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WARTBURG COLLEGE

EMERGENCY MANAGEMENT PLAN

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ABBREVIATIONS

ABM	Assistant Building Manager
BM	Building Manager
BEP	Building Emergency Plan
BCEM	Bremer County Emergency Management
BCSD	Bremer County Sheriff's Department
CBR	Chemical/Biological/Radiological
CBT	President's Cabinet
CRP	Critical Resource Plans
CS	Wartburg College Campus Security
EH&S	Environmental Health & Safety
EMC	Emergency Management Coordinator
EMP	Emergency Management Plan
EOC	Emergency Operations Center
EOG	Emergency Operations Group
EMC	Emergency Management Coordinator
FBI	Federal Bureau of Investigation
HAZMAT	Hazardous Material
IDPS	Iowa Department of Public Safety
ISP	Iowa State Patrol
ITS	Information Technology Services
O&M	Operations & Maintenance (Physical Plant)
VP	Vice President
WHC	Waverly Health Center
WPD	Waverly Police Department
WVFD	Waverly Volunteer Fire Department

REVISION SHEET

DATE OF REVISION January, 2021

Revised by: Jay Tommasin and Dan Kittle

Approved by Cabinet on February 22, 2021

I. PURPOSE AND MISSION

PURPOSE

This plan is a local level integrated emergency management tool designed to direct the emergency-disaster response for Wartburg College.

The plan goal is to provide a means to utilize all available resources to **PREPARE** for and prevent potential emergencies or disasters whenever possible, and deal efficiently with the effects of inevitable events; **RESPOND** to the needs and save lives and protect property; and promote a means to **RECOVER** mission, critical business, and academic operations.

The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **WHAT** is to be done, and **WHO** is to do it. It may include information relative to **WHEN** and **WHERE** the response will be effective, and even **WHY** it will be done.

MISSION IN EMERGENCIES

It is a mission of Wartburg College to be prepared for possible emergencies and to respond to any emergency situation in a safe and timely manner. College personnel and equipment will be used to provide priority protection for:

- Priority 1 Life Safety
- Priority 2 Preservation of College property and structures
- Priority 3 Restoration of academic programs and general College operations

It is anticipated that, as operations progress from Priority 1 through Priorities 2 and 3 responses, the administrative control of the College will move initially from its normal operating or organizational structure to the Incident Command System, (See Section V) then back again to the normal organizational structure.

II. SITUATION

Wartburg College is located in Bremer County within the corporate limits of the City of Waverly. The campus is comprised of approximately 114 acres with an average daily population of 2,500 people.

Most of the college grounds are bordered by Bremer Avenue on the south, Wartburg Boulevard and 7th Street NW on the east, 5th Avenue NW on the north and 12th Street NW on the west.

The college has the support of the Waverly Volunteer Fire Department and Waverly Health Center for fire and emergency medical service. The fire station is approximately a mile east of campus and the hospital is one block to the south.

Mutual Aid System – Law enforcement is managed by the Waverly Police Department, and if necessary, the Bremer County Sheriff's Department. Dispatching both departments is accomplished through the Law Center at 111 4th Street NE in Waverly.

The nearest emergency room is located in the Waverly Health Center, one block south of campus. The Noah Health Clinic, located inside the Wartburg-Waverly Sports and Wellness center ("W") provides non-emergency care when classes are in session.

During a disaster incident, the College must be prepared to relinquish control of facilities or resources to governmental authorities who may require use.

Employees of Wartburg College may not be able to return to work in a timely manner due to various circumstances. These employees may include, but are not limited to, those with children who attend local schools. Extended closure of schools may affect the ability of parents to get back to work.

Categories of Emergencies: Emergencies have been broken down into the following three categories of emergency incidents: **Natural, technological, Man-made.**

NATURAL

SEVERE WEATHER (Tornadoes, thunderstorms, blizzards): Wartburg College is located in the Midwest section of the United States. While not located in Tornado Alley, the frequency and severity of tornadoes in Iowa makes the potential of a damaging tornado on campus or in Waverly a possibility. While there is no record of a tornado striking campus, an EF 5 tornado passed just a few miles south of campus in 2008. Severe thunderstorms are at the forefront of concerns and are the most probable natural cause of emergencies that could affect Wartburg College. In-place shelters have been identified to protect life. The frequency of extreme weather events fluctuates from year to year.

FLOODS: While the college has experienced only marginal damage due to recent floods, the city has been devastated by four major floods within the past twenty years. In fact, in the past the College has provided emergency shelter facilities for major floods.

WINTER STORMS: Wartburg College is vulnerable to winter storms, especially ice storms. Heavy snow and blizzards have restricted operations, but have not ceased them. Because of the history of winter storms in Northeast Iowa, the College and the City of Waverly are fairly well prepared for winter storms.

EARTHQUAKE: While not known as an earthquake prone area, and located in Seismic Zone Zero, it is close to the New Madrid Fault, which in 1811-1812, experienced an 8.7 earthquake. Although earthquakes are not a likely event, they have the potential to cause extensive damage to un-reinforced buildings.

TECHNOLOGICAL

FIRE: fire represents the most likely disaster to affect the College. Fire detection methods are adequate. All buildings on campus have detection systems and many have fire suppression systems.
HAZARDOUS MATERIALS ACCIDENTS: HAZMAT accidents could impact the College. Accidents on the highway and by rail (just west and north of campus) could be the location of fuel and chemical spills.

Chemicals used in science experiments, cleaning, and water treatment are also sources of HAZMAT incidents along with the possibility of a criminal/terrorist attack using various chemicals/substances to perpetrate a crime or attack. There are at least two locations where hazardous chemicals are stored.

CHEMICAL/BIOLOGICAL/RADIOLOGICAL (CBR): When properly stored and handled, CBR materials pose no extreme threat. However, during times of natural or man-made disasters, these materials become a special hazard to the campus and to emergency personnel. Chemical and biological materials are present in the Science Center housing scientific experiments and research.

AIRCRAFT CRASHES: These can occur anywhere. Small private aircraft utilize the municipal airport northwest of campus. Commercial airliner crashes remain a potential threat for creating mass casualties.

MAN-MADE

NATIONAL EMERGENCY (War or Terrorism): National emergencies, including a possible attack by foreign interests are a possibility at Wartburg College. Since the destruction of the Murrah Building in Oklahoma City and the World Trade Center Towers in New York City, as well as the subsequent smaller scale attacks from various unknown terrorists and criminals, there remains some potential that Wartburg College could be affected either directly or indirectly by a major incident. Wartburg College is dependent upon outside resources for a large percentage of its operational supplies of food, utilities, fuel and other expendable items. Any situation that might affect the procurement of these supplies could have a severe impact upon the operation of the College and its population. Any attack on Waverly or the region could over-task the local emergency response organizations on which the College relies.

CIVIL DISORDER: Planned or unplanned demonstrations may become large and uncontrollable. In some cases, participants could get violent causing the destruction of property and injury or even death to themselves or observers.

DEFINITIONS OF EMERGENCIES

The following definitions of an emergency are provided as guidelines to determine the appropriate response:

1. **MINOR EMERGENCY:** Any incident which will not seriously affect the overall functional capacity of the College, such as minor water damage to a building. These types of incidents are normally handled by College resources and don't require the activation of the Emergency Management Plan.
2. **MAJOR EMERGENCY:** Any incident that affects an entire building or buildings, and which will disrupt the overall operations of the College. Examples might be a building fire or HAZMAT spill. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College administration during times of crisis. The Emergency Management Plan may be activated by the President.
3. **DISASTER:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass casualties and severe property damage may be sustained. Outside emergency services will be essential. In all cases of disaster, the Emergency Management Plan will be activated.

INTERFACE RESOURCES

Emergencies may warrant the interface, coordination, and use of other agencies at the local, county, state, and federal level. The City of Waverly will provide for police, fire, and medical aid. Other businesses may also provide support services. These include, but are not limited to, Waverly Light & Power, phone companies, records recovery companies and companies that specialize in disaster cleanup. Wartburg College can go directly to these companies for assistance. Requests for assistance from them will be initiated by the Emergency Coordinator.

The American Red Cross provides disaster relief in peacetime as mandated by Federal law 36-ISC-3 and reaffirmed in Public Law 93-288, Federal Disaster Relief Act of 1974.

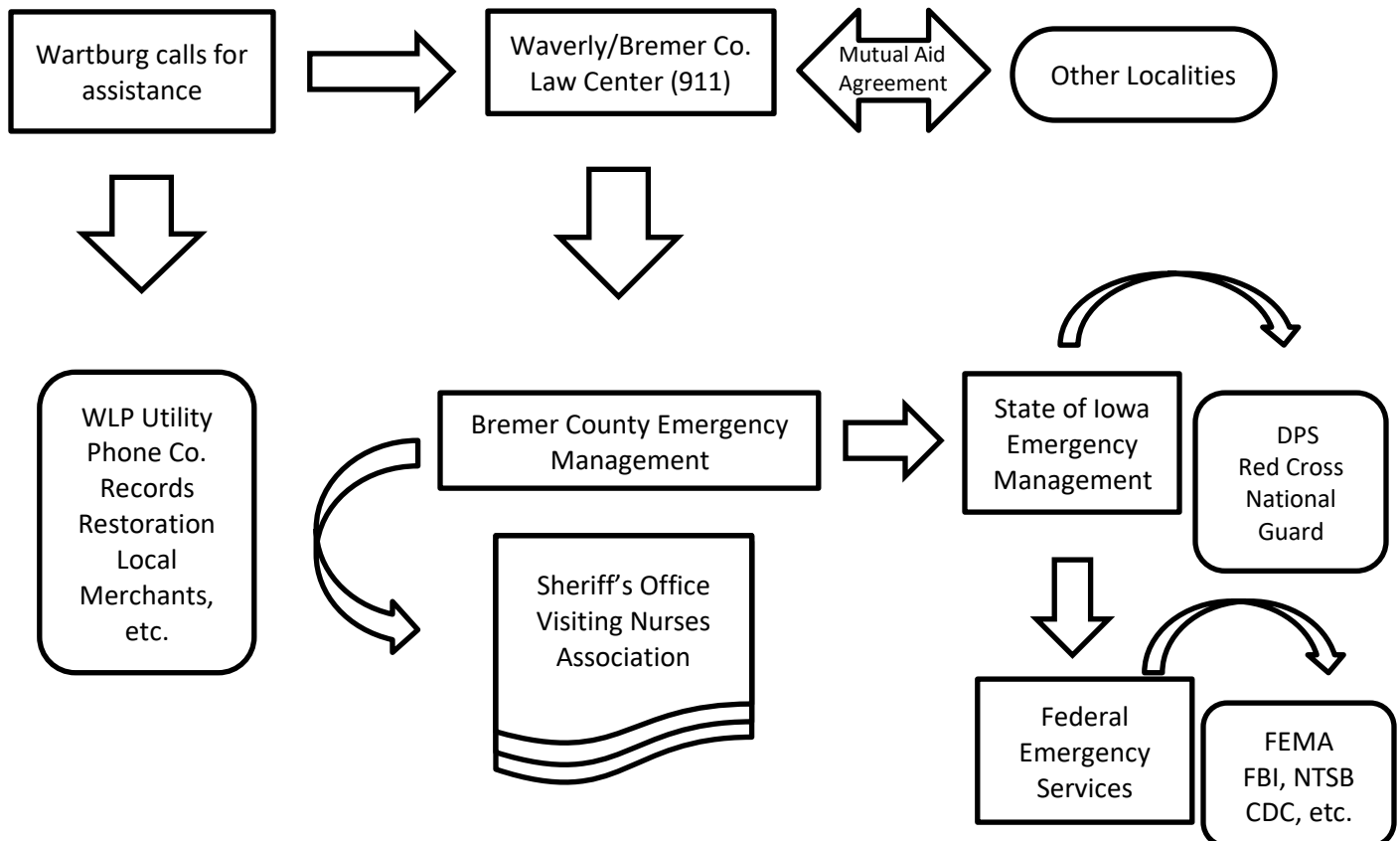
At the state level, the state of Iowa and the American Red Cross establishes the operating relationships between these agencies. The major care and shelter responsibilities of the Red Cross in the emergency period include:

- Emergency lodging for disaster victims in public and private buildings
- Food and clothing for persons in emergency mass care facilities
- Food for disaster workers if normal commercial feeding facilities are not available
- Registration and inquiry service
- Collecting, reporting and receiving information about victims
- Aiding family reunification

The Red Cross acts cooperatively with state and local governments and other private relief organizations to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for Red Cross involvement in a State of War Emergency; however, assistance and support will be provided to Bremer County Emergency Management to the extent possible.

This graphic depicts how the call for interface resources would occur:

INTERFACE RESOURCES



MANAGEMENT INFRASTRUCTURE

The implementation of an Emergency Management Plan (EMP) is a significant undertaking. The college will designate the Director of Campus Security & Safety to actively manage this plan as well as the maintenance of the Building Emergency Plans and all associated employee training. The plan director will be provided a budget and the resources necessary to implement the plan. The college will form a high-level leadership council consisting of a senior administrator, officers representing Operations & Maintenance, capital projects, budget, and physical and environmental planning; representatives from the community such as a building official and planner; officers from utility companies, and local business leaders. The council will meet periodically to evaluate and guide the progress of the EMP project.

BUILDING EMERGENCY PLAN (BEP)

The Wartburg College Emergency Operations Plan consists of this basic plan. It also requires a **Building Emergency Plan** be completed for EVERY building occupied by ten or more people. These plans will include the basic information required in the attached *template* and will be used to support this plan. They must anticipate and prepare for a building emergency response. Each plan must be developed with the procedures describing "**specifically how**" individuals are to react and carry out assignments in support of the plan.

Building Information

Contact information for the building manager and alternate
 Description of the building
 The primary and secondary emergency assembly points
 Building emergency staff
 Unique hazards in the building
 Utility shut-off locations
 Personnel roster
 Personnel with special "emergency related" skills
 Occupancy load
 Available emergency equipment on-site

Building Emergency Procedures

Emergency notification procedures
 Building alarms
 Shelter "In place" guidelines
 General evacuation procedures
 Emergency assembly points and evacuation sectors
 Evacuation routes
 Response procedures for:
 Fire
 Severe Weather
 Explosion
 Bomb Threat
 Terrorist/Criminal Incident
 Chemical/Biological/Radiological Weapons Release
 Active Shooter
 Civil Disturbance
 HAZMAT Accident

Protection of vital records

See References in Section V for building emergency management plans

NOTE: Special event emergency procedures conducted at outside venues (parades, athletic events, ceremonies, cultural programs, etc) are coordinated between Campus Security and event planners.

III. CONCEPT OF OPERATIONS

Preparation activities, programs, and systems are those that exist prior to an emergency incident and are used to support and enhance response to an emergency incident. Planning, training, exercising, and communications are among the activities conducted under this phase.

Response means activities and programs designed to address the immediate and short-term effects of the onset of an emergency incident. Response operations are designed to reduce casualties and damage and to speed recovery back to normal business and academic operations. Response activities include direction and control, warning, evacuation, other similar operations and appropriate communications.

Recovery is the phase that involves restoring systems to normal status. Short-term recovery actions are undertaken to assess damage and return vital systems to minimum operating standards; long-term recovery actions may continue indefinitely but are intended to restore facilities and systems to full capacity.

Activation of the plan commences when the President of Wartburg College or a designated representative determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property.

1. Alert and order the mobilization of the Emergency Operations Group (EOG).
2. Activate the college's Emergency Operations Center (EOC). Size and composition of the staff is to be determined by the magnitude of the disaster.
3. Alert the general campus population of the disaster or impending disaster.
4. Arrange for the evacuation of threatened areas.
5. Establish temporary shelter, food, and medical for the evacuees as necessary, including evacuees from threatened areas off of the campus.
6. Through the City of Waverly, alert State Emergency Management Office for assistance and coordination of other state agencies with disaster capabilities.
7. Through the City of Waverly, notify those public and private agencies dedicated to the relief of distress and suffering, i.e., Red Cross, and establish liaison as necessary.
8. Alert the Communication & Marketing for coordination of public information.

Organization:

1. The President's Cabinet will convene to perform administrative duties as the situation demands and shall receive reports relative to emergency management activities from the Emergency Management Coordinator.
2. The Vice President for Administration shall be the Emergency Management Coordinator and shall be responsible for organization, administration and operations.
3. The employees, equipment and facilities of the college will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities. Many personnel may be assigned to the Emergency Management Coordinator.
4. The Emergency Management forces may also include volunteer agencies and/or persons offering services to the college upon acceptance thereof.
5. The Campus Security director or highest-ranking available officer is the Incident Commander.

Responsibilities:

The President's Cabinet will be responsible for:

- providing support, expertise and guidance to the President and the Emergency Management Coordinator.
- providing university resources to the Incident Commander in establishing and operating an Emergency Operations Center.

- providing resources, support, and guidance in the development and maintenance of the emergency management budget and preparation of reports.

The **Emergency Management Coordinator** shall be responsible for:

- The preparation of the basic plan and its review and update.
- The appointment of representatives to staff the Emergency Operations Group.
- The organization, administration and operation of the Emergency Operations Center, subject to the direction and guidance of the President.
- Scheduled training, drills, and exercises to train and test the University's response capability.
- The coordination with the surrounding municipal and governmental agencies and volunteers.
- Participation by staff members for emergency management training courses and seminars.
- Preparing any annual reports regarding emergency management.
- Attending training courses, meetings and seminars at local, state and regional levels.
- Appointing an emergency planning director and providing an office.

The **Incident Scene Commander** shall be the senior ranking available Campus Security officer. Normally, this will be the Director. The Incident Scene Commander will be the director of field operations at the site of a major emergency incident. He/she also:

- maintains the campus police department in a constant state of readiness
- will notify the university administration of major emergencies including the Office of Public Affairs.
- Assists the Emergency Management Coordinator with assessing the emergency and directing the overall direction of the university emergency response
- Serves as the primary link to the external resources.
- Initiates notification of the Emergency Operations Group.
- Works with the Office of Public Affairs to handling media queries and identifying spokespersons.

IV. COMMAND AND CONTROL

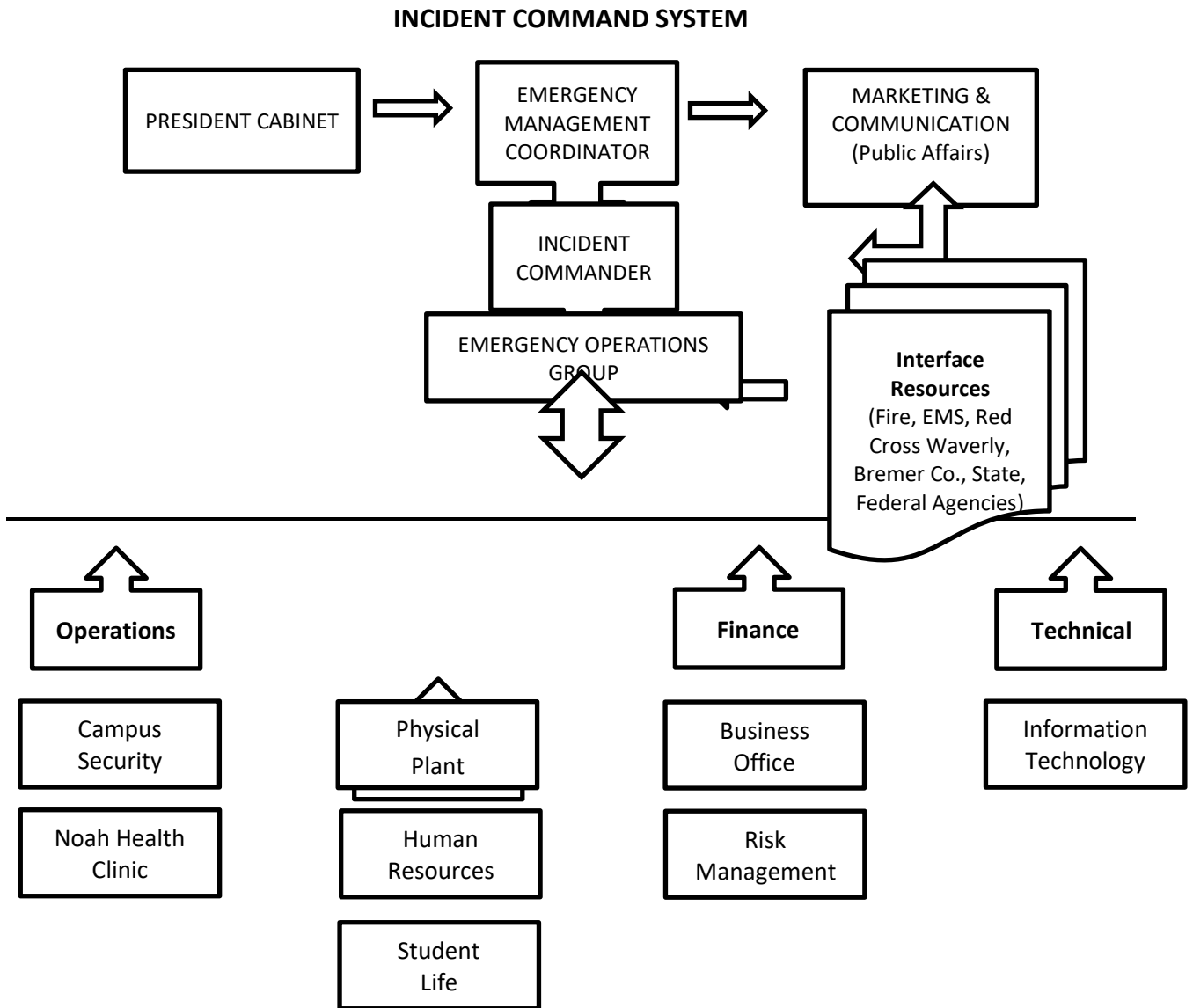
Incident Command System (ICS)

The Emergency Operations Plan uses a management system widely known as the **Incident Command System**. The ICS provides an organizational structure capable of responding to all levels of emergencies from simple to complex. It also provides the flexibility to respond to an incident as it escalates in severity.

The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of the emergency.
- Provide the Emergency Management Coordinator with the control necessary to direct all operations and all agencies responding to the incident.
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Activate only those positions needed to manage a particular incident or level of incident.
- Promote proper span of control and unity of command.
- Provide a system for coordination of information to internal/external audiences. The organizational structure of the ICS may not resemble the day-to-day organization of the college. Employees may have a different reporting relationship under the ICS than their normal reporting relationship. As the severity of the incident increases, assignments may change in the ICS organizational structure. This means that an employee's position in the ICS may change during the course of a single incident.

A diagram of the Incident Command System as it may apply at Wartburg College is illustrated below.



EMERGENCY OPERATIONS CENTER/GROUP (EOC/EOG)

The primary Emergency Operations Center is located in the Eisenach Room, # 248, of the Saemann Student Center. The alternate EOC is in the conference room, room 2215, of the "W." In the event conditions on campus are not satisfactory, the EOC may be established at Greenwood, 902 12th Street NW. The EOC will be staffed with representatives from the following listed operational areas. A specific and current list of individuals is maintained at Campus Security and is available upon plan activation.

The representatives from the below listed departments will be designated as the Emergency Operations Group (EOG).

Human Resources
 Student Life
 Campus Security
 Communications & Marketing (Public Affairs)
 ITS
 Director of Emergency Management
 Director of Physical Plant

The primary purpose of the EOG is to serve as a single focal point for the management of information, decision making and resource support/allocation during the entire disaster management and recovery process. The Emergency Operations Center is equipped with multiple telephone capabilities and other alternative communications. The communications link through the EOC will allow direct contact with the Office of the President and Emergency Services provided by the City, County, State and Federal disaster response agencies as well as the news media.

COMMUNICATIONS

- The Emergency Management Coordinator will be responsible for directing all communications activities during an emergency/disaster response.
- Campus Security and Operations & Maintenance have sufficient radios and telephones for day-to-day emergency operations.
- An Information Management Critical Resource Plan is available detailing telecommunications capability and backup systems.
- Voice mail, email, and runners will be utilized for emergency warning and instructions to the campus community.
- Portable radios, cellular telephones or message pagers will be provided to active members of the EOG.
- A critical resource plan for Public Information is available.

Emergency telephone bank capability is available at the following locations:

- Founders Hall, KnightCallers, room 002
- Other location to be determined

EMERGENCY NOTIFICATION AND WARNING

- External sirens operated by the City of Waverly are north and south of the campus to alert people who are outside of buildings, homes or in vehicles
- Tornado Warning: 3 to 5 minute steady tone
- Attack Warning: 3 to 5 minute wavering tone
- System is tested generally the first Tuesday of each month.
- WartburgAlert - Issued when conditions exist that could cause harm or injury to members of the campus community
- A hazardous weather alerting system is available in most building.

V. APPENDICES

The following appendices are maintained separately from this document, but brought together, as applicable, when the Plan is activated.

Fatality or Other Crisis Response Checklist

(Residence Life, Campus Security and Dean of Students)

Missing Student Protocol

(Residence Life and Campus Security)

Building Emergency Plan for each building

(Campus Security)

Building Floor Plans

(Campus Security and O&M)

HAZMAT

(Science Center and O&M)

Mental Health Intervention Team

(Counseling Center and Dean of Students)

Disaster Recovery and Business Continuity Plan

- includes ITS Continuity Plan

(VP for Administration and ITS)

Public Information – Crisis Communication Plan