



# West Virginia University Emergency Operations Plan

January 2024

*“As a land-grant institution, the faculty, staff and students at West Virginia University commit to creating a diverse and inclusive culture that advances education, healthcare and prosperity for all by providing access and opportunity; by advancing high-impact research; and by leading transformation in West Virginia and the world through local, state and global engagement.” **WVU’s Mission.***


**To accomplish that mission, the University needs to be ready to respond in case of an emergency. This document is part of that effort.**


## Annual Review / Updates

### Record of Changes

Revision Date	Sections	Comments
Dec 2018 - June 2019	WVU EOP (all sections) to version 2.0	ERP (2018) to EOP version 2.0
March 2019 – April 2019	Reviewing Annex Plans	All Annex Plans
April 2019 – May 2019	Main Plan	Revising WVU SLT/VP Structure
June 2019	All	*Reviewed by WVU OEM/UPD
October 2020	Section 5.0	Added 2 insertions; Tables 1 and 2 Updated Cover Sheet and visual layout. Version 2.1
January 2021	Page 3	Update Chief of Police
November 2021	Page 3	Update Chief of Police
March 2023	Page 4,7,8,9,11,13,14,15,17,18,19,20,	Structure and response changes.

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Authority for this plan is contained in: WVU BOG Finance and Administration Rule 5.3 – Emergency Management and Campus Safety, <https://policies.wvu.edu/finalized-bog-rules/bog-finance-and-administration-rule-5-3-emergency-management-and-campus-safety>; WVU PD Policy 12.1, Emergency Management.

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## Introduction

West Virginia University (WVU) is a “city within a city.” The City of Morgantown is home to West Virginia University’s main campus 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 and assist in community-wide events as needed. 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 distinct locations in the City of Morgantown: Downtown, Evansdale, and the Health Science Center which form the Main WVU Campus. Students, faculty, and staff use various modes of transportation between campus locations: personal vehicles, the Personal Rapid Transportation System (PRT), the Mountain Line Bus System, motorized/pedal bikes and walking.

Evansdale has a stadium (Mountaineer Field at Milan Puskar Stadium) that seats more than 60,000, a Coliseum (WVU Basketball arena) seats 14,000, a Soccer Stadium (Dick Dlesk Soccer Stadium) seats 1,650. The WVU Baseball Stadium (Monongalia County Ballpark) is shared with the WV Black Bears, seats 3,500, and is located off campus, at Granville Town Center. Main corridor ingress/egress and evacuation/egress routes, from WVU, are primarily I-79 (north towards Pittsburgh; south toward Clarksburg and I-68 (east towards Frostburg and Cumberland MD).

The WVU Emergency Management Advisory Committee will review the WVU EOP and conduct annual exercises. This committee is chaired by the Emergency Manager and composed of key WVU stakeholders, including the Assistant Vice President for Facilities Management, the Executive Director for Environmental Health and Safety, the Risk Assessment & Emergency Response Coordinator/Ergonomics, and the Risk Manager. Responsibility for the West Virginia University Emergency Operations Plan is within the WVU Office of Emergency Management. (OEM) WVU OEM is currently staffed with appropriate WVU department representatives (UPD, Facilities and EH&S).

The West Virginia University Emergency Operations Plan defines key roles and responsibilities, organization, communication methods, continuity, annexes, and appendices to provide for specific and appropriate responses. The plan also addresses Emergency operations command and (on- site) command posts. WVU’s Senior Leadership structure is also listed.

WVU facility-specific emergency plans, such as the *Milan Puskar Stadium Operations and Emergency Response Plan*, are part of this overarching WVU Emergency Operations 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.

## 1.0 Purpose and Scope

The purpose of the *West Virginia University Emergency Operations Plan (EOP)* 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 Operations Plan provides guidelines for a response but does not replace sound judgment of staff at the time of the event. Key Emergency Operations Plan objectives include:

- Protect students, faculty, staff, visitors, and physical assets.
- Compliance with the National Incident Management System (NIMS) for seamless integration with other response organizations, including Federal, State and local government entities.
- Describe the principles of the Incident Command System (ICS).
- Emphasize preparedness and safety before, during and after emergencies.
- Maintain effective communication within the WVU incident response and command structure provide timely information to 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 the campus locations.
- 2.2** The campus Emergency Operation 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 and Incident Management personnel have received role-appropriate NIMS/ICS training.
- 2.6** The Senior Leadership support structure will be activated, when necessary, to support the ongoing incident response, coordinate with the WVU communications team within University Relations for media releases/internal communications output, and the development of strategies to maintain WVU's business continuity.
- 2.7** The event may necessitate an extended response or involve a wide area of the campus or community adjacent to the campus.
- 2.8** An off-site emergency, such as a flood/heavy snow, may affect students, faculty, staff and the campus. This could potentially require the response of WVU resources to other areas within West Virginia.
- 2.9** WVU University Relations staff will work with the local media and community to effectively inform students, staff, parents/guardians, faculty and the surrounding community.
- 2.10** Regional campuses in: Keyser (WVU Potomac State College), Beckley (WVU Institute of Technology), Charleston (HSC Division), and Martinsburg (HSC Division). WVU's main campus may be called on to support these other campuses during times of emergency.

### 3.0 Concept of Operations

#### 3.1 Alert Stages

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

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

A. Normal staffing.

##### 3.1.2. Stage Blue – Emergency Mobilization Possible

- A. UPD personnel shall review emergency procedures and ensure that they are ready to be recalled to duty;
- B. The University Communication (UComm) Center Supervisor shall “audit” emergency contact information for all UPD personnel to ensure it is correct and up-to-date;
- C. Leave/Training for UPD personnel may be canceled or modified.
- D. Patrol teams may be augmented with additional personnel; and
- E. The University Chief of Police / Emergency Management shall contact the Senior Leadership 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. UPD personnel shall be available for extended recall within one (01) hour;
- B. Shift/patrol and the UComm Center shall always be fully staffed;
- C. An Emergency Operations Center (EOC) may be established at WVU and/or MECCA (Mon Co OEM/911 Center)
- 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. UPD personnel shall respond to the Campus (UPD), as directed.
- B. Senior Leadership 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 and a limited community response from police, fire, EMS, and any other specialty responder needed (WVU EH&S, HazMat, Health Department, etc.).
- B. Does not involve a large-scale evacuation.
- C. Notifications are made to the appropriate UPD Staff. A Command Staff officer will notify the President's Executive Officer, and University Relations (UR). UComm Center is also required to notify EHS.

#### 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, ongoing, violent 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 the complete evacuation of a specific campus facility.
- E. May require activating the WVU Crisis Communication Plan:  
<https://universityrelations.wvu.edu/culture/resources-for-communicators/crisis-communications-plan>
- F. Notifications are made to the appropriate UPD staff and the Chief of Police / Emergency Management, by the UComm Center. A Command Staff officer will notify the President's Executive Officer, Executive Director of Communications, and the General Counsel. Additional WVU Departments that will be notified are: WVU EH&S, WVU Dept of Transportation, WVU Facilities Services.

### 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, building collapse, large scale incident at a mass gathering (home athletic event, concert, graduation, move-in/out, 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 and regional (State, and possibly Federal) 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 Operations Plan.
- F. Authority declaring Emergency Response Level 3 is the University Chief of Police, or designee; with immediate notification to the President's Executive Officer, Executive Director of Communications, and the General Counsel.
- G. Requires full activation of the WVU Emergency Operations 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 (UComm) will be notified upon recognition of any event that may or will potentially impact the campus community. A University Police response will be dispatched to perform an on-site assessment as required.
- 3.3.3. The on-scene University Police unit(s) will provide a situation assessment and request a supervisor as necessary.
- 3.3.4. The supervisor will request the UComm Center to notify the Chief of the University Police and appropriate Command Staff, 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 will either contact, or authorize the UComm Center to notify, the to the President's Executive Officer, Executive Director of Communications, and the General Counsel.
- 3.3.6. For potential Emergency Response Level 3, the University Police Chief will either contact, or authorize the UComm Center to notify, the to the President's Executive Officer, Executive Director of Communications, and the General Counsel. Additional WVU Departments that will be notified are: WVU EH&S, WVU Dept of Transportation, WVU Auxiliary and Business Services. If raised to ERL3, immediately notify the to the President's Executive Officer, Executive Director of Communications, and the General Counsel.

- 3.3.7. The University Chief of Police, 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 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. Members of senior leadership are in the chain of command, as the President's designee, thereby ensuring the continuity of operations for WVU.
  - A. Senior leadership also supports the incident operations command of the emergency, as needed.
- 3.3.9. During emergencies, the primary reporting location for Senior Leadership, is the President's Conference Room, in Stewart Hall. If another location/method is to be used, the senior leadership will be notified.
  - A. If an emergency occurs during a home football game, the Blue/Gold suite (suites 9 and 10) can be utilized, by senior leadership, for emergency for operations support. (If safe to do so)

#### 3.4 Communication in the Field

Primary communication methods for WVU field teams are by radio through the University Police Communications Center (UComm).

- 3.4.1 Coordination with MECCA will initially occur through the University Police Communications Center (UComm). MECCA has the capability to "patch" between the University Police and first responders to ensure a common operating frequency.

A WVU liaison, the Chief of University Police or designee, will be located at MECCA to coordinate between WVU and local first responders, when necessary.

Senior Leadership will be notified through landline or cellular communication.

## 4.0 Incident Command System (ICS)

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

WVU will use the Incident Command System (ICS), from the National Incident Management System (NIMS), 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 (IC/UC)
- B. Establishing a command post (from field to structure/EOC)
- C. Initiating the notification and mobilization of additional agency personnel
- D. Obtaining support from other agencies
- E. Establishing a staging area, if necessary
- F. Notify UR, who provides public information, maintains media relations, and monitors social media.
- G. Maintaining the safety of all affected personnel
- H. Ensure a documented Situational Report (Sit Rep) is prepared (for ELT/UR), as needed.
- I. Expand ICS as necessary (establish operations, planning, logistics, and finance/admin functions).
- J. Establish operational communications with Executive Team (ELT) and Communications Team (UR)
- K. Establish goals to mitigate incidents, and inform the Operations Chief

### 4.2 Operations Function

#### Responsibilities of the Operations Function

- A. Manage First Responder Groups, Specialty Groups, and develop strategies to meet goals (set by IC/UC)
- B. Coordinate with Logistics to obtain supplies
- C. Coordinate with the Planning section (for IAP/briefing needs)
- D. Report progress to IC/UC
- E. Establishing perimeters
- F. Conducting evacuations
- G. Maintaining command post and scene security
- H. Providing for detainee transportation, processing, and confinement
- I. Directing and controlling traffic
- J. Conducting post-incident investigation

#### 4.3 Planning Function

##### Responsibilities of the Planning Function

- A. Preparing a documented incident action plan (IAP)
- B. Gathering and disseminating information and intelligence
- C. Plan post-incident demobilization

#### 4.4 Logistics Function

##### 4.3.1 Responsibilities of the Logistics Function

- A. Communications (systems necessary, as identified by IC)
- B. Transportation (for evacuations, and response movements)
- C. Medical Support (responder support/ALS, medical monitoring)
- D. Supplies (for incident mitigation)
- E. Specialized team and equipment need(s) (for incident mitigation)

#### 4.5 Finance/Administration Function

##### 4.3.2 Responsibilities of the Finance/Administration Function

- A. Recording personnel time (in/out, all responders)
- B. Procuring additional resources (tracking future costs)
- C. Recording expenses
- D. Documenting injuries and liability issues

## 5.0 Assignment of Responsibilities (Executive staff, Incident Response)

The Senior Leadership Team consists of Executive University Officials who will be responsible for policy decisions related to the University, supporting the Incident Command Team (as needed), WVU Communications Team (UR) with internal/external media releases, public information (working with JIC), and maintaining Continuity of Business for WVU Operations. The Senior Leadership Team will follow an ICS format, separate from the Incident Command Team.

*See Table 1 (following this section) for a full list of assignments for university administration*

*See Table 2 (following this section) for a flowchart indicating Initial Incident Response and Continues Management*

### 5.1. President or Designee

- A. After the University Chief of Police designates the incident, Emergency Response Level 3, and notifies the WVU Executive Officer who authorizes subsequent implementation of Emergency Operations Plan and assembly of the Senior Leadership Team.
- B. The Senior Leadership Team comprised of:
  - President's Office (President)
  - Vice President and Chief Financial Officer
  - Provost and Vice President for Academic Affairs
  - Chancellor and Executive Dean for Health Sciences
  - Vice President and General Counsel
  - Vice President for Research
  - Dean of Students
  - Vice President for University Relations and Enrollment Management
  - Executive Officer
- 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 and Chief Financial Officer

- A. Serves as member of Senior Leadership Team.
- B. Appoints designee to serve as Finance and Administration Section Chief during Emergency Response Level 3 activations.

- C. Discusses support needs with Associate Vice President of Auxiliary and Business Services.

### 5.3 President's Executive Officer

- 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. Consults with University President and Senior Leadership Team, on status of emergencies.
- D. Releases status of suspension of activities or closure of university to:
  - WVU internally
  - Executive Director of Communications for release to news media.

### 5.4 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.
- B. University Police Command Staff Member(s) and Emergency Manager.
  - Serves as liaison with Monongalia County Emergency Operations Center, if required, during Emergency Response Level 3 activation.
  - Coordinates Campus Police response (UPD, OEM and UComm).
  - May respond/serve at incident scene, or within WVU EOC.
- 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, Transportation and Environmental Health and Safety Departments:

- A. Serves as support staff on matters relating to:
  - Facilities and Operations issues
  - Safety and Hazmat issues
  - Transportation issues
  - WVU Buildings and dependencies (utilities).



5.7. Student Life:

- 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 and Executive Dean for Health Sciences:

- A. Advises President or designee as member of the senior leadership policy team on Health Science related issues.
- B. Oversees liaison support to/from WVUH as needed.
- C. May serve as technical advisor to the Planning Section during Emergency Response Level 3 activation.

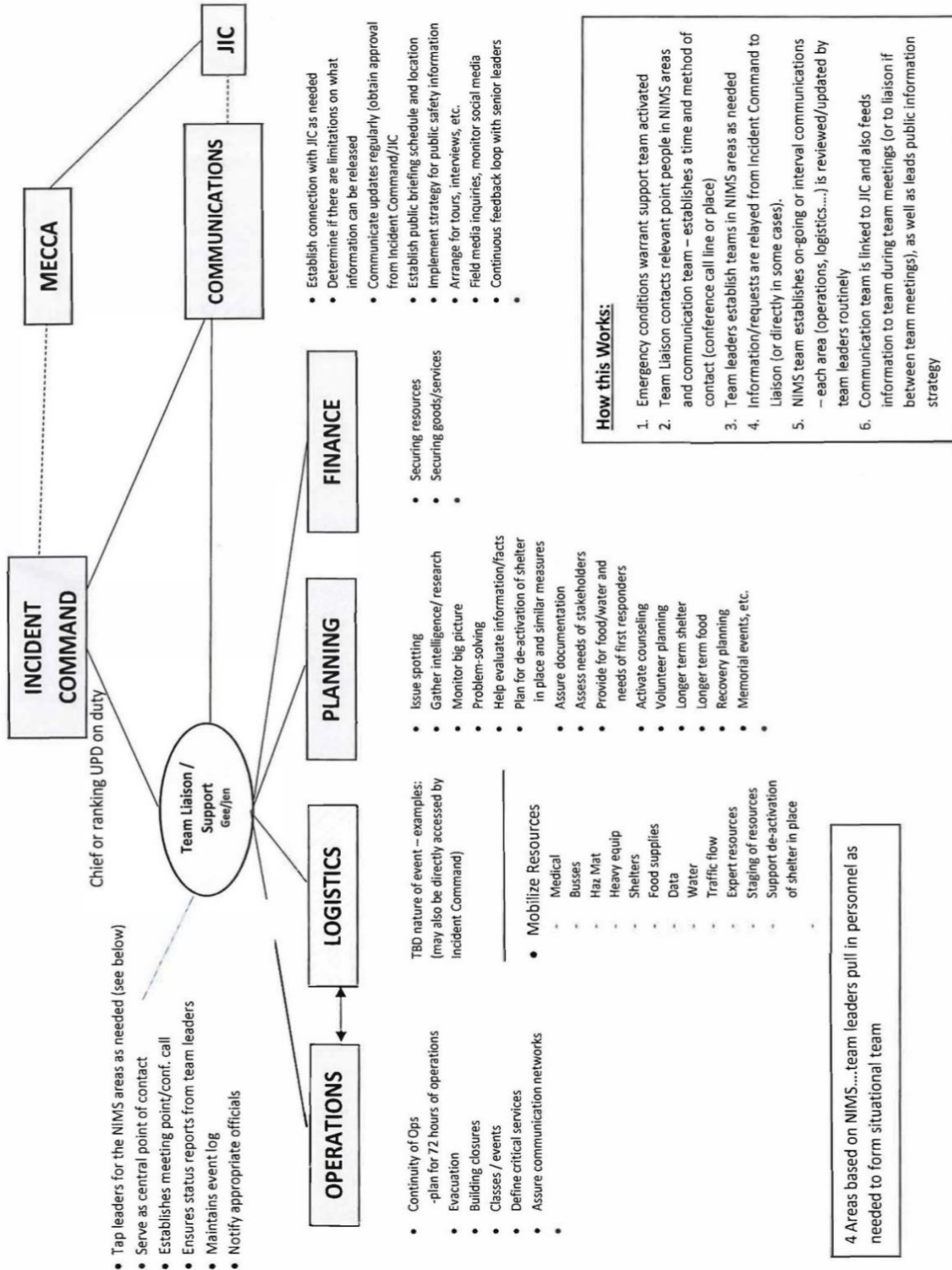
5.10. Vice President for University Relations and Enrollment Management:

- 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. Operates news media center as authorized by WVU administration depending on the seriousness of the circumstance.

5.11. General Counsel:

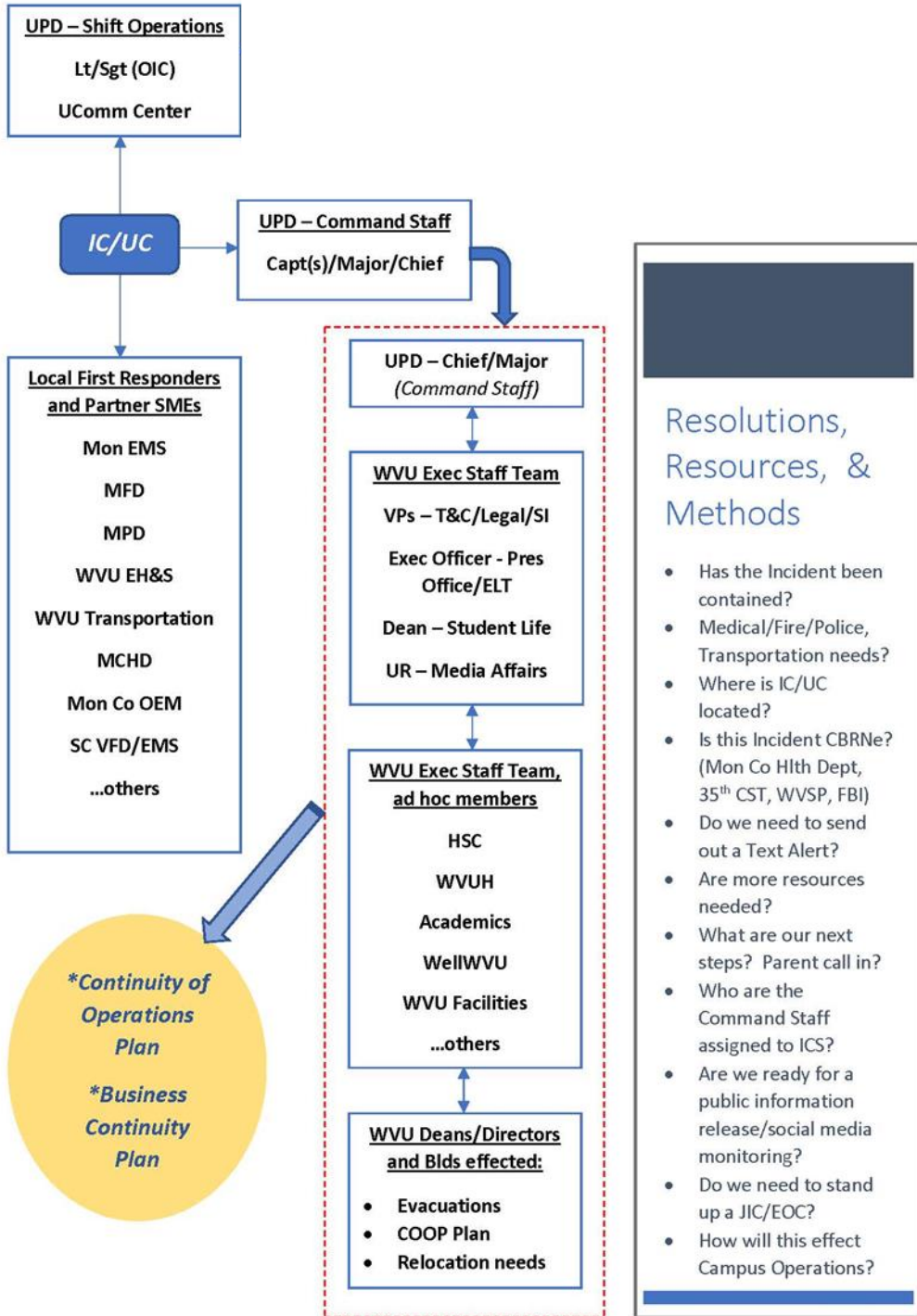
- A. Advises President or designee as member of the Senior Leadership Team on legal issues.
- B. Advises on the issuance of any statement about an emergency by WVU administration, directors, deans, or building supervisors to news media, or during investigations, by any WVU personnel to any entities outside 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: Administration Support System for Emergency Response



**Table 2: Initial Incident Response and**

***WVU Incident Response and Management***



- Resolutions, Resources, & Methods**
- Has the Incident been contained?
  - Medical/Fire/Police, Transportation needs?
  - Where is IC/UC located?
  - Is this Incident CBRNe? (Mon Co Hlth Dept, 35<sup>th</sup> CST, WVSP, FBI)
  - Do we need to send out a Text Alert?
  - Are more resources needed?
  - What are our next steps? Parent call in?
  - Who are the Command Staff assigned to ICS?
  - Are we ready for a public information release/social media monitoring?
  - Do we need to stand up a JIC/EOC?
  - How will this effect Campus Operations?

## Management

### 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  
Vice President and Chief Financial Officer  
Provost and Vice President for Academic Affairs  
Chancellor and Executive Dean for Health Sciences  
Vice President and General Counsel  
Vice President for Research  
Dean of Students  
Vice President for University Relations and Enrollment Management  
Executive Officer

#### 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.

#### 6.3 Primary and Alternate Locations

The normal reporting location for all emergencies will be a Zoom link sent by UCOMM to the University administrators tasked with managing the WVU Alert System and, as needed, additional University personnel will be conferenced in.

To the extent there is a physical reporting location, that location will be the President's Conference Room in Stewart Hall, with the University Police Conference Room as the Secondary Site.

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 WVU Office of Emergency Management is attached to the University Police Department, and oversees the campus-wide emergency preparedness program, and is responsible for the institutional Emergency Operations Plan. See WVU BOG Finance and Administration Rule 5.3 – Emergency Management and Campus Safety.
- 7.2 WVU's Emergency Operations 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 Operations Plan to its staff.
- 7.4 The Emergency Operations Plan (or portions of the Emergency Operations 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 Department/Office of Emergency Management 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, City of Morgantown, Monongalia County departments and agencies).
  - 7.5.3 The University ensures monetary resources are provided to the University Police Department/Office of Emergency Management for copying, distribution and maintenance of the Emergency Operations Plan and associated documents/materials.

- 7.5.4 When events are hosted at WVU, hosting staff should, at the beginning of the 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: (active threat/shooter response, fire evacuation, shelter in place, how to call for help).
- 7.5.5 Emergency response procedures and guides can be accessed via live safe app. Emergency information posters, 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/Office of Emergency Management website ([http://police.wvu.edu/emergency\\_management](http://police.wvu.edu/emergency_management))