

**WASHINGTON STATE UNIVERSITY**

**EMERGENCY OPERATION PLAN**

**(DRAFT)**

**JANUARY 2025**

**PULLMAN – SPOKANE – TRI-CITIES - VANCOUVER – EVERETT - GLOBAL**

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## INTRODUCTION

The Emergency Operation Plan (EOP, or “the plan”) outlines Washington State University’s approach for managing major incidents that may threaten the health and safety of the university community or disrupt programs and/or operations.

WSU employs an all-hazards approach to prepare for natural, manmade, and human-caused hazards that might impact the university community, facilities and campuses. These hazards are assessed based on threat, vulnerability, and consequence. This EOP, along with the Incident Command System (ICS) and Incident Management Team (IMT) concepts, guide WSU’s response and recovery efforts throughout the system.

This plan follows the National Incident Management System (NIMS) and ICS concepts as established by the Federal Emergency Management Agency (FEMA), promoting coordination with jurisdictions while supporting effective and timely response.

### Purpose

The EOP establishes procedures and an organizational structure for responding to emergencies that threaten life, research, academic activities, and property at any WSU location or within the WSU community. This plan works in conjunction with existing WSU emergency management policies and operations plans.

The EOP directs emergency responses when university departmental resources are insufficient to manage the situation. It complements department-specific plans, which provide detailed procedures for critical functions and maintaining operational continuity.

### Scope

This EOP is a system-wide plan that guides response efforts for personnel and resources during an emergency. This plan applies to property owned, leased, or operated by WSU and to the faculty, staff, students, and visitors under supervision of WSU personnel. WSU campuses, colleges, departments, and units may have additional response plans that serve in support of the overarching EOP.

The all-hazard approach applies to a broad range of emergency incidents that could impact WSU. These hazards were identified based on historical events, hazard mapping, and benchmarking hazards affecting other higher education institutions. The EOP may be activated for the following types of incidents:

- Active threat incidents/Violent person
- Extended power or utility outages
- Hazardous material releases
- Cybersecurity incidents

- Infectious disease incidents
- Earthquakes
- Floods
- Volcanic eruptions/lahars
- Fires or explosions
- Extreme weather events
- Mass casualty incidents

Nothing in this plan should be considered as restricting the use of good judgment and common sense in responding to emergencies. Nothing in this plan is intended, or should be construed, as creating a duty on the part of WSU toward any individual.

## **Situational Overview**

WSU locations may face natural, technological, and human-caused emergencies at any time. These events could range from minor disruptions to catastrophic impacts with potential for loss of life. While some incidents may be mitigated through planning and preparation, the immediate safety, response, and rapid recovery heavily depend on the readiness of faculty, staff, and students.

WSU campuses and other locations are key educational and research hubs with diverse populations, including students, faculty, staff, and visitors. This population spans all ages, mobility levels, abilities, and language skills, necessitating proactive emergency response planning. WSU locations host visitors throughout the year for specific events including athletics, graduations, conferences, concerts, student events, workshops, etc., further emphasizing the need for comprehensive preparedness.

WSU regularly collaborates and coordinates with emergency planning personnel and agencies at its various locations. The university follows the emergency management cycle, which includes:

- **Prevention:** Efforts to eliminate or reduce the risk of emergencies.
- **Protection:** Implementing operational coordination, public information/warning systems, and security before an emergent event.
- **Mitigation:** Actions taken before and during an incident to lessen the consequences.
- **Response:** Immediate actions during an emergency to protect lives, property, and the environment.
- **Recovery:** Short-term efforts to restore critical functions and long-term plans to return to normal operations.

## **Planning Assumptions**

- Incidents can occur at any time without warning.

- In most serious emergency situations, local law enforcement, fire, and emergency services will assist, but there may be delays. Staff members or others on the scene may need to respond until help arrives.
- WSU staff, faculty, and volunteers are aware of their responsibilities during emergencies.
- The five phases of emergency management (Preparedness, Prevention, Mitigation, Response, and Recovery) are applied to each identified emergency.

## Response Plan Priorities

In an emergency, the university has identified these priorities to guide response(s). The Incident Commander or Unified Command will determine specific goals and priorities based upon the incident type and characteristics.

- Save and protect lives.
  - Responders
  - Childcare Centers
  - Medical Clinics
  - Students
  - Faculty/Staff/Visitors
  - Recovery workers
- Secure and preserve the university's assets.
  - Animals
  - Research
  - Infrastructure
  - Facilities
- Prevent damage to the environment, systems, and property.
  - Provide essential services.
  - Temporarily assign university staff to perform emergency work.
  - Invoke emergency authorization to procure and allocate resources.
  - Activate and staff the physical or virtual EOC.

## Limitations

This plan does not guarantee a flawless incident management system. Resources may be overwhelmed, and WSU will strive to effectively manage events with the resources and information available. This plan is developed based on national, state, and local emergency management guidance, along with input from partner response organizations. Preparedness and effective response depend on the efforts of the WSU community, its campuses, departments, and work units charged with responsibilities under this plan.

## Concept of Operations

The National Incident Management System (NIMS) and Incident Command Structure (ICS) established by FEMA form the framework WSU's emergency operation planning.

### National Incident Management System (NIMS)

NIMS provides a standardized approach to incident management, ensuring that all levels of the organization can work together effectively during emergencies. Key components include:

1. **Preparedness:** Involves planning, training, and exercises to ensure readiness for various incidents.
2. **Resource Management:** Establishes guidelines for identifying, mobilizing, and tracking resources during incidents.
3. **Communication and Information Management:** Promotes effective communication and information sharing among responders and stakeholders.
4. **Command and Coordination:** Outlines structures for leadership and coordination during incidents, emphasizing collaboration across agencies and jurisdictions.
5. **Ongoing Management and Maintenance:** Involves continual assessment and improvement of NIMS practices.

### Incident Command System (ICS)

ICS is a standardized, on-scene management tool used during incidents to coordinate response efforts. Key features include:

1. **Flexible Structure:** ICS can be scaled to fit the complexity and needs of any incident, from small to large-scale emergencies.
2. **Unified Command:** Allows multiple agencies to work together under a single command structure, ensuring coordinated efforts.
3. **Clear Roles and Responsibilities:** Defines specific roles within the command structure, such as Incident Commander, Operations Chief, and Logistics Chief, which helps streamline decision-making and task assignment.
4. **Integrated Communication:** Ensures that all team members and agencies are using a common communication framework, which enhances situational awareness and coordination.
5. **Action Planning:** Focuses on developing and implementing a clear Incident Action Plan (IAP) that outlines objectives, strategies, and resources for managing the incident.

### Integration of NIMS and ICS

NIMS and ICS work together to create a cohesive approach to emergency management. While NIMS provides the overarching framework for managing incidents across jurisdictions and disciplines, ICS offers the specific operational structure used to implement that framework on

the ground. Together, they facilitate effective emergency response, ensure the safety of responders and the public, and promote recovery efforts following an incident.

WSU adheres to the practice of preparing for and responding to emergent events at the lowest administrative or jurisdictional level possible and scaling up with additional support when needed. An incident response is first managed by the lead agency, determined by the nature of the incident e.g. police, fire, and/or medical personnel. Larger incidents scale up through the Incident Command Structure until the demand for resources requires the coordination afforded by Unified Command.

Similarly, WSU initiates prevention, protection, and mitigation efforts at the college, school, department, and work unit level, with each administrative unit preparing in advance to respond to, and recover from incidents, incorporating the assistance from WSU Emergency Support Functions.

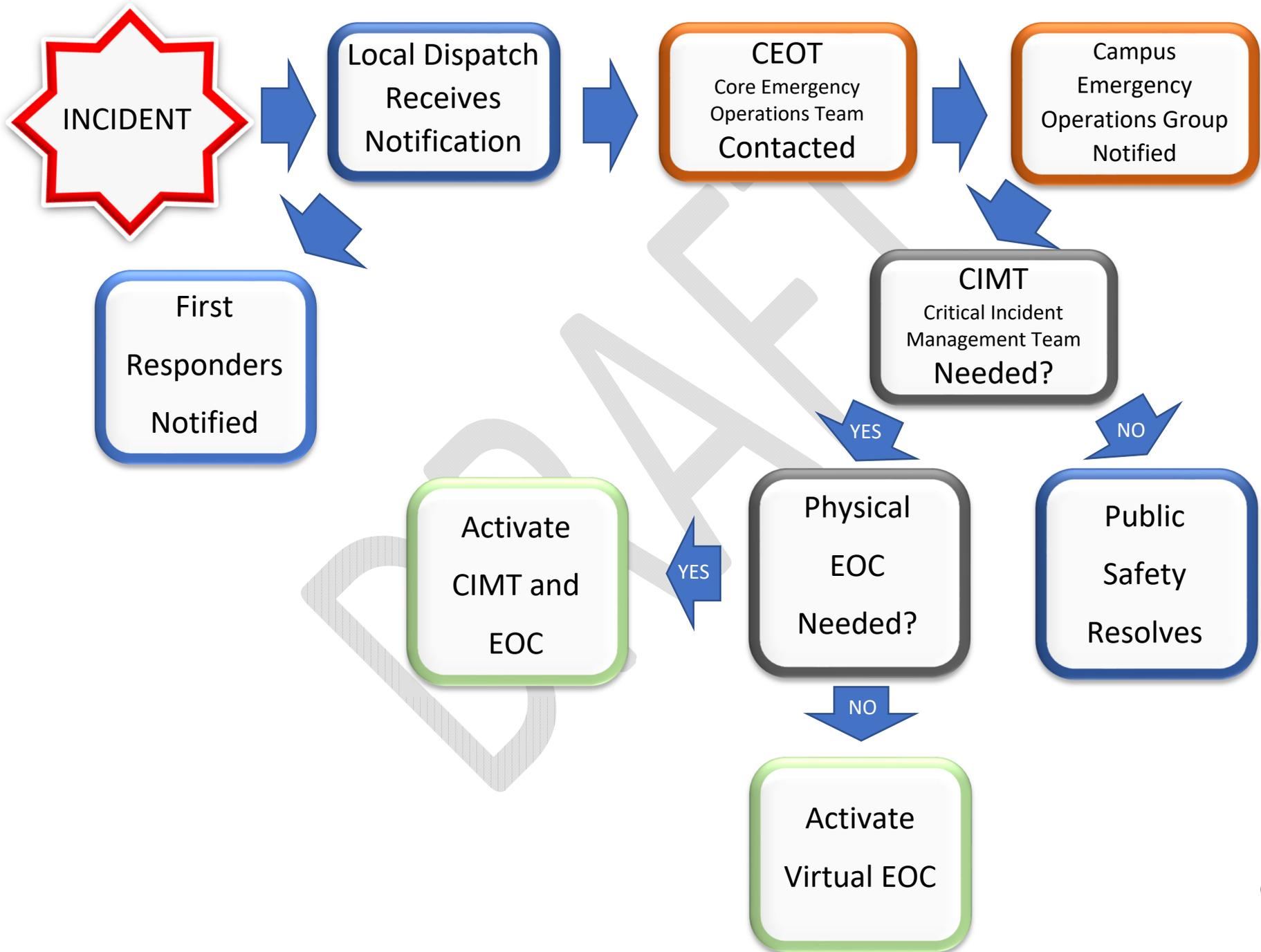
## **Plan Activation**

Emergency or incident response begins upon notification of a threat or emergency. Local law enforcement or, depending on the jurisdiction, and/or the nature of the threat, the WSU Department of Public Safety or Campus Security Department serves as the centralized point of contact. When a call for assistance is received by the 9-1-1 communications center, they dispatch first responder resources appropriate to the location, including WSU Public Safety on campuses with Police or Commissioned Officers. If another WSU office or help desk receives an emergency call, they should forward the call or information to 9-1-1 for response.

The Core Emergency Operations Team (CEOT) at the campus/location is notified and determines if the Critical Incident Management Team (CIMT) and/or Emergency Operation Center (EOC) is needed and notifies additional personnel as necessary. The campus Emergency Operations Group, comprised of campus administrative liaisons, will also be notified.

Depending upon the severity and impact of the emergency, the CEOT will engage part or all the CIMT. Activation may be virtual or at the EOC. An Incident Command Post (ICP) may be established at or near the incident site by responding units. The ICP will coordinate with field personnel and communicate with the WSU EOC, ensuring overall coordination of the response.

# Figure 1. Incident Response



## Outside Request for Assistance

Request for emergency support from WSU can come from various entities.

- If the EOC is not activated, then requests will be routed to the CEOT, and the Emergency Operations Group will then be notified.
- If the EOC is activated, requests will be processed and coordinated by the EOC. Depending upon the incident, the request may be forwarded by the EOC to the field Incident Command Post.
- Requests for resources to the general community, such as food services, transportation, security, etc., may be granted only if WSU has excess capacity.

## Emergency Plan Authorization and Plan Succession

The Executive Vice President for Finance and Administration (EVPFA) oversees emergency preparedness and response for the WSU system as outlined in WSU Executive Policy 25. Operational responsibilities are delegated to the WSU location's Emergency Manager and local Public Safety/Campus Security leadership, supported by the CEOT.

To ensure operational continuity, CEOT members must designate backups from their teams when unavailable to respond to emergencies. These designations are pre-approved and included on CEOT activation call lists.

Chancellors, vice presidents, vice provosts, deans, directors, department chairs, and supervisors are each responsible for emergency response performance in their respective unit (BPPM 50.39).

## Response Organization

### 1. Emergency Operations Group (EOG) - *Leadership and Strategic Direction*

WSU's Policy Group includes University system leadership and the campus Chancellors. The Policy Group provides policy guidance, strategic direction, defines the mission, and authorizes campus emergency declarations and funding approvals through the Policy Group Liaison(s).

The EOG is comprised of key leaders, including the:

- President,
- Provost and Executive Vice President,
- Executive Vice President for Finance and Administration,
- Vice President for University Communications and Marketing,
- Campus Chancellor,
- Senior Assistant Attorney General, and
- Campus Chief of Staff for coordination, or their designees.

2. Executive Vice President for Finance and Administration (EVPFA)

WSU's Executive Vice President for Finance and Administration is responsible for the overall emergency management program and emergency operations for the university system.

3. Campus Policy Group Liaison – Campus Chief of Staff

The Campus Chief of Staff acts as the Campus Policy Group Liaison to the Incident Commander (Unified Command) on behalf of the Chancellor and WSU's EOG. The Campus Policy Group Liaison is the link between the Incident Commander (Unified Command)/CIMT and campus leadership.

4. Core Emergency Operations Team (CEOT)

This small team assesses emerging incidents to determine the necessary response. The team has the authority to activate the CIMT and/or EOC.

Members:

- Head of Public Safety/Campus Security
- Director(s) of Environment Health and Safety
- Fire Safety and Compliance Officer
- Campus Chief of Staff

5. Critical Incident Management Team (CIMT)

The Critical Incident Management Team handles operational management during emergencies. They establish the Incident Command structure as appropriate for the incident and support the Incident Commander (Unified Command); they gather, confirm and evaluate incident information; develop strategies using an action plan, identify and allocate resources, and assume roles and titles defined by NIMS and ICS structures. Team members are trained in NIMS ICS-100, ICS-400 and ICS-700.

Members:

- Includes members of the CEOT, noted above
- Representatives from campus:
  - Communications,
  - Finance,
  - Academic Affairs,
  - Information Technology,
  - Human Resource Services,
  - Student Affairs,

- Transportation, and
- Facilities Services/Operations.

## 6. University Colleges and Departments

University colleges, departments, and other units engage their Continuity of Operations (COOP) core team and implement response actions as outlined in their COOP plan, or as directed by the Incident Commander (Unified Command), the EOC or Policy Group Liaison. The COOP core team includes:

- College, department, or unit leadership
- Designated COOP Coordinator
- Facilities Liaison or Manager
- Information Technologies Liaison or Manager
- Human Resources Liaison or Manager
- Safety Liaison or Manager
- Financial Manager or Administrator
- Communications Coordinator

Note: Dependent upon the size of the college, department, or unit, one person may be assigned multiple COOP team responsibilities.

## 7. Emergency Support Functions (ESFs)

Emergency Support Functions (ESFs) provide personnel, supplies, facilities, and equipment to support an effective response during an emergency or disaster; bringing together various capabilities to deliver coordinated assistance across different functional areas. ESFs are assigned to campus specific WSU units e.g. transportation services, communications or facilities, and external agencies e.g. fire. For detailed information on these functions, see Appendix A, Emergency Support Functions.

ESF #1 – Transportation

ESF #2 – Communications, Information, & Warning Systems

ESF #3 – Public Works & Engineering

ESF #4 – Fire

ESF #5 – Information and Planning/Emergency Management

ESF #6 – Mass Care, Emergency Assistance, Housing, Human Services

ESF #7 – Logistics Management & Resource Support

ESF #8 – Public Health & Medical Services

ESF #9 – Search and Rescue

ESF #10 – Oil & Hazardous Material

ESF #11 – Agriculture and Natural Resources

ESF #12 – Energy

- ESF #13 – Public Safety & Security
- ESF #14 – Long Term Community Recovery
- ESF #15 – External Affairs
- ESF #16 – WSU Supplemental Support Functions

## 8. Emergency Management Steering Committee

Members of the University Emergency Management Steering Committee (“Steering Committee”) review all plan documents and meet regularly to provide general oversight for emergency response-related policies and procedures. The Steering Committee is comprised of, at a minimum, each campus’ members of the CEOT.

## 9. Emergency Operations Center (EOC)

- The EOC is the physical location where information and resources are coordinated to support on-scene incident management activities. The CIMT typically operates from this location.
  - Pullman Campus
    - The primary location is the Public Safety Building Conference Room, 2201 E. Grimes Way, Pullman, WA. The Conference Room has infrastructure and A/V capabilities to facilitate use as an EOC.
    - The secondary location is Gesa Field Operations Room 412, 1775 NE Stadium Way, Pullman, WA. The building has multiple meeting areas, radio set up, and kitchen.
    - The Whitman County EOC is located at the Whitcom 9-1-1 Center 2325 NE Hopkins Ct, Pullman, WA.
  - Spokane Campus
    - The primary location is the security office conference room in the Medicine Building, 668 N Riverpoint Blvd Spokane, WA Rm 103G. The location has A/V capabilities and multiple meeting areas.
    - The Secondary location is the Student Academic Building Room #241, 600 N Riverpoint Blvd Spokane, WA. The location has A/V capabilities and multiple meeting areas.
  - Tri-Cities Campus
    - The primary location is the Chancellor’s Conference Room #212, 2700 Crimson Way, Richland WA.
  - Vancouver Campus
    - The primary location is the Classroom Building Room #120, 14204 NE Salmon Creek Ave, Vancouver WA.
  - Everett Campus

- The primary location is the Campus Building Room #430 915 N. Broadway Everett, WA.

#### 10. EOC Manager (Campus Emergency Manager or Chief of Staff)

- Upon EOC activation, the EOC Manager coordinates with the local off-campus agencies/EOCs and directs all WSU EOC activities.
- The EOC Manager may request support from university personnel.
- For campus-wide incidents, the EOC Manager may also serve as the Incident Commander.

#### 11. Incident Command Post (ICP)

- The ICP is the physical location where tactical, on-scene incident command is conducted.
- Typically, the ICP is located at or near the incident site and serves as the hub for direct management of tactical operations by first responders.
- The ICP is used for all Incident Command System (ICS) functions when the EOC is not activated. In such cases, the ICP handles resource requests and coordinates with other jurisdictions and agencies.  
The EOC supports activities occurring at the ICP.

#### 12. Incident Commander (IC)

- The IC is responsible for leading the response to the incident, and may be located on-scene, at the Incident Command Post or under Unified Command at the EOC.
- The IC sets the objectives, strategies, and priorities for the incident response.
- The IC assumes unassigned ICS position duties when needed.

#### 13. Incident Command System (ICS)

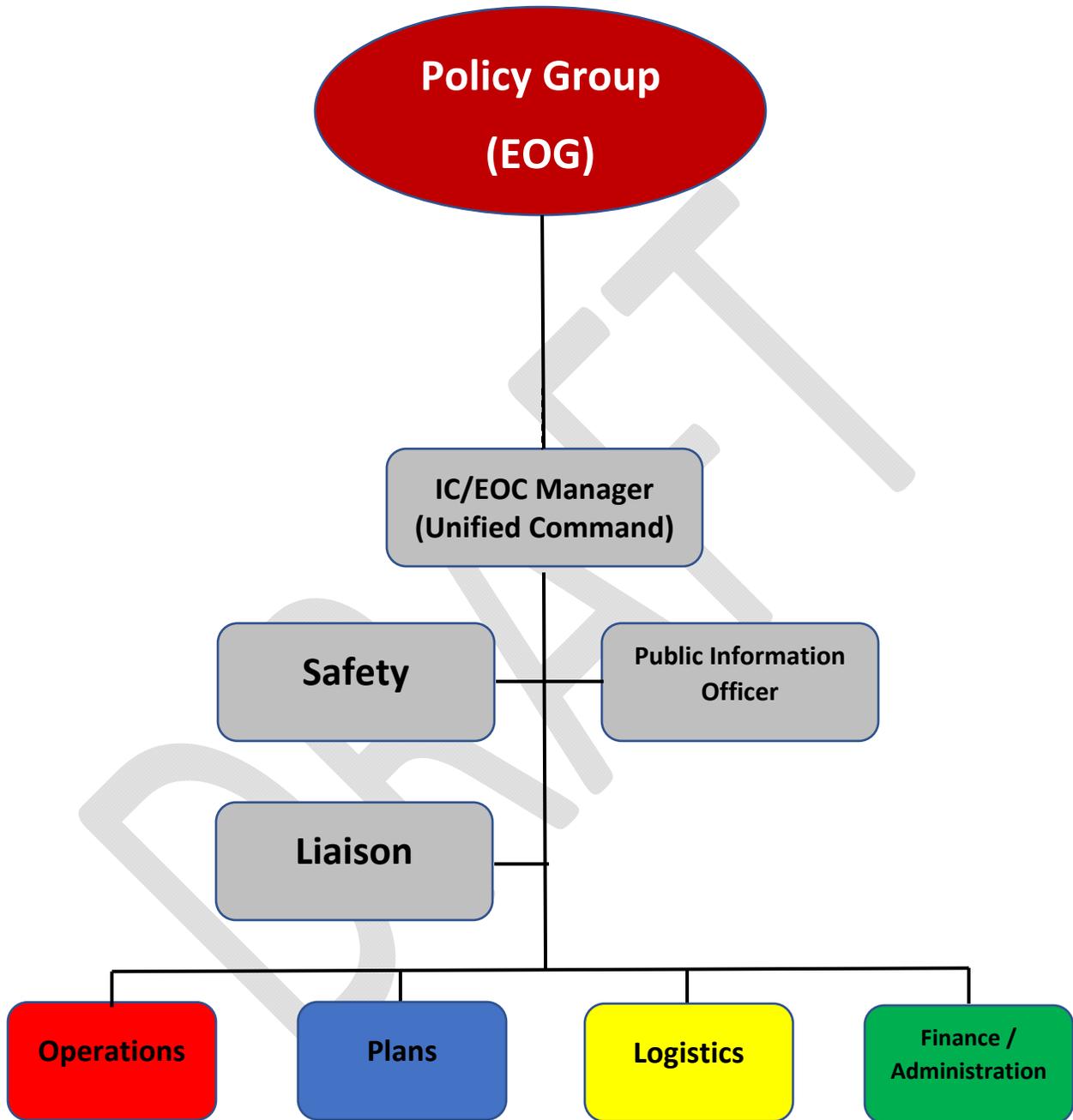
WSU uses the Incident Command System to manage incidents as outlined in FEMA's National Incident Management System course ICS 100:

- The ICS provides an organizational structure capable of responding to all levels of emergencies from simple to complex.
- The ICS is a modular concept organizing resources into Teams, Divisions, Groups, Branches, or Sections and can expand and contract as necessary based upon the incident.

- Only those portions of the Incident Command System needed for the size of the incident will be implemented.

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Figure 2. Incident Command System Structure



## University Position Roles and Expected Actions

### 1. *Executive Vice President for Finance and Administration*

The Executive Vice President of Finance and Administration oversees the development and administration of emergency and public safety plans system-wide (EP 25). Emergency plans are designed to integrate with local, state, and federal jurisdictions when needed.

### 2. *Campus Marketing and Communications and University Marketing and Communications (UMC)*

The Marketing and Communications team(s) handle the following before, during, and after an incident:

- Media, public, and elected official inquiries
- Public information and warning dissemination
- Rumor monitoring and response
- Digital communications / Multimedia content
- Other essential functions to gather, verify, coordinate, and disseminate accurate, accessible, and timely information

Communications Authorship: Communications will generally be sent by campus or university leaders most connected to the incident and messaging e.g. the Chief of Police for matters affecting public safety, or the Chief Human Resources Officer for matters affecting employees.

### 3. *Head of Public Safety/Campus Security*

- Is a member of the CEOT and CIMT teams
- Serves as an Operations Section Chief for security incidents.
- Provides support and resources to the Incident Commander as requested.
- Assists with EOC readiness, if activated
- Staffs positions in the EOC as needed.
- Develops and maintains working relationships with the local area First Responders (Fire, Law Enforcement and EMS)

### 4. *Lead Administrator of Facilities Services*

- Is a member of the CIMT team
- Serves as an Operations Section Chief for facility related incidents.
- Provide support and resources to the Incident Commander as requested.

### 5. *Lead Administrator of University Housing and Dining Services (UHDS) - If applicable for the WSU location*

- Serves as an Operations Section Chief for UHDS properties and incidents.

- Provides support and resources to the Incident Commander as requested.
- Assists with EOC readiness, if activated
- Staffs positions in the EOC as needed

6. *College Deans, Department Heads and Unit Leaders*

University colleges, departments, and other units engage their Continuity of Operations Plan (COOP) core team and implement response actions as outlined in the plan, or as directed by the Incident Commander (Unified Command), the EOC or Policy Group Liaison.

7. *All Supervisors*

- Implement College/Department/Unit Continuity of Operations Plan (COOP)
- Staffs positions in the EOC as needed.

8. *Emergency Management Manager*

- Member of the CEOT and CIMT teams
- Develops WSU Emergency Management Program
- Conducts various emergency management program activities.
- Develops and maintains EOC capabilities.
- Staffs any position in the Emergency Operations Center as needed.
- Initiates CIMT and EOC mobilization as needed.
- Acts as the principal coordinator for implementing NIMS.

## **Communication**

1. Notification and Warning

Timely warnings of emergency conditions are crucial for the safety of the university community and are integral to effective response and recovery. Detailed information on Notification and Warnings can be found in [Business Policies and Procedures Manual 50.72, Timely Warnings and Emergency Notifications Policy](#).

2. Emergency Communications

Reliable and interoperable communications systems are essential for obtaining complete information on emergency situations and directing response efforts. WSU uses a mix of communication methods, including telephone, text, email, MS Teams, call center, and radios.

3. Emergency Public Information

The campus Director of Marketing and Communications, or designee appointed by the campus Chancellor, manages the development and dissemination of information during an emergency. The Vice President for Marketing and Communications, or their designee, provides direct support.

#### 4. Call Center Communications

- During an incident, the university anticipates a high volume of calls from concerned individuals seeking information about the welfare of students, staff, and faculty. This surge in calls may quickly exceed the capacity of the university's main phone lines.
- The Incident Commander, EOC Manager, or Agency Administrator will determine when to create and staff a call center to handle non-emergency calls related to the incident.
- Call centers may also help provide accurate information to interested parties and should only release information approved by the incident Commander and the PIO.

## **Administration, Finance, and Logistics**

### 1. Finance and Administration

When incidents exceed an individual area or unit's resources to sustain a response or when significant incidents sustain effects upon multiple units and/or areas, Finance and Administration assigns a Finance and Administration Section Chief. Responsibilities include:

- Managing all financial aspects of an incident.
- Providing financial and cost analysis information as requested. Ensure compensation and claims functions are being addressed relative to the incident.
- Gathering pertinent information from briefings with responsible agencies.
- Developing an operating plan for the Finance/Administration Section and fill Section supply and support needs.
- Determining the need to set up and operate an incident commissary.
- Meeting with assisting and cooperating agency representatives as needed.
- Maintaining daily contact with agency(s) headquarters on finance matters.
- Ensuring that personnel time records are completed accurately and transmitted to home agencies.
- Ensuring that all obligation documents initiated at the incident are properly prepared and completed.
- Briefing the policy group and the EOC and/or CIMT on all incident-related financial issues needing attention or follow-up.

## 2. Areas or Units

Areas or units involved in the response must be prepared to track resources and expenditures. WSU Finance and Administration may identify procedures to assist with tracking emergency response expenditures and asset allocations.

Outside of material and contractual expenditures, WSU staff labor hours invested in the incident should be tracked. Although not typically reimbursable, these hours may count towards federal aid requirements. Supervisors and managers should track time worked for both paid employees and volunteers who contribute to the response and recovery effort.

## Plan Development and Maintenance

The Emergency Operation Plan leverages existing program expertise and personnel to support prevention, protection, mitigation, preparedness, response, and recovery efforts. It follows the FEMA Comprehensive Planning Guidelines 101 (CPG 101), NIMS principles, and the Homeland Security Exercise and Evaluation Program (HSEEP).

The university's Emergency Management Manager oversees and coordinates with applicable partners (EM Steering Committee) the following:

- Annually reviewing and updating the EOP, with major changes reviewed and approved by the WSU EVPFA (EP 25). Stakeholders will be notified of substantive changes between annual reviews; minor edits will not prompt notification.
- Promulgating the plan when there are changes in EVPFA leadership or WSU emergency management policies.
- Reviewing and adding appendices and annexes as they are developed. Such updates usually are not considered a major plan revision.
- Ensuring each university unit or department having a role in this Emergency Operations Plan communicates its content to their staff and supports key staff members attending relevant training and exercises.

## Testing, Training, and Exercises

The Emergency Management Manager develops and coordinates periodic exercises following the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines to train response personnel and assess the adequacy of the Emergency Operation Plan. Each exercise will generate an After-Action Report, and, if needed, an Improvement Plan.

## After Action Reviews

After Action Reviews provide valuable feedback to improve WSU's emergency responses. The scope of these reviews depends on the complexity of the incident and the number of departments and external entities involved.

Reviews should be conducted after:

- Activation of the CIMT or EOC
- A significant hazardous substance release (e.g., natural gas release in occupied space, laboratory fire or explosion, environmental release of hazardous materials)
- A request by a WSU senior leader

After Action Reviews typically include the Emergency Management Manager, Chief Compliance and Risk Officer, Police Chief or Campus Security Officer, and other relevant WSU officials. The reviews focus on examining the emergency response effort and recovery efforts, not the root cause of the incident. Input for the review may come from after-action debriefings, follow-up meetings, and written comments from anyone involved or observing the response.

Prior to conducting an After-Action Review pursuant to this EOP, the Office of the Attorney General will be consulted to determine if the review will be conducted under attorney-client privilege.

The Emergency Manager shall retain a copy of the report, including any recommendations for corrections or improvements, for a minimum of six years.

## **APPENDIX A. EMERGENCY SUPPORT FUNCTIONS**

### **Emergency Support Functions**

The following responsibilities are for incidents at the university level. These support functions may be called into service in a larger community event. The local county or city Emergency Management Plan will be utilized in those events.

#### **ESF #1 – Transportation**

- Develop transportation plan to support WSU and local responders to emergency/disaster operations.
- Obtain and coordinate transportation resources (internal and external to WSU) to support operational needs.
- Develop traffic control plan and conduct traffic operations to support safe movement.
- Provide maintenance, fuel and inspection support to vehicles used in WSU response operations.
- Coordinate WSU transportation needs with external resources.

#### **ESF #2 – Communications, Information, & Warning Systems**

- Develop communications plan to support WSU emergency /disaster operations.
- Protection, restoration, and sustainment of university telecommunications services and information technology services
- Support EOC operational communications.
- Maintains Timely notification tools (Outdoor Warning System, Mass notification Software)

#### **ESF #3 – Public Works & Engineering**

- This ESF encompasses water, sewer, electrical, steam, roads, grounds and building resources.
- Maintain, obtain, and coordinate infrastructure and facility (internal and external to WSU) resources to support operational needs.
- Protect infrastructure and critical facilities, conduct damage assessment and tracking of damage, campus emergency repair and restoration.

#### **ESF #4 – Firefighting**

- Protect those present in the event of a fire affecting WSU's campus.
- Develop firefighting plan to support WSU emergency/disaster operations.
- Obtain and coordinate firefighting resources to support operational needs.
- Manage firefighting/medical operations and support hazardous materials response.
- Respond to and suppress fires.

ESF #5 – Information and Planning/Emergency Management

- Develop plan for university to staff and implement during emergency incidents.
- Identify resources for alert, activation, and subsequent deployment for quick and effective response to incidents.
- Plan for incident actions, coordinate operations, manage logistics, and provide direction and control during an incident.
- Use mitigation and preparedness planning, as well as rapid coordination of first response efforts to effectively reduce the impact of an incident on university property.
- Coordinate university departments during an incident to minimize any interruption of essential university functions.
- Coordinate tabletop and simulated training exercises amongst campus ESFs simulating response to the potential hazards and threats identified herein referencing HSEEP guidance.

ESF #6 – Mass Care, Emergency Assistance, Housing, Human Services

- Provide food to WSU responders and emergency workers.
- Provide food to shelter occupants.
- Offer access or referrals to psychological counseling to mass care recipients.
- Offer access to basic medical care to mass care recipients.
- Manage temporary shelters and maintain shelter records.
- Serve meals to displaced students.
- Provide food/shelter support to others as identified (staff responders, family members, community members, etc.)
- Assist with reunification and/or status updates of person within Mass Care System and for families.

ESF #7 – Logistics Management & Resource Support

- Provide centralized logistical (personnel and equipment, and resources) support to organizations during response operations.
- Support departmental/Incident Command logistical requests for assistance.
- Implement the EOC Logistics Section; and provide the coordination of specific requirements of resource support action and documentation.
- Provide personnel to support incident response operations.
- Assess and implement the effort an activity necessary to evaluate, locate, procure, and provide essential material resources.
- Continue resource support until the disposition of excess and surplus property, if any, is completed.

ESF #8 – Public Health & Medical Services

- Identify health hazards.
- Disseminate public health information to the Public Information Officer.

- Conduct medical triage and provide treatment.
- Obtain medicines, medical professionals, and/or supplies for an affected area.
- Offer counseling or mental health support resources.
- Organize medical disaster teams.
- Attend to victims' right issues.

ESF #9 – Search and Rescue

- Evacuate buildings and structures, as needed.
- Conduct all search and rescue activities as required following natural or manmade disasters and catastrophic incidents.
- Provide Search and Rescue (SAR) services, including distress monitoring, incident communications, location of distressed personnel, coordination and execution of rescue operations including extrications and/or evacuation.

ESF #10 – Oil & Hazardous Material

- Identify hazardous products and materials.
- Suppress chemical fires.
- Conduct soil tests and/or collect air samples.
- Construct stability berms or other barriers.
- Apply fire-and chemical- retardant materials.
- Collect concentrated supplies of hazardous materials.
- Remove contaminated soil.
- Decontaminate a site or individual.

ESF #11 – Agriculture and Natural Resources

- Provide animal and plant emergency management and response throughout WSU, before, during and after disasters.
- Protecting university natural resources
- Provide sheltering and support for animals affected by the disaster.

ESF #12 – Energy

- Collect, evaluate, and share information on energy system damages, and estimate the impact of energy system outages within the affected area.
- Facilitate the restoration of energy systems when energy is lost to all or part of the WSU campus.
  - The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components. All energy systems are considered critical infrastructure.

ESF #13 – Public Safety & Security

- Protect the safety and security of university students, faculty, staff, and visitors while on the WSU campus.
- Protect critical infrastructure.

- Plan security and provide technical assistance.
- Offer general law enforcement assistance in both pre-incident and post-incident situations.
- Work effectively with surrounding law enforcement agencies.

ESF #14 – Long Term Community Recovery

- Assist university units in developing continuity of operations plans.
- Establish protocols for information technology to maintain operational continuity.

ESF #15 – External Affairs (Public Information)

- Formulate media statements.
- Schedule and conduct press briefings.
- Develop pre-scripted media statements.
- Prepare press/media packages or develop emergency public announcements.
- Coordinate release of information with other involved agencies.
- Transmit timely messages to the various media outlets, through various communication pathways.
- Establish a joint information center to consolidate media resource preparation and response.
- Establish and staff a call center to centralize inquiries for information.

ESF #16 – WSU Supplemental Support Functions

- Coordinate issues related to WSU academic and student affairs' concerns during all phases of emergency management preparedness, response, recovery, and mitigation in a sustained effort to reduce mitigate the effects of disasters, to efficiently utilize resources, and to expedite response and recovery of academic and business operations when a major disaster does occur.
- Conduct accountability of student status (present, missing, injured, etc.)
- Conduct accountability of staff and faculty (present, missing, injured, etc.)
- Integrate with Emergency Operations Center operations and planning to identify and address continuation of business issues during response phase.

## APPENDIX B EMERGENCY ACTION PLANS

Please see the emergency procedures on WSU's Emergency Management website <https://oem.wsu.edu/>.

DRAFT