

FAYETTEVILLE STATE UNIVERSITY

EMERGENCY RESPONSE PLAN

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	General University Policies
Applies to:	●Administrators ●Faculty ●Staff ●Students
History:	Last Revised – June 29, 2007
Contact for Info:	Safety Director 910-672-1827

I. PURPOSE

It is the intention of Fayetteville State University to ensure that each member of the University community is provided a safe environment for both work and study. In support of this goal, this emergency response plan has been developed to provide an organized plan of action by all key response personnel, to both prepare and respond to major natural and man made threat to the safety and health of personnel and the preservation of university facilities.

II. OBJECTIVES

- A. To provide for the protection of lives and property from the threat presented by a natural or man-made disaster.
- B. To provide for quick, effective preparation for emergency conditions and response to the aftermath of a disaster.
- C. To provide for rapid dissemination of accurate information to the university community.
- D. To provide specific procedures to be followed in both preparation for, and response to the aftermath of a disaster.
- E. To reduce the impact of a natural disaster.
- F. To enable orderly and timely evacuation of personnel when necessary.

III. EMERGENCY DEFINED

An emergency shall be defined as an event or impending event that presents a severe threat to the safety of university staff, students, and visitors, or the preservation of university facilities. Such emergencies are categorized as either natural or man-made. Examples of each are listed below, along with definitions of severe weather terminology.

- A. **Natural Emergencies** - major fires, hurricanes, tornadoes, snow and other severe

weather.

1. Hurricane

A hurricane is among the most destructive weather phenomena. A hurricane exceeds all other weather phenomena in loss of life and property. The average life span of a hurricane is six days from the time it forms until it moves over land and dissipates.

Hurricane Watch - An advisory that a hurricane may threaten an area.

Hurricane Warning - weather advisory that a hurricane is expected to strike the area within 24 hours.

2. Tornado

A tornado may occur anywhere at anytime of the year. The average length of a tornado path is 16 miles, the average width is 400 yards, and forward movement can vary from stationary to 68 mph.

Tornado Watch – A special weather forecast advisory issued whenever there is reliable indication of tornado activity.

Tornado Warning – A tornado has been sighted, either visually or by radar, and poses an immediate danger to the area.

Tornado Strike – A tornado has touched the ground in the area.

3. Tropical Depression

A low-pressure area with some basic characteristic of a hurricane possessing wind speeds of less than 39 mph.

4. Tropical Storm

An organized storm with most of the characteristics of a hurricane and wind speed of 40-75 mph.

B.. Man-Made Emergencies - hazardous chemical releases, civil disorders, violent attacks, riots, bombs, hostage situations, etc.

IV. AUTHORITY

The Chancellor is the sole authority to declare and end a University state of emergency. As delegated by the Chancellor, an Emergency Management Team (EMT) has been formed to provide leadership to emergency preparedness and to respond to active emergencies. The team is divided into two parts: an executive component and a command component. Members by title and EMT responsibilities are defined below.

V. EMERGENCY MANAGEMENT TEAMS AND THEIR DUTIES AND RESPONSIBILITIES

A. Executive Component (EC) (See Appendix A for Contact Information)

- Chancellor
- Chief of Staff and General Counsel
- Provost/Vice Chancellor for Academics Affairs
- Vice Chancellor for Business and Finance
- Vice Chancellor for Student Affairs
- Vice Chancellor for University Relations and Development
- Director of Public Relations

Responsibilities: To review and approve emergency procedures; to allocate financial and human resources for emergency preparedness and/or during an emergency; to communicate with the media, campus community, state and local governments. The following essential positions are assigned as Command Staff to the (Emergency Contingency Plan) ECP Commander during all or any part of an emergency and will be called upon by the ECP Commander as the nature and extent of the emergency dictates.

B. Command Component (See Appendix B for Contact Information)

- Provost- Chairperson
- Director of Public Relations
- Director of Campus Police and Public Safety
- Director of Occupational Safety and Health
- Director of Facilities Services
- Associate Vice Chancellor of Student Affairs
- Director of Purchasing
- Director of Student Health Services
- Director of Human Resources
- President of Student Government Association

Responsibilities: To ensure that the procedures set forth in this emergency procedures manual are adhered to under the direction of the chairperson. As delegated by the Chancellor, the Chairperson is responsible for the activation of the emergency procedures, overall direction, and for maintaining a departmental manpower call list. A summary of responsibilities designated to the Command members are as follows:

1. Campus-wide Department Preparedness

Each dean, department chairpersons and/or director is responsible for ensuring that departments are adequately prepared in the case of an emergency.

2. Communications

Communicating with some agencies is the responsibility of the Director of University Police and the Director of Facility Services.

3. Emergency Notification

The ECP Commander or his or her designee is responsible for notifying Operational Staff that a state of emergency has been declared. Each

Operational Staff member is responsible for notifying his/her essential staff members regarding the state of emergency and their responsibilities.

- 4. Addressing Safety of On-Campus Residents**
Addressing the safety of residents who live on-campus is the responsibility of the Assistant Vice-Chancellor for Student Affairs and the Director of Residence Life. (See attached plan.)
- 5. Security, Traffic, and Crowd Control**
Addressing security, traffic and crowd control is the responsibility of the university's Police Department. (See attached plan.)
- 6. Facilities and Grounds**
Addressing facilities and grounds concerns is the responsibility of the university's the responsibility of the Director of Facility Services.
- 7. Emergency Shelters**
The Director of Occupational Safety and Health and the Director of Facilities Services are responsible for designating university facilities as emergency shelters.
- 8. Emergency Purchases**
The Director of Purchasing is responsible for emergency purchases.
- 9. Food Services**
The Vice-Chancellor for Student Affairs and Vice-Chancellor for Business and Finance are responsible for ensuring that food services.
- 10. Emergency Transportation**
Emergency transportation is the responsibility of the Associate Vice Chancellor for Facilities and the Director of Facility Services to ensure that emergency transportation is available.
- 11. Emergency Medical Services**
Providing emergency medical services are the responsibility of the Director of Student Health Services and the Vice Chancellor for Student Affairs to ensure that adequate emergency medical services are provided.
- 12. Public Information Dissemination**
It is the responsibility of the Director of Public Relations to ensure that information concerning the emergency is appropriately disseminated.

VI. EMERGENCY NOTIFICATION

The Chancellor or his or her designee shall notify all Vice-Chancellors and other executive staff that a state of emergency has been declared. These individuals shall then notify personnel under their authority.

The ECP Commander or his or her designee shall notify the Command Staff that the Emergency Contingency Plan has been activated at that time; the Command Staff shall meet at the Operation Center to begin coordination and planning to address the state of emergency. Authority to end Emergency Contingency Plan activities rests with the ECP Commander.

Each Command Staff member shall notify his/her departmental staff regarding their responsibilities during the state of emergency.

VII. ACTIVATION AND CESSATION OF THE EMERGENCY RESPONSE PLAN

Once the Chancellor has declared a state of emergency, the Chairperson of the Command shall notify all Vice Chancellors and other executive staff that a state of emergency has been declared. These individuals shall then notify university personnel under their authority. The Chairperson of the Command or his designee shall notify all Command or his designee that the emergency procedure has been activated. All members will be informed to meet at a specific time and place so designated by the chairperson to begin coordination and planning to address the prevailing emergency.

In consultation with the Chancellor, the authority to end the emergency procedures rests with the Chairperson of the Command.

VIII. INTERAGENCY COMMUNICATION AND INTERFACE

A. Campus Community and Media

The Director of Public Relations will communicate with the media and the university community.

B. External University Constituents

The Chancellor will communicate with the President of the UNC system and/or other members on the President's staff. The Chancellor will also communicate with the Chair of the FSU Board of Trustees.

The Provost/Vice Chancellor for Academic Affairs will communicate with specialized state agencies whenever the need appears that such services are warranted.

C. External Agencies

The Director of Occupational Safety and Health is responsible for interaction with outside agencies, other than law enforcement agencies and administrative and governing bodies associated with the University of North Carolina, when the threat of severe weather, major fires, other natural disasters occur, and hazardous

chemical releases.

The Police Chief is responsible for necessary interaction with outside law enforcement agencies, especially when the threat involves criminal activity such as civil disorder, riots, bomb threats, hostage situations, etc.

The Directors of Occupational Safety and Health /Police and Public Safety will initiate interaction as deemed necessary with state, county, city, and Red Cross emergency response personnel to identify any issues of support or relevance between the university and such agencies during the state of emergency and to ensure cooperation and compliance with any requirements. Provide a quick response to any request from such agencies regarding disaster planning, preparedness, response, or request for assistance. Maintain communication with University General Administration, as deemed necessary in a state of emergency, to offer or request assistance with preparation or response activity.

D. Other Communication

The Associate Vice Chancellor for Facilities Management will communicate with utility companies.

IX. UNIT/DEPARTMENTAL PLANS

Emergency response plans for the Division of Student Affairs (Appendix B), the Department of and Residence Life (Appendix C) are attached to this plan and included as a part of the university's *Emergency Response Plan*.

**APPENDIX A
CONTACT INFORMATION**

EMERGENCY MANAGEMENT TEAM

Executive Component

Chancellor	672-1141
Provost/Vice Chancellor for Academics Affairs	672-1460
Vice Chancellor for Business and Finance	672-1151
Vice Chancellor for Student Affairs	672-1201
Vice Chancellor for Institutional Advancement	672-1339
Chief of Staff	672-1145
Director of Public Relations	672-1474

Command Component

Provost- Chairperson	672-1460
Director of Occupational Safety and Health	672-1827
Associate Vice Chancellor for Facilities Management	672-1431
Associate Vice Chancellor of Student Affairs	672-1201
Director of Purchasing	672-1157
Director of Student Health Services	672-1454
Director of University Relations	672-1661
Director of Human Resources	672-1455
Director of Campus Police and Public Safety	672-1341

External Agencies

State Emergency Management	919-733-3867
Cumberland County Emergency Services	910-321-6736
Fayetteville Emergency Management	910-321-6736
Fayetteville Public Works Commission	910-674-7400
North Carolina Natural Gas	1-800-275-6264
American Red Cross	910-867-8151
State Fire Marshall- (NC Dept Insurance Commissioner)	919-733-2032
NC Dept of Environmental Health and Natural Resources	919-733-2870
North Dept of Labor	910-807-2796
Fayetteville Fire Marshall	910-433-1738
Fayetteville Police Chief	910-433-1529
NC State Bureau Investigations	910-486-1262
NC Attorney General	919-716-6400
NC State Bureau of Investigation	910-486-1262
NC Attorney General	919-716-6400
Federal Bureau of Investigation	
NC Department of Labor	1-800-522-6762
National Response Center	1-800-424-8802
American Red Cross	867-8151
Cumberland County Emergency Services	(910)-483-3903
NC Division of Emergency Management	(919)-733-3943 (After hours) 800-858-0368
Fayetteville Emergency Management	(910)-433-1730
Fayetteville Fire Marshall	(910)-433-1730
HAZMAT (hazardous material)	(910)-433-1777
NC Hazardous Waste Section	(919)-733-2178

Police Departments

Fayetteville Police Department (emergency)	911
Fayetteville Police (general)	910-433-1529
Fayetteville Police (crime prevention)	910-433-1033
Fayetteville Police (investigative bureau)	910-433-1856
Victim Assistance	910-433-1849

Utility Companies

NC Natural Gas	1-800-275-6264
Fayetteville Public Works Commission	910-674-7400
Storm Water Utility	910-433-1613
Sanitation	910-433-1511

APPENDIX B

Division of Student Affairs Emergency Plan Fayetteville State University

Scope

The Division of Student Affairs Emergency (DSA) Plan is a supplement to the University Emergency Plan. It provides specific details as to how the Division of Student Affairs plans to address the needs of the student body, faculty and staff during emergency conditions and crisis situations. Collaboration and integration of the various university department's plans, services and resources is critical to the successful implementation of this plan.

Purpose

The goal of the DSA Emergency Plan is to expedite the resumption of University normal business operations after emergency condition and/or crisis situation. The purpose of this plan is to serve as general guidelines for managing resources within the DSA in preparing for, responding to, mitigating the adverse effects of and recovering from, emergency conditions and situations. This plan outlines and assigns duties and responsibilities within the DSA for preparing for and responding to various emergency condition and situations. For planning purposes, the types of emergency conditions and situations have been classified into three categories: **man-made emergencies**; **natural and technology-based disasters**; and **crisis issues**.

1. **Man-Made Emergencies:** includes riots, disorders and violence arising from dissident gatherings and marches and personal violence among two or more students, all acts of terrorism, chemical attack, nuclear blast and radiation threat/dirty Bomb. For purposes of planning and response, this category has been defined into five levels based upon the University ability to predict and respond to the phenomena and its' adverse effects. See Attachment 1
2. **Natural Disasters:** includes floods, hurricanes, earthquakes, explosions, tornadoes, major fires, chemical spills and any event that has the potential for mass casualties.
3. **Crisis Issues:** includes suicidal or threatening behavior, accidental injury or death, health epidemic and spread of a contagious disease.

Concept of Operations

The potential that an emergency condition or a crisis situation will occur on a holiday, weekend or after normal University business hours is likely. Because of the high probability that, if and when the University experiences an adverse situation as such, it is imperative that each department within the DSA maintains a high level of readiness to respond to most any situations. Readiness includes sufficient staff proficiently trained and equipped to respond to emergencies and, plans, procedures and agreements made to mitigate the effect of an emergency and/or crisis.

The DSA Crisis Management Team (CMT) serves as the division primary agency responsible for preparing for, responding to and conducting recovery actions as the results of such a phenomena.

It is comprised of individuals representing a variety of University departments and agency, necessary for the successful execution of this plan.

Organization

Division of Student Affairs Crisis Management Team (DSACMT)

1. The Vice Chancellor for Student Affairs serves as a member of the University Executive Emergency Management Team and the Command Emergency Response Team.
2. The DSA Crisis Management Team is comprised of the following personnel and their assigned alternates/relief personnel.
 - a. Associate Vice Chancellor for Student Affairs
 - b. Assistant Vice Chancellor for Student Affairs
 - c. Dean of Students
 - d. Director of Academic Advisement and Career Services
 - e. Director of Police and Public Safety
 - f. Director of Intramural Sports
 - g. Student Affairs Business Manager
 - h. Student Affairs Information Technology Specialist
 - i. Student Representative (Student Government Association President)
3. The Chain of Authority/Succession observed within the Division of Student Affairs shall be as follows (in order precedence):
 - a. Vice Chancellor of Student Affairs
 - b. Associate Vice Chancellor of Student Affairs
 - c. Assistant Vice Chancellor of Student Affairs
 - d. Dean of Students
 - e. Director of Police and Public Safety
 - f. Director of the Center for Personal Development
 - g. Director of Residence Life
4. The DSA will implement and observe a modified divisional reporting structure during times of emergency conditions or crisis situations. The purpose of modifying the reporting structure is to streamline similar and complementary services. See Attachment 2 for an illustration of the DSA modified reporting structure.
5. The DSA Crisis Management Team is responsible for assessing the emergency and organizing personnel, equipment, supplies, and information to respond to the crisis and act upon the direction of the Vice Chancellor of Student Affairs.
6. The Associate Vice Chancellor of Student Affairs serves as the chairperson of the DSA Crisis Management Team and is responsible for activating the DSA Crisis Management Team and the utilization of its' resources.

Policy

1. The priorities for emergency response are life safety, property protection, and preservation of academic programs.
2. Each unit head is responsible for educating and training employees within their respective department.

3. When a state of emergency has been declared or a crisis situation arises, members of the DSA Crisis Management team and other essential personnel are required to report to work at their assigned control center location and execute all duties assigned. Failure to comply with this requirement will result in disciplinary action, possibly up to and including termination of employment.

Department of Student Affairs Essential Personnel

Associate Vice Chancellor of Student Affairs
Assistant Vice Chancellor of Student Affairs
Dean of Students
Student Affairs Business Manager
Student Affairs Information Technology Specialist
Director of Campus Police and Public Safety
Director of Academic Advisement and Career Services
Director of the Center of Personal Development
Director of Residence Life
Director of Health Services
Director of Intramural Sports
Director of Auxiliary Services
Campus Police Chief
Assistant Director of Residence Life
Assistant Director of Student Activities
Assistant Director of the Student Center
Residence Hall Directors
Campus Police Officers
Campus Police Telecommunicators/Dispatchers
General Utility Workers for Residence Life
General Utility Workers Student Center

****** The Department and/or Unit Heads of each functional area within the Division of Student Affairs has the option to expand upon the list of personnel within their functional area consider Essential Personnel. Notation of individuals being classified, as Essential Personnel should be noted in the individual work plan***

4. This plan will be reviewed, updated and exercised annually under the direction of the Vice Chancellor for Student Affairs.

Incident Reporting Procedures

The first thing to do when reporting an emergency condition or crisis is to call 911 if a medical emergency exist, then call Campus Police at (910) 672-1295. Your next call should be to the professional staff member on duty in which the incident has occurred and, apprise him or her of the situation.

It shall then be the responsibility of Campus Police and Public Safety and the professional staff member on duty to forward the pertinent information regarding the incident to the appropriate University Officials in a timely manner. This up channeling of information should continue,

utilizing appropriate reporting procedures and protocols, until such time that the incidents has been reported to the Vice Chancellor for Student Affairs whom, intern will inform the Chancellor, if appropriate.

For emergency conditions and/or crisis situations originating in the following facilities, the noted individual will be responsible for performing the initial assessment of the incident, determining if additional resources are needed, if the facility should be evacuated and forwarding the pertinent information to the appropriate University official.

- a. Health Complex – The Director of Health Service
- b. Resident Halls – The Director for the effected hall via, the Director of Residence Life
- c. Student Center – The Assistant Director of the Student Center
- d. Other Administrative and Academic Facilities and Buildings:
 - (1) **During Traditional Business Hours and Operations:** Should an emergency condition or crisis situation arise during normal business operations, the Building Manger or the Senior University Official on site, will have the responsibility of performing the initial assessment to determine the nature of the incident and whether additional resources are needed and if the facility should be evacuated.
 - (2) **During Non-Traditional Business Hours and Operations or, when there is the absence of an appropriate University Official,** Campus Police shall have initial assessment responsibility and have the authority to secure and/or evacuate the effect facility(ies) until such time that they are relieved by an appropriate Senior University Official.
 - (3) For incident originating from criminal activity in which life and physical safety may be but at jeopardy as a result of said criminal activity, Campus Police and Public Safety has final superseding overriding authority over all initial assessment and may implement whatever actions that deem appropriate to minimize threat to human life/safety and to prevent damages to property.
 - (4) For incidents originating and/or encompassing structural integrity of a building, facility and its' system, Campus Physical Plant has final superseding authority over all initial assessment and may implement whatever actions deem appropriate to minimize threat to human life/safety and to prevent damages to property

Personnel Notification

1. The Vice Chancellor for Student Affairs will notify the Associate Vice Chancellor for Student Affairs to activate the DSA Crisis Management Team when the Chancellor has declared a State of Emergency for the University or when an emergency or crisis situation affecting students reaches proportions that cannot be handled by routine measures.

2. The Associate Vice Chancellor for Student Affairs (or the highest-ranking individual available within the DSA, Chain of Authority/Succession) will notify members of the DSA Crisis Management Team and instruct them to notify and recall essential personnel within their departments and area of responsibility.
3. In cases where telephone notification is impossible, members of the DSA Crisis Management Team should report to the Student Affairs Command and Recovery Center (SACRC) when there is any indication that an emergency condition or crisis exists. The sites for the SACRC are as follows:

Primary: Rudolph Jones Student Center, Room 229

Alternate: Spaulding Health Complex, Conference Room
(*should the Rudolph Jones Student Center not be available*)

Secondary Alternate: Hackley Honors Hall Lounge

The SACRC alternate primary facility will also be manned continuously with a minimum of two DSA personnel, as a precautionary preparation should the primary SACRC loses communication or, have to relocate. In such cases, the primary alternate SACRC shall assume control of the DSA operations until such time that the primary SACRC can be re-established or, the State of Emergency has been terminated or crisis situation has been resolved/ended.

4. The members of the DSA Crisis Management Team are required to report immediately to the SACRC properly clothed and prepared for the weather and event conditions.
5. The SACRC serves as the central management center for the Division of Student Affairs resources during once a State of Emergency has been declared or a crisis situation arises
6. Each Unit Head is responsible for maintaining a departmental personnel list, containing the contact, street address and direction information for all personnel within their respective departments. The list should indicate if the individual is consider Mission Essential or not and, their occupation specialty for responding to emergency conditions and crisis situations. It will be the responsibility of the Unit Head to contact and recall all essential personnel within their respective departments' once a State of Emergency has been declared or in response to a crisis situation.
7. Depending on the nature of the emergency or crisis, other Student Affairs personnel may be required to respond to the phenomena. The leader of the Crisis Management Team will decide which staff persons are needed and will notify the respective unit head. The unit head is responsible for contacting the individuals and assigning duties. It is the responsibility of the Unit Head to supervise the essential personnel within the respective department and to regular inform the Crisis Management Team Leader of their progress.

Student Notification

The primary means of notifying students on and off campus of a emergency condition or crisis situation will follow the prescribed method:

1. On-Campus

a. In Resident Hall Facilities

1. Mass telephonic messaging

2. Personal notification by hall staff
3. Sign posting
4. Mass e-mail
5. Posting on University Web Page

b. In Academic Facilities

1. Building walk-thru/announcements made by building managers and fire marshals
2. Building walk-thru/announcements made by Physical Plant personnel
3. Building walk-thru/announcements made by Campus Police and Public Safety
4. Building signage stating the nature of the emergency and the prescribed response

2. Off-Campus

1. Local television and radio special
2. Updates on University Web-Site
3. Mass e-mail to student University account
4. Notices posted

Asset Disbursement

The University recognizes that, the results of an emergency condition or crisis situation can never be fully predicted and the need to safe guard certain University assets against the adverse effects of such an phenomena is paramount. Thus, the University will develop and implement a “Just in Time” University Asset Disbursement Plan that best meet the needs of the University giving the uniqueness of the various circumstances.

Communication

During University emergency conditions and crisis situations, the University will make full use of the various means of communications to best respond the situation. This includes, and is not limited to, the use multiple means of communications such as; traditional telephones, cellular phones, facsimile, e-mail, handheld radios and human message couriers.

Precautionary measures will be taken to eliminate the potential of accidentally releasing of confidential information.

Priority Objectives

The DSA CMT will concentrate their efforts on Priority I objectives until such time that these objectives are substantially met. Priority II and III objectives will be addressed as resources become available.

Priority I- Initial Response

1. Life Safety and Evacuation- evaluate the need to evacuate students from hazardous or high-risk areas to safe zones.
2. Medical Aid-evaluate medical services available and advise rescue forces regarding location of treatment facilities for injured.
3. Fire Suppression-evaluate fires or fire hazards and use resources to control and evaluate.
4. Search and Rescue-appoint search and rescue teams and initiate rescue operations as

required.

5. Communication Network- establishes a communication network using available staff and equipment.
6. Utilities Survey- evaluate condition of utilities (gas, electric, steam, water, sewer) and shutdown or restore as needed.
7. Hazardous Substance Control- survey critical areas (i.e. biological and chemical) and secure or clean up as needed.

Priority II-

1. Food and Drinking Water-identify supplies on hand and establish a distribution system for food and water.
2. Shelter-identify usable structures to house resident students and/or commuter students.
3. Facility-evaluate facilities (i.e. buildings, classrooms) for occupancy or use. Identify and seal off condemned areas.
4. Information- establishes a communications system with the campus community and advises everyone regarding availability of services.
5. Criminal Activity Control- establish a system to report and to assist with controlling criminal activity
6. Psychological Assistance-establish a system to assist persons in coping with the crisis.

Transportation-organize transportation for relocation to shelter.

Priority III

1. Valuable Materials Survey- identify and secure valuable materials (i.e. historical books, photographs) in student affairs facility.
2. Records Survey-identify and secure all Fayetteville State University records.
3. Student Services Survey- determines requirements to continue services rendered by the Division of Student Affairs.

External Student Affairs Notifications

Public Information

Only the Vice Chancellor for Student Affairs may make statements to the media. All requests from the media should be directed and coordinated through the Director of Public Relations and Communications.

Debriefing

The Vice Chancellor for Student Affairs should conduct a debriefing of the CMT and their alternates within five working days to identify and discuss problems and to make recommendations for future CMT operations.

RECOVERY AND PLANNING

The goal of the DSA Emergency Plan is to expedite the resumption University normal business operations after emergency condition and/or crisis and to mitigate its' effect by implementation of precautionary procedures and measures. As such, Student Affairs will maintain as many programs and services as responsibly possible during an emergency conditions and as quickly as possible resume implementation of full programming and services after the threat has passed.

The facility prioritization is as follows:

1. Health Services
2. Campus Police Station
3. Residential Halls
4. University Cafeteria
5. Student Center

Prioritization of facilities may change to due the dynamics of the situation. Additionally services and/or programs may be relocated and collocated to maximize unity effort and resource allocation.

As operations progress from Priority I-Priority III, the Vice Chancellor for Student Affairs will direct the recovery efforts of the division in conjunction with the University recovery efforts. Units will provide assistance accordingly:

Vice Chancellor for Student Affairs

- § Notify the Chancellor
- § Activate the DSA Emergency Response Team
- § Function as the highest level of authority for the Division
- § Establish priorities for use of personnel and resources.
- § Authorizes deviations of procedures for implementing the DSA Emergency Response Plan
- § Develop and issue appropriate communications
- § Notify parents and relatives of serious injury or death.
- § Determine when to deactivate the DSA Command Center

Associate Vice Chancellor, Assistant Vice Chancellor, & Dean of Students

- § Coordinate efforts to respond to inquired from parents and relatives
- § Coordinate emergency purchases with the Business Office and distribution of supplies
- § Determine what non-campus equipment and personnel will be required and coordinate with the Director of Purchasing for arrangements for contracted services.
- § Initiate a record keeping system for all expenditures

- \$ Coordinate volunteers
- \$ Establish a procedure for shift assignments for staff

Office of Residence Life

- \$ Determine the number of students who will require emergency shelter and coordinate their relocation to suitable emergency shelters located on and off campus
- \$ coordinate and assist with the management of emergency shelter operations.
- \$ Provide a current listing of resident students by location to the DSA Emergency Control Center.

Center for Personal Development

- \$ Coordinate counseling services for students affected by the crisis, both during and following the events
- \$ Coordinate spiritual and pastoral counseling services as needed during and following a crisis.
- \$ Update Division Web Page

University Health Services

- \$ Handle injured or deceased persons until they can be evacuated to an appropriate medical facility
- \$ Direct medical response for injured persons.
- \$ Notify Vice Chancellor when 3 or more students are seen as a result of an emergency or a disaster.

University Police

- \$ Secure the emergency/disaster area and conduct emergency actions to minimize danger to persons and/or property.
- \$ Notify city/and or county emergency response agencies (i.e. Fayetteville City Police, Fire Department) apprizing them of the situation and requesting their assistance.
- \$ Notify appropriate University officials, apprizing them of the situation and requesting appropriate assistance.

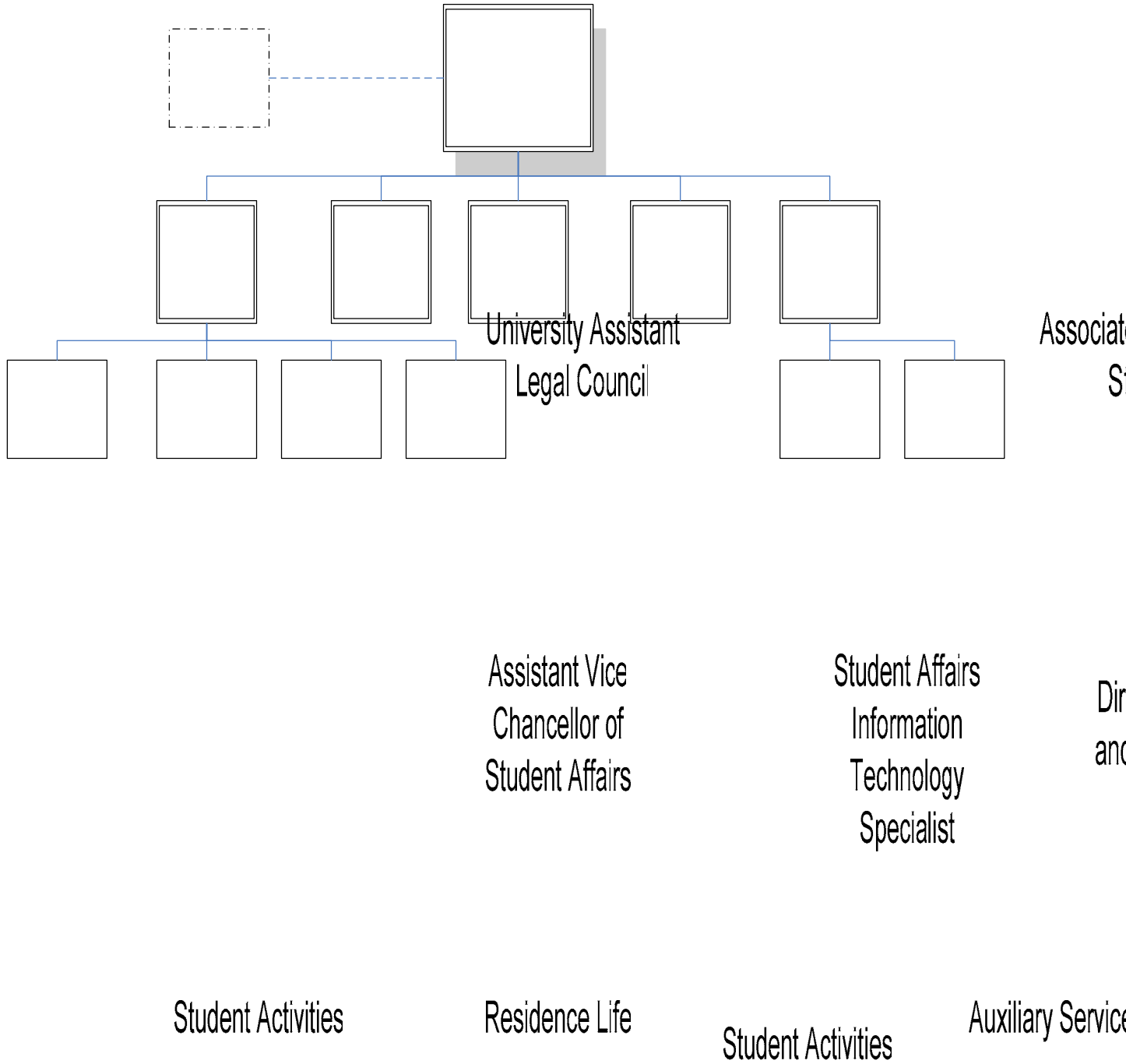
Facilities Maintenance/ General Utility Workers

- \$ Assist in emergency fire suppression, evacuation and rescue efforts as needed.
- \$ Conduct damage assessments
- \$ Clear debris, make temporary repairs, secure utilities and restore services.
- \$ Determine safety of buildings and recommend building/facility closure.
- \$ Assess damage to water and sewer systems to determine possible contamination
- \$ Coordinate transportation
- \$ Coordinate clean-up operations

Food Service Provider

- \$ Coordinate and handle emergency feeding for students.

DIVISION OF STUDENT AFFAIRS ORGANIZATIONAL CHART



APPENDIX C

Department of Residence Life Emergency Response Plan Fayetteville State University

Scope

The Department of Residence Life Emergency Response Plan is a supplement to the University Emergency Procedure Manual. The plan provides more specific details as they relate to the Departments need to address possible student emergency situations that could occur on the campus. Collaboration with other university departments to include integration of services and resources is critical to the operation of this plan.

Purpose

This plan outlines and assigns responsibilities of the Department of Residence Life for coping with emergencies that primarily affect the safety and well being of the FSU resident student population. The plan is a guide for managing an unusual occurrence on campus. Procedures for responding to adverse winter weather conditions are also included in this plan.

Policy

1. The priorities for emergency response are life safety, property protection, and preservation of academic programs.
2. When a state of emergency has been declared or a crisis situation arises, members of the Residence Life Crisis Management team and other essential personnel are required to report to work and execute all duties assigned. Failure to comply will result in stiff disciplinary action and possible termination of employment.
3. This plan will be reviewed, updated and exercised annually under the direction of the Director of Residence Life and the Assistant Director of Residence Life.

Organization

1. The Director of Residence Life serves as a member of the University Crisis Management Team.
2. The Residence Life Crisis Management Team (RLCMT) is comprised of the following personnel or their assigned alternate.
 - a. Assistant Director of Residence Life (Operations and Logistics)
 - b. Associate Director of Residence Life
 - c. Safety/Security Manager
 - d. Maintenance Team Supervisor
 - e. Information Systems Manager
 - f. Facilities Assistant

- g. Administrative Assistant
3. The Assistant Director of Residence Life is designated the RLCMT Officer at the activation of the crisis. If the Assistant Director of Residence Life is unable to assume control, the responsibilities will be passed on the next individual in order of succession from list above.
 4. Delegation of authority for the RLCMT members in the operational and logistical positions must be approved by the Assistant Director of Residence Life. Hall staff personnel delegation must be approved by the Residence Administrator. If either of these members is unavailable, delegation authority must be approved by the Director of Residence Life.
 5. The RLCMT is responsible for assessing the emergency and organizing personnel, equipment, supplies, and information to be prepared to respond to action upon direction of the Director of Residence Life.
 6. Non Emergency Response Group (ERG) members will be expected to return home, remain available, and wait for further instructions.

Communication

1. Communication will be accomplished through the use of landlines, cell phones, internet, Nextel Radios, and short wave radios.
2. Emergencies needing immediate response from hall staff and departmental staff will be provided in short communications. The three basic commands without detailed explanation will be evacuate, take cover, and lockdown. Examples of emergencies include fires, tornadoes, and terrorist acts. Detailed descriptions of emergency procedures are located in the Hall Emergency Procedure Binder.

Notification

1. The RLCMT Officer will activate the Department of Residence Life Crisis Management Team when the Chancellor declares a State of Emergency for the University or when an emergency or crisis situation affecting students reaches proportions that cannot be handled by routine measures.
2. The RLCMT Officer will notify members of the Residence Life Crisis Management Team.
3. In cases where telephone notification is impossible, members of the Residence Life Crisis Management Team should report to the Command Station when there is any indication that an emergency or crisis exists.
4. The members of the Crisis Management Team are required to report immediately to the Command Station with the prescribed materials such as radios and emergency binders. The Command Station serves as the central management center for the Department of Residence Life Crisis Management Team. Sites for the Command Station are as follows:

Command Station Sites:

Primary: Rudolph Jones Student Center (Office of Residence Life)

Alternate: Bronco Hall (Conference Room)

1. The Associate Director for Residence Life is responsible for notifying the Area Directors. If Area Directors are unreachable, the individual Hall Directors should be contacted.

2. The Hall Director is responsible for contacting all Residence Assistants and Residence Learning Coordinators within their hall in the event of an emergency or crisis by utilizing the Hall Personnel List. The personnel list provides directional information regarding methods of contacting essential personnel in the event of a power outage.
3. Depending on the nature of the emergency or crisis, other Non-ERG Residence Life personnel may be required to respond. The Crisis Management Team will decide which staff persons are needed and will notify the respective department head. The department head is responsible for contacting the individuals and assigning duties.
4. Updates will be posted on the Residence Life Message Line at 672-1730. The message line should be checked routinely by mission essential and Non-ERG personnel.

Concept of Operations

1. The likelihood that a disaster or emergency situation may occur on a holiday, weekend or after normal University office hours when staffing levels are minimal is very high. Therefore Residence Hall Directors and Campus Police are responsible for initiating this plan. He/she will direct all available University resources to provide protection for life safety and preservation of property until relieved by a higher authority. Command and control of Residence Life related issues will be transferred to the RLCMT Officer once notified of the crisis.
2. For all residential matters, the Residence Hall Directors will perform the initial assessment in conjunction with the other responding agencies to determine the nature of the incident and whether additional resources are needed.

Priority Objectives

The Department of Residence Life Crisis Management Team will concentrate their efforts on Priority I objectives until these objectives are substantially met. Priority II and III objectives will be addressed as resources become available.

Priority I- Initial Response

1. Life Safety and Evacuation- Evaluate the need to evacuate students from hazardous or high-risk areas to safe zones. Chapel Arena has been designated the primary emergency shelter. In any case that the primary shelter is unsuitable the SBE building would be the alternate.
2. Medical Aid and fire suppression – Immediately notify emergency services of situation. On campus security should be notified after calling 911.
3. Communication Network - Establish a communication network using available staff, materials and equipment. Cell phones should be charged and ready for any type of emergency.

Priority II

1. Food and Drinking Water - Identify supplies on hand and establish a distribution system for food and water.

2. Shelter - Identify usable structures to house resident students and/or commuter students.
3. Facility - Evaluate facilities for occupancy or use. Identify and seal off condemned areas.
4. Information - Establish a communications system with the campus community and advise everyone regarding availability of services.
5. Criminal Activity Control - Establish a system to report and to assist with controlling criminal activity
6. Psychological Assistance - Establish a system to assist persons in coping with the crisis.
7. Transportation - Organize transportation for relocation to shelter.

Priority III

1. Valuable Materials Survey - identify and secure valuable materials in the halls.
2. Records Survey - Identify and secure all Fayetteville State University records.
3. Residence Hall Survey - Determine requirements to continue services for the residence halls.
4. Supplies and Equipment - Develop a system to renew flow of supplies and equipment

PLANNING AND RECOVERY

As operations progress from Priority I-Priority III, RLCMT Officer will direct the recovery efforts of the department in conjunction with the University recovery efforts. Units will provide assistance accordingly:

Assistant Director of Residence Life

- Notifies the Director of Residence Life
- Activates the Residence Life Crisis Management Team
- Establishes priorities for use of personnel and resources.
- Authorizes deviations of procedures for implementing the Emergency Response Plan
- Determines when to deactivate the Residence Life Crisis Management Team

Associate Director of Residence Life

- Determines needs for Continuity of Operations (COOP)
- Establishes procedures for shift assignments for staff
- Coordinates student positioning in halls if rooms or halls are damaged
- Initiates a record keeping system for all expenditures
- Coordinates student volunteers
- Coordinates staff management in shelter operations

Safety/Security Manager

- Coordinates emergency purchases with the Business Office and distribution of supplies
- Coordinates and assists with the management of emergency shelter operations
- Coordinates Security (Before, During, and Post Emergency)
- Develops and issue appropriate communications
- Coordinates transportation
- Determines safety of buildings and recommend building/facility closure.

Maintenance Team Supervisor

- Assists in emergency fire suppression, evacuation and rescue efforts as needed.
- Conducts damage assessments
- Clears debris, make temporary repairs, secure utilities and restore services.
- Assists in determining safety of buildings and recommend building/facility closure.
- Assesses damage to water and sewer systems to determine possible contamination
- Coordinate transportation
- Coordinates clean-up operations

Emergency Shelters

Shelters are classified by three different categories (temporary, short-term, long-term). Temporary shelters relieve pressure from effected areas by accommodating students for short periods. These areas are usually hall lounges and student gathering points such as the Student Center. Short-term shelters accommodate students for no more than 24 hours. Long-term shelters accommodate students for periods longer than 24 hours.

On/Off Campus Shelters

On Campus shelter designation will be determined by the University Crisis Management Team and relayed to Residence Life. If an emergency occurs after hours that forces resident students to evacuate the campus, a confirmation phone call should be made to Campus Police to insure that the keys and codes are available for off campus shelter operation.

On Campus Shelters:

Primary: Capel Arena

Alternate: SBE (Shaw Auditorium)

Off Campus Shelters:

Primary: Seabrook Park (Arthur D. Smith Recreational Center)

Alternate (1): Senior Citizen Center (Blue Street)

Alternate (2): E.E. Smith High (Seabrook Road)

Off Campus Administrative Command Center/Shelters:

Primary: Location of Highest percentage of FSU Students

Alternate (1): Fayetteville State Business Incubator (Murchison Road)

Sheltering-in-Place

Emergencies that call for immediate sheltering-in-place will be managed by hall staff and assisted by the RLCMT once it has been activated. Once sheltering-in-place has been initiated the hall staff will utilize the emergency checklist for the specific situation provided in the Residence Hall Emergency Plan.

Debriefing

The RLCMT Officer should conduct a debriefing of the Residence Life Crisis Management Team and their alternates within five working days to identify and discuss problems and to make recommendations for future operations.

Public Information

No information should be communicated to the media. All requests from the media should be directed and coordinated through the Director of Public Relations and Communications.

Test, Training and Exercise (TT&E)

Continuity of Operations (COOP) through execution of TT&E will better ensure that essential functions are maintained during and after emergency operations. The Safety/Security Manager will be responsible for performing TT&E on a regular basis with all ERG and Non-ERG personnel.

Simulated Emergency Drills

Fire/emergency drills are held five times a year, twice each semester and once during the summer session. These drills are conducted to familiarize residents with the sound of the fire alarm, emergency exits, and procedures for evacuating the building. Coordination with the Campus Safety Officer, Campus Police, alarm monitoring service, and local emergency services shall be completed prior to unannounced and announced emergency drills.

Family Support Planning

During emergencies and Continuity of Operations, employees will need to focus on maintaining essential functions. This focus will be disrupted if the employees are also concerned about their families' safety and security. Department leaders should encourage all personnel to plan for their families' safety and security during operations.

Departments should develop plans of communication to families through phone, data, and other to methods to ensure families are provided needed information.

Tropical Storms/Hurricanes

Stage one: Hurricane watch

1. The Director of Residence Life meets with the DSA Emergency Response Team to assess the storm.
2. Students are notified of the storm via hall meetings, e-mails and notices posted in residence halls.
3. Resident students receive instruction from housing staff about hurricane procedures.
4. All Resident Directors must re-check supplies and place orders as necessary.
5. All Resident Directors must submit an up-to-date emergency contact roster to the Residence Life Control Center.

Stage two: Hurricane warning

1. Complete all steps in stage one if not already done so.

2. General Utility workers remove moveable objects from the grounds in conjunction with Facilities, Planning and Maintenance.
3. RLCMT will issue out emergency equipment such as additional flashlights, radios, first aid kits, and other items.
4. RLCMT will conduct inspections of the halls to determine health and safety concerns.
5. Coordinate the delivery of additional medical supplies from Student Health Services to the shelter.

Stage three: Six hours prior to the onset of hurricane

1. Complete all steps in the previous stages if not already done so.
2. Those who leave must notify the Resident Hall staff of their planned destination. Students who leave sign a release accepting responsibility for their safety.
3. Inform the students of transportation to the designated shelters.
4. Essential staff and other emergency preparedness personnel move to assigned locations.
5. Students are encouraged to contact their families.
6. The RLCMT and Hall Directors should be prepared for the sheltering in place possibility if the University Crisis Management Team deems safe.

Stage four: Onset

1. Complete all steps in the previous stages if not already done so.
2. Position shelter occupants in areas that are considered safe from structural failure and projectile
3. Objects such as hallways and interior rooms.
4. Communication verifications between the RLCMT, General Utility Workers, Hall Directors, Emergency Operations, and other departments.
5. Coordinate assistance to the halls when deemed safe.
6. Inform the students of meal hours if possible.

Stage five: Aftermath

1. University Police surveys the campus.
2. Facilities Maintenance to inspect the residence halls for damage.
3. RLCMT to assess the overall status of Residence Life Housing.
4. Coordinate transportation from shelter with physical plant.

5. Designate personnel for shelter equipment removal and cleanup.