

West Virginia University Potomac State College

Emergency Response Plan

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Introduction

West Virginia University Potomac State College (WVU PSC) is a "small city within a city. " The city of Keyser, home to Potomac State College, is located within Mineral County, West Virginia. WVU PSC draws upon the resources of the Keyser community and contributes resources in return. This requires that WVU PSC work closely with local emergency authorities to identify and address campus-specific hazards as well as community-wide events. The hazard risks, such as flash floods, landslides, and severe weather, that may affect the campus and community are detailed in the Mineral County Emergency Response Plan.

WVU PSC has a main campus and the Gustafson farm location within the city limits of Keyser, WV. WVU PSC maintains two other farms (Deremer & Malone) located in Fort Ashby, Mineral County. The Campus Emergency Response Plan (ERP) was developed and coordinated with our mutual aid partners (Mineral County Office of Emergency Management, Mineral County Sheriff's Department, West Virginia State Police, Keyser City Police, Mineral County Health Department, and Keyser Fire & EMS). The emergency response is designed to ensure that the University at WVU PSC is prepared to respond to various emergencies that could occur on or near the campus or farms. Responsibility for the WVU PSC Emergency Response Plan is under the direction of the University Police Department at WVU PSC. The WVU PSC Captain will, when appropriate and necessary, continue to develop and review the ERP.

The WVU PSC ERP defines key roles and responsibilities, lines of authority, organization, communication methods, continuity, mutual aid agreements, and training. Annexes and appendices provide for specific emergency types and appropriate responses, emergency operations command and on-site command post WVU PSC leadership structure, lists of contacts, alternate sites, checklists, and additional procedures. WVU PSC facility-specific emergency plans, such as Church-McKee Auditorium Emergency Operations Plan, are part of this overarching WVU PSC Emergency Response Plan; guidelines noted within this plan apply to all such documents except where noted.

WVU PSC is committed to the safety of its students, faculty, staff, and community. As a partner with the City of Keyser and Mineral County, WVU PSC will use its technical expertise and resources to mitigate, prepare for, respond to, and recover from natural, technological, and man-made events that may affect the campus and community.

Authority for this plan is contained in the West Virginia Code Chapter 15, article 5A, State Emergency Operations Plan (EOP), Code of Federal Regulations (29 CFR 1910. 38) relating to emergency preparedness, and order of the University System of the West Virginia Board of Governors, letters of agreement of mutual aid, contracts, and operational procedures specific to each organization. Expertise and resources to mitigate, prepare for, respond to, and recover from natural, technological, and man-made events that may affect the campus and community.

1.0 Purpose and Scope

The purpose of the WVU Potomac State College Emergency Response Plan (ERP) is to describe campus emergency response procedures and their integration with the local emergency response authorities to ensure that the campus and community are prepared to act in the event of an emergency. The Emergency Response Plan provides guidelines for response, but does not replace the sound judgment of staff at the time of the event. Key Emergency Response Plan objectives include:

- Protect students, faculty, staff, visitors, and physical assets.
- Describe the principles of incident command.
- Compliance with the National Incident Management System (NIMS) for seamless integration with other response organizations, including Federal, State and local government entities.
- Emphasize preparedness and safety before, during and after emergencies.
- Maintain effective communication with students, staff, faculty, parents/guardians and the community through the general news media and other methods.

2.0 Situation and Assumptions

- 2.1 An incident requiring an emergency response may occur on one or all of the campus locations.
- 2.2 The campus Emergency Response Plan will be activated to one of the three identified response levels.
- 2.3 Campus resources may be inadequate to handle the incident, and interagency coordination with city and county response agencies will be required.
- 2.4 On-scene responders will initiate the Incident Command System (ICS).
- 2.5 Response personnel have received role-appropriate NIMS training.
- 2.6 The event may necessitate an extended response or involve a wide area of the campus or community adjacent to the campus.
- 2.7 An off-site emergency, such as a flood, may involve students, faculty, staff, and the campus and potentially require the response of WVU PSC resources.
- 2.8 WVU PSC media relations staff may work with the local community to effectively inform students, staff, parents/guardians, faculty and the surrounding community.
- 2.9 Main and regional campuses in Morgantown and Beckley, may be available to support WVU PSC campus during catastrophic emergencies. In addition, the WVU PSC campus may be called on to support these other campuses during times of emergency.

3.0 Concept of Operations

3.1 Alert Stages

The Department utilizes a threat-based system of "alert stages" to facilitate the emergency mobilization of personnel in the event of a crisis.

- 3.1.1 Stage Green (Routine Ops) - Emergency Mobilization Not Expected

A. Normal staffing.

3. 1. 2 Stage Blue - Emergency Mobilization Possible

- A. Department personnel shall review emergency procedures and ensure that they are ready to be recalled to duty.
- B. The Mineral County 911 Communication Center Supervisor shall "audit" emergency contact information for all Department personnel to ensure it is correct and up-to-date;
- C. Leave/Training for Departmental personnel may be canceled or modified.
- D. Patrol teams may be augmented with additional personnel, and
- E. The WVU PSC Captain of Police shall contact the leadership team and leaders of off-campus response (e. g. , Mineral 911, KPD, KFD, etc.) agencies to review contingency plans and logistics, if deemed appropriate and necessary.

3. 1. 3. Stage Yellow - Emergency Mobilization Likely

- A. Department personnel shall be available for extended recall within one (01) hour;
- B. Patrol teams and the Communication Center shall be staffed at available levels;
- C. An Emergency Operations Center (EOC) may be established at Mineral County 911 or other designated area, such as the Davis Conference Center or Kelly Recreational Center; and
- D. The PSC Captain of Police shall arrange for a planning/coordination session (if possible) between the UPD and off-campus response agencies to discuss likely scenarios and responses.

3. 1. 4. Stage Red - Emergency Mobilization

- A. Department personnel shall respond to the Campus, as directed; and
- B. The department leadership will initiate contingency ops in accordance with established plans and procedures.

3. 2 Levels of Emergency Response

The three levels of response to an impending or actual emergency affecting WVU are described below.

3. 2. 1 Emergency Response Level 1 (ERL1)

- A. Any incident such as a small laboratory fire, small hazardous material spill, assault, suspected meningitis case, medical emergency, suspicious package, etc. that can be contained within a single location or can be quickly addressed, resolved, or minimized with WVU PSC resources or limited community help (normal community response from police, fire, EMS).
- B. Does not involve a large-scale evacuation.

- C. Notifications are made to the WVU PSC Captain of Police, WVU PSC President, Director for Facilities and Services, Director of Environmental Health and Safety.

3. 2. 2 Emergency Response Level 2 (ERL 2)

- A. A major emergency that impacts portions of the campus and may affect mission-critical functions or life safety (e. g. , large residence hall fire, abduction, confirmed meningitis case, food-borne outbreak, criminal activity with weapons, explosion, etc.).
- B. Typically handled with local community resources (Keyser Fire Department, Mineral Co. Emergency Medical Services [EMS], Mineral County Health Department) and University personnel.
- C. May require off-campus emergency assistance coordinated by Mineral County Office of Emergency Management. (MCOEM).
- D. May require complete evacuation of a specific campus facility.
- E. May require activating the WVU Emergency Risk Communication Plan (see Annex B).
- F. Notifications are made to the PSC President, Director for Facilities and Services, PSC Captain of University Police, Director of Environmental Health and Safety, and the Chief of Police WVU main campus by the Mineral County 911 Communications Center.

3. 2. 3. Emergency Response Level 3 (ERL 3)

- A. An incident posing major risk or catastrophe to WVU personnel and resources (e. g. , plane crash, credible terrorist threat, building collapse, etc.) and requires resources beyond what the city and county can provide.
- B. Has caused, or has the potential for causing, major damage and injury.
- C. Requires off-campus (local, State, and possibly national) emergency response.
- D. May require campus closure and/or evacuation.
- E. Responsibilities listed under Emergency Response Level 3 are exercised by individuals whose assignments are delineated within the Emergency Response Plan.
- F. Authority declaring Emergency Response Level 3 is the President or the President's designee.
- G. Requires full activation of the WVU PSC Emergency Response Plan and the WVU Crisis Communication Plan with immediate notifications to all key responders identified in this plan.

3.3 Initial Incident Actions

- 3.3.1. The WVU PSC Police Department is the primary first response organization on the WVU PSC campus.
 - A. Depending on the nature of the event as described in the Hazard-Specific Checklists (Annex G), other WVU PSC departments may be dispatched or called upon for support.
 - B. Major incidents, such as building fires, hazardous materials spill into the environment, etc., may relegate WVU PSC Police to a support role.
- 3.3.2. Mineral County 911 Communications Center will be notified upon recognition of any event that may or will potentially impact the campus community. A WVU PSC Police unit will be dispatched to perform an on-site assessment as required.
- 3.3.3. The on-scene WVU PSC Police unit will provide a situation assessment and request a supervisor as necessary.
- 3.3.4. The supervisor will request the Mineral Co. Communications Center to notify the WVU PSC Police Captain under the following circumstances:
 - A. Any situation that requires the use of external agencies to resolve.
 - B. Any situation that results in a loss of life or serious injuries.
 - C. Any situation that may cause media interest, building closure, or campus closure.
- 3.3.5. The WVU PSC Police Captain will determine the level of emergency, up to and including declaration of Emergency Response Level 2 (Emergency Response Level 2) and authorize the Communications Center to notify the WVU PSC President, Director for Facilities and Services.
- 3.3.6. For potential Emergency Response Level 3, the WVU PSC Police Captain will authorize the Communications Center to notify the President, WVU Chief of Police (main campus), Director for Facilities and Services.
- 3.3.7. The President or designee will determine the need to raise the level of emergency to Emergency Response Level 3 and make decisions or deviations from existing policy on closure of the campus, programs, or specific buildings.
- 3.3.8. The senior leadership policy team (SLPT) consists of some members of the WVU President's cabinet and others as appointed by the President (see Tab D). The senior leadership policy team provides policy guidance to the President on campus policy related to the incident. This includes campus closure, legal/liability issues, parental notification and similar areas of responsibility. Five members of the senior leadership policy team are in the chain of command for the President's position, thereby ensuring continuity of operations for WVU PSC and potentially other branch campuses.
- 3.3.9. The normal reporting location for all other emergencies is the WVU PSC President's Conference Room or other designated area.

3. 3. 9. 1. The senior leadership team will generally meet in the WVU PSC President's conference room or other designated area.

3. 3. 9. 2. The secondary location is the Science Hall Conference Center in the Science Hall Building.

3. 3. 10. Communication in the Field

3. 3. 10. 1. Primary communication methods for WVU PSC Police field teams are by radio through the Mineral County 911 Communications Center.

3. 3. 10. 2. Coordination with MC911 will initially occur through the WVU PSC Police Department. MC911 has the capability to "patch" between the University Police and first responders to ensure a common operating frequency. A WVU PSC liaison, the Chief of WVU PSC Police or designee, will be located at the ICS to coordinate between WVU PSC and local first responders. The Senior Leadership Team will be notified through landline or cellular communication.

4. 0 Incident Command System/NIMS Format

Refer to Incident Commander Checklist (1-B). Incident Commander is the first emergency responder (Fire, Police, EMS) to arrive on-scene, until relieved. WVU PSC will use a NIMS-compliant incident management system to meet Federal standards and to coordinate seamlessly with the Mineral County 911 Center.

4. 1 Command Function

Responsibilities of the Command Function

- A. Activating the incident command system
- B. Establishing a command post
- C. Initiating the notification and mobilization of additional agency personnel
- D. Obtaining support from other agencies
- E. Establishing a staging area, if necessary
- F. Providing public information and maintaining media relations
- G. Maintaining the safety of all affected personnel
- H. Preparing a documented after-action report

4. 2 Operations Function

Responsibilities of the Operations Function

- A. Establishing perimeters
- B. Conducting evacuations
- C. Maintaining command post and scene security

- D. Providing for detainee transportation, processing and confinement
- E. Directing and controlling traffic
- F. Conducting post-incident investigation

4.3 Planning Function

Responsibilities of the Planning Function

- A. Preparing a documented incident action plan
- B. Gathering and disseminating information and intelligence
- C. Planning post-incident demobilization

4.4 Logistics Function

4.4.1 Responsibilities of the Logistics Function

- A. Communications
- B. Transportation
- C. Medical Support
- D. Supplies
- E. Specialized team and equipment needs

4.5 Finance/Administration Function

4.5.1 Responsibilities of the Finance/Administration Function

- A. Recording personnel time
- B. Procuring additional resources
- C. Recording expenses
- D. Documenting injuries and liability issues

5.0 Assignment of Responsibilities

The Senior Leadership Team consists of Senior WVU PSC Officials who will be responsible for policy decisions related to the Collage. The Senior Leadership Team will follow the ICS format but will not be the ICS/NIMS Incident Command Team.

5.1. President or Designee

- A. Declares Emergency Response Level 3 and authorizes subsequent implementation of the Emergency Response Plan and assembly of the Senior Leadership Team.
- B. Chairs the Senior Leadership Team comprised of:
 - President's Office (President, Chief of Staff, Support Staff)
 - Director of Facilities and Services
 - Executive Business Officer (EBO)
 - WVU PSC Captain of Police

C. Upon declaration of Emergency Response Level 3, may authorize any of the following conditions:

- Delay work/campus activities in the affected area.
- Halt work/campus activities in the affected area.
- Delay work/campus activities of WVU PSC.
- Halt work/campus activities of WVU PSC.

5. 2. Executive Business Officer (EBO)

A. Serves as a member of Senior Leadership Team.

B. Appoints designee to serve as Finance and Administration Section Chief during Emergency Response Level 3 activations.

5. 3 WVU PSC President's Designee

A. Serves as Senior Leadership Team Managing Chair; assists the President with Senior Leadership Team functions, including coordination of meetings and communication among parties regarding issues and decisions.

B. Assists with oversight and directs Senior Leadership Team support staff from the President's Office.

C. Administers WVU PSC Emergency Response and Control policies.

D. Consults with WVU PSC University President and Director for Facilities and Services on the status of emergencies.

E. Releases the status of suspension of activities or closure of the College to:

- WVU PSC units
- Director of University Relations/News for release to news media.

5. 4 Director for Facilities and Services

A. Evaluates potential emergencies and advises WVU PSC administration on the potential impact of emergency conditions.

B. Communicates with units on the status of potential or existing emergencies.

C. Oversees response from Facilities and Services units.

5. 5 WVU PSC Police Department

A. WVU PSC Police Captain or designee

- May serve as Incident Commander or as liaison to Mineral 911.
- Maintains, reviews, revises, and distributes WVU PSC Emergency Response Plan to all WVU PSC units and local emergency response agencies.
- Notifies Director for Facilities and Services of Emergency Response Level 3 emergency.
- Will act in accordance with own emergency response procedures.

B. WVU PSC Police Command Staff Member(s)

- Serves as liaison with Mineral County Emergency Operations Center during Emergency Response Level 3 activation.
- Coordinates Campus Police response.

C. WVU PSC Police Supervisors and Officers

- Serve as primary responders to emergencies at WVU PSC.
- Establish an on-site command post at the emergency scene depending on the seriousness of the circumstances.

5. 6. Facilities and Service Departments:

A. Serves as support staff on matters relating to:

- Facilities and Operations issues
- Safety and Hazmat issues
- Transportation issues
- Real Estate issues

5. 7. Student Life Departments:

A. Serves as support staff on matters relating to:

- Campus lodging issues
- Dining Services issues
- Student Life issues and communications
- Counseling services

5. 8. Business Services

A. Serves as support staff on matters relating to:

- Procurement issues
- Risk Management
- Recordkeeping

5. 9. Chemical Hygiene Officer:

- A. Advises the President or designee as a member of the senior leadership team on medical issues.
- B. Provides guidance and support depending on the seriousness of the circumstance.
- C. May serves as technical advisor to the Planning Section during Emergency Response Level 3 activation.

5. 10. WVU PSC University Relations/News Director:

- A. Serves as Public Affairs Officer during Emergency Response Level 3 activation.
- B. Releases WVU PSC administration-approved information and statements to appropriate local, regional, and national media.
- C. Operates the news media center as authorized by WVU PSC administration, depending on the seriousness of the circumstance.

5. 11. Legal Affairs:

- A. Advises the President or designee as a member of the Senior Leadership Policy Team on legal issues with WVU and PSC.
- B. Authorizes the issuance of any statement about an emergency by WVU PSC administration, directors, deans, or building supervisors to news media, or in the course of investigations, by any WVU PAC personnel to any entities outside WVU PSC, or to their agents.
- C. Serves as the university's counsel regarding any claims that may be filed against WVU PSC as a result of any emergency.

Table 1. Emergency Roles and Assignments (within WVU PSC)

Function	Emergency Position	Primary Assignee	Checklist Reference Number	Primary Reporting Location
Senior Leadership Team	Chair (Dr. Wallace)	President or designee	1-A	President's Conference Room
	Managing Chair (Phillip Douthitt)	President or designee	2-A	President's Conference Room
	SLT Member and Legal Counsel (General Council)	President or designee	9-A	President's Conference Room
	SLT Member	President or designee	10-A	President's Conference Room
	SLT Member	President or designee	11-A	President's Conference Room
	SLT Member	President or designee		President's Conference Room
	Senior leadership team, Support Staff	President or designee		President's Conference Room
Command	Command Function Chief	President or designee		President's Conference Room
	Liaison Officer (Captain Barker)	WVU PSC Captain of University Police	4-B	Mineral Co. 911 DCC/Kelly Cntr.
	Safety Officer (Micah Pears)	Director of Environmental Health and Safety or designee	2-B	

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	Public Affairs Officer (Chris Hess)	Director, University Relations/News or Designee	3-B	
Finance & Administration	Finance & Administration EBO	EBO or designee		Admin building
	Compensation/Claims Unit Leader (Janelle Williams)	WVU PSC Department of Human Resources, Compensation Unit or designee		Admin building
	Procurement Unit Leader (Jamie Raaum)	WVU PSC Finance Division, Business Services Procurement Staff or designee		Admin building
	Time Unit Leader (Stephanie Brake)	WVU PSC Finance Division, Employee Data Services Staff or designee		Admin building
Planning	Planning Section Chief (Micah Pears)	Director, EHS of designee	2-B	
	Resources Unit Leader			
	Situation Unit Leader			
	Demobilization Unit Leader			
	Documentation Unit Leader	EBO or designee		
	Technical Specialists	EHS Director Designee		
Operations	Operation Section Chief (Micah Pears)	Director of Facilities Management designee		
	Stadium Coordination Director (Mandi Larkin)	Athletic Director or designee		
	Campus Coordination Branch Director Student/Staff Services Branch Director (Phillip Douthitt)	Dean of Student Life or designee		
Logistics	Logistics Section Chief (Micah Pears)	WVU PSC President, Facilities Management or designee		
	Communications Unit Leader (Chris Hess)	Executive Director, Administrative Technology Solutions or designee		
	Medical Unit Leader (Diana Niland)	Health Sciences or designee		
	Food Unit Leader (Darius Peacock)	Dining Services Staff or designee		

	Supply Unit Leader (Jenny Riegel)			
	Facilities Unit Leader (Micah Pears)	Director, Facilities Leader Management or designee		
	Ground Support Unit Leader (George Cayton)	Assistant Director, Parking and Transportation or designee		

6.0 Continuity of Operations

6.1 Chain of Command

The WVU PSC President is the overall decision-maker during Emergency Response Level 3 emergencies at WVU PSC. In the event the President is unavailable or unable to perform this function, the following persons, listed in order of succession, would assume this role during the emergency:

President

Dean of Academic Affairs and Research

EBO - Administration and Finance/Human Resources

CHO - Health Sciences

Director of Resident Life

Director of Student Life

Director of University Relations

6.2 Personnel Availability and Redundancy

To ensure continuity of operations and the ability to perform 24 hours a day and 7 days a week, each key position should have at least one alternate. Due to staffing levels at WVU PSC, the alternate may be a designee from the main campus of WVU.

6.3 Contact Information

Updated contact information should be readily available in key locations and always be available to key responders.

6.4 Primary and Alternate Locations

The senior leadership team reports to the President's Conference Room during general emergencies. The secondary location is in the basement floor conference room located in the Science Hall Building. Should the Mineral County Emergency Operations Center be unavailable due to the emergency, a back-up facility is the Keyser Fire Department Station 2 near Southern Dr. Keyser, WV.

7.0 Preparedness

7.1 The Emergency Planning Unit,

Housed within the WVU PSC Police Department, oversees the campus-wide emergency preparedness program and the building emergency plan development, and is responsible for the administrative plan tasks.

7.2 WVU PSC 's Emergency Response Plan

WVU PSC ERP will be included within the Mineral County Office of Emergency Management Disaster Plan.

7.3 Communication

Each unit or department is responsible for communicating the content of PSC's Emergency Response Plan to its staff.

7.4 Annual testing

The Emergency Response Plan (or portions of the Emergency Response Plan) will be tested annually. A written after-action report with background, observations, and corrective actions will be distributed to the Chief and the Command Staff within the WVU PSC Police Department.

7.5 Awareness, Training, and Education

- 7.5.1 The University includes monetary and staffing resources via department budget to WVU PSC Police to identify, design, develop, manage and provide training and education on plans and procedures to responders, students, faculty and staff as they relate to emergency response issues.
- 7.5.2 Cross-training between groups with similar functions should occur (e. g. , between the University and outside agencies, including Mineral Emergency Medical Services, Keyser City, Mineral County departments/ agencies, and state agencies.
- 7.5.3 WVU PSC provides monetary resources via the budget to the WVU PSC Police Department for copying, distribution, and maintenance of the Emergency Response Plan and associated documents/materials.
- 7.5.4 Event hosts should, at the beginning of an event, provide a briefing or announcement stating the facility's emergency procedures and evacuation information to attendees (e. g., all gatherings to include: academic instruction, student orientation, employee orientation, Parents Club, etc.) Suggested topics: (fire evacuation, shelter in place, bomb threats, and night classes).
- 7.5.5 Emergency response procedures and guides, such as the WVU PSC Quick Reference Emergency Response Flip Chart, will be distributed or posted for use by students, faculty, and staff. All such documents (except those with confidential information) will be posted on WVU PSC Police website or have reference to WVU's Police/Emergency Planning website, where applicable. (<http://police.wvu.edu/emergencymanagement>).

