



West Virginia University

Emergency Response Plan

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West Virginia University

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Introduction

West Virginia University (WVU) is a “city within a city.” The City of Morgantown, home to West Virginia University’s main campuses, is located within Monongalia County, West Virginia. WVU draws upon the resources of the Morgantown community and contributes resources in return. This requires that WVU work closely with local emergency authorities to identify and address campus-specific hazards as well as community-wide events. The hazard risks, such as flash floods, earth slides and severe weather that may affect the campus and community, are detailed in the Monongalia Emergency Response Plan.

WVU has three campus locations in the City of Morgantown: the Downtown Campus, the Evansdale Campus, and the Health Science Campus (See Tab C—Maps) that form the Main Campus. Students, faculty, and staff use various modes of transportation between campus locations: personal vehicles (although there is limited parking), the Personal Rapid Transport (electronic tram), the Mountain Line Bus System and motorized/pedal bikes.

The Evansdale Campus has a stadium—Mountaineer Field at Milan Puskar Stadium—that seats more than 60,000. Main corridor evacuation routes to/from WVU are primarily I-79 (Pittsburgh and points north; south toward Clarksburg, Parkersburg, and Charleston) and I-68 (east to Frostburg, MD).

The Campus Emergency Response Committee was formed by the University President, chaired by the Associate Vice President of Facilities and Services, and composed of key department representatives, the Federal Bureau of Investigation, and the Morgantown Fire Department. It refined the emergency response system to ensure that the University is prepared to respond to various emergencies that could occur on or near the campuses. Responsibility for the *West Virginia University Emergency Response Plan* was then transferred to the Emergency Management Team of the University Police Department. The Chief of the University Police Department will appoint an ad hoc committee, when deemed appropriate, to assist in plan development or review.

This *West Virginia University Emergency Response Plan* defines key roles and responsibilities, lines of authority, organization, communication methods, continuity, mutual-aid agreements, and training. Annexes and appendices provide for specific emergency types and appropriate responses, emergency operations command and on-site command post WVU’s Senior Leadership structure and maintenance of the plan, lists of contacts, alternate sites, checklists, and additional procedures. WVU facility-specific emergency plans, such as the *Milan Puskar Stadium Emergency Operations Plan*, are part of this overarching WVU Emergency Response Plan; guidelines noted within this plan apply to all such documents except where noted.

WVU is committed to the safety of its students, faculty, staff, and community. As a partner with the City of Morgantown and Monongalia County, WVU will use its technical

expertise and resources to mitigate, prepare for, respond to, and recover from natural, technological, and man-made events that may affect the campus and community.

Authority for this plan is contained in the West Virginia Code Chapter 15, Article 5A, State Emergency Operations Plan (EOP), Code of Federal Regulations (29 CFR 1910.38) relating to emergency preparedness, an order of the University System of West Virginia Board of Governors, letters of agreement of mutual aid, contracts, and operational procedures specific to each organization.

1.0 Purpose and Scope

The purpose of the *West Virginia University Emergency Response Plan (ERP)* is to describe campus emergency response procedures and their integration with the local emergency response authorities to ensure that the campus and community are prepared to act in the event of an emergency. The Emergency Response Plan provides guidelines for response but does not replace sound judgment of staff at the time of the event. Key Emergency Response Plan objectives include:

- Protect students, faculty, staff, visitors, and physical assets.
- Describe the principles of incident command.
- Compliance with the National Incident Management System (NIMS) for seamless integration with other response organizations, including Federal, State and local government entities.
- Emphasize preparedness and safety before, during and after emergencies.
- Maintain effective communication with students, staff, faculty, parents/guardians and the community through the general news media and other methods.

2.0 Situation and Assumptions

- 2.1 An incident requiring an emergency response may occur on one or all of the campus locations.
- 2.2 The campus Emergency Response Plan will be activated to one of the three identified response levels.
- 2.3 Campus resources may be inadequate to handle the incident, and interagency coordination with city and county response agencies will be required.
- 2.4 On-scene responders will initiate the Incident Command System (ICS).
- 2.5 Response personnel have received role-appropriate NIMS training.
- 2.6 The event may necessitate an extended response or involve a wide area of the campus or community adjacent to the campus.
- 2.7 An off-site emergency, such as a flood, may involve students, faculty, staff and the campus and potentially require the response of WVU resources.
- 2.8 WVU media relations staff may work with the local community to effectively inform students, staff, parents/guardians, faculty and the surrounding community.
- 2.9 Regional campuses in Parkersburg, Montgomery, Charleston and Martinsburg, as well as the associated Potomac State College campus, may be available to support WVU main campuses during catastrophic emergencies. In addition, the main WVU campus may be called on to support these other campuses during times of emergency.

3.0 Concept of Operations

3.1 Alert Stages

The Department utilizes a threat-based system of “alert stages” to facilitate the emergency mobilization of personnel in the event of a crisis.

3.1.1. Stage Green (Routine Ops) – Emergency Mobilization Not Expected

- A. Normal staffing.

3.1.2. Stage Blue – Emergency Mobilization Possible

- A. Department personnel shall review emergency procedures and ensure that they are ready to be recalled to duty;
- B. The Communication Center Supervisor shall “audit” emergency contact information for all Department personnel to ensure it is correct and up-to-date;
- C. Leave/Training for Departmental personnel may be canceled or modified;
- D. Patrol teams may be augmented with additional personnel; and
- E. The University Chief of Police shall contact the Senior leadership policy team (SLPT) and leaders of off-campus response (e.g., MECCA, MPD, MFD etc.) agencies to review contingency plans and logistics, if deemed appropriate.

3.1.3. Stage Yellow – Emergency Mobilization Likely

- A. Department personnel shall be available for extended recall within one (01) hour;
- B. Patrol teams and the Communication Center shall be fully staffed at all times;
- C. An Emergency Operations Center (EOC) may be established at MECCA; and
- D. The University Chief of Police shall arrange for a planning/coordination session (if possible) between the UPD and off-campus response agencies to discuss likely scenarios and responses.

3.1.4. Stage Red - Emergency Mobilization

- A. Department personnel shall respond to the Campus, as directed; and
- B. The SLPT will initiate contingency operations in accordance with established plans and procedures.

3.2 Levels of Emergency Response

The three levels of response to an impending or actual emergency affecting WVU are described below.

3.2.1 Emergency Response Level 1 (ERL1)

- A. Any incident such as a small laboratory fire, small hazardous material spill, assault, suspected meningitis case, medical emergency, suspicious package, etc. that can be contained within a single location or can be quickly addressed, resolved, or minimized with WVU resources or limited community help (normal community response from police, fire, EMS).
- B. Does not involve a large-scale evacuation.
- C. Notifications are made to the University Chief of Police, Associate Vice President for Facilities and Services, Director of Environmental Health and Safety, and the President's Chief of Staff by WVU Police Communications Center.

3.2.2 Emergency Response Level 2 (ERL 2)

- A. A major emergency that impacts portions of the campus and may affect mission-critical functions or life safety (e.g., large residence hall fire, abduction, confirmed meningitis case, food-borne outbreak, criminal activity with weapons, explosion, etc.).
- B. Typically handled with local community resources (Morgantown Fire Department, Monongalia Emergency Medical Services [EMS], Monongalia County Health Department) and University personnel.
- C. May require off-campus emergency assistance coordinated by Monongalia Emergency Centralized Communications Agency (MECCA).
- D. May require complete evacuation of a specific campus facility.

- E. May require activating the WVU Emergency Risk Communication Plan (see Annex B).
- F. Notifications are made to the Associate Vice President for Facilities and Services, Director of University Police, Director of Environmental Health and Safety, and the President's Chief of Staff by the WVU Police Communications Center.

3.2.3. Emergency Response Level 3 (ERL 3)

- A. An incident posing major risk or catastrophe to WVU personnel and resources (e.g., plane crash, credible terrorist threat, stadium collapse, etc.) and requires resources beyond what the city and county can provide.
- B. Has caused, or has the potential for causing, major damage and injury.
- C. Requires off-campus (local, State, and possibly national) emergency response.
- D. May require campus closure and/or evacuation.
- E. Responsibilities listed under Emergency Response Level 3 are exercised by individuals whose assignments are delineated within the Emergency Response Plan.
- F. Authority declaring Emergency Response Level 3 is the President or the President's designee.
- G. Requires full activation of the WVU Emergency Response Plan and the WVU Crisis Communication Plan with immediate notifications to all key responders identified in this plan.

3.3 Initial Incident Actions

3.3.1. The University Police Department is the primary first response organization on the WVU campus.

- A. Depending on the nature of the event as described in the Hazard-Specific Checklists (Annex G), other WVU departments may be dispatched or called upon for support.
- B. Major incidents, such as building fires, hazardous materials spills into the environment, etc. may relegate University Police to a support role.

- 3.3.2. University Police Communications Center will be notified upon recognition of any event that may or will potentially impact the campus community. A University Police unit will be dispatched to perform an on-site assessment as required.
- 3.3.3. The on-scene University Police unit will provide a situation assessment and request a supervisor as necessary.
- 3.3.4. The supervisor will request the Communications Center to notify the Chief of the University Police under the following circumstances:
 - A. Any situation that requires the use of external agencies to resolve.
 - B. Any situation that results in a loss of life or serious injuries.
 - C. Any situation that may cause media interest, building closure, or campus closure.
- 3.3.5. The University Police Chief will determine the level of emergency, up to and including declaration of Emergency Response Level 2 (Emergency Response Level 2) and authorize the Communications Center to notify the Associate Vice President for Facilities and Services and the President's Chief of Staff.
- 3.3.6. For potential Emergency Response Level 3, the University Police Chief will authorize the Communications Center to notify the President, Chief of Staff, and Associate Vice President for Facilities and Services.
- 3.3.7. The President or designee will determine the need to raise the level of emergency to Emergency Response Level 3 and make decisions or deviations from existing policy on closure of the campus, programs, or specific buildings.
- 3.3.8. The senior leadership policy team (SLPT) consists of some members of the WVU President's cabinet and others as appointed by the President (see Tab D). The senior leadership policy team provides policy guidance to the President on campus policy related to the incident. This includes campus closure, legal/liability issues, parental notification and similar areas of responsibility. Five members of the senior leadership policy team are in the chain of command for the President's position, thereby ensuring continuity of operations for WVU.
- 3.3.9. The normal reporting location for all other emergencies is the President's Conference Room for SLPT members.

- 3.3.9.1. The senior leadership policy team reports to the Stadium Blue/Gold Suite 10 (north side) during stadium emergencies.
- 3.3.9.2. The secondary location is the John Jones Conference Center in the Health Sciences Building.
- 3.3.10. Communication in the Field
 - 3.3.10.1. Primary communication methods for WVU field teams are by radio through the University Police Communications Center.
 - 3.3.10.2. Coordination with MECCA will initially occur through the University Police Communications Center. MECCA has the capability to “patch” between the University Police and first responders to ensure a common operating frequency.
 - 3.3.10.3. A WVU liaison, the Chief of University Police or designee, will be located at MECCA to coordinate between WVU and local first responders.
 - 3.3.10.4. The Senior Leadership Policy Team will be notified through landline or cellular communication.

4. Incident Command System/NIMS Format

Refer to Incident Commander Checklist (1-B). Incident Commander is the first emergency responder (Fire, Police, EMS) to arrive on-scene, until relieved.

WVU will use a NIMS-compliant incident management system to meet Federal standards and to coordinate seamlessly with the Monongalia Emergency Centralized Communications Agency (MECCA)

4.1 Command Function

Responsibilities of the Command Function

- A. Activating the incident command system
- B. Establishing a command post
- C. Initiating the notification and mobilization of additional agency personnel
- D. Obtaining support from other agencies
- E. Establishing a staging area, if necessary
- F. Providing public information and maintaining media relations
- G. Maintaining the safety of all affected personnel
- H. Preparing a documented after-action report

4.2 Operations Function

Responsibilities of the Operations Function

- A. Establishing perimeters
- B. Conducting evacuations
- C. Maintaining command post and scene security
- D. Providing for detainee transportation, processing and confinement
- E. Directing and controlling traffic
- F. Conducting post-incident investigation

4.3 Planning Function

Responsibilities of the Planning Function

- A. Preparing a documented incident action plan
- B. Gathering and disseminating information and intelligence
- C. Planning post-incident demobilization

4.4 Logistics Function

4.3.1 Responsibilities of the Logistics Function

- A. Communications
- B. Transportation
- C. Medical Support
- D. Supplies
- E. Specialized team and equipment needs

4.5 Finance/Administration Function

4.3.2 Responsibilities of the Finance/Administration Function

- Recording personnel time
- Procuring additional resources
- Recording expenses
- Documenting injuries and liability issues

5. Assignment of Responsibilities

The Senior Leadership Policy Team consists of Senior University Officials who will be responsible for policy decisions related to the University. The Senior Leadership Policy Team will follow the ICS format but will not be the ICS/NIMS Incident Command Team.

See Table 1 (following this section) for a full list of assignments for University administration.

5.1. President or Designee

A. Declares Emergency Response Level 3 and authorizes subsequent implementation of Emergency Response Plan and assembly of the Senior Leadership Policy Team.

B. Chairs the Senior Leadership Policy Team (SLPT) comprised of:

- President's Office (President, Chief of Staff, Support Staff)
- Provost and Vice President for Academic Affairs and Research
- Vice President for Administration and Finance
- Chancellor for Health Sciences
- Vice President for Student Affairs
- Vice President for University Relations
- Vice President for Human Resources
- Vice President for Legal Affairs
- Associate Vice President for Facilities and Services
- Executive Officer for Policy Development
- Assistant to the Chief of Staff

C. Upon declaration of Emergency Response Level 3, may authorize any of the following conditions:

- Delay work/campus activities in affected area.
- Halt work/campus activities in affected area.
- Delay work/campus activities of WVU.
- Halt work/campus activities of WVU.

5.2. Vice President for Administration and Finance

A. Serves as member of Senior Leadership Policy Team.

B. Appoints designee to serve as Finance and Administration Section Chief during Emergency Response Level 3 activations.

5.3 President's Chief of Staff

- A. Serves as Senior Leadership Policy Team Managing Chair; assists President with all Senior Leadership Policy Team functions, including coordination of meetings and communication among parties regarding issues and decisions.
- B. Oversees and directs Senior Leadership Policy Team support staff from the President's Office.
- C. Administers WVU's Emergency Response and Control policies.
- D. Consults with University President and Associate Vice President for Facilities and Services on status of emergencies.
- E. Releases status of suspension of activities or closure of university to:
 - WVU units
 - Director of University Relations/News for release to news media.

5.4 Associate Vice President for Facilities and Services

- A. Evaluates potential emergency situations and advises WVU administration on potential impact of emergency conditions.
- B. Communicates with units on status of potential or existing emergencies.
- C. Oversees response from Facilities and Services units.

5.5 University Police Department

- A. University Police Chief or designee
 - May serve as Incident Commander or as liaison to MECCA.
 - Maintains, reviews, revises and distributes WVU Emergency Response Plan to all WVU units and local emergency response agencies.
 - Notifies Associate Vice President for Facilities and Services of Emergency Response Level 3 emergency.
 - Will act in accordance with own emergency response procedures.
- B. University Police Command Staff Member(s)
 - Serves as liaison with Monongalia County Emergency Operations Center during Emergency Response Level 3 activation.
 - Coordinates Campus Police response.

C. University Police Supervisors and Officers

- Serve as primary responders to emergencies at WVU.
- Establish on-site command post at emergency scene depending on the seriousness of the circumstances.

5.6. Facilities and Service Departments:

A. Serves as support staff on matters relating to:

- Facilities and Operations issues
- Safety and Hazmat issues
- Transportation issues
- Real Estate issues

5.7. Student Affairs Departments:

A. Serves as support staff on matters relating to:

- Campus lodging issues
- Dining Services issues
- Student Life issues and communications
- Counseling services

5.8. Business Services

A. Serves as support staff on matters relating to:

- Procurement issues
- Risk Management
- Recordkeeping

5.9. Chancellor for Health Sciences:

A. Advises President or designee as member of the senior leadership policy team on medical issues.

B. Provides medical assistance and support depending on the seriousness of the circumstance.

C. May serves as technical advisor to the Planning Section during Emergency Response Level 3 activation.

5.10. University Relations/News Director:

A. Serves as Public Affairs Officer during Emergency Response Level 3 activation.

- B. Releases WVU administration-approved information and statements to appropriate local, regional, and national media.
- C. SLPT up and operates news media center as authorized by WVU administration depending on the seriousness of the circumstance.

5.11. Legal Affairs:

- A. Advises President or designee as member of the Senior Leadership Policy Team on legal issues.
- B. Authorizes the issuance of any statement about an emergency by WVU administration, directors, deans, or building supervisors to news media, or in the course of investigations, by any WVU personnel to any entities outside WVU, or to their agents.
- C. Serves as the university's counsel regarding any claims that may be filed against WVU as a result of any emergency.

Table 1. Emergency Roles and Assignments (within WVU)

Function	Emergency Position	Primary Assignee	Checklist Reference Number	Primary Reporting Location
Senior leadership policy team (SLPT)	Chair	President or designee	1-A	President's Conference Room
	Managing Chair	Chief of Staff or designee	2-A	President's Conference Room
	SLPT Member and 2 nd in Chain of Command	Provost and V.P. Academic Affairs and Research or designee	3-A	President's Conference Room
	SLPT Member and 3 rd in Chain of Command	V.P. Administration and Finance or designee	4-A	President's Conference Room
	SLPT Member and 4 th in Chain of Command	Chancellor Health Sciences or designee	5-A	President's Conference Room
	SLPT Member and 5 th in Chain of Command	V.P. Student Affairs or designee	6-A	President's Conference Room
	SLPT Member and 6 th in Chain of Command	V.P. University Relations or designee	7-A	President's Conference Room
	SLPT Member and 7 th in Chain of Command	V.P. Human Resources or designee	8-A	President's Conference Room
	SLPT Member and Legal Counsel	V.P. Legal Affairs or designee	9-A	President's Conference Room
	SLPT Member and Executive Officer for Policy Development	Executive Officer for Policy Development	10-A	President's Conference Room
	SLPT Member	Associate V.P. for Facilities and Services	11-A	President's Conference Room

	SLPT Member	Assistant to the Chief of Staff		
	Senior leadership policy team Support Staff	Administrative Staff from President's Office or designee		President's Conference Room

Table 1. Emergency Roles and Assignments (within WVU--continued)

Function	Emergency Position	Primary Assignee	Checklist Reference Number	Primary Reporting Location
Command	Command Function Chief	Vice President or Provost of involved University division, or designee		President's Conference Room
	Liaison Officer	Chief of University Police	4-B	MECCA
	Safety Officer	Director of Environmental Health and Safety or designee	2-B	
	Public Affairs Officer	Director, University Relations/News or designee	3-B	
Finance & Administration	Finance & Administration Section Chief	Associate V.P., Finance or designee		
	Compensation/Claims Unit Leader	WVU Department of Human Resources, Compensation Unit or designee		Waterfront Place
	Procurement Unit Leader	WVU Finance Division, Business Services Procurement Staff or designee		Waterfront Place
	Cost Unit Leader	WVU Finance Division, Business Services Staff or designee		Waterfront Place
	Time Unit Leader	WVU Finance Division, Employee Data Services Staff or designee		Waterfront Place
Planning	Planning Section Chief	Director, EHS or designee	2-B	
	Resources Unit Leader			
	Situation Unit Leader			
	Demobilization Unit Leader			

	Documentation Unit Leader	EHS Director designee		
	Technical Specialists	EHS Director designee		
Operations	Operation Section Chief	Associate V.P. Facilities Management designee		
	Stadium Coordination Branch Director	Associate Athletic Director or designee		
	Campus Coordination Branch Director			
	Student/Staff Services Branch Director	Associate V.P. and Dean of Student Affairs or designee		
Logistics	Logistics Section Chief	Assistant Vice President, Facilities Management or designee		
	Communications Unit Leader	Executive Director, Administrative Technology Solutions or designee		
	Medical Unit Leader	Senior Associate V.P., Health Sciences or designee		
	Food Unit Leader	Dining Services Staff or designee		
	Supply Unit Leader			
	Facilities Unit Leader	Associate Director, Facilities Management or designee		
	Ground Support Unit Leader	Assistant Director, Parking and Transportation or designee		

6.0 Continuity of Operations

6.1 Chain of Command

The WVU President is the overall decision-maker during Emergency Response Level 3 emergencies at WVU. In the event the President is unavailable or unable to perform this function, the following persons, listed in order of succession, would assume this role during the emergency:

President

Provost and Vice President – Academic Affairs and Research

Vice President – Administration and Finance

Chancellor – Health Sciences

Vice President – Student Affairs

Vice President – University Relations

Vice President – Human Resources

6.2 Personnel Availability and Redundancy

To ensure continuity of operations and the ability to perform 24 hours/day and 7 days/week, each key position should have at least one alternate.

Updated contact information should be readily available in key locations (see 5.3 below) and in possession of key responders at all times.

6.3 Primary and Alternate Locations

The senior leadership policy team reports to the Stadium Blue/Gold Suite 10 (north side) during stadium emergencies. Their normal reporting location for all other emergencies is the President's Conference Room in Stewart Hall; the John Jones Conference Center in the Health Sciences Building is the secondary location.

The Stadium Operations Center (SOC) is located in the Press Box on the West Side. The alternate location is the MECCA Mobile Command at the Law School building. The secondary alternate site is the MECCA facility.

Should the Monongalia County Emergency Operations Center be unavailable due to the emergency, a back-up facility is the NOROP facility at the Morgantown Municipal Airport.

7.0 Preparedness

- 7.1 The Emergency Planning Unit, housed within the University Police Department, oversees the campus-wide emergency preparedness program and the building emergency plan development, and is responsible for the administrative plan tasks.
- 7.2 WVU's Emergency Response Plan is included within the Monongalia County Office of Emergency Management Disaster Plan.
- 7.3 Each unit or department is responsible for communicating the content of WVU's Emergency Response Plan to its staff.
- 7.4 The Emergency Response Plan (or portions of the Emergency Response Plan) will be tested annually. A written after-action report with background, observations, and corrective actions will be distributed to the Chief and the Command Staff within the University Police Department. The Stadium Emergency Operations Plan is reviewed annually with appropriate response agencies.

7.5 Awareness, Training and Education

- 7.5.1 The University ensures monetary and staffing resources are provided to the University Police to identify, design, develop, manage and provide training and education on plans and procedures to responders, students, faculty and staff as they relate to emergency response issues.
- 7.5.2 Cross-training between groups with similar functions should occur (e.g., between the University and outside agencies, including Monongalia Emergency Medical Services, Morgantown, Monongalia departments and agencies).
- 7.5.3 The University ensures monetary resources are provided to the University Police Department for copying, distribution and maintenance of the Emergency Response Plan and associated documents/materials.
- 7.5.4 Event hosts should, at the beginning of an event, provide a briefing or announcement stating the facility's emergency procedures and evacuation information to attendees (e.g., all gatherings to include: academic instruction, student orientation, employee orientation, Parents Club, etc.) Suggested topics: (fire evacuation, shelter in place, bomb threats, and night classes).

- 7.5.5 Emergency response procedures and guides, such as the WVU Quick Reference Emergency Response Flip Chart, will be distributed or posted for use by students, faculty, and staff. All such documents (except those with confidential information) will be posted on WVU's Police/Emergency Planning website (http://police.wvu.edu/emergency_management).