



WVU BECKLEY CAMPUS

Emergency Response Plan

Revised March 2016

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Introduction

West Virginia University-Beckley (WVU-Beckley) is a “city within a city.” The City of Beckley, home to West Virginia University-Beckley is located within Raleigh County.

WVU Beckley draws upon the resources of the Beckley community, and contributes resources in return. This requires that WVU Beckley work closely with local emergency authorities to identify and address campus-specific hazards as well as community-wide events. The hazard risks, such as flash floods, earth slides, and severe weather that may affect the campus and community, are detailed in the Raleigh County Emergency Response Plan.

The Campus Preparedness Committee (CPC) is a standing committee of the University President chaired by the Director for Facilities and Services. The CPC is composed of key department representatives, Chief of University Police, Beckley City Police and the Beckley Fire Department. It is responsible for defining an emergency response system that will ensure that the university is prepared to respond to various emergencies that could occur on or near the campuses.

This *West Virginia University –Beckley Emergency Response Plan* defines key roles and responsibilities, lines of authority, organization, communication methods, continuity, mutual-aid agreements, and training. Annexes and appendices provide specific emergency types and appropriate responses, emergency operations command and on-site command post setup and maintenance, lists of contacts, alternate sites, checklists, and additional procedures.

WVU Beckley is committed to the safety of its students, faculty, staff, and community. As a partner with the City of Beckley and Raleigh County, WVU Beckley will use its technical expertise and resources to mitigate, prepare for, respond to, and recover from natural, technological, and terrorist events that may affect the campus and community.

Authority for this plan is contained in the West Virginia Code Chapter 15, Article 5, State Emergency Operations Plan (EOP), WVU Beckley Emergency Response Policy (WVU BECKLEY-EHS-6), Code of Federal Regulations (29 CFR 1910.38) relating to emergency preparedness, an order of the University System of West Virginia Board of Governors, letters of agreement of mutual aid, contracts, and operational procedures specific to each organization

1.0 Purpose and Scope

The purpose of the *West Virginia University-Beckley Emergency Response Plan (ERP)* is to describe campus emergency response procedures and their integration with the local emergency response authorities to ensure that the campus and community are prepared to act in the event of an emergency. The Emergency Response Plan provides guidelines for response but does not replace sound judgment of staff at the time of the event. Key Emergency Response Plan objectives include:

- Protect students, faculty, staff, visitors, and physical assets.
- Describe the principles of incident command.
- Compliance with the National Incident Management System (NIMS) for seamless integration with other response organizations, including Federal, State and local government entities.
- Emphasize preparedness and safety before, during and after emergencies.
- Maintain effective communication with students, staff, faculty, parents/guardians and the community through the general news media and other methods.

2.0 Situation and Assumptions

- 2.1 An incident requiring an emergency response may occur on one or all of the campus locations.
- 2.2 The campus Emergency Response Plan will be activated to one of the three identified response levels.
- 2.3 Campus resources may be inadequate to handle the incident, and interagency coordination with city and county response agencies will be required.
- 2.4 On-scene responders will initiate the Incident Command System (ICS).
- 2.5 Response personnel have received role-appropriate NIMS training.
- 2.6 The event may necessitate an extended response or involve a wide area of the campus or community adjacent to the campus.
- 2.7 An off-site emergency, such as a flood, may involve students, faculty, staff and the campus and potentially require the response of WVU Beckley resources.
- 2.8 WVU Beckley media relations staff may work with the local community to effectively inform students, staff, parents/guardians, faculty and the

- 2.9 Campuses in Morgantown (main campus), Charleston and Martinsburg, as well as the associated Potomac State College campus, may be available to support the WVU Beckley campus during catastrophic emergencies. In addition, the WVU Beckley campus may be called on to support these other campuses during times of emergency.

3.0 Concept of Operations

3.1 Alert Stages

The Department utilizes a threat-based system of “alert stages” to facilitate the emergency mobilization of personnel in the event of a crisis.

3.1.1. Stage Green (Routine Ops) – Emergency Mobilization Not Expected

- A. Normal staffing.

3.1.2. Stage Blue – Emergency Mobilization Possible

- A. Department personnel shall review emergency procedures and ensure that they are ready to be recalled to duty;
- B. The Chief of University Police shall “audit” emergency contact information for all Department personnel to ensure it is correct and up-to-date;
- C. Leave/Training for Departmental personnel may be canceled or modified;
- D. Patrol units may be augmented with additional personnel; and
- E. The University Chief of Police shall contact the Campus Preparedness Committee (CPC) and leaders of off-campus response (BPD, BFD etc.) agencies to review contingency plans and logistics, if deemed appropriate.

3.1.3. Stage Yellow – Emergency Mobilization Likely

- A. Department personnel shall be available for extended recall within one (01) hour;

- B. An Emergency Operations Center (EOC) may be established with Raleigh Emergency Centralized Communications Agency (RECCA); and
- C. The University Chief of Police shall arrange for a planning/coordination session (if possible) between the University Police and off-campus response agencies to discuss likely scenarios and responses.

3.1.4. Stage Red - Emergency Mobilization

- A. Department personnel shall respond to the Campus, as directed; and
- B. The CPC will initiate contingency operations in accordance with established plans and procedures.

3.2 Levels of Emergency Response

The three levels of response to an impending or actual emergency affecting WVU Beckley are described below.

3.2.1 Emergency Response Level 1 (ERL1)

- A. Any incident such as a small laboratory fire, small hazardous material spill, assault, suspected meningitis case, medical emergency, suspicious package, etc. that can be contained within a single location or can be quickly addressed, resolved, or minimized with WVU Beckley resources or limited community help (normal community response from police, fire, EMS).
- B. Does not involve a large-scale evacuation.
- A. Notifications are made to the Director for Facilities and Services, Chief of University Police, and the Campus President's office.

3.2.2 Emergency Response Level 2 (ERL 2)

- A. A major emergency that impacts portions of the campus and may affect mission-critical functions or life safety (e.g., large residence hall fire, abduction, confirmed meningitis case, food-borne outbreak, criminal activity with weapons, explosion, etc.).

- B. Typically handled with local community resources (Beckley Fire Department, Raleigh Emergency Medical Services [EMS]) and university personnel.
- C. May require off-campus emergency assistance coordinated by Raleigh Emergency Centralized Communications Agency (RECCA).
- D. May require complete evacuation of a specific campus facility.
- E. May require off-campus emergency assistance coordinated by Raleigh Emergency Centralized Communications Agency (RECCA).
- F. Notifications are made to the Director for Facilities and Services, Chief of University Police, and the Campus President.

3.2.3. Emergency Response Level 3 (ERL 3)

- A. An incident posing major risk or catastrophe to WVU Beckley personnel and resources (e.g., plane crash, credible terrorist threat, etc.) and requires resources beyond what the city and county can provide.
- B. Has caused, or has the potential for causing, major damage and injury.
- C. Requires off-campus (local, State, and possibly national) emergency response.
- D. May require campus closure and/or evacuation.
- E. Responsibilities listed under Emergency Response Level 3 are exercised by individuals whose assignments are delineated within the Emergency Response Plan.
- F. Authority declaring Emergency Response Level 3 is the President or the President's designee.
- G. Requires full activation of the WVU Beckley ERP, campus EOC, and the WVU Beckley Crisis Communication Plan with immediate notifications to all key responders identified in this plan, including the Director for Facilities and Services, Chief of University Police, and the Campus President.

3.3 Initial Incident Actions

3.3.1. The University Police Department is the primary first response organization on the WVU Beckley campus.

- A. Depending on the nature of the event, other WVU Beckley departments may be dispatched or called upon for support.
- B. Major incidents, such as building fires, hazardous materials spills into the environment, etc. may relegate University Police to a support role.

3.3.2. University Police will be notified upon recognition of any event that may or will potentially impact the campus community. A University Police unit will be dispatched to perform an on-site assessment as required.

3.3.3. The on-scene University Police unit will provide a situation assessment and request a supervisor as necessary.

3.3.4. The University Police unit will request the Raleigh County 911 Center to notify the Chief of University Police under the following circumstances:

- A. Any situation that requires the use of external agencies to resolve.
- B. Any situation that results in a loss of life or serious injuries.
- C. Any situation that may cause media interest, building closure, or campus closure.

3.3.5. The University Police Chief will determine the level of emergency, up to and including declaration of Emergency Response Level 2 (Emergency Response Level 2) and will notify the President and the Director for Facilities and Services.

3.3.6. For potential Emergency Response Level 3, the University Police Chief will notify the President and the Director for Facilities and Services.

3.3.7. The President or designee will determine the need to raise the level of emergency to Emergency Response Level 3 and make decisions or deviations from existing policy on closure of the campus, programs, or specific buildings.

3.3.8. The Executive Policy Group (EPG) consists of some members of the WVU Beckley President's cabinet and others as appointed by the President. The EPG provides policy guidance to the President and the Campus EOC Manager on campus policy related to the incident. This includes campus closure, legal/liability issues, parental notification, and similar areas of responsibility.

3.3.9. The normal reporting location for all other emergencies is the President's Conference Room.

3.3.9.1. The EPG reports to the President's Conference Room during emergencies, 408 South Kanawha Street.

3.3.9.2. The secondary location is the Dean of Students Conference Room, 505 South Kanawha Street.

3.4 Communication in the Field

3.4.1 Primary communication methods for WVU Beckley field teams is by radio through the Raleigh County 911 Center, located in Beckley, WV.

3.4.2. Coordination with RECCA will initially occur through the University Police. RECCA has the capability to "patch" between the University Police and first responders to ensure a common operating frequency.

3.4.3 A WVU Beckley liaison, most likely the Chief of University Police or designee, will make contact with the RECCA to coordinate between WVU Beckley and local first responders.

3.4.4 The Executive Policy Group (EPG) will be notified through landline or cellular communication

4.0 Incident Command System/NIMS Format

The Incident Commander is the first emergency responder (Fire, Police, EMS) arrive on-scene, until relieved. WVU Beckley will use a NIMS-compliant incident management system in its EOC to meet Federal standards and to coordinate seamlessly with the Beckley Emergency Management Team (BEMT).

4.1 Command Function

Responsibilities of the Command Function

- A. Activating the incident command system
- B. Establishing a command post

- C. Initiating the notification and mobilization of additional agency personnel
- D. Obtaining support from other agencies
- E. Establishing a staging area, if necessary
- F. Providing public information and maintaining media relations
- G. Maintaining the safety of all affected personnel
- H. Preparing a documented after-action report

4.2 Operations Function

Responsibilities of the Operations Function

- A. Establishing perimeters
- B. Conducting evacuations
- C. Maintaining command post and scene security
- D. Providing for detainee transportation, processing and confinement
- E. Directing and controlling traffic
- F. Conducting post-incident investigation

4.3 Planning Function

Responsibilities of the Planning Function

- A. Preparing a documented incident action plan
- B. Gathering and disseminating information and intelligence
- C. Planning post-incident demobilization

4.4 Logistics Function

Responsibilities of the Logistics Function

- A. Communications
- B. Transportation
- C. Medical Support
- D. Supplies

- E. Specialized team and equipment needs

4.5 Finance/Administration Function

Responsibilities of the Finance/Administration Function

- A. Recording personnel time
- B. Procuring additional resources
- C. Recording expenses
- D. Documenting injuries and liability issues

NOT PUBLIC SAFETY SENSITIVE

5.0 Assignment of Responsibilities

See Table 1 (following this section) for a full list of assignments for University administration.

5.1 President or Designee

- A. Declares ERL 3 and authorizes subsequent implementation of ERP and activation of the EOC.
- B. Chairs of the Executive Policy Group (EPG) comprising:
 - President's Office (Support Staff)
 - President and Provost
 - Dean of Students
 - Director for Human Resources
 - General Counsel
- C. Upon declaration of ERL 3, may authorize any of the following conditions:
 - Delay work/school activities in affected area.
 - Halt work/school activities in affected area.
 - Delay work/school activities of WVU Beckley.
 - Halt work/school activities of WVU Beckley.

5.2 Dean of Students

- A. Serves as Executive Policy Group Managing Chair; assists President with all Executive Policy Group functions, including coordination of meetings and communication among parties regarding issues and decisions.
- B. Oversees and directs Executive Policy Group support staff from the President's Office.
- C. Administers WVU Beckley's Emergency Response and Control policies.
- D. Consults with University President and the Director for Facilities and Services on status of emergencies.
- E. Releases status of suspension of activities or closure of university to:
 - WVU Beckley units
 - Director of University Relations/News for release to news media
- F. Coordinates notification of family of an student injured or killed.

5.3 Director for Facilities and Services

- A. Serves as EOC Manager in the WVU Beckley EOC.
- B. Evaluates potential emergency situations and advises WVU Beckley administration on potential impact of emergency conditions.
- C. Communicates with units on status of potential or existing emergencies.
- D. Oversees response from Facilities and Services units.
- E. Notifies Facilities and Services units to respond to the EOC in the event of ERL 3

5.4 University Police Department

- A. The University Chief of Police or designee
 - May serve as Incident Commander or as liaison to RECCA
 - Maintains, reviews, revises, and distributes WVU Beckley ERP to all WVU Beckley units and local emergency response agencies.
 - Maintains EOC in a state of readiness.
 - Notifies Director for Facilities and Services of ERL 3 emergency.
 - After consulting with the President or designee, activates EOC in the event of ERL 3 emergency.
 - Will act in accordance with own emergency response procedures.
 - Gathers information and issues a report to WVU Beckley administration on the following:
 - Probable cause of incident
 - Extent of property damage
 - Number and extent of casualties
- B. Police Lieutenant
 - Serves as Liaison Officer on Campus EOC Command Staff.
 - Serves as liaison with Raleigh County EOC during ERL 3 activation.
 - Coordinates Campus Police response.
 - Coordinates campus transportation assets.
- C. University Police Officers

- Serve as primary responders to emergencies at WVU Beckley
- Establish on-site command post at emergency scene depending on the seriousness of the circumstance.

5.5 Facilities Information Systems

- A. Facilities Operations Coordinator)
 - Serves as Resources Unit Leader of the Planning Section during ERL 3 activations.
 - Creates and revises floor plans of university facilities for use in emergency response.
 - Creates and revises maps of university for use in emergency response.

- B. Facilities Management (Assistant Director of Facilities)
 - Maintenance and Operations
 - Serves as Facilities Unit Leader in the Logistics Section during ERL 3 activation.
 - Maintains emergency warning systems, fire alarms, and public address systems
 - Maintains fire suppression/fire extinguishing equipment and systems.
 - Maintains ventilation, eye wash, and emergency shower equipment.
 - Maintains equipment and materials for use in restoration of emergency site.
 - Shuts off and restores power to affected facilities depending on the seriousness of the circumstance.

- C. Design and Construction (WVU Representative)
 - Serves as the Campus Coordination Branch Director of the Operations Section during ERL 3 activation.
 - Recommends changes in the following to administration and pertinent units to prevent recurrence of emergency:
 - Structural design of facilities.
 - Structural design of roads and grounds.

 - Identifies and lists potential areas for
 - Emergency operations, housing, classrooms, student activities, administration, and storage.
 - Implementation of emergency provisions to lease space to accommodate displaced personnel.

- D. Risk Management (BRIM)
 - Coordinates loss claims with the State Board of Risk and Insurance Management and the insurance carrier.

5.6 Student Affairs

- A. Associate Dean of Students
 - Serves as the Facilities Unit Leader of the Logistics Section during ERL 3 activation.
 - Provides lodging to WVU Beckley personnel and students depending on the seriousness of the circumstance.
 - Assists in locating off-campus housing depending on the seriousness of the circumstance.

- B. Director of Dining Services
 - Serves as the Food Unit Leader of the Logistics Section during ERL 3 activation.
 - Provides food to WVU Beckley personnel and students depending on the seriousness of the circumstance.

- C. Mental Health Counselor
 - Serves as the Counseling Services Leader in the Student/Staff Services Branch in the Operations Section during ERL 3 activation.

 - Provides counseling and psychological counseling services WVU Beckley personnel and students as needed.

5.7 Media Relations

- A. Director of University Relations
 - Serves as Public Affairs Officer during ERL 3 activation.
 - Releases WVU Beckley administration-approved information and statements to appropriate local, regional, and national media.
 - Sets up and operates news media center as authorized by WVU Beckley administration depending on the seriousness the circumstance.

5.8 General Counsel (WVU Representative)

- Advises President or designee as member of the EPG.
- Authorizes the issuance of any statement about an emergency by WVU Beckley administration, directors, deans, or building supervisors to news media, or in the course of investigations, by any WVU Beckley

personnel to any entities outside WVU Beckley, or to their agents.

- Serves as the university's counsel regarding any claims that may be filed against WVU Beckley as a result of any emergency.

5.9 Telecommunications

A. Director of OIT

- Serves as a Communications Unit Leader in the Logistics Section during ERL 3 activation.
- Provides emergency communications systems to EOC and on-site command post as necessary.

Table 1. Emergency Roles and Assignments (within WVU Beckley)

Table 1. Emergency Roles and Assignments

Function	Emergency Position	Primary Assignee	Alternate Assignee	Primary Reporting Location
Executive Policy Group	EPG Chair	President	Provost	President's Conference Room
	EPG and 2 nd in Chain of Command	Provost	Dean of Students	President's Conference Room
	EPG and 3 rd in Chain of Command	Dean of Students	Dean of Engineering and Sciences	President's Conference Room
	EPG and 4 th in Chain of Command	Dean of Engineering and Sciences	Dean of Business, Humanities, and Social Sciences	President's Conference Room
	EPG and 5 th in Chain of Command	Dean of Business, Humanities, and Social Sciences	Director of Human Resources	President's Conference Room
	EPG and 6 th in Chain of Command	Director of Human Resources		President's Conference Room
	EPG Support Staff	President's Administrative Associate	Dean of Students' Administrative Associate	President's Conference Room
	EPG and Legal Counsel	General Counsel		President's Conference Room

Table 1. Emergency Roles and Assignments (continued)

Function	Emergency Position	Primary Assignee	Alternate Assignee	Primary Reporting Location
Command Staff	Campus EOC Manager	Director of Facilities and Services	Chief of University Police	Campus EOC
	Incident Commander (major event on site)/	Chief of University Police	Campus Police Lieutenant	Incident Site
	Media	News and Information		Campus EOC
	Liaison Officer to FKECCA	Campus Police Lieutenant		Campus EOC or FKECCA
Finance & Administration	Finance & Administration Section Chief	Chief Financial Officer		Campus EOC
	Compensation/Claims Unit Leader (BRIM)	Director of Human Resources		Human Resource Office
Student Affairs	Student Affairs Section Chief	Associate Dean of Students		Campus EOC Residence Halls
	Food Unit Leader	Director of Dining Services	Dining Lead Worker	Campus EOC
Telecommunications	Communications Unit Leader	Director of OIT	Director of OIT designee	Campus EOC

6.0 Continuity of Operations

6.0 Chain of Command

The WVU Beckley President is the overall decision maker during ERL 3 emergencies at WVU Beckley. In the event the President is unavailable or unable to perform this function, the following persons, listed in order of succession, would assume this role during the emergency:

- President
- Provost
- Dean of Students
- Dean of Engineering and Sciences
- Dean of Business, Humanities, and Social Sciences
- Director- Human Resources

6.2 Personnel Availability and Redundancy

- To ensure continuity of operations and the ability to perform 24 hours/day and 7 days/week, each key position in the EOC should have at least one alternate.
- Updated contact information should be readily available in key locations (see 6.3 below) and in possession of key responders at all times.

6.3 Primary and Alternate Locations

- EPG reports to the President's Conference Room during emergencies. The alternate location is the Dean of Students Conference Room, located at 505 South Kanawha Street.
- The Campus EOC is located at the University Police office located at 313 South Kanawha Street. The alternate location is the WVU Beckley Facilities Management Office Area, 605 South Kanawha Street.

7.0 Preparedness

7.1 Campus Preparedness Committee

- 7.1.1 The CPC is a standing committee of the Campus President and is chaired by the Director for Facilities and Services.

7.1.2 It comprises representatives from:

- Director for Facilities and Services (Chair)
- President's Office
- Student Affairs
- University Police
- University Relations
- Athletics
- Student Council
- Raleigh Emergency Management Agency
- Mayor's Office, City of Beckley
- Police Department, City of Beckley
- Fire Department, City of Beckley
- Local Hospital(s) within the Beckley area

7.1.3 The CPC is responsible for defining an emergency response system that will ensure that the university is prepared to respond to various levels of emergencies that occur on or near the university campus.

7.1.4 The CPC meets annually, or as required.

7.2 Plan Development, Maintenance, Testing

7.2.1 The Director Facilities and Services oversee the campus-wide emergency preparedness program and the building response plan development.

7.2.2 The University Police Department provides operational support.

7.2.3 WVU Beckley's ERP is included within the Raleigh County Office of Emergency Management Disaster Plan.

7.2.4 Each unit or department is responsible for communicating the content of WVU Beckley's ERP to its staff.

7.2.5 The ERP (or portions of the ERP) will be tested annually. A written after-action report with background, observations, and corrective actions will be distributed to all members of the CPC.

7.2.6 Corrective actions identified after an event or exercise will be reviewed within 60 days of citing by the CPC and tracked for correction until resolved.

7.3 Awareness, Training and Education

- 7.3.1 The University ensures monetary and staffing resources are provided to the University Police to identify, design, develop, manage and provide training and education on plans and procedures to responders, students, faculty and staff as they relate to emergency response issues.
- 7.3.2 Cross-training between groups with similar functions should occur (e.g., between the university and outside agencies, including Raleigh Emergency Medical Services, Beckley/Raleigh departments and agencies).
- 7.3.3 The University ensures monetary resources are provided to the University Police Department for copying, distribution and maintenance of the Emergency Response Plan and associated documents/materials.
- 7.3.4 Emergency response procedures will be reviewed at orientation programs (e.g., student orientation, employee orientation, Parent Club, Parent Visits, tours, etc.) by all personnel conducting the event.
- 7.3.5 Emergency response procedures and guides, such as the West Virginia Emergency Management Guidelines for Emergencies, will be distributed or posted for use by students, faculty, and staff. All such documents (except those with confidential information) will be posted on WVU Beckley web site- *currently found at* - (www.wvutech.edu).