



CAMPUS INCIDENT RESPONSE PLAN BEST PRACTICES

This checklist contains the basic elements that should be addressed by all Campus-wide Incident Response Plans at universities within the Mississippi Institutions of Higher Learning system. In recognition of the diverse nature of the universities within the system, each element must be specifically addressed by each university as it pertains to the university’s exposures, systems, organization and scope. The following elements were derived from the Federal Emergency Management Agency (FEMA), The National Fire Protection Association (NFPA), the International Code Council (ICC), and various existing plans from universities from across the country, including Mississippi’s Institutions of Higher Learning.

T	General Plan Elements
	Plan should include a brief purpose statement to explain the intended use of the plan. A brief description of the methodology used and intended outcomes can also be included.
	The disaster/emergency management plan should comply with applicable legislation, regulations, directives, policies, and codes of practice.
	The <u>emergency operations/response</u> portion of the plan should utilize the Incident Command System (ICS) to assign responsibilities to organizations and individuals for carrying out specific actions at projected times and places in an emergency, crisis or disaster.
	The <u>recovery</u> portion of the plan should be developed using strategies based on the short-term and long-term priorities, processes, vital resources, and acceptable time frames for restoration of services, facilities, programs, and infrastructure.
	A <u>continuity</u> portion of the plan should identify the critical and time sensitive applications, vital records, processes, and functions that should be maintained, as well as the personnel and procedures necessary to do so, while the damaged entity is being recovered.
	Plan should include a clear method of declaring an emergency with procedures for activation of applicable parts or all of plan.
	Identification of personnel who can be contacted for further information or explanation of duties under the plan.
	Plan reviewed or updated annually or as changes in staff, occupancy or building configurations occur. Date of latest update should appear in plan.
	Plan should include a table of contents to facilitate quick and easy access to desired portions.
	Plan readily available to employees and furnished upon request.

	Employees periodically trained or instructed in assigned duties.
T	Organizational Structure
	Each entity will be responsible to establish and equip a team as needed to carry out assignments identified in the response plan.
	The University should develop the capability to direct, control, and coordinate response and recovery operations through established command structure.
	Command Staff: sets objectives and priorities, has overall responsibility for outcome of incident of event. Incident Commander has ultimate authority assisted by Safety Officer, Law Enforcement, Information Officer and Liaison Officer as needed.
	Planning Section: Develops strategy and plan to accomplish objectives. Monitors situation, evaluates information and maintains status of resources.
	Operations Section: Conducts tactical operations to carry out plan. Develops tactical objectives, organization and directs all resources.
	Logistics Section: Provides resources and services to meet the needs of the incident.
	Finance & Administration: Monitors costs, provides accounting, procurement, time recording and analyses.
	Utilization of Mutual Aid Agreements where applicable to facilitate rapid and efficient assistance from outside entities if needed.
	Provisions for Unified Command in cases where incident involves jurisdictions from off campus.
	Establishment of Incident Command Post as base of operations for Command Staff. A secondary location should also be identified in case the primary location is not available due to the nature of the incident.
T	Communications
	Internal communications systems and procedures should be established and regularly tested within the campus-wide incident management organization. The plan should address communications including, but not limited to, the following: (1) Communication needs and capabilities to execute all components of the response and recovery plans (2) The inter-operability of multiple responding organizations and personnel
	Develop and maintain a reliable method to notify university officials and alert emergency response personnel.
	Designated emergency communications and warning protocols, processes, and procedures, periodically tested, and used to alert all people potentially impacted by an actual or impending emergency.

	Designated protocol for communicating with emergency contacts for students, faculty and staff in the event of injury or death.
T	Hazard Identification and Risk Assessment
	Plan should contain strategies and tactics for man-made and natural disasters to include, but not limited to the following. Actions to be taken by all elements of organizational structure should be identified as needed. Each facility and/or department will need internal plans to facilitate the success of the overall campus-wide plan:
	Fire - housing, academic, administration, research, storage, other
	Severe Weather - tornado, hurricane, flood, ice storm, other
	Medical Emergency
	Utility Failure
	Hazardous Materials Spill / Release
	Bomb Threat
	Weapon of Mass Destruction Deployment - Chemical, Biological, Radiological, Nuclear, and/or Explosive
	Criminal or Violent Behavior / Weapons Threat
	Civil Disturbance or Demonstration
	Kidnaping / Hostage / Missing Person
	Critical Incident Stress Response
T	Closing Campus / Evacuation
	Identify Decision Maker
	Identify Critical Personnel Required to Remain if Safe
	Evacuation Routes / Traffic Plan / Mass Transit
	Identify Expected Length or Criteria for Return
	Communication Plan - students, faculty, staff, responders, public, media, families
T	Appendices
	Organizational Chart - including names and emergency functional titles to the extent possible, recognizing the flexible and adaptable nature of the Incident Command System.
	Telephone Directory (Internal) - including office, home and cellular telephone numbers of everyone identified in organizational chart.

	Telephone Directory (External) - including contact information for off campus responders as identified, such as key IHL Board contacts, local emergency responders, critical vendors or contractors.
	Radio Plan - including radio call signs / names, networks, frequencies and mutual aid. Identify and explain any other means of communication to be used by response organization.
	Site Map(s) - including campus map and other key facilities showing buildings, roads, Incident Command Post / Emergency Operations Center and other key incident facilities as identified, such as Incident Check-In, Staging, Supplies, etc.

Recommendations of reviewer: _____
