



Emergency Response Plan

For Departments / Business Units of Utah State University

Checklist

- ☐ **Understand the Emergency Response Plan (ERP)**
Attend a training or watch a presentation introducing USU's ERP
- ☐ **Designate the Emergency Response Coordinator (ERC)**
- ☐ **Complete an Initial Draft of the ERP**
This can be done by the ERC or someone the ERC delegates. Sections of the ERP can also be divvied up between team members as coordinated by the ERC.
- ☐ **Submit Draft to Emergency Management for Review**
Send completed plan template and any supporting documentation to emergencymanagement@usu.edu
- ☐ **Incorporate Updates & Create Final Plan**
Following EM review, if comments or concerns are received, make updates then submit final version to EM.
- ☐ **Publish**
Disseminate the final plan to team members, department head and any locations identified in the plan for storage of physical and electronic copies.
- ☐ **Implement and Practice**
Schedule and complete any necessary team trainings. Schedule an exercise or look ahead for planned drills.
- ☐ **Annual Update: Our next review and update to the plan will be on _____.**



Emergency Response Plan

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Plan Maintenance

Organization

Department / Business Unit Name	
Unit Leader (Dean, Director, Department Head)	
Building(s) Name and Address	

Department Review & Maintenance

Date Reviewed	
Reviewer	
Email	
Work Phone	

Emergency Management Review

Date Reviewed	
Reviewer	
Signature	



Emergency Response Plan

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Emergency Response Team & Summary

Emergency Response Teams (ERTs) are groups of people, designated before an incident, who prepare for and respond to any emergency incident, such as a natural disaster or power outage. This team is composed of assigned staff within a building, department or college, depending on the scale of your operation.

The summary gives the emergency response coordinator or dean/director/department head an opportunity to highlight the specific priorities for the organization. While life safety is often the first priority, the summary promotes details in your plan (e.g. annexes) that capture what might be unique about your organization's response.



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Campus Emergency Management (EM)

Location: Utah State Department of Public Safety Building (PSAF), Emergency Coordination Center (ECC)

**** REMEMBER: 911 is the number to call in an emergency ****

The contact information listed in this plan is for planning and coordination during regular business hours and may be used for redundant / backup communication in times of emergency.

Before an Incident:

- Conduct training for Emergency Assembly Point Coordinators
- Conduct training for Emergency Response Coordinators and Area Captains
- Maintain information, procedures, copies of ERT plans

During an Incident:

- Assume communication / coordination role for incidents from Emergency Coordination Center
- Obtain situational awareness from and provide direction to EAP Coordinators
- Provide situational awareness from EAP Coordinators to Emergency Coordination Center (ECC)

EM Role	Name	Work Phone	Cell Phone	Email
Primary	Ellis Bruch	435-797-0807	435-799-1009	Ellis.bruch@usu.edu
Alternate	Susan Perkins	435-797-0806	435-994-5567	Susan.perkins@usu.edu
Alternate	Rhett Hellstern		435-881-6616	Rhett.hellstern@usu.edu
Alternate	Sandy Spendlove		435-363-5884	Sandy.spendlove@usu.edu
Contingent	Police Dispatch	435-797-1939	24/7	



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Emergency Response Coordinator (ERC)

Before an Incident:

- Update and maintain the department/business unit's Emergency Response Plan (ERP)
- Act as the Point-of-Contact (POC) for EM programs.
- Attend / complete planning, training and exercises.
- Assign other staff roles as necessary (e.g. Area Captain).
- Maintain information, procedures, ERT kits.

****Important Note**** The ERC should be an individual who is regularly at a department/business unit's physical location

During an Incident:

- Assume command role for incidents in assigned building or location.
- Communication/coordination during incident with area captains.
- Account for personnel.
- Ensure building entry points are secured once cleared by Area Captains.
- Collect damage or hazard reports and communicate to incident command.
- Respond to command and control from incident command or Emergency Management.

ERC Role	Name	Work Phone	Cell Phone	Email
Primary				
First Alternate				
Second Alternate (Night Shift?)				
Third Alternate (As Needed)				

Emergency Management recommends at least a Primary and First Alternate. Second and Third alternates are optional and will depend on staff capability, availability, and/or department operations.



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Area Captain(s)

Before an Incident:

- Act as Area Captain and coordinate with ERC
- Attend/complete planning, training and exercises
- Become familiar with all egress points in assigned area(s)
- Become aware of any special needs of floor occupants;
- Maintain information, procedures, ERT kit.

During an Incident:

- Respond to all incidents as notified
- Exit building under alarm immediately
- Direct people to assembly points as dictated by the ERC; Walk floor(s) during an event to ensure everyone is out
- Take note of people not evacuating - location, name, etc.
- Coordinate with ERC to secure building entry points once they have been cleared
- Answer any questions from floor occupants.

Name	Area	Work Phone	Cell Phone	Email



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Emergency Response Team Contact List (Opt.)

Identify additional members of emergency response teams for convenient reference. Add extra pages as needed.

Example of helpful contact roles: Facilities or building management staff familiar with building protection systems and those who may assist with property conservation activities; security; others trained to use fire extinguishers or clean up small spills of hazardous materials.

Title / Role	Member Name	Location	Work Phone	Cell Phone



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Emergency Response Training Tracker (Opt.)

Identify training capabilities and when individuals were trained in your organization. (ex. Basic First Aid, AED, active shooter)

Training Description	Attendee(s)	Date Completed	Notes



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Emergency Equipment

List the supply description and location. Add extra pages as needed. Items to consider: first aid kits, ERT response backpack, fire extinguishers, Automated External Defibrillators (AEDs), trauma kits, evacuation chairs, stair slides, eye wash station.

Item	Location, quantity, notes. Last date equipment checked.



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Annex

Annexes allow for information, procedures, or specific / local conditions not identified elsewhere. Any number of annexes can be added if they contribute to the overall effectiveness of the plan. Add extra pages as needed.

Title: Crisis Communications (P.A.C.E.)

Purpose: To understand how communication will work during an emergency

Scope: Depending on the hazard or threat, communications may be impacted. P.A.C.E stands for Primary, Alternate, Contingent and Emergent.

Details:

[Provide an overview of your communication capabilities and in what circumstances you would activate this plan]

- Consider desk phone / mobile phone as your Primary means of communication
- Consider a form of communication if your primary communication path is unavailable (e.g. radio, texting, email)
- Consider a form of communication if your alternate communication path is unavailable (e.g. social media)
- Consider a form of communication if your contingent communication path is unavailable. In most cases this is meeting face-to-face or using runners between locations.

Primary	
Alternate	
Contingent	
Emergent	



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Title: Secure-in-Place

Purpose: To understand when and what it means to secure-in-place

Scope: It is possible that during your time at the Utah State University, you could receive a Code Blue instructing you to secure-in-place

Details:

You should secure-in-place during violence, threat of violence, when an active assailant has been reported or is nearby, or otherwise when instructed to do so by Code Blue and emergency personnel. When it is necessary to secure-in-place, you will be the safest by placing a locked door or other barricade between you and the associated threat. To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows. Await further instructions from Code Blue and emergency personnel. Do not leave until an "All Clear" is received.

Consider location-specific information about securing in place:

- *How are you going to lockdown / barricade your facility and rooms?*
- *Will you have a single entry / exit point?*
- *Do you have a designated safe room?*
- *Does your building have an access control system? If so, who can operate it?*



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Title: Active Shooter / Violent Activity

Purpose: To understand what protective actions you can take in an active shooter / violent activity.

Scope: An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death. The incident can involve one or more shooters. It can be a close encounter or from a distance. It can be targeted at a student, faculty/staff, or a random victim. It might involve just one room or multiple locations. No two situations are alike. A shooting can occur anytime, anywhere, and involve anyone.

Details:

Everyone on campus is encouraged to watch the “Shots Fired” training video. <https://my.usu.edu/active-shooter-videos> Below references instructions from the video.

You must first FIGURE OUT what your options are and then take action:

1. **GET OUT** - if possible, get out of harm’s way.
2. **HIDE OUT** - if getting out is not an option, close and lock doors where ever possible.
3. **TAKE OUT** - if confronted by the shooter, do everything possible not to be a victim.

For questions, comments or to arrange for in person training, please contact Utah State University Police Department 435-797-3756



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Title: Evacuation – Page 1

Purpose: To understand when evacuation is the correct protective action to take in emergency and where to evacuate to

Scope: This evacuation plan applies to your organization's buildings/locations

Details:

*Evacuation to an Emergency Assembly Point may be required if there is a fire in the building or other hazard. The Emergency Response Team will direct the evacuation of the building and account for all employees outside at a safe location. **EAP = Emergency Assembly Point** An Alternative EAP should be identified when conditions (ex. inclement weather) render the primary EAP unfeasible.*



Location

Primary EAP

Alternative EAP



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Title: Evacuation – Page 2 (Map)

Insert picture(s) identifying your location(s) and EAP's below. This may be a screen capture from <https://www.usu.edu/map/> Copy and paste this page if more maps are needed.



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Title: Shelter-in-Place

Purpose: To understand when sheltering is better than evacuation

Scope: It is possible that during your time at Utah State University, you could receive a Code Blue instructing you to shelter-in-place.

Details:

Shelter-in-place incidents are usually weather-related emergencies, they can be utility related. Be prepared to shelter for a matter of hours. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space, above ground, that protects you from the danger. Try to avoid spaces with windows. Do not lock doors behind you as others may also need to shelter-in-place. The specifics of shelter-in-place procedures such as which locations in a building are the safest-depend on the type of weather emergency or natural disaster that is occurring. Follow instructions from Code Blue and emergency personnel.



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Title: Utah State Safe Mobile App

Purpose: To provide students, faculty and staff with digital copies of common plans and a means of communication during emergencies.

Scope: From small emergencies to large disasters, the Utah State Safe App provides important information on how to react to different hazards and threats.

Details:

Outline how you will help promote use of the Utah State Safe app in your college, department, or group.

Instructions on the app can be found at <https://dps.usu.edu/emergency/codeblue>



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Title: Local Contacts

Purpose: Provide a direct contact number for local law enforcement, fire, ems and emergency management.

Scope: Not to replace 911. This serves as a non-emergency contact for local response.

Details:

City Police:

County Sheriff:

Fire Department:

City Emergency Management:

County Emergency Management:

State of Utah Emergency Management:



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Add additional annexes as needed according to your department's needs.

Title:

Purpose:

Scope:

Details: