



WINSTON-SALEM
STATE UNIVERSITY

Emergency Operations Plan

Public Version



Effective Date: July 1, 2016

Emergency Management Division

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Public Records Exemption Notice

NCGS § 132-1.6. Emergency response plans. Emergency response plans adopted by a constituent institution of The University of North Carolina, a community college, or a public hospital as defined in G.S. 159-39 and the records related to the planning and development of these emergency response plans **are not public records** as defined by G.S. 132-1 and shall not be subject to inspection and examination under G.S. 132-6. (2001-500, s. 3.1.)

Requests for copies of this document shall be forwarded to the Emergency Management Division of the Police & Public Safety Department.

Public Version Notice

This public version contains a general summary of the Emergency Operations Plan contents. Components of the plan that are public safety sensitive and/or for official use only have been removed from this version.

The purpose of this public version is to keep the University campus and general public informed of our efforts to maintain a resilient and prepared public institution.

Promulgation of Approval

The Winston-Salem State University Emergency Operations Plan was developed to help mitigate, prepare for, respond to, and recover from natural or man-made disasters which threaten the campus community, and to ensure a coordinated and organized response to those hazards. This all hazard Emergency Operations Plan supersedes any previous emergency operations plan promulgated for this purpose. This plan provides a framework in which Winston-Salem State University can plan and perform functions during an emergency or disaster.

This plan is consistent with national, state, and local emergency plans, and aligns with the National Incident Management System requirements and the provisions of North Carolina General Statute Chapter 166A, the University of North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement, and the Winston-Salem State University Emergency Management Policy. It contains the necessary elements to ensure that the University fulfills its responsibility to minimize adverse effects of any type of disaster.

The Chief of Police/Director of Public Safety is designated as the Senior Commanding Officer for all matters related to the execution of this plan, and is authorized to take all necessary measures within the legal powers of the University to protect life and property in accordance with this plan.

The Emergency Management Director is designated as the responsible official for coordinating and implementing the University's Emergency Management Program, which includes mitigation, preparedness, response, and recovery operations. The Emergency Management Director shall coordinate with local, state, and federal government agencies, private sector partners, and all other University stakeholders to plan for emergencies and disasters.

Each University administrator, department chair, director, and functional manager is responsible for taking the necessary actions to support implementation and execution of this plan by developing appropriate internal procedures and guidelines.

Effective: July 1, 2016

Approved: This the 12th day of July 2016

Elwood L. Robinson, Ph.D.
Chancellor

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BASIC PLAN

This section summarizes the University's emergency management system, general concept of operations, direction and control, functional responsibilities, and legal authorities that are applied during emergencies or disasters.

I. Introduction

A. Purpose

1. The purpose of this Winston-Salem State University Emergency Operations Plan (EOP) is to outline a comprehensive, all-hazards approach to managing emergencies and disasters affecting the safety and well-being of people and/or facilities on campus. The plan is intended as guidance in the management of these said situations across a spectrum of mitigation, preparedness, response, and recovery activities. It provides an all-hazards emergency management framework for natural, man-made, or technological emergencies or disasters.
2. Furthermore, this EOP establishes policies, procedures, and an organizational structure for response to emergencies or disasters that may cause a significant disruption to the day-to-day functions of all or part of the university. This EOP describes the roles and responsibilities of university departments and individuals in an emergency or disaster. These procedures are designed to protect the lives of students, faculty, staff, and visitors and to protect university property through the effective use of resources.
3. Because an emergency may occur with little or no warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Activation of this plan will reduce the vulnerability of people and property to disaster, and establish a means to respond effectively to actual disasters or threats of disaster.

B. Scope

1. This is an all-hazards plan, designed to address natural, manmade, and technological hazards that could adversely impact the university. It covers the full range of complex and constantly changing requirements in anticipation of or in response to threats of or actual emergencies and disasters. This plan also provides the basis to initiate long-term recovery and mitigation activities.
2. An emergency or disaster requiring activation of this plan may affect part or all of the following:
 - a. Staff, faculty, students, and visitors
 - b. System software and data
 - c. Equipment
 - d. Site supplies, resources, and facilities
 - e. University network
3. The plan is applicable to all university departments, faculty, staff, and students that may be requested to assist with potential or actual emergencies or disasters. It provides the basic policies, strategies, and general procedures to control

emergencies or disasters during each of the four phases of emergency management.

4. This plan is modeled after the National Response Framework (NRF) and incorporates the National Incident Management System (NIMS) to facilitate coordination between responding departments and agencies. Winston-Salem State University will cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation, and execution of emergency response plans.

C. Authorities

1. The EOP is based on standards derived from:
 - a. Robert T. Stafford Disaster Relief and Emergency Assistance Act
 - b. 44 Code of Federal Regulation – Emergency Management & Assistance
 - c. Homeland Security Presidential Directive-5
 - d. Presidential Policy Directive-8
 - e. North Carolina General Statute 166A
 - f. Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act
2. The EOP is also guided by procedures consistent with the National Incident Management System, the North Carolina Division of Emergency Management, Winston-Salem/Forsyth County Office of Emergency Management, and the University of North Carolina General Administration. The plan will be activated in accordance with other federal, state, and local emergency operation plans developed under the aforementioned authorities, the authority of other related entities, and memorandum of understandings between WSSU and external public and private entities in the event of an emergency or disaster.

II. Concept of Operations

A. General

1. During times of emergency or disaster on campus, this plan will be referenced as a decision making tool and a basis for information collection and sharing along with the coordination of emergency activities.

B. Incident Management Actions

1. NIMS Compliance

All mitigation, preparedness, response, and recovery activity carried out in accordance with this plan will utilize the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).

C. Four Phases of Emergency Management

Emergency operations activities for the university are conducted within the four phases of emergency management. The University will implement all four phases of the emergency management cycle to ensure the effectiveness of emergency operations.

1. Mitigation

Mitigation activities work to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. This is primarily a pre-disaster activity, although mitigation may also occur during or after an emergency to avoid repetition or escalation of the situation.

2. Preparedness
Preparedness activities work to develop response capabilities needed in the event of an emergency. These are pre-disaster activities that include emergency planning, and training and exercise program execution.
3. Response
Response activities address the immediate and short-term effects of an emergency or disaster, and are intended to resolve the situation while minimizing casualties and property damage. These activities include emergency notifications, medical services, fire services, law enforcement operations, evacuation, shelter and mass care, search and rescue, as well as other associated functions.
4. Recovery
Recovery activities are both short-term and long-term, and work to restore the university to normal operations and conditions. Short-term recovery focuses on restoration of vital campus services that provide for the basic needs of our students, faculty, staff, and visitors. Long-term recovery focuses on restoring the university to its normal state. Recovery actions may include temporary housing, restoration of university services, debris removal, restoration of utilities, and reconstruction of damaged infrastructure.

III. Ongoing Plan Development and Maintenance

A. Plan Maintenance

The Emergency Operations Plan will be reviewed and updated, at a minimum, on an annual basis by the Emergency Management Director. A record of changes will be maintained.

B. Plan Testing and Training

The Emergency Operations Plan will be tested annually through a Homeland Security Exercise & Evaluation Program compliant exercise. Support training will also be conducted for individuals who have responsibilities identified in the plan.

C. Standard Operating Procedures/Guides

All university divisions and departments assigned a primary or auxiliary function in this plan are responsible for developing and maintaining appropriate standard operating procedures or guides for their functional tasks

EMERGENCY SUPPORT FUNCTIONS (ESF)

The emergency support functions summarized below outline objectives, services, and responsibilities to be achieved and/or provided during an emergency or disaster by specific functional areas.

ESF 1 - Transportation

Purpose

ESF 1 serves to provide the necessary internal and external department/agency resources for support of transportation needs during an emergency or disaster that impacts the campus community.

Scope

ESF 1 service provisions include the transport of individuals with and without disabilities, evacuation operations, traffic control, and closure of roadways during the response and recovery phases.

ESF 2 - Communication

Purpose

ESF 2 serves to provide the necessary internal and external communications equipment and capabilities available during an emergency or disaster that impacts the campus community.

Scope

ESF 2 service provisions include emergency dispatch of response resources and effective transmission of information (excludes public information) during the response and recovery phases of an emergency or disaster.

ESF 3 – Public Works & Engineering

Purpose

ESF 3 serves to provide the necessary internal and external department/agency resources for support of public works and engineering needs during an emergency or disaster that impacts the campus community.

Scope

ESF 3 service provisions include infrastructure repair, re-establishment and maintenance of energy services and utilities, and debris removal during the response and recovery phases.

ESF 4 – Fire Services

Purpose

ESF 4 serves to provide the necessary support and notification for fire related services during an emergency or disaster that impacts the campus community.

Scope



ESF 4 service provisions include coordination of campus firefighting activities as well as support for all fire service operations during the response and recovery phases of an emergency or disaster.

ESF 5 – Emergency Management

Purpose

ESF 5 serves to provide execution of EOP, and coordination and management of the university’s Emergency Operations Center (EOC) during an emergency or disaster that impacts the campus community.

Scope

ESF 5 service provisions include coordination of multi-agency response operations and resources, data collection, analysis, and dissemination, and university emergency plans development, training, and testing during all four phases of the emergency management cycle.

ESF 6 – Shelter & Mass Care

Purpose

ESF 6 serves to provide the necessary internal and external department/agency resources for support of shelter and mass care needs and operations for students and emergency support personnel during an emergency or disaster that impacts the campus community.

Scope

ESF 6 service provisions include temporary shelters, mass care, emergency mass feeding (in conjunction with ESF 11), disaster housing, and other required human services during the response and recovery phases.

ESF 7 – Resource Management

Purpose

ESF 7 serves to provide guidance on the logistical and financial management of resources, including the process for requesting, receiving, and accounting for those resources during an emergency or disaster that impacts the campus community.

Scope

ESF 7 service provisions include locating, procuring, issuing, and accounting for resources during the response and recovery phases.

ESF 8 – Health & Medical Services

Purpose

ESF 8 serves to provide the necessary internal and external department/agency resources for support of health and medical care needs during an emergency or disaster that impacts the campus community.

Scope

ESF 8 service provisions include public health assistance, medical and mental health services including emergency transport, mass vaccination and dispensing operations, and mass fatality management during the response and recovery phases.

ESF 9 – Search & Rescue

Purpose

ESF 9 serves to provide the necessary support and notification for search and rescue (SAR) operations during an emergency or disaster that impacts the campus community.

Scope

ESF 9 service provisions include locating and retrieving missing persons or property, and rescuing trapped persons during the response and recovery phases of an emergency or disaster.

ESF 10 – Hazardous Materials Response

Purpose

ESF 10 serves to provide the necessary support and notification for hazardous materials (hazmat) response operations during an emergency or disaster that impacts the campus community.

Scope

ESF 10 service provisions include identifying, containing, and disposing of hazmat as well as invoking appropriate isolation and protective action distances for those materials during the response and recovery phases of an emergency or disaster.

ESF 11 – Food & Water

Purpose

ESF 11 serves to provide the necessary internal and external department/agency resources for support of food and water needs for students and emergency support personnel during an emergency or disaster that impacts the campus community.

Scope

ESF 11 service provisions include emergency mass feeding (in conjunction with ESF 6) and water distribution services during the response and recovery phases.

ESF 12 – Technology Systems

Purpose

ESF 12 serves to provide the necessary guidance on internal information technology (IT) capabilities and support available during an emergency or disaster that impacts the campus community.

Scope

ESF 12 service provisions include technical support for the university's technology infrastructure and communications systems during the response and recovery phases of an emergency or disaster. This includes network support services.

ESF 13 – Public Safety & Security

Purpose

ESF 13 serves to provide the necessary guidance, support, and notification for public safety and security related services during an emergency or disaster that impacts the campus community.



Scope

ESF 13 service provisions include general law enforcement services such as investigative intelligence, facility and resource security operations, and traffic and crowd control support during the response and recovery phases of an emergency or disaster. This also includes mass gathering events security planning.

ESF 14 – Damage Assessment & Recovery

Purpose

ESF 14 serves to provide the necessary internal and external department/agency resources for support of damage assessment and recovery operations during an emergency or disaster that impacts the campus community.

Scope

ESF 14 service provisions include the conduct of preliminary damage assessment, infrastructure repair, rebuilding, and financial reconciliation primarily during the recovery phase.

ESF 15 – Public Information

Purpose

ESF 15 serves to provide the necessary guidance for issuance of public information during an emergency or disaster that impacts the campus community.

Scope

ESF 15 service provisions include media relations, intergovernmental affairs, congressional affairs, private sector outreach, community relations, and effective transmission of public information utilizing multiple streams during the response and recovery phases of an emergency or disaster.



SUPPORT ANNEXES (SA)

The support annexes summarized below provide detailed descriptions of common functional processes and specific hazards that may occur within the operation of any ESF, intended to foster effective incident management

SA-1: National Incident Management System & Incident Command System

SA 1 serves to provide an overview of the standardized system used by the university to manage incidents.

SA 1 concepts are to be applied to all incident response and recovery activities governed by this EOP. These concepts include the following activities and components of the National Incident Management System (NIMS): preparedness, communications and information management, resource management, command and management, and ongoing management and maintenance.

SA-2: Emergency Operations Center

SA 2 serves to provide an overview of standard operations of the university's emergency operations center (EOC).

The EOC operates utilizing a hybrid of the Incident Command System (ICS) structure and Emergency Support Functions (ESF).

SA-3: Severe Weather

SA 3 serves to provide guidance on university response to severe weather incidents that rise to, or are anticipated to rise to, a level of significant impact on campus.

SA-4: Active Shooter

SA 4 serves to provide guidance on university response to active shooter incidents that require individual building or campus wide lockdown and rise to, or are anticipated to rise to, a level of significant impact on campus.

SA-5: Evacuation

SA 5 serves to provide guidance on conducting orderly and coordinated evacuations on campus when needed during the response and recovery phases of an emergency or disaster.



Appendices

Omitted

Support documents for EOP contents.