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1.1 BACKGROUND

A) Purdue University is located in Tippecanoe County, Indiana, approximately 60 miles northwest of downtown Indianapolis, and 90 miles southeast of Chicago. The University’s main campus is comprised of nearly 400 buildings on 2,500 acres, with an average daily population of approximately 40,000 students and 15,000 faculty and staff. The Purdue West Lafayette campus currently offers 7,400 courses in more than 500 undergraduate majors and specializations.

B) Purdue has a myriad of expertise from theoretical to tactical exercise training in emergency preparedness and has many emergency management strengths including:
   1) A full-time emergency preparedness and planning director.
   2) A full-time emergency preparedness and planning assistant director.
   3) A fully sworn police agency vested with arrest powers by the state of Indiana and the Board of Trustees of Purdue University, with patrol and investigations divisions.
   4) A university fire department comprised of 29 Firefighter/emergency medical technicians and Firefighter Paramedics, which provides full airport firefighting response, hazardous materials response, fire response, and Advanced Life Support transport ambulance services for the Purdue community and as needed through mutual aid.
   5) Generic mutual aid agreements with five law enforcement agencies and more than 40 fire departments as well as statewide mutual aid agreements with more than 850 fire departments and over 250 significant law enforcement departments.
   6) A well-established partnership with the Indiana Intelligence Fusion Center, which is dedicated to collecting, analyzing, and disseminating intelligence information regarding criminal and terrorist activity in the State of Indiana.

C) The Purdue Homeland Security Institute (PHSI) was created after September 11, 2001 with the mission of coordinating the research and education on Purdue’s campus to improve our nation’s public safety. PHSI and Purdue University Emergency Preparedness Office have established a robust partnership in emergency management culminating in the award of the “Secure-Purdue” Department of Education Emergency Management in Higher Education (EMHE) grant in October 2008 for the West Lafayette campus and the “Secure-Purdue Calumet” 2010 EMHE grant for the Purdue Calumet campus.

D) Although Purdue University has extensive capabilities, the recent emergency incidents throughout the nation have demonstrated serious areas of concern and require review/improvement in university emergency preparedness plans. Purdue has developed an all hazards emergency management plan.

E) The Purdue University Emergency Preparedness and Planning Office was established in December 2006. This office is a part of Environmental Health
and Public Safety, which includes the university’s emergency response departments – Purdue Police, Purdue Fire, and Radiological and Environmental Management.

F) Emergency response plans have been developed and implemented for the University. Historical events, from planning for Y2K to hurricane Katrina to the Virginia Tech tragedy have pushed the university toward a broader view of emergency planning.

G) This plan describes our vision for University emergency preparedness and the roadmap to success. Three basic questions were used in this plan’s development.

1) **Where are we now?** Our plans and procedures are constantly reviewed and revised due to evolving threats, both natural disasters and human-caused incidents. A review of Purdue’s emergency preparedness programs is conducted each year. Emergency preparedness is solidly established in Purdue’s environment. Concentrated efforts are made to document existing procedures and develop new plans based on the *All Hazards* concept. This office will build upon this solid foundation and strive to be the focal point for future emergency preparedness program development and coordination efforts.

2) **Where do we want to be?** Our goal continues to be considered the benchmark for emergency preparedness programs...strive for “World Class” status.

3) **How do we get there?** Through hard work and dedication, we can identify requirements and provide direction for short term and long term goal accomplishment. It is only through collaboration with the various departments at Purdue, as well as with local, state, and federal partners, that we will be successful.

1.2 **PURPOSE**

A) The Emergency Preparedness and Planning Office mission is focused on supporting Purdue University strategic plan and the Physical Facilities Department’s mission and vision. This office will strive to:

1) **Ensure the “Purdue family” is prepared for emergencies.** Knowing that people are our most important asset, we must lead the preparedness efforts of students, faculty, and staff. Since we are also good community neighbors, we will continue to partner with local, state, and federal agencies to assist in Purdue’s preparedness. Teamwork will be critical to our success.
2) **Provide strong and dedicated leadership to all areas of emergency preparedness.** Dedication, integrity, and a positive “can-do” attitude are critical attributes that will be exhibited to ensure mission accomplishment.

3) **Establish communication channels that promote emergency preparedness.** For this program to be successful, we must establish or enhance effective communication channels that clearly state the critical nature of the emergency preparedness programs. This area is essential in satisfying our customer’s needs as well as striving to have a prepared and safe environment.

4) **Establish an environment of continuous improvement.** Through training, benchmarking, networking, and involvement, we will strive to stay ahead of the constant-changing emergency preparedness environment.

B) The Campus Emergency Preparedness Office strives to provide the training, procedures, and plans to allow individuals to develop procedures to protect themselves. Even though internal and external public safety personnel will immediately respond to emergencies, it is imperative that individuals think through how they will react to an emergency incident albeit an evacuation, shelter, or other possible emergency incidents.

1.3 **MISSION**

_The Emergency Preparedness and Planning Office will lead Purdue’s emergency preparedness efforts. This will include planning and training programs with the University community, and local, state, & federal emergency agencies._

1.4 **VISION**

_Provide “World Class” preparedness of the entire Purdue community through strong leadership, collaborations, effective communication, and continuous improvement._

1.5 **PRIMARY GOALS:**

A) Develop, review, and update University-wide emergency preparedness plans based on an integrated all hazards risk based approach of prevention/mitigation, preparedness, response and recovery.

B) Stay informed of federal, state, and local regulations and changes that affect emergency preparedness planning.

C) Build and expand emergency preparedness relationships with University departments and external national partnerships to include local, state, and federal agencies.

D) Promote campus understanding of the National Incident Management System (NIMS) and use of the Incident Command System (ICS).

E) Enhance disaster preparedness capabilities through preparing, training, and exercising.
1.6 OBJECTIVES

A) OBJECTIVES for PRIMARY GOAL #1 (Develop, review, and update University-wide emergency preparedness plans based on an integrated all hazards risk based approach of prevention/mitigation, preparedness, response and recovery.)

1) Review and revise Purdue’s Integrated Emergency Management Plan (IEMP) to include:
   (i) Maintaining and/or adding the National Fire Protection Association (NFPA) 1600 standards on Disaster/Emergency Management and Business Continuation.
   (ii) Review the current risk assessment.
   (iii) Review the prevention/mitigation strategies, as needed.
   (iv) Review the current hazard analysis.
2) Maintain National Weather Service Storm Ready designation.
3) Strengthen the faculty, staff, and students emergency preparedness awareness training program.
4) Continue to promote the development of an “All Hazards” Building Emergency Plan for all new buildings; emphasize and track annual review and update of all BEPs.
   (i) Encourage the departments to collaborate to develop one BEP per building that incorporates all departments’ needs.
5) Review all office brochures, pamphlets, and handouts to ensure they are correct and still effective.

B) OBJECTIVES for PRIMARY GOAL #2 (Stay informed of federal, state, and local regulations/changes that affect emergency preparedness planning.)

1) Periodically review the Emergency Management Institute website for any applicable emergency management courses...complete as time permits.
2) Periodically review the FEMA/DHS websites for any additional training requirements.
3) Serve on University, local community, state and/or federal government committees (as required by Senior Director, Environmental Health and Public Safety) to develop/improve Purdue University emergency preparedness.
4) Partner with Purdue Homeland Security Institute, Tippecanoe Emergency Management Agency (TEMA) and other state/national emergency management offices to share resources and information that promotes emergency preparedness at Purdue University and the local community.
5) Stay informed of changes/activities through meetings, training sessions, formal/informal networks that can be used to improve emergency preparedness planning.
6) Serve on the District 4 Response Task Force in support of state and federally requirements.
C) OBJECTIVES for PRIMARY GOAL #3 (*Build and expand emergency preparedness relationships with University departments and external national partnerships to include local, state, and federal agencies.*)

1) Partner and continue to develop points of contact within the university, local city/state agencies, and the Indiana Department of Homeland Security that contributes to the Purdue’s Emergency Preparedness & Planning Office’s mission.
   (i) Expand/develop relationships.
   (ii) Develop channels of communication to facilitate understanding of emergency preparedness.
   (iii) Benchmark other university programs to improve Purdue’s emergency preparedness planning program.
2) Host the ninth annual Building Emergency Plan development summit to discuss the BEP process and solicit ways to improve it.
3) Maintain or increase office partnerships (See figure 1.)
4) Enhance WebEOC usage during major events or incidents.
<table>
<thead>
<tr>
<th>PARTNERSHIP</th>
<th>PURPOSE</th>
</tr>
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<tbody>
<tr>
<td>Campus Safety &amp; Emerg. Preparedness Committee</td>
<td>Key staff members from departments throughout the university to provide guidance and direction on emergency plan development.</td>
</tr>
<tr>
<td>Risk Assessment Committee</td>
<td>Staff members that discuss, evaluate, and make a recommendation to the Provost on student travel to foreign countries.</td>
</tr>
<tr>
<td>Env. Health &amp; Public Safety Dept. Safety Committee</td>
<td>Monitors and works safety issues in the EHPS department</td>
</tr>
<tr>
<td>Physical Facilities Safety Committee</td>
<td>Monitors and works safety issues in Physical Facilities department.</td>
</tr>
<tr>
<td>Purdue Fire Department</td>
<td>Provides fire, HAZMAT, and emergency medical service to Purdue and the local community. One of only 10 full service university fire departments. Provides primary emergency responders.</td>
</tr>
<tr>
<td>Purdue Police Department</td>
<td>Professional law enforcement department empowered by the University. State law grants Purdue police officers the same powers of arrest and law enforcement authority as city and county police officers.</td>
</tr>
<tr>
<td>Radiological Environmental Management Department</td>
<td>Responsible for the University’s Integrated Safety Plan. Provides a mechanism for safety committees, self-audits, and departmental indemnification.</td>
</tr>
<tr>
<td>Purdue Homeland Security Institute</td>
<td>PHSI has four centers: the Center for Computational Homeland Security, the Center for the Security of Large-Scale Systems, the Center for Sensing Science and Technology, and the Center for Military and Law Enforcement Technology, Tactics, and Training.</td>
</tr>
<tr>
<td>Office of Institutional Equity</td>
<td>Active partnership for the development of a functional Persons with Disabilities Plan</td>
</tr>
<tr>
<td>ADAPT Committee</td>
<td>Active partnership for the development of a functional Persons with Disabilities Plan</td>
</tr>
<tr>
<td>Purdue University Student Health Center (PUSH)</td>
<td>Active partnership for the development of a functional Public Health Emergency Response Plan.</td>
</tr>
<tr>
<td>Tippecanoe County Local Emerg. Planning Committee</td>
<td>Establishes short- and long-range plans regarding the county’s HazMat emergency response and preparedness program</td>
</tr>
<tr>
<td>Tippecanoe County Health Department-Emergency Preparedness Division</td>
<td>Active partnership with personnel for the dissemination of CDC information and POD planning</td>
</tr>
<tr>
<td>Tippecanoe County Emerg. Management Agency</td>
<td>Responds to emergencies in a direct or supporting role to the citizens of Tippecanoe County.</td>
</tr>
<tr>
<td>Tippecanoe County Emerg. Management Agency Advisory Board</td>
<td>Director serves on the board as an interface between Purdue University and the community.</td>
</tr>
<tr>
<td>West Central Indiana Community Organizations Active in Disasters</td>
<td>Director serves on the committee; an interface between Purdue University and the community.</td>
</tr>
<tr>
<td>District 4 Planning Committee</td>
<td>Director serves on committee which plans and executes District-wide (10 counties) exercises.</td>
</tr>
<tr>
<td>Indiana Fusion Center</td>
<td>Provides critical information to the campus.</td>
</tr>
<tr>
<td>Indiana Department of Homeland Security</td>
<td>Supports state exercises and training programs; participates in state WebEOC system.</td>
</tr>
<tr>
<td>Indiana Department of Health</td>
<td>CHIRP- Children and Hoosiers Immunization Registry Program Participant</td>
</tr>
<tr>
<td>Big Ten &amp; Friends Emerg. Management Group</td>
<td>Organized by Purdue University to annually conduct a meeting to discuss emergency management topics and share good ideas.</td>
</tr>
<tr>
<td>George Washington Univ. Emerg. Management Seminar</td>
<td>A group of emergency management professionals meet (by invitation only) once a year in Washington DC to discuss emergency preparedness concepts and best practices.</td>
</tr>
<tr>
<td>Disaster Resistant Universities List Serve</td>
<td>Emergency management professionals share information that help partners prepare for major events and incidents.</td>
</tr>
<tr>
<td>International Association of Emergency Managers, Universities and Colleges Committee (UCC)</td>
<td>UCC is made up of emergency management professionals from around the country and represents the emergency management issues surrounding college and university campuses. The committee meets once a year but has a very robust web site and list serve process</td>
</tr>
</tbody>
</table>

Figure 1
D) OBJECTIVES for PRIMARY GOAL #4 (Promote campus understanding of the National Incident Management System and use of the Incident Command System.):

1) Maintain the University NIMS training program.
2) Coordinate with Police and Fire Departments to ensure their personnel complete the appropriate NIMS courses.
   (i) Serve as NIMSCAST Coordinator and “rollup” NIMS data to Tippecanoe County Emergency Management Agency.
3) Expand NIMS training to other designated University personnel based on the U. S. Department of Education, and FEMA’s guidance and direction.
4) Promote a proactive approach in using the Incident Command System and Incident Command training.
5) Conduct a Case Study review of recent nation-wide incidents with Public Safety/University personnel.
6) Maintain a PUPD/PUFD NIMS Training Verification Binder.

E) OBJECTIVES for PRIMARY GOAL #5 (Enhance disaster preparedness capabilities through preparing, training, and exercising.):

1) Design and administer emergency preparedness awareness presentations across the university to inform people on emergency preparedness programs and how to effectively plan and prepare for major emergencies.
   (i) Review and update the All Hazards Awareness Training Presentation that is given to departments and offered to Purdue faculty, staff, and students in the PUPD Terry Conference room throughout the year.
   (ii) Review and update the online Webcert and Blackboard All Hazards Awareness Training Presentations.
2) Focus on programs or areas such as:
   (i) Summer Transition, Advising and Registration (STAR) Program
   (ii) Boiler Gold Rush
   (iii) Purdue Conferences
   (iv) Residence Halls
   (v) Department safety committees
   (vi) Informational campus fairs
3) Maintain the Purdue Emergency Preparedness website as Webmaster, with up to date information.
4) Review, revise and/or develop emergency preparedness brochures, handouts and other informational products.
5) Inspect primary and secondary “Emergency Operations Center” locations annually for operational and functional capabilities.
   (i) Revise procedures as needed.
6) Partner with University departments and local agencies to conduct exercises on a variety of emergency response scenarios.
   (i) See the Event and Exercise Plans Development Timeline for specific exercises.
7) Conduct post-briefing meetings (Hotwash) and produce After Action Reports following exercises and major emergencies.

1.7 CONTINUOUS IMPROVEMENTS:

A) Emergency preparedness concepts are constantly changing based on evolving threats, both natural and human-caused. This office must continuously review plans and procedures to ensure our processes stay as current as possible. We must also "think outside the box" and attempt to expect the unexpected. Training and education will be critical to our success. We must stay current in emerging emergency preparedness concepts as well as educate and train our Purdue family in emergency preparedness issues.

B) Part of strategic planning is evaluating the effectiveness of the goals and objectives. The following table list 2014 objectives and the corresponding accomplishments. The 2015 Emergency Preparedness and Planning Strategic Plan has taken the lessons learned from 2014 plan and incorporated into the 2015 objectives with the ultimate goal of making emergency preparedness at Purdue University more effective.

<table>
<thead>
<tr>
<th>2014 Primary Goals</th>
<th>2014 Office Accomplishments</th>
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</table>
| #1 To develop, review and update University-wide emergency preparedness plans based on an integrated all hazards risk based approach of prevention/mitigation, preparedness, response and recovery. | • Updated the Purdue Integrated Emergency Management Plan…new effective date will be January 5, 2015. The following attachments were reviewed/updated or added:  
  o Attach 1--Emergency Support Functions (updated)  
  o Attach 2 - Campus EP and Planning Strategic Plan (updated)  
  o Attach 3 – Emergency Procedures Guide (updated)  
  o Attach 4 – Building Emergency Plan (BEP) Template (revised)  
  o Attach 5 – Emergency Operations Center (EOC) Handbook (updated)  
  o Attach 6 – Purdue ALERT Emergency Warning Notification Plan (updated)  
  o Attach 7 – At Risk Populations Plan (updated)  
  o Attach 8 – Mental Health Resources Plan (updated)  
  o Attach 9 – Public Health Emergency Response Plan (revised)  
  o Attach 10 – Executive Leadership Policy Group Guide (updated)  
  o Attach 11 – Suspicious Package/Bomb Threat Incident Plan (new) |
#2 Develop, implement, and administer the READY-Purdue academic and business continuity program.

- The READY Purdue initiative was not implemented. Continuity programs are outside the current scope of the EP Office and will be an individual department initiative on an as needed basis.

#3 To constantly stay informed of federal, state, and local regulations/changes that affect emergency preparedness planning.

- Attended Big Ten and Friends Group representing Purdue.
- Conducted two presentations at Big Ten and Friends Conference; Critical Event Case Study and Best Practices.
- Reviewed the new Higher Education Opportunity Act requirements ensuring EP requirements were incorporated into SOPs.
| #4 To develop/expand emergency preparedness relationships with University departments and, local, state, and federal agencies. | \- Briefed EP to multiple departments/offices.  
\- Discussed Building Emergency Plan concept with numerous Building Deputies.  
\- Assistant Director serves as the Planning Section Chief for the IDHS District-4 Response Task Force. Partnered with faculty member to revise EP online checklist & procedures for faculty members.  
\- Member of the following committees:  
  \- Tippecanoe County Local Emergency Planning Committee.  
  \- Serves as Ad- Hoc member to the Indiana District 4 Disaster Planning Council.  
  \- Tippecanoe County Emergency Management Advisory Board.  
    \- Director select as Vice Chair.  
  \- University Campus Safety and Emergency Preparedness Committee.  
  \- Purdue Student Government Chaired Safety Task Force Group (no activity from the students in 2014).  
  \- EHPS and PF Safety Committee.  
  \- Risk Assessment Committee.  
  \- Adapt Committee.  
  \- West Central Indiana Community Organizations Active In Disaster (WCI-COAD).  
\- The seventh annual BEP Development Summit for Building Deputies/BEP Developers was cancelled due to severe weather.  
\- Served on a Remote Failover Site for Homepage Committee.  
  \- Assisted in development of a protocol to maintain internet connectivity when there is a complete power outage on campus.  
\- Assisted Student Affairs personnel in developing a new STAR program for parents of incoming freshmen that incorporated safety information ibn a video format.  
\- Worked with Tippecanoe County Health Department on developing their ESF-8 annex.  
  \- Provide conduit to Purdue SME/impact on our plans  
  \- Developed and facilitated and infectious disease Table-Top Exercise for ESF-8  
\- As EHPS Safety Committee chairperson, |
<table>
<thead>
<tr>
<th>#5 To promote campus understanding of the National Incident Management System and the use of Incident Command.</th>
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<tbody>
<tr>
<td>• Encouraged departments/committees that have potential response and recovery functions to complete ICS 700 and ICS 100 courses.</td>
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<tr>
<td>• Continued to maintain the NIMS PUPD/PUFD Training Verification Binder.</td>
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<td>• Conducted Bi-Monthly Case Study meetings with Public Safety reps, Building &amp; Grounds Senior Director and Marketing &amp; Media personnel.</td>
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<tr>
<td>o Incorporated lessons learned into IEMP.</td>
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<td>• Developed 18 Event Action Plans for major University events.</td>
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<tr>
<td>• Conducted NIMS refresher training for the PUPD staff by developing and facilitating three shift-level table-top exercises.</td>
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<tr>
<th>#6 To enhance disaster preparedness capabilities through preparing, training, and exercising.</th>
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<tbody>
<tr>
<td>• Presented the new All Hazards Awareness Training presentation to 2570 students faculty and staff members in a seminar setting.</td>
</tr>
<tr>
<td>• Developed new All Hazards Awareness Training presentations for Webcert and Blackboard.</td>
</tr>
<tr>
<td>o With over 260 course completions.</td>
</tr>
<tr>
<td>• Discussed Building Emergency Plan concept with numerous Building Deputies.</td>
</tr>
<tr>
<td>• Briefed/provided information to BGR, STAR program, and Purdue Residence Halls/Conferences personnel.</td>
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<tr>
<td>• Verified both EOCs are fully functional.</td>
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<tr>
<td>• Office personnel participated in Purdue’s Homeland Security Institute academic...</td>
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</table>
- Organized three tornado/emergency preparedness sessions.
- Organized the sixth READY-Purdue Safety day as part of the office involvement in National Emergency Preparedness Month.
- Developed and implemented two Purdue ALERT drills...one at the start of each academic semester.
- Conducted an After Action Review of major incidents, events, exercises or Purdue Alert activations:
  - Authored, coordinated and distributed 48 AAR reports that included lessons learned and areas for improvement.
  - AAR "areas for improvement" monitored in the Purdue ALERT Improvement Plant.
- Planned and facilitated 17 exercises (tabletop, functional, or full scale).
- Reviewed and updated the EP website (quarterly).
- Reviewed the EP Brochure.
- Developed and presented comprehensive University Violent Behavior Awareness Training that can lead to individuals meeting University certification requirements.
  - Presented monthly B&G new employees sessions.
- Assistant Director maintained Certified Emergency Manager (CEM) certification from the International Association of Emergency Managers organization.
- Revise and publish the Emergency Procedures Guide...given to all new employees.
- Maintained two satellite phones.
- Sent a weekly Major Events List out to key individuals emphasizing all hazard preparedness.
- Maintained newly purchased portable lighting detectors to include sign out procedures.
- Incorporated three new Purdue ALERT warning notification layers.
  - Twitter
  - Alert Beacons
  - Desktop Popup Alerts
- Developed and posted instructions in Alert Beacon classrooms.
- Developed a PowerPoint training presentation
- for Alert Beacons and Desktop Popup Alert…posted to EP website.
- Activated the Purdue Health Emergency Planning Committee for the Ebola outbreak.
- Attended Tippecanoe County Health Department ESF-8 meetings to stay informed on any Ebola information that could impact Purdue.
- Develop “Get Ready; Get Set; Go” handout.
The following table lists 2015 primary goals and the EP office’s goals:

<table>
<thead>
<tr>
<th>2015 Primary Goals</th>
<th>Office Goals</th>
</tr>
</thead>
</table>
| **#1 To develop, review and update University-wide emergency preparedness plans based on an integrated all hazards risk based approach of prevention/mitigation, preparedness, response and recovery.** | • Review and revise the Purdue Integrated Emergency Management Plan, as needed.  
• Periodically update the Emergency Preparedness web site.  
• Review/revise EP Brochure and other handouts, as needed.  
• Maintain National Weather Service Storm Ready Certification.  
• Continued to emphasize BEP development for all facilities.  
• Develop an on-line BEP portal for BDs to input their individual BEPs.  
• Formalize a Shelter Plan; partner with Red Cross in shelter management.  
• Review the Animal Care Emergency Plan; assist the Animal Care Committee in emergency planning.  
• Conduct a new risk and hazards assessment. |
| **#2 To constantly stay informed of federal, state, and local regulations/changes that affect emergency preparedness planning.** | • Participate in IAEM University & Colleges Caucus, as funding allows.  
• Attend Big Ten and Friends Group meeting.  
• Attend Emergency Management seminar at George Washington University, as funding allows.  
• Attend the Annual Best Practices in Higher Ed Emergency Management Conference at UofL, as funding allows.  
• Continue to review the Higher Education Opportunity Act requirements to ensure University meets EP requirements.  
  o Incorporate into SOPs; document in the Your Campus Your Safety brochure, as appropriate. |
| **#3 To develop/expand emergency preparedness relationships with University departments and, local, state, and federal agencies.** | • Brief EP departments/offices, as requested.  
• Develop new strategies to get “buy-in” from Building Deputies/BEP Developers to complete BEPs for all facilities.  
• Continued partnering with Purdue Homeland Security Institute.  
• Partner with National Weather Service personnel to maintain StormReady certification.  
• Maintain memberships/involvement in committees.  
• Conduct the eighth annual BEP Development Summit for Building Deputies/BEP |
| #4 To promote campus understanding of the National Incident Management System and the use of Incident Command. | • Conduct NIMS/ICS training, as requested.
  o Conduct ICS 300 & 400 classes as time permits and as requested.
  o Continue to conduct a NIMS overview class for PUPD personnel.
• Encourage other departments/committees that have potential “response” functions to complete ICS 700 and ICS 100 courses.
• Continue to maintain the PUPD/PUFD NIMS Training Verification Binder.
• Conduct Bi-Monthly Case Study meetings with Public Safety reps, B & G Senior Director, and M & M personnel. |
| #5 To enhance disaster preparedness capabilities through preparing, training, and exercising. | • Brief EP to departments/offices as requested.
• Attend and brief EP information to BGR, STAR program, and Purdue Residence Halls/Conferences personnel.
• Verify both EOCs are fully functional.
• Organize media release for the NWS Severe Weather Week.
• Plan/implement at least three tornado/emergency preparedness sessions.
• Organize READY-Purdue Safety day as part of the office involvement in National Emergency Preparedness Month.
• Implement a campus-wide tornado shelter in place drill during the state’s Severe Weather Week.
• Conduct two athletic exercises...one for spring activities and one for football preparation.
• Implement two Purdue ALERT drills...one at the start of each academic semester.
• Conduct an After Action Review of major incidents, events, or Purdue Alert activation.
• Conduct a tabletop, functional, and full scale exercises, as planned or upon request. (see Event and Exercise Plans Development Timeline).
• Participate in external exercises as time permits.
• Develop Event Action Plans for major events.
• Update EP website, as applicable.
• Revise and publish the EP Brochure, as needed.
• Revise and publish the Emergency Procedures Guide, as funding allows.
• Continue to maintain two satellite phones.
• Maintain portable lighting detectors to include sign out procedures. |
• Continue to send a weekly Major Events List out to key individuals emphasizing all hazard preparedness.

1.8 STRATEGIC PLAN CONCLUSION:
Emergency preparedness is everyone’s responsibility and Purdue University is constantly working on improving its preparedness. Our plans, programs and processes are “living documents” and we are always looking for ways to improve them. We do not want people to become overly concerned about emergencies but we do want them to take some time to think about how they will react in an emergency situation. The Emergency Preparedness and Planning Office will do everything possible to give the “Purdue family” the tools to make them as prepared and safe as possible.