Emergency Response

Purpose:

Disasters and incidents will occur on the campuses of Weber State University (WSU). Facilities Management (FM) has the responsibility to maintain the campuses and assure they are viable, from a physical plant point of view, and can satisfy the university mission. FM, therefore, must have a plan and procedure in place to respond to a disaster, incident, or emergency. People, materials and equipment must be brought to bear to restore the campuses to a fully serviceable condition as quickly as possible. This policy document outlines the FM emergency response, when it is applicable, and establishes procedures for FM personnel to respond to help address any disaster, incident or emergency that may befall any campus of WSU.

References:

Weber State University Emergency Operations Plan (EOP), June 2000
Campus Emergency Procedures at http://departments.weber.edu/ehs/program_areas/
Emergency Guide for Weber State at http://departments.weber.edu/ehs/program_areas/
FM Emergency Operations Plan

Definitions:

Non-essential faculty and staff: Those faculty and staff not essential to the recovery and restoration of the campuses after an event.

Essential personnel: Personnel required to effect recovery and restoration of campus functions and services. FM personnel are, by definition, essential personnel unless specifically and personally notified otherwise.

Command Center: The FM Command Center will be the service desk in the Business Center.

Incident Command System (ICS): A nationally standardized and recognized system of disaster command and control. It creates an integrated organizational structure designed to meet the complexity and demands of whatever crisis occurs. The organization and structure of the ICS may not resemble the day-to-day organization of the University.
Employees may report to other employees to whom they do not usually have a reporting relationship. See the University EOP.

Emergency Operations Center (EOC): The University center for command and control of University assets during an emergency situation. The primary location for this facility is Lampros Hall.

Incident Commander: The University President will exercise incident command unless that function is specifically delegated to another university official. The Incident Commander will direct the EOC, the policy and coordination groups, and the Operations, Logistics, Planning and Finance Teams.

Emergency Assembly Area (EAA): Primary and secondary meeting points established for each campus building. Each building has a Building Emergency Plan and the locations of the Emergency Assembly Areas can be found in that book.

Policy:

It is FM’s responsibility to maintain the campuses of WSU in a condition such that the mission of the university can be fulfilled. In the event of a disaster, FM personnel must respond in a timely and competent manner to restore the campuses to fully operational capability as soon as possible. If the Incident Command System has been activated, FM will operate under the direction of the Incident Commander. If the Incident Command System has not been activated, FM response can be initiated and directed by the Assistant Vice President for Facilities Management. Disasters could require the full and immediate response from all FM personnel. General and specific responses to emergency requirements for FM personnel are given in the procedures section of this document. In all circumstances, FM personnel will comply with directions imposed by Public Safety officials (police, fire, and state and federal disaster response personnel) including compliance with curfews and access restrictions.

Procedures:

A. General Procedures:
   a. Managers must be able to access their employees to allow them to respond to campus emergencies and disasters. To do this, shop managers are required to do the following and update this information by 1 July of each year and forward a copy of the same to the FM Business Center:
      i. Maintain a telephone recall roster for all employees within their shop. The recall roster will contain the home telephone number and any cell phone or pager numbers that may be available for shop personnel.
      ii. Maintain a ‘telephone-out’ recall system for all personnel in their shop. This will include an address and, if necessary, a map to locate the residence of the employee so that a runner could locate the employee in event of a telecommunications failure.
iii. Identify and record any special skills employees have that might be beneficial in response to an incident or emergency. This might include, but is not limited to; CDL, heavy equipment operator, EMT, First Aid training, CERT training, etc. Managers will also note any restrictions employees may have that would require accommodation.

iv. Provide information for an emergency procedures reference book that will be coordinated with the university’s Emergency Operations Plan. This information will include lists of important contacts on and off campus, vendors and suppliers, personnel recall and location rosters, and other information necessary for immediate response to an incident.

b. FM employees, as essential personnel, must report as soon as possible for their regular shift unless specifically notified otherwise by their supervisor or manager. Closing a campus means non-essential personnel should not report for work and non-essential functions will close. FM personnel should come prepared to work outside their normal job description, including outdoors and in inclement weather, if necessary to restore campuses to operational capability. Employees on vacation are also subject to recall depending on the severity of the disaster.

c. Managers will designate emergency assembly area for their shop. One such area should be outside of the shop, but in the same vicinity as fire, earthquake or other emergency may render the building uninhabitable. Assembly areas will be communicated to all personnel upon their hire and reviewed annually with all employees. Personnel accountability will be maintained at the shop level and reported to the Business Center.

d. Existing cellular telephones and two-way radios will be used as the emergency communications network for emergency and disaster response.

e. FM will maintain a storehouse of items to be used in emergencies such as shovels, coats, gloves, boots, etc.

f. If the campus is closed and FM personnel are required to work, they will be given compensatory time hours equal to the amount the rest of the campus employees received during the closure.

B. Snow Storm:

a. All personnel should report to work at their normal location, prepared to work outdoors. FM personnel may be used to augment the Landscape Shop as necessary to open the campuses and restore normal operations. In the event of a campus closure or other restriction, all FM personnel may be required to assist in snow removal operations, including shoveling steps and sidewalks as necessary.

b. The Landscape Shop Manager is designated as ‘Snow Boss’ and will request augmentation from other shop managers, as necessary, based on the snow conditions encountered. Snow removal operations are considered high priority so other managers will provide augmentation as requested.
c. After being designated as a snow removal augmentee by their manager, employees will immediately report to the Landscape Shop break room and will take work assignments from the Snow Boss until released from snow duty.

C. Severe wind storm:
   a. FM personnel should report to their regular shop and take direction from their shop manager. Be prepared to work outdoors clearing debris.
   b. Generally, except for the most extreme emergency, FM will wait for the high winds to subside before initiating a full response to avoid hazards from blowing debris.

D. Earthquake:
   a. Because earthquakes occur without warning, FM personnel should take immediate cover and stop travel or movement when an earthquake strikes. As soon as the earthquake has ceased, employees should report to their designated emergency assembly area to account for all personnel and to receive work assignments related to rescue and recovery.
   b. The immediate concern will be accounting for all personnel and rescue and recovery of the injured. FM will work under the direction of the Incident Commander as determined by the Public Safety Department for work assignments related to this type of incident.
   c. FM personnel may be called upon to isolate or shut off utilities as necessary to prevent further damage or injury.
   d. FM personnel may be called upon to do shoring or bracing to support rescue and recovery operations.

E. Fire:
   a. In event of a fire in a campus building, FM personnel should immediately report to their designated emergency assembly area to assure accountability.
   b. FM personnel may be called upon to isolate or shut off utilities as necessary to prevent further damage or injury.
   c. It is imperative to let the Fire Department do their job and to stay out of the way of their operations. FM response will be in support of, and as directed by, the fire incident commander.

F. Flood:
   a. While the probability of an area flood is almost non-existent, the potential for a flash flood coming from the mountains warrants preparation. In the event of a flood, FM personnel should report to their designated emergency assembly area to assure accountability and to receive work assignments.
   b. FM personnel may be called upon to isolate or shut off utilities as necessary to prevent further damage or injury.
   c. All FM personnel may be asked to help redirect water flows by trenching, sandbagging, or other means.

G. Extended Power Outage:
a. This emergency may make it impossible to sustain education programs on campus. To respond, all FM personnel should report to their designated emergency assembly area.
b. FM will maintain all emergency generators and will assure all essential facilities remain operational using backup power to the extent it is available.
c. The priority work requirement will be to provide freeze protection in winter, which may require draining down buildings or providing emergency heat sources. A fire watch may also be required.

H. Man-made incidents:
a. Most man-made incidents will involve a bomb threat or a chemical spill. In both situations, remain clear of, or evacuate the affected area. Employees should report to their designated emergency assembly area, and take direction from their manager.
b. FM will support the incident commander and will curtail all operations in the area of the incident.