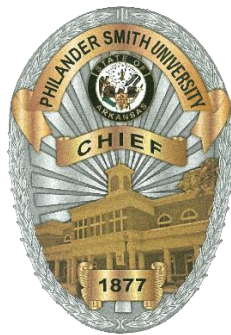# EMERGENCY RESPONSE PLAN

Students, Faculty, Staff, and Visitors

CAMPUS SAFETY EMERGENCY NUMBER

(501) 370-5370

Contents

PURPOSE

The Emergency Response Plan (ERP) aims to provide a structured and organized framework for effectively responding to and managing emergencies and critical incidents. The plan serves as a guide for Philander Smith University personnel, outlining the procedures, protocols, and resources necessary to mitigate the impact of emergencies, protect life and property, and facilitate recovery. The plan will encompass the entire university campus, including all buildings, facilities, and outdoor areas under the institution's jurisdiction. It may also extend to off-campus locations, such as satellite campuses or research facilities, where university activities occur.

YOUR BUILDING INFORMATION

Building Name: _____

Building 911 Address: _____

Contact Person	NAME	PHONE NUMBER
Supervisor		
Division Head		
Non-Emergency	**Campus Security**	**(501) 370-5370**
Emergency Management Team	**Director, Campus Safety**	**(501) 975-8525**

Emergency Evacuation Assembly Location

Primary: _____

Secondary: _____

Severe Weather Shelter Locations

Primary: _____

Secondary: _____

ANY ON-CAMPUS EMERGENCY 24 HOURS	
Director of Campus Safety & Security	(501) 804-4246

LITTLE ROCK CAMPUSES	
Baptist Health Hospital-Little Rock	(501) 202-2000
Campus Security Department	(501) 370-5370
Central Arkansas Water	(501) 372-5161
Entergy Electric Company	(800) 968-8243
Environmental Health & Occupational Safety	(501) 682-4521
Human Resources Department	(501) 370-5204
Little Rock Fire Department Bomb Squad	(501) 680-9900
Little Rock Fire Department	(501) 918-3700
Little Rock Police Department	(501) 371-4829
Physical Plant Department	(501) 370-5364
Poison Control Center	(800) 222-1222
Pulaski County Emergency Management	(501) 340-6911
Pulaski County Sheriff's Office	(501) 340-6600
Sexual Assault Hotline	(800) 656-4673
St Vincent Hospital	(501) 552-3000
Suicide Crisis Lifeline	Dial 988 24 hours
Summit Gas Company	(800) 992-7552
Title IX	(501 370-5354
UAMS Hospital	(501) 686-7000
Other Emergencies	Dial 911

CLERY ACT

The Clery Act requires higher education institutions to give timely warnings of crimes that threaten the safety of students or employees and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community and submitted to the U.S. Department of Education. The Act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so they can make informed decisions.

The Clery Act requires Philander Smith University to:

- Publish a Daily Crime log.

- Collect data on the frequency of Clery Qualifying crimes within Clery geography and publish the data in an Annual Security Report.

- Identify and train Campus Security on their reporting obligations under Clery Act

- Send Crime Alerts and Emergency Notifications when a situation threatens the campus community.

PREPARING FOR EMERGENCIES

The emergencies that the university may face are broad and can encompass a wide range of incidents that threaten the safety and well-being of its community. The following are the types of emergencies and critical incidents it covers.

Natural Disasters: earthquakes, tornadoes, floods, and severe storms.

Lightning Storms: Stay indoors.
1. Avoid water
2. Stay away from open doors and windows
3. Save all computer work and shut down the computer.

Hurricane or Tornadoes: Stay indoors, away from windows and glass doors.
1. Go to the designated area, such as a safe room, basement, or the lowest building level.
2. Stay away from doors and windows.
3. PANTHER VILLAGE – get out immediately and go to a pre-designated location.
4. If you are driving, stop in a safe location, buckle up, and cover your head with arms and coat or blanket if possible.
5. DO NOT TRY TO OUTRUN A TORNADO.
6. WATCH OUT FOR FLYING DEBRIS.

Severe Storms: stay alert to storm watch advisories. Stay indoors if possible.
1. If you need to go outside, watch for wet and icy walkways.
2. If needing to drive, stay on main roads, watch for black ice, and keep others informed of your schedule and route.
3. Stay alert to campus notifications for campus closures or work-from-home protocols.

Earthquakes: remain calm and quickly seek safety in a doorway or under a desk or table.
1. Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway, as this does not provide protection from falling or flying objects and you may be unable to remain standing.
2. Drop down on your hands and knees so you do not fall.
3. Cover your head and neck with your arms to protect yourself from falling debris.
4. If driving, stop away from power lines and trees as quickly as possible and stay in your car.
5. After the initial shock, evaluate the situation and Campus Security at (501) 370-5370.
6. If trapped, do not move about or kick up dust.
7. Tap on a pipe or wall or use a whistle so rescuers can locate you.
8. BE PREPARED FOR AFTERSHOCKS
9. Once outside, move to an open parking lot across the street.
10. You will be notified when it is safe to leave and where to seek additional shelter.
11. DO NOT RETURN TO AN EVACUATED AREA.

Fire and Explosions: building fires, chemical/laboratory explosions, and gas leaks.
1. ACTIVATE THE FIRE ALARM SYSTEM by pulling one of the pull stations along the exit routes.
2. FOLLOW YOUR EVACUATION ROUTE and evacuate the building through the nearest exit. DO NOT USE ELEVATORS.
3. PROCEED TO THE NEAREST ASSEMBLY AREA FOR THE BUILDING.
4. CALL Campus Security at (501) 370-5370.
5. REMAIN OUTSIDE until emergency personnel tell you to re-enter the building.

Medical Emergencies: cardiac arrest, severe injuries, infectious disease breakouts, pandemic, and mass casualties.
1. Call Campus Safety at (501) 370-5370 to inform them of the emergency and the location.
2. Campus Safety will notify local fire/ambulance services.
3. Stay on the phone for instructions on what to do.
4. Stay calm and keep the patient calm as well.
5. Locate and obtain an AED/First Responder Kit and use it as instructed.

a) Turn on the AED and follow the visual and/or audio prompts.
b) Open the person's shirt and wipe the bare chest dry.
c) Attach the AED pads, and plug in the connector (if necessary).
d) Make sure no one, including yourself, touches the person. Tell everyone to "STAND CLEAR."
e) Push the analyze button and allow the AED to analyze the person—heart rhythm.
f) If AED recommends a delivery shock, make sure that no one, including yourself, is touching the person – tell everyone to "STAND CLEAR" and then press the "shock button."
g) Begin delivery CPR if trained.

Hazardous Materials Incidents: Hazardous materials are utilized on campus in various locations that can threaten the environment of campus in the event of a spill.
1. Evacuate immediately to a safe area!
2. Do not walk into or touch any spilled liquids, airborne mist, or condensed solid chemical deposits.
3. Stay away from accident victims until hazardous material has been identified.
4. Go into a pre-selected shelter room
5. Seal gaps under doorways
6. If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel.

Active Shooter or Violent Incidents: active shooter situations, violent attacks, and hostage situations.

RUN and Escape, If Possible, and Help Others Escape
1. Notify Campus Security at (501) 370-5370 or 911. Give as much detail as possible relative to the location, number of assailants, and means of weapons.

HIDE, if escape is not possible
1. IMMEDIATELY run away from the threat quickly and safely, seek cover.
2. Stay low, lock doors, turn off lights, and barricade the doors using furniture.

FIGHT as an absolute last resort
1. Commit to your actions and act aggressively against the perpetrator(s).
2. Be prepared to cause severe or lethal injury.
3. Throw items and improvise weapons

AFTER an Active Shooter Incident
1. Keep hands visible and empty.
2. Follow law enforcement instructions and evacuate in the direction they come from.

3. Officers may be armed with rifles, shotguns, and/or handguns and use pepper spray or tear gas to control the situation.
4. Officers will shout commands and may push individuals to the ground for their safety.
5. While waiting for first responders to arrive, provide first aid by applying direct pressure to wounds and use tourniquets if you have been trained.

Civil Unrest and Protests: riots, large-scale protests, and civil disturbances. If such protests interfere with normal business operations, prevent personnel from accessing offices or buildings, or cause physical harm to persons or university facilities, contact Campus Security at (501) 370-5370.

Utility Failures: power outages, water and supply disruptions, and telecommunication failures.
1. Power Outage, immediately shut down all electrical equipment and contact the following:
   a). Immediately notify Campus Safety at (501) 370-5370 to inform them of the emergency and the location.
   b). Then notify Facilities at (501) 370-5370 to inform them of the emergency and the location.
2. In a Water emergency, leave the affected location and notify Physical Plant at (501) 370-5364.
3. In a Gas Leak, evacuate to a safe area away from danger and contact Campus Safety at (501) 370-5370. Evacuate and move to a clear, safe area away from danger.

Cybersecurity Incidents: cyberattacks, data breaches, hacking incidents
1. Do not turn off the computer.
2. Update or back up all work.
3. Call CITS immediately at (501) 406-8729 and provide the following: a) when did you first notice the issue? b) What did you see on the screen? c) Did you click on any links or go to a website?

Transportation Accidents: vehicle collisions on campus, accidents involving university owed transportation
   1. Immediately contact Campus Security at (501) 370-5370 and provide the location and details of the accident.

Severe Weather and Extreme Environmental Events: extreme heatwaves, snowstorms, blizzards, extreme cold.

Stay alert to storm watch advisories. Stay indoors if possible.

1. If you need to go outside, watch for wet and icy walkways.
2. If needing to drive, stay on main roads, watch for black ice, and keep others informed of your schedule and route.
3. Stay alert to campus notifications for campus closures or work-from-home protocols.

Building Evacuations: structural damage or collapse, gas leaks, suspicious packages, bomb threats. Please exit the building swiftly following the building emergency route maps to a safe and secure area and contact Campus Security at (501) 370-5370.

Bomb Threat
1. Keep calm and keep the caller on the line as long as possible. Ask the caller to repeat the message.
2. Ask the caller for the exact location and time.
3. Pay attention to peculiar noises, such as motors running, music, and any other noises that might assist with place calls.
4. Listen closely to voice, sex, quality of voice (calm or excited), accents, and speech impediments. DO NOT HANG UP UNTIL CALLER HAS DISCONNECTED.
5. Call Campus Security to provide them with detailed information about the call at (370-5370
6. Assemble at areas directed by Campus Security.
7. Keep all written, electronic, or recorded communication related to the bomb threat for investigation by police.
8. Campus Security will contact Emergency Personnel.

Suspicious Package
1. DO NOT ATTEMPT TO HANDLE PACKAGE
2. Immediately notify Campus Security at (501) 370-5370. Provide a description of the package and location.
3. Evacuate all personnel
4. Do not use electronic devices; wash your hands if you have handled the package.
5. Go to a safe and secure area.
6. Campus Security will notify Emergency Personnel.

Missing Persons: missing student, faculty, or staff.
1. Immediately notify Campus Security at (501) 370-5370.
2. Provide Campus Security with the person's name, personal description, last seen and with whom, and photo.
3. Campus Safety will notify Emergency and University Personnel once information has been collected.

Emergency Communication Coverage: ensure all emergency notifications systems can reach the entire campus community, including students, faculty, staff, and visitors,

regardless of their location on campus.

Evacuation Plans and Routes: well-marked evacuation plans and routes for all buildings and areas on campus to ensure that all individuals can easily find and follow routes to a safe location.
1. KNOW the evacuation plan of the building and where to find it.
2. KNOW the location of all exits for the building.
3. KNOW the location of emergency equipment (i.e., fire extinguishers, pull stations, etc.).
4. KNOW the location of the assembly area(s) outside the building.
5. Assist and participate in Fire Drills.

Shelter-In-Place Locations or Lockdown: identified locations within buildings to provide protection during an emergency.

Shelter-In-Place: Take immediate shelter and remain indoors.
1. Go Inside as quickly as possible or
2. PROCEED to an interior room.
3. CLOSE all doors and windows.
4. DO NOT USE candles, or other fire sources due to the danger of carbon monoxide and creating a fire hazard.
5. Use the phone only for emergencies
6. Stay low and away from windows.
7. Seal all windows and doors.
8. TURN ON a TV or RADIO to hear emergency messages.

Lockdown:
1. Go to the nearest room, office, or closet.
2. Close and lock the door.
3. Barricade doors with furniture to prevent anyone from entering.
4. Stay quiet and stay out of view.
5. DO NOT LEAVE the room unless directed by emergency personnel or until an "ALL CLEAR" message is sent out.

University Facilities used for Community Shelter during an emergency.
1. The City of Little Rock may request campus facilities to be used for shelter or command centers during an emergency.
2. Such City Officials will notify University Management for approval.
3. University Management will notify appropriate personnel to prepare the campus for use.
4. Security will issue identifying wrist bands to community members.

Medical and First Aid Coverage: A First Aid kit will be located in the Emergency Response

Team member's office at each building. Health Services will be responsible for maintaining these kits.

Security and Access Controls: security measures to prevent unauthorized entry protocols to prevent unauthorized entry to protect facilities and infrastructure.
1. Campus Security will follow Safety procedures outlined in the Campus Security Manual.
2. CITS will follow their CITS Emergency Response protocols.

Utilities and Infrastructure: contingencies plan for backup systems in place for utilities such as power, water, and telecommunications to maintain essential services.

Follow procedures outlined in the Emergency Response Plan.

Coordinating External Agencies: mechanisms with local emergency management agencies, law enforcement, fire department, and hospitals to ensure a unified response.

The Incident Manager, in coordination with Campus Security, is responsible for coordinating all emergency and external personnel.

Training and drills: conduct regular drills and exercises to familiarize individuals with emergency procedures.

The Incident Manager, in coordination with Campus Safety and University Management team, is responsible for coordinating all training and drills. An annual calendar will be create each year.

During any campus major emergency, the Incident Manager (Chief of Security) will immediately implement the appropriate procedures necessary to mitigate the impact of emergencies, protect life and property, and facilitate recovery. During such emergencies, unauthorized personnel on campus will be subject to arrest according to the law.

EMERGENCY MANAGEMENT TEAM ROLES AND RESPONSIBILITIES (EMT)

The Emergency Management Team (EMT) provides leadership, coordination, and decision-making during an emergency to ensure an effective and organized response. The team brings representatives from various departments and disciplines within the university to manage emergencies collectively. The EMT's responsibilities encompass all emergency preparedness, response, and recovery aspects. It is important for the Emergency Management Team members to undergo training, participate in drills and exercises, and regularly review and update the Emergency Response Plan to ensure effective emergency response and preparedness. The Emergency Response Team is composed of the following key roles:

1. <u>Incident Manager – Chief of Security</u>: The Incident Manager oversees overall coordination and decision-making during an emergency. They lead the Emergency Management Team, establish incident objectives, ensure the appropriate allocation of resources and coordinate information flow, and serve as a liaison between the EMT and management. The Incident Manager will also be responsible for setting up a command center either in the Library Conference Room or across the street from campus, Parking Lot at the corner of Daisy Bates and Izards Street

2. <u>Information Manager – Vice President of Marketing</u>: The Information Manager manages internal and external communication during emergencies. They disseminate timely, accurate information to the university community, media, and other stakeholders. The Information Manager helps maintain the university's public image and ensures consistent messaging.

3. <u>Safety and Security Manager - Assistant Chief of Security</u>: The Safety and Security Manager protects individuals and property during emergencies. They will work closely with campus security, local law enforcement, and other relevant entities to coordinate security measures, access control, evacuation procedures, and response to threats.

4. <u>Health and Medical Manager – Clinic Director</u>: The Health and Medical Manager coordinates and oversees emergency response and support services. They work closely with medical personnel, local hospitals, and other healthcare providers to ensure appropriate medical care and assistance for affected individuals.

5. <u>Communications and IT Manager – Chief Information Officer</u>: The Communications and IT Manager will manage the communication systems and technology infrastructure during emergencies. They ensure the functionality of emergency communication systems, such as the emergency notification system, public address systems, and other communication tools. They will also address IT-related issues and support data management. Refer to CITS Emergency Technology Response Plan (in progress)

6. <u>Building Manager – Incident Manager and Cabinet Team will make selections</u>: The Building Manager will be assigned responsibility to direct all evacuations initiated by Campus Security or by the Incident at hand. They will ensure that all personnel know the safety protocols for each incident.

EMERGENCY NOTIFICATION AND COMMUNICATION

Prompt and accurate communication helps to ensure the safety and well-being of students, faculty, staff, and visitors during emergencies. The following are key protocols for emergency

notification and communication:

1. <u>Multi-Channel Communication</u>: Utilize multiple communication channels to reach the university community quickly and efficiently. This includes text messages, email, phone calls, social media platforms, website notifications, mobile apps, desktop alerts, and public address systems. This will increase the likelihood of reaching individuals in different locations or using different devices.

2. <u>Emergency Notification System</u> – E2Campus: Sends alerts simultaneously to many recipients. Ensure the system is reliable, regularly tested and capable of providing real-time updates and instructions.

3. <u>Clear and Concise Messaging</u>: Communicate essential information clearly and concisely. Provide details about the nature of the emergency, any immediate action to be taken (i.e., evacuate, shelter-in-place), and any specific instructions or precautions. Use simple language, avoid jargon, and provide information that is easy to understand and act upon.

4. <u>Predefined Communication Templates</u>: Develop predefined templates for emergency notifications to ensure consistent messaging and save valuable time during an emergency. Templates can include general emergency alerts, specific incident notifications, and emergency instructions.

5. <u>Training and Education (Campus Security & outside Vendors)</u>: Conduct regular training and essential programs to familiarize the university community with the emergency notification procedures and communication channels. Encourage individuals to update their contact information and preferences for receiving emergency alerts. Director of Safety and Security will create and maintain annual calendar.

6. <u>External Agencies (Chief of Security)</u>: Establish communication protocols and coordination mechanisms with local emergency management agencies, law enforcement, and other relevant external organizations. This collaboration ensures that critical information is shared and the university's response is aligned with the broader emergency response efforts in the community.

7. <u>Post-Incident Communication (Chief of Safety and Security)</u>: Communication updates and post-incident information to keep the university community informed during and after an emergency. This includes updates on the situation, facility reopening, support service availability, and ongoing safety measures.

8. <u>Accessibility Considerations (Facilities)</u>: Ensure emergency notifications and communication are accessible to individuals with disabilities. Provide options for alternative formats, such as captioned video or text-to-speech features, to ensure that all community members can receive and understand emergency information.

Regular testing and evaluation of these systems are crucial to their effectiveness. Conduct drills and exercises and evaluate the response and communication process. Solicit feedback from the university community to identify areas for improvement and implement necessary updates.

RESOURCES AND SUPPORT

The resources and support provide the necessary tools and assistance to respond to emergencies effectively. Ensuring that key members have keys and access at all times, events, guest use of facilities, etc. Here are key resources and supports:

1. Emergency Equipment and Supplies:
    - Facilities will maintain fire extinguishers, fire alarms, smoke detectors, and sprinkler systems.
    - Health Services will maintain automated External Defibrillators (AEDs) for cardiac emergencies.
    - First aid kits and medical supplies.
    - The Director of Campus Safety and Security will maintain emergency communication devices (i.e., two-way radios, megaphones).
    - Facilities will supply Personal Protective Equipment (PPE) for responders and individuals in need.

2. Emergency Shelters and facilities:
    - Designated emergency shelters or safe areas within buildings for evacuations or shelter-in-place situations.
    - Cox Building – refer to appendix
    - Kendall – refer to appendix
    - Residents Life – refer to appendix
    - Business Building – refer to appendix
    - Temporary housing facilities for displaced individuals.
    - Backup power systems (i.e., generators) to ensure critical facilities remain operational during power outages.
    - Transportation and Evacuation:
    - Vehicles (i.e., buses, vans) for evacuations or transportation of individuals with mobility challenges.
    - Evacuation routes and signage to guide people to safe locations.
    - Collaboration with public transportation agencies for coordination during large-scale evacuations.

3. External Agencies and Mutual Aid:
    - Collaboration and mutual aid agreements with local emergency management agencies, law enforcement, fire departments, and medical services.

- Access to specialized resources and expertise from external agencies during emergencies that exceed the university's capabilities.

4. Psychological Support and Counseling (health Services):
    - Access to mental health professionals and counseling services to support individuals affected by emergencies.
    - Development of psychological support programs and resources for the university community.

5. Communication and Informational Systems:
    - Robust and reliable emergency notification systems to quickly disseminate information to the college (university) community.
    - Information technology infrastructure to support communication, data management, and resource coordination.
    - Access external communication channels, such as media outlets, to provide updates and information to the broader community.

6. Partnerships with Community Organizations:
    - Collaboration with local community organizations, such as Red Cross chapters, faith-based groups, and nonprofit organizations, to enhance support and resources during emergencies.
        a) Red Cross
        b) Dunbar Community Center
        c) FEMA
        d) Police Department
        e) Fire Department

7. Training and education programs:
    - Ongoing training and education programs to ensure university personnel are knowledgeable about emergency procedures, resource utilization, and effective response strategies.
    - Training programs for students, faculty, and staff on emergency preparedness, response, and recovery efforts.

8. Financial and Administrative Support:
    - Adequate funding and budget allocation for emergency preparedness, response, and recovery efforts.
    - Administrative support to coordinate and manage emergency response resources, logistics, and finances.

9. Insurance Coverage and Risk Management (Fiscal Affairs):
    - Adequate insurance coverage to mitigate financial losses from emergencies.

- Effective risk management strategies to identify and mitigate potential risks and hazards on campus.

It is important that the university regularly assess and maintain these resources and support mechanisms, ensuring they are up-to-date, accessible, and properly maintained.

TRAINING AND EXERCISES

Training and exercises help to prepare personnel, test response capabilities, identify areas for improvement, and enhance overall emergency preparedness. Here are key considerations for training and exercises:

1. Training Programs:
   - Develop comprehensive training programs to educate university personnel about emergency procedures, roles and responsibilities, and communication protocols.
   - Provide specific training on first aid and CPR, fire safety, active shooter response, hazardous material handling, and severe weather protocols.
   - Ensure that all personnel, including administrators, faculty, staff, and student leaders, receive appropriate training based on their role and potential involvement in emergency response.

2. Orientation and Onboarding:
   - Incorporate emergency preparedness and response training into the new students, faculty, and staff orientation process.
   - Familiarize individuals with the Emergency Response Plan (ERP), emergency notification systems, evacuation routes, and emergency resources on campus.

3. Exercises:
   - Conduct exercises that stimulate emergency scenarios in a controlled environment.
   - Involve key personnel from various departments in discussing and evaluating their response actions, decision-making processes, and coordination efforts.
   - Use exercises to identify gaps, test communication protocols, and ensure a shared understanding of roles and responsibilities.
   - Organize functional exercises to assess the operational capabilities and coordination of specific response functions or departments.
   - Simulate scenarios such as a fire evacuation, medical response, or communication failures to evaluate response procedures' effectiveness and identify improvement areas.
   - Involve responders, security personnel, facilities management, and other relevant departments in these exercises.

4. Full-Scale Exercises:
   - Plan and execute full-scale exercises that simulate a large-scale emergency event as realistically as possible.
   - Involve multiple response agencies, such as local law enforcement, fire departments, and emergency medical services, to enhance coordination and collaboration.
   - Test various Emergency Response Plan (ERP) aspects, including emergency notification systems, incident command structure, communication protocols, and resources management.
   - Evaluate the response actions, identify strengths and weaknesses, and develop strategies for improvement based on the exercise outcomes.

5. After-Action Review (AAR's):
   - Conduct thorough after-action reviews following each training or exercise session.
   - Gather participant feedback to identify successes, challenges, and areas for improvement.
   - Document lessons learned and develop action plans to address identified weaknesses or gaps,
   - Share the AAR findings with the relevant management team and incorporate the lessons into future training and plan revisions.

6. Ongoing Refresher Training:
   - Provide regular refresher training to maintain personnel's familiarity with emergency procedures and response protocols.
   - Stay updated on emerging best practices, new technologies, and relevant regulatory requirements to incorporate them into training programs.

Documenting and tracking training completion and participation is important to ensure compliance and identify individuals who may require additional training or support.

RECOVERY PLAN AND BUSINESS CONTINUITY

Recovery and business continuity are critical aspects of the university's Emergency Response Plan (ERP). It focuses on restoring operations, supporting affected individuals, and ensuring the continuity of essential functions after an emergency.

- Damage Assessment: Evaluate the damage caused to people, property, infrastructure, and the environment. Gather accurate and comprehensive information about the impact of the incident to assist emergency managers and decision-makers in making informed decisions for response and recovery efforts.

- Business Impact Analysis: Identify the critical functions, processes, and resources required to resume operations. Determine each critical function's maximum

allowable downtime (Recovery Time Objectives) and data loss (Recovery Point Objectives).

- Recovery Strategies and Plans: Address, resource allocation, procurement, and coordination with external contractors or vendors for repairs and reconstruction.

- Communication and Engagement: Establish effective communication channels to update the university community on recovery progress, timeline, and available support services.

- Academic Continuity: Execute plans and strategies for remote learning and alternative instructional delivery. Ensure selected sites are equipped with the necessary resources and technology.

- Personnel Continuity: Develop strategies to ensure the availability of key personnel during disruptions. Cross-train employees to handle multiple roles and consider remote work arrangements.

- IT and Data Recovery: Establish data backup and recovery procedures to protect critical information. Plan for the recovery of IT systems, networks, and communication channels.

- Crisis Communication: Develop clear and effective communication strategies for keeping students, faculty, staff, and media informed during a disruption.

- Financial Recovery: Address financial aspects such as insurance coverage, financial assistance, and recovery of financial records. Determine how financial transactions will be handled during disruption.

- Testing and Exercises: Regularly test and exercise recovery strategies and plans through simulations and drills to identify gaps and areas of improvement.

- Training and Awareness: Ensure students, faculty, and staff know their roles and responsibilities during disruptions. Provide training to equip them with the skills needed to implement recovery.

- Regulatory and Legal Compliance: Ensure recovery strategies and plans align with legal and regulatory requirements and address any compliance-related considerations in the recovery plans.

- Documentation: Maintain detailed documentation of recovery strategies and plans, including contact information, procedures, and resource requirements.

- Resources Allocation: Allocate necessary resources, including financial, personnel, and equipment, to support the recovery efforts effectively.

- Leadership and Decision Making: Identify key management responsible for making decisions and overseeing recovery efforts.

- Public Relations: Develop strategies to manage the universities reputation and public perception during and after a disruption.

- **Lessons Learned and Plan Updates**: Conduct post-recovery evaluations to identify lessons learned, successes, and areas for improvement and incorporate the lessons into the ERP, recovery plans, and training programs to enhance preparedness for future emergencies

These components focus on restoring operations, supporting affected individuals, and ensuring the continuity of essential functions after an emergency.

PLAN MAINTENANCE AND REVIEW

Plan maintenance and review are crucial to ensure the effectiveness and relevance of an Emergency Response Plan (ERP) for the University. Regular updates and reviews help incorporate lessons learned from exercises and real incidents, account for changes in personnel and resources, and address evolving risks and best practices.

- **Review Schedule**: Emergency Response, Business Continuity, and Recovery Plans will be reviewed annually.

- **Plan Custodian**: Campus Security will head the Plans custodians in collaboration with the Emergency Management Team (EMT).

- **Additional Reviews**: Additional reviews of the plan will be initiated when there have been significant changes in the university operations or when there have been significant changes in the threat landscape.

- **Documentation Changes**: Records of all changes made to the plan over time will be maintained to track the plan's evolution and provide reference to future revisions.

- **Risk Management**: An annual risk assessment will be conducted to identify new and emerging threats that could affect the University. The information will be used to update the plan.

- **Scenario Analysis**: An annual scenario analysis will consider potential scenarios that could disrupt the university's operations and update the plan accordingly.

- **Resource Inventory**: Review resource inventory annually for response and recovery, including equipment, supplies, technology, and personnel.

- **Communication Protocols**: Update communication protocols annually. This includes contact information for key personnel and external partners.

- **Training and Testing Awareness**: Test and train students, faculty, and staff semi-annually and annually on the Emergency Response Plan protocols to continuously identify gaps and areas of improvement.

- **Legal and Regulatory Compliance**: Annually review the plans to ensure they align with any changes in the laws, regulations, and higher education standards that may affect

emergency response and business continuity.

- <u>Plan Accessibility</u>: Either ensure that any updates or changes to the plans will be accessible to all students, faculty, and staff, in digital format or printed copies.

- <u>Management Approval</u>: Ensure Cabinet members review and approve any plan updates and changes.

Plan maintenance and review is an ongoing activity that keeps the university prepared, resilient, and adaptive to changing circumstances. Dedicating time and effort to these processes will ensure that the plans remain current, effective, and capable of guiding the university through emergencies and disruptions.

APPENDIX

Maps

Assemble Location Maps (Attached)

Shelter Location Maps (Pending)