

**ILLINOIS STATE UNIVERSITY**

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# **EMERGENCY MANAGEMENT PLAN**

*(Last Revised July 2009)*

**ILLINOIS STATE  
UNIVERSITY**

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## **Forward**

Illinois State University's Incident Management Plan, established in 1999, has been revised and renamed the Emergency Management Plan. This plan explains how campus major emergencies will be managed and also very specifically references the role that each campus department will have in supporting the overall emergency response effort.

Since September 11, 2001, both public and private entities nationwide have devoted increased attention to emergency response procedures. In 2004, the Department of Homeland Security established the National Incident Management System (NIMS), which identified a systematic, proactive approach to guide all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, and recover from and mitigate the effects of emergencies, regardless of cause, size, location or complexity. State of Illinois emergency response agencies have been mandated through a governor's Executive Order to adopt the National Incident Management System.

The University Police Department has been trained in NIMS protocols and will respond accordingly in the event of a campus emergency. Should the emergency require external emergency response assistance, the NIMS framework will support an integrated tactical response, highlighting interoperability and compatibility of all response agencies. NIMS emergency response protocol is described in Part 3 of this plan.

The Emergency Management Plan also describes the procedures to follow when an incident is limited to campus and contained by our own personnel. The plan specifically identifies individual and departmental responsibilities that may be required to best provide support in an emergency. Selected campus personnel representing many campus departments have taken formal training (including NIMS courses) and participated in meetings, strategy sessions, table top exercises and drills in order to prepare them in undertaking their respective responsibilities designed to support the emergency response efforts. These personnel make up the campus Emergency Management Team and are listed in Appendix A.

This plan also requires that specific Emergency Action Plans (EAP's) be developed by support units that will describe the specific procedures to follow in response to various types of emergency situations. Appendix B lists the EAP's that need to be developed and the responsible department.

The Emergency Management Plan is intended to be a dynamic document that applies to a broad range of emergency situations. The plan has been prepared by the Office of Environmental Health and Safety (OEHS) and reviewed by the ISU Emergency Response Steering Committee. This plan will be reviewed on a regular basis by OEHS to ensure that action plans continue to be developed and updated, and the campus community is educated as to its role in emergency preparedness and response.

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# **Part 1 Introduction**

## **1.0 Purpose**

The Illinois State University Emergency Management Plan (EMP) is the framework for emergency response and preparedness on campus. The EMP is intended to support a comprehensive, all-hazards approach to emergency response management. This plan describes how ISU will respond to a wide spectrum of emergencies on campus and as warranted, interact with external professional emergency response organizations. This plan is designed to protect life, minimize damage, and ensure continuity of operations so that essential services may continue to be provided to the University community.

The overall ability of University personnel to effectively respond to an emergency will rely primarily upon the quality of the EMP combined with the preparedness of personnel to respond accordingly.

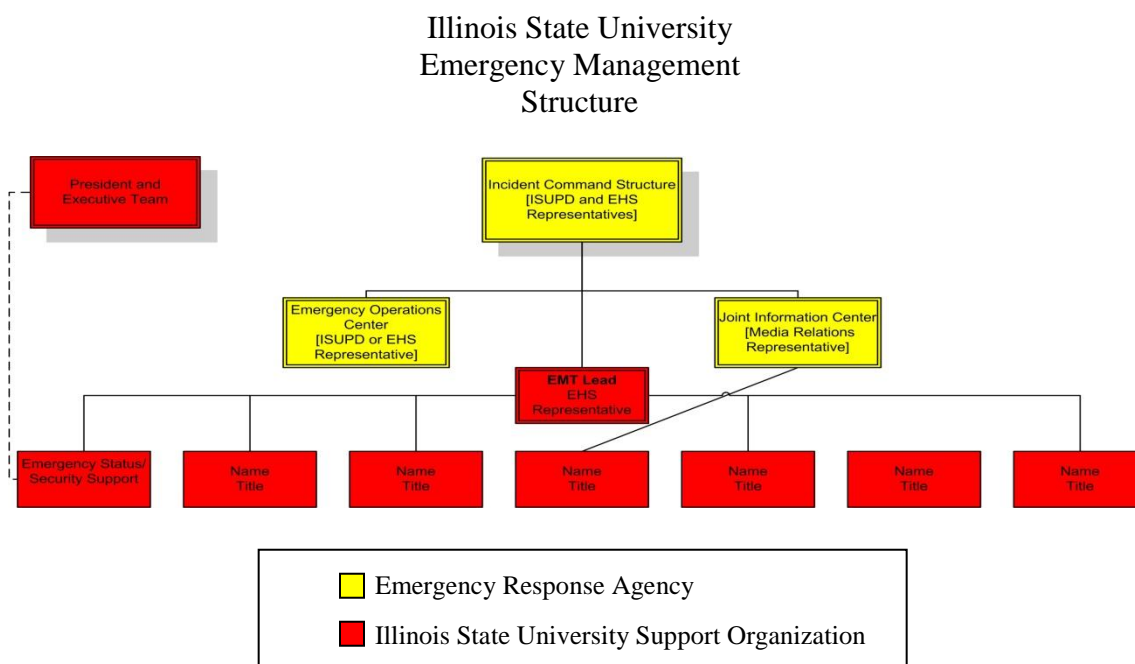
In addition, the ability of the University to recover from a serious emergency will depend primarily upon the efforts of individual departments toward the development of effective business continuity plans. These plans are designed to outline how departments will continue to provide their specialized services which may be disrupted by an emergency or disaster. Guidance for development of business continuity plans is currently being developed and therefore is not included in this document.

## **2.0 Scope**

The EMP addresses three basic emergency response levels, ranging from Level 1 to Level 3. (Reference Part 2 - Section 1.0) Level 1 emergencies are managed using existing University resources with limited external assistance, and are typically on university property. Level 2 and 3 emergencies are those that require tactical emergency response assistance from trained and qualified agencies and may or may not be limited to university property. Illinois State University Police Department (ISUPD) is the only tactical emergency response organization on campus. ISUPD, along with other external tactical emergency response agencies, will have specific emergency response protocols to be followed which will be consistent with the National Incident Management System, outlined in Part 3. All other campus departments will serve to support the emergency response agencies, undertaking ancillary duties designed to ensure the safety of the campus community while the tactical response agencies are directly involved in mitigating the emergency.

Campus departments will outline their protocols in Appendix B, Listing of ISU Departmental Emergency Action Plans. In addition, all university divisions are responsible for ensuring that Emergency Evacuation and Shelter-in-Place response protocols are understood and have been communicated to division personnel. Pre-planning for emergencies necessitating evacuation (e.g. fire) or shelter-in-place (e.g. tornado) responses is critical in ensuring the safety of employees, students, and visitors. Response protocols are outlined on the Environmental Health and Safety website, under Emergency Procedures.

2.1 The organizational chart depicted below represents an example of the structure that could develop under a Level 2 or Level 3 emergency response.



**Note:** Representatives from University Police, Environmental Health and Safety, along with the Director - Media Relations will interface directly with Emergency Response Agency personnel and coordinate ISU support efforts.

## Part 2 Emergency Response Components

### 1.0 Emergency Response Levels

#### Level 1 Emergency

Level 1 emergencies are defined as: Campus emergencies which are managed using existing University resources with limited outside

assistance, and are typically on university property. Depending on circumstances, conditions initially meriting a Level 1 response may escalate to a Level 2 or 3 response.

### Level 2 and 3 Emergencies

Level 2 emergencies are defined as: A major emergency that impacts many if not all portions of the campus community and may significantly affect life safety concerns and/or impact mission-critical functions. External emergency resources will most likely be required, as well as a major effort from available campus resources.

Level 3 emergencies are defined as: A disaster, which by nature and impact extends beyond the University, not only disrupting and/or halting operations and functions of the University, but also those of the surrounding community. External emergency resources will likely be in charge of the emergency response effort. ISU will provide support as requested and able.

*Note: Level 2 and 3 emergencies will warrant activation of an Incident Command Post (ICP) and an Emergency Operations Center (EOC). (Reference Part 3, ISU Implementation of the National Incident Management System.)*

## **2.0 Basic Emergency Response Protocol**

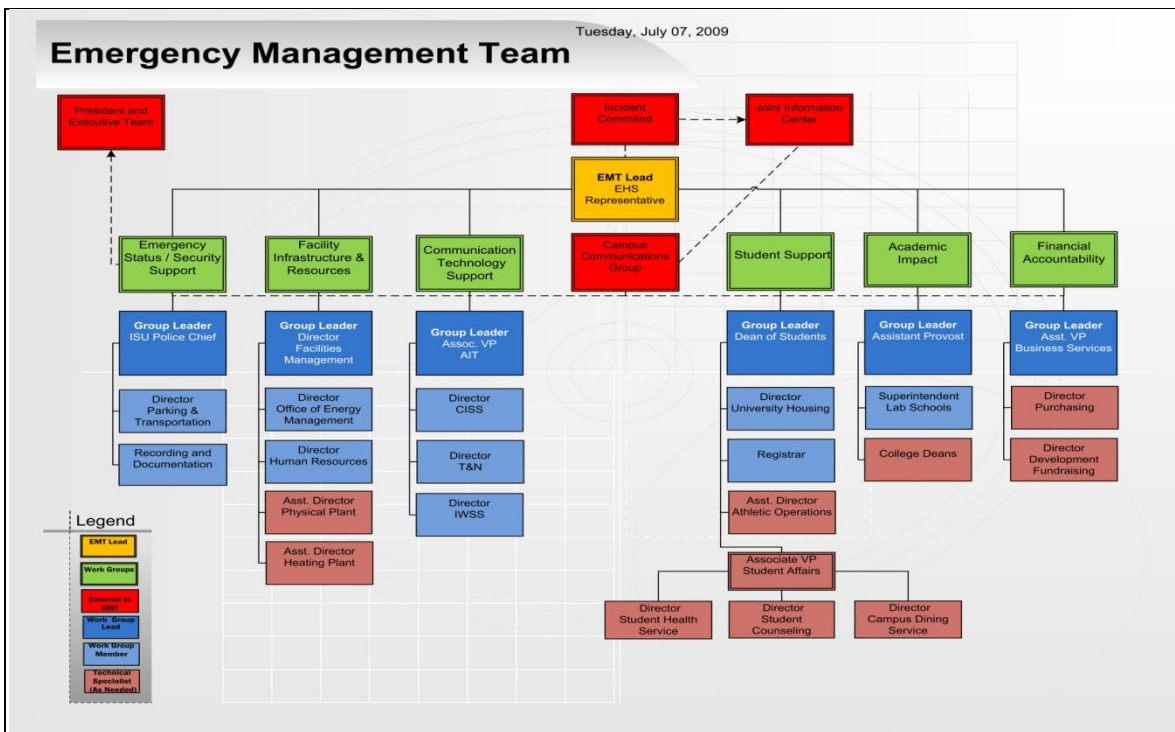
- 2.1 All emergencies should be reported immediately to the ISU Police Department.
- 2.2 ISUPD will dispatch officer(s) to the site of the emergency to confirm the level of urgency and immediately contact the responsible department, depending on the type of emergency reported and response required.
- 2.3 ISUPD or EHS will determine if the severity of the emergency is a Level 1 and if so will notify necessary campus departmental personnel to effectively respond to the emergency. If ISUPD or EHS determines that the emergency is a Level 2 or 3, they will work in collaboration to activate the ISU National Incident Management System Implementation Plan (Reference Part 3).
- 2.4 Dependent upon the type of emergency encountered, the appropriate department(s) will activate the corresponding Departmental Emergency Action Plan(s), in an effort to control/manage/mitigate the emergency and/or support the emergency response. Proposed Emergency Action Plan(s) to be

developed are listed in Appendix B and will be added as completed by designated departments.

- 2.5 As necessary, departments will activate their Emergency Evacuation and Shelter Plans in order to protect departmental employees, students, visitors, etc. until the emergency situation has been eliminated.
- 2.6 The University Media Relations Office will be responsible for all media communications relative to any campus emergency.

### 3.0 ISU Emergency Management Team

- 3.1 The ISU Emergency Management Team (EMT) is a select group of Illinois State University management and supervisory personnel who will represent the University during Level 2 or 3 emergencies. The following diagram shows the organization of the EMT.



Members of this group will be contacted by EHS and requested to immediately report to the designated Emergency Management Team Operations Center (EMTOC). [Note: Not all members will be contacted. Members selected to report will be dependent upon the needs of the emergency response.]

- 3.2 The Emergency Management Team Lead will be a member of the Office of Environmental, Health & Safety. This person will be

responsible for overseeing coordination of the team’s responsibilities and ensuring it functions efficiently and effectively to support the needs of the Incident Command and keep University officials apprised of the status of the emergency and related response activities.

3.3 The Emergency Management Team is responsible for the following:

- Providing the intelligence, equipment, material, supplies, personnel, etc. as requested by the Incident Command in support of its efforts to mitigate the emergency and protect life and property.
- Collaborating, strategizing, and planning with each other, the President and cabinet, and other university personnel in addressing issues directly related to campus functions and operations impacted by the emergency.
- Maintaining a current and accurate accounting of emergency response activities and progress in order to update the President and his staff, as well as those communicating with parents, media, etc.( e.g. Director, Media Relations, Dean of Students)
- Documenting and tracking university actions in support of emergency response efforts.
- Performing related duties as needed during the campus emergency

A list of ISU personnel on the Emergency Management Team is included in Appendix A. This list may be expanded based on the type of emergency encountered.

3.4 Two campus locations have been identified to house the Emergency Management Team Operations Centers (EMTOC). The primary EMTOC is listed first, followed by the alternate.

<b>Building</b>	<b>Department/ Room</b>
Alumni Center	Main Conference Room (118)
College of Business	Executive Conference Room (412)

## **4.0 Emergency Notification**

Illinois State University has implemented an emergency notification system called the ISU Emergency Alert. This emergency notification system allows the campus community to receive emergency notifications through several modes of communication. Currently, the ISU Emergency Alert contacts the campus community through cell phone (text and voice),

land line phone, and email. Future upgrades may include additional modes of communications such as digital signage, CATV, and both internal and external public address.

In the event of an emergency, the University Police will send out an alert via the ISU Emergency Alert advising the campus community of the emergency and any instructions on actions to be taken. In order to receive these alerts, campus personnel must register their contact information on the iCampus Portal ([www.icampus.ilstu.edu](http://www.icampus.ilstu.edu)) in order to be included in the ISU Emergency Alert notifications.

## **5.0 The ISU National Incident Management System (NIMS) Implementation Plan**

The ISU National Incident Management System (NIMS) Implementation Plan is a component of the EMP that focuses on Level 2 and 3 emergencies. This plan is described in Part 3 below.

# **Part 3 ISU Implementation of the National Incident Management System**

*The ISU National Incident Management System (NIMS) Implementation Plan is a reference document to an operations plan that will be implemented when campus emergencies cannot be effectively managed with campus emergency response resources. These emergencies would therefore warrant external assistance from professional emergency response organizations/agencies (Level 2 & 3 emergencies). The National Incident Management System describes the emergency response procedures to be utilized by all tactical, trained and qualified emergency response organizations, to include Illinois State University Police Department, as well as state and federal emergency response organizations, such as city fire departments, police departments, Federal Bureau of Investigation, federal or state emergency management agencies, etc. The ISU NIMS Implementation Plan also outlines how ISU campus personnel will support the external emergency response agencies.*

## **1.0 Introduction**

### **1.1 Purpose of the ISU National Incident Management System (NIMS) Implementation Plan**

This plan has been patterned after the federal National Incident Management System (NIMS) model, and is compliant with the doctrines and methods of the federal National Response Plan,

Homeland Security Presidential Directive-5 (HSPD-5), and Homeland Security Presidential Directive-8 (HSPD-8). It includes the use of terms and tactics that have been established by the federal NIMS model so that all responding agencies can co-operate in an effective manner in responding to either a level 2 or 3 emergencies.

When the ISU NIMS implementation plan is activated, Environmental Health & Safety and/or the Illinois State University Police Department will assume the lead representing ISU in collaboration with the emergency response agency managing the overall response activities.

Thorough preparation for, and effective management of, emergency situations are crucial to Illinois State University. This plan provides resource information that describes how a trained and qualified incident response agency will manage response activities during a level 2 or 3 emergency. Normally, positions noted in this plan will be filled by non-campus professional/governmental emergency responders; however, on occasion when conditions require, properly trained campus personnel will assume roles within the scope of this plan and others may serve in a support role. **The Illinois State University Police Department will be qualified to independently respond to an emergency per a NIMS response structure, or respond collaboratively in a unified command scenario (with other external agencies).**

The ISU NIMS Implementation Plan is written, reviewed and amended under the direction of the University Emergency Manager, and the ISU Emergency Management Plan Steering Committee. The committee provides general oversight for the entire emergency planning process. The University Emergency Manager is the ISU NIMS Implementation Plan coordinator/administrator.

## 1.2 Scope of the ISU NIMS Implementation Plan

The ISU NIMS Implementation Plan applies to all Level 2 and/or Level 3 incidents. This plan is designed to direct response and recovery actions for a broad range of incidents that could potentially take place at the university. It supports a comprehensive, national, all-hazards approach to domestic emergency management across a spectrum of activities including preparedness, response, and recovery.

In addition to university emergencies, this protocol may be activated in situations that extend beyond campus boundaries to include regional or national issues.

### 1.3 Activation of the ISU NIMS Implementation Plan

Whenever an incident affecting the campus reaches such proportions that it cannot be handled by routine measures (some Level 2 and all Level 3), the ISUPD Chief or the Director of Environmental Health and Safety or designee(s), shall activate this plan to the extent necessary based on emergency response needs.

### 1.4 Emergency Action Plans

The ISU NIMS Implementation Plan is not intended to cover the individual needs of each department on campus. As noted in the Introduction of this document, various departments are tasked with developing Departmental Emergency Action Plans which outline actions to be taken in response to specific identified emergencies in an effort to mitigate or resolve the situation. These plans will be campus-specific and support the Incident Command operations (for Level 2 & 3 emergencies).

Examples of plans developed, or are in the process of being developed can be referenced in Appendix B.

## **2.0 Declaration of a Campus State of Emergency (CSOE)**

Depending on the scope and severity of the emergency, the University President may declare a Campus State of Emergency (CSOE) for Level 2 and 3 emergencies. Under a Campus State of Emergency, the entire University will be placed on notice, kept apprised of the emergency and provided specific directions on how to respond via the Campus Emergency Communications System. (Reference Part 2, Section 4.0). Regular updates will be provided to keep the campus community current on the emergency status and progress.

Note: In the absence of the President, the Vice President for Finance & Planning will assume this responsibility.

## **3.0 The Initial Emergency Response**

3.1 In any emergency situation, Illinois State University's overriding mission is to:

- Protect life safety

- Maintain Incident Stabilization
- Ensure Property Conservation
- Secure our critical infrastructure and facilities
- Resume the teaching and research programs

General emergency response priorities follow from these goals. Naturally, the contextual characteristics of a particular emergency event (such as the time or day when an incident occurs) may require some adjustments within the following priority categories:

### **Response and Rescue Priorities**

- 1. Buildings used by dependent populations**  
Residences, occupied classrooms and offices, childcare centers, occupied auditoriums, arenas and special event venues
- 2. Buildings critical to health and safety**  
Medical facilities, emergency shelters, food supplies, sites containing potential hazards
- 3. Facilities that sustain the emergency response**  
Energy systems and utilities, communications services, computer installations, transportation systems
- 4. Unoccupied classroom and research buildings**
- 5. Unoccupied administrative buildings**

#### 3.2 Security during a Level 2 or 3 Emergency

In addition to emergency response personnel, only faculty, staff and student volunteers who have been assigned to Emergency Management duties will be allowed to enter the immediate emergency site.

*Note: A terrorist incident is a criminal act; the emergency site is to be managed as a crime scene that requires the collection and preservation of evidence and other procedures that are critical to the performance of a criminal investigation.*

#### 3.3 Security during a Campus State of Emergency

During certain Campus States of Emergency, only registered students, faculty, staff and their affiliates (i.e., persons required by employment) are authorized to enter or remain on campus. Persons who cannot present proper identification (such as a student or employee identification card or other suitable identification

showing that they have a legitimate purpose on campus) will be directed to leave the campus.

#### 3.4 Communications and Media Relations

Under a NIMS scenario, the Public Information Officer (PIO) will be responsible for all press releases. If the incident involves entities from other jurisdictions, the communications function of the PIO shall be coordinated through an established Joint Information Center (JIC).

#### 3.5 Mutual Aid Agreements

The University maintains mutual aid agreements with appropriate law enforcement agencies, details of which can be obtained from ISUPD and/or University Office of General Counsel. With regard to fire response, ISU does not have an on-campus fire service. Alternatively, the campus is protected under a contract with the Town of Normal Fire Department. Similarly, primary ambulance services are provided by the Town of Normal Fire Department licensed by the state EMS Regulatory Board.

#### 3.6 Other Notifications

The Public Information Officer, in coordination with the Incident Commander, shall determine when and by what methods it is appropriate to issue timely warnings, emergency alerts, and other informational releases to key government officials, and community leaders.

It is critical that adjoining jurisdictions be notified whenever an incident has an actual or potential impact on residents, buildings, traffic, or otherwise has an impact on civic health or well being.

### **4.0 NIMS Command Functions**

#### 4.1 Single Command IC (IC)

When a Level 2 or 3 emergencies occur within the geographic parameters of Illinois State University, a single command will be established with overall incident management/command responsibility assumed by ISUPD or other external tactical emergency response organization (Normal Fire Department, McLean County Emergency Management Agency, etc).

#### 4.2 Unified Command IC (UC)

When any Level 2 or 3 emergency occurs within or otherwise impacts Illinois State University campus and requires functional agency overlap or off-campus command locations, a Unified Command structure will be established.

The exact composition of the Unified Command structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required).

In the case of some multi-jurisdictional incidents, the designation of a single Incident Command may be established to promote greater unity of effort and efficiency.

#### 4.3 Area Command

Area Command is activated only if necessary depending on the complexity of the incident and incident management span-of-control considerations. An area command is established either to oversee the management of multiple incidents being handled by a separate Incident Command organization or to oversee the management of a very large incident that involves multiple Incident Command organizations.

Incidents that are not site specific, are geographically dispersed, or evolve over a long period of time such as a biological event, may require the use of area command. Acts of biological, chemical, radiological and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between federal, state, local, and tribal agencies.

Area command also is used when there are a large number of the same types of incidents in the same area. These represent incidents that may compete for the same resources. When incidents do not have similar resource demands, they are usually handled separately and are coordinated through the Emergency Operations Center (EOC).

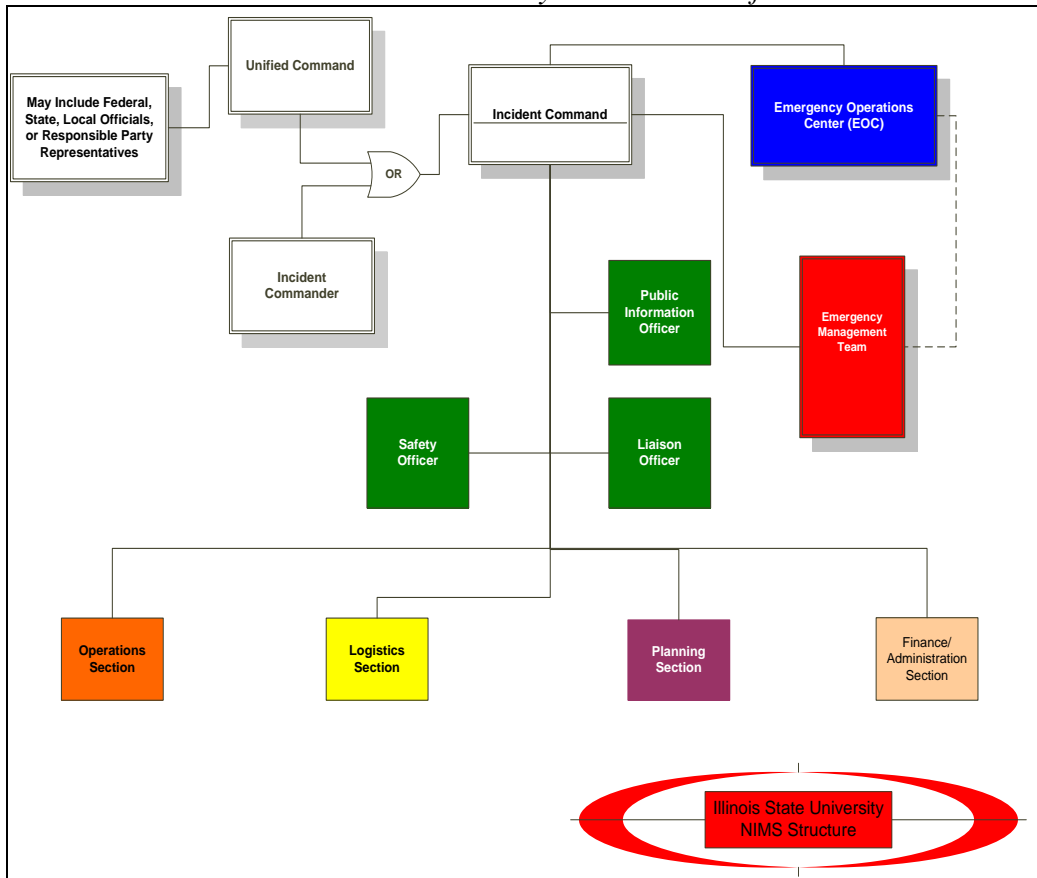
### **5.0 ICS Command Staff Organization**

Command staff consists of the Incident Commander and the special staff positions of the Public Information Officer, Safety Officer, Liaison Officer, and other positions that report to the Incident Commander. The

functions of the Command Staff shall include but not be limited to the following:

- Command Staff shall assist in the implementation of policy strategies developed to mitigate the effects of the emergency or disaster.
- Command Staff shall maintain liaison with the Town of Normal and the City of Bloomington, McLean County, State of Illinois, and all federal agencies and other university leaders.

*Illinois State University ICS/EMT Interface*



5.1 Incident Commander

The Incident Commander’s responsibility is the overall management of the incident beginning with developing objectives, strategy, and a response organization. On most incidents, a single incident commander carries out the command activity; however, Unified command may be appropriate where more than one significant tactical response agency is involved.

Dependent upon the duration of the emergency, one Incident Commander may be relieved by another based upon their

responsibility, authority, and expertise. The Incident Commander position will always be staffed.

## 5.2 Public Information Officer

Preparedness for emergency media communications procedures shall be conducted under the direction of the Public Information Officer (PIO).

Upon approval by the Incident Commander, the PIO will coordinate all communications during a Level 2 or 3 emergency. Using information provided by other areas, the PIO will provide timely information on the status of the emergency and information regarding any emergency measures being undertaken. If required, the PIO will function through the Joint Information System (JIS) to permit coordinated informational releases.

## 5.3 Safety Officer

The Safety Officer monitors incident operations and advises the Incident Commander on all matters related to operational safety, including the health and safety of emergency response personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management. The Safety Officer is, in turn, responsible to the Incident Commander for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations. In a Unified Command structure, a single Safety Officer should be designated, in spite of the fact that multiple jurisdictions or functional agencies may be involved. The Safety Officer may have Assistant Safety Officers as necessary and the Assistant Safety Officers may come from assisting agencies or jurisdictions as appropriate.

## 5.4 Liaison Officer

The Liaison Officer is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single Incident Command or Unified Command structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Assistants and personnel from other agencies or

organizations (public or private) involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.

#### 5.5 Additional Command Staff Positions

Additional Command Staff positions may also be necessary depending on the nature and location of the incident, and/or specific requirements as established by the Incident Command. Possible positions may include Legal Counsel, Medical Advisors, or others.

## 6.0 ICS General Staff Organization

The General Staff is responsible for the operational and functional aspects of the incident command structure and typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs.

### 6.1 The Operations Section Chief

The direct operational control of any campus emergency is the responsibility of the Operations Section Chief. The Operations Section is responsible for managing tactical operations at the site, directed toward the coordination of all on-campus emergency functions and campus provided emergency response teams.

The Operations Section directs tactical operations at the incident site to reduce the immediate hazard, save lives and property, establish situational control, and restore normal campus conditions.

### 6.2 The Planning Section Chief

The Planning Section shall collect, evaluate, and disseminate tactical information pertaining to any preplanned or actual incident. This section shall maintain information and intelligence on any current and forecasted situation, as well as prepare for and document the status of all resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans and incident maps and gathers and disseminates information and intelligence critical to the incident.

### 6.3 The Logistics Section Chief

Emergency communications equipment and other materials necessary for the operation of an Emergency Operations Center

(EOC) and/or an Incident Command Post (ICP) shall be maintained in a state of readiness by the Logistics Section Chief.

The Logistics Section includes the supply, food, ground support, communications, facilities, and medical units, and meets all of the support needs for the incident, including ordering resources through appropriate procurement authorities from off-site locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food services, communications, and medical services for incident personnel.

The Logistics Section is led by a Section Chief, who may also have a deputy. Having a deputy is encouraged when all designated units are established at an incident site. When the incident is very large or requires a number of facilities with many items of equipment, the Logistics Section may be divided into two branches.

#### 6.4 The Finance/Administration Section Chief

When there is a specific need for financial, reimbursement and/or administrative services to support incident management activities, a Finance/Administration Section should be established. The Finance/Administration Section includes the compensation, claims, cost, procurement, and time units and is led by the Finance/Administration Section Chief.

In addition to monitoring multiple sources of funds, this Section Chief must track and report to the Incident Commander the financial “burn rate” as the incident progresses. This allows the IC to forecast the need for additional funds before operations are negatively impacted. This is particularly important if significant operational assets are provided under contract by private sector suppliers.

#### 6.5 Emergency Operations Center (EOC) Staff

The Emergency Operations Center is established to give guidance and support to the Incident Command/Unified Command during an Level 2 or Level 3 incident. The Emergency Operations Center is comprised of governmental first responders and will have at least one university representative, typically an ISUPD or EHS senior employee. An Emergency Operations Center manager will be appointed, by the staff, based upon the incident parameters. The manager will coordinate the group’s decisions.

## **7.0 Activation of the Emergency Communications System**

### **7.1 Activation and Implementation**

The senior ISUPD officer on duty will make the determination to activate the “ISU Emergency Alert” System (see Part 2, Section 4 for additional information).

### **7.2 Updates**

The Public Information Officer will be responsible for providing updates and information relative to the emergency via the ISU website and other designated modes available via the ISU Emergency Alert System.

## **8.0 Deactivation of Emergency Operations**

### **8.1 Transition of Authority from IC to University Staff**

As the Emergency Response Team concludes its mission, the Incident Commander/Unified Command will notify the Operations Section Chief to begin the stand-down phase of operations according to the procedures developed as part of their Incident Action Plan for that incident. The Incident Commander will ‘hand off’ responsibility for clean-up, recovery efforts to a senior member of the ISUPD or the EHS group. At this point, the ‘emergency’ is over and clean-up/recovery operations will progress per direction of university department heads.

### **8.2 Incident Documentation**

Per NIMS requirements, each ICS staff person’s function is responsible for documenting all activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each emergency response entity will retain documents associated with its activities during the response. ICS forms are available for this purpose. This documentation serves the following purposes:

- Provides a basis to assess the emergency and evaluate the response
- Identifies areas where response activities worked well and those areas that need improvement
- Verifies all emergency-related expenses and documents efforts to recover such expenses
- Assists recovery in the event of litigation

Similarly, ISU departments that act in a support role should also keep records regarding activities and expenditures for the same reasons.

All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency.

The Finance/Administration Section Chief shall request documentation including post-incident reports from any responding agency that participated in the incident response prior to the incident's conclusion.

## **9.0 Emergency Facilities**

Whenever a Level 2 or 3 emergency occurs, the official Emergency Response agency will first establish an Incident Command Post (ICP) and (if necessary) an Emergency Operations Center (EOC). ISUPD and EHS shall assist the official emergency response agency in establishing the ICP and EOC on campus, if deemed appropriate.

### **9.1 Incident Command Post (ICP)**

ISUPD will establish the Incident Command Post. The ICP will be located as close to the emergency scene as possible to enhance tactical control, yet not be exposed to dangers/disruption of the emergency situation.

### **9.2 Emergency Operations Center (EOC) & Emergency Management Team Operations Center (EMTOC)**

If the Incident Commander decides that the scope of the emergency is beyond the capacity of the ICP, he/she may activate an Emergency Operations Center (EOC) which will act in a support role. With regard to university support, ISUPD and EHS will stand by to call in any campus personnel deemed necessary to support the official Emergency Response agency.

Emergency Operations Center (EOC): The Emergency Operations Center will be activated through the McLean County Emergency Management Agency and primarily be housed at the McLean County Law and Justice Center. Depending on the circumstances of the emergency, if an on campus location is preferred, the alternate EMTOC (see below) can be activated to support this request.

The on-campus Emergency Management Team Operations Center (EMTOC) locations are listed below:

<b>Building</b>	<b>Department/ Room</b>
Alumni Center	Main Conference Room (118)
College of Business	Executive Conference Room (412)

Either location may be utilized depending on the circumstances surrounding the emergency.

### 9.3 Staging Areas

One or more staging areas for arriving off-campus responders, equipment and other resources shall be established by the Planning Section Chief. Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident.

### 9.4 Media Center/JIC

If a campus incident is expected to last for a prolonged period of time, a site for a media center/Joint Information Center (JIC) will be established in the Media Room at the Kaufmann Building (The Media Room in the Redbird Arena will serve as a back-up facility). The Public Information Officer (PIO) will be in charge. Typically, the ISU Director of Media Relations will serve as the PIO for an incident on campus. Parking adjacent to these facilities will be reserved for media and staff vehicles.

The media center/JIC will include space for the media reporters, a podium, a multimedia box, backdrop and appropriate signage. If a Joint Information Center is established, the site should contain enough space for meeting rooms and have the capacity to support Joint Information Center operations.

Backup media facilities will be located at the Circus Room in the Bone Student Center.

## 10.0 Training/Exercises/Drills

Training, exercises and drills will be critical to ensure that adequate preparations are in place to effectively respond to emergencies on campus.

### 10.1 Training

Environmental, Health & Safety will specify training requirements for those university personnel designated to act in a support role for Level 2 or 3 emergencies.

The ISUPD Chief will determine training needs for ISUPD staff to become compliant with all National Incident Management System requirements, in accordance with the National Response Plan, and Homeland Security Presidential Directives 5 & 8.

#### 10.2 Table Top Exercises and Drills

Environmental Health and Safety will coordinate table top exercises and drill scenarios that will challenge the University's capabilities to effectively respond to any given emergency. When possible, exercises and drills will involve participation from external tactical emergency response organizations and governmental agencies to ensure that responses are compatible and synchronized.

#### 10.3 Annual Plan Reviews

On or about January 1 of each year, the Director - Environmental, Health & Safety and the Emergency Management Plan Steering Committee will initiate an annual review of the Emergency Management Plan. All requests for procedural changes, suggestions, or recommendations should be submitted through Environmental Health and Safety for review and approval. As a result of this review, any updates and/or changes shall be incorporated into this plan and shall be made available to users as soon as possible.

## **Part 4 Responsibilities**

### 1.1 Office of Environmental Health and Safety

The Office of Environmental Health and Safety (EHS) has overall responsibility for ensuring that the university is maintained in a readiness state in terms of emergency preparedness, and communicating areas of concern to the Assistance Vice President of Finance & Planning for appropriate disposition. EHS is also responsible for general program development and maintenance of the Emergency Management Plan (including all appendices) and developing emergency response protocols

assigned to EHS, e.g. responses for severe weather, biological hazards, chemical spills, shelter and evacuation plans, fires, etc. Specifically, EHS will be responsible for:

- Serving as Emergency Plan Coordinator
- Coordinating training requirements for Level 2 & 3 emergency responses
- Initiating budgetary requests necessary to fund initiatives related to EMP preparations
- Acting as liaison with county or state disaster and/or emergency services for support, if necessary
- Providing assistance with the development of a financial impact statement, summarizing related costs of emergency response, clean-up and recovery efforts
- Assisting in efforts to obtain funding (state or federal) needed for clean-up and recovery expenses
- Coordinating insurance issues as they relate to reimbursement for losses resulting from emergencies
- Contacting appropriate ISU personnel necessary to address Level 1 emergencies
- Providing weather alerts during normal working hours via the Emergency Paging System to apprise campus personnel of impending weather conditions
- Coordinating initial response activities with the senior ISUPD Officer until a formal Incident Command structure has been established.

Primary contact: Director – Environmental Health and Safety
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## 1.2 University Police Department

The Illinois State University Police Department (ISUPD) has been identified by the State of Illinois as an official emergency response organization and therefore is required to be compliant with National Incident Management System (NIMS). As such, ISUPD is responsible for ensuring that its personnel are adequately trained and equipped to respond to emergencies such as riots, bomb threats, civil disturbances, and other related emergencies in accordance with applicable NIMS protocols.

Specifically, ISUPD will be responsible for:

- Maintaining ISUPD facilities in a state of constant readiness
- Maintaining Memorandums of Understanding (MOU's) and other agreements as deemed necessary with local emergency response organizations so that clear lines of authority are established relative to emergency response functions.

- Upon observation of an emergency, taking immediate and appropriate action to protect life and property and establish the Incident Command structure to manage the incident.
- As appropriate, initiating the “ISU Emergency Alert” system to immediately communicate threatening/dangerous conditions to the campus community
- Obtaining law enforcement assistance through mutual aid agreements from city, county, state or federal governments, as required
- Providing weather alerts during times other than normal working hours via the ”ISU Emergency Alert” System to apprise campus personnel of impending weather conditions
- Providing traffic control, access control, perimeter and internal security patrols and coordinate fire and EMS services, as needed

Primary contact: Chief - Illinois State University Police Department

### 1.3 Facilities Management

Facilities Management is responsible for addressing emergencies resulting from building collapse/severe building damage, electrical/gas related emergencies, excessive snow/ice accumulations, and other physical campus conditions related to life safety. In these or related emergencies, facilities management will be responsible for:

- Providing equipment and personnel to perform shutdown procedures, establish hazardous area controls, erect barricades, and perform damage assessment, debris clearance, emergency repairs and equipment protection
- Providing vehicles, equipment and operators for the movement of personnel and supplies, and assigning vehicles as needed
- Obtaining the assistance of utility companies as required during emergency operations
- Furnishing emergency power and lighting systems

Primary contact: Executive Director – Facilities Management

### 1.4 Office of Energy Management

The Office of Energy Management is responsible for responding to loss of heating, cooling, ventilation, and the providing of such services during emergency situations. Specifically, the Office of Energy Management is responsible for the following:

- Providing equipment and personnel to perform shutdown procedures, damage assessments, emergency repairs and equipment protection.

Primary contact: Director – Office of Energy Management

#### 1.5 Major University Divisions

Each major campus division is responsible for ensuring that division personnel have been informed of emergency evacuation and shelter-in-place response protocols as outlined in the Environmental Health and Safety website under Emergency Procedures.

Primary contact: University Vice Presidents

#### 1.6 Media Relations

The Director - Media Relations is responsible for all press releases and communications with all media organizations and non-university entities relative to campus emergencies.

Primary contact: Director – Media Relations

#### 1.7 University Housing Services

University Housing Services is responsible for developing plans and protocols to ensure all students in residence halls and campus housing are adequately cared for and protected in emergency situations. University Housing may be required to provide:

- Temporary or alternate housing facilities for the on-campus student population affected by the emergency.
- Housing for off-campus students who have been directed to remain on-campus or who are unable to leave the campus
- Housing for emergency response personnel and university staff directed to remain on campus for extended periods of time
- Beds, or other resources/material as required

Primary contact: Director – University Housing

#### 1.8 Campus Dining Services

Campus Dining Services is responsible for taking necessary measures to provide food services for students and staff that are on-campus during emergency situations. Specifically, Campus Dining Services is responsible for providing temporary:

- Or alternate food service facilities for the on-campus student population affected by the disaster or emergency
- Food services for off-campus students who have been directed to remain on campus or who are unable to leave the campus
- Food services for emergency response personnel and university staff directed to remain on campus for extended periods of time

- Food, water or other resources as required

Primary contact: Director – Campus Dining Services

#### 1.9 Student Affairs

Student Affairs is responsible for ensuring that plans and protocols are in place to protect and care for the ISU student body during an emergency situation, as well as the aftermath effects of such an emergency. Note: Many of these plans, protocols and specific responsibilities are outlined in the Student Affairs Critical Incident Response Team (CIRT) document.

Primary contact: Associate Vice President – Student Affairs

#### 1.10 Campus Technology & Systems Support Groups

Campus Technology Support Group is responsible for providing the personnel and expertise necessary to establish effective network connections in order to ensure effective communications exist during a campus emergency. Campus Systems Support Group will be responsible for maintaining a university web presence during a campus emergency.

Primary contact: Associate Vice President – Academic Information Technology

#### 1.11 Office of Budget Planning

The Office of Budget Planning is responsible for providing fiscal resources in support of emergency management preparations, emergency response activities and related recovery costs.

Primary contact: Director – Budget Office

## **Part 5 Appendices**

- Appendix A ISU Emergency Management Team and Executive Team
- Appendix B Listing of ISU Departmental Emergency Action Plans (currently under development)
- Appendix C Glossary of NIMS Terminology

## Appendix A

### ISU EMERGENCY MANAGEMENT TEAM AND EXECUTIVE TEAM

EMT STATUS	NAME	OFFICE PH.	HOME PH.	CELL PH.
<b>Environmental Health &amp; Safety</b>				
Primary	JC Crabill	438-5367		
Alternate	Don Kunde	438-8292		
Alternate	David Marple	438-8291		
Alternate	John Goodman	438-8297		
<b>University Police</b>				
Primary	Ron Swan	438-8631		
Alternate	Aaron Woodruff	438-8631		
Alternate	Sharon Sweeney	438-8631		
<b>Facilities Management</b>				
Primary	Chuck Scott	438-2085		
Alternate	Ben Ryburn	438-3794		
Alternate	Linda Foster	438-3793		
Alternate	Mike O'Grady	438-7957		
<b>Institutional Web Support Services</b>				
Primary	Julie Prianos	438-5590		
Alternate	Binoy Edathiparambil	438-5573		
<b>Human Resources</b>				
Primary	Ira Schoenwald	438-8332		
Alternate	Tammy Carlson	438-8846		
<b>Campus Technology Support Group</b>				
Primary	Mark Walbert	438-5232		
Alternate	Scott Genung	438-7258		
Alternate	John Foster	438-8490		
Alternate	Tom Beal	438-7000		
<b>System Support</b>				
Primary	Eric Hodges	438-3871		
Alternate	Dudley Roach	438-3620		
Alternate	Ballard McCleskey	438-3644		
<b>Office of the Provost</b>				
Primary	Charles McGuire	438-2158		
Alternate	Jan Murphy	438-7018		
<b>Dean of Students</b>				
Primary	Jan Paterson	438-2008		
Alternate	Jill Benson	438-2008		
<b>Office of Energy Management</b>				
Primary	Ron Kelley	438-7565		
Alternate	Chris Homan	438-5141		
<b>Finance &amp; Planning</b>				
Primary	Marabeth Clapp	438-2143		
Alternate	Barb Blake	438-2143		
<b>University Housing Service</b>				
Primary	Maureen Blair	438-2711		
Alternate	Stacy Mwilambwe	438-3002		

Note: Other departments and offices may be requested to participate on the Emergency Management Team based on the emergency situation.

**Appendix A**  
**ISU EMERGENCY MANAGEMENT TEAM AND**  
**EXECUTIVE TEAM**

**TECHNICAL SPECIALISTS**

<b>SPECIALIZATION</b>	<b>NAME</b>	<b>OFFICE PH.</b>	<b>HOME PH.</b>	<b>CELL PH.</b>
<b>Student Affairs</b>				
Student Counseling	Sandy Colbs	438-3655		
Web Update Support	Katy Killian	438-5451		
Web Update Support	Danielle Miller-Schuster	438-2151		
<b>Media Relations</b>				
Media & Web Support	Eric Jome	438-5631		
<b>Student Health Services</b>				
Medical Support	Glenn Weiss	438-8655		
Medical Support	Dwayne Sackman	438-8796		
Director-On-Call				
<b>Office of University Registrar</b>				
Registrar	Jess Ray	438-8586		
Mgr, Student System Services	Tricia Reimer	438-8924		
<b>Office of Parking &amp; Transportation</b>				
Traffic and Staging	Tony Witte	438-8391		
Traffic and Staging	Adam Loscar			

**EXECUTIVE TEAM**

<b>POSITION</b>	<b>NAME</b>	<b>OFFICE PH.</b>	<b>HOME PH.</b>	<b>CELL PH.</b>
University President	Dr. Al Bowman	438-5677		
Vice President and Provost	Dr. Sheri Everts	438-7018		
Vice President, Student Affairs	Mr. Steve Adams	438-5451		
Vice President, University Advancement	Dr. Diane Ashby	438-7681		
General Counsel	Lisa Huson	438-8999		
General Counsel-Alternate	Wendy Smith	438-8999		
Assistant to the President	Mr. Jay Groves	438-5631		

## Appendix B

### Listing of ISU Departmental Emergency Action Plans

Emergency Type	Responsible Department
1. Campus Tornado Strike	EHS
2. Significant Fire	EHS
3. Shelter-in-Place (victims/responders)	EHS
4. Severe Weather Alerts	EHS
5. Major Chemical Spill	EHS
6. Pandemic Emergency Response	EHS/SA
7. Temporary Housing of Students	UHS
8. Mass transportation of Students to off-site location	UHS
9. Evacuation of Redbird Arena during event	Athletics
10. Evacuation of Hancock Stadium during event	Athletics
11. Unplanned Suspension of athletic events outside of Hancock/Redbird	Athletics
12. Tornado Warning during event at Redbird Arena	Athletics
13. Tornado Warning/Severe Weather during event at Hancock Stadium	Athletics
14. Active Shooter	ISUPD
15. Bomb or other phone threat [including during events at ISU]	ISUPD
16. Hostage Situation/ Kidnap and Ransom	ISUPD
17. Riot Situation	ISUPD
18. Alternative Food Provisions during emergency situations	UDS
19. Major Power Outage	FM
20. Major Snow Removal Protocol	FM

## **Appendix C**

### **Glossary of NIMS Terminology**

*For the purposes of this plan, the following terms and definitions, extracted from the NIMS unless otherwise specified, apply to this Plan:*

#### **Agency**

An Agency is a division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

#### **Area Command (Unified Area Command)**

Area Command is an organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

#### **Assessment**

An Assessment is the evaluation and interpretation of measurements and other information to provide a basis for decision-making.

#### **Assistant**

An Assistant is a title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

#### **Available Resources**

Available Resources are resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

#### **Branch**

Branch is the organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

## **Appendix C**

### **Glossary of NIMS Terminology**

#### **Campus State of Emergency**

A priority situation which requires a major effort from available campus resources, as required by the University President.

#### **Check-In**

Check-In is the process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

#### **Chief**

Chief is the ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

#### **Command Staff**

In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

#### **Communications Unit**

Communications Unit is an organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

#### **Cooperating Agency**

Cooperating Agency is an agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

#### **Division**

Division is the partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

#### **Emergency**

Emergency, absent a Presidential declared emergency, is any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

## **Appendix C**

### **Glossary of NIMS Terminology**

#### **Emergency Levels**

A classification that ranks ISU emergencies according to their severity and potential impact to the campus community:

#### **EMT- Emergency Management Team**

A team drawn from the University's senior administrative and academic management, that provides guidance on mission specific decisions to the Emergency Operations Center in response to major incidents. Also defined in the Emergency Management Plan.

#### **Emergency Operations Centers (EOC's)**

An EOC is the physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC's may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city), or some combination thereof.

#### **Emergency Operations Plan (EOP)**

An EOP is the "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

#### **Evacuation**

Evacuation is the organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

#### **General Staff**

General Staff is a group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

#### **Incident**

An Incident is an occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

## **Appendix C**

### **Glossary of NIMS Terminology**

#### **Incident Command Post (ICP)**

An ICP is the field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

#### **Incident Command System (ICS)**

ICS is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

#### **Incident Commander (IC)**

The IC is the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

#### **Incident Objectives**

Incident Objectives are the statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

#### **ISU Emergency Alert:**

The ISU Emergency Alert is a fully hosted single point emergency notification system that provides a multi-model approach to communications.

#### **Joint Information Center (JIC)**

The JIC is a facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

#### **Liaison**

Liaison is a form of communication for establishing and maintaining mutual understanding and cooperation.

## **Appendix C**

### **Glossary of NIMS Terminology**

#### **Liaison Officer**

The Liaison Officer is a member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

#### **Logistics**

Logistics means providing resources and other services to support incident management.

#### **Logistics Section**

The Logistics Section is the section responsible for providing facilities, services, and material support for the incident.

#### **Major Disaster**

As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a Major Disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

#### **Multi-jurisdictional Incident**

A Multi-jurisdictional Incident is an action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed through the use of Unified Command.

#### **Mutual-Aid Agreement**

A Mutual Aid Agreement is a written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

#### **National Incident Management System (NIMS)**

NIMS is a system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and

## **Appendix C**

### **Glossary of NIMS Terminology**

certification; and the collection, tracking, and reporting of incident information and incident resources.

#### **National Response Plan (NRP)**

The NRP is a plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

#### **Non-governmental Organization (NGO)**

An NGO is an entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

#### **Operations Section**

The Operations Section is the section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

#### **Planning Section**

The Planning Section is responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

#### **Procedure**

The NFPA defines a procedure as “an organizational directive issued by the authority having jurisdiction or a department that establishes a specific policy that must be followed.”

#### **Public Information Officer (PIO)**

The PIO is a member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

#### **Recovery**

Recovery is the development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

## **Appendix C**

### **Glossary of NIMS Terminology**

#### **Resources**

Resources include personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

#### **Resources Unit**

The Resource Unit is a functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

#### **Responder/Response Personnel**

The National Response Plan (NRP) defines responder/response personnel as “local and nongovernmental police, fire, and emergency personnel, who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment.”

#### **Response**

Response includes activities that address the short-term, direct effects of an incident. Response also includes immediate actions to save lives, protect property, and meet basic human needs.

Response also includes the execution of ISU National Incident Management System (NIMS) and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

#### **Safety Officer**

The Safety Officer is a member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

#### **Section**

Sections are the organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

## **Appendix C**

### **Glossary of NIMS Terminology**

#### **Span of Control**

Span of Control means the number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7)

#### **Staging Area**

The Staging Area is the location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

#### **Standard Operating Procedure (SOP)**

The NFPA defines a SOP as “a written organizational directive that establishes or prescribes specific operational or administrative methods to be followed routinely for the performance of a designated operation or actions.”

#### **Strategy**

Strategy means the general direction selected to accomplish incident objectives set by the IC.

#### **Supporting Technologies**

Supporting Technologies means any technology that may be used to support the NIMS is included in this subsystem. These technologies include GIS mapping, remote automatic weather stations, infrared technology, and communications, among various others.

#### **Task Force**

A Task Force is any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

#### **Threat**

A Threat is any indication of possible violence, harm, or danger.

#### **Unified Area Command (UAC)**

A Unified Area Command is established when incidents under an Area Command are multi jurisdictional. (See *Area Command*.)

#### **Unified Command (UC)**

UC is an application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

## **Appendix C**

### **Glossary of NIMS Terminology**

#### **Unit**

A Unit is the organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

#### **Unity of Command**

Unity of Command is the concept by which each person within an organization reports to one, and only one, designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.