EMERGENCY MANAGEMENT PLAN

August 7, 2018
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EMERGENCY MANAGEMENT PLAN

Members of the Westminster Community:

Westminster College (“Westminster” or “College”) is committed to developing and administrating a comprehensive emergency management program to encompass the College community. The Emergency Management Plan (Plan) supports the College's ongoing risk and threat assessment operations, emergency preparedness provisions, and business continuity and recovery plans to provide prompt and effective response for the protection of College students, faculty, staff, and campus visitors in an emergency. The Plan establishes procedures and an organized structure to guide the College in responding to significant foreseeable emergencies on the College campus, or property owned or operated by the College. While no plan can absolutely prevent any damage during an emergency, this Plan has been developed to coordinate the resources, facilities, and personnel of the College, and other external agencies as appropriate, for an effective response to any foreseeable emergency. All personnel assigned specific emergency responsibilities under this Plan (including departmental plans) should have a working knowledge of assigned roles, responsibilities, and applicable procedures.

I encourage all College students, faculty, and staff to familiarize themselves with this Plan, particularly the guidance in Section I, "What You Should Do in an Emergency and How to Prepare", and to be vigilant and responsive to actual or threatened emergencies.

Sincerely,

Bethami Dobkin
President
I. WHAT YOU SHOULD DO IN AN EMERGENCY AND HOW TO PREPARE

Westminster College has developed this Plan to help prepare our College community to respond to and recover from a range of emergencies.

Creating a culture of preparedness is a team effort involving staff, faculty, and students. The first step in being prepared for an emergency is to learn how you would be notified of and updated about a significant emergency, and then to learn and remember key actions you may be directed to take by College officials.

Emergency Communications Systems and Methods

Westminster uses several different systems and methods of communication to alert students, faculty, staff, and others of a significant emergency. It is important that you become familiar with these communication tools and ensure that your contact information is kept current so that the College can stay in touch with you. These include, as appropriate to the type and scope of emergency:

- Brief urgent messages communicated via email, voicemail, and text message using the College’s Emergency Notification System (ENS) Regroup.
- Campus loudspeaker system broadcasts alarms.
- Information is also posted as follows:
  - College Website ([www.westminstercollege.edu](http://www.westminstercollege.edu))
  - College Facebook page ([www.facebook.com/westminsterslc](http://www.facebook.com/westminsterslc))
  - Social media ([https://twitter.com/westminsterslc](https://twitter.com/westminsterslc))
- Broadcast media: local radio, television, and online media outlets
- Other methods (bullhorns, flyers, building runners, personal emails, and phone calls).

In case of a significant emergency, some or all of these systems will provide information about the nature of the emergency, what to do, and where to get additional details. Emergency updates and further information will be provided by postings to the listed websites, emails, or texts to the College community, and other methods as needed. Also, be sure to develop an emergency communications plan with your family and friends to keep them informed of your situation during an emergency.

Actions to Take

For all emergencies other than active shooter, there are two immediate strategies that are used to protect people: Evacuate and Shelter-in-Place.

- **Evacuate** means to immediately leave a potentially hazardous location (building, area of campus, entire campus, Salt Lake City, etc.) due to an imminent or impending threat to life or health.
- **Shelter-in-Place** means to go and/or stay indoors when a situation occurs that may be a threat to life or health. Generally, this means you will be instructed to go and/or stay indoors, lock doors/windows, and stay away from doors/windows. Remain there until you
are notified by Public Safety or College emergency communications systems that it is safe to leave.

In the event of an active shooter, the College follows the Run-Hide-Fight strategy.

- **Run-Hide-Fight** means to run if there is an escape path; find a place to hide if you cannot get out safely; and as a last resort and only when your life is in danger, fight.

This Plan provides more details on these strategies in Appendices A, B, and C.

**People Requiring Additional/Special Assistance**

People who have certain disabilities or impairments (specifically including, but not limited to, those limiting hearing, visual, and mobility functions) may require special or additional assistance during an emergency. These individuals are encouraged to inform College administrators designated to respond to requests for disability accommodations, and/or resident advisers, roommates, classmates, co-workers, friends, faculty, and supervisors, of what special assistance they may require to receive effective emergency communications notices; and to respond to emergency situations so that interactive, advance planning can be done to see that such individuals receive emergency communications; and to provide special or additional assistance in an emergency. College administrators designated to address disability accommodations requests, by those individuals who self-identify, should include consideration of effective emergency communications and emergency response assistance in the accommodations process, as relevant to the disability.

In an emergency, all members of the College community should help those around them who may need additional assistance, whether by virtue of a disability, impairment, or otherwise. Members of the College community should report to College personnel or emergency responders the condition and location of any person unable to leave a building or area being evacuated. More specific guidance on evacuation and other emergency responses for persons needing special assistance can be found in Appendices A, B, and C.

**II. PLAN OVERVIEW**

**Purpose**

The purpose of this Plan is to establish general operational guidance, assign roles and responsibilities, and promote campus awareness for responding to emergencies that may affect the College community. Additionally, the Plan includes specific guidance for responding to particular types of emergencies.

**Scope**

The guidance in this Plan applies to all members of the College community, visitors to the campus at the time of an emergency, and to the buildings and grounds that are owned and operated by the College. It is intended to help protect life and property, minimize damage caused by emergencies,
minimize disruptions to College operations, and move promptly to resume operations following emergency situations.

**Assumptions**

An emergency or a disaster may occur at any time of the day or night, during a weekend, or on a holiday, with little or no warning. The events in an emergency cannot be predicted. Consequently, a plan of this type serves only as a general guide and checklist, and will undoubtedly require modification and more specific guidance and direction as an emergency unfolds.

In certain emergencies, the College may need to coordinate its response to the situation with one or more outside agencies, including but not limited to local, state, and federal government agencies, and disaster relief organizations. The specific role for any outside agency(ies) will depend on the emergency situation.

**Phases of Emergency Management**

Generally, an emergency will have three basic phases.

- **Preparation:** This includes developing readiness for emergencies based on education, organization, and communication. Ongoing threat assessment is a major factor in effective preparation and is designed to reduce risk either by mitigation (reducing the seriousness of an event) or prevention (eliminating the risk of an event). The College engages in ongoing threat assessment and risk reduction measures and processes that are part of the College's regular campus operations and risk management programs.

- **Response:** This involves procedures for responding to situations in a prompt and effective manner, including immediate actions to try and save lives, protect property and the environment, and meet basic human needs. Response also includes the implementation of mitigation activities designed to limit adverse health effects, personal injury, loss of life, property damage, system disruptions, etc. Guidance on specific responses to a variety of potential emergencies is set forth in Appendix A to this document. This Plan document primarily addresses the Response phase of campus emergencies.

- **Recovery (including Business Continuity):** This phase includes the development, coordination, and execution of service, operations, and site restoration plans, as well as other short-term and long-term plans for recovery. Recovery also includes a thorough review of the emergency and a careful discussion of plans for future events, including initiatives to mitigate the effects of future similar emergencies.

Some emergencies may cause the campus to shut down some or all College operations. In such a case, the first step to recovery is to see that the campus is safe and secure. The second step will be to restore critical infrastructures and campus facilities/grounds to a level that will support critical functions. The third step will be to determine if and how to return to normal campus operations.

Business continuity begins shortly after an emergency has occurred (or, in some cases, while an emergency is occurring). After an assessment of damage or impact of the emergency has been completed, efforts will be taken to restore normal operations as quickly as possible. Business
continuity is carried out at the College, departmental, building, or function level, as appropriate to the particular emergency. Department specific plans for the College, which are in the process of being prepared or updated as of the date of adoption of this Plan, will separately address business continuity measures. In the case of a large, area-wide disaster, business continuity will be carried out on a community level, as such a disaster will likely involve damages to infrastructure, utilities, access to campus, etc.

III. RANGE AND SCOPE OF COVERED EMERGENCY SITUATIONS

An emergency addressed by this Plan includes any significant, unplanned event with the real potential to cause death or significant injury to students, faculty, staff, or visitors, or that can significantly disrupt College operations, causing physical or environmental damage, or presenting other threats to College's facilities.

Examples (list not exhaustive):

- Active shooter
- Bomb threat
- Civil Disturbance
- Death of a Student, Faculty, or Staff Member
- Earthquake/Aftershocks
- Explosion
- Fire
- Flooding
- Food-borne Illnesses or Incidents
- Hazardous Materials Incident
- Infrastructure Failure
- Pandemics and Infectious Diseases
- Snow or Ice Storm
- Suspicious Packages/Mail
- Tornado /High Winds
- Violent Campus Intruder

Range of Severity and Scope of Emergencies

Emergencies can range from those affecting a single office or building to a large-scale catastrophe influencing the entire campus and surrounding communities. The larger the scale and scope of the emergency, the more campus and community resources required to manage it.

On the low end of the scale are department or building incidents that can be resolved with existing College resources or limited outside help. These typically are of limited duration and have little impact on the College community beyond those people using the space/building at the time of the incident. A few illustrative examples are minor chemical or fuel spills, a minor fire confined to a single room not involving hazardous chemicals, or loss of heat or electricity to a building for a few hours, not jeopardizing health or safety.
Other more serious emergencies are those that affect a significant portion of the campus and/or outside community, including events that may develop into major campus or community disasters. These often require coordination with local and state authorities. A few illustrative examples would be an extended power outage, a severe storm or other weather event, a major fire, an active shooter, or contamination of the water supply.

Some emergencies may be catastrophic, involving the entire campus and surrounding community. These are often multi-hazard events beyond the emergency-response capabilities of campus and local resources. They likely will call for coordination with multiple state or federal agencies. A few illustrative examples include a flood, earthquake, major hazardous chemical spill, or act of terrorism.

Emergencies may not unfold all at once. There can be situations that primarily involve people, rather than infrastructure, which begin with a single incident but have the potential to quickly evolve into a multi-faceted campus crisis. A few illustrative examples of this could include a communicable disease, a death on campus, an off-campus accident affecting multiple members of the College community, a civil disturbance or riot, a hazing incident, or a hate crime.

IV. EMERGENCY MANAGEMENT AUTHORITY AND ORGANIZATIONAL STRUCTURE

President

During an emergency, the President, or their designee, has ultimate emergency responsibility and authority for officially declaring a campus-wide emergency or disaster, determining whether or not campus activities will be cancelled, and reviewing all strategic decisions. In the absence of the President, responsibility for the College’s emergency response will be carried out by the Provost; and thereafter, the Chief Risk Officer/General Counsel; thereafter, the Vice President of Finance and Administration; and thereafter, the Chief Student Affairs Officer; and thereafter, the next most-senior available administrator.

Incident Commander

The President has designated the Director of Campus Security, or their designee, as Incident Commander to oversee the management of all emergency activities, including development and implementation of strategic decisions. The Incident Commander is the ultimate internal authority for all emergency response efforts involving the College in a particular emergency.
Emergency Management Executive Team (EMET)

EMET provides executive leadership, advice, and counsel to the President on high-level emergency management and recovery decisions for the College.

- President
- Provost
- Vice President for Finance/Administration
- General Counsel

Emergency Operations Group (EOG)

EOG is involved in tactical management of the response and recovery under direction of the Incident Commander and the management of the Emergency Operations Center Manager, organized as closely as feasible to the Incident Command Structure (ICS), depending on the specifics of the emergency.

- Chief Risk Officer
- Emergency Operations Center Manager
- Executive Director of Communications
- Chief Student Affairs Officer
- Executive Director of Human Resources
- Associate Provost for Information Services
- Dean of Nursing and Health Sciences
- Risk Management Coordinator

Incident Command Structure (Organizational Structure during Emergency)
V. ACTIVATION OF THE PLAN

Initial Notification of an Emergency

Any member of the College community who witnesses or receives information regarding an emergency or impending emergency situation should contact the Campus Patrol at extension 2525, or (801) 832-2525 from off-campus, or dial 911. The College may receive initial notification of an emergency or impending emergency from a number of sources, including campus constituents, the National Weather Service, and/or local/state/federal emergency officials.

The Emergency Management Plan may be activated according to different response levels as described below in Table 1. In the event of a Level 3, Level 2, or Level 1 response, the Incident Commander will undertake an assessment of the situation to confirm that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus. This assessment may involve the President or their designee, the Emergency Management Executive Team (EMET), and/or the Emergency Operations Group (EOG). If this assessment results in a determination that the emergency requires a notification to the campus community, they will:

a. Determine the content of the notification.
b. Determine the appropriate segment or segments of the campus community to receive the notification.
c. Initiate the notification, unless issuing a notification will, in the judgement of the Incident Commander, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Incident Commander will utilize the College’s emergency communication system and methods, described below, to notify the campus community of the emergency.

If it is determined that the College’s response requires activation of the Emergency Operations Center (EOC), the Incident Commander will notify the Director of Risk Management and Compliance, who serves as the EOC Manager. The EOC Manager will assemble the EMET and EOG.

<table>
<thead>
<tr>
<th>NIMS Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIMS Level 4</td>
<td><strong>Limited Activation.</strong> Response to a small-scale incident that would require only the responding staff to mitigate the problem.</td>
</tr>
<tr>
<td>NIMS Level 3</td>
<td><strong>Partial Activation.</strong> Response to an incident that would require assessment by individuals with responsibilities under the Emergency Management Plan, such as the Emergency Operations Group or</td>
</tr>
<tr>
<td>NIMS Level 2</td>
<td>Full Activation. Response to a large-scale incident which requires activation of the Emergency Operations Center (EOC) for centralized decision-making.</td>
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</tr>
<tr>
<td>NIMS Level 1</td>
<td>Relocation Activation. Response to a large-scale incident that significantly impacted the campus environment, requiring the activation of an EOC at an alternative location, determined based on the specifics of the incident.</td>
</tr>
</tbody>
</table>

**Emergency Operations Center (EOC)**

When needed in a particular emergency, the Giovale Library will be the primary location for the EOC. If the Giovale Library is inoperable or inaccessible, the main meeting room (Room #107) at Westminster on the Draw will be the secondary location for the EOC. Should neither of these sites be feasible, another site will be designated after a campus status assessment.
Emergency Response Priorities

General priorities for emergency response at the College are as follows:

1. Protection of Life
   - Humans
   - Service Animals
2. Stabilization of the Situation
   - Prevent the situation from expanding
   - Isolate the scene and control ingress/egress
   - Determine course of action
3. Protect the Environment
   - Confine, contain, or neutralize hazardous materials
4. Protect College Property
   - Facilities necessary for shelter and care of College community
   - Critical College records and collections
   - Facilities used for education and operations
5. Restoration of Critical Services and Education Programs
   - Services critical to the basic operating environment (power, water, communications, etc.)
   - Services critical to the well-being of students
   - Services critical to educational programs
   - Services critical to support infrastructure and operations

First-Aid Centers

The Special Events Room in the Health, Wellness and Athletic Center will be the primary first-aid center. However, in a widespread campus emergency, the decision of whether and where to set up another campus location for first response, triage, and stabilization will be made by the Incident Commander in consultation with area emergency services providers. Serious injuries will be transported to the most appropriate emergency medical center, as determined by emergency medical services.

Emergency Shelter

Should the emergency call for extensive emergency shelter, the Richer Commons and/or Shaw Dining Hall will be the facilities most likely designated to serve that purpose. The backup emergency shelter will likely be the Eccles Health, Wellness, and Athletic Center. The College has arrangements for overflow shelter at the LDS Stake Center on 1700 South and 1100 East, Salt Lake City, Utah. If none of these sites is viable, the College will take steps to identify other available community resources for emergency shelter, including, but not limited to, coordinating with the Salt Lake City, Salt Lake County, and/or other resources, as appropriate.
Emergency Communications

Immediate Threats

During critical situations, in which there is a reasonable belief that an immediate threat to the health and safety of campus community members exists, designated Westminster College officials are authorized to use the Emergency Notification System to issue an initial warning, unless issuing the notification would compromise efforts to respond to the emergency.

Other Emergency Notifications

In the event of an impending threat to the health and safety of campus community members, initial warnings will be coordinated through Campus Security, Campus Safety, the Director of Communications, and the President or their designee as necessary.

Notifications will be made through a variety of methods in order to provide information to individuals with disabilities, including vision or hearing disabilities.

Public Information

The Director of Communications will be the principal media contact and College spokesperson with external audiences.

The Incident Commander will communicate and coordinate with local law enforcement and local/regional/state/federal emergency response officials as necessary and appropriate in a particular emergency.

The Emergency Operations Center Manager will communicate and coordinate with community partners, transportation providers, and health care providers, as necessary, and appropriate in a particular emergency. The Emergency Operations Center Manager will work to develop information sharing agreements, as needed, with such community partners to facilitate a prompt response in an emergency.

Throughout the emergency, the Director of Communications with coordinate with the Emergency Operations Center Manager to receive information and provide updates to the College community using one or more of the following components of the emergency communications systems and methods.

Emergency Communications Tools for On-Campus Constituents

- Brief urgent messages communicated via email, voicemail, and text message using the College’s ENS Regroup.
- Campus loudspeaker system broadcasts alarms.
- Information is also posted as follows:
  - College Website (www.westminstercollege.edu)
  - College Facebook page (www.facebook.com/westminsterslc)
  - Social media (https://twitter.com/westminsterslc)
• Broadcast media: local radio, television, and online media outlets
• Other methods (bullhorns, flyers, building runners, personal emails, and phone calls)

**Emergency Communications Tools for Family and the General Public**

• Posting information to the:
  College Website ([www.westminstercollege.edu](http://www.westminstercollege.edu)),
  College Facebook page ([www.facebook.com/westminsterslc](http://www.facebook.com/westminsterslc)),
• Social media ([https://twitter.com/westminsterslc](https://twitter.com/westminsterslc))
• Broadcast media: TV stations: KUTV-2, KTVX-4, KSL-5, KSTU-13; Radio stations: KUER, KSL radio, KCPW, KPCW, Clear Channel.
• Personal emails and phone calls.
Accounting for Individuals Following an Emergency

It is important to report to your designated assembly area so that the College can attempt to account for all members of the College community.

As quickly as possible, depending on the nature and scope of the emergency and the feasibility of meeting at the designated assembly area(s), faculty of classes that were in session, workplace supervisors, residence life staff, and designated building guardians will account for their students and staff known or presumed to have been in the building/area, and report missing and/or presumed missing individuals to Campus Patrol or emergency officials. The College may also employ the Emergency Notification System to ask the College community to self-report their status after an emergency. As it is safe to do so, Campus Patrol or other designated individuals will conduct a search of the building/area for any sheltering, entrapped, or injured occupants.

If you leave campus after evacuating a building or area without reporting to your designated assembly area, please try to email or call the faculty of your class that was in session at the time of the evacuation, your supervisor, residence life staff, or your dean, as appropriate, to advise them that you are safe and of your location. If you receive an ENS notification that allows you to respond with your status, please report in as soon as possible with the most accurate reply option provided.

Assessment of Campus Property and Facilities Damage

As directed by the Incident Commander, campus maintenance staff will assess campus property and facilities damage as soon as possible and communicate their findings to the Incident Commander. In an emergency involving multiple facilities, they and the Incident Commander should first evaluate medical facilities and student residences. Campus maintenance will work to mitigate any damage to facilities and grounds to restore them to a functional level. The Director of Plant Facilities, working with the Campus Patrol, has the temporary emergency authority to evacuate or close a site they deem an immediate threat to life or safety, subject to review by the Incident Commander. The Director of Plant Facilities will also coordinate a survey of gas, electric, steam, water, and sewer utilities; and together with Campus Patrol, will assist law enforcement and/or other external agencies with creating a safety perimeter at the site of the emergency, in consultation with the Incident Commander as appropriate.

The Director of Campus Safety may assist in providing information and/or on-site response in emergencies involving hazardous substances, including assessing damage or vulnerability to supplies of such substances from emergencies affecting storage sites. If an emergency situation calls for water or utility rationing, the Incident Commander, in consultation with the Director of Plant Facilities, Campus Patrol, and/or external agencies, will direct that the College community be notified of the specifics of such rationing and will oversee compliance, as needed.

Search of Open Buildings for Individuals Sheltered, Entrapped, or Injured

When the Incident Commander believes it prudent and safe to do so, Campus Patrol will conduct a search of all accessible College buildings to determine if any individuals are sheltered, entrapped, or injured inside.
Order for Evacuation of Campus

If it is necessary to evacuate the campus because of extensive failure of any critical system (sewer, water, electricity, etc.) or other danger present on campus, the Incident Commander, in consultation with the Emergency Operations Center Manager and the President, may order an evacuation. In that case, the College will communicate all evacuation details through the Emergency Communications Systems. See Appendix B for detailed information on campus evacuations.

Coordination with Local Officials

The Director of Communications will distribute this Plan to local officials. During a campus emergency with impact beyond the campus and requiring coordination/assistance from outside agencies, the Incident Commander, assisted by the Emergency Operations Center Manager and members of the EOG as necessary, will coordinate with government officials and external agencies as appropriate. The College will conduct an integrated response to such emergencies using a joint or unified command structure. The Incident Commander, in consultation with the Emergency Operations Center Manager and the President, will make decisions directly affecting the College. Contact information for all essential Salt Lake City and Salt Lake County emergency personnel and key state and federal agencies likely to be involved with large-scale emergencies is in Appendix F.

Key Roles

The Incident Commander and the Emergency Operations Center Manager may request the following College offices to assume various roles during an emergency, sometimes outside the normal scope of their duties. If a department does not have specific emergency roles for its personnel, those personnel will become part of a pool of reserve personnel to assist as assigned by the Incident Commander and the Emergency Operations Center Manager coordinating the specific emergency.

<table>
<thead>
<tr>
<th>College Office</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Deans</td>
<td>Identify and address instructional issues, including feasibility of continuing class schedule. Coordinate necessary faculty resources.</td>
</tr>
<tr>
<td>Athletics</td>
<td>Coordinate use of the Eccles Health, Wellness, and Athletic Center as a staging area, backup first-aid center, open bay temporary shelter, and/or temporary morgue.</td>
</tr>
<tr>
<td>Campus Maintenance</td>
<td>Mitigate facility and grounds damages and work to restore functionality. Set up temporary quarters for displaced units. Evaluate structures and estimate repairs. Has temporary emergency authority to evacuate or close</td>
</tr>
<tr>
<td>College Office</td>
<td>Role</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>a site deemed to present a threat to life or well-being. Provide site and building information to the Incident Commander. Coordinate a survey of gas, electric, steam, water, and sewer utilities, as appropriate. Assist Campus Patrol and law enforcement with creating a safety perimeter at the site of the emergency.</td>
</tr>
<tr>
<td>Campus Patrol</td>
<td>Provide site security, crowd control, evacuation, mobile communications, and investigation of incidents, as appropriate. Serve as liaison with on-site law enforcement, fire, and medical command personnel.</td>
</tr>
<tr>
<td>Communications</td>
<td>Media coordination, campus communications, and spokesperson.</td>
</tr>
<tr>
<td>Dining Services</td>
<td>Provide dining services for students, displaced personnel, and emergency workers. Oversee procurement and stockpiling of emergency food and water supplies.</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>Assist in providing information and/or on-site response in emergencies involving hazardous substances. Assess damage or vulnerability to supplies of such substances from emergencies affecting storage sites.</td>
</tr>
<tr>
<td>Finance and Administration</td>
<td>Provide or arrange for transportation services, as required. Obtain emergency goods and services. Pick up and deliver to designated location(s).</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Coordination of emergency needs of employees on campus, including shelter, food, and health care as appropriate.</td>
</tr>
<tr>
<td>Information Services</td>
<td>Assure availability of key/critical systems (onsite restoration, if required, or offsite/disaster recovery options). Facilitate and support emergency technology offerings (devices and connectivity as possible, including laptops, tablets, telephones [plus phone bank and 800 number if feasible and beneficial], cellular broadband, etc.) at Emergency Operations Center.</td>
</tr>
<tr>
<td>President's Office</td>
<td>Staff the President's office, communicate with trustees, and gather EMET and other personnel on call to the President.</td>
</tr>
<tr>
<td>Print &amp; Mail Center</td>
<td>Provide courier services as directed. Provide printed material as directed (letters to parents, posters, temporary procedures, signage, etc.)</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Coordination of non-academic needs of students, including shelter, food, and health care. Serve as liaison with families. Coordinate resident advisors and other staff or student resources as building runners for communication with students in on- and off-campus housing, when other means of communication are unavailable.</td>
</tr>
<tr>
<td>College Office</td>
<td>Role</td>
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<tr>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td>Student Health Services and Counseling Center</td>
<td>Provide medical support and mental health counseling. Assist in providing services to those with minor injuries, and provide trauma support. Coordinate with first-aid services, community emergency services providers, and local medical providers. May assist/provide onsite medical triage.</td>
</tr>
</tbody>
</table>

**Emergency Equipment and Supplies**

The College maintains emergency supplies and equipment in locations centrally available to the campus as described in Appendix D.

**Termination of State of Emergency**

The President, or their designee, in consultation with the Incident Commander and the Emergency Operations Center Manager, and external support agency representatives as applicable, has the sole authority to declare an end to any state of emergency. The Director of Communications will send follow-up information to the College community via ENS as necessary.
Emergency Support Functions

This Emergency Management Plan is supported by Emergency Support Function Annexes, which are maintained internally because they contain confidential or security-related information not to be shared with the general public. Emergency Support Functions are represented in Westminster College’s emergency response as detailed in Table 2:

<table>
<thead>
<tr>
<th>ESF Number</th>
<th>Lead College Group(s)</th>
<th>External Support Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Transportation</td>
<td>Facilities and Plant Operations</td>
<td>Utah Transit Authority&lt;br&gt;Commercial Transportation Agencies</td>
</tr>
<tr>
<td>2 – Communications Systems</td>
<td>Information Services</td>
<td>City &amp; State dispatch services&lt;br&gt;Regroup Help &amp; Support</td>
</tr>
<tr>
<td>3 – Public Works &amp; Utilities</td>
<td>Maintenance and Plant Operations</td>
<td>Salt Lake City Public Works</td>
</tr>
<tr>
<td>4 – Fire-fighting</td>
<td>N/A</td>
<td>Salt Lake City Fire Department</td>
</tr>
<tr>
<td>5 – Information &amp; Planning</td>
<td>Risk Management, Campus Security, Campus Safety and other departments as needed</td>
<td>External agency representatives</td>
</tr>
<tr>
<td>6 – Mass Care</td>
<td>Student Services / Residential Life Conference and Event Services</td>
<td>American Red Cross&lt;br&gt;Service / supply providers</td>
</tr>
<tr>
<td>7 – Logistics</td>
<td>Finance &amp; Procurement Human Resources</td>
<td>Service / supply providers&lt;br&gt;External staffing agencies</td>
</tr>
<tr>
<td>8 – Public Health &amp; Medical Services</td>
<td>Nursing &amp; Health Sciences / Student Health Services Counseling Center</td>
<td>Emergency Medical Services&lt;br&gt;Local Hospitals and Clinics&lt;br&gt;Salt Lake County Health Department</td>
</tr>
<tr>
<td>9 – Search &amp; Rescue</td>
<td>N/A</td>
<td>Salt Lake City Fire Department&lt;br&gt;Salt Lake City Police Department</td>
</tr>
<tr>
<td>10 – Hazardous Materials</td>
<td>Campus Safety</td>
<td>Salt Lake City Fire Department&lt;br&gt;Commercial environmental response agencies</td>
</tr>
</tbody>
</table>
Training and Tests

The Director of Campus Safety will annually review this Plan. Members of the EMET and departments having particular roles and responsibilities under this Plan will receive training on their roles and responsibilities. The Plan will be tested at least annually using tabletop and/or other tests/exercises, including local government and emergency response officials and other resources, as appropriate. The College, through the Director of Campus Safety, will document tests and exercises of the Plan, including date, time, and specifics of each test/exercise, and whether it was announced or unannounced. In conjunction with such annual tests of the Plan, and otherwise as required by applicable law, the College will publicize the Plan and emergency guidance and resources.

VI. PLAN REVIEW AND RECORD OF DISTRIBUTION

Plan Review

A formal review of this Plan will occur annually by the Director of Campus Safety. In addition, the Director of Campus Safety will review and update the Plan as necessary based on issues or concerns identified by drills, exercises, actual emergencies, and/or changes necessitated by regulatory developments, agency guidance, organizational structure, technological changes, etc.

Record of Distribution

Copies of this Plan document have been distributed to the Chiefs of the Fire and Police Departments of the Salt Lake City, the Emergency Manager for Salt Lake City, the Salt Lake County Sheriff, the Emergency Manager for Salt Lake County, and the Chief Executive Officer of the University of Utah Medical Center. Notice of the adoption of this Plan has been provided to the Westminster College community by mass email and postings on the College’s webpage. See https://westminstercollege.edu/emergency-management-plan. A copy of the Plan is also available on the College’s Facebook page (www.facebook.com/westminsterslc).

VII. ACKNOWLEDGEMENTS
The following institutional plan documents and guidance information served as valuable resources in the development of this Plan document:

- Washington and Lee University Emergency Management Plan
- Boston College Comprehensive Emergency Management Plan
- Kenyon College Emergency Operations Plan
- Randolph Macon College Emergency Response Overview
- Stanford University Guide for Assisting Individuals with Disabilities in an Emergency
- University of Miami Emergency Preparedness Information
- University of Utah Emergency Operations Plan