



Emergency Preparedness and Planning

Strategic Goals and Accomplishments

January 1, 2019



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1.1 BACKGROUND

- A) The West Lafayette campus of 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 43,000 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 fully sworn 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) 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 Federal Bureau of Investigation and 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, emergency incidents throughout the nation continue to demonstrate that emergency preparedness is a dynamic issue. The Environmental Health and Public Safety team has developed an integrated 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) Specific emergency response plans have been developed and implemented for the University by the public safety team. 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 the 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 plans and 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 program to strive for "World Class" status.
 - 3) **How do we get there?** Our partnerships, and review of emergencies across the nation help us 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 the Purdue University strategic plan and the Environmental Health and Public Safety'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 will 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 is 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 will 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 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 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.*)
- 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.
 - (ii) Review the prevention/mitigation strategies, as needed.
 - (iii) Track current hazards and ensure the plan addresses emerging hazards.
 - 2) Maintain National Weather Service Storm Ready designation.
 - 3) Strengthen the faculty, staff, and students emergency preparedness through the hazard 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 buildings with multiple departments to collaborate to develop one BEP per building that incorporates all departments' needs.
 - 5) Review all emergency preparedness office brochures, pamphlets, and handouts and websites to ensure they are correct and still effective.
- B) OBJECTIVES for PRIMARY GOAL B (*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 federal requirements.

- C) OBJECTIVES for PRIMARY GOAL C (*Build and expand emergency preparedness relationships with University departments and external 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) Maintain or increase office partnerships (See figure 1.)
 - 3) Enhance communication as requested during major events or incidents.

Emergency Preparedness Office Partnerships		
	PARTNERSHIP	PURPOSE
PURDUE UNIVERSITY	Campus Safety & Emerg. Preparedness Committee	Key staff members from departments throughout the university to provide guidance and direction on emergency plan development.
	Risk Assessment Committee	Staff members that discuss, evaluate, and make a recommendation to the Provost on student travel to foreign countries.
	Env. Health & Public Safety Dept. Safety Committee	Monitors and works safety issues in the EHPS department
	Physical Facilities Safety Committee	Monitors and works safety issues in Physical Facilities department.
	Purdue Fire Department	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.
	Purdue Police Department	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.
	Radiological Environmental Management Department	Responsible for the University's Integrated Safety Plan. Provides a mechanism for safety committees, self-audits, and departmental indemnification.
	Purdue Homeland Security Institute	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.
	Office of Institutional Equity	Active partnership for the development of a functional Persons with Disabilities Plan
	ADAPT Committee	Active partnership for the development of a functional Persons with Disabilities Plan
	Purdue University Student Health Center (PUSH)	Active partnership for the development of a functional Public Health Emergency Response Plan.
COUNTY & REGION	Tippecanoe County Local Emerg. Planning Committee	Establishes short- and long-range plans regarding the county's HazMat emergency response and preparedness program
	Tippecanoe County Health Department-Emergency Preparedness Division	Active partnership with personnel for the dissemination of CDC information and POD planning
	Tippecanoe County Emerg. Management Agency	Responds to emergencies in a direct or supporting role to the citizens of Tippecanoe County.
	Tippecanoe County Emerg. Management Agency Advisory Board	Director serves on the board as an interface between Purdue University and the community.
	West Central Indiana Community Organizations Active in Disasters	Director serves on the committee; an interface between Purdue University and the community.
	District 4 Planning Committee	Director serves on committee which plans and executes District-wide (10 counties) exercises.
STATE OF INDIANA	Indiana Fusion Center	Provides critical information to the campus.
	Indiana Department of Homeland Security	Supports state exercises and training programs; participates in state WebEOC system.
	Indiana Department of Health	CHIRP- Children and Hoosiers Immunization Registry Program Participant
NATIONAL	Big Ten & Friends Emerg. Management Group	Organized by Purdue University to annually conduct a meeting to discuss emergency management topics and share good ideas.
	George Washington Univ. Emerg. Management Seminar	A group of emergency management professionals meet (by invitation only) once a year in Washington DC to discuss emergency preparedness concepts and best practices.
	Disaster Resistant Universities List Serve	Emergency management professionals share information that help partners prepare for major events and incidents.
	International Association of Emergency Managers, Universities and Colleges Committee (UCC)	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

Figure 1

D) OBJECTIVES for PRIMARY GOAL D (*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 bimonthly.
- 6) Maintain a PUPD/PUFD NIMS Training Verification Binder.

E) OBJECTIVES for PRIMARY GOAL E (*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 Presentation.
- 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 lists 2018 objectives and the corresponding accomplishments. The 2019 Emergency Preparedness and Planning Strategic Plan has taken the lessons learned from 2018 plan and incorporated into the 2019 objectives with the ultimate goal of making emergency preparedness at Purdue University more effective.

2018 Primary Goals	2018 Office Accomplishments
<p>A. 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.</p>	<ul style="list-style-type: none"> • Updated the Purdue Integrated Emergency Management Plan...new effective date is January 25, 2019. The following attachments were reviewed/updated or added: <ul style="list-style-type: none"> ○ Attach 1--Emergency Support Functions (updated) ○ Attach 2 - Campus EP and Planning Strategic Plan (updated) ○ Attach 3 – Emergency Procedures Guide (updated) ○ Attach 4 – Building Emergency Plan (BEP) Template (updated—on line document) ○ Attach 5 – Emergency Operations Center (EOC) Handbook (updated) ○ Attach 6 – Purdue ALERT Emergency Warning Notification Plan (updated) ○ Attach 7 – At Risk Populations Plan (updated) ○ Attach 8 – Mental Health Resources Plan (updated) ○ Attach 9 – Public Health Emergency Response Plan (updated) ○ Attach 10 – Executive Leadership Policy Group Guide (updated) ○ Attach 11 – Suspicious Package/Bomb Threat Incident Plan (updated)

	<ul style="list-style-type: none"> ○ Attach 12 – Adverse Weather Plan (updated) ○ Attach 13– Shelter Plan (updated) ○ Attach 14 – Crisis Communications Plan (updated) ○ Attach 15 – Family Assistance Center Plan (updated) ○ Integrated the Wade Power Plant Emergency Plan (copy on file) ○ Purdue Water Utility Emergency Response Plan (copy on file) ○ Airport Emergency Plan (copy on file) ○ Animal Care Plan (copy on file) ● Presentation and online template. ● Updated the Emergency Preparedness web site. ● Maintained National Weather Service Storm Ready Certification. ● Revised the Voluntary Registry for Persons Requesting Additional Assistance. ● Continued to emphasize BEP development for all facilities. <ul style="list-style-type: none"> ○ All major buildings have a BEP ○ Maintained a BEP Tracking Program through the use of the Cascade Server Content Management System. ● Revising Special Events Emergency Planning Checklist. <ul style="list-style-type: none"> ○ Checklist posted online and sent to Student Activities Office for student reference.
<p>B. To constantly stay informed of federal, state, and local regulations/changes that affect emergency preparedness planning.</p>	<ul style="list-style-type: none"> ● Attended Big Ten and Friends Group hosted by the University of Maryland, representing Purdue. ● Reviewed the new Higher Education Opportunity Act requirements ensuring EP requirements were incorporated into SOPs; documented in the EHPS Annual Security Report. ● Attended Monthly Webinars conducted by Seminar on Interdisciplinary Research and Education in Nuclear Emergency Response (SIREN) to aid in emergency planning and exercise development.
<p>C. To develop/expand emergency preparedness relationships with University departments and, local, state, and federal agencies.</p>	<ul style="list-style-type: none"> ● Briefed EP to multiple departments/offices. ● Discussed Building Emergency Plan concept with numerous Building Deputies. ● Assistant Director serves as the Deputy Planning Section Chief for the IDHS District-4 Response Task Force, Incident Management Assistance Team. (IMAT)

	<ul style="list-style-type: none"> • Member of the following teams: <ul style="list-style-type: none"> ○ Tippecanoe County Local Emergency Planning Committee (LEPC). ○ Ad- Hoc member to the Indiana District 4 Disaster Planning Council. ○ Tippecanoe County Emergency Management Advisory Board. <ul style="list-style-type: none"> ▪ Director serves as Vice Chair. ○ University Campus Safety and Emergency Preparedness Committee. ○ Purdue Student Government Safety Task Force Group. ○ EHPS and PF Safety Committee. ○ Student Activities Office Risk Review. ○ International Students and Scholars Risk Assessment Committee. ○ Adapt Committee. ○ West Central Indiana Community Organizations Active In Disaster (WCI-COAD). • Assisted Student Activities Office personnel in updating & presenting the STAR program for parents of incoming freshmen. • Participated as a Co-Instructor for two Incident Command System Classes to ensure EHPS is NIMS compliant. • Worked with Tippecanoe County Health Department on developing their ESF-8 annex. <ul style="list-style-type: none"> ○ Provide conduit to Purdue and county's impact on our plans. ○ Assisted with annual Point of Dispensing (POD) Functional Exercise on campus. • Office personnel worked with the Office of Institutional Equity/other offices on EP issues for persons requesting additional assistance. • Assistant Director maintained a WebEOC Purdue Administrative point of contact that interfaces on all WebEOC issues with the State WebEOC Manager. • Updated the Contractor Quick Reference Guide, assisting with emergency warning notification for contractors. • Developed Non-Purdue Owned Facilities Quick Reference Guide
<p>D. To promote campus understanding of the National Incident Management System and the use of Incident Command.</p>	<ul style="list-style-type: none"> • Continued to maintain the NIMS PUPD/PUFD Training Verification Binder. • Conducted Bi-Monthly Case Study meetings with Public Safety reps, Building & Grounds

	<p>Senior Director and Marketing & Media personnel.</p> <ul style="list-style-type: none"> ○ Incorporated lessons learned into IEMP. <ul style="list-style-type: none"> ● Developed 35 Event Action Plans for major University events.
<p>E. To enhance disaster preparedness capabilities through preparing, training, and exercising.</p>	<ul style="list-style-type: none"> ● Presented the All Hazards Awareness Training presentation to 3,444 students faculty and staff members in a seminar setting. ● Reviewed & updated the All Hazards Awareness Training and Violent Behavior Awareness presentations for Webcert and Blackboard. ● Discussed Building Emergency Plan concept with numerous Building Deputies. ● Briefed/provided information to BGR, STAR program, and Purdue Residence Halls/Conferences personnel. ● Verified both EOCs are fully functional. ● Organized three tornado/emergency preparedness sessions. ● Organized the ninth 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: <ul style="list-style-type: none"> ○ Authored, coordinated and distributed 75 AAR reports that included lessons learned and areas for improvement. ○ AAR “areas for improvement” monitored in the Purdue ALERT Improvement Plan. ● Developed 35 Event Action Plans, assisting event organizers in safety and preparedness areas. ● Planned and facilitated 18 exercises (tabletop, functional, or full scale). ● Reviewed and updated the EP website. ● Reviewed the EP Brochure. ● Developed and presented comprehensive University Violent Behavior Awareness Training that can lead to individuals meeting University certification requirements. <ul style="list-style-type: none"> ○ Presented monthly B&G new employees sessions. ● Assistant Director maintained Certified

	<p>Emergency Manger (CEM) certification from the International Association of Emergency Mangers organization.</p> <ul style="list-style-type: none">• Revised and published the Emergency Procedures Guide...offered to all new employees.• Maintained two satellite phones.• Sent a weekly Major Events List with weather forecasts to key individuals emphasizing all hazard preparedness.• Reviewed and updated all Purdue ALERT warning notification layers.• Reviewed Alert Beacon instructions for classrooms.• Reviewed the PowerPoint training presentation for Alert Beacons and Desktop Popup Alert...posted to EP website.• Reviewed "Get Ready; Get Set; Go" handout.
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C) The following table lists 2019 primary goals and the EP office's goals:

2019 Primary Goals	Office Goals
<p>A. 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.</p>	<ul style="list-style-type: none"> • 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. • Continue improving the on-line BEP portal for BDs to input their individual BEPs. • Review the Animal Care Emergency Plan; assist the Animal Care Committee in emergency planning. • Conduct a new risk and hazards assessment using FEMA's Threat and Hazard Identification and Risk Assessment (THIRA) model.
<p>B. To constantly stay informed of federal, state, and local regulations/changes that affect emergency preparedness planning.</p>	<ul style="list-style-type: none"> • 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, as funding allows. • Attend the National Seminar and Tabletop Exercise Event, as funding allows. • Continue to review the Higher Education Opportunity Act requirements to ensure University meets EP requirements. <ul style="list-style-type: none"> ○ Incorporate into SOPs; document in the Annual Security Report as appropriate.
<p>C. To develop/expand emergency preparedness relationships with University departments and, local, state, and federal agencies.</p>	<ul style="list-style-type: none"> • 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 and Weather Ambassador certification. • Maintain memberships/involvement in teams.
<p>D. To promote campus understanding</p>	<ul style="list-style-type: none"> • Conduct NIMS/ICS training, as requested.

<p>of the National Incident Management System and the use of Incident Command.</p>	<ul style="list-style-type: none"> ○ Conduct ICS 300 & 400 classes as time permits and as requested. ● 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.
<p>E .To enhance disaster preparedness capabilities through preparing, training, and exercising.</p>	<ul style="list-style-type: none"> ● Maintain Point of Contact for the DHS GETS/WEP program. ● 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. ● Facilitate the revision process for the 2018 Purdue Airport Emergency Plan. ● Implement a campus-wide earthquake drill during the national Great Shakeout exercise. ● 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.

	<ul style="list-style-type: none">• Continue to send a weekly Major Events List out to key individuals emphasizing all hazard preparedness.
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1.8 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.