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LAMAR
INSTITUTE OF
TECHNOLOGY

BUSINESS CONTINUITY PLAN

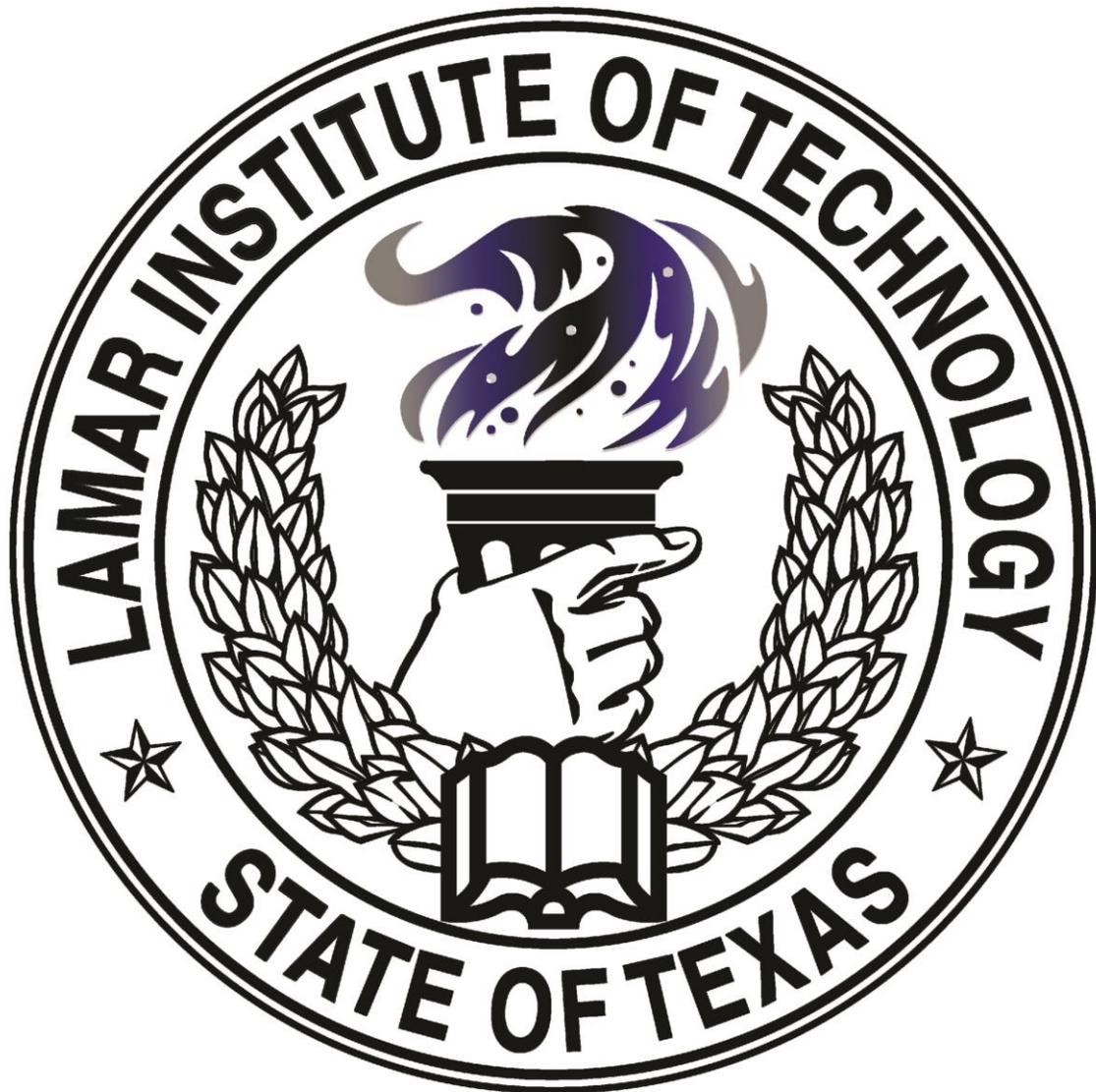


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I. Revision History

Revision Number	Version Date	Description of Changes	Changes Made By:
1.0	7/28/11	Begin versioning, update names, reformat text for table of contents, update to new version of Word,	Isaac Barbosa,
1.10	7/29/11	New Cover page, reformat text	Isaac Barbosa
	8/4/11	Review, Approval, and Posted to the Web	President's Council
1.11	8/4/11	Add page numbers, grammatical corrections, delete outdated terminology,	Isaac Barbosa, David Mosley
1.12	6/19/13	Update position changes and Posted to the Web	Isaac Barbosa
1.13	1/27/14	Update position changes and Posted to the Web	Isaac Barbosa
1.13	7/3/14	Comprehensive Review, Position Update and Post to Web	Isaac Barbosa
1.13	7/29/14	Added "For Official Use Only" per SORM requirements	Isaac Barbosa
1.14	8/7/14	Create sections and index, add titles to responsibilities per SORM requirements	Isaac Barbosa

II. Purpose

This Business Continuity Plan (BCP) is intended to establish policies, procedures and organizational structure for response to incidents and other events that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the Institute. As a State agency, Lamar Institute of Technology (LIT) maintains an Institutional Master Plan, Departmental Unit Plans, and a Legislative Appropriations Request to insure that LIT is a going concern and will continue to support the LIT community long-term.

This Business Continuity Plan is not to be used to duplicate the established strategic planning process of the institution, but to support those, and other components to that process with operational scenarios and actions for short and long-term business continuity. This Continuation of Operations (COOP) plan describes the roles and responsibilities of departments/units and personnel during incidents and other situations. The basic incident procedures are designed to protect lives and property through effective use of Institute and community resources. Since an incident may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

This Business Continuity Plan will also provide the institution with an organizational structure that will be able to insure that business will continue to the extent possible given the magnitude of the event.

Through the use of Attachments to this document, this BCP addresses different types of incidents on an individual basis, providing guidelines for the containment of the incident.

- Attachment A contains the Unit Plans for departmental areas that are deemed critical to operations.
- Attachment B provides incident instructions to the individual designated to direct institutional resources in a concise format.
- Attachment C provides incident response information primarily for use by faculty, staff, and other on-site personnel who may be initial responders to an incident.

III. Scope

This plan is an institutional-level plan that guides the incident response of Institute personnel and resources during a situation that could interrupt daily operations. It is the official response plan of the Institute and precludes actions not in concert with the intent of this plan or the organization created by this plan. However, 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.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Business Continuity Plan is consistent with established practices relating to coordination of incident response. Accordingly, this plan incorporates the use of the Incident Command System to facilitate interagency coordination, promote the use of common incident response terminology and command structure, and facilitate the flow of information between responding agencies.

The Institute will cooperate with the Office of Emergency Management, State, County and City Police and other responders in the development of incident response plans and participate in multi-jurisdictional emergency planning exercises.

Additionally, this plan is supported by the resources of the member institutions of The Texas State University System through a Memorandum of Understanding to provide resources to Lamar Institute of Technology as necessary. Technical and functional personnel meet on a regular basis to coordinate institutional needs.

IV. Mission

Lamar Institute of Technology will respond to an incident situation in a safe, effective and timely manner. Institute personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of Institutional Assets
- Priority IV: Maintenance of Institutional Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations

V. Assumptions

This Business Continuity Plan is to be used as a component to the strategic planning process. That process insures business continuity long-term at Lamar Institute of Technology. This plan is predicated on a realistic approach to the problems likely to be encountered during daily operation. Hence, the following assumptions are made and should be used as general guidelines in such an event:

1. An incident or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2. The succession of events in an incident or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the incident.
3. An incident or a disaster may be declared if information indicates that such conditions are developing or probable.
4. Disasters may be community-wide. Therefore it is necessary for the Institute to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.
5. Due to the proximity to Lamar University, many services are outsourced to Lamar University. It is assumed that Lamar University will maintain a Business Continuity Plan that will provide for the continuation of services that are the responsibility of the University to Lamar Institute of Technology.

A. Key Principles and Objectives of the Incident Command System

- Modular organization based on activating only those organizational elements required to meet current objectives
- Common terminology applied to organization elements, position titles, facility designations and resources

- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits
- Comprehensive resource management for coordinating and inventorying resources for field responses
- Integrated communication so that information systems operate smoothly among all response agencies involved
- Generic positions whereby individuals are trained for each Incident response role and follow prepared action checklists
- Consolidated action plans that contain strategy to meet objectives at both the field response and Incident Operations Center levels.

B. Designation of Incident Commander

It is essential to all incident response planning and action that a single Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur and as such will be at a Director level or higher.

C. Declaration of Incident

In case of any type of campus incident, the Incident Commander or University Police supervisor in charge should follow standard operating procedures. If the incident warrants, he/she should communicate immediately with the University Chief of Police, who should communicate with the Incident Commander. After reviewing the incident situation, a decision will be made by the Incident Commander on a plan of action and whether or not to implement the Incident Management Procedures.

D. Types of Incidents

There are three levels or types of incidents:

Level I Incidents

A Level I Incident is a minor incident and is defined as a local event with limited impact, which does not affect the overall functioning capacity of the Institute. The Incident Management Procedures will not be implemented.

Level II Incidents

A Level II Incident is an incident that is defined as a serious event that completely disrupts one or more operations of the Institute. Multiple institutional resources are involved; the Incident Management Procedures are implemented to the extent necessary.

Level III Incidents

A level III Incident is defined as a very serious event that seriously impairs or halts the operations of the Institute. All Incident Management Procedures will be implemented.

VI. Incident Command System

The Incident Command System (ICS) is a modular incident management system designed for all hazards and levels of incident response. This system creates a combination of facilities, equipment, personnel, procedures, and communications operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for incident response management. Use of the Incident Command System at the Institute facilitates the Institute's ability to communicate and coordinate response actions with other jurisdictions and external incident response agencies.

A. Overview of Organization

The Institute's Business Continuity Plan consists of three major elements:

- Incident Management Team
- Incident Response Team
- Unit Plans with supporting responsibilities

Coordination of various campus Unit Plans will occur through an Incident Command System as described above.

The Incident Management Team (EMT)

The Incident Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The Incident Management Team is also responsible for the review and approval of the Incident Management Procedures.

The Incident Response Team (IRT)

The Incident Response Team (IRT) is activated at a level based on the type and nature of the incident and will respond to any situation appropriately. The Incident Commander heads the Incident Response Team.

B. Critical Unit Plans

Each area identified as part of the IRT is determined to have critical responsibilities on an Institute-wide basis during emergency situations. Each organizational unit identified on the Incident Response Team is to develop a Unit Plan. Unit Plans will be augmented by Response Plans to address specific situations.

C. Other Unit Plans

Lamar University departments/units that have responsibilities to Lamar Institute of Technology are considered to be an Other Unit Plans and are to be developed by Lamar University in support of services or functions outsourced to the University.

VII. Incident Response

The Business Continuity Plan contains sections dedicated to incident response:

- Attachment A: Critical Unit Plans
- Attachment B: Incident Commander Action Steps
- Attachment C: Incident Response Plan

A. Attachment A: Critical Unit Plans

This Attachment contains the unit plans of the departmental units that have been deemed critical to operations. These unit plans establish the organizational framework necessary for business continuity and strategic planning. These critical unit plans also include general incident management procedures for those critical operational units.

B. Attachment B: Incident Commander Action Steps

This Attachment contains two general checklists for the Incident Commander. The first checklist is for the pre-disaster alert, watch and warning periods. The second checklist is for use in the immediate post-disaster period. Various incident/disaster events are then listed and suggested guideline action response steps for the Incident Commander and the Incident Response Team are identified.

C. Attachment C: Incident Response Plan

This Attachment is also organized by various incident/disaster events and provides action steps to be taken by the initial responders. In addition for use by individuals responsible for executing the Institute's Business Continuity Plan, it is intended for use and widespread distribution to all Faculty and Staff.

D. Individual Roles

Role of the President

This plan is promulgated under the authority of the President of the Institute of Technology. All decisions concerning the discontinuation of Institute function, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the Incident Commander and the Incident Management Team, the President shall be responsible for declaring a major institutional incident.

Role of the Incident Commander

The Incident Commander is a senior member of the Incident Management Team and is in charge of the Incident Response Team. The Incident Commander is the individual responsible for the command and control of all aspects of a situation.

Role of the Business Continuity Plan Coordinator

The Business Continuity Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Business Continuity Plan. The Business Continuity Plan Coordinator consults directly with the Incident Commander during an actual incident.

Role of Faculty and Staff

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an incident and, when possible, account for every student. Faculty and Staff should read and be familiar with applicable incident plans and familiarize themselves with incident procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

Faculty and Staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems (hurricanes, winter storms, floods, etc.).

Role of Students

Students should familiarize themselves with the incident procedures and evacuation routes in buildings in which they live or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action. They should proceed to assembly areas in an orderly manner when directed to do so by incident personnel or when an alarm sounds.

E. Organization

The Institute's Business Continuity Plan consists of three major elements:

- Incident Management Team
- Incident Response Team
- Unit Plans with supporting Response Plans

1. Incident Management Team (EMT)

a. Responsibilities

The Incident Management Team is an assemblage of Institute officials that advise and assist in making incident-related decisions. A principal responsibility for the Incident Management Team is to keep managers focused on the right set of priorities in a crisis situation. Accordingly, the responsibilities of this body include:

- Gather and analyze conditions throughout the Institute
- Allocate and direct the distribution of resources to accomplish the purposes of this BCP
- Request needed resources that are unavailable internally from available outside resources
- Responsibility for final plan approval and for final policy decisions.

b. Membership

Incident Management Team Members will consist of two or more of the following individuals:

- President
- Vice President of Finance and Operations
- Vice President of Academic Affairs
- Vice President of Student Services

- Director of Facilities and Maintenance
- Director of Computer Services
- Lamar University Chief of Police

2. Incident Response Team (IRT)

a. Responsibilities

At the direction of the Incident Commander, the Incident Response Team (IRT) is responsible for Business Continuity Plan (BCP) execution during an incident situation. The Incident Response Team reports directly to the Incident Management Team via the Incident Commander. The IRT is comprised of management personnel representing areas of the Institute that have critical BCP execution responsibilities as follows:

- Public Information
- Facilities and Maintenance
- Academic Affairs
- Student Services
- Information Technology
- Finance & Administration
- Business Services
- Lamar University Provided Services required

b. Membership

The Incident Response Team includes both primary and alternate members. Primary members are management personnel who are familiar with their unit’s planning responsibilities. Alternate members are also management personnel who are familiar with their unit’s planning responsibilities. Alternate members direct and execute their Unit Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members need to be knowledgeable of overall BCP operations. Members must also be available during a crisis situation. IRT Members and IRT Alternate Members are identified in below. IRT Members and/or IRT Alternate Members are required to attend annual Plan Exercises organized by the Business Continuity Plan Coordinator.

The Incident Response Team is organized under the Incident Command System headed by the Incident Commander and will consist of a group of the following individuals:

<u>Area of Responsibility</u>	<u>Primary Member</u>	<u>Alternate Member(s)</u>
Public Information	Beth Miller	Paul Szuch
Facilities and Maintenance	Jack Wiggins	Bonnie Albright
Academic Affairs	Betty Reynard	Paul Szuch
Student Services	Nick Cioci	Betty Reynard

Information Technology	Isaac Barbosa	Bonnie Albright
Finance & Administration	Bonnie Albright	Paul Szuch
Lamar University Services	Kenneth Evans	Chief Jason Goodrich

VIII. Unit Plans/Response Plans

Each area identified with critical or special responsibilities is required to develop and maintain a Unit Plan. A Unit is a department or functional area of the Institute. A Unit Plan identifies incident preparation, coordination and response activities for the Unit. The Unit Plans address the assignment of roles and, as necessary, identify existing responsibilities that provide guidance for specific response activities (i.e. bomb threats, civil disturbance, hurricane, etc.).

All Unit Plans have a common structure. All Unit Plans are filed with and secured by the Business Continuity Plan Coordinator. Unit Plans must be reviewed and updated annually or more frequently as necessary. Electronic copies are maintained on the Institute network and hardcopies are distributed appropriately.

Some Units have major BCP responsibilities and may have Unit Plans that are more detailed than other Units. Unit Plans are classified as follows:

A. Critical Unit Plans

Each area identified as part of the IRT is determined to have critical responsibilities on an institute-wide basis during situations. Each organizational unit identified on the Incident Response Team is required to develop a Unit Plan.

B. Members with Critical Responsibilities

1. Incident Commander

The Incident Commander is a senior member of the Incident Management Team. The Incident Response Team reports directly to the Incident Commander who in turn communicates directly with the President and the Incident Management Team.

The Incident Commander is in charge of the Incident Response Team. The Incident Commander is the individual responsible for the command and control of all aspects of the incident response. The Incident Commander must be able to quickly assess a situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. Clearly the Incident Commander must have the authority and ability to make quick decisions in a situation.

In his/her absence, only members of the Incident Management Team can be designated as the Incident Commander with authorization to fully activate this Business Continuity Plan. Acting Incident Commanders are as follows:

- President
- Chief of Police

- Vice President of Finance and Operations
- Vice President of Academic Affairs
- Director of Facilities and Maintenance
- Director of Computer Services
- Highest ranking individual

2. Business Continuity Plan Coordinator

The Business Continuity Plan Coordinator is responsible for the maintenance of the Business Continuity Plan. This individual is a key member of the Incident Response Team and must be thoroughly familiar with the Business Continuity Plan. During an Incident the Business Continuity Plan Coordinator consults directly with Incident Commander.

Business Continuity Plan Coordinator maintains the Business Continuity Plan by performing regular updates to the documentation and by reviewing the required updates made to the Unit Plans. The Business Continuity Plan Coordinator will arrange for annual meetings of the Incident Management Team and the Incident Response Team. The Business Continuity Plan Coordinator will also arrange for periodic Plan Exercises (at least one Plan Exercise per year).

IX. Plan Activation & Operation

A. Level of Response

In responding to any Incident it is important for the Incident Commander to classify severity or level of the event. This plan utilizes the following definitions:

1. Level I

A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the Institute. Examples would be a contained hazardous material incident, or a limited power outage. The initial responders and/or Security typically handle the situation.

The Incident Commander may be notified, but the Business Continuity Plan is not activated (neither the Incident Management Team nor the Incident Response Team respond).

2. Level II

An Incident is any incident, potential or actual, which seriously disrupts the overall operation of the Institute. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Security cannot handle the situation.

The Incident Commander is notified and the Business Continuity Plan is activated and outside support services may be required.

A major Incident requires activation or partial activation of the Business Continuity Plan (the Incident Response Team is assembled and the Incident Management Team is consulted). Several Unit Plans respond and outside Incident services may also be involved.

3. Level III

Any event or occurrence that has taken place and has seriously impaired or halted the operations of the Institute. Examples would be a hurricane, a damaging tornado or other community-wide Incident. The

event would likely disable Institute operations for at least 24 hours and outside Incident services would not always be available.

In some cases, large numbers of Student, Staff and Faculty casualties and/or severe property damage may be sustained. Disaster requires activation of the Business Continuity Plan (the Incident Response Team is assembled and the Incident Management Team is consulted). Most if not all Unit Plans respond and outside Incident services will likely be involved.

4. Expected Impact

Scope	Level – I	Level – II	Level – III
Institute Activities	Minimal and localized. Most Institute activities not impacted	Significant. Institute activities localized shutdown	Very Significant. Institute activities shut down for a period of time
Faculty, Staff and Students	Site-specific localized impact. - Injuries possible	Site-specific or general impact with possible disruptions. Injuries possible	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern
Media Coverage	None expected	Limited local coverage	Local, regional and possible national coverage
Public & Government Concern	Limited	Potential exists for an embarrassing situation. Government agencies may investigate	Potential exists for an embarrassing situation and government investigations or hearings
IRT involvement	Limited or none	Conditionally involved	Actively involved
EMT involvement	Probably none	Consulted as needed	Consulted regularly and actively involved

X. Plan Notification and Activation

A. Monitoring Responsibilities

The primary responsibility for monitoring Incident threats and events resides with Incident Response Team and the University Police. University Police serve on a continuous 24/7/365 basis and is always available to receive Incident communications from a variety of official and public sources, including:

- National Warning System
- National Weather Service (NWS)
- Incident Broadcast System (EBS)
- State Police
- Local Police, Fire and Incident Medical Services
- Institute communication systems
- Incident telephone calls

Other entities, notably Facilities and Maintenance and Technology Services, will monitor developing weather systems. Such activity however, does not mitigate the responsibility of Incident Response Team or University Police to serve as the central communications point for all campus threats including weather related Incidents which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.).

B. Notification

University Police has overall responsibility for alerting the appropriate parties. Accordingly, initial responders should always contact University Police immediately. Initial responders may also contact other appropriate entities – such as the Fire Department if a fire breaks out.

In case of any type of incident, the University Police Shift Supervisor (supervisor in charge) should follow University Police standard operating procedures. If the incident warrants, he/she should communicate immediately with the Chief of Police, who should communicate with the Incident Commander. No one else should attempt to contact the Incident Commander for purposes of notification. If there is doubt that the Incident Commander has been contacted then University Police should be contacted for clarification.

University Police will have a list of the Incident Management Team members and telephone contact information. If the Incident Commander is not available, University Police will have the priority list of Incident Commanders and continue to make telephone calls until contact is made.

C. Plan Activation

Plan activation begins at the discretion of the Incident Commander upon the receipt of information of an incident or threat of an incident. Based on the information obtained from other appropriate entities, the Incident Commander will declare the level of the incident and activate the Business Continuity Plan to the extent necessary to control the situation.

Upon activation, the Incident Response Team members will be notified and should report to the designated command center as directed. The Incident Commander shall review the circumstances of the incident with the Incident Management Team and determine the appropriate response. Critical and Other Unit Plans provide general guidelines for responding to specific disasters.

D. Warning

Should it be deemed necessary to warn the Institute community of an impending threat or incident situation, University Police is designated to maintain the Institute Communications Center with the authority to alert warning resources and activities. Based on the initial information obtained from other appropriate entities, the Incident Commander will declare the level of the incident.

If either an Incident or a Disaster (Level II or III) is declared, the Business Continuity Plan will be activated. Upon declaration of an Incident or Disaster, the Incident Response Team Members needed to respond will be notified and should report immediately to the designated command center location. Incident Management Team Members will also be notified, they should report as needed and as available.

Predictable events, such as a certain meteorological storms, are treated differently. University Police and the Incident Response Team shall monitor these events on a 24/7/365 basis and shall contact the Incident Commander as necessary.

XI. Command Posts

A. Incident Command Post

In an isolated incident (typically a Level II Incident) the Incident Commander and all summoned Incident Response Team Members will report directly to the Incident Command Post (ICP). Incident Management Team Members will also be contacted and may also be present.

The ICP is a designated area near the site of the incident but located a safe distance from and generally upwind of the incident site if appropriate. The Incident Commander will direct response activities and work assignments from the ICP.

B. Incident Operations Center

In a campus-wide Incident (typically a Level III Disaster) the Incident Commander and all summoned Incident Response Team Members will report in the Incident Operations Center (IOC). Incident Management Team Members will also be contacted and may also be present.

The primary IOC will be continuously maintained in a state of readiness for conversion and activation. The IOC serves as the centralized, well-supported location in which the Incident Response Team and the Incident Management Team may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the IOC.

The primary IOC is located at:

Cecil Beeson Conference Room
Cecil Beeson Building
855 East Lavaca
Beaumont, TX

If the primary IOC is inaccessible the backup IOC on campus will be located at:

Technology Center Conference Room
Technology Building
855 East Lavaca
Beaumont, TX

If the both IOCs are inaccessible the backup IOC off campus will be located at:

Plummer Building Conference Room
Plummer Building
4400 MLK Blvd
Beaumont, TX

C. Role of Organizational Units

The following roles and responsibilities are assigned to organizational Units with critical functions:

1. Office of Public Information

- Coordination of all information disseminated to the press and the public.
- Provide for a consistent “one-voice” to the news media and all other interested parties.
- Provide for rumor control and incident communications.
- Assign and/or coordinate specific individuals (primary & alternate) to disseminate information and coordinate contact with the following:
 - News media (TV, Newspapers, etc.)
 - Government agencies and civil authorities
 - Financial relationships
 - Faculty and Staff
 - Students
 - Parents
 - Institute Incident Hotline

2. University Police

- Preserve law and order, and campus security
- Monitor and disseminate warnings and threats
- Provide traffic and crowd control
- Direct evacuation efforts
- Control access to buildings and scene of the disaster
- Interface and coordinate with Local, County and State Police entities to implement mutual assistance agreements
- Maintain the Institute Communications Center on a continuous basis

3. Facilities and Maintenance

- Develop and maintain building evacuation plans
- Provide for the structural integrity of buildings
- Provide utility services and, as necessary, shut down utility services
- Provide for emergency water and sanitation
- In the event of a pending incident, secure the campus grounds and building envelopes
- Distribute supplies to Faculty and Staff to secure building contents
- Clearance of debris removal of debris
- Conduct building damage assessments / determine if buildings are safe / repair buildings
- Monitor weather conditions on a continual basis
- Maintain the Incident Operations Center
- Assist in damage assessment and building condition reports
- Maintain information on the content and location of radiological, chemical, biological and fire safety hazards
- Provide for emergency response to HAZMAT release

4. Finance and Administration

- Together with Human Resources, maintain the continuity of Payroll Processing Services
- Ensure that funds are available for expenditure as Institute priorities change during periods of crisis
- Provide ongoing legal advice
- Develop plans to reschedule classes
- Maintain accurate financial and administrative records in periods of changing priorities and decisions

5. Information Technology (IT)

- Maintain and coordinate the operation of voice, intranet, data, video and wireless communications services
- Develop policy to provide for the coordination of radio and telephone systems
- Implement proper backup controls and redundancies to maintain critical services
- Properly document all hardware and its configuration; develop a plan for hardware replacement and setup
- Develop adequate information security controls
- Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location
- As necessary develop and maintain a plan to perform critical applications at a remote site

6. Academic Affairs

- Develop procedures to communicate with and account for teaching faculty in these situations
- Develop plans to identify alternate facilities where Institute activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities
- Identify and prioritize critical support services and systems
- Identify and ensure recovery of critical assets

7. Student Services

- Implement a comprehensive program for shelter for students currently housed in the on-campus facilities
- Coordinate with local agencies and support organizations to provide shelter alternatives for off campus students.
- Provide student crisis counseling services
- Develop procedures to communicate with and account for students in these situations

8. Business Office

- Provide for transportation of students
- Provide for transportation and/or parking for essential personnel
- Facilitate procurement of goods and services
- Provide for food service operations
- Maintain Mail Service operations

- Assist with the identification of alternative locations for critical housing and academic functions
- Assess the value of Institute property – buildings, building contents and other Institute assets
- Secure appropriate insurance
- Documentation and submission of claims.
- Collect & analyze damage assessment reports
- Evaluation of damaged assets

XII. Glossary of Terms

Incident Command Post (ICP). The ICP is a designated area near the site of the incident in which the Incident Response Team and the Incident Management Team may gather and assume their role.

Business Continuity Plan (BCP). The EMP is intended to establish policies, procedures and organizational structure for response to incidents that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the Institute. (a/k/a Emergency Preparedness Plan, Disaster Response Plan, Disaster Recovery Plan, Business Continuity Plan, Business Continuation Plan)

Business Continuity Plan Coordinator. The Business Continuity Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Business Continuity Plan. The Business Continuity Plan Coordinator consults directly with the Incident Commander during an actual incident.

Incident Management Team (EMT). The EMT is an assemblage of Institute officials appointed by the President to advise and assist in making incident-related policy decisions. The EMT is also responsible for the review and approval of the Business Continuity Plan.

Incident Operations Center (IOC). The IOC serves as the centralized, well-supported location in which the Incident Response Team and the Incident Management Team may gather and assume their role.

Incident Command System (ICS). The ICS is a modular incident management system designed for all hazards and levels of incident response. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for incident response management.

Incident Response Team (IRT). The IRT is comprised of senior level management representing areas of the Institute that have critical EMP execution responsibilities. At the direction of the Incident Commander, the IRT executes the Business Continuity Plan during an incident. (a/k/a Incident Response Team, Disaster Response Team, Crisis Response Team)

Response Plans. Response Plans are attached to Unit Plans to address specific situations where the Unit has important functions. Response Plans can be organized at the discretion of the Unit.

Unit. A Unit is a department, school or other defined entity of the Institute.

Unit Plan. A Unit Plan identifies incident preparation, coordination and response activities for the Unit. Each area identified with critical or special responsibilities is required to develop and maintain a Unit Plan.

Incident Commander. The Incident Commander is a senior member of the Incident Management Team and is in charge of the Incident Response Team. The Incident Commander is the individual responsible

for the command and control of all aspects of an incident situation. (a/k/a Director of Emergency Management, Chairman of the Incident Response Team).

Institute Communications Center. The central telecommunication facility that receives and disseminates incident information. Security/Police/Public Safety would typically maintain this facility on a 24/7/365 basis.

Institute Incident Hotline. A telephone number where Faculty, Staff, Students and other interested parties can access incident information.

XIII. ATTACHMENT A - Critical Unit Plans

A. Academic Affairs

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. VP of Academic Affairs – Betty Reynard
2. President – Paul Szuch

Plan Development & Maintenance

1. VP of Academic Affairs – Betty Reynard
2. President – Paul Szuch

Plan Contact & Activation

1. VP of Academic Affairs – Betty Reynard
2. President – Paul Szuch

Representatives on the Incident Response Team (if applicable)

1. VP of Academic Affairs – Betty Reynard
2. President – Paul Szuch

Unit Plan Incident Management Team

1. VP of Academic Affairs – Betty Reynard
2. President – Paul Szuch
3. Dean of Instruction – Melissa Armentor
4. VP of Finance and Operations – Bonnie Albright

B. Business Office

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch

Plan Development & Maintenance

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch

Plan Contact & Activation

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch

Representatives on the Incident Response Team (if applicable)

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch

Unit Plan Incident Management Team

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch
3. VP of Academic Affairs – Betty Reynard
4. Accountant II – Alicia Placette

C. Facilities and Maintenance

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. Director of Facilities – Jack Wiggins

2. VP of Finance and Operations – Bonnie Albright

Plan Development & Maintenance

1. Director of Facilities – Jack Wiggins
2. VP of Finance and Operations – Bonnie Albright

Plan Contact & Activation

1. Director of Facilities – Jack Wiggins
2. VP of Finance and Operations – Bonnie Albright

Representatives on the Incident Response Team (if applicable)

1. Director of Facilities – Jack Wiggins
2. VP of Finance and Operations – Bonnie Albright

Unit Plan Incident Management Team

1. Director of Facilities – Jack Wiggins
2. VP of Finance and Operations – Bonnie Albright
3. President – Paul Szuch
4. VP of Academic Affairs – Betty Reynard

D. Finance and Administration

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch

Plan Development & Maintenance

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch

Plan Contact & Activation

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch

Representatives on the Incident Response Team (if applicable)

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch

Unit Plan Incident Management Team

1. VP of Finance and Operations – Bonnie Albright
2. President – Paul Szuch
3. VP of Academic Affairs – Betty Reynard
4. Accountant II – Alicia Placette

E. Information Technology

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. Director of Computer Services – Isaac Barbosa
2. VP of Finance and Operations – Bonnie Albright

Plan Development & Maintenance

1. Director of Computer Services – Isaac Barbosa
2. VP of Finance and Operations – Bonnie Albright

Plan Contact & Activation

1. Director of Computer Services – Isaac Barbosa
2. VP of Finance and Operations – Bonnie Albright

Representatives on the Incident Response Team (if applicable)

1. Director of Computer Services – Isaac Barbosa
2. VP of Finance and Operations – Bonnie Albright

Unit Plan Incident Management Team

1. Director of Computer Services – Isaac Barbosa
2. System Support Specialist II – Allen Graham
3. System Support Specialist II – Aaron Smith
4. Network Specialist III – Joshua Prudhomme

F. Public Information

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. Director of Public Information – Beth Miller
2. President – Paul Szuch

Plan Development & Maintenance

1. Director of Public Information – Beth Miller
2. President – Paul Szuch

Plan Contact & Activation

1. Director of Public Information – Beth Miller
2. President – Paul Szuch

Representatives on the Incident Response Team (if applicable)

1. Director of Public Information – Beth Miller
2. President – Paul Szuch

Unit Plan Incident Management Team

1. Director of Public Information – Beth Miller
2. President – Paul Szuch
3. VP of Finance and Operations – Bonnie Albright
4. VP of Academic Affairs – Betty Reynard

G. Student Affairs

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. VP of Finance and Operations – Melissa Armentor
2. President – Paul Szuch

Plan Development & Maintenance

1. VP of Finance and Operations – Melissa Armentor
2. President – Paul Szuch

Plan Contact & Activation

1. VP of Finance and Operations – Melissa Armentor
2. President – Paul Szuch

Representatives on the Incident Response Team (if applicable)

1. VP of Finance and Operations – Melissa Armentor
2. VP of Academic Affairs – Betty Reynard

Unit Plan Incident Management Team

1. **VP of Finance and Operations – Melissa Armentor**
2. **VP of Academic Affairs – Betty Reynard**
3. **VP of Finance and Operations – Bonnie Albright**
4. **President – Paul Szuch**

H. PLAN ACTIVATION

The Incident Commander or the Lamar University Police will alert all Units in the event of an incident situation or a pending incident situation. The extent of the alert will be situational and practical to the extent of the current situation.

The Incident Commander or Head of the Unit Plan will conduct a meeting of the Unit Plan Incident Management Team. In the event of an incident situation or pending incident situation the Unit Plan Incident Management Team will assemble at the designated location.

Event Preparation Steps will be taken as directed. Attachments B and C of the Plan will give guidance on what preparation steps are necessary.

During the incident, focus is on life safety matters

In the event of a full or partial implementation of the Incident Management Plan, attachment B to the Plan identifies the action steps of the Incident Commander, attachment C of the Plan identifies the actions of the Incident Management Team.

XIV. ATTACHMENT B - Incident Commander Action Steps

The following pages identify different events, the expected impact, consequences to operations, and the suggested action steps. These suggested action steps focus on the initial actions and should be used as guidelines by the initial responders and the Incident Commander. The Incident Commander can modify these steps as the specific nature of the event warrants.

A. General Pre-Disaster Action Steps

Alert Phase (to the extent that a time period exists – tornado, severe winter storm, hurricane, etc.)
Conduct an Incident meeting of the EMT for all serious threats. (This meeting may be conducted by telephone).
The Incident Commander will determine if the event or the threat is of sufficient magnitude to warrant the opening of the IOC and the overall activation of this EMP.
The Incident Commander will have University Police contact the EMT and IRT as necessary.
Conduct meetings at 5:30 AM and 5:30 PM or more frequently as necessary. (Meetings may be conducted by telephone).
In the event of any pending threat, post observers and/or alert civil authorities as necessary.
Be prepared to open the Institute Incident Hotline.
Be prepared to update the Institute Incident Hotline at 6:00AM and at 6:00PM or more frequently as necessary.
Consult with Legal Counsel.
Keep all personnel informed of any danger and provide any special instructions.
Secure the Campus grounds and building envelopes.
Secure building contents.
Discontinue normal Institute operations and release or close classes before the situation becomes dangerous.
Identify Essential Personnel who will remain on campus during the disaster event.
If appropriate, implement evacuation and safety plans.
Disaster Impact
All normal academic and research activities are discontinued.
If appropriate, implement evacuation, Incident lockdown and other safety plans.
Focus on life safety issues first.
In a crisis situation where life safety is a concern: turn authority over to the proper civil authorities as soon as possible.

B. General Post Disaster Action Steps

Post-Disaster Activities

Have University Police contact needed IRT resources.
Have University Police contact all EMT members.
Have University Police contact all IRT members.
Establish the IOC or ICP.
Establish lines of communication.
Secure the Campus.
Address all life threatening and dangerous situations.
Assess the status of the following:
Campus Damage
Building Damage
Building Content Damage
Workforce Capabilities
Develop a recovery strategy, consider the following:
Basic services and backup alternatives
Available resources
Regulatory requirements
Update the Institute Incident Hotline at 6:00 AM and 6:00 PM or more frequently if necessary.
Continue to take steps to mitigate future damages.
Investigate legal matters.
Consult with Legal Counsel.
Hold a debriefing meeting, review the actions taken and make appropriate updates to the EMP.

C. Wind and Rain Storm

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Category #1 & #2 Hurricane	Some Panic Possible. Some Wind Damage Likely. Trees Down. Some Buildings Breached (Building Content Damage). Utility Disruptions (especially electric) likely. Flooding & Storm Surge Possible Tornadoes Possible. Travel conditions will become Impossible.	Institute Activities Closed beginning about 12 – 24 hours pre-strike. Institute Activities likely closed for a few days post-strike Government Authorities may commandeer Institute Resources.	<p>At the Alert (72-HR) Point</p> <p>EMP/Procedures Activated IRT Contacted EMT Notified</p> <p>Within the Watch (36-HR) Point</p> <p>Activate the IOC Secure the Campus Secure Building Structures Secure Building Contents (wind & flood damage) Test all backup environmental equipment</p>
Category #3, #4 & #5 Major Hurricane	Panic Possible. Severe Wind Damage Likely. Many Trees Down. Many Buildings Breached (Building Content Damage). Utility Disruptions (especially electric) almost certain. Flooding & Storm Surge Possible Tornadoes Possible. Travel conditions will become Impossible.	Institute Activities Closed beginning about 24 – 36 hours pre-strike. Institute Activities likely closed for at least several days post-strike. In an extreme case a semester might be cancelled. Government Authorities may commandeer Institute Resources.	<p>Within the Warning (24-HR) Point</p> <p>Close the Institute before travel conditions become dangerous All preparations should be completed ASAP University Police and Essential Personnel take cover at a secure location before the situation becomes dangerous</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • Facilities • University Police • Public Relations • Business Services • Nearly all Resources Critical

Thunderstorms: Public Relations need to develop and distribute Life-Safety Steps.

Thunderstorms would rarely create an event that would require EMP activation.

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Tropical Storms and Severe Mid-Latitude Storms	Some Wind Damage Possible. Trees Down (Possibly). Utility Disruptions (especially electric) possible. Some flooding possible. Travel conditions may become dangerous.	Institute Activities may be Closed beginning about 2 – 3 hours pre-strike. Institute Activities will likely reopen within a day.	<p style="text-align: center;">At the Alert (48-HR) Point</p> <p>EMP Activated IRT Contacted EMT Notified</p> <p style="text-align: center;">Within the Watch (36-HR) Point</p> <p>Secure the Campus Secure Building Contents (flood damage) Test all backup environmental equipment</p> <p style="text-align: center;">Within the Warning (24-HR) Point</p> <p>If not already accomplished, Activate the IOC If travel condition are expected to become dangerous close the Institute University Police and Essential Personnel take cover at a secure location before the situation becomes dangerous</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • Facilities • University Police • Public Relations • Business Services

D. Tornado

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
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Tornado	<p>Some Panic Possible. Wind Damage Likely. Trees Down. Building and Building Content Damage. Utility Disruptions (especially electric) likely. Injuries Likely. Fatalities Possible. Potential life-threatening event.</p>	<p>Institute Activities possibly closed for a few days post-strike. Government Authorities may commandeer Institute Resources. Activities scheduled for destroyed & severely damaged buildings will need to be relocated.</p>	<p>At the Watch Point Facilities assigns someone to continually monitor weather reports</p> <p>At the Warning Point Weather reports continually monitored Facilities assigns someone with communication equipment to observe weather conditions</p> <p>After the Storm EMP Activated IRT Contacted EMT Notified Activate the IOC</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • Facilities • University Police • Public Relations • EH&S • Student Affairs • Nearly all Resources Critical
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E. Airplane Crash

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
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Airplane Crash	Panic Certain. Widespread Building and Building Content Damage. Injuries and fatalities likely. Serious life-threatening event.	Government Authorities may commandeer Institute resources. Government Authorities assume Incident Command and will likely limit access to the area. Activities scheduled for destroyed & severely damaged buildings will need to be relocated. The Campus will likely be closed for several days.	EMP Activated IRT Contacted EMT Notified IOC Activated Most Critical Plans / Resources: <ul style="list-style-type: none"> • Facilities • University Police • Public Relations • Nearly all Resources Critical
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F. Civil Disturbance – On Campus

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Peaceful Demonstration	General Distraction.	Some disruption of Institute Activities Possible. Escalation possible.	EMP may not be Activated IRT Contacted EMT Notified Situation Monitored Closely Most Critical Plans / Resources: <ul style="list-style-type: none"> • University Police • Public Relations • Student Affairs
Violent Demonstration	General Panic. Injuries Possible. Physical Damage Possible.	Institute Activities Closed Until the Situation Stabilizes. Law Suits.	EMP Activated IRT Contacted EMT Notified Activate the IOC

		Serious PR Exposure.	<p>Campus Closed University Police is instructed to Disperse the Demonstrators All Entrances Closed</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • University Police • Public Relations • Student Affairs
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G. Civil Disturbance – Off Campus

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Peaceful Demonstration	Little if any Impact.	Institute Activities Unaffected. Could spread to Campus.	<p>EMP not Activated IRT not Contacted EMT may be Notified Situation Monitored Closely</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • University Police
Violent Demonstration	Serious Distraction.	Institute Activities may be Affected. Could spread to Campus.	<p>EMP Activated IRT Contacted EMT Notified The IOC may be Activated All Entrances Monitored Is this the type of political demonstration that could spread to campus? If so, Consider closing the Campus Situation Monitored Closely Individuals leaving the Campus are routed out of harm's way.</p> <p>Most Critical Plans / Resources:</p>

			<ul style="list-style-type: none"> • University Police • Public Relations • Student Affairs
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H. Hazardous Release – On Campus

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Chemical, Radiation or Biological Release (Inside a Building)	General Panic. Injuries (chemical) or Sickness Immediate Fatalities and/or Fatal Exposures Possible.	Institute operations in the affected building(s) are shutdown. Government Authorities assume Incident Command & may commandeer Institute Resources. Violation Penalties from Regulatory Agencies. Law Suits. Serious PR Exposure.	EMP Activated IRT Contacted EMT Notified Activate the IOC Eliminate a terrorist attack as a possibility Consider evacuating the campus All Entrances Closed Ventilation Systems in Affected Building(s) Shutdown Personnel In Affected Building(s) are Quarantined Most Critical Plans / Resources: <ul style="list-style-type: none"> • Public Relations • Facilities • University Police • EH&S • Student Health Services
Chemical, Radiation or Biological Release (Outside on Campus)	General Panic. Injuries (chemical) or Sickness Immediate Fatalities and/or Fatal Exposures Possible.	Institute Activities Closed Until the Situation Stabilizes. Government Authorities assume Incident Command & may commandeer Institute Resources. Violation Penalties from Regulatory Agencies. Law Suits. Serious PR Exposure.	EMP Activated IRT Contacted EMT Notified Activate the IOC (if travel to the IOC possible) Eliminate a terrorist attack as a possibility Campus Not Evacuated/Everyone Remains Indoors All Ventilation Systems Shut Down Personnel In Affected Areas are Quarantined All Entrances Closed Most Critical Plans / Resources: <ul style="list-style-type: none"> • Public Relations

			<ul style="list-style-type: none"> • Facilities • University Police • EH&S • Nearly all Resources Critical
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I. Hazardous Release – Off Campus

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Chemical Release	<p>Probable Panic. Institute Activities probably not directly affected. Indirect impact such as the loss of utility services is possible.</p>	<p>Once the situation becomes known it will be impossible to concentrate on normal activities. Institute effectively paralyzed. Government Authorities may commandeer Institute Resources.</p>	<p>EMP Activated IRT Contacted EMT Notified Activate the IOC Be prepared to Shut Down all Ventilation Systems Eliminate a terrorist attack as a possibility All Campus Entrances & Exits Closed All individuals may be instructed to leave the Campus grounds and to seek shelter inside buildings</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • Public Relations • University Police • EH&S
Biological or Radiation Release	<p>Panic Almost Certain. Institute Activities probably not directly affected. Indirect impact such as the loss of utility services is unlikely but possible.</p>	<p>Once the situation becomes known it will be impossible to concentrate on normal activities. Institute effectively paralyzed. Government Authorities may commandeer Institute Resources.</p>	<p>EMP Activated IRT Contacted EMT Notified Activate the IOC Shut Down all Ventilation Systems Eliminate a terrorist attack as a possibility All Entrances & Exits Closed All individuals are instructed to leave the grounds and to seek shelter inside buildings Most Critical Plans / Resources:</p>

			<ul style="list-style-type: none"> • Public Relations • University Police • EH&S
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Notes on Hazardous Releases:

- We are assuming that this is an accidental non-terrorist event.
- A chemical release will likely affect a limited area; individuals can be routed out of harm’s way. A shut down of Institute operations will likely be of a short duration unless the release is on or very near Campus.
- A biological or radiation release may directly impact the Campus even if the point of release is off-Campus.
- An accidental release is most likely a chemical release.
- For a chemical release it may be necessary for individuals on lower floors to move to upper floors; conducting a “vertical evacuation.”

J. Hostile Intruder

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Unarmed	Panic Possible. Psychological Trauma. Injuries possible.	Government Authorities may assume Incident Command and may limit access to the area. Institute operations in the affected areas are shutdown.	EMP Activated IRT Contacted EMT Notified IOC Activated Eliminate a terrorist attack as a possibility University Police confronts the intruder Consider an evacuation of the immediate area If the threat is outside, cancel all outdoor events Most Critical Plans / Resources: <ul style="list-style-type: none"> • University Police • Public Relations

Armed	Panic Certain. Psychological Trauma. Injuries and fatalities possible. Serious life-threatening event.	Government Authorities assume Incident Command and will likely limit access to the area. Institute operations are shutdown. If fatalities occur, the Campus will likely be closed temporarily.	EMP Activated IRT Contacted EMT Notified IOC Activated Eliminate a terrorist attack as a possibility University Police establishes a perimeter around the affected areas Consider an Incident Lockdown of the immediate area If the threat is outside, cancel all outdoor events Most Critical Plans / Resources: <ul style="list-style-type: none"> • University Police • Public Relations • Student Affairs
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Police will likely set up a building perimeter and probably a closer inner perimeter. If the subject or subjects have injured anyone, arriving officers will take actions to prevent further harm. If the subject or subjects have only threatened harm then a negotiating team will be set up.

K. Terrorist Activity – On Campus

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Bomb Detonation, Chemical, Radiation or Biological Release (Inside a Building)	General Panic. Additional Detonations or Releases Possible. Immediate Fatalities and/or Fatal Exposures Possible. Injuries or Sickness. Psychological Trauma. Physical Damage. Utility Interruption. Environmental Contamination.	Institute Activities Suspended Until the Situation Stabilizes. Government Authorities assume Incident Command & may commandeer Institute Resources. Increased scrutiny from Regulatory Agencies.	EMP Activated IRT Contacted EMT Notified Activate the IOC Eliminate Hoax as a Possibility Affected Buildings Evacuated Consider a Campus-wide Evacuation All Entrances Closed Ventilation Systems in Affected Building(s) Shutdown Personnel from Affected Building(s) are Quarantined Most Critical Plans / Resources: <ul style="list-style-type: none"> • University Police

			<ul style="list-style-type: none"> • Facilities • Public Relations • EH&S • Student Health Services
Bomb Detonation, Chemical, Radiation or Biological Release (Outside on Campus)	<p>General Panic. Additional Detonations or Releases Possible. Immediate Fatalities and/or Fatal Exposures Possible. Injuries or Sickness. Psychological Trauma. Physical Damage. Utility Interruption. Environmental Contamination.</p>	<p>Institute Activities Suspended Until the Situation Stabilizes. Government Authorities assume Incident Command & may commandeer Institute Resources. Increased scrutiny from Regulatory Agencies.</p>	<p>EMP Activated IRT Contacted EMT Notified Activate the IOC Eliminate Hoax as a Possibility Campus Not Evacuated/Everyone Remains Indoors All Ventilation Systems Shut Down Personnel In Affected Areas are Quarantined All Entrances Closed Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • University Police • Facilities • Public Relations • EH&S • Nearly all Resources Critical

L. Terrorist Activity – Off Campus (In the General Area)

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Bomb Detonation	<p>High Anxiety Levels. Possible Panic. Institute Activities probably not directly affected. Indirect impact such as the loss of utility services is possible.</p>	<p>Once the situation becomes known it will be difficult to concentrate on normal activities. Institute effectively paralyzed. Government Authorities may commandeer Institute Resources.</p>	<p>EMP Activated IRT Contacted EMT Notified Activate the IOC Eliminate Hoax as a Possibility All Entrances & Exits Closed</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • University Police • Public Relations • EH&S

Chemical, Biological or Radiation Release	High Anxiety Levels. Probable Panic. Institute Activities probably not directly affected. Indirect impact such as the loss of utility services is possible.	Once the situation becomes known it will be difficult to concentrate on normal activities. Institute effectively paralyzed. Government Authorities may commandeer Institute Resources.	EMP Activated IRT Contacted EMT Notified Activate the IOC Eliminate Hoax as a Possibility All Entrances & Exits Closed All individuals are instructed to leave the grounds and to seek shelter inside buildings. Shut Down all Ventilation Systems Most Critical Plans / Resources: <ul style="list-style-type: none"> • University Police • Public Relations • EH&S
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Notes on Weapons of Mass Destruction (WMD):

- There are important differences between radiation, biological and chemical releases. This table assumes that a biological or radiation release is detected at the time of release and that may not be the case. If a biological or radiation release remains undetected for a period of time all opportunities for initial action steps will be lost. Biological or radiation release could impact the entire region where, due to a required mass, a chemical release will likely impact a more limited area.
- This table does not address a technology attack. Although important Institute activities could be disabled it is unlikely that there would be life-threatening situations. The response will have to be handled by the technology department; there would be very little that anyone else could do.
- Since a bomb detonation or chemical release will likely impact a limited area, individuals can be routed out of harm's way. A shut down of Institute operations will likely be of a short duration.
- For a chemical release it may be necessary for individuals on lower floors to move to upper floors; conducting a "vertical evacuation."
- A biological or radiation release may directly impact the Campus even if the point of release is off-Campus.
- Longer-term considerations include the possible relocation of resident students and the evaluation of the personal lives of displaced employees.

Bomb Threat

- Since this is only a threat there is assumed to be no injuries or damages
- Contact University Police
- Evacuate building(s) if the threat is real
- Prosecute all hoaxes

Anthrax

- Take all instances seriously
- Isolate the area
- Quarantine any affected individuals
- Contact a qualified HAZMAT service to address the situation

M. Fire

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Minor Fire	Building lighting, HVAC, possibly shut down. Some immediate danger. Some panic possible.	Institute operations in the affected building are shutdown. Restricted areas.	EMP probably not Activated IRT probably not Contacted EMT Notified at a later date Building is evacuated (this should occur automatically) Fire Department Contacted Building occupants gather a safe distance away – names are recorded and information is collected Shut down utilities once the building is evacuated Most Critical Plans / Resources: • Facilities
Major Fire	Building lighting, HVAC, probably shut down. Immediate danger. Some panic probable.	Institute operations in the affected building are immediately shutdown. Institute operations in the general area are shutdown. Building contamination may prevent immediate re-occupancy.	EMP Activated IRT Contacted EMT Notified The IOC may be Activated Building is evacuated (this should occur automatically) Fire Department Contacted Building occupants gather a safe distance away – names are recorded and information is collected

			<p>Shut down utilities once the building is evacuated</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • Facilities • University Police • Public Relations • EH&S
Fire accompanied with Explosion continued next page			

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Fire accompanied with an Explosion	<p>Building lighting, HVAC, probably shut down.</p> <p>Immediate danger.</p> <p>General panic.</p> <p>Injuries likely.</p> <p>Fatalities possible.</p>	<p>Institute operations in the affected building are immediately shutdown.</p> <p>Institute operations in the general area are shutdown.</p> <p>Building contamination may prevent immediate re-occupancy.</p> <p>All campus operations may be shutdown.</p>	<p>EMP Activated</p> <p>IRT Contacted</p> <p>EMT Notified</p> <p>Activate the IOC</p> <p>Building is evacuated (this should occur automatically)</p> <p>Fire Department Contacted</p> <p>Building occupants gather a safe distance away – names are recorded and information is collected</p> <p>Shut down utilities once the building is evacuated</p> <p>Eliminate a terrorist attack as a possibility</p> <p>Consider closing the campus</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • Facilities • University Police • Public Relations • EH&S • Student Health Services

N. Technology Disaster

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Software Failure	No damages likely. Not life-threatening. Services should be restored within 48-hours.	Degradation of Institute Activities. Institute should remain open.	EMP may be Activated IRT may be Contacted EMT Notified IT works to restore services Most Critical Plans / Resources: • IT
Hardware Failure	No damages likely. Not life-threatening. Services may not be restored for several days.	Serious Degradation of Institute Activities. Institute should remain open.	EMP may be Activated IRT may be Contacted EMT Notified IT works to restore services Alternate site plan possibly activated Most Critical Plans / Resources: • IT

O. Utility Outage – Electrical

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Outage of Short Duration (<15 min.)	Most lighting, HVAC, shut down. Little immediate danger. Little panic. Fire detection, notification and suppression systems may be affected.	Institute operations in the affected areas are shutdown.	EMP not Activated IRT not Contacted EMT not Notified Utility Authorities Contacted This situation does not meet the definition of a disaster Facilities needs to monitor Most Critical Plans / Resources: • Facilities

<p>Outage expected to be of Moderate Duration (>15 min. but <4 hours).</p>	<p>Most lighting, HVAC, shut down. Little immediate danger. Little panic. Fire detection, notification and suppression systems may be affected.</p>	<p>Institute operations in the affected areas are shutdown. Research assets could be in jeopardy.</p>	<p>EMP may be Activated IRT may be Contacted EMT Notified at a later date Utility Authorities Contacted Affected areas are evacuated Some rescheduling of classes likely</p> <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • Facilities • University Police • Public Relations
<p>Extended Outage Duration (>4 hours) continued next page</p>			
<p>Sub-Classifications</p>	<p>Expected Impact</p>	<p>Expected Consequences</p>	<p>Suggested Action Steps</p>
<p>Outage of Extended Duration (>4 hours)</p>	<p>Most lighting, HVAC, shut down. Little immediate danger. Little panic. Fire detection, notification and suppression systems may be affected.</p>	<p>Institute operations in the affected areas are shutdown. Research assets could be in jeopardy. Building air quality issues may prevent immediate re-occupancy.</p>	<p>EMP Activated IRT Contacted EMT Notified Activate the IOC Utility Authorities Contacted Affected areas are evacuated Rescheduling of classes will be necessary If the outage is widespread:</p> <ul style="list-style-type: none"> • Classes Canceled • Entrances Closed <p>Most Critical Plans / Resources:</p> <ul style="list-style-type: none"> • Facilities • University Police • Public Relations • Student Affairs

Notes:

- Probably the most critical factor and the most difficult factor to determine is the expected duration of the outage.
- Generators will supply power to several critical operations.
- UPS units will supply temporary power and electrical-spike suppression to central data centers.

P. Utility Outage – Water & Sewer

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Water Contamination	Immediate danger. Probable panic. Clear Life-threatening Hazard.	Institute Activities Suspended Until the Situation Stabilizes. Threat could go undetected initially. Law Suits. Severe PR Exposure.	EMP Activated IRT Contacted EMT Notified Activate the IOC Water System Shut Down Water Authorities Contacted Determine if this is a terror-related event. If necessary follow “Terror Activity” guidelines. Arrange for Medical Evaluations Immediate communicate this information utilizing: <ul style="list-style-type: none"> • Telephone • Speaker Systems • Loud Speakers • Printed Warnings at Water Consumption Areas • Close the Institute Most Critical Plans / Resources: <ul style="list-style-type: none"> • Public Relations • Facilities • University Police • EH&S • Student Affairs • Student Health Services

Water Unavailable & Sewer continued next page

Sub-Classifications	Expected Impact	Expected Consequences	Suggested Action Steps
Water Unavailable	Little immediate danger. Little panic.	Certain Institute operations are affected. Most Institute operations can continue for a few hours.	EMP Activated IRT Contacted EMT Notified The IOC may be Activated Water Authorities Contacted Consider impact on Resident Students If the outage extends beyond a few hours consider: <ul style="list-style-type: none"> • Portable Toilets • Bottled Water • Temporarily closing the Institute Most Critical Plans / Resources: <ul style="list-style-type: none"> • Facilities • Public Relations
Sewer	Health Hazard. Little panic.	Certain Institute operations are affected. Most Institute operations can continue for a few hours.	EMP Activated IRT Contacted EMT Notified The IOC may be Activated Shut Down System Sewer Authorities Contacted Cordon off the affected area Arrange for Medical Evaluations Most Critical Plans / Resources: <ul style="list-style-type: none"> • Public Relations • Facilities • University Police • EH&S • Student Health Services

XV. ATTACHMENT C - Incident Response Plan

A. Overall Incident Response Plan

Purpose

The purpose of this Incident Response Plan is to provide important information in the event an incident or natural disaster that occurs within the Institute or the general area that impacts academic and other operations. Together with the other incident plans developed by other institutions, this plan will assist in anticipating incidents and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

This Incident Response Plan is designed for use by faculty, staff and other early responders. Ongoing and overall Institute incident response operations are defined in the Business Continuity Plan.

Mission

The mission of the Institute with respect to incident response is to safeguard the lives of faculty, staff, and students, to lessen the extent of personal injuries that may occur, and to protect assets in the event of an incident or natural disaster.

Incident Commander

The Incident Response Plan for the Institute operates under the “Incident Command System” – a system utilized by FEMA and many other organizations. Under this system a single Incident Commander directs all School resources. Although the Incident Commander may consult with other individuals, it is imperative that all employees follow the decisions made by the Incident Commander. As necessary the Incident Commander will relinquish Incident Command to Civil Authorities.

Incident Lockdown

There are a number of incident situations where an evacuation of a building and/or classroom is not advisable – hostile intruder, hazardous release outside, terrorist attack, etc.

- An Incident Lockdown (or “Shelter-in-Place”) will be announced by intercom or other voice communication system such as ConnectED notification service.
- If a situation that may require an Incident Lockdown is discovered, the individual making the discovery shall immediately contact the Incident Commander and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.

Procedures

- Lock classroom and other doors
- Close windows & window treatments
- Turn off lights
- Everyone is to remain quiet and not enter hallways
- Should the fire alarm sound, do not evacuate the building unless:
 - You have firsthand knowledge that there is a fire in the building, or
 - You have been advised by Police/University Police to evacuate the building.

- Crouch down in areas that are out of sight from doors and windows
- Students in hallways are to seek shelter in the nearest classroom
- Students in outdoor areas should immediately take cover. If the threat is outdoors, all outdoor activities will be cancelled.

Bomb Threat or Suspicious Package

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact the University Police and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.
- If a telephone call or information is received stating a bomb is somewhere on the campus:
 - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location.
 - Recipient does not hang up the phone when the call is completed. Keep the line open or place it on "hold".
 - Recipient immediately contacts the University Police and advises them of the call, and provides a detailed written text.
- In addition to contacting the Incident Commander, University Police will call 911 advising local incident services authorities of the situation about the bomb threat or suspicious package, and request local incident services assistance. Local incident services authorities should receive updated information upon their arrival.
- University Police will be posted to ensure no one enters the building(s) until incident personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest building.
- Once local incident service authorities arrive, the Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
- The local incident services authorities will notify the Incident Commander when reentry to the building can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.

Campus Disturbance or Demonstration

Policy

Generally, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct Institute business as normal as possible.

General Guidance

A student demonstration should not be disrupted unless one or more of the following conditions

exist as a result of the demonstration:

- Interference with normal operations of the Institute
- Prevention of access to office, building, or other Institute facilities
- Threat of physical harm to people
- Threat or actual damage to Institute property

If any of these conditions do exist, the Incident Commander with assistance from University Police will ask the demonstrators to terminate the disruptive activity and inform them that failure to discontinue the specified action will result in disciplinary action and intervention by civil authorities. If the disruptive activity does not cease immediately, local civil authorities should be called for assistance.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time:

- Arrangements should be made for University Police to closely monitor the situation during non-business hours, or
- A decision will be made to treat the violation of regular closing hours as a disruptive demonstration
- If there is an immediate threat of bodily harm or damage to property, University Police will dial 911, ask for assistance and contact the Incident Commander with an update of the situation.
- The local incident services authorities will notify the Institute when normal operations can resume. There is no specified time limit for when students and faculty will be permitted back into the area.

Fire and Facility Evacuation

Procedures to be followed:

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm switch.
- When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Fire Deputies should be the last occupants to leave the building to insure everyone has exited the building.
- Should a person have to remain in the building due to circumstances beyond his/her control, the Fire Deputy will notify the arriving fire officials of the person's location and the condition of the individual (i.e., handicapped, wheelchair bound, injured, etc).
- The alarm systems should be designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated. University Police will immediately contact the Incident Commander and inform him/her of the situation.
- When feasible, University Police will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. University Police will then go to that location to determine the response needed and will inform the arriving incident personnel of their findings and will assist with traffic and crowd control.

Evacuation

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in areas designated by Facilities. Evacuation orders may be given for multiple purposes.

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

Procedures

- Become familiar with your work area and exit locations.
- When the fire alarm sounds, prepare to evacuate immediately.
- Do not panic but walk quickly to the closest exit.
- Do not use elevators. Do not use cell phones.
- Walk in a single file to the right through corridors and stairwells.
- Avoid unnecessary talking and keep the lines moving.
- Individuals requiring assistance in evacuation should proceed to stairwell entrance areas (floor landings inside the stairwell) and wait for assistance.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
- No one is to return to the building until permission is granted by the Incident Commander.

Hazardous Release

Procedures

- If a hazardous substance is discovered on the campus, the individual shall immediately contact University Police and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.
- If a telephone call or information is received stating HAZMAT material is somewhere on the campus:
 - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice, to include male/female, accent, age, etc., and the possible location.
 - Recipient does not hang up the phone when the call is completed. Keep the line open or place it on "hold".
 - Recipient immediately contacts University Police and advises him/her of the call, and provides a detailed written text.
- In addition to contacting the Incident Commander, University Police will call 911 advising local fire/HAZMAT authorities of the situation and request local incident services

assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.

- The Incident Commander will direct that the affected area be evacuated and isolated.
 - When necessary and as directed, Faculty and Staff will inform students and Faculty & Staff of the situation and ask them to leave all personal belongings, to include books, backpacks and coats in the isolated area and evacuate the room or area that is potentially affected.
 - Faculty and office staff should be the last to leave the area/classroom and should conduct a quick review to assure the isolated area is evacuated.
- University Police will be posted to ensure no one enters the isolated area until personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate all affected areas and move into a safe location as designated by officials on site.
- When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
- Once fire/HAZMAT authorities arrive, the Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
- The fire/HAZMAT authorities will notify the Incident Commander when reentry to the isolated area can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the fire/HAZMAT authorities.
- If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:
 - An Incident Lockdown order will be issued
 - Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.

Hostile Intruder Incident

- If a Hostile Intruder is discovered on the campus, the individual making the discovery shall immediately contact University Police and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.
- If gunshots are heard within a building, individuals in hallways will immediately seek shelter in classrooms. Faculty will close and lock or barricade their room doors, close windows and window treatments, and turn off the lights to that area. Faculty should try and calm student fears and keep them as quiet as possible and out-of-sight. Faculty will stay in the locked/barricaded room until informed by Police/University Police personnel that it is safe to come out of the area. Faculty should use their cell phones to notify University Police and local 911 personnel of the situation.
- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:

- You have firsthand knowledge that there is a fire in the building, or
- You have been advised by a Police/University Police to evacuate the building.
- Office personnel in the affected building will close and secure their office areas and immediately call University Police and 911 to notify of the situation.
- University Police will be posted to ensure no one enters the building(s) until local Incident services personnel arrive and the area is determined to be safe.
- Once local Incident service authorities arrive, the Incident Commander will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.
- A senior law enforcement officer on scene will notify the Incident Commander when reentry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.

Natural Disasters

General Guidance

The Institute Business Continuity Plan defines weather monitoring and Institute overall response to weather related threats. Faculty & Staff activities focus on safety issues and, in certain cases, the protection of Institute assets. Faculty & Staff are responsible for securing work area assets and for conducting preliminary damage assessments of work areas (see Attachments 1 & 2).

Hurricanes

- The Institute will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- Faculty and Staff are required to secure their work areas for wind and flooding prior to being released.

Tropical Storms, Mid-Latitude Storms & Floods

- The Institute will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- Faculty and Staff are required to secure their work areas for flooding prior to being released.

Winter Storms

- The Institute will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- Since no building or building content damage is expected, Faculty and Staff are not required to secure their work areas prior to being released.

Thunderstorms

- Observe the following rules if lightning is occurring or is about to commence:
 - Power down computers and turn other electrical equipment off (never unplug electrical cords if lightning is occurring).
 - Avoid water fixtures, telephone lines, and any electrical conducting materials.
 - Stay inside buildings and off campus grounds.
- Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.

Tornadoes

- If a tornado is spotted or imminent take the following steps immediately:
 - Notification of a pending disaster will be announced (*over the address system or by voice*) - fire/evacuation alarms are not to be activated.
 - Evacuate all trailers and temporary structures. Proceed immediately to a structurally secure building.
 - Go to the interior area of the building.
 - Do not seek shelter in Gyms, Auditoriums, and other large open areas.
 - Take cover under a sturdy object.
 - Protect your head, neck, and face.
 - Stay away from windows and items that might fall.
- There is not a sufficient warning period to close the Institute or to effectively protect Institute assets. Therefore no special effort should be made to protect Institute assets; all attention should be directed towards life safety procedures.

Earthquakes

- If an earthquake strikes while you are in a building, take cover immediately under a sturdy object covering your head, neck and face. Be prepared to move with the object. To the extent possible, stay away from windows and items that might fall.
- Do not attempt an evacuation during the earthquake. Also be prepared for aftershocks.
- In outdoor areas, stay away from power lines, buildings, and any objects that might fall. In an automobile, pull off the road away from overpasses, bridges, and large structures that might fall.
- There is no warning period therefore all attention should be directed towards life safety procedures.

Terrorist Attack

General Guidelines

Incident action steps will depend upon the type of device and/or agent used and whether it is used on-campus, in a campus building or off-campus. The Institute has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

- Notify the University Police
 - Call 911 to dispatch police/bomb-squad and fire/hazmat
 - Contact the Incident Commander
 - Contact the FBI
 - Contact the Local/Regional Office of Incident Management
 - Contact the Local Health Department
- In most cases Authorities will set-up an Incident Command Center upwind of the hazard
- Avoid Contamination
 - At the point of the release
 - By exposed individuals
 - Limit access in the area to those responsible for rescue or material/device analysis
- Do not touch or move any Suspicious Object
 - Do not use radios, cell phones, etc. that may trigger detonation
 - Evacuate the area
- If an Unknown Material has been released
 - Facilities will shut down ventilation systems
 - If the release is internal, secure the affected area and evacuate
 - Affected individuals should quarantine themselves at a safe location
 - If the release is external, secure the perimeter and execute an Incident Lockdown
- If a hazardous release occurs off-campus
 - If the contamination is expected to affect the campus, you will be given instructions to remain indoors
 - If the contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas.

Mail Safety

Suspicious Package – Rules of Thumb:

- Grease Stains or Discoloration
- Odors
- Protruding Wires or Metal
- Excessive Weight/Postage/Securing Materials (tape, string, etc.)
- Lopsided/Uneven
- Hand Written Address
- No Return Address
- Misspelled Words
- Confidential, Personal, Open only by University Police, etc.
- Foreign Mail

Opened Package – If an open package contains an unknown substance:

- Place it down immediately and gently.

- Do not shake, empty or do anything that would make the substance airborne.
- If available secure the package in a plastic bag.
- Do not move the package.
- Close doors, windows and (if possible) shutdown ventilation systems.
- Do not allow others to enter the area.
- Leave the room and quarantine yourself.
- Notify University Police (or designated college official):
 - Take all instances seriously
 - Isolate the area
 - Quarantine any affected individuals
 - Contact a qualified HAZMAT service to address the situation
- Remain calm – 99.99+% of these events are hoaxes.

B. Campus Closing Checklist – Flood Threat

In the event that the Institute suspends normal operations in response to the threat of a tropical storm or other rain/flood event, the following activities must be carried out in each unit prior to Faculty & Staff being released.

- Unplug computers, printers and other electrical appliances.
- Ground floor occupants in buildings subject to flooding:
 - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
 - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
 - If necessary, relocate equipment and other valuables to a higher floor. (*Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval.*)
 - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
- In lab areas:
 - In lab areas subject to flooding, store sensitive apparatus and glassware in areas not likely to flood.
- Attend to critical utility-dependent processes and make arrangements for back-up supply.
- Assure all hazardous and biohazards materials and wastes are properly protected.
- Check contents of refrigerators and set to coldest setting.
- Empty trash receptacles of items likely to rot.
- Take home all personal items of value.
- Close and latch all windows. Close and lock all doors.
- Stay tuned to the radio/television for additional information, or call the Institute Hotline.

C. Campus Closing Checklist – Wind & Flood (Hurricane) Threat

In the event that the Institute suspends normal operations in response to the threat of a hurricane or other severe wind and/or flood event the following activities must be carried out in each unit prior to Faculty & Staff being released.

- Back-up server hard drives and take duplicate copies off site.
- Unplug computers, printers and other electrical appliances.

All occupants:

- Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
- Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
- For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
- Cover and secure or encase and seal equipment and other valuables with plastic.
- Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
- Close and latch (or secure with tape) all filing cabinets.
- To the extent possible, turn bookcases, shelving units, etc. around to face walls.
- Place telephones in desk drawers. Leave telephones plugged in *(you will be able to receive messages).*

In lab areas:

- Store sensitive apparatus and glassware in areas safe from flooding and wind damage.
- Attend to critical utility-dependent processes and make arrangements for back-up supply.
- Assure all hazardous and biohazards materials and wastes are properly protected.
- Check contents of refrigerators and set to coldest setting.
- Empty trash receptacles of items likely to rot.
- Take home all personal items of value.
- Close and latch all windows. Close and lock all doors.
- Stay tuned to the radio/television for additional information, or call the Institute Hotline.