The University of Mississippi

Incident Preparedness Plan
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<td>University Police Department</td>
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<td>Vaught-Hemingway Stadium and Tad Smith Coliseum</td>
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</table>

**Instructions for an Incident or Disaster Event**

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THE UNIVERSITY OF MISSISSIPPI
INCIDENT PREPAREDNESS PLAN
STATEMENT OF PURPOSE

The purpose of this plan is to provide critical areas of the University with information to assist personnel in addressing a declared incident on the campus. This plan is intended to be an overview of those areas and not a comprehensive outline of actions to be taken by each area.

The University will manage all emergency incidents and preplanned events in accordance with the Incident Command System (ICS) as defined in the National Incident Management System (NIMS).

Each individual area should have a comprehensive internal plan that addresses emergencies which could/would be likely to occur on the campus.

A copy of the comprehensive plan should be maintained in the Physical Plant Power Plant and the University Police Department.

Members of the Incident Response Team are given access to a copy of the plan for their information and dissemination to others selected personnel. This plan contains information that could be considered confidential dependent on the type crisis that occurs. Please keep this in mind when providing copies to people.

DECLARATION OF CLOSURE AND EMERGENCY COMMUNICATION METHODS

In the event a natural or man-made incident or special circumstance occurs or is expected to affect the University or threaten the safety of our community, the Crisis Action Team, University Police Department, or Incident Response Team member will send alerts and information to faculty, staff, students, and others who are registered in the system.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment or responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Should closure or interruption of the University’s operating schedule be necessary, the Chancellor, Provost or Executive Vice Chancellor will decide whether or not to close the University, and this information will be communicated by the Crisis Action Team, University Police Department, or Incident Response Team members. Closure of the University will be based on the severity of the event and the concern for life and property.
Mechanisms to communicate with the faculty, staff, students, and others in one or more of the following ways:

- Announcement made on campus and commercial radio and television stations
- Ole Miss Homepage banner (www.olemiss.edu)
- Emergency Website (www.olemiss.edu/emergency)
- iOS App alerts
- Twitter (@RebAlert)
- UM Today Posting
- Email (sent via UM Today)
- Text Messaging via 2SMS (RebAlert)
- Emergency sirens with public address capability

Other Capabilities to be used as needed:

- Information by calling 915-1040
- Channel 99 (Campus Cable Television System)
- Emergency Alert System (EAS) – all televisions on campus interrupted for announcements
- Voice Mail Broadcast
- Code Blue Emergency Telephones
- Loudspeakers on University Police vehicles

Further guidance on which communication methods to use in each type of incident can be found in the communication plan (Appendix A).

Communication methods are tested regularly on the following schedule –

a) Emergency Sirens and public address capability – Every Wednesday between 11:50 – 12:00 p.m. so long as the weather is not threatening. Testing initiated by Emergency Management Administrators for Oxford.

b) Ole Miss Homepage banner, Emergency Website, iOS App Alerts, UM Today Posting, Twitter, email – Tested at least twice a year at the beginning of tornado season, during severe weather awareness week, and/or as the peak of tornado season approaches. These are initiated by the Crisis Action Team in conjunction with the Emergency Management Coordinator.

c) 2SMS Text Messaging (RebAlert) – This system is tested twice a year by IT personnel in conjunction with the 2SMS provider. On the Wednesday of the second week of classes, the 2SMS (RebAlert System will be tested).

DO NOT ATTEMPT TO ENTER THE AREA WHERE THE INCIDENT OCCURRED. YOU SHOULD REMAIN AT YOUR OFFICE. IF THE CAMPUS IS OFFICIALLY CLOSED BY THE ADMINISTRATION, YOU SHOULD EXIT THE CAMPUS AS QUICKLY AS POSSIBLE VIA THE NEAREST EVACUATION ROUTE. INCIDENT PERSONNEL SHOULD REPORT TO THE EMERGENCY OPERATIONS CENTER.

IF YOU ARE NOT ON CAMPUS AND THE CAMPUS IS OFFICIALLY CLOSED, DO NOT ATTEMPT TO ENTER CAMPUS UNLESS YOU HAVE THE SPECIAL IDENTIFICATION BADGE.
INFORMATION REGARDING INCIDENT

Direct all requests for information about the incident from news agencies (TV, radio, newspapers, public inquiries, etc.) to Media and Public Relations (662-915-7066) located in the west end of Gerard Hall. News conferences will be held when deemed necessary by University officials.

Direct all inquires from students or parents to the Student Life office (662-915-7705).

Direct all public inquires to:
- www.olemiss.edu/emergency
- 915-1040
- Ole Miss Website
- Channel 99

Direct campus inquiries to:
- Telephone - 1040
- Emergency.olemiss.edu
- Ole Miss Website
- Channel 99

INCIDENT OPERATIONS/RESPONSE

If the Chancellor or his designee declares an emergency, the following areas will be responsible for the initial response:

- The EOC (Emergency Operations Center) will be activated and operational.

- The University Police Department is charged with maintaining security and controlling traffic before, during and after an event. They will contact other outside law enforcement agencies depending on the need.

- The University Physical Plant is responsible for preparing buildings before an event and restoration of buildings to operational status after the event. They will enlist outside assistance, if needed, to accomplish this task.

- The University Landscaping Department is responsible for removal of debris after an event on campus. They will enlist the assistance of the Physical Plant and outside entities if needed to accomplish this task.

- Office of Information Technology and Physical Plant are responsible for communications before, during and after an event. Information Technology is responsible for land line voice services and the Physical Plant is responsible for two-way communications services. Both departments will use outside assistance from vendors if needed.
NOTIFICATION PROCEDURES AND CONTACT INFORMATION

In an Incident, the following notification procedures will be followed:

If the University Police Department receives the call about an incident, the dispatcher will immediately notify any emergency services needed (i.e., ambulances, fire, rescue personnel, etc.) to respond. This will prevent any delay in addressing immediate needs. The dispatcher will then notify a member of the Crisis Action Team (CAT) (listed below).

If the Physical Plant Dispatcher receives the first call, the dispatcher will notify any emergency services needed (i.e. ambulance, fire, rescue personnel, etc.) to respond to the incident. The dispatcher will then notify the University Police Department (4911 or 7234). The UPD dispatcher will notify a member of the Crisis Action Team (CAT) (listed below).

Crisis Action Team (CAT)

Calvin Sellers, Chief of Police (First Responder Representative)  

Mindy Sutton, Dean of Students (Student Representative)  
Office: 5050, Cell: 662-801-1936

Noel Wilkin, Associate Provost (Academic Affairs Representative)  

Tom Eppes, Chief Marketing and Communications Officer  
Office: 8813, Cell: 704-575-7744

The Lafayette County E-911 office may also receive a call about an incident on campus, especially a fire. The E-911 dispatch will notify the Physical Plant dispatch and the Campus Police. Lafayette County E-911 will dispatch emergency services as needed.

The Crisis Action Team (CAT) member notified will notify the remaining CAT members.

The CAT will then contact the Chancellor and Provost.

The CAT will notify the Incident Response Team (IRT) as appropriate. The Incident Response Team meets in the aftermath of an incident to assess the situation and mobilize the appropriate University resources and response. It mobilizes the various personnel on campus based on what is known about the incident and how it has affected the University and its operations.
INCIDENT RESPONSE TEAM
(SEE Contact Information Appendix)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Alternate Contact</th>
</tr>
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<tbody>
<tr>
<td>Ashton Pearson</td>
<td>Operations – Physical Plant</td>
<td>Russ Buchholz</td>
</tr>
<tr>
<td>Jeff McManus</td>
<td>Operations – Physical Facilities</td>
<td></td>
</tr>
<tr>
<td>Danny Blanton</td>
<td>Media and Public Relations</td>
<td>Jennifer Farish</td>
</tr>
<tr>
<td>Clay Jones</td>
<td>Planning and Logistics</td>
<td>Regina Johnson</td>
</tr>
<tr>
<td>Kathy Gates</td>
<td>IT infrastructure and Internal Communications</td>
<td>Robin Miller</td>
</tr>
<tr>
<td>Calvin Sellers</td>
<td>Security</td>
<td>Ray Hawkins</td>
</tr>
<tr>
<td>Sam Thomas</td>
<td>Finances</td>
<td>Nina Jones</td>
</tr>
<tr>
<td>Leslie Banahan</td>
<td>Student Services</td>
<td></td>
</tr>
<tr>
<td>Ed Movitz</td>
<td>Hazardous Materials</td>
<td>Scott Rone</td>
</tr>
<tr>
<td>Joe Swingle</td>
<td>Athletic Facilities</td>
<td></td>
</tr>
<tr>
<td>Mike Harris</td>
<td>Parking and Transportation</td>
<td></td>
</tr>
<tr>
<td>Harry Fyke</td>
<td>University Veterinarian</td>
<td></td>
</tr>
<tr>
<td>Stefan Shulenberg</td>
<td>Faculty Member, Clinical Disaster Research Center</td>
<td></td>
</tr>
<tr>
<td>Charles Swann</td>
<td>Chair, Disaster Resistant University</td>
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</table>

The CAT in communication with the Chancellor's Office, Vice Chancellor, or senior administrator responding to the incident will determine if the Emergency Operations Center (EOC) should be opened. If the EOC is opened, the Incident Response Team members will report and establish operations of the center in Ford Center for the Performing Arts – or other suitable location (See Attached EOC locations for alternate locations).

The Office of Information Technology will prepare the EOC for expanded telephone and other communications services.

If not already ordered by the CAT or first responders (as in the case of bomb threat, biohazard, earthquake, hostage situation or active shooter) blast notification of the University community to protect citizens.

Official statement from the University regarding the Incident will be developed by communication official and Chancellor. No information is to be released to the public or the news media unless the information has been prepared by University Communications and cleared by the Chancellor's Office.

The Executive Management Council (EMC) will meet in Ford Center Green Room and will be briefed by members of the IRT.

CHAIN of COMMAND

The Chancellor or designee will act as Incident Commander and make decisions regarding the calling of additional personnel from the alternate contacts and dedicated area teams.

Members of the Incident Response Team will mobilize the appropriate University areas. Areas will follow their respective area plans and will call in staff as needed for support. One person should be dedicated to providing reports to the Emergency Operations Center on a periodic basis. IRT will monitor area responses and brief the Executive Management Council (Vice Chancellors). Executive Management Council will advise Chancellor. Members of the EMC,
IRT and staff members who will work at the EOC will be issued ID cards (on site) for admittance into the EOC and campus.
Weather-Related Emergencies

Thunderstorm
Tornado
Snow, Sleet, Ice
Hurricane

NWS

Step 1: Campus Emergency Management Coordinator Receives Information from: Lafayette County EMC, National Weather Service, and Local Weather Information

Step 2: Campus Emergency Management Coordinator Consults with Crisis Action Team

Step 3: Crisis Action Team updates Outreach (buses to DeSoto Lynne Murchison x6611), Switchboard, and PPD

Step 4: Crisis Action Team Makes Recommendation to the Provost

Step 5: Provost and Chancellor Make Decision

Step 6: Blast Notification of Campus Community

Step 7: Building Mayors Assist in Urging People in Building to take Appropriate Action

The University of Mississippi

Revised 3/02/09
EMERGENCY OPERATIONS CENTER

Emergency Operations Center for the campus will be in the Ford Center for the Performing Arts. In the event the Incident Response Team is activated, they will assemble at the EOC for further instructions.

The alternate site will be identified if the Ford Center is not suitable given the nature of the incident. The alternate site will be chosen based on the location of the incident and the needs of the center. (See Attached List of possible EOC locations)

With minimum notice phones, computers, and cable TV can be activated to accommodate the EOC, there is space available for people to answer telephones and relay information provided by the Public Relations Office.
EVACUATION ROUTES

University of Mississippi Evacuation Routes

In the event of an Incident [whether man-made or natural incident] and it is determined the campus is to be evacuated/closed, the following enumerates the primary evacuation routes off campus. *While these are the primary evacuation routes, which of these routes can and should be used will be dictated by the location and nature of the incident.*

Evacuation plans are reviewed at least once a year at the same time as the communication testing (beginning of fall term), are on the emergency website (www.olemiss.edu/emergency), and are referenced in each test message, alert, and public service announcement.

**Quadrant A:**
- Fraternity Row

**Quadrant B:**
- Rebel Drive
- Sorority Row
- University Avenue

**Quadrant C:**
- Coliseum Drive
- Hathorn Road

**Quadrant D:**
- University Place [Old Taylor Road]
- Gertrude Ford Boulevard at University Place [Old Taylor Road] Roundabout
CAMPUS MAP
The purple marks show where barricades will be established to prevent people from entering the campus if it is officially closed.
QUADRANT A

Jackson Avenue is the designated evacuation route for this area of the campus unless the incident prevents using it in which case alternate routes should be chosen.
QUADRANT B

University Avenue, Jackson Avenue, and Gertrude Ford Boulevard are the designated evacuation routes for this area of the campus unless the incident prevents using it in which case alternate routes should be chosen.
QUADRANT C

Coliseum Drive or Hill Drive to Highway 6 is the designated evacuation route for this area of the campus unless the incident prevents using it in which case alternate routes should be chosen.
QUADRANT D
Old Talyor Road and Gertrude Ford Boulevard are the designated evacuation routes for this area of the campus unless the incident prevents using it in which case alternate routes should be chosen.
COLOR CODE OF BADGES

Badges for security purposes will be issued to members of the Executive Management Team and Crisis Action Team members by the onsite Emergency Management Administrator.

If access is restricted to the campus during an Incident, staff with identification cards that have the appropriately issued ID badges will be allowed to enter the campus.

If a Physical Plant or Landscape Services employee has a regular Identification Card, that person can be granted permission to enter the campus by showing the regular University ID.

The local Emergency Management Coordinators have the ability to generate ID badges on site. This capability will be used to generate badges necessary for personnel who need access to the site.

RECOVERY OPERATIONS

Recovery from an Incident will begin as soon as conditions permit. The safety of recovery workers will dictate when recovery operations begin. Workers should not enter an unsafe area and become a victim of the event.

Once conditions are such that an operation can begin, the recovery and treatment of victims will be first priority.

The repair of utilities, removal of debris and repair of buildings will be started after victims have been removed from the area.

In the event the campus has been closed, it will remain closed until the administration announces it is safe to return to campus.

The IHL will be notified if it is determined that help is needed from another university.
Procedures will be followed according to the IHL Incident Recovery Plan.
DECLARATION OF REOPENING/
DEBRIEFING OF INCIDENT

The Chancellor or his designee will make the decision when to re-open the University after a natural or man-made emergency or Incident happens. The University will not open if there is a danger of someone suffering bodily harm by returning to work or class.

Reopening of the University will be communicated to the faculty, staff, students, and others in one or more of the following ways:

- Announcement made on campus and commercial radio and television stations
- Ole Miss Homepage banner (www.olemiss.edu)
- Emergency Website (www.olemiss.edu/emergency)
- iOS App alerts
- Twitter (@RebAlert)
- UM Today Posting
- Email (sent via UM Today)
- Text Messaging via 2SMS (RebAlert)

One or more of the above means of notification should be checked daily for the status of the University.

DEBRIEFING OF INCIDENT

The Incident Response Team will meet in the morning and afternoon during the incident to discuss the status of the incident and what needs to be done to facilitate the recovery.

After recovery, the Incident Response Team will meet as soon as possible to discuss the incident from the beginning to the end. This meeting will be to discuss what happened before, during and after the incident in order to determine the response and if changes could be implemented to more efficiently and quickly recover from an Incident. The Incident Preparedness Plan will be modified, if required, to address areas in the plan that should be changed.
INCIDENT NOTIFICATION NUMBERS

INSTITUTIONS OF HIGHER LEARNING  601-432-6333

MISSISSIPPI HIGHWAY PATROL
    BATESVILLE  563-4651
    NEW ALBANY  534-4755

OXFORD POLICE DEPARTMENT  232-2400

OXFORD FIRE DEPARTMENT  234-2411

LAFAYETTE COUNTY E-911 OFFICE  234-8789

LAFAYETTE COUNTY SHERIFF  234-6421

FEDERAL BUREAU OF INVESTIGATION  601-948-5000

NORTHEAST ELECTRIC POWER  234-6331

CENTERPOINT ENERGY  234-6411

OXFORD EMERGENCY MANAGEMENT COORDINATOR (JIMMY ALLGOOD)  816-7469

MISSISSIPPI EMERGENCY MANAGEMENT  601-352-9100

FEDERAL EMERGENCY MANAGEMENT  202-566-1600
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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Test Type</th>
<th>Description</th>
<th>Announced?</th>
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<tbody>
<tr>
<td>2/6/13</td>
<td>5:15 p.m.</td>
<td>Communication</td>
<td>Test and description of Emergency communication systems and procedures.</td>
<td>Announced</td>
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<tr>
<td>9/3/14</td>
<td>5:15 p.m.</td>
<td>Communication</td>
<td>Test and description of Emergency communication systems and procedures.</td>
<td>Announced</td>
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<tr>
<td>1/28/15</td>
<td>5:15 p.m.</td>
<td>Communication</td>
<td>Test and description of Emergency communication systems and procedures.</td>
<td>Announced</td>
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<tr>
<td>2/5/13</td>
<td>1:42 p.m.</td>
<td>Communication</td>
<td>Test and description of Emergency communication systems and procedures &amp; Reminder of procedures.</td>
<td>UnAnnounced</td>
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<tr>
<td>10/31/13</td>
<td>7:46 a.m.</td>
<td>Communication</td>
<td>Test and description of Emergency communication systems and procedures &amp; Reminder of procedures.</td>
<td>UnAnnounced</td>
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<tr>
<td>2/3/14</td>
<td>7:17 a.m.</td>
<td>Communication</td>
<td>Test and description of Emergency communication systems and procedures &amp; Reminder of procedures.</td>
<td>UnAnnounced</td>
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<tr>
<td>3/27/14</td>
<td>3:48 p.m.</td>
<td>Communication</td>
<td>Test and description of Emergency communication systems and procedures &amp; Reminder of procedures.</td>
<td>UnAnnounced</td>
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<tr>
<td>10/27/14</td>
<td>1:45 p.m.</td>
<td>Communication</td>
<td>Test and description of Emergency communication systems and procedures &amp; Reminder of procedures.</td>
<td>UnAnnounced</td>
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<tr>
<td>7/31/13</td>
<td>9:00 a.m.</td>
<td>Exercise</td>
<td>Emergency Training Drill – Topic Explosion – Full exercise</td>
<td>Announced</td>
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<td>10/16/13</td>
<td>2:00 p.m.</td>
<td>Exercise</td>
<td>MEMA facilitated Earthquake exercise – Table top</td>
<td>Announced</td>
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<td>3/13/14</td>
<td>2:00 p.m.</td>
<td>Exercise</td>
<td>MEMA facilitated Earthquake recovery exercise – Table Top</td>
<td>Announced</td>
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<tr>
<td>8/12/14</td>
<td>8:30 a.m.</td>
<td>Exercise</td>
<td>MEMA facilitated EOC planning Exercise – Emergency, EOC planning table top</td>
<td>Announced</td>
</tr>
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Communication Systems tested include 2SMS (text), email, UMToday, iOS app alerts, Twitter, emergency webpage post, and UM Website Banner.

Note that Emergency Sirens and Public Address System are tested on Campus (unannounced) every Wednesday so long as weather is not threatening.