

University of Central Missouri

Basic Emergency Operation Plan

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University of Central Missouri – Basic Emergency Operation Plan

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FOREWARD

The University of Central Missouri (UCM) is an institution of higher education located in a small town environment that serves students from both rural and metropolitan areas as well as other states and international countries. With a desire to provide the safest environment possible, UCM believes it is imperative to maintain a plan for preparing, responding, and recovering from campus emergencies. This Emergency Operation Plan (EOP) is designed to assist UCM faculty, staff, students, and visitors during any emergency situation that may arise on campus.

UCM will have 2 EOPs – a Basic Plan and a more detailed Comprehensive Plan. The Basic Plan will be communicated with all faculty, staff, students, visitors, and general public by posting it on the university's website. The Comprehensive Plan will contain specific details related to UCM's plan and discussed with management level personnel and building managers. UCM will practice its emergency plans by conducting drills and exercises.

The university's goal is to continue to educate faculty, staff, students, and visitors on proper response to various emergency situations.

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Provost-Chief Learning Officer
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LETTER OF PROMULGATION

The University of Central Missouri is committed to ensuring the continued safety and well-being of the campus community. For this reason, the Emergency Operations Plan has been developed and will continuously be revised as new procedures emerge. In order for the university to properly respond to emergencies, the campus population needs to be aware and willing to meet the challenges that emergencies present.

In recent years, numerous emergency situations and disasters have affected institutions of higher education, showing the need for additional emergency preparedness. UCM is a community within the community of Warrensburg. It is imperative that UCM establish and continually maintain practical emergency plans to be prepared to handle any emergency situation that may occur.

The Office of Environmental, Health & Safety, in cooperation with the campus Emergency Planning Teams, have developed this Basic Emergency Operations Plan to serve as a guide for UCM's efforts to plan, prepare, alert, respond, recover, prevent and mitigate various types of emergencies and disasters. The plan lays the ground work for future emergency planning efforts including training, drills and exercises to test the efficiency of our emergency plans.

The Emergency Operation Plan will help our campus community respond appropriately when an emergency condition exists. Although these situations are unpredictable, the plan allows for an immediate response by our community, thereby minimizing the danger to everyone.

Everyone has a role in campus safety. We encourage you to read the plan to learn more about potential emergencies and what you can do to protect yourself and others. Here are just a few suggestions to help you prepare:

- Keep your contact information up to date so you can always be reached through UCM alerts.
- Acquaint yourself with the UCM Emergency Preparedness Procedures posted in the specific buildings you frequent on campus. Know where to go during an emergency.
- Learn about the hazards you may encounter on campus and how to appropriately respond.
- Make a personal and/or family emergency plan and keep it up to date. www.ready.gov

Your review of this plan and personal commitment to the university's goal of protecting our students, faculty, staff, and visitors if an emergency should occur on our campus will allow us to provide the safest environment possible. You can help UCM maintain and strengthen a culture of preparedness by staying informed and engaged.

Sincerely,



Dr. Deborah Curtis, Ph.D.
Provost-Chief Learning Officer

Member of the University Emergency Planning Team

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PURPOSE

The Emergency Operation Plan (EOP) shall provide the necessary guidance to organize and direct University of Central Missouri (UCM) operations during a major emergency or disaster. This plan describes the roles and responsibilities of departments, agencies, and personnel during emergency situations.

UCM's goal is to ensure the campus community, which includes faculty, staff, students, and visitors, is well informed of UCM's EOP. The university will continually strive to improve its processes by conducting drills, exercises, and including the surrounding community to provide feedback.

Plan & Prepare is the process of planning and preparing for how to respond when an emergency occurs, and coordinating physical and human resources to respond effectively. Planning and Preparing includes establishing authorities, procedures and plans, training, exercises, and acquiring and maintaining resources.

Incident refers to the actual emergency event which occurs. See Levels of Emergency.

Alert is the process of communicating information about the emergency to the campus community.

Respond is quick action to save lives, protect property and environment, and contain and stabilize the incident. Response also includes search and rescue, emergency medical care, firefighting, and security.

Recovery could be short-term or long-term efforts. Short-term recovery efforts will focus on restoring vital services to the university and providing the basic needs of staff and students, such as temporary food and shelter, restoring critical services and functions. Long-term recovery efforts focus on restoring the university to normal operations.

Prevention & Mitigation activities are geared towards reducing or eliminating hazards related to an emergency. It is an integral part of the emergency management program which should assist in strengthening facilities and reducing damage.

University of Central Missouri Emergency Preparedness



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UCM utilizes the National Incident Management System (NIMS) as its standard for incident management in compliance with the:

- Homeland Security Presidential Directive (HSPD) 5, Public Law 107-296, Feb. 28, 2003
- State of Missouri, Governor’s Executive Order 05-42, Nov. 14, 2005
- Presidential Directive (PPD) 8, March 30, 2011
- Higher Education Opportunity Act, Public Law 110-315, Aug. 14, 2008
- 34 CFR 668.46(g) Emergency response and evacuation procedures

This will provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from incidents, regardless of cause, size or complexity.

UCM’s priorities during an emergency or disaster are:

1. Preservation of life and protection of people
2. Protect campus property and infrastructure
3. Respond and gain control of the emergency incident or disaster
4. Recover and resume normal activities

This plan is designed to be a working, flexible document that is continuously revised through risk assessments, training, exercises, drills, and other methods of evaluation. The Department of Public Safety Environmental Health and Safety Division, along with input from the UCM Emergency Planning Team, will be primarily responsible for updating and revising this plan as needed.

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HISTORY

The University of Central Missouri was founded in 1871 as the State Normal School, District #2 and became known as Warrensburg Teachers College. The name was changed to Central Missouri State Teachers College in 1919, Central Missouri State College in 1946, and Central Missouri State University in 1971. It became the University of Central Missouri in 2006.

UCM's main campus is 1,561 acres with approximately 115 buildings located in the center of Warrensburg, Missouri, a town of nearly 20,000 residents, located 50 miles southeast of Kansas City. Warrensburg is a center for agriculture and a mix of manufacturing, commercial, and retail enterprises. Running through the middle of the town are a major railroad and the four-lane U.S. Highway (U.S. 50) and two-lane major Missouri route (MO 13) intersecting on the north side of the community. Whiteman Air Force Base is located 10 miles east of Warrensburg and is home to the B-2 Bomber, 131st Bomber Wing, 442 Fighter Wing, the Air Force Office of Special Investigations and the Army National Guard 1-135th Attack Battalion.

The university has an extended campus facility, UCM Lee's Summit, located at the southeast corner of the intersection of U.S. 50 and I-470 Highways, Lee's Summit, Missouri. UCM Lee's Summit offers online classes and traditional classes in a leased space with 26 classrooms and 40,000 square feet of space.

In the future, UCM Lee's Summit will be moving to a new location – the Missouri Innovation Campus, which is currently under development. UCM has partnered with several education institutions, community organizations and business partners to create a state-of-the-art education center. At this time, UCM Lee's Summit is a very small part of this document.

UCM has experienced a consistent 4% growth over the last several years. January 2015, UCM had 1,500 faculty and staff. UCM has a diverse population with nearly 14,000 undergraduate and graduate students from over 49 American states and 59 countries. UCM is home to more than 2,000 international students and more than 30 full-time international faculty. The university also offers a broad but focused selection of study abroad programs, and is a top producer of US Fulbright Scholars.

UCM offers over 150 undergraduate and graduate areas of study, 255 student organizations, 58 intramural sports, and 22 Greek organizations. The university owns and operates Max B. Swisher Skyhaven Airport (which offers professional fixed wing and helicopter pilot programs), University Health Center, the Muleskinner weekly student newspaper, the Farm, Pertle Springs golf course and recreation area, the Missouri Safety Center, the Central Missouri Police Academy, Trap and Skeet Range, and 2 child care facilities.

The university provides a variety of different large-scale events for the students and community. These activities can range from sporting events, conferences, summer camps, and career fairs to campus tours for incoming students. UCM works closely with all of the surrounding emergency response agencies to ensure that these events operate smoothly and without incident.

UCM operates its own police department, including a full-time dispatch center which handles all emergency and non-emergency calls to the Department of Public Safety. All 911 campus land line telephone calls go directly to the UCM Public Safety dispatcher. The emergency dispatcher

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may also be reached by calling 660-543-4123. Otherwise, all 911 non-campus phone calls, including, all cell or mobile calls, go directly to the Johnson County, E-911 dispatch center located at 101 W Market St, Warrensburg, MO 64093.

The Department of Public Safety (DPS) works in partnership with the City of Warrensburg Police Department, Johnson County Sheriff's Department, and Missouri State Highway Patrol. The university relies upon the City of Warrensburg Fire Department, Johnson County Fire Department, and Johnson County Ambulance District for fire protection and emergency services. UCM strives to continuously improve its relationships with the local emergency responders by including them in day-to-day operations, planning, drills, exercises, and campus inspections.

UCM Police Officers are sworn police officers and are commissioned by the City of Warrensburg which provides police authority in the city limits of Warrensburg. In addition, they are commissioned by the state as university peace officers, which provide police authority on any property owned, leased or controlled by the University of Central Missouri (174.700 RSMo). At the UCM Lee's Summit Campus, UCM relies on the Lee's Summit Police Department located at 10 NE Tudor Road in Lee's Summit, Missouri. LSPD police officers are sworn police officers with full arrest powers.

The Department of Public Safety also operates the Student Assistant Foot Patrol and Escort (SAFE) Team, which is a group of uniformed student employees who patrol the campus on foot at night to help deter crime and provide a walking escort from building exit to building entrance or parking areas for students, faculty, staff, and visitors. The SAFE Team is in operation seven nights per week, during the regular academic year when the university is in session, from 6 p.m. to 3 a.m. with extended duty on weekends.

UCM owns and operates the University Health Center, which is open Monday – Friday and operates on an appointment basis with urgent care cases given priority. The Health Center is staffed by full-time university employees comprised of physicians, nurse practitioners, nurses, dispensary and laboratory technicians, and office personnel. The university also works closely with the Johnson County Health Department regarding health, food and sanitation issues.

The university provides professional counseling at the Counseling Center. Psychologists are available at the Counseling Center during regular business hours, Monday through Friday, 8:00 AM until 12:00 PM (noon) and from 12:45 PM until 5:00 PM. Call 660-543-4060 or go to 131 Humphreys. For emergencies during non-working hours, contact Public Safety or 911 operators.

The university does not have a dedicated office for emergency management, but it does have employees who have emergency management and planning responsibilities. UCM interacts and works closely with the Johnson County Emergency Manager, Local Emergency Planning Committee (LEPC), the Missouri State Emergency Management Agency (SEMA) Region A in addition to the local emergency responders.

The university's campus is located within 5 miles of Western Missouri Medical Center (WMMC). WMMC provides a 12 bed Emergency Department that is open 24 hours a day, 7 days a week to provide emergent, urgent and non-urgent care to persons of all ages. The staff consists of board certified Emergency Medicine physicians, Nurse Practitioners, Physician's Assistants and nurses who have been trained in trauma and pediatric emergencies.

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In the case of a trauma, cardiac, or stroke event, the patient will be evaluated by the Johnson County Ambulance District staff. Based on the patient's condition and the hospital's availability, the patient will most likely be transported to one of the following establishments:

- Trauma – Research Medical Hospital
- Cardiac or stroke – Lee's Summit Community Hospital or St. Luke's East

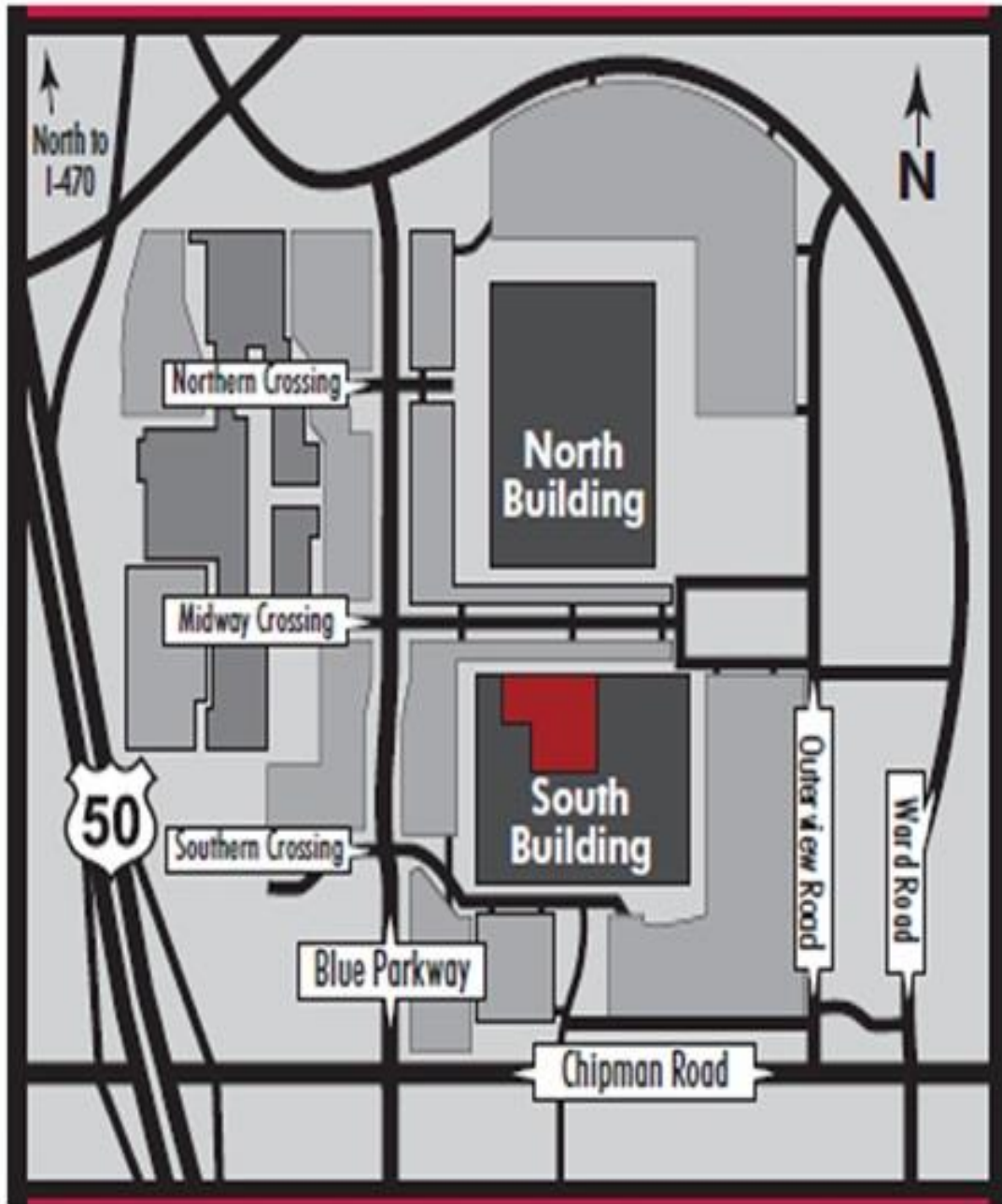
UCM operates as a community within the city of Warrensburg. Recognizing the benefit of additional trauma and emergency response assistance, UCM organized a Building Emergency Safety Team (BEST) in January 2013. Its purpose is to use existing faculty and staff resources to assist with moving emergency preparedness on campus to the next level. The university's goal is to utilize the BEST member's knowledge and skills to reach out across campus by improving communication, drills, and exercises. UCM hopes to have BEST members in every building across campus within the next few years to help improve response and communication efforts.

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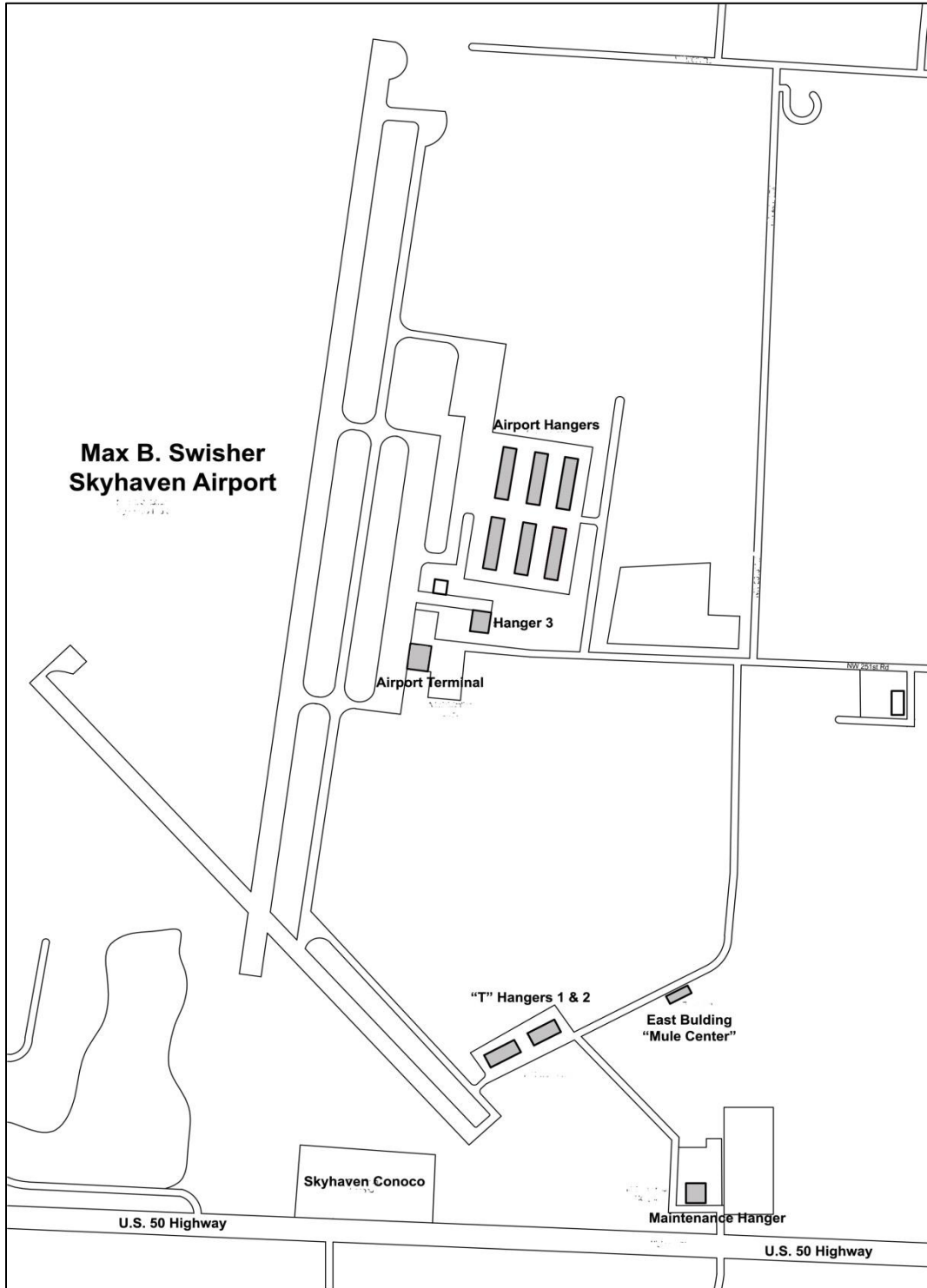
UCM WARRENSBURG – MAP



UCM LEE'S SUMMIT – MAP



MAX B. SWISHER SKYHAVEN AIRPORT - MAP



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LIST OF ASSUMPTIONS

The UCM Basic EOP is developed based on a realistic approach to emergencies most likely to be encountered. Therefore, the following assumptions are made and should be used as general guidelines in the case of such an event:

- Campus emergencies may occur at any time with little or no warning.
- The EOP can be activated by Public Safety and/or The Crisis Team at any time.
- Public Safety Officer(s) on-duty will investigate the situation to determine the Level of Emergency. This will be done by conducting a “windshield survey,” which is a quick observation of the situation.
- Campus emergencies can be caused by an accident, natural disaster or criminal behavior by an individual or group.
- Most incidents are handled locally, but some may require the support and resources of local, county, state, and federal governments.
- The succession of events in any incident is not predictable; therefore, this EOP will serve primarily as a guide or checklist, and may require modifications in the field depending on the situation’s exact circumstances.
- An emergency may additionally affect private residents within close proximity to the university; therefore, city, county, state, and federal emergency services or resources may not be immediately available. This may result in a delay of 48-72+ hours after the incident.
- During an emergency or disaster, there is a likelihood that communications could be disrupted due to damage or the heavy burdens placed on the communication lines due to the high levels of usage. This is especially true when using cellular phones.

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RESPONSIBILITIES

During an emergency situation, various teams across campus will be responsible for managing specific roles. Below is a brief overview of their responsibilities.

University Crisis Team is comprised of:

- Vice Provost of Student Experience and Engagement
- Director of Public Safety
- Assistant Director, Media Relations
- Assistant Vice Provost for Student Services
- Additional members will be added to the Crisis Team depending on the specific situation. Such individuals include:
 - Director of Housing and Dining Services
 - Director of Facilities, Planning, and Operations
 - Provost
 - President
 - Chief Financial Officer
 - Director of Athletics
 - Director of Counseling and Psychological Services
 - Director of University Health Center
 - Director of International Center
 - Legal Counsel

University Relations will serve as Public Information Office (PIO)

- Work closely with Crisis Team
- Prepare and distribute press releases
- Update online communication resources
- Act as point of contact and liaison with media sources

Student Experience and Engagement

- Work closely with Crisis Team
- Public Safety
 - Notification/warning systems
 - Police
 - Environmental, Health, and Safety
 - Emergency preparedness
- Housing and Dining Services
 - Ensure safety of students
 - Document student status
 - Communicate with all students and their families
 - Disseminate information to students
 - Coordinate student housing and dining services
- Counseling and Psychological Services

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Provost / Academic Affairs

- Scheduling/rescheduling of classes
- Classroom equipment and materials
- Library services
- Availability of faculty

Facilities, Planning, and Operations

- Coordinate Damage Assessment Team
- Direct clean-up and re-opening initiatives
- Manage and direct contractors

Office of Technology

- Re-establish campus-wide technology systems
 - Information technology
 - Communication technology - computer, network, and telecom
- Provide system support

Administration and Finance

- Risk Management/Insurance
- Document insured and uninsured damages
- Communicate with Damage Assessment Teams

Emergency Planning Team

The EPT is established to develop, review and update the EOP as needed. The EOP will be reviewed annually and will be updated and revised when:

- There is a change in site or facility configuration
- An incident occurs that requires a review
- There is a change in law or regulations

The following are members of the EPT:

- Assistant Vice Provost for Student Services
- Director of Public Safety
- Environmental, Safety, and Health Manager
- Emergency Preparedness Coordinator
- Associate Director of Housing
- Director of Facilities, Planning, and Operations
- Assistant Director of University Relations
- Network Services Manager
- Director of UCM Lee's Summit Center

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DEFINITIONS

BEST – Building Emergency Safety Team. Members of the BEST team have been trained in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

Campus – The buildings, grounds, and other areas that are owned by the university.

Chain of Command – A series of command, executive, or management positions usually listed in order of authority.

Clery Act – The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act which requires universities to keep and disclose information about crime and emergencies around or on the campus.

Crisis Team – A small group of UCM administrators responsible for evaluating and responding to emergencies. The core members of the Crisis Team are: Director of Public Safety, Asst. Director of University Relations-Media Relations, Vice Provost for Student Experience and Engagement, and the Assistant Vice Provost for Student Services. Additional members will be added as defined by the emergency and affected departments.

Emergency – An event that poses an immediate risk to life, health, property, or environment.

Emergency Planning Team- Established to develop, review and update the EOP as needed.

Emergency Responders – These individuals are members of the agencies that will be responding to different situations that occur on or around campus. Examples include sworn members of police and fire departments, emergency medical service members and non-sworn emergency responders such as government agencies, public works or utility services.

Evacuation – The immediate and rapid movement of people out of a building or away from a hazard.

Hazard – Any source of potential damage, harm or adverse health effects on someone or something under certain circumstances.

Hazardous Material – Solids, liquids, or gases that can bring harm upon people, other living organisms, or the environment.

Incident Command System – A systematic tool used for the command, control, and coordination of emergency response.

Level of Emergency – See Page 18 for Levels of Emergency.

Mass Care – The ability to provide shelter, food, first aid, and other related services to people who have been affected by a large-scale disaster or emergency.

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NIMS – National Incident Management System is a system created by Homeland Security Presidential Directive 5 to coordinate emergency preparedness among various federal, state, and local agencies. NIMS provides a consistent nationwide approach for emergency responders to work effectively and efficiently together to prepare for, respond to, and recover from any incident no matter the size or complexity.

Pandemic – An epidemic of infectious disease or sickness that has spread through large numbers of human or animal populations across a widespread area.

Risk Assessment – The identification of all possible hazards which are prioritized by their individual severities and probabilities of occurrence on campus.

Severe Thunderstorm Warning – Issued by the National Weather Service when severe weather has been reported or is being indicated by Doppler radar. A warning implies that danger may be imminent and action should be taken immediately. A severe thunderstorm may produce high winds, hail, heavy rain, or tornadoes.

Severe Thunderstorm Watch – Issued by the National Weather Service when severe thunderstorms are likely to occur in a certain area during a certain time frame. A severe thunderstorm may produce high winds, hail, heavy rain, or tornadoes.

Terrorism – The use of violence and intimidation in pursuit of political goals.

Tornado Emergency- Language used by the National Weather Service regarding extremely dangerous tornadic activity, such as an EF-5 situation.

Tornado Warning – Issued by the National Weather Service when a funnel cloud has been spotted or Doppler radar indicates the formation of a tornado. A warning implies that danger may be imminent and action should be taken immediately.

Tornado Watch – Issued by the National Weather Service when conditions are likely to produce a tornado in a certain area during a certain time frame.

Winter Storm Warning – Issued by the National Weather Service when a storm is going to produce heavy snow or significant ice accumulation. A warning implies that danger may be imminent and action should be taken immediately.

Winter Storm Watch – Issued by the National Weather Service when there is the potential for heavy snow or significant ice accumulation.

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LEVELS OF EMERGENCY

Level	Description	Examples of Emergency Event
1	Major	<ul style="list-style-type: none"> • Catastrophic fire • Significant damage to facilities • Active shooter/Violent intruder • Bomb / Terrorism Act or Threat • Workplace violence • Civil rebellion / riots • Major reputation impact • Hazardous materials incident (Major)Death of UCM affiliate on campus
2	Moderate	<ul style="list-style-type: none"> • Severe weather – campus closed • Building / office closure – campus open • Multiple serious injuries from same incident • Serious illness(es) (pandemic / meningitis) • Civil unrest • Death of UCM affiliate away from campus • Aviation incident • Hazardous materials incident (Moderate)
3	Minor Routine Emergency	<ul style="list-style-type: none"> • Severe weather – campus open • Small fire – limited or no damage • Short term utility outages • Mental Health / Behavioral Crisis • Multiple minor injuries from same incident • Serious injury during large event • Hazardous materials incident (Minor)
4	Business as Usual	<ul style="list-style-type: none"> • Medical emergency • Minor utility issues • False fire alarm • Traffic incident (Non-injury) • Behavioral issue (Minor)

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NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

NIMS is a system created by Homeland Security Presidential Directive 5 in 2003 to coordinate emergency preparedness among various federal, state, and local agencies. This gives all of the emergency responders a standard way to organize and respond to any kind of emergency or situation that may occur.

INCIDENT COMMAND SYSTEM (ICS)

The ICS is a systematic tool used for the command, control, and coordination of emergency response. It will be used as a way to coordinate members of multiple agencies in a manner that will allow them to work together effectively and will reduce the amount of miscommunication between agencies that usually do not work together.

A number of different positions will be filled when emergency responders utilize the ICS. The Incident Commander (IC) will be the leader who will be managing the incident from an overall point of view. The Public Information Officer (PIO) will deal with media relations and communication issues. The Safety Officer will monitor incident operations and ensure the health and safety of emergency personnel is taken care of. The Liaison Officer will be the person to contact for members of other agencies who are also involved in responding to the situation.

The four branches of ICS are operations, planning, logistics, and finance/administration. The Operations Section Chief will be in control of managing tactical operations at the location of the emergency. The Planning Section Chief will deal with any intelligence regarding the situation and will document the status of any resources that are used during the situation. The Logistics Section Chief will manage supplies, food, ground support, communications, facilities, and medical units throughout the emergency. The Finance/Administration Section Chief will manage compensation, claims, and costs of the incident. Depending on the exact circumstances of the emergency, responders may be given more than one role if there are not enough people available or if the situation is of a smaller magnitude.

INCIDENT COMMAND TRAINING

UCM strongly recommends all relevant faculty and staff complete the ICS 100 HE training. This is an excellent online course specifically designed for individuals who work in higher education. FEMA created this training course which teaches the history, features and principles, and organizational structure of ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). The online training takes about two hours to complete and is followed by a test that must be completed before a certificate is awarded.

Several members of the UCM faculty and staff have completed various NIMS, ICS, and other FEMA trainings.

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COMMUNICATION OF EMERGENCY

UCM will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff, and visitors occurring on campus.

The university will use the following methods to communicate with the campus community:

- Textcaster – A mass notification system sent to a subscriber's mobile device
- Outdoor Warning Sirens – Strategically located across campus to warn those outside buildings
- Building PA Systems – Located in those buildings protected by an EST3 Fire Alarm System
- University email (Official means of emergency notification)
- Social Media – Facebook, Twitter, etc.
- Verbal

TIMELY WARNING NOTIFICATION

UCM is responsible for issuing timely warnings in compliance with the Clery Act. Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus, that in the judgment of the university, represent a serious or continuing threat to students and employees. Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Department of Public Safety.

Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstance.

For further information, please contact Public Safety, 306 Broad Street, Warrensburg, Mo 64093, 660-543-4123.

CAMPUS EYE APP

Campus Eye is a free, downloadable app that gives smart phone users the ability to create a note describing a safety or security incident on campus, and take or attach a photograph of the incident and send it to Public Safety or to FPO. The app automatically detects the GPS location of the user and provides the user's exact location at the time the message is sent. The app also allows users (if desired) to identify physical or mental disabilities that can be made available to those receiving messages via Campus Eye.

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TRAINING AND DRILLS

UCM requires each residence hall conduct a fire drill during fall and spring semesters. The residence hall directors work closely with the Department of Public Safety; and the Warrensburg Fire Department to coordinate fire drills. The drills are utilized not only to ensure the residence hall students understand proper procedures, but to provide training and feedback to the residence hall staff.

In addition, UCM participates in the annual statewide tornado drill during Severe Weather Week.

EMERGENCY EVACUATION PROCEDURES AND POSTERS

The Department of Public Safety has created and installed Emergency Preparedness Procedures Posters for all (Warrensburg and Lee's Summit) campus facilities. The posters are 11 x17 inches and placed in easily accessible locations throughout each building, for example: entrances, lobbies, stairways, elevators, etc.

The emergency plans describe basic procedures about what to do during:

- Suspicious Person or Activity
- Violence w/ Weapons
- Fire/Hazardous Material Release
- Severe Weather/Tornado
- Medical Emergency/Injury
- Earthquake

Each poster provides specific information for that building, such as:

- Egress routes for each floor of the building
- Building and ADA access
- Tornado Safe areas (if available)
- Fire alarm pull stations
- Fire extinguisher locations
- Planned assembly areas

Posters will be updated at regular intervals or if there are major modifications to the buildings floor plan.

FIRE

In the event of a fire on campus, the Building Fire Alarm System will activate. Occupants are directed to evacuate the building immediately. Public Safety and the Warrensburg Fire Department will respond.

Occupants should assemble in a safe location away from the building. The Fire Battalion Chief will establish an Incident Command near the building.

Occupants will not be allowed to re-enter the building until it is determined to be safe to do so.



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ACTIVE SHOOTER / VIOLENCE WITH WEAPON

UCM utilizes A-L-I-C-E, a training program designed to take a comprehensive approach to help people mentally prepare to recognize, assess, and respond to immediate threats. ALICE stands for:

- A = Alert**
- L = Lockdown**
- I = Inform**
- C = Counter**
- E = Evacuate**

A-L-I-C-E QUICK REFERENCE

ALERT – Listen for clues. It might be an intercom or automated warning, someone shouting information at you or sounds indicating danger, such as gunfire or explosions. Understanding something is wrong is crucial to your survival.

LOCKDOWN – Individuals making the decision to secure in place. Lock and barricade door. Prepare to counter and/or evacuate.

INFORM – If in immediate danger, CALL 911 or 660-543-4123 and provide:

- Caller's name, location and description of what caller is hearing and/or seeing "we have gunshots at this location."
- Give any details you can:
 - Description and location of shooter(s).
 - Any victims, location and number of victims.
 - Any suspicious devices and location and description of device.

COUNTER – When faced with an armed attacker, you may choose to fight. Use what you have to your advantage. Throwing chairs or other objects can cause distraction and provide an opportunity to gain control and/or escape.

EVACUATE – If you feel like you can evacuate to a place of safety, do so. Have a plan for how you will escape the building. Identify and go to a safe area. Follow instructions from any police officer. Keep hands in plain sight and above your head if possible.

RAPE AGGRESSION DEFENSE (R.A.D.) TRAINING

R.A.D is a program of realistic self-defense tactics and techniques. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance.

The University also offers R.A.D For Men and R.A.D Kids. These courses are intended to raise awareness of aggressive behavior and instill confidence, and reduce the possibility of adverse physical control and/or harm.

UCM encourages all students, faculty and staff to participate in A-L-I-C-E and R.A.D. Training.

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TORNADO AND SEVERE WEATHER

UCM and Johnson County Central Dispatch work closely together to monitor severe weather. During a severe weather event, the National Weather Service will issue an alert. Based on the alert, UCM will notify faculty, staff and students by a variety of methods, which include: text message, email, sirens, social media, etc.

Severe weather alerts issued by the National Weather Service are:

- Tornado Watch –Tornadoes are possible in and near the watch area.
- Tornado Warning – A tornado has been sighted or indicated by weather radar.
- Tornado Emergency - Language used by the National Weather Service when there is a severe threat to human life and catastrophic damage from an imminent or ongoing tornado.
- Severe Thunderstorm Watch – Conditions are favorable for a severe thunderstorm to develop with the potential to produce tornadoes, high winds, hail and heavy rain.
- Severe Thunderstorm Warning – A thunderstorm has been sighted.
- Winter Storm Watch – Potential for heavy snow or significant ice accumulations.
- Winter Storm Warning – A storm is producing heavy snow or significant ice accumulations.

Seek shelter/safety in the following areas:

- Go to the lowest level of the building, preferably a basement or low-level interior hallway.
- Avoid glass and open areas where you could be injured by flying debris.
- Avoid auditoriums, gymnasiums, cafeterias or other types of large open areas, with free-spanning roofs.
- If outdoors and there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine).
- Be aware that heavy rains may flood excavation areas, ditches or ravines.

Off campus students will be referred to off campus shelters.

OUTDOOR WARNING SIRENS

UCM, the City of Warrensburg and Lee's Summit have outdoor sirens which are strategically located across our main campus and their cities. These sirens are an outdoor warning system only and are not intended to be heard indoors.

The Warrensburg campus outdoor siren system is activated when a TORNADO WARNING has been issued, if the city of Warrensburg activates their sirens or if a tornado has been observed in the immediate area by a trained storm spotter. If the sirens are activated, they will sound for three minutes with steady wailing, and then followed by a verbal message.

The campus community should tune a battery-operated radio to a local radio station, such as KOKO 1450, for more information.

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Outdoor sirens will not be used to issue an "all clear". Those in the affected area should tune to local radio or television stations for information when it may be safe to leave their shelter.

MEDICAL EMERGENCY

In the case of a medical emergency, DO NOT move the patient unless the patient is in a life threatening location. Call 911 immediately. If possible, have someone stay on the phone with the dispatcher until help arrives. Public Safety, Warrensburg Fire, and Johnson County Ambulance District will all respond. If possible, have someone meet the emergency responders and guide them to the patient.

EARTHQUAKE

Warrensburg is situated between two fault lines:

- New Madrid is a 150-mile-long fault system which extends into five states. It stretches southward from Cairo, Ill. through New Madrid, Mo., south into Arkansas.
- Nemaha Ridge runs 408 miles from Oklahoma City north to Omaha, Neb.

Most of Missouri's earthquake activity has been concentrated in the southeast corner of the state, which lies within the New Madrid seismic zone. Experts are forecasting a significant earthquake in the New Madrid region during the next 20 – 50 years. We do not anticipate significant damage in Warrensburg or Lee's Summit areas.

During an earthquake, we encourage the campus community to remain in their areas until the shaking has stopped. Get underneath a sturdy structure, like a desk or heavy table. Evacuate the building once the shaking has stopped.

HAZARDOUS MATERIALS RELEASE

If a Hazardous Materials release is suspected, evacuate the area immediately and contact Public Safety. Warrensburg Fire and Public Safety personnel will respond immediately.

SUSPICIOUS PERSON OR ACTIVITY

If a suspicious person or activity is observed, contact Public Safety immediately. Public Safety officers will respond. Do not put yourself or others in harm's way by engaging the suspicious person.

EMERGENCY CLOSINGS /INCLEMENT WEATHER

UCM WARRENSBURG AND UCM LEE'S SUMMIT

Traditionally, UCM does not cancel classes or close business offices due to minor inclement weather, temporary power failures, or similar minor emergency situations.

In case of significant inclement weather on the main campus in Warrensburg, the Department of Public Safety will monitor the weather and work closely with the Director of Facilities, Planning, and Operations, and University Relations to provide the University President all appropriate information to assist them in making the determination to cancel or delay classes, limit university operations, or close campus with the exception of weather-essential personnel.

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At the UCM Lee's Summit, the Director of the Summit Center will monitor weather conditions for the Lee's Summit area. At the first sign of inclement weather, the director will alert the Director of Extended Campus, who will notify the provost and the University Relations representative of the impending weather conditions. The Provost will determine whether to cancel or delay classes, limit university operations, or close campus.

An Emergency Closing means there is an official closing or delay in the opening of the university for non-weather essential personnel. All announcements will include the shifts which are affected (day, evening, and/or night), within two hours of reporting time, or as soon as possible.

NOTIFICATION

UCM will post current information on UCM's website, social media, issue a textcaster notice, emails, and notify the following media:

Warrensburg area radio stations

KWKJ 98.5 FM
KOKO 1450 AM
KDKD 95.3 FM (Clinton)
KXXK 105.7 FM (Sedalia)
KSYS 1050 AM (Sedalia)
KDRO 1490 AM (Sedalia)

Local television stations

4 WDAF www.fox4kc.com
5 KCTV www.kctv5.com
6 KMOS UCM www.kmos.org
9 KMBC www.kmbc.com
41 KSHB www.nbcactionnews.com

NOTE - UCM will make every effort to make the announcement that classes are delayed or closed by 6 a.m. for day classes or 2 p.m. for evening classes.

MASS CARE

In the event of a large natural disaster, i.e. tornado, earthquake, severe winter storm, in the Warrensburg area, the UCM community may find it necessary to provide mass care for students, faculty and staff. Mass care may include sheltering, feeding operations, emergency medical, bulk distribution of emergency items, and collecting and providing information about victims to their family members.

The crucial departments that have assisted in developing UCM's Mass Care Plan are:

- University Health Center
- Department of Public Safety
- University Housing and Dining Services
- UCM's food service provider
- Assistant Vice Provost Student Services

Sheltering could be located in several facilities across campus depending on the need and quantity of people needing sheltering.

Feeding operations will be Sodexo's responsibility with assistance from UCM personnel if needed. The availability of utilities, i.e. water, gas, electric, etc., will determine the location where food will be served.

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HEALTH CRISIS / PANDEMIC

A health crisis is defined as any health condition affecting the community at large, or where the cause of an individual illness puts the community's health at risk. Illnesses that are considered Community Health Emergencies generally are of an infectious nature. Every attempt is made to diagnose the condition early, localize the source, stop the spread, and in a controlled way, warn the at-risk population about illness prevention.

Should a pandemic crisis occur at UCM, a Pandemic Crisis Team will be assembled and will include the following:

- Director of University Health Center
- Provost
- Vice Provost of Student Engagement and Experience
- Director of Housing and Dining Services
- Director of Public Safety
- Assistant Director, Media Relations

The team will determine if the campus has been compromised. If that determination is made, classes will be cancelled and those students who can, will be encouraged to leave campus. Non-essential employees will be urged not to come to campus.

In order to protect the health of essential staff, personal protective equipment (PPE) will be given to all required staff members. Staff will receive training on proper cleaning techniques and health hygiene. All campus buildings will be cleaned and sanitized before allowing students, faculty or staff to occupy the building.

During the health crisis, the food service provider will develop a meal plan that will assist with maintaining a clean and safe environment. This may include brown bag lunches.

Housing staff will be responsible for helping to ensure their safety and good health of residence hall students. They will be assigned specific tasks, which could include assisting infected students who could not return home.

The University Health Center will establish an infirmary to care for those infected individuals. They may also provide vaccines to the healthy.

Once the campus community has reached a healthy status, employees will be directed to return to work and classes will resume.

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ADDITIONAL SERVICES

COUNSELING AND SUPPORT

The University Counseling Center will be available during a large emergency to help students begin addressing their concerns. They are dedicated to providing a safe and respectful atmosphere to all students. University Counseling Center is located in Humphrey's 131. Phone 660-543-4060.

OFFICE OF ACCESSIBILITY

The Office of Accessibility is dedicated to providing students with disabilities with equal access to the functions and facilities at the university. During an emergency, the university will work with emergency responders to ensure these students get to a safe location.

INTERNATIONAL CENTER

The International Center serves more than 2,000 international students from 59 different countries. During an emergency, the International Center will work closely with the Crisis Team and provide guidance to their students.