



**BAPTIST HEALTH
SCIENCES UNIVERSITY**

BAPTIST HEALTH SCIENCES UNIVERSITY EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

REVISION CONTROL PAGE.....	4
PRESIDENT’S STATEMENT	5
PLAN INTRODUCTION	6
LEVELS OF RESPONSE.....	7
EMERGENCY PREPAREDNESS.....	7
PLAN ACTIVATION.....	8
ROLES AND RESPONSIBILITIES	9
INCIDENT COMMAND STRUCTURE.....	13
AFTER HOURS EMERGENCY	14
EMERGENCY ACTION PLAN	14
EMERGENCY PROCEDURES	17
EVACUATION.....	17
SHELTER IN PLACE.....	21
EARTHQUAKE	21
ACTIVE SHOOTER	23
BOMB THREAT RESPONSE	24
CAMPUS LOCKOUT/LOCKDOWN	26
CIVIL DISTURBANCE	28
PERSONS WITH DISABILITIES	31
PLAN REVIEW	32
PLAN EXERCISES	32
APPENDIX A – Emergency Contacts and Vendors.....	33
APPENDIX B – Command Centers	35
APPENDIX C – Command Center Inventories	36
APPENDIX D – Incident Commander Position Checklist	37
APPENDIX E – Safety Officer Position Checklist	38
APPENDIX F – Public Information Officer Position Checklist	39
APPENDIX G – Liaison Officer Position Checklist	41
APPENDIX H – Logistics Section Chief Position Checklist.....	42
APPENDIX I – Operations Section Chief Position Checklist.....	43
APPENDIX J – Finance Section Chief Position Checklist.....	44

APPENDIX K – Posted Emergency Procedures	45
APPENDIX L – Incident Command System Forms	46
APPENDIX M – Family Reunification Plan	57
APPENDIX N – Family Reunification Plan Checklist.....	61
APPENDIX O – Notice of Disaster to System Command Center	62
APPENDIX P – System Command Center Call Tree	63

REVISION CONTROL PAGE

Plan Information	
Reference: General Safety Policy	Reviewed Date(s): 5/15/2018, 1/20, 12/22
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Responsible University Administrator: VP of Administrative Services	President Council Approved Date: 6/1/2018

Record of Changes:

Each update or change to the plan will be detailed in the table below.

Date	Change Summary	Page Number(s)	Entered by:
11/1/2017	Emergency Operations Plan Developed	All	James Knox
4/1/2018	Family Reunification Plan Added	51-54	James Knox
8/25/2021	Integration of University name change language	All	James Knox
8/27/2021	Added Campus Lockout/Lockdown Procedure	26	James Knox
12/8/2022	Notice of Disaster to System Command Center and System Command Center Call Tree added	60, 61	James Knox

PRESIDENT'S STATEMENT

Baptist Health Sciences University is committed to providing a safe campus environment. The Baptist University Safety Committee is charged with developing and recommending policies for a comprehensive campus plan to effect a safe, healthy and civil campus environment. In addition, the Safety Committee will monitor compliance with policies and procedures and provide reports to appropriate individuals and groups.

Baptist University realizes that crises, or critical incidences, may occur within the University community and an effective and timely response is crucial to mitigate the effects of the incident. The University has developed a Crisis Management Team consisting of University administrators and staff, to respond to the needs of the University during and after the occurrence of a critical situation.

Each student and employee is ultimately responsible for his or her own personal safety, but by working together to understand and practice appropriate safety procedures, in daily activities and in times of critical incidences, Baptist University will become a safer place to work, study, and enjoy.

Betty Sue McGarvey, President

PLAN INTRODUCTION

Purpose

The Baptist Health Sciences University Emergency Operations Plan (EOP) provides guidance on prevention, mitigation, preparedness, response, and recovery operations in case there is an emergency event involving Baptist University students, staff, and faculty, or facilities utilized by our campus community. This includes disaster and emergency responsibilities and procedures, training and education.

Scope

The Emergency Operations Plan is designed to address how the University will manage major emergencies which might occur at the Baptist University Campus Hub, Health Sciences Building, Nursing Building, Collaboration Building, and/or Dudley Building. Plan management and coordination will be led by the Safety Committee with approvals from the President's Council.

The plan outlines the preparation of, response to, and recovery from emergency events. It is consistent with established practices related to emergency response actions, incorporating the National Incident Management System (NIMS) to facilitate coordination and interoperability among responding agencies. The University will cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. It is standard practice to base planning on worse-case conditions.

Critical lifeline utilities may be interrupted including water, electrical, telephone, radio systems, cellular telephones, and information systems.

- Regional and local services may not be available.
- Major roads may be impassable.
- Buildings and structures, including homes, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Contact with families and homes may be interrupted.
- Occupants of University facilities may be stranded on campus—conditions may be unsafe to travel off campus.
- The University will need to conduct its own rapid damage assessment, situational analysis, and deployment of on-site resources and management of emergency operations on campus.

LEVELS OF RESPONSE

In responding to any emergency, it is important to classify the severity or level of the event. This plan utilizes the following definitions:

Level 1 – Minor Incident. A minor incident is defined as a local event with limited impact that does not affect the overall functioning capacity of the University. Examples would be a contained hazardous material incident, limited power outage, or an employee medical illness or injury. The initial responders and/or Security typically manage the situation. The Administrator On-Call (AOC) may be notified, but this Plan and the Business/Academic Continuity Plan (BACP) are not activated.

Level 2 – Emergency. An emergency is defined as any incident, potential or actual, which seriously disrupts the overall operation of the University. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Security cannot manage the situation alone. The Administrator On-Call (AOC) is notified and the Emergency Operations Plan is activated with outside support services likely being notified.

NOTE: A Level 2 incident may require partial activation of the Business/Academic Continuity Plan (BACP).

Level 3 – Disaster. A disaster is defined as any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. Examples would be a hurricane, a damaging tornado or other community-wide emergency. The event would likely disable University operations for at least 24 hours. In some cases large numbers of student, staff and faculty casualties or severe property damage may be sustained. A disaster requires activation of the Business/Academic Continuity Plan with most if not all departments responding and outside emergency services will likely be involved.

EMERGENCY PREPAREDNESS

When establishing campus emergency response procedures, activities created for events will be generated through establishing Mitigation, Preparedness, Response, and Recovery procedures.

Mitigation Activities are those that eliminate or reduce the possibility of a disaster occurring. For the University, this may include installing generators for backup power and raising electrical panels to protect them from possible flood damage.

Current mitigation programs consist of:

- Life Safety equipment inspections
- Safety inspections completed by members of University Safety Committee

Preparedness Preparedness activities develop the response capabilities that are needed in the event an emergency occurs. These activities may include developing emergency operations plans and procedures, conducting training for personnel on those procedures, and conducting exercises with staff to ensure they are capable of implementing response procedures when necessary.

Current preparedness programs consist of:

- Documented emergency management plans
- Annual drills and table top exercises

Response Response activities include those actions that are taken when a disruption or emergency occurs. It encompasses the activities that address the short-term, direct effects of an incident. Response activities can include activating emergency plans, identifying command posts, and sheltering in place for those who have been affected by an incident.

Current response programs consist of:

- Documented response plans which include designated assembly areas for evacuation and shelter events
- Documented follow-up discussions and critiques after emergency events

Recovery Recovery activities focus on restoring operations to a normal or improved state of affairs. It occurs after the stabilization and recovery of essential functions. Examples of recovery activities include the restoration of non-vital functions, replacement of damaged equipment, facility repairs, organized return of employees and students into buildings, and reconstitution of records and other vital information systems.

Current recovery programs consists of:

- Documented Business/Academic Continuity and Crisis Management Plans
- Recovery procedures included in University Business/Academic Continuity Plans

PLAN ACTIVATION

Plan activation begins at the discretion of the President or her designee upon the receipt of information of an event or threat of an emergency.

Upon activation, the Incident Management Team (IMT) will be established and should report to the designated command post as directed. The Incident Commander (IC) shall review the circumstances of the emergency with the team and determine the appropriate response.

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems and property
- Provide essential services
- Temporarily assign University staff to perform emergency work
- Activate and staff the Emergency Operations Center

ROLES AND RESPONSIBILITIES

The Incident Command System

Level 2 and Level 3 events will deploy the activation of the Incident Command System. The Incident Command System (ICS) is an emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of the Incident Command System at University facilities provides the ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. It is important to note that local emergency responders also utilize the system which makes communicating response needs easier when support arrives.

Baptist University will apply the structure of the Incident Command System through the Incident Management Team. The IMT will only be activated by the President or her designee through the determinations that the event is categorized as Level 2 or Level 3. The three primary positions that must be identified are the Incident Commander, Safety Officer, and Public Information Officer. Additional officers and section chiefs will be deployed based on personnel availability and need.

The IMT is composed of members of the University staff and include:

- Incident Commander
- Safety Officer
- Public Information Officer
- Liaison Officer
- Operations Section Chief
- Logistics Section Chief
- Planning Section Chief
- Finance/Administration Section Chief

Incident Commander (IC)

The Incident Commander or IC manages all emergency activities during the event, as well as post-event assessments. The IC will be in direct communication with University leadership during the event. The IC will have direct contact with external groups and lead the transition of leadership when first responders are on the scene to take over command.

Incident Commander must:

- Establish the Incident Command Post
- Set priorities, and determine incident objectives and strategies to be followed
- Establish the Incident Command System organization needed to manage the incident
- Coordinate command and general staff activities
- Ensure after-action reports are completed

Public Information Officer (PIO)

The Public Information Officer or PIO is responsible for the formulation and release of incident related information to University students and their families, faculty and staff, the media, and other agencies. The PIO works closely with the Logistics Section and Incident Commander to disseminate this information. The PIO must be a member or extension of Marketing/Alumni or Corporate Communications Department assigned by the President or her designee.

Public Information Officer must:

- Identify key information that needs to be communicated to the public
- Craft messages conveying key information that are clear and easily understood by all, including those with access and functional needs
- Prioritize messages to ensure timely delivery of information without overwhelming the audience
- Disseminate messages using the most effective means available

Safety Officer (SO)

The Safety Officer is responsible for monitoring and assessing hazardous or unsafe situations and developing measures for assuring personnel safety. The Safety Officer is responsible for developing the site safety plan and safety directions in the event.

Safety Officer must:

- Identify hazardous situations associated with the incident
- Exercise emergency authority to stop and prevent unsafe acts
- Investigate accidents that have occurred within the incident area

- Review and approve the medical plan including establishing triage locations

Liaison Officer (LO)

The Liaison Officer is responsible for coordinating with external partners, such as city, county, state, and federal agencies, as well as public and private resources groups. The Liaison Officer will also coordinate with internal University constituents. In either a Single or Unified Command structure, external partners coordinate response efforts through the Liaison Officer.

Liaison Officer must:

- Maintain a list of assisting and cooperating agencies and agency representatives
- Assist in establishing and coordinating interagency contacts
- Keep agencies supporting the incident aware of incident status
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

Operation Section Chief

The Operations Section Chief provides overall direction, management and coordination for all operational functions of the IMT establishing operations priorities and strategies.

Roles under Operations are, but not limited to:

- Public safety
- Communications and computer services support
- Environmental assessments
- Care and control of research equipment
- Medical and first aid

Planning Section Chief

The Planning Section Chief provides for overall management and analysis of disaster/incident information and assessment of impact and damage to the University systems, properties, facilities, and capability to occupy buildings. This position is always activated whenever there is significant information, extended operations. Planning Section Chief responsibilities include:

- Provide analysis and consultation regarding extended operations and the impacts of the emergency.
- Manages the receipt, posting, tracking and documentation of disaster/incident information.
- Support the financial accounting of all incurred costs and estimated expenditures.

Roles under Planning are, but not limited to:

- Damage assessment and emergency projects
- Short Term and Long Term recovery

Logistics Section Chief

The Logistics Section Chief Provides overall management of resource and logistical support for operations and planning functions. Logistics Section Chief Responsibilities include:

- Access and procure resources to support the emergency response and operations, which require support beyond normal department assets.
- Support the deployment of temporary emergency care for people and workers.
- Coordinate the management of volunteer resources to support emergency operations with Human Resources.
- Coordinate with the Finance Team to ensure appropriate processes for procurement and contracting.

Roles under Logistics are, but not limited to:

- Care and shelter
- Transportation services
- Emergency food, water and sanitation
- Medical, triage
- Resource inventory and procurement

Finance Administration Chief

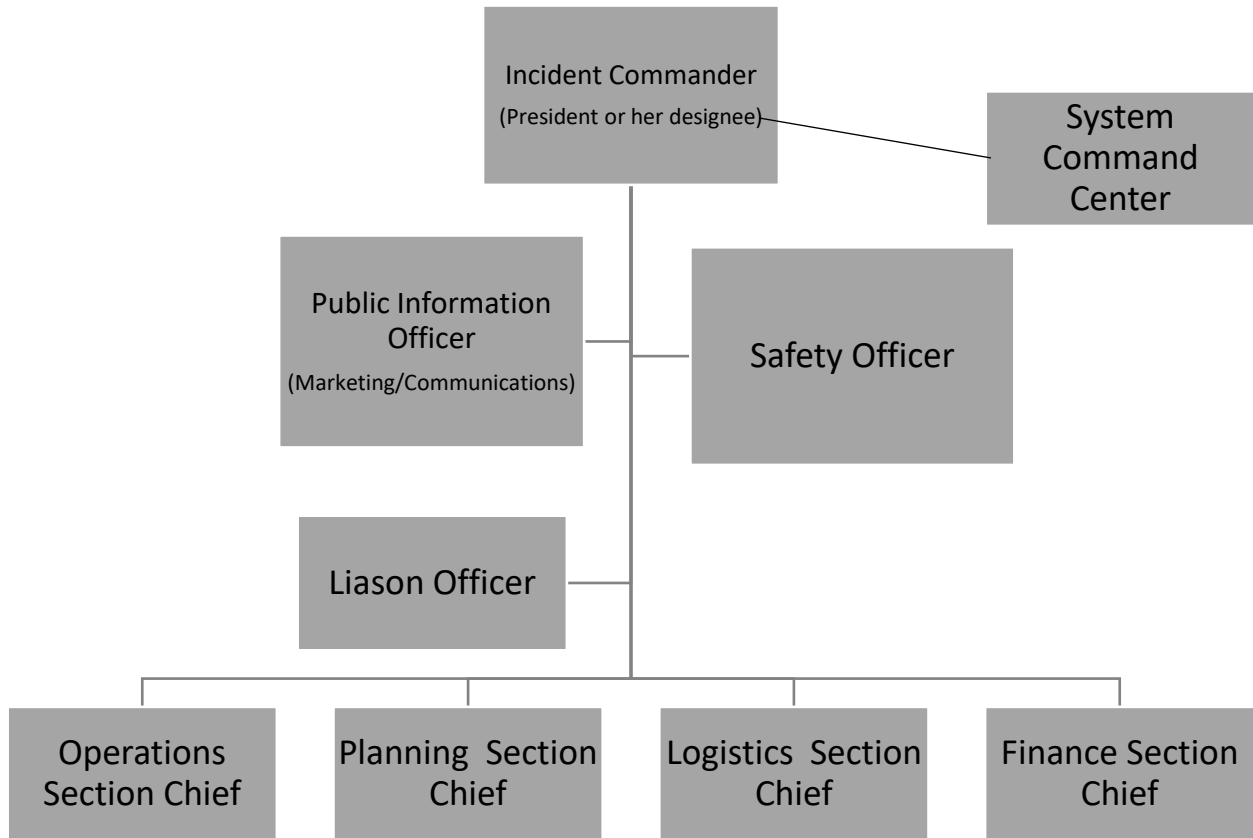
The Finance Administration Section Chief provides overall management of financial accounting and analysis for emergency response activities. Finance Administration Chief Responsibilities include:

- Keeping University Leadership and IMT advised of the total cost-to-date of the emergency response, estimated losses and financial impacts of the emergency to University businesses, programs and facilities.
- Also, beginning the tracking and documentation process for FEMA application and insurance claims if necessary.

Roles under Logistics are, but not limited to:

- Insurance/claims
- Emergency accounting
- Employee compensation

INCIDENT COMMAND STRUCTURE



Operations	Planning	Logistics	Finance
Communications	Damage Assessment Team	Transportation	Resource Support
Campus Search & Rescue	Relationship with outside agencies	Campus Infrastructure	Donations/Volunteers
Firefighting support	Employee/Volunteer Support	Human Services	Financial Recordkeeping
Hazardous Materials Response	Alternative site management	Health and Medical Services	
Campus Safety & Security	Recordkeeping	Emergency Food Assistance	

AFTER HOURS EMERGENCY

There is a significant chance that a disaster may occur before or after regular University office hours, or on a holiday or weekend when departments and offices are closed. Under these circumstances the structure of this plan remains precisely the same, although its implementation may vary depending upon available resources and labor until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest authority who are available at the time. These individuals should seek to follow as nearly as possible the guidelines and checklists in this plan, while simultaneously making an effort to notify University leadership of the situation to obtain advice or verification of their actions.

EMERGENCY ACTION PLAN

Baptist University is required to have in place an Emergency Action Plan (EAP) per OSHA standard 29 CFR 1910.38. The Baptist Health and Sciences University Emergency Action Plan (EAP) include the following:

- Communication and notification procedures
- Means of Reporting Fire or Other Emergencies
- Emergency Evacuation Plan
- Specific Emergency Situations and Procedures
- Rescue and First Aid
- Portable Fire Extinguishers
- Training Requirements
- Recordkeeping Requirements

EXTERNAL COMMUNICATIONS

All external communications to the media, public and/or other entities will be conducted by Marketing/Alumni in conjunction with Corporate Communications. No one except Marketing/Alumni personnel should comment to any external source if approached. If approached, refer all requests for information to Marketing/Alumni Affairs.

CAMPUS BUILDING(s) EMERGENCY NOTIFICATION SYSTEM

1. Fire Alarm System - The building fire alarm system is continuously monitored. All alarms result in an automatic response by the Memphis Fire Department.

2. Weather radio
3. Baptist University e-mail
4. Baptist University Alert System Omnilert – web-based mass notification system
5. Two-radio communication
6. Campus Hub PA system

PROCEDURES FOR REPORTING EMERGENCIES - 29 CFR 1910.38 (c) (1)

1. Any employee who discovers a fire, smoke, or chemical spill with a large amount of fumes shall immediately REMOVE any student and/or other employee from the area and CLOSE the door to the room. For a fire emergency, immediately pull the closest fire alarm. For any non-fire emergency, the person should go to the nearest phone and notify Campus Security by dialing 2-2911 and informing the dispatcher as to the nature and location of the emergency. [29 CFR 1910.165(b)(4)]
2. Campus Emergency Telephone Number is 2-2911. Each University ID badge has the number located on the back. [29 CFR 1910.165(b)(4)]
3. Medical emergencies should be reported to Campus Security at 2-2911. When calling, inform the dispatcher as to the nature and location of the emergency and the need for an ambulance. [29 CFR 1910.165(b)(4)]

EMERGENCY EQUIPMENT

- AED Locations
 - Campus Hub Information Center
 - Health Sciences Building
 - Annex
 - Nursing Building
 - Collaboration Building
- First Aid kit Locations
 - Information Center, Campus Hub
 - Assembly Hall Kitchen, Campus Hub
 - Patient Care Lab, Basement Health Sciences Building
 - Faculty Workroom, Health Sciences Building
 - Microbiology Lab, Health Sciences Building
 - Faculty Workroom, Nursing Building

- Nursing Lab Room 159, Nursing Building
- Faculty Workroom, Annex Building
- Collaboration 1st floor Workroom

- Two-way Radio Locations
 - Health Sciences Building CAE Office
 - Nursing Building
 - Campus Hub Information Center
 - Campus Security offices
 - Collaboration Reception Desk

- Emergency weather radios
 - Health Sciences Building CAE Offices
 - Nursing Building
 - Campus Hub Information Center
 - Collaboration Building Reception Desk

RESCUE OR FIRST AID [29 CFR 1910.151]

In the event of an injury to an employees, his/her supervisor and security should be informed immediately, and the employee examined to determine the nature and extent of the injury. Appropriate immediate treatment should be rendered and the employee referred to a secondary treatment facility if required. If no physician is in the area, then a trained responder will render first aid, or, if necessary, call for emergency transportation (ambulance) (Call Campus Security 2-2911).

PORTABLE FIRE EXTINGUISHERS [29 CFR 1910.157]

There are portable fire extinguishers located in the hallways on all buildings and floors. Their locations are indicated on the Evacuation Plans posted in the campus buildings. However, during a fire emergency employees should activate the fire alarm at the pull boxes and immediately evacuate the building. Therefore, no maintenance or training is required for employee use of fire extinguishers. [29 CFR 1910.157(b)]

Annually, Baptist University does provide voluntary fire extinguisher training.

Fire Extinguisher Classification

Baptist Health Sciences University uses a Class ABC extinguisher, which can be used on all types of fires (as shown below).

Extinguisher:

Type ABC



Contains:	Dry Chemicals
Use:	Flammable material (such as paper, wood, Trash, cloth, etc.), Flammable liquids (such as Gas or Dry Chemical and oil), Carbon Dioxide, and Electrical Equipment (such as or Dry Chemical Motors and switches)

Anytime a fire extinguisher has been used, or tampered with, the Front Desk should be notified at 572-2468.

Learn how to “PASS”:

- **PULL** the pin. Some units require the releasing of a lock latch, pressing a puncture level or other motion.
- **AIM** the extinguisher nozzle (horn, or hose) at the base of the fire.
- **SQUEEZE** or press the handle.
- **SWEEP** from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reflash and reactivate the extinguisher if necessary.

TRAINING

Training on the campus Emergency Action Plan will be completed during new hire onboarding and for current faculty and staff, annually.

RECORDKEEPING REQUIREMENTS

Records of Emergency Action Plan training as a part of Annual Safety Training will be kept internally with employee mandatory training records.

EMERGENCY PROCEDURES

Baptist University has developed step by step procedures for emergency events that have the impact to affect the overall life safety and property of our campus. These procedures are written from the perspective that any student, faculty and staff, or visitor can utilize. The University uses an identification badge system that ensures all site students, faculty and staff, and visitors are identified when on campus.

EVACUATION

Fire/Evacuation Procedure

This procedure is designed to ensure faculty, staff, and students are aware and familiar with the campus procedures for fire and other campus building evacuations.

Fire Disaster Plan

Baptist University will use the RACE acronym as our fire emergency procedure.

R.A.C.E. = Rescue, Alarm, Confine and Extinguish / Evacuate

R - Rescue - Rescue anyone in immediate danger. Quickly tell others in the fire area. Do this in a calm, but firm manner. Do not cause panic.

A - Alarm - Sound the ALARM. Once in a safe location, provide Security with the location of the fire.

C - Confine - Confine the fire. Close all doors and windows to prevent the spread of smoke and flames.

E - Evacuate or extinguish - Evacuate the building. The priority is to evacuate for your safety.

Fire Reporting and Evacuation

1. When a pull station is activated, the alarm will sound throughout the building. All occupants will evacuate. This will be the predominate means of reporting a fire.
2. When the alarm sounds, all occupants are to leave their areas via the nearest stairwells, walk down the stairs, and evacuate the building. After evacuating the building, all students, faculty, and staff members shall assemble in the designated assembly areas for the various buildings and maintain a safe distance from the building and away from safety and emergency response personnel.
3. The University Information Center, event Incident Commander, or highest level administrator on site will be responsible for the following:
 - Ensure that the fire department (**458-3311 or 911**) has been called,
 - Ensure that the proper access to the fire area is provided to the Fire Department, and
 - Ensure that as many Facility Services personnel as necessary are available to assist the Fire Department in control of the different operational features of the building.

Automatic Elevators

- Upon activation of the fire alarm system, the elevators will automatically go to the first floor.
- Security will stand by the elevator and operate them for the Fire Department.

In the event of a fire:

- Do not panic
- Know how to activate the fire alarm
- Know the location of fire exits
- Do not use the elevators

- If there is smoke and heat, stay close to the floor

What to do if trapped by fire:

- Go to the door and feel the door before opening it. If it is hot, do not open it.
- If the door is not hot to the touch, open it slowly, cautiously, and proceed to the exit.
- If you are trapped by fire, get as many doors closed between you and the fire as possible.
- If smoke enters the area in which you are trapped, stuff towels, clothing, or other materials under and around doors to keep the smoke out. (Wet them if possible) SMOKE is the biggest killer in a fire.
- Stay low to the floor. That is where the fresh air will be.
- If you leave the area, stay very low to the floor and feel your way along the floor to the nearest exit.

Evacuation and Relocation

The order to evacuate a University building for an emergency will come from the President or her designee. In event of a fire, coordination will occur with the Memphis Fire Department.

Evacuation plans are posted on each floor in all campus buildings. In the event of an alarm or notice to evacuate, students and staff are to assemble in a designated area outside the area of danger.

- **Campus Hub Building** - northwest corner of Monroe Lot (intersection of Madison and Pauline)
- **Annex** - same as for Campus Hub Building
- **Health Sciences Building** - from rear of the building: rear of parking lot: from street entrance: parking lot by Landau Uniform Co.
- **Nursing Building**: parking lot at the northeast end of the building (toward the expressway)
- **Collaboration Building**: southeast end of the parking lot near Hospital Wing
- **Dudley Building**: corner of Monroe and Dudley St

Evacuation is to be immediate and complete. If the building cannot be reoccupied, students, employees and staff should proceed to the nearest unaffected University building as directed by the President or her designee.

A determination for closing University buildings will be made by the President or her designee in collaboration with appropriate civil officials. If the closing determination is made during non-business hours, notification will occur through implementation of the University Call Tree, including media notification, Omnilert, and email.



EVACUTION ASSEMBLY LOCATIONS:





SHELTER IN PLACE

Shelter in Place Procedure

This document is designed to ensure faculty, staff, and students are aware and familiar with the campus procedures for shelter in place events.

The following events are considered Shelter In Place events:

- Severe Weather (Tornado, Storm Warning)
- Hazard Material spill

Shelter In Place Action Plan

1. Once notified, move quickly to the designated safe shelter locations in the building.
2. The room you shelter must be inner most and not have windows.
3. Once sheltered, remain there until an all-clear has been given by the President or her designee.
4. Guest and visitors are recommended to remain and not leave during a shelter in place event.

Report to the following areas:

- Campus Hub – Interior classrooms without glass panels (Room 101, 103),
- Annex Building – Interior hallway,
- Science/CCE Building – Basement, or
- Nursing Building- Interior rooms and Room 147,
- Collaboration Building –1st Floor 2nd Hallway

All-Clear Announcement

All building occupants are to remain at the shelter location until the all clear is provided and the area is deemed safe by incident leads. Based on the type of event, sheltering may be extended. The University President or her designee shall make the determination and announce the All-Clear.

EARTHQUAKE

Earthquake Procedure

This document is designed to ensure faculty, staff, and students are aware and familiar with the campus procedures for an earthquake.

DURING THE QUAKE

- **If You Are Indoors REMAIN CALM to be better able to assess the situation. Stay there** - Get under a desk or table or stand in a doorway. Stay clear of windows, bookcases, mirrors and fireplaces. If you happen to be in a kitchen, turn off the stove at first sign of shaking—then take cover under a table or in a doorway.
- **If You Are Outside** - Get into the open, away from buildings, trees, walls, or power lines.
- **If In A Crowded Public Place** - Do not rush for the exits – other people will have the same idea. Remain calm and seek shelter from falling debris.
- **If You Are In Your Car** - Pull to the side of the road away from overpasses, bridges or power lines. Stay in your car and turn on the radio.

AFTER THE QUAKE

REMAIN CALM! Prepare for possible aftershocks. Stop and take time to think. Become a part of the solution and not a part of the problem. Assess your situation.

Check for injuries: If anyone has stopped breathing, give mouth-to-mouth rescue breathing. Provide emergency first aid as needed. Do not try to move seriously injured persons unless they are in immediate danger of further injury. Cover the injured with blankets to keep them warm.

Put on heavy shoes and work gloves, if available, and then check your immediate area for safety.

Check for fires, fire hazards, or other household hazards (spilled chemicals, medicines, flammable liquids, etc.) Check gas, water, and electrical lines and check appliances for damage. If you smell gas, see a broken line or if a water line has broken, report it immediately. Open windows and leave as soon as a search for damage is completed

Do not search for gas leaks with a lighted match. Do not use electrical switches or appliances if gas leaks are suspected – sparks can ignite gas from broken lines. Do not switch on the gas or electrical wiring of any kind. Check to see that sewage lines are intact before using the toilet. Plug the bathtub and sink drains to prevent sewage backup.

Check for cracks, particularly the chimneys or masonry walls. Check closets and cupboards. Open doors carefully and watch out for objects that may fall from shelves.

Replace telephone handsets that may have been shaken off. Do not use the telephone unless there is a life or death emergency.

Do not use your vehicle unless there is an emergency. Streets and roads may be impassable for travel. Keep streets clear for the passage of emergency vehicles.

Check food and water supplies. Do not eat or drink anything from opened containers near shattered glass. If water is cut off, use stored emergency water supplies or water found in toilet tanks (not the bowl), water heaters, or melted ice cubes.

Turn on your battery-powered radio or car radio for damage reports and information. Know your Emergency Broadcast System radio stations.

Practice strict sanitation and keep fingers out of the mouth. If there is a limited supply of water, the possibility of infection or increased health hazards are high.

Be prepared for aftershocks. They are sometimes weaker than the main shock, but can cause additional damage.

Cooperate with public safety officials. Be prepared to evacuate when necessary.

Adapted from information provided by the Memphis and Shelby County Emergency Management Agency.

For More Information....

Contact Memphis and Shelby County Emergency Management Agency at 528-2780.

ACTIVE SHOOTER

Active Shooter Procedure

Objectives:

To promote the safety and security of Baptist Health Sciences University (Baptist University) campus and community.

To educate staff, faculty, and students in procedures to promote safety.

Policy:

Baptist University will implement actions that will promote the safety and security of our students, staff, and innocent bystanders. The BHSU Security Department will work closely with Memphis Police Department to neutralize the gunman and restore order to the campus.

Baptist University will initiate Emergency Communications to students and staff. This may be in the form of emails, phone calls or announcements.

Protocols:

If the shooter is outside the building

- Turn off all lights, close blinds, close and lock the doors.
- If you can do so safely, get all students and employees on the floor and out of the line of fire and sight.

- Move to a core area of the building if safe to do so and remain until the "ALL CLEAR" is given by Law Enforcement or Security Patrolman.
- If the staff or students do not recognize the voice that is giving the "ALL CLEAR," they should not change status.
- Unknown or unfamiliar voices may be false and designed to give false assurances.

If the shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- Contact 911 and emergency number at front desk 572-2911 with the location if possible using your cell phone or any phone available.
- Silence cell phones.
- If flight is impossible, lock all doors and windows, securing yourself in your space out of the line of sight and fire.
- Get down on the floor or under a desk and remain silent out of the line of sight of a window or door window.
- Get students and employees on the floor and out of the line of fire/sight.
- Wait for the "ALL CLEAR" instruction, only from Law Enforcement or Security Patrolman.

If the shooter comes into your class or office:

- There is NO ONE PROTOCOL that authorities recommend in this situation.
- Attempt to get the word out to other staff if possible, and call 911 and the emergency number 572-2911 if it is practical.
- Use common sense. If hiding or flight is impossible, negotiation may be the only counter measure.
- Attempting to overcome the subject with force is A LAST RESORT that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active shooter.
- Wait for the "ALL CLEAR" signal from the proper authorities.
- In case you are able to flee, do not go to the normal gathering site for other drills, run as far and fast as you can away from the target building.

BOMB THREAT RESPONSE

Bomb Threat Response Procedure

Receiving a threatening phone call

A. Take a message:

1. Keep the caller on the line as long as possible. Ask him to repeat the message. Record every word spoken by the person.

2. If the caller does not indicate the location of the bomb or the time of possible detonation, you should ask him for this information.
3. Inform the caller that the building is occupied and detonation of a bomb could result in death or serious injury to many innocent people.
4. Be alert for distinguishing background noises such as traffic, music, voices, aircraft, church bells, etc.
5. Note distinguishing voice characteristics (sex, voice, quality, impediments).
6. Note if caller indicates knowledge of the University by his description of locations. Lead him on; kill time; learn if he is at all knowledgeable of the University.
7. Complete a "Bomb Threat Call" form while you are on the phone or as soon as the party hangs up. (Bomb threat call form is attached).

B. Notify the Information Center:

(Do not use cell phone or radio ["walkie-talkie"]). Communicate only through the use of hard-wired phones.

1. Immediately phone 22468 and state that you have received a bomb threat so that Security and Maintenance/Operations are notified. The University Information Center dispatcher will immediately call 911 to notify MPD, then Security and Maintenance Operations.
2. Supply the details and follow instructions.

C. Based on the situation, evacuation of the building may be warranted. Initiate an orderly evacuation of the building using the University evacuation procedures. **DO NOT pull the fire alarm as a form of communicating the evacuation.**

1. All evacuated persons should move 600 to 2000 feet from the building.

D. Follow the instructions below if a suspicious item is delivered or located:

1. Do not touch or disturb item regardless of how harmless or innocent it may appear.
2. Clear the immediate area.
3. Notify the University Information Center (22468) who will immediately notify Security and University Administration.
4. Isolate the object. Bomb squad will make decision on how to handle the object.

All incoming calls from emergency agencies will be handled by University Information Center personnel (22468).

Department of Homeland Security recommends using the Bomb Threat Checklist. See appendix.

Action to take immediately after the call:

1. Notify the Memphis Police Department, Security, Maintenance/Operations.
2. Talk to no one about the call other than instructed by Security.

CAMPUS LOCKOUT/LOCKDOWN

Purpose of Lockout/Lockdown

The purpose of a lockout/lockdown is to minimize accessibility to buildings on campus to reduce the risk of injury or danger to faculty, staff, students or visitors.

LOCKOUT: Lockout Exterior Doors

A LOCKOUT occurs when occupants of a building are directed to remain inside the building because of an outside threat. People are free to move around in the building. This differs from a lockdown scenario, where there is an imminent threat to life and safety. During a lockout scenario, Campus Security, Faculty and Staff, Residence Life, Facility Services and/or members of leadership will limit access to University buildings due to a possible armed threat or disturbance on or near the campus.

LOCKDOWN: Lock/Barricade Interior

A LOCKDOWN is an emergency safety procedure in which faculty, staff, and students lock down their classroom or office to prevent the entrance of an armed intruder or active shooter. A lockdown occurs when occupants of campus buildings are directed to remain confined to a room/area with specific procedures to follow regarding locking doors, closing windows/shades, barricading, seeking cover, etc. Lockdowns necessitate a law enforcement response and immediate intervention.

- Do not enter the building.
- Do not call the location that is in lockdown.
- Do not leave your safe area.

Decision to Lockout/Lockdown

A lockout/lockdown would be implemented when requested by local law enforcement, the University President or her designee, or Administrator On-Call. Under circumstances where a delay in seeking direction from University leadership would result in significant risks to the lives of the University

community, lockdown procedures may be initiated immediately by Campus Security.

Incidents Requiring a Lockout/Lockdown

Immediate threats to the University which include, but are not limited to:

- Person(s) armed with a firearm or weapon on campus property;
- Gunshots or report thereof directed at or near the campus;
- Police incidents involving dangerous person(s) that are adjacent to or within a short distance of the campus;
- Hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the campus.

These examples are not absolute but reflect the type of situation that may require a lockdown.

Emergency Lockdown Procedures

“Locks, Lights, Out of Sight”

In the event of an emergency and notification of a campus lockdown, follow the procedures below.

- Immediately put all cell phones on "Vibrate" or "Silent" mode. Calls to Campus Security or the Emergency Phone line should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.
- Remain calm. Encourage others to remain calm. Be as quiet as possible.
- Immediately cease all activity (i.e. teaching, group work, meetings etc.).
- Lock or barricade all doors where possible; use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into a hallway.
- Turn off the lights and try to give the impression that the room is empty.
- Stay low, away from windows and doors.
- DO NOT respond to anyone at the door until an "all clear" message is received via campus notification systems.

If outside during lockdown:

- If you are outside of a building when a lockdown is announced and can't quickly enter a building, attempt to get into a vehicle and stay out of sight. Seek some sort of shelter immediately.

If off-campus during lockdown:

- If off-campus, do not attempt to come to campus and follow official instructions from campus notification.

Lockout/Lockdown All -Clear

- Campus All-Clear notifications will only come through the University emergency notification system, campus security, or local law enforcement.

Responsibilities of University Leadership and Support Staff

In the event of a situation requiring the initiation of building lockout/lockdown procedures, University personnel will perform the following tasks to the extent possible:

- Declare and initiate the directive;
- Activate appropriate emergency notification systems;
- Connect with the highest ranking security officer on campus to support with contacting and coordination with the Memphis Police Department;
- Attempt to discourage building occupants from exiting the building.

Security Procedure:

Upon receiving and verifying information of an event, security will immediately lock all campus buildings by engaging the emergency lockdown buttons.

- Locations of Emergency Lockdown Buttons which control the respective locations:
 - Campus Hub – Information Center (left button gates) right building
 - Annex Building – Security Office
 - Health Science Building – ADA Coordinator Office
 - Nursing Building – Security Office
 - Collaboration – Reception Desk
- The Information Center will then contact the Administrator On-Call of the situation.
- The Administrator On-Call will initiate the emergency notification system.
- Security will respond to the effective area (if on campus) and safely assess the matter.
- Communicate with UTHSC Police Department if resources are available for support.
- Once local law enforcement agencies arrive, security will provide necessary information.

CIVIL DISTURBANCE

Objective: Prepare personnel, the campus leadership, and community for emergency response in a challenging environment due to a potential civil unrest event at or near campus.

Purpose: The purpose of this emergency plan is to provide guidelines to protect the campus personnel and property in the event of a civil disturbance.

Definition - Civil unrest include riots, demonstrations, threatening individuals or assemblies that have become disruptive.

Preparedness Activities:

- Communicate with partner area organizations to gain information on possible events or notifications
 - BMHCC System Command Center - The individual (s) designated within the entities Senior Leaders (to include the Administrator on Call), will contact the System Patient Placement Center at Corporate @ 901-227-2337.
 - Daily contact with System Safety and Security leader.
 - Shelby County Emergency Management and Homeland Security
 - Brenda Jones - Director
 - Office number: (901) 222-6702
 - Cell number: (901) 568-0142
 - Dispatcher: (901) 222-6700
 - Email address: brenda.jones@shelbycountyttn.gov
 - Memphis Police Department – North Main Precinct
 - North Main Station Command Staff:
 - Colonel Gloria Bullock (901) 636-4060 / main (901) 636-4099
 - Lt. Colonel Durand Martin (901) 636-4061
 - Downtown Memphis Commission – This group is generally made aware of scheduled protest and will provide this information to the Medical District organizations.
 - Lawrence Green – 901-575-0562 email: green@downtownmemphis.com
 - Memphis Medical District Collaboration – On their distribution list for district safety and security information.
 - Memphis Emergency Planners Committee – On their distribution list for area emergency preparedness information.
- Identify areas of vulnerability – areas with opening and access to campus buildings not enclosed with fencing.
 - Union Avenue entrances of Nursing Building
 - Health Sciences entrance
 - Dudley garage and building
- Determine need for physical barriers
- Coordinate damage assessment planning with CBRE and/or Blue Sky Emergency Response
 - Contact Patient Placement Center 24 Hour – 901-227-2337 – Notify them of the incident and need for supplies and services.
- Coordinate support with Baptist Rehabilitation for patient care – Patient Placement Center – 901-227-2337.

Response Activities:Roles and Responsibilities

Administrator On-Call/President's Council:

- Along with University leadership, determine need for campus cancellation or lockdown declaration.
- Assess clinical student needs and
- Share all pertinent information to the campus community via Omnilert.
 - Location - Communicate possible impacted areas and encourage no one to go to those areas until deemed safe
 - Where to get additional information and updates
- Determine need for command center or set up call-in group
- Contact BMHCC Patient Placement Center – 901-227-2337
- Coordinate with Student Affairs support needs for resident students and messaging
 - Messaging should include a notification of potential lockdown of resident facility with limited to no entry or exit once building is lockdown.
 - Plan for extended lockdown, have food and other items such as meds on hand
- Have food and water on hand for residents

Security Officers on duty:

- DO NOT attempt to apprehend or interfere except in the case of self-protection.
- If safe to do so, stop and take time to get a good description of the activities.
 - Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. All of this only takes a few seconds, and is of the utmost help to the responding officers. If you are witnessing a criminal entering a vehicle, please note: i.e. the license plate number, make, model, color, and any outstanding characteristics.
- Call Memphis Police Department. Give your name, location and department. Advise the dispatcher of the situation and stay on the line until told to do otherwise. If you are safe in your place, remain where you are until contacted by law enforcement personnel.
- Support campus lockdown protocols for buildings once activated.
- Prioritize a security focus on Campus Hub once all other buildings have been secured.

Student, Faculty or Staff on campus:

- DO NOT interfere with those persons creating the disturbance or with authorities on the scene.
- If the disturbance is outside, stay away from doors and windows.
- If a threat to a person or property is evident, local law enforcement and campus leadership personnel will advise to cease operation and plan to evacuate the area.
- Lock all doors; secure all files, documents, and equipment if time permits.
- Take direction from Omnilert messaging provided by leadership.

Residents:

- Plan for extended time in facility if building is on lockdown
- Have personal supplies and items on-hand such as medical, food, toiletry items, etc.

Facilities:

- Be on standby for critical utility/infrastructure support
- Plan for boarding up of buildings entrance as needed
- Place barricades at locations at risks
- Lead facility damage assessments
- BMHCC has a Master Service Agreement with Blue Sky Contractors

Recovery Activities:

- Complete a facility damage assessment
- Communicate and coordinate communications with system leadership
- Communicate via Omnilert on campus opening and status reports

PERSONS WITH DISABILITIES

Persons with disabilities, including those with mobility, hearing, or visual impairments, may need assistance during an evacuation. Faculty and staff who have the capability to assist persons with disabilities should be aware of individuals on campus who may need assistance and ensure they receive support, if needed during an emergency event. Elevators should not be used during an evacuation unless instructed that it is safe to do so by fire response personnel on the scene.

Hearing impairments

1. Gain the person's attention by gesturing or turning the lights on and off.
2. If needed, write a note indicating an evacuation is necessary and provide directions.

Visual Impairments

1. Announce that an evacuation is necessary and remain calm.
2. Offer your arm for guidance.
3. Tell the person where you are going and obstacles you encounter.
4. When you reach the evacuation point, ask if further help is needed.

Mobility impairments

1. Procedure A:
 - If there is NO evidence of fire, smoke or other emergency in the area of occupancy or nearest Area of Evacuation Assistance (AEA), evacuate persons to the nearest AEA.
 - Upon arrival of the fire department, fire department personnel will determine the cause of the emergency and check all AEA locations.

- If there is an actual emergency, people with mobility impairments will be evacuated by fire department personnel.

2. Procedure B:

- If there is evidence of fire, smoke or other emergency in the area of occupancy, evacuate all people from the area.
- Evacuation will be either from the building or to another AEA not affected by the emergency situation.

Note: Area of Evacuation Assistance is generally any stairwell. Please be sure to notify Security or any first responder of the location of an individual who is located at an AEA.

PLAN REVIEW

Annually, the Safety Committee will complete a review of the plan and appendix's. Plan updates and revisions will be submitted to the Business Council annually.

PLAN EXERCISES

Annually, at minimum the Emergency Operations Plan will be exercised. Following the exercise, an exercise de-brief will be done which committee members will review and submit updates to the Safety Committee for plan revisions.

APPENDIX A – Emergency Contacts and Vendors

REVISED DECEMBER 2022

CDC.GOV:800-232-4636
OR 901-572-2911

CAMPUS SECURITY: 901-572-2468

HOMELAND SECURITY-MEMPHIS- 800-375-5283 OR 901-312-1400
STAFF

MEMPHIS EMERGENCY MANAGEMENT: 901-636-2525

FACILITY MAINTENANCE

SCOTT GILMORE: 901-331-0607
JACK YOON: 901-791-5078
JOSH GRISSOM 662-544-4320
DOUG MILLER (301) 399-2340

SHELBY CO. EMERGENCY MANAGEMENT: 901-222-6700

NATIONAL WEATHER SERVICE: 901-544-0357

FIRE AND POLICE: 911

MEMPHIS & SHELBY COUNTY HEALTH DEPARTMENT: 901-222-9000

UTILITIES

MLG& W: 901-820-7878 www.mlg&w.com
EMERGENCY: 901-528-4465

FLOOD CLEANUP

JANALL- 901-331-0841
SERVEPRO- 901-366-2244

MECHANICAL

GOODMAN MECHANICAL CHRIS GOODMAN 901-355-5752

UPCHURCH- HEATH WILLIAMS-901-388-0333
JCI- MICHELLE GAITHER 901-383-5768

PLUMBING

MORGAN THORNBURG Natalie (901) 365-4936

ELECTRICAL

AMERICAN ELECTRIC –RANDY GANT-901 626-9425

GENERAL CONTRACTORS

WAGNER –ALLEN WAGNER- 901-386-0060

FIRE PUMPS AND SPRINKLERS SYSTEM

GILES-BLAIR McARTHUR-901-794-3358

FIRE ALARM SYSTEM: MAIN, ANNEX & SCIENCE

FIRE ALARM MONITORING-NMC Monitoring (888)755-8737 BUILDING ACCOUNTS “Baptist”
AN-25 S.CAMILLA- ACC VPFS0102 password “Baptist”
HS-22 N. PAULINE- ACCT. VPFS0104 password “Baptist”
CH-1003 MONROE- ACCT.# VPFS1013 password “Baptist”
Z-Tech Monitoring 20 S. Dudley ACCT# 2284-1634 password “security”

GENERAL ALARM AND SECURITY SYSTEM REPAIR:

VANTAGE POINT FIRE AND SECURITY Cory Fry (731) 414-2715



FIRE ALARM SYSTEM: NURSING & COLLABORATION BUILDING

MONITORING: SIMPLEX 888-746-7539- PASSWORD: FIRETRUCK: UL-1991

KONE ELEVATORS

SERVICE: 1-877-276-8691

SECURITY SYSTEM: NURSING & COLLABORATION BUILDING

STANLEY SECURITY SOLUTIONS-901- 409-5996

MONITORING: 888-995-2324

SECURITY SYSTEM: 20 DUDLEY

VANTAGE POINT FIRE AND SECURITY (731) 265-6060

MONITORING: NATIONAL MONITORING SYSTEM (888) 755-8737

Account #: Dudley - VPFS0107 PW: Baptist

HS – LGA1376 PW: Baptist

FENCING

FENCE AND GATE FABRICATORS: LOUIS FLAMENCO-901-800-2366

CARD READERS & AUTOMATIC GATES

CARD READERS Vantage Point Fire and Security Cory Fry 731-414-2715

DataCOMM: Brad Jordan 901-

GATES: AUTOMATIC GATES-901-383-2529

SECURITY CAMERAS

ALLIED SYSTEMS: RAY BEYER-901-482-5601

ROOF REPAIR

ADAIR CONSTRUCTION: DAVID ADAIR-901-282-8271

FIRE EXTINGUISHER INSPECTION

CITY FIRE EXTINGUISHER: DON SILLS- 901-386-0244

LANDSCAPE SERVICE

GROUNDMASTERS THOMAS MALONE 901-461-4728

PEST CONTROL

JAMES PEST CONTROL: ROBERT MONTGOMERY-901-367-2007

GENERATOR SERVICE

THOMPSON MACHINERY: 901-332-3051

HVAC WATER TREATMENT

NASHVILLE CHEMICAL: 615-350-7070

FENCING

FENCE AND GATE FABRICATORS: LOUIS FLAMENCO-901-800-2366

APPENDIX B – Command Centers

University Command Centers

Campus Hub	Room 105
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Health Sciences Building	Basement Area
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Nursing Building	Room 147
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Collaboration Building	1 st Floor Conf. Room
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APPENDIX C – Command Center Inventories

Campus Hub – Room 105

- 1 networked PC
- 1 phone in closet adjacent to classroom 105
- Emergency Supplies located in closet adjacent to classroom 105 – Master Key #2
- Dual electrical outlets on three of the walls

Health Sciences Building Basement

- 1 wall mounted phone in the hallway across from the elevator
- Dual electrical outlets on the north and west walls
- Emergency Supplies located in electrical closet – GGM key required

Recovery Room

- Sink
- Dual electrical outlets

Nursing Building – Room 147

- 1 networked PC
- 1 wall mounted phone in hallway
- Dual electrical outlets throughout room – A master key required

Medical Supplies Closet – Room 148

- Emergency Supplies
- Misc Medical Supplies for the lab

Collaboration – Room 112

- 1 networked PC
- 1 phone
- Emergency Supplies located in building EVS closet
- Dual electrical outlets on three of the walls

APPENDIX D – Incident Commander Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Check Box:	Task:
	Ensure communication has been relayed that you are the Incident Commander
	Assess type and scope of emergency
	Establish Command Post - Supervise Command and General Staff – establish command staff
	Brief Staff: <ul style="list-style-type: none"> Identify incident objectives and any policy directives for the management of the incident
	<ul style="list-style-type: none"> Provide a summary of current organization
	<ul style="list-style-type: none"> Provide a review of current incident activities
	Determine information needs and inform staff of requirements.
	Determine status of disaster declaration and delegation of authority.
	Establish parameters for resource requests and releases:
	<ul style="list-style-type: none"> Review requests for critical resources.
	<ul style="list-style-type: none"> Confirm who has ordering authority within the organization.
	Formal Planning Meeting
	Communicate with the Executive to determine the policy that will guide the development of an Incident Action Plan (IAP). See ICS Forms.
	Determine need and initiate activation of the Family Reunification Plan.
	Periodically check progress on assigned tasks of Command and General Staff personnel
	Approve necessary changes to strategic goals and IAP
	Ensure that Liaison Officer is making periodic contact with participating agencies
	Keep University administrators informed on incident-related problems and progress
	Manage clear IC hand-off or communication of next steps

APPENDIX E – Safety Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Check Box:	Task:
	Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer
	Evaluate additional need for safety coordinators and support for triage
	Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used
	In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline
	Ensure that triage area has capability to expand and thru traffic for response vehicles is available
	Identify potentially unsafe acts
	Identify corrective actions and ensure implementation. Coordinate corrective actions with Command and Operations.
	Ensure adequate sanitation and safety in food preparation
	Debrief Assistant Safety Officers prior to Planning Meetings
	Participate in Planning and Tactics Meetings if necessary
	Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
	Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
	Attend Planning Meetings:
	Review and approve Medical Plan if necessary
	Provide Safety Message (ICS Form 202) and/or approved document
	Investigate accidents that have occurred within incident areas
	Ensure accident scene is preserved for investigation and properly documented
	Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA)
	Prepare accident report as per agency policy, procedures, and direction
	Recommend corrective actions to Incident Commander and agency
	Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary

APPENDIX F – Public Information Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Check Box:	Task:
	Obtain briefing from Incident Commander
	Determine point of contact for media (scene or Command Post)
	Determine current media presence
	Determine constraints on information process
	Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes
	Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement
	Establish contact with local and national media representatives, as appropriate
	Establish location of Information Center for media and public away from Command Post
	Establish schedule for news briefings
	Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators
	Obtain current incident status reports from Planning Section; coordinate a schedule for updates
	Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance
	Obtain approval for information release from Incident Commander
	Confirm details to ensure no conflicting information is released
	Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members
	Release news to media, and post information in Command Post and other appropriate locations
	Record all interviews and copy all news releases
	Contact media to correct erroneous or misleading information being provided to the public via the media



	Update off-incident agency personnel on a regular basis
	Utilize electronic mail for agency updates
	Establish phone line in the Command Post dedicated to internal communications to update agency personnel
	Provide standard statement which can be given to general requests for information
	Coordinate information releases with information staff from other impacted agencies and jurisdictions
	Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate
	Attend Planning Meetings
	Respond to special requests for information
	Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package

APPENDIX G – Liaison Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Check Box:	Task:
	Obtain briefing from Incident Commander
	Obtain summary of incident organization (ICS Forms 201 and 203)
	Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization)
	Obtain cooperating and assisting agency information, including: <ul style="list-style-type: none"> • Contact person(s). • Radio frequencies. • Phone numbers. • Condition of personnel and equipment. • Agency constraints/limitations.
	Establish workspace for Liaison function and notify agency representatives of location
	Contact and brief assisting/cooperating agency representatives and mutual aid cooperators
	Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings
	Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues
	Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues.
	Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT)
	Participate in Planning Meetings

APPENDIX H – Logistics Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

Check Box:	Task:
	Obtain briefing from Incident Commander
	Review situation and resource status for number of personnel assigned to incident
	Determine which incident facilities have been/should be activated
	Ensure Incident Command Post and other incident facilities are physically activated, as appropriate
	Confirm resource ordering process
	Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units
	Assemble, brief, and assign work locations and preliminary work tasks to Section personnel
	Provide summary of emergency situation
	Provide summary of the kind and extent of Logistics support the Section may be asked to provide
	Notify Resources Unit of other Units activated, including names and location of assigned personnel
	Attend Planning Meetings
	Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources
	Research availability of additional resources
	Ensure general welfare and safety of Section personnel
	Provide briefing to relief on current activities and unusual situations.
	Ensure that all personnel observe established level of operational security.
	Review mutual aid agreements.
	Review and update emergency staff assignments
	Prepare for possible shortages of water, electricity, chemicals, etc.
	Accomplish inspections of campus shelter/emergency lodging facilities for fire safety

APPENDIX I – Operations Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Check Box:	Task:
	Obtain briefing from Incident Commander
	Determine incident objectives and recommended strategies
	Determine status of current tactical assignments
	Identify current organization, location of resources, and assignments
	Confirm resource ordering process
	Determine location of current Staging Areas and resources assigned there
	Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control
	Establish operational period
	Establish and demobilize Staging Areas
	Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP)
	Brief Staging Area Manager on types and numbers of resources to be maintained in Staging
	Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments
	Develop and manage tactical operations to meet incident objectives


APPENDIX J – Finance Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Check Box:	Task:
	For this incident, identify the positions needed for the Finance/Administration Section
	Attend planning meetings as required
	Manage all financial aspects of an incident
	Provide financial and cost analysis information as requested
	Gather pertinent information from briefings with responsible agencies
	Develop an operating plan for the Finance/Administration Section; fill and support needs.
	Determine the need to set up and operate an incident commissary
	Meet with assisting and cooperating Agency Representatives as needed
	Maintain daily contact with agency(s) administrative headquarters on finance/administration matters
	Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy
	Provide financial input to demobilization planning
	Ensure that all obligation documents initiated at the incident are properly prepared and completed
	Brief agency administrative personnel on all incident related financial issues needing attention or follow-up prior to leaving incident
	Maintain Activity Log



APPENDIX K – Posted Emergency Procedures

<div>BHSU  BAPTIST HEALTH SCIENCES UNIVERSITY</div> <div>EMERGENCY PROCEDURES</div>		Emergency Call Center 572-2911
SEVERE WEATHER TORNADO IF INDOORS: <ul style="list-style-type: none">• Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms.)• Move to the lowest levels using stairways, NOT elevators.• If possible, close all doors as you leave an area.• Stay away from windows, doors, and exterior walls.• Do NOT go outdoors. IF OUTDOORS: <ul style="list-style-type: none">• Get inside if possible.• Stay away from trees, power lines, utility poles, and other hazards.• Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.	EARTHQUAKE <ul style="list-style-type: none">• “Drop, Cover and Hold” under a table or desk or against an inside wall, not in a doorway, until the shaking stops.• After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.• Evacuate the building.• Do not leave the area/campus without reporting your status to your instructor or supervisor. HAZARDOUS MATERIALS RELEASE <ul style="list-style-type: none">• If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location.• Follow the instructions of emergency personnel.• Alert others to stay clear of the area.• Notify emergency personnel if you have been exposed or have information about the release.	POWER OUTAGE <ul style="list-style-type: none">• Remain calm; provide assistance to others if necessary.• Move cautiously to a lighted area.• Exits may be indicated by lighted signs if the emergency power is operating.• Turn off and unplug computers and other voltage sensitive equipment.• For more information about a prolonged outage, call Maintenance at 572-2468.
SUSPICIOUS PERSON <ul style="list-style-type: none">• Do not physically confront the person.• Do not let anyone into locked building/office.• Do not block the person’s access to an exit.• Call 572-2911.• Provide as much information as possible about the person and their direction of travel.• The Blue Light Emergency phones located outside may be used to report an emergency or suspicious person.	ACTIVE SHOOTER RUN <ul style="list-style-type: none">• Have an escape route and plan in mind.• Leave your belongings behind.• Keep your hands visible. HIDE <ul style="list-style-type: none">• Hide in an area out of the shooter’s view.• Block entry to your hiding place and lock the doors.• Silence your cell phone and/or pager. FIGHT <ul style="list-style-type: none">• Fight as a last resort and only when your life is in imminent danger.• Attempt to incapacitate the shooter.• Act with physical aggression and throw items at the shooter.	EVACUATION <ul style="list-style-type: none">• Remain calm.• Evacuate using the nearest safe stairs and safe exit.• Do NOT use elevators!• Follow directions given by emergency personnel.• Go to identified assembly points.• Assist persons with disabilities or injuries without jeopardizing your safety.• If you are unable to evacuate due to a physical disability, go to a safe location (e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel of your location.• Do not stop to gather belongings or turn off equipment: EVACUATE IMMEDIATELY.
SUSPICIOUS OBJECT <ul style="list-style-type: none">• Do not touch or disturb the object.• Do NOT use a cell phone!• Report to Information Center or nearest reception area.• Notify your instructor or supervisor.• Be prepared to evacuate.		FIRE <ul style="list-style-type: none">• Remain calm.• Activate the nearest fire alarm pull station.• Evacuate the building.• Do NOT use elevators!• Do NOT re-enter the building until authorized by emergency personnel.

8/2021



INCIDENT BRIEFING (ICS 201)

Page 46 of 63

[illegible]



1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
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9. Current Organization (fill in additional organization as appropriate):

Incident Commander(s)

Liaison Officer

Safety Officer

Public Information Officer

Planning Section Chief

Operations Section Chief

Finance/Administration Section Chief

Logistics Section Chief

6. Prepared by: Name: _____	Position/Title: _____	Signature: _____
-----------------------------	-----------------------	------------------

ICS 201, Page 3	Date/Time: _____
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INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: _____ Time: _____	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 201, Page 4			Date/Time: _____		

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.



INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____																
3. Objective(s):																	
4. Operational Period Command Emphasis:																	
General Situational Awareness																	
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:																	
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"><tr><td style="width: 33%;"><input type="checkbox"/> ICS 202</td><td style="width: 33%;"><input type="checkbox"/> ICS 206</td><td style="width: 34%;"><u>Other Attachments:</u></td></tr><tr><td><input type="checkbox"/> ICS 203</td><td><input type="checkbox"/> ICS 207</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 204</td><td><input type="checkbox"/> ICS 208</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205</td><td><input type="checkbox"/> Map/Chart</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205A</td><td><input type="checkbox"/> Weather Forecast/Tides/Currents</td><td><input type="checkbox"/> _____</td></tr></table>			<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u>	<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u>															
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____															
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____																	
8. Approved by Incident Commander: Name: _____ Signature: _____																	
ICS 202	IAP Page _____	Date/Time: _____															

ICS 202 Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: <u>S</u> pecific – Is the wording precise and unambiguous? <u>M</u> easurable – How will achievements be measured? <u>A</u> ction-oriented – Is an action verb used to describe expected accomplishments? <u>R</u> ealistic – Is the outcome achievable with given available resources? <u>T</u> ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).



Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 202 <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/ Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 202 – Incident Objectives <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none">• Name• Signature• Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.



MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____					
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center <input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206		IAP Page _____		Date/Time: _____			

ICS 206 Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations <ul style="list-style-type: none"> • Name • Location • Contact Number(s)/Frequency • Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Enter the following information on the incident medical aid station(s): Enter name of the medical aid station. Enter the location of the medical aid station (e.g., Staging Area, Camp Ground). Enter the contact number(s) and frequency for the medical aid station(s). Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground) <ul style="list-style-type: none"> • Ambulance Service • Location • Contact Number(s)/Frequency • Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS 	Enter the following information for ambulance services available to the incident: Enter name of ambulance service. Enter the location of the ambulance service. Enter the contact number(s) and frequency for the ambulance service. Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).



Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	• Travel Time • Air • Ground	Enter the travel time by air and ground from the incident to the hospital.
	• Trauma Center <input type="checkbox"/> Yes Level: _____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

APPENDIX M – Family Reunification Plan

I. Premise of Family Reunification

Family reunification is a functional protocol that outlines the redirection of students to a secure site that is removed from the scene of the crisis, and supports the effort to provide a safe central location for residents and commuter students to reunite with their families and other loved ones. Unlike K-12 schools, in a university setting a large number of students involved would be of legal age, independent from parents, and living off campus, and would not literally be released to their parents. However, both residents and commuters would nonetheless have family members arriving on campus during or immediately after a crisis to check on the welfare of their students, and would want to know where to find him or her in an organized and systematic way.

In some cases, the sudden influx of significant numbers of concerned people trying to locate their students has caused critical delays in response from police, fire, and medical personnel trying to get to the scene. Additionally, in some instances including active shooters, natural disasters, or major damage to a facility, it is safer to evacuate to a remote site, or easier to successfully accomplish reuniting students with family members at another location.

It is important for the campus community and its constituents to be aware that the University has a plan in place for reunification for several reasons:

- 1) It aids in the efforts of emergency responders since students and others are already aware reunification will take place off-campus.
- 2) It increases cooperation from all parties due to the awareness that the institution has a plan in place they intend to execute.
- 3) It increases motivation for students to enroll in the University Omnilert emergency notification system, and keep emergency contact information updated, since these will be utilized during a crisis event.

II. Family Reunification Site

Identifying an appropriate site is crucial, since the site must be able to accommodate a significant number of people. It is appropriate for the crisis management team and other staff members at the University to be aware of this information, but in general, the location of the site should not be publicized beforehand, since in the instance of an active shooter on campus, this can increase the risk that an attacker plans a secondary attack or places an explosive device at that location.

At this point, the plan is to:

- Utilize the Collaboration Building on the south side of Union Avenue for any incidents on the north side of campus which includes Campus Hub building, Annex, or Science Building.

- Utilize the Assembly Hall in the Campus Hub Building for any incidents on the south side of campus which includes Nursing Building or 1115 Union building as its locations for family reunification and post-incident triage when needed.

At the time of an incident, the site would be communicated through the University website and Omnilert so that students and families would know where they could meet.

III. Reunification Team Leadership and Response

Equally important at both the scene of the crisis and at the reunification site, leaders need to project a calm, confident, and serious attitude to assure people of the seriousness of the situation and the wisdom of the directions being given. This leadership style will help encourage students as well as other resource people involved to respond in a similarly calm and confident manner, as well as help to mitigate the reactions of those arriving at these venues.

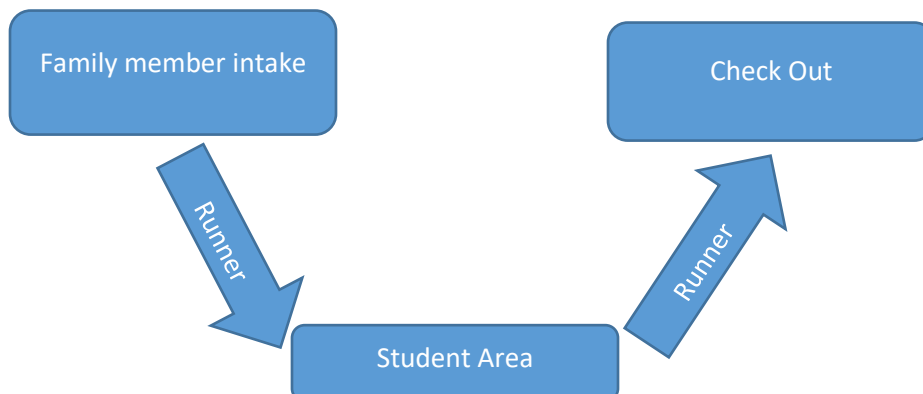
It is essential to trust leadership. A University staff member such as the Director of Student Services should be appointed in advance to serve as the onsite lead or Manager of Family/Student Reunification at the reunification site, to coordinate its functions. Be aware in certain situations it may be necessary to yield leadership to others within the command structure, such as law enforcement, SWAT team, or firefighters, with others such as the Manager of Family/Student Reunification and additional team members then filling in with their designated roles.

IV. Logistics at the Site

Once at the site, the site needs to be divided into three designated and secure areas in order to maintain the necessary organization to track students:

- 1) One for intake for arriving family members.
- 2) One where the students will check in to confirm their safety, be comfortable, receive various crisis services, and can reunite with family or friends.
- 3) One to provide a means of check-out as a student leaves, whether in the company of a family member or on their own, to both verify their safe departure and collect a contact number and information on their intended destination.

Logistics diagram:



V. Verifying Students' Welfare

Students are not required to go to the reunification site after a disaster if they choose instead to go to their permanent residence or another off-campus location. However, in this case, the University will employ a second check-in system for students to verify their safety and whereabouts. This will be done by setting up a designated email address and by identifying a designated phone number which will be communicated to students through Omnilert messages and the University website, instructing them to call or to send an email to the designated address to confirm their safety. The development of a microsite specifically for emergencies may also be in process for this purpose.

VI. Staff

University staff at the Reunification site should include the following personnel, as well as three to five other support staff to assist in the effort and meet the needs of students at the site:

- University Counselor
- Director of Faith and Services
- Resident Life Specialist

Other suggested staff on site, based on training and background of current staff:

- Student Activities Officer
- Registrar

All should bring cell phones if possible, in order to stay in communication with the Main Campus or site of the incident, outside resources, and each other.

The locations of other key staff such as the Incident Commander, President, Captain of Security, Dean of Student, Director of Facilities, and Residence Life Specialist will be determined based on specific needs at the incident location, on the Main Campus, and at the reunification site, as needed. The President, Director of Marketing (serving as the spokesperson with media, along with Baptist Corporate as appropriate), and the Vice President of Administrative Services (with the primary role of messaging to the campus community) will remain at the Main Campus as much as possible to be available for decision-making and contact with the public.

VII. Supplies

It may not be feasible to keep quantities of supplies and food on hand, but it is reasonable to have a supply kit specific to the needs of the Family Reunification process assembled and retained in the University Security department, which can be transported to the reunification site. Contents would include certain physical resources needed to smoothly begin the process, and others to assist students and onsite coordinators until regular supplies can be brought in.

These would include:

- Hard copy or electronic means of securing a list of currently enrolled students

- Pre-printed Sign-in and Sign-Out sheets
- Additional paper and pens for notes and documentation
- Phone chargers
- List of community resources that may be utilized in a crisis, with phone numbers
- Limited supplies of water and snacks
- 3 Vinyl Signs:
 - FAMILY CHECK-IN
 - FAMILY CHECK OUT
 - STUDENT AREA
- 5 Laminated Signs: A-G, H-M, N-R, S-Z & No ID (legal size)

VIII. Other Considerations Which May Emerge at the Reunification Site

- Students whose cars are in crime scene or disaster area, and do not have transportation to get off campus.
 - Student would be encouraged to contact family members or friends to assist. If this is not possible, their emergency contact person would be contacted.
- Residence Hall students who are removed or evacuated from the residence hall, and do not have a place to live.
 - Student would be encouraged to contact family members or friends to assist. If this is not possible, their emergency contact would be contacted for assistance.

The Family Reunification Site would remain active until all students have left the site, either in the company of a family member or on their own.

APPENDIX N – Family Reunification Plan Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Check Box:	Task:
	Ensure communication has been relayed that you are the Family Reunification Coordinator.
	Establish location and coordinate support staff.
	Establish staging areas:
	Brief Staff: <ul style="list-style-type: none"> Identify incident objectives and any policy directives for the management of the plan
	Pull supplies: <ul style="list-style-type: none"> <input type="checkbox"/> Hard copy or electronic means of securing a list of currently enrolled students <input type="checkbox"/> Pre-printed Sign-in and Sign-Out sheets <input type="checkbox"/> Additional paper and pens for notes and documentation <input type="checkbox"/> Phone chargers <input type="checkbox"/> List of community resources that may be utilized in a crisis, with phone numbers <input type="checkbox"/> Limited supplies of water and snacks <input type="checkbox"/> 3 Vinyl Signs: <ul style="list-style-type: none"> FAMILY CHECK-IN FAMILY CHECK OUT STUDENT AREA <input type="checkbox"/> 5 Laminated Signs: A-G, H-M, N-R, S-Z & No ID (legal size)
	Provide a review of current incident activities.
	Establish messaging in coordination with Public Information Officer
	Ensure staging areas are set. Establish runners.
	Assess needs and first aids, communicate with Safety Officer.
	Brief IC and provide updates.
	Communicate with staff to see if people need to be reassigned and have needs.
	Pull and update rosters.
	Brief Public Information Officer if additional messaging needs to be sent.



APPENDIX O – Notice of Disaster to System Command Center

NOTIFICATION OF DISASTER BY HOSPITAL or ENTITY TO SYSTEM COMMAND CENTER (Calls Patient Placement Center 1-901-227-2337)
PPC <div>Notifies</div> Nick Lewis: 901-227-6673, © 901-240-4586 System Manager EM: 901-227-3396, 901- Notifies Paul DePriest, Zach Chandler, Mary Ellen Sumrall, Tom Barnett, Ayoka Pond/Kimmie Vaulx, & appropriate VP Market Leader Receives Following Instructions * Information Only * Partial Activation of Command Center * Full System Command Center
System Command Center Location Room 242, PPC Conference Room &/or Room 226, Corporate Office Building Phone Numbers 227-3002, 227-0477, 227-7254, 227-2010, 227-0242, 227-3208
Command Center Begins Contingency Planning Based on Entity Needs (staff, resources, supplies, etc.)
All Clear Comes Through System Command Center for Multi Facility Event

APPENDIX P – System Command Center Call Tree

SYSTEM COMMAND CENTER CALL TREE

Note: Utilize the Baptist Alert System Disaster Senior Leadership Group &/or OLG Group for Mass Notification/Alert of a Disaster

Patient Placement Center (901)-227-2337 Notifies

Nick Lewis @ 901-227-6673 or © 901-240-4586 and/or System EM @ 901-227-3396 or © 901-604-3760

Notifies

Incident Commander & Corporate Communications

Paul DePriest &/or Zach Chandler/Mary Ellen Sumrall/Tom Barnett/Ayoka Pond/Kimmie Vaulx/ & appropriate VP Market Leader

