



Emergency Operations Plan

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Executive Summary

The West Virginia University Emergency Operations Plan provides a comprehensive framework for university-wide emergency management. It addresses the roles and responsibilities of business units and departments and ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan is promulgated by the President of the University.

The goal of this plan is to establish policies, procedures, and an organizational structure for response to emergencies occurring on campus. It follows national standards and best practices for handling emergencies that disrupt normal campus operations. It is considered an all-hazards plan employing management-by-objectives techniques that guide University personnel and resources. It is subordinate to State or Federal plans during a disaster declaration by those authorities. Decision-making during emergencies is based on three priorities: 1) Protection of Life Safety, 2) Incident Stabilization and 3) Property Preservation. Emergency operations may require personnel to work outside of normal reporting lines.

Working with the Chief of Police and the Emergency Management Coordinator, the President and Executive Leadership Team (ELT) provide strategic direction and define program roles and responsibilities. During times of emergency, the President and Executive Leadership Team (ELT) act as a policy group to declare emergencies, act as spokespersons for the University, authorize emergency funding and allocate critical resources. The *Emergency Management Advisory Committee (EMAC)* establishes objectives for the program. During times of emergency, members of the Threat Assessment Coordination Team (TACT) serve in the Emergency Operations Center (EOC). Building Managers (BMs) in each building are tasked with developing emergency response plans that embody the protocols and procedures for three protective actions that each student, faculty and staff member should know in emergencies: evacuation, shelter-in-place, and secure-in-place, also known as run, hide, fight. BMs assist the EOC, EMAC and TACT through Emergency Assembly Point coordinators by providing situational awareness and executing the appropriate protective actions. Tactical and operational response is coordinated through TACT at emergency operations centers (EOCs) located in a physical location or virtually. Emergency management personnel support the business units listed herein through continual planning, training, and exercise programs.

No single plan can contain all the procedures or operational details for a response to every possible hazard. Rather, a concept of operations outlines how the many moving parts of emergency planning and response are coordinated. Some specifics and technicalities are contained in annexes appended to this basic plan which serve as living documents as resources and procedures are revised. Regular review and maintenance of this plan ensures continual improvement in the University's response to emergencies.



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Promulgation Statement

Michael T Benson
President
West Virginia University

WEST VIRGINIA UNIVERSITY EMERGENCY OPERATIONS PLAN PROMULGATION

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.

– West Virginia University Mission 2025

Inherent in our core mission is the necessity of providing for the welfare of students, faculty, staff and visitors. The welfare and safety of our population is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The West Virginia University Emergency Operations Plan provides a comprehensive framework for university-wide emergency management. It addresses the roles and responsibilities of business units and departments and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies at West Virginia University.

The West Virginia University Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of West Virginia University and with the authority vested in me as the President of West Virginia University, I hereby promulgate the West Virginia University Emergency Operations Plan.

Michael T Benson
President, West Virginia University



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Approval and Implementation

This plan supersedes the West Virginia University Emergency Operations Plan dated January 2024.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The West Virginia University Emergency Operations Plan delegates the President's authority to specific individuals in the event, the president is unavailable. The chain of succession in a major emergency or disaster is as follows:

1. President
2. Vice President and Chief Financial Officer
3. Provost and Vice President for Academic Affairs
4. Chancellor and Executive Dean for Health Sciences
5. Vice President and General Counsel
6. Vice President for Research
7. Associate Vice President and Dean of Students
8. Vice President for University Relations and Enrollment Management
9. Executive Officer



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Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted

Note: After initial promulgation, changes and additions to annexes are indexed here.



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Record of Distribution

Plan #	Office / Department	Representative	Signature

Note: Initial distribution included the President and Executive Leadership Team (ELT) as well as all members of the Emergency Management Advisory Committee (EMAC).



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Emergency Operations Plan

Concept of Operations

Purpose

The purpose of the West Virginia University Emergency Operations Plan (EOP) is to establish policies, procedures, and an organizational structure for response to emergencies occurring in the University System.

The Plan incorporates operating procedures from the Incident Command System (ICS), the National Response Framework (NFR) and the National Incident Management System (NIMS) for handling emergencies that disrupt normal University operations such as: active shooter / violent activity, catastrophic earthquake, cyberterrorism, flood (including dam failure), landslide, pandemic flu, public health emergency, severe weather, technological hazard (e.g. infrastructure failure, hazardous materials release), terrorism (e.g. political, religious, ideological), wildfire, or other potential disasters.

Scope

This Emergency Operations Plan is a university level plan that guides the response of West Virginia University personnel and resources during an emergency. It is the official Emergency Operations Plan for West Virginia University and supersedes previous plans and discourages employee actions not in concert with the intent of this plan, or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the plan or any appendices and annexes hereto. The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.



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Situation Overview

West Virginia University is a public land-grant research university and the largest flagship institution of higher education. It is classified among “R1: Doctoral Universities – Very high research activity”. The University is comprised of over 24,000 students with 9,000 faculty and staff in 580 buildings and encompassing 14,381 acres, including several farms, across the system. The University has 5 total campuses, three in the Morgantown area which are Downtown Campus, Evansdale Campus and Robert C Byrd Health Science Campus. The Morgantown Campus is comprised of 1,892 acres and is home to most of the population served. Transportation between campus locations: personal vehicles, the Personal Rapid Transportation System (PRT), the Mountain Line Bus System, motorized/pedal bikes and walking which requires additional planning considerations for emergency management operations.

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 remaining campuses are WV Institute of Technology in Beckley, Potomac State College of West Virginia University in Keyser with additional clinical areas for the university’s medical school at the Charleston Area Medical Center and Eastern Campus in Martinsburg. Additionally, the University system has Extension Service providing outreach with offices in all 55 West Virginia counties.

WVU facility-specific emergency plans, such as the sporting venue operation plans, building emergency plans and special event plans are part of this overarching WVU Emergency Operations Plan and are found as appendices to this 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.

There are several known and possible hazards that have been considered in developing the University's hazard and threat analysis. The following criteria have been applied: *frequency* – how often the hazard occurs; *duration* – how long the hazard or the impact of the hazard may last; *severity* – the extent of the hazard impact; *intensity* – how strong the hazard is felt on campus. Each ranking factor is on a scale of 0-5 (0 being the lowest, 5 being the highest).

Hazard	Ranking Factors				Ranking
	<i>Frequency</i>	<i>Duration</i>	<i>Severity</i>	<i>Intensity</i>	
Active Shooter / Acts of Violence	3	2	3	5	13
Public Health Emergency (e.g., pandemic)	2	4	4	3	13
Terrorism (e.g., political, religious, ideological)	3	2	3	5	13
Technological Hazard (e.g., infrastructure failure, hazardous materials release)	4	2	3	2	11
Cyberterrorism	4	1	2	3	10
Severe Weather	4	1	2	2	9
Landslide	2	1	3	3	9
Flood (including dam failure)	3	1	2	2	8
Wildfire	3	1	2	1	7
Catastrophic Earthquake	1	1	1	1	4

Table 1: Threat and Hazard Identification and Risk Assessment



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Planning Assumptions

The following statements reflect certain known facts and reasonable assumptions upon which components of the plan are based:

- **Priorities:**
 - Priorities for emergency operations are life safety, incident stabilization, and property preservation. These priorities depend on effective crisis communication and information exchange.
 - The University may activate the Emergency Operation Center to coordinate emergency operations, response and recovery. The plan must include protocols for multiple operational periods with limited external assistance.
- **People:**
 - There may be casualties, injuries, and displacement of people.
 - Unsafe travel conditions may result in students, faculty, staff, or visitors becoming stranded at the University.
 - The on-campus resident population and first responders will require life safety resources
- **Damage and Infrastructure**
 - In catastrophic emergencies, critical infrastructure and lifelines may be interrupted and unavailable. For example: transportation, health services, water delivery, electrical power, natural gas, and telecommunications and IT systems.
 - Buildings and other university structures may be damaged and unavailable for use.
 - Unsafe conditions including structural and toxic environments may exist.
- **Resources:**
 - Emergencies may be localized (such as a fire affecting a single building) or regional (such as an earthquake or concentrated coordinated terrorist attack).
 - Resources may or may not be available to the University in a regional emergency. This could include emergency response by fire, medical, police, or other logistics to assist in the University's recovery.
 - University vendors, suppliers and contractors may not be able to deliver goods, materials, or services.
- **Communications**
 - Communication systems may be unavailable for days or weeks and prevent contact with family and homes.



Organization and Assignment of Responsibilities

Emergency Priorities

It shall be the goal of the University to respond to an emergency in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Protection of Life Safety
- Priority 2: Incident Stabilization
- Priority 3: Property Preservation

It is anticipated that, as operations progress from Priority 1 through Priority 3 responses, administrative control of the campus will transition from the ICS/NIMS structure back to the routine West Virginia University organizational structure. To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities.

Ultimate responsibility for establishing the University's priorities and direction lies with the President and Executive Leadership Team (ELT). Regarding emergency management, this policy-making group works with the Chief of Police and the Emergency Management Coordinator. This group defines and endorses the emergency management and business continuity program roles and responsibilities which are reviewed and updated as needed.

Strategic direction for coordinating and assisting with the development of an emergency management program is assigned to the West Virginia University Emergency Management Advisory Committee. During emergency activations direction comes from the *Threat Assessment Coordination Team* (TACT). This team establishes objectives for the event consistent with senior management's vision as written in the policy statement. Members of TACT also serve in the Emergency Operations Center (EOC).

Building Managers (BMs) in each building are tasked with developing building emergency response plans that embody the protocols and procedures for three protective actions that each student, faculty and staff member should know in emergencies: evacuation, shelter-in-place, and secure-in-place, also known as run, hide or fight. BMs assist the EOC and TACT through Emergency Assembly Point coordinators by providing situational awareness and executing the appropriate protective actions.

Executive Leadership Team (ELT)

The President, or designee, is responsible for declaring an emergency and functions as the highest level of authority. The President determines a state of emergency and/or campus closure; authorizes the official request for assistance; and supports the management of emergency services involved with the response and recovery to situations associated with emergency.

During an emergency, the Executive Leadership Team (ELT) assists the President in these responsibilities. The Executive Leadership Team (ELT) is activated for incidents requiring further direction in the form of executive management



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engagement, deliberation, and strategic decision-making. The Executive Leadership Team (ELT) will function as a Policy Group to advise the Threat Assessment Coordination Team (TACT) and will consider a broad array of impacts or consequences and provide institutional direction and strategy.

In addition to the three Core Priorities, the Executive Leadership Team (ELT) will:

- Provide strategic direction to TACT / EOC
- Allocate critical resources according to established priorities
- Authorize emergency funding
- Interact with key external stakeholders
- Declare or terminate a university emergency
- Act as spokesperson for the University
- Provide public information statements and releases

The Executive Leadership Team (ELT) will set formal reporting procedures for TACT to report progress on incident objectives, shortfalls and policy needs and options. Regular situation reports will be provided to the Executive Leadership Team (ELT).

For details on Executive Leadership Team (ELT) activation, response and direction, please see *Annex: President's Executive Leadership Team (ELT)*.

Threat Assessment Coordination Team (TACT)

The Threat Assessment Coordination Team (TACT) is comprised of an expert team of selected senior administration, directors, and department heads (and delegates) from identified core organizations with oversight and specialties across the entire spectrum of campus operations. TACT members will:

1. Evaluate the scope of an incident, including understanding the impact and associated downstream consequences
2. Take the lead for an incident originating in their functional area
3. Bring personnel and resources to bear to stabilize the incident and return to normal business

The business unit responsible for the type of emergency or hazard handles most campus emergencies. For example, Facilities Management handles infrastructure disruption; University Police handles criminal activities; and Environmental Health and Safety handles lab and general safety concerns. Should the incident expand beyond the purview of the lead business unit, the Threat Assessment Coordination Team (TACT) is notified to support the incident and to provide additional resources as requested.

In a disaster situation, Emergency Management facilitates the TACT conference call, in which the unit leader managing the original incident briefs the group. Group members then evaluate the impact of the incident on their respective organizations and University functions. Goals for stabilization and recovery are set, and TACT members operationalize their personnel and resources as appropriate to ensure life safety, incident stabilization, and property preservation / business recovery.



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For incidents with considerable impact or consequences, an Emergency Operations Center (EOC) is established with additional resources from TACT business units.

For details on TACT activation, response, and direction, please see *Annex: Threat Assessment Coordination Team (TACT)*.

TACT Missions: Emergency Support Functions and Continuity of Operations

This Emergency Operations Plan also incorporates some elements of the National Response Framework and the National Continuity Policy. TACT business units are assigned three to five missions which are comprised of Emergency Support Functions (ESFs). For TACT units with missions not directly covered by the federal standard, core University business functions for that unit are used. TACT missions also include details on succession, key personnel and resources to accomplish the mission. The combination of emergency support functions and continuity of operations for each TACT unit make up the TACT Mission Annex.

For details on TACT missions, please see *Annex: TACT Mission Annexes*.

WVU Alert Advisory Group (WVU-AAG)

The WVU Alert Advisory Group (WVU-AAG) is comprised of an expert team of selected senior administration, directors, and department heads (and delegates) from 4 core organizations with oversight across the entire campus operations.

WVU-AAG members will:

1. Evaluate the scope of an incident, including understanding the impact and associated downstream consequences
2. Determine needs and type of WVU Alert Messaging to be drafted and disseminated
3. Bring additional affected personnel onto the call as needed to assist with decision-making

The business unit responsible for the type of emergency or hazard will be added to the coordination call at the time of activation to provide a situational report and updated information to the decision makers.

UCOM facilitates the WVU-AAG conference call, with support of the UPD Command Staff in which the unit leader managing the original incident briefs the group. Group members then evaluate the impact of the incident on the campus community and make educated decisions on the level and type of messaging needed to be generated as well as time for follow-up information to be provided.



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Building Managers (BMs)

Every building on campus should have a Building Manager (BM). Depending on the layout, size, and configuration of the building, including multi-department buildings, a BM may have a team of floor wardens.

Building Managers are responsible for developing a Building Emergency Plan (BEP) for their building. The plan is supported by departmental leadership, and where necessary, coordinated with other departments within a building or a department that occupies space in multiple buildings.

The Building Emergency Plan identifies key individuals for response operations. The plan has basic information that supports Emergency Priorities. For instance, Building Emergency Plans contain actions for evacuation, shelter-in-place, and secure-in-place; also known as run, hide, fight strategies. The plan contains information about emergency supplies, crisis communication and may provide annexes which may address unique characteristics of a building (e.g., has lab space, has childcare operations, has specific hazards).

A secondary role for the BMs is to wait for command and control instructions from emergency management personnel in the EOC. For instance, if the BM reports that 100 people have evacuated from a particular building, and the weather outside is too hot or too cold for the evacuees, the EOC may direct the BM to communicate with staff to move their people to another building as a temporary shelter location.

For Building Emergency Plans and other BM details, please see *Annex: Building Managers*



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ECC Location, Activation Levels and Organization

The Emergency Operations Plan (EOP) can operate at three different levels. The level of activation depends on the assessment of the needs by the director of the lead unit (or designee) responding to an event in coordination with TACT. The EOP may also be activated at the direction of the President of the University or designee.

Emergency Operations Center Locations

Primary	University Police Department Seventh Floor – Chestnut Ridge Research Building 885 Chestnut Ridge Road Morgantown, WV 26505
Alternate	Coliseum Room #205 3450 Monongahela Blvd Morgantown, WV 26505

Emergency Operations Plan Activation Levels

1. Level 1: Full Activation (catastrophic – e.g., aircraft emergency, credible terrorist threat, building collapse, large scale incident at mass gathering, etc.)
2. Level 2: Partial Activation (life safety issues – e.g., residence hall fires, missing persons, food-Bourne outbreak, etc.)
3. Level 3: Watch Steady State (day-to-day event monitoring)

Level 1: Full Activation

- Full activation of TACT
- Full activation of Emergency Operations Center (EOC)
- President and designees form Policy Group
- Characteristics of Level 1 Activation
 - Multiple sites / agencies involved
 - Resource support is required
 - Extensive life-safety issues or evacuations
- Communication elements for Level 1 Activation
 - WVU Alert to entire campus population
 - TACT notification (including President / designees)
 - Chain-of-command notification (phone, email, person)
- Examples
 - Catastrophic earthquake, active shooter



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Level 2: Partial Activation

- Activation of TACT
- Partial activation of Emergency Operations Center (EOC)
- Involvement of President / designees as needed*
- Characteristics of Level 2 Activation
 - Incident requires additional support and coordination
 - Mobilization of more disciplines and resources
 - Consideration of downstream consequences
- Communication elements for Level 2 Activation
 - WVU Alert, Community Notice or Warning as required
 - TACT notification (including President / designees)
 - Chain-of-command notification (phone, email, person)
- Examples:
 - Homicides, Off-campus emergencies

Level 3: Watch Steady State

- Normal operations
- 24 hours per day, 7 days per week, 365 days per year
- Characteristics of Watch Steady State
 - Monitoring and conducting routine operations
 - Includes day-to-day emergencies handled by cognizant business units
- Communication elements for Watch Steady State
 - Chain-of-command notification via phone, email, or in-person
 - Communication to affected population using tools appropriate to the situation

Organizational Chart

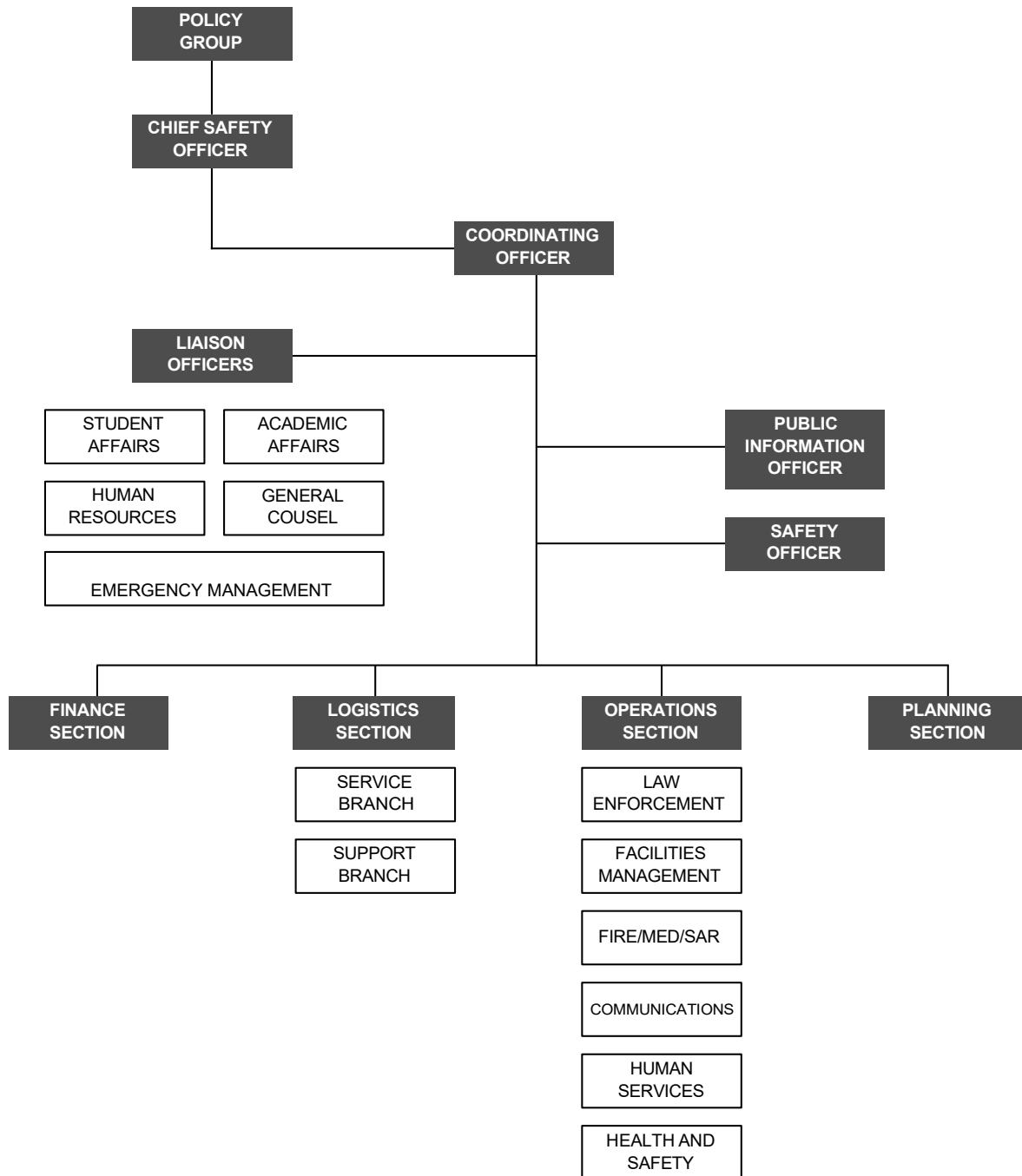


Figure 1: Emergency Organization Chart



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Direction, Control, and Coordination

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the University EOP will be activated using a modified implementation of the Incident Command System (ICS) that accounts for the University's structure with the Threat Assessment Coordination Team (TACT).

Policy Group

At the President's discretion, the policy group may be composed of the President and the two Senior Vice Presidents or the entire Executive Leadership Team (ELT).

Responsibilities include:

- Provide strategic direction to TACT / EOC
- Allocate critical resources according to established priorities
- Authorize emergency funding
- Interact with key external stakeholders
- Declaration / termination of university emergency
- Spokesperson for the University
- Public information statements and releases

Command Staff

The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer(s). They report directly to the Coordinating Officer. Command Staff are all part of the Situation, Triage and Assessment Team.

Public Information Officer

The Public Information Officer is a member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Safety Officer

The Safety Officer is a member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

Liaison Officers

Liaison Officers are members of the Command Staff responsible for advising Command and General Staff on their areas of expertise and to provide personnel and resources appropriate to their area of responsibility.



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Function	Business Unit
Public Information Officer(s)	Strategic Communications and Marketing
Safety Officer	Environmental Health and Safety
Liaison Officer (Student Affairs)	Associate Vice President and Dean of Students
Liaison Officer (Academic Affairs)	Vice President for Academic Affairs, Office of Provost
Liaison Officer (Staff)	Office of Talent and Culture
Liaison Officer (Legal)	Office of General Counsel
Liaison Officer (Health / Public Health)	Office of Chancellor & Executive Dean for Health Sciences

Table 2: Liaison Officers

General Staff

The General Staff consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief who all report to the Coordinating Officer. Operations and Planning Section Chiefs are part of the Threat Assessment Coordination Team. Logistics and Finance/Admin Section Chiefs may be added to TACT as needed.

Function	Business Unit
Operations Section Chief	Lead TACT Business Unit or Emergency Management or their designee
Planning Section Chief	Emergency Management or their designee
Logistics Section Chief	Assistant Vice President and Chief Procurement Officer or their designee
Finance/Administration Section Chief	Vice President and Chief Financial Officer or their designee

Table 3: General Staff

Operations Section Chief

The Operations Section Chief (OSC) manages all operations and progress related to the incident, specifically:

- Manages all aspects of the Operations Section, which covers the five mission areas: protection, prevention, mitigation, response, and recovery
- Provides the tactical assignments documented in the Incident Action Plan (IAP) and directs its execution
- Makes expedient changes to current operations based on the complexity or magnitude of the incident and reports those changes to the Coordinating Officer (CO)



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- Manages all operations and progress related to the incident
- Ensures the safety and welfare of Operations Section personnel
- Coordinates operations at the local level
- Establishes or transitions into the Operations Section
- Supervises and configures section with branches, divisions, groups, and units to support operations

Planning Section Chief

The Planning Section Chief (PSC) manages all aspects of the Planning Section, which covers the five mission areas: prevention, protection, mitigation, response, and recovery, specifically:

- Manages all aspects of the Planning Section, which covers the five mission areas: prevention, protection, mitigation, response, and recovery
- Manages the preparation of strategies and plans for the incident and submits incident status reports
- Prepares, collects, evaluates, disseminates, and uses incident information to develop the Incident Action Plan (IAP)
- Facilitates incident information to maintain situational awareness (current and future)
- Provides periodic predictions on incident potential and incident course of actions
- Coordinates planning efforts at the local level
- Establishes or transitions into the Planning Section
- Supervises and configures section with units and single resources as necessary

Logistics Section Chief

The Logistics Section Chief (LSC) manages logistical needs and provides facilities, services, people, and materials in support of the incident, specifically:

- Manages logistical needs across the five mission areas for incidents: protection, prevention, mitigation, response, and recovery
- Provides facilities, services, people, and materials in support of the incident
- Advises the Coordinating Officer (CO) on all matters relating to logistics planning, facilities, communications, ordering, receipt, storage, transport, and onward movement of goods, services, and personnel
- Coordinates logistics at the local level
- Establishes or transitions into the Logistics Section
- Supervises and configures section to support operations with branches, divisions, groups, and units as necessary
- Supports or participates in the Incident Action Plan (IAP) process as necessary

Finance Section Chief

The Finance/Administration Section Chief (FSC) is responsible for all financial, administrative, and cost analysis aspects of an incident, specifically:



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- Maintains daily contact with agency administrative headquarters on finance and administration matters
- Meets with assisting and cooperating agency representatives
- Advises the Incident Commander (IC) on financial and administrative matters
- Develops the operating plan for the Finance/Administration Section
- Coordinates finances at the local level
- Establishes or transitions into an existing Finance/Administration Section
- Supervises and configures section with units to support as necessary

Emergency Support Functions

The University has modified the Incident Command System and ESF concepts to fit the structure and organization of day-to-day operations (please see *Organization and Assignment of Responsibilities: Threat Assessment Coordination Team* above). ESFs as outlined here, along with selected core University business functions, are described in further detail within *Annex: TACT Mission Annexes*.

ESFs Assigned to General Staff

Some emergency support functions are assigned to TACT units who already hold General Staff positions. The following are emergency support functions assigned to General Staff.

General Staff	Planning Section Chief
Description	Analyzes, processes and disseminates emergency information and conducts action planning to facilitate crisis management.
ESF	ESF 5 – Information and Planning
Lead Unit(s)	Emergency Management

Table 4: Planning Section ESFs

General Staff	Logistics Section Chief
Description	Coordinates the delivery of supplies, equipment, services and facilities.
ESF	ESF 7 – Logistics
Lead Unit(s)	Emergency Management; Procurement, Contracting & Payment Services

Table 5: Logistics Section ESFs

General Staff	Public Information Officer
Description	Provides accurate, coordinated, timely and accessible information to the campus community and external organizations
ESF	ESF 15 – External Affairs



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Lead Unit(s)	Strategic Communications and Marketing
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Table 6: Public Information ESFs

ESFs Assigned to Operational Branches

The following are key operational branches and their related emergency support function.

Branch	Facilities Management
Description	Management of transportation systems and infrastructure of the University of Utah; Coordinates and organizes the resources of the University of Utah to facilitate the delivery of multiple core capabilities; Coordinates campus energy systems and system components.
ESF	ESF 1 – Transportation; ESF 3 – Public Works and Engineering; ESF 12 – Energy
Lead Unit(s)	Facilities Management

Table 7: ESFs assigned to Facilities Management

Branch	Fire / Medical / Search and Rescue
Description	Provides support for the detection and suppression of wildland, rural, and urban fires; Coordinates response to medical emergencies; Deploys search and rescue resources to provide lifesaving assistance.
ESF	ESF 4 – Firefighting; 9 – Search and Rescue
Lead Unit(s)	Municipal Fire Department with jurisdictional responsibility

Table 8: ESFs assigned to Municipal Fire Departments

Branch	Law Enforcement
Description	Provides public safety and security coordination.
ESF	ESF 13 – Public Safety and Security
Lead Unit(s)	University Police

Table 9: ESFs assigned to University Police

Branch	Human Services
Description	Provides life-sustaining resources and essential services during disaster.
ESF	ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services; 8 – Public Health and Medical Services;



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Lead Unit(s)	Campus and Community Life; Environmental Health and Safety (Public Health Liaison); Office of Chancellor & Executive Dean for Health Sciences
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Table 10: ESFs assigned to Human Services Units

Branch	Health and Safety
Description	Coordinates response to a discharge of hazardous materials.
ESF	ESF 10 – Oil and Hazardous Materials Response Annex; ESF 8 – Public Health and Medical Services
Lead Unit(s)	Environmental Health and Safety (ESF 10), Environmental Health and Safety (Public Health Liaison); Office of Chancellor & Executive Dean for Health Sciences (ESF 8)

Table 11: ESFs assigned to Environmental Health and Safety

Branch	Communications
Description	Supports the restoration of the campus communication infrastructure.
ESF	ESF 2 - Communication
Lead Unit(s)	Information Technology Services

Table 12: ESFs assigned to University Information Technology

Situational Awareness / Command and Control

Situational Awareness / Command and Control will be achieved through the following processes:

- Coordination through first responder agencies (police, fire, EMS, facilities)
- Coordination through public information (e.g., social, or traditional media)
- Coordination through state and local emergency management agencies
- Coordination through the Emergency Assembly Point system with BMs and the EOC

For more detailed information about situational awareness / command and control, please see *Annex: Situational Awareness / Command and Control*.



Information Collection, Analysis, and Dissemination

Information Collection

Information will be collected from a variety of sources, including:

- University Building Managers (BMs) and their teams
- Witnesses and victims of the emergency or the general public
- On-scene responders
- Social media
- Television, radio, and print media
- Public agencies and non-governmental organization partners
- Subject matter experts

Information Analysis

Once information has been collected it will be analyzed to determine operational importance. Emergency management personnel (or Planning Section personnel, if the EOC is fully activated) will analyze information that is received and prepare intelligence reports for leadership. Subject matter experts from the Threat Assessment Coordination Team will aid in information analysis as required.

Information Dissemination

Message dissemination is categorized into internal messaging and public messaging and includes media monitoring and rumor control. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

Internal Messaging

Emergency Management personnel will assist in conveying information to TACT.

Public information officers from the Office of Strategic Communications and Marketing will assist in conveying internal information as necessary to the students, faculty, and staff. The @WVUsafety X account and WVU Safety and Wellness Facebook page will be utilized to communicate as well. Depending on the immediacy of the intended message, WVU Alert SMS and/or email messages may be used to assist in disseminating internal messages.

Public Messaging

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency of information and the intended audience. Some methods of distribution include:

- Press releases



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- Press conferences
- Website updates
- Social media updates
- Print, radio, or televised announcements

To ensure one consistent and accurate voice, all public information releases will be coordinated through the Public Information Officer in the Emergency Operations Center or Joint Information Center (JIC).

Media Monitoring and Rumor Control

The potential for dissemination of false or misleading information during times of emergency is high. This may lead to operational confusion and public misunderstanding. Misleading information may be amplified by several sources including television, radio, print, and especially social media. The Office of Strategic Communications will establish regular and social media monitoring and will act in coordination with communications personnel from all interested parties such as WVU Medicine, Monongalia County and the State of West Virginia, or others as related.

*Refer to *West Virginia University Crisis Communications Plan*, an annex to this plan.



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Communications

Procedures and protocols for communicating during an emergency will follow guidelines set forth in the National Incident Management System (NIMS). All communication pathways will be resilient, interoperable, and redundant.

Tactical Communication

In tactical communication, responders communicate within a particular command element on activities necessary for carrying out operational objectives. There are several tactical communication channels for emergency operations at the University:

1. University Police uses a UHF Trunked P25 compliant radio system as part of the West Virginia Statewide Interoperable Radio Network (SIRN) for all normal and emergency operations. Police dispatch and emergency management personnel have access to this system.
 - a. Dispatch can act as a hub between police, emergency management and other responders including City of Morgantown Fire Department and Monongalia EMS, through MECCA 9-1-1.
 - b. During Special Events a communications plan is utilized that will allow for interoperable communications with all agencies involved.
2. Facilities Management uses a trunked NXDN VHF radio system for all normal and emergency operations. Facilities dispatch and emergency management personnel have access to this system.
 - a. Building Emergency Response Coordinators (ERCs) check-in at Emergency Assembly Points (EAPs) and can report situational awareness either to Facilities Management staff or on-site emergency responders that may radio information into the EOC, or the ERC can use their personal cell phone to call into University Police Dispatch and communicate their situational awareness.
3. When engaged operationally, the Threat Assessment Coordination Team (TACT) uses several methods of communication.
 - a. The primary method is an off-site conference bridge to communicate. This is accessed via computer or cell phone. Emergency management personnel provide access to and facilitate communications for this system.
 - b. The second method is cellular phone. Each TACT member has a cellular phone. Contact information for TACT members is available in the Notification and Resource Manual (NARM)
 - c. The third method is radio. In an activation, TACT members may have access to a radio (using the University Police radio system). This will depend on the availability of cached radio devices during an activation. Emergency management personnel can coordinate TACT via radio if the primary and secondary pathway is unavailable.

Tactical communication details are described in the attached annexes. Personnel will receive pre-event or just-in-time training on the use of communication equipment and proper communication protocols.



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Strategic Communication

Strategic communication reaches across all organizational elements and conveys situational awareness, resources requests, and other response-related information.

Strategic communication will use landline and cellular phone as the primary method of communication. When engaged strategically, the President's Executive Leadership Team (ELT) uses an off-site conference bridge to communicate. Emergency management personnel may provide access to and facilitate communication for this system.

WVU Alert (via SMS and/or email), and other web-based communications (e.g., social media platforms) will be used as necessary to supplement or substitute primary strategic channels as required.

All communicative devices and methods used in emergency operations will be identified in the Incident Action Plan.



Plan Development and Maintenance

Planning Purpose

The purpose of the University's emergency planning effort is to coordinate enterprise-wide planning related to the protection of our greatest resource, our people, as well as our research, teaching and community service responsibilities.

The following are three basic operating principles for the planning effort:

- Decisions based on reliable data
- Planning based on stakeholder inclusion
- Commitment to continuous improvement of plan outcomes

Maintenance

This plan will be updated every two years unless substantive changes are required prior to the review date. Minor changes, additional annexes (including cross-references to the base plan) are not considered substantive changes.

Roles

This plan requires input and direction from multiple stakeholders. Primarily, this includes emergency management personnel, TACT members, and content experts (as needed).

Emergency Management

Emergency management personnel are tasked to develop a basic Emergency Operations Plan (EOP). They are responsible for reviewing relevant laws, hazard analysis, and mitigation strategies, discussing and developing recommended language for a campus plan. This EOP follows the standard format contained in the State and Local Assistance Guide, (CPG 101 Version 2.0, November 2010) which provides information on FEMA's concept for developing risk-based, all-hazard emergency operations plans.

The Emergency Management Coordinator is responsible for ensuring all plans and procedures are developed and executed in accordance with local, state and federal plans, regulations and standards relevant to emergency management. Those duties include:

- Developing plans in support of the National Incident Management System (NIMS).
- Working with state and local officials when developing plans.
- Ensure plans are reviewed and approved by the Threat Assessment Coordination Team (TACT), promulgated by University Administration (the President), tested and updated annually, and current and available in the Emergency Operations Center (EOC).
- Develop and implement campus drills and exercises. These should be held regularly and with enough frequency to keep the members of the EOC prepared. At a minimum, this should occur annually



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- Ensuring that TACT members meet, organize their monthly briefings to ensure all aspects of the plan requiring review are complete by June each year.

Threat Assessment Coordination Team (TACT)

TACT members are tasked to review key components of the basic EOP. As necessary, TACT develops and/or reviews supplemental plans and annexes to accomplish the goals and objectives of the plan.

Content Experts

Emergency management personnel and TACT members work with content experts in developing and/or reviewing plans. Content experts are individuals with unique experiences, education, preparation, authority deemed necessary and or useful to the development of an EOP. Content experts are invited to inform and influence TACT members in their work to develop and/or review plans.

Annexes

A basic emergency operations plan cannot contain all of the necessary details in specific operations across multiple disciplines. Specifics and technicalities are contained in annexes which are appended to this basic plan.

Content in annexes may change more frequently than the components of the basic plan. Details of procedures and protocols in tactical operations may be changed, refined or updated more often than fundamental components of the plan. Promulgation of the basic EOP incorporates an implicit understanding that annexes may change and be updated without the need for senior administration review or re-promulgation.

Integration with Other Plans

The following plans are correlated with other emergency management plans, namely:

1. Continuity of Government (COG) plan – Under Development
2. Continuity of Operations (COOP) plans - Under Development
3. Mitigation plans - Under Development
4. Recovery plans - Under Development

Details of or links to these associated plans are found in the *Annex: Planning Integration*



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Authorities and References

Authorities

This plan is promulgated in compliance with 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. under the authority of the Chief of Police and is managed by the Emergency Management Coordinator. The following authorities, standards, and references are used in the development and implementation of this plan.

Federal Authorities

- Presidential Policy Directive / PPD-8: National Preparedness
- President Policy Directive / PPD-21: Critical Infrastructure
- Homeland Security Presidential Directive / HSPD-5: Management of Domestic Incidents
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Code of Federal Regulations (CFR), Title 44, Emergency Management Assistance
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 USC 1092f

West Virginia State Authorities

- West Virginia Code Chapter 15, Article 5 (Emergency Management Act)

References

- National Preparedness System
 - National Prevention Framework
 - National Protection Framework
 - National Mitigation Framework
 - National Response Framework
 - National Disaster Recovery Framework
- National Continuity Programs
- National Incident Management System
- Emergency Management Accreditation Program (EMAP) Emergency Management Standard
- U.S. Department of Education Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education
- FEMA Comprehensive Preparedness Guide 101 (CPG 101): Developing and Maintaining Emergency Operations Plans
- FEMA Comprehensive Preparedness Guide 201 (CPG 201): Threat and Hazard Identification and Risk Assessment Guide



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Annexes

Annexes are listed alphabetically, not necessarily based on priority or the order in which they appear in the plan. Annexes may be added/changed/deleted without requiring the plan to be promulgated again.

- A. Building Emergency Action Plans – Under Development
- B. Planning Integration – Under Development
- C. President's Executive Leadership Team (ELT) – Under Development
- D. Situational Awareness / Command and Control – Under Development
- E. Threat Assessment Coordination Team (TACT) – Under Development
- F. TACT Mission Annexes – Under Development