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Wichita State University Campus of Applied Sciences and Technology Emergency Operations Plan

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Section 1 – Introduction

1.1 Introduction

The Wichita State University Campus of Applied Sciences and Technology (WSU Tech) Emergency Operations Plan (EOP) is a framework for a coordinated response to emergencies and disasters (collectively referred to as emergencies throughout this document).

The incident management structure set forth in this plan is flexible and may expand or contract as the situation warrants. This plan is based on a worse-case scenario and provides for the critical functions and roles of the College during an emergency response. However, its general procedures for the management of information, activities, and operations can be applied during any type of emergency.

The EOP is an all-hazards document and contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency. This plan, therefore, does not address all unique conditions that may result from a particular hazard or event.

This plan provides guidelines and a framework for emergency organization, communications and information management, decision-making, response operations, and recovery operations. The measures in this plan will be enacted in response to any circumstance occurring at the College that requires greater than day-to-day resources to protect safety, health, property, the environment, and/or critical operations, including:

- Events: Planned occurrences that require resources greater than customary day-to-day staffing to ensure the safety and wellbeing of event participants, and the coordination of these resources to ensure a safe and successful outcome. Examples include commencement, campus events requiring special security, and other large gatherings. Unlike incidents, events can be rescheduled or cancelled.
- Incidents: An occurrence or event, natural, technological, or human-caused, that requires a response to protect life, property, or the environment.

1.2 Scope

This plan applies to all departments, staff, and students under the WSU Tech umbrella, including all WSU Tech owned or leased property as follows:

- **City Center:** 301 South Grove, Wichita Kansas 67201
- **NICHE:** 124 South Broadway, Wichita Kansas 67202
- **NCAT:** 4004 North Webb Road, Wichita Kansas 67226
- **WSU South:** 3821 East Harry, Wichita Kansas 67218

This EOP establishes fundamental policies, strategies and assumptions for a WSU Tech-wide program that is guided by the principles of the National Incident Management System. This plan is designed as an all-hazards plan, covering the wide range of incidents and events that could impact WSU Tech.

1.3 Plan Implementation and Authority

The authority to implement this plan remains solely with the WSU Tech Office of the President, or through the promulgated authority of the President.

This EOP is compatible with the doctrines and methods expressed in the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Plan (NRP), Kansas Executive Order 05-03, K.S.A. 48-928, and other similar and relevant authorities.

In accordance with the Homeland Security Presidential Directive (HSPD) 5 and Governor's Executive Order 05-03, College departments and positions with responsibilities delineated in this EOP will use NIMS to insure proper coordination between local, state, and federal organizations during emergency operations.

1.4 Supersession

Upon completion, and formal adoption, the WSU Tech EOP will supersede all other relevant planning documents and serve as our official Emergency Operations Plan.

1.5 Planning Process

The process used by WSU Tech has been designed to ensure that all stakeholders have an opportunity to participate in the development of the EOP, and that the EOP is based on the best information available. To this end, the planning process is based on the following planning principles:

- Planning should be community-based, representing the whole community and their needs.
- Planning should include participation from all stakeholders.
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards.
- Planning considers all hazards and threats.
- Planning should be flexible enough to address both traditional and catastrophic incidents.
- Time, uncertainty, risk, and experience influence planning.
- Effective plans tell those with operational responsibilities what to do and why to do it.
- Planning is fundamentally a process to manage risk.

1.6 Planning Assumptions

This EOP serves as a guide to respond to, and recover from, emergency situations. As even the most comprehensive plan cannot anticipate or predict the contingencies of every emergency, WSU Tech personnel must be able to quickly adapt to evolving events. As such, the following was assumed:

The preparation of this EOP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include:

- The size, nature, and extent of an emergency can vary widely, from a localized occurrence with minimal impact to a campus, city, or region wide occurrence with devastating impact.
- An emergency may occur with little or no warning and may escalate more rapidly than the ability of WSU Tech to effectively respond.
- Achieving and maintaining effective staff and student preparedness reduces the immediate demands on response organizations.
- Emergencies may involve multiple jurisdictions simultaneously, potentially limiting response times and capabilities.
- Emergencies will require significant information sharing across jurisdictions and between the public/private sector. WSU Tech will coordinate all public information activities during an emergency.
- WSU Tech will utilize available resources fully before requesting city, county, state, or federal assistance.
- Mutual Aid Agreements will be implemented in those instances when available resources are depleted or need augmentation.
- Depending on the event, damage to commercial telecommunications facilities may occur and communication capabilities may be severely disrupted.
- Debris may make roads impassable, seriously impeding the movement of personnel and resources.
- Public utilities may be damaged and may be either fully or partially inoperable.
- Many WSU Tech personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.

- Depending on the emergency, WSU Tech students, staff, and visitors may be in life-threatening situations requiring immediate rescue and medical care Hospitals and other health/medical facilities may be severely damaged or destroyed, limiting medical treatment options.
- Depending on the event, there may be short term shortages of a wide variety of supplies necessary for the care of students, including food, water, and shelter.

Section 2 – Concept of Operations

2.1 General

WSU Tech uses the nearest appropriate responder concept when responding to any threat, event, or disaster. In most situations, WSU Tech personnel will be the first responders to any on campus emergency. However, under many circumstances, local, county, state, or federal agencies may have the primary jurisdiction for the overall response effort. Under those conditions WSU Tech resources will likely provide support to those responding agencies and will cede control of incident management.

WSU Tech utilizes and operates in accordance with nationally accepted emergency and incident management guidelines and best practices, based on the following:

- Comprehensive Preparedness Guide 101
- National Incident Management System
- National Response Framework
- National Preparedness Guidelines

WSU Tech follows all recommended protocols to ensure effective coordination and communication between local, state, and federal level entities.

2.2 Plan Activation

The authority to activate this EOP is as follows:

- President
- Vice President – Finance and Administration
- Vice President – Student Success

The decision to activate this plan is at the discretion of those listed above. During a disaster, decisions will be made that impact operational priorities and personnel. These decisions serve to assist in the management of the incident, in the protection of staff, students, and the public, and to provide incident response resources.

2.3 Declaration of Emergency

The authority to declare a state of emergency on any WSU Tech campus or location is as follows:

- President
- Vice President – Finance and Administration
- Vice President – Student Success

Upon a declaration of emergency, activation of the WSU Tech EOP and, as necessary, the WSU Tech Emergency Operations center (either in person, or virtually) will occur to assist with incident management, coordination, and provision of staffing and material resources.

Additionally, upon a declaration of emergency, local and county Emergency Management Agencies will be notified to, as necessary, provide any required assistance and to allow for the application for formal state or federal assistance

2.4 Levels of On-Campus Emergencies

Being prepared through advanced planning and practice exercises on campus and communication of expectations of our peers, improves the chances of the WSU Tech community surviving and recovering from an emergency. Everyone is best served when the entire campus takes time to respond to an emergency in a practical and thoughtful manner. To initiate a timely, effective, and efficient response, employees must understand their role as first responders on campus and the levels of emergency requiring immediate action. The levels of emergency include the following definitions:

- **Level 1 - Normal Campus Conditions**
  Level 1 is for when the normal campus conditions exist. There is no need for an unusual response or additional planning. Every day normal activity.
- **Level 2 - Critical Incident (Minor Emergency)**
  Level 2 emergency incidents affect a minimum number of people, individual room(s) of a building, or a localized outside area. Level 2 events generally can be controlled by a minimum number of personnel and require only limited (or no) evacuation of the building or area. No formal campus-wide declaration is usually made, and the Incident Command System described in this Emergency Operations Plan is not activated. Examples of Level 2 emergencies include incidents that require standard first aid treatment, such as a sudden illness or minor injury.
- **Level 3 - Crisis (Major Emergency)**
  Level 3 emergency incidents affect an entire building or a large outside area, and require a coordinated effort by facilities personnel, administration, and/or other emergency response personnel. Potentially, this level may affect larger numbers of people, interrupt normal operations for a longer period of time than a Level 2 incident, and may involve evacuation of a building or area. No formal, campus-wide emergency declaration is usually made; the emergency situation will dictate to what extent, if any, the Incident Command System is activated. Level 3 emergencies include small fires, localized suspicious odors, leaking and overheated fluorescent light ballasts, small chemical spills, or injuries requiring medical attention by paramedics or transport to a hospital by ambulance.
- **Level 4 - Disaster (Severe; Man-made or Natural Emergency)**
  Level 4 emergency incidents affect more than one building or a major portion of the campus and include major events in the surrounding community that affect the campus. Level 4 emergencies typically involve the interruption of normal operations throughout the campus for an unknown period of time and require implementation of the Incident Command System to provide control until the incident is concluded. Sheltering large numbers of people on campus or evacuating numerous campus areas, buildings or the entire campus may be required. This level of emergency also may include a campus isolated from normal emergency personnel response for an extended period of time. The college president or designated representative will issue a formal campus emergency declaration. Examples of level 4 emergencies include major earthquakes, local airplane crashes, acts of violence, or large chemical spills including release of natural gas, tornadoes, or other nature, intentional or unintentional disasters.

2.5 Operational Priorities

This EOP uses the following priorities, listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

- Life Safety
- Incident Stabilization
- Property Protection
- Community restoration

2.6 Special Needs Considerations

During all emergency and recovery operations, consideration to those with special needs will be incorporated into all activities. On-going planning for functional areas of response for those with special needs will be provided in the Incident Action Plan, as appropriate and required.

2.7 Emergency Operations Center Activation and Operation

The Emergency Operations Center is activated whenever emergency conditions exist that exceed the capabilities of normal operations and immediate action is required to save and protect lives, coordinate communications, prevent damage to the environment, systems, and property, provide essential services, temporarily assign staff to perform emergency work, and/or invoke emergency authorization to procure and allocate resources.

In many incidents, the decision to activate the Emergency Operations Center will be preceded by a response activity, and by the establishment of an Incident Command Center and an Incident Commander. The activation of the Emergency Operations Center (either in a physical location to be determined based on the incident, or virtually) is intended to support the management of the incident and the Incident Commander and Incident Command in general. The decision to activate the Emergency Operations Center will be based on the following criteria:

- A situational assessment from the Incident Commander (or first responders)
- Available event damage assessments
- Identified or perceived incident needs
- Incident type
- Incident location
- The potential for incident escalation

The authority to activate the WSU Tech Emergency Operations Center is as follows:

- President
- Vice President of Finance and Administration
- Vice President of Student Success
- Executive Director of Operations

The Emergency Operations Center brings together decision makers to coordinate the flow of information and the development of response strategies. All organizations involved in responding to the emergency should provide a representative in the EOC. The general responsibilities of the Emergency Operations Center include:

- Assemble accurate information on the incident and current resource data to allow for informed decisions on courses of action.
- Provide resource support for operations.
- Organize and activate large-scale evacuation and mass care operations.
- Provide emergency information to staff, students and visitors.

The direct operational control of the campus during a major emergency or disaster is provided from the Emergency Operations Center and is the sole responsibility of the College President or his/her designee. The Executive Director of Operations, the Vice President of Finance and Administration, or a designee is responsible for overseeing Emergency Operations Center operations. In addition, assistance will be provided by the Core Crisis Management Team. Members of the CCMT include:

- WSU Tech President, or designee
- Vice President of Finance and Administration, or designee
- Vice President, People and Culture, or designee
- Executive Director, Operations or designee
- Executive Director, Strategic Communications, or designee
- Director, Networking and Infrastructure, or designee

The College President or their designee and the Director of Security and Safety will work with the Incident Commander/Unified Command, as required, and will assist with the designation of personnel responsible for operations, planning, resource management, coordination with outside agencies.

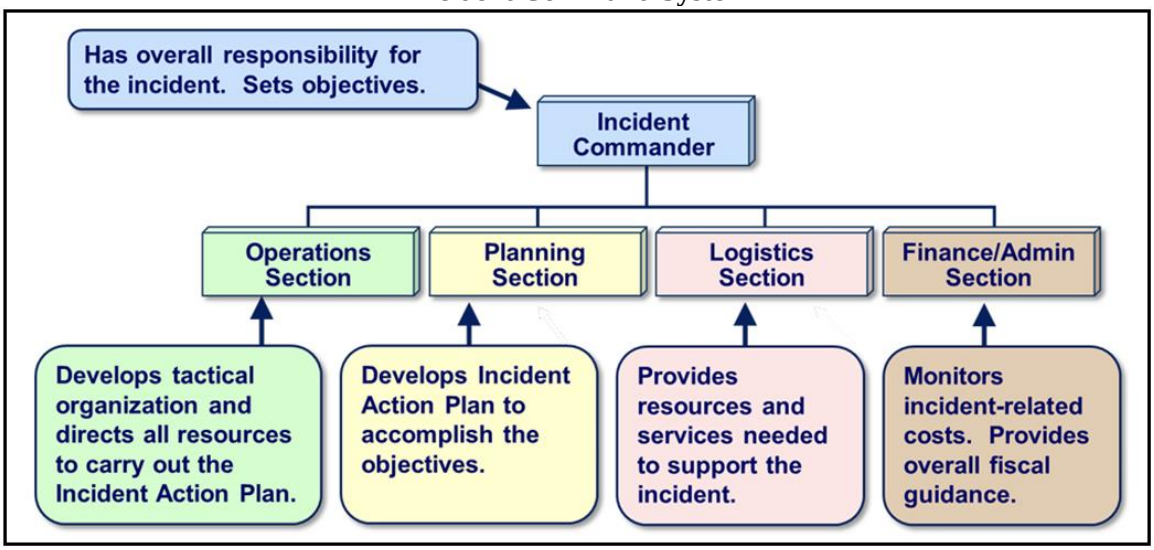
All WSU Tech senior leadership and management, safety and security personnel, and emergency management personnel should be prepared to serve in roles in the Emergency Operations Center and should be prepared to be called to serve with little to no warning. When called, Emergency Operations Center personnel should report as soon as possible to be assigned roles and responsibilities and should be prepared to serve. for at least a 12-hour operational period (based on the incident).

During an incident requiring the activation of the Emergency Operations Center it is considered likely that local first responders, including the Wichita Fire and Police Departments, Emergency Medical Services, Sedgwick County Emergency Management and Sheriff's Office, and other law enforcement agencies, may supplement first responders from WSU Tech, and depending on the size of the incident may take over response operations. Should this occur, WSU Tech will integrate operations under the superseding agency.

2.8 Incident Command Direction, Control, and Coordination

WSU Tech has adopted the Incident Command System (ICS), as part of the National Incident Management System (NIMS) as its command structure to manage large-scale planned events, emergencies, and disasters. The Director of Security and Safety is the coordinator for ICS implementation. ICS is an emergency management construct designed to provide an integrated organizational structure reflecting the complexity and demands of all types of incidents. ICS is an all-hazards incident management tool allowing the response of many different college departments and outside agencies to be coordinated. It can be expanded or contracted based upon the size of the incident, maintains a limited span of control, and follows a clear chain of command. The following chart details the ICS:

Incident Command System



Source: FEMA

The College Emergency Management Program is responsible for ICS implementation during emergency response operations. The program will ensure adherence to the principles of NIMS and ICS, use of common terminology, integrated communications, and the use of pre-designated facilities such as the College EOC. The Program will also ensure that NIMS and ICS are integrated into all emergency training and exercises.

During emergency response operations, the Director of Safety and Security or his/her designated representative is responsible for the implementation of ICS. The Director will establish an Incident Commander/Unified Command as required, designate personnel responsible for operations, planning, resource management, coordination with outside agencies. For large scale incidents, the Director will ensure that each sub-unit is organized in a modular fashion with proper span of control.

As possible, WSU Tech fills the following positions within the command and general staff, depending upon the nature of emergency and the readiness level.

Incident Command System Roles

Position	Pre-Selected Staff Title (As Possible)	Roles and Responsibilities
EOC Manager	Director of Security and Safety	Responsible for overseeing the Emergency Operations Center.
Public Information Officer	Executive Director of Strategic Communications	Advises the Incident Commander on information dissemination and media relations, obtains information from and provides information to the Plans Section, and obtains information from and provides information to the community and media.
Liaison Officer	Executive Director of Operations	Assists the Incident Commander by serving as a point of contact for agency representatives who are helping to support the operation and provides briefings to and answers questions from supporting agencies.
Safety Officer	Full Time, Lead Security Officer	Advises the Incident Commander on issues regarding incident safety and works with the Operations Section to ensure the safety of field personnel.
Operations Section Chief	Dean (name dean for each campus)	Responsible for managing all tactical operations at an incident.
Planning Section Chief	Security Officer(s)	Responsible for providing planning services for the incident including collecting situation and resources status information, evaluating it, and processing it for use in the Incident Action Plan.
Logistics Section Chief	Executive Director, Operations	Provides all incident support needs.
Finance/ Administration Section Chief	Executive Director, Finance	Responsible for managing all financial aspects of an incident.

2.9 Incident Command Post

The Incident Commander and other operations section personnel will manage and stage operations from a Command Post, often located near the incident site. Depending on the incident, the Command Post may simply function as a selected location for emergency vehicles or as a location for a variety of personnel in a temporary, fixed, and physical location.

The following lists pre-determined on-site Incident Command Posts , as available and viable based on the incident:

- **NCAT Campus**
  On Campus- President's Conference Room; Northwest Parking Lot (Outdoor)
  Off Campus- Next Step
- **City Center**
  On Campus- Main Corridor (B3); Tennis Courts South of Complex (Outdoor)
  Off Campus- East High School
- **WSU South**
  On Campus- Conference Meeting Room; Northwest Parking Lot (Outdoor)
  Off Campus- Co-Co Properties LLC
- **NICHE**
  Conference Room, 3rd Floor
  Parking Garage East of NICHE 1st Floor

Kansas College of Osteopathic Medicine. 217 East Douglas Avenue

2.10 Incident Action Plan

Every response to an incident must have an oral or written action plan. The purpose of an Incident Action Plan is to provide all incident supervisory personnel with directions and guidelines for their actions. Action plans that include the measurable, tactical operations to be achieved cover a set time frame called an operational period.

The standard operational period that the College uses is 12 hours long. Based on the specific needs of the emergency response, the actual operational period may vary. The operational period will be noted in the Incident Action Plan. The Incident Commander, or designee, will determine the operational period length.

The planning of an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins.

Large incidents, which involve a partial or full activation of the Incident Command System organization, should have written incident action plans. Emergencies with multiple operational periods should also have written incident action plans to ensure continuity.

The decision to have a written action plan will be made by the Incident Commander. The essential elements in any written or oral incident action plan are:

- **Statement of Objectives:** A list or outline of objectives that are appropriate to the overall incident.
- **Organization:** A description of what parts of the Incident Command System organization will be in place for each operational period.
- **Assignments to Accomplish the Objectives:** A list or outline of assignments, which are normally prepared for each division or group and include the strategy, tactics, and resources to be used.
- **Supporting Material:** A list or guide to additional documents, which may include, for example, a map of the incident, communications plan, medical plan, traffic plan, etc.

In general, the Planning Section Chief is responsible for the development of written Incident Action Plans. Unless otherwise warranted, the Planning Section will use Federal Emergency Management Agency Incident Command System forms to develop the plan. The Department of Security and Safety will maintain the records of any Incident Action Plans.

2.11 Incident Command System Forms

The Incident Command System uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Include in the Appendix are a listing of Incident Command System forms and the party responsible for their completion.:

2.12 Damage Assessment

The Executive Director of Operations will provide personnel and equipment to perform shutdown procedures, hazardous area control, damage assessment, debris clearance, emergency repairs and equipment protection. This will include the provision of vehicles, equipment, and operators for movement of personnel and supplies, assigns vehicles as required to the Incident Command Post for emergency use. Additionally, as possible, a survey of habitable spaces and working areas will be completed and shared with both the Emergency Operations Center and the Incident Commander to assist with the relocation of essential services and functions.

2.13 Demobilization and Transition to Recovery

The nature, size, and scope of the incident will predicate demobilization activities. The decision to begin demobilization will be made in conjunction with the Incident Commander, the Emergency Operations Center, and the President of WSU Tech. The authority to begin incident demobilization is as follows:

- President
- Vice President of Finance and Administration
- Vice President of Student Success
- Executive Director of Operations

When a command-and-control system for the incident is no longer needed, the Incident Commander in conjunction with the Emergency Operations Center will develop a demobilization plan to aid in the close out of mission-related operations, the transition to recovery operations, and the transition to normal operations. Demobilization will begin with the deactivation of response personnel and the return to normal usage of any utilized equipment or resources (including borrowed equipment). This will be followed, as appropriate, by the deactivation of both the Emergency Operations Center and/or the Incident Command Post.

Recovery may initially overlap with response operations on campus, with response operations gradually shifting to assisting departments, staff, and students in meeting individual needs. Short-term recovery will initially be coordinated by WSU Tech leadership and the Emergency Operations Center. Eventually, and as required, all recovery operations will be managed by the College Emergency Management Program and the Director of Safety and Security. Additionally, during this phase departments will be tasked with implementing their business continuity plans to facilitate a transition back to normal operations.

2.14 Recovery

The recovery phase works to restore, as best as possible, WSU Tech to its pre-disaster condition, with the nature, size, and scope of the incident predicating recovery activities. The timing for moving from a response focus to a recovery focus will depend on the nature and magnitude of the emergency, and damage to campus structures and infrastructure. Once the immediate incident subsides, efforts at returning the campus to normal operations begin. WSU Tech will return to the standard/routine organizational structure from the Incident Command Structure and employees will return to work. This process may be gradual and may take an extended period of time depending upon the extent of the damage to campus. WSU Tech leadership will strive to assure an organized recovery that maximizes safety of personnel and mitigates further damage to college facilities and assets.

Two phases of recovery can be expected:

- **Short-Term Recovery:** Recovery operations begin concurrently with or shortly after the initiation of response operations. Short-term recovery may typically last from days to weeks. Short-term recovery includes actions required to stabilize the situation, restore services, implement critical infrastructure recovery plans to maintain operations during emergencies and recovery phase, and begin planning for long-term restoration.
- **Long-Term Recovery:** Continues the short-term recovery actions with a focus on campus and community restoration. Long-term recovery may continue for a number of months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster.

Long-term recovery requires significant planning and resources and may include the following:

- Facility reconstruction
- Long term alternate classroom space
- Long term alternate office space

Participants in the recovery phase will be required to develop planning documents and strategies, and coordinate and implement recovery activities. Specific recovery plans will assign explicit roles and responsibilities, describe tactics, and define the overall concept of the activities being conducted. The recovery plan, and/or a recovery timetable, should be communicated to all interested parties.

During recovery, the CARE team will focus on helping ensure student's mental health needs are met to promote wellness and academic success. The CARE team serves as a resource to the campus community by providing guidance for all members regarding how to seek assistance and report behaviors of concern.

During recovery, it is vital that all accounting, expenditure, and loss data be thoroughly documented for potential reimbursement, disaster assistance, and insurance claims.

Section 3 –Incident Communications

3.1 Introduction

Rapid and timely communication of information to the College public during emergencies is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

3.2 Text Message Mass Notification System

If an emergency occurs, then members of the college community will be notified through all available tools, including instructions on how to continue with their day if it has been interrupted by an event. In addition, notifications may also go out in order activate specific parts within the college response plan for certain emergencies such as fires or biological spills.

3.3 College Emergency Information Line: 316-677-1911

This phone number is used to communicate emergency situations directly to college security. Please do not hesitate to call if you need help with any situation!

3.4 College Group E-Mail

Group or college wide emails are not only for information but also serve as a way of notifying the college community about emergency situations happening around campus or anything else that may impact them personally such as closings due an academic cancellation or inclement weather (for example).

- Informational: any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions); College employees and students may unsubscribe from receiving informational messages via the College group e-mail system
- Operational: communication that requires some action on the recipient's part or a required notification by the College (i.e., a message about benefits eligible information)
- Official: a non-urgent communication from an executive officer (i.e., a message from the College president)
- Urgent: an urgent announcement from an executive officer regarding an imminent event, such as the school closing

3.5 Fire Panel System/Emergency Communications System (ECS) Interface

Buildings are equipped with audible fire panel systems with Emergency strobes and alarms.

3.6 College Website (wsutech.edu)

In case of emergency incident, information about the status of WSU Tech will be disseminated on our website. In most but not all cases this may take the form of a red alert messaging banner placed at the top of the college homepage.

3.7 Local Media

The college depends on broadcast media as one method of notifying students, faculty and staff of emergencies before and/or during their commute. If there is an emergency alert that warrants the leveraging of media to communicate to all members in the area, the Strategic Communications Department will ensure necessary parties are aware via phone calls, emails and or methods designated by each respective media outlet.

3.8 Social Media

In case of emergency incident, information about the status of WSU Tech will be disseminated using all available social media channels.

Section 4 – Incident Finances

4.1 Agreements and Contracts

Should the College resources prove to be inadequate during an emergency; requests will be made for assistance from local jurisdictions, and other agencies in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents

4.2 Record Keeping

Each department that participates in an emergency response is responsible for maintaining any records generated during that response and submittal to the Department of Security and Safety during post-debriefing sessions. The Department of Security and Safety maintains records related to emergency response, such as Incident Action Plans.

4.3 Incident Costs

Departments will keep track of any incident costs, including the use of personnel, equipment, and supplies during an emergency response, and report to the Finance/Administration Section Chief.

Section 5 – Post-Incident Analysis

5.1 Introduction

After an incident, the Incident Commander and incident command team along with key WSU Tech leadership should develop a post incident analysis to determine strengths, weaknesses, and lessons learned about operations. The post incident analysis is a critical component in determining areas for potential improvement and can be used as a teaching tool for future incidents.

5.2 Incident Debriefing

Assisting in the creation of the post incident analysis, the Incident Commander and incident command team along with key WSU Tech leadership will complete a debrief following the termination of an emergency incident, identifying those aspects of the EOP that worked well and those aspects that can be improved based on the experience.

Debriefing should begin as soon as the emergency phase of the operation is completed. Key topics for the a debrief should include:

Command and Control

- Did the first trained responder to arrive on scene establish the Incident Command System?
- Was the emergency response organized according to the existing procedures?
- Did information pass from the Incident Command System support teams to the Incident Commander and from the Incident Commander to the Incident Command Post and/or Emergency Operations Center through appropriate channels?
- Were response objectives communicated effectively to field personnel who were expected to implement them?
- Did the Incident Commander integrate well with the professional emergency response Incident Command upon arrival, and throughout the incident?

Tactical Operations

- Did the on-scene Incident Commander effectively order tactical operations?
- Who implemented the orders? What worked? What didn't?
- Were tactical operations conducted in a timely and coordinated fashion?
- Do revisions need to be made to tactical procedures?
- Do tactical work sheets need to be developed or modified to account for actions?

Resources

- Were human and material resources adequate to conduct the response effectively?
- Are improvements needed to facilities or equipment?
- Were mutual aid agreements implemented effectively?

Support Services

- Were support services adequate and provided in a timely manner?
- What is needed to increase the provision of support to a necessary level?

Plans and Procedures

- Were tactical procedures current?
- Did they adequately cover notification, assessment, response, recovery, and termination?
- Were roles and assignments clearly defined?
- How will plans and procedures be upgraded to reflect successful and unsuccessful aspects of the emergency response?

- What other procedures could have been in effect?
- What additional protective measures could have been taken to eliminate the damage?
- Have there been any changes in the facilities, equipment, or operations of the institution that warrant changes in the procedures for emergency management?

Training

- Did this event highlight the need for additional basic or advanced training?

Communication

- How well did the internal and external communication plans work?
- What should be clarified or changed?
- Are there ongoing legal issues that need to be resolved?

Section 6 –Training

6.1 Introduction

WSU Tech is committed to ensuring that the WSU Tech EOP is a flexible and dynamic plan. This Plan should be tested and evaluated annually to ensure maximum preparedness. key staff will participate in tabletop exercises to enhance skills and evaluate plan protocols. All WSU Tech employees will be required to have a basic understanding of the EOP including their role in the successful execution of critical protocols.

6.2 Emergency Operations Center Training

To facilitate operation of the Emergency operations Center and compliance with the National Incident Management System, WSU Tech personnel who may have a role in incident management should maintain and complete the following courses:

- ICS-100: Introduction to the Incident Command System
- IS-700: National Incident Management System, An Introduction
- G-191: Incident Command System/ Emergency Operations Center Interface

6.3 WSU Tech First Responder Training

WSU Tech first responders should complete and maintain the following FEMA courses:

- ICS-100: Introduction to the Incident Command System
- IS-700: National Incident Management System, An Introduction

6.4 WSU Tech Leadership Training

WSU Tech leadership and members of the Core Crisis Management Team should complete and maintain the following FEMA courses:

- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS for Command and General Staff
- IS-700: National Incident Management System, An Introduction
- G-191: Incident Command System/ Emergency Operations Center Interface
- G-402 Incident Command System (ICS) Overview for Executives/Senior Officials

6.5 Emergency Drills

Periodically, emergency drills will be performed in each building. The Director of Security and Safety will plan building evacuation drills. A list of drills will be maintained each year in the Security office. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Section 7 –Plan Development and Maintenance

7.1 Plan Development

The Department of Safety and Security is responsible for the overall development and completion of the Emergency Operations Plan, including any supporting annexes or operational plans.

7.2 Plan Distribution

The Department of Security and Safety shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes will be distributed to those individuals, departments, and organizations tasked in this document. Distribution may take the form of electronic or physical copies. Copies will also be set aside for other emergency facilities, as appropriate.

7.3 Plan Maintenance

This plan and its annexes will be reviewed annually and updated and revised as appropriate based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur. During any update process, all revisions will be logged and tracked.

Interim revisions may be made when one of the following occurs:

- A change in site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan Emergency Operations Plan.
- A material change in response resources.
- An incident occurs that requires a review.
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan.
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan.
- Other changes deemed significant.

Plan changes, updates, and revisions are the responsibility of the Department of Security and Safety. The Department will ensure that any plan changes are distributed accordingly.