - You don't know how to operate the fire extinguisher.
  - You don't know what's burning.
  - The fire is spreading rapidly.
  - You don't have the proper equipment.
  - You can't do so without an exit nearby.
  - You might inhale toxic smoke.
  - Your instincts tell you not to do so.
6. If the first attempts to put out the fire do not succeed, evacuate the building immediately.
7. Doors, and if possible, windows, should be closed as the last person leaves a room or area.
8. Do not use elevators, use building stairwells.
9. Multi-Level Building Evacuation of Persons with Mobility Problems:
  - Two helpers should be assigned to persons with mobility problems.
  - Do not attempt to carry the person down the fire escape or stairwell.
  - Assist the person to the nearest safe area on the landing inside the fire escape.
  - Make certain that he/she is not obstructing evacuating traffic. Keep the fire door (if available) closed.
  - One helper stays with the person while the other helper seeks assistance from fire or police officials. The other helper should leave to inform police or fire officials the exact location of the person requiring assistance:
  - Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.
10. Upon evacuation of the building, all should proceed to a pre-designated meeting area where head counts can be taken.
11. Never reenter a building without permission from the fire department.

## ANNEX F HUMAN RESOURCES

### I PURPOSE

This annex provides College building managers, shelter managers, departments, and interested individuals with information on:

- A. How to effectively plan for emergencies and respond to hazards.
- B. How to provide emergency assistance to faculty, staff, students and citizens during an emergency, disaster or hazardous situation.
- C. The College is responsible to take those actions necessary to:
  - 1. Provide assistance to its constituency during emergency operations or times of disaster.
  - 2. Implement procedures designed to meet immediate needs of people during and after the disaster occurrence.
- D. This annex is specific in its guidance on sheltering and humanitarian support during emergencies. Every person employed by, attending or visiting the College is provided care during emergency disaster or hazard situations natural in occurrence or man-made.

### II SITUATION AND ASSUMPTIONS

See Section II, Basis Plan

### III CONCEPT OF OPERATIONS

#### General

- A. Primary responsibility for providing shelter and humanitarian services to disaster victims at the College is assigned to the Director of Student Affairs or designee.
- B. The Director of Student Affairs or designee will coordinate with the Ottawa County Chapter of the American Red Cross (ARC).
- C. Sheltering and humanitarian services will be provided through the coordinated efforts of:
  - 1. The College
  - 2. The American Red Cross
  - 3. The Ottawa County Department of Human Services
  - 4. City of Miami and Ottawa County agencies
  - 5. Other volunteer groups.

- D. The College's sheltering and humanitarian concept envisions as necessary a coordinated effort involving:
  - 1. Emergency registration – who needs help
  - 2. Congregate care – where help will be provided assistance
  - 3. Clothing distribution – how care will be distributed
- E. Other required assistance may be provided from either centralized or decentralized College, City or County assets operating to meet personal needs in the emergency-affected area.
- F. Reliance cannot be placed entirely on any single means for individual protection or sheltering. A balanced combination of several methods must be utilized in a comprehensive shelter program. Normally, sheltering utilizes, if possible:
  - 1. College shelters
    - a. Evacuation shelters in times of emergency are generally underground facilities designed to protect the individuals involved from serious injury or death during life-threatening emergencies. See Annex E of this planning document.
      - 1.) Underground means fully covered with a cement cap or cover, or substantially underground with a place that affords full protection from the elements.
      - 2.) Where the shelter is not fully underground, it will not be used for tornado sheltering except as a last resort.
    - b. Sheltering, except for severe weather, is primarily done in place.
      - 1.) If the structure is not secure and subject to destruction due to tornado activity, the residents move to other shelter.
      - 2.) Where necessity requires the individual to shelter in-place in a tornado situation, the individual moves to the lowest level and takes appropriate safety steps.
      - 3.) Sheltering information is available on the NEO web site:  
<http://www.neoam.edu>
    - c. Staging for off-campus evacuation is done at a place designated by the College Director of Emergency Management.
      - 1.) Staging takes into account the type and location of the emergency or disaster.
      - 2.) Provides space for large numbers of people and vehicle ingress/egress.
      - 3.) Where possible, more than one staging area is designated to alleviate over-crowding.
      - 4.) The primary staging areas for the College might be:
        - A.) Performing Arts Center
        - B.) Student Activity Center
        - C.) Student Union and Ballroom
        - D.) Football Stadium and adjacent parking lots
        - E.) College Gymnasium

## 5.) Other sheltering staging areas might be:

- A.) Miami Public Schools
- B.) Local churches
- C.) Local Government and private buildings

G. In the event it becomes necessary to occupy/move to emergency shelters, the primary mode of transportation will be **walking**.

1. Where individuals need assistance, College vehicles may be used to assist in evacuation, staging, or movement from one evacuation site to another.
2. The Physical Plant Director or designee, if needed, will provide transportation from staging area(s) to designated shelters.

H. In general, the College will utilize the following criteria for evacuation or sheltering:

1. For tornado shelter, use basements of concrete construction.
  2. For flood/storm shelter, use aboveground, structurally sound buildings, where individuals may be safely sheltered above the flood crest.
  3. For chemical and biological shelter, consider:
    - a. The location of the hazard, the wind direction,
    - b. The hazard duration,
    - c. The ability to "seal off" the structure from the outside hazard combined with the structure's internal ventilation system's capability to operate over long periods of time.

#### IV ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization. See Appendix 1 to Annex A.

B. Assignment of Responsibilities

1. The Executive Policy Group is responsible for the development and implementation of a complete shelter program. This includes an in-place plan for sheltering faculty, staff and students, and an emergency shelter plan for displaced persons in the event of natural disaster or man-made accident or incident.
2. The College Director of Emergency Management or designee is responsible for the direction, implementation and supervision of shelter activities.
  - a. Activating reception centers for registration, lodging, feeding and sheltering of the local population
  - b. Marking of shelters
  - c. Training of shelter managers
  - d. Providing shelter management kits and certain supplies

- e. Providing public information and education
  - f. Activating and deactivating shelters as needed
  - g. Providing communications capabilities
3. The College Emergency Management Coordinator is responsible for:
- a. Coordinating all emergency welfare service with the Director of Emergency Management.
  - b. Developing and maintaining emergency aid agreements with volunteer agencies.
  - c. Identifying College-owned buildings suitable for use as lodging/ shelters and making arrangements for their use in an emergency.
  - d. Ensuring all lodging/shelters have appropriate staffing to provide necessary services, including care of unaccompanied children, the aged, and others needing special care.
  - e. Supplying shelters with water, food, bedding, clothing, and other supplies as required.
  - f. Referring person(s) in need of medical care to appropriate facilities and obtaining transportation if required.
  - g. Registering all persons in shelters or Registration Centers.
  - h. Coordinating activities with state and federal agencies as necessary, requesting assistance from Oklahoma State University Emergency Management when local resources are depleted.
  - i. Maintaining communications with other emergency service organizations and operating emergency management emergency operations centers (EOC's).
  - j. Providing volunteers with adequate training for emergency operations.
  - k. Coordinating welfare service planning with Shelter Managers and EOC Shelter/Mass Care Officers.
  - l. Assisting in shelter management and control.
  - m. Identifying facilities to be used for mass feeding.
  - n. Notifying participating agencies of mass feeding locations, when operational.
  - o. Coordinating activities of all volunteer agencies during emergency response.
  - p. Establishing procedures to receipt and account for supplies procured.
4. College Shelter/Mass Care Coordinator
- a. The College Director of Emergency Management (DEM), in coordination with the American Red Cross Executive, the DHS County Director, and/or the Salvation Army Representative, is responsible for organizing, establishing, directing and monitoring the reception activities for processing the College population prior to and during a crisis.
  - b. The College DEM is directly responsible for supervising/directing the following emergency activities:
    - 1. Organizing and operating lodging and feeding facilities.



2. Supervising operations of emergency shelters, when necessary.
  3. Assisting American Red Cross in operating emergency shelters in the event of natural disasters or nuclear incidents requiring evacuation of the College.
  4. Coordinating requirements for volunteers, supplies, materials and financial assistance with the Resource Coordinator and the DHS County Director.
  5. Identifying facilities for lodging/shelter and mass feeding.
  6. Coordinating emergency welfare activities with ongoing emergency operations and the EOC staff.
5. Physical Plant Director

Prepares contracts or memorandums of agreement with local school superintendents where necessary for the use of buses for transport of evacuees. (See Annex A, Appendix 2 for names and phone numbers of superintendents in the county.)

6. Salvation Army (as available)

The Salvation Army is also a key agency in and out of Ottawa County when shelters and shelter support are required. The College Emergency Management staff will make full use of their capabilities and experience.

- a. Support shelter operations, particularly food service.
  - b. Provide clothing and other necessities to relocatees/displaced persons.
7. Oklahoma Volunteer Disaster Response Organizations (See Appendix 2) is

an affiliation of the Oklahoma Conference of Churches that can respond to disasters with:

- a. Food
- b. Clothing
- c. Shelter
- d. Equipment and goods
- e. Communications
- f. Cleanup and reconstruction assistance
- g. Damage assessment assistance
- h. Transportation
- i. Notification
- j. Counseling
- k. Follow-up care after the emergency

- I. Advocacy for victims. (To assure that existing services and help are available to all who need them and qualify.)

## V DIRECTION AND CONTROL

### **Emergency Shelters**

College faculty, staff, and students will be sheltered as directed by College Emergency Management Officials.

## VI CONTINUITY OF ADMINISTRATION

See Section VI, Basic Plan.

## VII ADMINISTRATION AND LOGISTICS

### A. Shelter Management

Shelters will be operated in accordance with standard American Red Cross procedures.

### B. Communications

The primary communications link between shelters and the EOC will be by telephone. In the event telephones are inoperative or overloaded, law enforcement personnel assigned to each shelter will provide radio communication using portable radios. Where possible, amateur radio operators could provide additional radio support.

## VIII PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director and the Shelter Coordinator are responsible for maintaining and updating this Annex. They must closely coordinate changes with the American Red Cross Chapter Executive and the Ottawa County DHS Director.

## IX AUTHORITIES AND REFERENCES

### A. Authorities

See Section IX, Basic Plan.

### B. References

FEMA, Guidance for Development of an Emergency Shelter Stocking Plan, CPG 1-19.

FEMA, Sheltering and Care Operations, CPG 2-8.

FEMA, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis; State and Local Guide (SLG) 100. Section 6 is "Illustrations of Shelter Upgrading Techniques." Section 13 is "Actions to Increase Inventory of Public Shelter." Section 17 is "Actions to Increase Operations Readiness of Public Shelter."

FEMA, Shelter Supplies, CPC 83-1.

FEMA, Architectural Design Techniques for Emergency Protection and Energy Conservation, TR 86.

FEMA, How to Manage Congregate Lodging Facilities and Emergency Shelters, SM-11.

FEMA, Shelter System Officer Course, SM-355.

FEMA, Shelter Management Handbook, FEMA-59.

**APPENDICES**

Appendix 1 ..... Tornado/Severe Weather Shelters

Appendix 2 ..... Oklahoma Volunteer Disaster Response Organizations Communication Chain  
(VOAD)

## TORNADO/SEVERE WEATHER SHELTERS

GENERAL – See page 7 of Annex E for names of shelters.

Since a function of the Emergency Management Director is to maintain a list of tornado shelters, evaluate new construction for suitability and answer questions from constituents within the College concerning tornado shelters, the following criteria are listed for tornado shelters:

- A. Only space located in fully or partially below-grade basements or sub-basements shall be considered, utilizing the following criteria:
  1. Primary and secondary severe weather shelters are designed as:
    - a. Primary: The basement must be fully buried, and the floor over the basement must be concrete.
    - b. Secondary: The basement may be either:
      - 1.) Fully buried but with a wood floor over the basement, or
      - 2.) Partially buried with a concrete floor over the basement but with no more than approximately 25% of the wall height exposed at any point other than at occasional stairwells, window wells, or area ways. No above ground wall may be of wood or metal stud construction.
      - 3.) In secondary tornado shelter basements, areas not shielded from exterior windows by interior walls will not be considered as shelter space.
      - 4.) Field expedient – any area below ground level, the lowest part of a building, basement, providing some minimal safety
- B. The number of shelter spaces can be calculated from the useable floor area if divided by the following minimum specified square footage:
  1. Six square feet per person for long-term evacuation or shelter.
  2. Five square feet where sheltering or evacuation is thought to be less than four hours.
  3. Three square feet when the emergency is of such severity that comfort will be sacrificed for safety.

OKLAHOMA VOLUNTEER DISASTER RESPONSE ORGANIZATIONS  
COMMUNICATION CHAIN

**VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (VOAD)**

Linda Soos-Davis, Executive Sec. .... Phone: (405) 521-2481  
P.O. Box 53365 ..... FAX: (405) 521-4053  
Oklahoma City, OK 73152-3365 ..... (24 hr):(800) 800-2481

**MEMBER ORGANIZATIONS AND THEIR SERVICES:**

**Adventist Community Services** - Provides Emergency feeding, clothing, bedding, counseling, child care and manages centers to handle Donated Goods.

**American Radio Relay League** - Provides Emergency Communications.

**American Red Cross** - Provides feeding stations, mass or individual shelter, first aid, supplementary medical care and comfort kits.

**Baptist General Convention of OK** - Provides Mobile/Mass Feeding, Child Care and communications services to disaster victims.

**Catholic Disaster Relief** - Provides monetary help to disaster victims.

**Christian Church (Disciples of Christ)** - Provides monetary help to disaster victims.

**Church of Jesus Christ of Latter Day Saints** - Provides volunteers to help disaster victims.

**Church of the Brethren** - Provides cleanup and rebuilding services.

**Episcopalian Church** - Provides monetary help to disaster victims.

**OK Mennonite Disaster Services** - Provides cleanup and rebuilding services to disaster victims.

**OK Conference of Churches** - Provides monetary help to disaster victims.

**OK REACT Teams** - Provides communications, crowd and traffic control.

**Presbyterian Church** - Provides Organization and Funding Services to disaster victims.

**The Salvation Army** - Provides Spiritual Counseling, Registration, Medical Assistance, Temporary Shelter, Mobile and Mass feeding, Bedding and communications.

**United Methodist Church** - Provides Spiritual & Emotional Counseling and Cash Grants to disaster victims.

## ANNEX H HEALTH AND MEDICAL

### I PURPOSE

This annex establishes effective, workable procedures that will provide emergency health service to the College and where applicable gain assistance from Miami and Ottawa County resources during and after a natural or manmade disaster.

### II SITUATION AND ASSUMPTIONS

See Section II, Basic Plan.

### III CONCEPT OF OPERATIONS

#### General

A. Emergency Medical and public health service will be an extension of normal services provided by the NEO Campus Nurse, the Allied Health Department and the Nursing Department (College Health Services).

1. Health/medical care will be adjusted to the size and type of disaster.
2. Medical and support staff will be assigned and utilized in a manner appropriate to the disaster and to their expertise.

B. One of the primary concerns of public health officials is disease control. This involves the detection and control of disease causing agents, maintaining a source of pure water, and continuation of wastewater disposal under disaster conditions.

1. The College Health Service unit has as its primary concern the assessment of the injured, treatment and relocation if necessary of the victims to an appropriate medical facility.
2. Transportation of victims will be by the most expeditious and medically sound system available for use.

C. Emergency response personnel will facilitate and support the identification, assessment, and other actions necessary to prevent disease as a result of disruption in sanitation, clean water resources, and/or exposure to disease causative agents.

D. College Health Services, as necessary, may consult with NEO Counseling Services to provide support personnel during response and recovery.

E. College Health Services may, as necessary, coordinate with outside agencies to include area funeral homes for mortuary/morgue services.

### IV TASK ORGANIZATION AND RESPONSIBILITIES

#### A. Organization

1. The College Health Services organizational structure will remain as it currently exists during an emergency. The College medical organization will operate as part of the city and countywide organization, rendering and receiving support and assistance in accordance with existing mutual aid agreements. College Health Services consists of all College health areas such as Campus Nurse, Nursing Department and Allied Health Department.

2. Supporting Organizations
  - a. County Health Department
  - b. Area hospitals
  - c. Medical clinics
  - d. Medical, dental, nursing and medical technical personnel residing in the county
  - e. Pharmacies
  - f. Funeral homes
  - g. Red Cross personnel and other resources
  - h. State agencies as required
  - i. Companies that own and service portable toilets

B. Task Assignment and Responsibilities

1. College Health Services is responsible for coordinating with:
  - a. Ottawa County medical professionals
  - b. Integris Baptist Regional Health Center, where appropriate
  - c. Planning and coordinating emergency medical services to include:
    - (1) Care of sick and injured
    - (2) Support sorting and evacuation of mass casualties
    - (3) Support (if possible) patient transfer between facilities and their transportation
  - d. Plan and supervise health services to include:
    - (1) Communicate any identified needs/concerns regarding insect and rodent infestations
    - (2) Immunization programs, when required
  - e. Assignment of doctors and nurses to larger shelters in coordination with the Emergency Management Director responsible for the shelter
  - f. Coordinate with pharmacists and distributors of pharmaceuticals on the protection, movement, and distribution of critical medical supplies
  - g. Develop a system to assemble medical personnel and equipment needed in an emergency

V DIRECTION AND CONTROL

The Director of Allied Health and the Director of Nursing are responsible for the direction and control of all NEO public health activities.

VI CONTINUITY OF ADMINISTRATION

Indispensable Operating Records

Each involved agency will be responsible for determining and maintaining the records, which are essential for post disaster assignment.

VII ADMINISTRATION AND LOGISTICS

A. Health Statistics

1. Vital Statistics. The Health Department will continue to collect vital statistics as under normal operating procedures.
2. Disease Statistics. Data related to disease out-break will be collected and forwarded to appropriate state and federal officials.

B. Testing and Inspections

All testing of materials or substances will be accomplished under normal procedures used by the Health Department or the Department of Environmental Quality. Inspections will be conducted in normal fashion but with increased frequency.

VIII PLAN DEVELOPMENT AND MAINTENANCE

The Director of Allied Health and the Director of Nursing will coordinate with the Emergency Management Director, medical personnel and other agencies specified in this annex for this plan's development and maintenance.

IX AUTHORITIES AND REFERENCES

A. Authorities. See Section IX, Basic Plan.

B. References

1. FEMA SLG 100, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
2. FEMA, CPG 1-6 Disaster Operations - A Handbook for Local Governments.

X IMPLEMENTATION

This annex will be implemented upon occurrence of a local disaster at which time a declaration of emergency may be made by county authorities.

**APPENDICES**

Appendix 1 -----Hospitals/Long-Term Care Facilities/Nursing Homes

Appendix 2 -----Sources of Health and Medical Assistance



HOSPITALS\LONG-TERM CARE\NURSING HOMES

1. Hospitals, General Medical-Surgical:
  - a. **Hospital:** **Integris Baptist Regional Health Center**  
**Address:** 200 2<sup>nd</sup> Ave. SW, Miami, OK  
**Phone:** 918-542-6611  
**Capacity:** 123 Beds
  
2. Long-Term Care Facilities\Nursing Homes
  - a. **Home:** Osborne Care & Rehab  
**Address:** 2530 N. Elm, Miami, OK  
**Phone:** 918-540-2300
  
  - b. **Home:** Heartland Plaza  
**Address:** 2128 Denver Harnar Dr., Miami, OK  
**Phone:** 918-542-4040
  
  - c. **Home:** Miami Nursing Center Inc.  
**Address:** 1100 E. NE, Miami,OK  
**Phone:** 918-542-3335

APPENDIX 2 TO ANNEX H – HEALTH AND MEDICAL

**Sources of Health and Medical Assistance**

**I. Additional sources of assistance and support**

A. County Health Department - See Appendix 2 to Annex A.

B. Ambulance Service:

Category of Service provided is EMT Basic Life Support.

**Miami FD,**

129 5<sup>th</sup> NW

Phone: Emergency 911

Bus. 918-542-6685

N. Fire Dept. Phone: 541-2323

Fire Dept. Phone: 541-2324

S.

C. Listings are in local telephone directories for:

- Physicians
- Physical Therapists
- Dentists
- Chiropractic Physicians
- Optometrists
- Veterinarians
- Pharmacies
- Funeral Directors/Homes
- Counselors

## ANNEX I LAW ENFORCEMENT

### I PURPOSE

This annex identifies the Campus Police Department emergency law enforcement responsibilities, coordination requirements, and management procedures for the protection of life and property. Specific guidance is provided to manage emergency operations:

- A. Emergencies requiring the operation of the Emergency Operations Center
- B. Crisis relocation operations during emergency operations.

### II SITUATION AND ASSUMPTION

- A. See Section II, Basic Plan.
- B. Where College operational police capabilities are exceeded, even with augmentation by local police and emergency agencies, state or federal assets may be requested.

### III CONCEPT OF OPERATIONS

- A. The College Campus Police Department will normally provide adequate police control through existing mutual aid agreements and internal College assets.
- B. Emergency operations are simply an expansion of normal daily responsibilities of the Campus Police Department:
  - 1. Maintenance of law and order
  - 2. Traffic Operations and control
  - 3. Crowd control
  - 4. Disaster or Emergency Response
  - 5. Incident control and emergency abatement operations
  - 6. Post incident investigation and reporting
- C. Phases of Police Operational Management in Emergency Operations
  - 1. Mitigation – The Campus Police Chief directs his or her staff to plan for emergency operations:
    - a. Develop comprehensive planning documents
    - b. Conduct planning reviews and operational exercises to validate plans
    - c. Conduct plan updates
  - 2. Operational Response Requirements
    - a. Prepare and plan for traffic control during emergency operations
    - b. Develop and maintain primary and secondary police dedicated communications systems
    - c. Train full time officers and where necessary auxiliary personnel in disaster operations
    - d. Assign where appropriate or necessary police officers to high-density shelters to maintain control.

## IV TASK ORGANIZATION AND RESPONSIBILITIES

A. Organization: See Basic Plan.

B. Task Assignments and Responsibilities

1. NEO Campus Police Chief or his/her designated representative will:

- a. Coordinate(s) all law enforcement operations actions for the College.
- b. As necessary, through internal and external communications channels, in conjunction with the College Director of Public Information, direct the dissemination(s) of campus wide warnings.
  - 1.) Warnings are issued when an event occurs, is forecast to occur, or may occur
  - 2.) Warnings are issued when the event may cause significant damage, loss of life, or other greater emergencies may result.
- c. Coordinate the relocation of traffic control as necessary.
- d. Initiate and coordinate where necessary all mutual aid agreements and requests for service
- e. Support emergency public safety activities.
- f. Provide for the security, protection, and where necessary evacuation of College staff, faculty, students and citizens on campus.
- g. Monitor communications for additional warnings.
- h. Open the EOC when directed or as necessary.
- i. Coordinates with the Emergency Management Coordinator and the Campus Police Department the initiation of emergency management siren systems in Miami with Miami Fire and Emergency Management officials if time allows or as necessary.
- j. Assist the City of Miami as possible by disseminating warnings to the College and contiguous city properties.
- k. Provide mobile units for warning & evacuation.
- l. Provide security for key facilities on campus to include
  - 1.) Health Science Bldg.
  - 2.) Other facilities as directed by policy or as dictated by the emergency at hand, or as directed by the College Emergency Management Policy Group.

2. The Campus Police Chief or his/her designated representative directs, supervises, or assigns responsibility for the following emergency actions as necessary to support College requirements.

- a. Maintain law and order.
- b. Provide, if possible, traffic control during shelter operations or other emergencies.
- c. Provide crowd control as required.

- d. Police officers, if available and directed to shelter, will shelter in high density, larger shelters for law enforcement and communication.
- e. Provide warning to affected areas when localized flood conditions exist.
- f. Directs the College Emergency Management Coordinator to establish emergency mutual aid agreements with cities and towns that are/may be able to assist the College in times of emergencies.

## V DIRECTION AND CONTROL

The College Campus Police Chief is responsible for coordinating all law enforcement activities within the College's primary jurisdiction. A designated representative will direct law enforcement emergency operations from the EOC. Current policy and procedure will handle day-to-day routine operations. State and federal support may be called when all local police capability and mutual aid support has been exhausted.

- A. The Campus Police Chief as directed or as allowed by law, College Policy, or the OSU Board of Regents, may/will respond to, direct the response to, and coordinate the College response to emergencies.
- B. The Incident Command System will be utilized to maintain accountability and information contact during any action for which the College EOC is activated.

## VI CONTINUITY OF ADMINISTRATION

See Section VI, Basic Plan.

## VII ADMINISTRATION AND LOGISTICS

### A. Passes

1. Special passes are needed in a disaster area to control access to those with legitimate reasons for being in the area. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest with the Policy Group and direction for use of passes will be given through the EOC. The Campus Police Department will issue passes. Sample temporary and permanent passes are shown in Appendix 1.
2. The following vehicles and their occupants are exempt from pass requirements:
  - a. Marked utility company vehicles
  - b. Military and city/state government vehicles
  - c. Northeastern Oklahoma A&M College Official vehicles
  - d. Ottawa County Emergency vehicles
  - e. Relief agencies (Red Cross, Salvation Army, etc.) vehicles
3. Many emergency passes already in existence (press cards and medical personnel identification) will be honored unless a reasonable question arises as to their authenticity. If such questions arise, the party should be directed to the Campus Police Department for consideration of a temporary pass.

### B. Communications

Law Enforcement communications network information is contained in Annex B. The Campus Police Department will operate a base station in the EOC communication center during an emergency.

C. Resources

A listing of available law enforcement equipment and personnel resources are listed in Appendix 2.

D. Key Facilities

A list of facilities, which may require police protection or increased security, dependent upon the situation will be pre-identified by the Policy Group and maintained by the Campus Police Chief. A listing of these key facilities will be maintained within the EOC.

VIII PLAN DEVELOPMENT AND MAINTENANCE

The Plans Manager within the Campus Police Department will conduct a review and update of this Annex annually.

IX AUTHORITY AND REFERENCES

A. Authorities

See Section IX, Basic Plan.

B. References

FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.

Law and Order Training for Civil Defense Emergency,  
Student Manual - Part A SM-2.

Law and Order Training for Emergency Management - Part A Instructor Guide (IG) IG-2.

Law and Order Training for Civil Defense Emergencies - Part B IG-2.1.

## APPENDICES

APPENDIX 1 - Temporary Pass

TAB A - Sample Disaster Area Passes

TAB B – OK Highway Patrol Troop Areas

APPENDIX 2 - Law Enforcement Resources


APPENDIX 3 – On Campus Tactical Violence

APPENDIX 4 – Lockdown Procedures

APPENDIX 5 – Clery Act Letter to Employees

APPENDIX 6 – Clery Report Form for Employees

**TEMPORARY PASS**



**Emergency Management**

# Official Vehicle

Temporary Pass

---

Print Bearer's Name

---

Valid Until Date/Time

---

Issued on

---

Issuing Officer

The driver and occupants of this vehicle, upon presentation of authorized Emergency Management Identification Cards, are authorized to pass in connection with OFFICIAL EMERGENCY MANAGEMENT BUSINESS. This card is to be displayed "ONLY" while the vehicle and its occupants are on OFFICIAL business in the disaster area(s).

CARD # _____	DATE _____
AGENCY _____	_____
	Emergency Management Director

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### SAMPLE DISASTER AREA PASSES

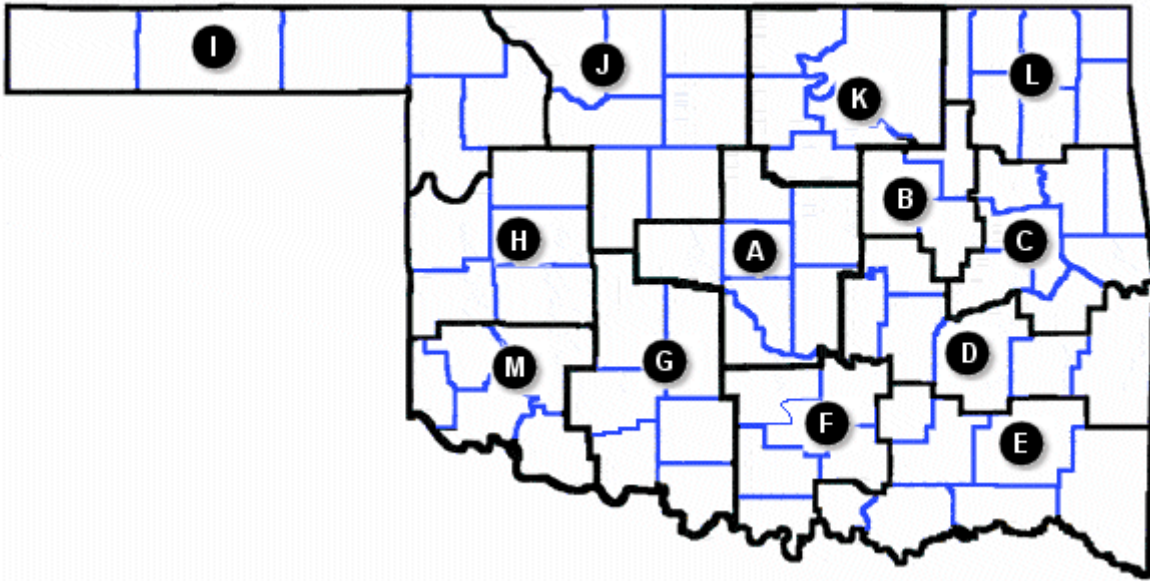
1. WORK PASS
<p style="text-align: center;"><b><u>WORK PASS</u></b> Authorized by <b>NEO DISASTER UNIT</b></p> <p>Date _____</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Signed _____</p>

2. VISITOR PASS
<p style="text-align: center;"><b><u>VISITOR PASS</u></b> Authorized by <b>NEO DISASTER UNIT</b></p> <p>Date _____</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Signed _____</p>

3. RESIDENT PASS
<p style="text-align: center;"><b><u>RESIDENT PASS</u></b> Authorized by <b>NEO DISASTER UNIT</b></p> <p>Date _____</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Signed _____</p>

4. SECURE AREA PASS
<p style="text-align: center;"><b><u>SECURE AREA PASS</u></b> Authorized by <b>NEO DISASTER UNIT</b></p> <p>Date _____</p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Signed _____</p>

Oklahoma Highway Patrol Troop Areas



**NEO LAW ENFORCEMENT RESOURCES**

SERVICE	NEO
Telephone Numbers (and alternate)	911 – Cell 533-1243
#Vehicles w/radio	1
Portable Generators	0 – See Physical Plant
Mobile Crime Lab	0
Total Officers	7
Dispatchers	0
EMT's	0
Bomb Disposal	0
SCUBA Trained	0
Deps/Res/Aux	0
Walkie-Talkie	7
Bull Horns	1
#Aircraft	0
Commo. Van	0
K-9 Units	1
OLETS Teletype	0

## ON CAMPUS TACTICAL VIOLENCE

The most likely type of tactical violence at school comes from explosive devices planted within the facility, weapons being introduced into the school by students or employees, and school invasions by outside personnel. Toxic chemicals or biological pathogens could also be introduced into the environment by students or other persons.

Any employee of the College shall immediately report acts of violence and any serious threats which a reasonable person would consider potentially dangerous made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor, Campus Police, or any administrative or management official.

**BOMB THREAT:** *Evacuation.* Upon receipt of a bomb threat, students and staff will be evacuated from the facility using normal evacuation procedures (see Annex E, Evacuation). Assembly areas must be of sufficient distance from the building to protect people from concussion and shrapnel effects of an explosion. Employees and students may reenter the facility only when cleared by a proper authority.

Should an explosive device be initiated in a facility without warning, personnel should drop and cover until the immediate effects of the blast have passed and then evacuate, by expedient means, to designated assembly areas.

**ARMED ASSAULT:** *Evacuation.* When faced with armed assailants inside a facility, NEO students and employees should attempt to quickly evacuate the facility by any route that does not expose them to the threat. The evacuation should proceed until a position of safety beyond the firing range has been reached. There will be no attempts to reenter the facility until the threat has been neutralized. If evacuation is impossible, college employees should secure their classrooms or work areas by locking or barricading doors and sheltering students/employees behind bookcases or under desks and tables or other furnishings out of the line of sight of the assailant(s). If weapons fire occurs in close vicinity, personnel should drop and cover. If outside and gunfire is heard at a distance, students/employees should evacuate into a nearby facility and initiate lockdown procedures.

Once NEO Campus Police/area police officers arrive **at the scene** and determine that violence is **actually and currently occurring**, they will institute the QUAD tactical plan as designed by the Columbus, Ohio, Division of Police. This involves entering the facility and locating and stopping the active shooter(s). After the shooter(s) has been neutralized, remaining personnel will be evacuated, rooms will be searched, and medical assistance will be given to the injured.

## NEO LOCKDOWN PROCEDURE

### “NO ONE IN, NO ONE OUT”

#### *Preparation*

1. It is safe practice to keep your exterior doors locked at all times.
2. Keep crucial information such as roll book and contact numbers near you when working so they are readily accessible.
3. Know the difference between Lockdown and Lockout (Shelter in Place).

#### *Communication*

1. An Emergency Lockdown will be announced by voice communication.
2. If a situation is discovered that requires an Emergency Lockdown, the individual making the discovery shall immediately contact Campus Police and provide as much information as possible.
3. Fire evacuation alarms are *not* to be sounded.

#### *Procedures*

1. Floor and building heads should assist all people in seeking shelter.
2. People in hallways are to seek shelter in the nearest classroom.
3. Lock room and other doors.
4. Close windows & window treatments.
5. Turn off lights.
6. Everyone is to remain quiet and calm and not enter hallways.
7. Should the fire alarm sound, do not evacuate the building unless:
  - You have first hand knowledge that there is a fire in the building, or
  - You have been advised by police or administration to evacuate the building.
8. Crouch down in areas that are out of sight from doors and windows.
9. Do not allow people into your room after the initial lockdown.
10. If you take others to another location or out of the building, let someone know where you are.

#### *Intruders*

1. It is important to note that intruders in past school situations avoided locked doors and rarely attempted to force open doors (this is excellent rationale for locking doors at all times).
2. In the event an intruder gains access to the room and takes hostages and the room is contacted by the police or administration, use a pre-designated school code name to communicate. For example you may state, "Everything is fine here; this is Mrs. Lincoln."
3. In the event an intruder gains access to the room and begins shooting, instruct others to leave as fast as possible. RUN!

Following a lockdown, it may take police some time to evacuate the building. This is a problematic practice but one that must be determined by law enforcement. Staying calm and remaining patient will assist you and others if a lockdown event occurs.

To: All Faculty and Staff  
From: Jon Lantz, Vice President for Student Affairs  
Date: January 6, 2006  
Re: **Clery Crime Reporting Requirements**

Recent amendments to the Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that "campus security authorities" report crime statistics for inclusion in the college's Annual Security Report. "Campus security authorities" as defined specifically by the United States Department of Education are faculty advisors to student organizations, athletic team coaches, members of the security department, the Vice President for Academic Affairs, Vice President of Fiscal Affairs, the Vice President for Student Affairs, the Director Student Support Services, the Coordinator for Student Intramural Activities, the Director for Allied Jobs, The Coordinator for Carl Perkins, the Coordinator for Child Development Scholar, the Director for Title III and Director for Upward Bound, and the Director for Continuing Education on the Grove Campus. Other full-time employees may be included as needed.

Because of the law's complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If you observe any crime listed below, or if any person reveals to you that, he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, immediately complete an Incident Report form and, as indicated on the bottom of the form, send copies to the NEO Campus Police Department. This applies to crimes on any of the college campuses (NEO Miami Campus and NEO Grove Campus), public property adjacent to each of those campuses and locations at which other college activities are taking place. Please ensure that you complete all information on the form based on the information you possess. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate college personnel may later contact you or others to gather additional information. A copy of the Incident Report form is enclosed with this Memorandum. Additional forms are available on the NEO web site: go to "Administration", "Frequently Used Forms", "Other", and "Clery Incident Report".

Crimes that should be reported are: Murder and Non-Negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, all hate crimes involving bodily injury, and all liquor, drug or weapons law violations resulting in an arrest.

If you are in doubt as to whether a crime is reportable, please err on the side of reporting the matter. With the exception of liquor, drug and weapons law violations, it is immaterial whether an arrest is made. For purposes of your reporting, *please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.* If you have any questions regarding reporting obligations, please contact Mary Jane Waggoner, Secretary for the Campus Police Department, at extension 6373. Thank you for your assistance in fulfilling these federal requirements.

Clery Crime Reporting Form

Please forward to Mary Jane Waggoner  
mjwaggoner@neoam.edu

Person Receiving Report: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Report Made by: \_\_\_\_\_

\_\_\_\_\_Victim \_\_\_\_\_Third Party Please identify relationship to victim:

Date and Time the Incident occurred: \_\_\_\_\_

Description of the incident or crime: \_\_\_\_\_

**Location of Incident**

Identify building name, address, etc.; be as specific as possible): \_\_\_\_\_

The location where this incident occurred was:

\_\_\_\_\_ On campus, but not in student housing

\_\_\_\_\_ On campus student housing

\_\_\_\_\_ Off-campus affiliated property (owned, controlled, or affiliated with the campus; e.g.,  
Leased property, fraternity, student co-op)

\_\_\_\_\_ Off-campus public property immediately adjacent to campus

\_\_\_\_\_ Off-campus, NOT affiliated with or not adjacent to campus

\_\_\_\_\_ Unknown

**Sex Offenses**

*Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.*

Was this crime a sexual offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, were the victim and the assailant acquainted? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, were either the victim or the assailant under the influence of alcohol or drugs?

Victim: \_\_\_\_\_No Yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_ Assailant: \_\_\_\_\_No yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_

**Hate Crimes**

*Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.*

Was this incident motivated by hate or bias? \_\_\_\_\_ Yes; \_\_\_\_\_ No.

If yes, identify the category of prejudice:

\_\_\_\_\_ Race \_\_\_\_\_ Ethnicity \_\_\_\_\_ National Origin \_\_\_\_\_ Religion \_\_\_\_\_ Disability \_\_\_\_\_ Sexual Orientation

If yes, provide a brief explanation of the determination: \_\_\_\_\_

**Alcohol, Drug and Weapons Law Violations**

*Check all that apply:*

\_\_\_\_\_ Alcohol \_\_\_\_\_ Drugs \_\_\_\_\_ Weapons Describe: \_\_\_\_\_

Number of individuals arrested or referred for campus disciplinary action: \_\_\_\_\_

**ANNEX J  
PHYSICAL PLANT SERVICES**

**I PURPOSE**

This annex establishes procedures and priorities for the use of all Physical Plant and College specific resources in response to an emergency or disaster at Northeastern Oklahoma A&M College. The Physical Plant provides the initial and primary service in recovery operations and as such is the lead agency of the College in its disaster mitigation and recovery operations.

- A. The Director of the Physical Plant is the action officer for Disaster Response Operations and acts on behalf of the Vice President of Fiscal Affairs as the Emergency Management Coordinator for the College.
  - 1. Tasked with the day-to-day operations, management, and maintenance of all Physical Plant-specific and College general emergency plans, programs and response activities.
  - 2. Coordinates recovery operations with the Physical Plant Emergency Management Center located in Physical Plant Action Desk.
- B. The Vice President for Fiscal Affairs is empowered to task specific Physical Plant departments for support in mitigation and disaster recovery operations.
- C. The following Physical Plant services prepare emergency contingency plans and integrate all disaster mitigation and response activities with the VP for Fiscal Affairs.
  - 1. Architecture
  - 2. Building and Blueprints
  - 3. Computer Information
  - 4. Custodial Housekeeping
  - 5. Electrical
  - 6. Engineering and Utilities
  - 7. Grounds and Labor
  - 8. Mechanical Trades
  - 9. Small Jobs Contracting
  - 10. Supply and Receiving
  - 11. Vehicles
  - 12. Physical Plant Action Desk

**II SITUATION AND ASSUMPTION**

See Section II, Basic Plan.

**III CONCEPT OF OPERATIONS**

General

- C. The Director of Physical Plant, during routine and emergency operations, takes those actions necessary to:
  - 7. Prevent damage to public support services.
  - 8. Renovate, repair, construct or protect as necessary, College facilities.
  - 9. Restore critical facilities required for College operations and personnel support.
  - 10. Identify, construct, or repair secondary facilities to provide shelter and feeding



locations during emergency operations.

11. Maintain, support and equip as necessary, sanitation facilities and evacuation or shelter sites.
  12. Restore, repair and construct as necessary, College streets and roadways for emergency operations.
- D. The goal of the Physical Plant Department is to restore the College to *normal* operations in the recovery phase of disaster operations.
- E. Physical Plant integrates its operations, personnel and equipment in support of the College Emergency Management Team to control, abate, and where possible, limit damage and prevent loss of life during an emergency.
- F. Priority of work in an emergency is:
1. The maintenance or restoration of water systems—especially for fire suppression.
  2. Restoration and support of main transportation routes for emergency operations, evacuation and recovery.
  3. Emergency communications.
  4. Emergency utilities (electrical).
  5. Dormitory inspection and recovery of housing.
  6. Sewage systems for public health and safety.
    - a. Where sewage systems are damaged, portable sanitation stations will be provided in central College locations.
    - b. Potable water is provided as necessary.

#### IV TASK ORGANIZATION AND RESPONSIBILITIES

##### General

- A. The Physical Plant Department conducts normal functions that have emergency applications.
- B. The Physical Plant Department develops procedures to implement emergency operations as directed by this annex.
1. These procedures will address:
    - a. General and emergency maintenance.
    - b. Direction and prioritization of repair. (Restoration of services, see paragraph V above.)
    - c. The restoration of vital functions at the College.
  3. Use of personnel and equipment to work on priority tasks are addressed in each policy.
  4. A current inventory of available resources both in respect to manpower and equipment available for use in disaster recovery will be maintained for planning and prioritization of work.
- C. The College Policy Group will approve and coordinate tasks not considered to be within the scope of normal Physical Plant operations.
- D. Mutual aid agreements should be arranged with other entities capable of supporting emergency operations at the College.

- E. The Physical Plant Action Desk is the operational control center within the Physical Plant Department that functions as the 24-hour command and control facility for the Vice President of Fiscal Affairs in response to emergency operations.
1. The Physical Plant Action Desk (PPAD) responds to the directions of the College Emergency Operations Center.
  2. PPAD initiates primary recovery operations based on pre-planned activities.
  3. PPAD informs the College Emergency Management Coordinator of activities undertaken, assistance needed, and resources available for use.
  4. PPAD maintains logs, records and cost accounting documents as necessary.
  5. Tasking Physical Plant—specific but not inclusive
    - a. Repair of roads
    - b. Insure access to and maintenance of shelters
    - c. Construct emergency signs as necessary
    - d. Assist law enforcement by posting signs and erecting barricades.
    - e. Clear debris, trees, etc.
    - f. Maintain and provide equipment for emergency use.
    - g. Respond, control and abate HAZMAT incidents
    - h. Provide fire systems support as necessary in disaster response.
    - i. Other duties as assigned by the EOC.
    - j. Activate the Community Emergency Response Team System.

V DIRECTION AND CONTROL

See Section V, Basic Plan.

VI CONTINUITY OF ADMINISTRATION

See Section VI, Basic Plan.

VII ADMINISTRATION AND LOGISTICS

See Section VII, Basic Plan.

VIII PLAN DEVELOPMENT AND MAINTENANCE

See Section VIII, Basic Plan.

IX AUTHORITY AND REFERENCES

See Section IX, Basic Plan.

<b>NEO's Available Emergency Equipment</b>			
<b>Equipment</b>	<b>Amount</b>	<b>Location</b>	<b>Inspection</b>
Backhoe/front-end loader	2	Physical Plant	After 500 hours
Front-end loader	1	Physical Plant	Quarterly
Dump Trucks	3	Physical Plant	Quarterly
Winch Truck	1	Physical Plant	Quarterly
Mobile yard crane	1	Physical Plant	Quarterly
3210 DW Trencher	1	Physical Plant	Quarterly
Emergency generators	8	Physical Plant	Monthly
Emergency lights	15	Physical Plant	Monthly
Hand tools	Various	Physical Plant	Monthly
Repair kits (gas)	2	Physical Plant	Monthly
Barricades/Barriers	Numerous	Physical Plant	Monthly
Labor	As Needed	Call-Out	

## ICE AND SNOW CONTROL PROGRAM

The purpose of the ice and snow control program is to provide for the safe movement of pedestrians and vehicles. The control measures taken to accomplish this goal vary with the type of precipitation and may include removal of ice/snow, the application of chemical melting agents, and/or the application of a grit material.

### A. Street Program

#### 1. General

It is the responsibility of the Physical Plant Department to provide the equipment and personnel required to ensure safe vehicle movement on campus streets. Major streets, controlled intersections and other areas designated as extremely hazardous will receive priority treatment. All other areas will be treated on an “as time allows” schedule.

#### 2. Method

Major streets will be plowed when there is an accumulation of two or more inches of snow. Applications of a salt-sand mixture will be used in all other situations.

#### 3. Assignment and Notification of Employees

Employees will be placed on snow emergency work schedules when weather services are predicting a 30% or greater chance of snow or freezing precipitation over the next 24 hours. Heavy Equipment crews will be present and prepared to commence operations at all times during that period. Each crew will consist of a minimum of 2 employees with each crew working a 12-hour shift. These assignments will remain in effect until the threat of unsafe conditions is declared over as determined by the Physical Plant Director.

### B. Sidewalk Program

#### 1. General

It is the responsibility of the Physical Plant Department to provide the necessary services to insure safe pedestrian movement on campus sidewalks and building entries. The control measures taken to accomplish this goal will vary depending on the type and timing of ice/snow. The Maintenance Department is responsible for all campus sidewalks and building entries.

#### 2. Method

All campus sidewalks have been designated either as a “Primary” or “Secondary” sidewalk. Primary sidewalks are those with high traffic counts or have a critical need. Examples of critical need sidewalks are sidewalks on the Mall and walks accessed by the physically impaired. All other walks are considered secondary and will not be treated until the completion of all primary walks. Snow will be removed from the sidewalks regardless of the amount of accumulation. Walks will be plowed and swept, melting agents applied, and/or sanded depending on which method is most appropriate for the type and amount of snow/ice accumulation.

#### 3. Assignment and Notification of Employees

Employees will be placed on snow emergency work schedules when local weather services are predicting a 30% or greater chance of snow or freezing precipitation over the next 24 hours. Grounds personnel will be assigned to one of three shifts: 4:00 a.m. to 12:00 p.m., 12:00 p.m. to

8:00 p.m., or 8:00 p.m. to 4:00 a.m. Each shift will be assigned a shift supervisor who will determine individual employee and equipment assignments. Crew assignments will remain in effect until the threat of unsafe conditions is declared over as determined by the Physical Plant Director.

#### 4. Equipment Assignments

The snowplow will clear all primary walks in its assigned work zone and then move to secondary walks. Assigned personnel will clear steps, handicap access areas, building entries and other areas inaccessible to the snowplow. As each zone is completed, the assigned equipment and personnel will report to the shift supervisor for reassignment to an unfinished zone as determined by the shift supervisor.

### **C. Parking Lot Program**

The Physical Plant Department will respond to ice/snow control in parking areas as requested by the President or College Police Department. The current program is limited to the application of salt-sand mixture in the lots.

### **Assistance to Students With Disabilities**

The Physical Plant works in cooperation with the Office of ADA Compliance and Student Disability Services to assist students with disabilities to and from class during periods of inclement weather. The primary thrust of the program will prioritize the clearing of resident entries and the clearing of connecting sidewalks between those buildings in which disabled students attend classes. Other areas of discussion are the clearing of handicap parking locations and the transport of students from their on campus residences to class.

## ANNEX K FIRE AND RESCUE

### I PURPOSE

This annex establishes a sound and effective fire and rescue plan to be used in emergency or disaster situations. The goal of this plan is to ensure a rapid, coordinated response by the College, City of Miami, and if necessary, Ottawa County Fire response resources, to any fire-related or natural disaster emergency to save lives, reduce personal injuries and damage to property. The goal of this plan is to ensure:

- A. An immediate and appropriate response to fire emergencies
- B. Prompt location and rescue of trapped people in the disaster area
- C. Recovery of injured or deceased victims

### II SITUATION AND ASSUMPTIONS

See Section II, Basic Plan

### III CONCEPT OF OPERATIONS

#### General

The College relies upon the City of Miami to respond to any and all fire/disaster-related emergencies occurring on Northeastern Oklahoma A&M College properties. The Miami Fire Department performs primary tactical command in disaster situations. Response situations that occur in disasters are basically the same as those performed daily by the Department. Primary fire responsibilities are:

- A. To save lives
- B. Suppress fires
- C. Mitigate disasters
- D. Initiate recovery operations

#### Training

The College has trained police officers available for response to fire emergencies and disaster. The City of Miami can provide specially-trained skilled personnel in disaster and fire response such as:

- A. Emergency Medical Technicians
- B. Advanced First Aid and Life Support
- C. Victim extraction personnel

### IV TASK ORGANIZATION AND RESPONSIBILITIES

#### A. Miami Fire Department

- 1. Fire suppression
- 2. Respond to hazardous material accidents/incidents
- 3. Assist in radiological protection measures
- 4. Conduct search and rescue operations

#### B. Northeastern Oklahoma A&M College Campus Police Department and Physical Plant Department

- 1. Fire safety education
- 2. Alarm/suppression system maintenance

3. Enforce fire code and fire prevention program(s) and conduct plans review.
4. Radiological support and investigation
5. Assist in or conduct search and rescue operations
6. Manage, respond to, coordinate HazMat Incidents

**C. Mutual Aid In Disaster Responses**

The College will provide fire safety support to assist in fire fighting and rescue operations when called upon in accordance with existing agreements. Specialist in Hazmat management and radiological protection may be requested by outside agencies where national or state agencies are not available to respond in recovery operations.

**V DIRECTION AND CONTROL**

See Section V, Basic Plan and Annex I.

**VI CONTINUITY OF ADMINISTRATION**

- A. Lines of succession for fire department(s) responding will be according to each department's established procedures.
- B. Each responding Fire Chief will maintain control of his unit(s) while coordinating with the On-Scene Tactical Commander (ICS).
- C. The College Director of Emergency Management represents the Executive Policy Group at all major disaster/fire scenes and or his/her designated representative.

**VII ADMINISTRATION AND LOGISTICS**

**A. Communications**

Fire Departments listed by city and College communications networks are shown in Annex D.

**B. Resources**

A list of available Fire Departments and their resources is attached as an Appendix to this Annex.

**VIII PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Campus Police Department will coordinate with the Miami Fire Chief in the planning of all fire services related to emergency management operations.
- B. Responsibility for development and maintenance of this Annex rests with the College Director of Emergency Management and the Miami Fire Chief.

**IX AUTHORITIES AND REFERENCES**

FEMA-127, Attack Environment Manual, Chapter 3, "What the Planner Needs to Know About Fire Ignition and Spread."

FEMA, Student Manual (SM) 9.2A, "Support Assistance for Fire Emergencies."

FEMA, SM 9, "Rescue Skills and Techniques"

FEMA, CPG 1-6, "Disaster Operations - A Handbook for Local Governments."

## ANNEX L

### RADIOLOGICAL SAFETY

#### I PURPOSE

This annex provides guidance on means to protect the lives and property of the College against the effects of higher-than-normal levels of radioactivity. Radiation hazards could result from either terrorist activity or an accident involving radioactive material(s).

- A. This plan is College-specific and deals with the use of radioactive material and its subsequent contamination within the confines of the College.
1. For control supervision management and responses to radiological incidents, the following command structure within the College exists.
    - a) College President
    - b) College Vice Presidents
    - c) Physical Plant Director
    - d) Campus Chief of Police
  2. The Oklahoma Emergency Management Act of 2003 may require reporting of any radiological incident if it involves a containment failure or spill. When issues of radiological safety occur, which may require reporting to Oklahoma Department of Emergency Management, each agency or individual listed in paragraph A-1 above, will consult on such reporting.
- B. For large-scale nuclear contamination in the event of war, the Ottawa County Emergency Operations center will:
1. Develop all required systems to monitor and assist in Nuclear Disaster operations to include a Radiological Organization Chart.
  2. Initiate the City, Campus, and County EOC.
  3. Establish and staff Monitoring and Reporting Stations.
  4. Conduct Radiological Incident Operations.
  5. Supervise Decontamination.
- C. Peacetime Radiation Accidents/Incidents:
1. The Oklahoma Department of Environmental Quality's Hazardous Waste Division has primary responsibility for all radiological incidents.
  2. The Federal Department of Energy (DOE) and the U.S. Department of Transportation and/or the Department of Defense (DOD) have responsibility for assisting with incidents involving cross-country shipments of radioactive materials.
  3. In responding to an on-campus incident, an immediate assessment must be made to determine if a threat to lives and property can result.
  4. If a threat exists, the College Executive Policy Group will take prompt action to:
    - a. Activate the Campus EOC
    - b. Isolate the area,
    - c. Provide medical attention to the injured,



- d. Make a damage assessment.
5. Once the immediate hazard is contained or removed, long-term elimination of the remaining traces of the hazard must be undertaken by the State and/or Federal Hazardous Waste agencies.

## II SITUATION AND ASSUMPTIONS

See Section II, Basic Plan.

## III DIRECTION AND CONTROL

The Executive Policy Group formulates the chain of command, initiation of services, and activation of the Emergency Operations Center.

## IV CONTINUITY OF ADMINISTRATION

See Section VI, Basic Plan.

## V ADMINISTRATION AND LOGISTICS

If the College EOC is activated and, as necessary, the City of Miami or Ottawa County EOCs are activated because of the size of the radiological incident, upward reporting will be finalized at the State Department of Civil Emergency Management and the Department of Environmental Quality's Hazardous Waste Division. NEO's EOC will act as a secondary support system to the City or County.

## VI PLAN DEVELOPMENT AND MAINTENANCE

The College Executive Policy Group will be responsible for the development of the radiological protection system and maintenance of this Annex

## VII AUTHORITIES AND REFERENCES

### A. Authorities

1. Public Law 81-920, Federal Civil Defense Act of 1950 as amended.
2. O.S. 63, Section 683, Oklahoma Civil Defense and Emergency Resources Management Act of 1967, as amended.
3. O.S. 63, Section I-1502 through 1505, Oklahoma Public Health and Safety, "Radiation."

### B. References

1. FEMA Radiological Defense Preparedness. CPG 2-1.
2. FEMA Radiological Defense Manual. CPG 2-6.2.
3. FEMA Radiological Safety In Shelters. CPG 2-6.4.
4. FEMA Guide for Design and Development of a Local Radiological Defense Support System. CPG 1-30.

## ANNEX N

### RESOURCE MANAGEMENT

#### I PURPOSE

This annex provides for the comprehensive coordination of College resources to respond effectively and efficiently to any man-made or natural disaster, which constitutes an emergency. College Physical Plant and Campus Police personnel will be the most available during an emergency. Where College assets and resources become depleted, mutual support agreements between the City of Miami, Ottawa County Commissioners, State or Federal Agencies may be requested in support of the actions taken to safeguard lives and property before, during and after an emergency.

#### II SITUATION AND ASSUMPTIONS

See Section II, Basic Plan

#### III CONCEPT OF OPERATIONS

##### General

It is the responsibility of the College Executive Policy Group to take actions necessary to protect lives and property of the faculty, staff, students and visitors to the College. Actions to be taken toward this end are the following:

Commit all College resources necessary to protect lives or property before, during and after an emergency.

During recovery, to restore the College to normal operating abilities.

To request assistance through the Oklahoma Department of Civil Emergency Management upon determining that the scope of the disaster is so large as to overwhelm the College's ability to respond adequately and all College assets have been committed or expended.

#### IV TASK ORGANIZATION AND RESPONSIBILITIES

A. During any man-made or natural disaster emergency, the Director of Emergency Management or his/her designated representative, will coordinate with the College Emergency Service Coordination Group and the Emergency Operations Center essential resources to be used to restore essential services and aid victims.

1. The aim of this Annex is to utilize available resources and trained personnel to carry out each required task effectively.
2. The Director of Emergency Management will ensure as part of his/her area of responsibility that:
  - a. Emergency planning is continuous
  - b. College personnel are identified and trained to accomplish essential and required tasks prior to an emergency.
3. The Director of Emergency Management or his/her designated representative ensures that essential emergency equipment is on hand or available during an emergency. Such equipment may be, but is not limited to:

- a. Heavy Equipment – bulldozers, backhoes, etc.
  - b. Specialized Equipment - chain saws, water pumps, generators, etc.
4. The director of Emergency Management must plan for the use of outside services and resources that may include evacuation and sheltering sites, such as:
- a. Temporary Shelters
    - 1) Coordinate with American Red Cross
    - 2) Contract with local hotels and motels
  - b. Coordinate for the use of public facilities
    - 1) Local schools
    - 2) Private facilities
    - 3) Other local government facilities

## V DIRECTION AND CONTROL

- A. The College Resource Coordinator, under the direction of the Director of Emergency Management, will be responsible for:
  - 1. Acquisition, distribution, management and coordination of all resources and supplies during the emergency
  - 2. The College Inventory List for each agency, department, or service can be used to identify available resources.
- B. Each department task under this plan will construct a resource list that outlines available sources from which resources needed by the College, but not available, can be obtained during emergencies.
- C. The Resource Coordinator (RC) will develop and maintain where applicable a Master Resources Management Manual for use during times of crisis.
- D. Emergency Service Coordination group members will conduct routine checks of supplies and equipment availability and provide list of supplies and equipment available to the RC.

## VI CONTINUITY OF ADMINISTRATION

See Section VI, Basic Plan.

## VII ADMINISTRATION AND LOGISTICS

### A. Communications

The communication network required to obtain resources in times of emergency is a responsibility of the Information Technology Department and must remain functional during an emergency.

### B. Resources

A copy of the Resources Management Manual(s) constructed by the RC will be maintained in the EOC for ready reference.

### C. Records

The Resource Coordinator will keep records of any material, supplies and equipment used, leased or purchased from private sources during an emergency.

VIII AUTHORITIES AND REFERENCES

A. Authorities. See Section IX, Basic Plan.

References

1. SLG 100, "Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis." *FEMA, State and Local Guide 100*.
2. "State Emergency Operations Plan," *State of Oklahoma*
3. County Resources Management Manual
4. County Commissioners' Inventory Reports

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**APPENDICES**

APPENDIX 1..... Map: Physical Plant Equipment Yard and Staging Area Locations

APPENDIX 2..... Potential Staging Areas

**Physical Plant Equipment Yard and Staging Area Locations**

**Primary Staging Area: Location convenient to the Incident**

**Secondary Staging Area: College Physical Plant Area**



**The College Physical Plant is located at 1 a on the map.**

## Buildings & Facilities Index

1. Ables Hall (AH)
  - a. Maintenance Shop
  - b. Welding Shop
  - c. Print Shop
  - d. Maintenance Office
  - e. Machine Shop
2. Art Department & Museum (AM)
3. Athletics - Indoor Practice area
4. Baseball - Thomas Field
5. Student Services & OSBDC
6. Child Development Lab School (CDL)
7. Copen Hall (CO)
  - f. High School/College Relations Office
8. Fine Arts Center (FA)
  - g. Testing & Academic Readiness Center (2nd floor)
  - h. Television Studio (2nd Floor)
9. Cunningham Hall (CH)
10. Football Field house
11. Gymnasium (GY)
  - i. Swimming Pool
  - j. Wellness Center
  - k. Student Activity Center
12. Health Sciences (HS)
13. Library-Administration (LA)
  - Dayle Creech Building
  - l. Learning Resources (LRC)
  - m. Business Office
  - n. Admissions & Registrar
  - o. Administration
14. Shipley Hall (SH)
15. Softball field
16. Stadium - Robertson Field
17. Student Union - Bruce G Carter Bldg.
  - p. Cafeteria
  - q. Bookstore
18. Music-Kah-Ne-You-Ah (KHNE)
19. President's Home

### CAMPUS HOUSING

20. Commons Hall
21. Dyer Hall (DH) - Student Residence
22. Vann Hall (VH) - Student Residence
23. Russell (RH) - Student Residence
24. Dobson (DB) - Student Residence
  - r. Campus Police (basement)
  - s. Housing Office (basement)
25. Harrill Hall (HH) - Student Residence
  - t. Health Services (1st floor)
26. Need Student Apartments
27. Speaker Student Apartments
28. Lindsey Student Apartments
29. Chaney Student Apartments

## **Potential Staging Areas**

### I PURPOSE

This Appendix provides the necessary information for locating Staging Areas (SA's) within the College, or as necessary, within the City of Miami. Potential staging areas may be College property with ingress/egress to major or paved roadways. The use of Staging Areas is an extension of the Incident Command System and provides for the orderly reception and dispatch of emergency resources. Use of staging areas enhances the response phase of comprehensive emergency management system during disasters. They can be used when dealing with disasters that are within the capabilities of the College as well as when receiving outside assistance from state and federal governments.

### II SITUATION AND ASSUMPTIONS

See Section II, Basic Plan.

### III CONCEPT OF OPERATIONS

#### A. General

Both primary and secondary staging areas will be identified and available for use.

#### B. Characteristics

Staging Areas will be large enough to provide for the following:

1. Accommodate parking for all wheeled vehicles
2. Two access roads—entrance and exit
3. Marked landing zone for rotary-wing aircraft
4. Have the potential for the setup of an administrative area for the Staging Area Coordinator and assistants to accomplish their tasks.
5. Have two types of communication available within the Staging Area:
  - a. Fixed Land Line
  - b. Radio or Amateur Radio
  - c. Cell Phones

## **ANNEX P DAMAGE ASSESSMENT**

### **I PURPOSE**

This annex provides guidelines for the assessment of damage resulting from disasters that may occur within the jurisdictional boundaries or facilities owned and operated by Northeastern Oklahoma A&M College.

### **II SITUATION AND ASSUMPTIONS**

See Basic Plan, Section II

### **III CONCEPT OF OPERATIONS**

A. Disaster intelligence is a tool for action and involves:

1. The collection of information about an emergency
2. The proper processing of the collected information to mitigate or recover from the emergency
3. The evaluation of information for use by integral units of the College emergency management team
4. The comprehensive dissemination of collected information to organizational and outside stakeholders to mitigate, recover and ameliorate the extent of the emergency on the constituents of the College

B. Information gathering and dissemination is a key process in caring for the short and long-term disaster needs of the College, its faculty, staff, students and visitors.

C. Damage assessment in an emergency is an appraisal or determination of the actual effects of the emergency:

1. On the faculty, students, staff and visitors to the College
2. On the economic impact the disaster or emergency will have on the day-to-day or recovery operations of the College
3. On the proper and efficient allocation of both human and natural resources by the College in response to an emergency or disaster

D. Delayed damage assessments may cause hardship as well as erode confidence in the ability of the administration of the College to react to an emergency.



- E. This plan is designed as a process to address the completion of a rapid preliminary assessment of the damage that might or has occurred and then the dissemination of that information to:
  - 1. Executive Policy Group
  - 2. The NEO Emergency Operations Control Center
  - 3. Internal and external emergency responders and service providers
- F. The NEO Physical Plant will train a damage assessment team comprised of NEO professionals to provide immediate and follow-up assessments to the NEO Executive Policy Group, EOC and other necessary officials for the efficient and effective response to natural and man-made disasters.

#### IV TASK ORGANIZATIONS AND RESPONSIBILITIES

##### A. General

Disaster intelligence and damage assessment are two functions that must be properly conducted in order to respond to and recover from an emergency or disaster.

##### B. Task Assignment and Responsibility

- 1. The Executive Policy Group is responsible for the direction and control of emergency functions, both public and private, in disaster relief operations.
- 2. The Director of Emergency Management's responsibilities
  - a. The Emergency Management Director should be located in the EOC and will be responsible to the Policy Group for overseeing all disaster intelligence information gathering and damage assessment activities.
  - b. Using information received from the Damage Assessment Team, the DEM:
    - 1.) Advises the Policy Group
    - 2.) Determines resource shortfalls
    - 3.) Coordinates with volunteer groups, surrounding jurisdictions, and if necessary, the State EOC to obtain additional resources needed by the College.
  - c. Insures that all information and Structural Damage Assessment reports (Appendix 1, Tab A) are completed and summarized on the Structural Damage Assessment Summary Worksheet (Appendix 1, Tab B) that will be forwarded to the Oklahoma Department of Emergency Management (ODEM) as soon they become available.
  - d. Insure that coordination is made with ODEM and the Federal Emergency Management Agency (FEMA) in scheduling and conducting joint preliminary damage assessments if joint surveys are required. This coordination will be made through ODEM.

3. The Damage Assessment Officer

- a. The College Damage Assessment Officer or damage assessment team representative will be located in the EOC and be responsible to the Emergency Management Director for the operation of damage assessment teams and for receiving and compiling all damage reports.
- b. The DAO activates the College damage assessment team to assess damage to College property and facilities.
- c. Specific teams are assigned to geographical or pre-identified areas.
- d. The DAO compiles all damage assessment team reports and reports from other sources, such as the American Red Cross and provides the compilation to the Emergency Management Director.
- e. The DAO assists the Emergency Management Director in establishing the recommended sequence of repairs and priorities for restoration of facilities by the appropriate service organizations.

4. Damage Assessment Teams

- a. The Damage Assessment teams will at a minimum consist of:
  - 1) A team leader
  - 2) A recorder/observer
  - 3) A driver
- b. The Damage Assessment team is assigned responsibility for a particular geographical area or facility owned or operated by the College.
- c. Response activities when a disaster occurs are as follows:
  - 1) Damage Assessment Teams report to EOC or a pre-designated location for assignment instructions.
  - 2) Damage Assessment Teams record damage information, plot locations on maps, and take pictures if the situation permits.
  - 3) Teams return the information they collect to the Damage Assessment Officer at the EOC and receive further instructions.
  - 4) The Damage Assessment Officer compiles all information received from the teams and provides it to the Emergency Management Director.

NOTE: Team members must not interfere with First Responder personnel.

5. The American Red Cross (ARC)

- a. The American Red Cross will, if required, assist in the damage assessment to dormitories and housing facilities owned, operated or supervised by the College.
- b. If the Red Cross completes a damage survey, that information is provided to the State EOC.

See Basic Plan, Section V

VI CONTINUITY OF ADMINISTRATION

See Basic Plan, Section VI

VII ADMINISTRATION AND LOGISTICS

A. Reports and Records

1. Damage assessment report forms will be forwarded to the College EOC and, where appropriate, to the State Department of Emergency Management.
2. See Appendix 1 for Damage Report Forms.
3. Sufficient records will be maintained to document all costs to the College caused by the disaster.

VIII PLAN DEVELOPMENT AND MAINTENANCE

See Basic Plan, Section VIII

IX AUTHORITIES AND REFERENCE

- A. See Basic Plan, Section IX
- B. Oklahoma Department of Civil Emergency Management publication, "Local Government Guide to Disaster Response Operations."
- C. Oklahoma Department of Civil Emergency Management publication, "Documenting Disaster Damage for Public Assistance."

## DAMAGE ASSESSMENT FOR RECOVERY OPERATIONS

### I PURPOSE

This appendix provides guidelines for conducting on-going damage assessment and reporting operations following a disaster for the purpose of restoring the College to its pre-disaster condition and obtaining assistance from the State and/or Federal government.

### II SITUATION AND ASSUMPTIONS

#### A. Situation

1. When a disaster/emergency occurs that is of such severity and magnitude that effective response is beyond the capabilities of the College, assistance from the State and/or Federal government may be requested.
2. ODEM is the point of contact at the State level for needed assistance during emergencies or disasters.
3. In order to determine if state and/or federal recovery assistance can be made available, it is imperative that the College provides accurate and timely damage assessment information to ODEM on a continuing basis following a disaster.

#### B. Assumptions

1. The College will develop and train damage assessment teams.
2. The College will request State and Federal assistance through ODEM and provide copies of their damage assessment reports as a part of their requests.
3. ODEM will provide an orderly and continuing means of assistance by the State government to the College in carrying out their responsibility to alleviate the suffering and damage that result from major disasters and emergencies.

### III INDIVIDUAL ASSISTANCE RECOVERY OPERATIONS

#### A. General

1. The Structural Damage Assessment Form (ODEM Form DA-1) will be used to record damage information collected by the Structural Damage Assessment Teams. These forms and the results of the survey will be summarized by the Damage Assessment Officer on the Structural Damage Assessment Summary Worksheet (ODEM Form DA-2), which should be provided to ODEM as soon as possible.
2. Following the initial structural damage survey that is completed shortly after the occurrence of a disaster, the damage assessment teams should conduct a Comprehensive Structural Damage Assessment Survey to get more detailed information on the type and severity of the damages as well as accurate insurance information, again using ODEM Form DA-1.

3. Copies of these updated assessment forms should be forwarded to the state office as soon as they are completed.
4. ODEM will contact the College to schedule joint damage surveys if they are required.
5. Following the joint damage surveys, and if an executive disaster declaration for individual assistance is declared, the State office will coordinate with the College, or in conjunction with the City of Miami, to establish a disaster assistance center or recovery service center, and continue to work with the Local government during the assistance process.

B. Information Required by the State

1. A Declaration of a State of Emergency (See Annex A, Appendix 4, Tab E for example) signed by the NEO President, or the Chief Elected Officials of Ottawa County. (Note: Damage Assessment Reports are used to determine if damage is sufficient to warrant a declaration of emergency.)
2. Copies of all Structural Damage Assessment Reports
3. A map of the College, its facilities or areas under its operational control, marked to show:
  - a. The most serious areas
  - b. Major damaged areas
  - c. Minor damaged areas
4. Any requests for assistance should be documented in writing.

IV PUBLIC ASSISTANCE RECOVERY OPERATIONS

A. General

1. The Infrastructure Damage Assessment form (ODEM Form DA-3), which is used for consolidating and reporting public sector damage (infrastructure) information (see Tab C) is the same form that will be used by the State in determining the need for setting up joint federal/state/local preliminary damage assessments.
2. Following the initial public property damage surveys, the DAO should continue to work with College agencies and department heads to get more detailed information of the type and severity of the damages that occurred to the public sector, as well as accurate insurance information.
3. As this updated information becomes available, it should be forwarded to ODEM either by FAX or by phone. Only the major damage and destruction needs to be reported to the State.
4. The ODEM will contact the College to schedule joint damage surveys if they are required for either public assistance or individual assistance.
5. Following the joint damage surveys, and if an executive disaster declaration for public assistance (or a gubernatorial declaration for public assistance) is declared, the State office will set up applicant briefings to begin the public assistance process.

B. Information Required by the State

1. A Declaration of a State of Emergency (see Annex A, Appendix 4, Tab E for example) signed by the College President/Chief Operating Officer, or the Ottawa County Chief Elected Official.
2. A copy of the Notice of Interest Form, or a phone call that provides the same type of information.
3. Requests for specific assistance may be made telephonically, by radio, FAX or e-mail.

V BUSINESS AND INDUSTRY ECONOMIC INJURY

A. General

1. The Supporting Documentation for Business and Industry (ODEM DA-4) will be used to record information collected relating to economic loss to business and industry owned or operated upon College property.
2. While the comprehensive structural damage assessment survey is being completed, information should be collected on damage to business and industry. This information will form the basis for a request to the Small Business Administration for a disaster declaration.
3. Copies of the ODEM Form DA-4 should be forwarded to the State office as soon as they are completed.

B. Information Required by the State

1. A Declaration of a State of Emergency (see annex A, Appendix 4, Tab E for example).
2. A copy of the Notice of Interest Form, or a phone call that provides the same type of information.
3. Requests for specific assistance may be made telephonically, by radio, FAX or e-mail.

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**TABS**

Tab A .....Structural Damage Assessment Form (ODEM Form DA-1)

Tab B .....Structural Damage Assessment Summary Worksheet (ODEM Form DA-2)

Tab C .....Infrastructure Damage Assessment Form Assistance (ODEM Form DA-3)

Tab D .....Support Documentation for Business Injury (ODEM Form DA-4)

Tabs A-D are forms currently under revision by ODEM and will be inserted upon completion of their revision.

## ANNEX Q HAZARDOUS MATERIALS

### I PURPOSE

The purpose of this annex is to identify and implement specific College procedures to reduce/remove, or abate the threats to public health and safety that may result from an accident involving hazardous materials. This annex directs the College response to all hazardous materials incidents whether fixed-site or transportation accidents.

### II SITUATION AND ASSUMPTIONS

See Section II, Basic Plan

### III CONCEPT OF OPERATIONS

#### General

- A. Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency.
  - 1. Protection of the public is paramount in hazmat response. The College response will be directed toward containing the hazardous material and/or evacuating those threatened by potential exposure to the material.
  - 2. After the threat has been stabilized, if necessary by containment and evacuation, the next step is decontamination and/or the safe cleanup of the hazardous material(s).
  
- B. The individual receiving a report of a hazardous material release should obtain as much information as possible:
  - 1. Utilization of the HAZMAT RELEASE NOTIFICATION FORM at Appendix 1 serves as a guide to secure critical information that should, if possible, be passed to emergency response personnel prior to their arrival on the scene.
  - 2. Frequently, additional information pertaining to the nature of the hazard is needed. The Campus Police Chief or his/her designees, responds to all hazmat incidents as appropriate and provides guidance and assistance with containment and decontamination.
  - 3. Appendix 2 contains a list of other sources of information and potential responding agencies.
  - 4. Contacts should be established early to insure these organizations or agencies can provide timely information or data.



- C. Responding College personnel will treat all spills as hazardous until the material(s) can be identified as to their safety. The Campus Police Department is the primary responding unit for the College. Where Campus Police cannot contain or abate the HAZMAT condition, the Miami Fire Department may be requested to assist.
  - 1. At transportation accident sites hazardous materials may be identified by:
    - a. Shipping papers,
    - b. ID numbers, placards,
    - c. Labels on containers,
    - d. Verbally by the truck/transport driver.
  - 2. At fixed-site incidents hazardous materials may be identified by:
    - a. Pre-fire plans,
    - b. NFPA 704-Diamond container labels
    - c. Information obtained from site employees.
- D. To the extent possible, operations should be:
  - 1. Upwind
  - 2. Uphill
  - 3. Upstream
- E. Emergency vehicles should be backed in and emergency responders/operators should be prepared to move vehicles if conditions warrant.

#### IV ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. General  
See Section IV, Basic Plan.
- B. Organization
  - 1. The Campus Police Chief must be notified immediately if a hazardous materials spill or release is large enough to require the activation of the College EOC, City of Miami EOC, or Ottawa County EOC.
  - 2. The Director of Emergency Management may notify the Local Emergency Planning Committee where activation of their Emergency Response Plan may be appropriate.

3. A typical layout for a HAZMAT operation consists of:
  - a. The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort.
  - b. A small spill may require only an Operations Commander, but a larger spill may require all or part of the following:
    1. Incident Commander
    2. EOC activation
    3. Staging area
    4. Decontamination site
4. Where a Hazmat incident is of such magnitude as to require reporting, an incident report should be submitted to The Department of Environmental Quality (DEQ) and the Oklahoma Department of Civil Emergency Management.

C. Task assignment and responsibility

1. Incident Command System (ICS)

a. **Incident Commander**

The Incident Commander will initially be the senior first responder present at the scene. As (or/if) the incident progresses and more experienced and trained personnel arrive on site, command may be relinquished to a more experienced person. The senior responder on College controlled Hazmat incidents is the On-Scene-Commander. Where the Miami Fire Department responds and takes command, the Fire Chief may be the On-Scene Commander.

Incident Commander responsibilities are:

- (1) Implementing protective actions.
- (2) Location of incident command post.
- (3) Coordinate the actions of all responding agencies.
- (4) Maintain communications with operations command post, the Emergency Operations Center (EOC), if activated, and others as appropriate.
- (5) Notification of the College Campus Police Department and other appropriate agencies as soon as reasonably possible.

- b. An Operations Chief and other members of the ICS team will be appointed by the Incident Commander as required, and will function in accordance with the established Incident Command System.

2. Oklahoma Department of Environmental Quality

405-521-2481 **or 1-800-522-0206**

Provide technical assistance as required.

3. Oklahoma Department of Emergency Management

405-521-2481 **or 1-800-800-2481**

- a. The College Director of Emergency Management coordinates state support as requested by

on-scene responders.

- b. Notifies appropriate state and federal agencies as required.

4. National Response Center: 1-800-424-8802

- a. Notifies all appropriate federal authorities.
- b. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.

5. CHEMTREC: 1-800-424-9300

- a. CHEMTREC is a public service of the Chemical Manufacturers Association and provides immediate advice for those at the scene of emergencies, then promptly contacts the shipper/generator of the hazardous materials involved for more detailed assistance and appropriate follow-up.
- b. CHEMTREC operates 24 hours a day, seven days a week. Every effort should be made to keep a phone line open so that the shipper/generator can make contact with the on-scene leaders to provide guidance and assistance.
- c. CHEMTREC provides advice for fixed site as well as transportation emergencies.

V DIRECTION AND CONTROL

A. General

Primary direction and control rests with the Incident Commander who accepts guidance as appropriate from the Emergency Policy Group, the Campus Police Chief and other response agencies. Each response agency shall maintain control over their personnel and equipment and shall send a liaison to the command post/EOC as required.

B. Procedure

See Appendix 3, this annex for a typical layout for hazardous materials operations.

VI CONTINUITY OF ADMINISTRATION

See Section VI, Basic Plan.

VII ADMINISTRATION AND LOGISTICS

A. Records and Forms

- 1. The Release Notification form for reporting hazardous materials spills and accidents is found in Appendix 1 to this annex.
- 2. Information on the Release Notification form is necessary for responders and may also be important during cleanup and reimbursement procedures.

B. Resources

The Miami Fire Department, the College Physical Plant, and the Campus Police Department are responsible for providing and maintaining equipment and supplies necessary for hazardous materials operations.

C. Training

Local emergency response personnel will attend training as specified in 29 CFR 1910.120(q). The Emergency Management Director may coordinate training. However, each agency is responsible for certifying competency and maintaining training records for their own personnel.

D. Post-Incident Review

The College Director of Emergency Management, the Campus Police Chief and the local authorities should conduct a review of plans and procedures within ten days of an incident. This review should be attended by those who were directly involved in the emergency for purposes of identifying plan deficiencies and recommending changes.

VIII PLAN DEVELOPMENT AND MAINTENANCE

This annex will be reviewed at least annually. It will be the responsibility of the College Director of Emergency Management and/or the Campus Police Chief, in coordination with the Miami Fire Department Chief and other local authorities, to update and maintain this plan.

IX AUTHORITIES AND REFERENCES

A. Authorities. See Section IX, Basic Plan.

B. References

1. CPG 1-6, "Disaster Operations - A Handbook for Local Governments."
2. NRT-1, "Hazardous Materials Emergency Planning Guide."
3. NRT-1A, "Criteria for Review of Hazardous Materials Emergency Plans."
4. RSPA "Emergency Response Guidebook."
5. PL99-499, TITLE III, Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA).
6. Oklahoma Environmental Quality Act.
7. Oklahoma Hazardous Materials Planning and Notification Act.
8. Oklahoma Emergency Response Act.

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**APPENDICES**

APPENDIX 1..... Hazardous Materials Release Notification

APPENDIX 2..... Federal/State Telephone List/Roster

HAZMAT RELEASE NOTIFICATION

Caller's Name \_\_\_\_\_

Caller's Identification (e.g., Position in organization) \_\_\_\_\_

Caller's Telephone Number (Include Area Code) \_\_\_\_\_

(Number where someone can be reached for additional information) \_\_\_\_\_

Name and Address of Responsible Party: \_\_\_\_\_

(Facility Owner/Operator, if Fixed Site) \_\_\_\_\_

(Truck, Rail, or Pipeline Operator if Transportation Incident) \_\_\_\_\_

Material(s) Released \_\_\_\_\_

Is Released Material on Extremely Hazardous List? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Location of Release \_\_\_\_\_

Include Legal Description Below (If Appropriate & Known)

\_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rng \_\_\_\_\_ County \_\_\_\_\_

Quantity of Material(s) Released \_\_\_\_\_

Released into: (Medium - Air, Water, Soil, etc) \_\_\_\_\_

Release -- Date \_\_\_\_\_ Time \_\_\_\_\_ Duration \_\_\_\_\_

Any known or anticipated health risks (acute or chronic) associated with the release \_\_\_\_\_

Any medical advice or treatment deemed necessary for any exposed individuals:

Precautions that need to be taken \_\_\_\_\_

Additional Information: Injuries \_\_\_\_\_ Deaths \_\_\_\_\_ Local Authorities Notified \_\_\_\_\_

DEQ Notified? \_\_\_\_\_, NRC (800) 424-8802 Notified? \_\_\_\_\_ Other Info \_\_\_\_\_

Person Receiving Report \_\_\_\_\_ Date/Time \_\_\_\_\_

NOTE: Call Dept. of Environmental Quality local representative or state (800-522-0206) if they have not already been notified.

**FEDERAL/STATE TELEPHONE LIST**

Any of the numbers below can be called for information, guidance, or assistance.

<u>STATE ASSISTANCE</u>	<u>PHONE NUMBER</u>
1. Oklahoma Department of Civil Emergency Management	405-521-2481 ☎ 800-800-2481 ☎
2. State Department of Environmental Quality (DEQ)	405-702-1000
Hazardous Materials Release (Including Radioactive Materials and/or any Hazardous Wastes)	800-522-0206 ☎
3. Oklahoma Highway Patrol HQ, OKC	405-424-1616*/405-425-2323
4. State Department of Transportation	405-521-2554
5. Oklahoma Poison Control Center	405-271-5454 ☎ 800-222-1222
6. Oklahoma Water Resources Board	405-530-8800
7. Oklahoma Corporation Commission	
Oil & Gas Division	405-521-2301
Pollution Abatement	405-522-2763
Transportation Division	405-521-2251
Railroad Safety	405-521-3407
8. State LP Gas Administration	405-521-2458
9. Oklahoma Department of Wildlife	405-521-4600

☎ **24 hours-a-day**

**FEDERAL/STATE TELEPHONE LIST**

Any of the numbers below can be called for information, guidance, or assistance.

**FEDERAL ASSISTANCE****PHONE NUMBER**

- |    |   |  |
|----|---|--|
| 1. | National Response Center  | 800-424-8802☎  |
|    | a. Center is staffed by Coast Guard personnel.  |  |
|    | b. Notifies all appropriate federal authorities.  |  |
|    | c. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders. |  |
| 2. | US Army Explosive Ordnance Disposal (EOD)<br>Fort Sill, Oklahoma  | 580-442-2313☎  |
| 3. | Federal Aviation Administration<br>Fort Worth, Texas 817-222-5006   |  |
| 4. | US Environmental Protection Agency<br>Oils/Hazmat Spills Notification   | 214-665-2222☎<br>866-372-7745  |
| 5. | US Department of Transportation<br>(Enforcement)<br>Federal Railroad Administration   | <u>night:</u> 800-759-7243 (pg 805-7850)<br><u>day:</u> 817-862-2200 |
| 6. | US Department of Energy<br>Radiological Assistance Team Region #4<br>Emergency Operations Center                              | 505-845-4667☎/505-845-6952<br>202-586-8100☎                          |
| 7. | Nuclear Regulatory Commission<br>Operations Center<br>Region IV - Arlington, TX   | 301-816-5100☎<br>817-860-8100☎                                       |

**Private Assistance****CHEMTREC**

800-424-9300☎

Operated by Chemical Manufacturers Association, provides immediate advice to emergency responders on fixed-site as well as transportation emergencies. CHEMTREC contacts the shipper/producer of the hazardous material(s) involved in the emergency for more detailed assistance and appropriate follow-up. CHEMTREC also maintains contact with the Chlorine Institute for access to the Chlorine Emergency Plan (CHLORREP) and with the Pesticide Safety Team Network (PSTN) operated by the National Agricultural Chemical Association.

☎ **24 hours-a-day**