

**Fairmont State University**

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**Pierpont Community &  
Technical College**

**Emergency  
Operations  
Plan**

## LETTER OF PROMULGATION

To Students, Faculty and Staff:

Fairmont State University and Pierpont Community and Technical College have incorporated their major emergency planning programs into this Emergency Operations Plan (EOP). The plan considers all phases of emergency management operations in order to minimize the impacts of natural and man-made disasters. The EOP includes response guidelines, operational procedures, building emergency plans, and notification procedures among other measures. The EOP is intended to ensure that Fairmont State University and Pierpont Community and Technical College are prepared to react to emergencies on their joint campus.

Fairmont State University and Pierpont Community and Technical College have also embraced National Incident Management System (NIMS) concepts, requirements and policies. Moreover, the Institutions' first responders comply with the Incident Command System. The EOP blends these concepts and procedures into the plan in order to enhance the ability to respond and recover from emergency incidents.

The Emergency Operations Plan is a tool. To be successfully used, it requires that the faculty, staff and students of both Fairmont State University and Pierpont Community and Technical College stay vigilant, embrace the preparedness concepts and work together collaboratively and cooperatively to assure that the goals and objectives of this plan are accomplished.

We must all prepare for the "unexpected" and be ready if disaster strikes our campus.

**Dr. Maria C. Rose, EdD**  
Interim President,  
Fairmont State University

**Dr. Doreen Larson, PhD**  
President, Pierpont  
Community & Technical  
College

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**RESOLUTION ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)  
FOR CRITICAL INCIDENT MITIGATION, RESPONSE AND RECOVERY**

WHEREAS, FAIRMONT STATE and PIERPONT administrators desire to provide the University/College and its surrounding communities with the best possible preparations for and coordinated responses to disasters for other critical incidents; and

WHEREAS, the President of the United States, in Homeland Security Presidential Directive (HSPD)-5, instructed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), to provide a comprehensive consistent nationwide approach for federal , state, local, and tribal governments to work together efficiently and effectively in the prevention or mitigation of , preparation for , response to and recovery from significant critical domestic incidents, regardless of derivation, size, or complexity; and

WHEREAS, cooperation and collaboration between various homeland security partners is essential to the development and utilization of standardized organizational designs, unified command structures, communication and information systems interoperability, uniformity of planning, training, and critical incident exercise protocols, and the judicious management of resources and facilities during emergencies or disasters; and

WHEREAS, the NIMS provides structures and processes to effectively integrate and coordinate responders and resources from private sector, non-governmental and governmental organizations from multiple jurisdictions, disciplines and levels; and

WHEREAS, standardized procedures for the deployment of personnel, communications, facilities and resources will improve the ability of FAIRMONT STATE and PIERPONT to utilize federal funding to enhance the overall readiness of the University/College and other local, state and federal agencies, by ensuring universal first responder safety mechanisms, streamlined critical incident management processes and disaster protocols; and

WHEREAS, components of the Incident Command System as delineated in NIMS have been established and are an integral part of various incident management activities within the federal government and the State of West Virginia, including important emergency management exercise and training initiatives;

NOW, THEREFORE, We, Maria Rose and Doreen Larson, Presidents of FAIRMONT STATE and PIERPONT, by virtue of the authority vested in us, do hereby adopt the National Incident Management System (NIMS) as the foundation for command, control and coordination of critical incidents involving FAIRMONT STATE/PIERPONT peoples or properties. Further, it shall be the policy of these institutions to provide appropriate levels of training on NIMS principles to University/College personnel responsible for managing or supporting activities for critical incident prevention, planning, response and recovery, and to provide the resources necessary to ensure safe, well managed critical incident operations.

***Signed by both Presidents on 30 June 2011***

\_\_\_\_\_  
Maria C. Rose, EdD  
Interim President FAIRMONT STATE

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Doreen Larson, PhD  
President PIERPONT

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

## ADOPTON, AUTHENTICATION & DISCLAIMERS

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This plan is adopted pursuant to expressed and implied authority contained in Fairmont State University Policies and Procedures, as amended, and Board of Governors Bylaws and Regulations. Consistent with applicable state and federal law, this Emergency Operations Plan (EOP) supersedes and replaces all previous plans, rules and regulations pertaining to emergency operations within the University.

The FAIRMONT STATE/PIERPONT EOP has been prepared as a guide for managing a number of natural and man-made disasters. To plan specifically for every type or possible situation would be impossible. In the course of responding to an emergency or disaster, University officials may find that portions of this document may not be appropriate to the circumstance in their present form requiring procedural changes to accommodate special situations. If deviations from the EOP are required during an emergency response, the best interest of the community will be paramount. The purpose is the preservation of life and the protection of property. Where applicable and appropriate, changes will be fully documented for incorporation into future plans.

Actions taken by the Board of Governors, the University and their respective officers, employees, agents and representatives are subject to the applicable immunities, protections, limitations, terms and conditions of the West Virginia Court of Claims Act and the Eleventh Amendment to the United States Constitution.

This EOP shall be in full force and in effect the date of its approval. Should any portion of this Plan be held invalid, such decision shall not affect the validity of the remainder of the Plan. The various provisions of the Plan are therefore severable. This Plan is in effect upon signature of the Presidents of FAIRMONT STATE and PIERPONT.

*Signed by Dr. Rose on 30June2011*

\_\_\_\_\_ Date \_\_\_\_\_  
Dr. Maria C. Rose, EdD  
President, Fairmont State University

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*Signed by Dr. Larson on 29June2011*

\_\_\_\_\_ Date \_\_\_\_\_  
Dr. Doreen Larson, PhD  
President, Pierpont Community & Technical College

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## Introduction

- A. The Emergency Operations Plan (EOP) is broken into two major parts, the Basic Plan (with its Appendices) and the Annexes.
  1. The Basic Plan provides an overall view of the emergency management program. Emergency management policies are spelled out in the Basic Plan. It guides the University/College Presidents in making decisions during times of crisis. The Basic Plan also provides for coordinated response from the institutions' personnel, other governmental agencies and private sector service providers who have a role in emergency response.
  2. The Annexes provide more detailed planning for specific areas of response. Annexes outline the roles and responsibilities of each individual or unit contained in the plan.
- B. Every person, agency or other concerned entities will be provided with a copy of the Basic Plan and any Annex or Annexes pertaining to their emergency preparedness role. Everyone involved should have a broad understanding of the entire plan and a thorough knowledge of his or her specific duties.
- C. Department heads are responsible for disseminating this information to others within their department.
- D. This EOP is a dynamic document. To be effective, it must be reviewed continuously and revised, improved, and updated as necessary. An out of date or incomplete EOP may be more problematic than having no plan at all. Therefore, the EOP shall be reviewed at least annually by the Chief of Police/Director of Emergency Management and any additions, amendments, revisions, etc. shall be presented to the Campus Emergency Response Committee (CERC).
- E. Situations
  1. The Fairmont campus is a community with approximately 7500 students and 1000 faculty and staff located in a City of 18,000. At peak periods the University and College houses approximately 1100 students and guests. Similarly, during major events, the University and College may have gatherings in excess of 5000 in one location.
  2. The University and College are chartered by the State of West Virginia and have full authority and responsibility to deal with all emergencies on its campuses. They therefore have the authority and responsibility to educate and train its community members on issues related to safety.
  3. The Fairmont campus (main campus) has a total of 109 acres and 17 major buildings.
  4. The institutions have capabilities and resources, which, if effectively deployed and coordinated, would minimize or eliminate loss of life and damage to property in a major emergency or disaster and provide the ability to recover and restore campus

operations. They include the Campus Department of Public Safety and the Department of Campus & Occupational Safety.

5. The City of Fairmont, located in Marion County, has I-79 as a major thruway with all types of materials being transported. The interstate, as well as primary routes US250 and US19, also provide major arteries into, and out of, the city in case of emergency.
6. Marion County is located in north central West Virginia. Fairmont is located approximately 90 miles south of Pittsburgh, Pennsylvania. Marion County is approximately 311 square miles. Fairmont is also a confluence where the Tygart and West Fork rivers create the Monongahela River. The rivers are used primarily for recreation with minimal commercial barge traffic.
7. The population of Marion County is about 57,000. The City of Fairmont is the County seat. There are 11 municipalities. Numerous small communities, subdivisions, and housing developments are scattered throughout Marion County, but most of the County is a series of rural family communities. Marion County also includes one municipal airport.
8. Marion County operates under the elected commission form of government. The governing body of the County is the Marion County Commission consisting of three (3) members. The City of Fairmont is governed by a City Council/Manager form of municipal government.
9. Marion County is vulnerable to many natural and technological hazards, which could result in a major emergency or disaster.
10. Possible natural disasters include drought, earthquakes, floods, tornadoes, severe thunderstorms, blizzards, ice storms, and outbreaks of contagious diseases.
11. Possible technological disasters include conventional, nuclear, chemical and biological attack; highway, rail, air transportation accidents; chemical and radiological hazardous material spills or leaks; fires; power failures; acts of terrorism; shooting incidents; dangerous or potentially dangerous demonstrations; mass assaults; mass illnesses; hostage situations; mass homicides; and others.

#### F. Assumptions

1. The campus will always be vulnerable to various hazards, which could result in a major emergency or disaster.
2. The institutions will develop and maintain a set of agreements with appropriate governmental units, private agencies, and companies necessary to provide all resources that may be needed in a disaster.
3. Since many of the major disasters which may affect the campus will also potentially affect the City of Fairmont, as well as Marion County; the University/College shall maintain a list and set of agreements to access resources outside of the County.
4. Marion County has developed a countywide Emergency Operations Plan (EOP) and provided a copy of this plan to the University. This plan will assist in joint planning efforts and serve as a basis for cross-training and coordination of personnel.

5. Satellite campuses will need to have written agreements with the cities or counties in which they are located to cover potential disasters because they are beyond the reach of rapid response from the Marion campus.
  6. Senior officials of the University/College are aware of the possible occurrence of a major emergency or disaster within their jurisdictions. They recognize their obligations concerning protecting the safety, health, and welfare of the members of the University/College community.
  7. An effective emergency management program, including a properly implemented EOP, will prevent or reduce injury, loss of life and damage to property while also providing for effective recovery and resumption of normal campus operations.
  8. University/College officials are aware of their duties under this plan and will carry out those duties.
  9. Individual members of the community will support the efforts of the University/College to provide emergency services. In case of a disaster, they will provide all possible assistance.
  10. University/College resources will be supplemented by mutual aid from local jurisdictions when needed.
  11. State resources will be available should emergency needs exceed institutional and/or local resources and capabilities.
  12. Federal resources will be available when State, local and institutional resources have been exhausted.
  13. The overall responsibility for all emergencies lies with the University and College Presidents or his or her designees. The decision to implement the EOP will be based upon the probability or the actual occurrence of a disaster that threatens the public health, safety, and welfare of the University/College community and which has the potential for overwhelming the institutions' resources.
  14. The responsibility for disaster response lies with the Presidents.
  15. Emergency operations will make use of all normally available resources to combat the effects of a disaster. If the institutions are incapable of fully responding to the emergency, the City, County, State or other service providers will be contacted for assistance.
  16. If needed, Federal resources will be requested. No matter how many levels of response are involved, ultimate control and responsibility will be maintained locally. It is also recognized that government officials alone cannot respond to all disasters. Volunteers will be accepted, when doing so does not put them at extreme risk, and utilized to the full-extent of their capabilities.
- G. The Campus Emergency Response Committee (CERC) is a standing committee of the University and College Presidents chaired by the Chief of Police/Director of Emergency Management. The Committee is composed of members of the Senior Staff, key department representatives from Fairmont State and Pierpont, the Fairmont Fire Department, the Fairmont Police Department, and the Marion County Central Communications Bureau (E911). It is responsible for defining an emergency response system that will ensure that the University is prepared to respond to various emergencies that could occur on or near the campus.

- H. This *Emergency Operations Plan* defines key roles and responsibilities, lines of authority, organization, communication methods, continuity, mutual-aid agreements, and training. Annexes and appendices provide for specific emergency types and appropriate responses, emergency operations command and on-site command post setup and maintenance, lists of contacts, alternate sites, checklists, and additional procedures. Fairmont State/Pierpont facility-specific emergency plans are part of this overarching Emergency Operations Plan; guidelines noted within this plan apply to all such documents except where noted.
- I. Fairmont State and Pierpont are committed to the safety of their students, faculty, staff, and community. As a partner with the City of Fairmont and Marion County, the institutions will use their technical expertise and resources to mitigate, prepare for, respond to, and recover from natural, technological, and man-made events that may affect the campus and community.
- J. Authority for this plan is contained in the West Virginia Code Chapter 15, Article 5, State Emergency Operations Plan (EOP), Code of Federal Regulations (29 CFR 1910.38) relating to emergency preparedness, letters of agreement of mutual aid, contracts, and operational procedures specific to each organization.

## **1.0 Plan Purpose and Scope**

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

- The protection of students, faculty, staff, visitors, resources, and facilities.
- Describing the principles of incident command.
- Compliance with the National Incident Management System (NIMS) for seamless integration with other response organizations, including Federal, State and local government entities.
- Emphasizing preparedness and safety before, during and after emergencies including recovery and restoration of operations.
- Maintaining effective communication with students, staff, faculty, parents/guardians and the community through the general news media and other methods.

## **2.0 Plan Assumptions**

- 2.1 An incident requiring an emergency response may occur on the campus.
- 2.2 The campus Emergency Operations Plan will be activated to one of the three identified response levels.
- 2.3 Campus resources may be inadequate to handle the incident, and interagency coordination with city and county response agencies will be required.

- 2.4 On-scene responders will initiate the Incident Command System (ICS).
- 2.5 Response personnel have received role-appropriate NIMS training.
- 2.6 The event may necessitate an extended response or involve a wide area of the campus or community adjacent to the campus including a cessation of operations and closure of the campus.
- 2.7 An off-site emergency, such as a flood, may involve students, faculty, staff as well as the campus and could potentially require the response of University/College resources.
- 2.8 University/College media relations and information technology staff may work with the local community to effectively inform students, staff, parents/guardians, faculty and the surrounding community.

### **3.0 Concept of Operations**

#### **3.1 Alert Stages**

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

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

- A. Normal staffing.

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

- A. Department personnel shall review emergency procedures and ensure that they are ready to be recalled to duty;
- B. Public Safety support staff shall “audit” emergency contact information for all Department personnel to ensure it is correct and up-to-date;
- C. Leave/Training for Departmental personnel may be canceled or modified;
- D. Patrol staff may be augmented with additional personnel; and
- E. The Chief of Police shall contact all members of the (SET) Senior Executive Team (see section 3.3.8 and 4.2.1-C) and leaders of off-campus response (e.g., MCCC, FPD, FFD etc.) agencies to review contingency plans and logistics.

##### **3.1.3. Stage Yellow – Emergency Mobilization Likely**

- A. Department personnel shall be available for extended recall within one (1) hour;

- B. Patrol and staff services units shall be fully staffed at all times;
- C. An Emergency Operations Center (EOC) shall be established; and
- D. The Chief of Police may arrange for a planning/ coordination session (if possible) between the DPS and off-campus response agencies to discuss likely scenarios and responses.

#### 3.1.4. Stage Red - Emergency Mobilization

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

### 3.2 Levels of Emergency Response

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

#### 3.2.1 Emergency Response Level 1 (ERL1)

- A. Any incident such as a small laboratory fire, hazardous material spill, assault, suspected meningitis case, medical emergency, suspicious package, etc. that can be contained within a single location or can be quickly addressed, resolved, or minimized with University resources or limited community help (normal community response from police, fire, EMS).
- B. Does not involve a large-scale evacuation.
- C. Notifications are made to the FSU Vice President for Administrative and Fiscal Affairs, Pierpont VP for Finance & Administration, FSU Assistant Vice President for Facilities, Chief of Police, and the Director of Campus and Occupational Safety by on-duty DPS staff.

#### 3.2.2 Emergency Response Level 2 (ERL 2)

- A. A major emergency that impacts portions of the campus and may affect mission-critical functions or life safety (e.g., large residence hall fire, abduction, confirmed meningitis case, food-borne outbreak, criminal activity with weapons, explosion, etc.).
- B. Typically handled with local community resources (Fairmont Fire Department, Marion County Rescue Squad, Fairmont Police Department, etc.) and University personnel.
- C. May require off-campus emergency assistance coordinated by Marion County Central Communications (MCCC).
- D. May require complete evacuation of a specific campus facility.

- E. May require activating the Emergency Risk Communication Plan (see Annex C).
- F. Notifications are made to the FSU Vice President for Administrative and Fiscal Affairs, Pierpont VP for Finance & Administration, FSU Assistant Vice President for Facilities, Chief of Police, and the Director of Environmental Health and Safety by on-duty DPS staff.

### 3.2.3. Emergency Response Level 3 (ERL 3)

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

## 3.3 Initial Incident Actions

- 3.3.1. The Department of Public Safety is the primary first response organization on the Fairmont campus.
  - A. Depending on the nature of the event as described in the Hazard-Specific Checklists (HSCs), other University/College departments may be dispatched or called upon for support.
  - B. Major incidents, such as building fires, hazardous materials spills into the environment, etc. may relegate DPS Police to a support role.
- 3.3.2. The DPS will be notified upon recognition of any event that may or will potentially impact the campus community. A DPS police unit will be dispatched to perform an on-site assessment as required.
- 3.3.3. The on-scene DPS police unit will provide a situation assessment and request a supervisor if available.

- 3.3.4. The supervisor will request, or directly contact, the Chief of Police under the following circumstances:
- A. Any situation that requires the use of external agencies to resolve.
  - B. Any situation that results in a loss of life or serious injuries.
  - C. Any situation that may cause media interest, building closure, or campus closure.
- 3.3.5. The Chief of Police will determine the level of emergency, up to and including declaration of Emergency Response Level 2 (ERL 2) and authorize notification, or notify directly, the Vice President for Administrative and Fiscal Affairs.
- 3.3.6. For potential Emergency Response Level 3, the Chief of Police will authorize notification of the Fairmont State President, Vice President for Fiscal and Administrative Affairs and the President of Pierpont.
- 3.3.7. The Presidents or their designees will determine the need to raise the level of emergency to Emergency Response Level 3 and make decisions or deviations from existing policy on closure of the campus, programs, or specific buildings.
- 3.3.8. The Senior Executive Team (SET) consists of members as appointed by the Presidents (see 4.2.1-C). The Senior Executive Team provides policy guidance to the Presidents on campus policy related to the incident. This includes campus closure, legal/liability issues, parental notification and similar areas of responsibility. Four members of the Senior Executive Team are in the chain of command for the Chairperson's position, thereby ensuring continuity of *emergency* operations for FSU and Pierpont during the emergency situation.
- 3.3.9. Communication
- 3.3.9.1. Primary communication methods for University/College field teams are by proprietary radio through the DPS Office.
  - 3.3.9.2. Coordination with MCCC will initially occur through DPS radio communications. DPS has the capability to communicate directly with FPD. MCCC has the capability to "patch" between the University DPS and other first responders to ensure a common operating frequency.
  - 3.3.9.3. A liaison, most likely the Chief of Police, will be sent to MCCC to coordinate between Fairmont State/Pierpont and local first responders.
  - 3.3.9.4. The Senior Executive Team will be notified through landline or cellular communication.

## 4. Organization and Assignment of Responsibilities

### 4.1 Incident Command System

4.1.1 Fairmont State/Pierpont will use a NIMS-compliant incident command system to meet Federal standards and to coordinate seamlessly with the Marion County Central Communications Bureau (MCCC) as required.

4.1.2 Primary and alternate staff assignments have been pre-designated for emergency roles:

- Table 1 (see below) provides a list of primary responsibilities and assignments for SET members;
- Table 2 (see below) provides a list of responsibilities and assignments for persons assigned to various NIMS functions.

4.1.3 Contact information for the Senior Executive Team is maintained in the DPS Office (304-367-4157)

4.1.4 Staff notifications and assignments (SET and NIMS) will be made in accordance with level of emergency declared.

### 4.2 Assignment of Responsibilities

#### 4.2.1 FAIRMONT STATE & PIERPONT Presidents or Designees

- A. Declares Emergency Response Level 3 and authorizes subsequent implementation of Emergency Operations Plan and assembly of the Senior Executive Team.
- B. Job Action Sheets (referenced in Table 1) are provided in Annex A to guide SET members in the performance of their assigned tasks.
- C. The FSU & Pierpont Presidents co-chair the Senior Executive Team (SET) comprised of:
  - Team Manager (Appointed from SET membership)
  - Vice President & Chief Information Officer-FSU
  - Vice President Administration & Fiscal Affairs-FSU
  - Vice President Finance & Administration-Pierpont
  - VP Academic Affairs - Pierpont
  - Assistant to the President - FSU
  - Provost & VP for Academic Affairs-FSU
  - VP Organization Development - Pierpont
  - Director of Institutional Research - FSU
  - Senior VP Enrollment & Student Services-FSU
  - Registrar - FSU
  - Athletic Director - FSU
  - VP Workforce & Economic Development – Pierpont
  - VP Community Engagement - Pierpont
  - Presidents' Executive Assistants & Office Staff

- D. Upon declaration of Emergency Response Level 3, the Presidents may authorize any of the following conditions:
- Delay work/school activities in affected area.
  - Halt work/school activities in affected area.
  - Delay work/school activities.
  - Halt work/school activities.
  - Evacuate portions of, or entire, campus
- E. Through the SET Manager, authorizes the activation of the Incident Command Center and designates an Incident Commander.

**Table 1. Emergency Roles and Assignments – Senior Executive Team**

**Checklist Reference Numbers refer to the Job Action Sheets as described in ANNEX A**

<b>Function</b>	<b>Emergency Position</b>	<b>Primary Assignee</b>	<b>Checklist Reference Number</b>	<b>Primary Reporting Location</b>
Senior Executive Team (SET)	Co-Chairs	FAIRMONT STATE PIERPONT Presidents or designees	<b>1-A</b>	Room 219 Hardway Hall
	Team Manager	Appointed by Chair from SET membership	<b>3-A</b>	Room 219 Hardway Hall
	SET Member	VP & Chief Information Officer-FSU	<b>4-A</b>	Room 219 Hardway Hall
	SET Member	VP Administration & Fiscal Affairs-FSU	<b>5-A</b>	Room 219 Hardway Hall
	SET Member	VP Finance & Administration - Pierpont	<b>5-A</b>	Room 219 Hardway Hall
	SET Member	VP Organization Development-Pierpont	<b>6-A</b>	Room 219 Hardway Hall
	SET Member	Assistant to the President/ FSU	<b>6-A</b>	Room 219 Hardway Hall
	SET Member	Provost & VP for Academic Affairs-FSU	<b>7-A</b>	Room 219 Hardway Hall
	SET Member	VP Academic Affairs – Pierpont	<b>7-A</b>	Room 219 Hardway Hall
	SET Member	Director of Institutional	<b>8-A</b>	Room 219 Hardway Hall

		Research-FSU		
	SET Member	Senior VP Enrollment & Student Services-FSU	<b>9-A</b>	Room 219 Hardway Hall
	SET Member	VP Workforce & Economic Development- Pierpont	<b>9-A</b>	Room 219 Hardway Hall
	SET Member	Registrar	<b>10-A</b>	Room 219 Hardway Hall
	SET Member	VP Community Engagement-Pierpont	<b>2-A</b>	Room 219 Hardway Hal
	SET Member	Athletic Director	<b>11-A</b>	Room 219 Hardway Hall
	Senior Executive Team Support Staff	Executive Staff from Presidents' Offices or designees		Room 219 Hardway Hall

Alternate Reporting Location is Board Meeting Room – Falcon Center

**Table 2 – NIMS Job Assignments and Responsibilities**

NIMS Checklist Reference Numbers refer to Job Descriptions and Duties as described in ANNEX B

Function	Emergency Position	Primary Assignee	NIMS Checklist Reference Number	Primary Reporting Location
Incident Command Staff	Incident Commander	As Assigned by SET Manager	A-1	Conf.Rm FC
	Chief of Police		A-2	Conf.Rm FC
	Public Information Officer	FSU and/or Pierpont Public Relations	A-3	Conf.Rm FC
	Liaison Officer		A-4	Conf.Rm FC
	Safety & Security Officer		A-5	Conf.Rm FC
	Incident Command Center Manager		A-6	Conf.Rm FC
				Conf.Rm FC
Supply & Logistics	Chief	Asst. VP Facilities-FSU	B-1	Conf.Rm FC
	Service Director		B-2	Conf.Rm FC
	Medical Treatment Unit Supervisor		B-3	Conf.Rm FC
	Communications Unit Supervisor		B-4	Conf.Rm FC
	Materials Supply Unit Supervisor		B-5	Conf.Rm FC
	Food Support Unit Supervisor		B-6	Conf.Rm FC
	Support Director		B-7	Conf.Rm FC
	Damage Assessment Officer		B-8	Conf.Rm FC
	Sanitation Systems Officer		B-9	Conf.Rm FC
	Transportation Unit Supervisor		B-10	Conf.Rm FC
	Evacuation Unit Supervisor		B-11	Conf.Rm FC
				Conf.Rm FC
Planning Section	Chief	VP Academic Affairs - Pierpont	C-1	Conf.Rm FC
	Situation/Status Unit Supervisor		C-2	Conf.Rm FC
	Resource Director		C-3	Conf.Rm FC
	Personnel Support		C-4	Conf.Rm FC

	Unit Supervisor			
	Psychological Support		C-5	Conf.Rm FC
	Documentation Unit Supervisor		C-6	Conf.Rm FC
				Conf.Rm FC
Operations Section	Chief	VP Administration & Financial Affairs FSU	D-1	Conf.Rm FC
	Law Enforcement Director		D-2	Conf.Rm FC
	Stabilization Unit Supervisor		D-3	Conf.Rm FC
	Critical Incident Response Team Supervisor		D-4	Conf.Rm FC
	Investigations Supervisor		D-5	Conf.Rm FC
	Explosive Detection Supervisor		D-6	Conf.Rm FC
	Fire Suppression Director		D-7	Conf.Rm FC
	Hazardous Materials Unit Supervisor		D-8	Conf.Rm FC
	Emergency Medial Services Director		D-9	Conf.Rm FC
	Morgue Unit Supervisor		D-10	Conf.Rm FC
				Conf.Rm FC
Finance & Administration Section	Chief	VP Finance & Administration. - Pierpont	E-1	Conf.Rm FC
	Compensation & Claims Unit		E-2	Conf.Rm FC
	Procurement Unit		E-3	Conf.Rm FC
	Cost Unit		E-4	Conf.Rm FC
	Time Unit		E-5	Conf.Rm FC

## **5.0 Continuity of Operations**

### **5.1 Chain of Command**

The FAIRMONT STATE & PIERPONT Presidents are the overall decision makers during Emergency Response Level 3 emergencies at FAIRMONT STATE/PIERPONT. In the event the Presidents are unavailable or unable to perform this function, the following persons, listed in order of succession, would assume this role during the emergency:

5.1.1 Vice President – Administrative and Fiscal Affairs-FSU

5.1.2 VP for Finance & Administration - Pierpont

5.1.3 Provost & Vice President – Academic Affairs FSU

5.1.4 Vice President Academic Affairs - Pierpont

### **5.2 Personnel Availability and Redundancy**

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

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

### **5.3 Primary and Alternate Locations**

5.3.1 The Senior Executive Team reports to Room 219 in Hardway Hall as their normal reporting location for all emergencies. The secondary location is the Board Meeting Room in the Falcon Center.

## **6.0 Preparedness**

### **6.1 Campus Emergency Response Committee (CERC)**

6.1.1 The Campus Emergency Response Committee is a standing committee of the FAIRMONT STATE and PIERPONT Presidents and is chaired by the Chief of Police/Director of Emergency Services.

6.1.2 It comprises representatives from:

- A. Chief of Police (Chair)
- B. FSU & Pierpont Senior Staff
- C. Athletics
- D. Environmental Health and Safety
- E. Facilities Management

- F. Health Services
- G. Telecommunications and Network Operations
- H. Faculty Senate
- I. Staff Council
- J. Student Affairs
- K. Student Government Association
- J. Fire Department, City of Fairmont
- L. Marion County Central Communications
- M. Police Department, City of Fairmont

6.1.3 The Campus Emergency Response Committee is responsible for defining an emergency response system that will ensure that the university is prepared to respond to various levels of emergencies that occur on or near the campus and recover from same.

6.1.4 The Campus Emergency Response Committee meets annually, or as required.

## 6.2 Plan Development, Maintenance, Testing

6.2.1 The Emergency Planning Unit, housed within the Department of Public Safety, oversees the campus-wide emergency preparedness program and the building response plan development, and is responsible for the administrative plan tasks.

6.2.2 Fairmont State and Pierpont's Emergency Operations Plan is included within the Marion County Office of Emergency Management Disaster Plan.

6.2.3 Each unit or department is responsible for communicating the content of the Emergency Operations Plan to its staff.

6.2.4 The Emergency Operations Plan (or portions of the Emergency Operations Plan) will be tested annually. A written after-action report with background, observations, and corrective actions will be distributed to all members of the Campus Emergency Response Committee.

6.2.5 Corrective actions identified after an event or exercise will be reviewed within 60 days by the Campus Emergency Response Committee and tracked for correction until resolved.

## 6.3 Awareness, Training and Education

6.3.1 The FSU VP for Administrative & Fiscal Affairs and the Pierpont VP for Finance & Administration ensure monetary and staffing resources are provided to the DPS to identify, design, develop, manage and provide training and education on plans and procedures to responders, students, faculty and staff as they relate to emergency response issues.

6.3.2 Cross-training between groups with similar functions should occur (e.g., between the University and outside agencies, including Marion County Emergency Medical Services, Fairmont Police & Fire Departments, Marion County Sheriff's Office, WV State Police, etc.).

- 6.3.3 The FSU VP for Administrative & Fiscal Affairs and Pierpont VP for Finance & Administration ensure monetary resources are provided to the DPS for copying, distribution and maintenance of the Emergency Response Plan and associated documents/materials.
- 6.3.4 Event hosts will, at the beginning of an event, provide a briefing or announcement stating the facility's emergency procedures and evacuation information to attendees (e.g., all gatherings to include: academic instruction, student orientation, employee orientation, etc.) Suggested topics: (fire evacuation, shelter in place, night classes, etc.).
- 6.3.5 Emergency response procedures and guides, such as the Fairmont State/Pierpont Emergency Guide flip chart, will be distributed or posted for use by students, faculty, and staff. All such documents (except those with confidential information) will be posted on the Public Safety website.