



# **Emergency Operations Plan**

*Revised August 2013*

# Table of Contents

I. Policy .....	3
II. Purpose .....	3
III. Basic Assumptions .....	4
IV. Scope .....	4
V. Authority and Implementation.....	5
VI. Administrative Team.....	5
VII. Administrative Team Duties .....	6
VIII. Emergency Operation Team .....	6
IX. Emergency Operation Team Duties .....	6
X. Area Responsibilities.....	7
XI. Readiness .....	8
XII. Notification Lists .....	9
XIII. Assembly Areas .....	10
XIV. Identification.....	10
XV. Communication .....	11
XVI. Logistical Responsibilities .....	11
XVII. NCTA General Population Emergency Plan .....	11
XVIII. Designated Shelter Locations .....	25
XIX. Designated Building Supervisors.....	28
XX. Emergency Supplies .....	29
XXI. Emergency Response Plan Distribution .....	29
XXII. Emergency Response Training.....	29
XXIV. Emergency Notification Tree.....	31
XXV. Campus Fire Alarm Report .....	32
XXV. Campus Incident Report .....	33

## **I. Policy**

The Nebraska College of Technical Agriculture is committed to supporting the welfare of its students, faculty, staff and community. This plan is designed to provide guidance applicable to all emergencies, but not all emergencies require implementation of all aspects of the plan. Minor emergencies may not require any implementation of this plan if they can be satisfactorily resolved utilizing normal operational procedures.

This plan identifies functional responsibilities for various organizations and offices within the Campus. It is anticipated that implementation of this plan will reduce the risk to the Campus through prevention and mitigation, preparedness, rapid response and coordinated recovery operations.

The plan provides for aiding the local community when appropriate, though the prime responsibilities of the plan are to the Campus for which it is designed. The intent is for the plan to be viewed as a tool to accomplish the above stated purpose with a minimum of confusion and wasted efforts.

These plans are also in place to protect the Frontier County Extension Office located in Ag Hall. The Frontier County Extension employees and guests will be expected to follow this plan and the directions as provided in the case of emergencies.

## **II. Purpose**

Using all available resources in the most effective manner, the Emergency Operation Plan (EOP) predetermines to the extent possible, actions to be taken by the Campus to achieve the following:

- A. Prevent and minimize injuries
- B. Prevent and minimize property damage
- C. Effective response to natural disasters and other emergencies
- D. Supply the public with regular and accurate communication and information
- E. Provide education to the Campus community on natural disasters and other emergencies
- F. Provide for rapid recovery from an emergency
- G. Coordinate emergency plans with Campus divisions and external agencies
- H. Provide for psychological services to meet trauma needs after the emergency
- I. Meet regulatory obligations

### **III. Basic Assumptions**

Three potential levels of emergencies are considered:

- A. Level One / Low Risk- Routine incident requiring emergency response from existing available resources. No response required of the Emergency Operation Team (EOT).
- B. Level Two / Medium Risk- Incidents or threats having the potential of disrupting campus operations and/or services and having the potential of creating negative public reaction. Any member of the EOT may begin the process of activating a portion or all of the EOT
- C. Level Three / High Risk- Serious incident or imminent threat disrupting Campus operations, or causing unusually intense public reaction to potential health and safety incidents, or requiring activation of the plan and/or the Frontier County Emergency Operation Plan. Any member of the EOT may begin the process of activating the team.

### **IV. Scope**

The EOP will be put into effect whenever an emergency disrupts campus business, threatens the lives of campus students, faculty, staff and/or visitors, or creates major damage within the campus. This plan focuses on:

- A. Medical Emergencies
- B. Natural Disaster (flood, tornado, severe weather)
- C. Man-Made Threats/Emergencies (fire, bio-terrorism, bomb threat)
- D. Hazardous Material Emergencies (chemical spills)

During such emergencies, all NCTA resources will be made available to the Emergency Operations Team.

## **V. Authority and Implementation**

- A. The authority to declare a Campus emergency lies with the Dean or his/her designees.
- B. Members of the Administrative Team will contact the Dean anytime they gain information indicating the EOP needs to be initiated. Members of the Emergency Operation Team (EOT) will contact the Dean anytime they gain information indicating the EOP needs to be initiated.
- C. Any member of the EOT can activate a portion or all of the EOP upon gaining information of an event that may cause a significant impact on the campus.
- D. Once the Dean has initiated the EOP, the Administrative Team will contact the Residence Life Manager to activate the EOT if not already activated. If the Residence Life Manager is unavailable, they will contact another executive team member. As these decisions are being made, the individuals at the scene of the situation will be taking the proper steps to help prevent and minimize injuries to individuals and damages to property. These actions will follow each division's emergency action plans that are in conjunction with this plan.
- E. The members of the EOT will have the authority to enlist the help of representatives from other units, as necessary, to participate in response to any emergency.
- F. The Incident Commander and/or the Emergency Coordinator will deactivate the Emergency Operation Plan / Team when they are no longer needed.

## **VI. Administrative Team**

The Administrative Team will consist of:

- A. Dean
- B. Associate Dean
- C. Business Manager
- D. Residence Life Manager
- E. The Dean will be the individual responsible for all final decisions. In the absence of the Dean, the established line of succession is:
  - 1. Associate Dean
  - 2. Business Manager
  - 3. Residence Life Manager

## **VII. Administrative Team Duties**

The duties consist of:

- A. Declaration of a Campus emergency, if necessary
- B. Issue official statements and directions as deemed necessary
- C. Necessary decision making to resolve differences, such as prioritizing actions to be taken, and allocating essential resources
- D. Making official requests for assistance from other governmental subdivisions (City, County, and State) as required
- E. Act as liaison with University Central Administration to inform them of a campus emergency and update as needed.

## **VIII. Emergency Operation Team**

The Emergency Operation Team will normally consist of the following persons or their designee. It is recommended that each of these team members have a backup designee. In the event he/she is not available a designee will be contacted to serve in his/her place.

- A. Residence Life Manager
- B. Accounting Associate
- C. Frontier County Sherriff
- D. Facilities Supervisor
- E. Custodial/Security Supervisor
- F. Academic Affairs Representative
- G. Student Services Representative
- H. Student Representative

## **IX. Emergency Operation Team Duties**

- A. The Emergency Operation Team, under the direction of the Administrative Committee will be responsible for the following:
- B. Coordinate the response actions for the Campus to avoid duplication of effort between divisions
- C. When required, open the campus switchboard
- D. Provide the Administrative Team with the necessary information to make decisions concerning campus safety and the need for outside support.
- E. Coordinate and implement the effective utilization of resources from outside agencies
- F. Coordinate and implement damage assessment

## **X. Area Responsibilities**

Responsibilities of specific areas will include, but are not limited to, the following:

- A. Residence Life Manager
  - 1. Convene Emergency Operation Team
  - 2. Coordinate the services of the EOT
  - 3. Coordinate the communication between the EOT and the Administrative Team
  - 4. Hold periodical emergency operation team briefings as the disaster situation requires, but not less than once per day
  - 5. Coordinate and communicate with the Incident Commander
  - 6. Coordinate activities concerning student housing
  - 7. Coordinate meal service provision with NCTA Dining Services
  - 8. Communicate necessary information to the student population
  - 9. Coordinate emergency housing as necessary
  - 10. Use available personnel to assist in clean-up and repair operations in student housing areas.
  
- B. Accounting Associate
  - 1. When required, initiate a record-keeping system for all expenditures associated with emergency operations
  - 2. When required, coordinate with Accounts Payable on procedures for handling emergency expenditures
  - 3. When required, assess the extent of damage and danger caused by the disaster and coordinate with insurers
  - 4. When required, along with Facilities and Police & Parking Services, assess the extent of damage to a structure to determine if it is safe to return to full or limited function
  - 5. When required, monitor damage reports to make claims on insurance coverage on behalf of the Campus.
  
- C. Frontier County Sheriff
  - 1. Respond to the scene and notify appropriate authorities
  - 2. Coordinate with other law enforcement and response agencies
  - 3. Protect people, property, and resources
  - 4. Maintain order
  - 5. Control and limit access to the scene of a disaster or incident
  - 6. When required, coordinate with local HAZMAT Organization
  
- D. Facilities/Custodial Supervisors
  - 1. When required, assist in deployment of emergency communications
  - 2. When required, provide transportation support
  - 3. Oversee and maintain the campus utilities as needed
  - 4. Assess the extent of damage to a structure to determine if it is safe to return to full or limited function
  - 5. Coordinate the cleanup and disposal of refuge
  - 6. Coordinate repair and reconstruction activities.

- E. Academic Affairs
  - 1. Assist in accounting for in class students
  - 2. Determine available faculty
  - 3. Assess and restore library equipment / material damages
  - 4. Reschedule classes to available facilities
  - 5. Assess and restore classroom equipment / material damages.
- F. Student Services
  - 1. Account for student's status
- G. Student
  - 1. Vocalize students concerns

## **XI. Readiness**

The requirements of this EOP necessitate that the Campus maintain a constant state of readiness to assure for efficient and orderly transition from routine activities to those associated with crisis/emergency situations. This can be accomplished only through Emergency Operations Plan reviews, discussions and exercises.

## XII. Notification Lists

### A. Administrative Team

<b>Member</b>	<b>Name</b>	<b>Office/Cell Phone</b>
Dean	Dr. Ron Rosati	5200
Associate Dean	Dr. Scott Mickelsen	5253 308-367-6619
Business Operation Manager	Janice Gilbert	5252 308-340-9574

### B. Emergency Operation Team

<b>Member</b>	<b>Name</b>	<b>Office/Cell Phone</b>
Residence Life Manager	Matthew Allbright	5247 308-440-8981
Accounting Associate	Joni Hilburn	5263
Facilities Supervisor	Kenny Russell	308-367-6447
Custodial/Security Supervisor	Rebecca Currie	5289 308-367-6825
Frontier County Sheriff	Dan Rupp	367-4411
Student Services Representative	Kevin Martin	5217 308-367-6619
Academic Affairs Representative	Dr. Doug Smith	5286 281-415-5271
Student Representative	Bayliegh Murphy	

### **XIII. Assembly Areas**

Areas for assembly in case of an emergency will be:

- A. Administrative Team: Conference Room Ag Hall 2<sup>nd</sup> Floor
- B. Emergency Operation Center (EOC): Education Center Conference Room.
  - 1. In the event this location is not suitable, the Emergency Operation Center will be determined and announced depending upon the specific nature and location of an event.
  - 2. The location will be transmitted to key members by phone or available communication methods
- C. Staging Area: The staging area is where supplies and workers will be assembled. The location of the staging area will be determined by the Incident Commander

### **XIV. Identification**

All individuals entering the EOC or the designated emergency area must have proper identification prior to entering.

- A. NCTA employees are issued a campus identification card, which establish their ability to respond to an emergency. Identification cards have three different color stripes; red, yellow and white. Individuals issued an identification card with a red strip has full authority to be in all areas. Individuals issued an identification card with a yellow strip may be activated to respond upon the EOT's request. Individuals issued an identification card with the white strip will not be allowed to have access to the area. NCTA employees are required to wear their identification on the outside of their clothing when entering the EOC or any designated emergency areas.
- B. Agencies from the community must display their division issued I.D. A list of responding divisions will be supplied to all perimeter points.
- C. Other university employees or volunteers who are asked to respond will be issued an emergency operation identification card, which must be worn on the outside of the clothing when entering any designated emergency area. All emergency operation identification cards will be returned at the end of the individual's scheduled shift.

## **XV. Communication**

Communication for the Administrative Team and the Emergency Operation Team will be by phone, cell phone, satellite phone and/or radios and the electronic notification system. The NCTA Emergency Operation Teams radio frequency will be utilized unless otherwise designated by the Incident Commander or Emergency Coordinator.

- A. Individual divisions are responsible for bringing their own radios and chargers
- B. In situations where more radios are needed, the Residence Life Manager will supply surplus radios.

## **XVI. Logistical Responsibilities**

- A. The Administrative Committee will have the overall responsibility for ensuring that Emergency Operation Plan is implemented.
- B. The Emergency Operations Team will have the overall responsibility for ensuring the plan is reviewed yearly and necessary changes made and disseminated.
- C. Each member will develop a detailed emergency operation plan for their division and train their employees on that plan
- D. The Business Operations Manager will maintain records of all expenses incurred by the campus.

## **XVII. NCTA General Population Emergency Plan**

- A. Reporting Emergencies:
  - 1. All emergencies and ongoing crimes should be reported directly to 911.
  - 2. Provide the dispatcher with the following information:
    - a. Your name
    - b. Your location (building, room number, etc.)
    - c. Nature of the emergency (fire, medical, chemical spill, etc.) A thorough description of the incident will ensure the proper resources are dispatched
    - d. Any other information requested by the dispatcher
    - e. Do not hang up until the dispatcher tells you to do so
    - f. If you feel you are in immediate danger, leave the area at once notifying people as you leave
- B. Medical Emergencies: (Life threatening or serious injuries)
  - 1. Call 911.
  - 2. Give a brief description of the emergency, include name(s) of victim(s) if known
  - 3. Return to the victim and make them as comfortable as possible.
  - 4. Never move a seriously injured person unless there is a life threatening situation.
  - 5. Render first aid up to your trained ability

6. If possible, have someone meet emergency personnel at the building entrance.

C. Bomb Threats:

1. By phone

- a. Remain as calm as possible. Be courteous, listen and do not interrupt.
- b. If the telephone has caller identification, note the phone number
- c. Note the date and time you received the call and when the call ended.
- d. Write down the exact words of the threat
- e. Ask the caller the following questions:
  - i. Where is the bomb located?
  - ii. When will the bomb explode?
- f. If at any time you perceive you are in immediate danger, leave the building at once pulling the fire alarm as you leave. Call 911 when you have reached a safe area.
- g. If you feel you are not in danger, have another person call the Frontier County Sheriff's Department to relay information and continue to ask the caller:
  - i. What does it look like?
  - ii. What kind of bomb is it?
  - iii. What will cause it to explode?
  - iv. Why did you place the bomb?
  - v. Who is this?
  - vi. Where are you calling from?
- h. As you are talking to the caller, try to answer the following questions:
  - i. Gender of caller
  - ii. Age of caller
  - iii. Caller's voice description

2. By mail

- a. Do not handle the object.
- b. Do not use cell phones or 2 way radios within the area of the suspicious mail
- c. Contact the Frontier County Sheriff's Office. Give them your name, location, nature of the emergency and other information requested
- d. If you should see a suspicious object or package, call the Frontier County Sheriff's Office. Do not touch, tamper, or move the object or package
- e. If instructed, evacuate the building. Do not re-enter until an "All Clear" is issued by emergency personnel.

D. Fire:

1. At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, 300ft away from the building.
2. Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants.
3. Faculty is responsible for dismissing their classes and directing students to leave the building by the nearest exit upon hearing the alarm or being notified of an emergency.
4. Designated essential personnel needed to continue or shut down critical operations while an evacuation is underway are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.
5. Contract workers will be made familiar with the procedure outlined herein and are expected to leave the building when the alarm sounds.
6. Evacuation Instructions
  - a. Do not panic or ignore the alarm.
  - b. Leave the building immediately, in an orderly fashion.
  - c. Dismiss classes in session and direct students to leave the building immediately, in an orderly fashion and go to the building's evacuation site. Follow the quickest evacuation route from where you are
  - d. Do not go back to your office or classroom area for any reason
  - e. Keep low to the floor if smoke is in your room
  - f. Before opening the door, feel the door knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door and open slightly (fire can create pressure strong enough to push a door open if it is not held firmly.) If heat or heavy smoke is present in the corridor, close the door and stay in the room.
  - g. If you cannot leave the room:
    - i. Open the windows. If your windows are the type that can be raised and lowered, open the top to let out heat and smoke, open the bottom to let in fresh air
    - ii. Seal cracks around the door with towels or bed clothing to keep out smoke
    - iii. To attract attention if you are trapped, hang an object out the window, such as a sheet, jacket, shirt, or anything that will attract attention. Shout for help.
  - h. If you leave the room:
    - i. Close all doors behind you as you exit. This will slow the spread of smoke and lessen damage
    - ii. Go to the nearest exit or stairway. **DO NOT USE AN ELEVATOR**
    - iii. If the nearest exit is blocked by smoke, heat or fire, go to an alternate exit
    - iv. If all exits from a floor are blocked, go back to your room,

close the door, open the windows and follow the procedure described above in step g.

- i. After leaving the building, stand clear and follow directions from emergency personnel. Proceed to the designated emergency assembly point for your area.
  - j. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
  - k. Call 911 if a fire exists
  - l. If no fire exists, notify Facilities
  - m. Report to your Work Area Rep or instructor at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
  - n. Stand clear and follow directions from emergency personnel
  - o. Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the alarm does not mean the emergency is over.
7. Helping individuals with physical disabilities:
- a. Any person unable or who needs assistance to evacuate should proceed to the nearest stairwell. If it is unsafe to do so remain in your office/classroom/ residence. Notify emergency response and rescue personnel that you have taken refuge there.
  - b. Supervisory personnel and course instructors are responsible for identifying and escorting individuals with disabilities located in their offices/classrooms to safety if possible. If they are not able to evacuate the individual they need to at a minimum get them to a stairwell and then notify rescue personnel.
  - c. If you are on a building floor WITHOUT an exit that goes directly to the outside, and you hear a fire alarm, or are informed of an evacuation:
    - i. Go to a stairwell immediately.
    - i. Inform or ask someone, a building occupant or a floor monitor in particular, to alert the first arriving emergency responders of your presence and location.
    - ii. Call 911 to ensure rescue personnel are notified of your location and your need for assistance to evacuate.
    - iii. Provide operator with your exact location, building name, floor and room numbers;
    - iv. Give phone number you are calling from;
    - v. If possible remain by phone, police have radio contact with officers at scene and will keep you informed of the situation.
    - vi. The information you provide to the emergency operator will be relayed to emergency and rescue personnel arriving at the scene, who will assist in your safe evacuation, if circumstances warrant.

8. Use of Exits and Exit Access:
  - b. To ensure that fire equipment is in operating condition at all times, the use of fire extinguishers etc. should be immediately reported to Facilities at 308-367-6447.
  - c. Exit access shall be the corridors and stairwells provided in the building. The exit itself is the door or other means provided between the exit access and a place of safety from fire and smoke
  - d. Exits or exit access shall not be obstructed at any time in any manner with furniture, storage, displays, vending machines, etc.
  - e. Fire doors on stairwells, unless arranged to close automatically in the event of fire, shall be maintained in the closed position at all times
  - f. Exit signs shall be properly illuminated at all times. Such signs shall not be obstructed or blocked from view at any time
  - g. Exits and exit access doors shall not be locked at any time unless equipped with panic hardware or other approved means to permit emergency egress by building occupants
9. Evacuation
  - a. Campus Evacuation
    - i. Responsibility for issuing evacuation orders rests with the Dean or by direction of the City of Curtis. When there is an immediate need to protect lives and provide for public safety, the on-scene commander can make the decision to evacuate. Individual responsibility should be taken by all faculty, staff, students and guests to ensure for their own safety.
  - a. Public Notification
    - i. Persons to be evacuated should be given as much warning time as possible. On slow moving events, pre-evacuation notice will be given to affected residents. All warning modes will be utilized to direct the affected population to evacuate campus. This will include:
      1. The Calling Tree
      2. NCTA Webpage
      3. NCTA Facebook Page
  - b. Wherever possible, the Campus building evacuation plans will be implemented and work area reps and floor monitors will walk through buildings going door-to-door to notify occupants.
  - c. The Dean's Office will ensure emergency and evacuation information is disseminated to the media on a timely manner. Instructions to the public such as traffic routes to be followed, location of temporary reception centers, and situation updates will be issued as information becomes available.

#### 10. Movement

- It is anticipated that the primary evacuation mode will be in private vehicle. Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Movement instructions will be part of the warning and subsequent public information releases.

#### 11. Transportation

- The Emergency Management Coordinator will determine the need for special transportation, coordinate the use of transportation resources to support the evacuation and announce convenient centralized locations as assembly areas. There could be cases where elderly, infirm or handicapped persons in the evacuation area will not be able to get to the assembly point or would need a special type of transportation. Provisions will be made for vehicles to transport these individuals. The public will be instructed how to notify EOC of any special transportation problems.

#### 12. Access Control

- During times of evacuation Campus buildings will be locked down. In certain situations buildings will be pinned so that only authorized emergency personnel have access. A perimeter would be established and enforced by Police and Parking Services. An access pass system would be established.

#### 13. Re-entry

- The re-entry decision and order will be made by the Dean after the threat has passed and the evacuated area has been inspected by all necessary safety personnel.

- E. Hazardous/Infectious Material Spill:
1. In cases of Imminent danger, health, property, or environment
  2. Isolate the area of the spill by shutting doors or uses of other means
  3. For indoor release/spills leave the area and pull the fire alarm to initiate a building evacuation. For outdoor release/spills if possible to do so safely (Without risk of overexposure) take action to stop the release and prevent or minimize release.
  4. Render appropriate first aid
    - a. If hazardous materials came in contact with eyes or skin, immediately flush the affected area with large amounts of water
    - b. If infectious materials (blood, body fluid, anthrax) come in contact with your skin, immediately wash the affected area with soap and water.
  5. If the spill has contaminated individuals or is a danger to people have someone dial 911 as soon as possible.
- F. Severe Weather/School Closing:
1. If severe weather affects our area, the Dean or his/her designee will make the decision to close campus. If this decision is made the announcement will be disseminated through the following means:
    - a. The NCTA Emergency Notification List (see section XXIV)
    - b. The Dean's Office will notify area news media of closings. NCTA officials urge students to listen to radio and television announcements regarding closing and check media websites.
      - i. The announcement will be posted through [www.weatherthreat.com](http://www.weatherthreat.com) on the following coverage providers:
        - NTV News (Kearney)
        - KHAS (Hastings)
        - KRVN
        - KNOP TV (North Platte)
        - Kearney Hub (Web)
        - McCook Daily Gazette (Web)
        - North Platte Telegraph (Web)
  2. The following notification will be placed on the NCTA home page at <http://ncta.unl.edu>, "*The NCTA campus will be closed on <<DATE>> for all campus related activities. All essential personnel will be contacted by their supervisors if they need to report to work*".

G. Tornado:

1. Tornado Watch: A watch means tornados could develop
  - a. If a tornado watch is in effect listen to local radio and television stations or weather alert for updates
  - b. During business hours:
    - i. The Frontier County Sheriff's Department will notify the Dean's office.
    - ii. The Dean's Administrative Associate will then notify the Associate Dean and the Business Operations Manager.
    - iii. Each one of these individuals will notify their respective divisions advising them to seek shelter (See NCTA Emergency Notification List, section XXIV)
  - c. During non-business hours,
    - i. Academic Buildings: The custodial/security personnel will proceed to as many Academic buildings and classrooms as possible to make notifications.
    - ii. Residence Halls: The Residence Life Manager will notify Resident Advisors
2. Tornado Warning: A warning means a tornado has been sighted in the general area.
  - a. If the warning sirens sound, immediately proceed to the designated shelter area. Advise others on your way. Do not use the elevators. (See XIX. Designated Shelter Locations)
  - b. If time does not permit, get into the safest area of your building, classroom or office
  - c. Avoid windows, auditoriums, gymnasiums or other structures with free-span roofs, boiler room areas or electrical switchgear areas
  - d. Shelter may be taken underneath your desk or any heavy furniture available.
  - e. Helping Individuals with Physical Disabilities:
    - i. Building personnel and course instructors are responsible for identifying and escorting to safety all individuals who have disabilities or are otherwise physically unable to evacuate to their shelter.
    - ii. The elevators may be used to transport individuals with physical disabilities to tornado shelters, along with their escorts. Visually-impaired and hearing-impaired individuals may be escorted down the stairs to tornado shelters
    - iii. In the event of a power failure, individuals who are unable to use the stairs should move to an interior location without windows and call the After Hours Security Phone at (308) 367-6331

## H. Flood

1. During:
  - a. Listen to local radio and television stations or weather alert system for updates
  - b. Be aware of areas that tend to flood easily c. If at all possible, DO NOT travel
  - c. If it is necessary to travel DO NOT walk through moving water or drive through flooded area (as little as 6 inches of moving water can make you fall if walking and can cause a vehicle to lose control).
  - d. Evacuate as instructed by emergency personnel (if directed to do so) (See evacuation procedures)
2. After a Flood
  - a. Avoid flood waters as they may be contaminated with gas, oil and sewage waters.
  - b. Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse.
  - c. Stay away from downed power lines and electrical wires. Do not drive over these lines either.
  - d. Do not return to flooded areas until emergency personnel indicate it is safe to do so.
  - e. Stay out of the buildings if flood waters remain around the building
  - f. Be alert and report any hazard

## I. Earthquake:

1. If inside:
  - a. Take cover under a table or desk for protection
  - b. If there is nothing available to provide protection then sit or stand against an inside wall. If possible, position yourself in a doorway.
  - c. Stay away from windows, anything glass and items that are not fixed that could fall over on you
2. If outside:
  - a. Stay away from tall structures and trees
  - b. Move away from power lines and street lights
  - c. Crouch low to the ground and wait for the tremor to stop
  - d. Keep looking around, remain aware of dangers that may demand you to move
3. After the tremor:
  - a. If the building has been damaged, evacuate the building
  - b. Do not use elevators. Open doors carefully watching for falling objects.
  - c. Call 911 and report the incident
  - d. Do not use plumbing or electricity until the building has been checked by facilities
  - e. Do not use matches or lighters in case of gas leaks
  - f. Be prepared for additional aftershocks.

J. Bio-terrorism:

1. Package has not leaked:
  - a. Do not shake, open or empty the contents of suspected envelope or package
  - b. Leave the room and immediately wash your hands thoroughly with soap and warm water. Keep your hands away from your face.
  - c. Contact the Frontier County Sheriff's Office (308) 367-4411
2. Package has leaked:
  - a. Stay in the area
  - b. Remain calm and call Police & Parking Services. Identify yourself, your location and a brief description of the situation
  - c. Wait for the arrival of Law Enforcement.
3. General provisions:
  - a. Persons in the room at the time of the incident should remain in the area to be identified and questioned
  - b. Do not touch other items if at all possible
  - c. Close the doors to the contaminated area.

K. Active Shooter

1. Upon the first sighting or sounds of shots fired, individuals need to assess their surroundings and determine their safest response
2. If shots are heard away from your location and you perceive you have a safe way to exit (in the opposite direction of the shots and the shooter) do so. Once out immediately call 911 and give them detail information about the situation
3. If it is not safe or the only exit is towards the shots and the shooter immediately secure your area
  - a. Lock and barricade doors
  - b. Turn off lights
  - c. Close blinds
  - d. Block windows
  - e. Turn off radios (anything that makes noise) and computer monitors
  - f. Keep occupants calm, quiet and out of sight
  - g. Keep yourself out of sight and take adequate cover/protection i.e. concert walls, thick desks, filing cabinet (cover may protect you from bullets)
  - h. Silence cell phones
  - i. If safe to do so as quietly as possible have one person call 911.
  - j. Give detailed information about the situation.
  - k. Stay alert and adjust your plan as the situation changes.

4. Un-securing an area
  - a. Do not un-secure the room you are in until law enforcement instruct you to do so.
  - b. Remember, the shooter will typically not stop until they are engaged by an outside force or run out of ammunition.
  - c. Attempt to rescue people should only be attempted if it can be accomplished without further endangering the persons inside your secured area.
5. What to report
  - a. Your specific location, building name and office/room number
  - b. What specifically is happening
  - c. Assailant(s) location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identify if known, separate explosions from gunfire, etc...
  - d. Number of people at your specific location
  - e. Injuries- number injured types of injuries.
  - f. Be aware the 911 system may become overwhelmed.

#### L. Shelter-in- Place

1. Shelter-in-place order
  - a. Shelter-in-place orders will be made by the Dean or his/her designee or by the direction of the City of Curtis.
  - b. In situations where rapid deployment of shelter-in-place is critical to ensure the continued health and safety of the community, the on-scene command has authority to order the shelter-in-place
  - c. Shelter-in-place area definition: The definition of the area to be sheltered will be determined by those officials recommended or ordering the shelter-in- place based on the advice of appropriate advisory agencies.
2. Public notification
  - a. Shelter-in-Place Warning – All possible warning modes will be utilized to direct the affected population to shelter-in- place. This includes the use of phone, e-mail and text message. NCTA will also post information on the Campus web page, if possible. Whenever possible, the campus building evacuation personnel will walk through the building going door to door to notify occupants.
3. Public Information- The office of Media Relations will ensure that emergency information is disseminated to the media in a timely manner. Instructions to the public and situation update will be issued as the information becomes available
4. Building emergency personnel
  - a. For the purpose of this plan, emergency personnel and their alternate have been selected to ensure that building sheltering is carried out as planned.

5. Procedures
  - a. Upon notification of sheltering in place, emergency personnel will complete the job tasks listed above. It is the responsibility of all building occupants to follow any emergency directions and immediately proceed to a safe location within the building. Faculty are responsible for dismissing their classes and relaying all emergency directions to their students. NCTA employees and students are responsible for relaying all emergency directions to their visitors/customers.
  - b. Contract workers will be made familiar with the procedure outlined herein and are expected to shelter upon notification.
  - c. Designated essential personnel needed to continue or shut down critical operations while a shelter-in-place is underway are responsible for recognizing and/or determining when to abandon the operation and shelter themselves.
6. Sheltering Instructions by types
  - a. If sheltering for a tornado, go to the predetermined tornado shelter in your building.
  - b. If you are sheltering due to a civil disturbance/Hostage/Active shooter situation;
    - i. Lock and barricade doors.
    - ii. Turn off lights, close the blinds and block any windows.
    - iii. Turn off or silence anything that makes noise radios, cell phones and computers.
    - iv. Keep yourself and occupants calm, quiet and out of sight. Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinet (cover may protect you from bullets).
    - v. As quietly as possible have one person call 911. Give detailed information about the situation.
    - vi. Stay alert and adjust your plan as the situation changes.
  - c. If you are sheltering due to hazardous materials, harmful contaminants or weather conditions
    - i. Close and lock all windows, exterior doors and any other opening to the outside.
    - ii. Close window shades, blinds or curtains.
    - iii. If possible seal gaps around doors and windows.
    - iv. Select an interior room above the ground floor, with the fewest windows or vents. Avoid overcrowding and avoid rooms with mechanical equipment.
    - v. Close the interior door to the room you are sheltering in.
    - vi. Shut down all experiments.
    - vii. Consider having a room with a standard landline phone available in case radios or cell phone systems fail during the emergency.

- viii. Anyone showing obvious symptoms of exposure to a contaminant must be separated from others. They should wash/shower with soap and water and place contaminated clothing in a sealed bag if possible.
- d. Disability Procedures
  - i. Any person unable to shelter-in-place or who needs assistance with sheltering-in-place should inform a building occupant or a floor monitor. Move to an interior room. If it is unsafe to do so, remain in your office/classroom/residence.
  - ii. Supervisory personnel and course instructors are responsible for identifying and escorting to safety individuals with disabilities located in their offices/classrooms, if possible.
- e. Access Control
  - i. If possible building emergency personnel will lock all building outside doors to limit access to the building when necessary.
- f. Re-Entry
  - i. Remain indoors until “All Clear” message is received and then follow any directions given. If needed Facilities will inspect campus buildings and property to ensure they are able to be utilized after a shelter-in-place event.

## M. Pandemic

1. A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza A virus emerges for which there is little or no immunity in the human population, and the virus begins to cause serious illness, then spreads easily person-to-person worldwide.
2. If a pandemic occurs, it is expected that it will have world-wide impact with an unpredictable timeline, comprising multiple fast spreading events or waves. Major disruptions are likely for health care, transportation, infrastructure, education, suppliers and other public services. Although physical facilities will not be damaged, human resources will be affected, with high levels of absences from the work site. An informed and prepared public can take appropriate actions to decrease their risk during a pandemic. To be prepared for such an emergency;
  - a. Create a home emergency plan.
  - b. Have necessary preparedness items on stock at home (food, water, medicines) A preparedness list can be found at <http://www.swhealth.ne.gov/>
  - c. Talk with your local public health officials and health care providers, who can supply information about the signs and symptoms of a specific disease outbreak and recommend prevention and control action.
  - d. Adopt business/school practices that encourage sick employees/students to stay home.
  - e. Prioritize job duties to anticipate how to function with a significant decrease in your workforce.
  - f. Develop guidelines to modify face-to-face contacts.
  - g. Limit / discontinue travel for campus business.
  - h. Discontinue extracurricular events and large gatherings.
  - i. Practice good health habits, including eating a balanced diet, exercising daily, and getting sufficient rest. In addition, take common-sense steps to stop the spread of germs, including frequent hand washing, covering coughs and sneezes and staying away from others as much as possible when you are sick.

#### N. Notification

1. During Business Hours (8:00am to 5:00pm):
  - a. The Frontier County Sheriff's Department will notify the Dean's office.
  - b. The Dean's Administrative Associate will then notify the Associate Dean and the Business Operations Manager.
  - c. Each one of these individuals will notify their respective divisions advising them to seek shelter (See NCTA Calling Tree, section XXIV)
2. During non-business hours (5:00pm to 8:00am):
  - a. The Frontier County Sheriff's Department will notify the After Hours Security team and the Residence Life Manager.
    - i. The After Hours Security will go around to academic buildings and other non-residential facilities to notify as much as possible.
    - ii. The Residence Life Staff will notify and direct residents to shelters.

### **XVIII. NCTA Animal Evacuation Plan (Veterinary Teaching Clinic and Farm)**

- A. Instructors should take the lead in the evacuation of animals from a building/campus.
- B. The first priority is the safety of students, faculty, and staff. Nothing should be done that could put anyone in the way of being harmed.
- C. Tornado
  1. If the siren is sounded or NCTA personnel indicate a tornado threat, go immediately to a designated shelter area.
  2. If an animal can be easily taken with you when you leave do so otherwise do not.
- D. Fire – Most Important
  1. Leave the building immediately using the nearest door.
  2. If an animal can be easily taken with you when you leave do so, otherwise do not.
  3. Do not enter buildings that are already burning, smoke inhalation will slow you down and possibly kill you. Leave this to fully equipped emergency personnel.
  4. Contact emergency personnel immediately.
- E. Fire:
  1. Post a lookout for possible dangers.
  2. If advanced notice is given, have your trailer hitched and pointed towards the road.
  3. Leave barn and building doors unlocked.
  4. Put halters and collars on animals.
  5. If you believe that the barn or animal facility will burn before emergency personnel will arrive, release the animals to a safer location.
  6. Do not attempt to control the animals that are with you. Let them go free, they will have a better chance of escaping the fire.

#### F. Evacuation

1. Red Cross Shelters do not accept pets.
2. Depending on the areas affected, as many animals as possible will be taken with students, faculty and staff to other locations. Such locations include but are not limited to personal homes, area veterinary clinics and boarding facilities.
3. For animals that cannot be evacuated
  - a. Post a highly visible sign in a window to let rescue workers know how many and what type of pets were left behind.
  - b. Leave plenty of water in a large open container which cannot be tipped over.
  - c. Leave food in manner practical for species involved.
  - d. Emergency water supply is kept in the Cat Complex Storage Room.
  - e. Depending on situation and species it may be best to not tie or cage the animal, as the chances for survival are greater if they can escape easily. Human safety is paramount.
  - f. Do what is practical for the animal and keep yourself safe.

#### G. Earthquake

1. During the quake, remember to stop, drop and hold.
2. Once the tremors have stopped, take a good look around. Do not enter buildings/areas that may have become unstable during the quake.
3. Like you, your animals will be frightened and need reassurance.
4. Be prepared for aftershocks.

#### H. Flood

1. If you receive notice of rapidly rising waters, move all animals, feed and water to higher ground.
2. Escape routes may be cut off quickly so avoid leaving animals in standing water or in areas that can be easily cut off by the flood.

#### I. Lost Animals

1. Call or visit local Veterinary Clinics, Shelters and Sheriff Department.
2. When deemed safe, post and distribute lost animal posters.

#### J. Disaster Kits

1. A prepared disaster kit, kept in a safe and easily accessible place, will enable you to provide immediate care to your animal in an emergency. A calm, well-trained animal that is either on a leash or in a carrier will be more welcomed wherever you go.
2. Small Animal Disaster Kits
  - Sturdy crate and/or carrier
  - Leashes
  - Food/Water, 7 day supply for each pet
  - Non-spill bowls
  - Litter and litter box
  - Any special medications
  - Manual can opener and plastic lids
  - Copy vaccination history
  - Pet First Aid Kit

- Phone number of your Vet  
Emergency phone numbers
  - Newspapers, towels and paper towels  
Long-term confinement equipment such as chains, cable runs  
and/or tie out stakes and portable caging
  - Large plastic bags for cat litter disposal and dog clean up
3. Large Animal Disaster Kit
- Ladder(s) long enough to reach the roof,
  - Cotton ropes,
  - Shovels,
  - Rakes,
  - Water buckets,
  - Flashlights or lanterns,
  - Blankets
  - Minimum of 100 feet of hose.
  - Restraining equipment such as
    - cotton halters,
    - cotton lead ropes,
    - collars,
    - whips,
    - hog snares,
    - blindfolds,
    - fence panels
    - wire kits
  - Have an adequate
  - portable first aid kit
  - battery powered radio.

## **XVIII. Designated Shelter Locations**

<b><u>BUILDING</u></b>	<b><u>TORNADO SHELTER AREA</u></b>
Aggie West	Communal Showers
East Traditional	Area outside Cafeteria in Basement
Aggie Central	1 <sup>st</sup> Floor East & West Hallways
West Traditional	Hallway in Basement
Ag Hall	Bathrooms on 1 <sup>st</sup> Floor
Student Union	Hallway by storage rooms/Restrooms
Learning Resource Center (LRC)	Restroom in the Library
Education Center	Restrooms
Livestock Teaching Center (LTC)	Restrooms
Green House	Office
Veterinary Teaching Hospital	Student Mailroom, Conference Room, Radiology hallway, Restrooms in Cat Complex
Agriculture Mechanics Building	Restroom

## **XIX. Designated Building Supervisors**

<b><u>Building</u></b>	<b><u>Person</u></b>	<b><u>Phone #</u></b>
Agriculture Systems & Technology Building	Dustin Zitek	5240
Ag Hall	Scott Mickelsen	5253
Aggie Central Residence Hall	Matt Allbright	5247
Aggie West Residence Hall	Matt Allbright	5247
East Traditional Residence Hall	Matt Allbright	5247
Education Center	Brad Ramsdale	5225
Facilities Shop	Kenny Russell	367-6447
Farmland/Feedlot/Animal Working Facilities	Roy Cole	5285
Greenhouse	Tee Bush	5226
Heating Plant	Kenny Russell	367-6447
Livestock Teaching Center	Doug Smith	5286
Stucco Building	Kenny Russell	367-6447
Student Union	Matt Allbright	5247
Veterinary Teaching Complex	Barbara Berg	5219
West Traditional Residence Hall	Matt Allbright	5247
Lashley Building	Roy Cole	5285

## **XX. Emergency Supplies**

Each division is required to have and maintain an Emergency Preparedness Kit which will be stocked with the following Items:

- Flashlights (1 for each employee)
- Emergency Alert Radio (either battery powered or wind up)
- Back up batteries
- Emergency water supply

## **XXI. Emergency Response Plan Distribution**

Each division will receive a copy of the NCTA Emergency Response Plan. This copy is to be kept in an area where it can be easily accessed in the time of an emergency. It will be the responsibility of a designated employee within that particular division to update their copy of the response plan as updates are distributed to the divisions.

## **XXII. Emergency Response Training**

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, Institutions of Higher Education are among local agencies that must adopt NIMS if they receive Federal grant funds.

The National Incident Management System (NIMS) is a set of principles adopted by the University. NIMS provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

The University has adopted NIMS and the use of the Incident Command System (ICS) and in accordance with the U.S. Department of Education (ED) guidance, has identified “key personnel” such as Executive Leaders; General Personnel; Command Staff and Incident Managers to complete specific courses in order for individuals to meet the organizational NIMS compliance.

The University will participate in local government’s NIMS preparedness programs. Identified University personnel are expected to participate in training and exercising the EOP’s procedures and hazard-specific incident EOPs. The University is charged with ensuring that the training and equipment necessary for an appropriate response will be available.

In a major emergency or disaster, University facilities may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management.

The Incident Command System (ICS), a component of NIMS, will be used to manage all incidents and major planned events.

At times those persons identified as members of the Administrative Team or the Emergency Operations Team will be required to undergo proper training in order to assist them in performing their duties. Other employees who may be required to act in leadership roles during an emergency situation will also be required to attend training.

The scope of training will include:

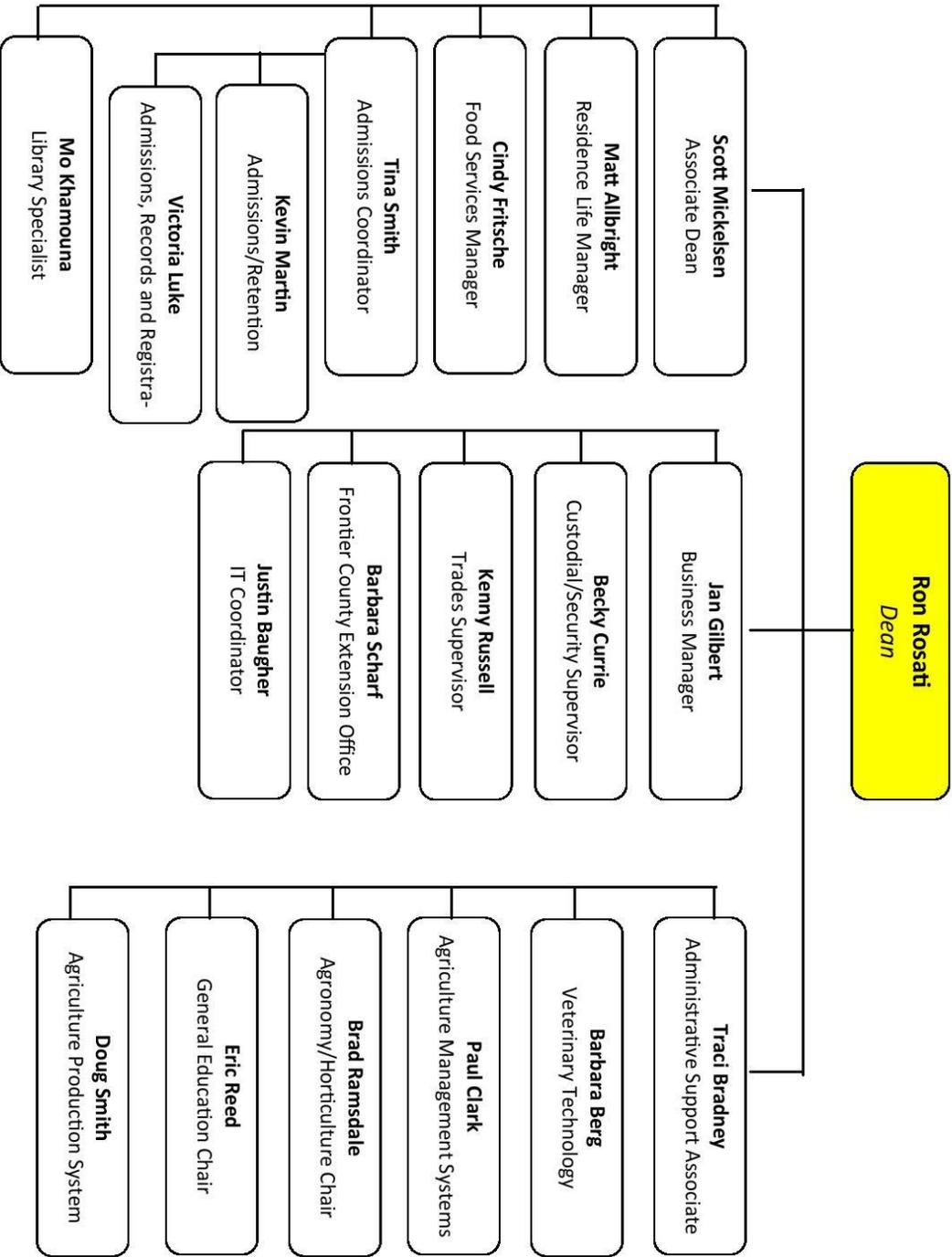
***National Incident Management System Incident Command System (NIMS ICS)***

Administrative Team:	NIMS ICS: 100HE, 200, 300, 400, 700
Emergency Operations Teams:	NIMS ICS: 100HE, 200, 300, 400, 700
Division Chairs	NIMS ICS: 100HE, 700
Campus Facilities/Security Personnel	NIMS ICS: 100HE, 700

***First Aid/CPR/AED***

Residence Life Manager  
Resident Advisors  
Custodial/Security Personnel  
Facilities Personnel  
Food Service Personnel

**XXIV. Emergency Notification Tree**



NCTA Emergency Notification List  
April 2013

## **XXV. Campus Fire Alarm Report**

## **XXV. Campus Incident Report**