MIDDLE TENNESSEE STATE UNIVERSITY

EMERGENCY OPERATIONS PLAN

SEPTEMBER 2022

ATTENTION:

IF YOU HAVE NOT READ THIS PLAN AND NEED INFORMATION

IN AN EMERGENCY

TURN DIRECTLY TO **ANNEX B** OF THIS PLAN AND/OR REFER TO

HTTPS://WWW.MTSU.EDU/ALERT4U/

AND

HTTPS://WWW.MTSU.EDU/EHS/DOCS/EMPLOYEE-SAFETY-HANDBOOK.PDF, PAGE 6-1.

MIDDLE TENNESSEE STATE UNIVERSITY EMERGENCY OPERATIONS PLAN
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MTSU Emergency Operations Plan
Executive Summary

Middle Tennessee State University is exposed to many natural and technological hazards that have the potential for disrupting normal campus operations, damaging university facilities, and causing casualties. These hazards include: earthquake, tornado, flood, terrorism, civil disturbance, winter storm, hazardous materials accident, power failure, infectious disease pandemic, and nuclear attack. The general types of emergency situations are emergencies that disrupt normal campus operations or endanger the safety, health, and well-being of the campus community within the confines of the MTSU campus or involved MTSU facility; emergencies that occur in the Murfreesboro-Rutherford County area that disrupt normal campus operations or endanger the safety, health, and well-being of the campus community; and emergencies that occur anywhere in the United States that disrupt normal campus operations or endanger the safety, health, and well-being of the campus community.

It is the responsibility of the University to initiate the emergency management process to protect the lives and property of the institution. The university should maintain the primary responsibility for emergency operations on campus and at university facilities and will request assistance from the City of Murfreesboro, Rutherford County, and/or the State of Tennessee when an emergency exceeds the university's capability to respond. The central point of coordination of all emergency operations should be an Emergency Operations Center (EOC). The EOC provides for a coordinated response when an emergency involves multiple university departments, outside agencies, or political entities. The EOC will coordinate actions between university departments and outside agencies as necessary to support emergency response activities on campus. There typically three levels of control at major emergency incidents. The first level of control is at the Incident Command Post (ICP), the second level of control is at the EOC where overall coordination is maintained, and the third level of control lies with the CMT-Policy Group. On-scene management will fall under the university department or responding agency best qualified to direct and control operations. The university departments or responding agencies that may assume on-scene command in various emergencies are identified in the plan.

The President of Middle Tennessee State University (MTSU) has primary responsibility for effectively managing any crisis that might occur on or affect the MTSU campus. The EOP provides a management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The plan addresses the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to: 1. Protect and preserve human life, health and well-being; 2. Minimize damage to the natural environment; 3. Minimize loss, damage or disruption to the University's facilities, resources and operations; 4. Manage immediate communications and information regarding emergency response operations and campus safety; 5. Provide essential services and operations; 6. Provide and analyze information to support decision-making and action plans.

The plan does not supersede or replace procedures for safety, hazardous materials response or other procedures that are already in place at the University. It supplements those procedures with an emergency management structure that provides for the immediate focus of management on response operations and the early transition to recovery operations.

THE BASIC PLAN

1. INTRODUCTION: EMERGENCY RESPONSE CONCEPT OF OPERATIONS

A. Most day-to-day incidents are handled by the initial dispatch of emergency resources through various Public Safety Access Points (PSAP) such as the MTSU Police Department Communications Center. These incidents are normally coordinated by an onsite incident commander. There are times, however, when an event involves several sites, more than one political entity, or numerous departments and agencies on or outside of the Middle Tennessee State University (MTSU or University) campus. When this occurs, coordination becomes more difficult. The MTSU Emergency Operations Center (EOC) becomes the focal point for the coordination of such events.

B. In emergencies, disasters, or large-scale events, the department or governmental body best qualified to lead the response will be in command of the response effort. That department or agency's chief officer on the scene becomes the incident commander. Once the event reaches the level where EOC activation becomes necessary, the management of that event becomes the responsibility of the MTSU President or the President's designee acting as the directional lead and control support to field incident command. The EOC coordinates the response among single or multiple sites, multiple response agencies, and agencies of the city, county, state, and federal government that arrive to assist the local effort. This may require the call-up of reserve units, mutual aid, or other resources.

C. If the event exceeds the capabilities of the University, city, and county emergency response forces, including any mutual aid assistance, assistance may be requested from the Tennessee Emergency Management Agency (TEMA). If the situation is significant enough to exceed the ability of state and local resources to deal with it effectively, the state may request federal assistance through the Federal Emergency Management Agency (FEMA).

D. The President of MTSU or designee has primary responsibility for effectively managing any crisis that might occur on or affect the MTSU campus. Disasters or emergencies can happen suddenly, creating a situation in which normal operational and support services for the University may become overwhelmed. During crises and emergencies, the University requires processes that address the needs of emergency response operations and recovery management. To address such emergencies, MTSU has established emergency response procedures that provide guidelines for the management of the immediate actions and operations required to respond to an emergency or disaster. The main priorities of the University during a disaster are the protection of lives, valuable research, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic and research programs and services. This document represents the MTSU Emergency Operations Plan (Plan), which encompasses the facilities, services, and administration of the MTSU campus.

2. PURPOSE OF THE PLAN

A. This Plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The University

has established this Plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted, and special measures must be taken to:

1. Protect and preserve human life, health, and well-being.
2. Minimize damage to the natural environment.
3. Minimize loss, damage, or disruption to the University's facilities, resources, and operations.
4. Manage immediate communications and information regarding emergency response operations and campus safety.
5. Provide essential services and operations.
6. Provide and analyze information to support decision-making and action plans.

B. This Plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. It supplements those procedures with an emergency management structure that provides for the immediate focus of management on response operations and the early transition to recovery operations.

3. PLANNING ASSUMPTIONS

A. Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to plan based on worst-case conditions. For the University, as for all organizations in potential seismic regions, a worst-case condition is represented by the earthquake hazard. Using the earthquake model, the planning assumptions incorporated into this Plan include:

1. Critical lifeline utilities may be interrupted, including, water delivery, electrical power, natural gas, ground-based and cellular communications, microwave and repeater-based radio systems, and information systems.

2. Regional and local public services may not be available.

3. Major roads, overpasses, bridges, and local streets may be damaged.

4. Buildings and structures, including homes, may be damaged.

5. Damage may cause injuries to, and displacement of people.

6. Normal suppliers may not be able to deliver materials.

7. Contact with family and homes may be interrupted.

8. People may become confined to the University as off-campus travel conditions may become unsafe.

9. Initially, the University will need to conduct a rapid damage assessment, situational analysis, and deployment of on-site resources and management of emergency operations from a campus Emergency Operations Center (EOC), while emergency conditions exist. These responsibilities may change upon the arrival of emergency first responders.

10. Communication and exchange of information will be one of the highest priority operations at the EOC. The internet and intranet may be inoperative.

4. PLAN OBJECTIVES

A. ORGANIZATION

1. Provide clear and easy-to-follow checklist-based guidelines for the most critical functions and liaisons during an emergency response.

2. Provide an easy to follow plan design in which users can quickly determine their role, responsibilities, and primary tasks.

3. Link and coordinate processes, actions, and the exchange of critical information into an efficient and real-time overall response, so that stakeholders are informed of the emergency response process and have access to information about what is occurring at the University.

B. COMMUNICATIONS AND INFORMATION MANAGEMENT

1. Establish a central point of communication both for receipt and transmission of critical information and messages.

2. Establish official points of contact for the University when normal communication channels are interrupted.

3. Provide 24-hour communication services for voice, data, and operational systems.

4. Collect and collate all disaster-related information for notification, public information, documentation, and post-incident analysis.

5. Provide a basis for training staff and organizations in emergency response management.

C. DECISION MAKING

Determine, through a clear decision-making process, the level of response, and the extent of emergency control and coordination that should be activated when incidents occur.

D. RESPONSE OPERATIONS

1. Utilize the resources on the MTSU campus to implement a comprehensive and efficient emergency management response team.

2. Be prepared with a pro-active emergency response management action plan that provides the possibilities and eventualities of emerging incidents.

E. RECOVERY OPERATIONS

1. Transition response operations to normal management and operational processes, as able.

2. Support business resumption plans and processes, as needed, during restoration phases.

3. Provide documentation and information to support the FEMA disaster assistance program application.

5. TYPES AND LEVELS OF EMERGENCIES/ CRISES

A. **Level 1 – Limited:** A limited emergency or crisis event, within the scope of this Plan, is any incident, potential or actual, which will not seriously affect the overall functional capacity of the University, but nevertheless requires some degree of action. In some cases, a limited event may be small enough that the affected department can effectively resolve the issue. In other cases, assistance from the MTSU Police and/or off-campus emergency response groups may be required according to the standard operating procedures. While some damage and/or interruption may occur, the conditions are localized and the MTSU EOC activation is not needed.

Examples of Limited Events in the context of this Plan may include but are not limited to the following: localized chemical spill, plumbing failure, or water leak.

B. **Level 2 - Issue-Driven:** Includes issue driven and/or slowly developing situations that negatively impact MTSU. The incident may be severe and cause damage and/or interruption to MTSU operations. A partial or full activation of the MTSU EOC is needed. MTSU may be the only affected entity.

Examples of issue-driven events may include but are not limited to the following: active shooter; unscheduled or planned protests or disruptions; civil disturbances; unauthorized occupancy of campus areas; sexual assaults; controversial speakers; and hate crimes.

C. **Level 3 – Major:** A major event, within the scope of this Plan, is an incident posing a significant risk to University personnel, students, visitors, or resources that has caused or has the potential for causing fatalities or injuries and/or serious damage. Such an incident is equivalent to a campus-wide 'state of emergency' and is expected to require activation of the MTSU Crisis Management Team (CMT) Policy Group, CMT-Operations Group, and EOC to provide an immediate emergency response. MTSU may request assistance from the City of Murfreesboro, Rutherford County, other State agencies, or request federal assistance via the Rutherford County Emergency Operations Center. A Level 3 event may develop from incidents beginning at the Level 1 or 2 stages.

Examples of major events may include one or a combination of the following perils: infectious disease, fire, explosion, severe weather conditions, earthquake, building collapse, flood, wind, chemical release, radioactive contamination, large-scale civil disturbance, bomb threat, aircraft emergency, barricade or hostage situation, or other acts of terrorism.

6. PLAN ACTIVATION

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

1. Save and protect lives.
2. Coordinate communications.
3. Prevent damage to the environment, systems, and property.
4. Provide essential services.
5. Temporarily assign University staff to perform emergency work.
6. Invoke emergency authorization to procure and allocate resources.
7. Activate and staff the Emergency Operations Center (EOC).

B. Crisis Management Team (CMT) – Policy Group
Note: Refer to Section 9 for CMT-Policy Group Membership and Responsibilities

1. The President of MTSU serves as the leader of the CMT- Policy Group, which may activate in the event of a Level 3 emergency or whenever executive policy issues must be addressed during an event.

2. In the event of any threatened or actual disaster or civil disorder on the campus of MTSU when the President is absent from campus, the authority to take all necessary and appropriate actions on behalf of the President is delegated to the following University officers in the order listed below. Such authority is delegated to the highest-ranked University officer on the list whom the MTSU Police Department is able to contact.
   a. Vice President for Business and Finance
   b. University Provost
   c. Vice President for Student Affairs & Vice Provost for Enrollment & Academic Services
   d. Vice President for Information Technology & Chief Information Officer
   e. Vice President for Marketing and Communications
   f. Vice President for University Advancement

   NOTE: For a civil disturbance situation only, authority is delegated to the Chief of Police or, in the Chief's absence, the senior on-duty police supervisor to take all necessary and appropriate actions on behalf of the President under the following conditions:

   (1) When neither the President nor any of the University officers listed above can be contacted within a reasonable period, given the immediacy and other circumstances of the threatened or actual civil disorder.

   (2) When an actual civil disorder is in progress, and immediate action is necessary to protect persons or property from further injury or damage.

C. Crisis Management Team (CMT) – Operations Group
Note: Refer to Section 10 for CMT-Operations Group Membership and Responsibilities

1. The Chief of Police is the designated CMT- Operations Group Director; however, the President may appoint another CMT- Operations Group Director as the situation requires. This individual has responsibility for activation, oversight, and termination of the EOC. In addition, the Chief of Police may designate certain responsibilities (I.E. emergency notifications, communications with outside agencies, deployment of MTSU resources, and others) to the Emergency Operations Manager or any University Police Captain or person of higher rank.

2. In the Chief of Police's absence, the Patrol Services Major is the alternate CMT-   Operations Group Director.

 3. If the situation warrants, CMT-Operations Group Director Responsibilities may be turned over to the Vice President for Business & Finance, Emergency Operations Manager, Assistant Vice President for Facilities Services, or other University official as directed by the President.

D. MTSU Emergency Operations Center (EOC) Activation:

1. During incidents or anticipated emergency conditions, the following MTSU positions may activate the MTSU EOC, and serve as the EOC Director (*in recommended order*):
    a. Vice President for Business and Finance
    b. MTSU Chief of Police
    c. MTSU Police Department Operations Lieutenant
    d. Assistant Vice President of Facilities Services
    e. Director of Engineering Services
    f. Life Safety & Emergency Operations Manager
In the event that none of the above is available, the MTSU Police Department Shift Supervisor will assume authority for the activation of the EOC and provide overall direction until one of the above designees arrives.

2. The MTSU EOC may be activated as a precaution without declaring an emergency or activating the Emergency Operations Plan. Such an activation will include limited staffing in most cases.

7. LEADERSHIP FRAMEWORK FOR EMERGENCY MANAGEMENT

A. **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):** This leadership framework is based on the National Incident Management System (NIMS) and incorporates the Incident Command System (ICS), which is designed to provide an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. Because of this flexibility, the leadership framework for emergency management, as defined in this Plan, does not typically resemble the day-to-day organizational structure of the University. Employees may report to other employees to whom they do not usually have a reporting relationship. Further, assignments and reporting relationships may change as crisis conditions change.

B. **LEVEL 2 & 3 EVENT RESPONSE & RECOVERY:** The CMT Policy and Operations Groups coordinate the campus response to, and recovery from Level 2 and 3 Events.

C. **POLICY AND OPERATIONS GROUPS ALTERNATES:** Each member of the CMT Policy and Operations Groups should have designated alternates at least three (3) deep. For the purposes of this Plan and its Emergency Support Functions, the primary Policy Group and EOC member will be mentioned by position title. However, if the primary Policy Group and EOC member is unavailable, his or her alternate will carry out the duties of the primary member.

D. **CRISIS MANAGEMENT TEAM (CMT):** The CMT is composed of two groups – the Policy Group and the Operations Group.

1. CMT-POLICY GROUP ROLE:
    a. Defines Crisis and Emergency Management Policy.
    b. Declares Campus State of Emergency.
    c. Approves overall priorities & strategies.
    d. Communicates with the MTSU Board of Trustees as needed.
    e. Issues public information reports & instructions.
    f. Determines program closures and resumptions.
    g. Plans and prioritizes long term recovery.

2. CMT-OPERATIONS GROUP ROLE:
    a. Determines the scope and impact of the incident.
    b. Prioritizes emergency operations tactics and tasks to meet strategic goals.
    c. Deploys and coordinates resources and equipment.
    d. Communicates critical information and instructions.
    e. Monitors and reevaluates conditions
    f. Coordinates with government agencies (e.g., City of Murfreesboro, Rutherford County, TEMA, FEMA).
    g. Implements and monitors recovery operations.

8. RESPONSE FRAMEWORK FOR EMERGENCY/ CRISIS MANAGEMENT

A. **UNPREDICTED CRISIS OR EMERGENCY:** Any Unpredicted Crisis or Emergency should be immediately reported to the MTSU Police Department at 615-898-2424.

B. **MTSU POLICE DEPARTMENT COMMUNICATIONS CENTER:** The MTSU Police Department Communications Center will follow a defined sequence of responses for nearly all emergency situations:

1. Dispatch police officers and make appropriate fire and/or medical rescue calls.

2. Notify the Chief of Police or designee according to departmental procedures.

3. Notify the MTSU Police Department Patrol Services Major.

4. Notify the Life Safety & Emergency Operations Manager, the Assistant Vice President of Facilities Services, Student Health Services, and/or Residence Life per internal procedures, as appropriate.

5. If warranted, the Chief of Police will notify the President, the Vice President for Business & Finance, and/or other individuals, after crisis conditions are verified by Life Safety & Emergency Operations, Facilities Services, and/or Student Health Services.

6. The President or designee determines whether to declare a Major Emergency and notifies the MTSU Chief of Police.

7. Refer to the Crisis Communications Plan for subsequent notification procedures.

C. **RESPONSE TO A LEVEL 1 EVENT - LIMITED EVENT:** The impacted departments or personnel coordinate directly with the Police Department, Life Safety & Emergency Operations, Residence Life, or Facilities Services to resolve a Level 1 Event. Level 1 Emergencies and Crises are reported through normal channels (Police Department for issues of public safety, Facilities Services for building issues, Information Technology for telephone problems, etc.) and are handled based upon established departmental practices. Level 1 Events do not require full activation of the Emergency Operations Plan, although portions of the Plan may be utilized as needed.

D. **Response to a Level 2 Event - Controversial Issue.** The CMT Policy Group is responsible for evaluating Level 2 situations on a case-by-case basis. Level 2 situations can be quite complex because of the varied institutional, student, and community responses that must be coordinated. Activation of all or portions of the Emergency Operations Plan may be warranted.

E. **Response to a Level 3 Event - Major Emergency**

1. When a Level 3 emergency or crisis is declared by the President or designee, such declaration authorizes the activation and staffing of the EOC.

2. Members of the EOC are notified by the MTSU Police Department Communications Center.

3. Members of the CMT Policy Group are notified by the President's Office or the Office of the Vice President for Business and Finance.

4. When emergency or crisis conditions lessen, the CMT Policy Group and the EOC Director recommend an appropriate time to return to normal conditions.

5. Prior to assembling the EOC, on-scene responders following the Incident Command System (ICS), are authorized to make essential operational decisions and to commit resources for mitigation and control purposes. The MTSU Police Department may also request help from other departments on an emergency basis, including requesting reassignment of staff from less critical assignments.

6. If a Level 3 Emergency or Crisis is declared, it may become necessary to restrict access to specific areas on campus to only authorized personnel. Only those designated individuals with assigned response duties will be allowed to enter an area or building affected by an incident. Access restrictions will be communicated through appropriate channels. Failure to comply may result in disciplinary or legal action.

9. **CMT - POLICY GROUP**

A. **NOTIFICATION:** Members of the CMT Policy Group are notified by the President or the Vice President for Business & Finance or their designees.

B. **MEMBERSHIP:** The CMT Policy Group consists of the University leadership as follows:
1. University President
2. Vice President for Business & Finance
3. University Provost

4. Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services
5. Vice President for Information Technology & Chief Information Officer
6. Vice President for Marketing and Communications
7. Vice President for University Advancement
8. University Counsel
9. Others appointed by the University President as needed

C. CMT- POLICY GROUP RESPONSIBILITIES:
(NOTE: The responsibilities identified for the following positions are emergency duties in addition to the day to day responsibilities. Positions not specifically listed are not anticipated to have additional responsibilities in an emergency.)

1. The President has primary responsibility for:
   - Primary leadership of the CMT- Policy Group.
   - Management of any crisis that might occur on or affect the MTSU campus.
   - Coordinated response to crises, emergencies, or disasters.
   - Post-event restoration of academic and research programs and services.
   - Review and approval of the MTSU Emergency Operations Plan.

2. The **University Provost** or designee will:
   - Have the responsibility of informing and assigning emergency operations responsibilities to the Deans and the faculty where appropriate.
   - Serve as a liaison between the faculty and the CMT- Operations Group and is responsible for informing emergency responders through the CMT- Operations Group of the specific aspects of an affected facility (e.g., location of research materials, presence of research animals).

3. The **Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services** or Designee will:
   - Have the responsibility of ensuring that the needs and concerns of students are met, including making contact with family members.
   - Serve as the liaison with Student Affairs staff and student leaders, and will arrange for deployment of the Student Affairs Critical Incident Team, if warranted. The purpose of this team is to provide counseling services to students in times of crisis or trauma.

4. The **Vice President for Marketing and Communications** or designee will:
   - Serve as the liaison between the Joint Information Center (JIC) and the Emergency Operations Group Director.
   - Collaborate with the JIC to coordinate the needs of the outside media and assist the EOC in determining appropriate news releases to the public.

10. CMT-OPERATIONS GROUP

A. **NOTIFICATION:** Members of the CMT - Operations Group are notified by MTSU Police Department Dispatch and follow provided instructions.

B. **MEMBERSHIP:** When notified, members of the CMT - Operations Group will immediately

report to the designated Emergency Operations Center (EOC) site. The CMT- Operations Group consists of:

    1. Chief of Police – CMT- Operations Group Director,
    2. Police Major,
    3. Police Administrative Captain,
    4. Police Investigative Captain,
    5. Assistant Vice President for Facilities Services,
    6. MTSU Environmental Health and Safety Services Director,
    7. Emergency Operations Manager,
    8. Director for Network and Data Center Operations,
    9. Emergency Support Function Coordinators, and
    10. Others appointed by the CMT- Operations Group Director as needed.

C. CMT-OPERATIONS GROUP RESPONSIBILITIES:

(NOTE: The responsibilities identified for the following positions are emergency duties in addition to the day to day responsibilities. Positions not specifically listed are not anticipated to have additional responsibilities in an emergency.)

1. The **CMT-Operations Group Director** will:
   - Collaborate with EOC members to provide an overall strategy for the EOC.
   - Review and approve overall priorities and tactical actions for the emergency response.
   - Assist in the development and delivery of public service messages.
   - Coordinate and communicate as necessary with the CMT- Policy Group and other University assets regarding ongoing Emergency Operations.
   - Oversee response and recovery operations.
   - Activate the CMT- Operations Group and EOC.
   - Deactivate the CMT- Operations Group and EOC as conditions return to normal.
   - Have the delegated authority to act on behalf of the Policy Group during immediate response operations.

2. The **MTSU Chief of Police** will:
   - Manage Law Enforcement functional operations at the designated EOC.
   - Serve as the Operations Section Chief for incidents in which the police field units are the Incident Commanders.
   - Coordinate general field assignments with the Police Department Communications Center and communicate directly with field Incident Commanders and units as needed.
   - Have the lead for the Operational Action Plan for law enforcement, security, traffic control, evacuations, access control, and crime scene preservation.
   - Coordinate with the Rutherford County Emergency Medical Services Deputy Coroners for incidents involving fatalities.
   - Have primary authority for establishing priority for law enforcement field response and resource allocation.

3. The **MTSU Police Department Patrol Services Major** is responsible for:
   - Overall supervision of collecting, analyzing, and displaying situation information.
   - Preparing periodic situation reports.

- Preparing and distributing EOC Action Plans.
- Facilitating action planning meetings.
- Conducting advanced planning activities.
- Providing technical support services to the various EOC Sections and Units.
- Documenting and maintaining files on all EOC activities. This information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies for the incident.

4. The **Director of Environmental Health and Safety** will:
- Manage and coordinate the environmental health and safety functions of the emergency response on the MTSU campus.
- Provide consultation services for emergency response at other MTSU locations. This includes providing input for suspected problems with hazardous chemical, biological or radiological materials or spills, and/or basic public health concerns related to contaminated water, sewage, or air contaminants.
- Provide consultation to assist in the assessment of unsafe conditions.
- Manage and coordinate on-site hazard assessments.
- Coordinate HazMat contractors consistent with the Emergency Operations Group priorities.
- Advise and provide information to other campus departments and emergency response personnel on the safety and health of planned operations and responses.
- Provide input for the Operational Action Plan for evaluating and prioritizing response operations relative to hazardous situations, fire risks, and health and environmental risks.

5. The **Assistant Vice President for Facilities Services** will:
- Manage and coordinate the prioritized response and exchange of operational information for all buildings, power and water utilities, roadways, and grounds with the Work Control Center.
- Have the lead for damage assessment, repair, and restoration operations for all campus power and water utilities, facilities roadways, and grounds.
- Assist with emergency power and support for all field operations and the EOC.
- Be responsible for providing reports from outside utilities, and transitioning emergency operations to clean up and repair operations.

6. The **Director for Network and Data Center Operations** will:
- Maintain, operate, and deploy emergency telecommunication tools.
- Provide alternate voice and data communications capability in the event of disruption to normal telecommunications lines and equipment.
- Evaluate current and projected requirements and select the appropriate technological means of backing up the MTSU telecommunications network.

7. The **Director for Residence Life and Dining Services** will:
- Have responsibility for ensuring appropriate care and sheltering needs of resident students.
- Determine the number of students who will require evacuation and emergency sheltering and coordinate their relocation to suitable emergency shelters located on and off campus (ESF 6).

- Provide a current listing of resident students by location to the Emergency Operations Center.
- Organize student volunteers (as a last resort) for operational use during the emergency (ESF 14).
- Coordinate and handle emergency feeding for students, staff, faculty, and volunteer workers (ESF 12).

8. The **Assistant Vice President of Human Resources** will:
- Be responsible for developing procedures to provide response personnel with information regarding their families.
- Coordinate services for affected faculty and staff to include:
  - Referral for injuries covered by worker's compensation.
  - Counseling services.
  - EAP referrals.
  - Staff notification through various communications channels.
- Be responsible for managing emergency human resource operations, including:
  - Temporary or emergency hires.
  - Critical processes for benefits and employee services.
  - Other HR related activities in support of the emergency response and recovery.
- Be responsible for coordinating all MTSU staff and volunteer resources (ESF 14) to support the University's needs.
- Set up a registration process for ensuring MTSU staff and volunteers are working under the supervision of an appropriate manager of the University.
  - Registration includes obtaining emergency contact information, signed statements indicating complete and voluntary participation and willingness to work as assigned.
  - May need to address work requirements, i.e., lifting, hazard exposure, etc. *Note: This task is not necessary for any volunteers coordinated by an official organization, such as the American Red Cross or United Way.*

9. The **Director for Student Health Services** or designee will:
- Coordinate the request for and allocation of medical resources on campus.
- Coordinate the location of on-going triage and minor care to injured persons.
- Assist responding agencies providing mutual aid.
- Monitor and document injury and death reports.
- Coordinate with the MTSU Police Department and Rutherford County Emergency Medical Services Deputy Coroners for reports to the Medical Examiner.

11. EMERGENCY OPERATIONS PLAN — STRUCTURE OF OPERATIONS

A. **MTSU EMERGENCY OPERATIONS PLAN**: The Plan is based on NIMS and the Incident Command System (ICS), a management structure adopted throughout the United States and required by OSHA, EPA, and FEMA. This approach to emergency management provides Emergency Support Functions (ESFs) for each critical operation of the University during an emergency and allows the utilization of ICS protocols by the Operations Group and in the EOC during activation. It also provides for a smooth transition to restoration of normal services and the implementation of programs for recovery. Each Branch is consolidated in the EOC during activation to ensure coordination among various departments and organizations. For additional

role definitions with accompanying responsibilities, ESFs are assigned to the following ICS Branches:

1. Operations Branch:
    ESF 2, Communications
    ESF 4, Firefighting
    ESF 9, Campus Search & Rescue
    ESF 10, Hazardous Materials Response
    ESF 13, Law Enforcement

2. Planning Branch:
    ESF 5, Information & Planning
    ESF 15, Recovery
    ESF 12, Energy

3. Logistics Branch:
    ESF 1, Transportation
    ESF 3, Campus Infrastructure
    ESF 6, Human Services
    ESF 8, Health & Medical Services
    ESF 11, Emergency Food Assistance

4. Finance & Administration Branch:
    ESF 7, Resource Support
    ESF 14, Donations & Volunteers

B. BENEFITS OF THE ICS PROCESS:

1. History
    a. Thirty-year history of successful implementation for emergency response management in the field.
    b. Ten-year history as the International (Global) Standard for Emergency Management organization.

2. Proven Best Practices in Emergency Management
    a. Flexibility in application – allows for scale-up, scale-down, and transition.
    b. Team-based, bundled and linked processes, and cross-functional efficiency within the organization.
    c. Easy-to-understand for the users.
    d. Action oriented – focuses on results and output.
    e. Starts and stops – designed for rapid deployment and smooth deactivation.
    f. Wide application to unique settings.

3. Aligned with Adjacent and Contiguous Agencies
    a. Standardized functions.
    b. Standardized processes.
    c. Follows State of Tennessee guidelines.

4. Generally, the designation of first responder is assigned to the MTSU Police Department pertaining to any crisis or emergency. The first officer arriving at the scene establishes an Incident Command Post and assumes the role of Incident Commander. This responsibility may be transferred as additional command or more experienced personnel arrive.

5. The Incident Commander is responsible for coordinating on-scene operational activities and providing frequent status updates to the EOC.

6. If the situation requires multi-jurisdictional response, establishment of a Unified Command may become necessary.

7. If warranted, incident command will transfer to the governmental agency with the broadest jurisdictional authority (e.g., Murfreesboro Fire & Rescue Department, Rutherford County EMA, among others) for that incident.

8. The Incident Command Post will be established at a location near the emergency which provides the best available location for observation and logistical support but which ensures an adequate level of safety.

9. The Incident Command Post is the location from which on-site response is staged and managed.

10. Communication facilities at the Incident Command Post will be made available for use by participating units.

11. Each responding agency and unit must have a representative present at the Incident Command Post. These representatives will identify themselves to the Incident Commander on arrival.

12. MTSU EMERGENCY OPERATIONS CENTER (EOC)

A. The University Police Department Training Center is the University's main EOC. Other temporary EOC locations will depend on the nature and location of the incident. A temporary EOC, in the event of an emergency event, could be established in the Maintenance Complex using the Holmes Building as the primary location for all functions except law enforcement and communications, which will be located in the MTSU Police Department facility. Alternate EOC locations for MTSU would be the Learning Resource Center or the Ingram Building.

B. Once an emergency is declared and the EOC is activated, it will be staffed on a 24-hour basis by key members of the CMT Operations Group, if necessary, or as directed by the MTSU President.

C. The MTSU Chief of Police may activate the EOC in case of a major emergency, which shall serve as the workspace for members of the CMT Operations Group responsible for executing required Emergency Support Functions (ESF).

D. The EOC staff will be organized according to the Incident Command System (ICS) to ensure the following management activities or actions are performed:

1. EOC Manager - the person who is responsible for setting objectives and priorities and has overall responsibility for coordination of the EOC staff incident.

2. Operations Branch Director – primarily responsible for managing the tactical operations of various response elements involved in the crisis or emergency.

3. Planning Branch Director –responsible for the collection, analysis, and display of information relating to incident operations, compiling it into documents that can be used immediately by decision-makers and responders. Develop alternative tactical action plans, conduct planning meetings, and prepare the EOC Action Plan for incidents that require extended operational periods.

4. Logistics Branch Director – ensures the acquisition, transportation, and mobilization of resources to support the response effort at the emergency site and the EOC. Additionally, if the severity of the emergency requires mass evacuation, the Logistics Branch will coordinate with City of Murfreesboro, Rutherford County, and the American Red Cross for the establishment of housing, shelters, and mass feeding capabilities for victims and/or responders and their dependents. Methods for obtaining and using facilities, equipment, supplies, services, and other resources will be the same as used during normal operations unless authorized by the EOC Manager or emergency orders of the University President.

5. Finance/Administration Branch Director – tracks spending, approves expenditures and purchasing, tracks worker hours, handles claims for compensation, and coordinates emergency financial assistance. The Finance/ Administration Branch also coordinates with the Logistics Branch Purchase/ Supply Unit Leader for the negotiation and administration of vendor and supply contracts and procedures.

E. All departments requiring outside resources must submit their needs to the EOC. The EOC will coordinate with appropriate agencies/organizations to obtain the needed resources.

13. JOINT INFORMATION CENTER (JIC)

A. A JIC is a central location for involved agencies to coordinate public information activities and a forum for news media representatives to receive disaster information. The purpose of a JIC is to maintain liaisons with the news media; provide news releases and other information as approved by the President and the Incident Commander; assure that official statements are issued only by those administrators authorized to issue such statements; assist in handling telephone inquiries from the public relative to the disaster and accredit bona fide members of the news media operating on campus. The Vice President for Marketing and Communications is responsible for developing procedures related to the development of such a Center.

14. PRIORITY OBJECTIVES

A. The CMT Operations Group will concentrate its efforts on Priority I objectives until these objectives are substantially met. Priority II and III objectives will be addressed as resources become available.

1. **PRIORITY I**
   a. **Life Safety and Evacuation** – Take the necessary steps to preserve life; evaluate the need to evacuate people from hazardous or high-risk areas to safe zones.
   b. **Medical Aid** - evaluate medical services available and advise rescue forces regarding the location of treatment facilities for injured.
   c. **Fire Suppression** - evaluate fires or fire hazards and use available resources to control and evacuate.
   d. **Search and Rescue** - establish search and rescue teams and initiate rescue operations as required.
   e. **Communication Network** - establish a communication network using available staff, materials, and equipment.
   f. **Utilities Survey** - evaluate the condition of utilities (gas, electric, steam, water, sewer) and shutdown or restore as needed.
   g. **Hazardous Substance Control** - survey critical areas (i.e., biological and chemical) and secure or clean up as needed.

2. **PRIORITY II:**
   a. **Food and Drinking Water** - identify supplies on hand and establish a distribution system for food and water.
   b. **Shelter** - identify usable structures to house resident students and/or community victims.
   c. **Facility** - evaluate facilities (i.e., buildings, classrooms) for occupancy or use. Identify and seal off condemned areas.
   d. **Information** - establish a communications system with the campus community and advise everyone regarding the availability of services.
   e. **Animal Control** - provide controls and containment for all experimental animals on campus.
   f. **Criminal Activity Control** - establish a police/security system to protect property and control criminal activity.
   g. **Psychological Assistance** - establish a system to assist persons in coping with the crisis.
   h. **Transportation** - organize transportation for relocation to shelter.

3. **PRIORITY III:**
   a. **Valuable Materials Survey** - identify and secure valuable materials (i.e., artwork, historical books) on campus.
   b. **Records Survey** - identify and secure all Middle Tennessee State University records.
   c. **Academic Survey** - determine requirements to continue academic operations.
   d. **Supplies and Equipment** - develop a system to renew the flow of supplies and equipment.

15. RECOVERY

A.   As operations progress from Priority I through Priority III, the administrative control of the crisis or emergency situation will move from the EOC back to the normal University organizational structure. The President, with input from the EOC Manager, will determine when to deactivate the EOC.

16. COMMUNICATIONS

A.   At the onset of a crisis or emergency, the news is likely to spread quickly. A formal plan must be in place, and supporting protocols must be followed to ensure that all necessary notifications are reliably completed. The MTSU Crisis Communications Plan establishes procedures related to communications with external audiences (i.e., media, community, etc.).

1. **INITIAL NOTIFICATION:**

    a. The key MTSU communications hub is the MTSU Police Department Communications Center. Facilities Services serves as an alternate site.

    b. The MTSU Police Department Communications Center is the primary Public Service Access Point (PSAP) and communication link with 911 and the Murfreesboro Police and Fire and Rescue Departments.

    c. The MTSU Police Department Communications Center or Facilities Services will usually be the first notified of a crisis or emergency.

    d. Each unit shall ensure that any notification of a crisis or emergency is shared with the other unit and the EOC Manager.

    e. The MTSU Police Department Communications Center will typically follow a defined sequence of responses for nearly all emergency situations.

    f. Dispatch police officers and make appropriate fire and/or medical rescue calls.

    g. Notify the Chief of Police or designee according to departmental procedures.

    h. Notify the Director of Environmental Health & Safety, the Assistant Vice President of Facilities Services, Student Health Services, the Life Safety & Emergency Operations Manager, and/or Residence Life per internal procedures.

    i. If warranted, the Chief of Police will notify the President, the Vice President for Business & Finance, and/or other individuals,

after crisis conditions are verified by Life Safety & Emergency
Operations, Facilities Services, and/or Student Health Services.

j. Generally, the Vice President for Business & Finance or designee shall be
responsible for contacting the President, other Vice Presidents, and others as
appropriate.

k. The President or designee determines whether to declare a major
emergency and notifies the Chief of Police.

l. The Chief of Police notifies the MTSU Police Department
Communications Center of the declaration and provides Dispatch
with instructions for the Operations Group.

m. The MTSU Police Department Communications Center will
notify all members of the Operations Group and provide them
with appropriate instructions.

B. COMMUNICATIONS EQUIPMENT

1. Land-line telephones will be the primary means of communication and will be used
to contact Policy Group members, Operations Group members, and university
departments. Alternate methods of communication will include text messages, cellular
telephones, etc.

2. Cellular phones and/or mobile radios may be issued to CMT Policy and Operations
Group members as appropriate.

C. FAMILY COMMUNICATIONS

1. In a crisis or emergency, emergency personnel will need to know whether their
families are safe. The Assistant Vice President for Human Resources will develop
appropriate procedures to address these needs in the case of a major crisis or
emergency.

17. PLAN USAGE

A. This Plan is established as a supplement to the University's administrative policies and
procedures. Under activation and implementation, it serves as an emergency manual setting
forth the authority to direct operations, direct staff assignments, procure and allocate
resources, and take measures to restore normal services and operations.

B. Users are to follow and complete the FEMA ICS Forms during emergency response
activations, training, and exercises. The forms will be retained on file as official records of
the emergency response. Users are also encouraged to supplement this manual with additional
individual materials and information required for emergency response and recovery.

C. This Plan is designed to be updated after each activation or exercise. A debriefing session
will be conducted to identify "lessons learned" and areas of improvement to the University's

emergency plans and processes. The procedural checklists and forms will be reviewed and revised each time they are reprinted for electronic update and distribution.
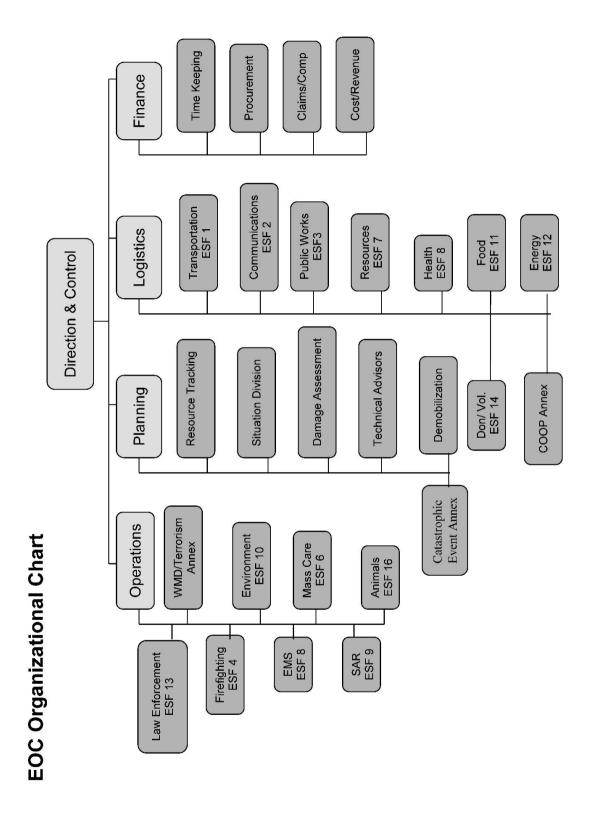
18. PLAN DEVELOPMENT, MAINTENANCE & DISSEMINATION

A. The Vice President for Business & Finance is the Responsible Executive Officer of the Emergency Management Program of MTSU, and as such, is responsible for ensuring that the Plan is developed and maintained.

B. The maintenance and further development of the Plan must be a shared responsibility, involving many departments and units across campus. The MTSU Life Safety & Emergency Operations Manager is responsible for facilitating that work.

C. Each unit or department identified as having a role in this Plan is responsible for communicating the content of the Emergency Operations Plan to its staff.

D. The Emergency Operations Plan shall be reviewed annually by the Operations Group and modified as necessary. The updated Plan shall be forwarded through the channels defined in MTSU Policy 730 for approval, followed by dissemination to CMT members.

E. As potential emergencies or crises emerge, any member of the CMT Operations Group may convene the Group to prepare hazard-specific plans.

F. The MTSU Life Safety & Emergency Operations Manager will conduct limited scope quarterly table-top exercises as needed for individual departments with roles within this plan or associated Emergency Support Functions to train personnel and evaluate the adequacy of the Plan. After-action reports will be prepared and submitted to the President through channels following each exercise. The University may conduct a functional exercise annually, involving all response personnel, faculty, staff and students, as warranted. The remaining exercises may be of a smaller scale: focused tabletops or orientations that involve only portions of the Plan. The MTSU Life Safety & Emergency Operations Manager is responsible for developing these exercises in consultation with the Operations Group.

G. An Emergency Response and Business Continuity Plan is needed for each Administrative and Academic workspace and should be considered part of every Department's basic health and safety responsibility. Division/Department Emergency Response and Business Continuity Plans support the broader MTSU responsibility, therefore the scope and content of these plans are determined by the Vice Presidents, Deans, Directors, and Managers within their areas of responsibility. The MTSU Life Safety & Emergency Operations Manager will provide a template to assist in developing this plan.

19. COMMUNITY ASSISTANCE BY MIDDLE TENNESSEE STATE UNIVERSITY

A. A crisis affecting the community may require local authorities to request the assistance of MTSU personnel and/or facilities. It is logical to assume such assistance would most likely involve the necessity to provide temporary shelter for victims of a disaster and/or medical care for these persons. MTSU will cooperate to the extent possible in any

emergency assistance operations directed by outside agencies. Assistance of this nature may require entering into Memorandums of Understanding, Mutual Aid Agreements or other forms of assistance arrangements. It may also require implementation of the MTSU Emergency Operations Plan.

EOC Organizational Chart

Direction & Control

Operations
- Law Enforcement ESF 13
- WMD/Terrorism Annex
- Firefighting ESF 4
- Environment ESF 10
- EMS ESF 8
- Mass Care ESF 6
- SAR ESF 9
- Animals ESF 16

Planning
- Resource Tracking
- Situation Division
- Damage Assessment
- Technical Advisors
- Demobilization
- Catastrophic Event Annex

Logistics
- Transportation ESF 1
- Communications ESF 2
- Public Works ESF3
- Resources ESF 7
- Health ESF 8
- Food ESF 11
- Energy ESF 12
- Don/ Vol. ESF 14
- COOP Annex

Finance
- Time Keeping
- Procurement
- Claims/Comp
- Cost/Revenue

<center>**EMERGENCY SUPPORT FUNCTION 1**
TRANSPORTATION</center>

I. PURPOSE: Emergency Support Function 1 facilitates and coordinates the movement of emergency responders, personnel, equipment, and supplies on and near the main MTSU campus.

    A. EMERGENCY SUPPORT FUNCTION 1 COORDINATOR:
        1. Director, MTSU Parking & Transportation
        2. Manager, Facilities Services Motor Pool

    B. SUPPORTING DEPARTMENTS/AGENCIES:
        1. MTSU Parking & Transportation
        2. MTSU Facilities Services
        3. MTSU Police Department

Section II: Situation: University transportation resources could be over-taxed during a major emergency. Normal means of transportation may be disrupted during a significant emergency leaving many students, faculty, staff, and visitors, especially the disabled or infirm, without transportation.

Section III: Assumptions: The primary means of transportation will be by privately owned vehicle. It should be unnecessary to evacuate the campus or to move large numbers of people with university resources. The existing transportation system will be preserved and used as much as possible.

Section IV: Concept of Operations

    A. General Responsibilities & Functions:

    1. ESF-1 will provide emergency transportation services using its existing resources under the direction of the appropriate unit under the Incident Command System. Further, MTSU transportation resources may be requested by the Rutherford County Emergency Management Agency ESF-1 or ESF-7 Coordinators during county, state, or national level emergencies.

    2. Transportation needs and priorities will be assessed and staging and loading areas will be established by the ESF-1 Coordinator through the EOC. Transportation requests will be routed to the ESF-1 Coordinator by established communications procedures. Requests that cannot be met with university resources will be referred to the County ESF-1 Coordinator.

    3. Maintain major routes and alternative routes open and available for use by incoming personnel and equipment;

    4. Coordinate activities with ESF 13, Law Enforcement, to provide manned roadblocks and other posts to insure, insofar as possible, that traffic control devices are in place and easily understood by emergency responders moving into affected areas, unauthorized civilian traffic being diverted from affected areas, and victims and others moving out of affected areas.

5. Maintain routes for the movement of emergency and authorized vehicles.

6. Coordinate the use of vehicles carrying personnel and/or equipment to insure maximum efficiency is obtained (i.e., vehicles are fully loaded, etc., to prevent duplication of effort, unnecessary trips, etc.).

7. The MTSU ESF-1 coordinator will establish procedures for providing emergency transportation from hazard areas at Middle Tennessee State University to shelter or reception areas and the return of evacuees.

8. The MTSU ESF-1 coordinator will identify local transportation resources available from commercial and government sources and make arrangements for the issuance of emergency purchase orders or mutual aid agreements to obtain those services when needed.

9. Develop procedures for assigning movement priorities for surface transportation of resources within the county during emergencies.

10. Develop procedures for allocating MTSU-owned vehicles for use in resource movement.

B. Phases of Management

1. Mitigation: The MTSU ESF-1 ESC will identify possible transportation needs for various types of emergencies.

2. Preparedness: The MTSU ESF-1 ESC will review plans for transporting people at the university without personal transportation out of the hazard area or into shelter facilities located on campus or in the county, coordinate with The MTSU ESF-7 ESC for additional buses and drivers if needed, coordinate with the county EOC and ESF-1 ESC for additional resources if needed, and coordinate with the MTSU ESF-13 ESC and the MTSU ESF-3 ESC for evacuation routes and staging and loading areas.

3. Response: The MTSU ESF-1 ESC will implement the provisions of this ESF.

4. Recovery: The MTSU ESF-1 ESC will return transported persons to campus as needed. All plans will be reviewed and revised as required.

V. ORGANIZATION AND RESPONSIBILITIES

A. Organization: Transportation services will be placed into the Incident Command System organization as appropriate to the nature and extent of the emergency.

B. Responsibilities: The MTSU ESF-1 ESC shall be responsible for coordinating emergency transportation of evacuees, emergency response personnel, medicine, equipment, supplies, or consumables in support of all emergency operations on request. The MTSU ESF-1 ESC will coordinate with the county ESF-1 ESC and other campus emergency services for external route

assignments, external staging and loading area assignments, and augmentation of other functional areas as necessary. The MTSU ESF-1 ESC will maintain internal emergency recall rosters and communications systems. Procedures will be developed for the emergency refueling, maintenance, and repair of buses and other assigned vehicles.

VI. Direction and Control: ESF 1 is grouped in the Logistics Branch and reports to the Logistics Branch Director in the Incident Command System. The Logistics Branch includes ESF 1, Transportation, ESF 3, Infrastructure; ESF 7, Resource Management; ESF 12, Energy; ESF 14, Donations/Volunteers; and ESF 16, Animal Housing and Care Services.

VII. Continuity of Administration: Lines of succession shall be established by each department.

VIII. Administration and Logistics:

A. Communications: The MTSU ESF-1 ESC uses communications procedures established in ESF-2 for coordinating transportation requests.

B. Personnel Protection in Hazardous Environments: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

IX. Plan Development and Maintenance: MTSU EHS is responsible for the contents of this ESF. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents.

EMERGENCY SUPPORT FUNCTION 2
COMMUNICATIONS

I.   Purpose

This plan provides guidelines for communicating within the university, and from the university to the media and the public, in the event of an emergency or crisis. This plan is to be flexibly used with emergency decision-making procedures of the university. Elements should be tested in conjunction with campus-wide emergency drills and exercises.

A. Emergency Support Function 2 Coordinator:
1. MTSU Police Shift Supervisor

B. Supporting Departments/ Agencies:
1. MTSU Police
2. Marketing and Communications
3. Student Affairs

II.   Objectives
1. Determining whether the situation requires invoking this plan.
2. Assembling a Crisis Management Team-Policy Group to recommend responses.
3. Implementing immediate actions to:
   a. Identify key constituencies who need to be informed.
   b. Communicate facts about the situation and minimize rumors.
4. Restore and/or maintain order and confidence in the safety and operation of the University.

III.   Assumptions

1. Often the only information the public receives about an emergency is via the media, therefore media relations is an essential element of the University's overall crisis management plan.
2. An emergency is likely to draw more attention to the University than many "good news" stories, because it is much more sensitive in nature. Therefore, accuracy, completeness and truthfulness in the information released about an emergency are essential.

IV.   Procedures
1. **Decision-Making:** Because communication is extremely important in the response to a crisis situation, the University's Vice President for Marketing and Communications or his/her designee* must be involved at the highest level of decision-making in response to a University crisis. In addition, the Vice President must, in conjunction with the President (or the president's designee), be the final arbiter of information disseminated from the University about the crisis.
2. **Spokesperson:** Generally, this responsibility is assigned to the Vice President for Marketing and Communications. (*On occasion, it may be advisable to have the President speak, or a subject matter expert in a particular field to address an issue within his/her area of expertise.*)
3. **Access:** The Vice President for Marketing and Communications must have unimpeded access to all individuals with pertinent information about the crisis. All persons with critical knowledge of the crisis must have unimpeded access to the VP

4. **Notifying Key Constituencies:** The Crisis Communications Team will determine which groups need to be informed first. It is important to keep in mind that people will seek – and believe – other sources of information (e.g., news reports, rumors, word of mouth) in the absence of official communication. Effective communication will help quell rumors, maintain morale and ensure public safety. **Key constituencies include:**
   - Students
   - Faculty
   - Staff
   - Parents of students
   - MTSU Board of Trustees
   - Tennessee Higher Education Commission
   - Public officials—Governor, Legislators, Mayors
   - Alumni
   - Neighbors
   - General Public
   - News Media
   - Major Donors

5. **Joint Information Center (JIC):** In addition to the MTSU Emergency Operations Center (addressed in the Basic Plan section), there must also be a JIC, where:
   - the Vice President for Marketing & Communications, and his/her staff operate
   - public information officers from other responding agencies or campuses may operate
   - information is compiled from various sources and checked for accuracy
   - media releases are prepared for dissemination
   - the news media may call for information
   a. The VP for Marketing & Communications will be in charge of the JIC
   b. Communications, Public Relations and Marketing will provide staffing requirements
   c. The JIC should be set up at a convenient location that:
      - is easily accessible by foot or vehicular traffic, and
      - has parking sufficient to accommodate news media vehicles, including their large remote-broadcast vans
      - is isolated from the Emergency Operations Center (EOC) to prevent uninvited media intrusion into that facility

d. The JIC should also be convenient to:
   - the President
   - Crisis Management Team members
   - appropriate emergency personnel
e. The JIC will operate on a 24-hour basis for the duration of the crisis, until the President declares an all clear and normal University operations have resumed. At that time, members of Communication Services can resume a normal duty status.
f. The JIC must be equipped with items and supplies sufficient to handle a pressing workload; examples of such items include: (Communication Services responsibility)
   - land-line telephones,
   - fax machines,
   - mobile telephones,
   - computers (with email and Internet capability hardwired & Wi-Fi), and
   - printers (with paper)
g. Alternate communications capability is also necessary at the JIC, including:
   - manual typewriters,
   - two-way radios,
   - laptop computers with extra batteries and wireless (Wi-Fi) capability
h. Ideally, portable power-generating equipment will be available to supply alternative power if necessary. (Physical Plant and Information Technology will supply such equipment, beyond the normal amount already possessed by the University's Communication Services office.)
i. At least two (2) designated telephone "hotlines" should be established to offer pre-recorded messages to callers, giving them updates on the crisis, and methods the University is employing to deal with the situation, e.g., temporary housing, revised class schedules, etc.
   - To control rumors and inaccurate information, hotlines will be established and publicized to the University community, media sources, and general public as part of crisis management planning for the University
   - Generally, hotlines will be located at the JIC to provide for easy and frequent message updates
j. All other switchboard operators or persons receiving calls regarding the crisis should refrain from commenting and immediately forward those calls to the JIC.

k. The JIC will provide crisis status updates to the campus community using all available technology, including:
- telephone
- Rave Text
- Social Media sites (Facebook, Twitter)
- Alert4U
- email
- the University's main Web page
- the University's closed-circuit television system
- hotline messages
- broadcasts on WMOT (the campus radio station) and the Sidelines

(Planning for the use of these means of communication assumes that some are functional during a crisis.) ***See also Appendix I Crisis Communications & Emergency Notification Guide.***

l. Personnel who should be present at media briefings include:
- the VP for Marketing & Communications, Director of News and Media Relations, and their respective staff members
- the President
- any other University personnel whose knowledge of the situation or background expertise might be helpful

m. The V.P. for Marketing & Communications will keep his/her JIC staff members briefed continually on developments related to the crisis. He/she will also keep the Crisis Management Team-Policy Group apprised of information that may come from the Operations Group in the E.O.C., and from outside the campus. The flow of information to and from all parties involved in the crisis response is essential to the success of that response.

6. **Fact sheet:** As soon as possible after the incident, a fact sheet will be prepared to supplement communication with key constituencies and information provided to reporters by the spokespersons. It will be approved by the VP and checked for accuracy by those with a direct knowledge of the crisis. Fact sheets released publicly or posted to the Internet must be time stamped and updated as information changes.

7. **Alerting the media:** The Vice President for Marketing and Communications is responsible for deciding the best methods of reaching appropriate media outlets. Communication with the media must occur frequently, as new information is

known. Information from media briefings may be captured in audio and/or video and posted to the Internet, along with updated fact sheets. Efforts will be made to monitor news coverage in key media outlets and correct significant inaccuracies, either in those media outlets themselves or in material distributed by the university. In general, the university will welcome reporters and allow them as much access as public safety, security, and good taste permit. Communication Services staff will facilitate access to key knowledgeable individuals and respond quickly to as many requests as possible. Communication must occur early and often but be confined to the facts. All information must be conveyed with an eye toward what will be most important to various publics. The JIC will maintain a current contact list of all the news media that would likely cover a crisis situation on campus. The JIC will also maintain a list of all public relations officials at other institutions and public and private agencies that may become involved with the crisis including:

- hospitals,
- fire and police departments,
- other colleges and universities,
- the Red Cross,
- railroads,
- airlines,
- the Poison Center,
- the National Weather Service,
- the Center for Earthquake Research and Information,
- city and county governments,
- state and federal agencies and others.

V.   **Plan Testing and Validation**

This plan shall be updated and tested at least once a year. Full activation of the plan will be incorporated into the MTSU annual Emergency Operations Center disaster exercise. Responsibility for updating the Crisis Communications Plan rests with the Vice President for Marketing & Communications or his/her designee.

VI.   **After-Action Report/Review (AAR)**

No later than one week following a crisis, the VP for Marketing and Communications will convene his/her staff for a review of lessons learned. This AAR may be used to provide summary information to a more comprehensive campus-wide AAR coordinated through MTSU's Emergency Preparedness Personnel.

EMERGENCY SUPPORT FUNCTION 3
INFRASTRUCTURE

II. PURPOSE: Emergency Support Function 3 identifies facilities support for emergency operations in order to provide essential public services, shelter upgrade support, debris removal, and route clearance.

A. Emergency Support Function 3 Coordinator:
1. Director, Building Services, MTSU Facilities Services
2. Director, Engineering Services, MTSU Facilities Services
3. Director, Construction Administration, MTSU Facilities Services

B. Supporting Departments/Agencies:
1. MTSU Office of Campus Planning
2. City of Murfreesboro Engineering Services

III. SITUATION: MTSU has a significant capability available to support emergency operations on campus. This capability includes debris, snow, and ice removal, electric generators, portable pumps, earth moving, and other engineering services.

IV. ASSUMPTIONS: Utilities will provide their own personnel for maintaining water, gas, and electrical power supplies to the university. Repairs to university facilities will be carried out or supervised primarily by Facilities Services personnel. Equipment and personnel resources may be available through the Rutherford County Emergency Management Agency.

V. CONCEPT OF OPERATIONS

A. GENERAL:

1. The Facilities Services and Campus Planning organizational structures will remain intact, but shall be incorporated into the Incident Command System on activation of the MTSU Emergency Operations Center (EOC) under the ESF 3 Coordinator. Facilities Services resources will be committed to providing engineering services, debris clearance, snow and ice removal, maintenance and repair of university grounds and facilities, upgrading of shelters, and other necessary support functions. Campus Planning resources will be utilized as technical specialists and damage assessment survey teams as required for the support of emergency operations.

2. When all university resources have been exhausted, it will be the responsibility of the ESF 3 Coordinator to arrange for additional resources from local government agencies or vendors. The ESF 3 Coordinator may also request additional assistance through the MTSU EOC from the Rutherford County Emergency Management Agency.

B. **PHASES OF MANAGEMENT**

1. **MITIGATION:** Establish procedures for the issuance of emergency purchase orders in order to use contract resources.

2. **PREPAREDNESS:** Identify shelters and provide upgrade support. Equipment should be maintained and readied.

3. **RESPONSE:** Carry out the activities specified in this ESF. Coordinate utility and other public works activities by other departments or agencies on campus. Upgrade shelters and provide other support as requested.

4. **RECOVERY:** Conduct damage assessment and clean-up operations. Repair damaged facilities and provide support to other university departments in returning to normal operations.

C. **EXECUTION:** The need for engineering services, snow and ice removal, debris clearance, maintenance, repairs, and construction is identified by Facilities Services, assisted by Campus Planning. Requirements for personnel, materials, and equipment should be established to meet these needs. Document any needs that exceed university resources and arrange for emergency purchase orders to obtain additional resources when needed.

VI. **ORGANIZATION AND RESPONSIBILITIES**

A. **ORGANIZATION:** Facilities Services and Campus Planning shall be incorporated into the Incident Command System in accordance with their capabilities and resources.

B. **RESPONSIBILITIES:** Facilities Services organizations and resources will be responsible for debris removal, snow and ice removal, shelter upgrading, damage assessment, restoration of vital services, supporting evacuation efforts, and keeping streets and key facilities open. Further, they shall also be responsible for providing technical assistance concerning the structural integrity and safe utilization of damaged facilities, safe utilization of damaged utility services, and requirements for shoring or reinforcement of damaged facilities required for the safe conduct of emergency operations. The MTSU ESF 3 Coordinator is responsible for coordinating these operations with the county ESF 3 Coordinator as necessary.

VII. **DIRECTION AND CONTROL:** ESF 3 is grouped in the Logistics Branch and reports to the Logistics Branch Director in the Incident Command System. The Logistics Branch includes ESF 1 - Transportation, ESF 3 - Infrastructure; ESF 7 - Resource Management; ESF 12 - Energy; ESF 14 - Donations/Volunteers; and ESF 16 - Animal Housing and Care Services.

VIII. **Continuity of Administration:** Lines of succession shall be established by each department.

IX. ADMINISTRATION AND LOGISTICS

A. GENERAL: Maps showing water and gas pipelines, communications cables, steam lines, and chill water lines are maintained by the Office of Campus Planning. Facilities Services will also maintain lists of resources available to support emergency operations. The Office of Campus Planning will provide technical advice and assistance on request. The Office of Campus Planning will maintain lists of technical specialists, such as structural and civil engineers, available for the support of emergency operations. Current plans and blueprints are maintained for all campus facilities by Campus Planning. A duplicate set of plans and blueprints should be maintained in another location from the Office of Campus Planning.

B. PERSONNEL PROTECTION IN HAZARDOUS ENVIRONMENTS: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

X. PLAN DEVELOPMENT AND MAINTENANCE:
MTSU Life Safety & Emergency Management is responsible for the contents of this ESF and its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents.

<p style="text-align:center">EMERGENCY SUPPORT FUNCTION 4
FIREFIGHTING</p>

I. PURPOSE: ESF 4 establishes procedures at Middle Tennessee State University for coordination of fire suppression operations.

    A. Emergency Support Function 1 Coordinator:
        1. Emergency Operations Manager, MTSU Police Department
        2. Emergency Operations Lieutenant, MTSU Police Department

    B. Supporting Departments/ Agencies:
        1. Murfreesboro Fire and Rescue Department
        2. Rutherford County Emergency Management Agency
        3. MTSU Police Department

II. SITUATION: Middle Tennessee State University has no inherent capability for providing fire suppression services. The university relies completely on the Murfreesboro Fire and Rescue Department for provision of fire suppression and related services. Fire prevention activities at MTSU are conducted by MTSU Environmental Health and Safety Services.

III. ASSUMPTIONS: The majority of emergency situations requiring fire suppression services will be handled by the Murfreesboro Fire and Rescue Department. Additional resources, from other fire departments in Rutherford County as well as state and federal agencies, are available on request through the Rutherford County Emergency Management Agency. Requests for additional assets for fire suppression services will be made by the Murfreesboro Fire and Rescue Department. These requests do not typically involve the MTSU chain of command.

IV. CONCEPT OF OPERATIONS

    A. GENERAL: Fire suppression during emergencies that are restricted to the university will be requested directly through the appropriate dispatching agency. Fire suppression services during emergencies at the city, county, state, or national levels are requested by the MTSU ESF 4 ESC through the Rutherford County EOC ESF 4 ESC.

    B. PHASES OF MANAGEMENT

        1. MITIGATION: The university should adhere to fire and building codes during all phases of facility operation, maintenance, alteration, or construction. This plan should continuously be reviewed and updated. Fire prevention and safety programs should be conducted on a regular basis.

        2. PREPAREDNESS: Training exercises for fire suppression agencies that will be expected to respond to the university should be arranged and conducted on a regular basis.

        3. RESPONSE: The appropriate fire suppression agencies should be notified immediately on activation of a fire alarm or fire suppression system or on discovery of a fire, regardless of size or extinguishment. The MTSU Police Department should provide any assistance requested from responding fire suppression agencies.

4. **RECOVERY:** Investigation of the cause and origin of fires and explosions at university facilities shall be conducted by MTSU Environmental Health and Safety as well as appropriate city, state, and federal agencies. Cases concerning fires and explosions resulting from other than natural or accidental causes shall be referred to the MTSU Police Department for criminal investigation. Damages will be assessed and required decontamination will be conducted. Emergency response operations will be continued as required. Unsafe buildings or structures will be repaired or demolished.

V. ORGANIZATION AND RESPONSIBILITIES

A. ORGANIZATION: The organization of fire suppression operations shall be the responsibility of the responding agency. The MTSU EOC, on activation, shall coordinate university resources with the needs of the on-scene commander. ESF 4 is grouped under the Operations Branch within the Incident Command System with ESF 8, Emergency Medical Services; ESF 9, Search and Rescue; ESF 10, Environmental Response – HAZMAT; and ESF 13, Law Enforcement.

B. TASK ASSIGNMENTS: The MTSU Police Department is responsible for the immediate notification of the Murfreesboro Fire and Rescue Department or county EOC, as appropriate, of all fires or explosions occurring on university property or in university facilities, regardless of the condition of the fire when discovered. Further, the MTSU Police Department shall immediately notify the MTSU EHS of all fires or explosions occurring on university property or in university facilities, regardless of the condition of the fire when discovered. MTSU EHS is responsible for the coordination of all fire prevention and suppression activities and provides the ESF 4 ESC to the MTSU EOC.

VI. DIRECTION AND CONTROL:
The senior fire officer on the scene shall be responsible for directing all fireground operations in accordance with Tennessee Code Annotated 6-21-703. Routine operations may be handled by applicable standard operating procedures.

VII. CONTINUITY OF ADMINISTRATION:
Lines of succession shall be established by each department.

VIII. ADMINISTRATION AND LOGISTICS

A. COMMUNICATIONS: The MTSU emergency communications network, including fire suppression, emergency medical, and search and rescue agencies, is found in ESF 2.

B. RESOURCES: The MTSU Police Department shall maintain a listing of available fire suppression, emergency medical, and search and rescue resources provided by MTSU EHS that shall be reviewed and updated annually and each time this plan is activated.

C. KEY FACILITIES: The MTSU Police Department shall prepare and maintain a list of all university facilities necessary for emergency operations or requiring special police protection during emergencies.

D. PERSONNEL PROTECTION IN HAZARDOUS ENVIRONMENTS: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

IX. PLAN DEVELOPMENT AND MAINTENANCE: MTSU EHS is responsible for the contents of this ESF and its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents.

EMERGENCY SUPPORT FUNCTION 5
INFORMATION AND PLANNING

I. PURPOSE: Emergency Support Function 5 lists the internal and external departments responsible for the coordination of emergency management actions that may take place in an emergency.

A. EMERGENCY SUPPORT FUNCTION 5 COORDINATOR:
1. Emergency Operations Lieutenant, MTSU Police Department
2. Emergency Operations Manager, MTSU Police Department

B. SUPPORTING DEPARTMENTS/AGENCIES:
1. MTSU Environmental Health and Safety Services
2. MTSU Facilities Services
3. MTSU Police Department
4. MTSU Department of News and Public Affairs
5. Rutherford County Emergency Management Agency
6. Murfreesboro Fire and Rescue Department
7. Rutherford County Fire and Rescue Department
8. Rutherford County Emergency Medical Services

II: SITUATION: Middle Tennessee State University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The MTSU Risk Assessment has a comprehensive description of potential emergencies.

III: ASSUMPTIONS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. The MTSU Emergency Operations Plan provides overall guidance for emergency planning.

2. ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B. ORGANIZATION:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

3. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

C. NOTIFICATION:

1. If ESF-5 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

    i. The MTSU Alert Warning System will normally be activated on his direction.

    ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5 . If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

i. The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

ii. Participate in any exercises, as appropriate.

iii. Develop and maintain a list of possible resources that could be requested in an emergency.

iv. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

v. Develop procedures to document costs for any potential reimbursement.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources to ensure the MTSU EOC is quickly activated and staffed.

ii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.
iii.   Coordinate emergency information for public release through EOC Manager and ESF-15, External Affairs
iv.   Prepare situation report for written and verbal presentation to oncoming shifts at transition.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-5 team members or their agencies maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-5, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-5 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4. In addition, ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

   a. Develop and maintain an EOC Handbook and critical action checklists to include activation, notification, and general operating actions.

   b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

   c. Test and exercise plans and procedures.

   d. Conduct outreach/mitigation programs for internal and external stakeholders.

   e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF-5 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

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EMERGENCY SUPPORT FUNCTION 6
HUMAN SERVICES

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I. PURPOSE: This ESF lists the internal and external departments responsible for mass care of University employees, students, and emergency personnel during an emergency and includes general coordinating instructions. It includes mass care, temporary shelters, emergency mass feeding, disaster housing, food safety & security, and other human services. It may be activated to respond to incidents that overwhelm normal Incident Command response actions.

    A. EMERGENCY SUPPORT FUNCTION 6 COORDINATOR:
        1. Associate Vice President for Student Affairs
        2. Director of Housing and Residential Life
        3. Director of Campus Recreation

    B. SUPPORTING DEPARTMENTS/AGENCIES:
        1. MTSU Environmental Health and Safety Services
        2. MTSU Student Health Services
        3. MTSU Student Unions
        4. MTSU Facilities Services
        5. MTSU Police Department
        6. MTSU Department of News and Public Affairs
        7. Rutherford County Emergency Management Agency
        8. American Red Cross
        9. Rutherford County Emergency Medical Services

II: SITUATION: Middle Tennessee State University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The MTSU Risk Assessment has a comprehensive description of potential emergencies.

III: ASSUMPTIONS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. Many situations have the potential for destroying homes or displacing people in the impacted area. This may necessitate the sheltering of many victims whose homes have been damaged or destroyed.

7. All victims who are housed at temporary emergency shelters will require food, water, the provision of emergency first aid, and a wide variety of other mass care services.

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8. Some facilities designated as shelters prior to a disaster may be destroyed or rendered inoperable by the disaster itself, thereby necessitating additional measures to house and care for victims.

9. Utility, water, and sewer systems may not be available at shelters for several days following a disaster, thereby necessitating alternative arrangements to insure the maintenance of a healthy living environment for the victims.

10. ARC and other shelter workers in areas affected by a disaster may not be able to report for assignments.

11. Shelters in affected areas may be damaged, destroyed or rendered unusable.

12. Utility and water systems may not be operable in affected areas.

13. Secondary hazards may necessitate the relocation of shelter complexes.

14. Relief supplies, tents, food, and potable water may not be available for several days following a disaster.

15. Shelter operations may be needed for several months following some disasters.

16. Spontaneous appearance of volunteers and the influx of emergency response personnel may place additional burdens on the shelter system.

IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. The MTSU Emergency Operations Plan provides overall guidance for emergency planning.

2. ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

3. MTSU personnel and their families shall have first priority for emergency shelter and feeding. MTSU personnel and their families shall be provided separate shelter and feeding accommodations from the general public.

4. Primary responsibility for shelter operations rests with the chief executive of the affected communities within the county, in the case of the University that responsibility lies with the President or his designee and the CMT- Policy Group. The American Red Cross has accepted the responsibility for operating and managing emergency shelters under the coordination of the county EMA. Additionally, state Department of Human Services (DHS) workers have been tasked to provide assistance to ARC and local officials in shelter

operations. At MTSU, Campus Recreation personnel have received ARC training and are qualified to conduct shelter operations.

4. Designated Campus Recreation, ARC, and DHS personnel have been provided with instructions on where to report and what to bring following some types of emergencies in the county. Both agencies have developed in-house plans for bringing in personnel from outside the affected areas.

5. Military assistance in the form of tenting for shelters, water provisioning, food preparation and delivery, etc. may be used to supplement MTSU, ARC, and DHS efforts through the coordination of the county EMA to the state EMA.

B. ORGANIZATION:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

3. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

C. NOTIFICATION:

1. If ESF-6 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

    i. The MTSU Alert Warning System will normally be activated on his direction.

    ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5 . If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

i. The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

ii. Participate in any exercises, as appropriate.

iii. Develop and maintain a list of possible resources that could be requested in an emergency.

iv. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

v. Develop procedures to document costs for any potential reimbursement.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources to ensure MTSU Shelters are quickly activated and staffed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF-15, External Affairs.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-6 team members or their agencies maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-6, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-6 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4 . In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

c. Test and exercise plans and procedures.

d. Conduct outreach/mitigation programs for internal and external stakeholders.

e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF-6 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

EMERGENCY SUPPORT FUNCTION 7
RESOURCE SUPPORT

PURPOSE: This ESF lists the internal and external departments responsible for logistics management and the acquisition of necessary resources during an emergency and includes general coordinating instructions. The lead department is responsible for comprehensive incident logistics planning, management, and resource support. Support includes locating, procuring, and issuing resources, personnel, and equipment. Resources may include facility space, office equipment and supplies, contracting services, and heavy equipment. ESF 7 may be activated to respond to incidents that overwhelm normal Incident Command response actions.

A. EMERGENCY SUPPORT FUNCTION 7 COORDINATOR:
1. Assistant Vice President for Administrative and Business Services
2. Executive Director of Procurement Logistic Services
3. Assistant Director of Procurement Logistic Services

B. SUPPORTING DEPARTMENTS/AGENCIES:
1. MTSU Environmental Health and Safety Services
2. MTSU Parking and Transportation Services
3. MTSU Motor Pool
4. MTSU Facilities Services
5. MTSU Police Department
6. Rutherford County Emergency Management Agency

II: SITUATION: Middle Tennessee State University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The MTSU Risk Assessment has a comprehensive description of potential emergencies.

III: ASSUMPTIONS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. A disaster or emergency brings the need for particular types and quantities of resources. Such needs may be in the form of goods, services, or personnel.

7. Any resource needed in the affected area of campus will require some effort to move it to the affected area.

8. MTSU Procurement and Logistics Services will attempt to locate any resource needed by any MTSU Department in support of its emergency mission requirements.

9. Coordination of resources will require resources be moved to a determined area.

10. Some resource providers will be able to meet their own logistical requirements.

IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. The MTSU Emergency Operations Plan provides overall guidance for emergency planning.

2. ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

3. During disaster operations, responding campus departments and personnel will require resources from other local government agencies to supplant those available to them. Requests will be directed to the MTSU EOC.

4. Should MTSU resources not be able to fill the request, the request may be routed to the Rutherford County Emergency Management Agency for processing. If the resource is not available locally, the EMA Director may request assistance from other mutual aid components or the state EOC.

5. The ESF-7 coordinator is responsible for insuring that resource suppliers move requested items to the appropriate staging or warehouse area or directly to the area where it is needed. From that point the MTSU EOC Manager, working in cooperation with the ESF 1 Transportation, will arrange for the resource to be moved to the desired location.

6. It is ESF 1's responsibility to ensure that similar items, or different items moving to the same location, are transported in a manner to best eliminate duplicating transportation functions. This is important because of the limited availability of transportation resources and cleared routes.

7. Several MTSU Departments have some type of transportation capability, including the Facilities Services and Parking and Transportation. ESF 7 Logistics may make use of these resources, or secure transportation from the private sector.

B. ORGANIZATION:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

3. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC

manager.

4. MTSU Procurement and Logistics Services is responsible for:

a. Development of procedures for the acquisition of resources and the transportation of those resources into staging areas or where needed.

b. Coordination with local agencies or vendors owning transportation resources to determine what types of resources are available that would not be committed to other emergency operations during disasters.

c. Development of procedures for tracking requests and the results, including those of local government agencies and vendors.

d. Development of procedures for requesting transportation resources from the county and state.

e. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

f. Development of procedures for financial support of logistics procurement.

C. NOTIFICATION:

1. If ESF-7 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

i. The MTSU Alert Warning System will normally be activated on his direction.

ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5 . If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

i. The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

ii. Participate in any exercises, as appropriate.

iii. Develop and maintain a list of possible resources that could be requested in an emergency.

iv. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

v. Develop procedures to document costs for any potential reimbursement.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF-15, External Affairs.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-7 team members or their agencies maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-7, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-7 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

   a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

   b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

   c. Test and exercise plans and procedures.

   d. Conduct outreach/mitigation programs for internal and external stakeholders.

   e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF-7 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

EMERGENCY SUPPORT FUNCTION 8
HEALTH AND MEDICAL

PURPOSE: This ESF lists the internal and external departments responsible for internal and external departments responsible for public health, mental health, religious services, and medical services that may be needed in an emergency. These services include public health assistance, medical and mental health services, religious needs, and mass fatality management. These services may be needed for MTSU employees, students, and all responding emergency personnel and may potentially include triage, treatment, and emergency transportation. It is intended to provide guidance, prioritization, and coordination of resources involved in the triage, treatment, and medical evacuation of victims of incidents occurring on the MTSU campus. Provide or coordinate for adequate public health services in the disaster area to insure that public health is not compromised. Public health functions and control of environmental factors related to public health is essential following a disaster to prevent the outbreak of disease and to monitor the spread of vectors associated with the disaster itself.

A. EMERGENCY SUPPORT FUNCTION 8 COORDINATOR:
1. Director of the Student Health Center
2. Medical Director of the Student Health Center
3. Director of the Counseling and Testing Center

B. SUPPORTING DEPARTMENTS/AGENCIES:
1. MTSU Environmental Health and Safety Services
2. MTSU Police Department
3. MTSU Facilities Services
4. Rutherford County Health Department
5. Rutherford County Emergency Medical Services
6. Rutherford County Emergency Management Agency

II: SITUATION: Middle Tennessee State University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The MTSU Risk Assessment has a comprehensive description of potential emergencies.

III: ASSUMPTIONS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. Emergency medical care is the most important function during the first few hours of a disaster. It is essential that fire and rescue activities be coordinated with EMS operations to ensure that no unnecessary loss of life occurs.

7. Rutherford County Emergency Medical Services (EMS) and health care systems could be damaged or overloaded by any disaster that generates large volumes of casualties.

8. Some disasters may generate specialized casualties, such as a pandemic, Chemical, Biological, Radiological, Nuclear, or Explosives (CBRNE Events), hazardous materials releases, etc., that would be beyond the capabilities of local and regional health care systems to manage.

9. Some disasters will generate casualty loads beyond the treatment capabilities of the county EMS and area health care systems.

10. Hospitals, blood banks, laboratories, and other emergency health care facilities may be damaged, rendered inoperable, or suffer critical worker shortages as a result of a disaster.

11. Medical evacuation of excess casualties beyond the capacity of the local system may be necessary in major emergencies.

12. Disasters may generate public health concerns through the accumulation of debris or water, the failure of sewage and water treatment systems, or through the use of unsterile techniques during emergency operations (such as consumption of contaminated food and/or water).

13. Some disasters, such as terrorist incidents, pandemic events, radiological incidents, and hazardous materials incidents, present inherent public health concerns.

14. Unchecked accumulation of debris, the consumption of contaminated food or water, the inadequate disposal of sewage and the spread of disease will result in public health problems if not abated early in the emergency cycle.

15. Public health providers will issue public education materials before, during, and after the impact of disaster on campus, and this material will lead to a better understanding on the part of the campus community of the health hazards associated with specified disasters.

IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. The MTSU Emergency Operations Plan provides overall guidance for emergency planning.

2. ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

3. MTSU has no organic or dedicated EMS capability and relies completely on the Murfreesboro Fire and Rescue Department and the Rutherford County Emergency Medical Services for emergency medical support. During disaster operations, responding campus

departments and personnel that require EMS support will direct requests to the MTSU Police Department Communications Center or the MTSU EOC.

4. Following a disaster, Rutherford County EMS will respond to the needs of the community with respect to the care of injured victims. When a disaster extends to a point that county EMS services are unable to provide adequate coverage, area assistance from mutual aid EMS providers will be requested by the Rutherford County Emergency Management Agency. When those assets are exhausted requests for further assistance from mutual aid or state assets are coordinated through the Rutherford County EMA.

5. Regional coordination of the EMS mutual aid networks is accomplished through the use of regional communications centers. This center is responsible for coordinating the distribution of patients so as not to overload any given health care facility. The state EMS agency monitors this system and is tasked to coordinate the provision of assistance when the scope of the problem becomes significantly large.

6. The county will provide or request emergency medical assistance based on the magnitude of a disaster. A catastrophic event that devastates a major population center may necessitate immediate activation and deployment of the Disaster Medical Assistance Team (DMAT), Disaster Mortuary Operational Response Team (DMORT), Tennessee National Guard, and/or active duty components of the US Armed Forces. An event of lesser magnitude may be resolved with the deployment of medical units from within the state, possibly assisted by those from adjoining states.

7. In many cases, disasters can cripple or destroy the University's capability to provide critical services, treated water, debris removal, sewage treatment, vector control, and other operations/procedures associated with public health control in the areas affected by the disaster.

8. Immediate deployment of public health personnel to projected problem sites could lead to a reduction in potential problems brought about as a result of the disaster.

9. In most cases, assistance from county and state public health agencies will be required.

B. ORGANIZATION:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

3. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

4. MTSU Student Health Services is responsible to:

   a. Coordinate local EMS services and the development of EMS plans.

   b. Establish medical response priorities during disasters on campus.

   c. Develop procedures and guidelines for the operation of the EMS system during disasters, including Casualty Collection Points, triage, medical evacuation, staging areas, etc.

   e. Provide an individual to act as the ESF 8 coordinator as well as an alternate to insure 24-hour availability.

   f. Coordinate health care facilities' involvement as needed.

   g. Develop plans to insure adequate distribution of evacuated victims during disasters.

   h. Develop and implement programs to preserve the integrity of public health following disasters affecting the MTSU campus.

   i. Coordinate the survey and assessment of the public health situation in affected areas following disasters.

   j. Set health/medical priorities in areas affected by disasters.

   k. Implement surveillance systems to monitor the health of the general campus population following disasters.

   l. Produce and distribute health education materials before, during, and after disasters occur.

   m. Develop procedures of coordination through PIO and MTSU EOC to produce Public Information releases concerning public health information and concerns. (Refer to ESF- 5).

   n. Complete the requirements listed in the Mitigation/ Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

C. NOTIFICATION:

1. If ESF-8 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

i. The MTSU Alert Warning System will normally be activated on his direction.

ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5. If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

a. The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

b. Participate in any exercises, as appropriate.

c. Develop and maintain a list of possible resources that could be requested in an emergency.

d. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

e. Develop procedures to document costs for any potential reimbursement.

f. Coordinate with the Rutherford County Health Department to:

    1. Develop public education information concerning the use of untreated water, contaminated food, and other unsanitary practices following disasters.

    2. Develop procedures for deploying personnel into affected areas to provide surveillance and monitoring of public health following major disasters.

    3. Consult with local water and wastewater organizations to determine the problems that may occur as a result of damaged pollution control systems and the failure of water treatment facilities in the affected area.

    4. Develop format for preparing health-related public information for distribution to the PIO for release to the general public.

    5. Develop procedures for staffing public health and other clinics on campus to provide public health services, including vaccinations against pathogens identified as problems in the affected area.

    6. Coordinate procedures to request assistance from the county or state government should that become necessary.

    7. Develop procedures for assimilating all health-related information that will come in from affected areas, including that from the water and wastewater departments, EMA, local hospitals, civilians, and other sources.

    8. Develop procedures for determining and acting on health and medical priorities in the affected area based on information received from intelligence sources.

    9. Develop procedures for coordinating with the TN Department of Agriculture on matters concerning potential health effects associated with food contamination.

    10. Develop procedures for staffing shelters through ESF 6 to provide first aid and monitoring/decontamination assistance when required.

g. Coordinate with the Counseling and Testing Center to provide services to members of the Campus Community, victims and responders, who may be affected by Critical Incident Stress:

    1. Crisis counseling is not normally considered a part of the response phase, but more the recovery phase of an incident. Therefore, crisis counseling generally does not fall under an incident command status. However, special needs for this service should be coordinated under the NIMS/Incident Command concept through the ESF 8 coordinator and the EOC if activated. In most major emergencies, especially those involving large numbers of casualties, some emergency response personnel

and members of the Campus Community as a whole are likely to be affected by what is commonly referred to as Critical Incident Stress. Although signs of this may not appear for quite some time, even several years, many will begin to exhibit feelings of anger, frustration, guilt, depression, etc. during the actual operations themselves and this may progress to the point of becoming damaging to the individual's own well-being.

3. An effective crisis counseling session with those affected allows them the opportunity to bring out into the open feelings they have with regard to how they performed and how they are dealing with psychological trauma wrought by the devastation they have witnessed.

4. Everyone affected should have the opportunity to participate confidentially in group and individual sessions designed to allow them to come to terms with their reactions to what they have seen and participated in. Additionally, opportunities for individualized follow-up care should be provided so as to allow the person to maintain a healthy and productive outlook despite the tremendous toll such activity can take.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF-15, External Affairs.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-8 team members or their agencies maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-8, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-8 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4 . In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

    a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

    b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

    c. Test and exercise plans and procedures.

    d. Conduct outreach/mitigation programs for internal and external stakeholders.

    e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF-8 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

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EMERGENCY SUPPORT FUNCTION 9
SEARCH AND RESCUE

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PURPOSE: This ESF lists the internal and external departments responsible for search and rescue actions that may take place in an emergency. Search and Rescue actions include life-saving assistance and overall search and rescue operations. Designated MTSU departments will assist in rescuing and protecting campus community members involved in a disaster or emergency. This ESF may be activated to respond to incidents that overwhelm normal Incident Command response actions. The purpose of this ESF is to provide coordination of search and rescue activities on campus or coordination of MTSU resources to mutual aid requests outside the campus. This ESF pertains to urban search and rescue (USAR) activities following structural collapses, searches for missing or lost persons, victim extrication or extraction, high angle rescue, and confined space rescue.

A. EMERGENCY SUPPORT FUNCTION 9 COORDINATOR:
1. Emergency Operations Manager, MTSU Police Department
2. Emergency Operations Lieutenant, MTSU Police Department
3. Murfreesboro Fire and Rescue Department

B. SUPPORTING DEPARTMENTS/AGENCIES:
1. MTSU Environmental Health and Safety Services
2. MTSU Police Department
3. MTSU Facilities Services
4. Murfreesboro Fire and Rescue Department
5. Rutherford County Fire and Rescue Department
6. Rutherford County Emergency Medical Services
7. Rutherford County Emergency Management Agency

II: SITUATION: Middle Tennessee State University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The MTSU Risk Assessment has a comprehensive description of potential emergencies.

III: ASSUMPTIONS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. Various incidents could cause the collapse of buildings, trenches, and other structures, necessitating the attempt to locate and extricate trapped victims.

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7. Many situations exist on campus concerning confined space, which are spaces not primarily designed or intended for human occupancy and with limited ingress and egress. Victims may need rescue or removal from areas such as: Tanks, tunnels, culverts, silos, manholes, and wells.

8. MTSU has few rescue capabilities that are not likely to be sufficient to handle most of the situations that are encountered.

9. All ESF functions will coordinate activities with the SAR providers.

10. Situations that require the location and/or extrication of victims by specialized rescue units will continue to occur.

IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. The MTSU Emergency Operations Plan provides overall guidance for emergency planning.

2. ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

3. MTSU has no organic or dedicated SAR capability and relies completely on the Murfreesboro Fire and Rescue Department and the Rutherford County Emergency Medical Services for emergency medical support. During disaster operations, responding campus departments and personnel that require SAR support will direct requests to the MTSU Police Department Communications Center or the MTSU EOC.

4. The MTSU ESF 9 Coordinator is responsible for:

   a. Collection of intelligence concerning the extent and nature of the SAR requirements of an emergency.

   b. Coordination and tasking of SAR personnel and equipment to affected areas as required.

   c. Providing ESF 4 (Fire), ESF 8 (EMS), and ESF 13 (Law Enforcement) with information concerning nature and scope of SAR activities being performed on the MTSU campus.

   d. Requesting assistance from outside resources as needed.

   e. Maintain tracking system for rescue resources utilized during the emergency.

f. Tasking ESF 7 (Logistics) to locate specialized rescue equipment and/or personnel if required.

g. Providing intelligence information to ESF 5 concerning number of victims, types of operations in progress, etc.

h. Coordination of the deployment of special operations teams on or off of the MTSU campus as required.

B. ORGANIZATION:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

3. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

C. NOTIFICATION:

1. If ESF-9 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

    i. The MTSU Alert Warning System will normally be activated on his direction.

    ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5. If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

a. The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

b. Participate in any exercises, as appropriate.

c. Develop and maintain a list of possible resources that could be requested in an emergency.

d. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

e. Develop procedures to document costs for any potential reimbursement.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF-15, External Affairs.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-8 team members or their agencies maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-8, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-8 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4 . In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

c. Test and exercise plans and procedures.

d. Conduct outreach/mitigation programs for internal and external stakeholders.

e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF-8 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

EMERGENCY SUPPORT FUNCTION 10
ENVIRONMENTAL RESPONSE

I. PURPOSE: This ESF lists the internal and external departments responsible for environmental and hazardous materials response actions that may be necessary in an emergency. This ESF includes all emergencies involving hazardous materials including chemical, biological, radiological, nuclear, and explosives incidents and the necessary instructions to coordinate the response to and recovery from an environmental release. ESF 10 may be activated to respond to any incidents that overwhelm normal Incident Command response actions.

    A. EMERGENCY SUPPORT FUNCTION 10 COORDINATOR:
        1. Civil Environmental Engineer, MTSU Facilities Services
        2. Director of Engineering Services and Environmental Health Services,
        MTSU Facilities Services

    B. SUPPORTING DEPARTMENTS/AGENCIES:
        1. MTSU Environmental Health and Safety Services
        2. MTSU Police Department
        3. MTSU Facilities Services
        4. Murfreesboro Fire and Rescue Department
        5. Rutherford County Fire and Rescue Department
        6. Rutherford County Emergency Medical Services
        7. Rutherford County Emergency Management Agency

II: SITUATION: Middle Tennessee State University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The MTSU Risk Assessment has a comprehensive description of potential emergencies.

III: ASSUMPTIONS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. The accidental discharge of hazardous materials is a relatively frequent occurrence in Rutherford County and is not unusual on the MTSU campus. Most discharges are relatively insignificant and pose no serious threat to nearby populations or the environment.

7. Large amounts of hazardous materials are transported by various means onto and across the MTSU campus daily. A small number of these are involved in accidents in any given month.

8. Several MTSU departments manufacture, process, store, or utilize hazardous materials on campus on a daily basis.

9. Accidental HAZMAT releases will continue to occur on a periodic basis.

10. Any HAZMAT incident may progress to a point where it becomes a serious threat to the public.

11. Several HAZMAT incidents have the potential to occur simultaneously.

12. Exceptions to current disposal practices may be necessary during major emergencies.

IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. The MTSU Emergency Operations Plan provides overall guidance for emergency planning.

2. ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

3. MTSU has no organic or dedicated HazMat response capability and relies completely on the Murfreesboro Fire and Rescue Department and the Rutherford County Emergency Management Agency for chemical emergency response support.

4. The MTSU ESF 10 Coordinator is responsible for coordinating MTSU resources with responding agencies.

5. In most cases, response to hazardous materials incidents will be handled by the MTSU Emergency Operations Manager, or the Murfreesboro Fire and Rescue Department. The Rutherford County Emergency Management Agency will be notified of any reportable HazMat release that occurs on campus. Occasionally, an event will necessitate a response by specialized hazardous materials teams such as the Rutherford County Special Operations Response Team (SORT).

6. If necessary, the Rutherford County EMA will assist in coordinating the response of Federal or State environmental response personnel through TEMA.

7. Disposal of hazardous waste on campus is handled by a qualified HazMat contractor.

8. The county has a Local Emergency Planning Committee (LEPC) as required by SARA. The EMA is the lead agency of the LEPC and is the repository of all records and data generated as a result of the requirements of Title III and other components of the SARA act in the county.

9. All response entities which will respond to a HAZMAT incident in or out of its jurisdiction will run their operations under the NIMS/Incident Command concept.

B. ORGANIZATION:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

3. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

4. Rutherford County Emergency Management Agency

   a. Provides coordination for the response to hazardous materials releases in the county.

   b. Develop hazardous materials response capabilities within the county.

   c. Act as a conduit through which local officials can request assistance from other local, state, and federal agencies concerning hazardous materials.

C. NOTIFICATION:

1. If ESF-9 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

   i. The MTSU Alert Warning System will normally be activated on his direction.

   ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5. If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

a. The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

b. Participate in any exercises, as appropriate.

c. Develop and maintain a list of possible resources that could be requested in an emergency.

d. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

e. Develop procedures to document costs for any potential reimbursement.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF-15, External Affairs.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-8 team members or their agencies maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-10, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-10 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

c. Test and exercise plans and procedures.

d. Conduct outreach/mitigation programs for internal and external stakeholders.

e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF-10 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

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EMERGENCY SUPPORT FUNCTION 11
FOOD

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I. PURPOSE: The purpose of this Emergency Support Function is to identify, secure, and deliver food assistance to affected areas following a major disaster. This includes locating and obtaining food supplies, transporting food supplies to staging areas or affected areas as required, and distributing food to disaster victims and emergency workers.

> **A. EMERGENCY SUPPORT FUNCTION 11 COORDINATOR:**
> 1. Director for Residence Life and Dining Services
> 2. Associate Vice President of Student Affairs
> 3. Dining Services Director
>
> **B. SUPPORTING DEPARTMENTS/AGENCIES:**
> 1. MT Dining Services
> 2. MTSU Student Unions
> 3. MTSU Housing and Residential Life
> 4. MTSU Procurement and Logistics Services
> 5. American Red Cross
> 6. Rutherford County Emergency Management Agency

II: SITUATION: Middle Tennessee State University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The MTSU Risk Assessment has a comprehensive description of potential emergencies.

III: ASSUMPTIONS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. Many incidents can create a situation whereby the MTSU campus community cannot gain access to food or potable water. Additionally, electrical and gas supply interruptions will eliminate their ability to properly prepare food or water for human consumption.

7. A significant emergency may deprive residents of the ability to secure and/or prepare food/water for themselves and their families.

8. The emergency transportation/delivery networks may be damaged or disrupted as a result of an emergency.

9. Some disasters may create a situation whereby locally available food/water sources become

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contaminated or infected.

IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. The MTSU Emergency Operations Plan provides overall guidance for emergency planning.

2. Emergency Support Functions are designed to provide basic information in case additional resources or expertise is needed at the EOC or incident scene.

3. In most average emergencies or incidents local responders and/or other agencies are able to adequately distribute food and water to victims, either in shelters or in the field. The ARC and other organizations have the ability to obtain large quantities of food in most cases. Larger emergencies however, may generate massive numbers of victims, and the local ability to feed these people, as well as the emergency response personnel in the area may become severely taxed.

4. The delivery of food to victims, shelterees, etc., is not the same as mass feeding. Used within this ESF, delivery refers to the actual movement of food to places where feeding activities occur. At that point, the operation (with respect to the food itself) becomes a mass feeding operation, and is handled under ESF 6 Human Services.

5. The provision of potable drinking water is provided under ESF 3, primarily because this delivery is associated with the restoration of water utility systems.

6. Any response entity which will respond to an incident in or out of its jurisdiction will run operations under the NIMS/Incident Command concept.

B. ORGANIZATION:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

C. NOTIFICATION:

1. If ESF-11 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the personnel listed in this annex to report to the MTSU EOC.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

i. The MTSU Alert Warning System will normally be activated on his direction.

ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4 . Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5 . If the EOC is not activated, requests should be sent to the MTSU Life Safety & Emergency Operations Manager for coordination with the CMT - Policy Group, CMT - Operations Group, and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. Do not self-deploy to the incident scene. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

a. The MTSU Life Safety & Emergency Operations Manager maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

b. Participate in any exercises, as appropriate.

c. Develop and maintain a list of possible resources that could be requested in an emergency.

d. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

e. Develop procedures to document costs for any potential reimbursement.

2. **RESPONSE:**

i. When directed, obtain, prioritize, and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF-5 Information & Planning.

3. **RECOVERY:**

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, CMT - Policy Group, or CMT - Operations Group, as appropriate.

iii. Ensure that ESF-8 team members or their agencies maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-11, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-11 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4. In addition, ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

   a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

   b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

   c. Test and exercise plans and procedures.

   d. Conduct outreach/mitigation programs for internal and external stakeholders.

   e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

   1. Develop, maintain, and update plans and procedures for use during an emergency.

   2. Identify, train, and assign personnel to staff ESF-11 when the MTSU EOC is activated.

   3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

   4. Support the primary department as needed.

EMERGENCY SUPPORT FUNCTION 12
ENERGY

I. PURPOSE: The purpose of this ESF is to facilitate restoration of the energy systems in the areas of the MTSU campus affected by a disaster. Energy" systems, within the scope of this functional group include: power generating and transmission facilities, electrical supply grid and electricity providers, natural gas, fuel oil, and other pipeline systems that enter or traverse the MTSU campus, natural gas suppliers and their networks, and fuel oil, crude oil, and other petroleum suppliers and their pipelines.

A. EMERGENCY SUPPORT FUNCTION 12 COORDINATOR:
1. Director of Energy Services and Utilities, Facilities Services Department
2. Director of Building Services, Facilities Services Department
3. Director of Engineering Services, Facilities Services Department

B. SUPPORTING DEPARTMENTS/AGENCIES:
1. MTSU Energy Services
2. MTSU Facilities Services
3. MTSU Building Services
4. MTSU Engineering Services
5. MTSU Procurement and Logistics Services
6. MTSU Environmental Health and Safety Services
7. Rutherford County Emergency Management Agency

II: SITUATION:

A. Middle Tennessee State University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The MTSU Risk Assessment has a comprehensive description of potential emergencies.

B. The restoration of electrical service is critical to the emergency response and recovery activities in the areas affected by a particular emergency. Electrical restoration is a top priority during initial emergency response operations.

C. The distribution of natural gas to buildings in affected areas is a critical issue during the winter months.

III: ASSUMPTIONS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. Many events that can affect the MTSU campus have the potential to destroy or damage major energy lifelines, thereby curtailing or eliminating the supply of electricity and/or natural gas to victims of the event.

7. A petroleum shortage, like the energy crisis of the early-mid 1970s, can create major problems as a result of resource shortages to sustain the Academic Mission of the University.

8. A significant event may produce prolonged periods of time where electrical service to the University is interrupted. This will reduce communications capabilities, degrade traffic control activities, and have other widespread impacts on the provision of public safety activities.

9. Real or perceived petroleum crises may result in the panic hoarding of fuels in some areas.

10. A disaster could damage natural gas and petroleum product pipelines, substantially reducing or eliminating their availability to the University.

IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. The MTSU Emergency Operations Plan provides overall guidance for emergency planning.

2. ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

3. In the immediate aftermath of an emergency, local utility providers will assess the damage to their systems and delivery capabilities. This information will be forwarded to local emergency officials. Local providers will initiate repairs to the extent they can, and will utilize resources from outside jurisdictions to the extent that they are offered and necessary.

   a. The ESF 12 coordinator must stay in contact with the ESF 12 coordinator in the Rutherford County EOC to facilitate service requests to and from the University.

   b. The ESF 12 coordinator must develop and rehearse procedures, in conjunction with the Murfreesboro Electric Department, to isolate the MTSU campus from the local power grid if necessary.

4. The Tennessee Valley Authority, as the state's primary electrical power provider, will assist local electrical suppliers in restoration of critical power lines, equipment, and control facilities.

5. The concept of operations for petroleum emergencies within the state of Tennessee is provided in the Tennessee Petroleum Contingency Plan, maintained by the Energy Division of the Department of Economic and Community Development.

B. ORGANIZATION:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

3. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

C. NOTIFICATION:

1. If ESF-12 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

   i. The MTSU Alert Warning System will normally be activated on his direction.

   ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5. If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

a. The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program. Each ESF Coordinator develops and maintains the procedures, checklists, or processes necessary to carry out the responsibilities of the assigned Emergency Support Function.

b. Participate in any exercises, as appropriate.

c. Develop and maintain a list of possible resources that could be requested in an emergency.

d. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

e. Develop procedures to document costs for any potential reimbursement.

f. Develop procedures for assessing damages to MTSU utility distribution systems and reporting such information in a timely manner to the MTSU ESF 5.

g. Institute mitigation practices at MTSU utility distribution facilities to reduce the potential adverse effects of incidents on the utility's ability to deliver electricity to users. Coordinate mitigation practices with suppliers as needed.

h. Coordinate with the Rutherford County EMA ESF 12 with respect to the development of regional energy plans and programs for dealing with disaster effects on statewide power transmission networks.

i. Arrange mutual aid agreements with neighboring power generators and TVA for assistance during emergency periods.

j. Develop procedures and format for assessing damage and impact of disasters on pipeline and delivery systems entering or traversing the MTSU campus and reporting such information in a timely manner to the MTSU ESF 5.

k. Develop database of critical facilities and whether or not they have emergency or standby power supplies.

l. Develop database listing of generators and develop procedures for acquiring and deploying same with personnel to critical facilities during power failures.

m. Develop listing of priorities with local energy providers for use in emergency restoration services.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF-15, External Affairs.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-12 team members or their agencies maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-12, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-12 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

c. Test and exercise plans and procedures.

d. Conduct outreach/mitigation programs for internal and external stakeholders.

e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF-12 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

EMERGENCY SUPPORT FUNCTION 13
LAW ENFORCEMENT

I. PURPOSE: The purpose of this ESF is to provide general guidance for the integration of law enforcement operations during a disaster or other incident. Law enforcement agencies have three broadly defined missions during a major emergency on the MTSU campus: the orderly flow of traffic in and around areas affected by emergencies, the security of areas affected by emergencies as well as that of the victims and the emergency personnel working in those areas, and provide for the evacuation of building occupants and/or emergency workers in areas affected by a disaster on order of the Incident Commander.

A. EMERGENCY SUPPORT FUNCTION 13 COORDINATOR:
1. Chief of Police, MTSU Police Department
2. Police Patrol Division Captain, MTSU Police Department
3. Police Investigations Division Captain, MTSU Police Department

B. SUPPORTING DEPARTMENTS/AGENCIES:
1. MTSU Police Department
2. Murfreesboro Police Department
3. Murfreesboro Fire and Rescue Department
4. Rutherford County Sheriff's Office
5. Tennessee Highway Patrol
6. MTSU Parking and Transportation Services
7. MTSU Facilities Services
8. MTSU Environmental Health and Safety Services
9. Rutherford County Emergency Management Agency
10. Tennessee State Fire Marshal's Office
11. American Red Cross

II: SITUATION:

A. GENERAL: Middle Tennessee State University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents. The MTSU Risk Assessment has a comprehensive description of potential emergencies.

B. TRAFFIC CONTROL: Law enforcement agencies will generally be tasked to maintain the orderly flow of traffic in and around areas affected by emergencies, controlling the flow of unauthorized persons into areas affected by an emergency, controlling the flow of emergency personnel into affected areas to prevent gridlock, controlling the outward flow of victims and nonessential emergency personnel from affected areas, closing damaged or destroyed roadways, redirecting nonessential traffic around affected areas, posting signs, personnel, and other traffic control devices to carry out desired effects, and enforcing specified traffic control directives.

C. SECURITY AND CRIME CONTROL: Tight security must be maintained in areas affected by disasters to prevent looting, which, although it may not be extensive, will be a problem in disaster areas. Security must be provided for fire service, rescue and EMS personnel when they are working in areas subject to hostile action, as in civil disturbances. Security must also be

maintained for critical or essential facilities, public shelters, essential communications systems, etc., during emergencies. All persons suspected or accused of committing criminal acts will be treated in the same manner as would be the case during non-disaster situations. All suspects are innocent until proven guilty. The National Guard may be deployed to support local operations only through a request by the MTSU President through the County Mayor to the Governor through RCEMA and TEMA channels.

D. CAMPUS EVACUATION: Law enforcement agencies may be tasked for the evacuation of the occupants and/or emergency response personnel from individual affected facilities or the entire campus. An evacuation could become necessary for any man made, technological, or natural event or disaster that may require evacuation measures for public safety. The decision to evacuate the MTSU campus is ultimately in the hands of the MTSU President. However, state law authorizes emergency management officials, certain fire officials, and law enforcement officers to implement evacuations when necessary for life safety.

III: ASSUMPTIONS:

A. TRAFFIC CONTROL:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. Persons from inside and outside areas affected by the disaster will want to move around to view the damage created by the event. Emergency situations bring out the general curiosity of people in both affected and non-affected areas. The uncontrolled inward flow of unauthorized people is detrimental to the efficient handling of traffic flow in affected areas.

7. The flow of emergency personnel and equipment into affected areas can lead to bottlenecks and gridlocks in some cases.

8. Damaged portions of the campus street system and may require traffic to make long detours.

9. Uncontrolled traffic flow will lead to bottlenecks and gridlock and can delay the arrival of vital emergency vehicles and equipment.

10. Most students, faculty, administration, staff, and visitors will want to leave the immediate disaster area, especially in larger events.

11. It may be necessary to alter the traffic flow throughout the entire campus and city in response to situations brought about as a result of significant emergencies.

B. SECURITY AND CRIME CONTROL:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. Following a disaster, criminals often move into an area in an attempt to take advantage of the situation for their own benefit. This often includes looting, armed robbery, arson, and other criminal activity.

7. If citizens in an affected area feel that security is not adequate, they may take up arms themselves. In extreme situations, vigilante actions may be perpetrated upon innocent citizens or emergency personnel in those areas.

8. In some situations, especially during civil disturbances, firefighters, rescue and EMS personnel are expected or required to work in areas that are subject to hostile action such as sniper fire, and the throwing of bricks and other objects.

9. During many types of emergencies, particularly civil disturbances, critical facilities such as fire, police, emergency coordination centers, university administration buildings, university libraries, and ROTC buildings are subject to attack by individuals or groups who recognize the facility's value as a political target.

10. If no evidence of security is present in areas affected by the disaster, looting and other criminal activity will occur.

11. There may be situations that necessitate the provision of security for fire service, rescue, EMS, university faculty, university senior administrators, and possibly other personnel.

12. Members of the campus community affected by an emergency typically want a visible law enforcement presence on patrol to provide them with a feeling of safety and security.

13. Persons arrested as suspects in criminal activity will be treated humanely and will be afforded the same rights and courtesies as those arrested during non-emergency situations.

C. CAMPUS EVACUATION:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. Each year several hazardous material spills or releases occur in Rutherford County and on the MTSU campus. Some may be significant enough to warrant the evacuation of nearby people, buildings, and facilities to insure their health and/or safety.

7. Each year a natural disaster, technological, or man-made event may be significant enough to warrant evacuation or relocation of residents. Several have been within a few hundred yards of the MTSU campus.

8. Potential threats will continue to exist.

9. People in hazard areas will evacuate when such orders are given.

10. Some portion of the evacuated population may require shelter provided by ESF 6.

IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. TRAFFIC CONTROL:

a. To a large extent, traffic control operations by law enforcement agencies are an extension of their routine activities. It may be necessary to bolster manpower in some areas due to the extent of damage to roadways or the type of emergency.

b. The MTSU Police Department will attempt to handle traffic control duties on the MTSU campus to the extent possible. The Murfreesboro Police Department, Rutherford County Sheriff's Office, and Tennessee Highway Patrol may provide assistance where manpower permits. Officers should be obtained through local and regional mutual aid agreements prior to requesting additional or specialized assistance from the state. Specialized state assistance will be coordinated through the Rutherford County EOC ESF 13 Coordinator.

c. In some cases, other MTSU assets such as Parking and Transportation Services, Grounds Services, Facilities Services, or student volunteers may be utilized to assist with some traffic control activities.

d. The MTSU EOC must coordinate traffic control routing through ESF 13 so that proper attention is given to evacuation requirements and incoming emergency resources.

e. Any entity responding to an incident in or out of its jurisdiction will operate under the NIMS/Incident Command concept.

2. SECURITY AND CRIME CONTROL:

a. Most law enforcement actions following an emergency event will simply be an extension of the normal, day-to-day activities performed by the MTSU Police Department. There are some obvious exceptions, such as civil disturbances.

b. The MTSU Police Department and supporting law enforcement agencies will deploy their personnel in accordance with the Incident Action Plan (IAP) following a disaster. If the situation escalates beyond the capacity of the MTSU Police Department, the MTSU Police Chief may call upon city, county, or state resources for assistance through the MTSU EOC ESF 13 coordinator who will submit the request to the Rutherford County EOC ESF 13 coordinator.

c. During law enforcement operations, all departments will maintain control over their own personnel and all administrative functions of the organization. However, whether in or out if its jurisdiction; each agency will conduct any and all operations under the NIMS/Incident Command System.

3. CAMPUS EVACUATION:

a. The primary responsibility for determining the need for an evacuation rests with the MTSU President or the CMT-Policy Group in most cases.

b. The Incident Commander and certain fire, rescue, and emergency management officials have the authority under state law to order an evacuation if they believe that the lives or safety of persons in an area is in jeopardy. Those officials are also responsible for providing temporary shelter to evacuees as needed.

c. The decision to evacuate any given area of the MTSU campus may be made by the Incident Commander, the senior officer of the agency best able to make such a recommendation, the MTSU President, or the CMT-Policy Group. It is recommended that they consult with the appropriate agencies at the scene of the emergency but are not required to do so.

d. The MTSU Police Chief may request assistance from the state to help with evacuations and the provisioning of temporary sheltering through the MTSU EOC ESF 13 coordinator who will submit the request to the Rutherford County EOC ESF 13 coordinator. Additionally, MTSU departments and personnel will be expected to assist and carry out evacuations ordered by the state.

e. Broadcasts concerning the issuance of evacuation orders or emergency information will be provided through an assigned PIO to Radio/TV broadcast media, EAS systems/NOAA Weather alert broadcast, social media and to the print media. All public information releases regarding emergencies on or affecting the MTSU campus will be coordinated through the MTSU CMT-Policy Group, Incident Commander, and the Rutherford County Emergency Management Agency to maintain consistency with the Incident Action Plan (IAP) and other agencies. (See ESF 15)

f. The official or agency ordering the initial evacuation of the MTSU campus or any portion thereof will be the only agent that issues an order to allow the return of evacuees to the MTSU campus.

g. All response entities will operate under the NIMS/Incident Command System.

B. ORGANIZATION AND RESPONSIBILITIES:

1. GENERAL:

a. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

b. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

c. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

2. TRAFFIC CONTROL:

a. MTSU POLICE DEPARTMENT:

i. Provide daily law enforcement assistance to the MTSU campus including remote facilities.

ii. Develop traffic control plans for special events.

iii. Coordinate the provision of non-sworn personnel from supporting MTSU departments for traffic control functions.

iv. Provide an individual and an alternate to act as the ESF 13 Coordinator in the MTSU EOC to insure 24-hour availability.

v. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.

b. MTSU PARKING AND TRANSPORTATION SERVICES:

i. Develop transportation networking plans during major emergencies (ESF 1).

ii. Provide signs and other traffic control devices to support traffic control operations.

iii. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.

3. SECURITY AND CRIME CONTROL:

a. MTSU POLICE DEPARTMENT:

i. Provide first line of assistance to the campus community during emergencies.

ii. Coordinate provision of other law enforcement assistance from the city, county, or state.

iii. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements listed in the Response/Recovery section.

b. TENNESSEE STATE FIRE MARSHAL'S OFFICE: Provide assistance with fire investigations to the MTSU Police Department.

4. CAMPUS EVACUATION:

a. MTSU POLICE DEPARTMENT

i. Provide the point of contact between the MTSU CMT-Policy Group and the Rutherford County Emergency Management Agency and Tennessee Emergency Management Agency for coordinating evacuation efforts.

ii. Order the evacuation of the MTSU campus or MTSU facilities where there is a credible threat to life safety and time does not permit consultation with the MTSU CMT-Policy Group.

iii. Coordinate the implementation of ordered evacuations.

iv. Develop evacuation plans for incidents at hazardous materials sites and other specialized facilities or events.

v. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.

b. MTSU PARKING AND TRANSPORTATION SERVICES: Provide buses and other vehicles for use during evacuations. (ESF 1)

c. SUPPORTING LAW ENFORCEMENT AGENCIES: Develop plans for traffic control operations for evacuations of the MTSU campus.

d. MURFREESBORO FIRE AND RESCUE DEPARTMENT: Develop plans and procedures for the issuance of evacuation orders that threaten lives and/or property on the MTSU campus.

e. MTSU ENVIRONMENTAL HEALTH AND SAFETY SERVICES:

i. Provide consultation regarding evacuations to the MTSU CMT-Policy Group.

ii. Coordinate decisions to evacuate the MTSU campus or MTSU facilities.

iii. Order the evacuation of the MTSU campus or MTSU facilities where there is a credible threat to life safety and time does not permit consultation with the MTSU CMT-Policy Group.

iv. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.

f. AMERICAN RED CROSS: Assist the University with sheltering operations regarding evacuations.

g. RUTHERFORD COUNTY EMERGENCY MANAGEMENT AGENCY:

i. Assist the University in the coordination of a general evacuation of the MTSU campus.

ii. Assist the University with evacuation decisions.

C. NOTIFICATION:

1. If ESF 13 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC as needed.

2. The MTSU Police Chief or designated representative is the point of contact for all

emergency warning notifications.

    i. The MTSU Alert Warning System will normally be activated on his direction.

    ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5. If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

    a. MTSU EMERGENCY OPERATIONS PLAN: The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

    b. EMERGENCY SUPPORT FUNCTIONS: Each ESF Coordinator develops and maintains the procedures, checklists, or processes necessary to carry out the responsibilities of the assigned Emergency Support Function.

        i. Participate in any exercises, as appropriate.

ii. Develop and maintain a list of possible resources that could be requested in an emergency.

iii. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

iv. Develop procedures to document costs for any potential reimbursement.

c. **TRAFFIC CONTROL:**

i. **MTSU POLICE DEPARTMENT:**

A) Develop procedures for providing mutual aid assistance to and requesting assistance from other law enforcement agencies during emergencies.

B) Develop traffic control plans for special events as required.

C) Develop procedures for coordinating activities with responding University Departments and emergency response agencies during major emergencies to insure personnel know which routes are being utilized.

E) Develop procedures for coordinating activities with ESF 7 to insure proper logistical support during emergencies.

F) Develop procedures for determining who is and is not authorized to enter into areas affected by disasters.

G) Develop procedures for coordinating the use of other law enforcement agency personnel, non-sworn MTSU personnel, and volunteer civilians in traffic control operations during emergencies.

H) Develop procedures for determining whether specific roadblocks should be manned or barricaded by MTSU Parking and Transportation Services as well as procedures for requesting barricades to be erected. (ESF 1)

I) Develop procedures for overcoming communications problems that will result from the use of non-departmental agencies during traffic control operations.

J) Encourage the development of mutual aid agreements among law enforcement agencies.

ii. **MTSU PARKING AND TRANSPORTATION SERVICES (ESF 1):**

A) Develop and maintain an inventory of barricades, signs, and other traffic control devices.

B) Develop procedures for prioritizing requests for erection of traffic control devices during emergencies.

C) Develop local emergency traffic routing plans for specific hazards such as earthquake, flood, etc.

iii. SUPPORTING LAW ENFORCEMENT AGENCIES: Develop plans and procedures concerning the use of personnel to assist the MTSU Police Department with traffic control activities on the MTSU campus.

d. SECURITY AND CRIME CONTROL:

i. ALL TASKED AGENCIES:

A) Develop procedures, operating guides, and protocols concerning:

1) The deployment of personnel to assist other local and state law enforcement personnel,

2) The delegation of command authority regarding agency resources,

3) Who defines deadly force and the authority to use it in given situations, and

4) The use of certain types of weapons, pursuit policies, etc.

B) Provide examples of types of identification carried by agency personnel to other state and local law enforcement offices to reduce potential for confusion during multi-jurisdictional operations.

C) Develop procedures, policies, and capabilities to enforce regulations in areas of concerned-agency jurisdiction.

D) Develop procedures for information sharing and intelligence gathering with other agencies.

ii. MTSU POLICE DEPARTMENT:

A) Develop procedures for prioritizing requests for assistance from local, state, and federal agencies.

B) Develop procedures for tracking resources deployed in support of local operations.

C) Develop procedures for rapid processing of large contingents of arrested persons during emergencies.

D) Develop procedures and policies for use in dealing with civil disorders, terrorist activity, and other law enforcement-intensive emergencies.

E) Develop special weapons and tactics capabilities.

F) Provide training to officers in the use of chemical control agents, mob control techniques, team operations, and other pertinent special-use tactics.

G) Develop policies and procedures for requesting assistance from city, state, and federal law enforcement agencies when necessary.

H) Develop procedures for supplying essential MTSU facilities, including shelter facilities, and personnel with security to prevent damage and/or harm.

I) Develop procedures for providing the MTSU EOC and CMT-Policy Group with essential elements of information (EEI) on a timely basis.

J) Develop plans and procedures for processing large numbers of prisoners during certain emergencies such as civil disorders.

iii. TENNESSEE STATE FIRE MARSHAL'S OFFICE:

A) Develop procedures and policies for prioritizing investigations of suspicious fires and the deployment of field personnel and equipment in support of criminal fire investigations.

B) Train MTSU Environmental Health and Safety Services and MTSU Police Department personnel in fire crime scene preservation techniques.

C) Develop procedures for requesting assistance from the federal Bureau of Alcohol, Tobacco, and Firearms with respect to bomb and incendiary device investigations on the MTSU campus.

D) Develop procedures for deploying personnel to assist MTSU Environmental Health and Safety Services and the MTSU Police Department when requested.

e. CAMPUS EVACUATION:

i. MTSU POLICE DEPARTMENT:

A) Develop procedures for coordinating with local agencies in campus evacuations.

B) Develop evacuation plans for high-hazard sites. Coordinate with all affected MTSU departments.

C) Develop procedures concerning the issuance of MTSU evacuation orders.

ii. SUPPORTING LAW ENFORCEMENT AGENCIES:

A) Develop plans and procedures for implementing traffic control requirements for evacuation of the MTSU campus.

B) Develop policies and procedures for the issuance of evacuation orders as a result of law enforcement operations

iii. MURFREESBORO FIRE AND RESCUE DEPARTMENT: Develop procedures for the issuance of evacuation orders for MTSU facilities and the MTSU campus as a result of fire department operations.

iv. MTSU ENVIRONMENTAL HEALTH AND SAFETY SERVICES: Develop procedures for determining the need for evacuation in response to fire threats.

v. AMERICAN RED CROSS: Develop procedures for the necessity of evacuation of the MTSU campus and opening and operating temporary shelters for persons evacuated.

vi. RUTHERFORD COUNTY EMERGENCY MEDICAL SERVICES: Develop procedures regarding the allocation of specialized vehicles to assist with the evacuation of persons from the MTSU campus during major emergencies.

vii. MTSU PARKING AND TRANSPORTATION SERVICES (ESF 1): Develop procedures for locating and acquiring busses, vans and specialized vehicles to assist with evacuation/movement operations.

viii. RUTHERFORD COUNTY EMERGENCY MANAGEMENT AGENCY:

A) Develop procedures for the issuance of evacuation orders and emergency instructions on the MTSU campus.

B) Develop procedures for assistance to the MTSU CMT-Policy Group with evacuation decisions.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through the EOC Manager and ESF-2, Communications.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-13 team members maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-13, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-13 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

c. Test and exercise plans and procedures.

d. Conduct outreach/mitigation programs for internal and external stakeholders.

e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF-13 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

EMERGENCY SUPPORT FUNCTION 14
DONATIONS AND VOLUNTEERS

I. PURPOSE: The purpose of this ESF is to establish a mechanism for the orderly handling of donated goods during disasters by persons and organizations outside the impact area. This ESF pertains primarily to major disasters. Minor events generally generate few, if any, donations management problems. It also establishes a mechanism for coordinating the deployment of personnel or organizations offering services on a voluntary basis to the University during disasters.

A. DONATIONS:

1. The process for dealing with donated goods must be one that controls the flow of goods into the impacted area so that traffic routes and emergency personnel are not tied up dealing with unneeded items.

2. Planning strategies and procedures utilized in handling donated items in Tennessee will be in accord with the National Donations Management Strategy, used by FEMA and other states to process donated goods.

3. Donations management addresses donations of physical items, such as clothing and food items, as well as monetary donations.

B. VOLUNTEERS:
This ESF also provides for the management of volunteer groups from the public and private sectors from all sources. While the volunteering of services by professional and lay groups is an American tradition, the flow of such groups into disaster areas must be controlled and managed to prevent unnecessary duplication of effort as well as the bottlenecking of transportation and communications resources.

1. Volunteer services include the following:

   a. Specialized rescue units,

   b. Utility service and public works crews,

   c. Physicians, nurses, EMS and other medical personnel,

   d. The Tennessee Funeral Director's Association and similar organizations from other areas of the state and other states,

   e. Veterinary medical groups,

   f. Fire service and law enforcement personnel,

   g. Emergency management and other emergency services personnel,

   h. Members of and organizations representing the clergy,

   i. Motor carriers, Federal Express, and other delivery services,

j. Caterers and other food preparation/processing services,

k. Organizations representing every conceivable trade group,

l. Crisis counseling service providers,

m. Semi-public volunteer relief agencies such as VOAD, Seventh-Day Adventists, etc.

n. Semi- and non-skilled persons simply wishing to volunteer their services in any manner possible.

3. The provisions of ESF 14 do not apply to:

a. Communications equipment and service providers; these will be handled directly by ESF 2.

b. Volunteers associated with the ARC or similar entities.

c. Volunteers associated with public service agencies in the state of Tennessee; these will be channeled through TEMA Regional Offices in unaffected sections of the state.

d. Persons associated with any federal response mechanism such as NDMS, USAR, Civil Air Patrol, etc.

C. EMERGENCY SUPPORT FUNCTION 14 COORDINATOR:
1. MTSU Assistant Vice President of Human Resource Services
2. MTSU Associate Vice President for Business and Finance
3. MTSU Vice President for University Advancement

B. SUPPORTING DEPARTMENTS/ AGENCIES:
1. MTSU Human Resource Services
2. MTSU Accounting Services
3. MTSU Development and Advancement Services
4. Voluntary Organizations Active in Disaster (VOAD)
5. Rutherford County Emergency Management Agency

II: SITUATION:

A. DONATIONS:

1. In a disaster, especially a major one that receives widespread media coverage, persons and organizations outside the impacted area tend to send a wide variety of items into the disaster area, believing they might be of some help to the victims. These items range from single, monetary donations to multi-vehicle convoys loaded with everything imaginable.

2. The uncontrolled movement of such goods into areas impacted by a disaster creates problems for emergency workers, who must spend valuable time and resources attempting to locate storage facilities to secure items and developing mechanisms for distributing such items.

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B. VOLUNTEERS:

1. In a disaster, especially one that receives widespread media coverage, persons and organizations outside the impacted area tend to volunteer a variety of services they believe might be of help. These services include everything from religious ministry to assistance with the preparation of food or debris removal.

2. The uncontrolled movement of volunteer personnel into areas impacted by the disaster creates problems for emergency workers and victims alike. Coordination is needed to manage the services of these individuals as well as the shelter and feeding of them.

III: ASSUMPTIONS:

A. DONATIONS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. The majority of emergencies on or affecting the MTSU campus will generate little, if any, significant influx of donated goods.

7. Widespread media coverage of major disasters on or affecting the MTSU campus will initiate all types of unsolicited relief actions by persons and organizations outside the impact area, including the collection of donated goods and the movement of those goods to affected areas.

8. Left unchecked, the flow of donated goods into major disaster areas will unnecessarily complicate ongoing relief efforts.

B. VOLUNTEERS:

1. University resources will be quickly overwhelmed.

2. Communication systems may fail during a major incident.

3. Backup systems will be available but may take time to activate.

4. Shortfalls can be expected in both support personnel and equipment.

5. State and federal assistance may not be immediately available.

6. Local government and relief agencies will be able to adequately handle any volunteer service offers received in lesser emergencies.

7. Widespread media coverage of disasters on or affecting the University will initiate a wide variety of unsolicited relief actions by persons and organizations outside the impact area, including the deployment of volunteer workers and their equipment into areas impacted by the disaster.

8. Left unchecked, the flow of volunteer services into major disaster areas will unnecessarily complicate ongoing relief efforts.

IV: CONCEPT OF OPERATIONS:

A. DONATIONS:

1. GENERAL: During many smaller disasters (e.g., a localized tornado), a relatively minute amount of donated materials may find its way into the affected area(s). Generally, local relief organizations should be able to manage this flow. A major disaster, however, may pose a different challenge.

2. ESF 14 WORK GROUP: For regionalized or catastrophic disasters affecting the MTSU campus, the ESF 14 work group will take primary responsibility for managing the influx of donations. When requested, the Rutherford County ESF 14 group will assist the University in dealing with a large flow of donated goods.

3. NIMS/ ICS: All operations shall be coordinated through the NIMS/Incident command system.

4. DONATED GOODS MANAGEMENT PLAN: The ESF 14 work group will determine the need for the implementation of a *Donated Goods Management Plan* that includes the following elements:

a. The issuance of press releases through an assigned PIO describing what is needed and what is not needed, as well as procedures for properly packaging, labeling, and transporting donated goods to the designated receiving area. Additionally, the preference for cash donations as opposed to in-kind donations should be stressed.

b. The activation of the Donations Management Group (ESF 14) at the MTSU EOC and various other operating locations as dictated by the situation.

c. The establishment of a *Donations Management Center* outside the affected area, as well as staging areas for use in managing the deployment of needed goods.

d. The coordination of transportation requirements for incoming donations, including:

    i. The relaying of information concerning routing information and the acceptance or rejection of certain types of donated goods.

    ii. The placement of signs indicating routes to the receiving area.

    iii. The passage of designated goods for direct delivery to affected areas.

e. The coordination of ESF 14 activities with other ESFs, particularly ESF 7, Resource Management. ESF 7 should contact the ESF 14 workgroup to ascertain whether or not needed items are available through the donations system prior to making a commercial purchase of same. If needed goods exist in the donations system, ESF 7 will acquire the goods and arrange for their delivery as they would for any other MTSU-acquired resource.

f. Plans and procedures for operating these facilities, including the necessary manpower and logistical requirements associated with such operations such as forklifts, security, safety, etc. These personnel can be acquired through the MTSU ESF 7 or through the use of volunteers from VOAD or other organizations.

g. Integration of Voluntary Organizations Active in Disaster (VOAD) into the operations of the ESF 14 Donations Coordination Team (DCT) to establish an official list of needs and unmet needs in the disaster area and the disseminating of goods/services to requesting MTSU departments.

h. Procedures for disposal of unsolicited, unsuitable, unneeded or excess donated materials.

B. VOLUNTEERS:

1. GENERAL:

a. In smaller events small groups of volunteers, usually private citizens from the local area, will often provide assistance to victims in affected areas. In major or catastrophic events, however, the national media attention will lead many individuals and groups, both organized and unorganized, to volunteer their services.

b. In many cases, the volunteer groups provide services that are either in short supply or unavailable in the affected areas and may therefore be of use. The ESF 14 coordinating group will collect information about these groups or individuals and pass the information along to the appropriate ESF for consideration.

c. All operations shall be coordinated through the NIMS/Incident command system.

C. ORGANIZATION AND RESPONSIBILITIES:

1. GENERAL:

a. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

b. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

c. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

2. DONATIONS:

a. MTSU ACCOUNTING SERVICES:

i. Coordinate donations management planning among appropriate MTSU departments and develop an MTSU donations management plan.

ii. Assign non-emergency MTSU personnel to assist with the management of donated items.

iii. Locate and secure warehouse space for donated goods and transportation resources for the movement of needed goods to affected areas.

iv. Locate and secure working space for donations management teams.

v. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

vi. In coordination with ESF 1 and ESF 7, provide transporters of incoming donated goods with routing information to warehouses or other suitable locations.

vii. Manage cash donations received by the University.

b. MTSU PARKING AND TRANSPORTATION SERVICES (ESF 1): Provide transporters of incoming donated goods with routing information to warehouses or other suitable locations through the use of signage, etc.

c. VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (VOAD):
i. Inform VOAD agencies of the donated goods management plans and policies.

ii. Initiate coordination with member agencies to determine disaster related needs and resources.

iii. Participate in a donations and coordination group of the Donations Coordination Team DCT for use in accepting donations of goods and services from outside sources.

iv. Coordinate with appropriate MTSU departments to support the provision of this ESF including data exchange and communication requirements.

v. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

3. VOLUNTEERS:

a. MTSU HUMAN RESOURCE SERVICES:

i. Develop a plan for handling the influx of volunteers offering their services in time of disaster.

ii. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

b. MTSU HOUSING AND RESIDENTIAL LIFE: Secure accommodations for volunteers asked to deploy resources on the MTSU campus during emergencies.

C. NOTIFICATION:

1. If ESF 14 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC as needed.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

i. The MTSU Alert Warning System will normally be activated on his direction.

ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5 . If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

a. MTSU EMERGENCY OPERATIONS PLAN: The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

b. EMERGENCY SUPPORT FUNCTIONS: Each ESF Coordinator develops and maintains the procedures, checklists, or processes necessary to carry out the responsibilities of the assigned Emergency Support Function.

i. Participate in any exercises, as appropriate.

ii. Develop and maintain a list of possible resources that could be requested in an emergency.

iii. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

iv. Develop procedures to document costs for any potential reimbursement.

c. Donations:

    i. MTSU ACCOUNTING SERVICES:

        A) Coordinate the development of an MTSU plan for the management of donations. Coordinate plan development with the development of the state donations management plan.

        B) Train personnel in establishment of donations management group during major disasters.

        C) Coordinate with the Department of Human Resource Services to set up personnel requirements for donation management sites.

        D) Develop procedures for securing warehouse space and transportation resources through ESF 7. Take into account the possibility of the need for refrigeration, security, etc., and examine the possibility of prearranging site-use agreements.

        E) Develop procedures for disseminating information to the general public in coordination with ESF 15.

        F) Develop procedures and policies for accepting special types of donations such as cash, perishable materials, etc.

        G) Coordinate with Information Technology for the establishment of a standby 1-800 number for use by Donations Management personnel at activated sites.

        H) Develop policies and procedures for receiving and accounting for cash donated to the University during emergencies.

        I) Develop policies and procedures with financial institutions to set up accounts for receipt of monetary donations.

    ii. MTSU PARKING AND TRANSPORTATION SERVICES (ESF 1):

        A) Develop procedures for disseminating routing and other information to vehicles moving onto the MTSU campus with donated goods.

        B) Develop procedures for erecting signs and other devices to facilitate the traffic flow into areas where donated goods are being accepted.

iii. VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (VOAD):

A) Develop procedures to activate VOAD agencies that incorporate the use of in kind donations and volunteer services to help in the management of a state Donations Coordination Team (DCT).

B) Establish a phone bank to manage donations being called into the DCT.

d. VOLUNTEERS:

i. MTSU HUMAN RESOURCE SERVICES:

A) Develop a volunteer management plan for the University including provisions for referring needed services to the appropriate ESF for consideration.

B) Coordinate planning with other MTSU departments and participant organizations.

C) Develop procedures for coordinating assignment of non-emergency personnel with the deployment of volunteer groups to prevent duplication of services.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF 2, Communications.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-14 team members maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF-14, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF-14 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

   a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

   b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

   c. Test and exercise plans and procedures.

   d. Conduct outreach/mitigation programs for internal and external stakeholders.

   e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF-14 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

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EMERGENCY SUPPORT FUNCTION 15
RECOVERY

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I. PURPOSE: The purpose of this ESF is to assist MTSU departments and facilities with the development of long-range recovery and redevelopment plans following a disaster. This ESF is responsible for assessing the long-term economic effects on the University as a result of a disaster and the rendering of assistance to the campus community with the development of plans to address those effects. Each and every department and facility within the University is a valuable part of the institution's overall economy. As such, the University will make every effort be to assist any MTSU department or facility with the recovery from the effects of any disaster in order to resume the University's Academic Mission.

  A. EMERGENCY SUPPORT FUNCTION 15 COORDINATOR:
    1. Assistant Vice President of Campus Planning
    2. Assistant Vice President for Facilities Services
    3. Director of Engineering Services

  B. SUPPORTING DEPARTMENTS/ AGENCIES:
    1. MTSU Office of Campus Planning
    2. MTSU Facilities Services
    3. MTSU Office of Construction Administration
    4. Rutherford County Emergency Management Agency

II: SITUATION:

A. The term "disaster" is flexible in that what constitutes a disaster may vary from one location to the next.

B. On many campuses across the country a small tornado can create a situation whereby the campus infrastructure may be significantly damaged so as to preclude any possibility of recovery without assistance from outside sources. Even large universities will have trouble dealing with the potential economic effects of a major disaster.

C. The state of Tennessee has several agencies that have expertise in locating grants and low-interest loans. Additionally, several agencies have the ability and/or expertise to assist with the development of budgetary strategies that can alleviate some of the negative consequences of many disasters.

III: ASSUMPTIONS:

A. There will continue to be small disasters that have the potential to create an economic hardship on the University, even though the requirements to obtain a presidential disaster declaration have been met.

B. Grants and low interest loans may be available to assist MTSU with recovery and reconstruction issues following a disaster on or affecting the MTSU campus.

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MIDDLE TENNESSEE STATE UNIVERSITY EMERGENCY OPERATIONS PLAN
EMERGENCY SUPPORT FUNCTION 15 (1 APRIL 2020): RECOVERY
ESF 15-1

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IV: CONCEPT OF OPERATIONS:

A. GENERAL:

1. In the aftermath of a disaster affecting the MTSU campus, the MTSU President is responsible for making a determination of the economic impact on the institution.

2. At the request of the MTSU President, a local task force will provide a liaison team to develop a study of the affected area to determine to what extent the disaster will negatively impact the University. The local task force will identify the specific needs and attempt to develop methods and mechanisms for addressing those needs. The state task force will work with the local task force to secure the assistance identified in a joint plan.

3. The joint task force will appoint a coordinating officer from the local and state task forces to oversee the implementation of the recovery plan. Unresolved issues will be handled by the state task force group.

4. The state task force may secure assistance from any number of state or federal sources, including Community Block Development Grants (CBDG), economic development grants/loans, and any other source at their disposal.

5. The state task force will also assist the local task force in developing plans for reconstructing areas damaged by the disaster, taking into account prudent mitigation measures as identified by the State Mitigation Officer.

B. ORGANIZATION AND RESPONSIBILITIES:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

3. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

C. NOTIFICATION:

1. If ESF 15 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC as needed.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

    i. The MTSU Alert Warning System will normally be activated on his direction.

ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5. If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

a. **MTSU EMERGENCY OPERATIONS PLAN:** The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

b. **EMERGENCY SUPPORT FUNCTIONS:** Each ESF Coordinator develops and maintains the procedures, checklists, or processes necessary to carry out the responsibilities of the assigned Emergency Support Function.

i. Participate in any exercises, as appropriate.

ii. Develop and maintain a list of possible resources that could be requested in an emergency.

iii. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

iv. Develop procedures to document costs for any potential reimbursement.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF 2, Communications.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF-14 team members maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF 15, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF 15 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

c. Test and exercise plans and procedures.

d. Conduct outreach/mitigation programs for internal and external stakeholders.

e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF 15 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

EMERGENCY SUPPORT FUNCTION 16
ANIMALS

I. PURPOSE: This ESF lists the internal and external departments responsible to respond and protect research animals after a major campus emergency. This Emergency Support Function establishes procedures to provide all animals owned by or residing on the MTSU campus affected by a man-made or natural disaster with emergency medical care, temporary confinement, housing, food and water, identification, and tracking for return to owner and ultimate disposal of dead, diseased, or unclaimed animals as necessary.

A. ESF 16 FUNCTIONS: The functions associated with this ESF include:

1. Disaster planning for the animal population, in part because it will affect the viability of disaster plans for people. For instance, if the disaster warrants an evacuation, many people will not evacuate without their companion animals.

2. The provision for people with special needs, which must consider the companion animals owned by this population.

3. The provision of animal care, water and food, both to the housed animals and the ones left in place.

4. The provision for rescue, confinement, and identification of lost, strayed or otherwise displaced animals.

5. Public health and veterinary concerns with injured, diseased, or dead animals.

6. Viability of animal facilities prepared for and the aftermath of a disaster.

7. Protection and care of research animals.

B. Requirements:

1. The MTSU College of Basic and Applied Sciences is charged with the responsibility of developing policies and procedures for maintaining a current resource of veterinary clinics, licensed veterinarians, boarding facilities, and suppliers of portable kennels.

2. In the interest of public health and safety, efforts will be made to identify and attempt to meet the care and emergency needs of all animals following emergencies or disasters. Priorities will be directed toward animal care functions after human needs are met.

3. Due to health concerns, other than assistance or service animals, animals are not allowed in human shelters.

4. All facilities offering animal housing and care services will provide such without regard to economic status, racial, religious, political, ethnic or other affiliation.

C. EMERGENCY SUPPORT FUNCTION 16 COORDINATOR:
1. MTSU Dean of the College of Basic and Applied Sciences
2. MTSU Director of the School of Agribusiness and Agriscience
3. MTSU Director of the Horse Science Center

B. SUPPORTING DEPARTMENTS/ AGENCIES:
1. MTSU College of Basic and Applied Sciences
2. MTSU Farm Laboratories
3. MTSU Facilities Services
4. Rutherford County Animal Control

II: SITUATION:

A. Natural, technological, and man-made emergencies and disasters occur that require people to evacuate their home or property. This will necessitate the sheltering of many of the disaster victims whose homes and/or property have been damaged or destroyed, some of whom own domestic animals and livestock such as horses, cattle, dogs, cats, and exotic animals.

B. During the short-term absence of an owner, animals remaining at home need adequate food and water.

C. Mass care facilities for citizens do not permit housing of animals other than those used for special needs assistance.

D. All animals that are housed at temporary emergency facilities will require food, water, veterinary care, and other services.

E. Facilities designated as animal housing facilities prior to a disaster may be destroyed rendered inoperable by the disaster itself, thereby necessitating additional measures to humanely house and care for animal victims.

F. Utility, water, sewer, and other infrastructure systems may not be available at housing facilities for several days following a disaster, thereby necessitating alternative arrangements to insure the maintenance of a healthy living environment for the animals.

G. Animals used for research by the University may represent a significant investment of research time and funds and are often irreplaceable. Further, these animals may constitute a significant public health threat if released into the environment as a result of a disaster.

III: ASSUMPTIONS:

A. During an emergency evacuation, owners may seek extended care for an animal in a facility other than the animal's home. The number of Animal owners seeking refuge in public shelters may be relatively small. Those most in need of co-located public emergency shelter alternatives are the elderly and those who do not have immediate access to shelter.

B. The special needs population that owns animals, although anticipated to be relatively small, must also be provided an animal friendly alternative to leaving their animals unattended. Unattended animals may be at risk to themselves and to the general population.

C. In a disaster or major emergency, pets or livestock may become lost, separated from their owner, or injured. In addition, diseased and deceased animals may create a threat to the public health and safety.

D. There is a bond established between animal owners and their animals to the point that owners may risk their own lives to save their pets or livestock. Because of this bond, it should be anticipated that persons with animals will be reluctant, if not completely uncooperative, when asked to evacuate without their animals in times of emergency. Separation of animals and owners may cause traumatic separation anxiety that will certainly generate conflict and delays.

E. Similar to pet ownership, livestock owners are both psychologically and, in many instances, economically bonded with their animals. Economic bonding can create additional stress on the owners with the uncertainty of the safety of their animals and with the future economic impact after the emergency is over.

IV: CONCEPT OF OPERATIONS:

A. ESF 16 COORDINATOR/ WORK GROUP:

1. Coordinate with governmental authorities in the establishment of emergency aid stations and staging or emergency relief and in matters of evacuation.

2. Provide an organizational structure, chain of command and outline of duties and responsibilities of animal-care personnel involved in implementation of the response to a disaster or major emergency.

3. Coordinate all activity through the use of NIMS/Incident Command.

4. Provide a current directory of recognized animal health care providers and licensed veterinarians residing in the county.

5. Provide a current directory of qualified and credentialed responders including capabilities and expertise.

6. Coordinate with ESF 1, ESF 2, and ESF 7 in matters of equipment use, provision of transportation, and public information operations to communicate alert status, volunteer mobilization and damage information.

7. Make prior arrangements for evacuation, including routes and host sites.

B. ANIMAL OWNERS, CARETAKERS, AND RESEARCH INVESTIGATORS:

1. Residents with animals need to enact their own personal animal disaster plan in advance. Having the animal already removed from the home ensures that the registrant will not be reluctant to leave when their evacuation transportation arrives.

2. The animal owner has primary responsibility for the survival and well-being of their animals.

3. Animal owners, caretakers, and research investigators should have an emergency response plan and readily accessible kits with provisions for their animals.

4. Animal owners, caretakers, and research investigators should take animals to designated veterinary hospitals, kennels, boarding facilities or alternative private animal care housing. Those animals will be sheltered, fed, and returned to their owners, if possible, or disposed of properly.

5. Wild animals should be left to their own survival instincts. However, wild animals out of their natural habitats that present a danger, either to themselves or humans, should be handled by Rutherford County Animal Control or Wildlife Resources Agency personnel.

6. Exotic or research animals that are usually kept in a controlled environment, such as the Vivarium in the New Science Building will be handled by local Animal Control, Wildlife Resources, or research investigators, and returned to controlled environments.

B. ORGANIZATION AND RESPONSIBILITIES:

1. National Incident Management System concepts will be used for all incidents. Incident or Unified Command will be used by responding departments.

2. When requested, ESF personnel will report to the MTSU EOC and use the MTSU EOP to activate and operate during an incident or event.

3. The MTSU Police Department Emergency Operations Lieutenant serves as the EOC manager.

C. NOTIFICATION:

1. If ESF 16 needs to be activated the MTSU EOC Manager will direct the MTSU Police Department Communications Center to contact the departments or agencies listed in this annex to report to the MTSU EOC as needed.

2. The MTSU Police Chief or designated representative is the point of contact for all emergency warning notifications.

  i. The MTSU Alert Warning System will normally be activated on his direction.

ii. If life safety is in jeopardy, the Incident Commander can direct MTSU Alert Warning System activation.

3. The MTSU Police Department Communications Center will notify other key personnel as required.

4. Requests for MTSU resources normally come to the MTSU Emergency Operations Center (EOC), if activated.

5. If the EOC is not activated, requests should be sent to the Emergency Operations Manager, MTSU Environmental Health and Safety Services for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D. DIRECTION, CONTROL, AND AUTHORITY TO ACT:

1. The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters.

2. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

3. **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

4. Do not call the MTSU Police Department Communications Center unless you have critical information to report.

E. ACTIONS:

1. PREPAREDNESS:

a. **MTSU EMERGENCY OPERATIONS PLAN:** The MTSU Emergency Operations Manager, MTSU Environmental Health and Safety Services maintains the MTSU Emergency Operations Plan (EOP) and manages the university emergency management program.

b. **EMERGENCY SUPPORT FUNCTIONS:** Each ESF Coordinator develops and maintains the procedures, checklists, or processes necessary to carry out the responsibilities of the assigned Emergency Support Function.

i. Participate in any exercises, as appropriate.

ii. Develop and maintain a list of possible resources that could be requested in an emergency.

iii. Maintain a list of personnel with at least one primary and two back up individuals that can be called to the EOC, as needed.

iv. Develop procedures to document costs for any potential reimbursement.

2. RESPONSE:

i. When directed, obtain, prioritize and allocate available resources as needed.

iii. When requested by the MTSU EOC Manager or the MTSU Police Department Communications center, key personnel immediately respond to the MTSU EOC.

iv. Coordinate emergency information for public release through EOC Manager and ESF 2, Communications.

3. RECOVERY:

i. Assist the MTSU EOC Manager as needed.

ii. Coordinate assistance as needed by the Incident Commander, MTSU EOC Manager, or Executive Leadership Policy Group, as appropriate.

iii. Ensure that ESF 16 team members maintain appropriate records of costs incurred during the event.

V. RESPONSIBILITIES:

A. PRIMARY DEPARTMENT:

1. Serve as the lead agency for ESF 16, supporting the response and recovery operations after activation of the MTSU EOC.

2. Identify, train, and assign personnel to staff ESF 16 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100, ICS- 200, IS-700, and IS-800 on line classes should be completed by assigned personnel.

4. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

5. General Responsibilities:

a. Develop and maintain critical action checklists to include activation, notification, and general operating actions.

b. Maintain plans and procedures for providing timely information and guidance to the public in time of emergency.

c. Test and exercise plans and procedures.

d. Conduct outreach/mitigation programs for internal and external stakeholders.

e. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B. SUPPORT DEPARTMENTS AND AGENCIES:

1. Develop, maintain, and update plans and procedures for use during an emergency.

2. Identify, train, and assign personnel to staff ESF 16 when the MTSU EOC is activated.

3. At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.

4. Support the primary department as needed.

https://training.fema.gov/is/crslist.aspx

CMT-POLICY GROUP/ SENIOR ADMINISTRATION:

IS-908: Emergency Management for Senior Officials

The purpose of this course is to introduce senior officials to the important role they play in emergency management. The responsibility for preparing for, responding to, and recovering from incidents, both natural and manmade, begins at the local level – with individuals and public officials in the county, city, or town affected by the incident. This course presents:

- Simple steps officials can take to become acquainted with their emergency management role, authorities, and team members.
- Video presentations sharing lessons learned from officials of the City of Baton Rouge, East Baton Rouge Parish, Louisiana.
  At the completion of this course, participants should be able to:
- Identify the emergency management role assumed by senior officials, describe emergency management authorities,
- Identify emergency management team members,
- Describe the purpose of an emergency operations plan, state the importance of resource management, training, and exercises,
- Identify the role of the senior official during a crisis, and describe the importance of involving the whole community in preparedness.

CMT-OPERATIONS GROUP:

IS-100.HE: Introduction to the Incident Command System for Higher Education

Introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course uses the same objectives and content as other ICS courses with higher education examples and exercises.

IS-200.B: ICS for Single Resources and Initial Action Incidents

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS

IS-700.A: National Incident Management System (NIMS) An Introduction

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

IS-800.B: National Response Framework, An Introduction

This course introduces participants to the concepts and principles of the National Response Framework.

ESF-1 TRANSPORTATION:

IS-801: Emergency Support Functions (ESF) #1 - Transportation

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is

designed to overview each of the 14 ESFs. This course provides an introduction to Emergency Support Function (ESF) #1 –Transportation.

ESF-2 COMMUNICATIONS:

IS-802: Emergency Support Functions (ESF) #2 –Communications

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to Emergency Support Function (ESF) #2 – Communications.

IS-29: Public Information Officer Awareness

This course covers basic information about the role of a State or local Public Information Officer. The goal of this awareness course is to provide an orientation to the public information function and the role of the Public Information Officer (PIO) in the public safety/emergency management environment.

IS-42: Social Media in Emergency Management

Social media is a new technology that not only allows for another channel of broadcasting messages to the public, but also allows for two-way communication between emergency managers and major stakeholder groups. Increasingly the public is turning to social media technologies to obtain up to date information during emergencies and to share data about the disaster in the form of geo data, text, pictures, video, or a combination of these media. Social media also can allow for greater situational awareness for emergency responders. While social media allows for many opportunities to engage in an effective conversation with stakeholders, it also holds many challenges for emergency managers. The purpose of this course is to provide the participants with best practices including tools, techniques and a basic roadmap to build capabilities in the use of social media technologies in their own emergency management organizations (State, local, Tribal) in order to further their emergency response missions.

IS-251: Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities

The integrated Public Alert and Warning System (IPAWS) Program Management Office designed this course to provide Alerting Authorities with an increased awareness about Collaborative Operating Groups (COGs)—how they are issued, their structure, their capabilities, and their responsibilities, and skills to draft more appropriate, effective, and accessible warning messages using best practices in alerting.
Upon completion of this course, you will be able to:
- Have an increased awareness about Collaborative Operating Groups (COGs)—how they are issued, their structure, their capabilities, and their responsibilities, and
- Have skills to draft more appropriate, effective, and accessible warning messages using best practices in alerting.

ESF-3 INFRASTRUCTURE:

IS-803: Emergency Support Function (ESF) #3 – Public Works and Engineering

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to Emergency Support Function (ESF) #3 – Public Works and Engineering.

IS-559: Local Damage Assessment

This course provides information and resources that will enable participants to plan an effective damage assessment program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of recovery and mitigation.

IS-284: Using the Substantial Damage Estimator 2.0 Tool
> This course will enable learners to successfully use the Substantial Damage Estimator 2.0 tool. Successful use is defined as accurately populating the electronic forms within the tool; saving individual-structure and community-wide data; running all reports available in the tool; and importing and exporting data to other formats, such as Excel. Learners must download, install and use the SDE 2.0 Software to complete the course.

ESF-4 FIREFIGHTING:

IS-804: Emergency Support Function (ESF) #4 – Firefighting
> The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to Emergency Support Function (ESF) #4- Firefighting.

ESF-5 INFORMATION AND PLANNING:

IS-775: EOC Management and Operations
> This course describes the role, design, and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system. The course contains disaster-related examples, activities and case studies that relate to EOC's and multi-agency coordination systems at the local, state and federal levels of government.

IS-2001: Threat and Hazard Identification and Risk Assessment (THIRA)
> Currently under revision by FEMA.

IS-271.A: Anticipating Hazardous Weather & Community Risk, 2nd Edition
> Anticipating Hazardous Weather and Community Risk, 2nd Edition provides emergency managers and other decision makers with background information about weather, natural hazards, and preparedness. This module offers web-based content designed to address topics covered in the multi-day Hazardous Weather and Flood Preparedness course offered by the Federal Emergency Management Agency (FEMA) and the National Weather Service (NWS). The module also complements other onsite courses by those agencies. This training module covers:
> - Weather basics
> - Weather forecasting
> - Threats analysis and hazards planning
> - Fact sheets for weather and non-weather-related hazards
> - Warning partnership information
> - Human behavior and community response
> - A desktop exercise allowing you to apply what you've learned

IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations
> The purpose of this course is to increase awareness and understanding of the need for full inclusion of disaster survivors and staff who are people with disabilities, and people with access and functional needs. The course provides an overview of disabilities and access and functional needs and explains how disaster staff can apply inclusive practices in their disaster assignments.

IS-559: Local Damage Assessment
> This course provides information and resources that will enable participants to plan an effective damage assessment program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of recovery and mitigation.

ESF-6 HUMAN SERVICES:

IS-806: Emergency Support Function (ESF) #6 – Mass Care, Emergency Assistance, Housing, and Human Services

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses provides an overview of each of the 14 ESFs. This course introduces Emergency Support Function (ESF) #6 – Mass Care, Emergency Assistance, Housing, and Human Services.

IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship

This course provides leading practices and resources to assist elementary and secondary schools, institutions of higher education, and houses of worship in developing emergency plans for preparing for, responding to, and recovering from mass casualty incidents.

IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations

The purpose of this course is to increase awareness and understanding of the need for full inclusion of disaster survivors and FEMA staff who are people with disabilities, and people with access and functional needs. The course provides an overview of disabilities and access and functional needs and explains how disaster staff can apply inclusive practices in their disaster assignments.

IS-405: Overview of Mass Care/Emergency Assistance

This course provides an introduction to Mass Care and Emergency Assistance (MC/EA) support, with a focus on Whole Community, by outlining the importance of collaboration and coordination between government, non-profit, public, and private sectors.

ESF-7 RESOURCE SUPPORT:

IS-807: Emergency Support Function (ESF) #7 – Logistics Management and Resource Support Annex

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses provides an overview of each of the 14 ESFs. This course introduces Emergency Support Function (ESF) #7 – Logistics Management and Resource Support Annex.

ESF-8 HEALTH AND MEDICAL:

IS-808: Emergency Support Function (ESF) #8 – Public Health and Medical Services

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to Emergency Support Function (ESF) #8 – Public Health and Medical Services. Support.

IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations

The purpose of this course is to increase awareness and understanding of the need for full inclusion of disaster survivors and staff who are people with disabilities, and people with access and functional needs. The course provides an overview of disabilities and access and functional needs and explains how disaster staff can apply inclusive practices in their disaster assignments.

IS-405: Overview of Mass Care/Emergency Assistance
This course provides an introduction to Mass Care and Emergency Assistance (MC/EA) support, with a focus on Whole Community, by outlining the importance of collaboration and coordination between government, non-profit, public, and private sectors.

ESF-9 SEARCH AND RESCUE:

IS-809: Emergency Support Function (ESF) #9 – Search and Rescue
The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to Emergency Support Function (ESF) #9 Search and Rescue.

ESF-10 ENVIRONMENTAL RESPONSE:

IS-810: Emergency Support Functions (ESF) #10 - Oil and Hazardous Materials Response Annex
The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses provides an overview of each of the 14 ESFs. This course introduces Emergency Support Function (ESF) #10 – Oil and Hazardous Materials Response Annex.

IS-836: Nuclear/Radiological Incident Annex
The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies from the smallest incident to the largest catastrophe. As part of the NRF, the Incident Annexes describe the concept of operations to address specific contingency or hazard situations or an element of an incident requiring specialized application of the NRF. This course provides an introduction to the Nuclear/Radiological Incident Annex (NRIA) to the NRF.

ESF-11 FOOD:

IS-405: Overview of Mass Care/Emergency Assistance
This course provides an introduction to Mass Care and Emergency Assistance (MC/EA) support, with a focus on Whole Community, by outlining the importance of collaboration and coordination between government, non-profit, public, and private sectors.

ESF-12 ENERGY:

IS-812: Emergency Support Function (ESF) # 12 – Energy
The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to Emergency Support Function (ESF) #12 Energy.

IS-815: ABCs of Temporary Emergency Power
The goal of this course is to acquaint members of various communities of practice (emergency management, public works, water/wastewater, healthcare, etc.) with requirements related to provision of temporary emergency power to their facilities following disruption of the commercial power grid.

ESF-13 LAW ENFORCEMENT:

IS-100.LEB: Introduction to the Incident Command System (ICS 100) for Law Enforcement
ICS 100.LE, Introduction to the Incident Command System for Law Enforcement, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course uses the same objectives and content as other ICS courses with law enforcement examples and exercises.

IS-813: Emergency Support Functions (ESF) #13 - Public Safety and Security Annex
The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses provides an overview of each of the 14 ESFs. This course introduces Emergency Support Function (ESF) #13 –Public Safety and Security Annex.

IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations
The purpose of this course is to increase awareness and understanding of the need for full inclusion of disaster survivors and staff who are people with disabilities, and people with access and functional needs. The course provides an overview of disabilities and access and functional needs and explains how disaster staff can apply inclusive practices in their disaster assignments.

ESF-14 DONATIONS AND VOLUNTEERS:

IS-244.B: Developing and Managing Volunteers
The goal of this course is to strengthen abilities to prepare for and manage volunteers before, during, and after a severe emergency or major disaster. This course will:
- Provide strategies for identifying, recruiting, assigning, training, supervising, and motivating volunteers.
- Include discussion of spontaneous volunteers as well as those affiliated with community-based, faith-based, and nongovernmental organizations (NGOs).

ESF-15 RECOVERY:

IS-156: Building Design for Homeland Security for Continuity of Operations
The purpose of this course is to provide guidance to the building sciences community working for public and private institutions, including Continuity of Operations (COOP) planners/managers, building officials, etc. It presents tools to help decision-makers assess the performance of their buildings against terrorist threats and to rank recommendations. It is up to the decision-makers to decide which types of threats they wish to protect against and to determine their level of risk against each threat. Those decision makers who consider their buildings to be at high risk can use this guidance as necessary.

IS-546.A: Continuity of Operations Awareness Course
This course introduces students to the concept of continuity planning. The course provides a brief overview of continuity, including its definition, the legal basis for continuity planning, the Continuity Program Management Cycle, and essential elements of a viable continuity program. Although this course directly addresses continuity requirements for Federal Executive branch organizations, the course is also useful to State, local, territorial, and tribal governments.

IS-547.A: Introduction to Continuity of Operations

This course is to be completed after taking the IS-546.a - Continuity of Operations Awareness Course. The IS 547.a course describes the Continuity Management Cycle and how it should be used to develop sound continuity of operations plans. Although this course directly addresses continuity requirements for Federal Executive branch organizations, the course is also useful to State, local, territorial, and tribal governments.

IS-559: Local Damage Assessment

This course provides information and resources that will enable participants to plan an effective damage assessment program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of recovery and mitigation.

ESF-16 ANIMALS:

IS-10.A: Animals in Disasters: Awareness and Preparedness

The objectives of this course are to increase awareness and preparedness among animal owners and care providers, and to describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

IS-11.A: Animals in Disasters: Community Planning

The objectives of this course are to learn how to develop a community plan for managing animals in an emergency, identify hazards and threats most likely to affect your community and ways to minimize their impact on animals, indicate how communities use the Incident Command System (ICS) to respond effectively to an incident involving animals, describe resources available to help communities recover from a disaster, and develop community support for a disaster preparedness plan involving animals.

IS-111.A: Livestock in Disasters

This course combines the knowledge of livestock producers and emergency managers to present a unified approach to mitigate the impact of disasters on animal agriculture. The objectives of this course are to learn understand issues that arise when disasters affect livestock, determine a farm's susceptibility to hazards, and identify actions to reduce economic losses and human and animal suffering in disasters.

MTSU EMERGENCY OPERATIONS PLAN
ANNEX B – HAZARD SPECIFIC CHECKLISTS

SECTION I: INTRODUCTION

The hazard specific checklists included in this Annex are for use by ESF Coordinators and designated MTSU Emergency Response personnel. The included checklists are comprehensive but not all inclusive. These checklists are compliant with MTSU Policies 700, 715, 730, 725, 730, and 735 (https://www.mtsu.edu/policies/campus-health-safety-security/index.php) as well as all external agencies that may be expected to respond to an emergency on the MTSU campus.

SECTION II: EMERGENCY ACTION CHECKLIST HAZARD LISTING

A. TORNADO
1. Tornado Emergency Action Checklist: ESF-5.
2. Tornado Emergency Action Checklist: ESF-6.
3. Tornado Emergency Action Checklist: ESF-13.
4. Tornado Emergency Action Checklist: ESF-4, ESF 8, ESF-9.
5. Tornado Emergency Action Checklist: ESF 1.
6. Tornado Emergency Action Checklist: ESF-3.
7. Tornado Emergency Action Checklist: ESF-8.
8. Also see: https://www.mtsu.edu/alert4u/tornado.php

B. FLOOD
1. Flood Emergency Action Checklist: ESF-5.
2. Flood Emergency Action Checklist: ESF-6.
3. Flood Emergency Action Checklist: ESF-13.
4. Flood Emergency Action Checklist: ESF-4, ESF 8, ESF-9.
5. Flood Emergency Action Checklist: ESF-1.
6. Flood Emergency Action Checklist: ESF-3.
7. Flood Emergency Action Checklist: ESF-8.

C. TRANSPORTATION ACCIDENT
1. Transportation Accident Emergency Action Checklist: ESF-5.
2. Transportation Accident Emergency Action Checklist: ESF-13.

D. HAZARDOUS MATERIALS RELEASE
1. Hazardous Materials Release Emergency Action Checklist: ESF-5.
2. Hazardous Materials Release Emergency Action Checklist: ESF-4, ESF 8, ESF-9, ESF-10.
3. Chemical and Biological Attack: https://www.mtsu.edu/alert4u/chemical-biological.php

E. Radiological Accident/Radiation Release
1. Radiological Accident/Radiation Release Emergency Action Checklist (Radiological Material Spill or Leak): ESF-4, ESF 8, ESF-9, ESF-10.
2. Radiological Accident/Radiation Release Emergency Action Checklist (Suspected Nuclear Weapon: No Explosion): ESF-4, ESF 8, ESF-9, ESF-10.
3. Radiological Accident/Radiation Release Emergency Action Checklist (Suspected Nuclear Weapon: Explosion): ESF-4, ESF 8, ESF-9, ESF-10.
4. Nuclear and Radiological Attack: https://www.mtsu.edu/alert4u/nuclear-radiological.php

F. Winter Storm

1. Winter Storm Emergency Action Checklist: ESF-5
2. Winter Storm Emergency Action Checklist: ESF-6
3. Winter Storm Emergency Action Checklist: ESF-13.
4. Winter Storm Emergency Action Checklist: ESF-4, ESF 8, ESF-9.
5. Winter Storm Emergency Action Checklist: ESF-1.
6. Winter Storm Emergency Action Checklist: ESF-3.
7. Winter Storm Emergency Action Checklist: ESF-8.
8. Also see: https://mtsunews.com/weather/

G. Earthquake

1. Earthquake Emergency Action Checklist: ESF-5.
2. Earthquake Emergency Action Checklist: ESF-6.
3. Earthquake Emergency Action Checklist: ESF-13.
4. Earthquake Emergency Action Checklist: ESF-4, ESF 8, ESF-9.
5. Earthquake Emergency Action Checklist: ESF-1.
6. Earthquake Emergency Action Checklist: ESF-3.
7. Earthquake Emergency Action Checklist: ESF-8.

H. CIVIL DISTURBANCE

1. Civil Disturbance Emergency Action Checklist: ESF-5.
2. Civil Disturbance Emergency Action Checklist: ESF-13.

I. PANDEMIC/ INFECTIOUS DISEASE OUTBREAK

1. Planning Emergency Action Checklist: All.
2. Preparation Emergency Action Checklist: All.
3. Response Emergency Action Checklist: All.
4. Recovery Emergency Action Checklist: All.

J. CHEMICAL/ BIOLOGICAL ATTACK: https://www.mtsu.edu/alert4u/chemical-biological.php

K. ACTIVE SHOOTER CHECKLIST/ PROTOCOLS: https://www.mtsu.edu/alert4u/active-shooter.php

L. BOMB THREATS: https://www.mtsu.edu/alert4u/bomb-threat.php

M. TERRORISM: https://www.mtsu.edu/alert4u/terrorism.php

TORNADO EMERGENCY ACTION CHECKLIST
ESF-5 INFORMATION & PLANNING

Tornado Watch

- 1. Issue tornado watch information.
- 2. Inform campus community.
- 3. Alert key personnel.
- 4. Review plans.
- 5. Inspect and test equipment.
- 6. Designate shelters to be opened as needed.
- 7. Monitor national weather service.
- 8. Establish communications with county emergency management.
- 9. Fuel vehicles and equipment.

Tornado Warning

- 1. Initiate Campus Warning Call System to issue tornado warning.
- 2. Inform campus community.
- 3. Activate MTSU EOC.
- 4. Advise MTSU Police Department mobile patrol units to observe and report tornado.
- 5. Notify county emergency management.
- 6. Activate university departmental emergency operations plans.
- 7. Mobilize university emergency response personnel.
- 8. Check and stage equipment.

Disaster Relief Operations

- 1. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- 2. Activate shelters as needed.
- 3. Contact relief agencies as needed.
- 4. Assign personnel for shelter assistance as needed.

TORNADO EMERGENCY ACTION CHECKLIST
ESF-6 HUMAN SERVICES

Tornado Watch

- 1. Alert key personnel.
- 2. Review plans.
- 3. Contact relief agencies.
- 4. Assign personnel for shelter assistance.

Tornado Warning

- 1. Alert management of shelter facilities.
- 2. Implement emergency operations plans and procedures.
- 3. Relocate/Reschedule university activities located in shelter facilities as needed.
- 4. Mobilize shelter resources.
- 5. Notify county emergency management.
- 6. Coordinate shelter needs with county emergency management.
- 7. Establish shelter communications.

Tornado

- 1. Assign shelter representative to MTSU EOC.
- 2. Notify county emergency management.
- 3. Activate shelters as needed.
- 4. Arrange provision of food and comfort resources as needed.
- 5. Coordinate medical, health, and referral resources as needed.
- 6. Maintain coordination with relief agencies.
- 7. Register shelterees.
- 8. Provide appropriate university officials with all information concerning shelterees.
- 9. Provide county emergency management with all information concerning shelterees.

Disaster Relief

- 1. Provide supportive services as needed.
- 2. Provide for temporary housing of MTSU students and personnel as needed.
- 3. Report all pertinent information to county emergency management.
- 4. Conduct damage assessment.

TORNADO EMERGENCY ACTION CHECKLIST
ESF-13 LAW ENFORCEMENT

Readiness Conditions

- 1. Prepare for direction and control of evacuation and re-entry of MTSU facilities.
- 2. Coordinate all law enforcement operations on campus.
- 3. Provide MTSU EOC support as needed.

Normal Operations

- 1. Review plans.
- 2. Check warning systems and update notification and recall rosters.
- 3. Inform the campus community.

Tornado Watch

- 1. Assist in issuance of tornado watch information.
- 2. Inspect and test equipment.
- 3. Inspect and fuel all vehicles.
- 4. Alert all personnel.
- 5. Review all emergency operations plans and procedures.

Tornado Warning

- 1. Assist in informing the campus community.
- 2. Mobilize all personnel.
- 3. Station mobile patrol units to observe and report weather conditions.
- 4. Provide representative to MTSU EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Provide security as needed.
- 7. Provide traffic control as needed.
- 8. Protect key facilities as needed.
- 9. Provide communications and mobile warning support as needed.

Tornado

- 1. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 2. Provide representative to MTSU EOC.
- 3. Protect key facilities as needed.
- 4. Provide traffic control as needed.
- 5. Provide communications and mobile warning support as needed.
- 6. Provide restricted area control as needed.
- 7. Assist in damage assessment as needed.
- 8. Provide weather information to MTSU EOC and county emergency management.

Disaster Relief Operations

- 1. Render assistance as needed.
- 2. Provide restricted area control as needed.
- 3. Assist in damage assessment as needed.
- 4. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 5. Inform MTSU EOC of all equipment and personnel needs.
- 6. Provide communications support as needed.

TORNADO EMERGENCY ACTION CHECKLIST
ESF-4 FIRE SUPPRESSION
ESF-8 HEALTH AND MEDICAL
ESF-9 SEARCH & RESCUE

Tornado Warning

- 1. Coordinate for fire suppression, emergency medical, and rescue support.
- 2. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials locations as needed.

Tornado and Disaster Relief Operations

- 1. Warn occupants of involved facilities.
- 2. Evacuate occupants of involved facilities.
- 3. Request fire suppression, emergency medical, and rescue support as needed.
- 4. Advise fire suppression, emergency medical, and rescue agencies of emergency routes to emergency scene.
- 5. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials involved as needed.
- 6. Provide assistance to fire suppression, emergency medical, search, and rescue agencies as requested.
- 7. Report progress of fire suppression, emergency medical, and rescue operations to MTSU EOC.
- 8. Release fire suppression, emergency medical, search, and rescue assets as soon as possible.

TORNADO EMERGENCY ACTION CHECKLIST
ESF-1 TRANSPORTATION

Tornado Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Assign drivers to specific vehicles.
- 4. Check the locations of all shelters.
- 5. Check the routes to all shelters.
- 6. Review emergency operations plans and procedures.
- 7. Alert all transportation personnel.

Tornado Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize transportation personnel.
- 3. Provide transportation as needed.
- 4. Monitor and report weather conditions to the MTSU EOC.
- 5. Identify transportation support personnel.

Tornado

- 1. Provide transportation as needed.
- 2. Monitor and report weather conditions to the MTSU EOC.
- 3. Transport personnel, food, supplies, equipment, and essential materials to shelters and emergency scenes as needed.
- 4. Coordinate all transportation requests through the MTSU EOC.
- 5. Assist in damage assessment as needed.

Disaster Relief

- 1. Coordinate all transportation requests through the MTSU EOC.
- 2. Assist in damage assessment as needed.

TORNADO EMERGENCY ACTION CHECKLIST
ESF-3 INFRASTRUCTURE

Tornado Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Review all emergency operations plans and procedures.
- 4. Check locations of all shelters.
- 5. Inspect conditions of all shelters.
- 6. Upgrade shelters as needed.

Tornado Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize emergency personnel.
- 3. Monitor and report weather conditions to the MTSU EOC.
- 4. Provide personnel and equipment as needed.
- 5. Provide for storage and dispensing of fuel.

Tornado

- 1. Maintain all streets and utilities.
- 2. Coordinate for utility repairs from external agencies.
- 3. Maintain services to key facilities.
- 4. Coordinate all requests for additional resources through the MTSU EOC.
- 5. Clear debris and continue garbage disposal activities.
- 6. Provide personnel and equipment as needed.
- 7. Provide emergency power to key facilities as needed.

Disaster Relief Operations

- 1. Repair and restore all services to affected areas as soon as possible.
- 2. Conduct damage assessment.
- 3. Provide emergency power to key facilities as needed.
- 4. Provide potable water as needed.

TORNADO EMERGENCY ACTION CHECKLIST
ESF-8 HEALTH AND MEDICAL

Tornado Watch

- 1. Alert key personnel and facilities.
- 2. Review emergency operations plans and procedures.
- 3. Inspect shelters.

Tornado Warning

- 1. Provide representative to MTSU EOC.
- 2. Mobilize key personnel.
- 3. Implement emergency operations plans and procedures.
- 4. Man first aid stations as needed.
- 5. Inventory health and medical resources.
- 6. Coordinate medical resource allocation.

Tornado

- 1. Mobilize health and medical personnel and assign them to designated facility.
- 2. Insure that shelters are maintained in sanitary conditions.
- 3. Report pertinent health information to the MTSU EOC and the county Health and Medical Coordinator.
- 4. Arrange for the retrieval, identification, and storage of bodies of persons killed.
- 5. Open temporary morgue as needed.
- 6. Provide general health care.
- 7. Inspect sanitation conditions.

Recovery

- 1. Evaluate health aspects of re-entry into affected areas and advise the MTSU EOC.
- 2. Conduct or cause to be conducted food and water inspections as needed.
- 3. Provide general health care.

FLOOD EMERGENCY ACTION CHECKLIST
ESF-5 INFORMATION AND PLANNING

Flood Watch
- 1. Activate MTSU EOC.
- 2. Inform campus community
- 3. Alert key personnel.
- 4. Review emergency operations plans.
- 5. Inspect and test equipment.
- 6. Designate shelters to be opened as needed.
- 7. Monitor the National Weather Service.

Flood Warning
- 1. Inform campus community.
- 2. Staff MTSU EOC as needed.
- 3. Advise MTSU Police Department mobile patrol units to observe and report flooding.
- 4. Establish communications with the county EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Mobilize emergency services and resources.
- 7. Stage equipment as needed.
- 8. Maintain and plot field situation reports.

Flood
- 1. Staff MTSU EOC as needed.
- 2. Inform campus community.
- 3. Notify the county EOC.
- 4. Evacuate flood-prone areas
- 5. Conduct rescue operations as needed.
- 6. Open and staff shelters as needed.
- 7. Maintain and plot field situation reports.
- 8. Provide medical support as needed.

Re-Entry and Recovery
- 1. Inform campus community.
- 2. Notify the county EOC.
- 3. Demobilize response personnel and EOC staff as needed.
- 4. Maintain and plot field status reports.
- 5. Assess shelter status and needs.
- 6. Initiate search and rescue operations if needed.
- 7. Provide victims with temporary housing, food service, and medical support as needed.
- 8. Conduct damage assessment.

FLOOD EMERGENCY ACTION CHECKLIST
ESF-6 HUMAN SERVICES

Flood Watch

- 1. Alert key personnel.
- 2. Review plans.
- 3. Contact relief agencies.
- 4. Assign personnel for shelter assistance.

Flood Warning

- 1. Alert management of shelter facilities.
- 2. Implement emergency operations plans and procedures.
- 3. Relocate/Reschedule university activities located in shelter facilities as needed.
- 4. Mobilize shelter resources.
- 5. Notify county emergency management.
- 6. Coordinate shelter needs with county emergency management.
- 7. Establish shelter communications.

Flood

- 1. Assign shelter representative to MTSU EOC.
- 2. Notify county emergency management.
- 3. Activate shelters as needed.
- 4. Arrange provision of food and comfort resources as needed.
- 5. Coordinate medical, health, and referral resources as needed.
- 6. Maintain coordination with relief agencies.
- 7. Register shelterees.
- 8. Provide appropriate university officials with all information concerning shelterees.
- 9. Provide county emergency management with all information concerning shelterees.

Re-Entry and Recovery

- 1. Provide supportive services as needed.
- 2. Provide for temporary housing of MTSU students and personnel as needed.
- 3. Report all pertinent information to county emergency management.
- 4. Conduct damage assessment.

FLOOD EMERGENCY ACTION CHECKLIST
ESF-13 LAW ENFORCEMENT

Flood Watch

- 1. Assist in issuance of flood watch information.
- 2. Inspect and test equipment.
- 3. Inspect and fuel all vehicles.
- 4. Alert all personnel.
- 5. Review all emergency operations plans and procedures.

Flood Warning

- 1. Assist in informing the campus community.
- 2. Mobilize all personnel.
- 3. Station mobile patrol units to observe and report weather conditions.
- 4. Provide representative to MTSU EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Provide security as needed.
- 7. Provide traffic control as needed.
- 8. Protect key facilities as needed.
- 9. Provide communications and mobile warning support as needed.
- 10. Monitor streams, ponds, and low lying areas and report findings to the MTSU EOC.

Flood

- 1. Assist in emergency medical, search, and rescue operations as needed.
- 2. Assist in evacuation as needed.
- 3. Provide representative to MTSU EOC.
- 4. Protect key facilities as needed.
- 5. Provide traffic control as needed.
- 6. Provide communications and mobile warning support as needed.
- 7. Provide restricted area control as needed.
- 8. Assist in damage assessment as needed.
- 9. Provide weather information to MTSU EOC and county emergency management.

Re-Entry and Recovery

- 1. Control access to evacuated areas.
- 2. Prevent looting.
- 3. Render assistance as needed.
- 4. Provide restricted area control as needed.
- 5. Assist in damage assessment as needed.
- 6. Assist in emergency medical, search, and rescue operations as needed.
- 7. Inform MTSU EOC of all equipment and personnel needs.
- 8. Provide communications support as needed.

FLOOD EMERGENCY ACTION CHECKLIST
ESF-4 FIRE SUPPRESSION
ESF-8 HEALTH AND MEDICAL
ESF-9 SEARCH & RESCUE

Flood Warning
- 1. Coordinate for fire suppression, emergency medical, and rescue support.
- 2. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials locations as needed.
- 3. Move non ambulatory persons in flood prone areas.
- 4. Provide assistance as required.

Flood and Re-Entry and Recovery Operations
- 1. Warn occupants of involved facilities.
- 2. Evacuate occupants of involved facilities.
- 3. Request fire suppression, emergency medical, and rescue support as needed.
- 4. Advise fire suppression, emergency medical, and rescue agencies of emergency routes to emergency scene.
- 5. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials involved as needed.
- 6. Provide assistance to fire suppression, emergency medical, search, and rescue agencies as requested.
- 7. Report progress of fire suppression, emergency medical, and rescue operations to MTSU EOC.
- 8. Release fire suppression, emergency medical, search, and rescue assets as soon as possible.

FLOOD EMERGENCY ACTION CHECKLIST
ESF-1 TRANSPORTATION

Flood Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Assign drivers to specific vehicles and areas if water will restrict movement.
- 4. Check the locations of all shelters.
- 5. Check the routes to all shelters.
- 6. Review emergency operations plans and procedures.
- 7. Alert all transportation personnel.

Flood Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize transportation personnel.
- 3. Provide transportation as needed.
- 4. Monitor and report weather conditions to the MTSU EOC.
- 5. Identify transportation support personnel.

Flood

- 1. Provide transportation as needed for evacuation.
- 2. Monitor and report weather conditions to the MTSU EOC.
- 3. Transport personnel, food, supplies, equipment, and essential materials to shelters and emergency scenes as needed.
- 4. Coordinate all transportation requests through the MTSU EOC.
- 5. Assist in damage assessment as needed.

Re-Entry and Recovery

- 1. Coordinate all transportation requests through the MTSU EOC.
- 2. Assist in damage assessment as needed.

FLOOD EMERGENCY ACTION CHECKLIST
ESF-3 INFRASTRUCTURE

Flood Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Review all emergency operations plans and procedures.
- 4. Check locations and condition of all shelters.
- 5. Assign crews and equipment to specific areas if water will restrict movement.
- 6. Upgrade shelters as needed.

Flood Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize emergency personnel.
- 3. Monitor and report flood conditions to the MTSU EOC.
- 4. Provide personnel and equipment as needed.
- 5. Provide for storage and dispensing of fuel.

Flood

- 1. Maintain all streets and utilities.
- 2. Coordinate for utility repairs from external agencies.
- 3. Maintain services to key facilities.
- 4. Coordinate all requests for additional resources through the MTSU EOC.
- 5. Monitor and report flood conditions to the MTSU EOC.
- 6. Provide personnel and equipment as needed.
- 7. Provide emergency power to key facilities as needed.

Re-Entry and Recovery

- 1. Repair and restore all services to affected areas as soon as possible.
- 2. Conduct damage assessment.
- 3. Provide emergency power to key facilities as needed.
- 4. Provide potable water as needed.

FLOOD EMERGENCY ACTION CHECKLIST
ESF-8 HEALTH AND MEDICAL

Flood Watch

- 1. Alert key personnel and facilities.
- 2. Review emergency operations plans and procedures.
- 3. Inspect shelters.

Flood Warning

- 1. Provide representative to MTSU EOC.
- 2. Mobilize key personnel.
- 3. Implement emergency operations plans and procedures.
- 4. Man first aid stations as needed.
- 5. Inventory health and medical resources.
- 6. Coordinate medical resource allocation.

Flood

- 1. Mobilize health and medical personnel and assign them to designated facility.
- 2. Insure that shelters are maintained in sanitary conditions.
- 3. Report pertinent health information to the MTSU EOC and the county Health and Medical Coordinator.
- 4. Arrange for the retrieval, identification, and storage of bodies of persons killed.
- 5. Open temporary morgue as needed.
- 6. Provide general health care.
- 7. Inspect sanitation conditions.

Re-Entry and Recovery

- 1. Evaluate health aspects of re-entry into flooded areas and advise the MTSU EOC.
- 2. Conduct or cause to be conducted food and water inspections.
- 3. Provide general health care.

TRANSPORTATION ACCIDENT EMERGENCY ACTION CHECKLIST
ESF-5 INFORMATION AND PLANNING

- 1. Assess the situation.
- 2. Determine the potential risk area.
- 3. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- 4. Notify county emergency management.
- 5. Activate MTSU EOC if needed.
- 6. Initiate Campus Warning Call System to issue warnings as needed.
- 7. Inform campus community.
- 8. Activate university departmental emergency operations plans.
- 9. Mobilize university emergency response personnel.
- 10. Determine involvement of hazardous materials.
- 11. Assist county emergency management, fire suppression, emergency medical, search, and rescue personnel as needed.

TRANSPORTATION ACCIDENT EMERGENCY ACTION CHECKLIST
ESF-13 LAW ENFORCEMENT

- 1. Secure the area of the accident.
- 2. Notify the fire department, emergency medical service, and rescue squad.
- 3. Determine if hazardous materials are involved.
- 4. Notify the MTSU Emergency Services Coordinator.
- 5. Render aid and assistance within available capabilities and resources in coordination with other emergency services.

HAZARDOUS MATERIALS RELEASE EMERGENCY ACTION CHECKLIST
ESF-5 INFORMATION AND PLANNING

- 1. Assess the situation.
- 2. Determine the potential risk area.
- 3. Initiate evacuation of risk area.
- 4. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- 5. Notify county emergency management.
- 6. Establish hot, warm, and cold zones.
- 7. Bar entry to hot and warm zones for all persons with less than HAZMAT Technician ratings.
- 7. Activate MTSU EOC if needed.
- 8. Initiate Campus Warning Call System to issue warnings as needed.
- 9. Inform campus community.
- 10. Activate university departmental emergency operations plans.
- 11. Mobilize university emergency response personnel.
- 12. Determine nature and type of hazardous materials if possible.
- 13. Assist county emergency management, fire suppression, emergency medical, search, and rescue personnel as needed.
- 14. Open shelters for evacuees if needed.
- 15. Establish the command post and staging areas upwind and well away from the release area.
- 16. Notify emergency medical service personnel and the hospital of any chemical or radiological contamination of the victims.
- 17. Assist county emergency management HAZMAT teams as requested.

HAZARDOUS MATERIALS RELEASE EMERGENCY ACTION CHECKLIST
ESF-4 FIRE SUPPRESSION
ESF-8 HEALTH AND MEDICAL
ESF-9 SEARCH & RESCUE
ESF-10 ENVIRONMENTAL RESPONSE

Before Initiating Response
- 1. Determine wind direction and speed from National Weather Service or dispatcher.
- 2. Find out product name of involved hazardous materials, if possible.
- 3. Find out form of materials, solid, liquid, or gas, if possible.
- 4. Find out if vapor cloud, fumes, or spill has been observed.
- 5. Find out the cloud or spill location: on roadway, in building, blocking access, etc.
- 6. Find out the approximate amount of involved hazardous materials, if possible.

Enroute
- 1. Plan route to approach the scene from upwind only.
- 2. Look up the material (if known) in the DOT Emergency Response Guidebook, MSDS data base, or other reference for toxic effects, exposure symptoms, reactions, health effects, and recommended emergency actions.

On-Scene
- 1. Gain control of ignition sources, reroute traffic, and secure the area.
- 2. Use binoculars from upwind at a safe distance to examine vehicle placards.
- 3. Stay away from spills or wet areas.
- 4. Park uphill and upwind from spill areas.
- 5. Stay upwind and well away from suspected vapor releases using the "Table of Initial Isolation and Protective Action Distances" found in the latest edition of the U.S. Department of Transportation Emergency Response Guidebook.
- 6. Enter the area slowly to prevent getting in too deep without realizing it.
- 7. Observe spectators if no release is seen to spot possible ill or unconscious persons.
- 8. Stop well back from the scene and wait for two personnel in SCBA to assess the situation. They should enter slowly using detection and explosion meters, incendive atmosphere lights, no radios, and stay out of observed chemicals.
- 9. Obtain information from bystanders, drivers, lab personnel, shipping papers, or material safety data sheets.
- 10. Establish ingress/egress control points for emergency services personnel and evacuees.
- 11. Establish separate holding areas for contaminated or exposed emergency response personnel or victims.
- 12. Obtain technical assistance on the involved hazardous material.
- 13. If the involved chemical cannot be identified assume that it is highly toxic, violently reactive, or explosive.
- 14. Restore the area to safe condition.

RADIOLOGICAL EMERGENCY ACTION CHECKLIST
(RADIOLOGICAL MATERIAL SPILL OR LEAK)
ESF-4 FIRE SUPPRESSION
ESF-8 HEALTH AND MEDICAL
ESF-9 SEARCH & RESCUE
ESF-10 ENVIRONMENTAL RESPONSE

- 1. Assess the situation and immediately notify county emergency management.
- 2. Determine the potential risk area.
- 3. Initiate evacuation of risk area.
- 4. Rescue injured or trapped persons and remove them from the area.
- 5. Limit first aid to those actions necessary to save life or minimize injury.
- 6. Hold everyone involved in the area until the radiological survey team arrives and checks them with a radiation survey instrument.
- 7. If it is necessary to transport injured victims notify emergency medical service and hospital personnel of the possibility of radioactive contamination.
- 8. Bar entry to the area to all except emergency service personnel.
- 9. Advise all persons not to handle or remove any debris from the area.
- 10. Fight fire keeping upwind and out of smoke, fumes, and dust as much as possible.
- 11. DO NOT eat, drink, or smoke in the incident area or use any food or drinking water that may have contacted radioactive material.
- 12. DO NOT handle, use, or remove from the incident area any material, equipment, or other items suspected of being radioactively contaminated unless released by radiological monitoring personnel.
- 13. Cooperate with and assist county emergency management as requested.
- 14. Assist in the segregation and decontamination of contaminated persons as requested.
- 15. Obtain the names and addresses of all persons involved and provide to MTSU Environmental Health and Safety Services and county emergency management on request.

RADIOLOGICAL EMERGENCY ACTION CHECKLIST
(SUSPECTED NUCLEAR WEAPON: NO EXPLOSION)
ESF-4 FIRE SUPPRESSION
ESF-8 HEALTH AND MEDICAL
ESF-9 SEARCH & RESCUE
ESF-10 ENVIRONMENTAL RESPONSE

- 1. Assess the situation and immediately notify county emergency management.
- 2. Evacuate and restrict the area of the incident for a minimum of 2,000 feet in all directions.
- 3. Rescue injured or trapped persons as quickly as possible and remove them and rescue personnel from the incident area.
- 4. Bar access to the area.
- 5. Initiate fire suppression, emergency medical service, and rescue operations as needed.
- 6. Fight fires as though toxic chemicals are involved: stay upwind; avoid smoke, dust, and fumes.
- 7. Cooperate with and assist county emergency management as requested.
- 8. Resume normal operations when the area is declared safe by radiological personnel.

RADIOLOGICAL EMERGENCY ACTION CHECKLIST
(SUSPECTED NUCLEAR WEAPON: EXPLOSION)
ESF-4 FIRE SUPPRESSION
ESF-8 HEALTH AND MEDICAL
ESF-9 SEARCH & RESCUE
ESF-10 ENVIRONMENTAL RESPONSE

- 1. Assess the situation and immediately notify county emergency management.
- 2. Evacuate and restrict the area of the incident for a minimum of 2,000 feet in all directions.
- 3. Rescue injured or trapped persons as quickly as possible and remove them and rescue personnel from the incident area.
- 4. Bar access to the area until advice can be obtained from radiological and ordnance experts.
- 5. Initiate fire suppression, emergency medical service, and rescue operations as needed.
- 6. Fight fires as though toxic chemicals are involved: stay upwind; avoid smoke, dust, and fumes.
- 7. Cooperate with and assist county emergency management as requested.
- 8. Resume normal operations when the area is declared safe by radiological personnel.

WINTER STORM EMERGENCY ACTION CHECK LIST
ESF-5 INFORMATION AND PLANNING

Winter Storm Watch

- 1. Activate MTSU EOC.
- 2. Inform campus community
- 3. Alert key personnel.
- 4. Review emergency operations plans.
- 5. Inspect and test equipment.
- 6. Designate shelters to be opened as needed.
- 7. Monitor the National Weather Service.

Winter Storm Warning

- 1. Inform campus community.
- 2. Staff MTSU EOC as needed.
- 3. Advise MTSU Police Department mobile patrol units to observe and report weather conditions.
- 4. Establish communications with the county EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Mobilize emergency services and resources.
- 7. Stage equipment as needed.
- 8. Maintain and plot field situation reports.

Winter Storm

- 1. Staff MTSU EOC as needed.
- 2. Inform campus community.
- 3. Notify the county EOC.
- 4. Conduct rescue operations as needed.
- 5. Open and staff shelters as needed.
- 6. Maintain and plot field situation reports.

Disaster Relief

- 1. Inform campus community.
- 2. Notify the county EOC.
- 3. Demobilize response personnel and EOC staff as needed.
- 4. Maintain and plot field status reports.
- 5. Assess shelter status and needs.
- 6. Conduct damage assessment.

WINTER STORM EMERGENCY ACTION CHECK LIST
ESF-6 HUMAN SERVICES

Winter Storm Watch

- 1. Alert key personnel.
- 2. Review plans.
- 3. Contact relief agencies.
- 4. Assign personnel for shelter assistance.

Winter Storm Warning

- 1. Alert management of shelter facilities.
- 2. Implement emergency operations plans and procedures.
- 3. Relocate/Reschedule university activities located in shelter facilities as needed.
- 4. Mobilize shelter resources.
- 5. Notify county emergency management.
- 6. Coordinate shelter needs with county emergency management.
- 7. Establish shelter communications.

Winter Storm

- 1. Assign shelter representative to MTSU EOC.
- 2. Notify county emergency management.
- 3. Activate shelters as needed.
- 4. Arrange provision of food and comfort resources as needed.
- 5. Coordinate medical, health, and referral resources as needed.
- 6. Maintain coordination with relief agencies.
- 7. Register shelterees.
- 8. Provide appropriate university officials with all information concerning shelterees.
- 9. Provide county emergency management with all information concerning shelterees.

Disaster Relief

- 1. Provide supportive services as needed.
- 2. Provide for temporary housing of MTSU students and personnel as needed.
- 3. Report all pertinent information to county emergency management.
- 4. Conduct damage assessment.

WINTER STORM EMERGENCY ACTION CHECK LIST
ESF-13 LAW ENFORCEMENT

Normal Operations
- 1. Review emergency operation plans.
- 2. Check warning systems and update notification and recall rosters.
- 3. Inform the campus community.

Winter Storm Watch
- 1. Assist in issuance of winter storm watch information.
- 2. Inspect and test equipment.
- 3. Inspect and fuel all vehicles.
- 4. Alert all personnel.
- 5. Review all emergency operations plans and procedures.
- 6. Conduct specialized training.
- 7. Provide communications support to emergency operations.
- 8. Provide traffic control as needed.

Winter Storm Warning
- 1. Assist in informing the campus community.
- 2. Mobilize all personnel.
- 3. Station mobile patrol units to observe and report weather conditions.
- 4. Provide representative to MTSU EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Provide traffic control as needed.
- 7. Provide communications and mobile warning support as needed.

Winter Storm
- 1. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 2. Provide representative to MTSU EOC.
- 3. Provide traffic control as needed.
- 4. Provide security as needed.
- 5. Provide communications and mobile warning support as needed.
- 6. Provide weather information to MTSU EOC and county emergency management.
- 7. Assist in damage assessment as needed.

Disaster Relief Operations
- 1. Render assistance as needed.
- 2. Provide restricted area control as needed.
- 3. Assist in damage assessment as needed.
- 4. Provide communications support as needed.

WINTER STORM EMERGENCY ACTION CHECKLIST
ESF-4 FIRE SUPPRESSION
ESF-8 HEALTH AND MEDICAL
ESF-9 SEARCH & RESCUE

Winter Storm Warning
- 1. Coordinate for fire suppression, emergency medical, and rescue support.
- 2. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials locations as needed.

Winter Storm and Disaster Relief Operations
- 1. Warn occupants of involved facilities.
- 2. Evacuate occupants of involved facilities.
- 3. Request fire suppression, emergency medical, and rescue support as needed.
- 4. Advise fire suppression, emergency medical, and rescue agencies of emergency routes to emergency scene.
- 5. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials involved as needed.
- 6. Provide assistance to fire suppression, emergency medical, search, and rescue agencies as requested.
- 7. Report progress of fire suppression, emergency medical, and rescue operations to MTSU EOC.
- 8. Release fire suppression, emergency medical, search, and rescue assets as soon as possible.

Figure P-25: Winter Storm Emergency Action Checklist for Fire, Emergency Medical, and Rescue (RCEMA, 1987)

WINTER STORM EMERGENCY ACTION CHECKLIST
ESF-1 TRANSPORTATION

Winter Storm Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Assign drivers to specific vehicles and areas if emergency will restrict movement.
- 4. Check the locations of all shelters.
- 5. Check the routes to all shelters.
- 6. Review emergency operations plans and procedures.
- 7. Alert all transportation personnel.

Winter Storm Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize transportation personnel.
- 3. Provide transportation as needed.
- 4. Monitor and report weather conditions to the MTSU EOC.
- 5. Identify transportation support personnel.

Winter Storm

- 1. Provide transportation as needed.
- 2. Monitor and report weather conditions to the MTSU EOC.
- 3. Transport personnel, food, supplies, equipment, and essential materials to shelters and emergency scenes as needed.
- 4. Coordinate all transportation requests through the MTSU EOC.
- 5. Assist in damage assessment as needed.

Disaster Relief

- 1. Coordinate all transportation requests through the MTSU EOC.
- 2. Assist in damage assessment as needed.

WINTER STORM EMERGENCY ACTION CHECKLIST
ESF-3 INFRASTRUCTURE

Winter Storm Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Review all emergency operations plans and procedures.
- 4. Check locations of all shelters.
- 5. Inspect conditions of all shelters.
- 6. Upgrade shelters as needed.
- 7. Assign crews and equipment to specific areas if storm will inhibit later movement.

Winter Storm Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize emergency personnel.
- 3. Monitor and report weather conditions to the MTSU EOC.
- 4. Provide personnel and equipment as needed.
- 5. Provide for storage and dispensing of fuel.
- 6. Provide emergency power to key facilities as needed.
- 7. Provide potable water as needed.

Winter Storm

- 1. Maintain all streets and utilities.
- 2. Coordinate for utility repairs from external agencies.
- 3. Maintain services to key facilities.
- 4. Coordinate all requests for additional resources through the MTSU EOC.
- 5. Clear debris.
- 6. Provide personnel and equipment as needed.
- 7. Provide emergency power to key facilities as needed.
- 8. Provide potable water as needed.

Disaster Relief Operations

- 1. Repair and restore all services to affected areas as soon as possible.
- 2. Conduct damage assessment.
- 3. Provide emergency power to key facilities as needed.
- 4. Provide potable water as needed.

WINTER STORM EMERGENCY ACTION CHECKLIST
ESF-8 HEALTH AND MEDICAL

Winter Storm Watch

- 1. Alert key personnel and facilities.
- 2. Review emergency operations plans and procedures.
- 3. Inspect shelters.

Winter Storm Warning

- 1. Provide representative to MTSU EOC.
- 2. Mobilize key personnel.
- 3. Implement emergency operations plans and procedures.
- 4. Man first aid stations as needed.
- 5. Inventory health and medical resources.
- 6. Coordinate medical resource allocation.
- 7. Plan for epidemic control.

Winter Storm

- 1. Mobilize health and medical personnel and assign them to designated facility.
- 2. Insure that shelters are maintained in sanitary conditions.
- 3. Report pertinent health information to the MTSU EOC and the county Health and Medical Coordinator.
- 4. Arrange for the retrieval, identification, and storage of bodies of persons killed.
- 5. Open temporary morgue as needed.
- 6. Provide general health care.
- 7. Inspect sanitation conditions.
- 8. Provide for epidemic control.

Disaster Relief Operations

- 1. Evaluate health aspects of the emergency and advise the MTSU EOC.
- 2. Conduct or cause to be conducted food and water inspections as needed.
- 3. Provide general health care.

EARTHQUAKE EMERGENCY ACTION CHECKLIST
ESF-5 INFORMATION AND PLANNING

Earthquake

- 1. Initiate Campus Warning Call System to issue warning if possible.
- 2. Inform campus community.
- 3. Activate MTSU EOC.
- 4. Notify county emergency management.
- 5. Activate university departmental emergency operations plans.
- 6. Mobilize university emergency response personnel.
- 7. Check and stage equipment.

Disaster Relief Operations

- 1. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- 2. Activate shelters as needed.
- 3. Contact relief agencies as needed.
- 4. Assign personnel for shelter assistance as needed.

EARTHQUAKE EMERGENCY ACTION CHECKLIST
ESF-6 HUMAN SERVICES

Earthquake

- 1. Assign shelter representative to MTSU EOC.
- 2. Notify county emergency management.
- 3. Activate shelters as needed.
- 4. Arrange provision of food and comfort resources as needed.
- 5. Coordinate medical, health, and referral resources as needed.
- 6. Maintain coordination with relief agencies.
- 7. Register shelterees.
- 8. Provide appropriate university officials with all information concerning shelterees.
- 9. Provide county emergency management with all information concerning shelterees.

Disaster Relief

- 1. Provide supportive services as needed.
- 2. Provide for temporary housing of MTSU students and personnel as needed.
- 3. Report all pertinent information to county emergency management.
- 4. Conduct damage assessment.

EARTHQUAKE EMERGENCY ACTION CHECKLIST
ESF-13 LAW ENFORCEMENT

Readiness Conditions

- 1. Prepare for direction and control of evacuation and re-entry of MTSU facilities.
- 2. Coordinate all law enforcement operations on campus.
- 3. Provide MTSU EOC support as needed.

Normal Operations

- 1. Review plans.
- 2. Check warning systems and update notification and recall rosters.
- 3. Inform the campus community.

Earthquake

- 1. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 2. Provide representative to MTSU EOC.
- 3. Protect key facilities as needed.
- 4. Provide traffic control as needed.
- 5. Provide communications and mobile warning support as needed.
- 6. Provide restricted area control as needed.
- 7. Assist in damage assessment as needed.

Disaster Relief Operations

- 1. Render assistance as needed.
- 2. Provide restricted area control as needed.
- 3. Assist in damage assessment as needed.
- 4. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 5. Inform MTSU EOC of all equipment and personnel needs.
- 6. Provide communications support as needed.

EARTHQUAKE EMERGENCY ACTION CHECKLIST
ESF-4 FIRE SUPPRESSION
ESF-8 HEALTH AND MEDICAL
ESF-9 SEARCH & RESCUE

Earthquake and Disaster Relief Operations

- 1. Warn occupants of involved facilities.
- 2. Evacuate occupants of involved facilities.
- 3. Request fire suppression, emergency medical, and rescue support as needed.
- 4. Advise fire suppression, emergency medical, and rescue agencies of emergency routes to emergency scene.
- 5. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials involved as needed.
- 6. Provide assistance to fire suppression, emergency medical, search, and rescue agencies as requested.
- 7. Report progress of fire suppression, emergency medical, and rescue operations to MTSU EOC.
- 8. Release fire suppression, emergency medical, search, and rescue assets as soon as possible.

EARTHQUAKE EMERGENCY ACTION CHECKLIST
ESF-1 TRANSPORTATION

Earthquake

☐ 1. Provide transportation as needed.

☐ 2. Transport personnel, food, supplies, equipment, and essential materials to shelters
     and emergency scenes as needed.

☐ 4. Coordinate all transportation requests through the MTSU EOC.

☐ 5. Assist in damage assessment as needed.

Disaster Relief

☐ 1. Coordinate all transportation requests through the MTSU EOC.

☐ 2. Assist in damage assessment as needed.

EARTHQUAKE EMERGENCY ACTION CHECKLIST
ESF-3 INFRASTRUCTURE

Earthquake

- 1. Maintain all streets and utilities.
- 2. Coordinate for utility repairs from external agencies.
- 3. Maintain services to key facilities.
- 4. Coordinate all requests for additional resources through the MTSU EOC.
- 5. Clear debris and continue garbage disposal activities.
- 6. Provide personnel and equipment as needed.
- 7. Provide emergency power to key facilities as needed.
- 8. Provide for storage and dispensing of fuel.
- 9. Upgrade shelters as needed.
- 10. Reinforce, shore, or demolish unsafe structures as needed.

Disaster Relief Operations

- 1. Repair and restore all services to affected areas as soon as possible.
- 2. Conduct damage assessment.
- 3. Provide emergency power to key facilities as needed.
- 4. Provide potable water as needed.

EARTHQUAKE EMERGENCY ACTION CHECKLIST
ESF-8 HEALTH AND MEDICAL

Earthquake

- 1. Mobilize health and medical personnel and assign them to designated facility.
- 2. Insure that shelters are maintained in sanitary conditions.
- 3. Report pertinent health information to the MTSU EOC and the county Health and Medical Coordinator.
- 4. Arrange for the retrieval, identification, and storage of bodies of persons killed.
- 5. Open temporary morgue as needed.
- 6. Provide general health care.
- 7. Inspect sanitation conditions.

Disaster Relief

- 1. Evaluate health aspects of re-entry into affected areas and advise the MTSU EOC.
- 2. Conduct or cause to be conducted food and water inspections as needed.
- 3. Provide general health care.

Civil Disturbance

- 1. Initiate Campus Warning Call System to issue warning if possible.
- 2. Inform campus community.
- 3. Activate MTSU EOC.
- 4. Notify county emergency management.
- 5. Activate university departmental emergency operations plans.
- 6. Mobilize university emergency response personnel.
- 7. Check and stage equipment.
- 8. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- 9. Activate shelters as needed.
- 10. Contact relief agencies as needed.
- 11. Assign personnel for shelter assistance as needed.

CIVIL DISTURBANCE EMERGENCY ACTION CHECKLIST
ESF-13 LAW ENFORCEMENT

- 1. The initial responding officer conducts an initial assessment as to the size, actions, and intentions of the crowd upon arrival at a situation involving a hostile or disorderly crowd.
- 2. The senior officer on duty takes charge of the scene.
- 3. The senior officer establishes command.
- 4. The senior officer designates a command post which may be the officer's police unit.
- 5. The officer begins gathering intelligence relating to the activity.
- 6. The officer monitors the crowd using all available resources.
- 7. The officer informs dispatch of all situation assessments.
- 8. The officer initiates no further action at this point, except to prevent injury to bystanders or major property damage.
- 9. The dispatcher notifies the Chief of Police, or his/her designee, upon receipt of the initial assessment from the on-scene officer and advise him/her of the officer's assessment.
- 10. The dispatcher monitors the situation and disseminates additional information as it is received.
- 11. The dispatcher serves as the contact point for other agencies.
- 12. The Chief of Police, or his/her designee, determines whether to attempt to resolve the situation internally or to declare the situation a civil disturbance and request assistance from the appropriate jurisdiction with guidance from the Executive Group.
- 13. The dispatcher contacts the emergency communications center for the appropriate assisting department on order of the Chief or his or her designee.
- 14. The dispatcher advises the communications center of all known circumstances of the situation.
- 15. The dispatcher requests additional police assistance as advised by the Chief of Police, or his/her designee.
- 16. The dispatcher requests that the shift commander of the assisting agency be notified of the request.
- 17. The dispatcher advises the communications center of the location of the assembly area/command post.
- 18. The Chief of Police, or his/her designee, and the ranking police official of the assisting agency jointly plan and implement any immediate course of action appropriate to resolve the situation.
- 19. The ranking officer of the assisting agency, in conjunction with the Chief of Police, implement the assisting agency's civil disturbance plan if this immediate action does not resolve the situation or if the immediate action is inappropriate to the situation.
- 20. The MTSU Police Department assumes a support role in the operation upon implementation of the assisting agency's civil disturbance plan.
- 21. The MTSU Police Department conducts traffic and bystander control.
- 22. The MTSU Police Department supplies geographical and building information.
- 23. The MTSU Police Department assists in mass arrest procedures.
- 24. The MTSU Police Department coordinates or provides transportation.
- 25. The MTSU Police Department assists in establishing a command post.
- 26. The MTSU Police Department conducts any other activities requested by the Incident Commander through the Chief of Police.
- 27. The MTSU Police Department Chief, or designee, actively participates in any decision concerning the use of force, the use of chemical agents, or the initiation of mass arrests.
- 28. The MTSU Police Department coordinates with the appropriate assisting law enforcement agency to implement that agency's mass arrest plan should a civil disturbance escalate to the point that mass arrests are to be made.
- 29. The MTSU Police Department supervisor provides for the security of the command post and the field booking area.
- 30. The MTSU Police Department supervisor assigns an arrest team to handle prisoners.

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CIVIL DISTURBANCE EMERGENCY ACTION CHECKLIST
ESF-13 LAW ENFORCEMENT

- 31. Arresting officers remove arrested persons from the point of disturbance and transport them to the booking area.
- 32. Detention areas are established for arrested persons during field booking.
- 33. Arrested persons are photographed with the arresting officer with a Polaroid camera.
- 34. Arrest/identification information is recorded on the back of the photo.
- 35. Field arrest forms are prepared.
- 36. Personal property and evidence is collected, tagged, identified, and preserved at the time of any arrest.
- 37. The supervisor assigns officers to provide transportation of prisoners to the booking facility where the formal charging/booking will take place.
- 38. Arrested persons are provided the opportunity to contact legal counsel after booking.
- 39. Injured arrested persons are given medical treatment as soon as it is available prior to booking.
- 40. The supervisor and the assisting agency supervisor coordinate any necessary provisions for food, water, and sanitation.
- 41. Media relations and public information are handled through the MTSU Public Relations Office.
- 42. Arrested persons known or suspected to be under the age of eighteen are segregated from other arrestees and processed in accordance with procedures established by the juvenile authorities or the assisting agency.

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PANDEMIC/ INFECTIOUS DISEASE OUTBREAK

These checklists of possible actions prepare for a pandemic or infectious disease outbreak at MTSU should not be considered to be comprehensive or specific to any MTSU organization. This is a starting point and organizes action checklists in four basic pandemic management phases: Planning, Preparedness, Response, and Recovery to simplify their association with disaster management proceses and to arrange them in accordance with the World Health Organization and Center for Disease Control pandemic phases/stages. These phases may be further sub-divided as needed to manage the complexity of the efforts required, or they may be put into whatever categories are most useful for the situation. A pandemic or infectious disease outbreak is generally slow-moving in relation to other hazards defined in this Plan. Therefore, unlike the previous checklists, these are not broken down by specific Emergency Support Function since many of these actions are expected to occur prior to Plan activation.

PLANNING PHASE

1. Identify and include in all planning processes, a pandemic coordinator and/or team with defined roles and responsibilities.

2. Integrate internal and external planning input.

3. Define "essential" functions, goods, and services required to sustain operations.

4. Define essential goods and services provided to students, faculty, administration, and staff.

5. Define potential changes and implications of pandemic impacts. Identify and prioritize specific impacts.

6. Identify breaking points when outside resources can no longer provide essential functions, goods, and services to sustain operations.

7. Develop and implement formal processes for "Orders of Succession" for all essential personnel.

8. Identify personnel, supplies, and equipment vital to maintain essential internal and external functions.

9. Assess the need for pandemic specific response procedures and actions to initially protect and sustain all MTSU students, staff, family members, the public, and essential personnel.

10. Ensure availability of medical consultation and advice for potentially ill workers and their families and for emergency response.

11. Encourage and track annual influenza vaccination for employees.

12. Train new reserve workers, and appropriate worker family members.

13. Establish flexible worksite (e.g., telecommuting) and work hour protocols.

14. Establish protocols to limit exposure on campus.

15. Establish infection control protocols (e.g., immediate mandatory sick leave) for sick employees, and reassign personnel who are at high risk to develop influenza-related complications.

16. Establish protocols restricting travel to affected domestic and international areas, evacuating employees working in or near affected areas, and providing guidance to employees returning from affected areas (see CDC travel recommendations).

17. Exercise and test protocols and procedures.

18. Train managers and educate employees on protocols and procedures.

19. Identify and assess employee family care requirements

20. Prioritize personnel for receipt of vaccines and antiviral medications.

21. Prioritize personnel for receipt of other types of medical countermeasures and personal protective equipment.

22. Identify and prioritize essential functions and equipment requiring municipal infrastructure support (water, elect, gas, etc.), essential supplies, and/or dedicated security support.

23. Identify and prioritize critical interdependencies along the entire supply chain, especially noting part- time and outsourced contract support, and other second and third order relationships.

24. Coordinate potential support requirements in advance, such as healthcare, municipal infrastructure, movement, and security.

25. Coordinate risk communications protocols and communications capabilities

26. Where practical, pre-package risk communications message options.

27. Coordinate with the local public health and emergency management teams on message and information sharing initiatives.

28. Identify, document, coordinate, and test "trigger points" and resultant actions. A "triggering event" occurs when something in the external or internal environment changes and forces

MTSU to respond. Identify and assess "triggering events" for each potential action, such as changes in the WHO and the CDC pandemic alert matrix.

29. Identify direct and indirect costs.

30. Identify metrics, milestones, and timelines.

31. Assess and develop exercise and training options.

32. Assess and prioritize costs and available resources.

33. Coordinate with Federal, State, and local public health and emergency management officials to share monitoring capabilities and real-time status information.

34. Finalize and implement the EOP in a rational and timely way in order to ensure MTSU is fully prepared to respond and recover from a potentially severe pandemic. Adjust plans as necessary to ensure a flexible, effective, and successful implementation. Review plans periodically; at least every 90 days initially and more frequently as the pandemic evolves.

PREPAREDNESS PHASE

35. Prepare to sustain essential personnel. Implement actions and protocols to reduce overall and specific "risk" and protect the workforce from internal and external contacts. Personnel performing specific essential functions should be "3-deep" with 2 alternates for each normally assigned person. Implement preparedness actions to improve the roster depth of numbers for essential workers available for each function.

36. Consider expanding the normal one-shift workday to one with multiple shift periods to minimize personal contact.

37. Implement protocols and provide funds for extended sick and family care leaves, furloughs, and "snow days."

38. Assure that essential supplies, material, equipment, and support systems will continue to be available through the normal logistics chain or stockpile reserves.

39. Coordinate with local public health officials to develop a surveillance plan.

40. Collaborate with local public health officials to establish the best methods to report potential illness and outbreak information.

41. Implement risk communications and information sharing.

42. Coordinate business and public relations

43. Assess all costs based upon actual preparedness expenditures and update estimates for response and recovery.

44. Reprioritize all actions based upon any changes in pandemic timing, costs, and available resources.

RESPONSE PHASE

45. Assess swiftness of the pandemic outbreaks.

46. Employ risk management strategies. There are two basic categories of risk management intervention: transmission interventions (i.e., cough etiquette and hand hygiene) and contact interventions (i.e., social distancing techniques and the implementation of liberal leave protocols).

47. Manage and track individual personnel risk for complications. Individuals at high risk for severe and fatal infection cannot be predicted with certainty but will likely include pregnant women, persons with compromised immune systems, persons with underlying chronic conditions, and persons age 65 and over.

48. Share personal and home protection measures and social distancing strategies with personnel and their families. www.pandemicflu.gov/planguide/ checklist.html

49. Enforce personnel protection strategies.

50. Consider use of PPE. If symptomatic persons cannot stay home during the acute phase of their illness, require them to wear a surgical/ procedure mask or N95 respirator in public places. Even with proper PPE and training, and employing all other appropriate infection control procedures, symptomatic personnel should only be allowed on campus under the most extreme circumstances to sustain essential operations.
www.hhs.gov/pandemicflu/ plan/sup4.html#ppestan

51. Implement the CDC recommended personal health protection strategies at www.cdc.gov/flu/protect/stopgerms.htm.

52. Establish protocols for restricting travel to affected geographic areas, evacuating personnel in or near affected areas, and provide guidance for personnel returning from affected areas (refer to CDC travel recommendations). Anticipate how such measures might further substantially aggravate staffing shortages.

53. Clean facilities and equipment. Given that viruses spread through contaminated objects and surfaces, additional protection measures may be required to minimize the transmission of the virus through environmental surfaces such as sinks, handles, railings, and counters. Transmission from contaminated hard surfaces is unlikely but viruses may live up to two days on such surfaces.

54. Monitor personnel and family social and psychological concerns. www.hhs.gov/pandemicflu/plan/ sup11.html

55. Conduct training and exercises in workplace and personal protection.

56. Manage compounding impacts, business "breaking points," and cascading effects. Adjust actions to address any normal, critical, or essential system disruptions or failures in order to correct for losses and to mitigate and contain any potential cascading effects on essential systems.

58. Exercise media and public relations to control misinformation and rumors during times of extreme stress. Re-affirm contacts and planned actions with public and media relations points of contact, assess pre-planned message and adjust for changing conditions, monitor and forecast potential public and media relations issues, quickly address rumors and misinformation, and keep all internal and external stakeholders informed in a timely manner.

59. Anticipate economic and social disruption.

60. Activate the EOP, continuously monitor and assess response actions, adjust actions as required to sustain essential functions.

RECOVERY PHASE

61. Assess response impacts. There may be little physical damage to infrastructures, MTSU facilities, and personnel homes. Any physical damage will likely result from equipment breakdowns from deferred maintenance and repair, or localized security and social disruptions. However, the recovery phase will likely still be lengthy and costly.

62. Monitor international and national health information sources for any updates on next pandemic waves. Balance recovery actions with essential preparedness for next wave actions. Unlike most other natural and manmade disasters, a pandemic can linger for more than a year with multiple outbreaks.

63. Address impacts from pandemic related illness and deaths. Overcoming effects from personnel and family illness and death will be a significant challenge. Skilled personnel may take advantage of higher demand and compensation elsewhere.

64. Overcome impacts of skilled worker and essential material shortages. Assess shortage impacts on the business. Forecast costs and time to recover. Implement options and actions to correct shortages.

65. Mitigate impacts on MTSU personnel lost income. Where practical, develop internal programs to assist in assuring personnel and their families do not face financial ruin. Assess actual impacts on MTSU personnel and families. Assist personnel to access available MTSU and government recovery support programs.
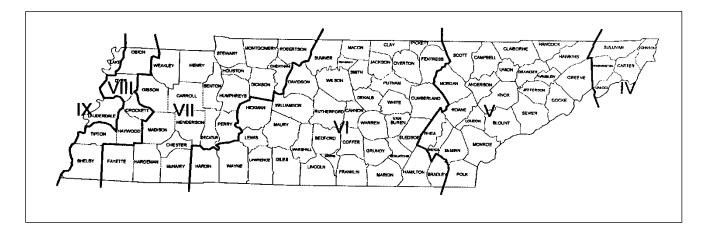
66. Coordinate government and community support.

67. Continue enhanced risk communications and information sharing.

68. Maintain public and media relations. Quickly address any rumors and misinformation.

69. Measure, monitor, and adjust. Implement the recovery, prepare, and plan for the next pandemic wave. Continuously monitor recovery and preparation actions. Adjust actions to restore essential functions.

ANNEX C – EARTHQUAKE RISK

Estimated maximum regional seismic intensities associated with an ensemble of great earthquakes that might occur along the New Madrid Seismic Zone, East-Central United States:

This map shows hypothetical maximum Intensities, by county, that would result from a magnitude Ms=6.5 maximum Intensity IQ=IX, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes In the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of 6.5 because the distributions of effects were plotted for magnitude 6.5 earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where In the zone an earthquake might occur in the future, and (2) In 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite Intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.
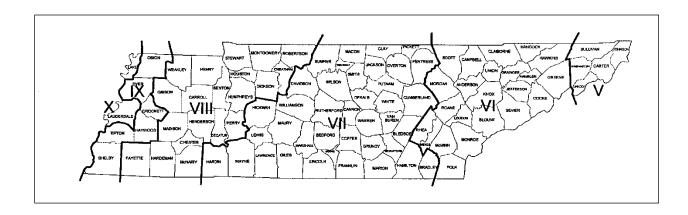
See page E-4 for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.

Estimated maximum regional seismic intensities associated with an ensemble of great earthquakes that might occur along the New Madrid Seismic Zone, East-Central United States:

This map shows hypothetical maximum Intensities, by county, that would result from a magnitude Ms=7.5 maximum intensity IQ=X, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of 7.5 because the distributions of effects were plotted for magnitude 7.5 earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.
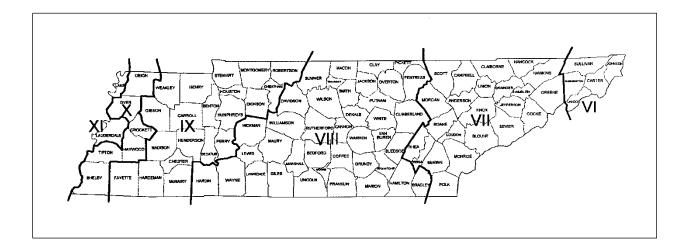
See page E-4 for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.

Estimated maximum regional seismic intensities associated with an ensemble of great earthquakes that might occur along the New Madrid Seismic Zone, East-Central United States:

This map shows hypothetical maximum intensities, by county, that would result from a magnitude Ms=8.5 maximum intensity IQ=XI, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of 8.5 because the distributions of effects were plotted for magnitude 8.5 earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where In the zone an earthquake might occur In the future, and (2) In 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

See page E-4 for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.

MODIFIED MERCALLI INTENSITY SCALE

Intensity Value	Description
I	Not felt. Detectable only by sensitive seismic instrumentation.
II	Felt by persons at rest, on upper floors, or favorably placed.
III	Felt Indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
IV	Hanging objects swing. Vibration like passing of heavy trucks; or sensation of jolt like a heavy ball striking the walls. Standing cars rock. Windows, dishes, and doors raffle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frame creak.
V	Felt outdoors; direction estimated. Sleepers awakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
VI	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., fall off shelves. Pictures fall from walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring. Trees, bushes shaken visibly, heard.
VII	Difficult to stand. Noticed by drivers. Hanging plants quiver. Furniture broken. Damage to masonry D, Including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices, also unbraced parapets, and architectural ornaments. Some cracks in masonry C. Waves on ponds, water turbid with mud. Small slides and caving In along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
VIII	Steering of cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundation if not bolted down; loose panel walls thrown out. Decaying piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks In wet ground and on steep slopes.
IX	General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. General damage to foundations. Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Obvious cracks in ground. In alluviated areas, sand and mud ejected, earthquake fountains, sand craters; liquefaction occurs.

X	Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
XI	Rails bent greatly. Underground pipelines completely out of service.
XII	Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown Into the air.

Masonry A, B, C, & D. To avoid ambiguity of language, the quality of masonry, block, and otherwise, Is specified by the following lettering.

Masonry A: Good workmanship, mortar, and design, reinforced, especially laterally, and bound together using steel, concrete, etc.

Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C: Ordinary workmanship and mortar, no extreme weaknesses like failing to tie at comers, but neither reinforced nor designed against horizontal forces.

Masonry D: Weak materials, such as adobe; poor mortar, low standards of workmanship; weak horizontally.

MIDDLE TENNESSEE STATE UNIVERSITY EMERGENCY OPERATIONS PLAN

ANNEX D – WEAPONS OF MASS DESTRUCTION - TERRORISM

TABLE OF CONTENTS

Lead MTSU Department(s):

Crisis/ Emergency Management:	MTSU Police Department MTSU Life Safety & Emergency Management
Consequence Management:	MTSU Life Safety & Emergency Management MTSU Facilities Services

Lead External Agencies:

Crisis/ Emergency Management:	Murfreesboro Police Department Rutherford County Sheriff's Office Rutherford County Emergency Management Agency Tennessee Emergency Management Agency Tennessee Department of Homeland Security Tennessee Bureau of Investigation US Department of Homeland Security Federal Bureau of Investigation
Consequence Management:	Rutherford County Emergency Management Agency Tennessee Emergency Management Agency Tennessee Military Department Tennessee Department of Homeland Security US Department of Homeland Security Federal Emergency Management Agency

Support Agencies: All Applicable Response Agencies/Departments

INTRODUCTION:

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, and cyber-attacks, to the use of chemical, biological, radiological, nuclear, and explosive weapons.

High-risk targets include military and civilian government facilities, commercial airports, high profile landmarks, transportation hubs, and sports or entertainment venues. Terrorists also target large public gatherings, water and food supplies, utilities, and corporate centers. They also spread fear by sending explosives, chemical, and biological agents through the mail.

This Annex of the Middle Tennessee State University Emergency Operations Plan (EOP) supports the Terrorism Annex of the Tennessee Emergency Management Plan (TEMP) and the Federal National Response Plan (NRP). It addresses direction, control, coordination, operations, and follow-through in response to an act or the threat of an act of terrorism. This Annex addresses both Crisis Management and Consequence Management and provides checklists for use before, during, and after such incidents, and guidelines for responsibilities for agencies and personnel.

CRISIS MANAGEMENT: Crisis Management includes measures to identify, acquire, and plan for the use of resources in anticipation, prevention, and/or resolution of a threat or act of terrorism. Crisis Management is predominantly a law enforcement responsibility and may be conducted by state law enforcement agencies tasked by the Tennessee Department of Homeland Security in coordination with local law enforcement authorities or other agencies within the US Department of Homeland Security. By Federal Statute, primary authority to prevent and respond to acts of terrorism resides with the federal government while local, county, and state governments provide assistance as needed. Technical operations and federal consequence management may support federal crisis management response concurrently as could the same coordination occur on the state and county level.

CONSEQUENCE MANAGEMENT: Consequence Management includes measures to protect public health and safety, restore essential services, and provide emergency relief to campus departments and individuals affected by the consequences of acts of terrorism. Primary authority to respond to the consequences of terrorism belongs to the Federal Office of Homeland Security. The MTSU Emergency Operations Plan is the foundation for emergency response for MTSU and will be utilized for response under this Annex.

Nothing in the MTSU Emergency Operations Plan or this Annex supersedes existing local, state, or federal laws governing emergency operations.

PURPOSE: This Annex describes the MTSU concept of operations for preventing terrorist incidents, international or domestic in origin, or other militant acts of violence. This Annex describes the procedures and relationships necessary to coordinate both crisis and consequence management.

PROCEDURES:

Lead Agency Responsibilities:

Crisis Management: The US Department of Homeland Security, the FBI, and the US Department of Justice share the responsibilities for counter-terrorism within the United States at the Federal Level. The Tennessee Department of Homeland Security and the TBI are the agencies that will coordinate crisis management to a terrorist incident at the State Level. The Rutherford County Sheriff's Office is the overall county authority for coordination of local crisis management. The Sheriff's Office will coordinate with the MTSU and Murfreesboro Police Department to manage any terrorist incident occurring on, near, or affecting the MTSU campus. It is to be expected that, depending upon the size and nature of the incident, all levels of authority will coordinate their activities using a unified command structure. All operations will be conducted utilizing NIMS and the Incident Command System as outlined in the National Response Plan (NRP), Tennessee Emergency Response Plan (TEMP), Rutherford County Emergency Operations Plan (RCEOP), and the MTSU Emergency Operations Plan (MTSUEOP).

Consequence Management: MTSU Environmental Health and Safety Services and MTSU Facilities Services under the Division of Business and Finance is responsible for coordinating response and recovery activities on the MTSU campus assisted by the Rutherford County Emergency Management Agency. The Tennessee Emergency Management Agency (TEMA) is the primary agency for state coordination of consequence management for a terrorist incident. TEMA will use emergency management organizational relationships of the TEMP to coordinate state assistance. TEMA also retains the responsibility for coordinating state operations with the Federal Coordinating Officer (FCO) as directed in the Stafford Act. The Federal Emergency Management Agency (FEMA) remains the federal lead agency for coordination of federal support to the state for consequence management and retains the responsibility throughout the federal response operations.

PLANNING ASSUMPTIONS AND CONSIDERATIONS: In planning for and responding to a terrorist incident, emergency managers and responders will find considerations unique to the emergency. Those providing leadership for the responders must give consideration to the physical safety of those who are responding to the emergency. The quickly escalating, multi-agency nature of the terrorism-incident response requires additional coordination. All responders must be aware of the need to preserve evidence as well as interact with media. Special consideration should be given to victims' needs and rights, including confidentiality.

MTSU, County, State, and Federal responders are likely to have overlapping responsibilities such as controlling access to the incident area, targeting public information messages, assigning operational sectors for responding agencies and assessing potential effects on the population and the environment. Different areas of the incident perimeter and different layers of the area may have different agencies controlling access. This layering may impede the overall response if not adequately coordinated.

In the event that the a terrorist incident occurs on, near, or affecting the MTSU campus, a designated MTSU representative will respond to the county Incident Command Post to offer assistance and coordinate for resources to cover gaps or shortfalls in MTSU response capabilities.

Terrorism generally falls into one of the following categories:

Agro
Biological
Chemical
Nuclear/Radiological
Incendiary
Cyber
Explosive

AGRO-TERRORISM:

Agro-terrorism is the malicious use of plant or animal pathogens to cause devastating disease in the agricultural sector. It may also take the form of hoaxes and threats intended to cause public fear of such events.

"Biological weapons are not just a threat to human health. A terrorist armed with animal or plant pathogens also threatens the livestock, poultry, and crops of the agricultural sector, a vital part of the U. S. economy. The fact that a single, determined individual or small group could bring all U. S. beef or wheat exports to a halt underscores the need for increased defense against this threat."

Infecting a herd of livestock that lives out in the open would be easier than attacking people, and some diseases, such as hoof- and- mouth disease, could spread quickly as producers move and disperse their herds. One aspect of agro-terrorism that differentiates it from biological terrorism aimed at killing or sickening people is that it is essentially an economic attack. Although there are animal diseases that can also infect humans, those diseases are few and in most cases the impact on human health is not serious. The real impact of agro-terrorism is the potential for devastating economical impact.

BIOLOGICAL TERRORISM

Biological agents are organisms that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents that would be used as weapons are bacteria, viruses, and toxins.

1. _Bacteria_ are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.

2. _Viruses_ are organisms that require living cells in which to reproduce and are intimately dependent upon the body they infect; Viruses produce diseases that generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.

3. _Toxins_ are poisonous substance found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while other such as anthrax spores are very long lived. They can be dispersed by spraying them in the air, or infecting animals that carry the disease to humans, and through food and water contamination as well.

. _Aerosols_-Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.

. _Animals_-Some diseases are spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading through livestock is also referred to as agro-terrorism.

. _Food and water contamination_— Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water.

Anthrax spores formulated as a white power were mailed to individuals in the government and media in the fall of 2001. The effect was to disrupt mail service and to cause widespread fear of handling mail among the public.

Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

There have been several incidents of this type on the MTSU campus since 2001. As of 30 June 2017 these have all been proven to be hoaxes.

CHEMICAL TERRORISM

Chemical warfare agents are poisonous vapors, aerosols, liquids, or solids that have toxic effects on people, animals, or the environment. They can be released by many different means. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

There are six types of agents:

- Lung-damaging (pulmonary) agents such as phosgene.
-Cyanide
-Vesicants or blister agents such as mustard.
-Nerve agents such as GA (Tabun), GB (Sarin), GD (Soman), GF, and VX.
-Incapacitating agents such as BZ.
-Riot-control agents (similar to MACE).

The reagents, apparatus, and production facilities for these agents exist on the MTSU campus and most can be produced by knowledgeable undergraduate students. The chemical formulae for these agents can be found in the MTSU Library and online.

NUCLEAR AND RADIOLOGICAL TERRORISM

Nuclear explosions can cause deadly effects—blinding light, intense heat [thermal radiation], initial nuclear radiation, blast, fires started by the heat plus and secondary fires caused by the destruction. They also produce radioactive particles called fallout that can be carried by wind for hundreds of miles.

Terrorist use of a nuclear device would probably be limited to a single smaller RDD or "suitcase" weapon. The nature of the effects could be the same as a weapon delivered by an inter-continental missile, but the area and severity of the effects would be significantly more limited.

Terrorist use of a radiological dispersion device (RDD)—often called "dirty nuke" or "dirty bomb"—is considered far more likely than use of a nuclear device. These radiological weapons are a combination of conventional explosives and radioactive material designed to scatter dangerous and sub-lethal materials over a wide area.

These radiological weapons appeal to terrorists because they require very little technical knowledge to build and deploy compared to that of a nuclear device. These radiological materials, used widely in medicine, agriculture, industry and research, are also much more readily available and easy to obtain compared to weapons grade uranium or plutonium. These radiological materials exist on the MTSU campus.

INCENDIARY TERRORISM

Incendiary devices are any device or weapon that is designed to create a fire. These devices range from the simple "Molotov Cocktail" to much larger and sophisticated bombs. They may include napalm or any large container filled with flammable fluids or chemicals and ignited by some sort of fuse or electronic device. They are capable of causing loss of life and property damage. They can be deployed through or with highly explosive materials. Incendiary devices are also used to generate panic. Incendiary incidents can be difficult to classify as terrorist events because of the tendency to equate such activity to acts of arson.

There have also been several incidents of this type on the MTSU campus since 2001. While many were proven to be hoaxes, there have been several that were active devices that did cause   minor

damage. In one notable incident, the MTSU campus was closed for two days after several fires of incendiary origin and receipt of several credible threats within a short period of time. The FBI closed the airspace over and near MTSU during the event and subsequent investigation. The perpetrator was identified by the MTSU Police Department and an arrest was made.

CYBER TERRORISM

Cyber Terrorism targets computer or telecommunications networks of critical infrastructures such as power systems, traffic control systems, financial, and emergency response systems. Cyber attacks target information technologies (IT) in three different ways. First, is a direct attack against an information system "through the wires" alone (hacking). Second, the attack can be physical assault against a critical IT element. Third, the attack can be from the inside as a result of compromising a trusted party with access to the system. Critical Services such as electricity, telephones, natural gas, gasoline pumps, cash registers, ATM machines, banking, and Internet transactions could be affected.

There have been numerous cyber-attacks against MTSU IT Systems since 2001. It is unknown whether any were Cyber Terrorism. The MTSU IT Division continually monitors IT Systems for threats at a significant cost.

EXPLOSIVE TERRORISM

Explosive Terrorism employs the use of bombs, explosive devices or charges typically attached to a fuse, timer, or trigger mechanism widely referred to as Improvised Explosive Devices or "IEDs". They are utilized with the clear intention of causing the maximum number of casualties and damage, and more importantly, causing panic and striking a blow to public morale. They are relatively inexpensive and easy to make and the materials to produce them are not difficult to obtain. They are typically deployed as satchel charges, roadside bombs, car bombs, briefcases or backpacks, and may be carried by a suicidal enemy in a wide ranging demographic of perpetrators disregarding any age, sex, or even religion.

There have been a number of threats of this type on the MTSU campus since 2001. As of 30 June 2017 they have all proven to have been hoaxes. However, these threats resulted in significant cost and disruption of MTSU operations on several occasions.

CONCEPT OF OPERATIONS

CRISIS MANAGEMENT: Law Enforcement agencies in Rutherford County, including the MTSU Police Department, respond to a range of incidents. These include:

- Credible threats, whether verbal, written, intelligence-based or other form;
- Acts of terrorism;
- Significant Threats, the presence of an explosive device, IED, or WMD capable of causing a significant destructive event that is confirmed prior to an actual loss of life or property.

- Detonation of a device or other destructive event, with or without warning, with limited injuries or deaths, limited consequences, and only requires state and local consequence management;
- Detonation of a device or other destructive event, with or without warning, with substantial injuries or deaths, major consequences, and requires state or federal consequence management.

During the Crisis Management phase, the MTSU Police Department coordinates closely with the Murfreesboro Police Department, Rutherford County Sheriff's Office, the TBI, the FBI, and Homeland Security to achieve a successful resolution to the incident. The MTSU Police Department determines what assistance it may need from the Rutherford County Sheriff's Office, State, or other agencies to support Crisis Management. The MTSU Police Department will typically coordinate this request either through the Murfreesboro Police Department or the Rutherford County EMA depending on the nature of the incident. The TBI coordinates additional requirements with other state agencies, including TEMA, as indicated in the National Response Plan. The Department of Homeland Security and the FBI will typically modify its Command Post operation to serve as a Joint Operations Center (JOC) as formed under NIMS and the Incident Command System (ICS). The JOC will function under standard ICS with an additional cell for Consequence Management.

Consequence Management:

1. **PRE-INCIDENT:** Federal agencies may notify various agencies, including the MTSU Police Department, Murfreesboro Police Department, Rutherford County Sheriff's Office, the TBI, and TEMA, of a significant threat of an act of terrorism. The MTSU Policy Group may decide to establish a Forward Command Post or activate the MTSU EOC for coordination between the MTSU Incident Command and other agencies. ICS will be utilized at all times. If a JOC is established, the Rutherford County EMA will monitor crisis response and provide advice on decisions that will be shared between the Crisis Management and the Consequence Management lead agencies. Although operational decisions will be made cooperatively under Unified Command to the greatest extent possible, if a Federal command has been established, the Federal On-Scene Commander retains authority to make crisis management decisions at all times.

2. **TRANS-INCIDENT** (*Situation involves transition from threat to act*)**:** If a consequence situation becomes imminent, the consequence management primary agencies may begin to disengage from the JOC. A Joint Information Center (JIC) involving MTSU, City, County, State, and Federal representatives will be established in to respond to the media, members of the Tennessee State Government, members of Congress, and student parent inquiries. MTSU and local PIO's will respond to questions from the media for MTSU and local authorities per ESF-5.

3. **POST-INCIDENT** (*Incident without Warning*)**:** If what appears to be an act of terrorism occurs on the MTSU campus without warning and produces major consequences, the MTSU Police Department, Murfreesboro Police Department, Rutherford County Sheriff's Office, MTSU EHS, and Rutherford County EMA will initiate crisis and consequence

management actions concurrently. The MTSU President will immediately consult with the Murfreesboro and Rutherford County Mayors to declare a state of emergency and will enact the procedures as determined in the MTSU EOP. During consequence management response, the MTSU EOP will be used to coordinate and manage consequence response.

4. DISENGAGEMENT: If there is no act of terrorism, the consequence management response disengages when the MTSU Police Department and MTSU Environmental Health and Safety Services, in consultation with the MTSU Policy Group, Murfreesboro Police Department, and the Rutherford County Sheriff's Office issues a cancellation notification through standard operating procedures. Assigned MTSU Departments and local agencies will disengage per field operating guidelines (FOG) as stated in the MTSU EOP. If there is an act of terrorism, then each MTSU department or other agency responding will disengage at the appropriate time per FOG. Agencies operating under other plans may continue to assist the University with monitoring, decontamination, and site restoration.

RESPONSIBILITIES:

1. **MTSU POLICE DEPARTMENT:**
   - Appoint law enforcement on –site commander to provide leadership and direction for emergency response;
   - Maintain coordination with Murfreesboro Police Department, Rutherford County Sheriff's Office, FBI, Department of Homeland Security, and the TBI;
   - Maintain the integrity of the crime scene.
   - Gather witness statements;
   - Provide security for the disaster site (crime scene), Emergency Operations Center, Incident Command Post, and other sites as needed.
   - Secure outer perimeter of the crime scene.
   - Secure outer perimeter of the MTSU campus as needed.
   - Request necessary assistance from MTSU Environmental Health and Safety Services and MTSU Facilities Services to identify routes that need barricades and signs.
   - Secure impassable roads.
   - Ensure that only authorized personnel may enter secured areas.
   - Enforce quarantine controls, if applicable.
   - Develop a method and a location for a "lost and found" service.
   - Implement any curfews ordered by the MTSU President (ESF-13)
   - Provide ESC to the EMA when requested.

2. **MTSU ENVIRONMENTAL HEALTH AND SAFETY SERVICES:**
   - Establish/activate the MTSU Emergency Operations Center
   - Establish communications with the County EOC.
   - Formulate incident action plans, define priorities, review status, resolve conflicts, identify issues that require decisions from higher authorities, and evaluate the need for additional resources.

- Track the status of actions assigned to local and county agencies.
- Track the status of assistance request and responses.
- Coordinate the emergency management response with the lead Federal and State emergency management agencies.
- Coordinate infrastructure vulnerability analysis.

3. **MURFREESBORO FIRE AND RESCUE DEPARTMENT:**
- Maintain incident site safety
- Decontaminate victims and responders in consultation with public health officials.
- Activate, or request activation of, search and rescue teams, as needed.
- Compile and report disaster-related damage information to the MTSU EOC and Rutherford County EMA as it is encountered.
- Participate in the Joint Information Center. (ESFs 4, 9 and 10)
- Ensure that personal protection protocols have been implemented.
- Ensure that responding emergency medical, and special operations teams coordinate with the unified command.
- If necessary, establish a triage area in close proximity to, but outside of, the hot zone.
- Ensure that the triage areas have adequate medical supplies.
- Provide a medical inventory to determine what supplies are needed (including appropriate antidotes and antibiotics) and the number of ambulances needed.
- Determine what, if any, medical resources and systems need augmenting on the scene. (ESF-8)
- Coordinate additional resources from the Rutherford County Emergency Medical Services as needed.
- Provide ESC to the MTSU EOC when requested

4. **RUTHERFORD COUNTY DEPARTMENT OF HEALTH:**
- Coordinate with hospitals and other health/medical care facilities in the investigation of a bio-terrorist event.
- Assess the number of persons and areas affected to determine the potential public health impact.
- Provide technical assistance for the monitoring of private citizens and emergency workers for exposure of chemical, radiological, or biological.
- Provide for administration of preventive measures, such as vaccines and antibiotics.
- Coordinate information sharing with all Federal, State, and County public health and medical officials, EMA, and other EOC personnel.
- Provide advice and guidance on the monitoring of public and private water sources, sewage systems, and food service establishments and request the issuance of appropriate public health warnings, through PIO if necessary. (ESF-5)

- Notify health service institutions of special mass casualty treatment requirements. (ESF-8)
- Provide ESC to the MTSU EOC when requested

5. **MTSU FACILITIES SERVICES:**
- Provide barricades and signs for road closures and boundary identification.
- Provide vehicles and personnel to transport essential goods such as food, medical supplies, and other needed items. (ESF-1)
- Determine the extent and cause(s) of damage and outages faced by local utilities and report this information to the MTSU EOC.
- Provide engineering expertise to inspect structures to determine whether they are safe to use.
- Ensure that work crews report damage information to the MTSU EOC. (ESF 1, 3, and 12)
- Provide ESC to the MTSU EOC when requested.

6. **SUPPORTING AGENCIES:** All other agencies will perform their duties following the MTSU or Rutherford County EOPs unless otherwise noted in this Annex.

NOTE: Each of the above listed Agencies as well as others not listed should have an available ESC for MTSU and Rutherford County EOC coordination with all agencies-local, state, and federal. All requests for assistance from outside agencies are to be coordinated through the County EOC if activated. If not activated coordination goes through the Rutherford County EMA.

APPENDICES 1 and 2 will consist of organizational charts and process flow charts.

WEAPONS OF MASS DESTRUCTION
APPENDIX 3

Homeland Security Advisory System Recommendations

The Federal Office of Homeland Security provides a national framework to effectively deal with threats of terrorist attack. The warning system has 5 levels which when triggered, initiate specific actions by federal, county, and state agencies

The higher the Homeland Security Threat Condition, the greater the risk of a terrorist attack. Risk includes both the probability of an attack occurring and its potential gravity. Threat Conditions shall be assigned by the Attorney General in consultation with the Assistant to the President for Homeland Security. Except in exigent circumstances, the Attorney General shall seek the views of the appropriate Homeland Security Principals or their subordinates, and other parties as appropriate, on the Threat Condition to be assigned.

Threat Conditions may be assigned for the entire Nation, or they may be set for a particular geographic area or industrial sector. Assigned Threat Conditions shall be reviewed at regular intervals to determine whether adjustments are warranted. For facilities, personnel, and operations inside the territorial United States, all Federal departments, agencies, and offices other than military facilities shall conform their existing threat advisory systems to this system and henceforth administer their systems consistent with the determination of the Attorney General with regard to the homeland security Threat Condition in effect.

The assignment of a Threat Condition by the Department of Homeland Security shall prompt the implementation of an appropriate set of Protective Measures. Protective Measures are the specific steps an organization shall take to reduce its vulnerability or increase its ability to respond during a period of heightened alert. The authority to craft and implement Protective Measures rests with the Federal departments and agencies. It is recognized that departments and agencies may have several preplanned sets of responses to a particular Threat Condition to facilitate a rapid, appropriate, and tailored response. Department and agency heads are responsible for developing their own Protective Measures and other antiterrorism or self-protection and continuity plans, and resourcing, rehearsing, documenting, and maintaining these plans.

Likewise, they retain the authority to respond, as necessary, to risks, threats, incidents, or events at facilities within the specific jurisdiction of their department or agency, and, as authorized by law, to direct agencies and industries to implement their own Protective Measures. They shall

continue to be responsible for taking all appropriate proactive steps to reduce the vulnerability of their personnel and facilities to terrorist attack. Federal department and agency heads shall submit an annual written report to the President, through the Assistant to the President for Homeland Security, describing the steps they have taken to develop and implement appropriate Protective Measures for each Threat Condition. Governors, mayors, and the leaders of other organizations are encouraged to conduct a similar review of their organizations= Protective Measures.

The decision whether to publicly announce homeland security Threat Conditions shall be made on a case-by- case basis by the Attorney General in consultation with the Assistant to the President for Homeland Security. Every effort shall be made to share as much information regarding the threat as possible, consistent with the safety of the Nation. The Attorney General shall ensure, consistent with the safety of the Nation, that State and local government officials and law enforcement authorities are provided the most relevant and timely information.

The Attorney General shall be responsible for identifying any other information developed in the threat assessment process that would be useful to State and local officials and others and conveying it to them as permitted consistent with the constraints of classification.

The Attorney General shall establish a process and a system for conveying relevant information to Federal, State, and local government official Homeland Security, law enforcement authorities, and the private sector expeditiously.

The Director of Central Intelligence and the Attorney General shall ensure that a continuous and timely flow of integrated threat assessments and reports is provided to the President, the Vice President, Assistant to the President and Chief of Staff, the Assistant to the President for Homeland Security, and the Assistant to the President for National Security Affairs. Whenever possible and practicable, these integrated threat assessments and reports shall be reviewed and commented upon by the wider interagency community.

A decision on which homeland security Threat Condition to assign shall integrate a variety of considerations. This integration will rely on qualitative assessment, not quantitative calculation. Higher Threat Conditions indicate greater risk of a terrorist act, with risk including both probability and gravity. Despite best efforts, there can be no guarantee that, at any given Threat Condition, a terrorist attack will not occur. An initial and important factor is the quality of the threat information itself. The evaluation of this threat information shall include, but not be limited to, the following factors:
To what degree is the threat information credible?
To what degree is the threat information corroborated?
To what degree is the threat specific and/or imminent?
How grave are the potential consequences of the threat?

HOMELAND SECURITY THREAT CONDITIONS AND ASSOCIATED PROTECTIVE MEASURES

The world has changed since September 11, 2001. We remain a Nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Homeland Security Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat

Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

● Homeland Security Advisory System - Low Condition (Green)
This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

● Homeland Security Advisory System - Guarded Condition (Blue)
This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with any information that would strengthen its ability to act appropriately.

● Homeland Security Advisory System - Elevated Condition (Yellow)
An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Homeland Security Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:
- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

● Homeland Security Advisory System - High Condition (Orange)
A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation;

- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
- Restricting threatened facility access to essential personnel only.

🔴 Homeland Security Advisory System - Severe Condition (Red)

A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting, or constraining transportation systems; and
- Closing public and government facilities.