



**Effective:** *October 7, 2016*  
**Last Revised:** *December, 2015*

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*Division of Emergency Management*

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## Emergency Operation Plan

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### Scope

The Emergency Operations Plan will be put into effect whenever an emergency causes major disruption to university business, threatens the lives of university students, faculty, staff and/or visitors, or has the potential to cause or causes major damage within the university. This plan focuses on:

- a. Medical Emergencies
- b. Natural Disaster (flood, tornado, severe weather)
- c. Man-Made Threats/Emergencies (fire, terrorism, bomb threat)
- d. Hazardous Material Emergencies (chemical spills)

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### Policy Statement

The safety and security of students, faculty, staff, visitors and the entire UNK Community has always been a top priority of the University's leaders, and is an integral part of our commitment to excellence. UNK has enhanced its preparedness to deal with emergencies of any sort by upgrading and integrating the various emergency response and disaster plans.

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## Reason for Policy

The purpose of the Emergency Operations plan is to establish policies, procedures and an organizational structure for response to emergencies. The plan contains clear strategies and the roles played by various departments (Police, Buildings and Grounds, Health Care, Residential Life, etc.) during the initial response and throughout the emergency. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. The plan and organization shall be subordinate to State and Federal plans during a disaster declaration by those authorities.

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## Procedures

### I. Purpose

The University of Nebraska at Kearney's (UNK) Emergency Operation Plan (EOP) outlines the management structure, responsibilities, procedures and policies that assist UNK in its response to an emergency. This plan is designed to provide guidance applicable to all emergencies and should be a tool to accomplish operational goals by using all available resources in the most effective manner, while minimizing any confusion and maximizing efforts. The EOP predetermines to the extent possible, actions to be taken by UNK to achieve the following:

- a. Prevent and minimize loss of life and injuries
- b. Prevent and minimize property damage
- c. Respond effectively to natural disasters and other emergencies in order to stabilize the situation
- d. Supply the public with regular and accurate communication and information
- e. Provide training and education to the UNK community on natural disasters and other emergencies
- f. Provide for rapid recovery from an emergency
- g. Coordinate emergency plans with UNK departments and external agencies
- h. Provide for psychological services to meet trauma needs after the emergency
- i. Meet regulatory obligations

### II. Scope

The EOP will be put into effect whenever an emergency causes major disruption to university business, threatens the lives of university students, faculty, staff and/or visitors, or has the potential to cause or causes major damage within the university. This plan focuses on:

- a. Medical Emergencies
- b. Natural Disaster (flood, tornado, severe weather)
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### III. Assumptions

- a. The EOP is part of a larger integrated Emergency Management Program that focuses on mitigation, recovery, preparedness, and response activities. It is anticipated that implementation of this program and plan will reduce risks to the University. The Director of UNK Police is responsible for the overall development and maintenance of this program.
- b. Comprehensive Emergency Management is a coordinated effort and it is the responsibility of all campus members at all levels to mitigate the effects of hazards, to prepare for measures to be taken which will preserve life and minimize damages; to respond during emergencies and provide necessary assistance, and to establish a recovery system in order to restore essential services to the University.
- c. This plan is designed to provide guidance applicable to all emergencies, but not all emergencies require implementation of all aspects of the plan. Minor emergencies may not require any implementation of this plan if they can be satisfactorily resolved utilizing normal operational procedures.
- d. Three potential risk levels of emergencies are considered:
  - 1. Low Risk: Routine incident requiring emergency response from existing available resources. No response required of the Administrative or Emergency Operation Team
  - 2. Medium Risk: Incidents or threats having the potential to disrupt campus operations and/or services and having the potential to create negative public reaction. Any member of the EOT may begin the process of activating a portion or all of the EOT, if needed.
  - 3. High Risk: Serious incident or imminent threat disrupting University operations, or causing unusually intense public reaction to potential health and safety incidents, or requiring activation of the plan and/or the Buffalo County Emergency Operation Plan. Any member of the EOT may begin the process of activating the team.
- e. The EOP uses the National Incident Management System (NIMS) and Incident Command System (ICS) for managing responses to emergencies and disaster events and is intended to be fully NIMS compliant. All responding departments/personnel will follow NIMS and ICS protocols when conducting either individual or joint response and recovery activities.

F. Officials with the University are aware of the possible types of emergencies or major disasters and their responsibilities in the execution of this plan and will fulfill those responsibilities as needed.

g. Outside assistance will be available in most disasters. However, it is essential for the University to be prepared to carry out disaster response and short-term recovery actions on an independent basis.

#### IV. Concept of Operation

a. It is the responsibility of University Officials to protect life and property from the effects of hazardous events.

b. Roles of University departments/personnel involved in emergency response will generally parallel normal day-to-day functions, however, employees may be assigned to work in areas and perform duties outside their regular job assignments.

c. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Personnel may then be redirected to accomplish the emergency tasks as assigned.

d. During such emergencies, all UNK resources will be made available to the Emergency Operations Team.

e. Emergency operations will be initiated by the university department that is most capable of responding effectively to the emergency/disaster. These departments should be prepared to manage initial emergency activities, regardless of the size or scope of the incident.

f. When an emergency exceeds the University's capabilities to adequately respond, assistance should be requested through local city and county resources. After these have also been depleted assistance should be requested at the state level.

#### V. Direction and Control

a. All emergency operations and protective actions at the university are the responsibility of the Administrative and the Emergency Operation Teams.

b. During disaster operations, the Administrative and Emergency Operation Teams will provide the overall leadership, coordination and management for the University's emergency response in support of the Incident Commander.

c. The Administrative and Emergency Operation Teams, including the Incident Commander must maintain situational awareness of changes in the incident as it relates to the response and recovery activities. This requires continuous monitoring of all relevant sources of information, such as on-site visits, incident status reports, and communications from the Incident commander.

- d. Each department or organization assigned primary or supporting responsibilities under this emergency plan must be prepared to assign a representative(s) to the appropriate assembly area.
- e. During an emergency, assembly areas will be communicated to the respective groups as noted below.

Upon notification, Administrative and EOT members will re-locate to their respective locations:

- i. Administrative Team Assembly Point – Chancellor or his/her designee
  - ii. Emergency Operation Center (EOC) – Director of UNK Police or his/her designee
  - iii. Incident Command Post – Incident Commander
  - iv. Staging Area – Incident Commander
- f. Emergency situations that require extensive coordination of resources, personnel and information sharing will require the EOC to be opened. When the EOC is opened it will become the central point for coordination of all disaster operations. Smaller incidents will be managed from the Incident Command Post.
  - g. The Incident Command Post is managed by the Incident Commander.
  - h. The EOC will be managed by the Director of UNK Police or his/her designee. The Director will establish operation hours upon its opening. In his or her absence the following members of the Emergency Management Advisory Committee will fill in. The line of succession is, the Director of Facilities, the Coordinator of Risk Management, and the Associate Dean of Student Affairs.
  - i. Initial Emergency Responders will report to the Incident Command Post and check in with the Incident Commander until directed otherwise.
  - j. Once an EOC is established Command Staff and all General staff other than the operations section will check in at the EOC. Operations section personnel will check in with the Operations Section Chief or their designee.
  - k. The authority to declare an emergency at the university lies with the Chancellor or his/her designees.
  - l. Anytime information is gained indicating the EOP needs to be activated, a member of the Administrative Team will contact the Chancellor and members of the Emergency Operation Team (EOT) will contact their department's Vice Chancellor.
  - m. After the Chancellor or the Incident Commander has initiated the EOP, the Director of UNK Police or his/her designee will activate the EOT if it has not already been activated. As these decisions are being made, the individuals at the scene of the situation will be taking the proper steps to help prevent and minimize

injuries to individuals and damages to property. These actions will follow each department's standard operating procedures (SOP's).

n. Any member of the EOT can initiate the process of activating a portion of the EOT. During times when the entire EOT will need to be activated, members should contact the Director of UNK Police or his/her designee, who will activate the team. See Attachment 1 Notification List.

o. Members of the EOT will have the authority to enlist the help of representatives from other units, as necessary, to participate in the response to any emergency.

p. The Incident Commander and/or the Director of Emergency Planning and Management will deactivate the Emergency Operation Plan / Team when it is no longer needed.

## VI. Identification

All individuals entering any of the assembly areas must be prepared to present proper identification while checking in.

a. University employees may use their University issued identification card or state identification card

b. Agencies from the community must use their department issued identification

## VII. Communication

a. Communication for the Administrative Team and the Emergency Operation Team will be by email, phone, cell phone, satellite phone, video conferencing, radios and/or UNK Alert. The University Emergency Operation Team radio frequency will be utilized unless otherwise designated by the Incident Commander or the Director of Emergency Planning and Management or his/her designee.

i. Individual departments are responsible for bringing their own radios and chargers

b. Communications to the general campus and community population will follow the Timely Warning Policy, the Immediate Notification Policy and the Emergency Operation Response:

Crisis Communication Plan.

## VIII. Administration and Logistics

a. Procedures

i. Some administrative procedures may be suspended, relaxed, or made optional under threat of disaster. Such action should be carefully considered, and the consequences should be projected realistically. These

exceptions are dictated by Board of Regent Policy as listed in Chapter 6 “Business and Financial Management” or by the Chancellor.

b. Documentation

- i. It is important that the incident be properly documented. Documentation should include tracking key decisions made, actions implemented and resources used throughout the response.
- ii. In incidents that raise to a state level an incident status report should be completed with as much known information and submitted to the State EOC as soon as possible. Updates should be submitted periodically as new information becomes available. This document will be created and submitted through the Director UNK Police or his/her designee.
- iii. All disaster related expenditures and donations, to include hourly and volunteer time worked will be documented using generally accepted accounting procedures. The documentation will be used following a Governor’s Proclamation or Presidential Disaster Declaration to qualify for reimbursement of eligible expenditures and to ensure compliance with applicable regulations.

c. Resources

- i. Mutual aid agreement with any outside agency must be reviewed and signed by the Vice Chancellor of Business and Finance and placed on file with the Director of UNK Police.
- ii. Mutual-aid agreements will be invoked when applicable to maximize the universities available resources.
- iii. Departments will ensure property, personnel, supplies, equipment and vehicles are accounted for and if necessary, dispersed to the staging area.
- iv. The EOC will ensure all necessary supplies and resources are procured for the various operating departments. The Emergency Operation Team may, rent, lease, procure or contract for such resources or services as are essential for maintaining the safety and wellbeing of the population and affecting the immediate restoration of vital services.
- v. Departments will initially fund emergency/disaster related activities from existing funds. If the demand exceeds available funds the Vice Chancellor of Business and Finance may make additional funds available through allowable resources.

IX. Administrative Team

The Administrative Team consists of:

- a. Chancellor

- b. Vice Chancellors
- c. Senior Advisor to Chancellor
- d. Assistant Vice Chancellor for Communications and Community Relations
- e. Dean for Student Affairs

The Chancellor will be responsible for all final decisions. In the absence of the Chancellor, the established line of succession is the Senior Vice Chancellor of Academic and Student Affairs and Vice Chancellor of Business and Finance. If none of the successors is immediately available to fill the campus leadership role, the available members of the administrative team should consult with the senior official from University of Nebraska Central Administration.

The Administrative team is the strategic-level team responsible for strategic policy decision making that will help ensure the protection of life and property, while limiting vulnerabilities and damage to the University to ensure the continuation of university operations. Their duties consist of:

- a. Declaration of a university emergency, if necessary
- b. Issuance of official statements and directions as deemed necessary
- c. Coordination and resolution of policy issues arising from the event
- d. Necessary decision-making to resolve differences, such as prioritizing actions to be taken, and allocating essential resources
- e. Official requests for assistance from other governmental subdivisions (City, County, and State) as required
- f. Liaison with UNK constituents and stakeholders including, University Central Administration, Board of Regents and Governor's Office to inform them of a campus emergency and update as needed
- g. Participation in the After Action Report process

#### X. Emergency Operation Team

The Emergency Operation Team will consist of the following departments. It is recommended that each department have a minimum of three designees.

- a. Police Department
- b. Risk Management and Environmental Health and Safety
- c. Parking Services
- d. Facilities
- e. Counseling and Health Care
- f. Human Resources



- g. Residence Life
- h. Student Affairs
- i. Communications and Community Relations
- j. Information Technology Services
- k. Academic Affairs
- l. Telecommunications
- m. UNMC

The Emergency Operation Team, under the direction of the Director of UNK Police or his/her designee, will be responsible for the following:

- a. Coordinate emergency operations in support of the Incident Commander
- b. Provide the Administrative Team with necessary information to make decisions concerning campus safety and the need for outside support
- c. Coordinate and implement the effective utilization of resources internally and from outside agencies while anticipating and identifying future resource requirements
- d. Coordinate and implement damage assessment
- e. Support effective communication through the execution of the Emergency Operation Response:
  - Crisis Communication Plan
- f. Consult with advisors and coordinate the recovery process
- g. Demobilize and replenish resources after the event
- h. Partner with private, for profit, non-profit, non-governmental, faith-based and other organizations as required
- i. Participate in the After Action report process and make the subsequent modifications to policies, plans and procedures in agencies under their authority

#### XI. Areas of Responsibilities

Responsibilities of specific areas will include, but are not limited to, the following:

- a. UNK Police Emergency Operations
  - i. Annually review, update, coordinate and disseminate Emergency Operation Plans
  - ii. Convene the Emergency Operation Team, activate the EOC and implement the plan, as needed

- iii. Facilitate the overall functioning of the EOC to include holding periodic briefings as the situation requires
- iv. Coordinate the services of the EOT
- v. Coordinate the resource management of the EOC
- vi. Initiate a record-keeping system for all expenditures associated with emergency operations
- vii. Coordinate with Accounts Payable on procedures for handling emergency expenditures
- viii. Coordinate the communication between the EOT and the Administrative Team
- ix. Coordinate and communicate with an Incident Commander
- x. Obtain authorization for large expenditures and/or emergency programs from the administrative team
- xi. Deactivate the EOC when no longer needed

b. Risk Management and Environmental Health and Safety

- i. Assess the extent of damage and danger caused by the disaster and coordinate with insurers
- ii. With Facilities and Police & Parking Services, assess the extent of damage to a structure to determine if it is safe to return to full or limited function
- iii. Monitor damage reports to make claims on insurance coverage on behalf of UNK.
- iv. Monitor reports of employee injuries and fatalities
- v. Act as the EOT liaison with the Assistant Vice Chancellor for Business and Finance.

c. UNK Police Road Patrol

- i. Respond to the scene and notify appropriate authorities
- ii. Coordinate with other law enforcement and response agencies
- iii. Protect people, property, and resources
- iv. Maintain order
- v. Control and limit access to the scene of a disaster or incident
- vi. Coordinate with University and local HAZMAT organization

vii. With Risk Management/EHS Coordinator, and Facilities, assess the extent of damage to a structure to determine if it is safe to return to full or limited function

viii. Initiate the UNK Notification Systems when immediate notifications are needed.

d. Facilities

i. With Police, assess the extent of damage to a structure to determine if it is safe to return to full or limited function

ii. Coordinate the cleanup and disposal of refuse/debris

iii. Coordinate repair and reconstruction activities

iv. Assist in deployment of emergency communications

v. Coordinate transportation support

vi. Coordinate information and assist with events impacted by the emergency through events management

vii. Oversee and maintain the campus utilities as needed

viii. Environmental Health and Safety Technician

1. Coordinate with local HAZMAT Organizations and Risk Management

2. Provide analysis and intelligence to the UNK Incident Action Plan for biological, radiological and chemical safety concerns

3. Identify potential hazards that may impact the campus

4. Advise on measures to minimize biological, radiological and chemical hazards

e. Counseling and Health Care

i. Coordinate and administer first aid and other health-related activities

ii. Provide and coordinate crisis counseling and other emotional health activities

iii. Evaluate the aftermath of the situation and provide necessary services.

iv. Collaborate with city, county and state agencies to deploy the necessary medical resources to campus

v. Provide medical advice to the EOC

vi. Assist the Family Assistance Center with patient tracking for purposes of family reunification.

f. Human Resources

- i. Arrange for expedited services of temporary employees
- ii. Interpret personnel policies related to work in the emergency situation.
- iii. Respond to questions from employees and supervisors in relationship to emergency.
- iv. Coordinate the deployment of employees from UNK staff pool to assist with emergency operations and continuity efforts

g. Residence Life/ Student Affairs

- i. Coordinate activities of student housing with the respective departments
- ii. Coordinate meal service provision with UNK Dining Services
- iii. Communicate necessary information to the student population
- iv. Coordinate emergency housing as necessary
- v. Use available personnel to assist in clean-up and repair operations in student housing areas
- vi. Coordinate dissemination of targeted communications to parents and students
- vii. Coordinate identification and notification of status of students affected by incidents

h. Communications and Community Relations

- i. Establish and maintain communication with the news media
- ii. Provide messages for deployment on various communication channels: unk.edu website; social media; UNK Alert updates; emails and phone scripts
- iii. Coordinate with the Assistant Vice Chancellor for Communications and Community Relations, Incident PIO, Incident Commander or the Director of Emergency Planning and Management or his/her designee to establish a schedule of regular news media briefings and responses to the media
- iv. Issue timely reports to internal audiences using various communication channels as necessary
- v. Oversee the monitoring of communications and feedback on all channels.
- vi. Oversee development of high-level communications to protect reputation and support incident goals by carrying out and executing effective emergency communication plan

- vii. Serve as spokesperson for UNK or Incident Command/PIO as needed
- viii. Advise on key messages to deploy for response for incoming calls.
- ix. Participate in local and area Joint Information Centers (JIC's) as appropriate
- i. Information Technology Services
  - i. Establish network communication for the campus
  - ii. Maintain network communication for the campus
  - iii. Assist with the retrieval of faculty, staff and student data
  - iv. Assess the extent of the damage to IT equipment and infrastructure and take steps to repair and restore service
  - v. Oversee and maintain IT services as needed
- j. Academic Affairs
  - i. Assist in accounting for in class students
  - ii. Determine available faculty
  - iii. Assess and restore library equipment/ material damages
  - iv. Reschedule classes to available facilities
  - v. Assess and restore classroom equipment/ material damages
- k. Telecommunications
  - i. Monitor functionality of voice communication services
  - ii. Coordinate with telecommunications providers for installation, maintenance and restoration of services
  - iii. Facilitate emergency telecommunications service and technical support on campus and at critical locations, such as the Incident Command and Emergency Operation Centers

## I. UNMC

- i. Present UNMC concerns
- ii. Help coordinate messages to UNMC audiences
- iii. Assist in medical response

## XII. Training and Exercising

- a. Training

- i. The Director of UNK Police will assess training needs, ensure that formal emergency management training programs are made available to university personnel, maintain records of training and coordinate the overall training program with interagency, interjurisdictional and regional programs.
- ii. EOT members as noted in the notification list will complete FEMA's IS100, IS200 and IS700 courses.
- iii. Each department or organization with responsibilities under this plan is responsible for ensuring that its personnel are adequately trained and capable of carrying out their required tasks.

b. Exercises

- i. An ongoing program of exercises and drills on the elements of this plan is essential to the maintenance of the University's Emergency response capability and to ensure the adequacy of the University plan. It is the responsibility of the Director UNK Police to develop exercises and drills in conjunction with the Emergency Operation Teams Training Committee.
- ii. A minimum of two exercise and building evacuation drills will be completed annually.
- iii. All exercises and drills will be evaluated and appropriate follow up activities conducted in accordance with the Homeland Security Exercise and Evaluation Program.

XIII. Plan Development and Maintenance

a. Responsibility

This plan is the principle source of documentation for the University emergency management activities. Several departments within the university have responsibility for developing and maintaining some part of the plan. Overall, the Director UNK Police will coordinate this process. The planning process is dynamic and as situations change, new hazards are identified, or capabilities improve, the plan will also change. The Chancellor will approve all major changes involving emergency management. The Director of UNK Police may approve routine changes such as corrections, clarifications, staffing rosters, maps, annotations, and reporting requirements.

b. Procedures

Each department or organization with responsibilities under this plan will develop and maintain written procedures for carrying out their assigned tasks. The department's standard operating procedures (SOP's) will be supplements to this plan and maintained by the respective departments.

c. Review

This plan and all annexes and procedures will be updated as needed. Additionally, all portions of the plan, including operating procedures will be thoroughly reviewed and appropriate changes made every 3 years from the date of acceptance of this plan by the Chancellor.

d. Distribution

The Director of UNK Police will ensure that this plan and all formal changes are distributed at the University and local level as deemed appropriate. This plan will be stored and available to all Emergency Operation Team members through a shared electronic database.

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## Additional Contacts

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>
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## History

Replaces Operating Procedure dated December 2015, Page 289