

PURDUE UNIVERSITY

**INTEGRATED EMERGENCY
MANAGEMENT PLAN
October 2001**



PURDUE UNIVERSITY

INTEGRATED EMERGENCY MANAGEMENT PLAN

Glossary of Terms

INTRODUCTION 1
 Purpose
 Scope

PLAN FUNDAMENTALS..... 2

 Emergency Response Priorities
 Emergency Levels
 Emergency Response Leadership
 The Emergency Operations Center (EOC)
 Satellite Resource Operation Center (SROC)

EMERGENCY RESPONSE..... 9

 Emergency Information and Communications

RECOVERY..... 10

 Plan De-activation
 Property Recovery
 Plan Evaluation

APPENDIX

 Emergency Operations Center (EOC) Model
 Incident Command System (ICS) Model
 Integrated Emergency Management System (IEMS) Model
 IEMS Sample Structure Models
 IEMS Event Tree Analysis Model

GLOSSARY OF TERMS

Emergency Preparedness Planning Committee

Provides general oversight for the entire planning process and meets to address emergency preparedness, response, and recovery issues. Members include: The Vice President for Physical Facilities, the Physical Facilities Senior Directors, and the Director of Safety and Security.

Emergency Levels

A ranking that classifies Purdue University emergencies according to their severity and potential impact (p.5)

Level 1 = Minor, localized emergency

Level 2 = Major incident that disrupts operations

Level 3 = Disaster involving the campus and community

Emergency Management Team

A team drawn from the University community, that coordinates the campus emergency response to major (level 3) emergencies. . Members include: The Vice President for Physical Facilities, the Physical Facilities Senior Directors, and the Director of Safety and Security.

Situation Triage and Assessment Team

A subset of the Emergency Management Team that coordinates the campus emergency response to level 2 emergencies. This group of 2 or more members evaluates the current emergency to determine the likelihood of escalation, and the potential resources needed.

Emergency Management Director

Individual responsible for the operational coordination of the response and recovery for the emergency incident. This will most often be the Vice President, Physical Facilities; however the plan provides for a backup in his or her absence.

Emergency Operations Center, or EOC

A pre-designated facility established by the University to coordinate the overall response of the University to major incidents or disasters. Terry House (TERY) is the primary EOC location; the Telephone Office (TEL) is the secondary location.

Incident Command System, or ICS

The primary on-scene emergency management operations model used by Purdue University emergency services personnel. Normally, the EOC will be located remotely from Incident Command. In a multiple site emergency, more than one Incident Command may be set up.

Satellite Resource / Operation Center

Resource and/or Operations management units that interface with the University Emergency Operation Center. These may include units at the university, such as Housing and Food, and Student Services, or outside resources, such as Tippecanoe County Emergency Management Agency.

Emergency Information Hotline

Dedicated emergency telephone to the Message Center within the Emergency Operations Center. This phone number transfers to the Purdue Operator when not in use for emergencies.

Campus 494-2000

PURPOSE

The Purdue University Integrated Emergency Management Plan outlines University procedures for managing major emergencies that may threaten the health and safety of the campus community.

The plan identifies departments and individuals that are directly responsible and accountable for emergency response and critical support services. It also provides a structure for coordinating and deploying essential resources.

At Purdue University, planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness. An emergency can strike anytime or anywhere and a disaster will affect everyone. Therefore,

- ✓ The University maintains a comprehensive emergency preparedness and safety program to mitigate potential hazards and to familiarize students, faculty, researchers and staff with emergency procedures (Purdue University – Emergency Procedures Handbook).

- ✓ Every administrative and academic unit should draft a Departmental Emergency Plan to protect personnel and equipment, and to support campus response and recovery actions. Departmental Emergency Planning Guidelines are being developed for integration with the campus plan. Departmental safety committees are an essential part of the planning process.

The Purdue University Integrated Emergency Management Plan is re-examined and amended annually by the **Emergency Preparedness Planning Committee**. The Committee provides general oversight for the entire planning process and meets to address emergency preparedness, response, and recovery issues.

SCOPE

The Integrated Emergency Management Plan identifies responsible individuals, and guides response and recovery actions. It applies to a broad range of emergency incidents, and may be activated during:

- ◆ Tornadoes
- ◆ Hazardous Materials Releases
- ◆ Severe Weather
- ◆ Fires and Explosions
- ◆ Extended Power Outages
- ◆ Mass Casualty Events

PLAN FUNDAMENTALS

The Integrated Emergency Management Plan may also be utilized during major emergencies that occur adjacent to campus, but do not directly impact our physical facilities. Under this scenario, the University would coordinate emergency information and provide support services. (Examples: major hazardous materials release or fire adjacent to campus).

Purdue University maintains that a major emergency in the community that affects our students, faculty and staff is a University emergency. The University will coordinate its efforts and resources with the local communities.

EMERGENCY RESPONSE PRIORITIES

In any emergency situation, Purdue University's immediate goal is to:

- I. Protect life safety
- II. Secure critical infrastructure and facilities
- III. Resume the teaching and research program

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

RESPONSE PRIORITIES

- Buildings used by dependent populations
 - Residential facilities
 - Occupied classrooms, auditoriums, work areas
 - Occupied arenas, special event venues
- Buildings critical to health and safety
 - Medical facilities
 - Potential shelters, food supplies
 - Sites containing potential hazards
- Facilities that sustain the emergency response
 - Energy systems
 - Computer installations
 - Communications services
 - Transportation systems
- Research and Classroom facilities and buildings
- Administrative buildings

All Purdue managers---University Executives, Deans, Chairs, Directors, laboratory and facility managers---are "essential personnel" in major emergencies or disasters.

EMERGENCY LEVELS

At Purdue University, emergency incidents are classified according to their severity and potential impact so that emergency response operations can be calibrated for actual conditions.

See *Appendix Section B for Integrated Emergency Management Plan – Event Tree Diagrams*

LEVEL 1 **a minor, localized department or building incident** that is quickly resolved with existing University resources or limited outside help. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected area.

Level 1 incidents do not require activation of the University Integrated Emergency Management Plan. Impacted personnel or departments coordinate directly with the departments of Safety & Security, Radiological and Environmental Management, or Physical Facilities to resolve Level 1 conditions.

Examples: Odor complaint, localized chemical spill, small fire, localized power failure, plumbing failure or water leak, normal fire and police calls.

LEVEL 2 **A major emergency that disrupts sizable portions of the campus community.** Level 2 emergencies may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions, or may threaten life safety.

During Level 2 incidents, the Emergency Management Director determines Plan activation, and convenes the Situation Triage and Assessment Team (STAT), drawn from EMT membership. The STAT evaluates the scope of the incident, coordinates essential services, and provides emergency information.

*Examples: Structure fire, structural collapse, significant hazardous materials release, extensive power or utility outage, severe flooding, multi-fatality incident, terrorism incident **not involving** weapons of mass destruction. Also, an existing or imminent external emergency that may affect University personnel or operations.*

LEVEL 3 **A disaster involving the entire campus and surrounding community.** Normal University operations are suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination with external jurisdictions.

The Integrated Emergency Management Plan is automatically activated and all Emergency Management Team members report to the EOC. SROCs will be engaged in the University's emergency response. Incident Command will be set up in Operations Areas to support the distribution of resources, personnel, or information.

Examples: Major tornado, multi-structure fire or major explosion, major hazardous materials release, major earthquake, snow emergency, terrorism incident involving weapons of mass destruction.

- ✓ **IMPORTANT NOTES:** The designation of a major incident's emergency level is made by the Emergency Management Director, in consultation with the President and/or Executive Vice President and Treasurer.

- ✓☐ The designated level for an incident may change as conditions intensify or ease.

- ✓☐ Campus closures are authorized by the Emergency Management Director, in conjunction with the President or his designee and are announced from the EOC.

EMERGENCY RESPONSE LEADERSHIP

An Emergency Management Team (EMT), drawn from the University's administrative, faculty, and professional staff, coordinates the campus response to major incidents (Level 3). The Vice President for Physical Facilities or in his absence the Senior Director of Environmental Health and Public Safety shall be responsible for the operational direction of the response, and serves as the Emergency Management Director. The Emergency Management Director shall be responsible for coordination and liaison with the President and/or the Executive Vice President and Treasurer.

In the absence of the Vice President for Physical Facilities and the Senior Director of Environmental Health and Public Safety, one of the following shall serve as Emergency Management Director:

- ✓ Director, Safety and Security
- ✓ Senior Director of Engineering, Utilities and Construction
- ✓ Senior Director of Buildings and Grounds
- ✓ Senior Director of Administrative Support and Auxiliary Services

The Emergency Management Director determines whether to activate the Emergency Plan and whether to convene all or part of the Emergency Management Team. Appropriate members will be contacted by the Purdue Police Department Dispatch, and requested to report to the EOC.

The mission of the Emergency Management Team or the Situation Triage and Assessment Team is to provide direction on how the emergency impacts the University and the likelihood that the emergency will escalate. Their primary responsibilities are to:

- ◆ Determine the scope and impact of the incident
- ◆ Make appropriate emergency notifications
- ◆ Prioritize emergency actions
- ◆ Deploy resources and equipment
- ◆ Communicate information and instructions
- ◆ Monitor and re-evaluate conditions

[Refer to the Emergency Operations Center command structure on page No. 7]

A Situation Triage and Assessment Team (STAT), drawn from the Emergency Management Team membership, will be convened by the Emergency Management Director to coordinate the campus response to mid-level incidents (Level 2). The Situation Triage and Assessment Team coordinates essential service, and provide emergency information. Members are:

- Director - Safety and Security
- Sr. Director - Environmental Health and Public Safety
- Sr. Director - Buildings and Grounds
- Sr. Director - Engineering, Utilities, and Construction
- Sr. Director - Administrative Support and Auxiliary Services
- Director - University News

PLAN FUNDAMENTALS (cont'd.)

Normally the STAT convenes at the EOC. The STAT may also request that a particular Satellite Resource Operation Center be activated if the SROC is a critical service provider, or if it is significantly affected by the event.

When emergency conditions abate, the Emergency Management Director will determine the appropriate time to de-activate the Emergency Management Team.

THE EMERGENCY OPERATIONS CENTER (EOC)

Emergency Management Team members report to a central Emergency Operations Center to coordinate decision and resources. The primary EOC location is at the Purdue University Police Department at Terry House (TERY). The alternate EOC site is the Telecommunications Building (TEL). EOC equipment and supplies are stored at TERY, and can be transported to any suitable location if emergency conditions affect the functionality of the designated sites.

The Department of Safety and Security is responsible for the planning and general management of the EOC facility and its resources. The Department of Safety and Security will assemble appropriate data, equipment, and supplies. They prepare an EOC Resources Directory, containing critical internal and external contact information and emergency action checklists.

When an emergency occurs, the Director of Safety and Security, or a designee, opens the EOC facility, and coordinates its continued operation with the Emergency Management Director.

The Department of Safety and Security also maintains the mobile EOC capability, and manages the relocation of EOC and equipment when operations are moved to an alternate site.

EOC COMMAND STRUCTURE

The Emergency Operations Center (EOC) expands or contracts for Level 2 or Level 3 emergency situations. Its structure follows a modified version of the Federal Emergency Management Agency (FEMA) -- Emergency Operations Center (EOC) model and the Incident Command System (ICS) model. (See appendix Section A)

- ICS is an **on-scene** emergency management model used by state, county, and municipal governments. It assigns personnel to functional working groups to maximize efficiency.

The Purdue Integrated Emergency Management System (IEMS) Plan partitions emergency decision-makers into functional groups at the EOC; these groups may be modified to reflect the organization or specific expertise (such as bomb squad)

- The University will coordinate with other agencies and organizations to ensure that procedures are consistent with current practice, and that we are able to maintain effective emergency communications and coordination during an incident.

The Emergency Management Director is the Senior EOC Officer and serves as the Liaison between the functional groups and the President.

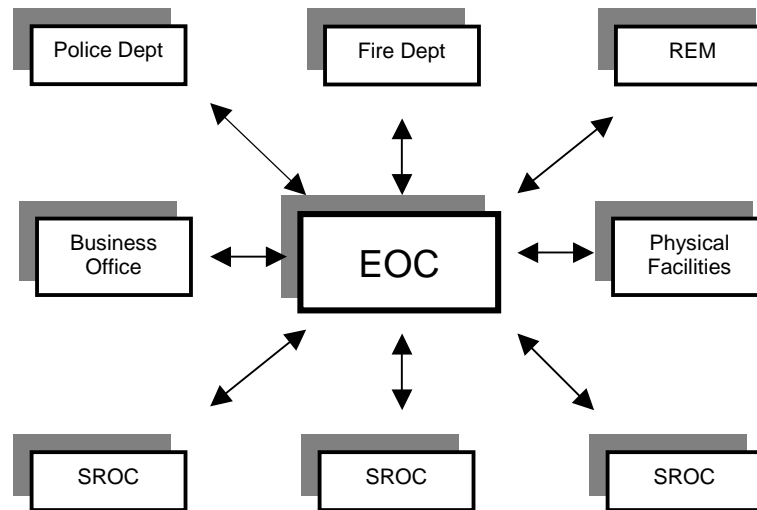
PLAN FUNDAMENTALS (cont'd.)

SATELLITE RESOURCE / OPERATIONS CENTERS

During major emergencies, the University Emergency Operations Center (EOC) interfaces with supporting Satellite Resource / Operations Centers (SROCs).

Satellite Resource / Operations Centers (SROCs) are pivotal centers. They provide operations, resources, transmit impact reports, and requests for assistance to the University EOC. They also receive and forward campus information and instructions to their areas. SROC's that are responsible for On-Scene Emergency Management Operations (such as Police and Fire) shall operate utilizing the Incident Command System (ICS) management model.

SROC Model



Many SROCs provide logistical support as requested by the EOC and deliver resources to impacted areas. Some of the basic services that may be required in a major emergency, and potential Purdue service providers are:

- Police Department
- Fire Department
- Radiological and Environmental Management
- Engineering, Utilities, and Construction
- Facilities Services
- Grounds
- Building Services
- Business Office

PLAN FUNDAMENTALS (cont'd.)

Satellite Resource Operations Centers cont'd.

University News Services
Housing and Food Services
Office of the Dean of Students
Tippecanoe County Emergency Management Agency

After a major emergency or disaster, SROC's coordinated by the EOC will be the primary resources for Purdue's program recovery.

Satellite Resource Operations Centers should take the following steps to plan ahead for their critical roles and linkages:

- ◆ Prepare a written Emergency Plan to specify area preparedness, response, and recovery strategies
- ◆ Identify a primary and alternate SROC site (such as Earhart or Hillenbrand, Hovde or Schleman)
- ◆ Establish communications resources to support SROC functions: telephone, faxes, telephone notification lists, or wireless telephone support, etc.
- ◆ Designate key personnel: an Emergency Coordinator, and an Information Coordinator to interface with the University EOC
- ◆ Train personnel for emergency situations

EMERGENCY RESPONSE

EMERGENCY INFORMATION AND COMMUNICATIONS

During a limited Level 1 emergency, departments or emergency services personnel simply alert students, faculty, and staff of the situation and provide updates throughout the course of incident. (University News Services or the Office of University Relations may also issue bulletins to affected departments).

Making timely internal and external emergency announcements during a Level 2 or Level 3 emergency requires a much broader approach involving many participants. Students, faculty, researchers, staff, and visitors must know what happened, where it happened, and what to do next.

At Purdue, the delivery of internal and external emergency information is planned and coordinated by the Office of University Relations.

- ✓ The Director of the News Service is the EOC Information Coordinator.
- ✓ Internal campus status bulletins and external press briefings are issued every two hours, on an alternating schedule. At least two general information management meetings are held daily.

A variety of resources are used to distribute internal emergency information and instructions, including:

- ✓ Purdue University News Services
- ✓ Purdue University Web site
 - ✓ Email
 - ✓ Voicemail and fax broadcasts
 - ✓ Staffed phone banks
 - ✓ Posted bulletins

This coordinated approach to disseminating critical emergency announcements will provide quick, reliable and consistent information to our community and will reduce general demand on vital emergency communications lines.

In the event that emergency conditions suspend power and telephone service, emergency information, along with all emergency communications, will be profoundly restricted. Alternate systems such as messengers, radios, and cellular phones will be used until systems can be restored.

PLAN DE-ACTIVATION

When emergency conditions are stabilized and normal University operations resume, the Integrated Emergency Management Plan will be de-activated by the Emergency Management Team. News Services using information and notification systems will disseminate a formal announcement.

If the nature of the incident requires an extension of some emergency services, special work groups may be appointed to coordinate those continuing activities. These groups may need to consider

- ◆ Academic or administrative space reallocations
- ◆ Support services for impacted students, faculty or staff
- ◆ Community relief assistance

PROPERTY RECOVERY

The mission of the property recovery group is to determine the extent of any damage, as well as follow up with insurance companies and Purdue's Risk Management.

One of the final actions of the Emergency Management Team may be to appoint additional personnel to the property recovery group. The composition of the Group will be related to the nature and magnitude of the emergency.

PLAN EVALUATION

Immediately following the cessation of emergency operations, a survey of the Emergency Management Team members, departments, and the general campus community will be conducted to evaluate the effectiveness of the response effort. Results of the survey will determine whether areas of the Emergency Plan must be modified as a result of the emergency experience.

APPENDIX SECTION

Civilian Services

Planning Committee Chair:

- *Ron Fosnaugh*

Captain of Special Services

Initial Contacts to Activate Module:

- *Tyree Harris*
- *Linda Stump* **Chief of Police**
- *Shift Commander*

Captain of Patrol

Plan:

- **Call in Student Patrol**
- Notify *Captain Ron Fosnaugh* that PSSP has been called
- In order, contact the following agencies for additional workers
 - *Don Hufford* **Director of Buildings and Grounds**
 - *Richard Byers* **Central Shops & Project Teams General Manager**
 - *Steve Wettschurak* *TEMA County Head*
 - *Gary English* *Manager of Telephones*

Support (people, equipment, etc.):

- **Portable radios and batteries**
- **Cell phones (6) and batteries**
- Flashlights and batteries (3 dozen)
- Reflective Vests

Communications

Planning Committee Chair:

- *Joe Mikesell*

Senior Director

Initial Contacts to Activate Module:

- *Gary English*
- *Joe Mikesell*
- *Bob Snip*

Manager of Telephones

Senior Director

Electrical, Elevator, & Electronics Foreman

Plan:

- **Locate and collect all multi channel radios in FSB and Service Building. Transport radios to central point. (34 radios in FSB, and 70 in SERV)**
- Collect and deliver all available cell phones from Telephone office to EOC.
- Contact Jon Wiggins to gather radios, and Dale Hickman to obtain necessary building and room keys.
- Set up help line in TERY.

Support (people, equipment, etc.):

- *Clarence Moore*
- *Barb Jones*
- *Jeanne Norberg*
- *Stu Dye*
- *Todd Harrington*

Telephone Systems Specialist

Assistant Manager of Telephones

Director of University News Service

Assistant Manager of Telephone Operations

Telecommunications Services Switch Engineer

Financial and Documents

Planning Committee Chair:

- *Martha May* Senior Director, Administrative Support and Auxiliary Services 742-6363

Initial Contacts to Activate Module:

- *Martha May* Senior Director, Administrative Support and Auxiliary Services 742-6363
- *Jo O'Neal* Assistant Director, Business Office 463-3790

Plan:

- **Activate as needed**
 - Set up work order on insurance recovery 220-1883-0002 or appropriate customer account – to report to *Bonnie Moll, Cost Accounting Supervisor*.
 - Track all costs against one account.
 - Call material expeditors and support staff to report.
 - Log equipment usage, type, model, size, capacity, horsepower, and use for FEMA recovery costs forms attached.
 - Administrative staff logs time worked (hours, task and date) and equipment used.
 - Copy timecards.

Support (people, equipment, etc.):

- *Bonnie Moll* Cost Accounting Supervisor 589-8714
- *Carolyn Ake* Account Clerk 219 965-2466
- *Bob Cornell* Material Expeditor #1 538-2906
- *Dave Hardy* Material Expeditor #2 447-6667
- *Kim Dimmich* Material Expeditor #3 497-9220
- *Dale Bradford* Material Expeditor #4 477-7047
- *Sara Harlan* Financial Manager 477-7500
- **Computer (laptop)**
- **Copy Machine**
- **Office Supplies**

Vendor Phones and Pagers

KMC	Art Bottorff	317 842-6340	(home)
ALC	See Mike McClure	IAQ/ECS	
Kirby Risk	Brad Becker	477-6605	(home)
		742-3765	(pager)
	Bob Clampitt	449-1584	(emergency pager)
Berkheimer	Joe Pruitt	742-4715	(home)
		800 915-0967	(numeric pager)
United Refrig.	Bill Ulrich	417-3136	(pager)
Thrall	Denny McDole	474-6036	(home)
		429-3054	(pager)
	Chris Harner	474-7155	(home)
EJP	Message will give after hours numbers	449-2723	
Aggregate	Answering Service Kenny Rogers or Jeremy	477-7858	
Baker Supply	Jeff Baker	426-8672	(cell phone)
	Dave Brown (salesman)	474-6681	(home)

Fire Services

Planning Committee Chair:

- *Ken Alling*

Fire Chief

Initial Contacts to Activate Module:

- *Ken Alling*
- *Mike Koppes* *Fire Protection Engineer*
- *Tom Cooper* *Fire Safety Specialist*
- *Tom Adams* *Manager of Loss Control & Special Projects*

Fire Chief

Plan:

- **Activate incident command system.**

Support (people, equipment, etc.):

- *Ron Ford*
- *Jeff McCoy* *LFD Chief*
- *Steve Wettschurak* *TEMA County Head*
- *Tippecanoe Fire* *Tippecanoe Sheriff Dispatch*

WLFD Chief

Food and Shelter

Planning Committee Chair:

- *Bob Golden*

Environmental Health and Sanitation Officer

Initial Contacts to Activate Module:

- *Tim Gennett* Director of Facilities for Housing and Food Services
- *Terry Ashlock* *Residence Halls – Assistant Director*
- *Sarah Johnson* *Residence Halls – Assistant Director #2*
- *Mack Rhoades* *Married Student Housing Maintenance Supervisor*

Plan:

- **Determine location of incident and number of individuals needing food or shelter.**
- Establish food service/shelter locations and initiate operations.
- Co-ordinate with support resources.

Support (people, equipment, etc.):

- Housing and Food Services Staff
- Food, Water, and Personal Hygiene Supplies
- Blankets and Bedding
- Transportation
- Shelter Locations (both within and outside of HFS)
- Communications
- Medical
- Indiana National Guard
- American Red Cross

Heavy Equipment/Machinery

Planning Committee Chair:

- *Don Hufford* Senior Director, Buildings and Grounds

Initial Contacts to Activate Module:

- *Richard Byers* Central Shops & Project Teams General Manager
- *Don Hufford* Hufford to Report to EOC
- *Ted Brink* Grounds & Building Services General Manager

Plan:

- Determine if heavy equipment is needed.
- Activate appropriate module by department (call list for equipment operators).
- Determine location to send equipment.
- Assist PUPD/PUFD with perimeter set-up and security if necessary.
- Determine if barricades and signage is required.

Support (people, equipment, etc.):

- *Grounds* Administrative First Responder
- *Jim Stockton* Plumbing Shop Foreman
- *Bob Snip* Electrical, Elevator, & Electronics Foreman
- *Dan Altepeter* Aggregate Equipment
- *Arlene HeHaai* DeHaai Industrial
- *Jerry Kreager* Kreager Brothers
- *Jay Wilson* J and J Crane
- *Brian Keiser* Keiser and Keiser
- *Doc Ernst* Milestone Contractors
- *Larry Rayburn* Purdue Transportation
- *Tom Ferguson* Wade Power Plant

Incident Management Facility

Planning Committee Chair:

- *Martha May*

Senior Director

Initial Contacts to Activate Module:

- *Martha May*
- *Tom Adams*

Senior Director

Insurance Loss Manager

Plan:

- **Determine suitability of Terry House for use as EOC facility.**
 - If not, assess Telecommunications Building for suitability.
- Upon arrival at EOC, set up appropriate communication areas:
 - Vice President's office area (TERY/Sm. Conference Room, TEL/Jones Office)
 - Incoming phone bank (TERY/Lg. Conference Room, TEL/Training Room).
 - Media Area (TERY/Lg. Conference Room or Lunch Room, TEL/Sm. Conference Room).
 - Central Communication Area (TERY/Reception-Captains Offices, TEL/Store Room).
 - Provide appropriate resources for each communication areas.

Support (people, equipment, etc.):

- *Ron Fosnaugh*

Captain of Special Services

Information Management

Planning Committee Chair:

- *Ron Fosnaugh* Captain of Special Services

Initial Contacts to Activate Module:

- *Ron Fosnaugh* Captain of Special Services
- *Bill Coghill* Director of Safety and Security
- *Linda Stump* Chief of Police
- *Ken Alling* Fire Chief
- *Gary English* Manager of Telephones

Plan:

- **Contact University News Service:**
 - *Joe Bennett* Vice President of University Relations
 - *Jeanne Norberg* Director of University News Service
 - *Jim Vrugink* Director of Special Projects
- **Set up Media Briefing/Conference Area (Police Headquarters or safe area away from incident scene).**
- **Set up Media Staging Area (South Police Headquarters or safe parking area away from incident scene).**
- **Set up 1-800 Telephone Bank for incoming calls (Primary Purdue Police Headquarters, Secondary Telephone Office Building).**
- **Set up Telephone Bank for outgoing telephone (Primary = Phon-A-Thon office Basement of Harrison Hall, Secondary = Media Press Area, Mackey Arena).**

Support (people, equipment, etc.):

- **Equipment**
 - Vehicles: Available University News Service: Bennett Car, Norberg Car, News Service Staff Van, and News Service Staff Car.
 - Six Cellular Telephones with 12 extra batteries and six chargers (communication Joe Mikesell).
 - Six Portable Walkie Talkie Radios with extra batteries and chargers (communication Joe Mikesell).
- **Support persons:**
 - 14 persons to answer incoming telephone calls and 6 persons to manage outgoing Telephone Bank (University News Service, Dean of Students Office, Ag communication, and Sports Information).
 - *Gail Riese* P.F. Communications Coordinator

Liaison With Outside Agencies

Planning Committee Chair:

- *Linda Stump*

Chief of Police

Initial Contacts to Activate Module:

- *Linda Stump*
- *Tyree Harris*

Chief of Police

Captain of Patrol

Plan:

- **Contact the following as needed:**
 - *Gene Reed* *LPD Chief*
 - *Dan Marvin* *WLPD Chief*
 - *Doug Theobald* *ISP*
 - *Ron Ford* *WLFD*
 - *Jeff McCoy* *LFD*
 - *Patrick Godfrey* *National Guard*
 - *Steve Wettschurak* *TEMA County Head*
 - *Jeff McMurty* *FBI Local Agent*
 - *Dave Murtaugh* *TCPD*
 - *Jerry Bean* *Prosecutor*
 - *Norris Wang* *Deputy Prosecutor*

Support (people, equipment, etc.):

- *Gene Reed*
- *Dan Marvin* *WLPD SWAT*
- *Dave Murtaugh* *TCPD Dog*
- *Gene Reed* *LPD Peace Keeper*
- *Doug Theobald* *ISP ERT*
- *Dave Murtaugh* *TCPD SWAT*
- *Jim Poe* *Jim's Wrecker Service*
- *Jerry Bean* *Prosecutor*
- *Norris Wang* *Deputy Prosecutor*
- *Debbie Elsner* *American Red Cross*

LPD SWAT

Medical Services

Planning Committee Chair:

- *Jim Heisel*

Assistant Fire Chief

Initial Contacts to Activate Module:

- *Monte Kemper*

Assistant Fire Chief

- *Jim Heisel* **Assistant Fire Chief**

Plan:

- Alert Local Hospitals
- Locate and Supply Medical Equipment/Supplies requested by the I.C.

Support (people, equipment, etc.):

- **Dr. Neal Petry**

Medical Director PUFD

- *Dennis Probasco* *Home Hospital ER*

Overall Incident Management

Planning Committee Chair:

- *Wayne Kjonaas*

Vice President of Physical Facilities

Initial Contacts to Activate Module:

- *Wayne Kjonaas*

Vice President of Physical Facilities

Plan:

- **Identify Dedicated Decision Maker (in absence of Kjonaas refer to Integrated Emergency Management Plan\Emergency Response Leadership).**
- Determine role of Directors for disaster.
- Notify key contacts – Dr. Jischke, Ken Burns, Dr. Frost Mason, Trustees, etc.
- Contact Stuart and Branigin Attorneys for legal advice as needed.
 - **Anthony Benton** Attorney
- Activate additional disaster modules as needed.

Support (people, equipment, etc.):

- **Office space needs for Kjonaas at Terry House conference room:**
 - Phone line and telephone (speaker phone)
 - List of phone numbers for key contacts (confidential).
 - Scanner
 - **Office space needs for Kjonaas at Telecommunications Building (Jones office)**
 - List of phone numbers for key contacts (confidential)
 - Scanner

Police Services

Planning Committee Chair:

- *Tyree Harris*

Captain of Patrol

Initial Contacts to Activate Module:

- *Steve Dietrich*
- *Linda Stump* **Chief of Police**
- *Shift Commander* **On Duty**

Captain of Investigations

Plan:

- **Call in off-duty Police Officers**
- In order, contact the following agencies for additional officer
 - *Dan Marvin* **WLPD**
 - *Gene Reed* **LPD**
 - *Dave Murtaugh* **TCPD**
 - *Doug Theobald* **ISP**
- Advise all responding officers to use Tippecanoe County “special operations” radio frequency for directions and assignments.

Support (people, equipment, etc.):

- **Portable radios and batteries.**
- *Cell phones (6) and batteries*
- *Flashlights and batteries (3 dozen)*
- *Chemical weapons, large scale crowd control*

Property Recovery

Planning Committee Chair:

- *Steve Dietrich*

Captain of Investigations

Initial Contacts to Activate Module:

- *Tom Adams*
- *Tom Cooper*

Manager of Loss Control & Special Projects

Fire & Safety Specialist

Contacts:

- *Mark Kebert* **Risk Manager**
- *Russ Dahlem* **Claims Manager – Cincinnati, OH**
- *Matt Holmes* **Claims Manager – Naperville, IL**
- *Cathy Salter* **Claims Manager II – Cincinnati, OH**
- *Vicki McDonough* **Account Executive – Cincinnati, OH**
- *Mike Bolin* **Crawford and Company – Lafayette, IN**

Support (people, equipment, etc.):

- *Don Hufford* **Director of Buildings and Grounds**
- *Ted Brink* **Grounds & Building Services General Manager**
Central Shops & Project Teams General Manager
- *Richard Byers*
- *Brad Bowen* **Structural Engineer**
- *Jim Stockton* **Plumbing Shop Foreman**
- *Bob Snip* **Electrical, Elevator, & Electronics Foreman**
- *John Hampton* **Utility Operations & Distribution Manager**

REM

Planning Committee Chair:

- *Carol Shelby* **Senior Director, Environmental, Health & Public Safety**

Initial Contacts to Activate Module:

- *Carol Shelby* **Senior Director, Environmental, Health & Public Safety**
- *John Breiner* **Senior Industrial Hygienist**
- *Steve Gauger* **Hazardous Materials Manager**
- *Jim Schweitzer* **Director and Radiation Safety Officer**

Plan:

- **Determine type of incident (radioactive, chemical, biological, health threat, etc.).**
- **Ensure that PUFD is responding for containment of hazard.**
- **Call REM staff to respond for cleanup or evaluation.**
- **Receive authorization from Incident Commander that public health threat is abated and cleanup can begin.**

Support (people, equipment, etc.):

- **REM Staff**
- **PPE (to be gathered and on hand at CIVL and LMSB)**
 - **REM Vehicles**
 - **Cell Phones**
 - **Radios**
- **Cleanup supplies or instrumentation, available at LMSB, CIVL or PUSH**

Stress Management

Planning Committee Chair:

- *David Kish*

Human Resource Service Team Leader

Initial Contacts to Activate Module:

- *Tony Hawkins*
- *Clint Gabbard*
- *Barb Wintz*
- *Jenny Gough*

Dean of Students

Director of Counseling and Psychological Services

Employee Assistance Program Administrator

Human Resources, HFS

Plan:

- **Assess immediate stress management needs.**
- Be prepared to work with students or staff regardless of the regular roles of the professionals.
- Determine who needs to be there.
- Activate notification of families protocol.
- Determine location to have people check in.
- Isolate witnesses if necessary.
- Contact outside professionals if needed.
- Arrange follow-up, after the disaster has passed, if necessary.

Support (people, equipment, etc.):

- **Radio communications**
 - **Cell Phones**
 - **Identification**
 - **Places to talk to people (private)**
- **Table, chairs, blankets, cots, coffee, food**
 - **Pagers**

Technical Support

Planning Committee Chair:

- *Joe Mikesell*

Senior Director

Initial Contacts to Activate Module:

- *Tom Schmenk*
- *Brad Bowen* *Structural Engineer*

Senior Director, University Architect

Plan:

- **Develop a list of available information and services at FP&C – where located, how accessed.**
 - GIS system, air photo, utility data and back up.
 - BIS system, structural, floor plans, HVAC, utilities automated via GIS/BIS (HJH, JRK) aperture and roll film off site storage.
 - Emergency Water Manual (Carson, Stockton, Hampton)
 - HVAC building distribution (Carson, Summers, McClure)
 - Electrical distribution (Beard, Biggs)
- Evaluate acceptable EOC (Terry House?)
 - Develop back up for information systems – servers and tape back up nightly – no off site storage for electronic data. Need to develop a plan.
 - Establish time frames for development of disaster plans.
- Investigate temporary housing.
 - Old aperture cards are fading and preferably need re-addressed.
- Contact the following as needed:

Support (people, equipment, etc.):

- *Mike Carson* *Senior Mechanical Engineer*
- *Jim Knapp* *Senior Civil Engineer*
- *Charlie Beard* *Senior Electrical Engineer*
- *Jay Harris* *Assistant Director of Facilities Planning*
- *John Hampton* *Utility Operations & Distribution Manager*
- *Gene Hatke* *Senior Architect*
- *Joe Woody* *Construction Superintendent*
- *Dave Biggs* *Senior Utilities Enigneer*
- Develop contractor/equipment list (services, and equipment available)
- Evaluate needs for temporary electrical services – develop implementation plan.

Transportation

Planning Committee Chair:

- *Kevin Thedans*

Construction Health and Safety Coordinator

Initial Contacts to Activate Module:

- *Kevin Thedans*
- *Craig Austerman*
- *Jim Seward*

Construction Health and Safety Coordinator

REM Technician

Crew Chief for Environmental Control & Abatement

Plan:

- **Using REM vans, trucks and technicians, provide initial transportation support.**
- Contact transportation for bus service if large numbers of people are to be transported.
- Contact transportation for additional vans if needed.
 - *Mike Funk* *Director, Transportation Services*
 - *Larry Rayburn* *Manager, Shop Services*

Support (people, equipment, etc.):

- **Vehicles from REM: 3 Astro Vans, 3 S-10 Pick-ups, 2 Full Size Pick-ups. Drivers for these vehicles will be REM technicians.**
 - **Bus drivers from Transportation if needed.**
- *Pam Jenkinson* *Greater Lafayette Public Transportation Corp.*
- *Jim Calloway* *Imperial Travel*
- *Larry Pickering* *Budget Car Rentals*
- *Ben Williams* *Ace Rent-A-Car*

One Time Improvement Items (Policies, Equipment, Etc.)

Civilian Services – Monte Kemper

- 12 portable 2-way radios and batteries
- 12 reflective vests and flashlights

Communications – Bill Coghill

- Set up help lines in TERY
- Alternate cable routes.
- Contact GTE about delivery time of large amount of cell phones
- Install additional phone lines at TERY
- Expedite upgrading of KSQ radios so that all are multi-channel. This would require 30-40 radios at \$600 each. Reprogram present radios for consistent “talk around” channel.

Financial and Documents – Bill Coghill

- Laptop computer, software (Excel, Word), printer
- Create forms and logs on disc to maintain at the EOC

Food and Shelter – Bob Golden

- Shelter Furniture
- Personal Hygiene Kits
- Water Buffalo

Heavy Equipment/Machinery – Don Hufford

- Replace Front End Loader
- Replace Bulldozer
- Replace Case Backhoe

Emergency Operations Center – Tom Adams

- Complete the renovation of Terry House Facility (Lg. Conference Room)
- Large storage box with lock for supplies
- Resources/Supplies (duplicate set for each facility):
 - Phone directories – 25 city/25 campus for each facility
 - Campus maps – 25 each facility
 - Pens/pencils – 2 dozen each facility
 - Notepads – 2 dozen each facility
 - Office supplies (tape, paper clips, highlighters, staplers, etc.)
 - Large write on/wipe off boards – one for each facility
 - Chair/work tables – approx. 25 EOC staff

Information Management – Joe Mikesell

- 1 800 telephone line with 14 rotation telephone instruments. Installed at Purdue Police headquarters.
- Press identification for Purdue University News Service Representatives
- Press identification for Media Representatives

Overall Incident Management

- Develop checklist for business continuation.

Police Services – Bill Coghill

- 12 portable 2-way radios and batteries
- Chemical weapons
- Halogen flashlights and rechargeable batteries

Stress Management

- Identification tags for appropriate skilled staff.

Technical Support – Joe Mikesell

- Field capable hardware/software – (4) on-site laptops with remote capability
- Modify public works/purchasing policies to permit easy implementation of emergency construction operations.
- Install necessary on-line equipment at EOC
- Back-up server as needed

