

DISASTER MANAGEMENT PLAN

Purpose

This Allen University Disaster Management Plan (AUDMP) will be the basis to establish policies and procedures, which will assure maximum and efficient utilization of all resources on the Allen University Campus, minimize the loss of life and/or injury to the population, and protect and conserve resources and facilities of Allen University during large-scale emergencies considered to be of disaster magnitude.

For the purpose of the plan, “disaster” shall be defined as any condition manmade or natural, which results in a significant disruption to the academic mission of Allen University. The onset of most disasters is considered to be very rapid, allowing minimal of time for preparation. The scale of a “disaster” is determined by the potential for the loss of life, damage to facilities and the amount of external resources necessary for the University to return to its normal academic mission.

Organization

This Disaster Management Plan is based on the principle that Allen University will bear the responsibility for relief on campus. When specific demands exceed the service levels available, it is understood that assistance will requested through the Richland County Emergency Preparedness Director and from surrounding agencies including Local, State, or Federal agencies, as needed.

The Allen University Plan will provide for local coordination of resources furnished from outside agencies responding to requests for assistance. It is understood that the University will provide such assistance to other agencies as possible when necessary.

Situation

Allen University is vulnerable to a wide spectrum of natural and man-made disasters, including but not limited to: storms (tornados, wind, thunder, and hail), fires and explosions, earthquakes, dam failure and industrial type disasters (fixed and mobile radiological emergencies and a variety of possible hazardous materials catastrophes).

Mission

Allen University will provide for the protection of students, faculty, staff, visitors and material resources of the campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The administration of Allen University will provide the continuity of management function, damage assessment (public and private) and immediate attention to the re-establishment of normal operations so as to support the Allen academic mission.

Execution

1. Premise phase: activities in this phase are designed to develop a strong University emergency response capability and to organize all levels of administration to ensure full utilization of all resources by completing the following:
 - a. Conducting public training and education programs to ensure a continuing capability to accomplish disaster response objectives;
 - b. Preparing and conducting public information programs on disasters to educate the campus population on prevention and protective measures to be taken during a disaster.
 - c. Developing a procedure for alerting, notifying and mobilizing key officials and emergency response personnel in the event of disaster;
 - d. Establishing mutual support agreements, as necessary with other local adjacent governments;
 - e. Preparing plans for disaster recovery phases from disaster; and
 - f. establishing the necessary emergency powers, to include line of succession, in order to maintain a continuity of administration during any type of disaster.
2. Disaster phase: During this phase, the operational activities of Allen University will be accelerated to increase the state of preparedness of the campus population to meet and cope with an impending or imminent disaster if warning is sufficient. The disaster phase shall include all of the following:
 - a. In the event of a disaster with little or no warning – operational activities will be directed towards protecting life and property, administering to the health and welfare of the affected population, containing or limiting damage effects, assessing damage and estimating requirements for restoring and recovering from the results of a disaster;
 - b. the Chief of Campus Police or Designee, shall notify the President – as to the nature of the disaster;
 - c. the President or Designee – shall use her/his Presidential discretion to declare a MAJOR EMERGENCY.
 - d. The declaration of a MAJOR EMERGENCY automatically triggers the implementation of the Allen University Disaster Management Plan.
 - e. An emergency Operations Center (EOC) will be established as soon as possible after the declaration of a MAJOR EMERGENCY.
 - f. The necessary emergency operations will be initiated and maintained.
3. Post Impact: During this phase, University Administration, the Fire and Campus Police Department, Physical Plant and other departments as needed will undertake operations necessary to administer to the sick and restore law and order, stop ongoing loss, repair damage to facilities and utilities, establish housing for displaced students, and provide class and laboratory facilities destroyed, damaged and/or otherwise made unusable by a disaster. The President, or his/her designee, will be responsible for determining priorities of efforts, allocating resources to high priority objectives, assisting the affected population toward recovery, and the restoration of normal University functions.

Direction and Control

Overall emergency operations will be directed from the EOC. The emergency field operations will be directed from an established command post staffed by the appropriate emergency department heads.

By approval of this Allen University Disaster Plan, the board of trustees delegate the implementation of the plan to the Chain-of-command listed below:

1. President
2. Executive Vice President (or equivalent title)

University Administration

Each University division will establish specific plans, procedures, and checklist to accomplish responsibilities associated with that division's routine activities as they relate to essential services. Certain Annexes are affixed to this plan that are considered high priority and essential services. However, other services may also – or in lieu of those services with attached Annexes – be considered essential depending on the nature and magnitude of the disaster.

1. The President has the overall responsibility for the policy decisions affecting the pre-disaster activities, disaster operations, and recovery operations of all divisions; as well as the coordinating of emergency support provided by other Federal, State, and Local Agencies.
2. the President of Allen University is responsible to the Board of Trustees as their representative. The President represents the Board while directing and supervising a; activities of the University administration during the pre-disaster and recovery phase operations. The President is responsible for:
 - a. Declaring a "MAJOR EMERGENCY," which will initiate the plan.
 - b. Being in charge of the Emergency Operations Center (EOC).
3. The Campus Police Department will be responsible for:
 - a. Providing information to the EOC concerning the impact of the disaster on the academic mission of the University.
 - b. Assessing detailed reports from the Deans and Academic Department Heads concerning the needs to return to the University to its normal academic status; and
 - c. Locating and operating temporary academic facilities to replace those lost in a disaster, (Campus Police) for an extended period on time.
4. The Fire Department, EMS, Student Health Center will coordinate to perform the following:
 - a. Receiving of request for emergency services, as requested and as available;
 - b. The dispatching of emergency services, as requested and as available;
 - c. Establishing and maintain radio communications with appropriate law, fire and EMS jurisdictions;
 - d. Being a liaison between emergency services and other expert services that may be necessary during the pre-disaster, disaster, and post disaster phase.
 - e. Requesting other University agencies, as necessary, to respond to their predetermined disaster staging area.

5. The Allen University Campus Police Department is responsible for:
 - a. Maintaining law and order throughout campus.
 - b. Maintaining traffic control and evacuation routes, (on campus)
 - c. Coordinating all law enforcement resources made available to the University.
 - d. Providing security at the EOC
 - e. Establishing a system for issuing security passes to authorized personnel in the disaster affected areas.
6. The Columbia Police Department – Emergency Medical Services is responsible for utilization of all emergency medical, rescue, and hazardous materials response made available to the University. Specifically, the Columbia Police – Emergency Medical Service shall be responsible for:
 - a. Ordering evacuations, as needed
 - b. Coordinating search and rescue missions;
 - c. Extinguishing or Fires;
 - d. The Pre-hospital triage, treatment, and transportation of the sick and injured; and
 - e. Maintaining an adequate reserve force for additional simultaneous emergencies.
7. The Student Health is responsible for all health and medical resources and facilities on campus. The staff shall be responsible for:
 - a. Providing limited care facilities for treatment of minor injuries;
 - b. Upon request from the EOC, providing field support for Columbia Police Department – EMS Paramedics in triage and emergency treatment of the sick and injured; and
 - c. Coordinating with the Richland County Coroner for care of mass Casualty victims.
8. The Office of Public Relations is responsible for assembly, preparation, and Dissemination of Public Information concerning the disaster, including:
 - a. The establishment of a Public Relations Office at or near the EOC to Interface with the media; and
 - b. The establishment of a media staging area remote from the disaster area for media briefing purposes.
9. Physical Plant is responsible for safely maintaining the operating plant and facilities so as to allow the University to return to performing its normal mission as quickly as possible after the disaster. Physical Plant responsibilities include but are not limited to:
 - a. Removal of debris and obstruction from transportation routes;
 - b. repairing and restoring utilities including electrical systems on campus, portable water and sanitary sewer;
 - c. As soon as possible, work with designated engineers to determine damage for reporting purposes.
10. Management Information Systems (MIS) is responsible for maintaining telephone and cellular services for Allen University based on the following priorities:
 - a. Emergency Services (Police, Fire, Emergency Medical Services) including the Police Dispatch Center and emergency services EOC.
 - b. Emergency Operations Center (TBA)
 - c. Physical Plant

- d. Administrative functions as dictated by the nature and scope of the disaster:
 - e. Residential customers
 - f. Staffing telephones which will serve as the screening center for incoming inquiry type telephone calls.
11. Transportation is responsible for providing vehicles necessary for transporting personnel and material required to meet disaster relief needs of the University and coordinating the utilization of all transportation resources (with exception of Emergency Vehicles).
 - a. Assist the EOC and/or departments with obtaining drivers for requested vehicles; and
 - b. Emergency fuel and maintenance for all vehicles operating on behalf of Allen University.
 12. Student Affairs is responsible for providing temporary relocation facilities for displaced residents and
 - a. Maintaining records as to the location of students who have been displaced;
 - b. If available, providing bedding materials for the EOC and emergency workers on campus during the emergency.
 13. The Food Service Department (GSI)/American Red Cross will be responsible for:
 - a. Providing food eating facilities as maybe needed by emergency workers including those in the EOC for the duration of the disaster;
 - b. Secondary to the above, provide as normal as possible food service to the student population.
 14. Procurement Department (Business Office) is responsible for the emergency requisitioning, procuring and issuing of specialized equipment and supplies as may be needed.
 15. Financial Management shall be responsible for advising the EOC concerning financial matters in support of disaster management.
 16. Legal Counsel will be responsible for advising the President or her Designee, concerning legal aspects of emergency planning and operations.

Special Needs Shelter

Definition: A special Medical Needs Shelter is a temporary facility for individuals who have medical impairments that exceed the Red Cross Disaster Health Services' capability for basic First Aid in emergency shelters, but have been able to maintain activities of daily living in a home environment prior to the disaster or emergency situation. The shelters are intended to provide a safe environment for those requiring limited medical assistance or surveillance due to pre-existing health problems. Patients should have a plan to evacuate to a safer location with a family member or friend if there is adequate time. This shelter is a last resort for those with special medical needs. "Special Medical Needs" patients usually require care at home by a home Health, Private Duty or Infusion Company.

LOCATION: To be established

Patients who need to come to Special Needs Shelter must bring the following:

1. A Caregiver
2. Medications for at least 7 days
3. Special diet requirements for at least 7 days

4. Wound dressing if needed for 7 days
5. Any other special equipment (i.e., feeding tubes, catheters, etc.)
6. a cot/beach chair with pillow and blankets
7. Take equipment (canes, walkers, wheelchairs, etc.)

POTENTIAL PATIENTS FOR SPECIAL NEEDS SHELTERS:

1. Heart problems with no chest pains
2. Oxygen dependant
3. Paralysis/severely limited mobility/wheelchair bound with medical records
4. Wound care with frequent dressing changes
5. Unstable Diabetic
6. Asthmatic with breathing machine
7. Mental III patient who is non-violent
8. Tracheotomies with equipment
9. Ostomy patients who are unable to manage