

# MARSHALL UNIVERSITY EMERGENCY MANAGEMENT PLAN - APPENDIX

## INCIDENT PLANS

### A. Weather Emergencies

Generally it is Marshall University's policy to maintain its normal schedule, even when conditions are inclement. However, that is not always possible.

In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected—students, faculty, staff and the general public—as expeditiously and as comprehensively as possible in the following ways:

1. Television stations in Huntington and Charleston will be notified.
2. Radio stations in Huntington and Charleston will be asked to announce the delay or closing.
3. Time permitting; newspapers in Huntington and Charleston will be notified. Often, however, decisions must be made after deadlines of newspapers.
4. The Office of Communications will communicate the specific details of the delay or closing to the Office of Public Safety at (304) 696-HELP.
5. The Office of Communications will place the delay or closing message on the Huntington campus AUDIX system (696-6245) as well as the university response number (696-3170). The delay or closing will also be posted on the Marshall University webpage.

NOTE: This section applies only to the Huntington campus and all releases should make it clear that it relates only to the Huntington campus. The Marshall University Graduate College (South Charleston campus) weather-related policy will be managed by the Vice President for Regional Operations, and all releases from that office should make clear that it applies only to the South Charleston campus. The South Charleston phone number is (304) 746-2500. See below for information on MUGC (South Charleston) procedures.

#### Definitions:

**University Closed:** All classes suspended and offices closed.

**Classes Cancelled:** All classes suspended; offices open.

**Delay Code A:** Means a delay in the opening of classes BUT no delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees are expected to report to work at their normal starting times unless they feel that travel is unsafe. If an

employee feels that he/she cannot travel safely to work, they may charge accrued annual leave for the portion of the workday from 8:00 a.m. (or their normal start time) until their arrival at work.

**Delay Code B:** Means a delay in the opening of classes AND a delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees do not have to report to their offices until the stated delay time. If they believe they cannot travel to work safely by the stated delay time, they may charge accrued annual leave for the work hours from the stated delay time until they can next report to work.

Class operation under delays: Under both categories of delay, students should go to the class that would begin at the stated time or the class that would have convened within 30 minutes of the stated delay time. A two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 9:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.

Exceptions with regard to employees: Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled despite the particular delay code publication.

### **Clarification:**

Information about closings, cancellations, or delays will ordinarily be disseminated to area radio and television stations. These outlets may, however, publish the University's notification incorrectly. Therefore, the authoritatively correct statement of the University's condition (Huntington) is stipulated to be the message on the AUDIX system (696-6245) or the message available at the University response number (696-3170).

### **Staff and Administrative Personnel:**

The university will be completely closed only rarely and in extreme situations since it is essential that public safety be maintained, that buildings and equipment be protected and that services be provided for those students housed in campus facilities. Therefore, under Classes Cancelled, above, all university staff and administrative employees will be expected to report to work, unless notified otherwise.

In the event of critical need, certain employees may be required to report to work or temporarily reside on campus to ensure human safety and preservation of university property and/or facilities.

Individual employees may, in their best judgment, determine the risk of travel to be too great and elect to remain home. Those who do should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking compensatory time, in the event compensatory time is owed to them.

In the event a building, or section of a building is closed (because of heat loss, power outage, etc.) employees working in that affected area will be permitted to take their work to another area or building on campus. Or, in the consultation with the supervisor, the employee may elect to take annual leave that day, or take compensatory time off.

In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news. Compensatory time, or a non-pay situation will be determined by the President and communicated through supervisors.

Supervisors must take steps to ensure offices and work situations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

### **Faculty:**

Once operations are resumed, deans and departmental chairs must take steps to ensure that faculty meet their scheduled classes or substitutes are secured so that class schedules are met.

### **Decision Making:**

Decisions on closing and/or delays will be made jointly by the Senior Vice President for Academic Affairs and the Senior Vice President for Finance and Administration following the consultation with other appropriated officials, including the President. Should only one of those two vice presidents be available, that person will make the decision.

Every effort will be made to reach decisions to allow time for adequate notification to the news media, and in turn those affected.

### **Marshall University Graduate College (South Charleston campus) and Other Education Centers:**

#### **General Policy:**

Because weather conditions can vary substantially, it is possible that classes will be delayed or cancelled at some locations and not others. The Vice President for Regional Operations, in consultation with staff at other learning centers, will decide on class cancellations.

1. Marshall University Graduate College - South Charleston Campus: Since MUGC classes do not generally meet until late afternoon, an effort will be made to decide about classes by noon. Notification of delays of cancellations at the South

Charleston Campus will be announced by (a) local media, (b) MUGC telephone systems and (c) University web site. Any delay will be placed on the MUGC automated switchboard. Students may check the status of their classes by calling the MUGC telephone system (746-2500) or checking the Graduate College web site.

2. Point Pleasant, Beckley, Teays Valley, and Other Educational Centers: Procedures for delayed openings and class cancellations are similar to those for the MUGC. At Point Pleasant, Beckley, and Teays Valley local media will provide information regarding cancellations. In addition, each site has a weather hot line: (a) Point Pleasant, 674-7239; (b) Beckley, 252-0719; (c) Teays Valley, 757-7223.
3. Remote Locations and Other Educational Centers: Because the Marshall University Graduate College may have several classes meeting on an irregular schedule in a geographically dispersed area throughout the semester, decisions about whether to meet during inclement weather will be made by the instructor. Those decisions will be transmitted to students by e-mail or other methods as agreed by students and the instructor.

Definitions:

MUGC Closed: All classes canceled and offices closed.

MUGC Classes Cancelled: All Classes cancelled. Details provided by site.

MUGC Delay: A delay in the beginning of non-class activities, e.g. a two-hour delay would mean normal work day would begin at 10:00 a.m. rather than 8:00 a.m.

**B. Toxic Chemical Spill or Release**

When ever a toxic solid, liquid or vapor is unintentionally released on University property every effort will be made to protect students, employees, visitors, and members of units and agencies responding to the incident.

**Level 1 Chemical Release**

- Each department that works with chemicals will employ its own containment/spill procedures in the event of unintentional release of less than 1 liter of a chemical that is not considered to be extremely toxic.

- At the onset of a release, the affected department must notify the Marshall University Police Department and the Health and Safety Department of the type and approximate amount of chemical released.
- The Health and Safety Department will provide additional support if necessary.

### **Level 2 Chemical Release**

- If a release cannot be abated with on-site procedures, the Marshall University Police Department or the Health and Safety Department will assist in determination of the need to begin evacuation and request off-campus emergency response based on toxicity and quantity.

### **Level 3 Chemical Release**

- If a chemical release is extremely toxic and/or too large to be handled locally, the affected department will notify the Marshall University Police Department (696-4357) and/or the Huntington Fire Department (911) and supply the following information:
  1. Nature of emergency and exact location.
  2. Name and position with the University.
- Activate the fire alarm to evacuate the building. Occupants should remain at a safe distance, up wind, until the authority having jurisdiction declared the building safe to re-enter. The Health and Safety Department shall notify off-campus response units if needed.
- A level 3 emergency will be declared by the President or his/her designee.

## **C. FIRE AND/OR SMOKE**

All fire and/or smoke conditions must be reported to the Marshall University Police Department (696-4357) or to the Huntington Fire Department (911) immediately. The person making the report must provide the following information.

1. Nature of fire or smoke and exact location.
2. Name and position with the University.
3. Activate the building fire alarm. (M.U. personnel will insure complete evacuation.)

The following procedures should be followed once the alarm has been activated:

- a. Everyone must evacuate the building in a neat and orderly fashion.

- b. Elevators are not to be used to evacuate the building. Persons should use the nearest clear exit or stairwell.
- c. Handicapped persons are to be assisted along the exit route to the nearest exit that is not blocked by fire or smoke.
- d. Persons confined to wheelchairs above or below the ground floor shall be assisted to the nearest stairwell and wait for evacuation by the City Fire Department. If an immediate threat to life exists, then these individuals will be evacuated by whatever means necessary.
- e. Persons are to move a safe distance away from the building.
- f. Reentry to the building is strictly prohibited until advised it is safe to do so by the Fire Department or the Marshall University Police Department.
- g. PERSONS ARE ADVISED NOT TO ASSUME THAT AN ALARM IS FALSE. The fire alarm system will be used to evacuate a building for any type of emergency.

The Office of Public Safety will:

- Respond to alarm site.
- Assist the fire department in any means required.
- Notify the Department of Health and Safety of the nature and extent of the incident.

The Department of Health and Safety will:

- Immediately respond to the site, and assist both Marshall University Police Department and the fire department in securing the site.
- Gather information regarding the number and extent of any injuries, extent of property damage, and the probable cause of the incident. This information will be passed on to the Assistant Vice President for Administration and/or the President, and referred to Human Resources according to Policy and Procedures 3.275.

#### **D. LOSS OF BUILDING UTILITIES**

- The loss or disruption of electricity, telephone, potable water, natural gas, sanitary disposal, or other building utilities may severely limit or curtail classroom, research or staff activities.

- Staff activities will be determined by the appropriate supervisor or departmental chair.

## 1. PHYSICAL PLANT

- a. Upon notification, Physical Plant personnel shall respond to any loss of utilities during normal hours of operations.
- b. Physical Plant personnel will determine if Public Safety needs to respond for crowd or traffic control.
- c. Physical Plant personnel will restore utilities as soon as possible which may require a response from utility companies.

## 2. DEPARTMENT OF PUBLIC SAFETY

- a. Will receive notification of utility outage at any time other than normal working hours.
- b. Will notify Physical Plant maintenance personnel who are “on-call”.
- c. Will respond to the scene if requested by Physical Plant.

## **E. BOMB THREAT OR EXPLOSIVE DEVICE**

1. Because of the seriousness of the situation and the possibility of physical injury to the parties concerned, initial precautions must be taken in the case of a bomb threat or the presence of explosive devices. If anyone suspects an object to be a bomb or explosive device: **DO NOT TOUCH THE OBJECT...** Immediately report the location and the situation to Public Safety at 696-4357.
2. All bomb threats and suspected explosive devices must be reported to the Department of Public Safety (extension 64357), as per General Order 14.2, (a copy of which should be made available through the office of each dean or department chair).

Caller must provide:

1. Description of the object and exact location.
2. Title and department of the person supplying the information and other pertinent facts as requested.

3. Radio communications or cell phones WILL NOT be used in the vicinity of suspected bombs or explosive devices. It is essential that the object NOT BE MOVED OR TOUCHED. It is critical that deans and directors make all their staff members aware of bomb and explosive device threat procedures.

4. DEPARTMENT OF PUBLIC SAFETY

a. Upon notification of suspected bomb or explosive device, Public Safety will dispatch a sufficient number of officers and supervisors to the scene in accordance with the Department of Public Safety procedures.

b. Upon arrival at the scene, a command post may be established depending on the seriousness of the circumstances at hand.

c. Staff and students will not handle any object suspected of being a bomb or explosive device. Off-campus emergency response groups may be contacted depending on the nature of the event.

2. BUILDING EVACUATION

a. The Department of Public Safety, upon receipt of information concerning a possible major interruption of Marshall University operations, will immediately notify the appropriate University offices.

b. The Department of Public Safety, after analyzing the situation, may establish an on-site command post.

c. Formal order to evacuate will be given by one of the following:

1. Department of Public Safety
2. University Health and Safety Department
3. Physical Plant
4. Huntington Fire Department.

d. Faculty and/or staff will direct immediate evacuation IF DANGER IS IMMINENT.

**F. SUSPICIOUS MAIL**

A. If you receive a suspicious letter or package:

1. Handle with care; do not shake or bump the item.
2. Do not open, smell, touch, or taste.
3. Isolate the item immediately.
4. Treat the item as suspect. Call the Department of Public Safety (696-4357).



B. If a letter or package is open and/or a threat is identified:

1. For a Bomb

- Evacuate the building immediately.
- Call the Department of Public Safety or the Fire Department.

2. For Radiological Agents

- Limit your exposure.
- Evacuate the area.
- Call the Department of Public Safety.

3. For Biological or Chemical Agents

- Isolate the item.
- Evacuate the area.
- Wash your hands with soap and water.
- Call the Department of Public Safety.

## **G. COMMUNICABLE DISEASES**

Student Health Services, as an agent for Marshall University, monitors communicable disease cases that may affect the well-being of students' faculty and staff. In the event of a communicable disease event, SHS consults with and receives guidance from Cabell Huntington Health Department, WV Bureau for Public Health state health as well as the CDC (Center for Disease Control). The consulting agency is determined by the disease presented, the number of cases, and the guidelines and recommendations established by state and federal laws. Disease events are co managed by the SHS and the consulting agency to ensure the safety of individual and the campus community. As an agent of Marshall University, SHS informs the university administration, faculty, staff and students, as needed to provide education to limit the impact of a communicable disease event. SHS works with the offices of public relations, the president and student affairs to create methods of communications such as the use of e-mail, faculty announcements, awareness statements for coaches and other administrative staff, articles for student newspapers and residence hall awareness campaign as recommended by Cabell Huntington Health Department , WV Bureau for Public Health or CDC.

Communicable diseases are defined as those diseases that can be transmitted from one person to another such as tuberculosis, meningitis, chicken pox, SARS, hepatitis and others. Individuals contracting communicable disease should report the case to student health services immediately by calling 691-1176

SHS Services will work with Cabell Huntington Health Department to provide preventive measures to those who were exposed: such as immunization, distribution of antibiotics or antiviral medications as necessary to prevent further spread of the disease. If quarantine of exposed individuals is needed a building on campus will be dedicated for this purpose,

food and other needed items will be provided by the campus food service or the Red Cross.

The following guidelines will be used in the management of communicable diseases:

#### **A. Travel/International Operations**

- Establish policies for restricting travel to affected geographic areas (domestic and international) and guidelines for student/faculty returning from affected areas.

#### **B. Health Care**

- Establish health care response protocols in anticipation of various emergencies requiring increased access to health care services.
- Stay alert and conduct early surveillance of possible cases to obtain laboratory confirmation if possible index case on campus.
- Establish 24 hour counseling services to address distraught, anxious and worried well among employees, students and parents.
- Establish a communication hub to handle inquiries about patients, to update administrators, and keep the health care community abreast of ongoing medical demands and events.
- Educate health care staff about appropriate infection control procedures for influenza and other communicable diseases, as well as how to care for patients suffering from communicable diseases and its complications.
- Identify, prepare and maintain adequate supplies of personal protective equipment for health care staff. Have dedicated equipment for use with highly infectious patients, e.g. stethoscopes, blood pressure cuffs.
- Comply with federal regulations regarding proper screening and medical evaluations of personnel using respirators.
- Counsel sick employees and family members to mitigate spread of disease. Establish return-to-work policy for employees who had been ill, if related to cause of emergency.
- Establish protocol for triaging that separates infectious from noninfectious patient care.
- Maintain adequate supply of patient contact and treatment forms, including a system to track the coming and going of all patients.

- Discontinue all medical procedures which may cause droplet transmission, e.g. throat swab, and spirometry.
- Make surgical masks readily available for persons with respiratory illness.
- Have access to supply of vaccines, antibiotic/antiviral medications, and supportive treatments necessary to treat and prevent the spread of communicable disease.
- Identify equipment, supplies and staffing for alternative health care site when larger space is needed to meet health care demands, when usual site is in an area of danger or when needing a second health service location.
- Maintain specific health education materials for top health concerns for immediate dissemination when emergency condition occurs.
- Develop alternative means for transporting non-critically ill patients to other medical facilities that may be able to care for them.
- Develop method for separating, storage and disposing of solid waste (medical and non medical) that may be contaminated.

### **C. Residential Life**

- Maintain living quarters in a clean and sanitary condition. Intensify cleaning and disinfecting public areas.
- **Media Relations:**  
The Student Health Services group shall work with the Department of Communications to provide medical information concerning the communicable disease to the media, students, staff, and family members. When appropriate, such as in cases involving meningococcal meningitis, Student Health Services shall work with the Department of Communications in preparing a letter to the University community and parents of students to inform them of the following: signs and symptoms, clues to early recognition, who is at risk, prophylactic measures including vaccination when appropriate, treatment procedures, and local sources for referral (Student Health Services, public health clinics, hospital emergency rooms, private offices, etc.).

### **Human Resources**

The Department of Human Resource Services shall coordinate efforts with the Student Health Services group to identify employees who have reported signs and symptoms of the disease or may have been exposed to the infectious agent.

Working with Student Health Services, the Department of Human Resource Services shall assist these employees on how they may obtain treatment or prevention (if appropriate).

### **Residence Services**

The Department of Residence Services shall notify Student Health Services if any student living in university housing has signs or symptoms suggestive of one of the above communicable diseases. These students shall be seen at the Student Health Clinic. In case of emergency, Public Safety is to be called.

The staff of Residence Services shall work with the staff of Student Health Services to identify and educate all students at risk for contracting the communicable disease. They shall also assist the staff of Student Health Services by working with all affected resident students in their compliance with the treatment and prophylactic directives, including isolation housing arrangements, if medically indicated.

### **Division of Academic Affairs**

The Office of the Provost, or the appropriate Dean, shall notify the Director of the Student Health Services, or his/her designee of any known cases of faculty member(s) who have contracted a communicable disease or have potentially been exposed to the infectious agent(s). They will work with the Student Health Clinic and the Department of Human Resource Services to ensure that faculty will receive appropriate treatment and/or prophylaxis, as well as follow up care prior to returning to the workplace.

### **Public Safety**

Public Safety is to be contacted for all emergency cases involving students, faculty, staff, and/or visitors.

### **Department of Health and Safety**

The Department of Health and Safety will investigate the campus environment for potential single source of the outbreak, and will assist the health professionals in determining the members of the University community who have been exposed and are potentially at risk.

### **Department of Athletics**

The Director of Athletics, or his/her designee, shall notify Student Health Services if any student athlete has, or is suspected of having, any of the above communicable diseases. The Athletics Department shall assist Student Health Services medical staff by working with the affected student athletes in their compliance with all treatment and prophylaxis directives.

### **Person with diagnosis of one of the communicable diseases**

Before returning to work or school, members of the Marshall University community who have been diagnosed as having a communicable disease listed

above MUST receive a letter from his/her physician or primary care provider documenting that he/she is medically cleared (i.e., is no longer infectious to others) and is therefore able to return to school or work as of a specified date. This information should be presented to the Dean of Student Affairs (for students) and the Department of Human Resource Services (for employees) where such records will be filed and kept confidential.