Integrated Emergency Management Plan (IEMP)

September 1, 2025

V4.3

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Letter of Promulgation
January 1, 2025

Purdue University has incorporated its major emergency planning programs into this Integrated Emergency Management Plan (IEMP). The plan considers all phases of emergency management operations in order to minimize the impacts of natural and human caused disasters. The IEMP includes multiple attachments to ensure the University community is well prepared to react to emergencies at the West Lafayette campus.

Purdue University has also embraced the National Incident Management System (NIMS) concepts, requirements, and policies. Moreover, the University's first responders comply with the Incident Command System. The IEMP blends these concepts and procedures into the plan which will enhance the University's ability to respond and recover from emergency incidents. NIMS and the IEMP additionally provide a useful framework to plan for and execute special events on campus.

The IEMP is a tool. It requires the faculty, staff and students to stay vigilant, embrace the preparedness concepts, and ensure the procedures become part of our daily routine. We must all prepare for the "unexpected" and be ready if disaster strikes our great university.

(signed)

JEFFERSON HOWELLS Director,
Office of Emergency Preparedness
Purdue University

AUTHENTICATION

The Purdue University Integrated Emergency Management Plan has been reviewed and approved for implementation by the following individuals:

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Police Chief, Purdue University Police Department

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PURDUE UNIVERSITY
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Section 1: Plan Fundamentals

1.1   Mission:

The mission of this plan is to emphasize advance preparation and teamwork by internal and external stakeholders, establish and maintain effective communication channels, and foster an environment of continuous improvement while providing leadership in preparing and responding to all emergency incidents.

1.2   Purpose:

A)   The Integrated Emergency Management Plan (IEMP) provides general guidance, organizational structure and specific direction on preparedness, response and communication disciplines. It is **critical** that we are prepared for "unexpected" events to protect the Purdue "family" and local community residents. The IEMP outlines University procedures for managing major emergencies that may threaten the health and safety of the campus community.

B)   The plan identifies departments and individuals that are directly responsible and accountable for emergency response and critical support services. It also provides a structure for coordinating and deploying essential resources.

C)   At Purdue University, planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share an individual responsibility for preparedness. An emergency can strike anytime or anywhere, and a disaster will affect everyone. Therefore:

   1)   The University must maintain a comprehensive emergency preparedness and safety program to mitigate potential hazards and to familiarize students, faculty, researchers, and staff with emergency procedures (see *Purdue University Emergency Procedures Guide*).

   2)   Every administrative and academic unit must maintain access to and awareness of Building Emergency Plans (BEP) for buildings they occupy to protect personnel, equipment, and to support campus response and recovery actions. BEPs should identify critical operations of the department, as well as essential personnel involved with the critical operations. This information will be used to help protect our campus equipment and other resources, including lab animals, in the event that normal operations of the campus cease. The online BEP Template is maintained on the Emergency Preparedness website with building-specific content supplied by Building Deputy and building safety committees

3) All faculty, staff and students must be knowledgeable of the University emergency warning notification system, PurdueALERT (see **PurdueALERT Emergency Warning Notification Plan.**)

1.3   Scope:

A) The Integrated Emergency Management Plan (IEMP) is an "all-hazards" plan. It identifies responsible individuals, and guides response and recovery actions. The IEMP is designed for the West Lafayette campus. It applies to a broad range of emergency incidents, and may be activated during:

1) **Aircraft Crashes**
2) **Bomb Threat/Detonation**
3) **Civil Disturbances**
4) **Active Threats**
5) **Epidemic/Illnesses**
6) **Extended Power Outages**
7) **Fires and Explosions**
8) **Hazardous Materials Releases**
    (i)   **Chemical**
    (ii) **Biological**
    (iii) **Radioactive**
    (iv) **Nuclear**
9) **Mass Casualty Events**
10) **Natural Disasters**
    (i)   **Tornados**
    (ii) **Earthquakes**
11) **Terrorism**
12) **Search & Rescue Events**
13) **Severe Weather**
    (i)   **Flooding**
    (ii) **High Winds**
    (iii) **Ice Storm/Blizzards**
    (iv) **Thunderstorms**

B) The IEMP may also be used during major emergencies that occur adjacent to campus, but do not directly impact our physical facilities. Under this scenario, the University would coordinate emergency information and provide support services with the city of West Lafayette or others. (Examples: major hazardous materials release or fire adjacent to campus).

C) Purdue University maintains that a major emergency in the community that affects our students, faculty and staff is a University emergency. The University will

coordinate its efforts and resources with the local communities and responding agencies.

1.4 Laws and Authorities:

A) Public Law:
1) Homeland Security Presidential Directive (HSPD) 5, February 28, 2003, Management of Domestic Incidents
2) Federal Civil Defense Act of 1950, as amended Public Law 920-81st Congress (50 USC App. 2251-2297)
3) Disaster Relief Act of 1974: Public law 93-288
4) Emergency Planning and Community Right to Know Act (EPCRA)
5) Superfund Amendments and Reauthorization Act (SARA) Title III
6) Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 106-390, as amended (USC Title 42, The Public Health and Welfare Chapter 68, Disaster Relief), 2000
7) The Disaster Mitigation Act of 2000 (DMA 2000) (P.L. 106-390)
8) Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act; federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46
9) The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA).

B) Indiana Statutes:
1) IC 10-14-2, Chapter 2, Emergency Related Duties of Department of Homeland Security
2) IC 10-14-4, Chapter 4, State Disaster Relief Fund
3) IC 10-14-5, Chapter 5, Emergency Management Assistance Compact
4) IC 10-14-6, Chapter 6, Interstate Emergency Management and Disaster Compact
5) IC 10-14-8, Chapter 8, Transportation of High-Level Radioactive Waste
6) IC 10-15-2, Chapter 2, Indiana Emergency Management, Fire and Building Services, and Public Safety Training Foundation
7) IC 21-39-4, Chapter 4, Purdue University Police
8) IC 21-39-7, Chapter 7, Purdue University Fire and Emergency Services

C) [University Facilities and Safety Polices](#)

D) Commission of Accreditation for Law Enforcement Agencies CALEA®

1) Purdue University Police Department –
(i)   Original accreditation: 2009
(ii) Reaccreditations: 2012, 2015, 2019, 2023

E)   **Local Memorandum of Understanding:**

Interlocal Cooperation Agreement–Public Safety Annex, January 11, 2023

1.5 Situation Overview

A) Situation:

1) Purdue University is located in West Lafayette, IN (Tippecanoe County). According to the current Census, the population of Tippecanoe County is over 186,251 people (2020 Census)...highest concentrations live in West Lafayette/Lafayette cities.

2) Purdue University is a coeducational, public land grant research institution in Indiana. It was founded in 1869 and named after benefactor John Purdue and is considered one of the nation's leading public research universities.

3) Purdue University offers over 500 undergraduate majors and over 70 graduate programs in a wide variety of fields.

4) Purdue's system-wide enrollment is over 70,000 students; however, this plan is designed for the West Lafayette campus which has an enrollment of 52,211 students (Fall 2023) from 50 states and 132 countries (8,907 who are international students).

5) There are 16,761 faculty and staff members at the West Lafayette campus.

6) The West Lafayette campus is a *community* of over 66,000 faculty, staff, and students.

7) The West Lafayette campus covers over 2500 acres and has over 350 buildings.

8) Law enforcement is provided to the campus by the Purdue University Police Department (PUPD) located on campus. PUPD maintains close relationships with the Indiana State Police and surrounding police departments from West Lafayette, Lafayette and the Tippecanoe County Sheriff via a written mutual aid agreement.

9) Structural Firefighting, Advance Life Support Emergency Medical Service, Hazardous Materials Technician, Aircraft Rescue & Fire Fighting services are provided by the Purdue University Fire Department (PUFD) located on campus. PUFD also has mutual aid agreements in place with neighboring volunteer fire departments as well as the City of West Lafayette and Lafayette fire departments.

10) Health services are provided on campus by Purdue University Student Health (PUSH) office. If emergency care is required the PUFD transports the individual to a local hospital.

11) Purdue University produces the majority of its power requirements through the on-campus Wade Power Plant and Duke Energy Combined Heat and Power Plant. Duke Energy provides additional high voltage feeders to further support campus power needs.

1.6 Planning Assumptions:

A) Purdue University's Integrated Emergency Management Plan (IEMP) is based on assumptions that provide a basic foundation for establishing our operating procedures and checklists. These assumptions must cover a wide range of potential

hazards, from natural disasters to various human-caused events. Therefore, the IEMP assumptions will be based on "general" considerations. They are:

1) Emergencies may require cooperation/coordination of internal and external departments, organizations, and agencies to include, university, city, county, state, and federal entities.
2) Local, state, and federal services may not be available.
3) Basic services, including electrical, water, natural gas, heat, telecommunications, and other information systems may be interrupted.
4) Buildings and other structures may be damaged.
5) Normal suppliers may not be able to deliver goods.
6) Students, faculty and staff may not be able to leave the University.
7) The IEMP is based on emergency events that are most likely to occur in our area.
8) Most emergency events will occur with little or no warning.
9) Departments tasked by this IEMP are trained/ready to respond to emergency situations.
10) Periodic exercising of the IEMP's response requirements is critical to ensure operational readiness and effectiveness of the plan.

1.7   Risk Assessment Strategy

A) The Purdue University West Lafayette campus hazards and vulnerability analysis identifies campus hazard priorities, vulnerabilities, and mitigation strategies for the purpose of strengthening our overall mission-readiness in prevention, preparedness, response, and recovery.

B) The campus hazards and vulnerabilities are reviewed annually by the Office of Emergency Preparedness, identifies, and prioritizes plausible campus hazards. The IEMP is updated based on the risk assessment process outcomes.

1.8   Hazard/Vulnerability Mitigation Strategy

A) Hazard/Vulnerability Mitigation Strategies are cultivated by using a situational analysis of performance gaps identified from our campus risk assessment. Mitigation efforts are then prioritized and based on available funding; the gap is filled with an appropriate strategy.

Section 2 : Mission areas of Emergency Management

Purdue University follows the Federal Emergency Management Agency's (FEMA) "Comprehensive Emergency Management Program Model," which addresses four phases of emergency management:

- **Mitigation**
- **Prevention**
- **Protection/Preparedness**
- **Response**
- **Recovery**

2.1 Prevention

Purdue University will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency management program are strengthening facilities and the campus against potential hazards through ongoing activities and actions to eliminate or reduce the chance of occurrence or the effects of a disaster. Physical Facilities staff works closely with the University's insurance carrier to provide mitigation to facilities.

A) Examples of mitigation/prevention activities include hazard identification and elimination, communicating "emergency preparedness" information, and establishing emergency preparedness training programs.

2.2 Protection/Preparedness

Protection/Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Anticipating what can go wrong, determining effective responses and developing preparation of resources are critical steps in preparing for the "unexpected." Among the preparedness activities included in the emergency management program are:

A) Providing emergency equipment and facilities.
B) Emergency incident and event planning.
C) Maintaining/revising the Integrated Emergency Management Plan to include functional attachments.

D) Partnering with area emergency responders, emergency management personnel, other local officials, and volunteer groups who assist Purdue University during emergencies in training opportunities.

E) Conducting periodic exercises to test emergency plans and training.

F) Conducting a an After Action Review process after exercises and major incidents to provide the basis for continuous improvement of the IEMP.

2.3   Mitigation

Reduce the loss of life and property by lessening the impact of future disasters. Mitigation actions should be cost-effective and environmentally sound. Mitigation can reduce the cost of disasters to property owners and all levels of the university. Mitigation can protect critical campus facilities, reduce exposure to liability, and minimize disruption of campus services.

2.4   Response

Purdue University will respond to emergency situations effectively and efficiently with a whole-campus approach. The focus of this plan and its attachments is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response departments (such as PUPD or PUFD) will develop and maintain internal General Orders (GO),Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOG) to effectively react to emergencies. Department GOs, SOPs, or SOGs are maintained internally by each agency.

A) Examples of response strategies include providing the Purdue community with response guidelines (Emergency Procedures Guide), warning the campus of a pending or potential emergency (PurdueALERT), and the use of the Incident Command System (ICS), including the Emergency Operations Center (EOC), during an emergency.

2.5   Recovery

If a disaster occurs, Purdue University will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the University to normal operations. While the federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, the university must be prepared to provide quick recovery to normal business operations. The recovery process includes assistance to students, families and staff.

A) Examples of recovery programs include an on-line faculty resources site (academic recovery planning), temporary relocation of classes, restoration of University services,

debris removal, restoration of utilities, restoration of telecommunications and information technology resources, submitting requests for reimbursement through state or federal programs, and reconstruction of damaged facilities.

Section 3: Purdue University Integrated Emergency Management Plan

3.1   Concept of Operations

The Office of Emergency Preparedness will spearhead the development, coordination, and revision of the plan. The integrated management concept is designed to incorporate all areas of comprehensive emergency management—mitigation/prevention, preparedness, response, and recovery. The Purdue plan is also based on the "all-hazards" concept and plans for multiple natural disasters and human-caused events. The plan is flexible in that part of the plan, or the entire plan may be activated based on the specific emergency and decision by University senior leadership.

3.2   Objectives

The plan's critical goals are the *preservation of life*, the *protection of property*, and **continuity of academic and business operations.** Our overall objectives are to provide strong leadership, effective management and quick response to all emergency incidents and events. Specifically, this will include:

A)   Implementation of the National Incident Management System (NIMS) Incident Command System (ICS).
   1)   Require all applicable personnel be trained on NIMS requirements.
   2)   Use on-scene incident command management for all emergencies.
   3)   Develop and maintain succinct and useful General Orders (GO) or Standard Operating Procedures (SOPs), Standard Operating Guidelines (SOGs) and checklists to respond to emergencies.

B)   Develop and maintain strong mutual aid agreements with local agencies.

C)   Partner with local, state, and federal agencies and appropriate private sector organizations.

D)   Develop and implement an effective emergency notification and timely warning system for internal and external stakeholders.

E)   Educate stakeholders on warning systems and overall emergency plan.

F)   Review and revise the plan as needed (normally annually) to ensure current guidelines and policies (internal/external) are incorporated.

G)   Periodically, exercise components of the plan to ensure its effectiveness and change as needed.

H)   Collect, evaluate and disseminate damage information as quickly as possible to restore essential services as soon as possible.

3.3   Plan Activation

The plan is activated whenever an emergency condition exists in which normal operations cannot be performed and immediate action is required. In any emergency situation, Purdue University's immediate response goals are to:

A)   Protect life safety.
B)   Secure critical infrastructure and facilities.
C)   Provide essential services.
D)   Activate and staff the Emergency Operations Center, as required.
E)   Return University to normal operating status as soon as possible.

3.4   Emergency Authority

A)   The Purdue University Police Chief and Purdue University Fire Chief as PurdueALERT Activators shall be responsible for the operational direction of University first responders. The Office of Emergency Preparedness Director shall serve as the Emergency Operations Center (EOC) Director and alternate PurdueALERT Activator. The EOC Director shall be responsible for coordination and liaison with the Vice President of Physical Facilities & Chief Public Safety Officer as applicable.

B)   In the absence of the Office of Emergency Preparedness Director, a backup will be designated to serve as EOC Director. Normally the backup EOC Director will be:
   1)   Office of Emergency Preparedness Program Manager

C)   The EOC Director normally determines whether to activate the EOC. The Director's EOC Emergency Support Functions (ESF) Team, drawn from University departments, will be convened by the EOC Director to coordinate the campus response to Level 1 or 2 emergencies, as needed. Appropriate members will be contacted by Purdue Public Safety Dispatch Center personnel, and directed to report to the Emergency Operations Center virtually or in-person.
   1)   The mission of the EOC Emergency Support Functions Team is to provide direction on how the emergency impacts the University and the likelihood that the emergency will escalate. Their primary responsibilities are to:
      (i)   Determine the scope and impact of the incident.
      (ii)   Ensure that appropriate emergency notifications are made.
      (iii) Prioritize emergency actions.
      (iv) Deploy resources and equipment.
      (v)   Communicate information and instructions.
      (vi) Monitor and re-evaluate conditions.

   2)   The Emergency Support Functions teams coordinates essential services and provides their expertise based on the specific incident or event to the EOC. Positions are designated in the EOC Handbook.

3) Normally, the EOC Emergency Support Functions team convenes virtually using a Microsoft Teams or Zoom platform however, in-person representation at a physical EOC will be directed as needed by the EOC Director.

3.5   Emergency Levels:

A) At Purdue University, emergency incidents are classified according to their severity and potential impact so that emergency response operations can be calibrated for actual conditions.

   1) **LEVEL 1: A major disaster or imminent threat involving the entire campus and/or surrounding community.** Immediate notification mandatory. Normal University operations are reduced or suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination with external agencies and jurisdictions.

      (i) Level 1 incidents will normally require activation of the EOC.

         (a) *Examples: Major tornado, major fire or major explosion, major hazardous materials release, major earthquake, or a terrorism incident.*

   2) **LEVEL 2: A major incident or potential threat that disrupts sizable portions of the campus community.** Timeliness of notification determined by IC or designated official—immediate or as time permits. Level 2 emergencies may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions, or may threaten life safety.

      (i) Level 2 incidents may require activation of the EOC.

         (a) *Examples: Structure fire, structural collapse, significant hazardous materials release, extensive power or utility outage, severe flooding, multi-fatality incident, or an external emergency that may affect University personnel or operations.*

   3) **LEVEL 3: A minor, localized department or building incident that is quickly resolved with existing University resources or limited outside help.** Warning notification as time permits—types determined by Incident Commander (IC) or designated official. A Level 3 emergency has little or no impact on personnel or normal operations outside the locally affected area.

      (i) Level 3 incidents do not require activation of the EOC. Impacted personnel or departments coordinate directly with the departments of Physical

Facilities and Public Safety, or Physical Facilities to resolve Level 3 conditions.

   (a) *Examples: Odor complaint, localized chemical spill, small fire, localized power failure, plumbing failure or water leak, normal fire and police calls.*

B) The Incident Commander in consultation with the Purdue University Police Chief and Fire Chief will recommend an Emergency Level designation to the EOC Director (Emergency Preparedness Director). Final designation of a major incident's emergency level is made by the EOC Director, or designee, with notification to the Vice President of Physical Facilities and Chief Public Safety Officer for notification of the President and/or Treasurer & Chief Financial Officer or Provost, as applicable. The designated response level for an incident may change as conditions intensify or ease. Campus suspension of operations/closures decisions will be directed by the office of the President. Execution of the suspension/closure order will normally be worked through the EOC.

3.6   Response Priorities

A) Purdue University must be prepared and have established procedures to respond to all emergencies in a safe and timely manner. University personnel and equipment will be used to provide priority protection for:
   1) *Priority 1*: Life Safety—protect and save the life of faculty, staff, students, and visitors of the University.
   2) *Priority 2*: Preservation of University property and structures.
   3) *Priority 3*: Restoration of academic programs and general University operations.

B) Response will be conducted in a timely and safe manner and will normally be conducted in the priority categories listed below. Naturally, the contextual characteristics of a particular emergency (such as the time and day when an incident occurs) may require some adjustments.
   1) Buildings used by dependent populations
      (i)   Residential facilities
      (ii) Occupied classrooms, auditoriums, work areas
      (iii) Occupied arenas, special event venues
   2) Buildings critical to health and safety
      (i)   Potential shelters, food supplies
      (ii) Sites containing potential hazards
   3) Facilities that sustain the emergency response and recovery
      (i)   Energy systems
      (ii) Computer installations
      (iii) Communications services
      (iv) Transportation systems

C)   Research and classroom facilities and buildings

D)   Administrative buildings

3.7   Emergency Procedures

A)   Preparation is critical to be effective in emergencies. All University personnel should become familiar with University or departmental emergency procedures.

B)   The Purdue University **Emergency Procedures Guide** is prepared by the Office of Emergency Preparedness to assist members of the campus community and deal with emergencies appropriately. While it is impossible to produce a document that is all-inclusive, this publication addresses the most common emergencies and those that are most likely to occur in the future.

C)   The Building Emergency Plan (BEP) also provides critical information that each individual needs to be familiar with when there is an emergency in a specific building. General and building-specific emergency warning notification, evacuation, and shelter-in-place procedures are contained in each building-specific BEP. All building occupants are highly encouraged to review their BEP procedures periodically to develop individual emergency response procedures. Go to the Office of Emergency Preparedness website for the online BEP template. Building specific BEPs will be maintained and distributed by each building's Building Deputy or BEP developer. BEPs are also located on the Office of Emergency Preparedness website.
   1)   If you are unsure of what you need to do in your building or have any questions, contact your respective Building Deputy or one of the following departments:
       (i)   University Police Department   (765) 494-8221
       (ii)   University Fire Department   (765) 494-6919
       (iii) Environmental Health & Safety Office   (765) 494-6371
       (iv) Emergency Preparedness Office   (765) 494-0446

D)   The University emergency notification and timely warning system is called PurdueALERT. It is comprised of multiple communication layers and processes designed to notify as many people as possible as quickly as possible based on the specific incident. Activation of all or part of the overall warning notification system will be decided on by the Incident Commander and the PurdueALERT Activators, without delay.
   1)   The Purdue community should understand PurdueALERT's various layers and develop individual emergency response procedures, as applicable.

E)   Tippecanoe County Emergency Travel Advisory Policy provides detailed information when travel is restricted based on various emergency incidents, both natural & human-caused. The Purdue community should understand the Emergency Travel Levels, and react accordingly. A link to the policy is located in Section 10.

3.8 Mobile Command Center (MCC) Operations

A) The use and staffing of the Mobile Command Center will normally follow the guidelines below. Typically, an Event Action Plan (EAP) will be developed for these events, and names/positions to be staffed will be included in the EAP. Exceptions to these guidelines should be approved by the Office of Emergency Preparedness Director.

   1) Events/Venues
      (i) Elliott Hall of Music
      (ii) Mackey Arena
      (iii) Ross Ade Stadium
      (iv) Slayter Center
      (v) Grand Prix track
      (vi) Any other large gathering (>500)
      (vii) On scene at a crime or other event that will last more than 1 hour

   2) Staffing
      (i) Police administration
      (ii) Fire administration
      (iii) PFPS Administration/Emergency Preparedness
      (iv) Event Organizer Representative

   3) Operational period
      (i) At a minimum, the mobile command location should be staffed from 60 minutes prior to the event scheduled start time to 60 minutes past the event conclusion.
         (a) If the MCC is staged for a crime or other non-scheduled event, the expectation is that it will remain on scene until incident command stands down
      (ii) If the operational period will exceed 12 hours, a formal transfer of command should occur to allow for adequate rest periods.

   4) ICS Positions to be staffed
      (i) All Command & General staff positions necessary to effectively manage the event.
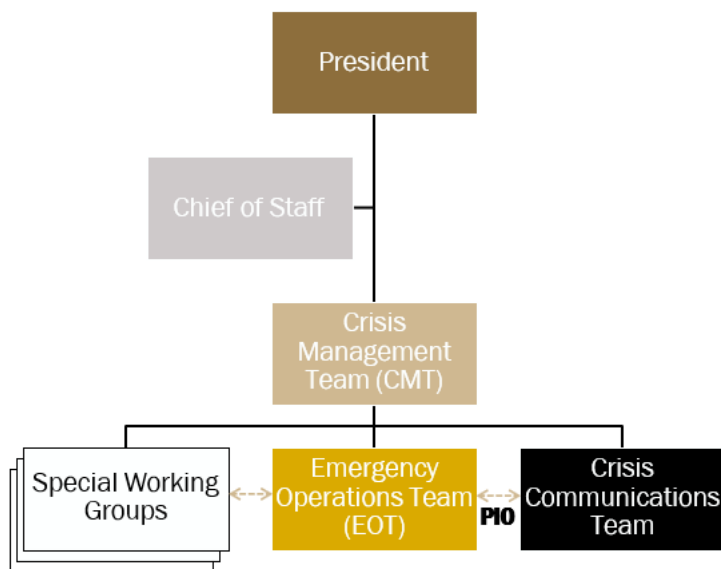
3.9 Emergency Operations Center (EOC)

A) The purpose of the EOC is to serve as the single focal point and command center for the management of information, decision-making, and resource support/allocation during the emergency and recovery process and sharing of this information with the University President, or designee. The primary functions of the EOC are to:

   1) Provide support to the Incident, through the Incident Commander.
   2) Determine policy directions as needed.
   3) Provide resources needed by the campus.
   4) Provide direction and support to field activities.
   5) Deal with issues that are beyond resolution in the field.
   6) Provide "one voice" in communicating emergency information to the public (normally MarCom personnel fills this role).

B) EOC Activation

1) When an emergency occurs, the Director of Emergency Preparedness, or designated representative, will determine if the EOC is to be activated and, if activated, which Emergency Support Function Team positions will be staffed to support the incident. The EOC Handbook contains more specific procedures for ESFs, activation, and deactivation.

3.10 National Weather Service Storm Ready University Certification

1) Purdue University achieved and has maintained the National Weather Service StormReady University certification since April 2010.

2) StormReady University is a program sponsored by NOAA's National Weather Service that focuses on improving communication and severe weather preparedness in communities and universities. It helps community leaders and emergency managers strengthen local hazard mitigation and emergency response plans.

3) Purdue University partnered with Tippecanoe County Emergency Management Agency and incorporated the following processes into the University's Integrated Emergency Management Plan:

(i) Establish a 24-hour Warning Point and Emergency Operations Center.

(ii) Establish multiple ways to receive severe weather warnings and forecasts and to alert the public.

(a) Seven Outdoor All Hazards Warning Sirens.

(b) Over 300 weather radios distributed to most buildings on campus.

(c) Boiler TV Emergency Alerting System.

(d) Other internet, radio, TV alerts.

(iii) Provides severe weather seminars and presentations that promote the importance of public readiness and awareness.

4) A Storm Ready activation checklist is located in the EOC Handbook.

Section 4: Crisis Management Framework and Assignment of Responsibilities

4.1 The Crisis Management Framework is based on an organizational structure that is shown above. There are three basic components:

A)   The Crisis Management Team (CMT)—policy level decisions.

B)   The Emergency Operations Team (EOT)—incident/event level decisions and Integrated Emergency Management Plan Advisory Board.

C)   The Crisis Communications Team (CCT)—the development and implementation arm of campus crisis communications strategies.

4.2   Crisis Management Team (CMT)

A)   Organizational Structure
   1)   Policy & strategic decisions
   2)   ID/forecast/manage key issues & consequences
   3)   Provide strategic guidance to EOT
   4)   Approve comms strategy & key message points
   5)   Guide overall recovery strategy

B)   CMT Membership
   1)   Vice President Facilities/Chief Public Safety Officer (Lead)
   2)   Chief of Staff to the President
   3)   General Counsel
   4)   Provost
   5)   Vice President Communications
   6)   Vice Provost Student Life
   7)   Executive Assistant to the President

C)   CMT General Responsibilities:

1) Once the CMT has been notified and a decision to form/activate has been made, they will conduct an emergency meeting in person or by telephone to provide strategic guidance and direction to the Emergency Operations Center Director and Incident Commander as well as the entire Purdue community.

2) May assign a liaison person(s) to gather information and interface with outside agencies and/or organizations at the campus Emergency Operations Center.

3) Spokesperson will normally be located at the campus Emergency Operations Center or will be at the scene of an incident.

4) May work through the Office of Media Relations spokesperson; provide information to be disseminated to faculty, staff, students, parents and local community using the PurdueALERT system and other communication processes, as appropriate.

5) Will determine the need for campus closure, class suspension, dismissal of employees and other "strategic" decisions.

6) Will determine frequency of meetings.

4.3 Emergency Operations Team (EOT) and Integrated Emergency Management Plan (IEMP) Advisory Board

A) EOT Organizational Structure
1) Incident Command through ICS-NIMS conformance
2) Protection of Life and Property
3) Restoring Operations
4) Supporting Community Needs
5) IEMP Advisory Board

B) EOT Membership
1) Emergency Preparedness Director (Lead)
2) Police Chief
3) Fire Chief
4) Senior Director Buildings and Grounds
5) Energy & Utilities Director
6) Residential Life Director
7) Purdue IT Director
8) Procurement Manager
9) Vice Provost for Student Life / OSSR
10) Director of Compensation

C) EOT/IEMP Advisory Board, is made up of key staff members from units throughout the university to provide guidance and direction on plan development and to discuss emergency preparedness and public safety issues. The EOT/IEMP Advisory Board meets monthly or as deemed necessary by the Office of Emergency Preparedness Director to discuss changes to the IEMP or Office of Emergency Preparedness operational changes. The EOT/IEMP Advisory Board is the advisory body for the IEMP, discusses University emergency preparedness issues and serves as emergency preparedness "champions" in their respective offices or departments.

D)   The committee also includes representatives from the local Red Cross, Tippecanoe County Emergency Management Agency, County Health Department, and local Religious Leaders organizations as adjunct members.

4.4   Crisis Communications Team (CCT).

A)   CCT Organizational
1)   Develop crisis communications strategy and plan
2)   Develop key messaging and position statements
3)   Conduct media relation activities
4)   Sequence non-crisis communications products

B)   CCT Membership
1)   Senior Director, Media Relations (Lead)
2)   Lead Comms Specialist, National Media
3)   Sr. Marketing/Relations Administrator
4)   Marketing Technology Process Manager
5)   Lead Digital Community Manager
6)   Chief of Staff to the Provost

C)   CCT General Responsibilities
1)   Managing and mitigating the impact of emergency incidents and/or controversial events.
2)   Provide timely and accurate information to students, faculty, staff, parents, and the community.
3)   Coordinating all crisis communication strategies to speak with one voice.

4.5   Crisis Management Framework Activation

A)   Crisis Management Framework teams (CMT, EOT, CCT) will be activated independently by team leads in support of preplanned events and/or campus emergency incidents.

4.6   Purdue Student Government Campus Safety Task Force Committee

A)   The Purdue Student Government Vice President chairs the committee, which is made up of PSG senators and others, as they so designate. If convened, the committee normally meets to discuss safety and preparedness issues with a student focus. Public Safety staff serve as ex-officio members, with the goal of assisting the students as requested.

4.7   Student Behavior Intervention Team

A)   The Dean of Students serves as the chair and is responsible for the student Behavior Intervention Team.
1)   The goals of the Behavior Intervention Team are:
(i)   To provide early review and intervention to help assure the health, safety, and

success of students and other members of the university community.

    (ii)   To implement response plans to threats on the campus.

B)   The Behavior Intervention Team meets on a weekly basis, and as needed.

C)   Information regarding the makeup of the committee is contained in the Violent Behavior Policy (http://www.purdue.edu/policies/facilities-safety/iva3.html)

4.8   Employee Behavior Assessment Team (EBAT)

A)   Purdue's West Lafayette campus has a standing committee of multi-disciplinary experienced representatives who will analyze potentially threatening situations, especially imminent threats to self or others, and take action to mitigate risk. This team is further described in the Violent Behavior Policy (http://www.purdue.edu/policies/facilities-safety/iva3.html)

Section 5: Direction, Control, and Coordination

5.1   National Incident Management System (NIMS)

A)   Purdue University has adopted the National Incident Management System (NIMS) which includes the Incident Command System (ICS)...a standardized, on-scene, all-hazard incident and resource management concept. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.

B)   NIMS is designed to improve coordination and cooperation between public and private entities in domestic management activities. Response actions will be based on the ICS. All Purdue First Responders comply with NIMS training requirements.

5.2   Incident Command System (ICS)

A)   The Incident Command System (ICS) is a standardized approach to incident management   designed for all hazards and levels of emergency response. It allows Purdue University First Responders to communicate and coordinate response actions with other jurisdictions or external emergency response agencies through a standardized organizational structure of facilities, equipment, personnel, procedures and communication. ICS is characterized by:
1)   Common terminology to define organizational functions, incident facilities, resource descriptions, and position titles.
2)   Modular organization based on the size and complexity of the incident.
3)   Reliance on an Incident Action Plan that contains strategies to meet objectives at both the field response and Emergency Operations Center (EOC) levels.
4)   Chain of command and unity of command. These principles clarify reporting

relationships and eliminate the confusion caused by multiple, conflicting directives.

5) Unified command in incidents involving multiple departments, agencies or jurisdictions so organizational elements are linked to form a single structure with appropriate control limits.

6) Manageable span of control for those supervising or managing others.

7) Predesignated incident locations and facilities such as the Emergency Operations Center.

8) Comprehensive resource management for coordinating and recording resources.

9) Information and intelligence management.

10) Integrated communication systems ensuring interoperable communication processes.

Incident Command System (ICS) Model "Emergency Operations"

Incident Command

Public Information Officer

"General Staff" positions

Safety Officer

Liaison Officer

"Command Staff" positions

Operations Section Chief

Logistics Section Chief

Planning Section Chief
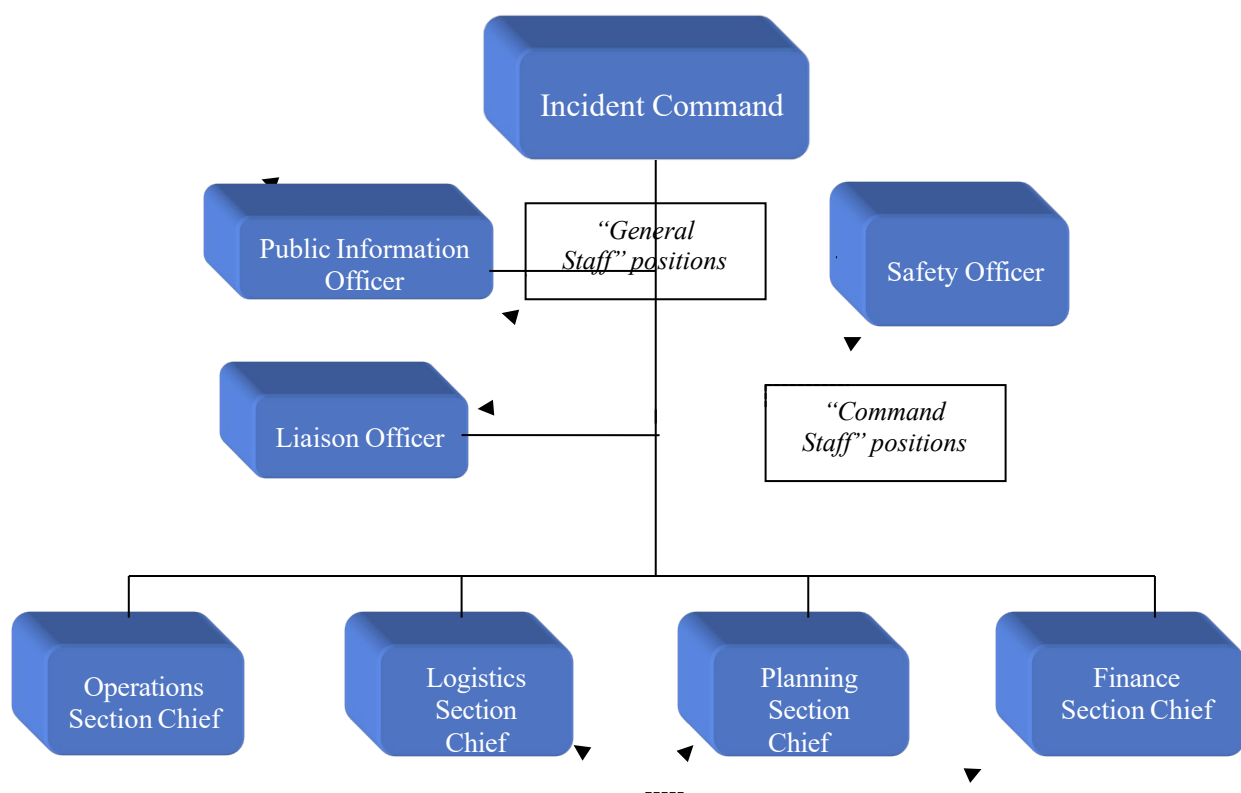
Finance Section Chief

Figure 5

B) Figure 5 depicts a basic Incident Command System (ICS) structure for managing a response.

There are three functional areas in the ICS structure: Incident Command, Command Staff, and General Staff. The Incident Commander is the head of the Command Staff and General Staff and is responsible for emergency response activities and efforts.

1) Incident Commander (IC)

   (i) Manages all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment.

   (ii) Serves as the authority for all emergency response efforts and supervisor to the Public Information Officer (PIO), Liaison Officer, Safety Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance & Administration Section Chief.

   (iii) May serve as any or all of the positions in the Command and General Staff depending on the complexity of the event.

2) Command Staff

   (i) Report directly to the Incident Commander.

   (ii) Public Information Officer is responsible for relaying incident related information to the public and media and with other agencies.

   (iii) Liaison Officer is responsible for coordinating with external partners, such as the city, state, federal agencies, and public and private resource groups, as well as internal university groups.

   (iv) Safety Officer monitors, evaluates and recommends procedures for all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel.

3) General Staff

   (i) Comprised of four sections: Operations, Planning, Logistics and Finance and Administration.

   (ii) Each section is headed by a Section Chief and can be expanded to meet the resources and needs of the response.

   (iii) Section Chiefs report directly to the Incident Commander.

   (iv) Operations Section is responsible for managing all incident specific operations of an emergency response.

   (v) Planning Section is responsible for collecting, monitoring, evaluating, and disseminating information relating to the response effort.

       (a) Also responsible for the development, maintenance and distribution of the Incident Action Plan (IAP).

   (vi) Logistics Section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.)

   (vii) Finance & Administration Section is responsible for purchasing, and cost accountability relating to the response effort. This section documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develops FEMA documentation.

5.3   Incident Command System—Purdue University

A) Purdue University's IEMP mirrors the ICS system. Incident Command will always be used and the ICS will expand for level 1 or 2 incidents, as needed. If the Incident Commander (IC)

requires assistance in managing the incident, he/she will request that the EOC Director activate the Emergency Operations Center (EOC). If the EOC is activated the IC will inform the EOC Director of the Incident Command Post (ICP) location. See figure 6 for Purdue's Integrated Incident Command System.

B) Purdue University Incident Commander (PUIC)
1) PUIC will normally be the PUPD or PUFD Chief, or designated representative.
2) Manages all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment.
3) Normally decides when PurdueALERT activation is required to warn faculty, staff, and students of an emergency.
4) Decides when the incident needs to be expanded to include a Public Information Officer (PIO), Liaison Officer, Safety Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance & Administration Section Chief, as applicable.
5) May serve as any or all of the positions in the Command and General Staff depending on the complexity of the event.
6) May also direct a staging area to be set up to support the incident operation. The staging area will be coordinated with the EOC Director and the location communicated to all responders and other individuals involved with the incident.

C) Purdue University Command Staff
1) Will be selected or requested by the PUIC based on the event or incident.
2) Will report directly to the PUIC.
3) Public Information Officer will normally be a representative from MarCom and is responsible for relaying incident related information to the public and media and with other agencies.
4) Liaison Officer is responsible for coordinating with external partners, such as Tippecanoe County Emergency Management Agency, local police and fire departments, other city, state, federal agencies, and internal university departments.
   (i) PUPD/FD Chief or Office of Emergency Preparedness Director will normally select the Liaison Officer.
5) The Safety Officer will normally be a member of the PUPD, FD, or Radiological & Environmental Management (EHS) and will be appointed as needed. He/she is responsible for the health and safety of emergency responder personnel.
6) Purdue University General Staff
   (i) May be comprised of four sections: Operations, Planning, Logistics and Finance and Administration based on the emergency.
   (ii) PUIC will activate the section and select a Section Chief based on the emergency. The sections will be expanded to meet the resources and needs of the response.

(iii) Section Chiefs report directly to the PUIC.

(iv) Operations Section is responsible for managing all incident specific operations of an emergency response to include management of all tactical operations directly related to the primary mission. Other considerations are:

    (a) Establish scene security

    (b) Establish appropriate scene perimeters

    (c) Order an evacuation

    (d) Provide for detainee transportation, processing, and confinement (PUPD)

    (e) Direct and control traffic

    (f) Conduct post-incident demobilization/investigation

(v) Planning Section (Office of Emergency Preparedness Director) is responsible for collecting, monitoring, evaluating, and disseminating information relating to the response effort. Also responsible for:

    (a) Development, maintenance and distribution of the Incident Action Plan (IAP) for incidents and Event Action Plan (EAP) for selected preplanned events.

    (b) Gathering and disseminating information and intelligence.

    (c) Planning the post-incident demobilization.

    (d) Preparing the After Action Report/Review and Improvement Planning process.

(vi) Logistics Section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response. The Logistics Section Chief will address the following as needed:

    (a) Communications

    (b) Transportation

    (c) Medical Support

    (d) Supplies

    (e) Specialized team and equipment needs

(vii) Finance & Administration Section is responsible for purchasing, and cost accountability relating to the response effort. The Finance/Administrative Section Chief will address the following as needed:

    (a) Recording personal time

    (b) Procuring additional resources

    (c) Recording expenses

    (d) Documenting injuries and liability issues

D) Establishing Incident Command

1) Incident command is established each time a Purdue University first responder responds to an incident or major preplanned event.

2) If the incident is deemed a Level 1 or 2 emergency (see definitions in the IEMP), command may be transferred to a higher-ranking responder.

3) PUPD and PUFD, as applicable, will determine the need to:

    (i) Establish an Incident Command Post

    (ii) Establish scene security

    (iii) Establish appropriate scene perimeters

(iv) **Order an evacuation**

(v) **Provide for detainee transportation, processing, and confinement (PUPD)**

(vi) Direct and control traffic

(vii) Conduct post-incident demobilization/investigation

4) The Mobile Command Center may be used as the ICP for extended incidents.

5.4   Unified Command System

A) Unified Command is a collaborative team-effort process that allows all agencies with responsibility for an incident to establish a common set of incident objectives. The objectives are accomplished without losing or abdicating agency authority, responsibility, or accountability.

B) The Incident Commanders within Unified Command make joint decisions and speak as one voice. If there is a disagreement, it is worked out within the Unified Command. The exact composition of the Unified Command structure will depend on the location(s) of the incident and the type of incident. NIMS encourages the use of Unified Command and states: *"As a team effort, Unified Command overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework."*

C) Unified Command:
   1) May be required in multi-jurisdictional or multi-agency incident management situations.
   2) Provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.
   3) Is established when more than one agency within the incident jurisdiction are working together to respond to an incident.
   4) Enables all responsible agencies to manage an incident together by establishing a common set of incident objectives and strategies.
   5) Allows Incident Commanders to make joint decisions by establishing a single command structure.

The Purdue IEMP embraces the "Unified Command System" concept. If a level 1 or 2 incident strikes the campus first responders from multiple agencies will respond to the incident scene. The Unified Command structure will be used to respond to the incident.

5.5   Mutual Aid Agreements

A) Mutual aid agreements are critical to respond to major natural and human-caused hazard incidents based on university limited resources. Agreements are in place for fire, law enforcement, and emergency medical services with local community responding agencies.

B) A Memorandum of Understanding for Prophylaxis during Public Health Emergency has been signed by Purdue University officials and the Tippecanoe County Health Department. (Point of Dispensing, or POD)

C) The Indiana Department of Homeland Security's District 4 also has a mutual aid agreement for the district's nine counties, of which Tippecanoe County is a member.

D) The entire state of Indiana is also covered by a state-wide mutual aid agreement.

5.6   Shelter In Place Information

No guidelines or procedures can anticipate all the variations of possible shelter in place requirements. It is incumbent on all individuals to review the Purdue Emergency Procedures Guide, respective Building Emergency Plan, and any internal department procedures to prepare themselves for these possibilities as much as possible. However, the following information provides the basic shelter in place guidance.

A) PurdueALERT is the primary means of emergency notifications and timely warnings. We use multiple systems to notify the campus community as quickly as possible. In most cases our emergency responders (normally Purdue Police or Fire personnel) will respond to the incident. Once they have some basic information on the emergency incident (and it is significant enough to trigger a public safety notification) we will activate PurdueALERT. All or parts of PurdueALERT will be activated depending on the incident's emergency level. PurdueALERT is described in more detail in attachment 6.

B) If a major incident occurs at Purdue University that requires an immediate emergency warning notification to the Purdue community, Public Safety officials will normally activate the seven All-Hazards Outdoor Warning Sirens that are located across Purdue University. *The sirens are designed to notify individuals who are outside.* Anytime the sirens are activated, individuals should immediately seek a safe location inside the nearest facility and immediately seek more information on why the sirens are sounding in order to determine the next actions needed.

C) Specifically, when the sirens sound, everyone should:
   1) Stay calm but be aware that an emergency situation is occurring nearby.
   2) Be vigilant to what is going on around them.
   3) Immediately seek a safe location.
       (i) Initially, proceed to the lowest level of the building; adjust location once you determine the type of emergency.
   4) Seek out additional information as quickly as possible (to determine type of emergency).
   5) Determine your next course of action.
       (i) *For example, for a tornado warning, one would want to go to the lowest area of the building (preferably a basement) as compared to an active threat incident when one would seek a room that is securable (preferably without windows).*

D) PurdueALERT's multiple layers and any internal department procedures will assist in providing critical updated emergency information. Depending on the specific circumstances, emergency warning notification may vary for each incident. However, if *uncertain* to the specific incident, individuals should always seek shelter first and then find out more

information through all possible means including additional PurdueALERT communication layers.

E) There are four primary incidents that may lead to a shelter in place requirements. Each incident may require individuals to adjust their shelter in place procedures.

1) Tornado Warning
2) Active threat incidents (such as a shooting incident)
3) Hazardous materials release incidents
4) When directed by Purdue University police or fire department officials

F) The following procedures detail notification methods and basic guidelines on what individuals should do. However, these procedures may vary depending on how the incident transpires. For more detailed procedures, the Emergency Procedures Guide and/or the respective Building Emergency Plan should be referenced. Since PurdueALERT notifications are dependent upon technology, multiple layers have been developed to ensure the message(s) reach as many as quickly as possible.

1) **TORNADO WARNING (Normally issued by National Weather Service)**
   (i) Campus community will normally be alerted by:
   - (a) All Hazards Outdoor Warning Sirens
   - (b) Text Message
   - (c) Twitter (@purdueALERT)
   - (d) Alert Beacons
   - (e) Desktop Popup Alerts
   - (f) Digital signs that are connected to the PurdueALERT system
   - (g) NOAA Weather Radios
   - (h) Local weather and radio stations alerts
   - (i) Boiler Television (BTV) Emergency Alerting System
   - (j) Internal department alerting procedures

   (ii) If outside, immediately proceed to the nearest building and go to the lowest level. If a basement is not available, seek an interior hallway or small interior room on lowest level, away from windows and doorways.
   (iii) There is no "all clear" siren signal. The all clear will be announced over the local TV and radio stations or the expiration of the initial National Weather Service warning notification.

2) **ACTIVE THREAT, warning normally issued by the Purdue University Police Department.**
   (i) Campus community will normally be alerted by all layers of the PurdueALERT system.
   (ii) If the all-hazards outdoor warning sirens are activated and you *do not* know what the incident is, seek shelter and then find out more information through all possible means to include additional PurdueALERT communication layers.
   - (a) Once you find out the type and location of the incident respond accordingly.
   (iii) If the all-hazards sirens are activated and you *do* know that it is a shooting/active threat incident:
   - (a) Follow the instructions provided by emergency responders.
   - (b) Evacuate *(RUN)* if safe to do so, or if instructed to do so by emergency responders.

(c) If unable to evacuate or uncertain if it's safe to evacuate, protect yourself by immediately seeking a safe area *(HIDE)*.

(d) If possible, lock or barricade yourself and others inside a room.

(e) Do not leave the area until directed by fire/police department officials or other Public Safety individuals.

(f) As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active threat *(FIGHT)*.

3) **HAZARDOUS MATERIALS RELEASE, warning normally issued by the Purdue University Fire Department**

(i) Campus community will normally be alerted by the PurdueALERT system.

(ii) If the all-hazards outdoor warning sirens are activated and you *do not* know what the incident is, seek shelter and then find out more information through all possible means to include additional PurdueALERT communication layers.

    (a) Once you find out the type of incident respond accordingly.

(iii) If the all-hazards sirens are activated and you *do* know that it is a hazardous materials release:

    (a) Follow the instructions provided by emergency responders.

    (b) If directed to evacuate:

        (i) Move crosswind, not directly with or against the wind

    (c) If directed to shelter:

        (i) Close all windows and doors.

        (ii) If possible, seal all cracks around doors and vents.

        (iii) Do not leave the area until directed by fire/police department officials or other Public Safety individuals.

4) **WHEN DIRECTED BY PURDUE UNIVERSITY POLICE OR FIRE DEPARTMENT OFFICIALS**
FOR an emergency situation that Public Safety officials deem it necessary to shelter the Purdue campus

(i) Campus community will normally be alerted by the PurdueALERT system.

(ii) If the all-hazards outdoor warning sirens are activated immediately seek shelter and then find out more information through all possible means to include additional PurdueALERT communication layers.

(iii) Follow the instructions provided by emergency responders.

5.7   Building Damage Insurance Claim and Remediation Process

A) The following paragraphs provide a written emergency Remediation process for building or infrastructure damage from a range of perils, including wind, fire, electrical outage, etc. Prompt Remediation and repair will reduce further damage, reduce the cost to the university, and provide timely recovery so that the damaged area(s) can be available for utilization as soon as possible. This process provides for maximum and efficient use of University resources, and damage control to the extent possible.

B) Life safety is the number one priority for Public Safety staff members; facility preservation is the number two priority. Physical Facilities staff members have long provided emergency repair and Remediation services to the West Lafayette campus, with the fiscal support of the Office of Risk Management (ORM) for covered insurance losses. This process is designed to provide flexible guidance for response to and Remediation of small and medium building or infrastructure damage (under $250,000). Post emergency Remediation/repairs in excess of $250,000 will be overseen by the University's property insurance carrier, in collaboration with various Physical Facilities and Risk Management staff member.

C) Notification to appropriate individuals, including Physical Facilities and ORM staff of building or infrastructure damage will occur via the Emergency Services Dispatch Center (ESDC). The ESDC has notification lists for a variety of types of events, from weather related events to building damage.

D) Typically, notification begins with a phone call or text to ESDC (911 or 494-8221), or via fire/security alarms. Members of the ESDC will follow initial notification protocols as documented by their supervisors. As response begins by Purdue University Police and Fire, additional notification may be requested by the incident commander or PFPS administration, as per the Integrated Emergency Management Plan. Response begins immediately as follows:
1) Purdue Police and Purdue Fire deploy to the incident site to assess the information received via the initial phone call.
2) Based on the event, an incident command post will be established, and ESDC will be directed to notify affected parties.
3) In extreme circumstances, as identified in the PurdueALERT guidelines, mass notification to the Purdue Community may begin. If the circumstance is not one of immediate danger to the campus community, the Vice President Physical Facilities and Chief Public Safety Officer, or designee, determines the level of PurdueALERT as appropriate (see PurdueALERT guidelines in the Integrated Emergency Management Plan). Implementation is provided by ESDC and Marketing and Media staff members.
4) Appropriate members of Physical Facilities staff and/or the building deputy will be requested to respond to the event, coordinated through the Incident Command Post. ORM will provide assistance with claims during the next available workday.
    (i) For example:
        (a) Water leaks or intrusions: PUFD provides initial response and Remediation with Radiological Environmental Management (EHS) and Buildings and Grounds (B&G) staff assisting as soon as possible.
        (b) Building damage: PUFD provides initial response and Remediation, with EHS and B&G staff assisting as soon as possible.
        (c) Criminal activities resulting in building damage: PUFD will provide initial Remediation; PUPD will provide the criminal investigation. B&G staff will be contacted by the ESDC and assist as needed.

(d) Major loss of power (in excess of four hours): ESDC will provide initial notification. Based on expected length of power outage, Vice President Physical Facilities and Chief Public Safety Officer will direct appropriate staff to:

   (i) Notify affected building deputies

   (ii) Collaborate with on duty PFPS, B&G staff and building deputies to evaluate effects of outage on affected buildings (subzero freezers, chemical storage, animal health, etc.) and request appropriate action. For example, if elevator rescue is needed, PUFD will respond. If alarms are sounding, or showing "trouble" at the ESDC, Fire or EHS staff will respond as needed. Staff will be called in, if needed, according to pre-planned protocols.

E) The Construction Health and Safety Manager and the ORM Claim Manager maintain an agreement on local acceptable outside Remediation vendors and jointly make that decision as the need arises. In emergency situations, if the ORM Claim Manager is not available the Director of Domestic and Global Risk will respond. In the unlikely event ORM is unable to respond in general, the Vice President Physical Facilities and Chief Public Safety Officer, or designee, is permitted to utilize local vendors to begin Remediation work.

F) Steps to initiate Remediation after a smaller incident:

   1) The initial Physical Facilities work order is prepared by ORM to pay for the labor of emergency response workers. If there is any additional immediate Remediation, the Incident Commander or Vice President of Physical Facilities and Public Safety will contact the Director of Domestic and Global Risk prior to beginning Remediation.

   2) If additional Remediation will exceed the limits of a work order, the Manager of Loss Control will initiate a project estimate request through the SAP-PPM portal.

      (i) Since it's likely that the work will need to be completed, the Manager of Loss Control should choose box 2, which requests both an estimate and that a project manager be assigned.

   3) Manager of Loss Control will ensure that the RPS moves as swiftly as possible through the university process. This work is simply to return the space to the same state that it was prior to the loss.

G) Duties of the Manager of Loss Control:

   1) Initial incident response: Investigate property damage losses at all Purdue University locations, including regional campuses and farms, caused by fire, wind, lightning, water, vandalism, theft, vehicles, and other perils. Coordinate corrective measures to prevent further damage of property. Take photos of damage as needed.

   2) Claims preparation: Prepare a written claims report: see "Risk Management-Property Insurance Claim Form, RM 41 http://www.purdue.edu/business/risk_mgmt/pdf/rm41.pdf and notify the ORM Claim Manager of pending claim, by phone and email. Ensure that building deputy has been contacted and coordinate contact with departmental business office to alert them to pending repairs

(i) If damage is **not** covered by ORM funds, ORM will notify the departmental business office. The Manager of Loss Control will assist the building deputy in arranging for repairs via approved university processes.

(ii) If damage **is** covered by ORM: the Manager of Loss Control will coordinate repair work via appropriate university processes.

(iii) Once repairs/Remediation begins: coordinate follow-up inspections of all repair work. Verify charges against work orders to ensure all agreed upon work has been completed.

(iv) Coordinate losses, through the ORM Claim Manager, with appropriate Purdue staff, or outside agencies as appropriate.

(v) Notify departmental business office of information needed for equipment repair. If equipment is damaged beyond repair, notify department business offices of procedures for replacement.

(vi) When claim is as a result of a contractor's project, based on the recommendation of the Manager of Loss Control, the Project Manager will facilitate the Builder's Risk insurance claim process. Through the Physical Facilities Fiscal Affairs Office, investigate property damage losses, initiate/authorize repairs, and process all claims for builder's risk coverage.

(vii) In the event of a catastrophic loss (one which has potential to exceed $250,000), work with ORM Claim Manager in meeting the needs and requests of the University's property insurance underwriter.

(viii) Facilitate departmental loss reimbursement requests to the ORM Claim Manger. Requests should include agreed upon backup documentation (typically, paid invoices), and account information to process any settlement payment.

5.8 Campus Wide Video Camera Surveillance Program

A) Purdue Police Department has incorporated a video surveillance system into their overall campus safety program. There are over 200 cameras, strategically located, in key outdoor campus areas. The cameras are designed to provide real-time information or can be used to retrieve information from a specific period. Other departments, such as University Residences, Purdue-IT and others maintain separate video surveillance systems maintained at the department level.

Section 6: Communication

6.1   PurdueALERT

A)   PurdueALERT is the University's emergency notification and timely warning system. Purdue is a large and complex institution, and people move about our campus freely. Despite advances in communication, there is no way to reach everyone instantly with a single message or technology. The objective is to balance the need to provide warnings as quickly as possible with the need to ensure accuracy and provide helpful safety instructions to our campus community. In order to accomplish this, PurdueALERT has been designed as a multi-layered approach that will help spread the word quickly and accurately.

B)   Multiple communication systems and processes make up PurdueALERT. Activation of all or part of the overall warning notification system will be determined by the Incident Commander and Public Safety leadership, as time permits. For most emergency incidents, the IC will relay information to their respective PUPD/PUFD leadership who together with the Office of Emergency Preparedness Director, will determine PurdueALERT activation. They will direct Purdue Dispatch Center and MarCom personnel to activate the applicable PurdueALERT layers based on the specific incident.

C)   The PurdueALERT Emergency Warning Notification Plan (attachment 1) provides detailed information on activation protocols and concept of operations.

6.2   Call Center Operations

A)   If an emergency event is likely to generate a high number of calls/inquiries to campus, MarCom staff maintain the standard operating procedures and checklist to activate a Call Center, currently a contract with FEI. The MarCom Crisis Communication Plan is an Attachment to this plan.

6.3   Marketing and Media Crisis Communication

A)   When an emergency occurs at the University, MarCom personnel provide communication support through their Crisis Communication Teams. MarCom personnel serve as the University Spokesperson, Crisis Communications Coordinators, News Teams, Video/Photo Teams, Call Center Leaders, Internal Communications, Constituent Relations, and Emergency Support Functions Teams.

B)   During PurdueALERT activation, MarCom personnel work directly with the Purdue Police Department personnel to ensure timely warning notifications are made to the Purdue community.

6.4 FirstNet Public Safety Network, Phones & Data

A) PFPS, PUFD, and PUPD Administrators and staff are eligible to sign up for the FirstNet Public Safety Network to provide priority service in communications and data transfer.

6.5 Government Emergency Telecommunications Service (GETS)

A) The Government Emergency Telecommunications Service (GETS) provides National Security/Emergency Preparedness (NS/EP) personnel a high probability of completion for their phone calls when normal calling methods are unsuccessful. It is designed for periods of severe network congestion or disruption and works through a series of enhancements to the Public Switched Telephone Network (PSTN). GETS is in a constant state of readiness. Users receive a GETS "calling card" to access the service. This card provides access phone numbers, Personal Identification Number (PIN), and simple dialing instructions.

B) The Office of Emergency Preparedness Director serves as the official point of contact for the Purdue University GETS account.

C) GETS will only be used when University First Responders are unable to complete emergency calls through normal or alternate telecommunications means using the public telephone network.

D) A binder with a GETS Card is located in the primary and alternate Emergency Operations Centers.

Section 7: Training

7.1   Emergency Preparedness Awareness Training

A)   All University departments should ensure their employees are trained on the IEMP.
This awareness training can be accomplished in training sessions, staff meetings,
online training, or through any other program deemed appropriate by the department
head. The Emergency Preparedness Office will assist as needed.

B)   [Online Presentation via WebCert/Brightspace](#): Login to WebCert with a career account to
access the main catalog, click on the "Other/Miscellaneous" category to find All-Hazards
Awareness Training Presentation.

7.2   Exercises

A)   Exercises and drills are a vital part of Purdue's IEMP. The Office of Emergency
Preparedness will normally conduct various tests, drills and exercises, as resources
permit. Exercise development support will also be offered to departments and senior
leadership, as requested. Local response agencies will be included in the exercises as
available/appropriate.

B)   The Office of Emergency Preparedness will also participate in local jurisdiction and
departmental exercises, as time allows. Participation is critical to build strong
partnerships throughout the Purdue community, county, and state.

C)   Building deputies (for major buildings) should also exercise their Building Emergency
Plan once per year (see the BEP online template for more information).

7.3   After Action Review (AAR) Process Post-Incident or Event

A)   The Office of Emergency Preparedness will normally conduct an AAR each time
PurdueALERT is activated and after major incidents, events or exercises. The AAR may
be conducted by email or by a scheduled meeting based on the incident or event's
significance.

B)   If an AAR meeting is required, it will include all appropriate participants and focus on
any lessons learned and will be followed up by a written report.

C)   Lessons Learned from all AARs will be incorporated into an Improvement Plan to
track improvements to operations and response. The plan is maintained in the
Office Emergency Preparedness Office. The plan will be periodically reviewed by
PUPD Chief, PUFD Chief, Office of Emergency Preparedness Director, and other
departments as deemed appropriate.

7.4   National Incident Management System (NIMS) Compliance Training

A)   Introduction
1)   NIMS is the first-ever standardized approach to incident management and response. It establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. NIMS also integrates effective practices in emergency response into a comprehensive national framework for incident management. Additionally, it enables responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and disasters. Federal and state agencies are required to use the NIMS framework in domestic incident management and in support of state and local incident response and recovery activities.

2)   Purdue University campus is a vibrant community with over 55,000 people working and learning in over 350 buildings located on approximately 2500 acres. The University provides police, fire, emergency medical services and hazardous material response to the University and local communities (through mutual aid agreements.) Purdue University embraces NIMS and supports an active training program for employees that require such training. It is critical that University first responders and select University employees comply with NIMS training.

B)   Background
1)   On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD)-5, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). According to HSPD-5:
(i)   *"This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources."*

2)   HSPD-5 requires all Federal departments and agencies to adopt the NIMS within their departments and agencies. Additionally, all Federal departments and agencies must use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities to include actions taken in support of the state and local entities. Although Higher Education Institutions (HEIs) are not specifically addressed in

HSPD-5, Purdue University requires its public safety responders to meet the NIMS training standards.

C) College and University Requirements

1) The Department of Education recommends all key personnel involved in school emergency management and incident response take the NIMS/ICS training courses and support the implementation of NIMS. However, the guidance also recognizes that due to the uniqueness of HEIs, identification of *key personnel* will vary among institutions. The guidance allows HEI emergency management teams to use their discretion in identifying *key personnel*. See the Department of Education's Readiness and Emergency Management for Schools Technical Assistance website at https://EHSs.ed.gov/IHENIMSImplementation.aspx for more NIMS training recommendations.

2) The Department of Education's guidance requires key personnel to complete up to six courses in order for an individual or organization to be considered NIMS compliant. They are:

  (i) **IS-100:** *Introduction to the Incident Command System (ICS)*
  (ii) **IS-200:** *ICS for Single Resources and Initial Action Incidents*
  (iii) **ICS-300:** Intermediate ICS for Expanding Incidents
  (iv) **ICS-400:** Advanced Incident Command
  (v) **IS-700:** *NIMS, An Introduction*
  (vi) **IS-800.B:** *National Response Framework, An Introduction*

3) The Department of Education recommends HEIs identify key personnel based on their roles and responsibilities in the overall emergency management program as well as the specific responsibilities related to emergency preparedness, incident management, or response. These personnel will belong to one of three groups: 1.) General Personnel; 2.) Command Staff; and 3.) Incident Managers. Key personnel are defined as:

  (i) **General Personnel:** are those with any role in emergency preparedness, incident management, or response.
  (ii) **Command Staff:** are personnel assigned to lead any key campus emergency management effort; they have a specific role within the ICS.
  (iii) **Incident Managers:** Personnel with a leadership role in command (e.g., district, school or HEI Incident Commander, School Police Chief). These individuals are typically obligated to command and manage incidents that occur on the school or HEI campus in the absence of traditional incident response personnel (local Fire Chief, local Police Chief). These personnel also include those school officials, including school police, who would likely be integrated into a more advanced ICS role (e.g., unified command) should it become necessary.

4) Each key personnel category requires different NIMS courses to be completed as follows:.

  (i) **Required Training:** *General Personnel (Level 1)*

(a)   Personnel with <u>any</u> role in emergency preparedness, incident management, or response should complete the following TWO courses:

  (i)   IS-/ICS-700 *NIMS: An Introduction*

  (ii)   IS-/ICS-100 c. *An Introduction to ICS*

(ii)   **Required Training: *Command Staff (Level 2)***

(a)   Command Staff are personnel assigned to lead any campus emergency management effort; they have a specified role within the ICS:

  (i)   IS-/ICS-700 *NIMS, An Introduction*

  (ii)   IS-/ICS-100 c. *An Introduction to ICS*

  (iii)   IS-/ICS-200 *ICS for Single Resources and Initial Action Incidents*

  (iv)   IS-/ICS-800.B *National Response Framework, An Introduction*

(iii)   **Required Training: *Incident Managers (Level 3)***

(a)   Personnel with a leadership role in command. These individuals are typically obligated to command and manage incidents that occur on campus. These personnel also include those school officials, including school police, who would likely be integrated into a more advanced ICS role (e.g., unified command) should it become necessary:

  (i)   IS-/ICS-700 *NIMS, An Introduction*

  (ii)   IS-/ICS-100 c. *An Introduction to ICS*

  (iii)   IS-/ICS-200 *ICS for Single Resources and Initial Action Incidents*

  (iv)   IS-/ICS-800.B *National Response Framework, An Introduction* **and**

  (v)   ICS-300 *Intermediate ICS for Expanding Incidents*

  (vi)   ICS-400 *Advanced Incident Command*[1]

Course #	Title	Hours	Online?	Level 1	Level 2	Level 3
1. IS-700	Intro to NIMS	2.0	Yes	X	X	X
2. IS-100c.	An Introduction to ICS	3.0	Yes	X	X	X
3. IS-200	ICS for Single Resources & Initial Actions	3.0	Yes		X	X
4. IS-800	Intro to National Response Framework	2.0	Yes		X	X
5. ICS-300	Intermediate ICS	24.0	No			X
6. ICS-400	Advanced ICS	16.0	No			X

5)   Since Purdue University has a fully functional fire department (firefighting, emergency medical response, and hazardous materials response) and a fully sworn police department, the NIMS training requirements may exceed what is expected at other HEIs. Purdue University's NIMS training program complies with the federal/state requirements and the Department of Education's expectations for HEIs.

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[1] ICS-300 and ICS-400 are not available online and must be taken in-classroom through State, Tribal, and local emergency management training programs.ICS-400 is recommended for those personnel who are likely to command and/or manage incidents and potentially be integrated into

a more advanced ICS role (i.e., unified command).

6) Based on the state and Department of Education guidance, Purdue University Office of Emergency Preparedness recommends NIMS training for the identified personnel as specified in the following table.

Department/Division	Personnel to be Trained	Minimum Training Level
Office of Emergency Preparedness	• Director • Program Manager	• Level 3 • Level 3
Environmental Health & Safety (EHS)	• Senior Director	• Level 2
Emergency Services Dispatch Center	• Supervisor • Telecommunications Operators	• Level 2 • Level 2
Police Department	• Chief, Deputy Chief, & Captains • Lieutenants & Sergeants • Patrol Officers and Detectives • Purdue Student Security Patrol	• Level 3 • Level 2 • Level 2 • Level 2 •
Fire Department	• Chief & Assistant Chiefs • Battalion Chiefs & Captains • Firefighter/EMTs • Purdue Fire Student EMTs	• Level 3 • Level 3 • Level 2 • Level 2
Crisis Management Team (CMT)	• Lead • Members	• Level 1 • Level 1
Emergency Operations Team (EOT)	• Lead • Members	• Level 3 • Level 1
Crisis Communications Team (CCT)	• Lead • Members	• Level 1 • Level 1

Section 8: Purdue University Emergency Management Plans

8.1   Overview of Purdue Emergency Plans:

Emergency preparedness is everyone's individual responsibility. Response to any emergency requires comprehensive planning involving all levels of campus personnel. The Purdue University Integrated Emergency Management Plan (IEMP) contains policies, guidelines, and procedures to follow before, during and after an emergency. The IEMP integrates emergency preparedness activities into one document. It is the focal point for University planning and preparedness procedures.

8.2   Attachments to the IEMP are listed below:

> PurdueALERT Emergency Warning Notification Plan
> Adverse Weather Plan
> Shelter Plan
> Crisis Communications Plan
> Hazardous Waste Management Facility (HWMF) Contingency Plan (Not posted—maintained by Radiological and Environmental Management department)

Section 9: Plan Maintenance & Location

9.1   Plan Maintenance & Revisions:

A)   The Purdue University Integrated Emergency Management Plan is available on paper in the Emergency Preparedness office, and online at http://www.purdue.edu/PFPS/emergency_preparedness/iemp.html. It is re-examined and amended as needed or annually by the Emergency Preparedness Office. At a minimum, the plan will be coordinated with Public Safety personnel. Coordination by other departments will be requested, as needed.

1)   The plan also goes through continuous changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in this plan. The plan will be updated based on these inputs.

B)   The EOT/IEMP Advisory Committee (the University's Emergency Preparedness Advisory Committee) will be briefed on any changes to the IEMP as well as "what's new" in the preparedness arena during EOT/IEMP Advisory Board meetings.

1)   The Committee provides general oversight for the entire planning process and meets to address emergency preparedness, response, and recovery issues.

9.2   Plan Distribution List

A)   The IEMP and attachments are developed and maintained by the Office of Emergency Preparedness. Primary distribution list:

1)   Purdue University Office of Emergency Preparedness…TERY (Director)
2)   Tippecanoe County Emergency Management Agency TEMA (Director)
3)   Purdue Public Safety Dispatch Center…TERY (Supervisor)
4)   Purdue University Police Department…TERY (PUPD Chief)
5)   West Lafayette Police Department…WLPD (Chief)
6)   Purdue University Fire Department…DMNT (PUFD Chief)
7)   West Lafayette Fire Department…WLFD (Chief)
8)   Environmental Health & Safety…HAMP (Senior Director/Assistant EOC Director)
9)   Crisis Management Team Leader
10)   Crisis Communications Team Leader

Section 10: POLICIES

10.1 The University Policy Office's website is the definitive source for the most current Purdue University system-wide policies. Click the following link for the current policies…<u>http://www.purdue.edu/policies/index.html</u>. Key policies are:

- A) <u>Adverse Weather Conditions (IV.A.6)</u>
- B) <u>Campus Security and Crime Statistics (IV.A.2)</u>
- C) <u>Physical Facilities and Safety Compliance (IV.A.4)</u>
- D) <u>Violent Behavior (IV.A.3)</u>
- E) <u>Use and Assignment of University Facilities, Regulations Governing (IV.B.1)</u>

10.2 *Severe Weather-Tornadoes & Thunderstorms Procedures Letter*, (located on the EP website).
- A) Authored by Vice President and Chief Public Safety Officer with campuswide distribution

10.3 *Severe Weather-Adverse Winter Weather Procedures and Announcements Letter*, located on the EP website).
- A) Authored by Vice President and Chief Public Safety Officer with campuswide distribution

10.4 Tippecanoe County Emergency Travel Advisory Ordinance
<u>https://www.tippecanoe.in.gov/454/Emergency-Management-Agency-TEMA</u>

10.5 Annual Security and Fire Safety Report Publication…<u>Annual Security Report</u>.Located on the Purdue Police Department website