



SOUTHERN MISS

**UNIVERSITY POLICE
DEPARTMENT**

EMERGENCY INCIDENT RESPONSE PLAN



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PROMULGATION STATEMENT

Security and emergency preparedness at work, at home and in the community is everyone's responsibility. It requires coordinated preparedness, response, recovery and mitigation activities that span the preparedness spectrum.

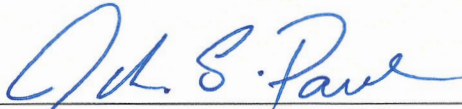
In the workplace, whether in a stand-alone facility or facilities grouped as part of an installation or campus setting, occupants need to understand the nature of potential emergencies and what actions to take if emergencies do occur. Life safety, communication, efficiency, and roles and responsibilities are critical components to enhancing the security and preparedness of facility occupants.

The University of Southern Mississippi Emergency Incident Response Plan (EIRP) strives to support the campus community of students, faculty and staff by ensuring that as a collective group we work together to build, sustain and improve our capability to prepare for, respond to, recover from, and mitigate all hazards.

The Emergency Incident Response Plan (EIRP) addresses a planned response to emergencies associated with natural, technological and man-made incidents/disasters. The EIRP is the underlying framework for protection of health, safety, and property of student, faculty, staff and visitors during incidents/disasters at The University of Southern Mississippi. It is intended to facilitate multiple-agency/jurisdiction coordination; specifically between The University of Southern Mississippi and Local, State, Federal governments, other institutions of Higher Learning, private industry and contract partners. This plan formally incorporates the National Incident Management System (NIMS) concepts and processes during activations of components with this plan either in whole or in part and falls under the authority of the President of The University of Southern Mississippi as delegated by the Mississippi Institutions of Higher Learning. The University of Southern Mississippi's emergency incident response planning is based on the NIMS, a standard model throughout the United States and the Incident Command System (ICS), the management structure used by first responders at Southern Miss.

In order to execute this plan effectively, all emergency response personnel must have knowledge and familiarity of the procedures set forth in this plan. Organizations having roles and responsibilities established by this plan are expected to develop plans and procedures in support of this plan. This plan is a statement of policy regarding emergency management and assigns roles and responsibilities to The University of Southern Mississippi's colleges, divisions, departments and individuals.

Therefore, by virtue of the authority vested in me as President of The University of Southern Mississippi, I hereby promulgate The University of Southern Mississippi Emergency Incident Response Plan. Furthermore, I charge The University of Southern Mississippi Critical Emergency Response Team responsible for implementing this plan under emergency conditions and its ongoing development, as experience and changing conditions require.



Dr. Joseph S. Paul
President
The University of Southern Mississippi

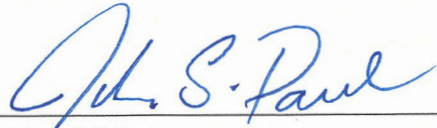


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APPROVAL AND IMPLEMENTATION

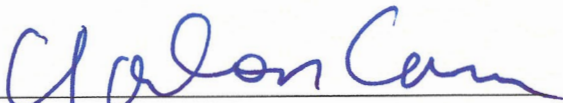
Transmitted here within is the 2023 Version of The University of Southern Mississippi Emergency Incident Response Plan (EIRP). In accordance with Mississippi state law, Mississippi Institution of Higher Learning Policy and Procedure, and The University of Southern Mississippi Policy and Procedure, the complete University EIRP shall be submitted to the President no later than May 1, 2023. This plan will be effective upon submission by the below listed authorities.



Dr. Joseph S. Paul
President
The University of Southern Mississippi

5-1-2023

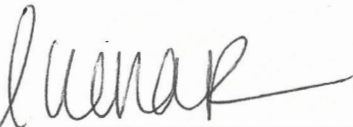
Date



Dr. Gordon Cannon
Provost and Senior Vice President for Academic Affairs
The University of Southern Mississippi

5-01-2023

Date



Dr. Sirena Cantrell
Associate Vice President for Student Affairs and Dean of Students
The University of Southern Mississippi

5-01-2023

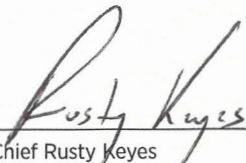
Date



Robert Gholson
General Counsel
The University of Southern Mississippi

5/01/2023

Date



Chief Rusty Keyes
Assistant Vice President of Public Safety/Chief of Police
The University of Southern Mississippi

4-28-2023

Date

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RECORD OF ANNUAL PLAN REVIEW

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RECORD OF CHANGES

As changes are made to this plan, the following procedures should be followed:

- 1. University Police will issue all changes to holders of the plan through electronic media, email, or hard copy.
- 2. Upon receiving written notification regarding changes to this plan, individuals issued a hard copy should insert new pages and remove and destroy old pages. Minor changes may be made on existing pages by pen and ink.
- 3. When any change is made, enter the log below accordingly.
- 4. A rewrite will be performed every five years with a review and modification every two years.

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SECTION A

Base Plan, Purpose, Scope and Objectives

BASE PLAN

Introduction and Background

The University of Southern Mississippi Emergency Incident Response Plan (EIRP) is a collaborative effort between the Office of the President, University Police, Division of Student Affairs, and the various departments with assigned responsibilities. The Base Plan provides an overview of the threats and hazards that pose the greatest risk to the University as well as the University's capability to respond to those threats, the organizational response structures, basic roles and responsibilities.

This plan is an active work in progress and is subject to revisions. While it serves the University as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. Its potential effectiveness is dependent upon broad input from the campus community, and all units of the University are urged to become familiar with the concepts, policies, procedures, training and exercises outlined in the Emergency Incident Response Plan (EIRP).

Purpose and Scope

The base Emergency Incident Response Plan (EIRP) is intended to establish the framework with an organizational structure for response to any incident on campus. The EIRP provides guidance for The University of Southern Mississippi (USM), and describes the roles and responsibilities for colleges, divisions, departments, units, areas, faculty, staff and students during any incident.

The EIRP utilizes an "*All-Hazards Approach*" which provides broad guidelines for emergency management with specific emergency management functions. The basic emergency management procedures given here are designed to assist in the protection of lives and property through an effective use of campus and community resources. Since an incident may happen suddenly and without warning, the procedures in the EIRP are designed to be flexible to accommodate contingencies of various types and magnitudes. The USM Police Department relies on a thorough integration of its emergency plans at all levels of the campus, as well as understanding that the front line levels of the organization are responsible for managing the emergency and getting additional resources and assistance from the administrative levels. The University of Southern Mississippi EIRP was developed, to assemble, mobilize and coordinate responders and personnel with the goal of effectively managing any incident.

This EIRP incorporates the National Incident Management System (NIMS) and the Incident Command System (ICS). These management systems facilitate Campus departments' integration with interagency responders. It is the intent of USM to collaborate with the Federal Emergency Management Agency, the U.S. Department of Homeland Security,

Mississippi Emergency Management Agency, Mississippi Analysis and Information Center (MSAIC), Forrest Emergency Management, City of Hattiesburg, Harrison County Emergency Management, City of Long Beach, Jackson County Emergency Management, City of Ocean Springs, Mississippi Department of Health and Human Services, local law enforcement, health departments, fire departments and other agencies in the development of emergency response planning.

The EIRP includes resources of the University as well as resources of various University stakeholders. USM has a student population of more than 15,000+ students, and more than 2200+ staff and faculty with limited resources and therefore, it is essential that a seamless coordination be established with all internal and external stakeholders. This plan applies to the USM Hattiesburg campus, Gulf Park campus in Long Beach, Gulf Coast Research Laboratory (GCRL) (Halstead and Cedar Point) in Ocean Springs, and Point Cadet in Biloxi.

Objectives

The University of Southern Mississippi Emergency Incident Response Plan (EIRP) achieves the following objectives:

1. Safeguards against acts of terrorism, natural disasters, and other threats or hazards.
2. Identifies the hazards that have the potential to affect people, property, and the natural environment of The University of Southern Mississippi.
3. Creates a unified management structure that defines key roles, responsibilities, and relationships of personnel needed to prepare for, respond to, recover from, and mitigate against hazards.
4. Supports the understanding and utilization of the Incident Command System (ICS) of the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) principles.
5. Provides guidelines for actions to preserve life, property, and the safety of the University community.
6. Sets priorities for the conservation and restoration of critical facilities and essential functions.
7. Establishes resource management objectives needed to ensure the timely and efficient provision and accounting of services, personnel, resources, materials, and facilities needed.
8. Defines how the University will disseminate accurate information to the campus community, the public, and the media.
9. References the laws and authorities governing emergency response.
10. Provides appropriate victim services and lessens the impact of the crisis.
11. Returns the University to normal operations as quickly as possible following an emergency or disaster.

SECTION B

Situation and Assumptions

SITUATION OVERVIEW

The University of Southern Mississippi (USM) is a comprehensive public research institution delivering transformative programs on campuses in Hattiesburg and Long Beach, and research sites at the Gulf Coast Research Laboratory in Ocean Springs, as well as online. Founded in 1910, USM is one of only 130 universities in the nation to earn the Carnegie Classification of Institutions of Higher Education's "R1: Doctoral Universities - Very high research activity" designation, and its robust research enterprise includes experts in ocean science and engineering, polymer science and engineering, and sport venue safety and security, among others. USM is also one of only 40 institutions in the nation accredited in theatre, art and design, dance and music. As an economic driver, USM generates an annual economic impact of more than \$600 million across the state. USM welcomes a diverse student body of approximately 15,000, representing 71 countries, all 50 states, and every county in Mississippi. The University community includes approximately 2203 faculty and staff in addition to more than 3000 students that live on the Hattiesburg Campus.

The University of Southern Mississippi is exposed to various hazards, many of which have the potential to disrupt the campus community, and can have a significant impact on campus life and property. In any crisis, emergency or disaster, the University's foremost concern is for protecting human life and property. The Disaster Resistant University (DRU) in conjunction with the appropriate external agencies performs a hazard and risk assessment every five years. This assessment follows guidelines outlined by FEMA and MEMA for institutions of higher learning. The process of determining the appropriate mitigation actions and strategies begins an identification of the type of hazards with the greatest potential of impacting University assets and conducting an analysis of the potential significance of each hazard. The Hazard and Risk Assessment and Analysis Summary provides a listing and preliminary evaluation of the probability of occurrence of each hazard type as well as priority ranking for mitigation measures based on the probability of impacts and the

HAZARD ANALYSIS

The hazard analysis below provides an overview of some of the natural, technological, and human-caused hazards that pose risks to the University and the surrounding area. The overview is not intended to represent a prioritized list of hazards based on a risk assessment. Future preparedness planning efforts will include a more thorough analysis of the threats and hazards that pose the greatest risk to the University.

A. Hazard Analysis Summary-Natural

1. Coastal Erosion. Coastal erosion is a complex physical process shaped by both natural processes and human intervention. Natural factors that influence erosion:
 - Changes in sea level.
 - Characteristics of the shoreline.
 - Effects of waves, currents, tides, wind, and slope of the offshore sea bottom.
 - Major storm.
2. Expansive Soils. The majority of the Hattiesburg Campus is underlain by the Falkner-Susquehanna Urban Land Soil Complex. The fact that such soils exist beneath the majority of the Hattiesburg Campus represents a significant vulnerability.
3. Hurricanes. Hurricane-related exposure experience is varied from reduced wind speed and heavy rainfall (as a tropical depression) to severe thunderstorms.
4. Public Health Emergencies. Infectious disease outbreaks can occur on all campuses and localized and/or to widespread illnesses can result from them. Common causes of outbreaks include, but are not

limited to, foodborne diseases, waterborne diseases, COVID-19, and influenza.

likelihood of occurrence. The list of hazards are consistent with the hazards identified and analyzed in the Forrest, Jackson and Harrison County, Mississippi Hazard Mitigation Plans and those required to be considered by FEMA.

The hazards identified by the committee for consideration are categorized as high, medium or low priority in terms of potential severity of the event, likelihood of the occurrence, and potential losses from each event type. To place discussions of potential hazard types in a logical order, the DRU Plan will provide information related to those hazards not considered to have the potential to impact the University. Detailed discussions of each hazard type determined to be of a concern to the University can be found in the DRU Plan Link. Although most hazards of concern apply across all University Campuses, certain hazards are only relevant to specific locations, such as Expansive Soils for Hattiesburg and Sea Level Rise and Coastal Erosion for the Coastal Campuses.

In addition to an analysis of natural hazards, the DRU Plan considers man-made hazards as they relate to potential impacts to the University. The listing of man-made hazards is also consistent with FEMA requirements and those considered in the Forrest, Jackson and Harrison County Hazard Mitigation Plans. The Hazard and Risk Assessment and Analysis Summary provides a listing of man-made hazards, their potential for impacts to the University and the mitigation priority of each.

The four primary risk areas are defined:

1. The Hattiesburg campus of the University including off-campus assets such as the Track and Field Complex, Softball Complex, and the Accelerator Technology and Innovation Park located approximately 1.8 miles northeast of the main campus.
2. The Gulf Park campus of the University located in Long Beach, Miss.
3. The Gulf Coast Research Laboratory (GCRL) in Ocean Springs, Miss., including the Halstead and Cedar Point facilities.
4. Point Cadet located in Biloxi, Miss.

limited to, foodborne diseases, waterborne diseases, COVID-19, and influenza.

5. Thunderstorms. Thunderstorms are common to Mississippi and can produce the following severe weather conditions:
 - Flash flooding can occur in surrounding areas. Floods are the primary cause of death and injury associated with thunderstorms, and are of concern to travelers to and from the University campuses.
 - Hail falls at speeds in excess of 100 miles per hour, and can cause considerable property damage.
 - Lightning occurs in thunderstorms and can result in injuries, fatalities, property damage, and fires.
 - Straight-line winds are responsible for most thunderstorm wind damage, which can be equivalent to a strong tornado.
 - Tornadoes, although associated with severe thunderstorms, can occur at any time of the year, and can cause injuries/deaths and property damage.
6. Winter Storms. Winter storms are becoming more common to Mississippi, and can produce extreme cold temperatures and precipitation resulting in freezing rain, sleet, light snow accumulations, and wind chill effects.
7. Structural fires/Wildfires. The densely developed campuses at Hattiesburg and Gulf Park and the close proximity of some buildings to others make structural fire a hazard of concern. The setting of the Gulf Coast Research Lab in a forested national park makes wildfire a hazard of concern.

B. Hazard Analysis Summary – Man-Made

1. Transportation Incident. Motor vehicle accidents occur daily on most campuses.
2. Health Incident/Infectious Disease. In recent years, outbreaks of infectious diseases have become more common.
3. Hazardous Materials Accident. Various quantities of chemical, radioactive, and biological hazards are used for teaching and research, facilities maintenance, academic support, and general campus operations.

PLANNING ASSUMPTIONS

Because of the geographically compact nature of The University of Southern Mississippi's campuses, an assumption is made for planning purposes that the campus in its entirety is at equal risk to a given hazard type. To allow for effective mitigation planning, certain University buildings, functions, and facilities have been given a higher priority based on function, value, or usefulness before, during, or immediately after a hazard event. Detailed information for each identified hazard type including historical occurrence data, probability of future occurrences, the University's vulnerability to each hazard type, and potential impacts are included in the Disaster Resistant University All-Campuses Plan (DRU) (see link).

The following listing of planning assumptions on which the plan is based:

1. The University of Southern Mississippi will continue to be exposed to and subject to the impact of the hazards described above as well as any additional hazards that may develop into the future.
2. A major disaster or emergency may occur at any time and/or place. While in many cases the dissemination of information to the campus community, and the implementation of preparedness measures may be possible in advance of an emergency, some emergencies may occur with little to no warning.
3. Incident management activities will be initiated and conducted using National Incident Management System (NIMS) policies and procedures according to State of Mississippi Executive Order No. 932.
4. Outside assistance will likely be available in most emergency situations affecting the University. However, due to the unforeseeable response times in requesting external assistance, it is essential that university entities be prepared to carry out the initial

4. Structural Fire. Fires are a not common but serious threat to all campuses.
5. Utility Failure. The loss of utilities in a building can disrupt day-to-day operations and activities. A widespread failure of longer duration can significantly interrupt the University operations.
6. Civil Disturbance, Violence, and Terrorism. The University maintains campuses that are open to the public. Riots, civil disorder, protests, shootings, bomb threats, suspicious packages, or other acts of violence are possible threats.

emergency response on an independent basis.

5. Proper mitigation actions can prevent or reduce potential disaster-related losses. Through emergency planning, the training of emergency responders and other personnel, and regular implementation of emergency drills and exercises, the University's capacity and readiness to respond to emergency situations can be increased and enhanced.
6. Incident planning, response, and recovery operations will comply with federal law (to include Title II of the American with Disabilities Act) to ensure equal access and discrimination protection for all affected citizens.
7. If an incident exceeds the capabilities of the University, the University may request assistance from a Mississippi Institutions of Higher Learning, local, state, or federal agency.
8. The University may request assistance from other local agencies using the Mutual Aid Agreements.
9. The Federal Government will provide emergency assistance to Mississippi when requested and in accordance with the NRF. Federal assistance is provided by the Robert T. Stafford Disaster Relief and Emergency Assistance Act [Public Law (PL) 93-288, as amended by PL 100-707] through the implementation of the NRF, or by Presidential Declaration of either an "Emergency" or "Major Disaster."

SECTION C

Concept of Operations

The University of Southern Mississippi has adopted the National Incident Management System (NIMS) as its emergency response organizational model and supports the employment of the Incident Command System (ICS) concepts and operational constructs through training and exercises. The response to an emergency will be scalable and fit the needs of that particular emergency. The University Police department is charged with coordinating emergency operations. During an emergency incident, the efforts that would be normally required for daily functions would be redirected to assist the response and recovery of the university community. Incidents are typically managed at the local organizational and jurisdictional level. As an incident expands, successful response operations may depend on the involvement of multiple organizations, agencies, and jurisdictions. Utilizing NIMS enables the university to be better prepared to respond to, recover from, and continue services across the full spectrum of potential threats and hazards as part of a comprehensive local, regional, and national approach to emergency management. This section explains in broad terms how the University will manage response operations and is designed to give an overall framework for how the university will approach these operations to protect students, faculty, staff, and visitors.

PLAN IMPLEMENTATION

Any emergency that requires a response will activate the base Emergency Incident Response Plan (EIRP). There is no formal declaration of plan activation. This approach provides an easier method to scale the response as the incident expands or contracts.

The Emergency Incident Response Plan (EIRP) will promulgate under the authority of the President of the University (Emergency Director). Decisions concerning changes to campus status (discontinuation of the University functions, cancellation of classes, or cessation of operations), rest with the President. In the President's absence, the Senior Vice President for Academic Affairs/Provost will act in place of the President with regard to changes in campus status.

During a Campus Emergency, the Assistant Vice President of Public Safety/Chief of Police or appointed designee shall place into immediate operation the University's procedures to meet the incident to the extent possible and to safeguard its students, faculty, staff and property.

In the event of a major disaster occurring in or about campus or an occurrence that involves University property, University Police Officers will be dispatched to determine the extent of any damage. In addition, only the faculty and staff members who have completed the necessary ER-ITN re-entry forms and received subsequent approval will be allowed to enter the immediate disaster site prior to the campus closure being lifted.

Definitions of an Emergency

The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response. For any non-emergency situation or question call University Police 601.266.4986.

- **Minor Emergency** – Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Report immediately to University Police by dialing 911, or from off campus 601.266.4986.
- **Major Emergency** – Any incident, potential or actual, that may affect an entire building or a major portion of the campus and that will disrupt the overall operation of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from University administrators during times of crisis. Report to University Police by dialing 911, or from off campus 601.266.4986.
- **Disaster** – Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and sever property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, the Critical Emergency Incident Response Team (CERT) will be activated and the appropriate support and operational plans will be executed.

National Incident Management System (NIMS)

National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all

jurisdictional levels and across functional disciplines. NIMS enables organizations to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

Mississippi Governor Executive Order No. 932, as signed by the Governor of the State of Mississippi, designates the NIMS as the basis for all incident management in Mississippi.

NIMS facilitates the ability of the campus to communicate and coordinate emergency management operations and actions with consistency.

NIMS Operational Priorities

The University prioritizes its response to emergencies on campus. Due to the complex nature of emergencies, multiple responses may occur simultaneously and at different levels of priority; however, the University is committed to the following priority of emergency response.

A. Save lives

1. Save human lives.
2. Treat the injured.
3. Warn the public to avoid further casualties.
4. Prevent harm from the effects of the incident.
5. Evacuate people away from the effects of the incident.
6. Shelter and care for those evacuated.
7. Provide familial reunification and/or welfare communication.

B. Protect property

1. Save property from harm or destruction.
2. Act to prevent further harm or loss.
3. Provide security for affected buildings and/or property.

C. Protect the environment

1. Confine hazardous chemical releases to the smallest possible areas.
2. Prevent runoff from entering waterways, storm water systems, and sewers.

D. Stabilize the incident

1. Act to stop or minimize the incident cause.
2. Act to maintain critical campus processes and functions.

E. Restoration

1. Restore essential services and utilities.
2. Ensure continuation of business and resumption of contracted services.
3. Act to return the campus to academic and business functionality.

When the immediate lifesaving activities are complete and the incident has been stabilized, the focus will begin shifting to assisting the general campus population, repair of utilities, roads, and other critical infrastructure, and the implementation of business continuity plans. Response efforts will likely continue, but will gradually transition to recovery operations. Short-term recovery is immediate and overlaps with response. It includes actions such as providing essential public health and safety services, restoring interrupted utility and other essential services,

re-establishing transportation routes, and providing food and shelter for those displaced by the incident. Although called “short-term,” some of these activities may last for weeks.

To achieve these priorities, incident personnel shall apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort.

Flexibility

NIMS components are adaptable to any situation, from planned special events to routine local incidents to incidents involving interstate mutual aid or Federal assistance. Some incidents need multiagency, multijurisdictional, and/or multidisciplinary coordination. Flexibility allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.

Standardization

Standardization is essential to interoperability among multiple organizations in incident response. NIMS defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations. NIMS defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved. NIMS also includes common terminology, which enables effective communication.

Unity of Effort

Unity of effort means coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

Four Phases of Emergency Management

The University of Southern Mississippi Emergency base Incident Response Plan (EIRP) will apply four phases of emergency management to include:

- Preparedness
- Response
- Recovery
- Mitigation

A. Preparedness

Preparedness involves actions that will improve the speed and coordination of the response to an emergency or disaster. Planning, training, and exercising are all preparedness activities.

Campus wide preparedness programs and activities include but are not limited to:

- Tabletop Exercises
- Emergency Incident Response Plan Development and Maintenance
- Full-scale simulations of disaster situations involving all Colleges, Schools, Departments, and Units
- Verbal presentations on emergency preparedness
- New employee training on the EIRP
- FEMA Emergency Management Institute – Self-study programs and certifications [training.fema.gov/emi.aspx](https://www.training.fema.gov/emi.aspx)
- Coordination with external agencies with regard to emergency preparedness and planning
- Maintaining a current list of campus personnel who will oversee response actions

Due to the COVID-19 Pandemic safety requirements, University preparedness activities can include virtual settings, if necessary. Utilizing virtual platforms such as ZOOM and Microsoft Teams, The University of Southern Mississippi’s technology advantage will ensure minimal disruption in the University’s preparedness posture today and into the future.

B. Response

The response phase is the period shortly before, during, and after an emergency or disaster. Response operations are conducted to resolve a situation while minimizing casualties and property damage. Response activities may include:

- Warning notifications and alert information
- Emergency medical services

- Law enforcement actions
- Campus evacuations
- Shelter in place
- Search and rescue
- Other associated emergency response functions.

The EOC will have representatives from each college, school, department, division, and/or unit, if necessary to ensure an organized response to the situation and provide the University community with accurate and timely information regarding the emergency or disaster.

C. Recovery/Continuity of Operations

The recovery is the period of time when the immediate threat to life and property has passed, and clean up, repair, and restoration activities become the priority. If an incident occurs, the campus will carry out its recovery programs, both short-term and long-term.

- *Short-term recovery* seeks to restore vital services to the University and provides for basic campus needs with priority given to stabilization of facilities, restoration of access routes and essential utility services.
- *Long-term recovery* focuses on restoration of the University to its normal state. Restoration will be approached through a damage assessment and repair process.

The recovery process includes assistance to campus departments. Examples of recovery programs may include temporary housing, restoration of University services, debris removal, cleaning a crime scene, student health services, reunification and reconstruction of damaged roads and facilities.

Continuity of Operations

Continuity of Operations means planning the measures necessary to enable the University to continue carrying on business to the extent reasonably possible when a disaster has reduced the University’s capacity to operate normally. This includes providing services, research results, instruction and tangible goods to the University community and external sponsors, customers, clients, and cooperators. A continuity of operations plan should be activated once the disaster or emergency has passed. The plan is required for each department and should address details of how the department will prepare for emergencies in order to minimize and mitigate the long term impact on the operations of the department or organization. The plan should also work in tandem with the broader University’s base Emergency Incident Response Plan (EIPR) and approved by the Emergency Response Planning Coordinators (ERPC) and the Emergency Incident Command Staff (EICS). During the emergency/disaster, the CERT team will prioritize as necessary between competing critical department functions identified via departmental continuity plans and requests for resources.

Along with maintaining critical operations and safety, department recovery plans should prioritize the need for emotional support for all people involved. Staff will require a full “head and heart” recovery (they know intellectually and believe emotionally that things can get back to normal). Such assistance would be provided by University’s Student Counseling Center staff, community providers through the University’s Employee Assistance Program, local and state crisis response teams, victim advocates through the local District Attorney’s Office, Mississippi State Attorney General’s Office Victim Advocate, as well as other local agencies as needed.

A building and environmental assessment for recovery will be performed by University Police, University Environmental Health and Safety Department, Physical Plant, or any other appropriate entity, when necessary. Once it is determined the building is safe to enter, a team of departmental and college staff (as determined by the nature of the emergency) should assess the building and environmental conditions and determine disruptions that will delay services. This assessment should be provided to the CERT Team and the University’s Emergency Operations Center (EOC) via the Dean, Director, or Department Head or designee for decision-making and resource allocation. Disruptions and needed resources must be documented for purchase or funding recovery. Safety is the first priority in these assessments.

Be aware that:

- The University’s EOC will request on going status reports from each department during the emergency for resource allocation to ensure

critical function continuity. The department will be expected to identify staff who can facilitate resumption of normal operations.

- The Critical Emergency Response Team (CERT) may need detailed data from the unit to estimate temporary space reallocation needs. Departments also should verify emergency purchasing authority with the Director of Procurement and Contracting Services via the Vice President for Finance and Administration.
- Most insurance and FEMA claims require extensive documentation of damaged facilities, lost equipment and resources, special personnel expenses and any workers' compensation claims.
- Units should work to photograph or videotape facility and equipment damage to support written documentation.
- It is very important to record the emergency's physical effects before any cleanup and repairs.
- Departments will need to coordinate continuously with the EOC and the CERT team.

INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. ICS specifies an organizational structure for incident management that integrates and coordinates a combination of procedures, personnel, equipment, facilities, and communications. Using ICS for every incident helps hone and maintain skills needed to coordinate efforts effectively. ICS is used by all levels of government and private sector organizations. ICS applies across disciplines and enables incident managers from different organizations to work together seamlessly. ICS will be used to manage emergency scenes and incidents that occur with the University. This system includes five major functional areas, staffed as needed for a given incident:

- Command
- Operations
- Planning
- Logistics
- Finance/Administration

The Incident Response Team will be organized and include the following:

Common Terminology

Common Terminology means plain English. All responders to the incident will use plain English in all areas including functions, facilities, resources, and titles. **Do not use radio codes, agency-specific codes, or jargon.**

A Modular Organization

The ICS organizational structure develops in a top down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organization expands from the top-down as functional responsibilities are delegated. Only those functions or positions necessary for a particular incident will be filled.

Integrated Communications

Incident communications are facilitated through the development and use of a common communications plan and interoperable communication processes and systems that include voice and data links.

Integrated Communications are necessary to:

- Maintain connectivity
- Achieve situational awareness
- Facilitate information sharing

Unity of Command/Chain of Command

This means that every individual is accountable to only one designated supervisor at the scene of an incident. A Unified Command may be needed for incidents involving:

- Multiple jurisdictions.
- A single jurisdiction with multiple agencies sharing responsibility.

D. Mitigation

Mitigation is any action "determined to be cost-effective, which substantially reduces the risk of future damage, hardship, loss, or suffering, in any area affected by a major disaster" (Stafford Act, P.L. 93-288, as amended Sec 404). Mitigation saves lives, reduces property damage, helps preserve the disaster area's economy, and decreased disaster assistance costs. Effective mitigation requires understanding local risks, addressing the hard choices, and investing in long-term community well-being. Without mitigation actions, safety, financial security, and self-reliance are jeopardized. Mitigation funding can be available to implement long-term hazard mitigation planning and projects following a United States Presidential major disaster declaration. Examples of mitigation projects/programs may include:

- Enhancement and mitigation projects made to the campus infrastructure and facilities including those outlined in The University of Southern Mississippi's Capital Improvement Plan and the Campus Master Plan.
- Continuity of Operations Planning Program available to the campus community including training and educational materials.
- Hazard Mitigation Processes
- Multiple jurisdictions with multi-agency involvement.
 - If a **Unified Command** is needed, Incident Commanders representing
 - agencies or jurisdictions that share responsibility for the incident manage
 - the response from a single Incident Command Post (ICP).

Incident Action Plans (IAPs)

Every incident must have a verbal or written Incident Action Plan. The purpose of this plan is to provide all incident supervisory personnel with direction for actions to be implemented during the operational period identified in the plan.

Span of Control

This pertains to the number of individuals or resources that one supervisor can manage effectively during emergency response incidents or special events. The effective span of control on incidents may vary from three (3) to seven (7), and a ratio of one (1) supervisor to five (5) reporting elements is recommended.

Designated Incident Facilities

The Emergency Operations Center-EOC) for The University of Southern Mississippi is located at the University Police Department Bond Hall, Room 132. The EOC is the physical location where the coordination of information and resources to support incident management (on Scene Operations) occurs, while the on-site Incident Command Post focuses on command and operations.

Comprehensive Resource Management

Resources can be factored into two categories:

- **Tactical Resources:** Personnel and major items of equipment that are available or potentially available to the Operations function on assignment to incidents are called tactical resources.
- **Support Resources:** All other resources are required to support the incident. Food, communications equipment, tents, supplies, and fleet vehicles are examples of support resources.

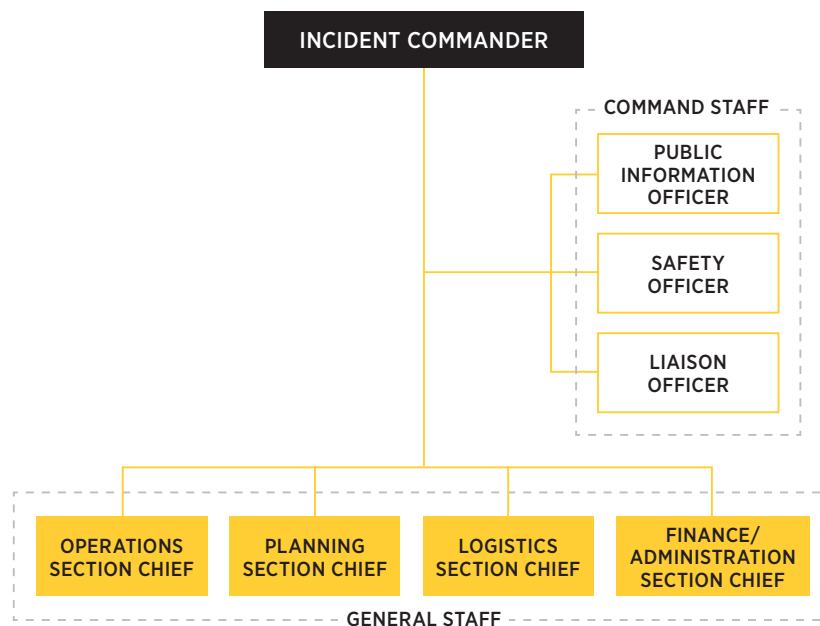
Tactical resources are always classified as one of the following:

- **Assigned:** Assigned resources are working on an assignment under the direction of a Supervisor.
- **Available:** Available resources are assembled, have been issued their equipment, and are ready for immediate assignment.
- **Out-Of-Service:** Out-of-service resources are not ready for available or assigned status.

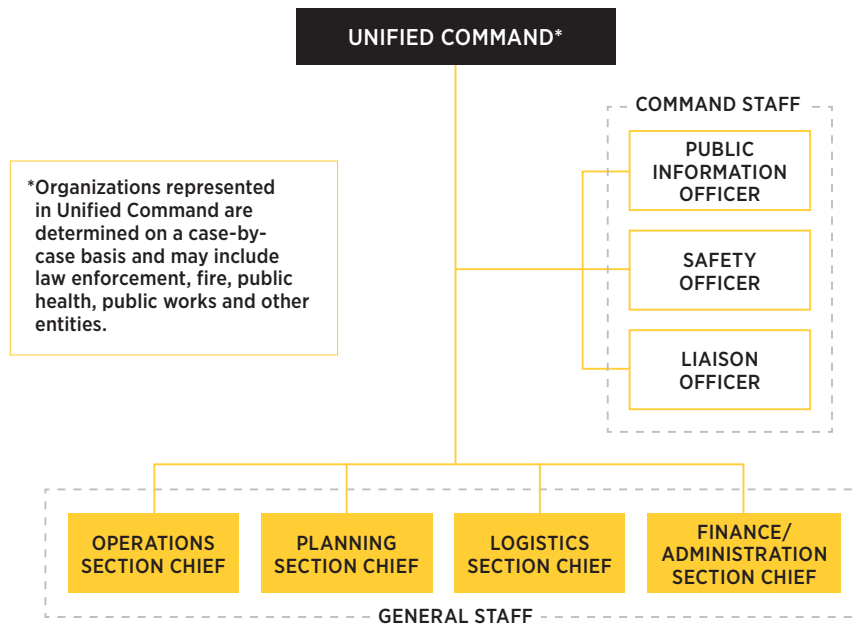
INCIDENT COMMAND MAJOR FUNCTIONS

1. **Incident Commander:** The Incident Commander (IC) has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics. The IC must be fully briefed and should have a written delegation of authority. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC. Personnel assigned by the Incident Commander have the authority of their assigned positions, regardless of the rank, they hold within their respective agencies. In addition to having overall responsibility for managing the entire incident, the Incident Commander is responsible for:
 - a. Ensuring incident safety.
 - b. Providing timely information services to the CERT Team, ERT Team, and other internal and external stakeholders.
 - c. Establishing and maintaining liaisons with other agencies participating in the incident.
2. **Command Staff** reports directly to the Incident Commander.
 - a. **Public Information Officer** (PIO) serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event
 - b. **Safety Officer** monitors safety conditions and develops measures for assuring the safety of all assigned personnel
 - c. **Liaison Officer** serves as the primary contact for supporting agencies assisting at an incident.
3. **General Staff:** Operations, Planning, Logistics, and Finance/Administration
 - a. The **Operations Section Chief** will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander. The *Operations Section Chief* is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.
 - b. The **Planning Section's** major activities may include:
 1. Collecting, evaluating, and displaying incident intelligence and information.
 2. Preparing and documenting Incident Action Plans.
 3. Conducting long-range and/or contingency planning.
 4. Developing plans for demobilization.
 5. Maintaining incident documentation.
 6. Tracking resources assigned to the incident
- c. The **Logistics Section** is responsible for all of the services and support needs, including:
 1. Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies. Providing communication planning and resources.
 2. Setting up food services.
 3. Setting up and maintaining incident facilities.
 4. Providing support transportation.
 5. Providing medical services to incident personnel.
- d. The **Finance/Administration Section** is set up for any incident that requires incident-specific financial management. The Finance/Administration Section is responsible for the below listed responsibilities.
 1. Contract negotiation and monitoring
 2. Timekeeping
 3. Cost analysis
 4. Compensation for injury or damage to property
 5. Convene at the onset of the crisis
 6. Monitor the operations of University departments during all phases of the emergency and arrange for appropriate staffing.
 7. Advise the President of the appropriate action to be taken.
 8. Issue public statements on emergency matters such as evacuation and movement to shelters
 9. Implement the policy for efficient emergency funding, control of expenditures, and allocation of resources
 10. Ensure that appropriate support, relief, and breaks are provided for crisis response personnel.
 11. Conduct an after-action review after the crisis regarding what went well/wrong, damage, liability, funds expended, restocking supplies, etc.

Basic Incident Command Structure:



Basic Unified Command Structure:



Mutual Aid Agreements

If an incident escalates and exceeds the capability of the University's resources and personnel, local or state resources may be made available through a Mutual Aid Agreement. In cases where incidents require outside assistance from other jurisdictions, University Police will maintain provisions for unified command and priority contacts.

Written mutual aid agreements are in effect with local police, fire and emergency management agencies for all campuses.

Post Incident Review/After Action Report (AAR) Process

An After Action Report (AAR) should be conducted immediately following an exercise or incident and should involve representatives from each participating agency/

organization. This should include information on the major events, all lessons learned, and review any new initiatives developed or identified during the exercise or incident. The AAR should also include a discussion of all techniques, tactics, and procedures utilized during the exercise/incident to include what went right and what went wrong. It should identify any issues and the consequences resulting from the potential or actual outcomes of those issues. Following the AAR meetings and discussion, an After Action Report/Improvement Plan (AAR/IP) should be written which identifies areas that require improvements, the actions required, the timelines for implementing those improvements, and the organization and party responsible for this action. The AAR/IP should be shared with all stakeholders and used to further define the plans and procedures related to incidents at the University. The AAR will be further define for specific incidents.

SECTION D

Organizational Structure

EMERGENCY RESPONSE COORDINATORS (ERC)

The Assistant Vice President of Public Safety/Chief of Police and the Vice President for Student Affairs or their designees will manage the initial Emergency Response to an emergency or disaster. They will brief the University President and/or Critical Emergency Response Team (CERT) of the emergency including the nature of the emergency, how it began, the cause, who or what is involved, and what assistance, if necessary, is on the way to the University.

- Vice President for Student Affairs
- Assistant Vice President of Public Safety/Chief of Police

CRITICAL EMERGENCY RESPONSE TEAM (CERT)

During an emergency, the Critical Emergency Incident Response Team (CERT) will provide strategic implementation of the University's response and recovery efforts. The CERT will make recommendations to the University President regarding campus/closure/cancellation of operations. The CERT will also provide guidance and advisement to the Emergency Response Team (ERT) regarding response and recovery efforts. The CERT team has the following additional roles concerning emergency response: policy approval, procedure analysis, and compliance related matters. The CERT consist of the following University Administrators:

- University President
- Senior Vice President for Academic Affairs/Provost
- Vice President for Student Affairs
- Vice President for Finance and Administration
- Vice President for Research
- Vice President for External Affairs
- General Counsel
- Athletic Director
- Senior Associate Vice President for Coastal Operations
- Executive Vice Provost
- Associate Vice President for Research-Coastal Operations
- Senior Associate Vice President Facilities Planning and Management
- Assistant Vice President of Public Safety/Chief of Police
- University Chief Information Officer
- University Communications Director

EMERGENCY RESPONSE TEAM (ERT)

The ERT Team collaborates and participates in campus-wide emergency response and recovery efforts set forth by the CERT Team in order to facilitate effective emergency operations. The ERT includes representatives from all colleges, departments, divisions, and units who are responsible for providing support and giving direction with their area as well as have a key role in emergency planning. The ERT Team consist of the following University Administrators:

- All University College Deans
- Dean of Library
- Associate Vice President Student Affairs/Dean of Students
- Director International Studies
- Associate Vice President for Academic Affairs - Coastal Operations
- Director of Fire/Safety
- Director of Parking and Transit Services
- Director of the Gulf Coast Research Lab
- Director of Housing and Residence Life
- Executive Medical Director
- Director of Environmental Health and Safety
- Director of Student Counseling
- Director of Physical Plant - Hattiesburg Campus
- Director of Facilities Planning and Management-Coastal Operations
- Director of iTech Security
- Director if iTech Network Infrastructure
- Sr. Associate Vice President for Human Resources
- Senior Associate Vice President for Enrollment Management
- Assistant Vice President Student Affairs Student Connections
- Assistant Vice President Student Affairs Student and Strategic Initiatives
- UPD Major of Operations - Hattiesburg Campus
- UPD Major of Operations - Coastal Campuses
- Aramark Director
- Communications for Coastal Campuses

EMERGENCY RESPONSE SUBGROUPS (ERSG)

Emergency Response Subgroups (ERSG) can be developed to address specific areas of the emergency response.

SECTION E

Direction, Control and Coordination

Direction, Control and Coordination describes the processes used to collect and analyze information, issue an initial notification of emergency, the implementation of Incident Command System (ICS) for the management of emergency operations, and the process for activating and utilizing an Emergency Operations Center (EOC) to support and coordinate emergency operations.

INFORMATION COLLECTION AND ANALYSIS

During normal conditions, the University Police Department is constantly monitoring conditions and gathering information relative to potential emergencies. Information is collected from internal departments, local, state, and federal governmental agencies, local community partners, first responders, and the media. This information is analyzed and shared with appropriate stakeholders, as necessary. Types of information and sources will vary depending upon the potential emergency (i.e., weather, public health, security threats, etc.). UPD also monitors conditions, gathers, analyzes intelligence data, and notifies appropriate stakeholders as necessary. If information is received that warrants activating a campus emergency, the procedures outlined in this plan will be followed. When a campus emergency occurs, ongoing information from essential departments, and local, state, and federal partners will be used to assist with the appropriate response and recovery actions. Maintaining situational awareness to execute the necessary response and recovery actions is a primary function of emergency operations management.

INITIAL NOTIFICATION

Initial notification for an emergency at the University marks the point in which resources are assigned for the explicit purpose of responding to a specific situation. This notification can occur in a variety of ways:

- The University Police Communications Center (Dispatch) via 601.266.4986 or 911. The University Police Department (UPD) Dispatch is the responsible unit for obtaining all the required information and notifying the appropriate emergency response department(s) or agency.
- First responders may directly witness an incident or emergency and notify dispatch.
- Physical Plant.
- Environmental Health and Safety.

The On-Scene Incident Commander (IC) at the scene of any incident will notify the Assistant Vice President of Public Safety/Chief of Police or designee. The Police Chief or designee will then notify the Vice President for Student Affairs to determine the extent of the emergency and next steps. If deemed necessary, the Police Chief and VPSA will notify the appropriate designated members of the Critical Emergency Response Team (CERT) according to the respective succession and through the established chain of command.

EMERGENCY OPERATIONS CENTER (EOC)

The EOC is the physical location where the coordination of information and resources to support incident management (on Scene Operations) occurs, while the on-site Incident Command Post focuses on command and operations. The Emergency Operations Center (EOC) for The University of Southern Mississippi is located at the University Police Department, Hattiesburg Campus, Bond Hall, Room 132. An alternate location will be chosen in the event the UPD EOC is unavailable.

The University will use a graduated emergency response posture, which conforms to the four-tier system of readiness levels of local Emergency Management jurisdictions, and the State of Mississippi Emergency Management Agency. These levels are used to communicate the University's state of readiness to internal and external response partners. As the potential severity of the incident or the demand on the University resources grows, emergency response and coordination activities will increase to meet the demands. In addition, this approach is used for assessing activation of the campus Emergency Operations Center (EOC). In the event the EOC is activated, EOC Department Liaisons may be requested to respond either virtually or in person at the EOC. Additional information can be found in the University's EOC Operating Manual.

When an incident occurs that falls under the direction of an agency outside the University, Southern Miss personnel will cooperate under a unified incident command structure under the NIMS/ICS framework. This includes those Emergency Support Functions (ESF) identified in the State of Mississippi and Forrest, Harrison and Jackson County Emergency Response Plans.

The University of Southern Mississippi Emergency Operations Center (EOC) readiness levels area as follows:

LEVEL 4: NORMAL READINESS

A green Level 4 incident describes localized campus incidents that may quickly be resolved with internal resources and/or limited assistance from the external responders. The incident may only affect a single, localized area of the campus, and most normal University operations are not disrupted.

The campus emergency levels define the magnitude of a campus incident, which allows for an assessment of the impact on the campus facilities, services, and its impact on students, faculty and staff.

LEVEL 3: INCREASED READINESS

A yellow Level 3 incident refers to a situation that presents a greater potential threat than "Level 4", but poses no immediate threat to life and/or property. A Level 3 may be implemented for planning of large events, gatherings, high - level dignitary presence; or an incident or situation in which threatening conditions "may" or "may not" cause adverse effects.

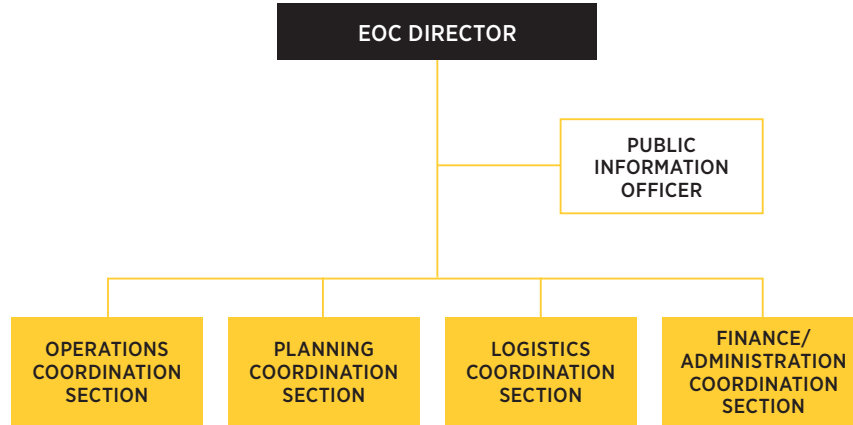
LEVEL 2: HIGH READINESS

An orange Level 2 incident refers to a situation with a significant potential and possibility of causing adverse effects to life and/or property. A Level 2 may be implemented during monitoring of large events, or a situation or event in which threatening conditions have developed, but which have not yet caused adverse effects.

LEVEL 1: MAXIMUM READINESS

A red Level 1 is an emergency or disaster that is imminent or already impacted a large portion or all of the campus community requiring a broad array of university departments and outside agencies to respond.

Below is a typical command structure of the University's Emergency Operations Center.



INCIDENT COMMAND POST (ICP)

The Incident Command Post (ICP) is the field location at which the primary tactical-level, on-scene incident command functions are performed and where the Incident Commander oversees all incident operations. An On-site Incident Command Post will be established in a location close to the incident scene to allow the Incident Commander to achieve situational awareness while maintaining safety and security. Alternate command post can be established if deemed necessary by the Incident Commander. The Incident Commander, Planning Section Chief, or Logistics Planning Chief can establish staging areas based on the anticipated resource needs, quantity of resources, and time frame of delivery for in-bound resources.

STAGING AREA

The University Incident Commander (IC) shall establish one or more staging areas for arriving off-campus responders, equipment and other resources. Pre-designated staging areas that could be considered will be announced as necessary and may include areas outside of the campus jurisdiction, if necessary. The staging area should have different access routes for incoming and outgoing resources and located out of any possible line of direct hazard effects, to minimize risk to resources. Trained and volunteer personnel will report to the staging areas as requested or may be assigned through the University's EOC. There may be multiple Staging Areas assigned for specific needs such as medical, fire, police, etc.

JOINT INFORMATION CENTER

If a University incident is expected to last for a prolonged period of time, a staging site for a media center and a Joint Information Center (JIC) will be established at an announced location(s). The University's Chief Communications Officer or appointed designee will coordinate the JIC activities. Parking adjacent to these facilities will be reserved for media and staff vehicles. The JIC will include space for the media, reports, a podium, a multimedia box, backdrop and appropriate signage.

SECTION F

Emergency Communications/Eagle Alert Emergency Notification System

THE UNIVERSITY OF SOUTHERN MISSISSIPPI EAGLE ALERT EMERGENCY NOTIFICATION SYSTEM

Eagle Alert

Eagle Alert is the official emergency communication channel for the University. Faculty, staff and students are required to receive alerts via email. Stay connected by receiving alerts via phone call and/or text message. Additional phone numbers, including parent or family member phone numbers, can be saved into the system under your record for notifications as well.

Please take a moment to review and update your contact information in the **Eagle Alert system**.

All official USM emergency messages are posted on the Emergency Status website (**emergency.usm.edu**). Related information may also be communicated through University accounts on Facebook and Twitter, media outlets and emergency notifications at **usm.edu**.

Clery Act

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)), the University will keep the campus community informed by providing emergency notifications for any significant emergency or dangerous situation involving an immediate threat to the health or safety of individuals on campus.

Furthermore, as required by the Clery Act, the state of readiness encompasses at least one test of the Eagle Alert Emergency Notification System per year, in addition to at least one exercise per year with each Critical Emergency Response Team (CERT).

Timely Warning

In the event that a situation arises, either on or off campus, that in the judgment of the chief of police or his/her designee constitutes an ongoing or continuing criminal threat to persons or property, a campus-wide "timely warning" will be issued as soon as the pertinent information is available. The only exception is if doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The intent of a timely warning is to enable people to protect themselves and aid in the prevention of similar crimes. The warning will be distributed through the Eagle Alert system to students, faculty and staff. Anyone with information warranting a timely warning should report the circumstances to the University Police, by calling 911; by calling 601.266.4986; or in person at the University Police Department, located on the first floor of Bond Hall. Once the timely warning has been made, more detailed follow-up information may be released on the university website, **usm.edu**, or via email.

Immediate (Emergency) Notification

It is the policy of the University to immediately notify the USM community upon the confirmation of any significant emergency or dangerous situation occurring at the university involving an immediate threat to the health and safety of students and employees. University police or first-responders can identify certain threats, whether man-made or natural, that allow for the immediate activation of the notification system to communicate the threat to the USM community or to the appropriate segment of the community, if the threat is limited to a particular campus, location, or segment of the population. However,

other threats that would allow for the activation may need to be assessed, and consultation with other experts may be required. The immediate notification of an emergency event will be issued without delay and take into account the safety of the USM community. The only exception is if doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. When an emergency situation arises, the chief of police or his/her designee will determine the nature and severity of the situation, and if appropriate, will declare an immediate threat and authorize activation of the Eagle Alert system. Once immediate notification has been made, more detailed follow-up information will be released on the university website, **usm.edu**, or via email.

Emergency Notification Responsibilities

University Police Department:

The University Police Department has the primary responsibilities for the following functions assigned to UPD Dispatch as supervised by the Chief of Police or appointed designee. These emergency functions and tasks include:

- Receive information on emergency situations
- Alert key University and/or UPD personnel of emergency situations
- Police Chief or designee will direct the PIO to send an Eagle Alert message, if necessary
- Police Chief or designee will coordinate communications between responding agencies and University PIO for updates during emergencies
- Police Chief or designee will serve as back-up to University PIOs in the event assistance is needed in sending an Eagle Alert

University Communications (Public Information Officer PIO):

The following secondary communications functions are assigned to University PIOs from the University Communications Department.

These emergency functions and tasks include:

- Activate Eagle Alert as the primary emergency communications tool to communicate with Southern Miss students, faculty and staff.
- Release information to University community and media pertaining to opening/closing of University and other related emergency information as needed.
- Facilitate updates to the Emergency Communications web site (**emergency.usm.edu**), University web site and applicable social media accounts with related emergency information, as needed.
- Determine and implement means of augmenting communications during emergencies.
- Develop and maintain a list of local media contact persons.
- All calls from the media shall be referred to the Office of University Communications and/or Chief Communication Officer.

University Information Technology (iTech):

- Maintain the University's Eagle Alert emergency notification system to ensure that alerts are distributed when the alert system is activated.

SECTION G

Training and Exercise

The University Police Department maintains a comprehensive training and exercise program to enhance the University's emergency management capabilities. NIMS and ICS training is required by certain individuals based on their role in emergency preparedness and/or incident management. The basic, intermediate and advanced ICS training categories and the required training for each of those areas as listed below:

Basic

Personnel with any role in emergency preparedness, incident management or response should complete the following two courses:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction

Intermediate

Emergency response personnel with a critical role in response should complete the following four courses:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction
- ICS-200, ICS for Single Resource and Initial Action Incidents
- IS-800, National Response Framework, An Introduction

Advanced

Emergency response personnel are typically obligated to command and/or manage an incident should complete the following courses:

- ICS-100, Introduction to ICS
- IS-700, NIMS: An Introduction
- ICS-200, ICS for Single Resource and Initial Action Incidents
- IS-800, National Response Framework, An Introduction
- ICS-300, Intermediate ICS for Expanding Incidents
- ICS-400, Advanced Incident Command System

EXERCISES AND DRILLS

In addition, The University of Southern Mississippi will maintain a state of readiness and test response components, with annual exercises and drills. Exercises will provide opportunities to ensure that adequate preparations are in place for students, faculty and staff to effectively respond to emergencies on campus and that associated personnel are ready to perform their assigned duties.

The University Police Department will coordinate training at least annually. Furthermore, the University Police will schedule internal exercises to ensure that UPD remains in a ready state to respond to any emergency. UPD, collaborating with other departments, will maintain a comprehensive training program that will evaluate and test both the ICS capabilities and university support operations in unison. UPD will conduct exercises such as tabletop exercises, simulated exercises, drills and testing of systems for example.

An After Action Report (AAR) will be generated by the University Police for large-scale exercises. After Action Reports will be developed and formatted following the Department of Homeland Security Exercise Evaluation Program (HSEEP) guidelines. All After Action Reports will be maintained by University Police.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)), the state of readiness encompasses at least one test of the Eagle Alert Emergency Notification System per year, in addition to at least one exercise per year with each Critical Emergency Response Team (CERT).

PUBLIC AWARENESS AND EDUCATION

The University community is responsible for familiarizing themselves with emergency management resources, campus emergency procedures, evacuation routes in buildings frequented, notifications systems in place, and emergency contact numbers and devices. Information is available on the University Police website (See the Emergency Plans and Operations website found under University Police (usm.edu/police/emergency_response_plans.php)) Additionally, the Environmental Health and Safety Department website has pertinent information (usm.edu/environmental-health-safety/index.php) Also, UPD publishes the Annual Campus Security and Fire Safety Report (usm.edu/police/_files/2022-23_asr.pdf). The report includes information related to emergency and support services, emergency notification, emergency response and evacuation procedures, crime statistics, crime prevention, and a fire safety report.

SECTION H

Administration, Finance and Logistics

INCIDENT DOCUMENTATION

The Administration, Finance, and Logistics Section covers general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources. It should identify and reference policies and procedures that exist outside the Emergency Incident Response Plan (EIRP).

Activity Logs, ICS forms and Incident Action Plans will be maintained when the University EOC is activated. The University's EOC shall maintain accurate logs and records for key emergency response activities that may include:

- Tasks assigned according to the needs of the incident
- University resource allocation
- Response request to other local governments and to state and federal agencies
- Southern Miss internal cost of resources utilized or expended during the emergency incident activation period
- Major commitments of resources or requests for additional resources from external sources
- Mass evacuation resource cost, campus casualties and/or containment or termination of the incident
- To support incident objectives during the incident with multiple operational periods, ICS forms and IAPs will be utilized for purposes of operational continuity tracking and accountability of resources

MINOR INCIDENT COSTS

Departments shall maintain accurate records summarizing the use of personnel, equipment, and supplies during the emergency response incident on a day-to-day incident(s) to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

EMERGENCY OR DISASTER COSTS

For emergency or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:

- Personnel costs, especially overtime costs
- Equipment operation costs
- Costs for leased or rented equipment
- Costs for contract services to support emergency operations
- Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

SECTION I

Plan Development and Maintenance

EMERGENCY PLANNING STRUCTURE

As outlined in the University's Emergency Incident Response Plan (EIRP), The University of Southern Mississippi's Emergency Planning Structure is comprised of the following primary groups:

Emergency Incident Command Staff (EICS)

The Critical Emergency Response Team (CERT) has the following roles concerning emergency planning: policy approval, procedure analysis, and compliance related matters. The CERT is responsible for the final approval of any major planning developments or changes created by the Emergency Planning Coordinators. The Critical Emergency Response Team (Planning Aspect) will consist of the following administrators:

- University President or designee
- Senior Vice President for Academic Affairs/Provost or designee
- Vice President for Student Affairs or designee
- Vice President of Finance and Administration or designee
- General Counsel or designee
- Assistant Vice President of Public Safety/Chief of Police or designee
- Senior Associate Vice President of Facilities Planning and Management
- Director of University Physical Plant or designee
- University Communications Director or designee

Emergency Response Planning Coordinators (ERPC)

The purpose of the Emergency Response Planning Coordinators is to improve campus-wide emergency planning through campus-wide collaboration, coordination and the development of specific emergency procedures and processes. The ERPC is responsible for identifying areas with the University's emergency operations that need improvement and lack coordination.

- Vice President for Student Affairs or designee
- Assistant Vice President of Public Safety/Chief of Police or designee
- Senior Vice President of Coastal Operations or designee

Emergency Planning Subgroups (EPS)

When required, subgroups will be developed to address specific aspects, processes and procedures to the EIRP.

ANNUAL PLAN REVIEW

The Emergency Response Planning Coordinators (ERPC) will review the Base Emergency Incident Response Plan (EIRP) annually and make any necessary revisions. The Critical Emergency Response Team (CERT) will approve all changes and revisions to the Base EIRP. In addition, the ERPC will assess the effectiveness of the entire EIRP after each training or actual emergency. The review and maintenance of the EIRP will be carried out as follows:

- Changes to this EIPR will be made as required on the current year Record of Change Table.
- Interim revisions shall be made when one or more of the following occurs:
 - A change in site or facility configuration that materially alters the information contained in the EIRP.
 - Any material change in campus response resources.
 - Internal assessments, third party reviews, or experience in drills, exercises or actual response to identify significant changes that should be made to the EIRP.
 - New laws, regulation, or internal policies, that are implemented which may affect the contents or the significance of the EIRP. Changes and updates are the responsibility of the ERPC with approval by the CERT and will be distributed accordingly:
- Certain elements of the EIRP such as UPD rosters, emergency contact list, will require more frequent updating.
- A copy of the EIRP will be distributed to the Critical Emergency Response Team.
- A redacted version of the plan will be posted on the University Police website for public view.

All Colleges, Schools, Divisions, Departments and Units will be responsible for the development and maintenance of their respective segments of the plan. The ERPC and CERT will approve all changes and revisions to each plan.

SECTION J

Authorities and References

The Emergency Incident Response Plan (EIRP) shall be aligned with Federal, State and Local emergency management planning and shall be consistent with established practices relating to coordination of emergency management and response.

The Emergency Incident Response Plan (EIRP) is established under the following authorities and standards for emergency management as amended:

- MS Code, Emergency Management and Civil Defense, Title 33-15 (1972): *Mississippi Emergency Management Act of 1995, Title 33-15, et. al. [Successor to: Mississippi Emergency Management Law of 1980]*. N.p., n.d. Print.
- MS Code, Emergency Management Assistance Compact (EMAC), Title 45-18.
- MS Executive Order No. 932, March 2005
- Mississippi Code Ann. 33-15-53 (1972), as amended
- Mississippi Code Ann. 37-11-51 (1972), as amended
- Mississippi Governor's Executive Order No. 932, March 28, 2005; Designation of National Incident Management Systems (NIMS) For Incident Management.
- Mississippi Emergency Management Agency. *External Affairs Standard Operating Plan*. N.p., 2009. Print.
- Mississippi Emergency Management Agency. *State of Mississippi Standard Mitigation Plan*. Pearl, Mississippi: N.p., 2010. Print.
- Emergency Management and Assistance, 44 Code of Federal Regulations (CFR)
- Federal Response Plan for Public Law 93-288, as amended
- US Code, Title 42, Chapter 116, Subchapter 1, sec. 110005, SARA Title 3, Sections 301-303, 304 et al
- Presidential Policy Directive 5/ PPD-5: "Management of Domestic Incidents"
- Presidential Policy Directive 8/PPD-8: "National Preparedness"
- National Incident Management System: Department of Homeland Security.
- Robert T Stafford Disaster Relief and Emergency Assistance Act, (as amended)
- The CLERY Act
- Higher Education Act
- U.S. Department of Education: Guide for Developing Emergency Response Plan for Institutes of Higher Learning.

SECTION K

University Coordination Effort and Assignment of General Responsibilities

UNIVERSITY PRESIDENT

University President or appointed designee will serve as the Emergency Director and provide overall direction of the emergency incident. The President will work with the Critical Emergency Response Team (CERT) and others in assessing the emergency and preparing the University's specific response.

INCIDENT COMMANDER

The role of the Incident Commander is to manage and coordinate the joint response to incidents affecting the University. In that capacity, the Incident Commander may direct personnel, take actions, and implement procedures as necessary to resolve the incident.

An Incident Commander directs resources from an on-scene Incident Command Post near the scene of the incident and assembles the ICS positions based on the needs of the incident. Emergency incidents are unique and vary in scope; therefore, general and command staff positions will be activated based upon the response needs of each incident. The Incident Commander is most often a public safety official, and may be an official from a non-university entity such as the fire department or local public health department. The Incident Commander will coordinate directly with the EOC for resources, support services, and information sharing.

The Incident Commander should be the most knowledgeable person in the emergency response. Size, scope, and the complexity of the emergency may dictate that a coordination level be added; at such a point, the coordination role of the overall incident will shift to the EOC. There is one Incident Commander for an incident. When more than one agency (with jurisdiction and substantial committed resources) is involved, a Unified Command structure is established.

Once a person has assumed command of an incident, that person will remain the Incident Commander until relieved by a more qualified individual or at shift change.

Incident Commander Duties and Responsibilities

1. Classify the threat severity level by matching situational facts to threat criteria.
2. Take protective action to stabilize the scene.
3. Activate appropriate ICS functions.
4. Establish a unified command structure with responding agencies, if necessary.
5. Conduct initial briefing of the Operations Group.
6. Set specific objectives and direct that incident action plans be developed.
7. Brief all Incident Command Post personnel on incident action plans.
8. Brief EOC, if activated.
9. Continually review and update incident action plans with the Operations Group.
10. Approve all incident information released to the news media.
11. Set objectives and approve plans for returning to normal operations.

UNIVERSITY POLICE

The Assistant Vice President of Public Safety/University Police Chief or designee shall decide on the nature and extent of the emergency and report to the Critical Emergency Response Team (CERT) throughout the event. Depending on the type of emergency, the Chief of Police will be designated as the Incident Commander for Incident Response and/or Recovery.

The University Police Department will be the initial response agency in all campus emergencies.

University Police Duties and Responsibilities

1. Determine the initial condition and extent of the emergency, response criteria, and potential for escalation.
2. Preserve law and order and maintain public safety.
3. Provide for crowd control and movement of personnel.
4. Control affected areas until relieved by proper authority.
5. Control vehicular traffic at evacuation routes as well as ingress/egress to emergency locations.
6. Conduct any necessary searches of the area.
7. Provide radio and telephone communications.
8. Collect and disseminate intelligence information.
9. Preserve emergency scene and evidentiary materials.
10. Maintain up-to-date lists of emergency response agencies and personnel.
11. Determine tactical response criteria.
12. Make recommendations for action by other Command Staff Divisions.
13. Provide intimal first aid to injury victims.
14. Provide or assist with rescue efforts.
15. Maintain liaison with the State of Mississippi Emergency Management Agency (MEMA).
16. Develop and maintain an intradepartmental emergency plan and call-out list of vital personnel.
17. Develop and maintain a list of equipment and supplies on hand and those needed for emergencies.
18. Monitor weather conditions.

19. Provide continuous updated of emergency conditions as situations escalate or deescalate.
20. Report localized hazardous conditions, as they develop to limit further damage/injury.
21. Act as liaison with local, state, and federal emergency operations personnel and the Red Cross.
22. Represent the University at the Forrest, Harrison, and Jackson County Emergency Operations Centers.

University Fire and Safety Duties and Responsibilities

1. Assist with post-disaster recovery efforts.
2. Assist Physical Plant with FEMA and/or state financial reimbursement requirements such as damage assessment and recovery procedures.
3. Provide advice in cases of fire, chemical, radiation, and/or crisis incidents as required.
4. Ensure that applicable local, state, and federal regulatory authorities are notified as required and that applicable rules and regulations are adhered to during and after the crisis.
5. Determine loss control measures and advise the campus incident commander.

ENVIRONMENTAL HEALTH AND SAFETY

The Director of Environmental Health and Safety will serve as the lead for this area.

Environmental Health and Safety Duties and Responsibilities

1. Assist with post-disaster recovery efforts.
2. Assist with FEMA and/or state financial reimbursement requirements.
3. Provide advice in cases of fire, chemical, radiation, and/or other crisis incidents as required.
4. Ensure applicable local, state, and/or federal regulatory authorities are notified as required and that applicable rules and regulations are adhered to during and after the crisis (i.e., reporting requirement).
5. Determine loss control measures and advise the campus Incident Commander.

PHYSICAL PLANT

The Senior Associate Vice President for Facilities Planning and Management or designee will be the coordinator of Utilities and Maintenance in conjunction with the individual department heads of these services. The SAVP will work with the other members of the Critical Emergency Response Team (CERT) and report to the designated campus Incident Commander for Incident Response and/or Recovery.

Physical Plant Duties and Responsibilities

1. Develop and maintain an intradepartmental plan to meet emergencies as well as a call list of vital personnel.
2. Develop and maintain a list of equipment, supplies, tools and machinery on hand as well as those needed to meet the crisis.
3. Mobilize forces to assist in coping with preparation, response, and securing from an emergency.
4. Coordinate requests for gathering and delivery of personnel and supplies.
5. Assure isolation of emergency area via control of gas, water, power, and sanitation.
6. Prepare Red Cross shelter for opening upon request including securing/connecting generator.
7. Have access to building floor plans, schematics, and mechanical drawings of buildings.
8. Provide emergency power to areas requiring such to maintain operation during an emergency.
9. Provide cost estimate of damages.
10. Provide the extent of damages.
11. Assist in preparing and securing buildings; remove outside items and banners.
12. Assist with rescue efforts.
13. Provide for clean-up efforts after an emergency.
14. Care for utility emergencies (e.g., down power lines).
15. Provide services to shelters and buildings maintaining operations during the emergency event.
16. Assist in barricading and physically isolating designated areas.
17. Provide additional vehicles and vehicle maintenance as required.
18. Provide custodial services to shelters and buildings maintaining operations during the event.
19. Coordinate with disaster management contractor regarding preparation for debris/tree removal.
20. Provide supplies to protect computers and other sensitive equipment to colleges, schools, departments and units requesting it.
21. Clear and maintain access routes as required.
22. Maintain liaison with the MS Bureau of Buildings, Grounds and Real Property Management and the Institute of Higher Learning Real Estate and Facilities and Risk Management sections.
23. Maintain liaison with property, wind and flood insurance policy holders and insurance adjusters.

DIVISION OF STUDENT AFFAIRS

The Vice President for Student Affairs or designee will coordinate with the Student Affairs senior leadership team and directors of divisions, departments, programs, services and facilities within Student Affairs and report activities and issues as appropriate to the Critical Emergency Response Team (CERT). Student Affairs will oversee student life in times of emergencies.

Division of Student Affairs Duties and Responsibilities

1. Inform students of emergencies and actions to be taken or avoided.
2. Implement evacuation of students to designated shelters, if necessary.
3. Provide necessary health care to students during an emergency.
4. Provide necessary Counseling and Wellness Services to aid in the resolution of human problems and emergencies as they arise as well as establish student counseling services and short-term intervention for students affected by the crisis.
5. Provide lodging and sheltering of students, if necessary.

6. Provide for the nutritional needs of students, if necessary.
7. Assist students in notifying nearest relative or guardian of whereabouts.
8. Maintain roster of students and obtain emergency contact numbers for each.
9. Develop and maintain an intradepartmental emergency plan and call-out list of vital personnel.
10. Staff Residential Halls and act as tactical command officer in all matters about community life while in Residential Halls.
11. Develop and maintain a list of equipment and supplies on hand and those needed for emergencies.
12. Communicate with parents.

UNIVERSITY COMMUNICATIONS

The Chief Communication Officer or designee will serve as the Public Information Officer (PIO), gather, and coordinate pertinent information for the members of the Critical Emergency Response Team (CERT) and the Incident Commander (IC). The Director will make appropriate press releases to local, state and national media under the authority of the University President and Incident Commander for Incident Response and/or Recovery.

The University immediately communicates through the Eagle Alert notification system anytime there is evidence of an emergency situation or imminent danger. All official USM emergency messages are posted on the Emergency Status website (emergency.usm.edu). Related information may also be communicated through University accounts on Facebook and Twitter, media outlets and emergency notifications at usm.edu.

University Communications Duties and Responsibilities

1. Develop, maintain, and follow the Crisis Communications Plan.
2. Inform the University and community-at-large of information about the emergency or crisis.
3. Establish liaison with the news media for dissemination of information as requested by the Critical Emergency Response Team (CERT) and the Incident Commander (IC).
4. Act as liaison with the news media for dissemination of information surrounding the incident.
5. Advise the Critical Emergency Response Team (CERT) and the Incident Commander (IC) of all news concerning the extent of the crisis affecting the University.
6. Serve as the University spokesperson designated to make statements on behalf of the University President.

No other units or individuals should deal with or respond to the media without the prior approval of the University President and the Incident Commander (IC) for incident response and recovery. This does not prohibit individuals from contact with the media, however, such contact will be on their behalf and not on behalf of the University.

GENERAL COUNSEL

The University General Counsel will serve as legal advisor to the University President, Critical Emergency Response Team (CERT) and Incident Commander (IC) in all matters relating to the crisis and the University's response.

FINANCE AND ADMINISTRATION

The Vice President for Finance and Administration or designee will coordinate with the Finance and Administration Senior Leadership Team and all divisions, departments, programs, services, and facilities within the Division of Finance and Administration and report activities and issues appropriate to the Critical Emergency Response Team (CERT). The Finance and Administration Division will oversee all business and auxiliary services in times of emergencies.

Finance and Administration Duties and Responsibilities

1. Provide the appropriate structure to ensure that emergency management expenditures are properly documented.
2. Ensure the appropriate financial reports are prepared and submitted as required.
3. Ensure necessary accounting data is captured and submitted to the appropriate agencies, including but not limited to FEMA.
4. Ensure the establishment of food service and other vending resources during the emergency.
5. Ensure the Finance/Administration Section of the Incident Command System (ICS) is set up for any incident-specific financial management during the crisis.
6. Ensure logistical support for the response personnel.
7. Develop and maintain an procurement and contract intradepartmental plan to meet the various emergencies as well as a call list of vital personnel.
8. Have access to an inventory list of materials and supplies currently on hand and those needed for emergencies.
9. Develop a local list of suppliers and types of materials stocked.
10. Establish standing agreements/contracts with local suppliers/vendors.
11. AVPFandA is the primary POC with our insurance companies.

FOOD SERVICES

The General Manager of Aramark (Food Services), or designee, will coordinate with the Vice President for Student Affairs (or designee) and the Vice President for Finance and Administration (or designee) to provide for the nutritional needs of the University students in a time of emergency. The General Manager will also coordinate with the Incident Commander (IC) to provide for personnel on duty.

Food Services Duties and Responsibilities

1. Plan, prepare and serve meals as directed.
2. Develop a plan of operation that is functional without the use of electric power, refrigeration, gas water, etc.
3. Be able to obtain necessary supplies to provide provisions for 2500 people for a minimum of 5 days.
4. Develop and maintain an intradepartmental emergency plan and call list of vital personnel.
5. Develop and maintain a list of equipment and supplies on hand and those needed to meet emergencies.

INFORMATION TECHNOLOGY SERVICE (iTech)

The Chief Information Officer or designee and designated staff will:

1. Provide computing services necessary to maintain vital University functions such as payroll, student registration data, accounts payable, and purchasing.
2. Assist in recovering or re-creating data lost or damage because of an emergency or disaster.

HUMAN RESOURCES

The Director of Human Resources or designee will:

1. Guide on human resources policy issues that arise because of emergencies.
2. Ensure that employee data is current and made accessible during emergencies.
3. Provide employee assistance services to employees requiring such services because of the emergency.

DEANS AND DEPARTMENT HEADS

In addition to this overall Emergency Incident Response Plan (EIRP), each dean and department head should maintain a current emergency plan that will provide for the emergency activities of the college, school, department, unit, or program concerned. Appropriate personnel will be responsible for knowledge of the University, college, department, unit or program plan.

APPENDIX A

Procedures for Responding to Specific Emergencies

RESPONSE PLANS FOR SPECIFIC EMERGENCIES

Several possible emergencies could occur on campus. The University has created these procedures to provide general response guidance that should be taken during one of the incidents listed in Appendix A. These procedures can also be found on the University Police Department website at usm.edu/police.

RESPONDING TO THE CRISIS

This section contains the basic recommended procedures to be followed during specific types of emergencies or disasters.

REPORTING EMERGENCIES

IN THE EVENT OF AN EMERGENCY, CALL 911 or UPD 601.266.4986. NOTE: When calling 911 from a landline phone it will route to UPD. When calling 911 from a cellular phone it will route to City/County Police Dispatch. When calling stay calm and carefully explain the problem and location to the dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO** (unless evacuation is imperative). Keep calm and try to keep others calm.

SHELTER-IN-PLACE

Shelter-In-Place is the immediate securing of students, faculty, and staff in the building, classroom, lab, office, etc. they are currently occupying. University Police officials have the authority to issue a Shelter-In-Place order for persons in select buildings or areas.

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds (e.g., fire alarm) and/or upon notification by University Police or other authority.
 2. When the building evacuation alarm is activated or verbal notification is provided, occupants are to leave by the nearest marked exit and alert others to do the same. Directions may be given as to the location of a safe assembly area. However, if no directions are conveyed, proceed to the outside of the building.
 3. Once outside, occupants should proceed to a clear area that is a safe distance from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear from emergency vehicles and personnel. During periods of inclement weather, relocate to an alternate building which will be determined at the time of the crisis and conveyed to all persons affected.
 4. **DO NOT** return or allow occupants to return to an evacuated building unless told to do so by a University official following the release of the scene by fire/police or another agency.
 5. Residential Life staff will work with police to coordinate these efforts in residential buildings.
 6. Elevators should be reserved for use by disabled persons.
- NOTE: DO NOT USE THE ELEVATORS IN CASES OF FIRE OR TORNADO.**

ASSISTING DISABLED-EVACUATION

1. Assisting the user of a Wheelchair
 - a. Remember that wheelchairs have parts not designed to handle the stress of lifting. Never carry the person while in the wheelchair. However, a manual chair can be used to assist the evacuation process.
 - b. Before moving the person, check for life-support equipment.
 - c. Consult the person in the chair regarding the best way to evacuate (the number of people needed, how to use a manual chair, ways to left, etc.).
 - d. If a person is unable to speak clearly, look for a sign on the chair with printed instructions.
 - e. If the individual with the disability cannot be safely carried up/downstairs, do not attempt to do so. Position the person in the safest place possible according to the emergency.
- f. Alert emergency personnel of the person's location.
2. Assisting the Visually Impaired
 - a. Offer to assist the visually impaired to a safe location.
 - b. Have the person take your elbow.
 - c. The visually impaired will be responsible for service dogs.
3. Assist the Hearing Impaired
 - a. Alert the hearing impaired that an emergency exists. Use gestures/notes to indicate the type of emergency.
4. Assisting the Mobility Impaired
 - a. If held is required, assist as directed to a safe location.

CAMPUS EVACUATION

1. Evacuation of all or part of the campus grounds will be announced by University Police or other authority by means of the Eagle Alert Emergency Notification System.
 2. All persons should be instructed to immediately vacate the site in question and relocate to another part of the campus grounds as directed.
 3. During campus evacuations related to Hurricanes, certain designated departments, and essential personnel may be required to remain on campus during and after the storm. These include, but are not limited to, Physical Plant, University Police, Residence Life Staff, and Student Affairs Staff. These staff members are assigned specific duties and responsibilities to organize individuals unable to leave campus, provide security, repair minor damage to facilities, and re-open access to the campus and buildings.
- Other employees should contact their immediate supervisor, or others designated by their department, to determine when they should return to work.
- The decision regarding the evacuation of resident students to another building on campus or off campus will be made by the Incident Commander in consultation with the Vice President for Student Affairs, Dean of Students and the Director of Housing and Residence Life. All action taken will follow the Student Affairs Hurricane Procedures.

EMERGENCY SHELTERS

If evacuated, no buildings other than those necessary for maintaining University operations or those designated by the President and Incident Commander as staging areas or shelters will be occupied during an emergency.

HURRICANE (Hurricane Season June 1 – November 30)

Hurricanes are among nature's most powerful and destructive phenomena. On average, 12 tropical storms, 6 of which become hurricanes form over the Atlantic Ocean, Caribbean Sea, or Gulf of Mexico during the hurricane season, which runs from June 1 to November 30 each year.

Students, faculty and staff should prepare now in the event a hurricane threatens The University of Southern Mississippi's campuses, teaching and research sites.

- Download the **Disaster Guide** provided by the Mississippi Emergency Management Agency (MEMA).

Hurricane Hazards

While hurricanes pose the greatest threat to life and property, tropical storms and depression also can be devastating. The primary hazards from tropical cyclones (which include tropical depressions, tropical storms, and hurricanes) are storm surge flooding, inland flooding from heavy rains, destructive winds, tornadoes, and high surf and rip currents.

- Storm surge is the abnormal rise of water generated by a storm's winds. This hazard is historically the leading cause of hurricane related deaths in the United States. Storm surge and large battering waves can result in large loss of life and cause massive destruction along the coast.
- Storm surge can travel several miles inland, especially along bays, rivers, and estuaries.
- Flooding from heavy rains is the second leading cause of fatalities from landfalling tropical cyclones. Widespread torrential rains associated with these storms often cause flooding hundreds of miles inland. This flooding can persist for several days after a storm has dissipated.
- Winds from a hurricane can destroy buildings and manufactured homes. Signs, roofing material, and other items left outside can become flying missiles during hurricanes.
- Tornadoes can accompany landfalling tropical cyclones. These tornadoes typically occur in rain bands well away from the center of the storm.
- Dangerous waves produced by a tropical cyclone's strong winds can pose a significant hazard to coastal residents and mariners. These waves can cause deadly rip currents, significant beach erosion, and damage to structures along the coastline, even when the storm is more than a 1,000 miles offshore.

Institutional Protocols

You should also be aware of the following institutional protocols that will be in effect for the entire hurricane season.

- If a tropical weather system emerges, University officials will monitor weather closely to determine if a school closure or cancellation of classes is warranted.
- If a hurricane or other significant weather system is expected to impact the University, advance information will be distributed through University email accounts, and relevant emergency advisories will be shared through the **Eagle Alert** emergency notification system.
- If a major hurricane is predicted to threaten the University, all USM locations will be evacuated for your safety, as well as the safety of local emergency responders. If these extreme circumstances occur:
 - USM will provide as much notice as possible, with the goal of initiating evacuation procedures at least 48 hours prior to landfall.
 - You will be **required to evacuate** USM campuses, teaching and research sites until the threat has passed or the University has completed its initial recovery.
 - Students who live in USM residence halls will be asked to notify their resident assistants of their evacuation plans before they leave campus.
 - Assistance may be provided for international students and others who need help identifying temporary housing in locations away from the storm.

If you would need assistance prior to the University closing for such an emergency, please contact the **Office of the Dean of Students** at 601.266.6028.

Hurricane Preparedness: What You Should Do Now

MEMA recommends four steps to individual hurricane preparedness:

1. Know Where to Go
2. Put Together a Disaster Supply Kit
3. Set Up Emergency Alerts
4. Establish a Communication Plan with Family and Friends

For more information on hurricanes, visit the **Mississippi Emergency Management Agency (MEMA)** website and learn more about **MEMA Hurricane Preparedness**.

Students, faculty and staff should also consider the following actions:

- Check **now** to make sure your contact information is up-to-date in the University's Eagle Alert system: usm.edu/police/eagle-alert.php.
- Monitor emergency communication channels outlined below.
- Comply with preparedness and emergency safety advisories issued by University officials or other local or state agencies.
- Back up electronic files on portable drives or, for University-owned computers, through **Eagle Backup**.
- If the University closes, take valuable **personal property** with you as you leave campus.

Emergency Communication Channels

Eagle Alert

Eagle Alert is the official emergency communication channel for the University. Faculty, staff and students are required to receive alerts via email. Stay connected by receiving alerts via phone call and/or text message. Additional phone numbers, including parent or family member phone numbers, can be saved into the system under your record for notifications as well.

Please take a moment to review and update your contact information in the **Eagle Alert system**.

All official USM emergency messages are posted on the Emergency Status website (emergency.usm.edu). Related information may also be communicated through University accounts on Facebook and Twitter, media outlets and emergency notifications at usm.edu.

Office Preparations Before Campus Evacuations

1. All University departments and offices should prepare their equipment and essential files before leaving campus. All electronic equipment (computers, monitors, copiers, etc.) should be turned off, unplugged and elevated off the floor.
2. Make a backup of essential electronic data and keep in secondary location.
3. Electronic equipment should be moved away from windows if feasible and covered with plastic sheeting. Plastic sheeting and plastic bags are available and will be distributed by the Physical Plant.
4. Essential files should be placed in file cabinets and secured. Do not leave valuable materials on your desk or shelving.
5. Personal belongings should be taken home. The University will not replace personal items which have been damaged or are missing or stolen.
6. All office doors and building doors must be closed and locked. Contact the University Police if assistance is needed.
7. Secure hazardous materials.
8. Make final bank deposits of currency and checks.

SEVERE WEATHER (Thunderstorms)

Thunderstorms are a frequent part of life in South Mississippi. Thunderstorms occur in all seasons of the year, but they are more numerous during the summer.

Thunderstorms can produce dangerous hazards such as lightning, tornadoes, hail, strong winds, and heavy rain that can lead to flooding. A thunderstorm is considered “severe” when it produces winds above 50mph, hail that is 3/4 inch across or larger (the size of a U.S. dime), or if it produces a tornado.

Severe Thunderstorm Safety Rules:

- The best defense against thunderstorms is to stay inside a sturdy building or shelter that can protect you from deadly lightning, large hail, damaging winds, flooding rain, and tornadoes. Fortunately, thunderstorms typically do not last very long and will most often pass by your location in less than one hour.

TORNADOES

Tornadoes have been reported in every state, and though they generally occur during the spring and summer, they can happen any time of the year. Tornadoes are violent local storms with whirling winds of tremendous speeds that can reach 200-400mph. Tornadoes occur with little to no warning. Small short lived tornadoes are the most violent of all atmospheric phenomena, and, over a small area, they are the most destructive.

If you are at work:

- Go to the basement or to an inside hallway at the lowest level of the building.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, large hallways or shopping malls.
- Use your arms to protect your head and neck.

If you are outdoors:

- If possible, get inside a sturdy building with a concrete foundation.
- If shelter is not available, or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building.
- Be aware of the potential for flooding.

If you are in a vehicle:

- Never try to outdrive a tornado in your vehicle. Tornadoes can change direction very quickly and can lift a vehicle and toss it in the air.
- Get out of the vehicle and take shelter in a nearby building.
- If there is no time to get indoors, get out of the vehicle and lie in a ditch or low-lying area away from the vehicle.

If you are in your home:

- Go to the lowest level of the home, an inner hallway, or smaller inner room without windows, such as a closet or bathroom.
- Get away from windows and go to the center of the room. Avoid corners, because they tend to attract debris.

FLASH FLOOD

Flooding is a coast-to-coast threat to some part of the United States and its territories nearly every day of the year.

Potential Flood Zones on USM Campuses

Local residents and visitors are asked to remain aware that these weather conditions may make some streets on the Hattiesburg campus and coastal campus sites impassable or hazardous to navigate.

Motorists on the Gulf Park campus in Long Beach should be aware of potential flood damage to parked vehicles at the shared parking lot with St. Thomas the Apostle Catholic Church on the west side of campus, along Beach Park Place, as well as the four-way stop at Bear Point and Gulf Park drives.

Motorists at the Gulf Coast Research Laboratory in Ocean Springs should be aware of the potential for flooding on Halstead Road near the site’s entrance.

- Once in shelter, stay away from windows and avoid electrical equipment and plumbing. If there is time, secure loose objects outside, as these objects often become dangerous flying debris in high winds.
- Postpone outdoor activities until the storms have passed.
- If caught outside, take shelter in a sturdy enclosed building or hardtop automobile immediately. Avoid open spaces, isolated objects, high ground, and metallic objects.
- Get out of boats and away from bodies of water. Remember, if you can hear thunder, you are close enough to the storm to be struck by lightning.

REMEMBER: A *Severe Thunderstorm Watch* means severe thunderstorms are expected to develop in a particular area. A *Severe Thunderstorm Warning* means severe thunderstorms have developed in a particular area.

- Get under a sturdy piece of furniture, such as a workbench or heavy table.

REMEMBER: A *Tornado Watch* means tornadoes are expected to develop. A *tornado warning* means a tornado has been sighted. When a tornado approaches, your immediate action may mean life or death. Report injuries or damage to the University Police as soon as possible.

Tornado Notification

The Hattiesburg Campus has an emergency warning siren located on top of Owings-McQuagge Hall. The siren is an outdoor warning system used to warn the campus community and surrounding area of a tornado warning. The control panel for the siren is located at the University Police Department Communications Center. If a confirmed tornado warning is issued for the area that includes the Hattiesburg campus, the University Police Telecommunications Officer will activate the siren. The Forrest County Emergency Management District maintains the siren. The siren will be tested on the last Friday of every month at noon using Westminster Chimes.

Eagle Alert is the official emergency communication channel for the University. Faculty, staff and students are required to receive alerts via email. Stay connected by receiving alerts via phone call and/or text message. Additional phone numbers, including parent or family member phone numbers, can be saved into the system under your record for notifications as well.

Please take a moment to review and update your contact information in the **Eagle Alert system**.

All official USM emergency messages are posted on the Emergency Status website (emergency.usm.edu). Related information may also be communicated through University accounts on Facebook and Twitter, media outlets and emergency notifications at usm.edu.

Motorists on the Hattiesburg campus should be aware of potential flood damage to parked vehicles in these areas:

- Pine Haven Drive around Sorority Village
- Montague Boulevard between Kay James Drive and Ross Boulevard
- 10 parking spaces on the south end of Fraternity Drive (west side of the street) at Montague Boulevard
- West 4th Street between Golden Eagle Avenue and Eagle Walk
- Southern Miss Drive between 30th and 31st Avenues
- Ray Guy Way at Century Park South/Spirit Park
- South end of Kay James Drive at Montague Boulevard (next to the DuBard School)
- Trent Lott Center west lot, next to M.M. Roberts Stadium
- Ray Guy Way at Eagle Walk, by the raised crosswalk
- Parking area at the southwest corner of McCarty Hall

Motorists should use caution in these areas during times of heavy rain and should not enter flooded areas.

For more information, contact the USM University Police Department at 601.266.4986.

WINTER WEATHER

Extremely cold air comes every winter in at least part of the country and affects millions of people across the United States. The arctic air, together with brisk winds, can lead to dangerously cold wind chill values. People exposed to extreme cold are susceptible to frostbite in a matter of minutes. Areas most prone to frostbite are uncovered skin and the extremities, such as hands and feet. Hypothermia is another threat during extreme cold.

Potential impacts to the University from severe winter weather are generally limited to short-term power outages, canceled classes, and impacts to transportation access. Power outages and transportation difficulties are generally the precipitating factors in canceling of classes. As previously mentioned, these impacts are typically short lived. Normal operations generally resume within a day or two of the actual event. There have been no reports of significant impacts to buildings or critical University functions.

Primary concerns for all University campuses associated with severe winter storms include prolonged power outages from accumulations of freezing rain on tree limbs and power lines. Secondary concerns related to power outages are associated with transportation and communication systems impacts. Because of its "deep south" location, students, faculty,

and staff are generally unaccustomed to driving conditions associated with severe winter weather. Because the frequency of these storms is significantly less than 1x per year, and the risks associated with this hazard are manageable, this particular hazard is qualified as low priority for mitigation.

Weather-Ready Nation Ambassador

The University of Southern Mississippi is proud to be a Weather-Ready Nation Ambassador. The initiative is an effort to formally recognize NOAA partners who are improving the nation's readiness against extreme weather, water, and climate events. As a Weather-Ready Nation Ambassador, your organization is committing to work with NOAA and other Ambassadors to strengthen national resilience against extreme weather. For more information, please link to the NOAA Weather-Ready Nation website at weather.gov/wrn.



HAZARDOUS MATERIAL INCIDENT (Nuclear, Biological, Chemical)

The University stores and maintains stockpiles of various types of chemicals related to the academic, research, and maintenance activities occurring on campus. These chemicals range from cleaning supplies such as solvents to chemicals used in research processes that may be considered hazardous or sensitive. Any spill or accidental release of a hazardous chemical, biological, or nuclear material should be reported immediately to the University Police Department and the University's Director of Environmental Health and Safety/Science Safety Officer, Dr. Martha Sparrow. USM has adopted the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL) as the institutions biosafety manual. All laboratories conducting research with potentially biological hazardous materials must follow these guidelines.

Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored.

In the event of a spill:

- Notify University Police via 911 or 601.266.4986.
- If an emergency exist, activate the fire alarm.
- When reporting, be specific about the nature of the material and exact location. UPD will contact the necessary specialized authorities and medical personnel.
- Do not touch the material.
- Establish a perimeter and isolate the area.
- Notify people in surrounding offices and classrooms.
- Anyone contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give names to UPD.

Required first aid and cleanup by specialized authorities should be started at once.

- If possible, extinguish open flames in the area.
- If there are vapors or noxious fumes, evacuate the affected area of the building.
- Assist individuals with disabilities in exiting the building.
- Do not use elevators.
- Once outside move to a safe distance at least 500 feet from the affected building.
- Keep streets and walkways clear from emergency vehicles.
- An emergency incident command post may be set up near the emergency site.
- Do not re-enter the area until authorized emergency personnel give the "ALL CLEAR" signal.

The Incident Commander in consultation with Director of Environmental Health and Safety and other emergency responders will formulate a tactical plan to address the spill. Tactical considerations:

- Specific material identification.
- Wind and weather conditions.
- Evacuation routes.
- Personnel to remain upwind and out of immediate area.
- Specify a decontamination area.
- Specify shelter area.

Information regarding the spill should be provided to University Police or appropriate Fire Department on scene.

TRANSPORTATION ACCIDENTS-RAILROAD, AIR, HIGHWAY

All University campuses and all towns and cities within are exposed daily to the possibility of a major air, highway or rail accident. These accidents can be so minor as to need very limited emergency response or large and involved enough to overtax the capabilities of the University's emergency services. Quite often, the difference between major and minor is dependent upon the response made to them by the emergency services. The type of transportation accident of most concern is the one involving hazardous materials.

A minor rail accident in or near the Gulf Park Campus could involve blocked tracks, vehicle traffic disruption, personal injuries or death, and concerns about hazardous cargos. A major rail disaster could include

massive wreckage, deaths and the uncontrolled release of hazardous cargo. Depending on the location of the emergency and the materials involved, there may be a need to implement other emergency response plans, i.e. Hazardous Materials. A rail emergency recovery operation will involve multiple agencies for days or weeks.

Emergency response operations will be principally by local emergency responders supported by State emergency responders and, as needed, by federal responders. The Federal Railroad Administration, National Transportation Safety Board, and other Federal agencies will play key investigatory roles and, depending upon the magnitude of the disaster, provide assistance in the recovery phase.

FIRE

Structural Fires

Just like any community, structure fires are part of the response activities for first responders. In case of fire, the University Police must be notified immediately via 911. In the event of a fire:

- Know the location of fire extinguishers, fire exits, and fire alarm pull stations and know how to use them.
- If a minor fire appears controllable, IMMEDIATELY contact University Police, then if there is no chance of being trapped by fire or smoke use a fire extinguisher to extinguish the fire. The steps for using a fire extinguisher by the PASS method:
 - **P**ull the pin from the handle.
 - **A**im the nozzle at the base of the fire.
 - **S**queeze the handle.
 - **S**weep back and forth until the fire is extinguished.
- If a fire emergency exists, activate the building fire alarm.
- On large fires that do not appear controllable, IMMEDIATELY notify the University Police via 911. Evacuate all rooms, closing all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS.
- When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same. Smoke is always the greatest danger, so stay near the floor where the air will be cooler and less toxic.
- DO NOT USE ELEVATORS DURING A FIRE, USE STAIRWAYS. If there is an individual with disabilities above the level of exit, firefighters on the scene will decide if it is safe to switch the elevators to “fire service” and bring a person with disabilities down to the exit level. The University Police have a stairwell evacuation device that will allow a disabled person to be brought down the stairwell to the exit level, then out to a safe distance from the building.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- An emergency incident command post may be set up near the emergency site. Keep clear of the command post unless you have official business.
- DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an authorized University official.

REMEMBER: If you become trapped in a building during a fire and a phone is available, call the University Police department via 911. Tell the person your name, location, and phone number. Place wet towels around the door. If a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window, then stay near the floor where the air will be cooler and less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!

University Police Responsibilities

The University Police should be notified immediately and will be responsible for:

- Ensuring the evacuation of the building and surrounding structure.
- Notifying the appropriate fire department, emergency medical services, and appropriate University Officials.
- Locating a portable fire extinguisher and attempting to extinguish as possible.
- Securing the scene.

PANDEMICS

A pandemic is a global outbreak of disease that occurs when a new virus appears that can spread easily from person to person. Because people have not been exposed to this new virus before, they have little or no immunity to the virus; therefore, serious illness or death is more likely to result.

It is difficult to predict with the next pandemic will occur or how severe it will be. In addition, a pandemic may come and go in waves, each of which can last months at a time. The effects of a pandemic can be lessened if preparation are made ahead of time.

Physical Plant Responsibilities

The Physical Plant Department at each campus or the Gulf Coast Research Laboratory should be immediately notified and will be responsible for:

- Staffing the affected buildings fire sprinkler valve. Ensuring the valve is open and remains open.
- If the building is equipped with a fire pump, ensure the affected building’s fire pump has started and remains running.
- Shut off electrical power at the direction of the Fire Chief.
- Shut off gas and/or flammable liquids supplies to affected building.
- If present, shut off and lock out building emergency generator at direction of the Fire Chief.

Housing and Residential Life Responsibilities

For cases in which a student housing facility is involved, the housing staff are responsible for providing an updated list of all students residing in the facility. The housing staff will also be responsible for initiating a process of identifying students that can be accounted for as safe during the crisis and will provide temporary emergency shelter housing, if required.

ADA Fire Safety Policy for Individuals with Disabilities

For individuals with disabilities, the first floor is the safest area of most buildings. The Southern Miss Fire/Safety Department recommends that individuals with disabilities that limit mobility locate their office and limit their workspace as much as possible to the first floor.

For individuals with a disability who is in a building above the level of exit during a fire alarm should when a fire alarm is activated:

- Call the University Police via 911. It is recommended that all individuals with a disability carry a cell phone. Tell the person their name and that they are an individual with a disability that impairs their mobility and are unable to exit the building by stairwell. The dispatcher should be given the current location and the location where they will wait out the fire alarm. They should also give the dispatcher a callback number, if possible.
- Go to the nearest stairwell. If the building has an enclosed stairwell they should go outside the stairwell and wait for University Police to further assist them or for the alarm to silence. If smoke begins to come up the stairwell, call University Police and tell them you are seeking refuge in the closest restroom. When the fire alarm stops sounding, it will be safe to re-enter the building.
- If there is an actual fire, the firefighters on the scene will decide if it is safe to use the elevators. If the elevators are considered safe to use the University Police will switch the elevator to “Fire Service” which will allow them to override the fire alarm and bring people down in the elevator.
- If the elevators are not safe to use, the University Police will use their stairwell evacuation device. This will allow them to bring down an individual with a disability down the stairwell to the exit level and outside to a safe distance from the building.

The University has in place an **Infectious Disease Emergency Response Plan** to respond to a pandemic should it occur. The University’s operational plan will serve as a guide with the understanding that modifications may be required to meet the demands of the emergency. A public health emergency may affect residents in geographical areas will beyond the borders of the University. The link to the University’s **Infectious Disease Emergency Response Plan** can be found at usm.edu/police.

BOMB/BOMB THREATS

Bomb threats should always be taken seriously. How quickly and safely you react to a bomb threat could save lives, including your own. What should you do? Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat.

In all situations, involving first responders there are three component actions:

- Notification
- Response
- On-Site Actions

Throughout an incident, as these actions play out, continual assessment and flexibility are essential.

Notification

Notification can come in the form of a call to a targeted location (typically for bomb threats), call to 911 emergency number, call to police switchboard, electronically, social media sites, written, and verbally.

Continual Assessment

Assessment considerations will vary depending on the situation. For a pre-detonation incident, the following must be considered:

- Credibility of the notification (recent incidents vs. hoaxes)
- Environment at threatened location such as academic building vs. warehouse, number of personnel, or critical infrastructure in vicinity or directly threatened.

Response

Response considerations vary depending on the type, complexity and magnitude of the situation:

- Which agencies respond? A normal response will involve only UPD, with additional personnel being dependent upon the continuing assessment demanding additional expertise or resources.
- Where and how to respond such as alert notification only, respond to vicinity of threat location or respond to threatened location.
- Decision on whether to evacuate.
- Decision on whether to search.

On-Site Actions

On-site actions also vary in response to the type, complexity and magnitude of the situation:

- Establish a perimeter.
- Control site access (ingress and egress)
- Protect physical evidence.
- Establish command and communications.
- Collect physical and testimonial evidence.
- Identify witnesses.
- Emphasize life safety.

Pre-Detonation Sequence

Pre-detonation incidents can begin when a bomb threat is received, or when a suspicious item is identified, even without any prior threat. Remember that information received in phone calls or threat letters is also evidence.

How to Handle Threats

Just like any community, structure fires are part of the response activities for first responders. In case of fire, the University Police must be notified immediately via 911. In the event of a fire:

- Letter
 - Upon determination of a threat, cease handling the letter or envelope.
 - Notify University Police, provide letter to police.
- Telephone or Fax (See Appendix B)
 - Do not hang up, notify University Police.
 - Complete the bomb threat form (if received by fax, attach copy of fax).

- Email
 - Notify University Police and print message.
 - Do not close email message.
- Person-to-Person (including second party)
 - Notify University Police
 - Document conversation and person's description.
 - Endeavor to keep track of person; only law enforcement should attempt to physically restrain individual.

Evaluating the Threat

Each pre-blast incident must be evaluated on its own merit to determine the appropriate actions of emergency response agencies. The task of evaluating the bomb threat is accomplished by validating the individual aspects of the threat and the scene. The information that is collect is then used to formulate a plan of action specific to the incident.

To validate the threat, face-to-face interview should be conducted with the person who actually received the threat. This interview may provide information that may or may not have been noted on the bomb threat checklist, important in the evaluation process. If the telephone conversation was recorded, it will be beneficial to listen to and review the actual conversation prior to, or during the interview.

To validate the security posture at the scene of a threat, an interview with the person in charge of the facility can often supply important information concerning the status of the facility. In most cases, the building liaison, or person in charge, is central source of information for the entire facility. This person may reveal information, such as door being found unsecured, that could prove important to the evaluation and investigation of the incident. If available, security video can be viewed to identify suspicious activity in the facility.

One of the most important people to interview at a facility is the maintenance custodian. While the individual occupants of the facility may provide good information on their area of responsibility, a maintenance custodian probably has the most information concerning common areas such as building perimeters, halls, stairwells, lounges, restrooms, and any other part of the facility where a potential bomber could visit without being discovered or challenged by an occupant.

Suspicious Item Incidents

Pre-detonation incidents can also begin when a suspicious item is discovered. Suspicious item reports generally increase as the perceived threat to the public increases. Citizens report items that would otherwise go unnoticed when their awareness has been heightened by news media attention or warnings from the government or private sector experts. Most suspicious items reports are false alarms, however, suspicious activities at bombing incidents often go unreported. Suspicious items can vary in size from an envelope to a large truck.

The initial first responder at a suspicious item incident is typically a University Police Officer. The officer should immediately evacuate persons from around the suspected item. In no case should anyone other than a certified EOD specialist or bomb technician attempt to handle or render safe the suspected explosive device. Typically, the actions of first responders at a suspicious item incident should not be observed or recorded by personnel who do not have a legitimate requirement to document such actions. Written summaries and audio or video recordings can be used by terrorist in planning subsequent attacks. All suspicious items should be treated as a bomb until proven otherwise.

Responding to Suspicious Items

These basic rules must govern responses to pre-detonation situations:

- Do not touch an item that could contain explosive material.
- Always move people away from a suspicious item-never try to move the item away from people.
- Never use a radio, cellular phone, or other transmitter within a minimum of 300 feet of a location where there is a suspected or actual explosive device.
- If you can see a suspicious item, it can "see" you. Never position yourself where you can observe a suspicious item and do not let others do so.
- Pay close attention to appropriate evacuation distances.
- Be aware of the potential for secondary devices.

The Decision to Evacuate

The decision to evacuate a facility, or in extreme cases the entire university, can be a costly decision. Instructors will lose precious time for presentation of lessons. Copycat bomb threats, encouraged by automatic evacuation policies, can have widespread impact on students.

In addition, the decision to evacuate can move potential victims from a location of relative safety to a more dangerous location. Criminals have been known to use bomb threats, fire alarms, or other similar ruses to cause evacuation of building occupants to exterior locations where they can be targeted more easily. At the same time, a decision not to evacuate can be costly. If faculty, staff or students are directed to remain in place and a bomb subsequently explodes, injuries and deaths may occur. Everyone will second-guess the decision. Such losses can have significant and long-lasting impact on emergency response agencies and their supported communities.

In most cases, emergency responders should not make evacuation decisions, particularly in bomb threat situations where there is no information to confirm the validity of the threat. Rather, senior administrative officials of the university should make evacuation decisions. They will often ask for advice from law enforcement officers or firefighters concerning whether to evacuate. First responders should explain the options and potential consequences, but be aware that the administration reserves the authority to make the actual decision.

When a suspect explosive device has been identified, the evacuation decision is more "clear-cut" than in situations involving only a bomb threat. In fact, the presence of a suspected device may create an obligation to evacuate the area.

In some cases, citizens are safer if they do not evacuate. For example, if the threat states the bomb will explode in a short period of time, then sheltering in place for those not clearly in harm's way may increase their survivability due to the shielding of the building they are occupying. Obviously, those in the immediate vicinity of a suspected device should evacuate regardless of other circumstances. However, citizens in other buildings might be safer inside than on the streets outside their buildings. Building structures can often furnish protection (shielding) unavailable to evacuees in the open when an explosion occurs. Evacuation to parking lots is almost always inadvisable because of the risk of potential explosive devices in parked vehicles. Open areas, where explosive devices would be difficult to hide, offer the best locations for evacuation, if evacuees have sufficient standoff distance and some protection (shielding) from potential or actual explosive devices. When selecting an evacuation location, consideration should be given to establishing and maintaining a line-of-sight security. In all cases, assembly or evacuation areas should be searched thoroughly for suspicious items immediately before they are occupied, or as soon as possible after they are occupied by evacuees.

The Actual Evacuation Process

Any evacuation should be done only when there is a safe destination prepared to receive the evacuees. This may be another building that has not been the subject of a threat, or it may be an open area with little possibility of a secondary device being concealed, or it may even involve the use of mass transit to remove evacuees from the campus entirely to some off-site reception center.

The actual order to evacuate should be given by voice announcement over the building public address system, if possible. The announcement should be followed up with a sweep of the building by the persons in charge. It is also recommended that the use of the fire alarm be avoided due to the chance of non-compliance by individuals assuming it to be a false alarm. The voice announcements and sweep should recommend that inhabitants remove their personal belongings such as purses, backpacks, etc. Removing these items will reduce the number of potentially suspicious items.

Control of Site Access

Control of access to a single building may be accomplished by means of University Police and/or Parking and Transit Services personnel blocking walkways with Police Line Tape and blocking roads with barricades.

Control of access to the entire campus may become necessary in the event of a campus-wide evacuation. This will require substantial amounts of personnel and resources from outside agencies. As buildings are cleared for occupancy, it may be necessary to restrict access to some areas of campus while allowing access to others.

Post-Evacuation Searches

In cases where an evacuation has been ordered of one or more buildings a search must be done to determine if the building is safe for occupancy. This search must be carried out by persons familiar with the building and its contents. First responders will be unable to determine if briefcases, backpacks, or other items belong in particular areas or if their presence is unusual or suspicious. Those buildings where building liaisons, staff and faculty are unable or unwilling to assist in performing searches will require the most time to declare safe for occupancy, and those buildings will remain unusable for the longest period of time.

Searches of buildings are generally performed in teams of two persons each. At least one member of each two-person team must be familiar with the rooms or areas to be searched. The following search protocol is used:

- Upon first entering the building or room, stand still, remain silent and listen for any unusual sounds. Be alert to any unusual odors.
- Upon entering the room to be searched, it is divided vertically into four zones:
 - First, search the area from the floor to the waist level. This includes the floor, baseboard, vents and furniture.
 - Second, search the area from waist to eye level. This included bookcases, pictures on the walls, wall-mounted lights, etc.
 - Third, search from eye level to the ceiling. This included ceiling fans, lights, and air vents.
 - Finally, search above false or dropped ceilings.
- Any suspicious item is cause to stop searching and notify University Police.

In cases where the entire university is being searched, the following levels of priority will be established for searches:

- Public safety locations (i.e., University, plus any areas used for staging incoming law enforcement, firefighters and EMS units).
- Residence Halls (searches must include living spaces).
- Dining Facilities.
- Health Clinic.
- Administrative Facilities.
- Academic Facilities.
- Athletic Facilities.
- Recreational Facilities.

Dealing with Suspicious Items

In incidents where a suspicious item has been located as a result of a search, the University Police Explosive K-9 Unit will be dispatched to evaluate the item. If necessary, an Emergency Ordinance Detonation Team (EOD) or bomb squad personnel will be dispatched to assist UPD Explosive K-9 Unit with evaluating the item. If they determine the items to be dangerous, the Explosive K-9 Units, bomb squad or EOD will likely conduct the remainder of the building search. If the item is determined to be non-threatening, the existing search teams may continue the search.

Re-occupancy

After a building has been cleared by search, it will be safe for re-occupancy. The search team will notify University Police by telephone, and the building will be marked safe. In some cases, it may be advantageous to clear multiple buildings in one area to allow for better access control in areas not yet cleared. In other cases, it may be advantageous to await the clearing of related buildings prior to re-occupancy, as where a dining facility must be cleared before residence halls can be re-occupied.

In cases where large numbers of buildings must be searched and cleared, University Police will establish a landline telephone bank to receive these calls immediately.

Bomb Threat Call Procedure and Checklist

BOMB THREAT CALL PROCEDURE

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the right side of the page.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible.
DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get the exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instruction.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- use a two-way radio or cellular phone; radio signals have the potential to detonate a bomb.
- evacuate the building until police arrive and evaluate the threat.
- activate the fire alarm.
- touch or move a suspicious package.

As soon as the call is completed, notify the University Police at 601.266.4986, or by dialing 911 from a landline telephone.

BOMB THREAT CHECKLIST

Date: _____ Time: _____

Time Caller Hung Up: _____

Phone Number Where Call Was Received: _____

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

Exact Words of Threat:

Information about Caller:

- Where is the caller located? (Background noise and level of noise)

- Estimated age

- Is the voice familiar? If so, who does it sound like?

- Other points

| | | |
|-----------------------|--------------------------|------------------------|
| Caller's Voice | Background Sounds | Threat Language |
|-----------------------|--------------------------|------------------------|

- | | | |
|---|---|---|
| <input type="checkbox"/> Accent <input type="checkbox"/> Angry <input type="checkbox"/> Calm <input type="checkbox"/> Clearing throat <input type="checkbox"/> Coughing <input type="checkbox"/> Cracking voice <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter | <input type="checkbox"/> Animal noises <input type="checkbox"/> House noises <input type="checkbox"/> Kitchen noises <input type="checkbox"/> Booth <input type="checkbox"/> PA system <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance | <input type="checkbox"/> Incoherent <input type="checkbox"/> Message read <input type="checkbox"/> Taped <input type="checkbox"/> Irritation <input type="checkbox"/> Profane <input type="checkbox"/> Well-spoken |
|---|---|---|

Other Information:

MAIL SAFETY/SUSPICIOUS PACKAGE

The following guidelines for handling mail have been adopted jointly by University Police, Local Law Enforcement, Postal Inspection Service (USPIS), Center for Disease Control (CDC) and the Federal Bureau of Investigation (FBI).

The risk of contracting any disease from an envelope is extremely low. However, following are general precautions for those who handle large volumes of mail.

- Wash hands with warm soap and water before and after handling the mail, or use sterilizing liquid or wipes.
- Do not eat, drink or smoke around mail.
- If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate.
- Surgical mask, eye protection, or gowns are NOT necessary.
- When opening mail do not tear into it, shake it or blow into it.
- Call University Police at 601.266.4986 if mail is suspicious.

Suspicious Package Safety Guidelines

If a letter is received that contains a powder or written threat:

- Do not shake or empty the envelope.
- Isolate the specific area of the workplace so that no one disturbs the item.
- Evacuation of the entire workplace is NOT necessary at this point.
- Have someone call University Police via 911 or 601.266.4986 on any other phone or cell phone and tell them what you received and what you have done with it.

HOSTAGE SITUATION/BARRICADED SUSPECT

In the event of a hostage situation or barricaded suspect is discovered, the University Police Department must be notified immediately. Police personnel who arrive on the scene will make an initial assessment of the situation and respond in accordance to UPD Policy and Procedure.

Procedures for “Notification of a Hostage Situation/Barricaded Suspect

- Notify the University Police Department by dialing 911 or 601.266.4986. Be prepared to provide information regarding location, descriptions of suspect(s) and hostage(s), weapons, and any other requested information.
- The University Police Department supervisor on the scene will oversee the setting of a perimeter, providing for the safety of the faculty, staff, students, and visitors, establishing an Incident Command Post, and assessing whether or not the situation can be quickly remedied.

ACTIVE SHOOTER/CRIMINAL MASS CASUALTY

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Incidents of this nature vary from every demographic, and the one primary mitigating factor is early intervention. Reporting erratic, suspicious, or threatening behaviors to appropriate campus entities is critical in the identification of potential violent individuals. Campus community members are encouraged to utilize the University Police, Southern Miss Cares, and Human Resources, if there are known concerns about a student, faculty, or staff. Additional information regarding prevention of Active Shooters/Threats will follow. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

The University of Southern Mississippi Emergency base Incident Response Plan (EIRP) will apply the four phases of emergency

- Wash your hands with warm water and soap for one minute.
- Do not allow anyone that touched the envelope to leave the office.
- When emergency responders arrive, they will provide further instructions on what to do.

Important:

- **Do not panic or overreact.**
- **Do not walk around with the letter or shake it.**
- **Do not merely discard the letter.**
- **Do not open, smell, taste, or feel the powder.**

What Constitutes Suspicious Mail

- No return address or return address does not match the postmark.
- Excessive postage or stamps.
- Excessive packaging, tape, or string.
- Misspelled words or incorrect titles; Hand Printing.
- Protruding wires; foil.
- Strange odor and/or oily stains, discoloration on the wrapper.
- Noises coming from the package.
- Restrictive markings (Personal, Confidential, etc.)
- Heavy or bulky for size envelope.

- The University Police Department dispatcher will notify the Assistant Vice President of Public Safety/Chief of Police or designee and be provided the most current information. The Chief of Police or designee will proceed to the location of the event.
- In the event it is determined that the need for assistance from other agencies is needed, the following agencies from the respective jurisdictions of the affected campus may be contacted:
 - Hattiesburg Police Department 601.545.4910
 - Mississippi Highway Patrol 601.582.3529 or 601.987.1212
 - Mississippi Bureau of Investigation
 - Forrest County Sheriff's Office 601.544.7800
 - Lamar County Sheriff's Office 601.794.1005
 - Long Beach Police Department 228.863.7292
 - Harrison County Sheriff's Office 228.896.3000
 - Ocean Springs Police Department 228.875.2211
 - Jackson County Sheriff's Office 228.769.3063
 - Federal Bureau of Investigation Jackson, Miss. Office 601.948.5000

management to include preparedness, response, recovery, and mitigation to an active shooter/mass casualty situation. All members of the Critical Emergency Response Team (CERT), Emergency Response Team (ERT), and other university personnel are responsible for the University's preparation, response, recovery, and mitigation to an active shooter incident especially those responsibilities listed under Section J – University Coordination Effort and Assignment of General Responsibilities of the Emergency Incident Response Plan (EIRP).

Preparedness

Active shooter incidents are often unpredictable and evolve quickly. In the midst of the chaos, anyone can play an integral role in mitigating the impacts of an active shooter incident. University Police Department aims to enhance preparedness through a “whole community” approach by providing training and resources to help you prepare for and respond to an active shooter incident. To best prepare your staff for an active shooter situation, utilize the base Emergency Incident Response Plan (EIRP), and conduct training exercises. Together, the EIRP and training exercises will prepare faculty, staff, and students to effectively respond

and help minimize loss of life. The University Police Department utilizes the Civilian Response to Active Shooter Events (CRASE) course to educate the faculty, staff and students on how to increase their survivability. The Civilian Response to Active Shooter Events (CRASE) course is designed and built on the Avoid, Deny, and Defend strategy developed by ALERRT in 2004, which provides strategies, guidance and a proven plan for surviving an active shooter event. Topics include the history and prevalence of active shooter events, the role of professional guardians, civilian response options, medical issues, and drills.

Each college, school, division and department should develop an active shooter response plan, specific to the building, classroom, and/or office they control. Their plan should developed from the University's base Emergency Incident Response Plan and active shooter protocols. The University Police Department can assist by completing a threat assessment of the area as well as with response plan development.

Response

Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of faculty and staff during an active shooter situation.

The Civilian Response to Active Shooter Events (CRASE)

Avoid

This is the preferred option and begins with situational awareness of one's environment prior to any active, hostile act occurring. It also includes have a plan ahead of time regarding what you would do in the event of an active shooter and knowing escape routes. Avoid danger.

- Leave the area immediately. If necessary, break windows or glass to get out of area.
- Run opposite directions of the disturbance or shots. DO not stop until you are in a safe area.
- Cover you head with books or items for protection.
- Leave your belongings behind. Keep hands empty and visible at all times.
- Help others avoid, if possible but do not attempt to move the wounded. Run away if others do not agree with you.
- When and only if it is safe call 911.

Deny

If avoidance isn't possible, find ways to prevent the attacker from having access to you and others around you. Deny Access.

- Be out of view.
- Lock the door, if possible.
- User furniture to create a barricade in front of the door. If possible place furniture all the way to a support wall. If there is not enough furniture, link people from head to toe to the wall to keep the shooter from opening the door.
- Stay away from windows and close blinds. Make sure all doors are locked.
- Get everyone down on the floor or under a desk and out of the line of fire. Turn lights off. Turn cell phone and other electronic devices off or on silent and remain silent.
- Do not open the door until the person can provide an identification badge. Positively verify the identity of law enforcement as an unfamiliar voice may be the shooter at-tempting to lure victims from a safe place.
- Remain under cover until law enforcement advises it is safe to evacuate.

Defend

Take action! As a last resort, you have a right to defend yourself if you believe your life is in imminent danger. Defend yourself!

- ACT! Freezing is almost always the wrong response. It leads to a feeling of helplessness. When people feel helpless, their stress levels increase which further hinders functioning. Take action- any action- that can help give a sense of control and help reduce stress response.
- Slow down breathing. Take slow deep breaths to help lower heart rate and reduce stress response.
- Defend yourself. Act quickly. Be aware of your surroundings.
- Utilize any objects available to you to distract or interrupt the actions of the shooter.

Consideration for Specific Areas:

In classrooms or offices

- STAY THERE. Secure the door.
- If the door has no lock and the door opens in, a heavy door wedge should be kept on hand and driven in as hard as you can, or use heavy furniture to barricade the door.
- If the door has a window, get out of sight from the door and stay low and quiet. Silence cell phones and other electronic devices.
- If no police units are on scene, move well away from the shooter and find cover positions and wait for the police to arrive.

In hallways or corridors

- If you are in a hallway and cannot avoid the area or close to an exit, get to a nearby room and secure it. Do not attempt to avoid/run through a long hallway to get to an exit as you may encounter the shooter.

In large rooms or auditoriums

- If in a gym, theater or auditorium and the shooter is not present, move out external exits and get to safety. When encountering responding police officers, keep your hands visible and do as you are directed.

Trapped with the shooter

- If you are trapped in a room with the shooter, do not do anything to provoke the shooter. If no shooting is occurring, do what the shooter says and do not move suddenly. If the shooter starts shooting, take decisive action to defend yourself.
 - **Freeze:** Some will freeze because they are unable to act.
 - **Run/Avoid:** Run for an exit while zigzagging, if appropriate.
 - **Defend/Fight:** Attack the shooter. Attacking the shooter is very dangerous, but may be less dangerous than doing nothing in some cases. A moving target is harder to hit than a stationary one, and the last thing the shooter will expect is to be attacked by an unarmed person.
 - **Any Option:** (freezing, running or fighting) may result in a bad outcome.

Open Spaces

- Stay alert and look for cover, such as brick walls, large trees, retaining walls, parked vehicles or any other object that may stop gunfire rounds from penetrating.

Be aware of those with accessibility and functional needs

- This group of people may need extra assistance to Avoid/Run or Deny/Hide.
- They may be very disoriented or scared if they cannot hear or see.
- Think about escape routes for those that may need it.

University Police Department General Active Shooter Response Procedures

The University Police Department's prime responsibility is to protect the University Community and will be the first responder to an active shooter incident. The immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. It may take law enforcement a few minutes to arrive on scene.

The actions taken for this type of incident will have the following objectives:

- Immediately engage the assailant(s) and neutralize the threat.
- Preserve the crime scene for investigation.

The University Police will maintain and follow University Police Active Shooter Procedures based on National, State, and Local Law Enforcement accepted practices and guidelines for dealing with active shooter incidents on campus.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s (clothing description, height, weight, hair color, etc)
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location.

When Law Enforcement or Other First Responders Arrive

When an emergency is such that law enforcement or other first responders arrive on scene, particularly in an active shooter situation, it is important to respond in a manner that does not present a risk to others. Police officers will proceed directly to the area where the last shots were heard. Faculty with student responsibility should brief students on what to do when the police arrive. In such incidents, it is important to do the following:

- Officers usually arrive in teams of four (4) but may be alone.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment with clear law enforcement insignia.
- Remain calm and follow the officers' instructions.
- Officers may shout commands, and may push individuals to the ground for their safety.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Avoid startling the officers or taking actions that might be misinterpreted as being hostile.
- Put down any items in your hands and tell students to do the same.
- Immediately raise hands and spread fingers, instructing students to do the same.
- Keep hands visible at all times, as the police will not know who the active shooter is and they are trained from the perspective that "hands kill."
- Avoid making quick movements toward officers and do not attempt to hold onto them for safety.
- Avoid pointing, screaming, or yelling.
- Avoid stopping and asking for help or directions when evacuating.
- Stay hidden and quiet until an officer tells you it is safe or you receive other valid information that lets you know the incident has ended.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Eagle Alert Emergency Notification System

The University Police is authorized to issue an Eagle Alert Emergency Notification immediately and directly to the University Community when an active shooter on campus has been confirmed. The Eagle Alert Emergency Notification will advise the following information:

- Notify the campus community of an active shooter on campus.
- Location of active shooter, if possible.
- Shelter in Place and/or Avoid certain area(s).
- Evacuation or partial evacuation, if necessary.

After the threat has been neutralized, the University Police will issue an Eagle Alert Emergency Notification that will advise the following information:

"All-Clear?"

- Wait for the "all-clear" instruction given by an Eagle Alert Emergency Notification or a known voice. If staff or students do not recognize the voice that is giving instruction, they should not change their status.
 - Unknown or unfamiliar voices may be giving false assurances.
 - Remember, there may be more than one active shooter.

After a Valid "All-Clear"

- Follow the direction of Police Officers as you leave the building.
- When encountering Police Officers, keep your hands on your head or open in front of you. Officers are trained to be aware of all possible dangers and need to see quickly that you are not a threat.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities need to investigate the area later.
- Stay clear of the emergency area.

Recovery

Recovery from an active shooter is a continuous process that occurs over short- and long-term incremental phases. Colleges, schools, departments, and divisions will progress through the recovery phase at a different rate, and each will require varying degrees of assistance.

In addition to assisting in the recovery of personnel, the University must ensure the continuity of operations by returning the incident site to its full functionality as quickly and efficiently as possible.

Ensuring Life Safety after the Immediate Rescue

Each active shooter incident has its own unique characteristics that will affect every stage of response and recovery, beginning with the short-term recovery process. The safety of victims and others immediately affected by the incident area of paramount and immediate importance.

Depending on the number of factors, one of the first response tasks – the evacuation process from the scene of the incident to an assembly area – may be orderly and well-planned, chaotic, or both. To manage this process, initial steps for incident managers once their staff and others are out of the immediate incident area are listed below.

Assembly Areas

Most University buildings have evacuation and assembly areas already designated for fire drills and other emergencies. An assembly area aids the reunification process by gathering evacuees in one location. To mitigate any confusion that may arise during the evacuation, ensure that your staff knows to evacuate as quickly and safely as possible to the assembly area.

- Depending on the incident, assembly areas may have to be created on an ad hoc basis. Secondary or additional assembly areas may also be used, if necessary.
- When arriving at the assembly area, responsible parties should be prepared to account for faculty, staff and students, letting other responsible officials know of the locations of those who might still be at the scene of the incident, or who may have already left the area entirely.
- If possible or appropriate, an assembly area may serve as a venue for leadership to address next steps, such as relocation and reunification.
 - Determine a method for notifying families of individuals affected by the active shooter, including notification of any casualties.
 - Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter.
 - Initial interview of witnesses and victims by law enforcement officers.
- Responsible parties should introduce themselves to law enforcement officers or other emergency officials who may be positioned to protect the assembly area.
- Evacuees should remain with their respective group at the assembly area. Responsible parties should make sure evacuees understand that they are not to leave the assembly area until a responsible official or an Eagle Alert Emergency Notification has given the "all-clear" signal, indicating that the threat has been mitigated and the scene of the incident is declared safe and secure.

Coordinate Medical Assistance

The immediate goal is to help evacuees recover sufficiently to enable them to contact family/friends, cooperate with authorities, and leave the assembly area. This will include information about survivors relocated to hospitals or other assembly area. University Police will select with coordination from Emergency Medical Services (EMS) a location secure and close to the location of the incident (Causality Collection Point). This location is where the injured will be taken as soon as possible for medical treatment, triage, and transport to local hospitals.

Ensure Care for the Injured

- Ensure that individuals injured during the incident or evacuation are provided immediate care from responding fire and emergency medical services personnel in the assembly area, or where circumstances dictate.
- Support efforts to transport victims unable to be treated at the scene to medical facilities.

Immediate Crisis Support

Depending on the length and severity of the incident, it may be possible to provide additional crisis counseling services for evacuees in the assembly areas. The psychological state of individuals at the scene can be assessed for possible referrals to mental health care specialists.

Set up a Family Assistance Center

- The Dean of Students Office, Human Resources and the Office of the Senior Vice President for Academic Affairs (Vice Provost) will establish a formal or informal Family Assistance Center (FAC) to provide information and assistance to families about fatalities and survivors.
- As soon as possible, a telephone hotline will be established for family and friends to call who are looking for information.
- This will include information about survivors relocated to hospitals or other assembly areas.
- FAC's can also help arrange for reunification of survivors with family or friends.
- FAC's might also be able to provide basic services to families and friends, such as:
 - Temporary housing and meals.
 - Needs assessment
 - Advocacy and coordination (e.g., legal rights and services).
- FAC's may also provide a reserved environment for families of deceased victims to grieve in privacy that also serves to shield them from the media.

Reunification Process

The final stage of short-term recovery is the reunification of incident evacuees and survivors with their families and friends. The immediate reunification process will be managed through the Incident Command (IC) with the assistance of UPD, Dean of Students Office, Human Resources and the Executive Vice Provost. However, if during the initial evacuation, the evacuees become scattered, this reunification process may take on a larger management responsibility. The Family Assistance Center can be used as the reunification point for evacuees and survivors with family and friends.

Update the Family Members and Arrange Reunification

- Be prepared to accommodate the various needs of family members and friends who might rush to the scene of the incident.
- Ensure that family members are informed of any changes to the location of the assembly areas as well as a time estimate for when they can reunite with the affected person.
- Reunification with those injured during the incident may take more time since those injured may have already been transported to the medical facilities.
- Consider providing transportation for family members to area hospitals where the survivors may have been taken.

Facilitate the Retrieval of Personal Belongings

- With personal safety an immediate priority during an incident evacuation, some personal belongings may have been left behind.
- Personal possessions may not be able to be recovered until the crime scene investigations are complete.
- Coordinate with the Incident Command (IC) in setting up a central point for collecting personal belongings.
- Some personal possessions may be collected and treated as evidence and may be held for a longer period of time.

Possible Reunification locations to consider

- Reed Green Coliseum
- M.M. Roberts Stadium
- Hillcrest Gravel Parking Lot

Post-Incident Investigation/Crime Scene/Interview Staging

In most Active Shooter / Mass Casualty events, the investigative process will last much longer than the actual event and may involve multiple agencies. It is important for involved agencies to continue to work together to provide a complete and thorough investigation. Large events such as these may warrant mutual aid agreements with local agencies.

The primary investigative responsibility of an Active Shooter Incident shall lie with the University Police Department unless the Assistant Vice President of Public Safety/Chief of Police or designee approves another law enforcement agency to assume primary investigative responsibility. The University Police Department Detective Division is responsible for obtaining all pertinent intelligence information on the situation, relay the intelligence information to the on scene supervisors, and process the crime scene following the conclusion of the incident.

A critical first step in the transition to the Post-Incident Investigation phase is a thorough briefing by initial responders at all levels. An area will be selected to conduct initial interviews for those who were close to, involved with, or have information regarding the incident.

The Investigative Assistance for Violent Crimes Act of 2012 (HR 2076) authorizes the U.S. Attorney (through the deployment of the FBI) to assist, at the request of state or local authorities, with providing investigatory assistance in response to violent acts or shootings occurring in a place of public use and in investigation of mass killings (3 or more) and attempted mass killings.

Continuity of Operations

See Section C – Concept of Operations – Base Emergency Incident Operations Plan (EIRP). Other considerations for students, faculty and staff:

- Returning to work may be difficult for some. An assessment for time off may need to occur on a case by case basis.
- Returning to class may be difficult for some. An assessment for time off may need to occur on a case by case basis.
- Mental health services , short and long term should be offered.
- Funeral leave accommodations.
- Overwork, burnout! The firsts few days following the incident may have many employees working more than usual to cover for absent employees.

Recognizing Potential Workplace Violence

An active shooter in your workplace may be a current or former employee, a current or former student, as well as an acquaintance of a current or former employee and student. Intuitive faculty, staff and students may notice characteristics of potentially violent behavior in a campus community member. Alert the University Police if you believe an student, employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by a student, faculty, or staff:

Typical suspects of this type of event usually do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by a student, faculty, or staff may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior, which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

Post Incident Review/After Action Report (AAR) Process for Active Shooter

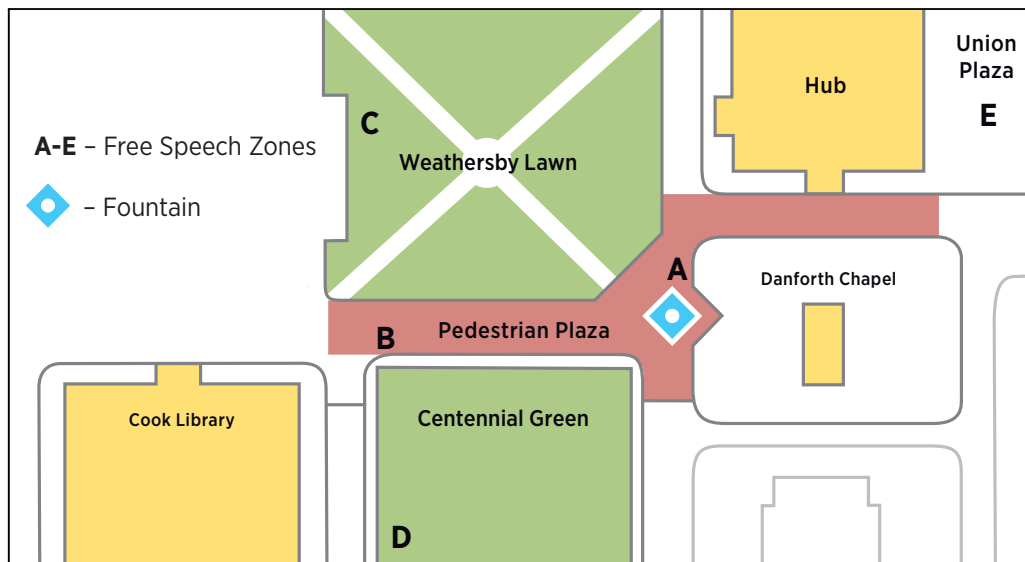
1. Personnel involved in the event will submit applicable written after-action reports delineating their assignments as well as detailed descriptions of their actions during the event.
2. The Incident Commander will conduct an after action review with all involved parties and prepare an After Action Report for inclusion with the Investigative file.
3. Within 30 calendar days after the incident, the Incident Commander will submit the Investigative File, through the chain of command, to the Chief of Police. The Investigative File will include copies of the Criminal Investigative Report, Use of Force Reports, Supplemental Reports from assisting agencies, After Action Report, etc.
4. The Assistant Vice President of Public Safety/Chief of Police will review, endorse and return the file through the chain of command to the Major of Operations for local retention.

CAMPUS/CIVIL DISORDERS

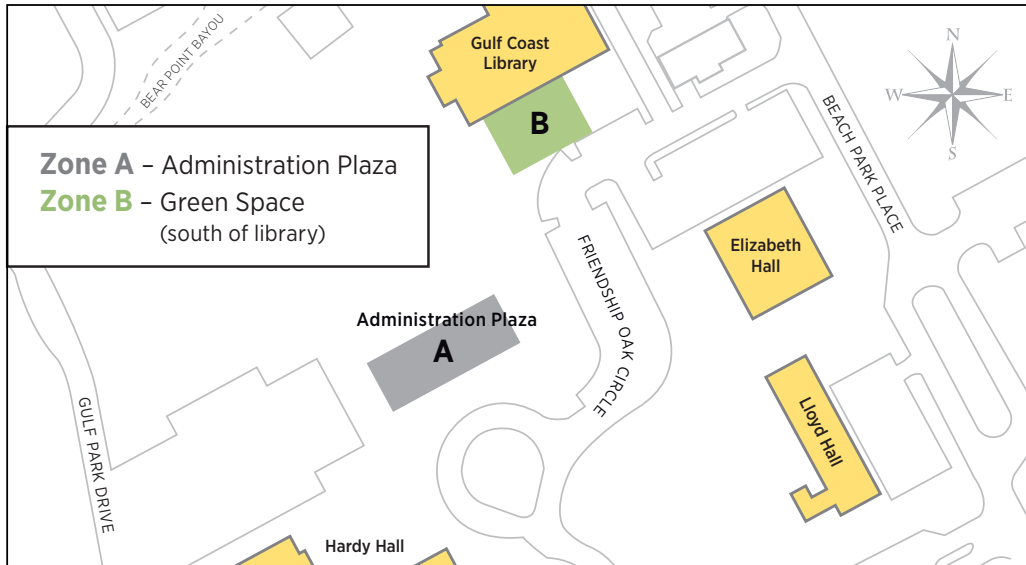
A policy has been established to facilitate free speech, demonstrations and protests on campus. Students and others should understand the parameters for such events. The University permits, promotes, and supports the free expression of ideas, views, and opinions by its faculty, students, staff, administrators, and visitors. The university is committed to rights of expression, affiliation, and peaceful assemblage. Faculty, staff and students should be free to discuss, debate and express ideas and opinions in public or private forums as long as they do not disrupt university functions.

The University has established high visibility areas on campus in order to facilitate robust debate and the free exchange of ideas. These Free Speech Zones may be used by any person, including non-students and other campus guests:

1. Hattiesburg Campus (as shown on map below):
 - A. Shoemaker Square Fountain (Paved area immediately surrounding the fountain)
 - B. Pedestrian Plaza (area on the west end of Pedestrian Plaza)
 - C. Weathersby Lawn (area on west quadrant of Weathersby Lawn)
 - D. Centennial Green (area on the southwest corner of Centennial Green)
 - E. Union Plaza (area east of the Hub)



2. Gulf Park Campus (as shown on map below):
 - A. Shoo Fly area south of the tennis courts
 - B. Green Space South of Library



Response Procedures for a Civil Disturbance

Civil disturbances can include riots, threatening individuals, crimes in progress, or events that become significantly disruptive to the campus. If you become aware of a civil disturbance that is disruptive to university operations, call the University Police at 601.266.4986 or 911. Provide the following information:

- The name of the group, if known.
- The exact location.
- The size of the group.
- Weapons involved.
- What is the group doing?
 - Damaging property
 - Making threats
 - Holding signs
- Do they have shouting/chanting amplification devices?

Avoid the area of the disturbance. Avoid provoking or obstructing demonstrators.

General safety guidance:

- Remain calm
- Follow directions of authorities
- Do not become a spectator
- Avoid windows and doors
- Do not argue or enter into the debate with demonstrators
- Do not commit or become involved in any crimes
- Remove yourself from the area

APPENDIX B

List of Acronyms

| | |
|--|--|
| AC Area Coordinator | JFO Joint Field Office |
| ADA Americans with Disabilities Act | JIC Joint Information Center |
| AR Authorized Representative | JIS Joint Information System |
| CERCLA Comprehensive Environmental Response, Compensation and Liability Act | JOC Joint Operations Center |
| CEMP Comprehensive Emergency Management Plan | JUC Joint Unified Command |
| CERT Critical Emergency Response Team (The University of Southern Mississippi) | MAA Mutual Aid Agreement |
| CERT Community Emergency Response Team | MC Mobilization Center |
| COG Continuity of Government | MACC Multi-agency Command Center |
| COOP Continuity of Operations | MATTS Mobile Air Transportable Telecommunications System |
| CPG Comprehensive Preparedness Guide | MEMA Mississippi Emergency Management Agency |
| CRTC Combat Readiness Training Center | MERS Mobile Emergency Response Support |
| CSG Council of State Governments | MOBOPS Mobile Operations Center |
| DC Designated Contact | MOU Memoranda of Understanding |
| DFA Department of Finance | MS Mississippi |
| DFO Disaster Field Office | MS IMAT Mississippi Incident Management Assistance Team |
| DHS Department of Homeland Security | NAWAS National Alert Warning System |
| DR Disaster Reports | NCG National Coordination Group (EMAC) |
| DOT Department of Transportation | NCP National Oil and Hazardous Substances Pollution Contingency Plan |
| DRC Disaster Recovery Center | NGO Non-governmental Organization |
| DSCA Defense Support of Civil Authorities | NCT National Coordinating Team (EMAC) |
| EAS Emergency Alert System | NDMS National Disaster Medical System |
| ECO Emergency Coordinating Officers | NEOC National Emergency Operations Center (EMAC) |
| EIRC Emergency Incident Response Coordinators (The University of Southern Mississippi) | NEMA National Emergency Management Association |
| EICS Emergency Incident Command Staff (The University of Southern Mississippi) | NGO Nongovernmental Organization |
| EIRP Emergency Incident Response Plan | NIMS National Incident Management System |
| EO Executive Order | NMSZ New Madrid Seismic Zone |
| EOC Emergency Operations Center | NRCC National Response Coordination Center |
| EMAC Emergency Management Assistance Compact | NRF National Response Framework |
| EPA Environmental Protection Agency | NSSE National Special Security Event |
| EPS Emergency Planning Subgroup (The University of Southern Mississippi) | OHL Operational Hotline |
| EPR Emergency Preparedness and Response | OSC On-Scene Coordinator |
| ERT Emergency Response Team (The University of Southern Mississippi) | PA Public Assistance |
| ERPC Emergency Response Planning Coordinators (The University of Southern Mississippi) | PFO Principal Federal Official |
| ERT Environmental Response Team (EPA) | PIO Public Information Officer |
| ERSG Emergency Response Subgroup (The University of Southern Mississippi) | RCP Regional Contingency Plan |
| ESF Emergency Support Function | RCT Regional Coordination Team |
| FCC Federal Communications Commission | RRCC Regional Response Coordination Center |
| FCO Federal Coordinating Officer | RRP Regional Response Plan |
| FEMA Federal Emergency Management Agency | RRT Regional Response Team |
| FNS Food and Nutrition Service | SA Staging Area |
| FRC Federal Resource Coordinator | SCO State Coordinating Officer |
| GAR Governor's Authorized Representative | SEOC State Emergency Operations Center |
| HF High Frequency | SESC State Earthquake Support Center |
| HHS Health and Human Services | SFHA Special Flood Hazard Areas |
| HAZMAT Hazardous Materials | SFO Senior Federal Official |
| HSPD Homeland Security Presidential Directive | SHPO State Historical Preservation Officer |
| IAP Incident Action Report | SHSC State Hurricane Support Center |
| IC Incident Command | SITREPS Situation Reports |
| ICP Incident Command Post | SLO State Liaison Officer |
| ICS Incident Command System | SMAC Statewide Mutual Aid Compact |
| IFG Individual and Family Grant Program | SOG Standard Operating Guideline |
| IHL Institute of Higher Learning | SOP Standard Operating Procedure |
| | SWP State Warning Point |
| | TEMD The Emergency Management District |
| | UC Unified Command |
| | USCG U.S. Coast Guard |
| | USGS U.S. Geological Survey |

Mississippi State Agencies Acronyms

ARC, MS American Red Cross, Mississippi Chapter
CAP Civil Air Patrol
MACPA/MARL Mississippi Animal Control and Protection Association/
Mississippi Animal Rescue League
MBAH Mississippi Board of Animal Health
MBVME Mississippi Board of Veterinary Medical Examiners
MBI Mississippi Bureau of Investigation
MBN Mississippi Bureau of Narcotics
MCES Mississippi Cooperative Extension Services
MDA Mississippi Development Authority
MDA/ED Mississippi Development Authority/Energy Division
MDAC Mississippi Department of Agriculture and Commerce
MDAH Mississippi Department of Archives and History
MDE Mississippi Department of Education
MDEQ Mississippi Department of Environmental Quality
MDEQ/WWD Mississippi Department of Environmental Quality/
Wastewater Division
MDES Mississippi Department of Employment Security
MDFA Mississippi Department of Finance and Administration
MDHS Mississippi Department of Human Services
MDHS/AAS Mississippi Department of Human Services/Aging and
Adult Services
MDITS Mississippi Department of Information Technology Services
MDMH Mississippi Department of Mental Health
MDMH/MR Mississippi Department of Mental Health and Mental
Retardation
MDMR Mississippi Department of Marine Resources
MDOC Mississippi Department of Corrections
MDOI Mississippi Department of Insurance
MDoM Mississippi Division of Medicaid
MDOT Mississippi Department of Transportation
MDPS Mississippi Department of Public Safety
MDPS/MHSP Mississippi Department of Public Safety/Mississippi Highway
Safety Patrol
MDRS Mississippi Department of Rehabilitation Services
MDRS/VR Mississippi Department of Rehabilitation Services/Vocational
Rehabilitation
MDWFandP Mississippi Department of Wildlife, Fisheries and Parks
MEMA Mississippi Emergency Management Agency
MFC Mississippi Forestry Commission
MGC Mississippi Gaming Commission
MHSP Mississippi Highway Safety Patrol
MIHL Mississippi Institutes of Higher Learning
MMD Mississippi Military Department

MMD-AGO Mississippi Military Department/Office of the Adjutant General
MMD-CFMO Mississippi Military Department/Construction and Facilities
Management Office
MMD/NG Mississippi Military Department/National Guard
MPB Mississippi Public Broadcasting
MPSC Mississippi Public Service Commission
MPSC/PUS Mississippi Public Service Commission/Public Utilities Staff
MSBCJC Mississippi Board of Community and Junior Colleges
MSBML Mississippi Board of Medical Licensure
MSBN Mississippi Board of Nursing
MSBP Mississippi Board of Pharmacy
MSDH Mississippi Department of Health
MSDH/EMS Mississippi Department of Health/Emergency
Medical Services
MSDH/WSD Mississippi Department of Health/Water Supply Division
MSFA Mississippi State Fire Academy
MSFMO Mississippi Fire Marshall's Office
MSIHL Mississippi Institutions of Higher Learning
MSNG Mississippi National Guard
MSOGB Mississippi Oil and Gas Board
MSOHS Mississippi Office of Homeland Security
MSPB Mississippi State Personnel Board
MSU Mississippi State University
MSU/CVM Mississippi State University/College of Veterinary Medicine
MSVOAD Mississippi Volunteer Organizations Active in Disaster
MVDL Mississippi Veterinary Diagnostic Laboratory
MVMA Mississippi Veterinary Medical Association
NWS National Weather Service
OAG Office of the Attorney General
OG Office of the Governor
OME Office of the Medical Examiner
OSA/DoA Office of the State Auditor/Department of Audit
RACES Radio Amateur Communication Emergency Services
SA Salvation Army
SOS Office of the Secretary of State
STC State Tax Commission
STC/ABC State Tax Commission/Alcoholic Beverage Control Division
UM University of Mississippi
UMMC University Mississippi Medical Center
UMMC/SH University Mississippi Medical Center/ and/or other
State Hospitals
USGS United States Geological Society
USM The University of Southern Mississippi

APPENDIX C

Glossary

Accountable Property. Property that: 1) has an acquisition cost that is \$15,000 or more; 2) has a unique, identifiable serial number (e.g., computer or telecommunications equipment); and 3) is considered “sensitive” (i.e., easily pilferable), such as cellular phones, pagers and laptop computers.

Agency. A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative. A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency’s or organization’s participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Available Resources. Resources assigned to an incident, checked in and available for use, normally located in a Staging Area.

Awareness. The continual process of collecting, analyzing and disseminating intelligence, information and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Casualty. Any person who is declared dead or is missing, ill, or injured.

Catastrophic Incident. Any natural or man-made incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to state, local, tribal and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command. A series of command, control, executive, or management positions in hierarchical order of authority.

Civil Transportation Capacity. The total quantity of privately owned transportation services, equipment, facilities and systems from all transportation modes nationally or in a prescribed area or region.

Jeanne Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) requires colleges and universities to keep and disclose information about crime on and near campuses.

Coastal Zone. As defined by the NCP, means all U.S. waters subject to tide, U.S. waters of the Great Lakes, specified ports and harbors on inland rivers, waters of the contiguous zone, other water of the high seas subject to the NCP and the land surface or land substrata, ground waters and ambient air proximal to those waters. The term “coastal zone” delineates an area of federal responsibility for response action. Precise boundaries are determined by EPA/USCG agreements and identified in RCPs.

Command Staff. In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer and other

positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Community Recovery. In the context of the NRF and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of a community.

Consequence Management. Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRF.

See also Crisis Management.

Credible Threat. A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Management. Predominantly a law enforcement function and included measures to identify, acquire and plan the use of resources needed to anticipate, prevent and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the

NRF. See also Consequence Management.

Critical Infrastructures. Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cultural Resources. Cultural resources include historic and prehistoric structures, archaeological sites, cultural landscapes and museum collections.

Cyber. Pertaining to computers and their support systems, such as servers, routers and switches, which support critical infrastructure.

Defense Support of Civil Authorities (DSCA). Refers to DOD support, including federal military forces, DOD civilians and DOD contractor personnel and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Deputy. A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, general staff and branch officers.

Disaster. See Major Disaster.

Disaster Recovery Center (DRC). A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

District Response Group. Established in each DHS/USCG District, the District Response Group is primarily responsible for providing the OSC technical assistance, personnel and equipment during responses typically involving marine zones.

Emergency. As defined by the Stafford Act, an emergency is “any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

Emergency Operations Center (EOC). The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary

facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

Emergency Operations Plan (EOP). The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Public Information. Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider. Includes federal, state, local and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities) and related personnel, agencies and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as “emergency responder.”

Emergency Support Function (ESF). A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to assist State, local and tribal governments or to federal departments and agencies conducting missions of primary federal responsibility.

Environment. Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Environmental Response Team. Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and releases of oil and hazardous substances into the environment.

Evacuation. Organized, phased and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Facility Management. Facility selection and acquisition, building services, information systems, communications, safety and health and physical security.

Federal. Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO). The federal officer who is appointed to manage federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of federal disaster assistance resources and programs to the affected state and local governments, individual victims and the private sector.

Federal On-Scene Coordinator (FOSC or OSC). The federal official pre-designated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

Federal Resource Coordinator (FRC). The federal official appointed to manage federal resource support activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from other federal departments and agencies using interagency agreements and MOUs.

First Responder. Local and nongovernmental police, fire and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works and other skilled support personnel (such as equipment operators) who

provide immediate support services during prevention, response and recovery operations. First responders may include personnel from federal, state, local, tribal, or nongovernmental organizations.

Hazard. Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation. Any cost-effective measure, which will reduce the potential for damage to a facility from a disaster event.

Hazardous Material. For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants and contaminants as defined by the NCP.

Hazardous Substance. As defined by the NCP, any substance designated pursuant to section 311(b) (2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Historic Property. Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

Incident. An occurrence or event, natural or human caused, which requires an emergency response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP). The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS). A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC). The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT). The Incident Commander and appropriate command and general staff personnel assigned to an incident.

Incident Management Assistance Team (IMAT). A full-time, rapid-response team with dedicated staff able to deploy within two hours and arrive at an incident within 12 hours to support the local incident commander. The teams support the initial establishment of a unified command and provide situational awareness for federal and state decision-makers crucial to determining the level and type of immediate federal support that may be required.

Incident Mitigation. Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

INFORM. Electronic, web-based alert and notification system specifically used to notify Offsite Response Organizations (ORO) with the responsibility of managing incidents at Grand Gulf Nuclear Station (GGNS).

Information Officer. See Public Information Officer.

Infrastructure. The man-made physical systems, assets, projects and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems and roads.

Infrastructure Liaison. Assigned by DHS, the Infrastructure Liaison serves as the principal advisor to the JFO Coordination Group regarding all national- and regional-level critical infrastructure and key resources incident-related issues.

Initial Actions. The actions taken by those responders first to arrive at an incident site.

Initial Response. Resources initially committed to an incident.

Joint Field Office (JFO). A temporary federal facility established locally to provide a central point for federal, state, local and tribal executives with responsibility for incident oversight, direction and/or assistance to effectively coordinate protection, prevention, preparedness, response and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO and the JIC within a single federal facility.

Joint Information Center (JIC). A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Operations Center (JOC). The JOC is the focal point for all federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRF is activated.

Joint Unified Command (JUC). The JUC links the organizations responding to the incident and provides a forum for these entities to make consensus decisions. Under the JUC, the various jurisdictions and/or agencies and non-government responders may blend together throughout the operation to create an integrated response team.

At the state level, the State of Mississippi has adopted a Joint Unified Command Structure for incident management. This organizational framework places a state official side-by-side with federal official at the section, division and branch level, as the situation warrants these levels of organization.

Jurisdiction. A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, state, or federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer. A member of the command staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or

interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Long-Range Management Plan. Used by the FCO and management team to address internal staffing, organization and team requirements.

Major Disaster. As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of states, local governments and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Materiel Management. Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage and handling; security and accountability; inventory, deployment, issue and distribution; and recovery, reuse and disposition.

Mission Assignment. The vehicle used by DHS/EPR/FEMA to support federal operations in a Stafford

Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable state or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

Mitigation. Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses and the public on measures they can take to reduce loss and injury.

Mobilization. The process and procedures used by all organizations—federal, state, local and tribal—for activating, assembling and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center. An off-site temporary facility at which response personnel and equipment are received from the point of arrival and are pre-positioned for deployment to an incident logistics base, to a local staging area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

Multi-agency Command Center (MACC). An interagency coordination center established by DHS/USSS during NSSEs as a component of the JFO. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all NSSE-related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers).

Multi-agency Coordination Entity. Functions within a broader multi-agency coordination system. It may establish priorities among incidents and associated resource allocations, deconflict agency policies and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination System. Provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. The components of multi-agency coordination systems include facilities, equipment, EOCs, specific multi-agency coordination entities, personnel, procedures and communications. The systems assist agencies and

organizations to fully integrate the subsystems of NIMS.

Multi-jurisdictional Incident. An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement. Written agreement between agencies, organizations and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment and/or expertise in a specified manner.

National Counterterrorism Center (NCTC). The NCTC serves as the primary federal organization for analyzing and integrating all intelligence possessed or acquired by the U.S. Government pertaining to terrorism and counterterrorism, excepting purely domestic counterterrorism information. The NCTC may, consistent with applicable law, receive, retain and disseminate information from any Federal, State, or local government or other source necessary to fulfill its responsibilities.

National Disaster Medical System (NDMS). A coordinated partnership between DHS, HHS, DOD and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local and tribal governments; the private sector; and

NGOs to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

National Infrastructure Coordinating Center (NICC). Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

National Interagency Coordination Center (NICC). The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. Located in Boise, ID.

Natural Resources. Natural resources include land, fish, wildlife, domesticated animals, plants, biota and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals and other terrestrial features.

National Response Center. A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

National Response System. Pursuant to the NCP, the mechanism for coordinating response actions by all levels of government (40 CFR § 300.21) for oil and hazardous substances spills and releases.

National Response Team (NRT). The NRT, comprised of the 16 federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair and DHS/USCG serves as Vice Chair.

National Special Security Event (NSSE). A designated event that, by

virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity.

Nongovernmental Organization (NGO). A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Hotline. Telephone network connecting the control room at GGNS to the OROs with the responsibility of managing an on-site incident.

On-Scene Coordinator (OSC). See Federal On-Scene Coordinator.

Pollutant or Contaminant. As defined in the NCP, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

Preparedness. The range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities and identify required resources.

Prevention. Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Principal Federal Official (PFO). The federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Private Sector. Organizations and entities that are not part of any governmental structure. Includes for profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations and private voluntary organizations.

Public Assistance Program. The program administered by FEMA that provides supplemental federal disaster grant assistance for debris removal and disposal, emergency protective measures and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health. Protection, safety, improvement and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO). A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

Public Works. Work, construction, physical facilities and services provided by governments for the benefit and use of the public.

Recovery. The development, coordination and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional

measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resources. Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response. Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.

Senior Federal Official (SFO). An individual representing a federal department or agency with primary statutory responsibility for incident management. SFOs utilize existing authorities, expertise and capabilities to aid in management of the incident working in coordination with other members of the JFO Coordination Group.

Situation Assessment. The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.

State. Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).

Strategic. Strategic elements of incident management are characterized by continuous, long-term, high level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development and the application of measures of performance or effectiveness.

Strategic Plan. A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements and problems such as permanent housing for displaced disaster victims, environmental pollution and infrastructure restoration.

Telecommunications. The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic, or optical means. Telecommunications includes all aspects of transmitting information.

Terrorism. Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat. An indication of possible violence, harm, or danger.

Transportation Management. Transportation prioritizing, ordering, sourcing and acquisition; time phasing plans; fleet management; and movement coordination and tracking.

Tribe. Any Indian tribe, band, nation, or other organized group or

community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Unaffiliated Volunteer. An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a "spontaneous" or "emergent" volunteer.

Unified Command. An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

United States. The term "United States," when used in a geographic sense, means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Unsolicited Goods. Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue. Operational activities that include locating, extricating and providing on-site medical treatment to victims trapped in collapsed structures.

Volunteer. Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center. Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the SEOC for coordination purposes. Requirements may include space for a phone bank, meeting space and space for a team of specialists to review and process offers.

Weapon of Mass Destruction (WMD). As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Prepared by the
University Police Department
police@usm.edu | 601.266.4986