

---

Revised 1/19/2016



# University of Central Missouri Basic Emergency Operation Plan

---

## **TABLE OF CONTENTS**

FORWARD	3
LETTER OF PROMULGATION	4
PURPOSE	5
HISTORY	7
UCM WARRENSBURG MAP	10
UCM -	11
MAX B. SWISHER SKYHAVEN AIRPORT MAP	12
LIST OF ASSUMPTIONS	13
RESPONSIBILITIES	14
DEFINITIONS	16
LEVELS OF EMERGENCY	18
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)	19
INCIDENT COMMAND SYSTEM	19
INCIDENT COMMAND TRAINING	19
COMMUNICATON OF EMERGENCY	20
TIMELY WARNING NOTIFICATION	20
CAMPUS EYE APP	20
TRAINING AND DRILLS	21
EMERGENCY EVACUATION PROCEDURES AND POSTERS	21
FIRE	21
ACTIVE SHOOTER / VIOLENCE WITH A WEAPON	22
A-L-I-C-E QUICK REFERENCE GUIDE	22
RAPE AGGRESSION DEFENSE (R.A.D.) TRAINING	22
TORNADO AND SEVERE WEATHER	23
OUTDOOR WARNING SIRENS	23
MEDICAL EMERGENCY	24
EARTHQUAKE	24
HAZARDOUS MATERIALS RELEASE	24
SUSPICIOUS PERSON OR ACTIVITY	24
EMERGENCY CLOSINGS / INCLEMENT WEATHER	24

# University of Central Missouri Basic Emergency Operation Plan

---

## **FOREWARD**

The University of Central Missouri (UCM) is an institution of higher education located in a small town environment that serves students from both rural and metropolitan areas as well as other states and international countries. With a desire to provide the safest environment possible, UCM believes it is imperative to maintain a plan for preparing, responding, and recovering from campus emergencies. This Emergency Operation Plan (EOP) is designed to assist UCM faculty, staff, students, and visitors during any emergency situation that may arise.



# University of Central Missouri Basic Emergency Operation Plan



## **HISTORY**

The University of Central Missouri was founded in 1871 as the State Normal School, District #2 and became known as Warrensburg Teachers College. The name was changed to Central Missouri State Teachers College in 1919, Central Missouri State College in 1946, and Central Missouri State University in 1971. It became the University of Central Missouri in 2006.

s with approximately 115 buildings located in the center of Warrensburg, Missouri, a town of nearly 20,000 residents, located 50 miles southeast of Kansas City. Warrensburg is a center for agriculture and a mix of manufacturing, commercial, and retail enterprises. Running through the middle of the town are a major railroad and the four-lane U.S. Highway (U.S. 50) and two-lane major Missouri route (MO 13) intersecting on the north side of the community

# University of Central Missouri Basic Emergency Operation Plan

---

may also be reached by calling 660-543-4123. Otherwise, all 911 non-campus phone calls, including, all cell or mobile calls, go directly to the Johnson County, E-911 dispatch center located at 101 W Market St, Warrensburg, MO 64093.

The Department of Public Safety (DPS) works in partnership with the City of Warrensburg Police Department, Johnson County , and Missouri State Highway Patrol. The university relies upon the City of Warrensburg Fire Department, Johnson County Fire Department, and Johnson County Ambulance District for fire protection and emergency services. UCM strives to continuously improve its relationships with the local emergency responders by including them in day-to-day operations, planning, drills, exercises, and campus inspections.

UCM Police Officers are sworn police officers and are commissioned by the City of Warrensburg which provides police authority in the city limits of Warrensburg. In addition, they are commissioned by the state as university peace officers, which provide police authority on any property owned, leased or controlled by the University of Central Missouri (174.700 RSMo). At Campus, UCM relies LSPD police officers are sworn police officers at 10 NE Tudor with fal



# University of Central Missouri Basic Emergency Operation Plan

---

In the case of a trauma, cardiac, or stroke event, the patient will be evaluated by the Johnson County Ambulance District. Based on availability, the patient will most likely be transported to one of the following establishments:

Trauma Research Medical Hospital  
Cardiac or stroke

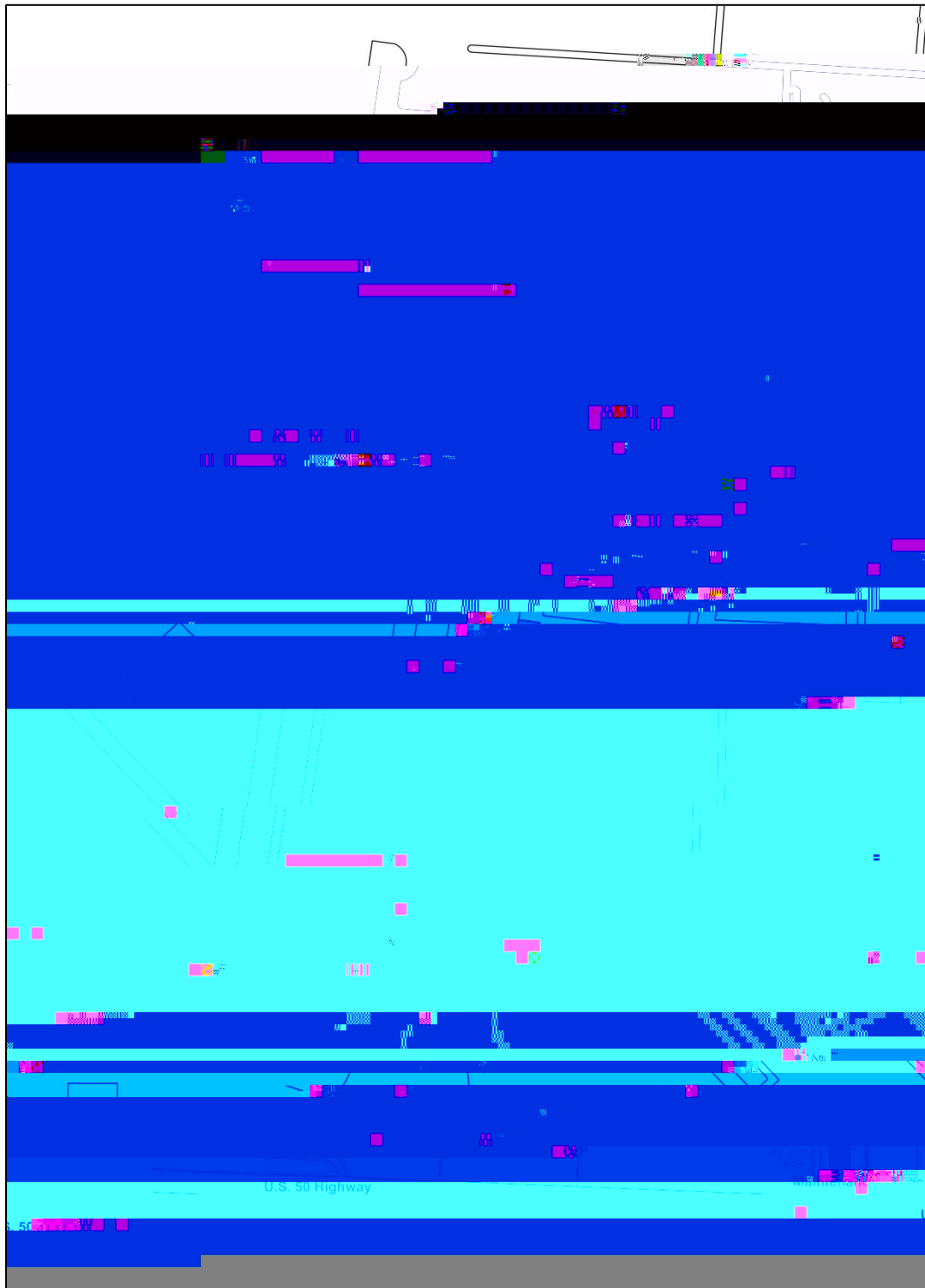
UCM operates as a community within the city of Warrensburg. Recognizing the benefit of additional trauma and emergency response assistance, UCM organized a Building Emergency Safety Team (BEST) in January 2013. Its purpose is to use existing faculty and staff resources to assist with moving emergency patients.



UCM L MAP



MAX B. SWISHER SKYHAVEN AIRPORT -



## **LIST OF ASSUMPTIONS**

The UCM Basic EOP is developed based on a realistic approach to emergencies most likely to be encountered. Therefore, the following assumptions are made and should be used as general guidelines in the case of such an event:

Campus emergencies may occur at any time with little or no warning.

The EOP can be activated by Public Safety

## **RESPONSIBILITIES**

During an emergency situation, various teams across campus will be responsible for managing specific roles. Below is a brief overview of their responsibilities.

University Crisis Team is comprised of:

Vice Provost of Student Experience and Engagement

Director of Public Safety

Assistant Director, Media Relations

Assistant Vice Provost for Student Services

Additional members will be added to the Crisis Team depending on the specific

## Provost / Academic Affairs

- Scheduling/rescheduling of classes
- Classroom equipment and materials
- Library services
- Availability of faculty

## Facilities, Planning, and Operations

- Coordinate Damage Assessment Team
- Direct clean-up and re-opening initiatives
- Manage and direct contractors





**NIMS** National Incident Management System is a system created by Homeland Security Presidential Directive 5 to coordinate emergency preparedness among various federal, state, and local agencies. NIMS provides a consistent nationwide approach for emergency responders to work effectively and efficiently together to prepare for, respond to, and recover from any incident no matter the size or complexity.

**Pandemic** An epidemic of infectious disease or sickness that has spread through large numbers of human or animal populations across a widespread area.

**Risk Assessment** The identification of all possible hazards which are prioritized by their individual severities and probabilities of occurrence on campus.

**Severe Thunderstorm Warning** Issued by the National Weather Service when severe weather has been reported or is being indicated by Doppler radar. A warning implies that danger may be imminent and action should be taken immediately. A severe thunderstorm may produce high winds, hail, heavy rain, or tornadoes.

**Severe Thunderstorm Watch** Issued by the National Weather Service when severe thunderstorms are likely to occur in a certain area during a certain time frame. A severe thunderstorm may produce high winds, hail, heavy rain, or tornadoes.

**Terrorism** The use of violence and intimidation in pursuit of political goals.

**Tornado Emergency**- Language used by the National Weather Service regarding extremely dangerous tornadic activity, such as an EF-5 situation.

**Tornado Warning** Issued by the National Weather Service when a funnel cloud has been spotted or Doppler radar indicates the formation of a tornado. A warning implies that danger may be imminent and action should be taken immediately.

**Tornado Watch** Issued by the National Weather Service when conditions are likely to produce a tornado in a certain area during a certain time frame.

**Winter Storm Warning** Issued by the National Weather Service when a storm is going to produce heavy snow or significant ice accumulation. A warning implies that danger may be imminent and action should be taken immediately.

**Winter Storm Watch** Issued by the National Weather Service when there is the potential for heavy snow or significant ice accumulation.



## **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

NIMS is a system created by Homeland Security Presidential Directive 5 in 2003 to coordinate emergency preparedness among various federal, state, and local agencies. This gives all of the emergency responders a standard way to organize and respond to any kind of emergency or situation that may occur.

## **INCIDENT COMMAND SYSTEM (ICS)**

The ICS is a systematic tool used for the command, control, and coordination of emergency response. It will be used as a way to coordinate members of multiple agencies in a manner that will allow them to work together effectively and will reduce the amount of miscommunication between agencies that usually do not work together.

A number of different positions will be filled when emergency responders utilize the ICS. The Incident Commander (IC) will be the leader who will be managing the incident from an overall point of view. The Public Information Officer (PIO) will deal with media relations and communication issues. The Safety Officer will monitor incident operations and ensure the health and safety of emergency personnel is taken care of. The Liaison Officer will be the person to

## **COMMUNICATION OF EMERGENCY**

UCM will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff, and visitors occurring on campus.

The university will use the following methods to communicate with the campus community:

Textcaster

Outdoor Warning Sirens Strategically located across campus to warn those outside buildings

Building PA Systems Located in those buildings protected by an EST3 Fire Alarm System

University email (Official means of emergency notification)

Social Media Facebook, Twitter, etc.

Verbal

## **TIMELY WARNING NOTIFICATION**

UCM is responsible for issuing timely warnings in compliance with the Clery Act. Timely

## **TRAINING AND DRILLS**

UCM requires each residence hall conduct a fire drill during fall and spring semesters. The residence hall directors work closely with the Department of Public Safety; and the Warrensburg Fire Department to coordinate fire drills. The drills are utilized not only to ensure the residence hall students understand proper procedures, but to provide training and feedback to the residence hall staff.

In addition, UCM participates in the annual statewide tornado drill during Severe Weather Week.

## **EMERGENCY EVACUATION PROCEDURES AND POSTERS**

The Department of Public Safety has created and installed Emergency Preparedness Procedures Posters for all campus facilities. The posters are 11 x17 inches and placed in easily accessible locations throughout each building, for example: entrances, lobbies, stairways, elevators, etc.

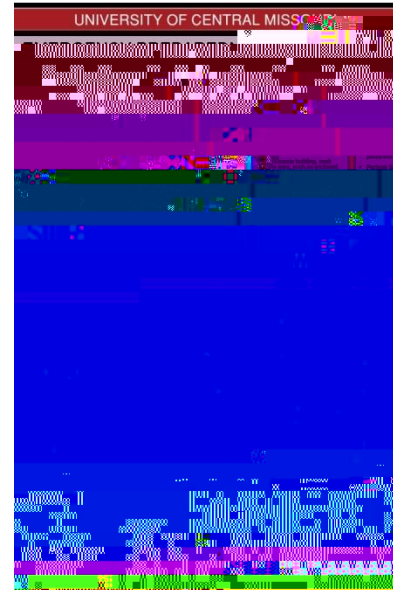
The emergency plans describe basic procedures about what to do during:

- Suspicious Person or Activity
- Violence w/ Weapons
- Fire/Hazardous Material Release
- Severe Weather/Tornado
- Medical Emergency/Injury
- Earthquake

Each poster provides specific information for that building, such as:

- Egress routes for each floor of the building
- Building and ADA access
- Tornado Safe areas (if available)
- Fire alarm pull stations
- Fire extinguisher locations
- Planned assembly areas

Posters will be updated at regular intervals or if there are major modifications to the buildings floor plan.



## **FIRE**

In the event of a fire on campus, the Building Fire Alarm System will activate. Occupants are directed to evacuate the building immediately. Public Safety and the Warrensburg Fire Department will respond.

Occupants should assemble in a safe location away from the building. The Fire Battalion Chief will establish an Incident Command near the building.

Occupants will not be allowed to re-enter the building until it is determined to be safe to do so.

**ACTIVE SHOOTER / VIOLENCE WITH WEAPON**

UCM utilizes A-L-I-C-E, a training program designed to take a comprehensive approach to help

## **TORNADO AND SEVERE WEATHER**

UCM and Johnson County Central Dispatch work closely together to monitor severe weather. During a severe weather event, the National Weather Service will issue an alert. Based on the alert, UCM will notify faculty, staff and students by a variety of methods, which include: text message, email, sirens, social media, etc.

Severe weather alerts issued by the National Weather Service are:

**Tornado Watch** Tornadoes are possible in and near the watch area.

**Tornado Warning** A tornado has been sighted or indicated by weather radar.

**Tornado Emergency - Language used by the National Weather Service when there is a severe threat to human life and catastrophic damage from an imminent or ongoing tornado.**

**Severe Thunderstorm Watch** Conditions are favorable for a severe thunderstorm to develop with the potential to produce tornadoes, high winds, hail and heavy rain.

**Severe Thunderstorm Warning** A thunderstorm has been sighted.

**Winter Storm Watch** Potential for heavy snow or significant ice accumulations.

**Winter Storm Warning** A storm is producing heavy snow or significant ice accumulations.

Seek shelter/safety in the following areas:

Go to the lowest level of the building, preferably a basement or low-level interior hallway. Avoid glass and open areas where you could be injured by flying debris.

Avoid auditoriums, gymnasiums, cafeterias or other types of large open areas, with free-spanning roofs.

If outdoors and there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine).

Be aware that heavy rains may flood excavation areas, ditches or ravines.

Off campus students will be referred to off campus shelters.

## **OUTDOOR WARNING SIRENS**

UCM, the City of Warrensburg have outdoor sirens which are strategically located across our main campus and their cities. These sirens are an outdoor warning system only and are not intended to be heard indoors.

The Warrensburg campus outdoor siren system is activated when a TORNADO WARNING has been issued, if the city of Warrensburg activates their sirens or if a tornado has been observed in the immediate area by a trained storm spotter. If the sirens are activated, they will sound for three minutes with steady wailing, and then followed by a verbal message.

The campus community should tune a battery-operated radio to a local radio station, such as KOKO 1450, for more information.

# University of Central Missouri Basic Emergency Operation Plan

---

Outdoor sirens will not be used to issue an "all clear". Those in the affected area should tune to local radio or television stations for information when it may be safe to leave their shelter.

## **MEDICAL EMERGENCY**

In the case of a medical emergency, DO NOT move the patient unless the patient is in a life threatening location. Call 911 immediately. If possible, have someone stay on the phone with the dispatcher until help arrives. Public Safety, Warrensburg Fire, and Johnson County Ambulance District will all respond. If possible, have someone meet the emergency responders and guide them to the patient.

## **EARTHQUAKE**

Warrensburg is situated between two fault lines:

New Madrid is a 150-mile-long fault system which extends into five states. It stretches southward from Cairo, Ill. through New Madrid, Mo., south into Arkansas.

Nemaha Ridge runs 408 miles from Oklahoma City north to Omaha, Neb.

Most of Missouri's earthquake activity has





**HEALTH CRISIS / PANDEMIC**

## **ADDITIONAL SERVICES**

### **COUNSELING AND SUPPORT**

The University Counseling Center will be available during a large emergency to help students begin addressing their concerns. They are dedicated to providing a safe and respectful atmosphere to all students. University Counseling Center is located at 111 University Center, Room 111, and can be reached at 660-543-4060.

### **OFFICE OF ACCESSIBILITY**

The Office of Accessibility is dedicated to providing students with disabilities with equal access to the functions and facilities at the university. During an emergency, the university will work with emergency responders to ensure these students get to a safe location.

### **INTERNATIONAL CENTER**

The International Center serves more than 2,000 international students from 59 different countries. During an emergency, the International Center will work closely with the Crisis Team and provide guidance to their students.