

Whitworth University Emergency Response Plan

Updated April 2007

WHITWORTH UNIVERSITY EMERGENCY RESPONSE PLAN

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WHITWORTH UNIVERSITY CAMPUS EMERGENCY RESPONSE PLAN

I. INTRODUCTION

Forward

The Whitworth University Emergency Response Plan has been prepared as an administrative guide to provide an organizational and procedural framework for the management of emergency situations at the university. The plan also provides for coordination between the university and county, state and federal resources to provide protection for the lives and property of the campus community.

Purpose

The emergency response plan outlines the campus emergency response for all types and levels of emergencies and/or events. It is activated by the president of Whitworth University or by any senior administrator present whenever such an emergency or event reaches proportions beyond the capacity of routine procedures. The campus will interact with local law enforcement, fire department, and other county, state and federal agencies, as necessary.

The Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered in a catastrophic disaster. The following assumptions are recognized:

1. A disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in a disaster is not entirely predictable; hence, published support and operational plans will serve only as guides and checklists, and may require field modification in order to meet the requirements of the event.
3. Disasters may affect residents living near the university; therefore, city, county and federal services may be overwhelmed. A delay in off-campus response services (up to 48-72 hours) may be expected.
4. The Emergency Response Plan may be activated if information indicates that such a condition is developing or is possible.

The primary goals of the emergency response plan are:

- to preserve life and protect property;
- to ensure the continuity of campus operations;
- to provide an organizational and procedural framework for the management of emergency situations;
- to coordinate emergency operations with other agencies;
- to allow the university to be self-sufficient in the event that resources from outside agencies or emergency services are not immediately available;
- To provide a tool to plan for non-emergency, major campus events.

II. ORGANIZATION

Incident Command System

The Whitworth University Emergency Response Plan uses a management system referred to as **Incident Command System (ICS)**. The ICS provides an organizational structure capable of

responding to all levels of emergencies, unusual occurrences, and/or planned campus events. This structure provides the flexibility to respond to an incident as it escalates or de-escalates in severity.

Many incidents or emergencies require a response from a number of different agencies. Regardless of the size of the incident or the number of agencies involved in the response, all incidents require a coordinated effort to ensure an effective response and the efficient, safe use of resources.

ICS provides a formalized management structure that lends consistency, fosters efficiency, and provides direction during a response by providing a common organizational structure shared by responding agencies.

The ICS organization is built around five major components.

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

These five major components are the foundation upon which the ICS organization develops. They apply when an institution is facing a routine emergency, preparing for a major event, or managing a response to a major disaster. In small-scale incidents, all of the components may be managed by one person, the incident commander. Large-scale incidents usually require the activation of additional components or sections.

The ICS organization has the capability to expand or contract to meet the needs of the incident, but all incidents, regardless of their size or complexity, will have an incident commander. A basic ICS operating guideline is that the incident commander is responsible for on-scene management until command authority is transferred to another person, who then becomes the incident commander. Ultimately the role of I.C. may be filled by the senior officer of a responding agency such as the Spokane County Fire Department. Trained Whitworth University personnel, at the direction of the I.C., could be used to fill other components or sections within the ICS organizational structure.

Command

Incident Command Policy Group

The **Incident Command Policy Group** will comprise the university's cabinet-level officers working under the direction of the president of Whitworth University. The Incident Command Policy Group will be responsible for policy development, risk management, and other administrative decision-making functions to support the incident commander during the management of the emergency incident. The Incident Command Policy Group has the ultimate responsibility for the activation, oversight and termination of the Emergency Operations Center (EOC).

Incident commander

The **incident commander** has overall responsibility for the management of incident activities. Major responsibilities for the I.C. include:

- establishing command;
- protecting life and property;

- controlling personnel and equipment resources;
- maintaining accountability for responder and public safety, as well as task accomplishment;
- establishing and maintaining an effective liaison with outside agencies and organizations, including the **Emergency Operations Center (EOC)**, when it is activated;
- ensuring responder safety;
- assessing incident priorities;
- determining operational objectives;
- developing and implementing the Incident Action Plan;
- developing an appropriate organizational structure;
- maintaining a manageable span of control;
- managing incident resources;
- coordinating overall emergency activities;
- coordinating the activities of outside agencies;
- authorizing the release of information to the media;
- keeping track of costs.

Initially, the incident commander will be the senior first responder to arrive at the scene. As additional responders arrive, command will transfer on the basis of who has primary authority for overall control of the incident. As incidents grow in size or become more complex the Incident Command Policy Group may appoint the I.C. At transfer of command, the outgoing I.C. must give the incoming I.C. a full briefing and notify all staff of the change in command.

As an incident grows, the incident commander **may delegate authority** for performing certain activities to others. When expansion is required, the I.C. will establish other command staff positions: information officer, safety officer, liaison officer.

- **The information officer** handles all media inquiries and coordinates the release of news and other information as approved by the incident commander, assuring that official statements are issued only by those administrators authorized to issue such statements; assists in handling telephone inquiries from the public regarding the emergency or event; accredits bonafide members of the news media operating on campus.
- **The safety officer** monitors safety conditions and develops measures for ensuring the safety of all assigned personnel; s/he is authorized to stop an unsafe act, but will generally correct the situation through the designated line of authority.
- **The liaison officer** is the on-scene contact for other agencies assigned to the incident; s/he initiates and maintains contact with assisting public or private agencies (e.g. police, fire department, Red Cross); coordinates and supervises volunteer services.

The incident commander will base the decision to expand (or contract) the ICS organization on three major incident priorities:

- **Life safety:** The incident commander's first priority is always the life safety of the emergency responders, the campus community, and the public.
- **Incident stability:** The incident commander is responsible for determining the strategy that will . . .

- minimize the effect that the incident will have on the surrounding area;
- maximize the response effort while using resources efficiently. The size and complexity of the command system that the incident commander develops should be in keeping with the complexity (i.e., level of difficulty in response) of the incident, not the size of the incident (which is based on geographic area or number of resources).

Property conservation: The incident commander is responsible for minimizing damage to property while achieving the incident objectives. As incidents become more involved, the incident commander can activate additional general staff sections (e.g., planning, operations, logistics, and or finance/administration), as necessary.

Emergency Operations Center (EOC) Support Sections

The four **EOC support sections** are:

- **Planning/Intelligence Section**
The planning/intelligence section is responsible for the collection, evaluation, internal dissemination and use of information about the development of the incident and status of resources. This section's responsibilities can also include creation of the Incident Action Plan and contingency plans that define the response activities and resource utilization for a specific time period.
- **Operations Section**
The operations section is responsible for the assessment and implementation of field operations including activities described in the Incident Action Plan. Campus staff and emergency responders generally compose this section.
- **Logistics Section**
The logistics section is responsible for providing facilities, supplies, and material support, including personnel necessary to conduct emergency or planned operations (e.g., personnel call-out, food, lodging, transportation, equipment, etc).
- **Finance/Administration Section**
The finance/administration section tracks incident costs and reimbursement accounting. The section documents expenditures, purchase authorizations, damage to property, injury and damage claims, payroll, overtime, and any other expenses associated with the emergency or event.

Each EOC support section comprises specific functions or units and is overseen by a section leader who reports directly to the incident commander. Each EOC unit has an EOC unit leader who reports directly to the EOC section leader. ICS participants should understand the reporting procedures and should follow them throughout the incident.

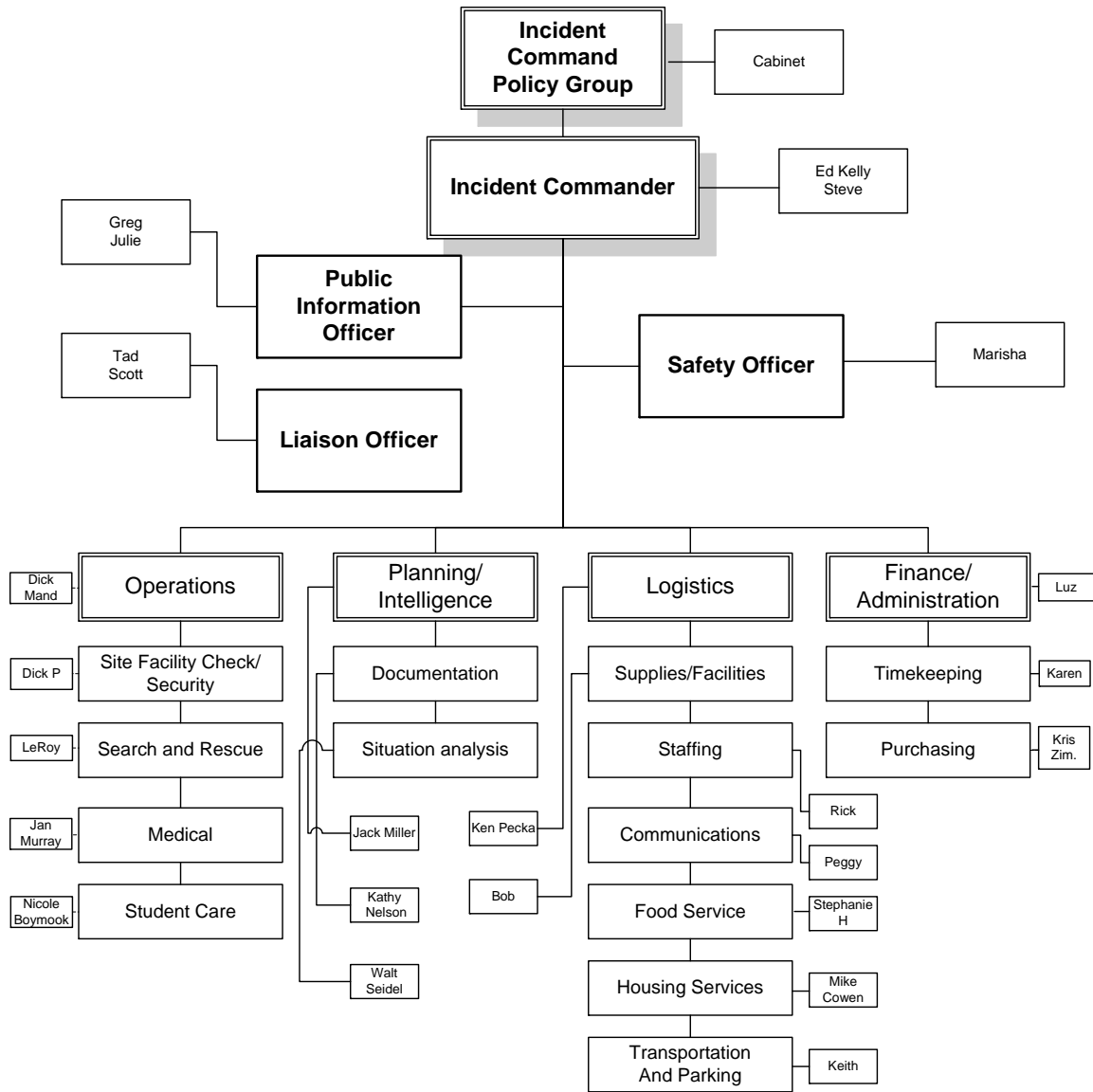
- EOC unit leaders report to and take direction from their EOC section leader and to work with their staff members and other EOC unit leaders within their section.
- EOC section leaders report to and take direction from the incident commander and work with EOC unit leaders within their section and other section leaders.

- The incident commander reports to the Incident Command Policy Group. The ICPG has the ultimate responsibility for activation, oversight and termination of the Emergency Operations Center.



Whitworth University Emergency Response Plan

Organizational Chart



III. ACTIVATION OF THE EMERGENCY OPERATIONS CENTER

Emergency Level Classifications

Three levels of operations have been established. The character, scope, and magnitude of the incident determine the appropriate level of response.

- **Level 1:** The emergency incident or planned activity can be managed using normal response operations.
- **Level 2:** This requires a multi-unit response in which the EOC may be partially activated. Selected staffing notifications are made at the discretion of the incident commander.
- **Level 3:** The emergency cannot be managed using normal campus resources. The EOC is fully activated, with automatic response of all ICS staff. A campus state of disaster may be declared during a Level 3 emergency.

Activation of the Emergency Operations Center

The EOC is located at the administration offices of Whitworth Facilities Services and shall be maintained in a state of readiness. The EOC will also serve as the staging area for all ICS operations. During a Level 3 emergency, all designated personnel should report directly to the EOC.

Upon declaration of a Level 2 or Level 3 emergency, the incident commander will determine which support sections to activate, will designate section leaders, and will direct activities. Section leaders will oversee the mobilization of their respective sections and will be responsible for the notification of their unit leaders. Individual unit leaders will oversee the mobilization of their respective units by a systematic communication to employees listed in their mobilization roster.

IV. INCIDENT COMMAND SYSTEM CONCEPTS AND PRINCIPALS

Common Terminology

- Major organizational functions and units are named.
- In multiple incidents, each incident is named, usually by site or facility site name.
- Common names are used for personnel, equipment and facilities.
- Common language is used in radio transmission (i.e., no "10" codes or agency-specific codes).

Modular Organization

- Structure develops top-down, starting with the first person arriving at the scene or at the (EOC. First person on the scene is the incident commander, until s/he is relieved.
- Structure is based on the complexity of the incident.
- IC is always staffed; other functions are staffed as needed.

The Strategic Action Plan

- requires a written or verbal plan (the written plan is always recommended);
- covers objectives and support activities.

Manageable Span of Control

- Range 3-7
- Optimum 5

Designated Incident Facilities

- Emergency Operations Center
- staging area
- others, identified as needed

Comprehensive Resource Management

- Only the incident commander can request or release resources.
- best use of limited resources
- re-assignment of resource

V. INCIDENT RESPONSE JOB DESCRIPTIONS AND CHECKLISTS

A. SECTION: COMMAND

Incident commander

Responsibilities:

The incident commander is responsible for emergency/disaster operations; for appointing and directing the Incident Command Team, for overall responsibility for the strategic and tactical aspects of the incident, and for the provision of command leadership and establishment of the objectives and goals of the EOC.

Start-up actions:

- Obtain incident briefing from emergency response staff or previous incident commander.
- Wear position-identification vest.
- Read entire duty checklist.
- Assess type and scope of emergency.
- Determine threat to human life and structures.
- Implement emergency/disaster plan and hazard-specific procedures.
- Communicate with Incident Command Policy Group.
- Mobilize or demobilize ICS sections as deemed necessary after incident assessment.
- Brief incident-command staff and section leaders.
- Oversee development and communicate an incident action plan with objectives and a time frame to meet those objectives.

Ongoing operational duties:

- a. Continue to monitor and assess total situation.
- b. Check with section leaders for periodic updates.
- c. Coordinate command-staff activities.
- d. Manage incident operations.
- e. Approve requests for resources and requests for release of resources.
- f. Authorize release of information to the media and the public.

Closing down:

- a. Authorize deactivation of sections, branches or units when they are no longer required.
- b. At the direction of the Incident Command Policy Group or as the situation dictates, deactivate the entire emergency response.
- c. Ensure that any open actions not yet completed will be taken care of after deactivation.
- d. Ensure the return of all equipment and reusable supplies to logistics.
- e. Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the document unit.
- f. Proclaim termination of the emergency and proceed with recovery operations if necessary.

Emergency Operations Center Equipment/Supplies

- campus map
- master keys
- staff and student rosters
- disaster response forms
- emergency/disaster plan
- duplicate rosters (two sets)
- vest or identifying clothing
- campus emergency-planning guidelines
- job-description clipboards
- security and trades two-way radios, chargers and batteries
- AM/FM radio (battery-operated)
- bullhorn

Command: Public Information Officer**Responsibilities:**

The public information officer acts as the official spokesperson for the university in an emergency situation. Maintains liaisons with news media. Develops and releases incident information to the media and the public as directed by the incident commander. Maintains emergency information

hotline and coordinates the dissemination of information to the campus community. Provides regular, timely, accurate information to all parties as soon and as often as it is available.

Start-up actions:

- a. Meet with IC and determine a “news center” site as a media reception area. (Locate at a distance from command post.)
- b. Obtain incident briefing from IC.
- c. Wear position identifier, such as vest.
- d. Open and maintain a position log of all actions and all communications. Keep all documentation to support the history of the event.

Operational duties:

- a. Coordinate activities with the IC and confirm procedures for news-release information.
- b. Mobilize additional public-information staff as needed.
- c. Set up areas for news media.
- d. Prepare information for news release. Ensure that only authorized administrators issue statements.
- e. Monitor news broadcasts about the incident. Correct any misinformation.

Equipment/supplies:

- TVs (4)
- Radios (3)
- computer
- emergency radio
- cell phone
- laptop computer
- vest or position identifier

Command: Safety Officer

Responsibilities:

The safety officer ensures that all activities are conducted in as safe a manner as possible under the circumstances that exist.

Start-up actions:

- a. Check in with incident commander for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.
- c. Wear position identifier, such as vest.

- d. Assess situation and determine need for additional resources.
- e. Appoint and brief additional staff as necessary.

Operational duties:

- a. Identify hazardous and unsafe situations associated with the incident.
- b. Participate in planning meetings.
- c. Review Incident Action Plan.
- d. Exercise emergency authority to stop and prevent unsafe acts.
- e. Post danger signs where applicable.
- f. Investigate accidents that have occurred within incident areas.
- g. Maintain log of activities.

Closing down:

- a. When authorized by incident commander, deactivate the unit and close out all logs.
- b. Turn in logs and other relevant documents to the incident commander or the documentation unit.
- c. Return equipment and reusable supplies to logistics.

Equipment/supplies:

- vest, or position identifier, if available
- master keys
- hardhat
- two-way radio
- clipboard, paper, pens, accident reports

Command: Liaison Officer

Responsibilities:

The liaison officer initiates and maintains contact with assisting public and private agencies, as well as volunteer groups. Responsible for coordination of communication between campus EOC and assisting agencies in order to avoid duplication of effort. Coordinate all available volunteer resources. Advise Incident commander of available volunteer resources and monitor volunteer activities.

Start-up actions:

- a. Check in with incident commander for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.

- c. Wear position-identification vest.
- d. Open and maintain a position log.

Operational duties:

- a. Act as campus representative to assisting and cooperating agencies.
- b. Establish and maintain contact with liaison counterparts of each assisting and cooperating agency, incident commander and section leaders of planning, operations and logistics.
- c. Brief agency representatives on current situation, priorities and incident-action plan.
- d. Respond to complaints and requests from incident personnel regarding inter-organizational problems.
- e. Maintain a log of activities and recommendations.
- f. Coordinate with other agencies to provide evacuee shelter and related evacuee support including food, bedding, first aid and counseling assistance.
- g. Pre-plan the recruitment, selection, and placement of volunteers.
- h. Ensure coordination of efforts by keeping incident commander informed of agencies' action plans.
- i. Provide periodic briefings to agency representatives as necessary.

Closing down:

- a. At the incident commander's direction, deactivate the liaison officer position and release staff no longer needed.
- b. Return equipment and reusable supplies to logistics.
- c. Close out all logs. Provide logs and other relevant documents to the incident commander or the documentation unit.

Equipment/supplies:

- vest or position identifier
- Two-way radio
- clipboard, paper, pens

B. SECTION: OPERATIONS

Operations Section Chief

Responsibilities:

This section is responsible for the direction and management of all tactical resources of the incident. The operations section translates the strategic goals of the incident commander into achievable tactical objectives. In some instances, the operations section chief may be considered the “field commander,” directing or managing the direct response to the incident, which can include the following:

- site facility check/security
- search and rescue
- medical coverage
- student care

Start-up actions:

- a. Check in with incident commander for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.
- c. Wear position-identification vest.

Operational duties:

- a. Assess incident situation.
- b. Develop operations portion of Incident Action Plan.
- c. Brief and assign operations personnel in accordance with the Incident Action Plan.
- d. Supervise operations as directed by the incident commander.
- e. Determine needs and request necessary resources.
- f. Activate and deactivate operations section units as needed.
- g. Report information about special activities, events and occurrences to the incident commander.

Closing down:

- a. At the incident commander’s direction, release operations staff no longer needed. Direct staff members to sign out through timekeeping.
- b. Return equipment and reusable supplies to logistics.
- c. When authorized by IC, deactivate the section and close out all logs. Provide logs and other relevant documents to the documentation unit.

Equipment/Supplies:

- vest or position identifier
- search-and-rescue equipment
- two-way radio
- job description clipboard, paper, pens
- **forms:** search-and-rescue maps, large campus map, building floor-plan diagrams

OPERATIONS: SITE FACILITY CHECK/SECURITY

Responsibilities: Manage campus infrastructure. Protect and evaluate safety of campus facilities. Secure facilities as required.

Safety rules:

- Staff as assigned. Work in pairs.
- Size up situation first.
- Do not endanger yourself. Do not work beyond your expertise.
- Use appropriate safety gear.
- Follow all operational and safety procedures.

Start-up actions:

- a. Obtain briefing from operations section chief.
- b. Wear hardhat and orange identification vest, if available.
- c. Take appropriate tools, job description clipboard, and radio.

Operational duties:

As you do the following, observe the campus and report any damage by radio to the EOC:

- a. Locate/control/extinguish small fires as necessary.
- b. Check gas meters, and, **if gas is leaking**, shut down gas supply.
- c. Shut down electricity only if building has clear structural damage or if you are advised to do so by EOC.
- d. Post yellow caution tape; barricade damaged or hazardous areas.
- e. Lock gates and external doors where required.
- f. Verify that campus is “locked down,” and report same to EOC.
- g. Advise EOC of all actions taken for information and proper logging.
- h. Be sure that the entire campus has been checked for safety hazards and damage.
- i. No damage should be repaired prior to full documentation, such as photographs and/or video evidence, unless repairs are essential to immediate life-safety.
- j. Route fire, rescue, police, etc., as appropriate.
- k. Direct all requests for information to the public information officer.

Closing down:

- a. Return equipment and reusable supplies to logistics.

- b. When authorized by incident commander, close out all logs. Provide logs and other relevant documents to the documentation unit.

Equipment/supplies:

- vest, hardhat, work gloves, and whistle
- campus two-way radio, master keys, and clipboard with job description
- Bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shut-off tools for gas and water (crescent wrench)
- digital and/or video camera

Operations: Search-and-Rescue Team Leader

Safety Rules:

- Use the buddy system: minimum of two persons per team.
- Take no action that might endanger you. Do not work beyond your expertise.
- Use appropriate safety gear. Size up each situation before proceeding.
- Follow all operational and safety procedures.

Start-up actions:

- a. Obtain all necessary equipment (see list below).
- b. Obtain briefing from operations section chief, noting known fires, injuries, or other situations requiring response.
- c. Assign teams based on available manpower; minimum two persons per team.

Operational duties:

- a. Perform visual check of outfitted team(s) leaving EOC; include radio check. Teams must wear sturdy shoes and safety equipment.
- b. Record names and assignments before deploying teams.
- c. Dispatch teams to known hazards or situations first, then send them to search the campus using specific planned routes. Send a specific map with each team.
- d. Remain at EOC in radio contact with S&R team(s).
- e. Record all teams' progress and reports on site map, keeping others at EOC informed of problems. When building, room or area is reported clear, mark a "C" on the map.
- f. If injured victims are located, consult operations section chief for response. Utilize transport teams or use a first-aid team.
- g. Record exact location of victims and note triage tally (I: immediate, D: delayed, DEAD: dead, on map).
- h. Keep radio communication brief and simple. No codes.

Closing down:

- a. Record the return of each S&R team. Direct them to return equipment and report for additional assignments to logistics.
- b. Provide maps and logs to the documentation unit.

Equipment/Supplies:

- vest, hardhat, work and latex gloves, and whistle with master keys on lanyard
- first-aid backpack
- campus two-way radio and clipboard with job description and map indicating search plan
- bucket or duffel bag with goggles, flashlight, dust masks, prybar, grease pencil, pencils, duct tape, masking tape

Operations: Search-and-Rescue Teams

Safety:

- Use the buddy system: minimum of two persons per team.
- Take no action that might endanger you. Do not work beyond your expertise.
- Use appropriate safety gear. Size up the situation first.
- Follow all operational and safety procedures.

Start-up actions:

- a. Obtain all necessary equipment (see list below).
- b. Check with search-and-rescue team leader for assignment.

Operational Duties:

- a. Report gas leaks, fires, or structural damage to EOC immediately upon discovery. Shut off gas and/or extinguish fires, if possible.
- b. Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**
- c. If building is safe to enter, searched assigned area (follow map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to S&R team leader at EOC that room has been cleared (e.g.: "Dixon 210 is clear").
- d. When an injured victim is located, transmit location, number, and condition of injured to EOC. Do not use names of students or staff. Follow directions from S&R team leader.
- e. Record exact location of damage and note triage tally (I: immediate, D: delayed, Dead: dead) on map and report information to S&R team leader.
- f. Keep radio communication brief and simple. No codes.

Closing down:

- a. Return equipment to logistics.
- b. Provide map and logs to S&R team leader.

Equipment/Supplies:

- vest, hardhat, work and latex gloves, and whistle with master keys on neck lanyard
- first-aid backpack
- campus two-way radio and clipboard with job description and map indicating search plan
- bucket or duffel bag with goggles, flashlight, dust masks, prybar, grease pencil, pencils, duct tape, masking tape

Operations: Medical Team Leader

Responsibilities: The medical team leader is responsible for the provision of emergency medical response, first aid, and counseling. Informs the operations section chief or incident commander when the incident requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.

Start-up actions:

- a. Establish scope of disaster with operations section chief or incident commander and determine probability of outside emergency medical support and transport needs.
- b. Make personnel assignments. If possible, assign a minimum of two people to triage, two to immediate, two to delayed, and two to psychological.
- c. Set up first-aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies.
- d. Assess available inventory of supplies and equipment.
- e. Review safety procedures and assignments with personnel.
- f. Establish point of entry (“triage”) into treatment area.
- g. Establish “immediate” and “delayed” treatment areas.
- h. Set up a separate psychological first-aid area if staff levels are sufficient.

Operational duties:

- a. Oversee care, treatment, and assessment of patients.
- b. Ensure caregiver and rescuer safety.
- c. Make sure accurate records are kept.

- d. Provide personnel response for injuries in remote locations or request transport team from logistics.
- e. If necessary, request additional personnel from logistics.
- f. Brief newly assigned personnel.
- g. Report deaths immediately to operations section chief.
- h. Keep operations section chief informed of overall status.
- i. Set up morgue.
- j. Stay alert for communicable diseases and isolate these appropriately.
- k. Consult with student care director regarding healthcare, medications, and meals for students with known medical conditions (diabetes, asthma, etc.).

Closing down:

- a. At the incident commander's direction, release medical staff no longer needed.
- b. Return equipment and reusable supplies to logistics.
- c. When authorized by the incident commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the documentation unit.

Equipment/supplies:

- job description clipboard; vests, if available
- First-aid supplies
- marking pens, stretchers, blankets
- Quick-reference medical guides
- tables and chairs; groundcovers/tarps
- staff and student medication from health center
- **forms:** notice of first-aid care; victim log

Operations: Medical Team

Personnel: first-aid trained staff and volunteers.

Responsibilities: Use approved safety equipment and techniques.

Start-up Actions:

- a. Obtain and wear personal safety equipment, including latex gloves.
- b. Check with medical-team leader for assignment.

Operational Duties:

- a. Administer appropriate first aid.

- b. Keep accurate records of care given.
- c. Continue to assess victims at regular intervals.
- d. Report deaths immediately to medical-team leader.
- e. If and when transport is available, do final assessment and document on triage tag. Keep and file records for reference. Do not send with victim.
- f. Student Emergency Care Report must accompany students removed from campus to receive advanced medical attention.

Triage entry area:

- a. Staff with minimum of two trained team members, if possible.
- b. One member completes secondary head-to-toe assessment.
- c. Second member records information on triage tag and on-site treatment records.
- d. Follow categories of I: immediate, D: delayed, Dead: dead.
- e. When using two-way radio, do not use names of injured or dead.

Closing down:

- a. Return equipment and unused supplies to logistics.
- b. Clean up first-aid area. Dispose of hazardous waste safely.
- c. Complete all paperwork and turn in to the documentation unit.

Equipment/supplies:

- first-aid supplies
- vests, if available
- marking pens
- blankets
- job-description clipboards
- medical-treatment victims log
- stretchers
- table and chairs
- groundcovers/tarps
- quick-reference medical guides
- staff and student medication from health center

Operations: Medical Branch Morgue

Personnel: to be assigned by the operations chief if needed. The director of the Whitworth University Health Center and the campus safety officer maintain start-up actions and operational duties for the medical branch morgue.

Operations: Student Care

Personnel: student-life personnel and staff as assigned.

Responsibilities: Ensure the care and safety of all students on campus except those who are in medical treatment. This includes housing, food, and supply needs for resident and non-resident students.

Start-up actions:

- a. Wear identification vest, if available.
- b. Take job-description clipboard and two-way radio.
- c. Check in with the operations chief for situation briefing.
- d. Assign personnel as needed.

If campus is evacuating:

Verify that the assembly areas and routes to them are safe.

Operational duties:

- a. Monitor the safety and well-being of students and staff.
- b. Administer minor first aid as needed.
- c. Coordinate with logistics unit to provide food and shelter for resident and non-resident students.
- d. Coordinate counseling services with medical team leader.
- e. Update records of the number of students and staff in assembly area (or in buildings).
- f. Direct all requests for information to public information officer.

Closing down:

- a. Return equipment and reusable supply to logistics.
- b. When authorized by incident commander, close out all logs. Provide logs and other relevant documents to the documentation unit.

Equipment/supplies:

- vest
- clipboard with job description
- first-aid kit
- campus two-way radio
- **forms:** student-accounting, notice of first-aid care

C. SECTION: PLANNING/INTELLIGENCE

Planning/Intelligence Chief

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintains accurate records and site map. Provides ongoing analysis of situation and resource status.

Start-up actions:

- a. Check in with incident commander for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.
- c. Wear position identifier, such as vest, if available.

Operational duties:

- a. Assume the duties of all planning/intelligence positions until staff is available and assigned.
- b. As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- c. Assist the incident commander in writing action plans.

Closing down:

- a. At the incident commander's direction, deactivate the section and close out all logs.
- b. Verify that closing tasks of all planning/intelligence positions have been accomplished.
- c. Return equipment and reusable supplies to logistics.

Equipment/supplies:

- two-way radio
- file boxes
- job-description clipboard
- dry-erase pens, paper pens, tissues
- large site map of campus, laminated or covered with plexiglas
- **forms:** emergency time/situation report, sample log, student-accounting

Planning Intelligence: Documentation

Responsibilities: This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Start-up actions:

- a. Check in with planning/intelligence chief for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.

- c. Wear position identifier, such as vest, if available.
- d. Determine whether there will be a finance/administration section.
If there is none, the documentation clerk will be responsible for maintaining all records of any expenditures as well as all personnel time-keeping records.

Operational duties:

Records:

- a. Maintain time log of the incident, noting all actions and reports.
- b. Record verbal communication for basic content.
- c. Log in all written reports.
- d. File all reports for reference (file box).

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding.

Keep all original notes and records; they are legal documents.

Student and staff accounting:

- a. Receive, record and analyze student-accounting forms.
- b. Check off staff roster. Compute the number of students, staff, and others on campus for situation analysis. Update periodically.
- c. Report missing persons and site damage to the EOC.
- d. Report first-aid needs to medical-team leader.
- e. File forms for reference.

Closing down:

- a. Collect and file all paperwork and documentation from deactivating sections.
- b. Securely package and store these documents for future use.
- c. Return equipment and reusable supplies to logistics.

Equipment/Supplies:

- two-way radio
- file boxes
- Paper, pens
- Job-description clipboard
- **forms:** emergency time/situation report, sample log, student-accounting form

Planning/Intelligence: Situation Analysis

Responsibilities: This section is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

Start-up actions:

- a. Check in with planning/intelligence chief for situation briefing.
- b. Obtain necessary equipment and supplies from logistics.
- c. Wear position identifier, such as vest, if available.

Operational duties:

Situation status (map)

- a. Collect, organize and analyze situation information.
- b. Mark site map appropriately as related reports are received. This includes but is not limited to situation and resource reports and damage updates, giving a concise picture status of the campus.
- c. Preserve map as legal document until photographed.
- d. Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situational analysis:

- a. Provide current situation assessments based on analysis of information received.
- b. Develop situation reports for the EOC to support the action/planning process.

Closing down:

- a. Close out all logs and turn in all documents to documentation.
- b. Return equipment and reusable supplies to logistics.

Equipment/supplies:

- two-way radio
- paper, pens, dry-erase pens, tissue
- job-description clipboard
- large site map of campus, laminated or covered with plexiglas
- file box(es)
- map of county and/or local area

D. SECTION: LOGISTICS

Logistics Chief

Responsibilities: The logistics section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident response.

Start-up actions:

- a. Check in with the incident commander for situation briefing.
- b. Open supplies containers or other storage facilities.
- c. Wear position identifier, such as vest, if available.
- d. Begin distribution of supplies and equipment as needed.
- e. Ensure that the EOC and other facilities are set up as needed.

Operational duties:

- a. Assume the duties of all logistics positions until staff is available and assigned.
- b. As staff is assigned, brief them on situation and supervise their activities, utilizing the position checklists.
- c. Coordinate supplies, equipment, and personnel needs with the incident commander.
- d. Maintain security of supplies and equipment.

Closing down:

- a. At the incident commander's direction, deactivate the section and close out all logs.
- b. Verify that closing tasks of all logistics positions have been accomplished.
- c. Secure all equipment and logs.

Equipment/supplies:

- two-way radio
- job-description clipboard
- paper, pens
- cargo container or other storage facility and all emergency supplies
- clipboard with volunteer sign-in sheets
- **forms:** inventory of emergency supplies on campus, site status report, communications log, message forms

Logistics: Supplies/Facilities

Responsibilities: This unit is responsible for providing facilities, equipment, supplies and materials in the wake of the incident.

Start-Up Actions:

- a. Check in with logistics chief for situation briefing.
- b. Open supplies container or other storage facilities if necessary.

- c. Wear position identifier, such as vest, if available.
- d. Set up the Incident Command Center.

Operational duties:

- a. Maintain security of storage facility, supplies and equipment.
- b. Distribute supplies and equipment as needed.
- c. Assist team members in locating appropriate supplies and equipment.
- d. Set up staging area, sanitation area and other facilities as needed.

Closing down:

- a. At the logistics chief's direction, receive all equipment and unused supplies as they are returned.
- b. Secure all equipment and supplies.

Equipment/supplies:

- two-way radio
- job-description clipboard
- paper, pen
- **forms:** inventory of emergency supplies on hand

Logistics: Staffing

Responsibilities: This unit is responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident response.

Start-up actions:

- a. Check in with the logistics chief for situation briefing.
- b. Wear position identifier, such as vest, if available.
- c. Open three logs to list staff, volunteers, and students who are awaiting assignments.

Operational duties:

- a. Deploy personnel as requested by the incident commander.
- b. Sign in volunteers, making sure that all are wearing their I.D. badges and are on the site disaster-volunteer list.

Closing down:

- a. Ask volunteers to sign out.
- b. At the logistic chief's direction, close out all logs and turn them in to documentation.
- c. Return all equipment and supplies.

Equipment/supplies:

- two-way radio
- job-description clipboard
- paper, pens
- clipboard with volunteer sign-in/sign-out sheets
- **forms:** inventory of emergency supplies on campus, list of registered disaster volunteers, list of disaster-trained staff and positions for which they are trained, list of untrained staff

Logistics: Communications

Responsibilities: This unit is responsible for establishing, coordinating and directing verbal and written communications within the campus and with outside agencies when necessary.

Personnel: staff member with campus two-way radio supported by student or volunteer runners.

Start-up actions:

- a. Check in with logistics chief for briefing.
- b. Set up communications station at the facilities services reception desk.
- c. Turn on radios and advise EOC when ready to accept traffic.

Operational duties:

- a. Establish, operate and maintain the incident message and communications center at the EOC. Coordinate message flow between all sections and other related agencies, including fire agencies, county communications, law-enforcement agencies, ambulances; medical facilities, volunteers, radio and telephone services, and operations section unit leaders.
- b. At the direction of the incident commander, report status of students, staff, and campus using site status report form.
- c. Maintain communications through use of runners, as required.
- d. Maintain communications log: date/time/originator/recipient.
- e. Direct the media or the public to the public information officer.
- f. Monitor AM/FM radio as required for local emergency news.
- g. Evaluate status of communications channels including telephone, e-mail, Internet, cell phones, campanile loudspeaker, etc.
- h. Identify best channels for communicating with all relevant university population groups including faculty, staff, students, parents, media, etc.

Closing down:

- a. Close out all logs, message forms, etc. and turn them over to documentation.

- b. Return all equipment and unused supplies to logistics

Equipment/supplies:

- two-way radios with spare batteries and/or chargers
- job-description clipboard
- AM/FM radio
- **forms:** site status report, message forms

Logistics: Food Services

Responsibilities: Provides supplies and distribution systems for food and drinking water. Provides food and liquids to incident-response personnel and the on-campus community. Reports to the logistics-section leader and may supervise cooks and kitchen staff. Coordinate with student care team leader.

Start-up actions:

- a. Check in with logistics chief for briefing.
- b. Appoint and brief staff, as needed.
- c. Participate in logistics-section planning.

Operational duties:

- a. Confirm feeding times and locations with planning/operations section leaders.
- b. Determine best method of purveying meals for each situation.
- c. Obtain necessary equipment and supplies to operate food-service facilities.
- d. Ensure food-services equipment is set up.
- e. Keep inventory of food on hand. Receive and document food orders.
- f. Ensure that sufficient potable water is available to meet all incident needs.
- g. Ensure that all appropriate health and safety measures are taken.
- h. Maintain unit log.

Logistics: Housing Services

Responsibilities: Coordinate the provision of emergency housing for campus visitors and emergency-response staff. Coordinate efforts with student care team leader.

Start-up actions:

- a. Obtain incident briefing from the logistics chief.
- b. Wear position identifier, such as vest, if available.

- c. Assess incident situation.
- d. Mobilize and brief staff as needed.

Operational duties:

- a. Provide for the safety and care of campus residents
- b. Provide housing within existing resources.
- c. Provide alternate shelter as needed.
- d. Where appropriate and necessary, make arrangements and agreements with outside agencies (Red Cross, etc.) and private contractors to provide mutual-aid resource and service as needed.
- e. Maintain a log of activities.

Closing down:

- a. When authorized by the logistics section chief, deactivate the unit and close out all logs.
- b. Turn in logs and other relevant documents to the logistics section chief or documentation unit.
- c. Return equipment and reusable supplies to logistics.

Logistics: Transportation and Parking Services

Responsibilities: Coordinate the distribution and operation of transportation services to support the emergency-response operations of the campus. These may include the coordinated evacuation of the campus. Also serve as liaison with the Spokane Transit Authority and other transit providers.

Start-up actions:

- a. Obtain incident briefing from the logistics chief.
- b. Wear position identifier, such as vest, if available.
- c. Access incident situation.
- d. Appoint and brief staff as needed.

Operational duties:

- a. Participate in logistics section planning meetings.
- b. Determine transportation needs of the incident.
- c. Determine the support needs of incident vehicles and apparatus.

- d. Order transportation and vehicles needed to support the present and planned incident operations.
- e. Coordinate with public-transport providers to address special needs. Track changes in operations of public-transit schedules.
- f. Maintain adequate inventory of support and transportation vehicles.
- g. Arrange for receipt and storage of rental and loaned vehicles ordered.
- h. Provide transportation services.
- i. Check out vehicles to authorized personnel. Keep records.
- j. Arrange for service of vehicles as needed.
- k. Maintain log of activities and submit periodic reports to logistics section chief.

Closing Down:

- a. When authorized by the logistics section chief, deactivate the unit and close out all logs.
- b. Return all rented and borrowed vehicles.
- c. Turn in logs and other relevant documents to the logistics section chief or the documentation unit.
- d. Return equipment and reusable supplies to logistics.

E. SECTION: FINANCE/ADMINISTRATION

Finance/Administration Chief

Responsibilities: The finance/administration section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours.

Start-up actions:

- a. Check in with the incident commander for a situation briefing.
- b. Wear position identifier, such as vest, if available.
- c. Locate and set up workspace.
- d. Check in with the documentation clerk to collect records and information, which relate to personnel timekeeping and purchasing.

Operational duties:

- a. Assume the duties of all finance/administration positions until staff is available and assigned.
- b. As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.

Closing down:

- a. At the incident commander's direction, deactivate the section and close out all logs.
- b. Verify that closing tasks of all finance/administration positions have been accomplished.
- c. Secure all documents and records.

Equipment/supplies:

- Job-description clipboard
- Paper, pens
- **forms:** staff duty log

Finance/Administration: Time-keeping

Responsibilities: This unit is responsible for maintaining accurate and complete records of staff hours.

Start-up actions:

- a. Check in with the finance/administration chief for situation briefing
- b. Wear position identifier, such as vest, if available.
- c. Locate and set up workspace.
- d. Check in with the documentation clerk to collect records and information that relate to personnel time-keeping.

Operational duties:

- a. Meet with finance/administration chief to determine process for tracking regular and overtime hours.
- b. Ensure that accurate records are kept of all staff members, indicating hours worked.

Closing down:

- a. Close out all logs.
- b. Secure all documents and records.

Equipment/Supplies:

- Job-description clipboard
- paper, pens
- **forms:** staff duty log

Finance/Administration: Purchasing

Responsibilities: This unit is responsible for maintaining accurate and complete records of purchases.

Start-up actions:

- a. Check in with finance/administration chief to determine process for tracking purchases.

Operational duties:

- a. Meet with finance/administration chief to determine process for tracking purchases.
- b. Support logistics in making any purchases that have been approved by the incident commander.

Closing down:

- a. Close out all logs
- b. Secure all documents and records.

Equipment/supplies:

- job-description clipboard
- paper, pens