

# Wagner College

## Emergency Management

### Tabletop Exercise

November 20, 2015



WAGNER COLLEGE

# Welcome

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Director of Public Safety



# Exercise Agenda

- Registration
- Welcome/Introductions
- Response Plan Overview
- Exercise Scenario
- Hot Wash



# Exercise Etiquette

- Please silence cell phones, pagers etc...
- Allow all participants the opportunity to speak freely
- No smoking



# Introductions

Please go around the room  
and introduce yourselves

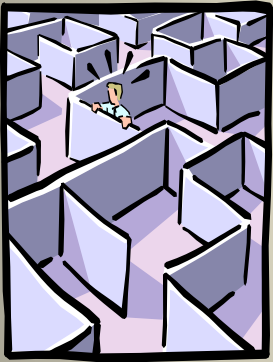




# Exercise

## “Safety and Comfort”

In case of an emergency, “Exits “ are located...



Or other “emergency” ...



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# Target Capabilities

- On-Site Incident Management
- Intelligence and Information Sharing and Dissemination
- Communication
- Emergency Operations Center Management



# Exercise Guidelines

- “Low-stress zone”
- Assumptions and artificialities may be necessary to complete the play in the time allotted
- The scenario is plausible, and events occur as they are presented
- There is no “hidden agenda,” nor any trick questions
- Varying viewpoints are encouraged
- Respond based on your knowledge of current plans, policies, and capabilities
- Decisions are not precedent-setting
- Opportunity to identify options and possible solutions
- Problem-solving suggestions and recommended actions should be the focus





# Exercise Objectives

- Provide an overview of Wagner College's Campus Emergency Response and Disaster Recovery Plan
- Discuss Public Safety's response to an emergency incident on campus
- Evaluate campus responder's ability to work as a team, gathering incident information and effectively conveying to the Emergency Operation's Center (EOC)
- Evaluate the EOC's ability to support share information and intelligence with the campus community
- Review the college's policies/procedures in place for an emergency response and building evacuation following an emergency incident on campus



# Campus Fire Fatalities in Residential Buildings (2000-2015)

- 85 fatal fires in residential housing ( 118 fatalities )
- 94% fatal fire took place off campus
- 58 % involved Tampered smoke detectors
- No sprinklers in any of the 85 fatal campus fires
- 70 % occurred on weekends
- 67 % Male fatalities
- Alcohol a factor in 76%
- Smoking 29 %
- Intentional actions 16%
- Electrical 11%
- Cooking 9 %
- 73 % occurred between midnight and 6 a.m.
- April / October Peak months



# Emergency Operations Plan Overview

- Plan's Purpose
- Definition of an Emergency
- Emergency Command Post
- Crisis Response Team
- Communications
- Building Captains
- Building Evacuation



# Plan's Purpose / Scope

- Protect Life/Property/Restore Operations/Assist Community
- Placed into operation when emergency cannot be controlled through normal channels
- Disasters give little or no warning
- Plan is only a guide / modify according to situation ( minor, major, disaster)
- Disasters may effect local community
  - expect delayed off campus response
- 75 % chance – incident occurs off hrs- must be prepared to implement plan / make notifications
- Emergency Response Coordinator & Director of Public Safety will activate the Plan





# Definition of an Emergency

**Minor Incident: Not affect functional capacity of the college / report to Public Safety**

- Limited power failure to a building
- Dorm/Resident conflict

**Major Incident : Disrupts overall operations of the college /requires off campus resources/report to VP for Admin. and Campus Operations**

- Large scale power outage
- Fire

**Disaster : Impairs/halts operations /requires evacuation/mass casualties/property damage/ report to President**

- Hurricane
- Mass Flooding





# Emergency Command Post

## Minor Incident:

- College vehicle placed near the scene
- Response efforts directed Vice President for Admin
- Dir. of Public Safety staffs Command Post

## Major Incident Disaster:

- Command Post in President's Office  
(athletic director's office alternate location)
- Dir. of Public Safety will establish a marshaling area (President or Spiro's parking lot)



# Crisis Response Team

- **President:** Overall coordination of the Plan / determine type & magnitude of incident
- **Provost:** Factors affecting faculty / academic programs
- **VP for Administration:** Assessment of College's condition/ provides status updates/ liaison with off campus responders
- **VP of Finance & Business:** Secure valuable materials on campus / Insurance claims/renew flow of supplies/equipment from off campus
- **Dir. of Public Safety:** Advises CRT regarding nature of emergency / scene safety / search / rescue/ staff CP
- **Dir. of Campus Operations:** Provides equipment & personnel for shutdown / evaluate essential services /

**Who are their alternates?**



# Crisis Response Team

- **Dean of the College:** Students health/welfare
- **Dir. Of Residence Life:** Temporary Housing / identify areas for relocation
- **Dir. of Information Technology:** Communication liaison and support ERT and College community
- **Dir. Of Communications:** Establish liaison with new media
- **Dir. Dining Services:** Establish distribution service
- **Chaplin:** Attends to emotional / spiritual needs/ assist in providing support to relief agencies
- **Dir. of Health Services :** Evaluate medical services available/location for treatment facilities

**Who are their alternates?**

# Communications

- Telephone Tree (sub trees)
- 3400 line
- College Web Page
- College E Mail / Voice Mail
- PA systems/  
megaphones/door to door





# Building Captains

- Each building has a Captain and alternate
- Provide timely information to College community
- Coordinates building emergency response activities & communicates with the CRT
- Coordinates building evacuation/accountability
- ID special needs population





# Campus Evacuation Plan

## Shelter-In-Place-Place

- Classrooms, offices, dorms,...all good temporary shelters
- Shelter-in-place decision starts with the President
- Notified through identified communication means
- Population should remain indoors until notified otherwise
- Building captains monitor situation
- Different hazard require different sheltering activities (i.e.) during a tornado, shelter interior room or underground.

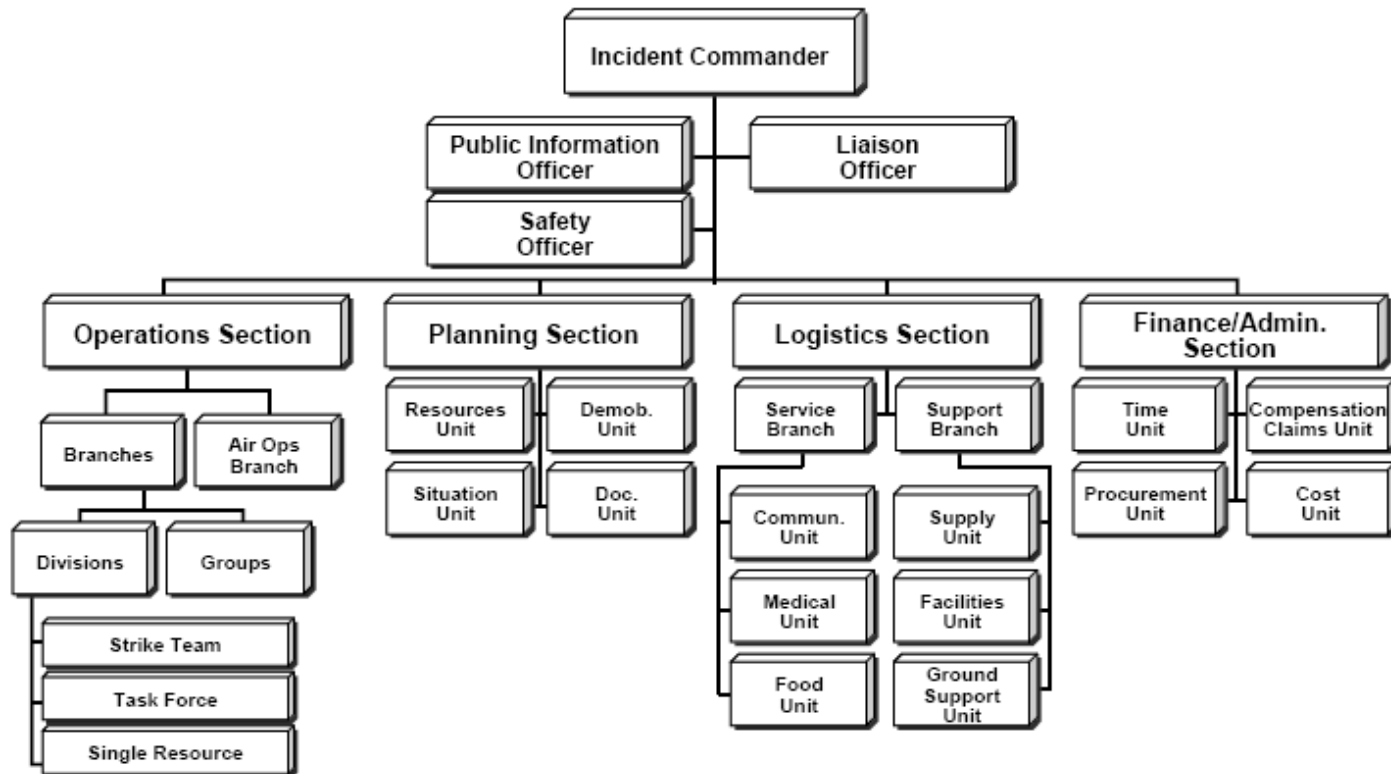


# Consolidation Plan

- Movement of particular campus population to another facility. (i.e.)Electrical outage/ fire or smoke damage to a building / emergency situation.
- Locations: The Spiro Sports Center, Main Hall, Student Union
- Public Safety/Residence Life will conduct search of evacuated residence buildings
- CRT will setup relocation structures
- Public Safety/ Facilities Management /CRT will determine when evacuated buildings can be reoccupied

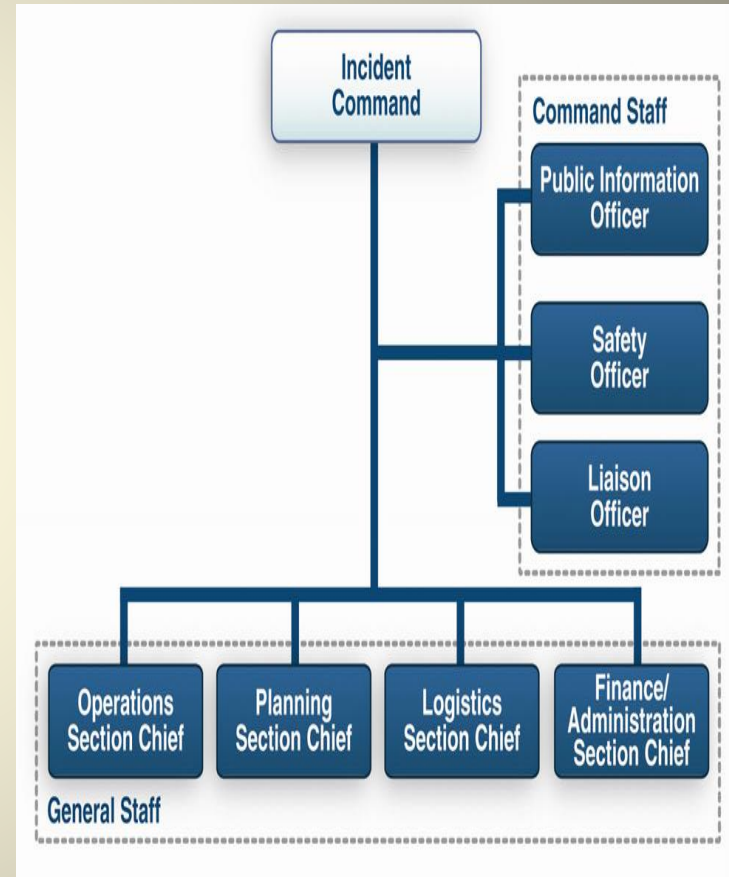


# Incident Command System (ICS)



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- Tool used for Command, Control and Coordination of emergency response
- Standardize response scalable to incident type
- Reduces likelihood of miscommunication and redundancy
- If ICS is implemented, CRT may support the ICS



# Incident Command

**“Helpers”**

**“Doers”**

**“Thinkers”**

**“Getters”**

**“Payers”**



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# Common Ground

The knowledge, beliefs, goals, commitments, and routines that permit effective communication and coordination

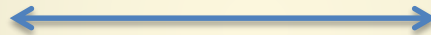
- Understanding what others know
- Understanding the goals of others
- Understanding the roles/routines and functions of everyone
- Understanding the stance of others
- Understanding the time pressure, workload, fatigue, competing priorities



# Exercise Room Organization

## Campus Responders Tables 1, 2,& 3

- Public Safety Supervisor
- Powerhouse Representative
- Maintenance Representative
- Grounds Representative
- Custodian Supervisor
- Resident Life

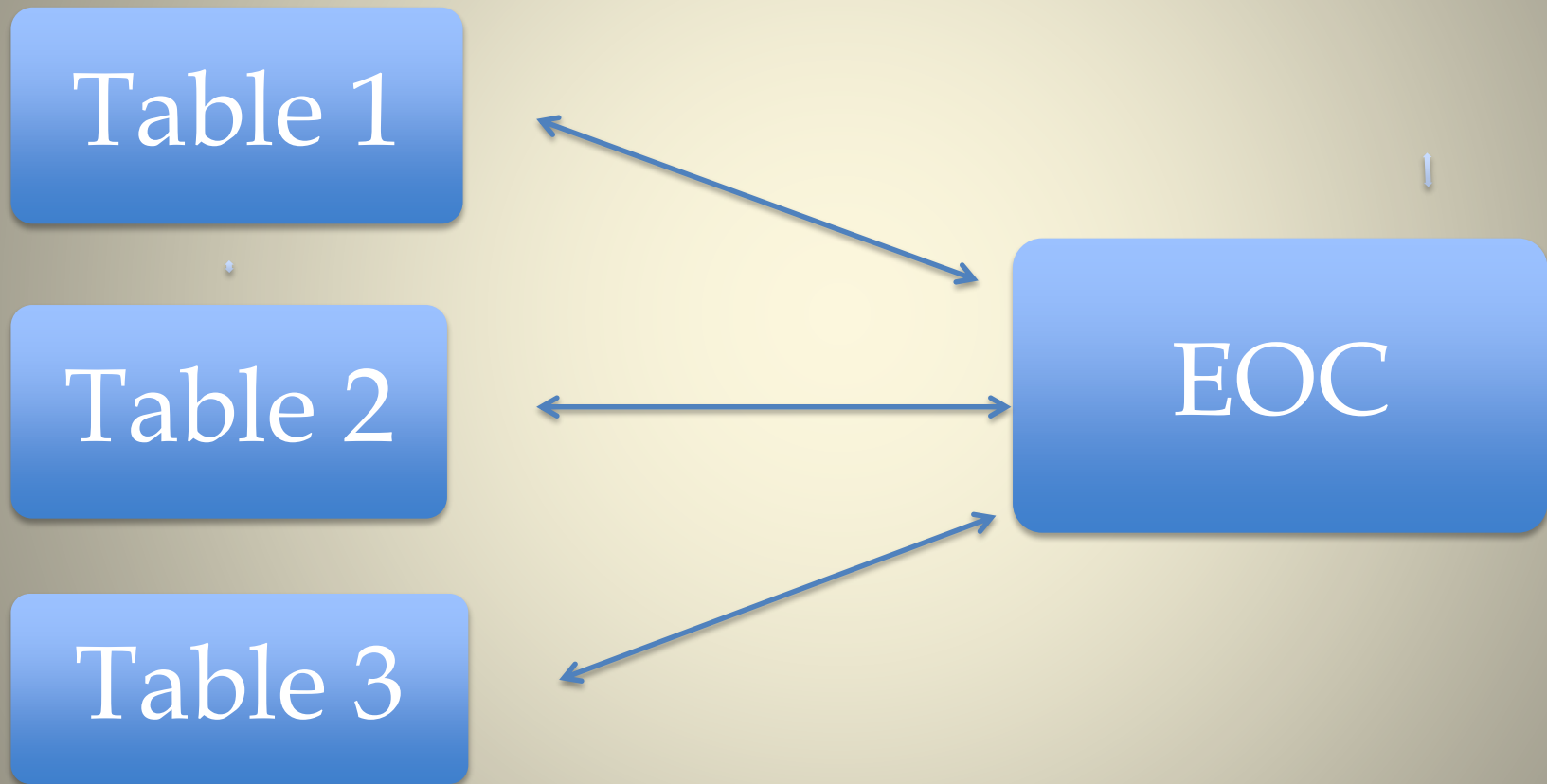


## EOC Table

- Public Affairs
- Director of Public Safety
- Campus Facilities
- VP of Admin / Chief of Staff
- Student Affairs
- Health services
- Dining Services



# Exercise Room Organization



# Break





# Scenario Update



On November 20<sup>th</sup>, at 2pm, College Public Safety responds to Guild Hall for reports of a loud noise from the first floor kitchen area.

A short time later, Public Safety begins to receive multiple calls reporting smoke from the roof of Guild Hall and a strong odor of natural gas. The fire department is responding.

What are the different ways Public Safety can receive this notification?





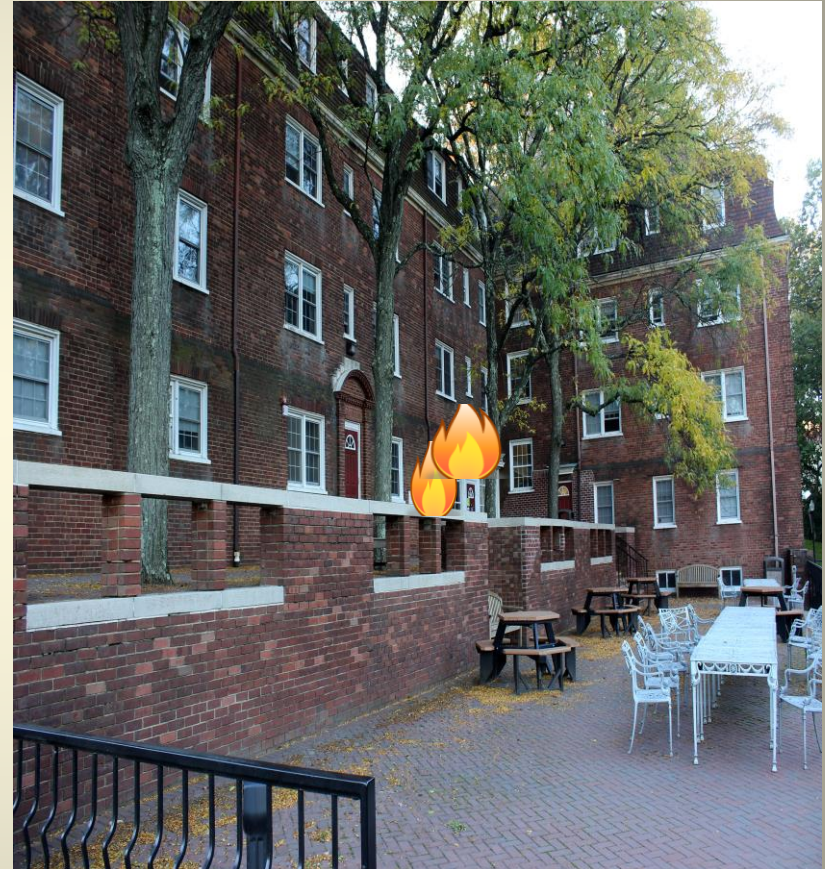
# Discussion Points

- What actions/decisions will campus responders take prior to off-campus responders notification/arrival ?
- Who is the initial IC for Wagner College?
- Where is the Command Post located?
- What support can each entity provide to the incident?
- What off-campus resources will you need to help manage the incident?
- What support do you need from the EOC?



# Scenario Update

- Upon arrival, Public Safety finds fire in Guild Hall's kitchen area and a heavy smoke conditions throughout the building.
- A crowd of 200 students has gathered outside the building, wandering aimlessly and not sure where to go. Many are coughing and having trouble breathing.
- The temperature is 35 degrees with a steady rain . The wind is blowing west to east at 10 mph



# EOC Scenario Discussion Points

- Videos of the incident are showing up on “U Tube” showing students overcome from toxic smoke
- News outlets are arriving on scene and conducting interviews with students
- The names of injured students are beginning to show up on social media before
- The college is being inundated with phone calls from concerned parents



# EOC Scenario Discussion Points

- Rumors are circulating throughout the campus that similar incidents have taken place at neighboring campuses
- Scheduled Events at the Library
- Develop a press release
- Class scheduling
- Relocations/ Feeding/ Counseling / Clothing / **What did I leave out?**
- Continuity of Operations



# Discussion Points



- How does the receipt of this new information change your decision making ?
- What information can you provide to off campus responders?
- What support do you need from the EOC?

# Scenario Update

The fire has been extinguished. The kitchen area and several dorm rooms on the 1<sup>st</sup> floor have been gutted by the fire. There is minor fire extension to the 2nd floor damaging two rooms. The entire building has suffered water and smoke damage and will require extensive cleaning before it can be reoccupied. There is no heat to the building and the utilities have been shutdown. 10 students have been transported to local hospitals for smoke inhalation and 150 students need relocation.



# Discussion Points

- How will displaced students be relocated?
- How will you get an accurate head count on evacuated personnel?
- What support will each department need from the EOC regarding the building?
- How will you address media on scene looking to interview anyone willing to talk?



# Hot Wash



Comments: Pros & Cons

Based on today's discussion, what issues or ideas identified can assist in the management of future emergencies?

