

Emergency Management Plan



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1.0 Basic Plan

Letter of Promulgation

The University of Arkansas at Monticello (UAM) is committed to promoting a safe and secure learning environment for its campuses in Monticello, Crossett, and McGehee.

This Emergency Management Plan was developed to provide the opportunity for the UAM community to better plan and prepare for, mitigate, respond to, and recover from an emergency or disaster. The goal is to minimize the impact of an incident on lives and property while maximizing the effectiveness of the University's resources.

The ultimate goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations, and restore normal University operations and services as quickly as possible following an emergency. Each of us has a responsibility for making our campuses safe and secure from natural, man-made, or technological events. Individually and collectively, faculty, staff, and students are encouraged to continue our dedication to emergency preparedness, planning, and training.

This Plan is a statement of policy regarding emergency preparedness and management. It identifies key decision makers and their roles during a significant emergency or dangerous situation occurring on campus and it assigns tasks and responsibilities to University officials.

This Emergency Management Plan incorporates the National Incident Management System (NIMS) concepts and principles, and uses the Incident Command System (ICS) for managing an incident, emergency, or disaster, in accordance with Homeland Security Presidential Directive (HSPD) – 5.

Those receiving a copy of this plan shall review it and become committed to the Plan's goal of protecting the welfare of the University community.

Dr. Peggy Doss, Chancellor
University of Arkansas at Monticello

Date

Chief John Kidwell
University Police Department
University of Arkansas at Monticello

Date

Approval and Implementation

This is the University of Arkansas at Monticello's Emergency Management Plan. You have received a copy of this plan because you will have important responsibilities during an emergency or disaster. Please read this document immediately, and re-read it periodically, so that you are thoroughly familiar with the contents of the Plan and fully understand your specific role.

The Plan set forth in this document is designed to rapidly and efficiently mobilize the University's resources, both personnel and equipment, to meet an emergency that may confront UAM. The effectiveness of this plan is dependent upon the full and rapid response of all personnel.

In the event that UAM is faced with an emergency, both the Chancellor or their designee, and the Director of the University Police Department, acting under the guidelines of this Plan, are authorized to implement those measures necessary to prepare for an emergency to minimize loss; to react to the emergency to save lives and property; and, in order to recover rapidly, to minimize disruption of normal activity.

Each member of the University community who has a part in these important tasks will give this matter his or her full and complete attention and support.

Dr. Peggy Doss, Chancellor
University of Arkansas at Monticello

Approval Date

Record of Changes

This Plan will be staffed, revised, exercised, readopted, and reissued annually. All updates to this document must be tracked and recorded utilizing the form below. Revised Plans should be distributed to individuals and organizations which have received previous versions of this Plan as identified in the [Record of Distribution](#).

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1.	03/14/2025	Entire Document	Dr. Peggy Doss added as acting Chancellor. DPS updated to UPD.	Chief John Kidwell
2.	07/01/2025	Appendices D, E, F, I, & J	Final revisions of emergency contacts were implemented, shelter locations were updated, food distribution centers were updated, map images were updated, and the exercise training plan was updated.	Chief John Kidwell
3.	07/24/2025	Appendix G	Resource lists for Motor Pool updated.	Chief John Kidwell
4.	03/23/2026	Pgs. 3, 12, and 14	Corrected UAM CTC information; verified and updated hazard 1.1.4.2; verified and updated hazard 1.1.4.8; updated hyperlinks for the daily fire logs in 1.1.4.9.	Chief John Kidwell
5.	03/24/2026	Pgs. 14, 15, 16, 176, & 314	Updated information and stats for 1.1.4.10, 1.1.4.13, 4.1.13.2, 4.3.13.2.	Chief John Kidwell
6.	07/18/2026	Pgs. 12, 134, 203, & 272	Updated information and stats for 1.1.4.2, 4.1.2.2, 4.2.2.2, and 4.3.2.2	Chief John Kidwell
7.	07/19/2026	Pgs. 17, 18, 195, 264, 333, 163, 232, 301, 186, 255, 324, 31, 45, and 11	Updated information and stats for 1.1.4.16, 1.1.4.18, 4.1.18.2, 4.2.18.2, 4.3.18.2, 4.1.10.2, 4.2.10.2, 4.3.10.2, 4.1.16.2, 4.2.16.2, 4.3.16.2, 1.2.5, 1.3.2, and 1.1.3.3.	Chief John Kidwell

1.1 Purpose, Scope, Situation Overview, and Assumptions

1.1.1 Purpose

This document establishes the Emergency Management Plan (EMP) for the University of Arkansas at Monticello and includes emergency management information for the UAM College of Technology Crossett (UAM-CTC), and the UAM-College of Technology McGehee (UAM-CTM) campuses. Information that is unique to the UAM-CTC and UAM-CTM campuses is identified separately either within the base EMP or its Annexes and/or Appendices.

This Plan is to be implemented to deal with emergencies and disasters, and is intended to protect lives and property through effective use of available manpower and resources during emergency operations. It is placed into operation whenever a natural, technological, or man-made emergency or disaster affecting the University reaches proportions where such a situation cannot be controlled by routine measures.

The overall Plan begins with the end state of the emergency in mind. The purposes of the Plan are:

- Protect the lives and property of the UAM community and to preserve the orderly continuity of UAM's functions through coordination between departments and local first responders.
- To establish a mutual understanding of authority, responsibilities, and operations of the UAM personnel during emergencies and disasters.
- To establish an emergency organization in order to direct and control operations during the emergency situation by assigning responsibilities to specific entities.
- To provide a basis for the conduct and coordination of emergency operations and the management of resources during emergencies and disasters.
- To provide contingencies for a potential disaster that may affect the UAM campuses.

This document contains the basic plan, annexes, and appendices. The basic plan provides an overview of the UAM's approach to emergency management to include response and operations. It explains the policies, organization, and tasks involved in a response to an emergency. The Emergency Support Functions (ESF) Annexes focus on detailing the specific responsibilities, tasks, and operational actions to complete a specific emergency operations function; while the hazard-specific annexes focus on special planning or response needs generated by the specific hazard.

1.1.2 Scope

This Plan and all its contents apply to the UAM, UAM-CTC, and UAM-CTM campuses. Faculty, staff, students, and partners who have a role will have access to and be knowledgeable of the Plan.

This plan is designed to address a comprehensive range of natural, man-made, and technological hazards that could affect these campuses. The plan includes procedures for responding to a range of emergencies regardless of the size, type, or complexity.

This Plan and all its contents apply to the entire University's property and community unless otherwise noted. Satellite locations or other properties, owned or leased by UAM, may have separate attachments/appendices that identify specific information related to that area developed in the future.

This Plan supersedes and rescinds all previous editions of UAM emergency plans. If any portion of this Plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this Plan.

Nothing in this Plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan.

1.1.3 Situation Overview

1.1.3.1 University of Arkansas at Monticello

The University of Arkansas at Monticello is located three miles south of the city of Monticello on a wooded campus adjacent to United States Highway 425, which is the major transportation route. Monticello is the county seat of Drew County and is located 100 miles southeast of Little Rock, Arkansas and 84 miles north of Monroe, Louisiana.

Situated in the pine forests of southeast Arkansas on the edge of the rich Mississippi delta, the University is ideally located to serve the state's educational needs and provides an excellent setting for the state's only School of Forestry. Included in the University's 1,600 acres are 1,036 acres of forestland used for research, management, and instruction, and 300 acres devoted to agricultural teaching and research.

To the west and south are vast forestlands managed by a rapidly growing private forest industry to produce wood and paper products. To the east, farmers raise cotton, rice, and soybeans in the fertile Mississippi delta.

UAM hosts events that increase population on campus at any given time such as athletic events, rodeos, festivals, concerts, dinner theaters, and workshops.

In addition to the main campus in Monticello, UAM operates the UAM-College of Technology in Crossett, Arkansas (UAM-CTC) and the UAM-College of Technology in McGehee, Arkansas (UAM-CTM).

1.1.3.2 UAM-College of Technology-Crossett

On July 1, 2003, UAM expanded its mission to include vocational and technical education when the Forest Echoes Technical Institute merged with UAM and was renamed the UAM College of Technology in Crossett. The UAM-CTC campus is located on a 36-acre plot 4.5 miles northeast of Crossett in Ashley County and 9.5 miles southwest of Hamburg on Highway 52 West. The campus includes six buildings totaling approximately 43,800 square feet of floor space appropriately equipped for instruction and training.

1.1.3.3 UAM-College of Technology-McGehee

Like UAM-CTC, UAM's expansion on July 1, 2003, included the Great Rivers Technical Institute in McGehee. With this merger, Great Rivers Technical Institute was renamed the UAM College of Technology in McGehee. The UAM-CTM campus is located on a 22-acre plot 1.5 miles northeast of the McGehee Post Office, in Desha County. The campus includes nine buildings totaling approximately 62,000 square feet of floor space appropriately equipped for instruction and training.

The merger of these two vocational and technical institutes with UAM created a comprehensive system of postsecondary education in Southeast Arkansas.

The table below lists the estimated number of faculty, staff and students at the UAM, UAM-CTC, and UAM-CTM campuses for the Fall 2023 Term.

	Fall 2025
Students	3,544
Faculty/Staff	506
Total	4,050

1.1.4 Hazards

This section profiles the natural, man-made, and technological hazards that impact the counties of Drew, Ashley, and Desha in southeast Arkansas. Emergency procedures for these hazards are provided in **4.0**

Monticello Campus, 1.1

Crossett Campus, 2.1

McGehee Campus, 3.1

Significant research was conducted for each of these hazards and the following list provides the primary sources for this section:

- University of Arkansas at Monticello Annual Security Report/Fire Safety Report
 - The UAM University Police Department (UAM UPD) prepares the Annual Security Report/Fire Safety Report annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). In accordance with the Clery Act, the UAM-CTM and the UAM-CTC are each defined as a separate campus.
- Hazards identified by the UAM Director of the University Police Department.
- Declared Events (State and Federal historical data)
- State of Arkansas All Hazard Mitigation Plan - 2010
- National Climatic Data Center (ongoing database of all natural hazard events with dates, locations, and estimated damages)
- Internet research

Natural, man-made, and technological hazards included in this all-hazards plan are located in the following sections.

1.1.4.1 Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives

on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

1.1.4.2 Aircraft Crash

Monticello and Drew County Airports:

- Monticello: The Monticello Municipal Airport is located 2 nautical miles east of Monticello and 7.5 miles from the UAM campus. It is publically owned by the City of Monticello. Aircraft operations average 38 per day as follows: 53% local general aviation, 43% transient general aviation, and 4% military. The Baptist Health Medical Center - Drew County Heliport is located in Monticello and is publicly owned by the Baptist Health Medical Center - Drew County.
- Drew County: Other airports located in Drew County include the Tillar Airport, which is located 3 nautical miles west of Tillar (Drew County) and is privately owned by Tillar and Company.

Crossett and Ashley County Airports:

- Crossett: The Z M Jack Stell Field Airport is located 5 nautical miles northeast of Crossett and is publically owned by the City of Crossett. Located 0 nautical miles north of Crossett is the Ashley County Hospital Heliport, which is privately owned by the Ashley County Medical Center.
- Ashley County: Other airports located in Ashley County include the Beech Creek Airport located in Hamburg, and the Johnson Memorial Airport located in Wilmot, both of which are privately owned.

McGehee and Desha County Airports:

- McGehee: The McGehee Municipal Airport is located 2 nautical miles east of McGehee and approximately 4.4 miles from the UAM-CTM campus. It is publically owned by the City of McGehee. Aircraft operations average 69 per day as follows: 80% local general aviation and 20% transient general aviation. The McGehee Hospital Heliport is publically owned by the McGehee Hospital. It is located 0 nautical miles from the City of McGehee.
- Desha County: Other airports located in Desha County include: the Billy Free Municipal Airport which is located 2 nautical miles west of Dumas and is publically owned by the City of Dumas; the Yancopin Airport located 6 nautical miles northeast of Watson and is privately owned by Yancopin Hunting, Inc.; and the Flying G Ranch Airport, located 3 nautical miles east of Tillar (Desha County) and is privately owned by Merlin D. Glover.

Additionally, agricultural aviation (crop dusting) is conducted in and around these three counties. Most commonly, small, fixed wing aircrafts are used to drop seeds, pesticides, and fertilizer on plants. Agricultural aviation accidents are not uncommon in the state. According to the National Agricultural Aviation Association (NAAA), from 2013 to 2022, Arkansas consistently ranked in the top three in the nation in agricultural aviation accidents. An aircraft crash could occur on or about any of these three campuses and would likely cause damage and/or endanger lives.

1.1.4.3 Bomb Threats

A bomb threat is usually a verbal or written threat that indicates an explosive or incendiary device will detonate to cause death, injuries, and/or property damage. UAM's first priority is to safeguard students, faculty, staff, and visitors. UAM will take measures to prevent bomb threats and provide guidance for handling a bomb threat should one occur. A Bomb Threat Information Check List is included in **Appendix H – Checklists, Forms, and Other Lists**.

1.1.4.4 Civil Disturbance/Demonstrations

Incidents involving students singly or in small groups range from the minor infringement of campus rules and regulations to major infractions and criminal behavior. Student Affairs, under the direction of the Vice Chancellor for Student Affairs, is responsible for ensuring that protocols for this type of individual or small group activity are in place and operational.

1.1.4.5 Criminal Behavior

Criminal behavior and activity such as threat of harm, burglary, larceny (theft), use of alcohol/narcotics or assault is most likely to occur on campus. Bomb threats/terrorism is less likely to occur than general criminal activities, but must be planned for as they could have a significant impact to the UAM community.

1.1.4.6 Death/Suicide

An estimated 15% of students suffer from depression and other mental disorders that put them at risk for suicide. Each year, 10% of students report that they have seriously considered suicide. Suicide is the second leading cause of death for college students. Those who need help the most, are often the least likely to request available services. Research shows that many troubled students have beliefs and attitudes that pose significant barriers to treatment. UAM is committed to the health and safety of its faculty, staff, and students and to maintaining a safe and efficient workplace. Safety and security concerns will be managed with both employee/student safety and student success as primary goals. Accordingly, UAM has developed University Behavior Intervention Team (UBIT) procedures outlining a proactive intervention process to address specific behaviors of students. The UBIT process does not replace faculty classroom management, disciplinary processes, or public safety action.

1.1.4.7 Drought and Heat

Drought

The State of Arkansas experiences cyclical drought on a regular basis and there appears to be long-term trends toward a drier climate and warmer weather. The drought conditions tend to affect the western portion of the state slightly more than the east, however, the severity of drought conditions has been variable over the years effecting the east, north, south, and central randomly and somewhat equally. Drought occurs during a period of abnormally dry weather and can cause increased likeliness of fire. Drought has a severe economic impact on the state due to the large amounts of agriculture and livestock.

Extreme Heat

Extreme heat is often associated with conditions that lead to drought. Extreme heat may also lead to heat stress in the UAM community. Extreme heat can cause excessive drain on power supplies, electronic equipment, and can cause chemical canisters to explode.

1.1.4.8 Earthquake

Although earthquakes have not caused significant damage in recent history, repeat or historical earthquakes, such as the 1811-1812 series would be devastating to the state. The New Madrid fault runs from Cairo, Illinois to Marked Tree, Arkansas and it is a very active area of seismic events. The strongest

earthquakes on the North American continent occurred in this area over a three-month period from 1811-1812.

The Arkansas Geological Survey (AGS) reported 20 earthquake events in counties in the New Madrid Seismic Zone (NMSZ) in northeast Arkansas during 2025. In 2011, during a very seismically active year, there were a total of 788 events in the state alone. For that year, the minimum magnitude event was 1.0 and the maximum magnitude event was 4.7.

The AGS Seismic History Fact Sheet reports that on June 19, 1939, a 4.0 magnitude earthquake occurred south of El Dorado and was felt throughout southern Arkansas. It cracked plaster in some buildings in Arkadelphia, and was felt in Crossett, Dumas, Fordyce, Hot Springs, Pine Bluff, and Prescott as well as El Dorado and Arkadelphia. The AGS reports an earthquake in Drew County on September 23, 1978, with a magnitude of 3.0.

1.1.4.9 Fire

Fire

Fire can be intentionally started, or initiated by several hazards such as drought, lightning, earthquakes, hazardous materials spills, etc. Fire prevention is practiced within the Residence Halls by prohibiting the use of: open flames, candles and incense, space heaters, hot plates, toasters and toaster ovens, George Foreman or similar style electric grills, and smoking.

Fire Log

The UAM UPD maintains a daily fire log. The daily fire log for each campus is open to public inspection and available on the UAM website at:

- UAM : University Police Department: <https://www.uamont.edu/UPD/index.html>
- UAM-CTC: <https://www.uamont.edu/academics/crossett/index.html>
- UAM-CTM: <https://www.uamont.edu/academics/mcgehee/index.html>

1.1.4.10 Flooding/Flash Floods

Arkansas is affected by flooding nearly every year. Floods have caused extensive damage and loss of life in the state in the past. Additionally, Arkansas has an extensive mileage of waterways through the state including the Mississippi River along the entire eastern border of the state. The following information includes past flooding events in the state and other flood facts:

- Since 1957, 23 of the 87 Federal Emergency Management Agency (FEMA) declared disaster events involved flooding.
- As of 2026, in the last 10 years, 8 of the 20 FEMA declared events involved flooding.
- From 1973 through 2025, Ashley, Desha, and Drew counties were included in several disaster events involving flooding.
- The state averages over 100 flooding events every year with approximately one major event each year.
- A flash flood can occur when extreme amounts of precipitation fall on any terrain if the precipitation accumulates more rapidly than the terrain can allow runoff.

1.1.4.11 Hazardous Materials

Hazardous materials are any substance harmful or injurious to human and animal life, the environment, and/or public or private property. A hazardous materials accident can occur virtually anywhere within Arkansas. Hazardous materials (e.g. chemical, radiological, biological, and explosive) are transported and used throughout Arkansas via railways, pipelines, waterways, and air daily so virtually any area is considered vulnerable to an accident.

Within the UAM campuses, treat a chemical spill as toxic unless, in the judgment of the person responsible for the material, it presents no danger to themselves or to others. A list of chemicals on the UAM Campus is located in **Appendix H – Checklists, Forms, and Other Lists**. In the event of a chemical spill, follow the procedures outlined in section **4.1.11 Hazardous Materials**.

- UAM: The UAM campus is adjacent to U.S. Highway 425, which is a major transportation route. A train route runs east to west through Drew County and transports forest products, soda ash, and aggregates. A natural gas pipeline runs along western Drew County and two product pipelines run through the county.
- UAM-CTC: The UAM-CTC campus is located on Highway 52 West in North Crossett. Ashley County also has two rail lines and natural gas pipelines in several areas within the county.
- UAM-CTM: The UAM-CTM campus is located on Ash Street (Highway 1) in McGehee, less than .5 mile from U.S. Highway 65 which is a major transportation route. Desha County has two railways running through the county. Rail traffic runs parallel with Ash Street and is approximately 216 yards from the campus.

1.1.4.12 Medical Emergency/Serious Illness/Injury

Medical Emergency

A medical emergency can occur at any time, and dependent on the situation, may involve only one individual up to a disaster involving multiple people.

Serious Illness/Injury

Serious illness and injuries include drug or alcohol overdoses or severe emotional trauma. Serious illness may also be contagious and might affect persons who have been in contact with the patient.

1.1.4.13 Railway Accident/Derailment

Two types of hazardous materials releases from railroad events are of the most concern, and account for approximately 70 percent of all railroad-related incidents each year:

- Collisions and derailments that result in large spills or discharges, or air releases during fires.
- Releases from leaks in fittings, seals, or relief valves, and improper closure or defective equipment.

UAM: The Arkansas Midland Railroad has a route that runs east to west across northern Drew County, approximately two miles from the campus. Forest products, soda ash, and aggregates are transported on the route.

UAM-CTC: The Union Pacific Railroad and the Arkansas, Louisiana, and Mississippi Railroad run through Ashley County.

UAM-CTM: The Arkansas Midland Railroad, Union Pacific Railroad, and Arkansas Short Line Railroads run through Desha County. The Arkansas Midland Railroad runs parallel with Ash Street and is approximately 216 yards from the campus. Rail traffic on the Arkansas Midland Railroad line includes grain/agricultural products, cotton, coal, and chemicals. Rail traffic on the McGehee to Warren line includes forest products, soda ash, and aggregates.

1.1.4.14 Sexual Assault, Rape, Abuse, or Misconduct

There are steps to take if you are a victim of or witness to a crime involving sexual assault, rape, abuse by a spouse or significant other, or misconduct by another. The University and its facilities may be used to assist the victim of a crime of sexual violence, assault, or domestic dispute, or to obtain assistance in dealing with the trauma of such activity. Refer to University policy regarding Sexual Misconduct, Discrimination, Harassment, and Retaliation Complaints at:

<http://uam-web2.uamont.edu/pdfs/title%20ix-smdhr%20complaints.pdf>

1.1.4.15 Terrorist Threats/Terrorism

Terroristic threats/terrorism is less likely to occur than general criminal activities but must be planned for, as they would have a significant impact to the UAM campuses and community.

1.1.4.16 Tornadoes/Thunderstorms

Tornadoes

From 1991 through 2020, Arkansas averaged 37 tornado events per year; therefore, the probability that Arkansas will experience a tornado event is highly likely.

- UAM: On February 24, 2007, several isolated super cells moved across the region and produced tornadoes. A strong tornado touched down in Drew County, about 4.5 miles north of Monticello and 7.5 miles north of the UAM campus. Damage along the track of the tornado consisted of downed trees onto a vehicle and mobile home, windows blown out of a house, a large metal building was destroyed, and a metal barn sustained major damage. On June 16, 2009, and again on December 3, 2009, Arkansas received Major Disaster Declarations for severe Storms, tornadoes, and flooding, which both included Drew County.
- UAM-CTC: The UAM-CTC original structure was destroyed by a tornado on January 19, 1988. Salvageable equipment was quickly relocated to five different temporary locations, and all classes were resumed within four days. With overwhelming community, business, and industry support, the Board (then the Arkansas Board of Vocation Education), approved the rebuilding of the institution. An aggressive rebuilding led to occupancy of the reconstructed facility in November 1988.
- UAM-CTM: On February 24, 2007, a tornado shredded several businesses and homes in the small town of Dumas, Arkansas, injuring about a dozen people, some of them seriously. The City of Dumas is approximately 20 miles northwest of McGehee, and is in Desha County. Shelters were opened in Dumas and over 75 people slept at these locations. The storm slammed into one of the town's main thoroughfares, destroying most of the businesses along U.S. 65. The National Weather Service (NWS) reported that parts of cars were hanging in trees in the storm zone. Wind speeds were estimated between 90 and 100 mph.

Thunderstorms

Arkansas experiences a high number of thunderstorms each year along with damaging lightning and hail. Thunderstorms and lightning are underrated killer events experienced in every region of Arkansas where people and property are exposed to damage, injury, and loss of life. Everywhere they occur; thunderstorms are responsible for significant structural damage to buildings, forest fires and wildfires, downed power lines and trees, and flash flooding.

- UAM: On January 30, 2013, strong storms moved through the state and blew a horse barn off its foundation and across a parking lot at UAM, damaging three livestock trailers. The barn housed 11 horses owned by students who are members of the UAM rodeo team. No injuries were reported and none of the horses were injured during the storm. The storm also snapped a power line and damaged UAM's indoor practice facility at the north end of Convoy Leslie-Cotton Boll Stadium. Additionally, in January of 2020, strong frontline winds from a thunderstorm resulted in several fallen trees on campus and the roof cover of Maxwell to be torn from the building. No injuries were reported.

Hail also occurs during severe thunderstorms, which also produce frequent lightning, flash flooding, and strong winds, with the potential of tornadoes. The size ranges from smaller than a pea to as large as a softball, and can be very destructive to buildings, vehicles, and crops in Arkansas.

1.1.4.17 Utilities/Utility Failure

A utility failure can happen at any time. A substantial infrastructure failure could result in significant disruption to the University's operations and can cause health and safety issues. Basic services (including electrical; water; natural gas; heating, ventilation, and air conditioning systems (HVAC); telecommunications; and other information systems) may be interrupted. This includes sanitation, research laboratory processes, security, and fire alarms.

Asbestos Release

- UAM: Many campus buildings were built with ceiling and floor materials, insulation, and wrapping for pipes all containing asbestos. Undisturbed, asbestos is not harmful; however, if physical damage occurs in a work area, safety precautions must be taken and the incident must be reported.
- UAM-CTC: No asbestos related issues on this campus.
- UAM-CTM: No asbestos related issues on this campus.

Electricity

An electricity supply failure could lead to:

- Elevator failure and people trapped in elevators
- Unsafe working conditions
- Lack of lighting
- Failure of security systems
- Failure of Information Technology (IT) systems
- Damage to computer equipment

Gas Supply

A gas leak should be treated as a hazardous materials emergency.

Heating System

A boiler heating system failure or distribution infrastructure break could cause the inability to maintain safe working conditions and excessive amounts of hot water (115 degrees).

Telecommunications

A telecommunications failure could result in the lack of access to the 911 system and/or failure of automatic fire alarm systems.

Ventilation Issues

Ventilation issues include smoke or odors coming from the ventilation system.

Water Supply

Water supply contamination, deliberate or accidental, resulting in a lack of potable water could result in the inability to maintain safe working conditions and/or a high incidence of illness.

1.1.4.18 Winter Storms/Ice Storms

Winter Storms

Arkansas is affected by severe winter storms nearly every year. Severe winter storms can have a tremendous impact on individuals, animals, and communities. Winter storms can last for days. Accumulations of snow and ice can result in road closures or blockages – isolating homes and farms for days. Roofs may collapse due to the heavy weight burden, and knock trees and power lines down resulting in power outages and subsequent loss of heat. Dangerous driving conditions can lead to travelers being stranded on the road.

In February of 2021, winter storm Uri impacted several southern states, including Arkansas, leaving nearly 10 million people without power. UAM specifically experienced power outages, burst water pipes, and unsafe road conditions that lasted several days forcing closure of the campus.

Ice Storms

Ice storms have been most common in the central part and northwest corner of Arkansas. However, one of the worst ice storms ever to affect Arkansas occurred in January 1979. Several counties in south central and southeast Arkansas experienced ice accumulations up to three inches. Several cities, including Monticello and McGehee, were completely paralyzed. Several deaths resulted from auto accidents. Up to 80,000 customers were without power, many for up to two weeks. Utility damage estimates at the time were \$5 million. The Arkansas Forestry Commission estimated that 3.5 million acres of timber suffered ice damage inflicting a loss in excess of \$6.5 million on forest landowners. Total unadjusted damages were in excess of \$15 million.

1.1.5 Assumptions

These planning assumptions identify what UAM assumes to be facts for planning purposes in order to make it possible to execute the EMP. During operations, the assumptions indicate areas where adjustments to the plan have to be made, as the facts of the incidents become known.

- Severe weather including flash floods, tornadoes, high winds, snow, ice storms, droughts, and other weather related emergencies or natural disasters will continue to occur annually in Arkansas.
- UAM's resources could quickly become overwhelmed during an incident, emergency, or disaster, which would necessitate the request of support from local, city, county, and/or state entities.
- The resources of local and state government may not be readily available to UAM to manage emergencies and disasters affecting UAM.
- The UAM Emergency Operations Center (EOC) is adequate for coordinating university-wide operations.
- UAM could be impacted by more than one incident, emergency, or disaster at a time.
- Emergencies and disasters occur at any time of day or night, on weekends and holidays, with little or no warning.
- This plan serves only as a guide and may require modification to meet the requirements of the emergency or disaster.
- Buildings, structures, and equipment may be damaged.
- Normal suppliers may not be able to deliver goods.
- Incidents relating to the storage and transportation of chemicals and other hazardous materials will continue.
- Industrial accidents involving the release of hazardous materials will continue.
- Sabotage and criminal activity could disrupt response efforts.
- Civil unrest will require intervention by local and state agencies.
- This Plan will be staffed, revised, exercised, readopted, and reissued annually or as needed.

1.2 Concept of Operations

1.2.1 General

The Plan is based on NIMS concepts and principles, and follows the national preparedness efforts, including planning, which are informed by Presidential Policy Directive (PPD)-8, signed by the president in March 2011. PPD-8 defines preparedness around five mission areas:

- Prevention
- Protection
- Mitigation
- Response
- Recovery

The ultimate goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations, and restore normal University operations and services as quickly as possible following an emergency. UAM will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses, and developing preparation of resources are critical steps in preparing for the unexpected.

UAM is committed to campus safety and security. UAM will conduct prevention, protection, mitigation, response, and recovery activities as an integral part of the emergency management program.

Prevention

Prevention, for the purposes of this EMP, means the capabilities necessary to avoid, deter, or stop an imminent crime, a threat, or an actual mass casualty incident from occurring. Examples of prevention actions are listed below:

Prevention Actions
Developing policies, procedures, and protocols with input from such key community partners as law enforcement, medical services, public health, fire services, and mental health.
Informing federal, state, and local agencies about the characteristics, strengths, vulnerabilities, and needs of the campus.
Developing mutual-aid agreements and memoranda of understanding with other public safety partners.
Participating in federal, state, and local activities, including exercises, that address the range of campus public safety needs.
Meeting with other institutions of higher education to foster information sharing, common prevention and response strategies, and consistency in working with federal, state, and local public safety partners.
Adopt common incident response strategies, policies, and procedures for use across multiple campuses and sites, as recommended by the NIMS.
Become proficient in the understanding and use of the NIMS and ICS structures.
Involving emergency responders, emergency management personnel, local officials, volunteer groups, and other key community partners who assist UAM during emergencies in training and exercise opportunities.
Collaborating with community partners to establish Memoranda of Understanding (MOUs) that will establish formal interdisciplinary, intergovernmental, and interagency relationships among all the community partners and campus departments.

Prevention Actions
Identifying and training appropriate staff to provide developmentally and culturally appropriate mental health services.
Training mental health staff on specific interventions.
Training faculty and other staff on early warning signs of individuals who pose a potential danger.
Identify both internal and external partners that may be able to assist to develop a structure for support and develop partnership agreements (e.g., local mental health agencies).

Protection

Protection means the capabilities to secure the UAM campuses against the acts of terrorism and man-made or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard. Examples of protection actions are listed below:

Protection Actions
Maintaining an emergency notification system using multiple modes of communication to alert persons on campus that an emergency is approaching or occurred.
Conducting periodic exercises to test emergency plans.
Defining protocols and procedures for each type of response strategy, e.g., shelter-in-place, lockdown (if and where appropriate), or evacuation.
Maintaining the buildings and grounds, including lighting, walks, roadways, and landscaping.
Conducting routine checks of the lighting on the campuses, including reporting any deficient lighting such as dim, obstructed, or non-operational.
Inspecting buildings for structural hazards and defects and immediately reporting any unsafe facility conditions to the Physical Plant.
Identifying potential hazards and take steps to remedy them (e.g., remove dead/rotting trees and branches; fasten shelves securely to walls, etc.).
Conducting routine maintenance on equipment such as generators, fire extinguishers, and smoke and carbon monoxide detectors.
Training appropriate employees in emergency techniques including fire extinguisher usage, first aid, Cardiopulmonary Resuscitation (CPR), and building evacuation procedures.
Posting Shelter-in-Place and evacuation plans in high traffic areas of University buildings.
Negotiating contracts that will provide the campus with resources (e.g., food, transportation, medical services, and volunteers) needed during an emergency.
Assigning personnel to manage each ICS function and defining lines of succession in this Plan as to who is in charge when key leaders are not available.
Maintaining a Business Continuity Plan (BCP) that identifies systems needed to conduct all administrative functions (e.g., procurement and travel services, accounts payable, treasury/cashiering, financial reporting, payroll, student registration, printing of transcripts, and payroll).

Mitigation

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this EMP, mitigation also means reducing the likelihood that threats and hazards will happen. Mitigation is a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Mitigation activities strengthen facilities and the UAM campuses against potential hazards by eliminating or reducing the chance of occurrence or the effects of a disaster. Examples of mitigation actions are listed below:

Mitigation Actions
Conducting vulnerability and hazard assessments.
Developing a Hazard Mitigation Plan.
Working with the Arkansas Department of Emergency Management (ADEM) Mitigation Program to develop mitigation grant projects to assist in areas most at risk.
Identifying grant programs for loss reduction measures (if available).
Implementing mitigation measures in the rebuilding of infrastructure damaged in incidents.
Completing an After Action Report/Improvement Plan (AAR/IP) after exercises and conducting an after action review after real-world events to provide the basis for a continuous improvement of this Plan.

Response

Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Responses to emergencies are enhanced by thorough and effective collaboration and planning. Responses to emergencies vary greatly depending on the severity, magnitude, duration, and intensity of the event. This is the phase of emergency management covered most intensely by the press and media as well. Effective response requires informed decision-making and identification of clear lines of decision authority. Examples of response actions are listed below:

Response Actions
Preserving life, property, the environment, and the social, economic, and political structure of the community.
Prioritizing response actions as outlined in Priority Objectives I, II, and III (refer to 1.2.2 Response and Recovery Priority Objectives).
Activating the ICS.
Issuing campus emergency disaster declarations as applicable.
Directing initial response activities toward location, recovery, and treatment of victims.
Accounting for students, faculty, and staff and providing support to individuals with access and functional needs to include students, faculty, staff, and visitors to campus facilities.
Establishing/activating the EOC if necessary.
Activating the actions in the sequence and timeframe as identified in 1.2.4 EOC Timeline .
Determining and executing the appropriate response strategy.

Response Actions
Dialoguing with first responders and other community partners (as articulated in MOUs or other formal agreements) to make informed decisions and deploy resources.
Activating communication plans using multiple modalities (e.g., email, text message, phone and cell phone).
Dispatching needed personnel and equipment to appropriate locations.

Recovery

Recovery means the capabilities necessary to assist the UAM campuses affected by an event or emergency in restoring the learning environment.

UAM's goal for the recovery phase is to restore the learning environment. Recovery is an ongoing process and the type and breadth of recovery activities will vary based on the nature and scope of the emergency.

The four components of recovery are physical and structural recovery, business recovery, restoration of the academic-learning environment, and the psychological and emotional recovery. Planning for recovery begins with the Preparedness phase, and requires support from campus leaders to ensure that decisions contribute to implementation and resolution of all four components of recovery. All decisions should be made in conjunction with local and perhaps State officials and partners. The UAM's recovery actions include:

Physical and Structural Recovery

Recovery Actions
Completing all campus damage assessments to include: evaluating physical and structural damage, assessing the availability of housing, transportation, and food services, and determining the degree to which equipment (e.g., computers and lab equipment) is functional.
Determining the extent of the effects of the incident on campus and community physical assets and newly created vulnerabilities.
Activating the Disaster Recovery Plan.
Using the data from the assessments to facilitate decision-making about repairs and timeline to resume learning activities. Begin making repairs.

Business Recovery

Recovery Actions
Restoring the administrative and business functions by activating the Disaster Recovery Plan.
Announcing the cancellation or postponement of classes, or the use of alternative location for classes.
Coordinating the efforts to receive, account for, and prepare for use, all donated goods and services.

Restoration of Academic-Learning Environment

Recovery Actions
Housing/sheltering students and conducting classes in off-site locations, implementing online learning, and implementing temporary procedures about assignments, grading, attendance, and tuition and housing payments.
Making swift decisions about changes to class schedules, academic calendars, and graduation requirements.
Communicating these decisions and next steps to the media, faculty, staff, students, and families in an expedient fashion.

Psychological and Emotional Recovery

Recovery Actions
Providing developmentally and culturally appropriate mental health services.
Assembling trained recovery teams.
Activating the University Behavior Intervention Team (UBIT) if necessary.
Providing short-and long-term mental health services on and off campus or obtaining referrals for more long-term counseling. Also, offer such services to workers who may be cleaning and restoring the physical and structural facilities; faculty and staff involved in the recovery effort, as well as public safety, medical, and mental health professionals.

Additional Recovery Actions

Recovery Actions
Establishing a campus disaster information center when applicable.
Providing follow-up campus status reports to the County Office of Emergency Management (OEM) (Drew, Ashley and Desha), and to the Arkansas Department of Emergency Management (ADEM) as required.
Conduct an after action review after actual emergencies to provide the basis for continuous improvement of all departmental plans, Standard Operating Procedures (SOPs), Standard Operating Guides (SOGs), and the EMP.
Implement any corrective actions, including changes to Plans, which are identified during the after action review.

1.2.2 Response and Recovery Priority Objectives

UAM has prioritized the following response and recovery objectives by listing the function, area, or task to be completed; stating the objective; and listing the resources (material and personnel) that can be utilized to address/complete the objective.

1.2.2.1 Priority I Objectives

Function/Task	Objective	Resources: Monticello Campus	Resources: Crossett Campus	Resources: McGehee Campus
Communications	Establish a communications network using available resources.	▪ Telephone ▪ Operations radios ▪ Broadcast radio and television ▪ Messengers (volunteer) ▪ Computer system and e-mail	▪ Telephone ▪ Operations radios ▪ Broadcast radio and television ▪ Messengers (volunteer) ▪ Computer system and e-mail	▪ Telephone ▪ Operations radios ▪ Broadcast radio and television ▪ Messengers (volunteer) ▪ Computer system and e-mail
Medical Aid	Evaluate medical services available and direct rescue units regarding location of treatment for casualties.	▪ University Center Student Health Facilities ▪ Baptist Health Medical Center ▪ UAM Nursing Program	▪ Ashley County Medical Center ▪ Crossett Ambulance Service	▪ McGehee Hospital
Fire Suppression	Evaluate fires and fire hazards and use resources to control and evacuate.	▪ Monticello Fire Department ▪ University Police Department ▪ Physical Plant ▪ U.S. Forestry Service ▪ Surrounding community fire and rescue units ▪ Volunteers	▪ North Crossett Volunteer Fire Department ▪ Crossett Fire Department ▪ Physical Plant ▪ /Maintenance	▪ McGehee Fire and Ambulance ▪ UPD ▪ Physical Plant ▪ /Maintenance

Function/Task	Objective	Resources: Monticello Campus	Resources: Crossett Campus	Resources: McGehee Campus
Search and Rescue (SAR)	Appoint SAR teams; acquire transportation vehicles and equipment required.	- University Police Department - Monticello Fire Department - Monticello Police Department - Drew County Sheriff's Office - Surrounding community emergency response units - Volunteers	- University Police Department - Ashley County Search & Rescue - North Crossett Volunteer Fire Department - Crossett Fire Department - Surrounding community emergency response units - Volunteers	- University Police Department - McGehee Police Department - Surrounding community emergency response units - Volunteers
Utilities	- Evaluate condition of utilities and shut off/restore gas, electric, steam, water and sewer. - Evaluate road and walkway system.	- Physical Plant - Entergy (electric) - Summit Utilities (gas) - Arkansas State Highway and Transportation Department	- Physical Plant/ - Maintenance - Entergy - North Crossett Gas and Water - Ashley-Chicot Electric Cooperative - Windstream	- Physical Plant/ - Maintenance
Incident Management	Consolidate the objectives above with available information to provide a comprehensive action plan. This plan provides for immediate response and long-term recovery procedures to be followed in returning the University to full operational status.	- Chancellor - Communications Coordinators - Support Coordinators - Financial Services/ Facilities Coordinator	- Vice Chancellor - UAM-CTC Administration	- Vice Chancellor - UAM-CTM Administration

1.2.2.2 Priority II Objectives

Function/Task	Objective	Resources: Monticello Campus	Resources: Crossett Campus	Resources: McGehee Campus
Facility Survey	▪ Evaluate facilities for occupancy. ▪ Residence units have priority. ▪ Identify and seal off contaminated areas.	▪ Physical Plant ▪ Resident Life ▪ Student Affairs	▪ Physical Plant /Maintenance	▪ Physical Plant /Maintenance
Shelter	Identify usable housing structures and organize relocation as needed.	▪ Residence Life ▪ Student Affairs	▪ Commuter campus with no dormitories	▪ Commuter campus with no dormitories
Food/Drinking Water	Identify supplies and establish distribution system.	▪ Food Services ▪ Student Affairs ▪ Physical Plant	▪ Physical Plant /Maintenance	▪ Physical Plant /Maintenance
Sewer System	▪ Evaluate sewer system and identify resources available. ▪ Develop toilet facilities if needed.	▪ Physical Plant /Maintenance ▪ City of Monticello	▪ Physical Plant /Maintenance ▪ City of Crossett	▪ Physical Plant /Maintenance ▪ City of McGehee
Communications	Establish a communications system with campus community and advise everyone regarding the availability of basic services.	▪ Communications Coordinators ▪ Student Affairs ▪ Rave system ▪ Bullhorns ▪ Local radio and cable access system ▪ Printed material and campus signs	▪ Rave system ▪ Local radio and cable access system ▪ Printed material and campus signs	▪ Rave system ▪ Local radio and cable access system ▪ Printed material and campus signs

Function/Task	Objective	Resources: Monticello Campus	Resources: Crossett Campus	Resources: McGehee Campus
Criminal Activity Control	Establish a security system to control criminal behavior.	- University Police Department - Local and state law enforcement agencies	- University Police Department - Local and state law enforcement agencies	- University Police Department - Local and state law enforcement agencies
Psychological Assistance	Establish a security system to deal with cases of high stress and trauma.	- Campus Counseling - Community counseling services - Department of Psychology	- Campus Counseling - Community counseling services	- Campus Counseling - Community counseling services

1.2.2.3 Priority III Objectives

Function/Task	Objective	Resources: Monticello Campus	Resources: Crossett Campus	Resources: McGehee Campus
Valuable Materials Survey	Identify, survey, and secure valuable materials on campus.	- Computer Technology - Library Department - Art Department - Volunteers	- Computer Technology - Volunteers	- Computer Technology - Volunteers
Records Survey	Identify, survey, and secure all University records.	- Business Office - Registrar's Office - Personnel - Volunteers	- Business Office - Registrar's Office - Personnel - Volunteers	- Business Office - Registrar's Office - Personnel - Volunteers
Academic Survey	Survey academic departments and determine requirements to begin academic operations.	- Vice Chancellor for Academic Affairs - Department Chairs and Faculty	- Vice Chancellor for Academic Affairs - Department Chairs and Faculty	- Vice Chancellor for Academic Affairs - Department Chairs and Faculty

Function/Task	Objective	Resources: Monticello Campus	Resources: Crossett Campus	Resources: McGehee Campus
Supplies and Equipment	Develop system to renew flow of supplies and equipment from outside sources.	▪ Department of Finance and Administration ▪ Purchasing Department ▪ Accounts Payable ▪ Warehouse ▪ Food Services ▪ Physical Plant	▪ Department of Finance and Administration ▪ Purchasing Department ▪ Accounts Payable ▪ Warehouse ▪ Food Services ▪ Physical Plant	▪ Department of Finance and Administration ▪ Purchasing Department ▪ Accounts Payable ▪ Warehouse ▪ Food Services ▪ Physical Plant

It is expected that as operations progress from Priority I through Priorities II and III, the administrative control of the University will move from the EOC to normal university structure. The Chancellor or his/her designee will determine when to deactivate the EOC. Deactivation includes a review of the emergency, area involved, actions taken, and results achieved.

1.2.3 Emergency Declaration and Plan Activation

If an emergency affecting any of the UAM campuses, reaches proportions that cannot be handled by routine measures, the Chancellor of the University or his/her designee may declare a state of emergency and this Plan may be implemented. This EMP is designed to deal with large-scale disorders and disasters. An emergency may be sudden and without warning therefore, this Plan is designed to be flexible. The procedures in this Plan apply to all employees of the UAM, UAM-CTC, and UAM-CTM campuses and to individuals on these campuses during the course of an emergency. The EMP provides a realistic approach to problems likely to be encountered on campus during a major emergency or disaster.

When, in the view of the Chancellor of the University or his/her designee, a condition that might endanger the lives of the faculty, staff or students or property belonging to UAM exists, the Emergency Operations Center (EOC) is activated by verbal authorization from the Chancellor or his/her designee.

The EOC brings together all elements of the University which must be mobilized to prepare for an imminent disaster, mitigate the effects of a disaster in progress and provide for the recovery of the University, its facilities and personnel after a disaster has occurred.

Depending on the location, type and severity of the emergency, personnel from the Monticello campus EOC may be tasked to support the Crossett and/or McGehee Campus EOCs. This support may take place from the Monticello campus EOC, or from the Crossett and/or McGehee EOCs.

1.2.4 EOC Timeline

The UAM EOC staff will make every effort to implement recovery activities in a timely manner. The *suggested* timeline for implementation of recovery activities after a disaster is as follows:

EOC Timeline	
Within 10 minutes:	Notification of Chancellor, Emergency Administrative System (EAS) members, and personnel begun by the UPD.
Within 30 minutes:	▪ EOC identified/activated, individuals report to EOC. ▪ Notification by community emergency services should be complete. ▪ Physical Plant and UPD begin to survey initial damage. ▪ Work parties formed.
Within 1 hour:	▪ First EAS meeting. ▪ Briefing by all sections. ▪ Duties distributed and actions begun. ▪ Work/rescue parties dispatched – Priority given to life and health issues for all persons. ▪ Shelters established. ▪ Initial requests for emergency assistance dispersed.
Within 2 hours:	▪ EAS staff meetings. ▪ Update of damage assessment. ▪ Press releases prepared. ▪ Recovery activities continue.
Within 3 hours:	▪ EAS staff meeting. ▪ Update of damage assessment and recovery activities. ▪ Update on survivors, injuries, deaths, persons available to work, and areas needing immediate assistance. ▪ Updated requests for outside assistance distributed.
Within 4 hours:	▪ EAS staff meeting. ▪ Updates. ▪ Formulate, dispatch mini-crews to assist faculty, staff and students in recovery process.
Within 5 hours:	▪ EAS staff meeting. ▪ Updates.

1.2.5 EOC Locations

The location of the EOC will be determined by the circumstances of the emergency, the needs of the staff for space, and the availability and conditions of the University facilities. All activities will be monitored and coordinated from the EOC. Requests for personnel, equipment, and supplies, regardless of the source, will flow through the EOC to ensure a coordinated effort and to insure the best use of the resources needed to handle the emergency situation.

- The criteria for selecting a location for the EOC on campus include:
- The nature of the emergency.
- Access to power and available power needs (e.g., lights, computers, and recharge of battery-powered equipment).
- Communications (e.g., telephones, radios, external communications, reception, and a runner system).
- Access to restroom facilities.
- Ability to segregate functions around a central meeting area.
- Facilities available to handle casualties and displaced persons.

The following locations are acceptable for use as an EOC:

- Monticello Campus:
 - University Police Department (UPD)
 - Student Success Center (SSC)
 - University Center (UC)
 - Physical Plant
 - Horsfall Hall
- Crossett Campus:
 - Main (Administration) Building
 - McGoogan Building
- McGehee Campus:
 - Main (Administration) Building
 - Nursing and Allied Health Building

Appropriate EOC sites will be selected and designated based upon damage assessments and area evaluations performed immediately after an incident occurs. The EOC should reflect the need to operate on a 24-hour basis for a minimum of 72 hours after any major disaster.

1.3 Organization and Assignment of Responsibilities

1.3.1 Organization

The organizational structure for the UAM EOC, (formerly called the Incident Command Center – ICC) with the approval and implementation of this EMP, will be transitioned over to an ICS structure.

With this transition to the ICS structure, the following EOC organizational structure will be in place: Executive Management Team and the Emergency Operations Team.

Executive Management Team

The Executive Management Team consists of members of the UAM Executive Council who are responsible for communicating prior to, during, and after emergencies/disasters to make executive decisions for the University. The Executive Management Team is comprised of the following University personnel:

Emergency Management Executive:

- Chancellor

Emergency Management Council:

- General Counsel
- Provost, Vice Chancellor for Academic Affairs
- Vice Chancellor for Student Affairs
- Vice Chancellor for Advancement/University Relations
- Vice Chancellor for Finance and Administration
- Vice Chancellor for UAM-CTC – Crossett
- Vice Chancellor for UAM-CTM – McGehee

The Chancellor will provide direction and call the Executive Management Team meetings. The Emergency Management Executive is responsible for the basic policies, which govern the campus emergency organization. Alternate Emergency Management Executives are listed in order of succession:

- Associate Vice Chancellor for Finance and Administration

Emergency Operations Team

University officials who will make strategic operational decisions necessary to support an emergency or disaster will make up the Emergency Operations Team. Members will provide staffing in the EOC to represent the primary divisions of the University. The Emergency Operations Team has the authority to assign University resources and make decisions to provide the most efficient response and recovery possible. These officials or their designated alternates will report to the EOC as required by the nature of the emergency. Each position shall be assigned a primary representative.

Monticello Campus:

Emergency Operations Role	Primary Representative
Emergency Management Director	Emergency Management Council Member (assigned by event type)
Liaison Officer	Director of Governmental Affairs
Safety Officer	Occupational Safety Coordinator
Public Information Officer (PIO)	Media Services
Operations Chief	Chief of the University Police Department
Planning Chief	Office of Strategic Planning
Logistics Chief	Physical Plant
Finance & Administration Chief	Associate Vice Chancellor for Finance and Administration

Crossett Campus:

Emergency Operations Role	Primary Representative
Emergency Management Director	Emergency Management Council Member (assigned by event type)
Liaison Officer	Assistant Vice Chancellor
Safety Officer	University Police Officer
Public Information Officer	Vice Chancellor
Operations Chief	University Police Officer
Planning Chief	Information Technology Coordinator
Logistics Chief	Physical Plant - Maintenance
Finance & Administration Chief	Fiscal Support Specialist and Administrative Specialist

McGehee Campus:

Emergency Operations Role	Primary Representative
Emergency Management Director	Emergency Management Council Member (assigned by event type)
Liaison Officer	Assistance Vice Chancellor
Safety Officer	University Police Officer
Public Information Officer	Vice Chancellor
Operations Chief	University Police Officer
Planning Chief	Project Coordinator
Logistics Chief	Physical Plant - Maintenance
Finance & Administration Chief	Accounting Technician

Immediately upon notification that the EOC is active due to an emergency or disaster, the primary representatives of the Emergency Operations Team will report to the designated EOC. The team will coordinate with the Incident Commander (IC) (determined by the incident) and external resources,

provide information to the Executive Management Team, and maintain continuous operations until the emergency or incident is terminated.

EOC Organizational Structure

The ICS and ESFs, as identified by NIMS and the National Response Framework (NRF), will be used for managing emergencies and disasters on campus. NIMS provides a consistent framework for incident management, regardless of the cause, size, or complexity of the incident. NIMS provides first responders and authorities with the same foundation for incident management for all hazards. ICS is a critical component of NIMS and is used to manage all domestic events. ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ESFs are grouped resources and capabilities that are most frequently needed in an emergency or disaster response.

UAM uses a Unified Command structure. **Figure 1: UAM Unified Command Organizational Structure** depicts an example ICS organizational structure for the University's EOC during an emergency/disaster. During incidents where the EOC is not activated, the Executive Management Team and Emergency Operations Team may be working directly with the IC. The organizational structure of an incident is flexible and scalable, depending on the situational needs.

Figure 1: UAM Unified Command Organizational Structure

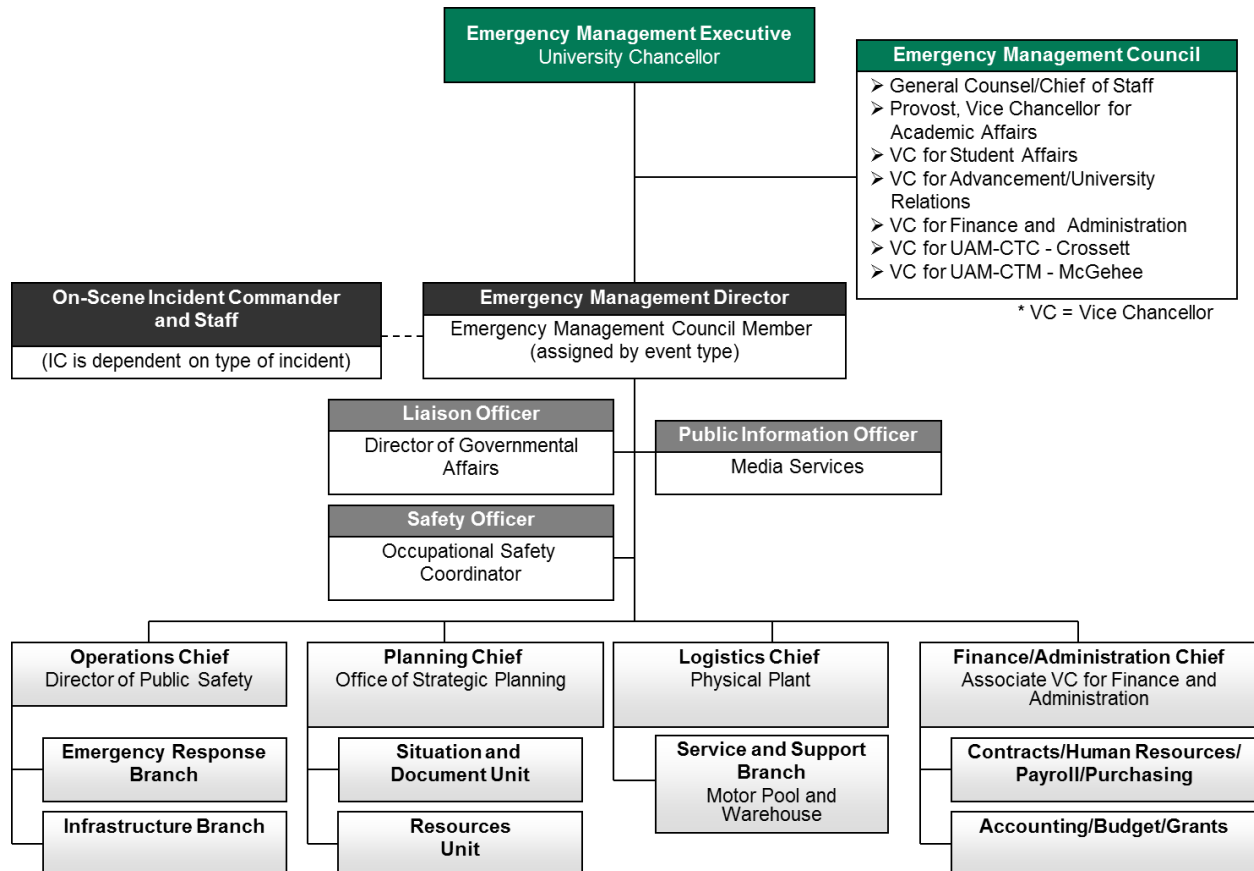


Figure 2: Crossett Campus Unified Command Organizational Structure depicts an example ICS organizational structure for UAM-CTC's EOC during an emergency/disaster.

Figure 2: Crossett Campus Unified Command Organizational Structure

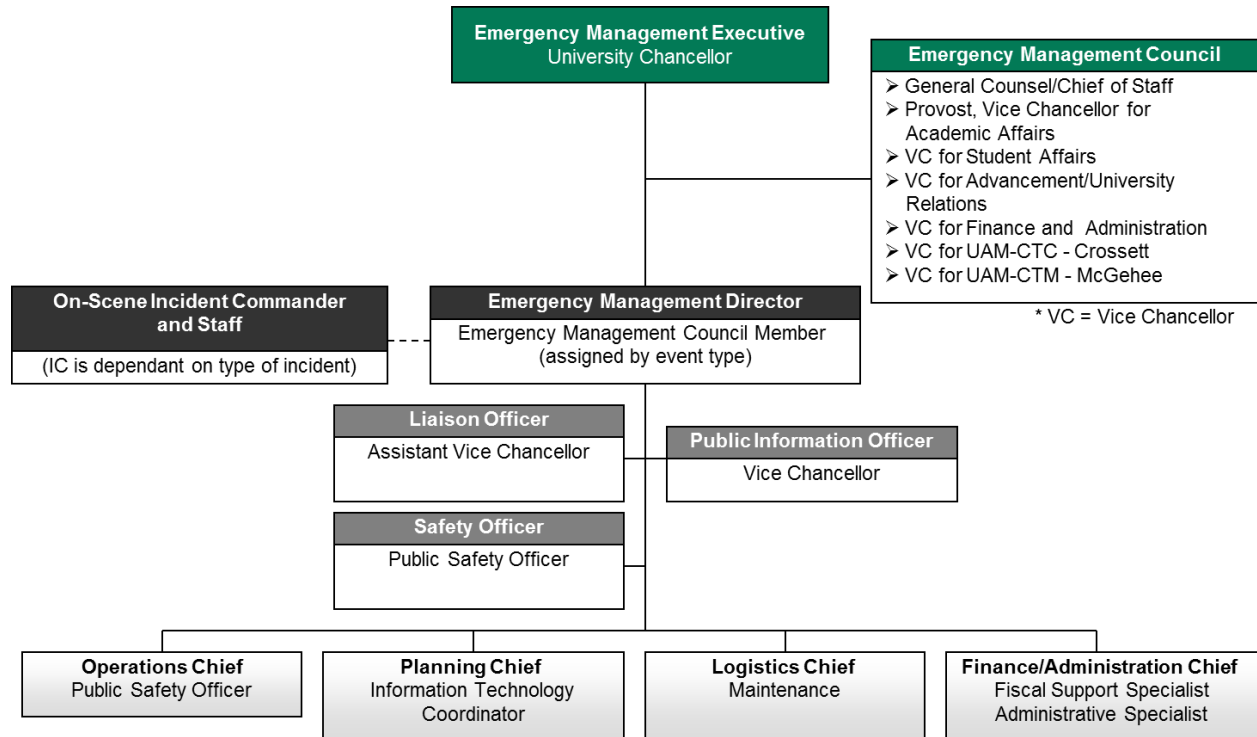
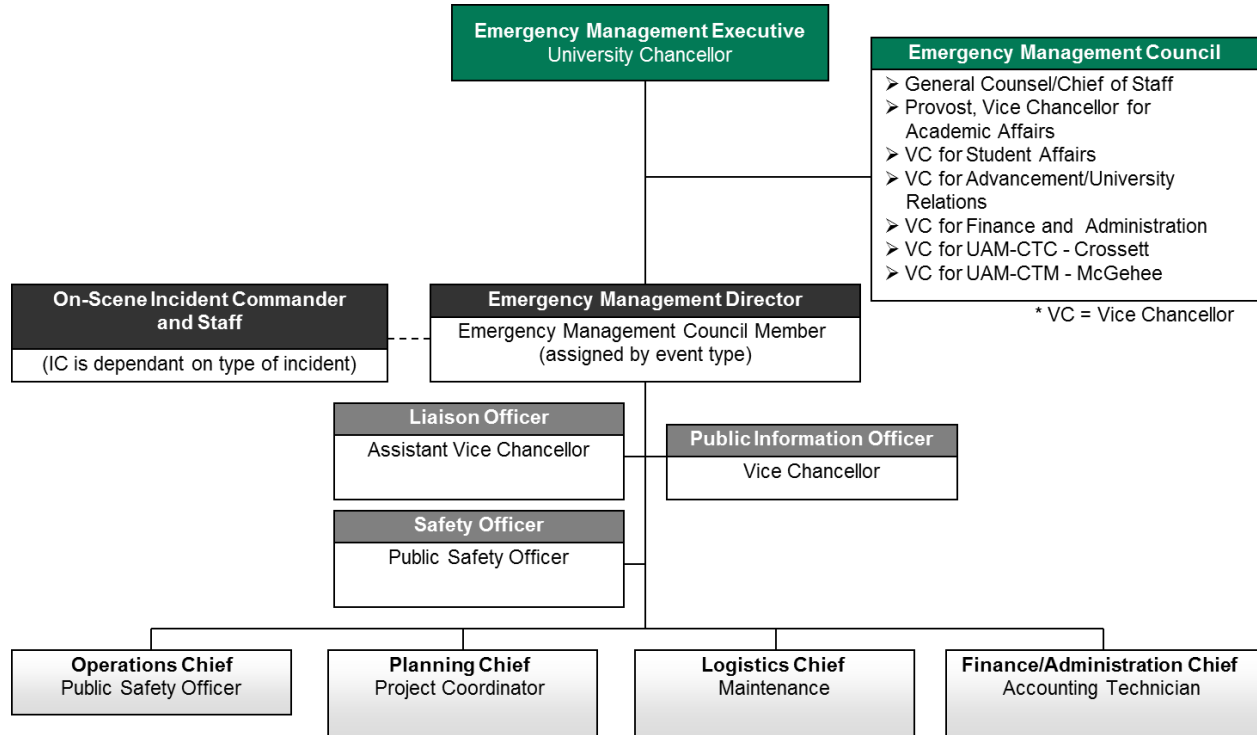


Figure 3: McGehee Campus Unified Command Organizational Structure depicts an example ICS organizational structure for UAM-CTM's EOC during an emergency/disaster.

Figure 3: McGehee Campus Unified Command Organizational Structure



Activities required on-scene or within the EOC for an emergency/disaster occurring on campus will require UAM resources and potentially external agencies. During an activation of the EOC, the EOC will seat ESFs Representatives as required to assist with that particular emergency. The ESFs will provide the EOC with support for resource requests. The following table depicts ESFs 1-15 and the primary (lead) and support agency responsible for each function.

Monticello Campus:

ESF	Primary Agency	Support Agency/Agencies
ESF 1 – Transportation	UAM Physical Plant	UAM University Police Department
ESF 2 – Communications	UAM Information Technology	- UAM Office of Media Services - ARE-ON
ESF 3 – Public Works and Engineering	UAM Physical Plant	- City of Monticello - Drew County

ESF	Primary Agency	Support Agency/Agencies
ESF 4 – Firefighting	Monticello Fire Department	▪ UAM UPD ▪ UAM Physical Plant ▪ U.S. Forestry Services
ESF 5 – Emergency Management	UAM UPD	▪ Drew County Department of Emergency Management
ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services	▪ Residence Life ▪ Dining Services/Catering ▪ Office of Nursing ▪ School of Nursing	▪ Division of Student Affairs ▪ Baptist Health Medical Center ▪ Drew County Health Unit ▪ Monticello Ambulance
ESF 7 – Logistics Management and Resource Support	Finance and Administration	UAM Physical Plant – Maintenance, Custodial, and Grounds
ESF 8 – Public Health and Medical Services	UAM Student Health Services	▪ Baptist Health Medical Center ▪ Drew County Health Unit
ESF 9 – Search and Rescue	UAM UPD	▪ Monticello Fire Department ▪ Monticello Police Department ▪ Drew County Sheriff’s Office
ESF 10 – Oil and Hazardous Materials Response	▪ UAM UPD ▪ Occupational Safety Coordinator	UAM Physical Plant - Maintenance
ESF 11 – Agriculture and Natural Resources	Department of Agriculture	▪ University of Arkansas Division of Agriculture – Cooperative Extension Service ▪ UA Southeast Research and Extension Center ▪ Arkansas Agriculture Department ▪ Arkansas Department of Health ▪ UAM Physical Plant
ESF 12 – Energy	UAM Physical Plant	▪ Entergy ▪ C&L Electric Cooperative ▪ Summit Utilities

ESF	Primary Agency	Support Agency/Agencies
ESF 13 – Public Safety and Security	UAM UPD	▪ Monticello Police Department ▪ Drew County Sheriff's Office ▪ Arkansas State Police
ESF 14 – Long-Term Community Recovery	▪ Chancellor ▪ Finance and Administration ▪ Physical Plant	▪ UAM Executive Council ▪ Drew County Department of Emergency Management ▪ Arkansas Department of Emergency Management
ESF 15 – External Affairs	UAM Office of Media Services	▪ Division of Public Affairs ▪ Local Television and Radio Stations ▪ Local Newspaper

Crossett Campus:

ESF	Primary Agency	Support Agency/Agencies
ESF 1 – Transportation	UAM Physical Plant	▪ UAM-CTC Department of Public Safety ▪ UAM-CTC Physical Plant
ESF 2 – Communications	▪ UAM Information Technology ▪ UAM Office of Media Services	▪ UAM-CTC ▪ Windstream
ESF 3 – Public Works and Engineering	UAM-CTC Physical Plant	▪ Ashley County ▪ Arkansas State Highway and Transportation Department
ESF 4 – Firefighting	North Crossett Volunteer Fire Department	▪ UAM-CTC Physical Plant ▪ Crossett Fire Department ▪ U.S. Forestry Services
ESF 5 – Emergency Management	UAM-CTC UPD	▪ UAM Department of Public Safety ▪ Ashley County Department of Emergency Management

ESF	Primary Agency	Support Agency/Agencies
ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services	Director of Student Services	- Ashley County Medical Center - Ashley County Health Unit - Crossett Ambulance Service - Ashley County Department of Emergency Management - American Red Cross
ESF 7 – Logistics Management and Resource Support	UAM-CTC Administration	- UAM-CTC Physical Plant - UAM Physical Plant
ESF 8 – Public Health and Medical Services	Ashley County Medical Center	- Ashley County Health Unit - Crossett Ambulance Service
ESF 9 – Search and Rescue	UAM-CTC UPD	- Ashley County Search & Rescue - North Crossett Volunteer Fire Department - Crossett Fire Department - UAM Department of Public Safety
ESF 10 – Oil and Hazardous Materials Response	- UAM-CTC Department of Public Safety - Occupational Safety Coordinator	- UAM-CTC Physical Plant - Ashley County Department of Emergency Management
ESF 11 – Agriculture and Natural Resources	UAM Department of Agriculture	- U.S. Forestry Services - University of Arkansas Division of Agriculture – Cooperative Extension Service - UA Southeast Research and Extension Center - Arkansas Agriculture Department - Arkansas Department of Health - UAM-CTC Physical Plant
ESF 12 – Energy	UAM-CTC Physical Plant	- Entergy - Ashley-Chicot Electric Cooperative - North Crossett Gas and Water

ESF	Primary Agency	Support Agency/Agencies
ESF 13 – Public Safety and Security	UAM-CTC UPD	- Ashley County Sheriff's Office - Crossett Police Department - Arkansas State Police
ESF 14 – Long-Term Community Recovery	- UAM-CTC Vice Chancellor - UAM-CTC Fiscal Affairs - UAM-CTC Physical Plant	- Chancellor - UAM Executive Council - Ashley County Department of Emergency Management - Arkansas Department of Emergency Management
ESF 15 – External Affairs	UAM Office of Media Services	- Division of Public Affairs - Local Television and Radio Stations - Local Newspaper

McGehee Campus:

ESF	Primary Agency	Support Agency/Agencies
ESF 1 – Transportation	UAM-CTM UPD	UAM-CTM Physical Plant
ESF 2 – Communications	- UAM Information Technology - UAM Office of Media Services - Rave System	- KVSA Radio Station - McGehee Times Newspaper
ESF 3 – Public Works and Engineering	UAM-CTM Physical Plant	City of McGehee
ESF 4 – Firefighting	McGehee Fire and Ambulance Department	UAM-CTM UPD
ESF 5 – Emergency Management	UAM-CTM UPD	- Desha County Department of Emergency Management - McGehee Police Department - Desha County Sheriff's Office - Arkansas State Police
ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services	McGehee Hospital	- Department of Human Services (McGehee) - American Red Cross

ESF	Primary Agency	Support Agency/Agencies
ESF 7 – Logistics Management and Resource Support	UAM-CTM Physical Plant	- City of McGehee - UAM Finance and Administration
ESF 8 – Public Health and Medical Services	McGehee Hospital	- McGehee Family Clinic - Desha County Health Unit - McGehee
ESF 9 – Search and Rescue	UAM-CTM UPD	McGehee Police Department
ESF 10 – Oil and Hazardous Materials Response	UAM-CTM UPD	- UAM-CTM Physical Plant - UAM Occupational Safety Coordinator - Desha County Department of Emergency Management
ESF 11 – Agriculture and Natural Resources	UAM-CTM Physical Plant	- Department of Agriculture - University of Arkansas Division of Agriculture – Cooperative Extension Service - UA Southeast Research and Extension Center - Arkansas Agriculture Department - Arkansas Department of Health
ESF 12 – Energy	UAM-CTM Physical Plant	- Entergy - Summit Utilities
ESF 13 – Public Safety and Security	UAM-CTM UPD	- McGehee Police Department - Desha County Sheriff's Office - Arkansas State Police
ESF 14 – Long-Term Community Recovery	- Chancellor - UAM Finance and Administration - UAM-CTM Physical Plant	- UAM Executive Council - Desha County Department of Emergency Management - Arkansas Department of Emergency Management

ESF	Primary Agency	Support Agency/Agencies
ESF 15 – External Affairs	UAM-CTM Vice Chancellor	▪ UAM Office of Media Services ▪ Division of Public Affairs ▪ McGehee Times Newspaper ▪ KVSA Radio Station

1.3.2 Assignment of Responsibilities

General Counsel:

- The University Attorney will serve as the legal advisor.

Incident Commander:

- Establishes a “hot zone”, inner and outer perimeters to protect responders and members of the University community.
- Assesses the nature of the emergency.
- Implements ICS on site.
- Provides initial emergency response activities until supported by local first response agencies.
- Coordinates information and activities with the Emergency Management Director.

Emergency Management Director:

- Establishes command and control for emergencies and disasters (in coordination with the Emergency Operations Chief).
- Determines the type and magnitude of the emergency.
- Identifies the need to activate the EOC and to what extent the EOC is operating.
- Conducts initial briefing EOC staff.
- Oversees operations within the EOC.
- Determines which ESFs are needed to respond.
- Coordinates information and activities with the IC, Emergency Management Team, Emergency Operations Team, and other departments and agencies.

Public Information Officer:

- Coordinates and oversees all media and public relations activities during a disaster or emergency.
- Determines University information to be distributed to the media, and releases information to University community and media.
- Monitors media coverage for accuracy of reports and responds to reports that are inaccurate.
- Establishes and maintains emergency communications.
- Determines media outlets for notification of University status to students and personnel.
- Coordinates public information releases.
- Establishes central emergency information center whenever possible and provides equipment (e.g. telephone, fax, laptop computers, etc.) to organize communications.

- Prepares initial information summary as soon as possible.
- Acts or assigns an expert spokesperson as appropriate.
- Provides pertinent information to the Executive Management Team for decision-making.
- Provides personnel to maintain an accurate record of all recovery activities (written, verbal, and photographic).
- Works with local and regional Joint Information Centers (JICs).

Safety Officer:

- Responsible for the health and safety of the emergency response personnel.
- Provides overall safety authorization for operational activities.

Liaison Officer:

- Provides input to the IC and Emergency Management Director on UAM policies and standard operating procedures.
- Interfaces with external agencies, organizations, and the private sector as needed.

Operations Chief:

- Responsible for the overall coordination and execution of this Plan.
- Determines the mobilization point – Incident Command Post (ICP).
- Determines the appropriate location of the EOC.
- Directs emergency services for safety and evacuation.
- Directs law enforcement resources for campus security.
- Coordinates fire control, and search and rescue operations.
- Coordinates assistance from city, county, state, and federal entities as needed.
- Assists in the establishment of evacuation locations, schedules, and travel.
- Establishes basic policies that govern the University’s emergency organization.
- Identifies, maintains a roster, and calls staff needed to the EOC.
- Supports the responsibilities of the Operations Section.
- Determines the scope of incidents and reduces staffing in the EOC based on situational needs.
- Oversees the coordination of resources needed for an emergency/disaster.
- Sets priorities and monitors the field response needed.
- Provides periodic updates to the IC/ICP.
- Serves as a liaison with other agencies.
- When the emergency/crisis is over and the campus is deemed safe, implements the “All Clear” status. This will be communicated by whatever means available.

Planning Chief:

- Identifies, maintains a roster, and calls staff needed to support the Planning Section activities.
- Collects, analyzes, and disseminates incident situational information.
- Prepares situation summaries.
- Prepares the Incident Action Plan (IAP).

- Collects, records, and stores all documents relevant to the emergency/disaster.
- Develops projections and forecasts of future events.
- Maintains status of resources assigned to an incident.
- Ensures tracking of persons entering the EOC via check in/out form.
- Maintains a log of major actions and decisions taken to resolve an incident.
- Displays situational information.
- Provides demobilization planning as necessary.

Logistics Chief:

- Identifies, maintains a roster, and calls staff needed to support Logistics Section activities.
- Provides overall management of resource and logistical support.
- Assists by ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel to include assistance to those with access and functional needs.
- Orders, receives, processes, stores, inventories, and distributes incident-related resources and supplies.
- Monitors and records equipment use time.
- Sets up, maintains, and coordinates facilities used (shelters, food service areas, etc.). Coordinates with others agencies as required.
- Provides facility maintenance services.
- Provides food and hydration, sleeping quarters, showers, and sanitation (this may require additional portable toilets).
- Provides transportation and implements a Traffic Plan.
- Installs and tests all communications equipment.
- Oversees paperwork and provision of medical care for incident personnel and students, including crisis counseling.

Finance & Administration Chief:

- Identifies, maintains a roster, and calls staff needed to support Finance & Administration activities.
- Responsible for financial accounting, timekeeping, and tracking expenditures throughout the incident or emergency.
- Estimates the short and long-term fiscal impact of the emergency to the University.
- Maintains timesheets for personnel.
- Tracks liability or insurance claims and compensation request for human and animal/livestock injuries or damage to property and equipment.
- Administers all financial matters pertaining to vendor contracts and rental agreements.
- Coordinates with Logistics Section on injuries, damages, and procurement activities.
- Documents claims (witness statements, pictures, etc.).

In addition to the responsibilities assigned to the EOC positions above, UAM is also supported by the following:

Emergency Administrative System (EAS) Team:

In the event the institution should ever experience an emergency or face imminent emergency requiring key personnel to communicate instantly and simultaneously, the UAMAlert system has the ability to send a “Conference Blast”. This feature allows members of the EAS to join and participate in a conference call that is connected through a trunk line using the cell phone each EAS member registered with the UAMAlert system. Refer to **1.5.2 Notifications**.

UAM Building Coordinators:

UAM maintains a system of building coordinators who monitor facility use and conditions. Certain unit/office heads in the respective buildings are charged with monitoring and enforcing policies which ensure efficient energy use, safety and security measures, and initiating reports and work orders regarding cleanliness and needed repairs. Assignment of person as building coordinators is a decision of the Executive Council. A complete list of building coordinators is maintained in the office of the Director of Physical Plant.

Student Workers:

UAM has a base of Student Workers on campus. The UAM Personnel Office maintains individual files on each student worker. The Unit/Department Heads of student workers provide guidance and supervision.

ROTC:

UAM does not currently host an Army Reserve Officer Training Corps (ROTC) program. Should it be reinstated, students in the ROTC program may be tasked with support during an incident or emergency on campus.

Private Sector:

UAM can request emergency assistance from a variety of private sector entities including the following:

- Private owners of critical infrastructure.
- Response organizations (e.g. private ambulance services, environmental clean-up services).
- Regulated or responsible parties: owner/operators of certain regulated facilities may have responsibilities under the law to prepare for and prevent incidents from occurring.
- A local emergency organization.

The private sector has the responsibility to:

- Plan for personal and business disaster preparedness, mitigation, response, and recovery.
- Have knowledge of local emergency response plans and procedures.
- Participate in the planning and exercising of emergency plans.
- Provide assistance as requested by the Emergency Management Director.

1.4 Direction, Control, and Coordination

The Chancellor or his/her designee is ultimately responsible for activating this Plan when an emergency is declared or when the threat of an emergency or disaster is imminent.

UAM:

- Should there be an occurrence(s) that affects only the Monticello campus, emergency operations will take place under the direction of the Emergency Management Director in a unified command structure with the University and/or city and county agencies supporting the operations through resource augmentation of labor, equipment, and materials as needed.
- Should there be an occurrence that affects the Monticello campus, as well as the City of Monticello or Drew County, emergency operations will take place under each jurisdiction's direction and control with the countywide agency coordinating the operation and resources for all affected areas.
- Any assistance that is needed will be requested by the Operations Chief or designee, who will activate mutual aid agreements.
- Additional assistance may also be requested through the City of Monticello, Drew County, the private sector, and non-governmental organizations (NGOs).
- In the event that Monticello campus, city, and county resources are overwhelmed, the Drew County Judge, in cooperation with the Drew County Director of Emergency Management, may declare an emergency or disaster, and request additional resources through ADEM.

UAM-CTC:

- Should there be an occurrence(s) that affects only the UAM-CTC campus, emergency operations will take place under the direction of the Emergency Management Director in a unified command structure with the university and/or city and county agencies supporting the operations through resource augmentation of labor, equipment, and materials as needed.
- Should there be an occurrence that affects the campus, as well as the City of Crossett or Ashley County, emergency operations will take place under each jurisdiction's direction and control with the countywide agency coordinating the operation and resources for all affected areas.
- Any assistance that is needed will be requested by the Operations Chief or designee, who will activate mutual aid agreements.
- Additional assistance may also be requested through the City of Crossett, Ashley County, the private sector, and NGOs.
- In the event that campus, city, and county resources are overwhelmed, the Ashley County Judge, in cooperation with the Ashley County Director of Emergency Management, may declare an emergency or disaster, and request additional resources through ADEM.

UAM-CTM:

- Should there be an occurrence(s) that affects only the UAM-CTM campus, emergency operations will take place under the direction of the Emergency Management Director in a unified command structure with the university and/or city and county agencies supporting the operations through resource augmentation of labor, equipment, and materials as needed.

- Should there be an occurrence that affects the campus, as well as the City of McGehee or Desha County, emergency operations will take place under each jurisdiction's direction and control with the countywide agency coordinating the operation and resources for all affected areas.
- Any assistance that is needed will be requested by the Operations Chief or designee, who will activate mutual aid agreements.
- Additional assistance may also be requested through the City of McGehee, Desha County, the private sector, and NGOs.
- In the event that campus, city, and county resources are overwhelmed, the Desha County Judge, in cooperation with the Desha County Director of Emergency Management, may declare an emergency or disaster, and request additional resources through ADEM.

This Plan is based on the assumption that initial emergency management response will, to the maximum extent possible, be by the University personnel.

1.5 Communications

1.5.1 Means of Communication

Communications during an emergency or disaster is a priority for the University. As identified in **1.2.2 Response and Recovery Priority Objectives**, communications is the first function in the Priority I Objectives.

Communication is typically transmitted via landline telephones, cell phones (text and email), radios, and computers/networks. The EOC will use landline telephones as the primary means of communication unless lines are rendered inoperable. Handheld radios are available if needed for emergency communications. The University Police Department personnel have radios with multiple frequencies.

1.5.2 Notifications

1.5.2.1 Rave

The UAM has partnered with Rave Wireless to provide the UAMAlert emergency notification system. UAMAlert can rapidly provide mass notifications during natural disasters or other emergencies taking place on campus. UAMAlert uses an opt-out method of registration to provide faculty, staff, and enrolled students with voice, text, and email notifications. All students and employees are automatically registered in UAMAlert at the time of enrollments or employment. Individuals have the opportunity to opt-out of receiving text and/or voice alerts at any time. (Note: Cellular phone providers may charge a per-text message fee for delivery of emergency notifications.) UAMAlert has been programmed by the UAM Information Technology Department to update and purge users every 24 hours. This automated programming ensures accuracy in the delivery of alerts to all currently enrolled students and employees.

UAMAlert may be activated in the event of immediate threat to the UAM, UAM-CTC, or UAM-CTM campus community. The UAM UPD, in consultation with the Chancellor, Vice Chancellor for Student Affairs, Dean of Students, and Vice Chancellor for UAM-CTC, or Vice Chancellor for UAM-CTM will determine if an emergency notification is necessary. University Police, Student Health, Maintenance, Residence Life, Athletics, and the Dean of Students are the departments generally responsible for confirming that a significant emergency or dangerous situation exists on campus. The types of incidents that may cause an immediate threat to the community could include, but are not limited to, emergencies such as a/an:

- Active shooter on campus
- Biological threat (anthrax, etc.)
- Fire/Explosion
- Gas leak
- Hazardous materials spill
- Hostage/barricade situation
- Riot
- Significant flooding
- Structural damage to University owned or controlled facility

- Suspicious death
- Suspicious package with confirmation of a device
- Tornado

Upon confirmation that a significant emergency or dangerous situation exists, the Vice Chancellor for Student Affairs, Dean of Students, Vice Chancellor for UAM-CTC, Vice Chancellor for UAM-CTM, or Chief of University Police will, without delay, and taking into account for the safety of the community, determine the content of the notification and initiate the UAMAlert notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

To assist in timely notification, pre-scripted emergency alerts have been uploaded in UAMAlert (e.g. Active Shooter/Active Shooter All Clear, Tornado Warning/Tornado Warning All Clear). The University will post updates during a critical incident on the UAM website at <http://www.uamont.edu>.

UAMAlert provides the capability to alert each campus separately or all campuses simultaneously. The four pre-set distribution lists are:

- ALL USERS (which includes all employees and students on all campuses and Early College High School students)
- MONTICELLO
- CROSSETT
- MCGEHEE
- RESIDENTS

Each week, UAMAlert administrators from each of the three campuses conduct a test of the system:

Campus	UAMAlert Administrator
UAM -Monticello Campus	▪ Vice Chancellor for Student Affairs ▪ Dean of Students ▪ Chief of University Police
UAM-CTC Crossett Campus	▪ Vice Chancellor for UAM-CTC ▪ University Police Officer
UAM-CTM McGehee Campus	▪ Vice Chancellor for UAM-CTM ▪ University Police Officer

This practice is designed to ensure that each system administrator can successfully navigate the UAMAlert dashboard in a timely manner to successfully initiate the alert during an actual emergency.

Each semester, the University Police Department conducts an ALL USERS test of the UAMAlert system. In the fall semester, the test is announced in advance to the entire campus community, and is **unannounced** in the spring semester. Both tests provide faculty, staff, and students an opportunity to verify enrollment in the UAMAlert by receipt of a text, email, and/or voice message.

Additionally, in the event the institution should ever experience an emergency or face an imminent emergency requiring key personnel to communicate instantly and simultaneously, UAMAlert has the ability to send a “Conference Blast”. This feature allows members of the EAS, to join and participate in a conference call that is connected through a trunk line using the cell phone each EAS member has registered in UAMAlert. The Conference Blast feature of UAMAlert is tested annually. The EAS team members are the:

- Chancellor
- Provost
- Vice Chancellor Advancement
- Vice Chancellor Finance and Administration
- Vice Chancellor for Student Affairs
- Vice Chancellor UAM-CTC
- Vice Chancellor UAM-CTM
- Dean of Students
- Chief of University Police
- Director of Student Health
- Director of Media Services
- Director Information Technology
- Director Maintenance

1.5.2.2 EyeWitness (Anonymous Reporting System)

The EyeWitness solution of UAMAlerts offers anonymous text-based crime tips, which enhances the campus watch by offering faculty, staff, and enrolled students (tipsters) absolute anonymity.

1.5.2.3 Emergency Blue Light Phones

Emergency Blue Light Phones are located throughout the UAM campus. The Blue Light Phones provide assistance, and protective and safety services to the campus community on a 24/7/365 basis. When used, the telephones are immediately connected to the UPD. The phones are equipped with a speakerphone and blue light. The phones are to be used by faculty staff, students, or visitors experiencing any problems and in need of assistance. The University maintains a proactive stance for campus security.

1.6 Administration, Finance, and Logistics

UAM is governed by the University of Arkansas-Board of Trustees and its policies. An increasing number of regulations generated both internally and externally have significant impact on the daily operations of the University. Therefore, the UAM Operating Procedures will guide the University community in its interpretation of board, state, and federal regulations. The UAM Operating Procedures are located at <http://www.uamont.edu/pages/resources/finance-administration/operating-procedures/>

Administrative and fiscal procedures employed by the University authorities for routine operations will be utilized to support campus emergency operations when practical. Policies and procedures have been identified for tracking and reporting all costs due to an emergency. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions must be followed to increase the speed of which these actions can take place.

During EOC operation, the EOC staff will:

- Provide operational and administrative support to department or agency personnel assigned to the EOC or disaster site.
- Document resource requests.
- Manage the University resources and determine where each will be used and assigned, implementing resource controls.
- To the extent possible, protect resources such as personnel and equipment during disaster situations.

In addition to the actions taken in the EOC, the Priority III Objectives outlined in **1.2.2 Response and Recovery Priority Objectives**, include identifying, surveying and securing valuable materials on campus and identifying, surveying, and securing all University records.

Accurate and adequate records will be maintained until all operations are completed and the obligations and accounts are closed. This includes keeping records for damages, expenses, time, assistance, and recovery. These records will also be used to determine any costs that are eligible for reimbursement.

1.7 Plan Development and Maintenance

The Chief of University Police /Operations Chief is responsible for reviewing and updating this Plan on an annual basis or more often as necessary. The revised Plan shall be formally adopted.

Drafting an emergency plan is a community effort and relies heavily on the administration and experts in the University and community to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Plan participants may include:

- University Chancellor
- Vice Chancellors
- Department and Unit Heads
- Building Coordinators
- Chief of University Police
- Emergency Operations Center Personnel
- University Legal Counsel
- County Departments of Emergency Management
 - Drew
 - Ashley
 - Desha
- Arkansas Department of Emergency Management
- Police Departments
 - Monticello
 - Crossett
 - McGehee
- Sheriff's Offices
 - Drew County
 - Ashley County
 - Desha County
- Fire Departments
 - Monticello
 - Crossett
 - McGehee
- Arkansas State Police
- County Health Units
 - Drew
 - Ashley
 - Desha

The Chief of University Police or designee will coordinate with emergency response organizations/officials and University personnel to assure the development and maintenance of an appropriate emergency response capability. It is the responsibility of the Chief of University Police to assure that this Plan is tested and exercised on a scheduled basis. After each drill, exercise, or actual event, an incident review will take place. Any findings from those post-event reviews will be analyzed and incorporated as necessary into a revised Plan.

1.8 Authorities and References

1.8.1 Federal

1. Developing and Maintaining Emergency Operations Plans, CPG-101 V. 2.
2. FEMA/EMI IS-100.HE, Introduction to ICS, OCS-100 for Higher Education.
3. FEMA website, www.fema.gov.
4. Guide for Developing High-Quality Emergency Operations Plans for Institution of Higher Education.
5. National Disaster Housing Strategy, <http://www.fema.gov/pdf/emergency/disasterhousing/NDHS-core.pdf>.
6. The Homeland Security Act.
7. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (2008).
8. The Robert T. Stafford Disaster and Emergency Assistance Act, Public Law 93-288, as amended.
9. U.S. Department of Education's Readiness and Emergency Management for Schools (EMHE).

1.8.2 State

1. All Hazards Mitigation Plan, State of Arkansas, September 2010.
2. Arkansas Geological Survey.
3. Arkansas State Rail Plan.
4. Arkansas Subtitle 5, Chapter 75 - Arkansas Emergency Services Act of 1973.
5. State of Arkansas Emergency Management Plan, 2012.

1.8.3 Local

1. UAM 2012 Annual Security Report/Fire Safety Report.
2. UAM Emergency Procedures Manual.
3. UAM website.



2.0 Emergency Support Function Annexes

2.1 Monticello Campus

2.1.1 ESF #1 – Transportation

2.1.1.1 Purpose

The purpose of the ESF #1 Annex is to provide coordination of transportation for University students and personnel, and assets to support emergency operations.

2.1.1.2 Concept of Operations

Primary: UAM Physical Plant

Support: UAM University Police Department

The UAM Physical Plant Motor Pool is the primary responsible department for providing transportation services during incidents and may require support from the UAM University Police Department. The UAM Physical Plant Motor Pool will be responsible for providing resources during evacuations, route planning, and other transportation related issues. UAM Police will assist in route planning and crowd control.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency (Note: See vehicle resource list in **Appendix G – Resources**).
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed, and in coordination with the IC.
- Monitor and report status of damage to the transportation system and infrastructure as a result of the incident.
- Process all transportation assistance requests and tasks received in the EOC.
- Coordinate closing/blocking of roadways and debris removal.
- Monitor emergency vehicle access, as well as coordinate general traffic control.
- Identify traffic signage needed and assist with directing traffic.
- Assist with evacuation and re-entry.
- Prioritize all transportation resources for the movement of people, materials, and services.
- Perform necessary actions to assist with recovery operations.
- Maintain costs and records.

2.1.2 ESF #2 – Communications

2.1.2.1 Purpose

The purpose of the ESF #2 Annex is to support communications capabilities, to include information technology, telecommunications, and network support during an emergency or disaster.

2.1.2.2 Concept of Operations

Primary: UAM Information Technology

Support: UAM Office of Media Services
ARE-ON

UAM Information Technology is the primary responsible entity for providing communication services during incidents and may require support from the UAM Office of Media Services and ARE-ON. The UAM Information Technology will primarily be relied upon for emergency response communications. The Information Technology will be responsible for the information technology infrastructure throughout the UAM campus during a time of emergency. The UAM Office of Media Services will provide Copy Center, Graphic Design, and University Publications support.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with associated departments and agencies to provide telecommunications.
- Provide information technology services and network support to the University.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address information technology and telecommunication needs during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Recover core administrative and academic information technology systems.
- Expand and restore access to the network based on the needs of the emergency.
- Restore required information services, including the internet/intranet.
- Provide regular updates and situational information on the status of information technology systems to the Emergency Operations Team.
- Ensure police dispatch incoming and outgoing lines are operational and remain so.
- Confirm communications equipment (e.g. phones, fax, internet, email network access, television, etc.) is operational in EOC and that communications services throughout the campus remain functional.
- Assist in setting up communications in alternate EOC location if required.
- Where requested and technically possible, provide temporary hard-wired communications for the IC at the scene of the disaster.

- Assist with assuring that all campus two-way radio systems are operational and help secure repairs as needed.
- Maintain costs and records.

2.1.3 ESF #3 – Public Works and Engineering

2.1.3.1 Purpose

The purpose of the ESF #3 Annex is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support public works and infrastructure needs during an emergency or disaster.

2.1.3.2 Concept of Operations

Primary: UAM Physical Plant

Support: City of Monticello
Drew County
Professional Engineer

The UAM Physical Plant is the primary responsible department for providing public works and engineering during incidents and may require support from the city and/or county. The UAM Physical Plant will be responsible for providing equipment, debris removal, and responding to other issues related to facilities during emergencies.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with associated departments, units, and agencies.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address physical plant service (Building Maintenance, Custodial Services, Grounds Maintenance, Motor Pool, and Warehouse) to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Restore critical services (heat, power, water, etc.) and provide emergency repair of campus facilities.
- Expand the restored access to the needs of the emergency responders.
- Operate and maintain emergency generators.
- Clear debris.
- Clear, repair, or support construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment, and supplies.
- Determine whether a building can be occupied or partially occupied.
- Provide emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Provide technical assistance and damage assessment.
- Document costs and records.

2.1.4 ESF #4 – Firefighting

2.1.4.1 Purpose

The purpose of the ESF #4 Annex is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support firefighting activities during an emergency or disaster.

2.1.4.2 Concept of Operations

Primary: Monticello Fire Department

Support: University Police Department
UAM Physical Plant
U.S. Forestry Services

The Monticello Fire Department is the primary responsible department for firefighting services during incidents and may require support from the University Police Department, UAM Physical Plant, U.S. Forestry Services, and/or volunteer fire departments. The UAM Physical Plant will be responsible for coordinating all firefighting mitigation, preparedness, and recovery activities. Trained University staff may attempt to suppress small fires; however, the Monticello Fire Department will be responsible for providing firefighting capabilities during larger fires.

Prevention, Protection, and Mitigation (Preparedness)

- The Physical Plant or designee provides for coordination between departments and partnering agencies to mitigate against, prepare for, respond to, and recover from a fire incident.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Detect and suppress fires.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment, and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Maintain costs and records.

2.1.5 ESF #5 – Emergency Management

2.1.5.1 Purpose

The purpose of the ESF #5 Annex is to compile, analyze, and coordinate the overall information and activities in the EOC in support of emergency/disaster response and recovery.

2.1.5.2 Concept of Operations

Primary: University Police Department

Support: Drew County Department of Emergency Management

The UAM University Police Department is the primary responsible department for providing emergency management during incidents and may require support from the Drew County Department of Emergency Management. The UAM University Police Department will be responsible for coordinating all emergency management functions. The Drew County Department of Emergency Management will support emergency management operations when requested.

Prevention, Protection, and Mitigation (Preparedness)

- Develop and maintain a Hazard Mitigation Plan to identify hazards and determine risks and vulnerabilities to the University.
- Maintain a comprehensive Emergency Management Plan. Distribute copies and updates to essential response personnel.
- Ensure that the necessary personnel are trained to the appropriate level of NIMS.
- Identify, classify, and maintain a list of current University resources and equipment to be used during an emergency or disaster.
- Provide training opportunities on emergency preparedness and other emergency management related topics.
- Ensure the EOC locations are maintained for use during an emergency or disaster.
- Coordinate with partnering agencies to provide resources during an emergency or disaster situation.
- Recruit and train personnel to serve in the EOC during an emergency or disaster.
- Provide guidance and training (as needed) on incident management tools and activities.
- Work with University departments and supporting agencies to plan drills and exercises to evaluate specific parts of the Plan.
- Actively participate in drills and exercises.
- Plan for the use of various facilities during an emergency or disaster.

Response and Recovery

- Activate, establish, and manage the EOC as needed.
- Operate within the scope of NIMS as directed by the IC.
- Assist in coordinating information and ensure it is communicated to the appropriate individuals within the EOC or other locations.
- Assist in coordinating warning information to the appropriate personnel for proper dissemination.
- Assist in coordinating with partnering agencies.

- Assist in coordinating resource requests both internally and externally.
- Assist in maintaining situational awareness during an event.
- Provide timely situation reports to Emergency Operations Team, Executive Management Team, the IC, and other pertinent personnel (including damage assessments).
- Provide requested information and EOC resources.
- Assist in establishing operational timelines and demobilization plans.
- Collect emergency or disaster response information from departments and divisions and provide AARs.
- Coordinate recovery efforts.
- Maintain costs and records.

2.1.6 ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services

2.1.6.1 Purpose

The purpose of the ESF #6 Annex is to coordinate activities involved with the emergency provision of sheltering, feeding operations, emergency first aid, and the bulk distribution of emergency items for disaster victims and workers. Because ESF #6 encompasses four distinct areas of services, a Scope section has been added.

2.1.6.2 Scope

Mass Care:

Mass Care includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

Emergency Assistance:

Emergency Assistance is required by individuals, families and their communities to ensure that immediate needs beyond the scope of traditional mass care services at the local level are addressed. These services include support for evacuations (including registration and tracking of evacuees), reunification of families, and support to specialized shelters, support to medical shelters, nonconventional shelter management, coordination of donated goods and services, and coordination of voluntary agency assistance.

Housing:

Housing includes options such as rental assistance, repair, replacement, factory built housing, semi-permanent and permanent construction, referrals, identification, and provision of accessible housing, and access to other sources of housing assistance in accordance with the National Disaster Housing Strategy.

Human Services:

Human Services includes the implementation of programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, disaster loan assistance, crisis counseling, mental health services, disaster unemployment, disaster legal services, support and services to functional and access needs populations, case management, and other State and Federal benefits.

2.1.6.3 Concept of Operations

Primary: Residence Life
Dining Services/Catering
Office of Nursing
School of Nursing

Support: Division of Student Affairs
Baptist Health Medical Center - Drew County
Drew County Health Unit
Monticello Ambulance

Residence Life, Dining Services/Catering, Office of Nursing, and School of Nursing are the primary responsible departments for providing mass care, emergency assistance, housing, and human services for the University community during incidents, and may require support from Division of Student Affairs, Baptist Health Medical Center - Drew County, Drew County Health Unit, Monticello Ambulance, and other county, state, and federal agencies, and NGOs.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with support departments and agencies to provide mass care, emergency assistance, housing, and human services for students, employees, volunteers, and workers who are required to remain on campus during an emergency or disaster.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of shelter locations on campus that includes the facilities services, capacity, contact information, and other pertinent information.
- Develop and maintain a security plan for each shelter location.
- Establish policies, procedures, plans, and programs to address sheltering needs, as well as providing mass care during an emergency or disaster.
- Establish guidelines to recognize and address the sheltering of individuals with access and functional needs.
- Provides mass care and shelter operations training for personnel expected to operate a shelter.
- Develop and maintain plans to coordinate employee and student information, and accountability during and after an emergency or disaster.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Provide personnel to support the opening of shelters at the request of the Emergency Management Director, IC, or other designee.
- Determine shelter location based on the incident and affected areas of campus. Shelter information and location shall be disseminated to the campus community.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Coordinate emergency shelter and food service for individuals required to remain on campus. This includes food delivery to operational sites, such as, but not limited to, the EOC and ICP, etc.
- Coordinate and provide emergency first aid.
- Assist with and coordinate the provision of crisis counseling, mental health services, and support and services to functional and access needs populations.
- Coordinate outside vendors as needed.
- Assist in accounting for employees as necessary.
- Assist in communicating information to employees as necessary.
- Coordinate employee information and accountability information (including communication with families as required).
- Provide housing and related services for impacted residential students as necessary.
- Assist in coordinating and accounting for students (both residential and commuter).

- Assist in communicating information to students, as necessary. Information should be coordinated with the EOC.
- Assist in operating an emergency shelter as necessary.
- Establish a family resource center, as needed, following the pre-established plan.
- When using campus facilities, ensure that applicable fire and life safety codes for shelter operations are being met.
- When using campus facilities, ensure proper health and safety standards for sheltering and feeding operations are being met.
- Maintain cost and records.

2.1.7 ESF #7 – Logistics Management and Resources Support

2.1.7.1 Purpose

The purpose of the ESF #7 Annex is to provide direct and active support to emergency response and recovery efforts following a disaster.

2.1.7.2 Concept of Operations

Primary: Finance and Administration

Support: UAM Physical Plant

The Department of Finance and Administration is the primary responsible department for providing logistics management and resources support for the University community during incidents, and may require support from the Physical Plant. The Department of Finance and Administration will coordinate the purchasing of needed resources for the University to prepare for, respond to, and recover from emergencies on UAM campuses. Other support includes: procuring and allocating essential personnel and material to support emergency operations; overseeing distribution aid in the procurement of food and other essential supplies; procuring and allocating resources; contracting services to maintain water, electrical, sanitation, and other utility systems and services if needed; and providing supplies for mass care facilities and medical facilities. The Physical Plant will be responsible for maintaining the infrastructure during an emergency response, and may assist with transportation and distribution of supplies.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Develop procedures to document costs for potential reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Locate, procure, allocate, and transport essential resources, personnel, and equipment to support emergency operations.
- Oversee distribution aid in the procurement of food and other essential supplies.
- Provide supplies for mass care facilities and medical facilities.
- Maintain costs and records.

2.1.8 ESF #8 – Public Health and Medical Services

2.1.8.1 Purpose

The purpose of the ESF #8 Annex is to provide direct and active support to emergency response and recovery efforts following a disaster.

2.1.8.2 Concept of Operations

Primary: UAM Student Health Services

Support: Baptist Health Medical Center - Drew County
Drew County Health Unit
UAM Counseling Services
Delta Counseling

The UAM Student Health Services is the primary responsible department for providing health and medical services for the University community during incidents, and may require support from the Baptist Health Medical Center - Drew County and the Drew County Health Unit – Monticello.

Prevention, Protection, and Mitigation (Preparedness)

- Provide for coordination between departments and partnering agencies to be prepared for evacuation of individuals with access and functional needs, and the possibility of providing triage, emergency medical care, and psychological services during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to address field triage, the treatment of minor injuries, and the coordination of psychological services.
- Include the School of Nursing, and the School of Social and Behavioral Sciences in the planning process and in training and exercises.
- Identify possible field triage locations, and policies and procedures to operate these locations.
- Establish coordination through the Drew County Department of Emergency Management and the Arkansas Department of Emergency Management to prepare plans to manage a mass fatalities incident, including the establishment of morgue locations, as well as policies and procedures for managing these locations.
- Establish plans and MOUs with partnering agencies to provide immunizations, referrals for service, and other necessary services as needed during an emergency or disaster.
- Establish plans and coordination with support agencies for responding to public health emergencies such as pandemic flu.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Identify field triage locations as needed.
- Document and track resource requests.

- Ensure accountability of volunteer staff.
- Maintain costs and records.

2.1.9 ESF #9 – Search and Rescue

2.1.9.1 Purpose

The purpose of the ESF #9 Annex is to coordinate the search and rescue of missing persons; this may involve locating missing persons in damaged structures resulting from an incident or disaster.

2.1.9.2 Concept of Operations

Primary: UAM University Police Department

Support: Monticello Fire Department
Monticello Police Department
Drew County Sheriff's Office

The UAM University Police Department is the primary responsible department for providing search and rescue capabilities for the University community during an incident, and may require support from the Monticello Fire Department, Monticello Police Department, Drew County Sheriff's Office, and volunteer organizations.

Prevention, Protection, and Mitigation (Preparedness)

- The Director of University Police, or designee, provides for coordination between departments and partnering agencies to mitigate, prepare for, respond to, and recover from an incident requiring search and rescue.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Search for and rescue missing persons.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment, and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Maintain costs and records.

2.1.10 ESF #10 – Oil and Hazardous Materials Response

2.1.10.1 Purpose

The purpose of the ESF #10 Annex is to coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material on a UAM campus.

2.1.10.2 Concept of Operations

Primary: University Police Department
Occupational Safety Coordinator
Radiological Safety Officer

Support: UAM Physical Plant

The University Police Department and Occupational Safety Coordinator, or designee, provide coordination between departments and partnering agencies to mitigate, prepare for, respond to and recover from a hazardous material incident.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to address identified hazardous materials.
- Provide access to material safety data sheets (MSDSs) in all appropriate areas.
- Supply and maintain appropriate personal protective equipment (PPE) and provide necessary training for its use.
- Notify the fire department of the type and quantities of hazardous chemicals on site and the location where they are stored.
- Assist in planning for public health emergencies.
- Establish plans and MOUs with partnering agencies to provide response and mitigation activities for hazardous materials incidents.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS and in coordination with the IC.
- Assess the hazardous materials incident. Provide pertinent information on the type of hazardous material(s) and critical health and life safety information.
- Determine the necessity of evacuations and coordinate with Emergency Operations Team to initiate the evacuation process.
- Coordinate and ensure the control of any secondary hazard such as fire.
- Ensure that the hazardous materials incident has been reported to appropriate agencies, as dictated by the incident size and scope.
- Establish site security as needed.
- Work with partnering agencies to determine the responsible party.

- Work with partnering agencies and responsible party to coordinate clean up and disposal operations.
- Ensure that all applicable laws and regulations are being followed, and provide documentation on each aspect of the response and recovery operations.
- Provide incident status information to Emergency Operations Team, or appropriate official (depending on incident size) for dissemination to the necessary individuals.
- Maintain costs and records.

2.1.11 ESF #11 – Agriculture and Natural Resources

2.1.11.1 Purpose

The purpose of the ESF #11 Annex is to address the provision of nutrition assistance; control and eradicate an outbreak of a highly contagious or economically devastating animal disease, highly infectious plant disease, or economically devastating plant pest infestation; assure food safety and security; and protect cultural resources and historic property resources during an incident.

2.1.11.2 Concept of Operations

Primary: School of Agriculture

Support: University of Arkansas Division of Agriculture – Cooperative Extension Service
UA Southeast Research and Extension Center
Arkansas Agriculture Department
Arkansas Department of Health
UAM Physical Plant

The UAM Department of Agriculture is the primary responsible department for providing response to an outbreak or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation. The UAM Department of Agriculture may be supported by the University of Arkansas Division of Agriculture – Cooperative Extension Service, the University of Arkansas Southeast Research and Extension Center, the Arkansas Agriculture Department, and the Arkansas Department of Health. Additionally, the UAM Department of Agriculture may coordinate with the Arkansas Department of Health to ensure the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident.

The Physical Plant will coordinate with ESF #6 to arrange for the transportation of food to designated areas; and protect cultural resources and historic property resources during an incident.

Prevention, Protection, and Mitigation (Preparedness)

- Participate in drills and exercises when requested.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Monitor natural resources, animals, and plants for contamination and/or diseases.

Response and Recovery

- Assist in determining the critical needs of the affected population.
- Ensure food is fit for consumption.
- Assist and coordinate shipment of food to staging areas.
- Work to obtain critical food supplies that are unavailable from existing inventories.
- Identify animal and plant disease outbreaks.
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination, and destruction of animals or articles found to be contaminated or infected.

- Ensure the proper containment and disposal of contaminated food, animals, and/or plants.
- Coordinate animal and large animal rescue.
- Obtain medical care for animals.
- As the situation dictates, identify specific evacuation routes for animals, provide transportation, and coordinate temporary shelter.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Maintain costs and records.

2.1.12 ESF #12 – Energy

2.1.12.1 Purpose

The purpose of the ESF #12 Annex is to ensure that the UAM campuses have adequate fuel and equipment to sustain itself through an emergency, make decisions about closings, and to help prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable campus life to be restored to full capacity as soon as possible. This includes coordinating the provision of emergency energy supplies, transporting and delivering fuel, and the provision of emergency power to support immediate response efforts, as well as the restoration of the normal power supply.

2.1.12.2 Concept of Operations

Primary: UAM Physical Plant

Support: Entergy
C&L Electric Cooperative
Summit Utilities

The UAM Physical Plant is the primary responsible department for providing energy services for the University community during incidents, and may require support from other utility providers such as Entergy, C&L Electric Cooperative, Summit Utilities, and other utility providers.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with associated departments and agencies to provide energy services to UAM.
- Maintain liaison with fuel distributors and local utility representatives and include them in the planning process.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address required energy related services to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Recover core plant operations disrupted or damaged as a result of a disaster.
- Expend the restored access to the needs of emergency responders.
- Restore normal power and operations following recovery from an emergency.
- Provide regular updates and situational information to the Emergency Operations Team on the status of power plant systems.
- Maintain costs and records.

2.1.13 ESF #13 – Public Safety and Security

2.1.13.1 Purpose

The purpose of the ESF #13 Annex is to provide support and notification for police and public safety services to include emergency notification, emergency response, and the coordination of needed outside services such as fire, rescue, and Emergency Medical Services (EMS).

2.1.13.2 Concept of Operations

Primary: UAM University Police Department

Support: Monticello Police Department
Drew County Sheriff's Office
Arkansas State Police

The UAM University Police Department is the primary responsible department for providing public safety and security for the University community during incidents, and may require support from the Monticello Police Department, the Drew County Sheriff's Office, the Arkansas State Police, and other law enforcement agencies.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with local emergency response agencies to provide emergency services.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies and procedures for responding to emergencies and hazards, and notifying local response agencies for emergency assistance.
- Prescribe a procedure for the inventory of UAM University Police Department personnel and equipment.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.
- Provide a system for the receipt and dissemination of information, data, and directives pertaining to law enforcement agencies and activities.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Evaluate the scene for safety of responders.
- Determine the nature of the incident and proper response agencies.
- Notify proper emergency response agencies.
- Provide emergency services or assist responding agencies as needed.
- Provide incident status information and situational updates to the Emergency Operations Team.
- Collect and disseminate information and intelligence relating to disasters.
- Maintain costs and records.

2.1.14 ESF #14 – Long-Term Community Recovery

2.1.14.1 Purpose

The purpose of the ESF #14 Annex is to enable the University to recover from the long-term consequences of a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources, and the coordination of programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the campus. This support consists of identifying available programs and resources of local, state, and federal departments and agencies to enable community recovery, especially long-term community recovery, and to reduce or eliminate risk from future incidents where feasible.

2.1.14.2 Concept of Operations

Primary:	Chancellor Finance and Administration UAM Physical Plant
Support:	UAM Executive Council Drew County Department of Emergency Management Arkansas Department of Emergency Management

The Chancellor, Finance and Administration, and the UAM Physical Plant are the primary responsible departments for providing long-term community recovery for the University community during incidents, and may require support from the UAM Executive Council, the Drew County Department of Emergency Management, and the Arkansas Department of Emergency Management. Working together, these entities will begin the recovery planning process at the onset of the emergency.

Prevention, Protection, and Mitigation (Preparedness)

- Develop a Recovery Plan as a separate document from this Plan.
- Partner with disaster recovery agencies to implement recovery programs.
- Under a federally declared disaster, coordinate the state's participation in recovery operations with FEMA, Small Business Administration (SBA), and other federal agencies co-located in the Joint Field Office or other command center.
- Identify grants to assist with recovery and mitigation.
- As funding allows, implement mitigation measures using the Hazard Mitigation Plan as a guide, or as appropriate.
- Participate in drills and exercises to evaluate the effectiveness of these plans.

Response and Recovery

- Activate the Recovery Plan at the general discretion of the Emergency Management Director or designee that addresses, but is not limited to, infrastructure (land-use, transportation, housing, and public services), economic development, and human services (public health, medical care, behavioral health services).
- Coordinate disaster recovery efforts following pre-established disaster recovery plans and coordinate the transition from response to recovery in field operations.

- Avoid duplication of assistance, coordinate to the extent possible, program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues.
- Evaluate the Recovery Plan and Hazard Mitigation Plan after each major emergency or disaster to determine their overall effectiveness, and implement changes as necessary.

2.1.15 ESF #15 – External Affairs

2.1.15.1 Purpose

The purpose of the ESF #15 Annex is to provide a central point for dissemination of accurate, coordinated, and timely communications to the affected audiences, including the local government, media, private sector, and the local community. Incident communications can include protective actions for the public such as sheltering or evacuation, as well as information with regard to volunteer assistance and donations.

2.1.15.2 Concept of Operations

Primary:	UAM Office of Media Services
Support:	Division of Public Affairs Local Television and Radio Stations Local Newspaper

UAM Office of Media Services is the primary responsible department for providing the dissemination of accurate, coordinated and timely communications to the affected audiences using all available communications media prior to, during, and following an emergency or disaster. The UAM Office of Media Services may require support from the Division of Public Affairs and local media outlets.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that personnel are trained to the proper level of NIMS.
- Designate a PIO and at least one secondary.
- Develop SOPs to carry out the public information function.
- Maintain an updated media directory to include radio stations, television stations, cable companies, websites, and newspapers.
- Identify a location that is suitable to serve as a media briefing room.
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies.
- Develop and maintain a Communications Plan.
- Develop protocols for departments, divisions, and units to follow instructing them how communications with the media, during an emergency or disaster, are to be handled.
- Support disaster awareness campaigns.
- Educate the campus community on various notification and alert systems.
- Educate the campus community on steps to follow during various emergencies or disasters.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Coordinate all communications, including public and internal information.
- Monitor the media to insure accuracy of information and correct inaccurate information as quickly as possible.

- Coordinate efforts to provide information to public officials.
- Warn campus and send emergency notifications to the UAM community.
- Take steps to make contact and provide necessary information to key University support agencies and other key University stakeholders. Activities should be under guidance of the Emergency Management Director and approved by the Emergency Management Team.
- If necessary, establish a JIC on campus, or provide a PIO or designee to the JIC if one has already been established off campus.
- In coordination with the UAM UPD, provide emergency notification and warning to the campus community under the direction of the IC, the Police Command Staff, or designee.
- Maintain records of expenses and equipment used during the incident.

2.2 Crossett Campus

2.2.1 ESF #1 – Transportation

2.2.1.1 Purpose

The purpose of the ESF #1 Annex is to provide coordination of transportation for University students and personnel, and assets to support emergency operations.

2.2.1.2 Concept of Operations

Primary: UAM Physical Plant

Support: UAM-CTC Physical Plant
UAM-CTC University Police Department

The UAM Physical Plant Motor Pool is the primary responsible department for providing transportation services during incidents and may require support from the UAM-CTC Physical Plant. The UAM Physical Plant Motor Pool will be responsible for providing resources during evacuations, route planning, and other transportation related issues. UAM-CTC UPD will assist in route planning and crowd control.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency (Note: See vehicle resource list in **Appendix G – Resources**).
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Monitor and report status of damage to the transportation system and infrastructure as a result of the incident.
- Process all transportation assistance requests and tasks received in the EOC.
- Coordinate closing/blocking of roadways and debris removal.
- Monitor emergency vehicle access, as well as coordinate general traffic control.
- Identify traffic signage needed and assist with directing traffic.
- Assist with evacuation and re-entry.
- Prioritize all transportation resources for the movement of people, materials, and services.
- Perform necessary actions to assist with recovery operations.
- Maintain costs and records.

2.2.2 ESF #2 – Communications

2.2.2.1 Purpose

The purpose of the ESF #2 Annex is to support communications capabilities, to include information technology, telecommunications, and network support during an emergency or disaster.

2.2.2.2 Concept of Operations

Primary: UAM Information Technology
UAM Office of Media Services

Support: UAM-CTC
Windstream

UAM Information Technology and UAM Office of Media Services are the primary responsible entities for providing communication services during incidents and may require support from the UAM-CTC and Windstream. The UAM Information Technology will primarily be relied upon for emergency response communications. The UAM Information Technology will be responsible for the information technology infrastructure throughout the UAM-CTC campus during a time of emergency. The UAM Office of Media Services will provide Copy Center, Graphic Design, and University Publications support.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with associated departments and agencies to provide telecommunications.
- Provide information technology services and network support to the University.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address information technology and telecommunication needs during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Recover core administrative and academic information technology systems.
- Expand and restore access to the network based on the needs of the emergency.
- Restore required information services, including the internet/intranet.
- Provide regular updates and situational information on the status of information technology systems to the Emergency Operations Team.
- Ensure police dispatch incoming and outgoing lines are operational and remain so.
- Confirm communications equipment (e.g. phones, fax, internet, email network access, television, etc.) is operational in EOC and that communications services throughout the campus remain functional.
- Assist in setting up communications in alternate EOC location if required.

- Where requested and technically possible, provide temporary hard-wired communications for the IC at the scene of the disaster.
- Assist with assuring that all campus two-way radio systems are operational and help secure repairs as needed.
- Maintain costs and records.

2.2.3 ESF #3 – Public Works and Engineering

2.2.3.1 Purpose

The purpose of the ESF #3 Annex is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support public works and infrastructure needs during an emergency or disaster.

2.2.3.2 Concept of Operations

Primary: UAM-CTC Physical Plant

Support: Ashley County
Arkansas State Highway and Transportation Department
UAM Physical Plant

The UAM-CTC Physical Plant is the primary responsible department for providing public works and engineering during incidents and may require support from the city, county or state. The UAM-CTC Physical Plant will be responsible for providing equipment, debris removal, and responding to other issues related to facilities during emergencies, and may require support from the county and/or state.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with associated departments, units, and agencies.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address physical plant service (Building Maintenance, Custodial Services, Grounds Maintenance, Motor Pool, and Warehouse) to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Restore critical services (heat, power, water, etc.) and provide emergency repair of campus facilities.
- Expand the restored access to the needs of the emergency responders.
- Operate and maintain emergency generators.
- Clear debris.
- Clear, repair, or support construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment, and supplies.
- Determine whether a building can be occupied or partially occupied.
- Provide emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Provide technical assistance and damage assessment.
- Document costs and records.

2.2.4 ESF #4 – Firefighting

2.2.4.1 Purpose

The purpose of the ESF #4 Annex is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support firefighting activities during an emergency or disaster.

2.2.4.2 Concept of Operations

Primary: North Crossett Volunteer Fire Department

Support: UAM-CTC Physical Plant
Crossett Fire Department
U.S. Forestry Services

The North Crossett Volunteer Fire Department is the primary responsible department for firefighting services during incidents and may require support from the UAM-CTC Physical Plant, Crossett Fire Department, U.S. Forestry Services, and/or other volunteer fire departments. The UAM-CTC Physical Plant will be responsible for coordinating all firefighting mitigation, preparedness, and recovery activities. Trained University staff may attempt to suppress small fires; however, the North Crossett Volunteer Fire Department will be responsible for providing firefighting capabilities during larger fires.

Prevention, Protection, and Mitigation (Preparedness)

- The UAM-CTC Physical Plant or designee provides for coordination between departments and partnering agencies to mitigate against, prepare for, respond to, and recover from a fire incident.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Detect and suppress fires.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment, and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Maintain costs and records.

2.2.5 ESF #5 – Emergency Management

2.2.5.1 Purpose

The purpose of the ESF #5 Annex is to compile, analyze, and coordinate the overall information and activities in the EOC in support of emergency/disaster response and recovery.

2.2.5.2 Concept of Operations

Primary: UAM-CTC University Police Department

Support: UAM University Police Department
Ashley County Department of Emergency Management

The UAM-CTC University Police Department is the primary responsible department for providing emergency management during incidents and may require support from the UAM University Police Department and the Ashley County Department of Emergency Management. The UAM-CTC University Police Department will be responsible for coordinating all emergency management functions. The Ashley County Department of Emergency Management will support emergency management operations when requested.

Prevention, Protection, and Mitigation (Preparedness)

- Assist with developing and maintaining a Hazard Mitigation Plan to identify hazards and determine risks and vulnerabilities at the Crossett campus.
- Assist with maintaining the EMP. Distribute copies and updates to essential response personnel.
- Ensure that the necessary personnel are trained to the appropriate level of NIMS.
- Identify, classify, and maintain a list of current University resources and equipment to be used during an emergency or disaster.
- Provide training opportunities on emergency preparedness and other emergency management related topics.
- Ensure the EOC locations are maintained for use during an emergency or disaster.
- Coordinate with partnering agencies to provide resources during an emergency or disaster situation.
- Recruit and train personnel to serve in the EOC during an emergency or disaster.
- Provide guidance and training (as needed) on incident management tools and activities.
- Work with University departments and supporting agencies to plan drills and exercises to evaluate specific parts of the Plan.
- Actively participate in drills and exercises.
- Plan for the use of various facilities during an emergency or disaster.

Response and Recovery

- Activate, establish, and manage the EOC as needed.
- Operate within the scope of NIMS as directed by the IC.
- Assist in coordinating information and ensure it is communicated to the appropriate individuals within the EOC or other locations.
- Assist in coordinating warning information to the appropriate personnel for proper dissemination.

- Assist in coordinating with partnering agencies.
- Assist in coordinating resource requests both internally and externally.
- Assist in maintaining situational awareness during an event.
- Provide timely situation reports to Emergency Operations Team, Executive Management Team, the IC, and other pertinent personnel (including damage assessments).
- Provide requested information and EOC resources.
- Assist in establishing operational timelines and demobilization plans.
- Collect emergency or disaster response information from departments and divisions and provide AARs.
- Coordinate recovery efforts.
- Maintain costs and records.

2.2.6 ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services

2.2.6.1 Purpose

The purpose of the ESF #6 Annex is to coordinate activities involved with the emergency provision of sheltering, feeding operations, emergency first aid, and the bulk distribution of emergency items for disaster victims and workers. Because ESF #6 encompasses four distinct areas of services, a Scope section has been added.

2.2.6.2 Scope

The UAM-CTC campus is a commuter campus and does not have residence halls or feeding capabilities. ESF #6 has a limited scope for this campus.

Mass Care:

Mass Care includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

Emergency Assistance:

Emergency Assistance is required by individuals, families and their communities to ensure that immediate needs beyond the scope of traditional mass care services at the local level are addressed. These services include support for evacuations (including registration and tracking of evacuees), reunification of families, and support to specialized shelters, support to medical shelters, nonconventional shelter management, coordination of donated goods and services, and coordination of voluntary agency assistance.

Housing:

Housing includes options such as rental assistance, repair, replacement, factory built housing, semi-permanent and permanent construction, referrals, identification, and provision of accessible housing, and access to other sources of housing assistance in accordance with the National Disaster Housing Strategy.

Human Services:

Human Services includes the implementation of programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, disaster loan assistance, crisis counseling, mental health services, disaster unemployment, disaster legal services, support and services to functional and access needs populations, case management, and other State and Federal benefits.

2.2.6.3 Concept of Operations

Primary: Director of Student Services

Support: Ashley County Medical Center
Ashely County Health Unit
Crossett Ambulance Service
Ashley County Department of Emergency Management
American Red Cross

The Director of Student Services is the primary responsible department for providing mass care, emergency assistance, housing, and human services for the Crossett campus community during incidents, and may require support from the Ashley County Medical Center, Ashley County Health Unit, Crossett Ambulance Service, Ashley County Department of Emergency Management, American Red Cross, other county, state and federal agencies, and NGOs.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with support departments and agencies to provide mass care, emergency assistance, housing, and human services for students, employees, volunteers, and workers who are required to remain on campus during an emergency or disaster.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of shelter locations on campus that includes the facilities services, capacity, contact information, and other pertinent information.
- Develop and maintain a security plan for each shelter location.
- Establish policies, procedures, plans, and programs to address sheltering needs, as well as providing mass care during an emergency or disaster.
- Establish guidelines to recognize and address the sheltering of individuals with access and functional needs.
- Provides mass care and shelter operations training for personnel expected to operate a shelter.
- Develop and maintain plans to coordinate employee and student information, and accountability during and after an emergency or disaster.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Provide personnel to support the opening of shelters at the request of the Emergency Management Director, IC, or other designee.
- Determine shelter location based on the incident and affected areas of campus. Shelter information and location shall be disseminated to the campus community.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Coordinate emergency shelter and food service for individuals required to remain on campus. This includes food delivery to operational sites, such as, but not limited to, the EOC and ICP, etc.
- Coordinate and provide emergency first aid.
- Assist with and coordinate the provision of crisis counseling, mental health services, and, support and services to functional and access needs populations.
- Coordinate outside vendors as needed.
- Assist in accounting for employees as necessary.
- Assist in communicating information to employees as necessary.
- Coordinate employee information and accountability information (including communication with families as required).
- Provide housing and related services for impacted residential students as necessary.
- Assist in coordinating and accounting for students (both residential and commuter).

- Assist in communicating information to students, as necessary. Information should be coordinated with the EOC.
- Assist in operating an emergency shelter as necessary.
- Establish a family resource center, as needed, following the pre-established plan.
- When using campus facilities, ensure that applicable fire and life safety codes for shelter operations are being met.
- When using campus facilities, ensure proper health and safety standards for sheltering and feeding operations are being met.
- Maintain cost and records.

2.2.7 ESF #7 – Logistics Management and Resources Support

2.2.7.1 Purpose

The purpose of the ESF #7 Annex is to provide direct and active support to emergency response and recovery efforts following a disaster.

2.2.7.2 Concept of Operations

Primary: UAM-CTC Administration

Support: UAM-CTC Physical Plant
UAM Physical Plant

The UAM-CTC Administration is primarily responsible for providing logistics management and resources support for the Crossett campus community during incidents, and may require support from the UAM-CTC Physical Plant. The UAM-CTC Administration will coordinate the purchasing of needed resources for the Crossett campus to prepare for, respond to, and recover from emergencies on campus. Other support includes: procuring and allocating essential personnel and material to support emergency operations; overseeing distribution aid in the procurement of food and other essential supplies; procuring and allocating resources; contracting services to maintain water, electrical, sanitation, and other utility systems and services if needed; and providing supplies for mass care facilities and medical facilities. The UAM-CTC Physical Plant will be responsible for maintaining the infrastructure during an emergency response and may assist with transportation and distribution of supplies.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Develop procedures to document costs for potential reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Locate, procure, allocate, and transport essential resources, personnel, and equipment to support emergency operations.
- Oversee distribution aid in the procurement of food and other essential supplies.
- Provide supplies for mass care facilities and medical facilities.
- Maintain costs and records.

2.2.8 ESF #8 – Public Health and Medical Services

2.2.8.1 Purpose

The purpose of the ESF #8 Annex is to provide direct and active support to emergency response and recovery efforts following a disaster.

2.2.8.2 Concept of Operations

Primary: Ashley County Medical Center

Support: Ashley County Health Unit
Crossett Ambulance Service

The Ashley County Medical Center is the primary responsible department for providing health and medical services for the Crossett campus community during incidents, and may require support from the Ashley County Health Unit and the Crossett Ambulance Service.

Prevention, Protection, and Mitigation (Preparedness)

- Provide for coordination between departments and partnering agencies to be prepared for evacuation of individuals with access and functional needs, and the possibility of providing triage, emergency medical care, and psychological services during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to address field triage, the treatment of minor injuries, and the coordination of psychological services.
- Include the Nursing Program in the planning process and in training and exercising.
- Identify possible field triage locations, and policies and procedures to operate these locations.
- Establish coordination through the Ashley County Department of Emergency Management and the Arkansas Department of Emergency Management to prepare plans to manage a mass fatalities incident, including the establishment of morgue locations, as well as policies and procedures for managing these locations.
- Establish plans and MOUs with partnering agencies to provide immunizations, referrals for service, and other necessary services as needed during an emergency or disaster.
- Establish plans and coordination with support agencies for responding to public health emergencies such as pandemic flu.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Identify field triage locations as needed.
- Document and track resource requests.
- Ensure accountability of volunteer staff.
- Maintain costs and records.

2.2.9 ESF #9 – Search and Rescue

2.2.9.1 Purpose

The purpose of the ESF #9 Annex is to coordinate the search and rescue of missing persons; this may involve locating missing persons in damaged structures resulting from an incident or disaster.

2.2.9.2 Concept of Operations

Primary: UAM-CTC University Police Department

Support: Ashley County Search & Rescue
North Crossett Volunteer Fire Department
Crossett Fire Department
UAM University Police Department

The UAM-CTC University Police Department is the primary responsible department for providing search and rescue capabilities for the Crossett campus community during an incident, and may require support from Ashley County Search & Rescue, North Crossett Volunteer Fire Department, Crossett Fire Department, and UAM University Police Department.

Prevention, Protection, and Mitigation (Preparedness)

- The Director of University Police, or designee, provides for coordination between departments and partnering agencies to mitigate, prepare for, respond to, and recover from an incident requiring search and rescue.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Search for and rescue missing persons.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment, and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Maintain costs and records.

2.2.10 ESF #10 – Oil and Hazardous Materials Response

2.2.10.1 Purpose

The purpose of the ESF #10 Annex is to coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material on a UAM campus.

2.2.10.2 Concept of Operations

Primary: UAM-CTC University Police Department
Occupational Safety Coordinator

Support: UAM-CTC Physical Plant
Ashley County Department of Emergency Management

The Occupational Safety Coordinator or designee provides coordination between UAM-CTC University Police Department, and other departments and partnering agencies to mitigate, prepare for, respond to and recover from a hazardous material incident.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to address identified hazardous materials.
- Provide access to MSDSs in all appropriate areas.
- Supply and maintain appropriate PPE and provide necessary training for its use.
- Notify the fire department of the type and quantities of hazardous chemicals on site and the location where they are stored.
- Assist in planning for public health emergencies.
- Establish plans and MOUs with partnering agencies to provide response and mitigation activities for hazardous materials incidents.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS and in coordination with the IC.
- Assess the hazardous materials incident. Provide pertinent information on the type of hazardous material(s) and critical health and life safety information.
- Determine the necessity of evacuations and coordinate with the Emergency Operations Team to initiate the evacuation process.
- Coordinate and ensure the control of any secondary hazard such as fire.
- Ensure that the hazardous materials incident has been reported to appropriate agencies, as dictated by the incident size and scope.
- Establish site security as needed.
- Work with partnering agencies to determine the responsible party.

- Work with partnering agencies and responsible party to coordinate clean up and disposal operations.
- Ensure that all applicable laws and regulations are being followed, and provide documentation on each aspect of the response and recovery operations.
- Provide incident status information to the Emergency Operations Team, or appropriate official (depending on incident size) for dissemination to the necessary individuals.
- Maintain costs and records.

2.2.11 ESF #11 – Agriculture and Natural Resources

2.2.11.1 Purpose

The purpose of the ESF #11 Annex is to address the provision of nutrition assistance; control and eradicate an outbreak of a highly contagious or economically devastating animal disease, highly infectious plant disease, or economically devastating plant pest infestation; assure food safety and security; and protect cultural resources and historic property resources during an incident.

2.2.11.2 Concept of Operations

Primary: UAM School of Agriculture

Support: U.S. Forestry Services
University of Arkansas Division of Agriculture – Cooperative Extension Service
UA Southeast Research and Extension Center
Arkansas Agriculture Department
Arkansas Department of Health
UAM-CTC Physical Plant

The UAM Department of Agriculture is the primary responsible department for providing response to an outbreak or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation. The UAM Department of Agriculture may be supported by the University of Arkansas Division of Agriculture – Cooperative Extension Service, the UA Southeast Research and Extension Center, the Arkansas Agriculture Department, and the Arkansas Department of Health. Additionally, the UAM Department of Agriculture may coordinate with the Arkansas Department of Health to ensure the safety and security of the commercial supply of food (meat, poultry, and egg products) following an incident.

The UAM-CTC Physical Plant will coordinate with ESF #6 to arrange for the transportation of food to designated areas and protect cultural resources and historic property resources during an incident.

Prevention, Protection, and Mitigation (Preparedness)

- Participate in drills and exercises when requested.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Monitor natural resources, animals, and plants for contamination and/or diseases.

Response and Recovery

- Assist in determining the critical needs of the affected population.
- Ensure food is fit for consumption.
- Assist and coordinate shipment of food to staging areas.
- Work to obtain critical food supplies that are unavailable from existing inventories.
- Identify animal and plant disease outbreaks.

- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination, and destruction of animals or articles found to be contaminated or infected.
- Ensure the proper containment and disposal of contaminated food, animals, and/or plants.
- Coordinate animal and large animal rescue.
- Obtain medical care for animals.
- As the situation dictates, identify specific evacuation routes for animals, provide transportation, and coordinate temporary shelter.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Maintain costs and records.

2.2.12 ESF #12 – Energy

2.2.12.1 Purpose

The purpose of the ESF #12 Annex is to ensure that the UAM campuses have adequate fuel and equipment to sustain itself through an emergency, make decisions about closings, and to help prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable campus life to be restored to full capacity as soon as possible. This includes coordinating the provision of emergency energy supplies, transporting and delivering fuel, and the provision of emergency power to support immediate response efforts, as well as the restoration of the normal power supply.

2.2.12.2 Concept of Operations

Primary: UAM-CTC Physical Plant

Support: Entergy
Ashley-Chicot Electric Cooperative
North Crossett Gas and Water

The UAM-CTC Physical Plant is the primary responsible department for providing Energy services for the Crossett campus community during incidents, and may require support from other utility providers such as Entergy, Ashley-Chicot Electric Cooperative, North Crossett Gas and Water, and other utility providers.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with associated departments and agencies to provide energy services to UAM-CTC.
- Maintain liaison with fuel distributors and local utility representatives and include them in the planning process.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address required energy related services to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Recover core plant operations disrupted or damaged as a result of a disaster.
- Expend the restored access to the needs of emergency responders.
- Restore normal power and operations following recovery from an emergency.
- Provide regular updates and situational information to the Emergency Operations Team on the status of power plant systems.
- Maintain costs and records.

2.2.13 ESF #13 – Public Safety and Security

2.2.13.1 Purpose

The purpose of the ESF #13 Annex is to provide support and notification for police and public safety services to include emergency notification, emergency response, and the coordination of needed outside services such as fire, rescue, and Emergency Medical Services (EMS).

2.2.13.2 Concept of Operations

Primary: UAM-CTC University Police Department

Support: Ashley County Sheriff's Office
Crossett Police Department
Arkansas State Police

The UAM-CTC University Police Department is the primary responsible department for providing public safety and security for the Crossett campus community during incidents, and may require support from the Ashley County Sheriff's Office, Crossett Police Department, the Arkansas State Police, and other law enforcement agencies.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with local emergency response agencies to provide emergency services.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies and procedures for responding to emergencies and hazards, and notifying local response agencies for emergency assistance.
- Prescribe a procedure for the inventory of UAM-CTC UPD personnel and equipment.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.
- Provide a system for the receipt and dissemination of information, data, and directives pertaining to law enforcement agencies and activities.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Evaluate the scene for safety of responders.
- Determine the nature of the incident and proper response agencies.
- Notify proper emergency response agencies.
- Provide emergency services or assist responding agencies as needed.
- Provide incident status information and situational updates to the Emergency Operations Team.
- Collect and disseminate information and intelligence relating to disasters.
- Maintain costs and records.

2.2.14 ESF #14 – Long-Term Community Recovery

2.2.14.1 Purpose

The purpose of the ESF #14 Annex is to enable the University to recover from the long-term consequences of a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources, and the coordination of programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the campus. This support consists of identifying available programs and resources of local, state, and federal departments and agencies to enable community recovery, especially long-term community recovery, and to reduce or eliminate risk from future incidents, where feasible.

2.2.14.2 Concept of Operations

Primary: UAM-CTC Vice Chancellor
UAM-CTC Fiscal Affairs
UAM-CTC Physical Plant

Support: Chancellor
UAM Executive Council
Ashley County Department of Emergency Management
Arkansas Department of Emergency Management

The UAM-CTC Vice Chancellor, UAM-CTC Fiscal Affairs, and the UAM-CTC Physical Plant are the primary responsible departments for providing long-term community recovery for the Crossett campus community during incidents, and may require support from the Chancellor, UAM Executive Council, the Ashley County Department of Emergency Management, and the Arkansas Department of Emergency Management. Working together, these entities will begin the recovery planning process at the onset of the emergency.

Prevention, Protection, and Mitigation (Preparedness)

- Develop a Recovery Plan as a separate document from this Plan.
- Partner with disaster recovery agencies to implement recovery programs.
- Under a federally declared disaster, coordinate the state's participation in recovery operations with FEMA, SBA, and other federal agencies co-located in the Joint Field Office or other command center.
- Identify grants to assist with recovery and mitigation.
- As funding allows, implement mitigation measures using the Hazard Mitigation Plan as a guide, or as appropriate.
- Participate in drills and exercises to evaluate the effectiveness of these plans.

Response and Recovery

- Activate the Recovery Plan at the general discretion of the Emergency Management Director or designee that addresses, but is not limited to, infrastructure (land-use, transportation, housing, and public services), economic development, and human services (public health, medical care, behavioral health services).
- Coordinate disaster recovery efforts following pre-established disaster recovery plans and coordinate the transition from response to recovery in field operations.

- Avoid duplication of assistance, coordinate to the extent possible, program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues.
- Evaluate the Recovery Plan and Hazard Mitigation Plan after each major emergency or disaster to determine their overall effectiveness, and implement changes as necessary.

2.2.15 ESF #15 – External Affairs

2.2.15.1 Purpose

The purpose of the ESF #15 Annex is to provide a central point for dissemination of accurate, coordinated, and timely communications to the affected audiences, including the local government, media, private sector and the local community. Incident communications can include protective actions for the public such as sheltering or evacuation, as well as information with regard to volunteer assistance and donations.

2.2.15.2 Concept of Operations

Primary: UAM Office of Media Services

Support: Division of Public Affairs
Local Television and Radio Stations
Local Newspaper

The UAM Office of Media Services is the primary responsible department for providing the dissemination of accurate, coordinated, and timely communications to the affected audiences using all available communications media prior to, during, and following an emergency or disaster. The UAM Office of Media Services may require support from the Division of Public Affairs and local media outlets.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that personnel are trained to the proper level of NIMS.
- Designate a PIO and at least one secondary.
- Develop SOPs to carry out the public information function.
- Maintain an updated media directory to include radio stations, television stations, cable companies, websites, and newspapers.
- Identify a location that is suitable to serve as a media briefing room.
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies.
- Develop and maintain a Communications Plan.
- Develop protocols for departments, divisions, and units to follow instructing them how communications with the media during an emergency disaster are to be handled.
- Support disaster awareness campaigns.
- Educate the campus community on various notification and alert systems.
- Educate the campus community on steps to follow during various emergencies or disasters.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Coordinate all communications, including public and internal information.
- Monitor the media to insure accuracy of information and correct inaccurate information as quickly as possible.

- Coordinate efforts to provide information to public officials.
- Warn campus and send emergency notifications to the UAM community.
- Take steps to make contact and provide necessary information to key University supports and other key University stakeholders. Activities should be under guidance of the Emergency Management Director and approved by the Emergency Managements Team.
- If necessary, establish a JIC on campus, or provide a PIO or designee to the JIC if one has already been established off campus.
- In coordination with the UAM-CTC UPD, provide emergency notification and warning to the campus community under the direction of the IC, the Police Command Staff, or designee.
- Maintain records of expenses and equipment used during the incident.

2.3 McGehee Campus

2.3.1 ESF #1 – Transportation

2.3.1.1 Purpose

The purpose of the ESF #1 Annex is to provide coordination of transportation for University students and personnel, and assets to support emergency operations.

2.3.1.2 Concept of Operations

Primary: UAM-CTM University Police Department

Support: UAM-CTM Physical Plant

UAM-CTM University Police Department is the primary responsible department for providing transportation services during incidents and may require support from the UAM-CTM Physical Plant. UAM-CTM University Police Department will be responsible for providing resources during evacuations, route planning, and other transportation related issues. UAM-CTM University Police Department will assist in route planning and crowd control.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency (Note: See vehicle resource list in **Appendix G – Resources**).
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed, and in coordination with the IC.
- Monitor and report status of damage to the transportation system and infrastructure as a result of the incident.
- Process all transportation assistance requests and tasks received in the EOC.
- Coordinate closing/blocking of roadways and debris removal.
- Monitor emergency vehicle access, as well as coordinate general traffic control.
- Identify traffic signage needed and assist with directing traffic.
- Assist with evacuation and re-entry.
- Prioritize all transportation resources for the movement of people, materials, and services.
- Perform necessary actions to assist with recovery operations.
- Maintain costs and records.

2.3.2 ESF #2 – Communications

2.3.2.1 Purpose

The purpose of the ESF #2 Annex is to support communications capabilities, to include information technology, telecommunications, and network support during an emergency or disaster.

2.3.2.2 Concept of Operations

Primary: UAM Information Technology
UAM Office of Media Services
Rave System

Support: KVSA Radio Station
McGehee Times Newspaper

UAM-CTM will use UAM Information Technology, UAM Office of Media Services, and the Rave System for providing communication services during incidents and may require support from the KVSA Radio Station and the McGehee Times Newspaper. The Rave System will primarily be relied upon for emergency response communications.

The UAM Information Technology will be responsible for the information technology infrastructure throughout the UAM campus during a time of emergency and may assist the McGehee campus. The UAM Office of Media Services may provide Copy Center, Graphic Design, and University Publications support.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with associated departments and agencies to provide telecommunications.
- Provide information technology services and network support to the University.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address information technology and telecommunication needs during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Recover core administrative and academic information technology systems.
- Expand and restore access to the network based on the needs of the emergency.
- Restore required information services, including the internet/intranet.
- Provide regular updates and situational information on the status of information technology systems to the Emergency Operations Team.
- Ensure police dispatch incoming and outgoing lines are operational and remain so.

- Confirm communications equipment (e.g. phones, fax, internet, email network access, television, etc.) is operational in EOC and that communications services throughout the campus remain functional.
- Assist in setting up communications in alternate EOC location if required.
- Where requested and technically possible, provide temporary hard-wired communications for the IC at the scene of the disaster.
- Assist with assuring that all campus two-way radio systems are operational and help secure repairs as needed.
- Maintain costs and records.

2.3.3 ESF #3 – Public Works and Engineering

2.3.3.1 Purpose

The purpose of the ESF #3 Annex is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support public works and infrastructure needs during an emergency or disaster.

2.3.3.2 Concept of Operations

Primary: UAM-CTM Physical Plant

Support: City of McGehee

The UAM-CTM Physical Plant is the primary responsible department for providing public works and engineering during incidents and may require support from the city and/or county. The UAM-CTM Physical Plant will be responsible for providing equipment, debris removal, and other responding to other issues related to facilities during emergencies. The City of McGehee may provide support when necessary.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with associated departments, units, and agencies.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address physical plant service (Building Maintenance, Custodial Services, Grounds Maintenance, Motor Pool, and Warehouse) to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Restore critical services (heat, power, water, etc.) and provide emergency repair of campus facilities.
- Expand the restored access to the needs of the emergency responders.
- Operate and maintain emergency generators.
- Clear debris.
- Clear, repair, or support construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment, and supplies.
- Determine whether a building can be occupied or partially occupied.
- Provide emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Provide technical assistance and damage assessment.
- Document costs and records.

2.3.4 ESF #4 – Firefighting

2.3.4.1 Purpose

The purpose of the ESF #4 Annex is to provide and coordinate resources (personnel, equipment, facilities, materials, and supplies) to support firefighting activities during an emergency or disaster.

2.3.4.2 Concept of Operations

Primary: McGehee Fire and Ambulance Department

Support: UAM-CTM University Police Department

The McGehee Fire and Ambulance Department is the primary responsible department for firefighting services during incidents and may require support from the UAM-CTM University Police Department. UAM-CTM University Police Department will be responsible for coordinating all firefighting mitigation, preparedness, and recovery activities. Trained University staff may attempt to suppress small fires; however, the McGehee Fire and Ambulance Department will be responsible for providing firefighting capabilities during larger fires.

Prevention, Protection, and Mitigation (Preparedness)

- The UAM-CTM Physical Plant or designee provides for coordination between departments and partnering agencies to mitigate against, prepare for, respond to, and recover from a fire incident.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Detect and suppress fires.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Maintain costs and records.

2.3.5 ESF #5 – Emergency Management

2.3.5.1 Purpose

The purpose of the ESF #5 Annex is to compile, analyze, and coordinate the overall information and activities in the EOC in support of emergency/disaster response and recovery.

2.3.5.2 Concept of Operations

Primary: UAM-CTM University Police Department

Support: Desha County Department of Emergency Management
McGehee Police Department
Desha County Sheriff's Office
Arkansas State Police

UAM-CTM University Police Department is the primary responsible department for providing emergency management during incidents and may require support from the Desha County Department of Emergency Management, McGehee Police Department, Desha County Sheriff's Office, and the Arkansas State Police. The UAM-CTM University Police Department will be responsible for coordinating all emergency management functions. The Desha County Department of Emergency Management will support emergency management operations when requested.

Prevention, Protection, and Mitigation (Preparedness)

- Assist with developing and maintaining a Hazard Mitigation Plan to identify hazards and determine risks and vulnerabilities to the McGehee campus.
- Assist with maintaining the EMP. Distribute copies and updates to essential response personnel.
- Ensure that the necessary personnel are trained to the appropriate level of NIMS.
- Identify, classify, and maintain a list of current McGehee campus resources and equipment to be used during an emergency or disaster.
- Provide training opportunities on emergency preparedness and other emergency management related topics.
- Ensure the EOC locations are maintained for use during an emergency or disaster.
- Coordinate with partnering agencies to provide resources during an emergency or disaster situation.
- Recruit and train personnel to serve in the EOC during an emergency or disaster.
- Provide guidance and training (as needed) on incident management tools and activities.
- Work with University departments and supporting agencies to plan drills and exercises to evaluate specific parts of the Plan.
- Actively participate in drills and exercises.
- Plan for the use of various facilities during an emergency or disaster.

Response and Recovery

- Activate, establish, and manage the EOC as needed.
- Operate within the scope of NIMS as directed by the IC.
- Assist in coordinating information and ensure it is communicated to the appropriate individuals within the EOC or other locations.

- Assist in coordinating warning information to the appropriate personnel for proper dissemination.
- Assist in coordinating with partnering agencies.
- Assist in coordinating resource requests both internally and externally.
- Assist in maintaining situational awareness during an event.
- Provide timely situation reports to the Emergency Operations Team, Executive Management Team, IC, and other pertinent personnel (including damage assessments).
- Provide requested information and EOC resources.
- Assist in establishing operational timelines and demobilization plans.
- Collect emergency or disaster response information from departments and divisions and provide AARs.
- Coordinate recovery efforts.
- Maintain costs and records.

2.3.6 ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services

2.3.6.1 Purpose

The purpose of the ESF #6 Annex is to coordinate activities involved with the emergency provision of sheltering, feeding operations, emergency first aid, and the bulk distribution of emergency items for disaster victims and workers. Because ESF #6 encompasses four distinct areas of services, a Scope section has been added.

2.3.6.2 Scope

The UAM-CTM campus is a commuter campus and does not have residence halls or feeding capabilities. ESF #6 has a limited scope for this campus.

Mass Care:

Mass Care includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

Emergency Assistance:

Emergency Assistance is required by individuals, families and their communities to ensure that immediate needs beyond the scope of traditional mass care services at the local level are addressed. These services include support for evacuations (including registration and tracking of evacuees), reunification of families, and support to specialized shelters, support to medical shelters, nonconventional shelter management, coordination of donated goods and services, and coordination of voluntary agency assistance.

Housing:

Housing includes options such as rental assistance, repair, replacement, factory built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance in accordance with the National Disaster Housing Strategy.

Human Services:

Human Services includes the implementation of programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, disaster loan assistance, crisis counseling, mental health services, disaster unemployment, disaster legal services, support and services to functional and access needs populations, case management, and other State and Federal benefits.

2.3.6.3 Concept of Operations

Primary: McGehee Hospital

Support: Department of Human Services (McGehee)
American Red Cross

McGehee Hospital is the primary responsible department for providing mass care, emergency assistance, housing, and human services for the McGehee campus community during incidents, and may require

support from the Department of Human Services (McGehee), American Red Cross, and other county, state, and federal agencies, and NGOs.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with support departments and agencies to provide mass care, emergency assistance, housing, and human services for students, employees, volunteers, and workers who are required to remain on campus during an emergency or disaster.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of shelter locations on campus that includes the facilities services, capacity, contact information, and other pertinent information.
- Develop and maintain a security plan for each shelter location.
- Establish policies, procedures, plans, and programs to address sheltering needs, as well as providing mass care during an emergency or disaster.
- Establish guidelines to recognize and address the sheltering of individuals with access and functional needs.
- Provides mass care and shelter operations training for personnel expected to operate a shelter.
- Develop and maintain plans to coordinate employee and student information, and accountability during and after an emergency or disaster.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Provide personnel to support the opening of shelters at the request of the Emergency Management Director, IC, or other designee.
- Determine shelter location based on the incident and affected areas of campus. Shelter information and location shall be disseminated to the campus community.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Coordinate emergency shelter and food service for individuals required to remain on campus. This includes food delivery to operational sites, such as, but not limited to, the EOC and ICP, etc.
- Coordinate and provide emergency first aid.
- Assist with and coordinate the provision of crisis counseling, mental health services, and, support and services to functional and access needs populations.
- Coordinate outside vendors as needed.
- Assist in accounting for employees as necessary.
- Assist in communicating information to employees as necessary.
- Coordinate employee information and accountability information (including communication with families as required).
- Provide housing and related services for impacted residential students as necessary.
- Assist in coordinating and accounting for students (both residential and commuter).
- Assist in communicating information to students, as necessary. Information should be coordinated with the EOC.

- Assist in operating an emergency shelter as necessary.
- Establish a family resource center, as needed, following the pre-established plan.
- When using campus facilities, ensure that applicable fire and life safety codes for shelter operations are being met.
- When using campus facilities, ensure proper health and safety standards for sheltering and feeding operations are being met.
- Maintain cost and records.

2.3.7 ESF #7 – Logistics Management and Resources Support

2.3.7.1 Purpose

The purpose of the ESF #7 Annex is to provide direct and active support to emergency response and recovery efforts following a disaster.

2.3.7.2 Concept of Operations

Primary: UAM-CTM Physical Plant

Support: City of McGehee
UAM Finance and Administration

The UAM-CTM Physical Plant is the primary responsible department for providing logistics management and resources support for the McGehee campus community during incidents, and may require support from the City of McGehee.

The UAM Finance and Administration will coordinate the purchasing of needed resources for the UAM-CTM to prepare for, respond to, and recover from emergencies on campus. Other support includes: procuring and allocating essential personnel and material to support emergency operations; overseeing distribution aid in the procurement of food and other essential supplies; procuring and allocating resources; contracting services to maintain water, electrical, sanitation, and other utility systems and services if needed; and providing supplies for mass care facilities and medical facilities. The UAM-CTM Physical Plant will be responsible for maintaining the infrastructure during an emergency response and may assist with transportation and distribution of supplies.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Develop procedures to document costs for potential reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Locate, procure, allocate, and transport essential resources, personnel, and equipment to support emergency operations.
- Oversee distribution aid in the procurement of food and other essential supplies.
- Provide supplies for mass care facilities and medical facilities.
- Maintain costs and records.

2.3.8 ESF #8 – Public Health and Medical Services

2.3.8.1 Purpose

The purpose of the ESF #8 Annex is to provide direct and active support to emergency response and recovery efforts following a disaster.

2.3.8.2 Concept of Operations

Primary: McGehee Hospital

Support: McGehee Family Clinic
Desha County Health Unit – McGehee

The McGehee Hospital is the primary responsible department for providing health and medical services for the McGehee campus community during incidents, and may require support from the McGehee Family Clinic and the Desha County Health Unit – McGehee.

Prevention, Protection, and Mitigation (Preparedness)

- Provide for coordination between departments and partnering agencies to be prepared for evacuation of individuals with access and functional needs, and the possibility of providing triage, emergency medical care, and psychological services during an emergency or disaster.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to address field triage, the treatment of minor injuries, and the coordination of psychological services.
- Include the Nursing Program in the planning process and in training and exercising.
- Identify possible field triage locations, and policies and procedures to operate these locations.
- Establish coordination through the Desha County Department of Emergency Management and the Arkansas Department of Emergency Management to prepare plans to manage a mass fatalities incident, including the establishment of morgue locations, as well as policies and procedures for managing these locations.
- Establish plans and MOUs with partnering agencies to provide immunizations, referrals for service, and other necessary services as needed during an emergency or disaster.
- Establish plans and coordination with support agencies for responding to public health emergencies such as pandemic flu.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Identify field triage locations as needed.
- Document and track resource requests.
- Ensure accountability of volunteer staff.
- Maintain costs and records.

2.3.9 ESF #9 – Search and Rescue

2.3.9.1 Purpose

The purpose of the ESF #9 Annex is to coordinate the search and rescue of missing persons; this may involve locating missing persons in damaged structures resulting from an incident or disaster.

2.3.9.2 Concept of Operations

Primary: UAM-CTM University Police Department

Support: McGehee Police Department

UAM-CTM University Police Department is the primary responsible department for providing search and rescue capabilities for the McGehee campus community during an incident, and may require support from the McGehee Police Department and volunteer organizations.

Prevention, Protection, and Mitigation (Preparedness)

- The Director of University Police, or designee, provides for coordination between departments and partnering agencies to mitigate, prepare for, respond to, and recover from an incident requiring search and rescue.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Participate in drills and exercises when requested.

Response and Recovery

- Search for and rescue missing persons.
- Obtain, prioritize, and allocate available resources.
- Mobilize and coordinate personnel, equipment, and supplies.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Maintain costs and records.

2.3.10 ESF #10 – Oil and Hazardous Materials Response

2.3.10.1 Purpose

The purpose of the ESF #10 Annex is to coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material on a UAM campus.

2.3.10.2 Concept of Operations

Primary: UAM-CTM University Police Department
Occupational Safety Coordinator

Support: UAM-CTM Physical Plant
Desha County Department of Emergency Management

The Occupational Safety Coordinator or designee provides coordination between UAM-CTM University Police Department, and other departments and partnering agencies to mitigate, prepare for, respond to and recover from a hazardous material incident.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to address identified hazardous materials.
- Provide access to MSDSs in all appropriate areas.
- Supply and maintain appropriate PPE and provide necessary training for its use.
- Notify the fire department of the type and quantities of hazardous chemicals on site and the location where they are stored.
- Assist in planning for public health emergencies.
- Establish plans and MOUs with partnering agencies to provide response and mitigation activities for hazardous materials incidents.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS and in coordination with the IC.
- Assess the hazardous materials incident. Provide pertinent information on the type of hazardous material(s) and critical health and life safety information.
- Determine the necessity of evacuations and coordinate with the Emergency Operations Team to initiate the evacuation process.
- Coordinate and ensure the control of any secondary hazard such as fire.
- Ensure that the hazardous materials incident has been reported to appropriate agencies, as dictated by the incident size and scope.
- Establish site security as needed.
- Work with partnering agencies to determine the responsible party.

- Work with partnering agencies and responsible party to coordinate clean-up and disposal operations.
- Ensure that all applicable laws and regulations are being followed, and provide documentation on each aspect of the response and recovery operations.
- Provide incident status information to the Emergency Operations Team, or appropriate official (depending on incident size) for dissemination to the necessary individuals.
- Maintain costs and records.

2.3.11 ESF #11 – Agriculture and Natural Resources

2.3.11.1 Purpose

The purpose of the ESF #11 Annex is to address the provision of nutrition assistance; control and eradicate an outbreak of a highly contagious or economically devastating animal disease, highly infectious plant disease, or economically devastating plant pest infestation; assure food safety and security; and protect cultural resources and historic property resources during an incident.

2.3.11.2 Concept of Operations

Primary: UAM-CTM Physical Plant
UAM School of Agriculture

Support: University of Arkansas Division of Agriculture – Cooperative Extension Service
UA Southeast Research and Extension Center
Arkansas Agriculture Department
Arkansas Department of Health

The UAM-CTM Physical Plant and UAM School of Agriculture are the primary responsible departments for providing response to an outbreak or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation. UAM-CTM may be supported by the University of Arkansas Division of Agriculture – Cooperative Extension Service, the UA Southeast Research and Extension Center, the Arkansas Agriculture Department, and the Arkansas Department of Health. Additionally, the UAM Department of Agriculture may coordinate with the Arkansas Department of Health to ensure the safety and security of the commercial supply of food (meat, poultry, and egg products) following an incident.

The UAM-CTM Physical Plant will coordinate with ESF #6 to protect cultural resources and historic property resources during an incident.

Prevention, Protection, and Mitigation (Preparedness)

- Participate in drills and exercises when requested.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Develop procedures to document costs for reimbursement.
- Monitor natural resources, animals, and plants for contamination and/or diseases.

Response and Recovery

- Assist in determining the critical needs of the affected population.
- Ensure food is fit for consumption.
- Assist and coordinate shipment of food to staging areas.
- Work to obtain critical food supplies that are unavailable from existing inventories.
- Identify animal and plant disease outbreaks.
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected.

- Ensure the proper containment and disposal of contaminated food, animals, and/or plants.
- Coordinate animal and large animal rescue.
- Obtain medical care for animals.
- As the situation dictates, identify specific evacuation routes for animals, provide transportation and coordinate temporary shelter.
- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Maintain costs and records.

2.3.12 ESF #12 – Energy

2.3.12.1 Purpose

The purpose of the ESF #12 Annex is to ensure that the UAM campuses have adequate fuel and equipment to sustain itself through an emergency, make decisions about closings, and to help prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable campus life to be restored to full capacity as soon as possible. This includes coordinating the provision of emergency energy supplies, transporting and delivering fuel, and the provision of emergency power to support immediate response efforts, as well as the restoration of the normal power supply.

2.3.12.2 Concept of Operations

Primary: UAM-CTM Physical Plant

Support: Entergy
Summit Utilities

The UAM-CTM Physical Plant is the primary responsible department for providing energy services for the McGehee campus community during incidents, and may require support from other utility providers such as Entergy and Summit Utilities.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with associated departments and agencies to provide energy services to UAM-CTM.
- Maintain liaison with fuel distributors and local utility representatives and include them in the planning process.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies, procedures, plans, and programs to effectively address required energy related services to include equipment, transportation, and mechanical support as needed.
- Develop and maintain a list of possible resources that could be requested in an emergency.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Recover core plant operations disrupted or damaged as a result of a disaster.
- Expend the restored access to the needs of emergency responders.
- Restore normal power and operations following recovery from an emergency.
- Provide regular updates and situational information to the Emergency Operations Team on the status of power plant systems.
- Maintain costs and records.

2.3.13 ESF #13 – Public Safety and Security

2.3.13.1 Purpose

The purpose of the ESF #13 Annex is to provide support and notification for police and public safety services to include emergency notification, emergency response, and the coordination of needed outside services such as fire, rescue, and Emergency Medical Services (EMS).

2.3.13.2 Concept of Operations

Primary: UAM-CTM University Police Department

Support: McGehee Police Department
Desha County Sheriff's Office
Arkansas State Police

UAM-CTM University Police Department is the primary responsible department for providing public safety and security for the McGehee campus community during incidents, and may require support from the McGehee Police Department, the Desha County Sheriff's Office, the Arkansas State Police, and other law enforcement agencies.

Prevention, Protection, and Mitigation (Preparedness)

- Plan and coordinate with local emergency response agencies to provide emergency services.
- Ensure that the appropriate personnel are trained to the proper level of NIMS.
- Establish policies and procedures for responding to emergencies and hazards, and notifying local response agencies for emergency assistance.
- Prescribe a procedure for the inventory of UAM-CTM UPD personnel and equipment.
- Maintain a list of trained personnel to serve in the EOC during an emergency or disaster.
- Participate in drills and exercises when requested.
- Provide a system for the receipt and dissemination of information, data, and directives pertaining to law enforcement agencies and activities.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Evaluate the scene for safety of responders.
- Determine the nature of the incident and proper response agencies.
- Notify proper emergency response agencies.
- Provide emergency services or assist responding agencies as needed.
- Provide incident status information and situational updates to the Emergency Operations Team.
- Collect and disseminate information and intelligence relating to disasters.
- Maintain costs and records.

2.3.14 ESF #14 – Long-Term Community Recovery

2.3.14.1 Purpose

The purpose of the ESF #14 Annex is to enable the University to recover from the long-term consequences of a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources, and the coordination of programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the campus. This support consists of identifying available programs and resources of local, state, and federal departments and agencies to enable community recovery, especially long-term community recovery, and to reduce or eliminate risk from future incidents, where feasible.

2.3.14.2 Concept of Operations

Primary:	Chancellor UAM Finance and Administration UAM-CTM Physical Plant
Support:	UAM Executive Council Desha County Department of Emergency Management Arkansas Department of Emergency Management

The Chancellor, UAM Finance and Administration, and the UAM-CTM Physical Plant are the primary responsible departments for providing long-term community recovery for the McGehee campus community during incidents, and may require support from the UAM Executive Council, the Desha County Department of Emergency Management, and the Arkansas Department of Emergency Management. Working together, these entities will begin the recovery planning process at the onset of the emergency.

Prevention, Protection, and Mitigation (Preparedness)

- Develop a Recovery Plan as a separate document from this Plan.
- Partner with disaster recovery agencies to implement recovery programs.
- Under a federally declared disaster, coordinate the state's participation in recovery operations with FEMA, SBA, and other federal agencies co-located in the Joint Field Office or other command center.
- Identify grants to assist with recovery and mitigation.
- As funding allows, implement mitigation measures using the Hazard Mitigation Plan as a guide, or as appropriate.
- Participate in drills and exercises to evaluate the effectiveness of these plans.

Response and Recovery

- Activate the Recovery Plan at the general discretion of the Emergency Management Director or designee that addresses, but is not limited to, infrastructure (land-use, transportation, housing, and public services), economic development, and human services (public health, medical care, behavioral health services).
- Coordinate disaster recovery efforts following pre-established disaster recovery plans and coordinate the transition from response to recovery in field operations.

- Avoid duplication of assistance, coordinate to the extent possible, program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues.
- Evaluate the Recovery Plan and Hazard Mitigation Plan after each major emergency or disaster to determine their overall effectiveness, and implement changes as necessary.

2.3.15 ESF #15 – External Affairs

2.3.15.1 Purpose

The purpose of the ESF #15 Annex is to provide a central point for dissemination of accurate, coordinated, and timely communications to the affected audiences, including the local government, media, private sector and the local community. Incident communications can include protective actions for the public such as sheltering or evacuation, as well as information with regard to volunteer assistance and donations.

2.3.15.2 Concept of Operations

Primary:	UAM-CTM Vice Chancellor
Support:	UAM Office of Media Services Division of Public Affairs McGehee Times Newspaper KVSA Radio Station

The UAM-CTM Vice Chancellor is the primary responsible person for providing the dissemination of accurate, coordinated, and timely communications to the affected audiences using all available communications media prior to, during, and following an emergency or disaster. The UAM-CTM Vice Chancellor may require support from the UAM Office of Media Services, Division of Public Affairs, and local media outlets.

Prevention, Protection, and Mitigation (Preparedness)

- Ensure that personnel are trained to the proper level of NIMS.
- Designate a PIO and at least one secondary.
- Develop SOPs to carry out the public information function.
- Maintain an updated media directory to include radio stations, television stations, cable companies, websites, and newspapers.
- Identify a location that is suitable to serve as a media briefing room.
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies.
- Develop and maintain a Communications Plan.
- Develop protocols for departments, divisions and units to follow instructing them how communications with the media during an emergency disaster are to be handled.
- Support disaster awareness campaigns.
- Educate the campus community on various notification and alert systems.
- Educate the campus community on steps to follow during various emergencies or disasters.
- Participate in drills and exercises when requested.

Response and Recovery

- Provide personnel to the EOC when activated and requested.
- Operate within the scope of NIMS as directed and in coordination with the IC.
- Coordinate all communications, including public and internal information.

- Monitor the media to insure accuracy of information and correct inaccurate information as quickly as possible.
- Coordinate efforts to provide information to public officials.
- Warn campus and send emergency notifications to the UAM-CTM community.
- Take steps to make contact, and provide necessary information to key University support agencies and other key University stakeholders. Activities should be under guidance of the Emergency Management Director and approved by the Emergency Managements Team.
- If necessary, establish a JIC on campus, or provide a PIO or designee to the JIC if one has already been established off campus.
- In coordination with the UAM-CTM UPD, provide emergency notification and warning to the campus community under the direction of the IC, the Police Command Staff, or designee.
- Maintain records of expenses and equipment used during the incident.



3.0 Functional Annexes

3.1 Functional Annexes

The *Guide for Developing High-Quality Plans for Institutions of Higher Education* suggests the following Functional Annexes:

1. Evacuation
2. Deny Entry or Closing (Lockdown)
3. Shelter-in-Place or Secure-In-Place
4. Accounting for all Persons
5. Communications and Notifications
6. Continuity of Operations
7. Recovery
8. Public Health, Medical and Mental Health
9. Security
10. Rapid Assessment



4.0 Hazard-Specific Annexes

4.1 Monticello Campus

4.1.1 Active Shooter

4.1.1.1 Purpose

The purpose of the Active Shooter response guidance is to provide an effective and systematic means for UAM to respond to an incident where an individual with a weapon is spotted on campus.

4.1.1.2 Situation

An active shooter on campus could be a current or former student or employee, or an acquaintance of a current student or employee. It could also be someone with no connection to the University. Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

4.1.1.3 Assumptions

- An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.
- In most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly.
- Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.
- Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

4.1.1.4 Concept of Operations

4.1.1.4.1 Prevention

Action	Complete
Learn the signs of a potentially volatile situation that may develop into an active shooter situation.	☐
Proactively seek ways to prevent an incident with internal resources, or additional external assistance.	☐

4.1.1.4.2 Protection

Action	Complete
Develop and train Threat Assessment Teams (TAT).	☐
Coordinate with Law Enforcement for help with assessing threats or troubling behavior.	☐
Develop an Emergency Action Plan (EAP) for an Active Shooter Situation.	☐

Action	Complete
Ensure that the EAP addresses individuals with access and functional needs and/or other disabilities.	☐
Adopt the survival mind set during times of crisis.	☐
Incorporate the three basic options of Run, Hide, or Fight within the EAP, training and exercising.	☐
Be aware of your environment and any possible dangers.	☐
Take note of the two nearest exits in any facility you visit.	☐

4.1.1.4.3 Mitigation

Action	Complete
Conducting training and exercises of the Active Shooter Situation EAP.	☐
Establish and train an incident response team to appropriately assess and triage an <i>active shooter situation</i> .	☐
Foster a respectful campus/workplace.	☐
Be aware of indications of campus/workplace violence and take remedial actions accordingly.	☐

4.1.1.4.4 Response

Run

Action	Complete
If it is safe to do so, run out of the building and move far away until you are in a safe location.	☐
Leave personal belongings behind.	☐
Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with access and functional needs.	☐
Avoid escalators and elevators.	☐
Take others with you, but do not stay behind because others will not go.	☐
Call 911 when safe to do so.	☐
Let a responsible adult know where you are.	☐

Hide

Action	Complete
If running is not a safe option, hide in as safe a place as possible.	☐
Hide in a location where the walls might be thicker and have fewer windows.	☐
Lock the doors.	☐
Barricade the doors with heavy furniture.	☐
Close and lock windows, and close blinds or cover windows.	☐
Turn off lights.	☐
Silence all electronic devices.	☐
Remain silent.	☐
Use strategies to silently communicate with first responders if possible.	☐
Hide along the wall closest to the exit but out of the view from the hallway.	☐
Remain in place until given an all clear by identifiable law enforcement.	☐

Fight

Action	Complete
If neither running or hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc.	☐

Response – Additional information

Action	Complete
The first officers to arrive to the scene will not stop to help injured persons.	☐
When law enforcement arrives, students and staff must display empty hands with open palms.	☐
Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers – these rescue teams will treat and remove any injured persons.	☐
They may also call on able-bodied individuals to assist in removing the wounded from the premises.	☐
Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.	☐
Do not leave until law enforcement authorities have instructed you to do so.	☐

4.1.1.4.5 Recovery

Action	Complete
The incident response team will assess and triage.	☐
The incident response team will also integrate with state and federal resources when an emergency occurs.	☐
Human resources and/or management will engage in post-event assessments and activities.	☐
Account for all individuals at a designated assembly point to determine who, if anyone is missing and potential injured.	☐
Determine a method for notifying families or individuals affected by the active shooter, including notification of any casualties.	☐
If immediate reunification of loved ones is not possible, it is paramount to provide family members with timely, accurate and relevant information.	☐
When families are reunited, it is critical that there are child release processes in place where minors might be involved.	☐
Assess the psychological state of the individuals at the scene, and refer them to health care specialists accordingly.	☐
Identify and fill any critical personnel or operational gaps left in the organization as a result of the active shooter.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐

Action	Complete
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.2 Aircraft Crash/Rescue

4.1.2.1 Purpose

The purpose of the Aircraft Crash/Rescue response guidance is to provide an effective and systematic means for UAM to assess and respond to aircraft crash related hazards.

4.1.2.2 Situation

There are smaller local airports in close proximity to the campuses in Drew, Ashley, and Desha Counties. Additionally, agricultural aviation (crop dusting) is conducted in and around these three counties. Agricultural aviation accidents are not uncommon in the state. According to the National Agricultural Aviation Association (NAAA), from 2013 to 2022, Arkansas consistently ranked in the top three in the nation in agricultural aviation accidents. An aircraft crash could occur on or about any of these three campuses and would likely cause damage and/or endanger lives.

4.1.2.3 Assumptions

- Most aircraft will not fly over the University, as the Federal Aviation Administration (FAA) bans flight paths from congested areas, but this cannot entirely be prevented (e.g., mechanical difficulties, acts of terrorists, etc.).
- An aircraft crash will require the aid of Fire and Police Departments.
- In the event of an aircraft crash, University officials will base their response on lifesaving efforts and gaining accountability of all personnel on campus.
- Response will require coordination, communication, and collaboration from University, local, state, and Federal officials in the response and recovery efforts.
- The University will not assume incident command at any time; local fire, EMS, and police will coordinate with state and Federal agencies to determine incident command. The University will be available to assist in the response efforts that do not hinder lifesaving measures.

4.1.2.4 Concept of Operations

4.1.2.4.1 Prevention

Action	Complete
Be aware of aircraft flight patterns around the campus.	☐

4.1.2.4.2 Protection

Action	Complete
Develop an EAP for an aircraft crash and include special events, especially outdoors, where large numbers of people are gathered.	☐
Develop and conduct exercises to test appropriate responses to an aircraft accident.	☐

4.1.2.4.3 Mitigation

Action	Complete
Include an aircraft crash in the Hazard Mitigation Plan.	☐

Action	Complete
Work with local and state emergency management officials to develop mitigation grant projects to assist in areas most at risk.	☐
University emergency management officials should work with local aviation officials to determine if any hazards exist with aircraft that routinely fly in the area of the campuses.	☐

4.1.2.4.4 Response

Action	Complete
Establish communications Upon notification of an aircraft crash, University officials should dial 911, and then inform the Emergency Management Director of the emergency.	☐
Establish command and control.	☐
Gain situational awareness If the crash has occurred on campus, the impacted area should be evacuated in order to protect those in the area.	☐
University police should set up a cordon of the area until fire and EMS can arrive on scene.	☐
Determine the course of action students and personnel impacted by the incident should take. UAM personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being corrected.	☐
University emergency management officials should coordinate with Drew County Department of Emergency Management to acquire additional resources that are needed.	☐
The determination of opening shelter and reunification areas should be determined by University officials.	☐
University officials should prepare to work with state and Federal officials on developing a press release to share information regarding the incident.	☐
Do not discuss details of the emergency with members of the media; direct them to the PIO.	☐
Develop Public Information Plans to release information accordingly.	☐

4.1.2.4.5 Recovery

Action	Complete
Conduct a damage assessment of University property.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Maintain accurate records for the incident.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris upon conclusion of the crash investigation and when given the “all-clear” by investigators.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐

Action	Complete
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.3 Bomb Threats

4.1.3.1 Purpose

The purpose of the Bomb Threats guidance is to provide some instructions for the handling of bomb threats in order to ensure the safety of faculty, staff, students, employees, and visitors; to reduce the disruption of campus activities; and to prevent the possibility of panic. A copy of the Bomb Threat Information Checklist is provided in **Appendix H – Checklists, Forms, and Other Lists**.

4.1.3.2 Situation

Bombings are very rare; however, every bomb threat that is received must be responded to and investigated. All bomb threats will be taken seriously. In most cases, bomb threats are designed to disrupt the normal business operations of the institution. Additionally, true terrorists are interested in killing or maiming as many people as possible and, therefore, will not typically make phone calls prior to the bomb going off.

The UPD will determine the appropriate course of action. Not all bomb threats are legitimate, and evacuation is not always required. UPD will properly report each bomb threat to law enforcement and to the university system as required.

4.1.3.3 Assumptions

- A bomb threat may be received in a number of ways including telephone, written message, E-mail, face-to-face interaction, social media, and suspicious package delivery by mail or messenger.
- All faculty, staff, and students will be familiar with the Bomb Threat Information Checklist and will participate in drills and exercises when requested.

4.1.3.4 Concept of Operations

4.1.3.4.1 Prevention

Action	Complete
Learn the signs of a potentially volatile situation that may trigger a bomb threat.	☐
Proactively seeks ways to prevent an incident with internal resources, or additional external assistance.	☐

4.1.3.4.2 Protection

Action	Complete
Develop an EAP for bomb threat situation.	☐
Coordinate with Law Enforcement during planning, training and exercising.	☐
Ensure that the EAP addresses individuals with access and functional needs and/or other disabilities.	☐

4.1.3.4.3 Mitigation

Action	Complete
Conduct a review of the campus facilities and implement additional physical security measures where they are deemed appropriate.	☐
Improve relations between students, faculty, and administration.	☐
Listen to students and make them feel comfortable coming forward with information.	☐
Keep student rosters current. It is possible that the individual who made the threat is a student and a current list would assist law enforcement.	☐
Be alert for suspicious items.	☐
Know what belongs in the buildings and what does not.	☐
Participate in planning, training, and exercise of the EAP.	☐
Maintain up-to-date emergency call down lists.	☐
All staff who receive mail should be aware of the possible signs of a suspicious package. Do not open any suspicious packages.	☐
Place a Bomb Threat Information Checklist with every land line phone on campus and widely disseminate the checklist.	☐

4.1.3.4.4 Response

Phoned Threats

Action	Complete
Start a recording device, if one is available, or note the caller I.D. number, if available.	☐
Treat the call seriously. As soon as possible, call the UPD at ext. 1000 or signal another staff member to do so.	☐
Threatening calls are usually of short duration. Immediately complete the Bomb Threat Information Checklist with all the information you were able to obtain.	☐
If the caller allows you to talk, begin asking the questions on the Bomb Threat Information Checklist.	☐
Try to keep the call on for as long as possible.	☐
If possible, signal a co-worker, the UPD, and senior administrative personnel while you are talking.	☐
If you have completed the checklist items and the caller is still on the phone, make a complete record of all that is being said.	☐
When the caller hangs up, DO NOT HANG UP THE PHONE . Leave the line open. Hanging up may trigger the device.	☐
Quickly and quietly inform your supervisor, who will then notify senior administrative personnel.	☐
Be available after the call for the UPD and other response personnel to interview you.	☐
The decision to evacuate will be made by the UPD in coordination with the Chancellor or designee, and with other first responders.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Written Threats (Letter/Mail or Package)

Action	Complete
Examine each piece of mail before opening it.	☐

Action	Complete
Letter Bombs:	
▪ Letter bombs are usually a large bulky envelope. Is the envelope large and bulky?	☐
▪ Check for smudges.	☐
▪ Letter bombs usually do not have a return address. Is there a valid return address?	☐
▪ Feel the letter lightly. If it does not feel right, do not open the envelope.	☐
▪ Place the letter away from all other items, especially heat sources.	☐
▪ Move out of the area.	☐
▪ From another phone call the UPD at ext. 1000.	☐
Package Bombs:	
▪ If you do not recognize the package as coming from a recognizable source, examine it more closely.	☐
▪ Check for a company name and address – it may be fictitious.	☐
▪ Is the package wrapped in a brown wrapper and tied with string?	☐
▪ Is the package excessively heavy?	☐
▪ If you have any questions about the package, gently place it away from electrical or heat sources.	☐
▪ Leave the area and lock it, if you can.	☐
▪ Call the UPD at ext. 1000 from a phone at another location.	☐
▪ Keep others away until the UPD arrives.	☐
▪ Once the UPD arrives, be ready to answer questions – write down all the facts and your actions before emergency personnel arrive if time permits.	☐
▪ The decision to evacuate will be made by the UPD in coordination with the Chancellor or designee, and with other first responders.	☐
▪ The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

E-mailed Threats:

Action	Complete
Notify the UPD at ext. 1000.	☐
Print, photograph, or copy down the message. Include the header of the e-mail.	☐
Do not delete the e-mail. Save the e-mail.	☐
Leave the e-mail open until assistance arrives.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Verbal (face-to-face) Threats:

Action	Complete
Do not approach the individual.	☐
Try to talk to the person in a calm and rational manner.	☐
Move and speak slowly, quietly, and confidently.	☐
Notify the UPD at ext. 1000 as soon as you can safely do so.	☐
Note the description of the person who made the threat.	☐
Try to segregate the individual from others without approaching them closely.	☐
If possible, draw the attention of one or two other persons to the situation so they can call authorities while you continue to speak with the individual.	☐
Try to get the individual to talk. Let the individual do most of the talking.	☐
Know the Bomb Threat Information Checklist and try to obtain as much information about the bomb as possible. Ask for the location and a description if possible.	☐
As soon as the UPD arrives, the officer will try to replace you as the negotiator.	☐
If the person who made the threat leaves before UPD arrives, note the direction in which the person leaves, and report to the UPD at ext. 1000.	☐
As soon as possible, give all information you have to any other police officer present. Immediately write down all that you can remember of the incident.	☐
Stay accessible to the UPD until you are told to do otherwise.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Social Media Threats (i.e. Facebook or Twitter):

Action	Complete
Immediately report the threat to the UPD at extension 1000.	☐
Note the name of the person making the threat and the application they used to make it.	☐
Record the exact wording of the threat as it was posted.	☐
Take a screen shot of the computer if possible to provide to the UPD.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Rumors of Threats:

Action	Complete
If you overhear a rumor about an IED, a bomb threat, or incident:	
▪ Write down exactly what you heard.	☐
▪ Write down from whom you heard it.	☐
▪ Immediately report the rumor to the UPD at ext. 1000.	☐
▪ The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

4.1.3.4.5 Recovery

Action	Complete
The plan will be terminated in consultation with Law Enforcement and other first responders once a search has been made and no bomb was found, or the danger has been eliminated.	☐
Understanding and following procedures will be extremely important in an emergency where emotions may be running high.	☐
The bomb threat notification will be terminated in the same manner as was initiated.	☐
UAM will provide needed support services for faculty, staff, students, and visitors after a bomb threat.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.4 Civil Disturbance/Demonstrations

4.1.4.1 Purpose

The purpose of the Civil Disturbance/Demonstrations guidance is to provide an effective and systematic means for the University to assess and respond to a civil disturbance or demonstration.

4.1.4.2 Situation

Incidents involving students singly or in small groups range from the minor infringement of campus rules and regulations to major infractions and criminal behavior. Student Affairs, under the direction of the Vice Chancellor for Student Affairs is responsible for insuring that protocols for this type of individual or small group activity are in place and operational.

Demonstrations can be conducted in several combinations of situations such as: peaceful and non-obstructive; non-violent but disruptive; and violent and disruptive demonstrations. Most campus demonstrations such as marches, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Interference with the normal operations of the university.
- Prevention of access to the office buildings or other university facilities.
- Threat of physical harm to persons, or damage to college facilities.

4.1.4.3 Assumptions

- Civil disturbances and/or demonstrations could cause disruption to the campus and campus events.
- These activates can quickly spiral out of control.
- These activities can cause cascading events such as injuries, loss of life, and property damage.
- UAM may require additional resources such as law enforcement to assist in the response.

4.1.4.4 Concept of Operations

4.1.4.4.1 Prevention

Action	Complete
Learn the signs of a potentially volatile situation that may cause disruption and quickly spiral out of control.	☐

4.1.4.4.2 Protection

Action	Complete
Develop an EAP for dealing with civil disturbances and/or demonstrations.	☐
Ensure that the EAP addresses individuals with access and functional needs and/or other disabilities.	☐

4.1.4.4.3 Mitigation

Action	Complete
Be proactive in the identification of individuals, small groups, and/or other situations which might prove dangerous to the individuals, others, or disruption of the community.	☐
Conduct drills and exercises to test the EAP and revise as needed.	☐

4.1.4.4.4 Response

Peaceful, Non-Obstructive Demonstrations

Action	Complete
Efforts should be made to conduct university business in as normal a manner as possible during normal business hours.	☐
The UPD Director will make arrangements to monitor the situation during non-business hours unless the determination has been made to treat the violation of regular closing hours as a disruptive demonstration.	☐

Non-Violent, Disruptive Demonstrations

Action	Complete
In the event that a demonstration blocks access to university facilities or interferes with the operation of the university:	
Demonstrators will be asked to terminate the disruptive activity by the Vice Chancellor for Student Affairs, Dean of Students or the UPD Director.	☐
The Vice Chancellor for Student Affairs or Dean of Students should consider having a photographer available to document the disruptions.	☐
Other Deans and student leaders will be asked by the Vice Chancellor for Student Affairs or Dean of Students to go to the demonstration site and persuade the demonstrators to desist.	☐
The Vice Chancellor for Student Affairs or Dean of Students (or designee) will go to the site and ask the demonstrators to discontinue their disruptive activities.	☐
If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specific action within a determined length of time may result in disciplinary action.	☐
Efforts should be made to secure positive identification of demonstrators (including photographs) in violation to facilitate later testimony.	☐
After consultation with the Chancellor or UPD Director, the Vice Chancellor for Student Affairs or Dean of Student Affairs will determine if there is a need for an injunction and/or intervention by civil authorities.	☐
If the determination is made to seek the intervention of civil authorities, the demonstrators should be so informed.	☐

Violent, Disruptive Demonstrations

Action	Complete
In the event that a violent demonstration, in which injury to persons or property occurs or appears eminent, the Chancellor, UPD Director, Vice Chancellor for Student Affairs, and Dean of Students will immediately be notified.	☐
The UPD Director has the authority to contact the appropriate level of law enforcement (city, county, state) without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.	☐
The Vice Chancellor for Student Affairs or Dean of Students will:	
▪ Report the circumstances to the Chancellor.	☐
▪ Notify key administrators, and if appropriate, the administrator responsible for the building area.	☐

4.1.4.4.5 Recovery

Action	Complete
Disruptive or detrimental behavior will be subjected to a formal peer review and the peer judicial process.	☐
In extreme cases, the legal system will deal with the identification and disposition of problem activities.	☐
UAM will provide needed support services for faculty, staff, students and visitors following a civil disturbance or demonstration.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.5 Criminal Behavior

4.1.5.1 Purpose

The purpose of the Criminal Behavior guidance is to provide an effective and systematic means for the University to assess and respond to acts of criminal behavior or suspected acts of criminal behavior.

4.1.5.2 Situation

Campus crime is a reality and preventing it is a responsibility shared by all members of the campus community. Students, faculty, or staff encountering emergencies, violations of University regulations, or crimes in violation of local, state, or federal law should report these incidents to the UAM UPD immediately. Additional information for emergencies and reporting crime is located in the *Annual Security and Fire Safety Report* (Clery Act). The *Annual Security and Fire Safety Report* is updated each year and a copy of this report may be obtained by contacting the UAM UPD or the Office of Student Affairs. It is also accessible online at the UAM website.

4.1.5.3 Assumptions

- Criminal behavior and crime is a reality on University campuses.
- Crimes may occur: on-campus; in certain off-campus buildings or property owned or controlled by UAM; or, on public property within, or immediately adjacent to and accessible from, the campus.
- The UAM UPD has primary responsibility for campus safety.
- The UAM UPD maintains a daily crime log.
- The UAM UPD officers have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus pursuant to A.C.A. 25-17-305.
- The UAM UPD maintains an ACIC terminal. Through this system, UAM UPD personnel have access to the National Crime Information Center (NCIC) as well as ACIC. These databases are used for accessing criminal histories, nationwide police records, and department of motor vehicle information.

4.1.5.4 Concept of Operations

4.1.5.4.1 Prevention

Action	Complete
Promote community safety and assure continuity of emergency response operations.	☐

4.1.5.4.2 Protection

Action	Complete
Be prepared by knowing the procedures for reporting a crime or suspicious behavior.	☐
Be alert to suspicious situations and report them promptly.	☐
Familiarize yourself with the systems available on campus for reporting a crime:	☐
▪ Eye-Witness (Anonymous Reporting System)	☐

Action	Complete
Emergency Blue Light Phones	☐

4.1.5.4.3 Mitigation

Action	Complete
Identify key decision makers and their roles during a significant emergency or dangerous situation.	☐
Utilize the University Behavior Intervention Team (UBIT) proactively to assist with situations in which a student is displaying concerning behavior.	☐
Provide/maintain exterior lighting and landscape control to enhance campus safety and security.	☐

4.1.5.4.4 Response

Action	Complete
If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call the UPD at ext. 1000.	☐
Do not attempt to apprehend or interfere with a suspected crime in progress.	☐
If it is safe to do so, take time to get a good description of the person(s) involved, note:	
Height	☐
Weight	☐
Sex	☐
Race	☐
Approximate age	☐
Clothing	☐
Method and direction of travel	☐
Name of person if known	☐
If the person is entering a vehicle, note:	
License plate number	☐
Make	☐
Model	☐
Color	☐
Any outstanding features or characteristics (i.e. broken tail light, decals)	☐
Be prepared to give the UAM UPD officer the following information:	
Your name	☐
Your location	☐
Phone number from which you are calling	☐
If you feel safe, stay on the phone and answer all questions.	☐

Action	Complete
If you do not feel safe, go immediately to a place where you feel comfortable and call ext. 1000. Stay on the phone until assistance arrives.	☐
Reported crimes in violation of local, state, or federal law will be investigated by the UPD.	☐
If assistance is required from the Monticello Police Department or the Monticello Fire Department, UAM UPD will contact the appropriate unit.	☐
Information acquired in the investigation will be used in selecting the appropriate course of action. Options include:	
▪ Pursuing the alleged violation through the criminal justice system.	☐
▪ Pursuing the alleged violation through the University Judicial System.	☐
▪ Pursuing the alleged violation through both the criminal justice system and the University Judicial System.	☐
▪ Taking no action.	☐
Reported violations of University policies or regulations will be investigated and, where appropriate, adjudicated by the Office of Student Affairs.	☐

4.1.5.4.5 Recovery

Action	Complete
UAM will provide any needed support services for faculty, staff, students and visitors following criminal behavior and/or a crime.	☐
The UPD will maintain the Daily Crime Log and publish the <i>Annual Security and Fire Safety Report</i> .	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.6 Death/Suicide

4.1.6.1 Purpose

The purpose of the Death/Suicide response guidance is to provide an effective and systematic means for UAM to respond to an incident where a death has occurred.

4.1.6.2 Situation

Suicide is the second leading cause of death for college students. An estimated 15% of students suffer from depression and other mental disorders that may place them at risk for suicide. Each year, 10% of students report that they have seriously considered suicide. Those who need help the most are often the least likely to request available services. Studies indicate that college students who are suicidal are quiet, reserved, depressed and socially isolated, and thus it is up to all of us to try to identify the suicide warning signs and get help for them.

Included in the response actions below, are steps to for an individual to take if they encounter a deceased individual when death has occurred by any means.

4.1.6.3 Assumptions

- A death/suicide will impact immediate friends and associates and steps must be taken to minimize that impact.
- The UBIT will be activated to address the medical and psychological needs of the community.

4.1.6.4 Concept of Operations

4.1.6.4.1 Prevention

Action	Complete
Learn the signs of any individual displaying behavior that may require appropriate intervention.	☐

4.1.6.4.2 Protection

Action	Complete
Participate in the annual workshops conducted by the UBIT for the purpose of explaining the UBIT intervention process.	☐
Faculty and staff members should engage in the intervention process if the need should arise.	☐
Faculty, staff, and students should be familiar with the Person of Concern Report (the form is located on the UAM website).	☐
In additional to the services of the UBIT, engage in faculty classroom management, disciplinary process, and public safety actions.	☐

4.1.6.4.3 Mitigation

Action	Complete
Establish a University Suicide Prevention Program.	☐
Support the UBIT procedures, which outline a proactive intervention process to address specific behaviors of students.	☐
Coordinate resources for early intervention and support for a student whose behavior poses a potential threat to themselves or others.	☐

4.1.6.4.4 Response

Action	Complete
Determine if there are signs of life that would require immediate medical attention:	☐
Place your finger alongside the neck at the carotid artery to determine if there is a pulse.	☐
Observe the chest for signs of breathing. If breathing is faint, it may be detected by placing a mirror or shiny surface under the person's nose.	☐
Open the eyes to determine if there is a reaction to light.	☐
Listen to the chest for signs of a heartbeat.	☐
Immediately call the UPD at ext. 1000.	☐
If you are properly trained, begin life saving measures. If not, await the arrival of medical personnel or the UPD.	☐
If there are no signs of life, do not touch anything else. Leave and lock the room.	☐
Remain close to the scene, along with other witnesses, to answer questions.	☐
The UPD will take statements from persons in the area, and may begin notification of the EAS.	☐
The UPD may contact the ASP and/or local investigative unit.	☐
The EAS will review the situation and determine the course of action.	☐
The UPD Director will be the liaison with external law enforcement agencies and medical authorities with the assistance of Student Health Services and/or the UBIT.	☐
Police and/or medical authorities are responsible for the initial notification of relatives.	☐
After the initial notification has been made, the EAS will initiate follow-up contact with the relatives.	☐

4.1.6.4.5 Recovery

Action	Complete
Determine the impact of the death/suicide upon the community and activate the UBIT.	☐
The UBIT will respond to the medical and psychological needs of the community.	☐
The UBIT will advise the EAS of the course of action to minimize the impact of the incident.	☐
Respond to the requests for information about the individual(s) involved.	☐
Determine the basis for the release of the requested information (investigators, news media, relatives, friends, or curiosity seekers).	☐
The UBIT will advise ways for the community to constructively show concern, horror, grief, and how to return to a normal academic atmosphere.	☐

Action	Complete
If a death or suicide is reported at an off-campus location or while away from the University, follow similar steps as those above. Impact on immediate friends and associates must be anticipated and steps taken to minimize this impact.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.1.7 Drought and Heat

4.1.7.1 Purpose

The purpose of the Drought and Heat response guidance is to provide an effective and systematic means for UAM to assess and respond to drought and extreme heat conditions.

4.1.7.2 Situation

Drought occurs during a period of abnormally dry weather and can cause the increased likeliness for fire. Extreme heat is often associated with conditions that lead to drought. Extreme heat may lead to heat stress in the UAM community. Extreme heat can cause excessive drain on power supplies, electronic equipment, water shortages, and can cause chemical canisters to explode.

4.1.7.3 Assumptions

- Local preparedness, community action, and cooperation are key elements in coping with the effects of extreme heat and with drought.
- UAM will cooperate fully with water conservation recommendations made by city or county authorities.

4.1.7.4 Concept of Operations

4.1.7.4.1 Prevention

Action	Complete
Personnel should be educated on the signs and symptoms of heat related injuries.	☐

4.1.7.4.2 Protection

Action	Complete
Impose burn bans during times of extreme dryness.	☐
Ensure personnel have adequate shelter and work/rest cycles.	☐
Conduct public awareness activities to educate people on campus of the dangers of extreme heat and drought.	☐
Ensure work scheduling is developed to encourage majority of work in non-peak heat hours of the day.	☐
Encourage consumption of fluids.	☐
Identify locations on campus that could be set up to serve as cooling centers if needed.	☐

4.1.7.4.3 Mitigation

Action	Complete
To the extent possible, electronic equipment should be located in cool environments.	☐
Chemical containers should be stored in areas within temperature ranges as identified on the Material Safety Data Sheets (MSDS).	☐
Maintain relationships with local utility providers and discuss emergency contingency plans.	☐

Action	Complete
Adhere to the UAM Operating Procedure 720.1 – Energy Conservation Policy.	☐
Coordinate with UAM Student Health/Wellness Services to encourage heat-related illness training across campuses.	☐
Ensure athletic teams are following guidance on work/rest cycles and holding practice session in off hours of the day.	☐
Monitor athletes' health for signs of heat related issues.	☐

4.1.7.4.4 Response

Action	Complete
If you observe an individual(s) with signs of dehydration, heat stress or other medical conditions, seek medical help immediately. Reference 4.1.12 Medical Emergency/Serious Illness/Injury for additional information.	☐
Gain situational awareness. - Situational awareness must come from on-scene reports from first responders. - Information such as heat related injuries, fires, water shortages, and agriculture issues should be communicated to the UPD Director. - Monitor weather alerts and drought conditions for up-to-date information.	☐
Determine the course of action students and personnel impacted by the incident should take. UAM personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being managed.	☐
If a chemical container explodes, reference 4.1.11 Hazardous Materials .	☐
If a grass-land fire occurs due to drought conditions, reference 0 Fires.	☐
Set up cooling centers on campus when needed.	☐

4.1.7.4.5 Recovery

Action	Complete
Conduct an after action review and identify lessons learned to identify additional mitigation activities.	☐
Incorporate any revisions into the plan that are identified in the after action review and lessons learned.	☐
Follow up on all individuals with reported illnesses or injuries.	☐
Coordinate with UAM Agriculture and local and state agriculture agencies with any agriculture related issues.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	

Action	Complete
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.8 Earthquake

4.1.8.1 Purpose

The purpose of the Earthquake response guidance is to provide an effective and systematic means for UAM to assess and respond to the conditions that follow an earthquake.

4.1.8.2 Situation

An earthquake is a shaking or trembling of the earth's crust caused by the breaking and shifting of rock beneath the surface or underground volcanic forces. A major earthquake will cause shaking of the earth or building; this shaking may begin as a gently rocking motion or as violent jolt. While scientists are able to measure the amount of energy that is building beneath the earth's surface, they are not able to predict exactly when an earthquake will occur. Therefore, earthquakes are unpredictable and can strike without warning. They can range in intensity from slight tremors to great shocks and can last from a few seconds to as long as five minutes. Earthquakes can either occur by themselves or in a series over a period of several days, or even months. However, they are almost always accompanied by aftershocks which can be equally as damaging as the quakes that they follow.

Arkansas is vulnerable to a significant threat of damage from earthquakes from both identified and unidentified faults. This threat includes deaths and injuries to residents as well as widespread property damage.

The highest seismic risk zone is in the eastern part of the state in an area affected by the New Madrid Fault. The strongest earthquakes on the North American continent occurred in this area over a three month period in 1811-1812. However, the AGS Seismic History Fact Sheet reports that on June 19, 1939, a magnitude 4.0 earthquake occurred south of El Dorado and was felt throughout southern Arkansas. It cracked plaster in some buildings in Arkadelphia, and was felt in Crossett, Dumas, Fordyce, Hot Springs, Pine Bluff, and Prescott as well as El Dorado and Arkadelphia. Additionally, the AGS reports an earthquake in Drew County on September 23, 1978, with a magnitude of 3.0.

4.1.8.3 Assumptions

- Arkansas is vulnerable to a significant threat of damage from earthquakes in the New Madrid Fault Region that could affect the entire state.
- Earthquakes may occur in areas where faults have not yet been identified and could result in damage to property and injuries to people. Typical damage could be buildings destroyed, infrastructure disrupted, and landslides on steep slopes.
- A major earthquake would create extraordinary requirements for all first responders.
- Injuries serious enough to require hospitalization are estimated to be about four times greater than fatalities.
- Business and industry may not be prepared for adequate response to an earthquake. Businesses that rely on computer-based systems are particularly vulnerable.
- In the event rubble and debris resulting from an earthquake prevent access to the affected area for a prolonged time, helicopters may be necessary to bring rescue teams in and remove casualties from the area.
- Food supply lines could break down.

- The first few hours following an earthquake are critical in saving the lives of people trapped in collapsed buildings. Therefore, the use of local resources during the initial response period will be essential until state and Federal support is available.
- It may be several hours before personnel and equipment can be mobilized and initial teams deployed to affected areas. Therefore, state and local resources will be relied upon heavily in the period immediately following the earthquake.
- The earthquakes and aftershocks may trigger one or more secondary events such as landslides, release of hazardous materials, dam failure or flooding, and transportation disturbances.

4.1.8.4 Concept of Operations

4.1.8.4.1 Prevention

Action	Complete
Review historical data for earthquake activity in the county and surrounding area.	☐
Review your county earthquake plan located at the County Department of Emergency Management.	☐

4.1.8.4.2 Protection

Action	Complete
Develop an EAP for earthquakes and aftershocks.	☐
Educate students and personnel on what to do in the event of an earthquake.	☐
Conduct campus wide earthquake Drop, Cover, and Hold drills.	☐
Conduct/participate in earthquake exercises.	☐

4.1.8.4.3 Mitigation

Action	Complete
Develop a Hazard Mitigation Plan that includes earthquakes.	☐
Identify structural and non-structural mitigation projects.	☐
Assess and mitigate hazards across campuses:	
▪ Fasten shelves securely to walls.	☐
▪ Place larger/heavier objects on lower shelves.	☐
▪ Brace overhead light fixtures.	☐
▪ Inspect buildings for structural defects.	☐

4.1.8.4.4 Response

During an Earthquake

Action	Complete
An earthquake alert will be announced by an alarm.	☐
DROP – Drop down to the floor.	☐
COVER – Take cover under a sturdy piece of furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.	☐

Action	Complete
HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.	☐
If you are in a high-rise building, and you are not near a desk or table, move against an interior wall, and protect your head with your arms. Do not use the elevators.	☐
If you are outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.	☐
If you are on a sidewalk near buildings, duck into a doorway to protect yourself from falling bricks glass, plaster, and other debris.	☐
If you are driving, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.	☐
If you are in a crowded store, do not rush for exits. Move away from display shelves containing objects that could fall.	☐
If you are in a wheelchair, stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.	☐
If you are in a cafeteria or kitchen area, move away from the refrigerator, stove, and overhead cabinets.	☐
If you are in a stadium or theater, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over. Then leave in a calm, orderly manner.	☐
Be prepared for aftershocks, and plan where you will take cover when they occur. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Be prepared to Drop, Cover, and Hold again.	☐

After an Earthquake

Action	Complete
Remember, aftershocks may occur, so be prepared to Drop, Cover, and Hold .	☐
Check for injuries to individuals on campus. Do not attempt to move seriously injured persons unless they are in danger of further injury (reference 4.1.12 Medical Emergency/Serious Illness/Injury).	☐
Check for fires or fire hazards.	☐
If indoors, check the structural aspects of the building, if any part of the structure appears to be unsafe, evacuate the building until a more detailed inspection can be made. Buildings that are damaged by the main shock could receive additional damage from aftershocks.	☐
Wear shoes in all areas near debris or broken glass.	☐
Do not touch downed power lines or objects touched by the downed wires.	☐
Immediately clean up spilled medicines, drugs, or other potentially harmful materials.	☐
Use extreme caution when cleaning up spilled chemicals; they may have mixed with other chemicals during shaking and could cause harmful effects.	☐
Open windows to provide ventilation. If you begin to feel any effects from the material that you are handling, stop what you are doing and seek medical help.	☐
Check for damaged utilities:	
Gas:	
Inspect for leaking gas lines by smell only –do not use candles, matches, or other open flames.	☐

Action	Complete
If you smell gas, open all windows and doors so gas can escape.	☐
Shut off the main valve at the gas meter, leave the building immediately, and notify authorities of the leak.	☐
Do not re-enter the building until repairs have been made and the building has been declared safe.	☐
Water:	
If water pipes are broken, shut off the main valve which brings the water into the building.	☐
Sewage:	
Check to see that sewage lines are intact before permitting continued flushing of toilets.	☐
Electricity:	
Never touch downed utility lines. Avoid damaged building equipment. Contact electric company immediately.	☐
If the power is off, check the freezers and refrigerators and plan meals to use up foods which will spoil quickly.	☐
If necessary, use outdoor charcoal or propane broilers for emergency cooking.	☐
Do not eat or drink anything from open containers near shattered glass. Liquids can be strained through a clean cloth if the danger of glass contamination exists.	☐
Check closets and storage shelf areas. Open closets and cabinet doors carefully and watch for objects falling from shelves.	☐
Do not spread rumors. They often do great harm following disasters.	☐
Tune-in to local radio stations for information and danger reports.	☐
Do not go sightseeing. Do not use your vehicle unless there is a genuine emergency. Keep the streets clear for emergency vehicles.	☐
Be prepared for additional aftershocks. Although most of these are smaller than the main shock, some may be strong enough to cause additional damage.	☐
Respond to requests from law enforcement, fire, EMS, and other first responders, but do not go into damaged areas unless your help has been requested.	☐
Cooperate fully with University and public safety officials. In some areas, you may be arrested for getting in the way of disaster response operations.	☐
Follow the University emergency communications plan for getting information concerning the welfare of students, faculty, staff and visitors.	☐

4.1.8.4.5 Recovery

Action	Complete
Depending on the nature and degree of the incident, other supporting agencies and University resource units may be brought in for services or assistance.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Building Maintenance.	☐
Enhance immediate and ongoing safety and provide physical and emotional comfort.	☐
Provide information that may help survivors cope effectively with the psychological impact of disasters.	☐

Recovery – Short term

Action	Complete
The actions taken during this phase are the first steps toward restoring the affected area to an inhabitable condition and one that is conducive to learning.	☐
Short term recovery will likely begin while the response phase is still in progress.	☐
These actions will begin as early as possible with the intent of returning the affected area to normal conditions.	☐
Short term recovery truly begins when lifesaving efforts are no longer necessary or productive.	☐

Recovery – Long term

Action	Complete
Long term recovery from a catastrophic event will, by definition, take years. It may take decades and the area may never again resemble what it was before the incident.	☐
These actions will continue, as reason dictates, for as long as it takes to restore some form of normalcy to the university, to include health, safety, classrooms, food acquisition, housing, and employment.	☐
Emphasis will be placed on restoration and rehabilitation of the damaged areas.	☐
A major part of long term recovery is to mitigate – rebuild in a way that the same scenario doesn’t unfold again.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.9 Fires

4.1.9.1 Purpose

The purpose of the Fire response guidance is to provide an effective and systematic means for the University to assess and respond to a fire.

4.1.9.2 Situation

Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which could be prevented. Direct property loss due to fire is estimated at \$8.5 billion annually.

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the upper-hot air can sear your lungs. Fire produces poisonous gases than make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

4.1.9.3 Assumptions

- Fire command will assume the role of incident command upon arriving on scene.
- The University will provide MSDSs to the appropriate fire department. The MSDSs will also be posted in each building.
- UAM personnel have limited capability for containing fires.
- Depending on the severity of the fire and locations involved, multiple alarms may be required.
- If arson is suspected, an investigation will be conducted by trained and authorized personnel.

4.1.9.4 Concept of Operations

4.1.9.4.1 Prevention

Action	Complete
Conduct a Public Awareness Campaign around campus to educate on fire hazards.	☐

4.1.9.4.2 Protection

Action	Complete
Know the location of the fire extinguishers, exits, and pull stations in your area and know how to use them.	☐
Familiarize yourself with the fire evacuation plan for the buildings in which you occupy, including the identified immediate evacuation area (reference Appendix A – Evacuation Procedures).	☐
Post evacuation routes in the hallways on every floor of the residence halls.	☐
Ensure that fire evacuation plans address individuals with access and functional needs.	☐

Action	Complete
Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures in case of fire.	☐
All residents must evacuate the residence hall when the fire alarm sounds. Failure to exit the building during a fire drill could result in disciplinary action.	☐
Conduct fire safety/emergency training annually for Resident Directors and Residential Assistants.	☐
Conduct employee training when policy or procedures relating to fire safety change. Training will include: protocol for reporting fires; procedures for evacuating a building; and how to respond to other emergencies.	☐
Conduct student training including: protocol for reporting fires; procedures for evacuating a building; and how to respond to other emergencies.	☐

4.1.9.4.3 Mitigation

Action	Complete
Coordinate with the local fire department to inspect buildings for potential fire hazards.	☐
Provide updated copies of MSDSs to local fire departments and disseminate in campus buildings.	☐
Keep flammable materials away from heat sources.	☐
Make sure that all appliances are turned off as you finish using them.	☐
If you have a refrigerator or any other appliance using a large electrical cord, and find it necessary to use an extension cord, the extension cord must be of the same thickness as the appliance's cord. A smaller cord will not adequately or safely carry the necessary current.	☐
Avoid overloading an electrical outlet. You should not use cube plugs.	☐
Be sure that, if you do use extension cords, they are located safely and away from high traffic areas.	☐
Do not use cords that are frayed or have wire exposed.	☐
If you observe problematic situations, point them out and correct the situation in order to maintain the safety of all residents.	☐
Report any of the following prohibited items if observed/found in Residence Halls:	
▪ Open Flames	☐
▪ Candles and incense	☐
▪ Space heaters	☐
▪ Hot plates	☐
▪ Toasters/toaster ovens	☐
▪ George Foreman or similar type electric grills	☐
▪ Smoking	☐
Conduct semiannual inspections of all facilities on campus that have fire alarm systems (third-party vendor – Simplex).	☐
Conduct an annual inspection of all fire extinguishers on campus and make any necessary repairs and upgrades. (Vendor – Capital Fire Extinguisher)	☐
The Residential Assistant (RA) on duty will complete rounds that include checking fire extinguishers (gauges, missing tags) and complete Work Order Requests for any issues.	☐

Action	Complete
Cleaning staff will check and submit Work Order Requests for extinguishers that need replacement.	☐
The Occupational Safety Coordinator will conduct periodic inspections of exit signs, detectors, doors, and pull stations within the residence halls and will submit a Work Order Request to address items that require corrective action.	☐
Thoroughly inspect student rooms during Thanksgiving, winter and spring breaks, and during the annual state fire inspection conducted by the Monticello Fire Department.	☐
Installation of additional pull stations, heat detectors, and fire extinguisher devices for all residential facilities as resources become available .	☐

4.1.9.4.4 Response

Action	Complete
Upon the discovery of a fire, explosion, or smoke in a building, activate the fire alarm.	☐
Safeguard life.	☐
Confine the fire by closing all doors as you leave. DO NOT lock the doors.	☐
Call the UPD at extension 1000 and have them alert the Monticello Fire Department.	☐
Do not attempt to fight a fire alone.	☐
Evacuate the building immediately when the building fire alarm sounds or when asked to do so by the UPD or Residence Life personnel.	☐
Follow the evacuation routes detailed on the evacuation maps on each floor of each building.	☐
When you evacuate, do not stop for personal belongings. Leave immediately using the stairs. Do not use the elevator.	☐
Assist any individual who requires assistance.	☐
Evacuate at least 500 feet from the building. Do not return to the building until instructed to do so by authorized personnel.	☐
To move through a smoke-clouded area, drop to your knees and crawl to the nearest evacuation exit.	☐
Notify both the UPD and any authorized fire personnel if you suspect someone may be trapped inside the building.	☐
If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for emergency personnel.	☐
If no window is available, stay near the floor where the air is less smoky. Shout at regular intervals to alert emergency personnel of your location.	☐

4.1.9.4.5 Recovery

Action	Complete
Authorized personnel will conduct a damage assessment of facilities, utilities, and equipment.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Physical Plant.	☐
Provide mental health services/information for victims and witnesses.	☐
As necessary, conduct an after incident review and record lessons learned to identify additional mitigation activities and updates for this Plan.	☐
Depending on this impact of the fire, the Disaster Recovery Plan may be activated.	☐

Action	Complete
Restore the area damaged by the fire.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.10 Flooding/Flash Flooding

4.1.10.1 Purpose

The purpose of the Flooding response guidance is to provide an effective and systematic means for the University to assess and respond to flooding related hazards such as high water, river erosion, dam failure, and debris. Flooding is one of the most common and most costly disasters. Preparing for flood situations can minimize injury or death, and speed the recovery process.

4.1.10.2 Situation

Floods are one of the leading causes of death from natural disasters in the United States. On average, more than 300,000 people are driven from their homes by floods, 200 flood-related fatalities occur, and \$6 billion in total flood damages are sustained each year. Flood situations are variable. The impact can be local, affecting a neighborhood or community, or very large affecting entire river basins and multiple states. Flash floods can develop quickly, even within a few minutes and without any visible signs of rain. Arkansas averages over 100 flooding events every year with approximately one major event each year. From 1973-2025, Ashley, Desha, and Drew Counties were included in disaster events involving flooding.

4.1.10.3 Assumptions

- The UPD observes campus conditions during regular duties.
- Outside normal business hours, officers are responsible for detecting situations that present the possibility of flooding to property and facilities.
- Flooding can happen during any month of the year.
- Flooding can occur very rapidly depending on a number of variables.
- Flooding, dam failure, or river erosion could hinder transportation in/out of UAM campuses.
- Evacuations may be necessary due to risk of flooding.
- Some areas are more prone to flooding.
- Response to floods is a very dynamic response which will incorporate many response agencies.

4.1.10.4 Concept of Operations

4.1.10.4.1 Prevention

Action	Complete
Review historical data for flooding activity in the county and surrounding area.	☐
Review your county flood plan located at the County Department of Emergency Management.	☐
Request copies of the FEMA flood maps for your county through the County Department of Emergency Management.	☐

4.1.10.4.2 Protection

Action	Complete
Conduct Public Awareness campaign on dangers of flood waters.	☐
Provide training for personnel and students on the dangers of flood waters.	☐

Action	Complete
Conduct or participate in flood related exercises.	☐
Monitor local weather forecasts.	☐
Coordinate with county department of emergency management on evacuation orders.	☐

4.1.10.4.3 Mitigation

Action	Complete
Identify flood plain areas near campus.	☐
Develop a Hazard Mitigation Plan based upon current flood zones.	☐
Secure important documents in a flood proof safe.	☐

4.1.10.4.4 Response

Action	Complete
Report potential flooding situations to the Director of Physical Plant.	☐
The Director of Physical Plant will:	
▪ Determine the extent of potential damage and what corrective actions to take.	☐
▪ Notify the department personnel of immediate actions needed to avert damage.	☐
▪ Notify the Chancellor or designee of the potential for damage and provides updates as requested.	☐
▪ Monitor work progress and makes periodic updates.	☐
▪ Inform the UPD of support measures needed.	☐
The Chancellor or designee will determine the need for activation of the EAS based upon the periodic reports of potential damage.	☐
Coordinate evacuations with city and county evacuation orders.	☐
If the city/county is not under an evacuation order, monitor campus for any flooding (roads, buildings, etc.).	☐
Block off flooded roads on campus and provide traffic control as needed.	☐
If necessary, coordinate and open shelters for displaced students.	☐
If evacuated, only return to the location after officials have declared the area or building to be safe.	☐

4.1.10.4.5 Recovery

Action	Complete
Activate the Business Continuity Plan as necessary.	☐
Assess the situation.	☐
Stay clear of downed power lines and report them to the Physical Plant.	☐
Stay clear of dangerous materials and damaged gas lines and report them to the Physical Plant.	☐
Take pictures of any damages to University property.	☐
Continue measures to restore the campus to normalcy.	☐
Provide mental health and other services and provide information to victims and witnesses.	☐

Action	Complete
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.11 Hazardous Materials

4.1.11.1 Purpose

The purpose of the Hazardous Materials response guidance is to provide an effective and systematic means for UAM to respond to a hazardous material spill, leak, or exposure.

4.1.11.2 Situation

Hazardous materials are transported and used throughout the UAM campuses, cities, counties, and the state of Arkansas. Transportation accidents involving hazardous materials may occur on highways and/or by railroad and by air. Besides hazardous materials transported and stored across campus, the University also uses hazardous materials, including radioactive materials and radiation, in campus laboratories. The presence of hazardous materials on campus presents the risk of personnel, students, and visitors coming in contact with these substances. In addition, storage of hazardous materials on campus presents an area of interest for individuals who try to acquire these substances using illegal methods. See **Appendix H – Checklists, Forms, and Other Lists** for a list of chemicals stored on the UAM campus.

Hazardous Material: Any substance harmful or injurious to human and animal life, the environment, and/or public or private property.

- **Chemical:** Toxic, corrosive, or injurious substance because of inherent chemical properties and including, but not limited to, such items as petroleum products, paints, plastics, acids, gases, caustics, industrial chemicals, poisons, solvents, pesticides, and mineral fibers.
- **Radiological:** Any radioactive substance emitting ionizing radiation at a level that could produce a health hazard. Radiopharmaceuticals, industrial radiographic equipment, and uranium products involved in transportation accidents and nuclear weaponry are a few sources of radiological hazardous materials.
- **Biological:** Micro-organisms or associated products which may cause disease in humans, animals, or economic crops, and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, etc.
- **Explosive:** Material capable of releasing energy with blast effect immediately upon activation; the released energy usually damages or destroys objects in close proximity to the blast; may produce shrapnel or other projectiles caused by explosives.
- **Etiological:** Infectious materials. Substances that contain disease producing micro-organisms, including bacterial viruses and biological preparations of pathogenic organisms affecting humans, animal life, and plants.

4.1.11.3 Assumptions

- UAM maintains individual plans that specifically address hazardous materials in more detail; personnel will be knowledgeable of those plans and procedures. These plans include:
 - Chemical Hygiene Plan
 - Spill Prevention Control and Countermeasures Plan
 - Radiological Accident Procedures

- The threat of an incident involving hazardous materials is constant, and may be compounded by weather conditions, poor access to the scene, or the involvement of more than one hazardous substance.
- Actual or threatened releases of hazardous materials, oil spills, or other releases often require immediate response by a number of agencies.
- Local, state, and federal agencies will respond with technical expertise and resources upon request by UAM as resources are available.
- The McGehee Fire and Ambulance HazMat Team will respond to a hazardous material incident that is beyond the ability of UAM personnel to control.
- Jefferson County has a Hazardous Material Team with enhanced training and equipment for response to a Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) event with the capability to perform on-scene decontamination.
- Hospitals in Drew, Ashley, and Desha Counties have the capability to perform decontamination for both ambulatory and non-ambulatory victims.
- UAM will post MSDSs within the location of stored hazardous materials.
- UAM's personnel trained in handling hazardous materials will know how to interpret MSDSs, know where sheets are located, know the health hazards associated with each substance, and know how to contain, confine, and dispose of the substance if a leak or spill occurs for hazardous materials stored/used by the University.
- All hazardous materials planning will be completed in conjunction with the requirements of Title III of the SARA of 1986, the CERCLA of 1980, 40 CFR, 902 FAR 100, OSHA, National Fire Protection Association (NFPA), and other local, state, and federal ordinances dealing with hazardous materials and Environmental, Health, and Safety.

4.1.11.4 Concept of Operations

4.1.11.4.1 Prevention

Action	Complete
Maintain maximum possible awareness of hazardous materials through or adjacent to the University, including radiation equipment.	☐

4.1.11.4.2 Protection

Action	Complete
Encourage first responders to become familiar with where chemicals are stored on campus.	☐
Handlers should always read packaging labels for proper use, handling, and actions in case of spills prior to chemical use.	☐
Clean equipment frequently, especially before switching to a new chemical/mixture of chemicals.	☐
Inspect equipment frequently for damages that could cause a leak; keep a record of inspections and repairs.	☐
Inspect radiation equipment and check the exposure rates in adjacent rooms.	☐
Visually inspect hazardous materials storage area(s) regularly for signs of tampering or illegal activity; report any missing material immediately.	☐

Action	Complete
Conduct periodic exercises involving a hazardous materials release to test response activities.	☐
Dispose of hazardous materials properly; do not generate multi-hazardous waste (combinations of radioactive, biological, and chemical waste).	☐
Maintain inventory of PPE and clean up materials; ensure supply is available and unexpired (e.g. breathing apparatus filters).	☐
Ensure rapid access to hazardous materials (HazMat) responder equipment (e.g. PPE and facilities such as a decontamination station and/or shower).	☐
Wear appropriate PPE when handling hazardous materials.	☐
All personnel with duties to work with hazardous materials shall receive proper training for handling the material.	☐

4.1.11.4.3 Mitigation

Action	Complete
Limit storage areas to the minimum needed in order to discourage storing unneeded hazardous materials.	☐
Store hazardous materials in a secure area:	
Keep hazardous materials in locked, weather proof storage areas. Make sure these areas are well lit.	☐
Post a sign indicating the storage area contains hazardous materials. The sign should also include at least two emergency contact numbers.	☐
Keep storage areas dry and well ventilated; keep them from both freezing and extremely high temperatures.	☐
Store hazardous materials above ground level to prevent moisture problems (rusting, etc.).	☐
Locate storage areas at a safe site that will not be subjected to flooding.	☐
Store hazardous materials in their original containers:	
Keep containers tightly closed and clearly labeled.	☐
If labels become worn or damaged, re-label the container with its contents or discard the hazardous materials.	☐
Do not store hazardous materials in damaged containers.	☐
Post copies of MSDSs near the hazardous materials storage area; keep an additional set in a separate location.	☐
Post signs with hazardous materials spill response procedures.	☐

4.1.11.4.4 Response

IF PERSONNEL HAS NOT BEEN TRAINED IN HAZMAT RESPONSE, DO NOT LET THEM NEAR THE SITE OF THE SPILL!

Action	Complete
Immediately report any accidents involving chemical spills, leakage and emission or gases, or other dangerous substances to the Occupational Safety Coordinator and the UPD. Provide the following information:	☐
▪ Exact location of spill, including building, floor, and room number.	☐
▪ Name of material, if known.	☐
▪ Quantity of material.	☐
▪ Appearance (solid, liquid, gas, color, odor, etc.).	☐
▪ Injuries to those exposed.	☐
▪ Area of contamination.	☐
▪ Your name, department, and the phone number from which you are calling.	☐

Hazardous Materials Release – Inside

Not Immediately Dangerous to Life or Health (IDLH)

Action	Complete
If the individuals responsible for the hazardous materials feel the chemical spill does not pose a threat to them or others:	
▪ Restrict access to the area.	☐
▪ Notify the Occupational Safety Coordinator, the UPD, and the Building Coordinator.	☐
▪ If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and clean up spills, and have access to appropriate PPE and other equipment, attempt to confine the spread of the spill as much as possible.	☐
▪ If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.	☐

Hazardous Materials Release – Inside

Immediately Dangerous to Life or Health (IDLH)

Action	Complete
If the individuals responsible for the hazardous materials feel the chemical spill does pose a threat to them or others:	
▪ Immediately notify all building occupants in the area where the spill has occurred and have them evacuate the building.	☐
▪ Leave the room and lock the door(s) to prevent entry.	☐
Notify the Safety Officer and the UPD and be prepared to give them the following information:	☐
▪ Exact location of spill, including building, floor and room number.	☐

Action	Complete
Name of material, if known.	☐
Quantity of material.	☐
Appearance (solid, liquid, gas, color, odor, etc.)	☐
Injuries to those exposed.	☐
Area of contamination.	☐
Your name, department, and the phone number from which you are calling.	☐
If the spill involves radioactive materials, inform the Occupational Safety Coordinator.	☐
Ensure the ventilation systems for the building is shut down by notifying the Physical Plant (if no answer, contact the Safety Officer and the UPD).	☐
If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower or eye wash station if one is available.	☐
If a person becomes ill from the hazardous materials release, call 911 and the UPD for assistance.	☐

Hazardous Materials Release – Outside

For a large spill of hazardous materials outside (e.g. vehicular accident, train derailment, etc.)

Action	Complete
Identify if building occupants are required to Shelter-In-Place:	
Close all windows and doors.	☐
Turn HVAC system off by contacting the Physical Plant.	☐
Everyone should move to an indoor safe space as required by the nature of the material or materials. Contact the Safety Officer for instructions.	☐
The Building Coordinator will monitor the situation and will keep building occupants informed.	☐
If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.	☐
If a person becomes ill from the chemical release call 911 and the UPD for assistance.	☐
If building occupants are subsequently required to evacuate the building:	
Walk to an assembly area to be evacuated.	☐
Walk or drive away from the area using specific travel directions.	☐

Hazardous Gas Leaks

(Flammable, toxic, corrosive, oxygen)

Action	Complete
If a gas cylinder or gas piping should begin to leak or is suspected of leaking, and if in the judgment of the person(s) responsible for such materials decide it presents a danger to them or to other building occupants, the following steps should be taken:	
Immediately notify building occupants to evacuate the area using general evacuation procedures.	☐
Notify the Physical Plant, Safety Officer and the UPD and be prepared to give the following information:	☐
- Exact location of the leak, including building, floor, and room number.	☐
- Quantity of leaked material, if known.	☐
- Injuries to those exposed.	☐
- Area of contamination.	☐
- Your name, department, and the phone number from which you are calling.	☐

4.1.11.4.5 Recovery

Action	Complete
Do not re-enter a building or area until an “All Clear” is provided.	☐
Take pictures of any damages to the University property and inform the Physical Plant.	☐
Clean, repair, and/or replace response equipment as needed.	☐
Complete the proper reporting procedures and form(s) as identified in UAM’s hazardous materials individual plans listed in 4.1.1.3 Assumptions .	☐
Maintain accurate records for the incident.	☐
Provide mental health services, if required, for those personnel involved in the event.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.1.12 Medical Emergency/Serious Illness/Injury

4.1.12.1 Purpose

The purpose of the Medical Emergency/Serious Illness/Injury response guidance is to provide an effective and systematic means for UAM to assess and respond to an emergency medical situation that affects one or more UAM community members.

4.1.12.2 Situation

A medical emergency can occur at any time, and dependent on the situation, may involve only one individual, or could involve several or more individuals. UAM Student Health Services will take the lead in providing medical services during emergencies to the extent possible. If the emergency cannot be handled by Health Services, or is life threatening, call 911 as soon as possible. If in doubt, call 911!

For critical injuries requiring air transportation, the following locations are available for aerial (or vehicular) evacuation points:

- Leslie Cotton Boll Stadium
- Open field areas east of the UAM Fine Arts Center
- Open field area west of the University Center

The following locations have been identified for triage points on the UAM campus:

- Steelman Fieldhouse
- Recreational areas of the University Center
- Fine Arts Center
- Physical Plant

These locations can also serve as evacuation centers and displaced persons assembly points.

4.1.12.3 Assumptions

- An incident may cause an immediate demand for health services in excess of normal demand.
- In the event of a mass casualty emergency, UAM will not assume command of the situation. Unified Command will be established to respond to any issues that arise.
- Trained personnel can assist with minor injuries and have access to an Automated External Defibrillator (AED).
- As resources are available, UAM Student Health Services and the Baptist Health Medical Center - Drew County will provide UAM community members medical services.

4.1.12.4 Concept of Operations

4.1.12.4.1 Prevention

Action	Complete
Conduct a regular review of mass casualty plans and procedures.	☐
Communicate trending illnesses to local public health agencies.	☐

Action	Complete
Conduct community health awareness programs.	☐

4.1.12.4.2 Protection

Action	Complete
Offer first aid training courses to personnel and students.	☐
Offer CPR and AED training courses to personnel and students.	☐
Supply PPE to personnel who handle chemicals.	☐
Maintain University buildings' cooling and heating capabilities.	☐
Maintain first aid kits and other medical supplies in University buildings.	☐
Maintain decontamination showers and eyewash stations.	☐
Encourage hydration with working drinking fountains and provide other means of access to bottled water (vending machines, stores, etc.).	☐

4.1.12.4.3 Mitigation

Action	Complete
Develop a plan or procedures for handling a Mass Casualty incident.	☐
Identify locations that can serve as triage points.	☐
Identify locations that can serve as evacuation centers and displaced person assembly points.	☐

4.1.12.4.4 Response

Medical Emergency

Action	Complete
Gain situational awareness.	☐
Do not move an injured person unless it is a life-threatening situation.	☐
Call the UPD at ext. 1000.	☐
Notify Student Health Services, if on duty, at ext. 1051.	☐
If unable to reach the UPD or Student Health Services, call 9-911 for emergency medical assistance. Be prepared to answer the following questions:	☐
▪ What is your location?	☐
▪ What happened?	☐
▪ Is the person breathing?	☐
▪ Is the person bleeding?	☐
▪ Is the person conscious?	☐
▪ Is the person alert?	☐
▪ What is gender and approximate age of the victim?	☐
Return to the injured person and keep them as calm and comfortable as possible.	☐
Remain with the person until the emergency medical services arrives.	☐
If the person is an employee, initiate reporting procedure by calling his/her immediate supervisor, Human Resources, or the UPD.	☐

Serious Illness/Injury

(Including drug or alcohol overdose or severe emotional trauma)

Action	Complete
If a person (not in a Residence Hall) becomes seriously ill or is injured on campus, immediately call the UPD at ext. 1000.	☐
If a person who is in a Residence Hall becomes seriously ill or is injured:	
▪ Notify the Resident Assistant (RA) or Resident Director (RD).	☐
▪ The RA or RD will call the UPD at ext. 1000.	☐
▪ If on-campus medical personnel are available, they should be notified immediately. If not, emergency services should be called at 9-911.	☐
▪ Try to determine the nature of the illness while awaiting emergency or medical personnel.	☐
▪ The UPD will gather details from persons on the scene or who may have had contact with the individual. These persons should answer all questions completely and render assistance to emergency or medical personnel.	☐
▪ Find out where the person is to be transported or what instructions medical personnel have for the individual's care if he/she is not transported.	☐
▪ If transported, the RA or RD follows the medical transport to the hospital to answer any questions immediately.	☐
▪ The RA or RD should wait at the hospital for the UPD or other University (EAS) official to arrive.	☐
▪ Notification of relatives should be done by proper medical authorities.	☐
▪ The UPD will remain at the hospital to gather information and brief the University official on the nature of the illness upon their arrival.	☐
The University official (EAS) personnel should follow the case, answer required questions and ascertain the individual's condition. It is essential to maintain close coordination with the medical personnel in following the individual's condition and insuring that persons who are in contact with the individual are notified by proper medical personnel and treated for the illness.	☐
If the illness is determined to be contagious, appropriate procedures must be followed to determine who else might be at risk and to administer appropriate prophylaxis.	☐
If the illness is not considered contagious, University community members should be informed.	☐
Upon notification to EAS members of a contagious illness, they will determine the best way to implement procedures prescribed by the medical personnel including:	
▪ Assisting in the notification of persons at risk by proper medical personnel.	☐
▪ Determining the best way to convey information about the contagious illness to the community to insure that questions and concerns are answered promptly.	☐
▪ Providing medical and/or psychological counseling specialists and services for any person who may have been in direct contact with the individual.	☐

Action	Complete
Providing for periodic updates about the individual's condition.	☐
Determining the best way to provide for closure of the incident.	☐

4.1.12.4.5 Recovery

Action	Complete
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.1.13 Railway Accident/Derailment

4.1.13.1 Purpose

The purpose of the Railroad Accident/Derailment response guidance is to provide an effective and systematic means for UAM to assess and respond to the conditions that follow a railroad accident/derailment.

4.1.13.2 Situation

The Arkansas Midland Railroad has a route that runs east to west across northern Drew County, approximately two miles from the campus. Forest products, soda ash, and aggregates are transported on the route. The tracks cross over U.S. Highway 425, the major route through Monticello leading to the UAM campus (See **Appendix I – Maps**).

Depending on the severity and location of a derailment, UAM is at risk for potentially incurring health issues/injuries, especially if the train is transporting hazardous materials. A train derailment could also lead to traffic disruption and/or require evacuation of an area.

4.1.13.3 Assumptions

- A train derailment may tax the normal resources of local law enforcement and fire personnel.
- A train derailment could lead to traffic disruption, personal injuries and infrastructure damage.
- Any train derailment will require local emergency responders and may require additional support from state and other agencies.
- Train derailment may include explosion, fire, asphyxiation, poisoning, flying metal, corrosion or chemical reaction, and chemical or cold burns.
- A train may be carrying hazardous materials which may lead to campus evacuation.
- Depending on the contents of the railcars, hazardous materials or other response plans may need to be implemented.
- Trains often carry hazardous materials that could leak into the atmosphere. Additionally, diesel fuel could leak from the train.
- During the course of a derailment involving hazardous materials, wind shifts and other changes in weather conditions may require evacuations.
- A train derailment recovery operation could last several weeks depending on the extent of the damage and the contents of the railcars.

4.1.13.4 Concept of Operations

4.1.13.4.1 Prevention

Action	Complete
Identify railroad company representatives for tracks running through your county and keep contact information updated.	☐
Identify any hazardous materials being transported by those companies through your county.	☐

4.1.13.4.2 Protection

Action	Complete
Be familiar with the Emergency Response Guides (ERG) for the products that are transported by rail through the county and their recommended actions.	☐
Coordinate with railroad representative for potential training and exercise opportunities.	☐
Identify alternate transportation routes for the roads running near train tracks close to University property.	☐
Develop evacuation procedures for UAM stadiums, fields, and buildings that could be affected by a train derailment.	☐

4.1.13.4.3 Mitigation

Action	Complete
Address railroad and potential impacts of a train derailment in campus and local hazard identification and threat assessment process.	☐
Coordinate plans with local and state emergency management agencies.	☐

4.1.13.4.4 Response

Action	Complete
Stay away from a train derailment or accident and treat the accident as a hazardous site.	☐
If an evacuation is ordered, follow the specific instructions of the emergency officials.	☐
Follow all procedures issued by the University, including evacuation and traffic re-route.	☐
Adjust traffic patterns as ordered by local officials.	☐

4.1.13.4.5 Recovery

Action	Complete
Provide mental health services and information for victims and witnesses of the accident/derailment from the University community should the need be identified.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.14 Sexual Assault, Rape, Abuse, or Misconduct

4.1.14.1 Purpose

The purpose of the Sexual Assault, Rape, Abuse, or Misconduct response guidance is to provide an effective and systematic means for UAM to assess and respond to the conditions that follow such incidents.

4.1.14.2 Situation

Because of the concentration of young people in one place, many of them out from under parental oversight for the first time, sexual assault on college campuses is a huge problem. National statistics show 70 percent of sexual assault victims are under 25 and one in four sexual assaults occurs on college campuses. Alcohol is involved in 90 percent of all rapes on college campuses.

Community members, students, faculty, staff, and guests encountering emergencies, violations of University regulations or crimes in violation of local, state, or federal law should report these incidents immediately. Report all crimes and public safety related incidents to the UAM UPD in a timely manner to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Responses to these reports will vary according to the situations. Emergencies will receive immediate action to resolve the situation.

4.1.14.3 Assumptions

- The UAM UPD has primary responsibility for campus safety.
- The UAM UPD is responsible for crime prevention, law enforcement, parking control, emergency response, residence hall security, policing of special events, and various other community services on campus.
- The UAM UPD provides a full range of campus services 24 hours a day, 365 days a year.
- The UAM UPD officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus pursuant to A.C.A. 25-17-305.

4.1.14.4 Concept of Operations

4.1.14.4.1 Prevention

Action	Complete
Learn the signs of any individual displaying behavior that may require appropriate intervention.	☐
Proactively seek ways to prevent an incident with internal resources, or additional external assistance.	☐

4.1.14.4.2 Protection

Action	Complete
Distribute information regarding security awareness to students and personnel on:	
▪ Procedures for reporting criminal actions, policies.	☐
▪ Policies concerning campus security, criminal and drug enforcement policies and educational programs.	☐
▪ Crime prevention programs.	☐
▪ Statistics concerning criminal activities on campus.	☐
Conduct Domestic Abuse Awareness training annually for faculty, staff, and students.	☐
Conduct Sexual Assault training annually for faculty, staff and students.	☐
Conduct Crime Prevention programs in the residence halls.	☐
Disseminate information to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles or advertisements in the university newspaper.	☐

4.1.14.4.3 Mitigation

Action	Complete
Regularly conduct educational programs on drug and alcohol use.	☐
Promote a healthy and safe working and learning environment.	☐
Foster a respectful campus/workplace.	☐
Encourage students and employees to be aware of their responsibility for their own security and the security of others.	☐
Maintain a proactive intervention process to address specific behaviors of students (UBIT).	☐

4.1.14.4.4 Response

Action	Complete
If you are the victim or witness to a crime involving sexual assault, rape, abuse by a spouse or significant other, or misconduct by another, take the following steps:	
▪ Immediately call the UPD at ext. 1000, or dial 911 to report the activity.	☐
▪ If you feel safe to do so, stay on the phone and answer all questions to the best of your ability.	☐
▪ If you do NOT feel safe to do so, go immediately to a place where you do feel comfortable and call.	☐
▪ Stay on the phone until assistance arrives. Comply with all instructions you are given.	☐
▪ Do not clean the area where the activity took place.	☐
▪ Do not touch any materials.	☐
▪ If you are able to stay in the area until assistance arrives, do so.	☐

Action	Complete
If you are NOT able to stay in the area, go to the room of a close personal friend or an RA or RD. Be sure to let the emergency personnel know your location.	☐

Sexual Assault:

There are several important steps that should be taken after a sexual assault:

Action	Complete
DO NOT shower, bathe, change clothes, urinate, brush your teeth or rinse your mouth, change bedding, or disturb the area where the assault occurred. Remember, that it is important to preserve any and all evidence.	☐
TELL SOMEONE. Call a friend, counselor, residence hall staff, or anyone who can provide you with emotional support.	☐
Seek medical attention. Go to a doctor or hospital as quickly as possible for evidence to be gathered and be examined for injury. Having someone with you for support during this process is helpful.	☐
Have extra clothing, toothbrush and toothpaste, etc. with you for personal hygiene after the examination.	☐
WRITE DOWN detailed information about the assault:	
Where?	☐
When?	☐
Who?	☐
If the assailant is a stranger, try to remember their:	
Height	☐
Hair color	☐
Scars	☐
Clothing	☐
Eye color	☐
Other distinguishing characteristics	☐
Gathering evidence and writing information should be done even if you do not intend to file criminal charges.	☐
If the investigating officer has evidence leading to a particular suspect, the officer may proceed with the investigation and arrest without your involvement.	☐

4.1.14.4.5 Recovery

Action	Complete
Talk to a support person, such as a Student Affairs staff person, human relations officer, counselor, a friend, or someone at the local mental health service or rape crisis center about the assault.	☐
It is important to get help and support. This is a time with many confusing emotions and decisions.	☐

Action	Complete
The University and its facilities may be used to assist the victim of a crime of sexual violence, assault, or domestic dispute, or obtain assistance in dealing with the trauma of such activity.	☐
Students who have been victims of sexual assault may receive help through private and confidential counseling sessions (at no cost) in the Office of Counseling Services.	☐
In addition, counseling services are available through public and private sources in the community. Students may contact any of the agencies listed in Appendix D – Emergency Contact Lists for counseling assistance.	☐
The Director of Counseling in conjunction with the Dean of Students will assist sexual assault victims with personal trauma, police interview, and the filing of criminal charges should the victim wish to do so.	☐
Capture all reportable incidents and statistics in the appropriate logs and reports.	☐
Follow University policies, procedures, and protocols, including any disciplinary actions for the perpetrator, for the incident.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.15 Terrorist Threats/Terrorism

4.1.15.1 Purpose

The purpose of the Terrorist Threats/Terrorism response guidance is to provide an effective and Systematic means for UAM to assess and respond to terrorist threats/terrorism that could pose a threat of imminent death or serious bodily injury to the UAM community.

The federal government will make the determination that the cause of the emergency is a terrorist act. Once that determination is made, the authorities of the U.S. Government interagency Domestic Terrorism Concept of Operations (CONPLAN) and Presidential Decision Directives (PDDs) 39 and 62 are invoked by the FBI and/or FEMA.

4.1.15.2 Situation

Terrorist Threats/Terrorism is less likely to occur than general criminal activities but must be included in the planning process and the Hazard Specific Annexes. If these events were to occur, they would have a significant impact on the UAM community. The initial responsibility of the UAM UPD is to provide direction and control at incidents involving possible acts of terrorism. In conjunction with the UAM UPD, local law enforcement or fire department will operate in a Unified Command System. Once federal agencies have arrived, the UAM UPD will take a supportive role in the command structure. The overall incident will follow the Federal Response Plan once federal agencies have arrived and assumed command.

4.1.15.3 Assumptions

- In the event of an incident threatening the UAM community, property, or infrastructure, the UAM UPD will respond with available resources and also determine additional resource requirements to effectively manage the incident.
- The UAM UPD will provide communication resources in support of emergency operation's needs.
- Mutual aid resources will be used at the large-scale incidents involving terrorism.
- Large-scale incidents will require support from local, regional, state, and federal jurisdictions and may include: local law enforcement, fire, and EMS agencies, hazardous materials teams, and the National Guard's Civil Support Team.
- The event can be both a disaster and a crime scene.
- A secondary device and hazard may be present.

4.1.15.4 Concept of Operations

4.1.15.4.1 Prevention

Action	Complete
Learn the signs of any individual displaying behavior that may require appropriate intervention.	☐
Proactively seek ways to prevent an incident with internal resources, or additional external assistance.	☐

4.1.15.4.2 Protection

Action	Complete
The UAM UPD is responsible for coordinating planning under this annex.	☐
All UAM departments that could be potentially involved in a terrorism response will contribute to the planning process.	☐
Planning will include a comprehensive assessment of the current capabilities of UAM and local jurisdictions to respond to and recovery from a terrorist attack.	☐
Conduct training and exercises periodically to test response actions.	☐
The UAM UPD officers will familiarize themselves with the University buildings and grounds during field training and routine patrol.	☐
Educate the UAM community on basic procedures for reporting all suspicious activities including suspicious packages (See 4.1.3.4.4 Response for additional information).	☐
Educate the UAM community to increase their knowledge and awareness of what to do in reacting to the threat of terrorist attacks that may include explosions, chemical agents, biological attacks or a nuclear incident.	☐

4.1.15.4.3 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each University building.	☐
Take photographs of buildings and critical resources; maintain records.	☐
Implement security measures for events held in University venues.	☐
Install surveillance cameras near entrances and exits of University's critical infrastructure.	☐

4.1.15.4.4 Response

Explosion

Action	Complete
In the event of an explosion, determine whether it is safer to evacuate the area or shelter-in-place.	☐
Be alert to falling debris.	☐
Do not use radios, cell phones, or electronic equipment in the immediate area; it could activate a secondary explosive device.	☐
Try to account for all staff and visitors. Determine extent of any injuries and damage.	☐
Maintain contact with first responders, police, fire, EMS for additional instructions.	☐
It may be necessary to shut down utilities.	☐

Chemical

Action	Complete
Call 911 and the UPD at ext. 1000 if safe to do so.	☐
If you shelter-in-place, turn off the HVAC system. Try to seal off room; close windows and doors.	☐
Interior rooms may offer better protection.	☐

Action	Complete
Monitor campus alerts and radio/TV for situational updates if possible.	☐
If physically exposed to the chemical, remove all clothing and any items in contact with your body, seal in a plastic bag.	☐
If possible, shower. If unable to shower, wash face and hands with soap and warm water. Flush eyes with clean water.	☐
Obtain medical assistance as quickly as possible.	☐

Biological

Action	Complete
Call 911 and the UPD at ext. 1000 if safe to do so.	☐
Follow instructions of medical personnel and other first responders.	☐
If physically exposed, remove and bag any clothing or other items you are wearing that may have come into contact with an infectious substance; seal in a plastic bag.	☐
Seek medical assistance as quickly as possible.	☐
Isolation may be necessary.	☐

Nuclear

Action	Complete
Follow all UAM warning system alerts.	☐
Monitor radio/TV for updated reports.	☐
If evacuation is necessary, listen for traffic advisories. Keep windows closed; turn off air conditioning or heating system.	☐
If necessary to shelter-in-place, look to move to the lowest level in your building.	☐
Cover and filter your mouth and nose to prevent breathing in radioactive dust.	☐
Discard any food items that may have been contaminated.	☐
If physically exposed, remove clothing, seal in a plastic bag, and shower thoroughly.	☐
Seek medical assistance for any unusual symptoms (i.e. nausea due to radiation exposure).	☐

4.1.15.4.5 Recovery

Action	Complete
Do not re-enter a building or area until an “All-Clear” notification has been provided.	☐
UAM personnel and students are to work with law enforcement on criminal investigation and follow-up activities.	☐
Provide mental health services and information for victims and witnesses.	☐
Take picture of any damages to University property and inform the Physical Plant of those damages.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations).	

Action	Complete
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.16 Tornadoes/Thunderstorms

4.1.16.1 Purpose

The purpose of the Tornadoes/Thunderstorms response guidance is to provide an effective and systematic means for UAM to assess and respond to storm related hazards such as high winds, lightning, tornadoes, thunderstorms, and hailstorms.

4.1.16.2 Situation

Tornadoes are defined as a violent rotating column of air extending from a thunderstorm to the ground, often formed when warm and cold air masses clash. They are capable of tremendous destruction, creating damage paths in excess of one mile wide and 50 miles long. Tornadoes' speed can vary from nearly stationary to up to 70 mph; however, the wind speed from these formations can exceed 250 mph.

Tornadoes are classified using the Enhanced Fujita Scale. Most tornadoes (~88%) are considered weak (F0 or F1) and about 95% of all U.S. tornadoes are below F3 intensity.

From 1991 through 2020, Arkansas averaged 37 tornado events per year; therefore, the probability that Arkansas will experience a tornado event is "highly likely".

Thunderstorms and lightning occur in every region of Arkansas. Thunderstorms are responsible for significant structural damage to buildings, forest, and wildfires, downed power lines and trees, and flash flooding. In Arkansas, an average of 168 severe storm events occur per year, along with 21 deaths, 215 injuries, and \$50 million in property damage. Hail usually occurs during severe thunderstorms, which also produce frequent lightning, flash flooding and strong winds, with the potential of tornados.

Shelter locations for use during a tornado have been identified for the UAM, UAM-CTC, and UAM-CTM campuses. See **Appendix F – Feeding Locations**.

4.1.16.3 Assumptions

- Severe weather such as thunderstorms and tornadoes can occur at any time.
- Strong winds, hail, and lightning often will accompany severe weather.
- Severe weather can uproot trees and knock down utility poles, and blow down buildings.
- Lightning can strike causing fires, electrocution, and damage to equipment.
- Severe weather can last for several hours.
- Extremely high winds, flying debris, as well as the debris left behind, can cause personal injury or possibly death.
- Tornadoes are unpredictable and can cause major damage and destruction in seconds.
- Community outdoor warning systems may not always be heard in all areas.

4.1.16.4 Concept of Operations

4.1.16.4.1 Prevention

Action	Complete
Review historical data for tornado, thunderstorm, and flooding activity in the county and surrounding area.	☐
Review your county flood plan located at the County Department of Emergency Management.	☐
Request copies of the FEMA flood maps for your county through the County Department of Emergency Management.	☐

4.1.16.4.2 Protection

Action	Complete
Educate University staff and personnel on what to do in the event of a severe thunderstorm and/or tornado.	☐
Conduct campus-wide drills and exercises on a routine basis.	☐
Identify areas within buildings for use as shelters during a tornado.	☐
Test the UAMAlert emergency notification system on a routine basis, and develop pre-scripted messages to push out in emergencies.	☐
Seek additional ways to receive emergency information and augment emergency communications such as the Ham radio operators in Drew County and surrounding counties.	☐
Partner with city, county and state agencies to train and to exercise capabilities and include them in the planning process.	☐
Designate personnel to monitor the weather for potentially dangerous situations such as:	
▪ Heavy rains	☐
▪ High winds	☐
▪ Ice and/or sleet	☐
▪ Snow	☐
▪ Thunderstorms	☐
▪ Tornadoes	☐
Methods of monitoring include:	
▪ Local broadcast radio – AM and FM	☐
▪ Ham radio operators	☐
▪ Local and cable television stations – EAS Alerts	☐
▪ Text alerts from TV stations weather departments	☐
▪ NOAA Weather Radios	☐
▪ Internet sites – TV stations, NWS	☐

4.1.16.4.3 Mitigation

Action	Complete
Assess hazards across campus and take appropriate measures (e.g., fasten shelves securely to walls, place larger/heavier objects on lower shelves, and brace overhead light fixtures).	☐
Routinely check buildings for structural defects.	☐
Store NOAA Weather Alert Radios in key locations; stock fresh batteries.	☐
Post Shelter-In-Place and evacuation plans in high traffic areas of University buildings.	☐

4.1.16.4.4 Response

Tornadoes

Action	Complete
If the UPD receives advance notification of a tornado during the day, they will contact the Chancellor or designee.	☐
The Chancellor will notify the members of the EAS.	☐
The EAS members will notify persons within their department and building to begin evacuation to suggested shelter locations.	☐
A UPD officer will drive through the campus sounding the police vehicle siren to attract attention and direct persons to designated shelters.	☐
If the UPD receives advance notification of a tornado during the evening or weekend hours, they will contact the RD on duty.	☐
The RD on duty will notify other RDs or RAs to evacuate residents to shelter areas. (Evacuation Procedures are listed in Appendix A – Evacuation Procedures).	☐
The UPD will notify locations on campus which are open.	☐
A UPD office will drive through the campus during the evening and weekend hours also, sounding the police vehicle siren to attract attention and direct persons to designated shelters. Shelter locations are listed in Appendix E – Shelters .	☐
If you cannot reach one of the shelter locations listed, go to the nearest available building. Find an area away from windows, preferably one in the interior portion of the building and use overhead cover (heavy desk, work table, or counter). Remain there until authorized personnel declare the situation safe.	☐
If a severe thunderstorm warning is issued, seek shelter in a safe place away from windows until the storm passes.	☐

Flooding

Action	Complete
The UPD officers observe campus conditions and are responsible for detecting situations that present the possibility of flooding to property and facilities.	☐
Potential flooding situations are reported to the Director of Physical Plant or designee who will then:	
Determine the extent of potential damage and what corrective actions will be taken.	☐
Notify departmental personnel of immediate actions needed to avert damage.	☐

Action	Complete
▪ Notify the Chancellor or designee of the potential for damage and provide updates as requested.	☐
▪ Monitor work progress and make periodic updates.	☐
▪ Inform the UPD of and needed support measures.	☐
The Chancellor or designee will determine the need for activation of the EAS members based on the periodic reports from the Director of Physical Plant of potential damage.	☐
In the event of significant flooding, the campus community will receive a UAMAlert emergency message providing necessary instructions.	☐

4.1.16.4.5 Recovery

Action	Complete
Check for injuries to individuals on campus. Do not attempt to move seriously injured persons unless they are in danger of further injury. (Reference 4.1.12 Medical Emergency/Serious Illness/Injury).	☐
The Physical Plant staff will assess the situation and may request support from the UPD.	☐
Identify downed power lines, damaged gas lines, and other interrupted utilities and make arrangements for their repair and for utility restoration.	☐
Conduct a rapid damage assessment of facilities, utilities, and equipment.	☐
Maintain accurate records for the incident, including taking pictures.	☐
Make arrangements for debris removal (follow University purchasing and contracting policies).	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.17 Utility Failure

4.1.17.1 Purpose

The purpose of the Utility Failure response guidance is to provide an effective and systematic means for UAM to assess and respond to a utility failure that affects the UAM infrastructure.

4.1.17.2 Situation

A utility failure can occur as an outcome of another incident/hazard, or as a standalone event. A substantial infrastructure failure could result in significant disruption and could cause secondary health and safety issues. Basic services including electrical, water, natural gas, heat, and telecommunications and other information systems may be interrupted.

Water supply contamination, deliberate or accidental, resulting in a lack of potable water could result in:

- The inability to maintain safe working conditions.
- A high incidence of illness.

Many campus buildings were built with asbestos ceiling and flooring materials, wrapping for pipes and for insulation. Undisturbed, asbestos is not harmful. However, if physical damage occurs, it may cause a health hazard.

An electricity supply failure (e.g. substation fire cable break) could lead to:

- People trapped in elevators.
- Unsafe working conditions.
- Lack of lighting.
- Failure of security systems.
- Failure of IT systems.

A telecommunications failure could result in:

- Lack of access to the 911 system.
- Failure of automatic fire alarm systems.

A gas leak should be treated as a hazardous substance emergency.

A boiler heating system failure or distribution infrastructure break could cause:

- Inability to maintain safe working conditions.
- Excessive amounts of hot water (115 degrees).

4.1.17.3 Assumptions

- The University may experience a utility failure from within campus only, or during a city-wide utility failure.

- Depending on the situation, utilities may be restored within hours, or, depending on the severity of the situation, may take several days, weeks or months.
- Clean water is necessary to sustain life.

4.1.17.4 Concept of Operations

4.1.17.4.1 Prevention

Action	Complete
Develop policies, procedures, and protocols with input from key community utility partners.	☐

4.1.17.4.2 Protection

Action	Complete
Keep flashlights and fresh batteries in key locations within each building.	☐
Maintain current documents/maps locating all energy resource distribution systems on campus including valves, meters, switch gear, etc.	☐
Maintain current documents/maps locating all water lines and valves.	☐
Maintain a list of emergency generators on campus.	☐
Train and conduct drills/exercises to include a significant utility failure on campus.	☐
Include local utility providers in planning, training, and exercising.	☐
Maintain a contact list for all utility providers to include contact information for after hours, weekends, and holidays.	☐

4.1.17.4.3 Mitigation

Action	Complete
Check utility systems on campus routinely and identify any hazards (pipes, water pressure, utility lines/tree limbs on lines, etc.).	☐
Conduct regular maintenance on campus infrastructure.	☐

4.1.17.4.4 Response

Action	Complete
Determine the cause of the failure and whether a building evacuation is required (such as the smell of gas).	☐
The Building Coordinator will call the Physical Plant immediately to report the problem.	☐
The Physical Plant personnel will notify the UPD of the situation.	☐
In any case, be prepared to give your name, and the following information:	
▪ Building name.	☐
▪ Floor number.	☐
▪ Room number.	☐
▪ Nature of Problem.	☐
▪ Person to contact or a telephone extension.	☐

Action	Complete
Remain in place until notified by the Building Coordinator or other authorized personnel to leave, or the situation has been resolved.	☐

Asbestos Release

Action	Complete
If physical damage occurs in an area where there is asbestos, take the following steps:	
▪ Do not touch any materials.	☐
▪ Do not walk through or and in any dust cloud.	☐
▪ Contact the UPD at ext. 1000 or the Physical Plant at ext. 1018.	☐
▪ If evacuation is necessary, following the General Building Evacuation procedures.	☐

Computer Equipment

Action	Complete
During an electrical emergency, University personnel should turn off as much computer equipment as possible to prevent equipment damage (if it is safe to do so).	☐

Electrical Outage/Lighting Failure

Action	Complete
Stay calm.	☐
Battery operated emergency lighting will automatically activate in many locations.	☐
It is recommended that each office and room maintain a battery powered flashlight.	☐
NEVER TOUCH ANY DOWNED POWER OR UTILITY LINES.	☐
Within 30 minutes of a power outage, the UPD will have temporary electrical power and an active phone system.	☐
The Chancellor will determine if additional generators will be necessary and will communicate this need to the Physical Plant.	☐
The Library Technology Center electrical power has automatic transfer and if the electricity is out for more than 5 minutes, the generator initiates.	☐
Academic Unit Heads relay pertinent information to the Office of Academic Affairs.	☐
In case of emergency, the fax machine in the Physical Plant can be used (for example, if tests or exams are underway, and distance education sites need to be notified of situations via fax).	☐

Electrical Outage – Normal Working Hours

Action	Complete
In the event of an electrical outage during normal working hours, the following steps should be taken:	
▪ Physical Plant notifies the power company of the outage.	☐

Action	Complete
If the estimated time of power restoration is unknown, the Physical Plant personnel continue to call every 10 minutes until estimated time of restoration of power is determined.	☐
Physical Plant notifies the UPD and the Chancellor immediately of the initial contact with the power company.	☐
Physical Plant notifies the UPD and the Chancellor immediately of the estimated time of restoration of power.	☐
The Chancellor notifies the Provost and the Vice Chancellor for Student Affairs of the situation.	☐
The Provost then notifies the Academic Unit Heads of the situation.	☐

Electrical Outage – After Normal Working Hours

Action	Complete
In the event of an electrical outage after normal working hours (8:00 a.m. – 4:30 p.m.), the following steps should be taken:	
Physical Plant notifies the power company of the outage.	☐
If the estimated time of power restoration is unknown, the Physical Plant personnel continue to call every 10 minutes until estimated time of restoration of power is determined.	☐
Physical Plant will notify the UPD and the Chancellor's office that the call has been made to the power company.	☐
The UPD will call the IT Department within one minute of a power outage.	☐
Physical Plant notifies the UPD and the Chancellor immediately of the estimated time of restoration of power.	☐
If necessary, the Chancellor will notify the Provost, and the Provost will then notify the Academic Unit Heads.	☐
The Chancellor will also notify the Vice Chancellor for Student Affairs.	☐

Elevator Failure

Action	Complete
During a power outage, each floor of buildings with elevators should be checked for occupancy immediately by the building supervisor or designee.	☐
Call the UPD if someone is stuck in an elevator if the occupant(s) has not already used the emergency phone in the elevator.	☐
If you are trapped in an elevator, remain calm.	☐
Turn on the emergency/help/alarm located on the front panel of the elevator.	☐
That alarm will signal emergency personnel that you are trapped in the elevator and need assistance.	☐
Use the emergency phone in the elevator to place a call for help.	☐

Plumbing Failure

Action	Complete
In the event of a plumbing failure, immediately notify the Physical Plant at ext. 1018.	☐
If, for any reason, that notification can't be completed, call the UPD at ext. 1000.	☐

Utility Failure

Action	Complete
In the event of any utility failure, immediately notify the Physical Plant at ext. 1018.	☐
If, for any reason, that notification can't be completed, call the UPD at ext. 1000.	☐

Ventilation Issues

Action	Complete
If smoke or odors come from the ventilation system, immediately call the Physical Plant at ext. 1018.	☐
If, for any reason, that notification can't be completed, call the UPD at ext. 1000.	☐
If necessary, cease all operations and evacuate the area using the general building evacuation route.	☐
If evacuation is necessary, following the General Building Evacuation procedures.	☐

4.1.17.4.5 Recovery

Action	Complete
Do not re-enter a building or area until authorized personnel have issued an "All Clear" notification.	☐
Take pictures of any damages to University property, record information, and report all information to the Physical Plant.	☐
Record and maintain accurate records of the incident (for insurance and other claims).	☐
Repair and restore all impacted areas.	☐
Work with the Physical Plant and other University staff, and utility providers to identify opportunities for mitigation activities.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.1.18 Winter Storms/Ice Storms

4.1.18.1 Purpose

The purpose of the Winter Storms/Ice Storms response guidance is to provide an effective and systematic means for the University to assess and respond to winter storm related hazards such as cold waves, snowfall, and ice storms.

4.1.18.2 Situation

Arkansas is affected by severe winter storms nearly every year. Severe winter storms can have a tremendous impact on individuals, animals, and communities. Winter storms can last for days. Accumulations of snow and ice can result in road closures or blockages – isolating homes and farms for days. Roofs may collapse due to the heavy weight burden, and knock trees and power lines down resulting in power outages and subsequent loss of heat. Dangerous driving conditions can lead to travelers being stranded on the road.

Ice storms have been most common in the central part and northwest corner of Arkansas. However, one of the worst ice storms ever to affect Arkansas occurred in January 1979. Several counties in south central and southeast Arkansas experienced ice accumulations up to three inches. Later, in February of 2021, winter storm Uri impacted several southern states, including Arkansas, leaving nearly 10 million people without power. UAM specifically experienced power outages, burst water pipes, and unsafe road conditions that lasted several days forcing closure of the campus.

A winter storm has the potential for immobilizing the campus and preventing commuters from both getting to and leaving the campus.

4.1.18.3 Assumptions

- Severe winter weather can include extreme cold, heavy snowfall, ice storms, winter storms and/or strong winds.
- Winter storms may spawn other hazards such as flooding, severe thunderstorms, tornadoes, and extreme winds that may hamper recovery efforts.
- The occurrence of severe winter weather has a substantial impact on communities, utilities, transportation systems, and agriculture, and often results in loss of life due to accidents or hypothermia.
- Heavy snow from a snowstorm can immobilize a region and paralyze a city, stranding commuters, stopping the flow of supplies, and disrupting emergency and medical services.
- Accumulations of snow can collapse buildings and knock down trees and power lines.
- In rural areas, homes, farms, and businesses may be isolated for days and unprotected livestock may be lost.
- Heavy accumulations of ice from ice storms can bring down trees, electrical wires, telephone poles and lines, and communication towers.
- Communications and power can be disrupted for days while utility companies work to repair the damage.
- The monetary costs of power and communications losses to the university could be significant.
- Accumulations of ice and snow may also cause extreme hazards to motorists.
- Travel is hampered by ice or heavy snow because the University, city, county, and state lack sufficient snow removal equipment and road treatments (sand, salt).

- Costs related to business and school closings that occur due to hazardous travel conditions are difficult to estimate.
- Pipes may freeze and rupture in buildings that are poorly insulated or without heat.

4.1.18.4 Concept of Operations

4.1.18.4.1 Prevention

Action	Complete
Review historical data for tornado, thunderstorm, and flooding activity in the county and surrounding area.	☐
Review your county flood plan located at the County Department of Emergency Management.	☐
Request copies of the FEMA flood maps for your county through the County Department of Emergency Management.	☐

4.1.18.4.2 Protection

Action	Complete
Monitor weather forecasts to gain situational awareness and help with planning during winter storms.	☐
Television Stations:	
▪ KARK Channel 4 (NBC – Little Rock)	☐
▪ KATV Channel 7 (ABC – Little Rock)	☐
▪ KTVE Channel 10 (NBC – Monroe/El Dorado)	☐
▪ KTHV Channel 11 (CBS – Little Rock)	☐
▪ NOAA Weather Transmitter – Star City 162.4000	☐
Radio Stations:	
▪ KHBM 93.7 FM	☐
▪ KGPQ 99.9 FM	☐
▪ KXSA 103.1 FM	☐
▪ WXJ-54	☐
NOAA Weather Radios	☐
Web sites:	
▪ http://www.srh.noaa.gov	☐
▪ http://www.weather.com	☐
Maintain an emergency supply of food and water for University personnel and students.	☐
Develop an emergency food and water supply plan with food service vendors.	☐
Develop a maintenance plan for infrastructure that may be needed during a winter storm. (Include any generator fuel requirements and other fuel for equipment.)	☐
Develop a plan for obtaining other supplies that may be needed in case the weather interrupts the normal flow of supplies.	☐
Identify locations with back-up power that can be used for warming centers for University personnel and students.	☐

Action	Complete
Maintain supplies for locations identified for emergency sheltering.	☐
Conduct training, drills and exercises on campus.	☐
Include city and county agencies in planning, training and exercises, as well as local utility representatives.	☐

4.1.18.4.3 Mitigation

Action	Complete
Perform routine maintenance of landscaping, trees and limbs that could crash onto power lines.	☐
Perform routine maintenance/testing of equipment such as generators and other back-up power sources.	☐
Ensure that all pipes in buildings are properly insulated.	☐

4.1.18.4.4 Response

Action	Complete
If inclement weather necessitates closure of the University, the following procedures will be followed:	☐
The Chancellor or designee makes the decision to close the University or change its hours of operation.	☐
The Chancellor or designee will be notified as soon as possible of hazardous weather conditions utilizing campus reports and local road and state highway conditions obtained from the Monticello Police Department, Drew County Sheriff's Office, and the Arkansas State Police.	☐
The Director of Public Information/Media Services will notify the media (all designated area radio and TV stations) of the closure or change in hours of operation.	☐
The Chancellor or designee will contact the EAS.	☐
The EAS Team members will notify personnel in their respective areas of the University closure or changes in hours of operation due to inclement weather.	☐
If inclement weather develops overnight, using the above procedure, a decision regarding media notification will be made as early as possible.	☐
Employees are responsible for listening to media announcements regarding University closures and/or changes in hours of operation.	☐
Students will receive inclement weather closings and changes in hours of operation via UAMAlert.	☐
The Physical Plant will coordinate clearing of sidewalks and stairways on campus.	☐
The Physical Plant will coordinate the clearing of roadways giving priority to any medical emergency and to critical infrastructure.	☐
Open shelters, if necessary, for personnel and students.	☐

Action	Complete
Open warming centers, if necessary, for those on campus.	☐
Disseminate updated information to the media, faculty, staff, and students until normal operations resume.	☐

4.1.18.4.5 Recovery

Action	Complete
Maintain accurate records (pictures of any damage, expenses incurred, etc.).	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.2 Crossett Campus

4.2.1 Active Shooter

4.2.1.1 Purpose

The purpose of the Active Shooter response guidance is to provide an effective and systematic means for UAM to respond to an incident where an individual with a weapon is spotted on campus.

4.2.1.2 Situation

An active shooter on campus could be a current or former student or employee, or an acquaintance of a current student or employee. It could also be someone with no connection to the University. Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

4.2.1.3 Assumptions

- An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.
- In most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly.
- Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.
- Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

4.2.1.4 Concept of Operations

4.2.1.4.1 Prevention

Action	Complete
Learn the signs of a potentially volatile situation that may develop into an active shooter situation.	☐
Proactively seek ways to prevent an incident with internal resources, or additional external assistance.	☐

4.2.1.4.2 Protection

Action	Complete
Develop and train Threat Assessment Teams (TAT).	☐
Coordinate with Law Enforcement for help with assessing threats or troubling behavior.	☐
Develop an Emergency Action Plan (EAP) for an Active Shooter Situation.	☐

Action	Complete
Ensure that the EAP addresses individuals with access and functional needs and/or other disabilities.	☐
Adopt the survival mind set during times of crisis.	☐
Incorporate the three basic options of Run, Hide, or Fight within the EAP, training, and exercising.	☐
Be aware of your environment and any possible dangers.	☐
Take note of the two nearest exits in any facility you visit.	☐

4.2.1.4.3 Mitigation

Action	Complete
Conducting training and exercises of the Active Shooter Situation EAP.	☐
Establish and train an incident response team to appropriately assess and triage an <i>active shooter situation</i> .	☐
Foster a respectful campus/workplace.	☐
Be aware of indications of campus/workplace violence and take remedial actions accordingly.	☐

4.2.1.4.4 Response

Run

Action	Complete
If it is safe to do so, run out of the building and move far away until you are in a safe location.	☐
Leave personal belongings behind.	☐
Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with access and functional needs.	☐
Avoid escalators and elevators.	☐
Take others with you, but do not stay behind because others will not go.	☐
Call 911 when safe to do so.	☐
Let a responsible adult know where you are.	☐

Hide

Action	Complete
If running is not a safe option, hide in as safe a place as possible.	☐
Hide in a location where the walls might be thicker and have fewer windows.	☐
Lock the doors.	☐
Barricade the doors with heavy furniture.	☐
Close and lock windows, and close blinds or cover windows.	☐
Turn off lights.	☐
Silence all electronic devices.	☐
Remain silent.	☐
Use strategies to silently communicate with first responders if possible.	☐
Hide along the wall closest to the exit but out of the view from the hallway.	☐
Remain in place until given an all clear by identifiable law enforcement.	☐

Fight

Action	Complete
If neither running or hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc.	☐

Response – Additional information

Action	Complete
The first officers to arrive to the scene will not stop to help injured persons.	☐
When law enforcement arrives, students and staff must display empty hands with open palms.	☐
Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers – these rescue teams will treat and remove any injured persons.	☐
They may also call on able-bodied individuals to assist in removing the wounded from the premises.	☐
Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.	☐
Do not leave until law enforcement authorities have instructed you to do so.	☐

4.2.1.4.5 Recovery

Action	Complete
The incident response team will assess and triage.	☐
The incident response team will also integrate with state and federal resources when an emergency occurs.	☐
Human resources and/or management will engage in post-event assessments and activities.	☐
Account for all individuals at a designated assembly point to determine who, if anyone is missing and potential injured.	☐
Determine a method for notifying families or individuals affected by the active shooter, including notification of any casualties.	☐
If immediate reunification of loved ones is not possible, it is paramount to provide family members with timely, accurate and relevant information.	☐
When families are reunited, it is critical that there are child release processes in place where minors might be involved.	☐
Assess the psychological state of the individuals at the scene, and refer them to health care specialists accordingly.	☐
Identify and file any critical personnel or operational gaps left in the organization as a result of the active shooter.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐

Action	Complete
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.2 Aircraft Crash

4.2.2.1 Purpose

The purpose of the Aircraft Crash/Rescue response guidance is to provide an effective and systematic means for UAM to assess and respond to aircraft crash related hazards.

4.2.2.2 Situation

There are smaller local airports in close proximity to the campus in Ashley County. Additionally, agricultural aviation (crop dusting) is conducted in and around the county. Agricultural aviation accidents are not uncommon in the state. According to the National Agricultural Aviation Association (NAAA), from 2013 to 2022, Arkansas consistently ranked in the top three in the nation in agricultural aviation accidents. An aircraft crash could occur on or about any of these three campuses and would likely cause damage and/or endanger lives.

4.2.2.3 Assumptions

- Most aircraft will not fly over the University, as the Federal Aviation Administration (FAA) bans flight paths from congested areas, but this cannot entirely be prevented (e.g., mechanical difficulties, acts of terrorists, etc.).
- An aircraft crash will require the aid of Fire and Police Departments.
- In the event of an aircraft crash, University officials will base their response on lifesaving efforts and gaining accountability of all personnel on campus.
- Response will require coordination, communication, and collaboration from University, local, state, and Federal officials in the response and recovery efforts.
- The University will not assume incident command at any time; local fire, EMS, and police will coordinate with state and Federal agencies to determine incident command. The University will be available to assist in the response efforts that do not hinder lifesaving measures.

4.2.2.4 Concept of Operations

4.2.2.4.1 Prevention

Action	Complete
Be aware of aircraft flight patterns around the campus.	☐

4.2.2.4.2 Protection

Action	Complete
Develop an EAP for an aircraft crash and include special events, especially outdoors, where large numbers of people are gathered.	☐
Develop and conduct exercises to test appropriate responses to an aircraft accident.	☐

4.2.2.4.3 Mitigation

Action	Complete
Include an aircraft crash in the Hazard Mitigation Plan.	☐

Action	Complete
Work with local and state emergency management officials to develop mitigation grant projects to assist in areas most at risk.	☐
University emergency management officials should work with local aviation officials to determine if any hazards exist with aircraft that routinely fly in the area of the campuses.	☐

4.2.2.4.4 Response

Action	Complete
Establish communications. Upon notification of an aircraft crash, University officials should dial 911, and then inform the Emergency Management Director of the emergency.	☐
Establish command and control.	☐
Gain situational awareness. If the crash has occurred on campus, the impacted area should be evacuated in order to protect those in the area.	☐
University police should set up a cordon of the area until fire and EMS can arrive on scene.	☐
Determine the course of action students and personnel impacted by the incident should take. UAM personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being corrected.	☐
University emergency management officials should coordinate with the Ashley County Department of Emergency Management to acquire additional resources that are needed.	☐
The determination of opening shelter and reunification areas should be determined by University officials.	☐
University officials should prepare to work with state and Federal officials on developing a press release to share information regarding the incident.	☐
Do not discuss details of the emergency with members of the media; direct them to PIO.	☐
Develop Public Information Plans to release information accordingly.	☐

4.2.2.4.5 Recovery

Action	Complete
Conduct a damage assessment of University property.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Maintain accurate records for the incident.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris upon conclusion of the crash investigation and when given the “all-clear” by investigators.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐

Action	Complete
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.3 Bomb Threats

4.2.3.1 Purpose

The purpose of the Bomb Threats guidance is to provide some instructions for the handling of bomb threats in order to ensure the safety of faculty, staff, students, employees, and visitors; to reduce the disruption of campus activities; and to prevent the possibility of panic. A copy of the Bomb Threat Information Checklist is provided in **Appendix H – Checklists, Forms, and Other Lists**.

4.2.3.2 Situation

Bombings are very rare; however, every bomb threat that is received must be responded to and investigated. All bomb threats will be taken seriously. In most cases, bomb threats are designed to disrupt the normal business operations of the institution. Additionally, true terrorists are interested in killing or maiming as many people as possible and, therefore, will not typically make phone calls prior to the bomb going off.

The UPD will determine the appropriate course of action. Not all bomb threats are legitimate, and evacuation is not always required. UPD will properly report each bomb threat to law enforcement and to the University system as required.

4.2.3.3 Assumptions

- A bomb threat may be received in a number of ways including telephone, written message, e-mail, face-to-face interaction, social media, and suspicious package delivery by mail or messenger.
- All faculty, staff, and students will be familiar with the Bomb Threat Information Checklist and will participate in drills and exercises when requested.

4.2.3.4 Concept of Operations

4.2.3.4.1 Prevention

Action	Complete
Learn the signs of a potentially volatile situation that may trigger a bomb threat.	☐
Proactively seeks ways to prevent an incident with internal resources, or additional external assistance.	☐

4.2.3.4.2 Protection

Action	Complete
Develop an EAP for bomb threat situation.	☐
Coordinate with Law Enforcement during planning, training and exercising.	☐
Ensure that the EAP addresses individuals with access and functional needs and/or other disabilities.	☐

4.2.3.4.3 Mitigation

Action	Complete
Conduct a review of the campus facilities and implement additional physical security measures where they are deemed appropriate.	☐
Improve relations between students, faculty, and administration.	☐
Listen to students and make them feel comfortable coming forward with information.	☐
Keep student rosters current. It is possible that the individual who made the threat is a student, and a current list would assist law enforcement.	☐
Be alert for suspicious items.	☐
Know what belongs in the buildings and what does not.	☐
Participate in planning, training and exercise of the EAP.	☐
Maintain up-to-date emergency call down lists.	☐
All staff who receive mail should be aware of the possible signs of a suspicious package. Do not open any suspicious packages.	☐
Place a Bomb Threat Information Checklist with every land line phone on campus and widely disseminate the Checklist.	☐

4.2.3.4.4 Response

Phoned Threats:

Action	Complete
Start a recording device, if one is available, or note the caller I.D. number, if available.	☐
Treat the call seriously. As soon as possible, call the UPD at ext. 2020 or signal another staff member to do so.	☐
Threatening calls are usually of short duration. Immediately complete the Bomb Threat Information Checklist with all the information you were able to obtain.	☐
If the caller allows you to talk, begin asking the questions on the Bomb Threat Information Checklist.	☐
Try to keep the caller on the phone for as long as possible.	☐
If possible, signal a co-worker, the UPD, and senior administrative personnel while you are talking.	☐
If you have completed the checklist items and the caller is still on the phone, make a complete record of all that is being said.	☐
When the caller hangs up, DO NOT HANG UP THE PHONE . Leave the line open. Hanging up may trigger the device.	☐
Quickly and quietly inform your supervisor who will then notify senior administrative personnel.	☐
Be available after the call for the UPD and other response personnel to interview you.	☐
The decision to evacuate will be made by the UPD in coordination with the Chancellor or designee, and with other first responders.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Written Threats (Letter/Mail or Package):

Action	Complete
Examine each piece of mail before opening it.	☐
Letter Bombs:	

Action	Complete
Letter bombs are usually a large bulky envelope. Is the envelope large and bulky?	☐
Check for smudges.	☐
Letter bombs usually do not have a return address. Is there a valid return address?	
Feel the letter lightly, if it does not feel right, do not open the envelope.	☐
Place the letter away from all other items, especially heat sources.	☐
Move out of the area.	☐
From another phone call the UPD at ext.	
Package Bombs:	
If you do not recognize the package as coming from a recognizable source, examine it more closely.	☐
Check for a company name and address – it may be fictitious.	☐
Is the package wrapped in a brown wrapper and tied with string?	☐
Is the package excessively heavy?	☐
If you have any questions about the package, gently place it away from electrical or heat sources.	☐
Leave the area and lock it if you can.	☐
Call the UPD at ext. 2020 from a phone at another location.	☐
Keep others away until the UPD arrives.	☐
Once the UPD arrives, be ready to answer questions – write down all the facts and your actions before emergency personnel arrive if time permits.	☐
The decision to evacuate will be made by the UPD in coordination with the Chancellor or designee, and with other first responders.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

E-mailed Threats:

Action	Complete
Notify the UPD.	☐
Print, photograph, or copy down the message. Include the header of the e-mail.	☐
Do not delete the e-mail. Save the e-mail.	☐
Leave the e-mail open until assistance arrives.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Verbal (face-to-face) Threats:

Action	Complete
Do not approach the individual.	☐
Try to talk to the person in a calm and rational manner.	☐
Move and speak slowly, quietly and confidently.	☐
Notify the UPD at ext. 2020 as soon as you can safely do so.	☐
Note the description of the person who made the threat.	☐
Try to segregate the individual from others without approaching them closely.	☐
If possible, draw the attention of one or two other persons to the situation so they can call authorities while you continue to speak with the individual.	☐
Try to get the individual to talk. Let the individual do much of the talking.	☐
Know the Bomb Threat Information Checklist and try to obtain as much information about the bomb, its location, and description as possible.	☐
As soon as the UPD arrives, the officer will try to replace you as the negotiator.	☐
If the person who made the threat leaves before UPD arrives, note the direction in which the person leaves, and report to the UPD.	☐
As soon as possible, give all information you have to any other police officer present. Immediately write down all that you can remember of the incident.	☐
Stay accessible to the UPD until you are told to do otherwise.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Social Media Threats (i.e. Facebook or Twitter):

Action	Complete
Immediately report the threat to the UPD at ext. 2020.	☐
Note the name of the person making the threat and the application they used to make it.	☐
Record the exact wording of the threat as it was posted.	☐
Take a screen shot of the computer if possible to provide to the UPD.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Rumors of Threats:

Action	Complete
If you overhear a rumor about an IED, a bomb threat, or incident:	
▪ Write down exactly what you heard.	☐
▪ Write down from whom you heard it.	☐
▪ Immediately report the rumor to the UPD.	☐
▪ The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

4.2.3.4.5 Recovery

Action	Complete
Once a search has been made and no bomb has been found or the danger has been eliminated, and in consultation with Law Enforcement and other first responders, the plan will be terminated.	☐
Understanding and following procedures will be extremely important in an emergency where emotions may be running high.	☐
The bomb threat notification will be terminated in the same manner as was initiated.	☐
UAM will provide needed support services for faculty, staff, students and visitors after a bomb threat.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.4 Civil Disturbance/Demonstrations

4.2.4.1 Purpose

The purpose of the Civil Disturbance/Demonstrations guidance is to provide an effective and systematic means for the University to assess and respond to a civil disturbance or demonstration.

4.2.4.2 Situation

Incidents involving students singly or in small groups range from the minor infringement of campus rules and regulations to major infractions and criminal behavior. Student Affairs, under the direction of the Vice Chancellor for Student Affairs is responsible for insuring that protocols for this type of individual or small group activity are in place and operational.

Demonstrations can be conducted in several combinations of situations such as: peaceful and non-obstructive; non-violent but disruptive; and violent and disruptive demonstrations. Most campus demonstrations such as marches, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Interference with the normal operations of the university.
- Prevention of access to the office buildings or other university facilities.
- Threat of physical harm to persons, or damage to college facilities.

4.2.4.3 Assumptions

- Civil disturbances and/or demonstrations could cause disruption to the campus and campus events.
- These activates can quickly spiral out of control.
- These activities can cause cascading events such as injuries, loss of life, and property damage.
- UAM may require additional resources such as law enforcement to assist in the response.

4.2.4.4 Concept of Operations

4.2.4.4.1 Prevention

Action	Complete
Learn the signs of a potentially volatile situation that may cause disruption and quickly spiral out of control.	☐

4.2.4.4.2 Protection

Action	Complete
Develop an EAP for dealing with civil disturbances and/or demonstrations.	☐
Ensure that the EAP addresses individuals with access and functional needs and/or other disabilities.	☐

4.2.4.4.3 Mitigation

Action	Complete
Be proactive in the identification of individuals, small groups, and/or other situations which might prove dangerous to the individuals, others, or disruption of the community.	☐
Conduct drills and exercises to test the EAP and revise as needed.	☐

4.2.4.4.4 Response

Peaceful, Non-Obstructive Demonstrations

Action	Complete
Efforts should be made to conduct university business in as normal a manner as possible during normal business hours.	☐
The UPD Director will make arrangements to monitor the situation during non-business hours unless the determination has been made to treat the violation of regular closing hours as a disruptive demonstration.	☐

Non-Violent, Disruptive Demonstrations

Action	Complete
In the event that a demonstration blocks access to university facilities or interferes with the operation of the university:	
Demonstrators will be asked to terminate the disruptive activity by the Dean of Student Affairs or the UPD Director.	☐
The Dean of Student Affairs should consider having a photographer available to document the disruptions.	☐
Other Deans and student leaders will be asked by the Dean of Student Affairs to go to the demonstration site and persuade the demonstrators to desist.	☐
The Dean of Student Affairs (or designee) will go to the site and ask the demonstrators to discontinue their disruptive activities.	☐
If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specific action within a determined length of time may result in disciplinary action.	☐
Efforts should be made to secure positive identification of demonstrators (including photographs) in violation to facilitate later testimony.	☐
After consultation with the Chancellor, Vice Chancellor, or UPD Director, the Dean of Student Affairs will determine if there is a need for an injunction and/or intervention by civil authorities.	☐
If the determination is made to seek the intervention of civil authorities, the demonstrators should be so informed.	☐

Violent, Disruptive Demonstrations

Action	Complete
In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the Chancellor, Vice Chancellor, UPD Director, and Dean of Student Affairs will immediately be notified.	☐
The UPD Director has the authority to contact the appropriate level of law enforcement (city, county, state) without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.	☐
The Dean of Student Affairs will:	
▪ Report the circumstances to the Chancellor.	☐
▪ Notify key administrators, and if appropriate, the administrator responsible for the building area.	☐

4.2.4.4.5 Recovery

Action	Complete
Disruptive or detrimental behavior will be subjected to a formal peer review and the peer judicial process.	☐
In extreme cases, the legal system will deal with the identification and disposition of problem activities.	☐
UAM will provide needed support services for faculty, staff, students and visitors following a civil disturbance or demonstration.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.5 Criminal Behavior

4.2.5.1 Purpose

The purpose of the Criminal Behavior guidance is to provide an effective and systematic means for the University to assess and respond to acts of criminal behavior or suspected acts of criminal behavior.

4.2.5.2 Situation

Campus crime is a reality and preventing it is a responsibility shared by all members of the campus community. Students, faculty, or staff encountering emergencies, violations of University regulations, or crimes in violation of local, state, or federal law should report these incidents to the UAM UPD immediately. Additional information for emergencies and reporting crime, is located in the *Annual Security and Fire Safety Report* (Clery Act). The *Annual Security and Fire Safety Report* is updated each year and a copy of this report may be obtained by contacting the UAM UPD or the Office of Student Affairs. It is also accessible online at the UAM website.

4.2.5.3 Assumptions

- Criminal behavior and crime is a reality on University campuses.
- Crimes may occur: on-campus; in certain off-campus buildings or property owned or controlled by UAM; or, on public property within, or immediately adjacent to and accessible from, the campus.
- The UAM UPD has primary responsibility for campus safety.
- The UAM UPD maintains a daily crime log.
- The UAM UPD officers have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus pursuant to A.C.A. 25-17-305.
- The UAM UPD maintains an ACIC terminal. Through this system, UAM UPD personnel have access to the National Crime Information Center (NCIC) as well as ACIC. These databases are used for accessing criminal histories, nationwide police records, and department of motor vehicle information.

4.2.5.4 Concept of Operations

4.2.5.4.1 Prevention

Action	Complete
Promote community safety and assure continuity of emergency response operations.	☐

4.2.5.4.2 Protection

Action	Complete
Be prepared by knowing the procedures for reporting a crime or suspicious behavior.	☐
Be alert to suspicious situations and report them promptly.	☐
Familiarize yourself with the systems available on campus for reporting a crime:	☐
▪ Eye-Witness (Anonymous Reporting System)	☐

Action	Complete
Emergency Blue Light Phones	☐

4.2.5.4.3 Mitigation

Action	Complete
Identify key decision makers and their roles during a significant emergency or dangerous situation.	☐
Utilize the University Behavior Intervention Team (UBIT) proactively to assist with situations in which a student is displaying concerning behavior.	☐
Provide/maintain exterior lighting and landscape control to enhance campus safety and security.	☐

4.2.5.4.4 Response

Action	Complete
If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call the UPD at ext. 1000.	☐
Do not attempt to apprehend or interfere with a suspected crime in progress.	☐
If it is safe to do so, take time to get a good description of the person(s) involved, note:	
Height	☐
Weight	☐
Sex	☐
Race	☐
Approximate age	☐
Clothing	☐
Method and direction of travel	☐
Name of person if known	☐
If the person is entering a vehicle, note:	
License plate number	☐
Make	☐
Model	☐
Color	☐
Any outstanding features or characteristics (i.e. broken tail light, decals)	☐
Be prepared to give the UAM UPD officer the following information:	
Your name	☐
Your location	☐
Phone number from which you are calling	☐
If you feel safe, stay on the phone and answer all questions.	☐

Action	Complete
If you do not feel safe, go immediately to a place where you feel comfortable and call ext. 2020. Stay on the phone until assistance arrives.	☐
Reported crimes in violation of local, state or federal law will be investigated by the UPD.	☐
If assistance is required from the Crossett Police Department or the North Crossett Volunteer Fire Department, UAM UPD will contact the appropriate unit.	☐
Information acquired in the investigation will be used in selecting the appropriate course of action. Options include:	
▪ Pursuing the alleged violation through the criminal justice system.	☐
▪ Pursuing the alleged violation through the University Judicial System.	☐
▪ Pursuing the alleged violation through both the criminal justice system and the University Judicial System.	☐
▪ Taking no action.	☐
Reported violations of University policies or regulations will be investigated and, where appropriate, adjudicated by the Office of Student Affairs.	☐

4.2.5.4.5 Recovery

Action	Complete
UAM will provide any needed support services for faculty, staff, students and visitors following criminal behavior and/or a crime.	☐
The UPD will maintain the Daily Crime Log and publish the <i>Annual Security and Fire Safety Report</i> .	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.6 Death/Suicide

4.2.6.1 Purpose

The purpose of the Death/Suicide response guidance is to provide an effective and systematic means for UAM to respond to an incident where a death has occurred.

4.2.6.2 Situation

Suicide is the second leading cause of death for college students. An estimated 15% of students suffer from depression and other mental disorders that put them at risk for suicide. Each year, 10% of students report that they have seriously considered suicide. Those who need help the most are often the least likely to request available services. Studies indicate that college students who are suicidal are quiet, reserved, depressed and socially isolated, and thus it is up to all of us to try to identify the suicide warning signs and get help for them.

Included in the response actions below, are steps to for an individual to take if they encounter a deceased individual when death has occurred by any means.

4.2.6.3 Assumptions

- A death/suicide will impact immediate friends and associates and steps must be taken to minimize that impact.
- The UBIT will be activated to address the medical and psychological needs of the community.

4.2.6.4 Concept of Operations

4.2.6.4.1 Prevention

Action	Complete
Learn the signs of any individual displaying behavior that may require appropriate intervention.	☐

4.2.6.4.2 Protection

Action	Complete
Participate in the annual workshops conducted by the UBIT for the purpose of explaining the UBIT intervention process.	☐
Faculty and staff members should engage in the intervention process if the need should arise.	☐
Faculty, staff, and students should be familiar with the Person of Concern Report (the form is located on the UAM website).	☐
In addition to the services of the UBIT, engage in faculty classroom management, disciplinary process, and public safety actions.	☐

4.2.6.4.3 Mitigation

Action	Complete
Establish a University Suicide Prevention Program.	☐
Support the UBIT procedures which outline a proactive intervention process to address specific behaviors of students.	☐
Coordinate resources for early intervention and support for a student whose behavior poses a potential threat to themselves or others.	☐

4.2.6.4.4 Response

Action	Complete
Determine if there are signs of life that would require immediate medical attention:	☐
Place your finger alongside the neck at the carotid artery to determine if there is a pulse.	☐
Observe the chest for signs of breathing. If breathing is faint, it may be detected by placing a mirror or shiny surface under the person's nose.	☐
Open the eyes to determine if there is a reaction to light.	☐
Listen to the chest for signs of a heartbeat.	☐
Immediately call the UPD.	☐
If you are properly trained, begin life saving measures. If not, await the arrival of medical personnel or the UPD.	☐
If there are no signs of life, do not touch anything else. Leave and lock the room.	☐
Remain close to the scene, along with other witnesses, to answer questions.	☐
The UPD will take statements from persons in the area, and may begin notification of the EAS.	☐
The UPD may contact the ASP and/or local investigative unit.	☐
The EAS will review the situation and determine the course of action.	☐
The UPD Director will be the liaison with external law enforcement agencies and medical authorities with the assistance of Student Health Services and/or the UBIT.	☐
Police and/or medical authorities are responsible for the initial notification of relatives.	☐
After the initial notification has been made, the EAS will initiate follow-up contact with the relatives.	☐

4.2.6.4.5 Recovery

Action	Complete
Determine the impact of the death/suicide upon the community and activate the UBIT.	☐
The UBIT will respond to the medical and psychological needs of the community.	☐
The UBIT will advise the EAS of the course of action to minimize the impact of the incident.	☐
Respond to the requests for information about the individual(s) involved.	☐
Determine the basis for the release of the requested information (investigators, news media, relatives, friends or curiosity seekers).	☐
The UBIT will advise ways for the community to constructively show concern, horror, grief, and how to return to a normal academic atmosphere.	☐

Action	Complete
If a death or suicide is reported at an off-campus location or while away from the University, follow similar steps as those above. Impact on immediate friends and associates must be anticipated and steps taken to minimize this impact.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.2.7 Drought and Heat

4.2.7.1 Purpose

The purpose of the Drought and Heat response guidance is to provide an effective and systematic means for UAM to assess and respond to drought and extreme heat conditions.

4.2.7.2 Situation

Drought occurs during a period of abnormally dry weather and can cause the increased likeliness for fire. Extreme heat is often associated with conditions that lead to drought. Extreme heat may lead to heat stress in the UAM community. Extreme heat can cause excessive drain on power supplies, electronic equipment, water shortages, and can cause chemical canisters to explode.

4.2.7.3 Assumptions

- Local preparedness, community action, and cooperation are key elements in coping with the effects of extreme heat and with drought.
- UAM will cooperate fully with water conservation recommendations made by city or county authorities.

4.2.7.4 Concept of Operations

4.2.7.4.1 Prevention

Action	Complete
Personnel should be educated on the signs and symptoms of heat related injuries.	☐

4.2.7.4.2 Protection

Action	Complete
Impose burn bans during times of extreme dryness.	☐
Ensure personnel have adequate shelter and work/rest cycles.	☐
Conduct public awareness activities to educate people on campus of the dangers of extreme heat and drought.	☐
Ensure work scheduling is developed to encourage majority of work in non-peak heat hours of the day.	☐
Encourage consumption of fluids.	☐
Identify locations on campus that could be set up to serve as cooling centers if needed.	☐

4.2.7.4.3 Mitigation

Action	Complete
To the extent possible, electronic equipment should be located in cool environments.	☐
Chemical containers should be stored in areas within temperature ranges as identified on the Material Safety Data Sheets (MSDS).	☐
Maintain relationships with local utility providers and discuss emergency contingency plans.	☐

Action	Complete
Adhere to the UAM Operating Procedure 720.1 – Energy Conservation Policy.	☐
Coordinate with UAM Student Health/Wellness Services to encourage heat-related illness training across campuses.	☐
Ensure athletic teams are following guidance on work/rest cycles and holding practice session in off hours of the day.	☐
Monitor athletes' health for signs of heat related issues.	☐

4.2.7.4.4 Response

Action	Complete
If you observe an individual(s) with signs of dehydration, heat stress or other medical conditions, seek medical help immediately. Reference 4.2.12 Medical Emergency/Serious Illness/Injury for additional information.	☐
Gain situational awareness. - Situational awareness must come from on-scene reports from first responders. - Information such as heat related injuries, fires, water shortages, and agriculture issues should be communicated to the UPD Director. - Monitor weather alerts and drought conditions for up-to-date information.	☐
Determine the course of action students and personnel impacted by the incident should take. UAM personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being managed.	☐
If a chemical container explodes, reference 4.2.11 Hazardous Materials .	☐
If a grass-land fire occurs due to drought conditions, reference 4.2.9 Fires .	☐
Set up cooling centers on campus when needed.	☐

4.2.7.4.5 Recovery

Action	Complete
Conduct an after action review and identify lessons learned to identify additional mitigation activities.	☐
Incorporate any revisions into the plan that are identified in the after action review and lessons learned.	☐
Follow up on all individuals with reported illnesses or injuries.	☐
Coordinate with UAM Agriculture and local and state agriculture agencies with any agriculture related issues.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	

Action	Complete
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.8 Earthquake

4.2.8.1 Purpose

The purpose of the Earthquake response guidance is to provide an effective and systematic means for UAM to assess and respond to the conditions that follow an earthquake.

4.2.8.2 Situation

An earthquake is a shaking or trembling of the earth's crust caused by the breaking and shifting of rock beneath the surface or underground volcanic forces. A major earthquake will cause shaking of the earth or building; this shaking may begin as a gently rocking motion or as violent jolt. While scientists are able to measure the amount of energy that is building beneath the earth's surface, they are not able to predict exactly when an earthquake will occur. Therefore, earthquakes are unpredictable and can strike without warning. They can range in intensity from slight tremors to great shocks and can last from a few seconds to as long as five minutes. Earthquakes can either occur by themselves or in a series over a period of several days, or even months. However, they are almost always accompanied by aftershocks which can be equally as damaging as the quakes that they follow.

Arkansas is vulnerable to a significant threat of damage from earthquakes from both identified and unidentified faults. This threat includes deaths and injuries to residents as well as widespread property damage.

The highest seismic risk zone is in the eastern part of the state in an area affected by the New Madrid Fault. The strongest earthquakes on the North American continent occurred in this area over a three month period in 1811-1812. However, the AGS Seismic History Fact Sheet reports that on June 19, 1939, a magnitude 4.0 earthquake occurred south of El Dorado and was felt throughout southern Arkansas. It cracked plaster in some buildings in Arkadelphia, and was felt in Crossett, Dumas, Fordyce, Hot Springs, Pine Bluff, and Prescott as well as El Dorado and Arkadelphia. Additionally, the AGS reports an earthquake in Drew County on September 23, 1978, with a magnitude of 3.0.

4.2.8.3 Assumptions

- Arkansas is vulnerable to a significant threat of damage from earthquakes in the New Madrid Fault Region that could affect the entire state.
- Earthquakes may occur in areas where faults have not yet been identified and could result in damage to property and injuries to people. Typical damage could be buildings destroyed, infrastructure disrupted, and landslides on steep slopes.
- A major earthquake would create extraordinary requirements for all first responders.
- Injuries serious enough to require hospitalization are estimated to be about four times greater than fatalities.
- Business and industry may not be prepared for adequate response to an earthquake. Businesses that rely on computer-based systems are particularly vulnerable.
- In the event rubble and debris resulting from an earthquake prevent access to the affected area for a prolonged time, helicopters may be necessary to bring rescue teams in and remove casualties from the area.
- Food supply lines could break down.

- The first few hours following an earthquake are critical in saving the lives of people trapped in collapsed buildings. Therefore, the use of local resources during the initial response period will be essential until state and Federal support is available.
- It may be several hours before personnel and equipment can be mobilized and initial teams deployed to affected areas. Therefore, state and local resources will be relied upon heavily in the period immediately following the earthquake.
- The earthquakes and aftershocks may trigger one or more secondary events such as landslides, release of hazardous materials, dam failure or flooding, and transportation disturbances.

4.2.8.4 Concept of Operations

4.2.8.4.1 Prevention

Action	Complete
Review historical data for earthquake activity in the county and surrounding area.	☐
Review your county earthquake plan located at the Ashley County Department of Emergency Management.	☐

4.2.8.4.2 Protection

Action	Complete
Develop an EAP for earthquakes and aftershocks.	☐
Educate students and personnel on what to do in the event of an earthquake.	☐
Conduct campus wide earthquake Drop, Cover, and Hold drills.	☐
Conduct/participate in earthquake exercises.	☐

4.2.8.4.3 Mitigation

Action	Complete
Develop a Hazard Mitigation Plan that includes earthquakes.	☐
Identify structural and non-structural mitigation projects.	☐
Assess and mitigate hazards across campuses:	
▪ Fasten shelves securely to walls.	☐
▪ Place larger/heavier objects on lower shelves.	☐
▪ Brace overhead light fixtures.	☐
▪ Inspect buildings for structural defects.	☐

4.2.8.4.4 Response

During an Earthquake

Action	Complete
An earthquake alert will be announced by an alarm.	☐
DROP – Drop down to the floor.	☐
COVER – Take cover under a sturdy piece of furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.	☐

Action	Complete
HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.	☐
If you are in a high-rise building, and you are not near a desk or table, move against an interior wall, and protect your head with your arms. Do not use the elevators.	☐
If you are outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.	☐
If you are on a sidewalk near buildings, duck into a doorway to protect yourself from falling bricks glass, plaster, and other debris.	☐
If you are driving, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.	☐
If you are in a crowded store, do not rush for exits. Move away from display shelves containing objects that could fall.	☐
If you are in a wheelchair, stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.	☐
If you are in a cafeteria or kitchen area, move away from the refrigerator, stove, and overhead cabinets.	☐
If you are in a stadium or theater, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over. Then leave in a calm, orderly manner.	☐
Be prepared for aftershocks, and plan where you will take cover when they occur. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Be prepared to Drop, Cover, and Hold again.	☐

After an Earthquake

Action	Complete
Remember, aftershocks may occur, so be prepared to Drop, Cover, and Hold.	☐
Check for injuries to individuals on campus. Do not attempt to move seriously injured persons unless they are in danger of further injury (reference 4.1.12 Medical Emergency/Serious Illness/Injury).	☐
Check for fires or fire hazards.	☐
If indoors, check the structural aspects of the building, if any part of the structure appears to be unsafe, evacuate the building until a more detailed inspection can be made. Buildings that are damaged by the main shock could receive additional damage from aftershocks.	☐
Wear shoes in all areas near debris or broken glass.	☐
Do not touch downed power lines or objects touched by the downed wires.	☐
Immediately clean up spilled medicines, drugs, or other potentially harmful materials.	☐
Use extreme caution when cleaning up spilled chemicals; they may have mixed with other chemicals during shaking and could cause harmful effects.	☐
Open windows to provide ventilation. If you begin to feel any effects from the material that you are handling, stop what you are doing and seek medical help.	☐
Check for damaged utilities:	
Gas:	
Inspect for leaking gas lines by smell only –do not use candles, matches, or other open flames.	☐

Action	Complete
If you smell gas, open all windows and doors so gas can escape.	☐
Shut off the main valve at the gas meter, leave the building immediately, and notify authorities of the leak.	☐
Do not re-enter the building until repairs have been made and the building has been declared safe.	☐
Water:	
If water pipes are broken, shut off the main valve which brings the water into the building.	☐
Sewage:	
Check to see that sewage lines are intact before permitting continued flushing of toilets.	☐
Electricity:	
Never touch downed utility lines. Avoid damaged building equipment. Contact electric company immediately.	☐
If the power is off, check the freezers and refrigerators and plan meals to use up foods which will spoil quickly.	☐
If necessary, use outdoor charcoal or propane broilers for emergency cooking.	
Do not eat or drink anything from open containers near shattered glass. Liquids can be strained through a clean cloth if the danger of glass contamination exists.	☐
Check closets and storage shelf areas. Open closets and cabinet doors carefully and watch for objects falling from shelves.	☐
Do not spread rumors. They often do great harm following disasters.	☐
Tune-in to local radio stations for information and danger reports.	☐
Do not go sightseeing. Do not use your vehicle unless there is a genuine emergency. Keep the streets clear for emergency vehicles.	☐
Be prepared for additional aftershocks. Although most of these are smaller than the main shock, some may be strong enough to cause additional damage.	☐
Respond to requests from law enforcement, fire, EMS, and other first responders, but do not go into damaged areas unless your help has been requested.	☐
Cooperate fully with University and public safety officials. In some areas, you may be arrested for getting in the way of disaster response operations.	☐
Follow the University emergency communications plan for getting information concerning the welfare of students, faculty, staff and visitors.	☐

4.2.8.4.5 Recovery

Action	Complete
Depending on the nature and degree of the incident, other supporting agencies and University resource units may be brought in for services or assistance.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Building Maintenance.	☐
Enhance immediate and ongoing safety and provide physical and emotional comfort.	☐
Provide information that may help survivors cope effectively with the psychological impact of disasters.	☐

Recovery – Short term

Action	Complete
The actions taken during this phase are the first steps toward restoring the affected area to an inhabitable condition and one that is conducive to learning.	☐
Short term recovery will likely begin while the response phase is still in progress.	☐
These actions will begin as early as possible with the intent of returning the affected area to normal conditions.	☐
Short term recovery truly begins when lifesaving efforts are no longer necessary or productive.	☐

Recovery – Long term

Action	Complete
Long term recovery from a catastrophic event will, by definition, take years. It may take decades and the area may never again resemble what it was before the incident.	☐
These actions will continue, as reason dictates, for as long as it takes to restore some form of normalcy to the university, to include health, safety, classrooms, food acquisition, housing, and employment.	☐
Emphasis will be placed on restoration and rehabilitation of the damaged areas.	☐
A major part of long term recovery is to mitigate – rebuild in a way that the same scenario doesn’t unfold again.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.9 Fires

4.2.9.1 Purpose

The purpose of the Fire response guidance is to provide an effective and systematic means for the University to assess and respond to a fire.

4.2.9.2 Situation

Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which could be prevented. Direct property loss due to fire is estimated at \$8.5 billion annually.

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the upper-hot air can sear your lungs. Fire produces poisonous gases than make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

4.2.9.3 Assumptions

- Fire command will assume the role of incident command upon arriving on scene.
- The University will provide MSDSs to the appropriate fire department. The MSDSs will also be posted in each building.
- UAM personnel have limited capability for containing fires.
- Depending on the severity of the fire and locations involved, multiple alarms may be required.
- If arson is suspected, an investigation will be conducted by trained and authorized personnel.

4.2.9.4 Concept of Operations

4.2.9.4.1 Prevention

Action	Complete
Conduct a Public Awareness Campaign around campus to educate on fire hazards.	☐

4.2.9.4.2 Protection

Action	Complete
Know the location of the fire extinguishers, exits, and pull stations in your area and know how to use them.	☐
Familiarize yourself with the fire evacuation plan for the buildings in which you occupy, including the identified immediate evacuation area (reference Appendix A – Evacuation Procedures).	☐
Post evacuation routes in the hallways on every floor.	☐
Ensure that fire evacuation plans address individuals with access and functional needs.	☐

Action	Complete
Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures in case of fire. (Monticello campus only)	☐
All residents must evacuate the residence hall when the fire alarm sounds. Failure to exit the building during a fire drill could result in disciplinary action. (Monticello campus only)	☐
Conduct fire safety/emergency training annually for Resident Directors and Residential Assistants. (Monticello campus only)	☐
Conduct employee training when policy or procedures relating to fire safety change. Training will include: protocol for reporting fires; procedures for evacuating a building; and how to respond to other emergencies.	☐
Conduct student training including: protocol for reporting fires; procedures for evacuating a building; and how to respond to other emergencies.	☐

4.2.9.4.3 Mitigation

Action	Complete
Coordinate with the local fire department to inspect buildings for potential fire hazards.	☐
Provide updated copies of MSDSs to local fire departments and disseminate in campus buildings.	☐
Keep flammable materials away from heat sources.	☐
Make sure that all appliances are turned off as you finish using them.	☐
If you have a refrigerator or any other appliance using a large electrical cord, and find it necessary to use an extension cord, the extension cord must be of the same thickness as the appliance's cord. A smaller cord will not adequately or safely carry the necessary current.	☐
Avoid overloading an electrical outlet. You should not use cube plugs.	☐
Be sure that, if you do use extension cords, they are located safely and away from high traffic areas.	☐
Do not use cords that are frayed or have wire exposed.	☐
If you observe problematic situations, point them out and correct the situation in order to maintain the safety of all residents.	☐
Report any of the following prohibited items if observed/found:	
▪ Open Flames	☐
▪ Candles and incense	☐
▪ Space heaters	☐
▪ Hot plates	☐
▪ Toasters/toaster ovens	☐
▪ George Foreman or similar type electric grills	☐
▪ Smoking	☐
Conduct semiannual inspections of all facilities on campus that have fire alarm systems	☐
Conduct an annual inspection of all fire extinguishers on campus and make any necessary repairs and upgrades.	☐
Maintenance will complete rounds that include checking fire extinguishers (gauges, missing tags) and complete Work Order Requests for any issues.	☐

Action	Complete
The Occupational Safety Coordinator will conduct periodic inspections of exit signs, detectors, doors, and pull stations and will submit a Work Order Request to address items that require corrective action.	☐

4.2.9.4.4 Response

Action	Complete
Upon the discovery of a fire, explosion, or smoke in a building, activate the fire alarm.	☐
Safeguard life.	☐
Confine the fire by closing all doors as you leave. DO NOT lock the doors.	☐
Call the UPD and have them alert the North Crossett Volunteer Fire Department.	☐
Do not attempt to fight a fire alone.	☐
Evacuate the building immediately when the building fire alarm sounds or when asked to do so by the UPD.	☐
Follow the evacuation routes detailed on the evacuation maps on each floor of each building.	☐
When you evacuate, do not stop for personal belongings. Leave immediately using the stairs. Do not use the elevator.	☐
Assist any individual who requires assistance.	☐
Evacuate at least 500 feet from the building. Do not return to the building until instructed to do so by authorized personnel.	☐
To move through a smoke-clouded area, drop to your knees and crawl to the nearest evacuation exit.	☐
Notify both the UPD and any authorized fire personnel if you suspect someone may be trapped inside the building.	☐
If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for emergency personnel.	☐
If no window is available, stay near the floor where the air is less smoky. Shout at regular intervals to alert emergency personnel of your location.	☐

4.2.9.4.5 Recovery

Action	Complete
Authorized personnel will conduct a damage assessment of facilities, utilities, and equipment.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Physical Plant.	☐
Provide mental health services/information for victims and witnesses.	☐
As necessary, conduct an after incident review and record lessons learned to identify additional mitigation activities and updates for this Plan.	☐
Depending on this impact of the fire, the Disaster Recovery Plan may be activated.	☐
Restore the area damaged by the fire.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐

Action	Complete
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.10 Flooding/Flash Flooding

4.2.10.1 Purpose

The purpose of the Flooding response guidance is to provide an effective and systematic means for the University to assess and respond to flooding related hazards such as high water, river erosion, dam failure, and debris. Flooding is one of the most common and most costly disasters. Preparing for flood situations can minimize injury or death, and speed the recovery process.

4.2.10.2 Situation

Floods are one of the leading causes of death from natural disasters in the United States. On average, more than 300,000 people are driven from their homes by floods, 200 flood-related fatalities occur, and \$6 billion in total flood damages are sustain each year. Flood situations are variable. The impact can be local, affecting a neighborhood or community, or very large affecting entire river basins and multiple states. Flash floods can develop quickly, even within a few minutes and without any visible signs of rain. Arkansas averages over 100 flooding events every year with approximately one major event each year. From 1973-2025, Ashley, Desha, and Drew Counties were included in disaster events involving flooding.

4.2.10.3 Assumptions

- The UPD observes campus conditions during regular duties.
- Outside normal business hours, officers are responsible for detecting situations that present the possibility of flooding to property and facilities.
- Flooding can happen during any month of the year.
- Flooding can occur very rapidly depending on a number of variables.
- Flooding, dam failure, or river erosion could hinder transportation in/out of UAM campuses.
- Evacuations may be necessary due to risk of flooding.
- Some areas are more prone to flooding.
- Response to floods is a very dynamic response which will incorporate many response agencies.

4.2.10.4 Concept of Operations

4.2.10.4.1 Prevention

Action	Complete
Review historical data for flooding activity in the county and surrounding area.	☐
Review your county flood plan located at the County Department of Emergency Management.	☐
Request copies of the FEMA flood maps for your county through the County Department of Emergency Management.	☐

4.2.10.4.2 Protection

Action	Complete
Conduct Public Awareness campaign on dangers of flood waters.	☐
Provide training for personnel and students on the dangers of flood waters.	☐

Action	Complete
Conduct or participate in flood related exercises.	☐
Monitor local weather forecasts.	☐
Coordinate with county department of emergency management on evacuation orders.	☐

4.2.10.4.3 Mitigation

Action	Complete
Identify flood plain areas near campus.	☐
Develop a Hazard Mitigation Plan based upon current flood zones.	☐
Secure important documents in a flood proof safe.	☐

4.2.10.4.4 Response

Action	Complete
Report potential flooding situations to the Director of Physical Plant.	☐
The Director of Physical Plant will:	
▪ Determine the extent of potential damage and what corrective actions to take.	☐
▪ Notify the department personnel of immediate actions needed to avert damage.	☐
▪ Notify the Chancellor or designee of the potential for damage and provides updates as requested.	☐
▪ Monitor work progress and makes periodic updates.	☐
▪ Inform the UPD of support measures needed.	☐
The Vice Chancellor or designee will determine the need for activation of the EAS based upon the periodic reports of potential damage.	☐
Coordinate evacuations with city and county evacuation orders.	☐
If the city/county is not under an evacuation order, monitor campus for any flooding (roads, buildings, etc.).	☐
Block off flooded roads on campus and provide traffic control as needed.	☐
If necessary, coordinate and open shelters for displaced students.	☐
If evacuated, only return to the location after officials have declared the area or building to be safe.	☐

4.2.10.4.5 Recovery

Action	Complete
Activate the Business Continuity Plan as necessary.	☐
Assess the situation.	☐
Stay clear of downed power lines and report them to the Physical Plant.	☐
Stay clear of dangerous materials and damaged gas lines and report them to the Physical Plant.	☐
Take pictures of any damages to University property.	☐
Continue measures to restore the campus to normalcy.	☐
Provide mental health and other services and provide information to victims and witnesses.	☐

Action	Complete
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.11 Hazardous Materials

4.2.11.1 Purpose

The purpose of the Hazardous Materials response guidance is to provide an effective and systematic means for UAM to respond to a hazardous material spill, leak, or exposure.

4.2.11.2 Situation

Hazardous materials are transported and used throughout the UAM campuses, cities, counties, and the state of Arkansas. Transportation accidents involving hazardous materials may occur on highways and/or by railroad and by air. Besides hazardous materials transported and stored across campus, the University also uses hazardous materials, including radioactive materials and radiation, in campus laboratories. The presence of hazardous materials on campus presents the risk of personnel, students, and visitors coming in contact with these substances. In addition, storage of hazardous materials on campus presents an area of interest for individuals who try to acquire these substances using illegal methods. See **Appendix H – Checklists, Forms, and Other Lists** for a list of chemicals stored on the UAM campus.

Hazardous Material: Any substance harmful or injurious to human and animal life, the environment, and/or public or private property.

- **Chemical:** Toxic, corrosive, or injurious substance because of inherent chemical properties and including, but not limited to, such items as petroleum products, paints, plastics, acids, gases, caustics, industrial chemicals, poisons, solvents, pesticides, and mineral fibers.
- **Radiological:** Any radioactive substance emitting ionizing radiation at a level that could produce a health hazard. Radiopharmaceuticals, industrial radiographic equipment, and uranium products involved in transportation accidents and nuclear weaponry are a few sources of radiological hazardous materials.
- **Biological:** Micro-organisms or associated products which may cause disease in humans, animals, or economic crops, and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, etc.
- **Explosive:** Material capable of releasing energy with blast effect immediately upon activation; the released energy usually damages or destroys objects in close proximity to the blast; may produce shrapnel or other projectiles caused by explosives.
- **Etiological:** Infectious materials. Substances that contain disease producing micro-organisms, including bacterial viruses and biological preparations of pathogenic organisms affecting humans, animal life, and plants.

4.2.11.3 Assumptions

- UAM maintains individual plans that specifically address hazardous materials in more detail; personnel will be knowledgeable of those plans and procedures. These plans include:
 - Chemical Hygiene Plan
 - Spill Prevention Control and Countermeasures Plan
 - Radiological Accident Procedures

- The threat of an incident involving hazardous materials is constant, and may be compounded by weather conditions, poor access to the scene, or the involvement of more than one hazardous substance.
- Actual or threatened releases of hazardous materials, oil spills, or other releases often require immediate response by a number of agencies.
- Local, state, and federal agencies will respond with technical expertise and resources upon request by UAM as resources are available.
- The North Crossett Volunteer Fire Department will respond to a hazardous material incident that is beyond the ability of UAM personnel to control.
- The El Dorado Fire Department, Union County, has a Hazardous Material Team with enhanced training and equipment for response to a Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) event with the capability to perform on-scene decontamination.
- Hospitals in Drew, Ashley, and Desha Counties have the capability to perform decontamination for both ambulatory and non-ambulatory victims.
- UAM will post MSDSs within the location of stored hazardous materials.
- UAM's personnel trained in handling hazardous materials will know how to interpret MSDSs, know where sheets are located, know the health hazards associated with each substance, and know how to contain, confine, and dispose of the substance if a leak or spill occurs for hazardous materials stored/used by the University.
- All hazardous materials planning will be completed in conjunction with the requirements of Title III of the SARA of 1986, the CERCLA of 1980, 40 CFR, 902 KAR 100, OSHA, National Fire Protection Association (NFPA), and other local, state, and federal ordinances dealing with hazardous materials and Environmental, Health, and Safety.

4.2.11.4 Concept of Operations

4.2.11.4.1 Prevention

Action	Complete
Maintain maximum possible awareness of hazardous materials through or adjacent to the University, including radiation equipment.	☐

4.2.11.4.2 Protection

Action	Complete
Encourage first responders to become familiar with where chemicals are stored on campus.	☐
Handlers should always read packaging labels for proper use, handling, and actions in case of spills prior to chemical use.	☐
Clean equipment frequently, especially before switching to a new chemical/mixture of chemicals.	☐
Inspect equipment frequently for damages that could cause a leak; keep a record of inspections and repairs.	☐
Inspect radiation equipment and check the exposure rates in adjacent rooms.	☐
Visually inspect hazardous materials storage area(s) regularly for signs of tampering or illegal activity; report any missing material immediately.	☐

Action	Complete
Conduct periodic exercises involving a hazardous materials release to test response activities.	☐
Dispose of hazardous materials properly; do not generate multi-hazardous waste (combinations of radioactive, biological, and chemical waste).	☐
Maintain inventory of PPE and clean up materials; ensure supply is available and unexpired (e.g. breathing apparatus filters).	☐
Ensure rapid access to hazardous materials (HazMat) responder equipment (e.g. PPE and facilities such as a decontamination station and/or shower).	☐
Wear appropriate PPE when handling hazardous materials.	☐
All personnel with duties to work with hazardous materials shall receive proper training for handling the material.	☐

4.2.11.4.3 Mitigation

Action	Complete
Limit storage areas to the minimum needed in order to discourage storing unneeded hazardous materials.	☐
Store hazardous materials in a secure area:	
Keep hazardous materials in locked, weather proof storage areas. Make sure these areas are well lit.	☐
Post a sign indicating the storage area contains hazardous materials. The sign should also include at least two emergency contact numbers.	☐
Keep storage areas dry and well ventilated; keep them from both freezing and extremely high temperatures.	☐
Store hazardous materials above ground level to prevent moisture problems (rusting, etc.).	☐
Locate storage areas at a safe site that will not be subjected to flooding.	☐
Store hazardous materials in their original containers.	☐
Keep containers tightly closed and clearly labeled.	☐
If labels become worn or damaged, re-label the container with its contents or discard the hazardous materials.	☐
Do not store hazardous materials in damaged containers.	☐
Post copies of MSDSs near the hazardous materials storage area; keep an additional set in a separate location.	☐
Post signs with hazardous materials spill response procedures.	☐

4.2.11.4.4 Response

IF PERSONNEL HAS NOT BEEN TRAINED IN HAZMAT RESPONSE, DO NOT LET THEM NEAR THE SITE OF THE SPILL!

Action	Complete
Immediately report any accidents involving chemical spills, leakage and emission or gases, or other dangerous substances to the Occupational Safety Coordinator and the UPD. Provide the following information:	☐
▪ Exact location of spill, including building, floor and room number.	☐
▪ Name of material, if known.	☐
▪ Quantity of material.	☐
▪ Appearance (solid, liquid, gas, color, odor, etc.)	☐
▪ Injuries to those exposed.	☐
▪ Area of contamination.	☐
▪ Your name, department, and the phone number from which you are calling.	☐

Hazardous Materials Release – Inside

Not Immediately Dangerous to Life or Health (IDLH)

Action	Complete
If the individuals responsible for the hazardous materials feel the chemical spill does not pose a threat to them or others:	
▪ Restrict access to the area.	☐
▪ Notify the Occupational Safety Coordinator and the UPD.	☐
▪ If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and clean up spills, and have access to appropriate PPE and other equipment, attempt to confine the spread of the spill as much as possible.	☐
▪ If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.	☐

Hazardous Materials Release – Inside

Immediately Dangerous to Life or Health (IDLH)

Action	Complete
If the individuals responsible for the hazardous materials feel the chemical spill does pose a threat to them or others:	
▪ Immediately notify all building occupants in the area where the spill has occurred and have them evacuate the building.	☐
▪ Leave the room and lock the door(s) to prevent entry.	☐
Notify the Safety Officer and the UPD and be prepared to give them the following information:	☐
▪ Exact location of spill, including building, floor and room number.	☐

Action	Complete
Name of material, if known.	☐
Quantity of material.	☐
Appearance (solid, liquid, gas, color, odor, etc.)	☐
Injuries to those exposed.	☐
Area of contamination.	☐
Your name, department, and the phone number from which you are calling.	☐
If the spill involves radioactive materials, inform the Occupational Safety Coordinator.	☐
Ensure the ventilation systems for the building is shut down by notifying the Physical Plant (if no answer, contact the Safety Officer and the UPD).	☐
If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower or eye wash station if one is available.	☐
If a person becomes ill from the hazardous materials release, call 911 and the UPD for assistance.	☐

Hazardous Materials Release – Outside

For a large spill of hazardous materials outside (e.g. vehicular accident, train derailment, etc.):

Action	Complete
Identify if building occupants are required to Shelter-In-Place:	
Close all windows and doors.	☐
Turn HVAC system off by contacting the Physical Plant.	☐
Everyone should move to an indoor safe space as required by the nature of the material or materials. Contact the Safety Officer for instructions.	☐
The Building Coordinator will monitor the situation and will keep building occupants informed.	☐
If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.	☐
If a person becomes ill from the chemical release call 911 and the UPD for assistance.	☐
If building occupants are subsequently required to evacuate the building:	☐
Walk to an assembly area to be evacuated.	☐
Walk or drive away from the area using specific travel directions.	☐

Hazardous Gas Leaks

(Flammable, toxic, corrosive, oxygen)

Action	Complete
If a gas cylinder or gas piping should begin to leak or is suspected of leaking, and if in the judgment of the person(s) responsible for such materials decide it presents a danger to them or to other building occupants, the following steps should be taken:	
Immediately notify building occupants to evacuate the area using general evacuation procedures.	☐
Notify the Physical Plant, Safety Officer and the UPD and be prepared to give the following information:	☐
- Exact location of the leak, including building, floor, and room number.	☐
- Quantity of leaked material, if known.	☐
- Injuries to those exposed.	☐
- Area of contamination.	☐
- Your name, department, and the phone number from which you are calling.	☐

4.2.11.4.5 Recovery

Action	Complete
Do not re-enter a building or area until an “All Clear” is provided.	☐
Take pictures of any damages to the University property and inform the Physical Plant.	☐
Clean, repair, and/or replace response equipment as needed.	☐
Complete the proper reporting procedures and form(s) as identified in UAM’s hazardous materials individual plans listed in 4.2.1.3 Assumptions .	☐
Maintain accurate records for the incident.	☐
Provide mental health services, if required, for those personnel involved in the event.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.2.12 Medical Emergency/Serious Illness/Injury

4.2.12.1 Purpose

The purpose of the Medical Emergency/Serious Illness/Injury response guidance is to provide an effective and systematic means for UAM to assess and respond to an emergency medical situation that affects one or more UAM community members.

4.2.12.2 Situation

A medical emergency can occur at any time, and dependent on the situation, may involve only one individual, or could involve several or more individuals. UAM Student Health Services will take the lead in providing medical services during emergencies to the extent possible. If the emergency cannot be handled by Health Services, or is life threatening, call 911 as soon as possible. If in doubt, call 911!

For critical injuries requiring air transportation, the following locations are available for aerial (or vehicular) evacuation points:

- The driveway entrance to campus for aerial evacuation.
- The grassy areas in front of the buildings, to the left and right of the campus driveway entrance.

The following locations have been identified for triage points on the Crossett campus:

- The grassy areas in front of the buildings, to the left and right of the campus driveway entrance.

These locations can also serve as evacuation centers and displaced persons assembly points.

4.2.12.3 Assumptions

- An incident may cause an immediate demand for health services in excess of normal demand.
- In the event of a mass casualty emergency, UAM will not assume command of the situation. Unified Command will be established to respond to any issues that arise.
- Trained personnel can assist with minor injuries and have access to an Automated External Defibrillator (AED).
- As resources are available, UAM Student Health Services and the Ashley County Medical Center will provide UAM community members medical services.

4.2.12.4 Concept of Operations

4.2.12.4.1 Prevention

Action	Complete
Conduct a regular review of mass casualty plans and procedures.	☐
Communicate trending illnesses to local public health agencies.	☐
Conduct community health awareness programs.	☐

4.2.12.4.2 Protection

Action	Complete
Offer first aid training courses to personnel and students.	☐
Offer CPR and AED training courses to personnel and students.	☐
Supply PPE to personnel who handle chemicals.	☐
Maintain University buildings' cooling and heating capabilities.	☐
Maintain first aid kits and other medical supplies in University buildings.	☐
Maintain decontamination showers and eyewash stations.	☐
Encourage hydration with working drinking fountains and provide other means of access to bottled water (vending machines, stores, etc.).	☐

4.2.12.4.3 Mitigation

Action	Complete
Develop a plan or procedures for handling a Mass Casualty incident.	☐
Identify locations that can serve as triage points.	☐
Identify locations that can serve as evacuation centers and displaced person assembly points.	☐

4.2.12.4.4 Response

Medical Emergency

Action	Complete
Gain situational awareness.	☐
Do not move an injured person unless it is a life-threatening situation.	☐
Call the UPD at ext. 2020.	☐
Notify Director of Student Services.	☐
If unable to reach the UPD or Director of Student Services, call 911 for emergency medical assistance. Be prepared to answer the following questions:	☐
▪ What is your location?	☐
▪ What happened?	☐
▪ Is the person breathing?	☐
▪ Is the person bleeding?	☐
▪ Is the person conscious?	☐
▪ Is the person alert?	☐
▪ What is gender and approximate age of the victim?	☐
Return to the injured person and keep them as calm and comfortable as possible.	☐
Remain with the person until the emergency medical services arrives.	☐
If the person is an employee, initiate reporting procedure by calling his/her immediate supervisor, Human Resources, or the UPD.	☐

Serious Illness/Injury

(Including drug or alcohol overdose or severe emotional trauma)

Action	Complete
If a person becomes seriously ill or is injured on campus, immediately call the UPD at ext. 2020.	☐
Try to determine the nature of the illness while awaiting emergency or medical personnel.	☐
The UPD will gather details from persons on the scene or who may have had contact with the individual. These persons should answer all questions completely and render assistance to emergency or medical personnel.	☐
Find out where the person is to be transported or what instructions medical personnel have for the individual's care if he/she is not transported.	☐
Notification of relatives should be done by proper medical authorities.	☐
The UPD will remain at the hospital to gather information and brief the University official on the nature of the illness upon their arrival.	☐
The University official (EAS) personnel should follow the case, answer required questions and ascertain the individual's condition. It is essential to maintain close coordination with the medical personnel in following the individual's condition and insuring that persons who are in contact with the individual are notified by proper medical personnel and treated for the illness.	☐
If the illness is determined to be contagious, appropriate procedures must be followed to determine who else might be at risk and to administer appropriate prophylaxis.	☐
If the illness is not considered contagious, University community members should be informed.	☐
Upon notification to EAS members of a contagious illness, they will determine the best way to implement procedures prescribed by the medical personnel including:	
▪ Assisting in the notification of persons at risk by proper medical personnel.	☐
▪ Determining the best way to convey information about the contagious illness to the community to insure that questions and concerns are answered promptly.	☐
▪ Providing medical and/or psychological counseling specialists and services for any person who may have been in direct contact with the individual.	☐
▪ Providing for periodic updates about the individual's condition.	☐
▪ Determining the best way to provide for closure of the incident.	☐

4.2.12.4.5 Recovery

Action	Complete
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐

Action	Complete
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.13 Railway Accident/Derailment

4.2.13.1 Purpose

The purpose of the Railroad Accident/Derailment response guidance is to provide an effective and systematic means for UAM to assess and respond to the conditions that follow a railroad accident/derailment.

4.2.13.2 Situation

The Union Pacific Railroad and the Arkansas, Louisiana, and Mississippi Railroad run through Ashley County. Depending on the severity and location of a derailment, UAM is at risk for potentially incurring health issues/injuries, especially if the train is transporting hazardous materials. A train derailment could also lead to traffic disruption and/or require evacuation of an area.

Depending on the severity and location of a derailment, UAM is at risk for potentially incurring health issues/injuries, especially if the train is transporting hazardous materials. A train derailment could also lead to traffic disruption and/or require evacuation of an area.

4.2.13.3 Assumptions

- A train derailment may tax the normal resources of local law enforcement and fire personnel.
- A train derailment could lead to traffic disruption, personal injuries and infrastructure damage.
- Any train derailment will require local emergency responders and may require additional support from state and other agencies.
- Train derailment may include explosion, fire, asphyxiation, poisoning, flying metal, corrosion or chemical reaction, and chemical or cold burns.
- A train may be carrying hazardous materials which may lead to campus evacuation.
- Depending on the contents of the railcars, hazardous materials or other response plans may need to be implemented.
- Trains often carry hazardous materials that could leak into the atmosphere. Additionally, diesel fuel could leak from the train.
- During the course of a derailment involving hazardous materials, wind shifts and other changes in weather conditions may require evacuations.
- A train derailment recovery operation could last several weeks depending on the extent of the damage and the contents of the railcars.

4.2.13.4 Concept of Operations

4.2.13.4.1 Prevention

Action	Complete
Identify railroad company representatives for tracks running through your county and keep contact information updated.	☐
Identify any hazardous materials being transported by those companies through your county.	☐

4.2.13.4.2 Protection

Action	Complete
Be familiar with the Emergency Response Guides (ERG) for the products that are transported by rail through the county and their recommended actions.	☐
Coordinate with railroad representative for potential training and exercise opportunities.	☐
Identify alternate transportation routes for the roads running near train tracks close to University property.	☐
Develop evacuation procedures for UAM stadiums, fields, and buildings that could be affected by a train derailment.	☐

4.2.13.4.3 Mitigation

Action	Complete
Address railroad and potential impacts of a train derailment in campus and local hazard identification and threat assessment process.	☐
Coordinate plans with local and state emergency management agencies.	☐

4.2.13.4.4 Response

Action	Complete
Stay away from a train derailment or accident and treat the accident as a hazardous site.	☐
If an evacuation is ordered, follow the specific instructions of the emergency officials.	☐
Follow all procedures issued by the University, including evacuation and traffic re-route.	☐
Adjust traffic patterns as ordered by local officials.	☐

4.2.13.4.5 Recovery

Action	Complete
Provide mental health services and information for victims and witnesses of the accident/derailment from the University community should the need be identified.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.14 Sexual Assault, Rape, Abuse, or Misconduct

4.2.14.1 Purpose

The purpose of the Sexual Assault, Rape, Abuse, or Misconduct response guidance is to provide an effective and systematic means for UAM to assess and respond to the conditions that follow such incidents.

4.2.14.2 Situation

Because of the concentration of young people in one place, many of them out from under parental oversight for the first time, sexual assault on college campuses is a huge problem. National statistics show 70 percent of sexual assault victims are under 25 and one in four sexual assaults occurs on college campuses. Alcohol is involved in 90 percent of all rapes on college campuses.

Community members, students, faculty, staff, and guests encountering emergencies, violations of University regulations or crimes in violation of local, state, or federal law should report these incidents immediately. Report all crimes and public safety related incidents to the UAM UPD in a timely manner to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Responses to these reports will vary according to the situations. Emergencies will receive immediate action to resolve the situation.

4.2.14.3 Assumptions

- The UAM UPD has primary responsibility for campus safety.
- The UAM UPD is responsible for crime prevention, law enforcement, parking control, emergency response, residence hall security, policing of special events, and various other community services on campus.
- The UAM UPD provides a full range of campus services 24 hours a day, 365 days a year.
- The UAM UPD officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus pursuant to A.C.A. 25-17-305.

4.2.14.4 Concept of Operations

4.2.14.4.1 Prevention

Action	Complete
Learn the signs of any individual displaying behavior that may require appropriate intervention.	☐
Proactively seek ways to prevent an incident with internal resources, or additional external assistance.	☐

4.2.14.4.2 Protection

Action	Complete
Distribute information regarding security awareness to students and personnel on:	
▪ Procedures for reporting criminal actions, policies.	☐
▪ Policies concerning campus security, criminal and drug enforcement policies and educational programs.	☐
▪ Crime prevention programs.	☐
▪ Statistics concerning criminal activities on campus.	☐
Conduct Domestic Abuse Awareness training annually for faculty, staff, and students.	☐
Conduct Sexual Assault training annually for faculty, staff and students.	☐
Conduct Crime Prevention programs in the residence halls.	☐
Disseminate information to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles or advertisements in the university newspaper.	☐

4.2.14.4.3 Mitigation

Action	Complete
Regularly conduct educational programs on drug and alcohol use.	☐
Promote and healthy and safe working and learning environment.	☐
Foster a respectful campus/workplace.	☐
Encourage students and employees to be aware of their responsibility for their own security and the security of others.	☐
Maintain a proactive intervention process to address specific behaviors of students (UBIT).	☐

4.2.14.4.4 Response

Action	Complete
If you are the victim or witness to a crime involving sexual assault, rape, abuse by a spouse or significant other, or misconduct by another, take the following steps:	
▪ Immediately call the UPD, or dial 9-911 to report the activity.	☐
▪ If you feel safe to do so, stay on the phone and answer all questions to the best of your ability.	☐
▪ If you do NOT feel safe to do so, go immediately to a place where you do feel comfortable and call.	☐
▪ Stay on the phone until assistance arrives. Comply with all instructions you are given.	☐
▪ Do not clean the area where the activity took place.	☐
▪ Do not touch any materials.	☐
▪ If you are able to stay in the area until assistance arrives, do so.	☐

Action	Complete
If you are NOT able to stay in the area, go to the room of a close personal friend or an RA or RD. Be sure to let the emergency personnel know your location.	☐

Sexual Assault:

There are several important steps that should be taken after a sexual assault:

Action	Complete
DO NOT shower, bathe, change clothes, urinate, brush your teeth or rinse your mouth, change bedding, or disturb the area where the assault occurred. Remember, that it is important to preserve any and all evidence.	☐
TELL SOMEONE. Call a friend, counselor, residence hall staff or anyone who can provide you with emotional support.	☐
Seek medical attention. Go to a doctor or hospital as quickly as possible for evidence to be gathered and be examined for injury. Having someone with you for support during this process is helpful.	☐
Have extra clothing, toothbrush and toothpaste, etc. with you for personal hygiene after the examination.	☐
WRITE DOWN detailed information about the assault:	
Where?	☐
When?	☐
Who?	☐
If the assailant is a stranger, try to remember their:	
Height	☐
Hair color	☐
Scars	☐
Clothing	☐
Eye color	☐
Other distinguishing characteristics	☐
Gathering evidence and writing information should be done even if you do not intend to file criminal charges.	☐
If the investigating officer has evidence leading to a particular suspect, the officer may proceed with the investigation and arrest without your involvement.	☐

4.2.14.4.5 Recovery

Action	Complete
Talk to a support person, such as a Student Affairs staff person, human relations officer, counselor, a friend, or someone at the local mental health service or rape crisis center about the assault.	☐
It is important to get help and support. This is a time with many confusing emotions and decisions.	☐

Action	Complete
The University and its facilities may be used to assist the victim of a crime of sexual violence, assault, or domestic dispute, or obtain assistance in dealing with the trauma of such activity.	☐
Students who have been victims of sexual assault may receive help through private and confidential counseling sessions (at no cost) in the Office of Counseling Services.	☐
In addition, counseling services are available through public and private sources in the community. Students may contact any of the agencies listed in Appendix D – Emergency Contact Lists for counseling assistance.	☐
The Director of Counseling in conjunction with the Dean of Students will assist sexual assault victims with personal trauma, police interview, and the filing of criminal charges should the victim wish to do so.	☐
Capture all reportable incidents and statistics in the appropriate logs and reports.	☐
Follow University policies, procedures, and protocols, including any disciplinary actions for the perpetrator, for the incident.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.15 Terrorist Threats/Terrorism

4.2.15.1 Purpose

The purpose of the Terrorist Threats/Terrorism response guidance is to provide an effective and Systematic means for UAM to assess and respond to terrorist threats/terrorism that could pose a threat of imminent death or serious bodily injury to the UAM community.

The federal government will make the determination that the cause of the emergency is a terrorist act. Once that determination is made, the authorities of the U.S. Government interagency Domestic Terrorism Concept of Operations (CONPLAN) and Presidential Decision Directives (PDDs) 39 and 62 are invoked by the FBI and/or FEMA.

4.2.15.2 Situation

Terrorist Threats/Terrorism is less likely to occur than general criminal activities but must be included in the planning process and the Hazard Specific Annexes. If these events were to occur, they would have a significant impact on the UAM community. The initial responsibility of the UAM UPD is to provide direction and control at incidents involving possible acts of terrorism. In conjunction with the UAM UPD, local law enforcement or fire department will operate in a Unified Command System. Once Federal Agencies have arrived, the UAM UPD will take a supportive role in the command structure. The overall incident will follow the Federal Response Plan once federal agencies have arrived and assumed command.

4.2.15.3 Assumptions

- In the event of an incident threatening the UAM community, property, or infrastructure, the UAM UPD will respond with available resources and also determine additional resource requirements to effectively manage the incident.
- The UAM UPD will provide communication resources in support of emergency operation's needs.
- Mutual aid resources will be used at the large-scale incidents involving terrorism.
- Large-scale incidents will require support from local, regional, state, and federal jurisdictions and may include: Local Law Enforcement, Fire, & EMS agencies, Hazardous Materials Teams, and the National Guard's Civil Support Team.
- The event can be both a disaster and a crime scene.
- A secondary device and hazard may be present.

4.2.15.4 Concept of Operations

4.2.15.4.1 Prevention

Action	Complete
Learn the signs of any individual displaying behavior that may require appropriate intervention.	☐
Proactively seek ways to prevent an incident with internal resources, or additional external assistance.	☐

4.2.15.4.2 Protection

Action	Complete
The UAM UPD is responsible for coordinating planning under this annex.	☐
All UAM departments that could be potentially involved in a terrorism response will contribute to the planning process.	☐
Planning will include a comprehensive assessment of the current capabilities of UAM and local jurisdictions to respond to and recovery from a terrorist attack.	☐
Conduct training and exercises periodically to test response actions.	☐
The UAM UPD officers will familiarize themselves with the University buildings and grounds during field training and routine patrol.	☐
Educate the UAM community on basic procedures for reporting all suspicious activities including suspicious packages (See 4.2.3.4.4 Response for additional information).	☐
Educate the UAM community to increase their knowledge and awareness of what to do in reacting to the threat of terrorist attacks that may include explosions, chemical agents, biological attacks, or a nuclear incident.	☐

4.2.15.4.3 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each University building.	☐
Take photographs of buildings and critical resources; maintain records.	☐
Implement security measures for events held in University venues.	☐
Install surveillance cameras near entrances and exits of University's critical infrastructure.	☐

4.2.15.4.4 Response

Explosion

Action	Complete
In the event of an explosion, determine whether it is safer to evacuate the area or shelter-in-place.	☐
Be alert to falling debris.	☐
Do not use radios, cell phones, or electronic equipment in the immediate area; it could activate a secondary explosive device.	☐
Try to account for all staff and visitors. Determine extent of any injuries and damage.	☐

Action	Complete
Maintain contact with first responders, police, fire, EMS for additional instructions.	☐
It may be necessary to shut down utilities.	☐

Chemical

Action	Complete
Call 911 and the UPD if safe to do so.	☐
If you shelter-in-place, turn off the HVAC system. Try to seal off the room; close windows and doors.	☐
Interior rooms may offer better protection.	☐
Monitor campus alerts, and radio/TV for situational updates if possible.	☐
If physically exposed to the chemical, remove all clothing and any items in contact with your body, seal in a plastic bag.	☐
If possible, shower. If you are unable to shower, wash face and hands with soap and warm water. Flush eyes with clean water.	☐
Obtain medical assistance as quickly as possible.	☐

Biological

Action	Complete
Call 911 and the UPD if safe to do so.	☐
Follow instructions of medical personnel and other first responders.	☐
If physically exposed, remove and bag any clothing or other items you are wearing that may have come into contact with an infectious substance; seal in a plastic bag.	☐
Seek medical assistance as quickly as possible.	☐
Isolation may be necessary.	☐

Nuclear

Action	Complete
Follow all UAM warning system alerts.	☐
Monitor radio/TV for updated reports.	☐
If evacuation is necessary, listen for traffic advisories. Keep windows closed; turn off air conditioning or heating system.	☐
If necessary to shelter-in-place, look to move to the lowest level in your building.	☐
Cover and filter your mouth and nose to prevent breathing in radioactive dust.	☐
Discard any food items that may have been contaminated.	☐
If physically exposed, remove clothing, seal in a plastic bag, and shower thoroughly.	☐
Seek medical assistance for any unusual symptoms, i.e. nausea due to radiation exposure.	☐

4.2.15.4.5 Recovery

Action	Complete
Do not re-enter a building or area until an "All-Clear" notification has been provided.	☐
UAM personnel and students are to work with law enforcement on criminal investigation and follow-up activities.	☐

Action	Complete
Provide mental health services and information for victims and witnesses.	☐
Take picture of any damages to University property and inform the Physical Plant of those damages.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.16 Tornadoes/Thunderstorms

4.2.16.1 Purpose

The purpose of the Tornadoes/Thunderstorms response guidance is to provide an effective and systematic means for UAM to assess and respond to storm related hazards such as high winds, lightning, tornadoes, thunderstorms, and hailstorms.

4.2.16.2 Situation

Tornadoes are defined as a violent rotating column of air extending from a thunderstorm to the ground, often formed when warm and cold air masses clash. They are capable of tremendous destruction, crating damage paths in excess of one mile wide and 50 miles long. Tornadoes' speed can vary from nearly stationary to up to 70 mph; however, the wind speed from these formations can exceed 250 mph.

Tornadoes are classified using the Enhanced Fujita Scale. Most tornadoes (~88%) are considered weak (F0 or F1) and about 95% of all U.S. tornadoes are below F3 intensity.

From 1991 through 2020, Arkansas averaged 37 tornado events per year; therefore, the probability that Arkansas will experience a tornado event is "highly likely".

Thunderstorms and lightning occur in every region of Arkansas. Thunderstorms are responsible for significant structural damage to buildings, forest, and wildfires, downed power lines and trees, and flash flooding. In Arkansas, an average of 168 severe storm events occur per year, along with 21 deaths, 215 injuries, and \$50 million in property damage. Hail usually occurs during severe thunderstorms, which also produce frequent lightning, flash flooding and strong winds, with the potential of tornadoes.

Shelter locations for use during a tornado have been identified for the UAM, UAM-CTC, and UAM-CTM campuses.

4.2.16.3 Assumptions

- Severe weather such as thunderstorms and tornadoes can occur at any time.
- Strong winds, hail, and lightning often will accompany severe weather.
- Severe weather can uproot trees and knock down utility poles, and blow down buildings.
- Lightning can strike causing fires, electrocution, and damage to equipment.
- Severe weather can last for several hours.
- Extremely high winds, flying debris, as well as the debris left behind can cause personal injury or possibly death.
- Tornadoes are unpredictable and can cause major damage and destruction in seconds.
- Community outdoor warning systems may not always be heard in all areas.

4.2.16.4 Concept of Operations

4.2.16.4.1 Prevention

Action	Complete
Review historical data for tornado, thunderstorm, and flooding activity in the county and surrounding area.	☐
Review your county flood plan located at the Ashley County Department of Emergency Management.	☐
Request copies of the FEMA flood maps from the Ashley County Department of Emergency Management.	☐

4.2.16.4.2 Protection

Action	Complete
Educate University staff and personnel on what to do in the event of a severe thunderstorm and/or tornado.	☐
Conduct campus-wide drills and exercises on a routine basis.	☐
Identify areas within buildings for use as shelters during a tornado.	☐
Test the UAMAlert emergency notification system on a routine basis, and develop pre-scripted messages to push out in emergencies.	☐
Seek additional ways to receive emergency information and augment emergency communications such as the Ham radio operators in Ashley County and surrounding counties.	☐
Partner with city, county and state agencies to train and to exercise capabilities and include them in the planning process.	☐
Designate personnel to monitor the weather for potentially dangerous situations such as:	
▪ Heavy rains	☐
▪ High winds	☐
▪ Ice and/or sleet	☐
▪ Snow	☐
▪ Thunderstorms	☐
▪ Tornadoes	☐
Methods of monitoring include:	
▪ Local broadcast radio – AM and FM	☐
▪ Ham radio operators	☐
▪ Local and cable television stations – EAS Alerts	☐
▪ Text alerts from TV stations weather departments	☐
▪ NOAA Weather Radios	☐
▪ Internet sites – TV Stations, NWS	☐

4.2.16.4.3 Mitigation

Action	Complete
Assess hazards across campus and take appropriate measures (e.g., fasten shelves securely to walls, place larger/heavier objects on lower shelves, and brace overhead light fixtures).	☐
Routinely check buildings for structural defects.	☐
Store NOAA Weather Alert Radios in key locations; stock fresh batteries.	☐
Post Shelter-In-Place and evacuation plans in high traffic areas of University buildings.	☐

4.2.16.4.4 Response

Tornadoes

Action	Complete
If the UPD receives advance notification of a tornado during the day, they will contact the Vice Chancellor or designee.	☐
The Chancellor will notify the members of the EAS.	☐
The EAS members will notify persons within their department and building to begin evacuation to suggested shelter locations.	☐
A UPD office will drive through the campus sounding the police vehicle siren to attract attention and direct persons to designated shelters.	☐
If the UPD receives advance notification of a tornado during the evening or weekend hours, they will contact the Vice Chancellor.	☐
The UPD will notify locations on campus which are open.	☐
If you cannot reach one of the shelter locations listed, go to the nearest available building. Find an area away from windows, preferable one in the interior portion of the building and use overhead cover (heavy desk, work table, or counter). Remain there until authorized personnel declare the situation safe.	☐
If a severe thunderstorm warning is issued, seek shelter in a safe place away from windows until the storm passes.	☐

Flooding

Action	Complete
The UPD officers observe campus conditions and are responsible for detecting situations that present the possibility of flooding to property and facilities.	☐
Potential flooding situations are reported to the Director of Physical Plant or designee who will then:	
Determine the extent of potential damage and what corrective actions will be taken.	☐
Notify departmental personnel of immediate actions needed to avert damage.	☐
Notify the Vice Chancellor or designee of the potential for damage and provide updates as requested.	☐
Monitor work progress and make periodic updates.	☐
Inform the UPD of and needed support measures.	☐

Action	Complete
The Chancellor or designee will determine the need for activation of the EAS members based on the periodic reports from the Director of Physical Plant of potential damage.	☐
In the event of significant flooding, the campus community will receive a UAMAlert emergency message providing necessary instructions.	☐

4.2.16.4.5 Recovery

Action	Complete
Check for injuries to individuals on campus. Do not attempt to move seriously injured persons unless they are in danger of further injury. (Reference 4.1.12 Medical Emergency/Serious Illness/Injury).	☐
The Physical Plant staff will assess the situation and may request support from the UPD.	☐
Identify downed power lines, damaged gas lines, and other interrupted utilities and make arrangements for their repair and for utility restoration.	☐
Conduct a rapid damage assessment of facilities, utilities, and equipment.	☐
Maintain accurate records for the incident, including taking pictures.	☐
Make arrangements for debris removal (follow university purchasing and contracting policies).	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.17 Utility Failure

4.2.17.1 Purpose

The purpose of the Utility Failure response guidance is to provide an effective and systematic means for UAM to assess and respond to a utility failure that affects the UAM infrastructure.

4.2.17.2 Situation

A utility failure can occur as an outcome of another incident/hazard, or as a standalone event. A substantial infrastructure failure could result in significant disruption and could cause secondary health and safety issues. Basic services including electrical, water, natural gas, heat, and telecommunications and other information systems may be interrupted.

Water supply contamination, deliberate or accidental, resulting in a lack of potable water could result in:

- The inability to maintain safe working conditions.
- A high incidence of illness.

Many campus buildings were built with asbestos ceiling and flooring materials, wrapping for pipes and for insulation. Undisturbed, asbestos is not harmful. However, if physical damage occurs, it may cause a health hazard.

An electricity supply failure, e.g. substation fire cable break could lead to:

- People trapped in elevators
- Unsafe working conditions
- Lack of lighting
- Failure of security systems
- Failure of IT systems

A telecommunications failure could result in:

- Lack of access to the 911 system
- Failure of automatic fire alarm systems

A gas leak should be treated as a hazardous substance emergency.

A boiler heating system failure or distribution infrastructure break could cause:

- Inability to maintain safe working conditions
- Excessive amounts of hot water (115 degrees)

4.2.17.3 Assumptions

- The University may experience a utility failure from within campus only, or during a city-wide utility failure.

- Depending on the situation, utilities may be restored within hours, or, depending on the severity of the situation, may take several days, weeks or months.
- Clean water is necessary to sustain life.

4.2.17.4 Concept of Operations

4.2.17.4.1 Prevention

Action	Complete
Develop policies, procedures, and protocols with input from key community utility partners.	☐

4.2.17.4.2 Protection

Action	Complete
Keep flashlights and fresh batteries in key locations within each building.	☐
Maintain current documents/maps locating all energy resource distribution systems on campus including valves, meters, switch gear, etc.	☐
Maintain current documents/maps locating all water lines and valves.	☐
Maintain a list of emergency generators on campus.	☐
Train and conduct drills/exercises to include a significant utility failure on campus.	☐
Include local utility providers in planning, training, and exercising.	☐
Maintain a contact list for all utility providers to include contact information for after hours, weekends and holidays.	☐

4.2.17.4.3 Mitigation

Action	Complete
Check utility systems on campus routinely and identify any hazards (pipes, water pressure, utility lines/tree limbs on lines, etc.).	☐
Conduct regular maintenance on campus infrastructure.	☐

4.2.17.4.4 Response

Action	Complete
Determine the cause of the failure and whether a building evacuation is required (such as the smell of gas).	☐
The Physical Plant personnel will notify the UPD of the situation.	☐
In any case, be prepared to give your name, and the following information:	
▪ Building name	☐
▪ Floor number	☐
▪ Room number	☐
▪ Nature of Problem	☐
▪ Person to contact or a telephone extension	☐
Remain in place until notified by the Building Coordinator or other authorized personnel to leave, or the situation has been resolved.	☐

Asbestos Release

Action	Complete
If physical damage occurs in an area where there is asbestos, take the following steps:	
▪ Do not touch any materials.	☐
▪ Do not walk through or and in any dust cloud.	☐
▪ Contact the UPD or the Physical Plant.	☐
▪ If evacuation is necessary, following the General Building Evacuation procedures.	☐

Computer Equipment

Action	Complete
During an electrical emergency, University personnel should turn off as much compute equipment as possible to prevent equipment damage (if it is safe to do so).	☐

Electrical Outage/Lighting Failure

Action	Complete
Stay calm.	☐
Battery operated emergency lighting will automatically activate in many locations.	☐
It is recommended that each office and room maintain a battery powered flashlight.	☐
NEVER TOUCH ANY DOWNED POWER OR UTILITY LINES.	☐
Within 30 minutes of a power outage, the UPD will have temporary electrical power and an active phone system.	☐
The Vice Chancellor will determine if additional generators will be necessary and will communicate this need to the Physical Plant.	☐
Academic Unit Heads relay pertinent information to the Office of Academic Affairs.	☐

Electrical Outage – Normal Working Hours

Action	Complete
In the event of an electrical outage during normal working hours, the following steps should be taken:	
▪ Physical Plant notifies the power company of the outage.	☐
▪ If the estimated time of power restoration is unknown, the Physical Plant personnel continue to call every 10 minutes until estimated time of restoration of power is determined.	☐
▪ Physical Plant notifies the UPD and the Vice Chancellor immediately of the initial contact with the power company.	☐
▪ Physical Plant notifies the UPD and the Vice Chancellor immediately of the estimated time of restoration of power.	☐
▪ The Chancellor notifies the Provost and the Vice Chancellor for Student Affairs of the situation.	☐

Action	Complete
The Provost then notifies the Academic Unit Heads of the situation.	☐

Electrical Outage – After Normal Working Hours

Action	Complete
In the event of an electrical outage after normal working hours (8:00 a.m. – 4:30 p.m.), the following steps should be taken:	
Physical Plant notifies the power company of the outage.	☐
If the estimated time of power restoration is unknown, the Physical Plant personnel continue to call every 10 minutes until estimated time of restoration of power is determined.	☐
Physical Plant will notify the UPD and the Vice Chancellor's office that the call has been made to the power company.	☐
The UPD will call the IT Department within one minute of a power outage.	☐
Physical Plant notifies the UPD and the Vice Chancellor immediately of the estimated time of restoration of power.	☐
If necessary, the Chancellor will notify the Provost, and the Provost will then notify the Academic Unit Heads.	☐
The Chancellor will also notify the Vice Chancellor for Student Affairs.	☐

Elevator Failure

Action	Complete
During a power outage, each floor of buildings with elevators should be checked for occupancy immediately by the building supervisor or designee.	☐
Call the UPD if someone is stuck in an elevator if the occupant(s) has not already used the emergency phone in the elevator.	☐
If you are trapped in an elevator, remain calm.	☐
Turn on the emergency/help/alarm located on the front panel of the elevator.	☐
That alarm will signal emergency personnel that you are trapped in the elevator and need assistance.	☐
Use the emergency phone in the elevator to place a call for help.	☐

Plumbing Failure

Action	Complete
In the event of a plumbing failure, immediately notify the Physical Plant.	☐
If, for any reason, that notification can't be completed, call the UPD.	☐

Utility Failure

Action	Complete
In the event of any utility failure, immediately notify the Physical Plant.	☐
If, for any reason, that notification can't be completed, call the UPD	☐

Ventilation Issues

Action	Complete
If smoke or odors come from the ventilation system, immediately call the Physical Plant.	☐
If, for any reason, that notification can't be completed, call the UPD.	☐
If necessary, cease all operations and evacuate the area using the general building evacuation route.	☐
If evacuation is necessary, following the General Building Evacuation procedures.	☐

4.2.17.4.5 Recovery

Action	Complete
Do not re-enter a building or area until authorized personnel have issued an "All Clear" notification.	☐
Take pictures of any damages to University property, record information, and report all information to the Physical Plant.	☐
Record and maintain accurate records of the incident. (for insurance and other claims)	☐
Repair and restore all impacted areas.	☐
Work with the Physical Plant and other University staff, and utility providers to identify opportunities for mitigation activities.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.2.18 Winter Storms/Ice Storms

4.2.18.1 Purpose

The purpose of the Winter Storms/Ice Storms response guidance is to provide an effective and systematic means for the University to assess and respond to winter storm related hazards such as cold waves, snowfall, and ice storms.

4.2.18.2 Situation

Arkansas is affected by severe winter storms nearly every year. Severe winter storms can have a tremendous impact on individuals, animals, and communities. Winter storms can last for days. Accumulations of snow and ice can result in road closures or blockages – isolating homes and farms for days. Roofs may collapse due to the heavy weight burden, and knock trees and power lines down resulting in power outages and subsequent loss of heat. Dangerous driving conditions can lead to travelers being stranded on the road.

Ice storms have been most common in the central part and northwest corner of Arkansas. However, one of the worst ice storms ever to affect Arkansas occurred in January 1979. Several counties in south central and southeast Arkansas experienced ice accumulations up to three inches. Later, in February of 2021, winter storm Uri impacted several southern states, including Arkansas, leaving nearly 10 million people without power. UAM specifically experienced power outages, burst water pipes, and unsafe road conditions that lasted several days forcing closure of the campus.

A winter storm has the potential for immobilizing the campus and preventing commuters from both getting to and leaving the campus.

4.2.18.3 Assumptions

- Severe winter weather can include extreme cold, heavy snowfall, ice storms, winter storms and/or strong winds.
- Winter storms may spawn other hazards such as flooding, severe thunderstorms, tornadoes, and extreme winds that may hamper recovery efforts.
- The occurrence of severe winter weather has a substantial impact on communities, utilities, transportation systems, and agriculture, and often results in loss of life due to accidents or hypothermia.
- Heavy snow from a snowstorm can immobilize a region and paralyze a city, stranding commuters, stopping the flow of supplies, and disrupting emergency and medical services.
- Accumulations of snow can collapse buildings and knock down trees and power lines.
- In rural areas, homes, farms, and businesses may be isolated for days and unprotected livestock may be lost.
- Heavy accumulations of ice from ice storms can bring down trees, electrical wires, telephone poles and lines, and communication towers.
- Communications and power can be disrupted for days while utility companies work to repair the damage.
- The monetary costs of power and communications losses to the university could be significant.
- Accumulations of ice and snow may also cause extreme hazards to motorists.
- Travel is hampered by ice or heavy snow because the University, city, county, and state lack sufficient snow removal equipment and road treatments (sand, salt).

- Costs related to business and school closings that occur due to hazardous travel conditions are difficult to estimate.
- Pipes may freeze and rupture in buildings that are poorly insulated or without heat.

4.2.18.4 Concept of Operations

4.2.18.4.1 Prevention

Action	Complete
Review historical data for tornado, thunderstorm, and flooding activity in the county and surrounding area.	☐
Review your county flood plan located at the Ashley County Department of Emergency Management.	☐
Request copies of the FEMA flood maps for your county through the Ashley County Department of Emergency Management.	☐

4.2.18.4.2 Protection

Action	Complete
Monitor weather forecasts to gain situational awareness and help with planning during winter storms:	☐
Television Stations:	
▪ KARK Channel 4 (NBC – Little Rock)	☐
▪ KATV Channel 7 (ABC – Little Rock)	☐
▪ KNOE Channel 8 (CBS) - Monroe	☐
▪ KTVE Channel 10 (NBC – Monroe/El Dorado)	☐
▪ KTHV Channel 11 (CBS – Little Rock)	☐
▪ NOAA Weather Transmitter – Star City 162.4000	☐
Radio Stations:	
▪ KAGH 104.9 FM	☐
▪ KGPQ 99.9 FM	☐
▪ KHBM 93.7 FM	☐
▪ KHMB 99.5 FM	☐
▪ KJLO 104.1 FM	☐
▪ KVSA 1220 AM	☐
▪ KXSA 103.1 FM	☐
▪ WXJ-54	☐
NOAA Weather Radios	☐
Web sites:	
▪ http://www.srh.noaa.gov	☐
▪ http://www.weather.com	☐

Action	Complete
Maintain an emergency supply of food and water for University personnel and students.	☐
Develop an emergency food and water supply plan with foodservice vendor.	☐
Develop a maintenance plan for infrastructure that may be needed during a winter storm. (Include any generator fuel requirements and other fuel for equipment).	☐
Develop a plan for obtaining other supplies that may be needed in case the weather interrupts the normal flow of supplies.	☐
Identify locations with back-up power that can be used for warming centers for University personnel and students.	☐
Maintain supplies for locations identified for emergency sheltering.	☐
Conduct training, drills and exercises on campus.	☐
Include city and county agencies in planning, training and exercises, as well as local utility representatives.	☐

4.2.18.4.3 Mitigation

Action	Complete
Perform routine maintenance of landscaping, trees and limbs that could crash onto power lines.	☐
Perform routine maintenance/testing of equipment such as generators and other back-up power sources.	☐
Ensure that all pipes in buildings are properly insulated.	☐

4.2.18.4.4 Response

Action	Complete
If inclement weather necessitates closure of the University, the following procedures will be followed:	☐
The Chancellor or designee makes the decision to close the University or change its hours of operation.	☐
The Chancellor or designee will be notified as soon as possible of hazardous weather conditions utilizing campus reports and local road and state highway conditions obtained from the Monticello Police Department, Drew County Sheriff's Office, and the Arkansas State Police.	☐
The Director of Public Information/Media Services will notify the media (all designated area radio and TV stations) of the closure or change in hours of operation.	☐
The Chancellor or designee will contact the EAS.	☐
The EAS Team members will notify personnel in their respective areas of the University closure or changes in hours of operation due to inclement.	☐
If inclement weather develops overnight, using the above procedure, a decision regarding media notification will be made as early as possible.	☐
Employees are responsible for listening to media announcements regarding University closures and/or changes in hours of operation.	☐

Action	Complete
Students will receive inclement weather closings and changes in hours of operation via UAMAlert.	☐
The Physical Plant will coordinate clearing of sidewalks and stairways on campus.	☐
The Physical Plant will coordinate the clearing of roadways giving priority to any medical emergency and to critical infrastructure.	☐
Open shelters if necessary, for personnel and students.	☐
Open warming centers if necessary for those on campus.	☐
Disseminate updated information to the media, faculty, staff and students until normal operations resume.	☐

4.2.18.4.5 Recovery

Action	Complete
Maintain accurate records (pictures of any damage, expenses incurred, etc.).	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.3 McGehee Campus

4.3.1 Active Shooter

4.3.1.1 Purpose

The purpose of the Active Shooter response guidance is to provide an effective and systematic means for UAM to respond to an incident where an individual with a weapon is spotted on campus.

4.3.1.2 Situation

An active shooter on campus could be a current or former student or employee, or an acquaintance of a current student or employee. It could also be someone with no connection to the University. Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

4.3.1.3 Assumptions

- An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.
- In most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly.
- Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.
- Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

4.3.1.4 Concept of Operations

4.3.1.4.1 Prevention

Action	Complete
Learn the signs of a potentially volatile situation that may develop into an active shooter situation.	☐
Proactively seek ways to prevent an incident with internal resources, or additional external assistance.	☐

4.3.1.4.2 Protection

Action	Complete
Develop and train Threat Assessment Teams (TAT).	☐
Coordinate with Law Enforcement for help with assessing threats or troubling behavior.	☐
Develop an Emergency Action Plan (EAP) for an Active Shooter Situation.	☐

Action	Complete
Ensure that the EAP addresses individuals with access and functional needs and/or other disabilities.	☐
Adopt the survival mind set during times of crisis.	☐
Incorporate the three basic options of Run, Hide, or Fight within the EAP, training and exercising.	☐
Be aware of your environment and any possible dangers.	☐
Take note of the two nearest exits in any facility you visit.	☐

4.3.1.4.3 Mitigation

Action	Complete
Conducting training and exercises of the Active Shooter Situation EAP.	☐
Establish and train an incident response team to appropriately assess and triage an <i>active shooter situation</i> .	☐
Foster a respectful campus/workplace.	☐
Be aware of indications of campus/workplace violence and take remedial actions accordingly.	☐

4.3.1.4.4 Response

Run

Action	Complete
If it is safe to do so, run out of the building and move far away until you are in a safe location.	☐
Leave personal belongings behind.	☐
Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with access and functional needs.	☐
Avoid escalators and elevators.	☐
Take others with you, but do not stay behind because others will not go.	☐
Call 911 when safe to do so.	☐
Let a responsible adult know where you are.	☐

Hide

Action	Complete
If running is not a safe option, hide in as safe a place as possible.	☐
Hide in a location where the walls might be thicker and have fewer windows.	☐
Lock the doors.	☐
Barricade the doors with heavy furniture.	☐
Close and lock windows, and close blinds or cover windows.	☐
Turn off lights.	☐
Silence all electronic devices.	☐
Remain silent.	☐
Use strategies to silently communicate with first responders if possible.	☐
Hide along the wall closest to the exit but out of the view from the hallway.	☐
Remain in place until given an all clear by identifiable law enforcement.	☐

Fight

Action	Complete
If neither running or hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc.	☐

Response – Additional information

Action	Complete
The first officers to arrive to the scene will not stop to help injured persons.	☐
When law enforcement arrives, students and staff must display empty hands with open palms.	☐
Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers – these rescue teams will treat and remove any injured persons.	☐
They may also call on able-bodied individuals to assist in removing the wounded from the premises.	☐
Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.	☐
Do not leave until law enforcement authorities have instructed you to do so.	☐

4.3.1.4.5 Recovery

Action	Complete
The incident response team will assess and triage.	☐
The incident response team will also integrate with state and federal resources when an emergency occurs.	☐
Human resources and/or management will engage in post-event assessments and activities.	☐
Account for all individuals at a designated assembly point to determine who, if anyone is missing and potential injured.	☐
Determine a method for notifying families or individuals affected by the active shooter, including notification of any casualties.	☐
If immediate reunification of loved ones is not possible, it is paramount to provide family members with timely, accurate and relevant information.	☐
When families are reunited, it is critical that there are child release processes in place where minors might be involved.	☐
Assess the psychological state of the individuals at the scene, and refer them to health care specialists accordingly.	☐
Identify and file any critical personnel or operational gaps left in the organization as a result of the active shooter.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐

Action	Complete
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.2 Aircraft Crash

4.3.2.1 Purpose

The purpose of the Aircraft Crash/Rescue response guidance is to provide an effective and systematic means for UAM to assess and respond to aircraft crash related hazards.

4.3.2.2 Situation

There are smaller local airports in close proximity to the campus in Desha County. Additionally, agricultural aviation (crop dusting) is conducted in and around these three counties. Agricultural aviation accidents are not uncommon in the state. According to the National Agricultural Aviation Association (NAAA), from 2013 to 2022, Arkansas consistently ranked in the top three in the nation in agricultural aviation accidents. An aircraft crash could occur on or about any of these three campuses and would likely cause damage and/or endanger lives.

4.3.2.3 Assumptions

- Most aircraft will not fly over the University, as the Federal Aviation Administration (FAA) bans flight paths from congested areas, but this cannot entirely be prevented (e.g., mechanical difficulties, acts of terrorists, etc.).
- An aircraft crash will require the aid of Fire and Police Departments.
- In the event of an aircraft crash, University officials will base their response on lifesaving efforts and gaining accountability of all personnel on campus.
- Response will require coordination, communication, and collaboration from University, local, state, and Federal officials in the response and recovery efforts.
- The University will not assume incident command at any time; local fire, EMS, and police will coordinate with state and Federal agencies to determine incident command. The University will be available to assist in the response efforts that do not hinder lifesaving measures.

4.3.2.4 Concept of Operations

4.3.2.4.1 Prevention

Action	Complete
Be aware of aircraft flight patterns around the campus.	☐

4.3.2.4.2 Protection

Action	Complete
Develop an EAP for an aircraft crash and include special events, especially outdoors, where large numbers of people are gathered.	☐
Develop and conduct exercises to test appropriate responses to an aircraft accident.	☐

4.3.2.4.3 Mitigation

Action	Complete
Include an aircraft crash in the Hazard Mitigation Plan.	☐

Action	Complete
Work with local and state emergency management officials to develop mitigation grant projects to assist in areas most at risk.	☐
University emergency management officials should work with local aviation officials to determine if any hazards exist with aircraft that routinely fly in the area of the campuses.	☐

4.3.2.4.4 Response

Action	Complete
Establish communications Upon notification of an aircraft crash, University officials should dial 911, and then inform the Emergency Management Director of the emergency.	☐
Establish command and control.	☐
Gain situational awareness If the crash has occurred on campus, the impacted area should be evacuated in order to protect those in the area.	☐
University police should set up a cordon of the area until fire and EMS can arrive on scene.	☐
Determine the course of action students and personnel impacted by the incident should take. UAM personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being corrected.	☐
University emergency management officials should coordinate with the Desha County Department of Emergency Management to acquire additional resources that are needed.	☐
The determination of opening shelter and reunification areas should be determined by University officials.	☐
University officials should prepare to work with state and Federal officials on developing a press release to share information regarding the incident.	☐
Do not discuss details of the emergency with members of the media; direct them to PIO.	☐
Develop Public Information Plans to release information accordingly.	☐

4.3.2.4.5 Recovery

Action	Complete
Conduct a damage assessment of University property.	☐
Take pictures of any damages to University property and inform Facilities Management.	☐
Maintain accurate records for the incident.	☐
Provide mental health services/information for victims and witnesses.	☐
Remove debris upon conclusion of the crash investigation and when given the “all-clear” by investigators.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐

Action	Complete
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.3 Bomb Threats

4.3.3.1 Purpose

The purpose of the Bomb Threats guidance is to provide some instructions for the handling of bomb threats in order to ensure the safety of faculty, staff, students, employees, and visitors; to reduce the disruption of campus activities; and to prevent the possibility of panic. A copy of the Bomb Threat Information Checklist is provided in **Appendix H – Checklists, Forms, and Other Lists**.

4.3.3.2 Situation

Bombings are very rare; however, every bomb threat that is received must be responded to and investigated. All bomb threats will be taken seriously. In most cases, bomb threats are designed to disrupt the normal business operations of the institution. Additionally, true terrorists are interested in killing or maiming as many people as possible and, therefore, will not typically make phone calls prior to the bomb going off.

The UPD will determine the appropriate course of action. Not all bomb threats are legitimate, and evacuation is not always required. UPD will properly report each bomb threat to law enforcement and to the university system as required.

4.3.3.3 Assumptions

- A bomb threat may be received in a number of ways including telephone, written message, E-mail, face-to-face interaction, social media, and suspicious package delivery by mail or messenger.
- All faculty, staff, and students will be familiar with the Bomb Threat Information Checklist and will participate in drills and exercises when requested.

4.3.3.4 Concept of Operations

4.3.3.4.1 Prevention

Action	Complete
Learn the signs of a potentially volatile situation that may trigger a bomb threat.	☐
Proactively seeks ways to prevent an incident with internal resources, or additional external assistance.	☐

4.3.3.4.2 Protection

Action	Complete
Develop an EAP for bomb threat situation.	☐
Coordinate with Law Enforcement during planning, training and exercising.	☐
Ensure that the EAP addresses individuals with access and functional needs and/or other disabilities.	☐

4.3.3.4.3 Mitigation

Action	Complete
Conduct a review of the campus facilities and implement additional physical security measures where they are deemed appropriate.	☐
Improve relations between students, faculty, and administration.	☐
Listen to students and make them feel comfortable coming forward with information.	☐
Keep Student rosters current. It is possible that the individual who made the threat is a student, and a current list would assist law enforcement.	☐
Be alert for suspicious items.	☐
Know what belongs in the buildings and what does not.	☐
Participate in planning, training and exercise of the EAP.	☐
Maintain up-to-date emergency call down lists.	☐
All staff who receive mail should be aware of the possible signs of a suspicious package, and do not open any suspicious packages.	☐
Place a Bomb Threat Information Checklist with every land line phone on campus and widely disseminate the Checklist.	☐

4.3.3.4.4 Response

Phoned Threats:

Action	Complete
Start a recording device, if one is available, or note the caller I.D. number, if available.	☐
Treat the call seriously. As soon as possible, call the UPD or signal another staff member to do so.	☐
Threatening calls are usually of short duration. Immediately complete the Bomb Threat Information Checklist with all the information you were able to obtain.	☐
If the caller allows you to talk, begin asking the questions on the Bomb Threat Information Checklist.	☐
Try to keep the call on for as long as possible.	☐
If possible, signal a co-worker, the UPD, and senior administrative personnel while you are talking.	☐
If you have completed the checklist items and the caller is still on the phone, make a complete record of all that is being said.	☐
When the caller hangs up, DO NOT HANG UP THE PHONE . Leave the line open. Hanging up may trigger the device.	☐
Quickly and quietly inform your supervisor who will notify senior administrative personnel.	☐
Be available after the call for the UPD and other response personnel to interview you.	☐
The decision to evacuate will be made by the UPD in coordination with the Chancellor or designee, and with other first responders.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Written Threats (Letter/Mail or Package):

Action	Complete
Examine each piece of mail before opening it:	☐
Letter Bombs:	

Action	Complete
Letter bombs are usually a large bulky envelope. Is the envelope large and bulky?	☐
Check for smudges and if there is no return address.	☐
Feel the letter lightly, if it does not feel right, do not open the envelope.	☐
Place the letter away from all other items, especially heat sources.	☐
Move out of the area and from another phone; call the UPD.	☐
Package Bombs:	
If you do not recognize the package as coming from a recognizable source, examine it more closely.	☐
Check for a company name and address – it may be fictitious.	☐
Is the package wrapped in a brown wrapper and tied with string?	☐
Is the package excessively heavy?	☐
If you have any questions about the package, gently place it away from electrical or heat sources.	☐
Leave the area and lock it if you can.	☐
Call the UPD from a phone at another location.	☐
Keep others away until the UPD arrives.	☐
Once the UPD arrives, be ready to answer questions – write down all the facts and your actions before emergency personnel arrive if time permits.	☐
The decision to evacuate will be made by the UPD in coordination with the Chancellor or designee, and with other first responders.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

E-mailed Treats:

Action	Complete
If you receive an e-mailed threat:	
Notify the UPD.	☐
Print, photograph, or copy down the message. Include the header of the e-mail.	☐
Do not delete the e-mail - Save the e-mail.	☐
Leave the e-mail open until assistance arrives.	☐
The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Verbal Threats:

Action	Complete
If you receive a verbal (face-to-face) threat:	
▪ Do not approach the individual.	☐
▪ Try to talk to the person in a calm and rational manner.	☐
▪ Move and speak slowly, quietly and confidently.	☐
▪ Notify the UPD as soon as you can safely do	☐
▪ Note the description of the person who made the threat.	☐
▪ Try to segregate the individual from others without approaching them closely.	☐
▪ If possible, draw the attention of one or two other persons to the situation so they can call authorities while you continue to speak with the individual.	☐
▪ Try to get the individual to talk. Let the individual do much of the talking.	☐
▪ Know the Bomb Threat Information Checklist and try to obtain as much information about the bomb, its location, and description as possible.	☐
▪ As soon as the UPD arrives, the officer will try to replace you as the negotiator.	☐
▪ If the person who made the threat leaves before UPD arrives, note the direction in which the person leaves, and report to the UPD.	☐
▪ As soon as possible, give all information you have to any other police officer present. Immediately write down all that you can remember of the incident.	☐
▪ Stay accessible to the UPD until you are told to do otherwise.	☐
▪ The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Social Media Threats (i.e. Facebook or Twitter):

Action	Complete
If you receive a threat through any Social Media:	
▪ Immediately report the threat to the UPD.	☐
▪ Note the name of the person making the threat and the application they used to make it.	☐
▪ Record the exact wording of the threat as it was posted.	☐
▪ Take a screen shot of the computer if possible to provide to the UPD.	☐
▪ The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

Rumors of Threats:

Action	Complete
If you overhear a rumor about an IED, a bomb threat, or incident:	
▪ Write down exactly what you heard.	☐
▪ Write down from whom you heard it.	☐
▪ Immediately report the rumor to the UPD.	☐
▪ The UAM populous will be notified via UAMAlert in the event such information is necessary.	☐

4.3.3.4.5 Recovery

Action	Complete
Once a search has been made and no bomb has been found or the danger has been eliminated, and in consultation with Law Enforcement and other first responders, the plan will be terminated.	☐
Understanding and following procedures will be extremely important in an emergency where emotions may be running high.	☐
The bomb threat notification will be terminated in the same manner as was initiated.	☐
UAM will provide needed support services for faculty, staff, students and visitors after a bomb threat.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.4 Civil Disturbance/Demonstrations

4.3.4.1 Purpose

The purpose of the Civil Disturbance/Demonstrations guidance is to provide an effective and systematic means for the University to assess and respond to a civil disturbance or demonstration.

4.3.4.2 Situation

Incidents involving students singly or in small groups range from the minor infringement of campus rules and regulations to major infractions and criminal behavior. Student Affairs, under the direction of the Vice Chancellor for Student Affairs is responsible for insuring that protocols for this type of individual or small group activity are in place and operational.

Demonstrations can be conducted in several combinations of situations such as: peaceful and non-obstructive; non-violent but disruptive; and violent and disruptive demonstrations. Most campus demonstrations such as marches, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Interference with the normal operations of the university.
- Prevention of access to the office buildings or other university facilities.
- Threat of physical harm to persons, or damage to college facilities.

4.3.4.3 Assumptions

- Civil disturbances and/or demonstrations could cause disruption to the campus and campus events.
- These activates can quickly spiral out of control.
- These activities can cause cascading events such as injuries, loss of life, and property damage.
- UAM may require additional resources such as law enforcement to assist in the response.

4.3.4.4 Concept of Operations

4.3.4.4.1 Prevention

Action	Complete
Learn the signs of a potentially volatile situation that may cause disruption and quickly spiral out of control.	☐

4.3.4.4.2 Protection

Action	Complete
Develop an EAP for dealing with civil disturbances and/or demonstrations.	☐
Ensure that the EAP addresses individuals with access and functional needs and/or other disabilities.	☐

4.3.4.4.3 Mitigation

Action	Complete
Be proactive in the identification of individuals, small groups, and/or other situations which might prove dangerous to the individuals, others, or disruption of the community.	☐
Conduct drills and exercises to test the EAP and revise as needed.	☐

4.3.4.4.4 Response

Peaceful, Non-Obstructive Demonstrations

Action	Complete
Efforts should be made to conduct university business in as normal a manner as possible during normal business hours.	☐
The UPD Director will make arrangements to monitor the situation during non-business hours unless the determination has been made to treat the violation of regular closing hours as a disruptive demonstration.	☐

Non-violent, Disruptive Demonstrations

Action	Complete
In the event that a demonstration blocks access to university facilities or interferes with the operation of the university:	
Demonstrators will be asked to terminate the disruptive activity by the Dean of Student Affairs or the UPD Director.	☐
The Dean of Student Affairs should consider having a photographer available to document the disruptions.	☐
Other Deans and student leaders will be asked by the Dean of Student Affairs to go to the demonstration site and persuade the demonstrators to desist.	☐
The Dean of Student Affairs (or designee) will go to the site and ask the demonstrators to discontinue their disruptive activities.	☐
If the demonstrators persist in the disruptive activity they will be apprised that failure to discontinue the specific action within a determined length of time may result in disciplinary action.	☐
Efforts should be made to secure positive identification of demonstrators (including photographs) in violation to facilitate later testimony.	☐
After consultation with the Chancellor, Vice Chancellor, or UPD Director, the Dean of Student Affairs will determine if there is a need for an injunction and/or intervention by civil authorities.	☐
If the determination is made to seek the intervention of civil authorities, the demonstrators should be so informed.	☐

Violent, Disruptive Demonstrations

Action	Complete
In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the Chancellor, Vice Chancellor, UPD Director, and Dean of Student Affairs will immediately be notified.	☐
The UPD Director has the authority to contact the appropriate level of law enforcement (city, county, state) without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.	☐
The Dean of Student Affairs will:	
▪ Report the circumstances to the Chancellor.	☐
▪ Notify key administrators, and if appropriate, the administrator responsible for the building area.	☐

4.3.4.4.5 Recovery

Action	Complete
Disruptive or detrimental behavior will be subjected to a formal peer review and the peer judicial process.	☐
In extreme cases, the legal system will deal with the identification and disposition of problem activities.	☐
UAM will provide needed support services for faculty, staff, students and visitors following a civil disturbance or demonstration.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.5 Criminal Behavior

4.3.5.1 Purpose

The purpose of the Criminal Behavior guidance is to provide an effective and systematic means for the University to assess and respond to acts of criminal behavior or suspected acts of criminal behavior.

4.3.5.2 Situation

Campus crime is a reality and preventing it is a responsibility shared by all members of the campus community. Students, faculty or staff encountering emergencies, violations of University regulations, or crimes in violation of local, state, or federal law should report these incidents to The UAM UPD immediately. Additional information for emergencies and reporting crime is located in the *Annual Security and Fire Safety Report* (Clery Act). The *Annual Security and Fire Safety Report* is updated each year and a copy of this report may be obtained by contacting the UAM UPD or the Office of Student Affairs. It is also accessible online at the UAM web site.

4.3.5.3 Assumptions

- Criminal behavior and crime is a reality on University campuses.
- Crimes may occur: on-campus; in certain off-campus buildings or property owned or controlled by UAM; or, on public property within, or immediately adjacent to and accessible from, the campus.
- The UAM UPD has primary responsibility for campus safety.
- The UAM UPD maintains a daily crime log.
- The UAM UPD officers have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus pursuant to A.C.A. 25-17-305.
- The UAM UPD maintains an ACIC terminal. Through this system, UAM UPD personnel have access to the National Crime Information Center (NCIC) as well as ACIC. These databases are used for accessing criminal histories, nationwide police records, and department of motor vehicle information.

4.3.5.4 Concept of Operations

4.3.5.4.1 Prevention

Action	Complete
Promote community safety and assure continuity of emergency response operations.	☐

4.3.5.4.2 Protection

Action	Complete
Be prepared by knowing the procedures for reporting a crime or suspicious behavior.	☐
Be alert to suspicious situations and report them promptly.	☐
Familiarize yourself with the systems available on campus for reporting a crime:	☐
▪ Eye-Witness (Anonymous Reporting System)	☐

Action	Complete
Emergency Blue Light Phones	☐

4.3.5.4.3 Mitigation

Action	Complete
Identify key decision makers and their roles during a significant emergency or dangerous situation.	☐
Utilize the University Behavior Intervention Team (UBIT) proactively to assist with situations in which a student is displaying concerning behavior.	☐
Provide/maintain exterior lighting and landscape control to enhance campus safety and security.	☐

4.3.5.4.4 Response

Action	Complete
If you witness a criminal act or notice a person or persons acting suspiciously on campus, immediately call the UPD at ext. 1000.	☐
Do not attempt to apprehend or interfere with a suspected crime in progress.	☐
If it is safe to do so, take time to get a good description of the person(s) involved, note:	
Height	☐
Weight	☐
Sex	☐
Race	☐
Approximate age	☐
Clothing	☐
Method and direction of travel	☐
Name of person if known	☐
If the person is entering a vehicle, note:	
License plate number	☐
Make	☐
Model	☐
Color	☐
Any outstanding features or characteristics (i.e. broken tail light, decals)	☐
Be prepared to give the UAM UPD officer the following information:	
Your name	☐
Your Location	☐
Phone number from which you are calling	☐
If you feel safe, stay on the phone and answer all questions.	☐

Action	Complete
If you do not feel safe, go immediately to a place where you feel comfortable and call Ext. 1000. Stay on the phone until assistance arrives.	☐
Reported crimes in violation of local, state or federal law will be investigated by the UPD.	☐
If assistance is required from the McGehee Police Department or McGehee Fire and Ambulance, UAM UPD will contact the appropriate unit.	☐
Information acquired in the investigation will be used in selecting the appropriate course of action. Options include:	
▪ Pursuing the alleged violation through the criminal justice system.	☐
▪ Pursuing the alleged violation through the University Judicial System.	☐
▪ Pursuing the alleged violation through both the criminal justice system and the University Judicial System.	☐
▪ Taking no action.	☐
Reported violations of University policies or regulations will be investigated and, where appropriate, adjudicated by the Office of Student Affairs.	☐

4.3.5.4.5 Recovery

Action	Complete
UAM will provide any needed support services for faculty, staff, students and visitors following criminal behavior and/or a crime.	☐
The UPD will maintain the Daily Crime Log and publish the <i>Annual Security and Fire</i>	☐
Defense Report Continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.6 Death/Suicide

4.3.6.1 Purpose

The purpose of the Death/Suicide response guidance is to provide an effective and systematic means for UAM to respond to an incident where a death has occurred.

4.3.6.2 Situation

Suicide is the second leading cause of death for college students. An estimated 15% of students suffer from depression and other mental disorders that put them at risk for suicide. Each year, 10% of students report that they have seriously considered suicide. Those who need help the most are often the least likely to request available services. Studies indicate that college students who are suicidal are quiet, reserved, depressed and socially isolated, and thus it is up to all of us to try to identify the suicide warning signs and get help for them.

Included in the response actions below, are steps to for an individual to take if they encounter a deceased individual when death has occurred by any means.

4.3.6.3 Assumptions

- A death/suicide will impact immediate friends and associates and steps must be taken to minimize that impact.
- The UBIT will be activated to address the medical and psychological needs of the community.

4.3.6.4 Concept of Operations

4.3.6.4.1 Prevention

Action	Complete
Learn the signs of any individual displaying behavior that may require appropriate intervention.	☐

4.3.6.4.2 Protection

Action	Complete
Participate in the annual workshops conducted by the UBIT for the purpose of explaining the UBIT intervention process.	☐
Faculty and staff members should engage in the intervention process if the need should arise.	☐
Faculty, staff, and students should be familiar with the Person of Concern Report (the form is located on the UAM website).	☐
In addition to the services of the UBIT, engage in faculty classroom management, disciplinary process, and public safety actions.	☐

4.3.6.4.3 Mitigation

Action	Complete
Establish a University Suicide Prevention Program.	☐
Support the UBIT procedures which outline a proactive intervention process to address specific behaviors of students.	☐
Coordinate resources for early intervention and support for a student whose behavior poses a potential threat to themselves or others.	☐

4.3.6.4.4 Response

Action	Complete
Determine if there are signs of life that would require immediate medical attention:	☐
Place your finger alongside the neck at the carotid artery to determine if there is a pulse.	☐
Observe the chest for signs of breathing. If breathing is faint, it may be detected by placing a mirror or shiny surface under the person's nose.	☐
Open the eyes to determine if there is a reaction to light.	☐
Listen to the chest for signs of a heartbeat.	☐
Immediately call the UPD.	☐
If you are properly trained, begin life saving measures. If not, await the arrival of medical personnel or the UPD.	☐
If there are no signs of life, do not touch anything else, leave and lock the room.	☐
Remain close to the scene, along with other witnesses, to answer questions.	☐
The UPD will take statements from persons in the area, and may begin notification of the EAS.	☐
The UPD may contact the ASP and/or local investigative unit.	☐
The EAS will review the situation and determine the course of action.	☐
The UPD Director will be the liaison with external law enforcement agencies and medical authorities with the assistance of Student Health Services and/or the UBIT.	☐
Police and/or medical authorities are responsible for the initial notification of relatives.	☐
After the initial notification has been made , the EAS will initiate follow-up contact with the relatives.	☐

4.3.6.4.5 Recovery

Action	Complete
Determine the impact of the death/suicide upon the community and activate the UBIT.	☐
The UBIT will respond to the medical and psychological needs of the community.	☐
The UBIT will advise the EAS of the course of action to minimize the impact of the incident.	☐
Respond to the requests for information about the individual(s) involved.	☐
Determine the basis for the release of this requested information (Investigators, news media, relatives, friends or curiosity seekers).	☐
The UBIT will advise ways for the community to constructively show concern, horror, grief, and how to return to a normal academic atmosphere.	☐

Action	Complete
If a death or suicide is reported at an off-campus location or while away from the University, follow similar steps as those above. Impact on immediate friends and associates must be anticipated and steps taken to minimize this impact.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.3.7 Drought and Heat

4.3.7.1 Purpose

The purpose of the Drought and Heat response guidance is to provide an effective and systematic means for UAM to assess and respond to drought and extreme heat conditions.

4.3.7.2 Situation

Drought occurs during a period of abnormally dry weather and can cause the increased likelihood for fire. Extreme heat is often associated with conditions that lead to drought. Extreme heat may lead to heat stress in the UAM community. Extreme heat can cause excessive drain on power supplies, electronic equipment, water shortages, and can cause chemical canisters to explode.

4.3.7.3 Assumptions

- Local preparedness, community action, and cooperation are key elements in coping with the effects of extreme heat and with drought.
- UAM will cooperate fully with water conservation recommendations made by city or county authorities.

4.3.7.4 Concept of Operations

4.3.7.4.1 Prevention

Action	Complete
Personnel should be educated on the signs and symptoms of heat related injuries.	☐

4.3.7.4.2 Protection

Action	Complete
Impose burn bans during times of extreme dryness.	☐
Ensure personnel have adequate shelter and work/rest cycles.	☐
Conduct public awareness activities to educate people on campus of the dangers of extreme heat and drought.	☐
Ensure work scheduling is developed to encourage majority of work in non-peak heat hours of the day.	☐
Encourage consumption of fluids.	☐
Identify locations on campus that could be set up to serve as cooling centers if needed.	☐

4.3.7.4.3 Mitigation

Action	Complete
To the extent possible, electronic equipment should be located in cool environments.	☐
Chemical containers should be stored in areas within temperature ranges as identified on the Material Safety Data Sheets (MSDS).	☐
Maintain relationships with local utility providers and discuss emergency contingency plans.	☐

Action	Complete
Adhere to the UAM Operating Procedure 720.1 – Energy Conservation Policy.	☐
Coordinate with UAM Student Health/Wellness Services to encourage heat-related illness training across campuses.	☐
Ensure athletic teams are following guidance on work/rest cycles and holding practice session in off hours of the day.	☐
Monitor athletes' health for signs of heat related issues.	☐

4.3.7.4.4 Response

Action	Complete
If you observe an individual(s) with signs of dehydration, heat stress or other medical conditions, seek medical help immediately. Reference 4.1.12 Medical Emergency/Serious Illness/Injury for additional information.	☐
Gain situational awareness. - Situational awareness must come from on-scene reports from first responders. - Information such as heat related injuries, fires, water shortages, and agriculture issues should be communicated to the UPD Director. - Monitor weather alerts and drought conditions for up-to-date information.	☐
Determine the course of action students and personnel impacted by the incident should take. UAM personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being managed.	☐
If a chemical container explodes, reference 4.1.11 Hazardous Materials .	☐
If a grass-land fire occurs due to drought conditions, reference 0 Fires.	☐
Set up cooling centers on campus when needed.	☐

4.3.7.4.5 Recovery

Action	Complete
Conduct an after action review and identify lessons learned to identify additional mitigation activities.	☐
Incorporate any revisions into the plan that are identified in the after action review and lessons learned.	☐
Follow up on all individuals with reported illnesses or injuries.	☐
Coordinate with UAM Agriculture and local and state agriculture agencies with any agriculture related issues.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	

Action	Complete
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.8 Earthquake

4.3.8.1 Purpose

The purpose of the Earthquake response guidance is to provide an effective and systematic means for UAM to assess and respond to the conditions that follow an earthquake.

4.3.8.2 Situation

An earthquake is a shaking or trembling of the earth's crust caused by the breaking and shifting of rock beneath the surface or underground volcanic forces. A major earthquake will cause shaking of the earth or building; this shaking may begin as a gently rocking motion or as violent jolt. While scientists are able to measure the amount of energy that is building beneath the earth's surface, they are not able to predict exactly when an earthquake will occur. Therefore, earthquakes are unpredictable and can strike without warning. They can range in intensity from slight tremors to great shocks and can last from a few seconds to as long as five minutes. Earthquakes can either occur by themselves or in a series over a period of several days, or even months. However, they are almost always accompanied by aftershocks which can be equally as damaging as the quakes that they follow.

Arkansas is vulnerable to a significant threat of damage from earthquakes from both identified and unidentified faults. This threat includes deaths and injuries to residents as well as widespread property damage.

The highest seismic risk zone is in the eastern part of the state in an area affected by the New Madrid Fault. The strongest earthquakes on the North American continent occurred in this area over a three month period in 1811-1812. However, the AGS Seismic History Fact Sheet reports that on June 19, 1939, a magnitude 4.0 earthquake occurred south of El Dorado and was felt throughout southern Arkansas. It cracked plaster in some buildings in Arkadelphia, and was felt in Crossett, Dumas, Fordyce, Hot Springs, Pine Bluff, and Prescott as well as El Dorado and Arkadelphia. Additionally, the AGS reports an earthquake in Drew County on September 23, 1978, with a magnitude of 3.0.

4.3.8.3 Assumptions

- Arkansas is vulnerable to a significant threat of damage from earthquakes in the New Madrid Fault Region that could affect the entire state.
- Earthquakes may occur in areas where faults have not yet been identified and could result in damage to property and injuries to people. Typical damage could be buildings destroyed, infrastructure disrupted, and landslides on steep slopes.
- A major earthquake would create extraordinary requirements for all first responders.
- Injuries serious enough to require hospitalization are estimated to be about four times greater than fatalities.
- Business and industry may not be prepared for adequate response to an earthquake. Businesses that rely on computer-based systems are particularly vulnerable.
- In the event rubble and debris resulting from an earthquake prevent access to the affected area for a prolonged time, helicopters may be necessary to bring rescue teams in and remove casualties from the area.
- Food supply lines could break down.

- The first few hours following an earthquake are critical in saving the lives of people trapped in collapsed buildings. Therefore, the use of local resources during the initial response period will be essential until state and Federal support is available.
- It may be several hours before personnel and equipment can be mobilized and initial teams deployed to affected areas. Therefore, state and local resources will be relied upon heavily in the period immediately following the earthquake.
- The earthquakes and aftershocks may trigger one or more secondary events such as landslides, release of hazardous materials, dam failure or flooding, and transportation disturbances.

4.3.8.4 Concept of Operations

4.3.8.4.1 Prevention

Action	Complete
Review historical data for earthquake activity in the county and surrounding area.	☐
Review your county earthquake plan located at the Desha County Department of Emergency Management.	☐

4.3.8.4.2 Protection

Action	Complete
Develop an EAP for earthquakes and aftershocks.	☐
Educate students and personnel on what to do in the event of an earthquake.	☐
Conduct campus wide earthquake Drop, Cover and Hold drills.	☐
Conduct/participate in earthquake exercises.	☐

4.3.8.4.3 Mitigation

Action	Complete
Develop a Hazard Mitigation Plan that includes earthquakes.	☐
Identify structural and non-structural mitigation projects.	☐
Assess and mitigate hazards across campuses:	
▪ Fasten shelves securely to walls	☐
▪ Place larger/heavier objects on lower shelves	☐
▪ Brace overhead light fixtures	☐
▪ Inspect buildings for structural defects	☐

4.3.8.4.4 Response

During an Earthquake

Action	Complete
An earthquake alert will be announced by an alarm.	☐
DROP – Drop down to the floor	☐
COVER – Take cover under a sturdy piece of furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.	☐

Action	Complete
HOLD – If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.	☐
If you are in a high-rise building, and you are not near a desk or table, move against an interior wall, and protect your head with your arms. Do not use the elevators.	☐
If you are outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.	☐
If you are on a sidewalk near buildings, duck into a doorway to protect yourself from falling bricks glass, plaster, and other debris.	☐
If you are driving, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking is over.	☐
If you are in a crowded store, do not rush for exits. Move away from display shelves containing objects that could fall.	☐
If you are in a wheelchair, stay in it. Move to cover, if possible, lock your wheels, and protect your head with your arms.	☐
If you are in a cafeteria or kitchen area, move away from the refrigerator, stove, and overhead cabinets.	☐
If you are in a stadium or theater, stay in your seat and protect your head with your arms. Do not try to leave until the shaking is over. Then leave in a calm, orderly manner.	☐
Be prepared for aftershocks, and plan where you will take cover when they occur. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Be prepared to Drop, Cover and Hold again.	☐

After an Earthquake

Action	Complete
Remember, aftershocks may occur, so be prepared to Drop, Cover & Hold.	☐
Check for injuries to individuals on campus. Do not attempt to move seriously injured persons unless they are in danger of further injury (reference 4.1.12 Medical Emergency/Serious Illness/Injury).	☐
Check for fires or fire hazards.	☐
If indoors, check the structural aspects of the building, if any part of the structure appears to be unsafe, evacuate the building until a more detailed inspection can be made. Buildings that are damaged by the main shock could receive additional damage from aftershocks.	☐
Wear shoes in all areas near debris or broken glass.	☐
Do not touch downed power lines or objects touched by the downed wires.	☐
Immediately clean up spilled medicines, drugs, or other potentially harmful materials.	☐
Use extreme caution when cleaning up spilled chemicals, they may have mixed with other chemicals during shaking and could cause harmful effects.	☐
Open windows to provide ventilation. If you begin to feel any effects from the material that you are handling, stop what you are doing and seek medical help.	☐
Check for damaged utilities:	
Gas:	
Inspect for leaking gas lines by smell only –do not use candles, matches, or other open flames.	☐

Action	Complete
If you smell gas, open all windows and doors so gas can escape.	☐
Shut off the main valve at the gas meter, leave the building immediately, and notify authorities of the leak.	☐
Do not re-enter the building until repairs have been made and the building has been declared safe.	☐
Water:	
If water pipes are broken, shut off the main valve which brings the water into the building.	☐
Sewage:	
Check to see that sewage lines are intact before permitting continued flushing of toilets.	☐
Electricity:	
Never touch downed utility lines. Avoid damaged building equipment. Contact electric company immediately.	☐
If the power is off, check the freezers and refrigerators and plan meals to use up foods which will spoil quickly.	☐
If necessary, use outdoor charcoal or propane broilers for emergency cooking.	
Do not eat or drink anything from open containers near shattered glass. Liquids can be strained through a clean cloth if the danger of glass contamination exists.	☐
Check closets and storage shelf areas. Open closets and cabinet doors carefully and watch for objects falling from shelves.	☐
Do not spread rumors. They often do great harm following disasters.	☐
Tune-in to local radio stations for information and danger reports.	☐
Do not go sightseeing. Do not use your vehicle unless there is a genuine emergency. Keep the streets clear for emergency vehicles.	☐
Be prepared for additional aftershocks. Although most of these are smaller than the main shock, some may be strong enough to cause additional damage.	☐
Respond to requests from law enforcement, fire, EMS, and other first responders, but do not go into damaged areas unless your help has been requested.	☐
Cooperate fully with University and public safety officials. In some areas, you may be arrested for getting in the way of disaster operations.	☐
Follow the University emergency communications plan for getting information concerning the welfare of students, faculty, staff and visitors.	☐

4.3.8.4.5 Recovery

Action	Complete
Depending on the nature and degree of the incident, other supporting agencies and University resource units may be brought in for services or assistance.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Building Maintenance.	☐
Enhance immediate and ongoing safety and provide physical and emotional comfort.	☐
Provide information that may help survivors cope effectively with the psychological impact of disasters.	☐

Recovery – Short term

Action	Complete
The actions taken during this phase are the first steps toward restoring the affected area to an inhabitable condition and one that is conducive to learning.	☐
Short term recovery will likely begin while the response phase is still in progress.	☐
These actions will begin as early as possible with the intent of returning the affected area to normal conditions.	☐
Short term recovery truly begins when lifesaving efforts are no longer necessary or productive.	☐

Recovery – Long term

Action	Complete
Long term recovery from a catastrophic event will, by definition, take years. It may take decades and the area may never again resemble what it was before the incident.	☐
These actions will continue, as reason dictates, for as long as it takes to restore some form of normalcy to the university, to include health, safety, classrooms, food acquisition, housing and employment.	☐
Emphasis will be placed on restoration and rehabilitation of the damaged areas.	☐
A major part of long term recovery is to mitigate – rebuild in a way that the same scenario doesn’t unfold again.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.9 Fires

4.3.9.1 Purpose

The purpose of the Fire response guidance is to provide an effective and systematic means for the University to assess and respond to a fire.

4.3.9.2 Situation

Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which could be prevented. Direct property loss due to fire is estimated at \$8.5 billion annually.

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the upper-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

4.3.9.3 Assumptions

- Fire command will assume the role of incident command upon arriving on scene.
- The University will provide MSDSs to the appropriate fire department. The MSDSs will also be posted in each building.
- UAM personnel have limited capability for containing fires.
- Depending on the severity of the fire and locations involved, multiple alarms may be required.
- If arson is suspected, investigation will be conducted by trained and authorized personnel.

4.3.9.4 Concept of Operations

4.3.9.4.1 Prevention

Action	Complete
Conduct a Public Awareness Campaign around campus to educate on fire hazards.	☐

4.3.9.4.2 Protection

Action	Complete
Know the location of the fire extinguishers, exits, and pull stations in your area and know how to use them.	☐
Familiarize yourself with the fire evacuation plan for the buildings in which you occupy, including the identified immediate evacuation area. (reference Appendix A Evacuation Procedures)	☐
Post evacuation routes in the hallways on every floor.	☐
Ensure that fire evacuation plans address individuals with access and functional needs.	☐

Action	Complete
Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures in case of fire. (Monticello campus only)	☐
All residents must evacuate the residence hall when the fire alarm sounds. Failure to exit the building during a fire drill could result in disciplinary action. (Monticello campus only)	☐
Conduct fire safety/emergency training annually for Resident Directors and Residential Assistants. (Monticello campus only)	☐
Conduct Employee training when policy or procedures relating to fire safety change. Training will include: protocol for reporting fires; procedures for evacuating a building; and how to respond to other emergencies.	☐
Conduct Student training including: protocol for reporting fires; procedures for evacuating a building; and how to respond to other emergencies.	☐

4.3.9.4.3 Mitigation

Action	Complete
Coordinate with local fire department to inspect buildings for potential fire hazards.	☐
Provide updated copies of MSDS to local fire departments and disseminate in campus buildings.	☐
Keep flammable materials away from heat sources.	☐
Make sure that all appliances are turned off as you finish using them.	☐
If you have a refrigerator or any other appliance using a large electrical cord, and find it necessary to use an extension cord, the extension cord must be of the same thickness as the appliance's cord. A smaller cord will not adequately or safely carry the necessary current.	☐
Avoid overloading an electrical outlet. You should not use cube plugs.	☐
Be sure that, if you do use extension cords, they are located safely and away from high traffic areas.	☐
Do not use cords that are frayed or have wire exposed.	☐
If you observe problematic situations, point them out and correct the situation in order to maintain the safety of all residents.	☐
Report any of the following prohibited items if observed/found:	
▪ Open Flames	☐
▪ Candles and incense	☐
▪ Space heaters	☐
▪ Hot Plates	☐
▪ Toasters/toaster ovens	☐
▪ George Foreman or similar type electric grills	☐
▪ Smoking	☐
Conduct semiannual inspections of all facilities on campus that have fire alarm systems	☐
Conduct annual inspection of all fire extinguishers on campus and make any necessary repairs and upgrades.	☐
Maintenance will complete rounds that include checking fire extinguishers (gauges, missing tags) and complete Work Order Requests for any issues.	☐

Action	Complete
The Occupational Safety Coordinator will conduct periodic inspections of exit signs, detectors, doors, and pull stations and will submit a Work Request to address items that require corrective action.	☐

4.3.9.4.4 Response

Action	Complete
Upon the discovery of a fire, explosion or smoke in a building, activate the fire alarm.	☐
Safeguard life.	☐
Confine the fire by closing all doors as you leave. DO NOT lock the doors.	☐
Call the UPD and have them alert McGehee Fire and Ambulance.	☐
Do not attempt to fight a fire alone.	☐
Evacuate the building immediately when the building fire alarm sounds or when asked to do so by the UPD.	☐
Follow the evacuation routes detailed on the evacuation maps on each floor of each building.	☐
When you evacuate, do not stop for personal belongings. Leave immediately using the stairs. Do not use the elevator.	☐
Assist any individual who requires assistance.	☐
Evacuate at least 500 feet from the building. Do not return to the building until instructed to do so by authorized personnel.	☐
To move through a smoke-clouded area, drop to your knees and crawl to the nearest evacuation exit.	☐
Notify both the UPD and any authorized fire personnel if you suspect someone may be trapped inside the building.	☐
If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for emergency personnel.	☐
If no window is available, stay near the floor where the air is less smoky. Shout at regular intervals to alert emergency personnel of your location.	☐

4.3.9.4.5 Recovery

Action	Complete
Authorized personnel will conduct a damage assessment of facilities, utilities, and equipment.	☐
Maintain accurate records for the incident.	☐
Take pictures of any damages to University property and inform Physical Plant.	☐
Provide mental health services/information for victims and witnesses.	☐
As necessary, conduct an after incident review and record lessons learned to identify additional mitigation activities and updates for this Plan.	☐
Depending on this impact of the fire, the Disaster Recovery Plan may be activated.	☐
Restore the area damaged by the fire.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐

Action	Complete
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.10 Flooding/Flash Flooding

4.3.10.1 Purpose

The purpose of the Flooding response guidance is to provide an effective and systematic means for the University to assess and respond to flooding related hazards such as high water, river erosion, dam failure, and debris. Flooding is one of the most common and most costly disasters. Preparing for flood situations can minimize injury or death, and speed the recovery process.

4.3.10.2 Situation

Floods are one of the leading causes of death from natural disasters in the United States. On average, more than 300,000 people are driven from their homes by floods, 200 flood-related fatalities occur, and \$6 billion in total flood damages are sustained each year. Flood situations are variable. The impact can be local, affecting a neighborhood or community, or very large affecting entire river basins and multiple states. Flash floods can develop quickly, even within a few minutes and without any visible signs of rain. Arkansas averages over 100 flooding events every year with approximately one major event each year. From 1973-2025, Ashley, Desha, and Drew Counties were included in disaster events involving flooding.

4.3.10.3 Assumptions

- The UPD observes campus conditions during regular duties.
- Outside normal business hours, Officers are responsible for detecting situations that present the possibility of flooding to property and facilities.
- Flooding can happen during any month of the year.
- Flooding can occur very rapidly depending on a number of variables.
- Flooding, dam failure, or river erosion could hinder transportation in/out of UAM campuses.
- Evacuations may be necessary due to risk of flooding.
- Some areas are more prone to flooding.
- Response to floods is a very dynamic response which will incorporate many response agencies.

4.3.10.4 Concept of Operations

4.3.10.4.1 Prevention

Action	Complete
Review historical data for flooding activity in the county and surrounding area.	☐
Review your county flood plan located at the Desha County Department of Emergency Management.	☐
Request copies of the FEMA flood maps for your county through the Desha County Department of Emergency Management.	☐

4.3.10.4.2 Protection

Action	Complete
Conduct Public Awareness campaign on dangers of flood waters.	☐
Provide training for personnel and students on the dangers of flood waters.	☐
Conduct or participate in flood related exercises.	☐

Action	Complete
Monitor local weather forecasts.	☐
Coordinate with county department of emergency management on evacuation orders.	☐

4.3.10.4.3 Mitigation

Action	Complete
Identify flood plain areas near campus.	☐
Develop a Hazard Mitigation Plan based upon current flood zones.	☐
Secure important documents in a flood proof safe.	☐

4.3.10.4.4 Response

Action	Complete
Report potential flooding situations to the Director of Physical Plant.	☐
The Director of Physical Plant will:	
▪ Determine the extent of potential damage and what corrective actions to take.	☐
▪ Notify the department personnel of immediate actions needed to avert damage.	☐
▪ Notify the Chancellor or designee of the potential for damage and provides updates as requested.	☐
▪ Monitor work progress and makes periodic updates.	☐
▪ Inform the UPD of support measures needed.	☐
The Vice Chancellor or designee will determine the need for activation of the EAS based upon the periodic reports of potential damage.	☐
Coordinate evacuations with city and county evacuation orders.	☐
If the city/county is not under an evacuation order, monitor campus for any flooding. (roads, buildings, etc.)	☐
Block off flooded roads on campus and provide traffic control as needed.	☐
If necessary, coordinate and open shelters for displaced students.	☐
If evacuated, only return to the location after officials have declared the area or building to be safe.	☐

4.3.10.4.5 Recovery

Action	Complete
Activate the Business Continuity Plan as necessary.	☐
Assess the situation.	☐
Stay clear of downed power lines and report them to the Physical Plant.	☐
Stay clear of dangerous materials and damaged gas lines and report them to the Physical Plant.	☐
Take pictures of any damages to University property.	☐
Continue measures to restore the campus to normalcy.	☐
Provide mental health and other services and provide information to victims and witnesses.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐

Action	Complete
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.11 Hazardous Materials

4.3.11.1 Purpose

The purpose of the Hazardous Materials response guidance is to provide an effective and systematic means for UAM to respond to a hazardous material spill, leak, or exposure.

4.3.11.2 Situation

Hazardous materials are transported and used throughout the UAM campuses, cities, counties, and the state of Arkansas. Transportation accidents involving hazardous materials may occur on highways and/or by railroad and by air. Besides hazardous materials transported and stored across campus, the University also uses hazardous materials, including radioactive materials and radiation, in campus laboratories. The presence of hazardous materials on campus presents the risk of personnel, students, and visitors coming in contact with these substances. In addition, storage of hazardous materials on campus presents an area of interest for individuals who try to acquire these substances using illegal methods. See **Appendix H – Checklists, Forms, and Other Lists** for a list of chemicals stored on the UAM campus.

Hazardous Material: Any substance harmful or injurious to human and animal life, the environment, and/or public or private property.

- **Chemical:** Toxic, corrosive, or injurious substance because of inherent chemical properties and including, but not limited to, such items as petroleum products, paints, plastics, acids, gases, caustics, industrial chemicals, poisons, solvents, pesticides, and mineral fibers.
- **Radiological:** Any radioactive substance emitting ionizing radiation at a level that could produce a health hazard. Radiopharmaceuticals, industrial radiographic equipment, and uranium products involved in transportation accidents and nuclear weaponry are a few sources of radiological hazardous materials.
- **Biological:** Micro-organisms or associated products which may cause disease in humans, animals, or economic crops, and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, etc.
- **Explosive:** Material capable of releasing energy with blast effect immediately upon activation; the released energy usually damages or destroys objects in close proximity to the blast; may produce shrapnel or other projectiles caused by explosives.
- **Etiological:** Infectious materials. Substances that contain disease producing micro-organisms, including bacterial viruses and biological preparations of pathogenic organisms affecting humans, animal life, and plants.

4.3.11.3 Assumptions

- UAM maintains individual plans that specifically address hazardous materials in more detail; personnel will be knowledgeable of those plans and procedures. These plans include:
 - Chemical Hygiene Plan
 - Spill Prevention Control and Countermeasures Plan
 - Radiological Accident Procedures

- The threat of an incident involving hazardous materials is constant, and is constant, and may be compounded by weather conditions, poor access to the scene, or the involvement of more than one hazardous substance.
- Actual or threatened releases of hazardous materials, oil spills, or other releases often require immediate response by a number of agencies.
- Local, state, and federal agencies will respond with technical expertise and resources upon request by UAM as resources are available.
- McGehee Fire and Ambulance will respond to a hazardous material incident that is beyond the ability of UAM personnel to control.
- Jefferson County has a Hazardous Material Team with enhanced training and equipment for response to a Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) event with the capability to perform on-scene decontamination.
- Hospitals in Drew, Ashley, and Desha Counties have the capability to perform decontamination for both ambulatory and non-ambulatory victims.
- UAM will post MSDS within the location of stored hazardous materials.
- UAM's personnel trained in handling hazardous materials will know how to interpret MSDSs, know where sheets are located, know the health hazards associated with each substance, and know how to contain, confine, and dispose of the substance if a leak or spill occurs for hazardous materials stored/used by the University.
- All hazardous materials planning will be completed in conjunction with the requirements of Title III of the SARA of 1986, the CERCLA of 1980, 40 CFR, 902 KAR 100, OSHA, National Fire Protection Association (NFPA), and other local, state, and federal ordinances dealing with hazardous materials and Environmental, Health, and Safety.

4.3.11.4 Concept of Operations

4.3.11.4.1 Prevention

Action	Complete
Maintain maximum possible awareness of hazardous materials through or adjacent to the University, including radiation equipment.	☐

4.3.11.4.2 Protection

Action	Complete
Encourage first responders to become familiar with where chemicals are stored on campus.	☐
Handlers should always read packaging labels for proper use, handling, and actions in case of spills prior to chemical use.	☐
Clean equipment frequently, especially before switching to a new chemical/mixture of chemicals.	☐
Inspect equipment frequently for damages that could cause a leak; keep a record of inspections and repairs.	☐
Inspect radiation equipment and check the exposure rates in adjacent rooms.	☐
Visually inspect hazardous materials storage area(s) regularly for signs of tampering or illegal activity; report any missing material immediately.	☐

Action	Complete
Conduct periodic exercises involving a hazardous materials release to test response activities.	☐
Dispose of hazardous materials properly; do not generate multi-hazardous waste (combinations of radioactive, biological, and chemical waste).	☐
Maintain inventory of PPE and clean up materials; ensure supply is available and unexpired (e.g. breathing apparatus filters).	☐
Ensure rapid access to hazardous materials (HazMat) responder equipment (e.g. PPE and facilities such as a decontamination station and/or shower).	☐
Wear appropriate PPE when handling hazardous materials.	☐
All personnel with duties to work with hazardous materials shall receive proper training for handling the material.	☐

4.3.11.4.3 Mitigation

Action	Complete
Limit storage areas to the minimum needed in order to discourage storing unneeded hazardous materials.	☐
Store hazardous materials in a secure area:	
Keep hazardous materials in locked, weather proof storage areas. Make sure these areas are well lit.	☐
Post a sign indicating the storage area contains hazardous materials. The sign should also include at least two emergency contact numbers.	☐
Keep storage areas dry and well ventilated; keep them from both freezing and extreme high temperatures.	☐
Store hazardous materials above ground level to prevent moisture problems (rusting, etc.).	☐
Locate storage areas at a safe site that will not be subjected to flooding.	☐
Store hazardous materials in their original containers.	☐
Keep containers tightly closed and clearly labeled.	☐
If labels become worn or damaged, re-label the container with its contents or discard the hazardous materials.	☐
Do not store hazardous materials in damaged containers.	☐
Post copies of MSDSs near the hazardous materials storage area; keep an additional set in a separate location.	☐
Post signs with hazardous materials spill response procedures.	☐

4.3.11.4.4 Response

IF PERSONNEL HAVE NOT BEEN TRAINED IN HAZMAT RESPONSE, DO NOT LET THEM NEAR THE SITE OF THE SPILL!

Action	Complete
Immediately report any accidents involving chemical spills, leakage and emission or gases, or other dangerous substances to the Occupational Safety Coordinator and the UPD. Provide the following information:	☐
▪ Exact location of spill, including building, floor and room number.	☐
▪ Name of material, if known.	☐
▪ Quantity of material.	☐
▪ Appearance (solid, liquid, gas, color, odor, etc.)	☐
▪ Injuries to those exposed.	☐
▪ Area of contamination.	☐
▪ Your name, department, and the phone number from which you are calling.	☐

Hazardous Materials Release – Inside

Not immediately dangerous to life or health (IDLH)

Action	Complete
If the individuals responsible for the hazardous materials feel the chemical spill does not pose a threat to them or others:	
▪ Restrict access to the area.	☐
▪ Notify the Occupational Safety Coordinator and the UPD.	☐
▪ If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and clean up spills, and have access to appropriate PPE and other equipment, attempt to confine the spread of the spill as much as possible.	☐
▪ If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.	☐

Hazardous Materials Release – Inside

Immediately Dangerous to Life or Health (IDLH)

Action	Complete
If the individuals responsible for the hazardous materials feel the chemical spill does pose a threat to them or others:	
▪ Immediately notify all building occupants in the area where the spill has occurred and have them evacuate the building.	☐
▪ Leave the room and lock the door(s) to prevent entry.	☐

Action	Complete
Notify the Safety Officer and the UPD and be prepared to give them the following information:	☐
▪ Exact location of spill, including building, floor and room number.	☐
▪ Name of material, if known.	☐
▪ Quantity of material.	☐
▪ Appearance (solid, liquid, gas, color, odor, etc.)	☐
▪ Injuries to those exposed.	☐
▪ Area of contamination.	☐
▪ Your name, department, and the phone number from which you are calling.	☐
If the spill involves radioactive materials, inform the Occupational Safety Coordinator.	☐
Ensure the ventilation systems for the building is shut down by notifying the Physical Plant (If no answer, contact the Safety Officer and the UPD).	☐
If you come in physical contact with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower or eye wash station if one is available.	☐
If a person becomes ill from the hazardous materials release, call 911 and the UPD for assistance.	☐

Hazardous Materials Release – Outside

For a large spill of hazardous materials outside (e.g. vehicular accident, train derailment, etc.)

Action	Complete
Identify if building occupants are required to Shelter-In-Place:	
▪ Close all windows and doors.	☐
▪ Turn HVAC system off by contacting the Physical Plant.	☐
▪ Everyone should move to an indoor safe space as required by the nature of the material or materials. Contact the Safety Officer for instructions.	☐
▪ The Building Coordinator will monitor the situation and will keep building occupants informed.	☐
▪ If you come in physical contacts with the spilled material, immediately remove all contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes. Use a safety shower if one is available.	☐
▪ If a person becomes ill from the chemical release call 911 and the UPD for assistance.	☐
If building occupants are subsequently required to evacuate the building:	☐
▪ Walk to an assembly area to be evacuated.	☐
▪ Walk or drive away from the area using specific travel directions.	☐

Hazardous Gas Leaks

(Flammable, toxic, corrosive, oxygen)

Action	Complete
If a gas cylinder or gas piping should begin to leak or is suspected of leaking, and if in the judgment of the person(s) responsible for such materials decide it presents a danger to them or to other building occupants, the following steps should be taken:	
Immediately notify building occupants to evacuate the area using general evacuation procedures.	☐
Notify the Physical Plant, Safety Officer and the UPD and be prepared to give the following information:	☐
- Exact location of the leak, including building, floor and room number.	☐
- Quantity of leaked material, if known.	☐
- Injuries to those exposed.	☐
- Area of contamination.	☐
- Your name, department, and the phone number from which you are calling.	☐

4.3.11.4.5 Recovery

Action	Complete
Do not re-enter a building or area until an “All Clear” is provided.	☐
Take pictures of any damages to the University property and inform the Physical Plant.	☐
Clean, repair, and/or replace response equipment as needed.	☐
Complete the proper reporting procedures and form(s) as identified in UAM’s hazardous materials individual plans listed in 4.11.3 Assumptions.	☐
Maintain accurate records for the incident.	☐
Provide mental health services, if required, for those personnel involved in the event.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.3.12 Medical Emergency/Serious Illness/Injury

4.3.12.1 Purpose

The purpose of the Medical Emergency/Serious Illness/Injury response guidance is to provide an effective and systematic means for UAM to assess and respond to an emergency medical situation that affects one or more UAM community members.

4.3.12.2 Situation

A medical emergency can occur at any time, and dependent on the situation, may involve only one individual, or could involve several or more individuals. UAM Student Health Services will take the lead in providing medical services during emergencies to the extent possible. If the emergency cannot be handled by Health Services, or is life threatening, call 911 as soon as possible. If in doubt, call 911!

For critical injuries requiring air transportation, the following locations are available for aerial (or vehicular) evacuation points:

Monticello Campus:

- Leslie Cotton Boll Stadium
- Open field areas east of the UAM Fine Arts Center
- Open field area west of the University Center

Crossett Campus:

- The driveway entrance to campus for aerial evacuation
- The grassy areas in front of the buildings, to the left and right of the campus driveway entrance

McGehee Campus:

- The grassy areas on the left and right side of the Administration Building

The following locations have been identified for triage points on the UAM campus:

Monticello Campus:

- Steelman Fieldhouse
- Recreational areas of the University Center
- Fine Arts Center
- Physical Plant

Crossett Campus:

- The grassy areas in front of the buildings, to the left and right of the campus driveway entrance.

McGehee Campus:

- West side of the Allied Health Building, in the grassy area.

These locations can also serve as evacuation centers and displaced persons assembly points.

4.3.12.3 Assumptions

- An incident may cause an immediate demand for health services in excess of normal demand.
- In the event of a mass casualty emergency, UAM will not assume command of the situation. Unified Command will be established to respond to any issues that arise.
- Trained personnel can assist with minor injuries and have access to an Automated External Defibrillator (AED).
- As resources are available, UAM Student Health Services and the Ashley County Medical Center will provide UAM community members medical services.

4.3.12.4 Concept of Operations

4.3.12.4.1 Prevention

Action	Complete
Conduct a regular review of mass casualty plans and procedures.	☐
Communicate trending illnesses to local public health agencies.	☐
Conduct community health awareness programs.	☐

4.3.12.4.2 Protection

Action	Complete
Offer first aid training courses to personnel and students.	☐
Offer CPR and AED training courses to personnel and students.	☐
Supply PPE to personnel who handle chemicals.	☐
Maintain University buildings' cooling and heating capabilities.	☐
Maintain first aid kits and other medical supplies in University buildings.	☐
Maintain decontamination showers and eyewash stations.	☐
Encourage hydration with working drinking fountains and provide other means of access to bottled water (vending machines, stores, etc.).	☐

4.3.12.4.3 Mitigation

Action	Complete
Develop a plan or procedures for handling a Mass Casualty incident.	☐
Identify locations that can serve as triage points.	☐
Identify locations that can serve as evacuation centers and displaced person assembly points.	☐

4.3.12.4.4 Response

Medical Emergency

Action	Complete
Gain situational awareness.	☐
Do not move an injured person unless it is a life-threatening situation.	☐
Call the UPD.	☐
Notify Director of Student Services.	☐

Action	Complete
If unable to reach the UPD or Director of Student Services, call 9-911 for emergency medical assistance. Be prepared to answer the following questions:	☐
▪ What is your location?	☐
▪ What happened?	☐
▪ Is the person breathing?	☐
▪ Is the person bleeding?	☐
▪ Is the person conscious?	☐
▪ Is the person alert?	☐
▪ What is gender and approximate age of the victim?	☐
Return to the injured person and keep them as calm and comfortable as possible.	☐
Remain with the person until the emergency medical services arrives.	☐
If the person is an employee, initiate reporting procedure by calling his/her immediate supervisor, Human Resources, or the UPD.	☐

Serious Illness/Injury

(Including drug or alcohol overdose or severe emotional trauma)

Action	Complete
If a person becomes seriously ill or is injured on campus, immediately call the UPD.	☐
Try to determine the nature of the illness while awaiting emergency or medical personnel.	☐
The UPD will gather details from persons on the scene or who may have had contact with the individual. These persons should answer all questions completely and render assistance to emergency or medical personnel.	☐
Find out where the person is to be transported or what instructions medical personnel have for the individual's care if he/she is not transported.	☐
Notification of relatives should be done by proper medical authorities.	☐
The UPD will remain at the hospital to gather information and brief the University official on the nature of the illness upon their arrival.	☐
The University official (EAS) personnel should follow the case, answer required questions and ascertain the individual's condition. It is essential to maintain close coordination with the medical personnel in following the individual's condition and insuring that persons who are in contact with the individual are notified by proper medical personnel and treated for the illness.	☐
If the illness is determined to be contagious, appropriate procedures must be followed to determine who else might be at risk and to administer appropriate prophylaxis.	☐
If the illness is not considered contagious, University community members should be informed.	☐
Upon notification to EAS members of a contagious illness, they will determine the best way to implement procedures prescribed by the medical personnel including:	
▪ Assisting in the notification of persons at risk by proper medical personnel.	☐

Action	Complete
Determining the best way to convey information about the contagious illness to the community to insure that questions and concerns are answered promptly.	☐
Providing medical and/or psychological counseling specialists and services for any person who may have been in direct contact with the individual.	☐
Providing for periodic updates about the individual's condition.	☐
Determining the best way to provide for closure of the incident.	☐

4.3.12.4.5 Recovery

Action	Complete
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐

4.3.13 Railway Accident/Derailment

4.3.13.1 Purpose

The purpose of the Railroad Accident/Derailment response guidance is to provide an effective and systematic means for UAM to assess and respond to the conditions that follow a railroad accident/derailment.

4.3.13.2 Situation

The Arkansas Midland Railroad, Union Pacific Railroad, and Arkansas Short Line Railroads run through Desha County. The Arkansas Midland Railroad runs parallel with Ash Street and is approximately 216 yards from the campus. Rail traffic on the Arkansas Midland Railroad line includes grain/agricultural products, cotton, coal, and chemicals. Rail traffic on the McGehee to Warren line includes forest products, soda ash, and aggregates.

Depending on the severity and location of a derailment, UAM is at risk for potentially incurring health issues/injuries, especially if the train is transporting hazardous materials. A train derailment could also lead to traffic disruption and/or require evacuation of an area.

4.3.13.3 Assumptions

- A train derailment may tax the normal resources of local law enforcement and fire personnel.
- A train derailment could lead to traffic disruption, personal injuries and infrastructure damage.
- Any train derailment will require local emergency responders and may require additional support from state and other agencies.
- Train derailment may include explosion, fire, asphyxiation, poisoning, flying metal, corrosion or chemical reaction, and chemical or cold burns.
- A train may be carrying hazardous materials which may lead to campus evacuation.
- Depending on the contents of the railcars, hazardous materials or other response plans may need to be implemented.
- Trains often carry hazardous materials that could leak into the atmosphere. Additionally, diesel fuel could leak from the train.
- During the course of a derailment involving hazardous materials, wind shifts and other changes in weather conditions may require evacuations.
- A train derailment recovery operation could last several weeks depending on the extent of the damage and the contents of the railcars.

4.3.13.4 Concept of Operations

4.3.13.4.1 Prevention

Action	Complete
Identify railroad company representatives for tracks running through your county and keep contact information updated.	☐
Identify any hazardous materials being transported by those companies through your county.	☐

4.3.13.4.2 Protection

Action	Complete
Be familiar with the Emergency Response Guides (ERG) for the products that are transported by rail through the county and their recommended actions.	☐
Coordinate with railroad representative for potential training and exercise opportunities.	☐
Identify alternate transportation routes for the roads running near train tracks close to University property.	☐
Develop evacuation procedures for UAM stadiums, fields, and buildings that could be affected by a train derailment.	☐

4.3.13.4.3 Mitigation

Action	Complete
Address railroad and potential impacts of a train derailment in campus and local hazard identification and threat assessment process.	☐
Coordinate plans with local and state emergency management agencies.	☐

4.3.13.4.4 Response

Action	Complete
Stay away from a train derailment or accident and treat the accident as a hazardous site.	☐
If an evacuation is ordered, follow the specific instructions of the emergency officials.	☐
Follow all procedures issued by the University, including evacuation and traffic re-route.	☐
Adjust traffic patterns as ordered by local officials.	☐

4.3.13.4.5 Recovery

Action	Complete
Provide mental health services and information for victims and witnesses of the accident/derailment from the University community should the need be identified.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.14 Sexual Assault, Rape, Abuse or Misconduct

4.3.14.1 Purpose

The purpose of the Sexual Assault, Rape, Abuse or Misconduct response guidance is to provide an effective and systematic means for UAM to assess and respond to the conditions that follow such incidents.

4.3.14.2 Situation

Because of the concentration of young people in one place, many of them out from under parental oversight for the first time, sexual assault on college campuses is a huge problem. National statistics show 70 percent of sexual assault victims are under 25 and one in four sexual assaults occurs on college campuses. Alcohol is involved in 90 percent of all rapes on college campuses.

Community members, students, faculty, staff, and guests encountering emergencies, violations of University regulations or crimes in violation of local, state, or federal law should report these incidents immediately. Report all crimes and public safety related incidents to the UAM UPD in a timely manner to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Responses to these reports will vary according to the situations. Emergencies will receive immediate action to resolve the situation.

4.3.14.3 Assumptions

- The UAM UPD has primary responsibility for campus safety.
- The UAM UPD is responsible for crime prevention, law enforcement, parking control, emergency response, residence hall security, policing of special events, and various other community services on campus.
- The UAM UPD provides a full range of campus services 24 hours a day, 365 days a year.
- The UAM UPD officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus pursuant to A.C.A. 25-17-305.

4.3.14.4 Concept of Operations

4.3.14.4.1 Prevention

Action	Complete
Learn the signs of any individual displaying behavior that may require appropriate intervention.	☐
Proactively seek ways to prevent an incident with internal resources, or additional external assistance.	☐

4.3.14.4.2 Protection

Action	Complete
Distribute information regarding security awareness to students and personnel on:	
▪ Procedures for reporting criminal actions, policies.	☐
▪ Policies concerning campus security, criminal and drug enforcement policies and educational programs.	☐
▪ Crime prevention programs.	☐
▪ Statistics concerning criminal activities on campus.	☐
Conduct Domestic Abuse Awareness training annually for faculty, staff, and students.	☐
Conduct Sexual Assault training annually for faculty, staff and students.	☐
Conduct Crime Prevention programs in the residence halls.	☐
Disseminate information to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles or advertisements in the university newspaper.	☐

4.3.14.4.3 Mitigation

Action	Complete
Regularly conduct educational programs on drug and alcohol use.	☐
Promote and healthy and safe working and learning environment.	☐
Foster a respectful campus/workplace.	☐
Encourage students and employees to be aware of their responsibility for their own security and the security of others.	☐
Maintain a proactive intervention process to address specific behaviors of students (UBIT).	☐

4.3.14.4.4 Response

Action	Complete
If you are the victim or witness to a crime involving sexual assault, rape, abuse by a spouse, significant other, or misconduct by another, take the following steps:	
▪ Immediately call the UPD, or dial 911 to report the activity.	☐
▪ If you feel safe to do so, stay on the phone and answer all questions to the best of your ability.	☐
▪ If you do NOT feel safe to do so, go immediately to a place where you do feel comfortable and call.	☐
▪ Stay on the phone until assistance arrives. Comply with all instructions you are given.	☐
▪ Do not clean the area where the activity took place.	☐
▪ Do not touch any materials.	☐
▪ If you are able to stay in the area until assistance arrives, do so.	☐

Sexual Assault:

There are several important steps that should be taken after a sexual assault:

Action	Complete
DO NOT shower, bathe, change clothes, urinate, brush your teeth or rinse your mouth, change bedding, or disturb the area where the assault occurred. Remember, that it is important to preserve any and all evidence.	☐
TELL SOMEONE. Call a friend, counselor, residence hall staff or anyone who can provide you with emotional support.	☐
Seek medical attention. Go to a doctor or hospital as quickly as possible for evidence to be gathered and be examined for injury. Having someone with you for support during this process is helpful.	☐
Have extra clothing, toothbrush and toothpaste, etc. with you for personal hygiene after the examination.	☐
WRITE DOWN detailed information about the assault:	
▪ Where?	☐
▪ When?	☐
▪ Who?	☐
If the assailant is a stranger, try to remember their:	
▪ Height	☐
▪ Hair color	☐
▪ Scars	☐
▪ Clothing	☐
▪ Eye Color	☐
▪ Other distinguishing characteristics	☐
Gathering evidence and writing information should be done even if you do not intend to file criminal charges.	☐
If the investigating officer has evidence leading to a particular suspect, the officer may proceed with the investigation and arrest without your involvement.	☐

4.3.14.4.5 Recovery

Action	Complete
Talk to a support person, such as a Student Affairs staff person, human relations officer, counselor, a friend, or someone at the local mental health service or rape crisis center about the assault.	☐
It is important to get help and support. This is a time with many confusing emotions and decisions.	☐
The University and its facilities may be used to assist the victim of a crime of sexual violence, assault, or domestic dispute, or obtain assistance in dealing with the trauma of such activity.	☐
Students who have been victims of sexual assault may receive help through private and confidential counseling sessions (at no cost) in the Office of Counseling Services.	☐

Action	Complete
In addition, counseling services are available through public and private sources in the community. Students may contact any of the agencies listed in Appendix D – Emergency Contact Lists for counseling assistance.	☐
The Director of Counseling in conjunction with the Dean of Students will assist sexual assault victim with personal trauma, police interview, and the filing of criminal charges should the victim wish to do so.	☐
Capture all reportable incidents and statistics in the appropriate logs and reports.	☐
Follow University policies, procedures and protocols, including any disciplinary actions for the perpetrator, for the incident.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.15 Terrorist Threats/Terrorism

4.3.15.1 Purpose

The purpose of the Terrorist Threats/Terrorism response guidance is to provide an effective and Systematic means for UAM to assess and respond to terrorist threats/terrorism that could pose a threat of imminent death or serious bodily injury to the UAM community.

The federal government will make the determination that the cause of the emergency is a terrorist act. Once that determination is made, the authorities of the U.S. Government interagency Domestic Terrorism Concept of Operations (CONPLAN) and Presidential Decision Directives (PDDs) 39 and 62 are invoked by the FBI and/or FEMA.

4.3.15.2 Situation

Terrorist Threats/Terrorism is less likely to occur than general criminal activities but must be included in the planning process and the Hazard Specific Annexes. If these events were to occur, they would have a significant impact on the UAM community. The initial responsibility of the UAM UPD is to provide direction and control at incidents involving possible acts of terrorism. In conjunction with the UAM UPD, local law enforcement or fire department will operate in a Unified Command System. Once Federal Agencies have arrived, the UAM UPD will take a supportive role in the command structure. The overall incident will follow the Federal Response Plan once federal agencies have arrived and assumed command.

4.3.15.3 Assumptions

- In the event of an incident threatening the UAM community, property, or infrastructure, the UAM UPD will respond with available resources and also determine additional resource requirements to effectively manage the incident.
- The UAM UPD will provide communication resources in support of emergency operation's needs.
- Mutual aid resources will be used at the large-scale incidents involving terrorism.
- Large-scale incidents will require support from local, regional, state, and federal jurisdictions and may include: Local Law Enforcement, Fire, & EMS agencies, Hazardous Materials Teams, and the National Guard's Civil Support Team.
- The event can be both a disaster and a crime scene.
- A secondary device and hazard may be present.

4.3.15.4 Concept of Operations

4.3.15.4.1 Prevention

Action	Complete
Learn the signs of any individual displaying behavior that may require appropriate intervention.	☐
Proactively seek ways to prevent an incident with internal resources, or additional external assistance.	☐

4.3.15.4.2 Protection

Action	Complete
The UAM UPD is responsible for coordinating planning under this annex.	☐
All UAM departments that could be potentially involved in a terrorism response will contribute to the planning process.	☐
Planning will include a comprehensive assessment of the current capabilities of UAM and local jurisdictions to respond to and recovery from a terrorist attack.	☐
Conduct training and exercises periodically to test response actions.	☐
The UAM UPD officers will familiarize themselves with the University buildings and grounds during field training and routine patrol.	☐
Educate the UAM community on basic procedures for reporting all suspicious activities including suspicious packages (See 4.3.3.4.4 Response for additional information).	☐
Educate the UAM community to increase their knowledge and awareness of what to do in reacting to the threat of terrorist attacks that may include explosions, chemical agents, biological attacks or a nuclear incident.	☐

4.3.15.4.3 Mitigation

Action	Complete
Identify University security vulnerabilities and develop a plan to minimize susceptibility to criminal activity.	☐
Develop/maintain an updated building floor plan for each University building.	☐
Take photographs of buildings and critical resources; maintain records.	☐
Implement security measures for events held in University venues.	☐
Install surveillance cameras near entrances and exits of University's critical infrastructure.	☐

4.3.15.4.4 Response

Explosion

Action	Complete
In the event of an explosion, determine whether it is safer to evacuate the area or shelter-in-place.	☐
Be alert to falling debris.	☐
Do not use radios, cell phones, or electronic equipment in the immediate area; it could activate a secondary explosive device.	☐
Try to account for all staff and visitors. Determine extent of any injuries and damage.	☐

Action	Complete
Maintain contact with first responders, police, fire, EMS for additional instructions.	☐
It may be necessary to shut down utilities.	☐

Chemical

Action	Complete
Call 911 and the UPD if safe to do so.	☐
If you shelter-in-place, turn off the HVAC system. Try to seal off room, close windows and doors.	☐
Interior rooms may offer better protection.	☐
Monitor campus alerts, and radio/TV for situational updates if possible.	☐
If physically exposed to the chemical, remove all clothing and any items in contact with your body, seal in a plastic bag.	☐
If possible, shower. If you are unable to shower, wash face and hands with soap and warm water. Flush eyes with clean water.	☐
Obtain medical assistance as quickly as possible.	☐

Biological

Action	Complete
Call 911 and the UPD if safe to do so.	☐
Follow instructions of medical personnel and other first responders.	☐
If physically exposed, remove and bag any clothing or other items you are wearing that may have come into contact with an infectious substance; seal in a plastic bag.	☐
Seek medical assistance as quickly as possible.	☐
Isolation may be necessary.	☐

Nuclear

Action	Complete
Follow all UAM warning system alerts.	☐
Monitor radio/TV for updated reports.	☐
If evacuation is necessary, listen for traffic advisories. Keep windows closed; turn off air conditioning or heating system.	☐
If necessary to shelter-in-place, look to move to the lowest level in your building.	☐
Cover and filter your mouth and nose to prevent breathing in radioactive dust.	☐
Discard any food items that may have been contaminated.	☐
If physically exposed, remove clothing, seal in a plastic bag and shower thoroughly.	☐
Seek medical assistance for any unusual symptoms, i.e. nausea due to radiation exposure.	☐

4.3.15.4.5 Recovery

Action	Complete
Do not re-enter a building or area until an "All-Clear" notification has been provided.	☐
UAM personnel and students are to work with law enforcement on criminal investigation and follow-up activities.	☐

Action	Complete
Provide mental health services and information for victims and witnesses.	☐
Take picture of any damages to University property and inform the Physical Plant of those damages.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.16 Tornadoes/Thunderstorms

4.3.16.1 Purpose

The purpose of the Tornadoes/Thunderstorms response guidance is to provide an effective and systematic means for UAM to assess and respond to storm related hazards such as high winds, lightning, tornadoes, thunderstorms, and hailstorms.

4.3.16.2 Situation

Tornadoes are defined as a violent rotating column of air extending from a thunderstorm to the ground, often formed when warm and cold air masses clash. They are capable of tremendous destruction, crating damage paths in excess of one mile wide and 50 miles long. Tornadoes' speed can vary from nearly stationary to up to 70 mph; however, the wind speed from these formations can exceed 250 mph.

Tornadoes are classified using the Enhanced Fujita Scale. Most tornadoes (~88%) are considered weak (F0 or F1) and about 95% of all U.S. tornadoes are below F3 intensity.

From 1991 through 2020, Arkansas averaged 37 tornado events per year; therefore, the probability that Arkansas will experience a tornado event is "highly likely".

Thunderstorms and lightning occur in every region of Arkansas. Thunderstorms are responsible for significant structural damage to buildings, forest, and wildfires, downed power lines and trees, and flash flooding. In Arkansas, an average of 168 severe storm events occur per year, along with 21 deaths, 215 injuries, and \$50 million in property damage. Hail usually occurs during severe thunderstorms, which also produce frequent lightning, flash flooding and strong winds, with the potential of tornadoes.

Shelter locations for use during a tornado have been identified for the UAM, UAM-CTC, and UAM-CTM campuses.

4.3.16.3 Assumptions

- Severe weather such as thunderstorms and tornadoes can occur at any time.
- Strong winds, hail, and lightning often will accompany severe weather.
- Severe weather can uproot trees and knock down utility poles, and blow down buildings.
- Lightning can strike causing fires, electrocution, and damage to equipment.
- Severe weather can last for several hours.
- Extremely high winds, flying debris, as well as the debris left behind can cause personal injury or possibly death.
- Tornadoes are unpredictable and can cause major damage and destruction in seconds.
- Community outdoor warning systems may not always be heard in all areas.

4.3.16.4 Concept of Operations

4.3.16.4.1 Prevention

Action	Complete
Review historical data for tornado, thunderstorm, and flooding activity in the county and surrounding area.	☐
Review your county flood plan located at the Desha County Department of Emergency Management.	☐
Request copies of the FEMA flood maps from the Desha County Department of Emergency Management.	☐

4.3.16.4.2 Protection

Action	Complete
Educate University staff and personnel on what to do in the event of a severe thunderstorm and/or tornado.	☐
Conduct campus-wide drills and exercises on a routine basis.	☐
Identify areas within buildings for use as shelters during a tornado.	☐
Test the UAMAlert emergency notification system on a routine basis, and develop pre-scripted messages to push out in emergencies.	☐
Seek additional ways to receive emergency information and augment emergency communications such as the Ham radio operators in Desha County and surrounding counties.	☐
Partner with city, county and state agencies to train and to exercise capabilities and include them in the planning process.	☐
Designate personnel to monitor the weather for potentially dangerous situations such as:	
▪ Heavy rains	☐
▪ High winds	☐
▪ Ice and/or sleet	☐
▪ Snow	☐
▪ Thunderstorms	☐
▪ Tornadoes	☐
Methods of monitoring include:	
▪ Local broadcast radio – AM and FM	☐
▪ Ham radio operators	☐
▪ Local and cable television stations – EAS Alerts	☐
▪ Text alerts from TV stations weather departments	☐
▪ NOAA Weather Radios	☐
▪ Internet sites – TV Stations, NWS	☐

4.3.16.4.3 Mitigation

Action	Complete
Assess hazards across campus and take appropriate measures (e.g., fasten shelves securely to walls, place larger/heavier objects on lower shelves, and brace overhead light fixtures).	☐
Routinely check buildings for structural defects.	☐
Store NOAA Weather Alert Radios in key locations; stock fresh batteries.	☐
Post Shelter-In-Place and evacuation plans in high traffic areas of University buildings.	☐

4.3.16.4.4 Response

Tornadoes

Action	Complete
If the UPD receives advance notification of a tornado during the day, they will contact the Vice Chancellor or designee.	☐
The Chancellor will notify the members of the EAS.	☐
The EAS members will notify persons within their department and building to begin evacuation to suggested shelter locations.	☐
A UPD office will drive through the campus sounding the police vehicle siren to attract attention and direct persons to designated shelters.	☐
If the UPD receives advance notification of a tornado during the evening or weekend hours, they will contact the Vice Chancellor.	☐
The UPD will notify locations on campus which are open.	☐
If you cannot reach one of the shelter locations listed, go to the nearest available building. Find an area away from windows, preferable one in the interior portion of the building and use overhead cover (heavy desk, work table, or counter). Remain there until authorized personnel declare the situation safe.	☐
If a severe thunderstorm warning is issued, seek shelter in a safe place away from windows until the storm passes.	☐

Flooding

Action	Complete
The UPD officers observe campus conditions and are responsible for detecting situations that present the possibility of flooding to property and facilities.	☐
Potential flooding situations are reported to the Director of Physical Plant or designee who will then:	
Determine the extent of potential damage and what corrective actions will be taken.	☐
Notify departmental personnel of immediate actions needed to avert damage.	☐
Notify the Vice Chancellor or designee of the potential for damage and provide updates as requested.	☐
Monitor work progress and make periodic updates.	☐
Inform the UPD of and needed support measures.	☐

Action	Complete
The Chancellor or designee will determine the need for activation of the EAS members based on the periodic reports from the Director of Physical Plant of potential damage.	☐
In the event of significant flooding, the campus community will receive a UAMAlert emergency message providing necessary instructions.	☐

4.3.16.4.5 Recovery

Action	Complete
Check for injuries to individuals on campus. Do not attempt to move seriously injured persons unless they are in danger of further injury. (Reference 4.1.12 Medical Emergency/Serious Illness/Injury).	☐
The Physical Plant staff will assess the situation and may request support from the UPD.	☐
Identify downed power lines, damaged gas lines, and other interrupted utilities and make arrangements for their repair and for utility restoration.	☐
Conduct a rapid damage assessment of facilities, utilities, and equipment.	☐
Maintain accurate records for the incident, including taking pictures.	☐
Make arrangements for debris removal (follow university purchasing and contracting policies).	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.17 Utility Failure

4.3.17.1 Purpose

The purpose of the Utility Failure response guidance is to provide an effective and systematic means for UAM to assess and respond to a utility failure that affects the UAM infrastructure.

4.3.17.2 Situation

A utility failure can occur as an outcome of another incident/hazard, or as a standalone event. A substantial infrastructure failure could result in significant disruption and could cause secondary health and safety issues. Basic services including electrical, water, natural gas, heat, and telecommunications and other information systems may be interrupted.

Water supply contamination, deliberate or accidental, resulting in a lack of potable water could result in:

- The inability to maintain safe working conditions.
- A high incidence of illness.

Many campus buildings were built with asbestos ceiling and flooring materials, wrapping for pipes and for insulation. Undisturbed, asbestos is not harmful. However, if physical damage occurs, it may cause a health hazard.

An electricity supply failure, e.g. substation fire cable break could lead to:

- People trapped in elevators
- Unsafe working conditions
- Lack of lighting
- Failure of security systems
- Failure of IT systems

A telecommunications failure could result in:

- Lack of access to the 911 system
- Failure of automatic fire alarm systems

A gas leak should be treated as a hazardous substance emergency.

A boiler heating system failure or distribution infrastructure break could cause:

- Inability to maintain safe working conditions
- Excessive amounts of hot water (115 degrees)

4.3.17.3 Assumptions

- The University may experience a utility failure from within campus only, or during a city-wide utility failure.

- Depending on the situation, utilities may be restored within hours, or, depending on the severity of the situation, may take several days, weeks or months.
- Clean water is necessary to sustain life.

4.3.17.4 Concept of Operations

4.3.17.4.1 Prevention

Action	Complete
Develop policies, procedures, and protocols with input from key community utility partners.	☐

4.3.17.4.2 Protection

Action	Complete
Keep flashlights and fresh batteries in key locations within each building.	☐
Maintain current documents/maps locating all energy resource distribution systems on campus including valves, meters, switch gear, etc.	☐
Maintain current documents/maps locating all water lines and valves.	☐
Maintain a list of emergency generators on campus.	☐
Train and conduct drills/exercises to include a significant utility failure on campus.	☐
Include local utility providers in planning, training, and exercising.	☐
Maintain a contact list for all utility providers to include contact information for after hours, weekends and holidays.	☐

4.3.17.4.3 Mitigation

Action	Complete
Check utility systems on campus routinely and identify any hazards (pipes, water pressure, utility lines/tree limbs on lines, etc.).	☐
Conduct regular maintenance on campus infrastructure.	☐

4.3.17.4.4 Response

Action	Complete
Determine the cause of the failure and whether a building evacuation is required (such as the smell of gas).	☐
The Physical Plant personnel will notify the UPD of the situation.	☐
In any case, be prepared to give your name, and the following information:	
▪ Building name	☐
▪ Floor number	☐
▪ Room number	☐
▪ Nature of Problem	☐
▪ Person to contact or a telephone extension	☐
Remain in place until notified by the Building Coordinator or other authorized personnel to leave, or the situation has been resolved.	☐

Asbestos Release

Action	Complete
If physical damage occurs in an area where there is asbestos, take the following steps:	
▪ Do not touch any materials.	☐
▪ Do not walk through or and in any dust cloud.	☐
▪ Contact the UPD or the Physical Plant.	☐
▪ If evacuation is necessary, following the General Building Evacuation procedures.	☐

Computer Equipment

Action	Complete
During an electrical emergency, University personnel should turn off as much compute equipment as possible to prevent equipment damage (if it is safe to do so).	☐

Electrical Outage/Lighting Failure

Action	Complete
Stay calm.	☐
Battery operated emergency lighting will automatically activate in many locations.	☐
It is recommended that each office and room maintain a battery powered flashlight.	☐
NEVER TOUCH ANY DOWNED POWER OR UTILITY LINES.	☐
Within 30 minutes of a power outage, the UPD will have temporary electrical power and an active phone system.	☐
The Vice Chancellor will determine if additional generators will be necessary and will communicate this need to the Physical Plant.	☐
Academic Unit Heads relay pertinent information to the Office of Academic Affairs.	☐

Electrical Outage – Normal Working Hours

Action	Complete
In the event of an electrical outage during normal working hours, the following steps should be taken:	
▪ Physical Plant notifies the power company of the outage.	☐
▪ If the estimated time of power restoration is unknown, the Physical Plant personnel continue to call every 10 minutes until estimated time of restoration of power is determined.	☐
▪ Physical Plant notifies the UPD and the Vice Chancellor immediately of the initial contact with the power company.	☐
▪ Physical Plant notifies the UPD and the Vice Chancellor immediately of the estimated time of restoration of power.	☐
▪ The Chancellor notifies the Provost and the Vice Chancellor for Student Affairs of the situation.	☐

Action	Complete
The Provost then notifies the Academic Unit Heads of the situation.	☐

Electrical Outage – After Normal Working Hours

Action	Complete
In the event of an electrical outage after normal working hours (8:00 a.m. – 4:30 p.m.), the following steps should be taken:	
Physical Plant notifies the power company of the outage.	☐
If the estimated time of power restoration is unknown, the Physical Plant personnel continue to call every 10 minutes until estimated time of restoration of power is determined.	☐
Physical Plant will notify the UPD and the Vice Chancellor's office that the call has been made to the power company.	☐
The UPD will call the IT Department within one minute of a power outage.	☐
Physical Plant notifies the UPD and the Vice Chancellor immediately of the estimated time of restoration of power.	☐
If necessary, the Chancellor will notify the Provost, and the Provost will then notify the Academic Unit Heads.	☐
The Chancellor will also notify the Vice Chancellor for Student Affairs.	☐

Elevator Failure

Action	Complete
During a power outage, each floor of buildings with elevators should be checked for occupancy immediately by the building supervisor or designee.	☐
Call the UPD if someone is stuck in an elevator if the occupant(s) has not already used the emergency phone in the elevator.	☐
If you are trapped in an elevator, remain calm.	☐
Turn on the emergency/help/alarm located on the front panel of the elevator.	☐
That alarm will signal emergency personnel that you are trapped in the elevator and need assistance.	☐
Use the emergency phone in the elevator to place a call for help.	☐

Plumbing Failure

Action	Complete
In the event of a plumbing failure, immediately notify the Physical Plant.	☐
If, for any reason, that notification can't be completed, call the UPD.	☐

Utility Failure

Action	Complete
In the event of any utility failure, immediately notify the Physical Plant.	☐

Action	Complete
If, for any reason, that notification can't be completed, call the UPD	☐

Ventilation Issues

Action	Complete
If smoke or odors come from the ventilation system, immediately call the Physical Plant.	☐
If, for any reason, that notification can't be completed, call the UPD.	☐
If necessary, cease all operations and evacuate the area using the general building evacuation route.	☐
If evacuation is necessary, following the General Building Evacuation procedures.	☐

4.3.17.4.5 Recovery

Action	Complete
Do not re-enter a building or area until authorized personnel have issued an "All Clear" notification.	☐
Take pictures of any damages to University property, record information, and report all information to the Physical Plant.	☐
Record and maintain accurate records of the incident. (for insurance and other claims)	☐
Repair and restore all impacted areas.	☐
Work with the Physical Plant and other University staff, and utility providers to identify opportunities for mitigation activities.	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
▪ Physical and Structural Recovery	☐
▪ Business Recovery	☐
▪ Restoration of Academic-Learning Environment	☐
▪ Psychological and Emotional Recovery	☐

4.3.18 Winter Storms/Ice Storms

4.3.18.1 Purpose

The purpose of the Winter Storms/Ice Storms response guidance is to provide an effective and systematic means for the University to assess and respond to winter storm related hazards such as cold waves, snowfall, and ice storms.

4.3.18.2 Situation

Arkansas is affected by severe winter storms nearly every year. Severe winter storms can have a tremendous impact on individuals, animals, and communities. Winter storms can last for days. Accumulations of snow and ice can result in road closures or blockages – isolating homes and farms for days. Roofs may collapse due to the heavy weight burden, and knock trees and power lines down resulting in power outages and subsequent loss of heat. Dangerous driving conditions can lead to travelers being stranded on the road.

Ice storms have been most common in the central part and northwest corner of Arkansas. However, one of the worst ice storms ever to affect Arkansas occurred in January 1979. Several counties in south central and southeast Arkansas experienced ice accumulations up to three inches. Later, in February of 2021, winter storm Uri impacted several southern states, including Arkansas, leaving nearly 10 million people without power. UAM specifically experienced power outages, burst water pipes, and unsafe road conditions that lasted several days forcing closure of the campus.

A winter storm has the potential for immobilizing the campus and preventing commuters from both getting to and leaving the campus.

4.3.18.3 Assumptions

- Severe winter weather can include extreme cold, heavy snowfall, ice storms, winter storms and/or strong winds.
- Winter storms may spawn other hazards such as flooding, severe thunderstorms, tornadoes, and extreme winds that may hamper recovery efforts.
- The occurrence of severe winter weather has a substantial impact on communities, utilities, transportation systems, and agriculture, and often results in loss of life due to accidents or hypothermia.
- Heavy snow from a snowstorm can immobilize a region and paralyze a city, stranding commuters, stopping the flow of supplies, and disrupting emergency and medical services.
- Accumulations of snow can collapse buildings and knock down trees and power lines.
- In rural areas, homes, farms, and businesses may be isolated for days and unprotected livestock may be lost.
- Heavy accumulations of ice from ice storms can bring down trees, electrical wires, telephone poles and lines, and communication towers.
- Communications and power can be disrupted for days while utility companies work to repair the damage.
- The monetary costs of power and communications losses to the university could be significant.
- Accumulations of ice and snow may also cause extreme hazards to motorists.
- Travel is hampered by ice or heavy snow because the University, city, county, and state lack sufficient snow removal equipment and road treatments (sand, salt).

- Costs related to business and school closings that occur due to hazardous travel conditions are difficult to estimate.
- Pipes may freeze and rupture in buildings that are poorly insulated or without heat.

4.3.18.4 Concept of Operations

4.3.18.4.1 Prevention

Action	Complete
Review historical data for tornado, thunderstorm, and flooding activity in the county and surrounding area.	☐
Review your county flood plan located at the Desha County Department of Emergency Management.	☐
Request copies of the FEMA flood maps for your county through the Desha County Department of Emergency Management.	☐

4.3.18.4.2 Protection

Action	Complete
Monitor weather forecasts to gain situational awareness and help with planning during winter storms:	☐
Television Stations:	
▪ KARK Channel 4 (NBC – Little Rock)	☐
▪ KATV Channel 7 (ABC – Little Rock)	☐
▪ KNOE Channel 8 (CBS) - Monroe	☐
▪ KTVE Channel 10 (NBC – Monroe/El Dorado)	☐
▪ KTHV Channel 11 (CBS – Little Rock)	☐
▪ NOAA Weather Transmitter – Star City 162.4000	☐
Radio Stations:	
▪ KAGH 104.9 FM	☐
▪ KGPQ 99.9 FM	☐
▪ KHBM 93.7 FM	☐
▪ KHMB 99.5 FM	☐
▪ KJLO 104.1 FM	☐
▪ KVSA 1220 AM	☐
▪ KXSA 103.1 FM	☐
▪ WXJ-54	☐
NOAA Weather Radios	☐
Web sites:	
▪ http://www.srh.noaa.gov	☐
▪ http://www.weather.com	☐

Action	Complete
Maintain an emergency supply of food and water for University personnel and students.	☐
Develop an emergency food and water supply plan with foodservice vendor.	☐
Develop a maintenance plan for infrastructure that may be needed during a winter storm. (Include any generator fuel requirements and other fuel for equipment).	☐
Develop a plan for obtaining other supplies that may be needed in case the weather interrupts the normal flow of supplies.	☐
Identify locations with back-up power that can be used for warming centers for University personnel and students.	☐
Maintain supplies for locations identified for emergency sheltering.	☐
Conduct training, drills and exercises on campus.	☐
Include city and county agencies in planning, training and exercises, as well as local utility representatives.	☐

4.3.18.4.3 Mitigation

Action	Complete
Perform routine maintenance of landscaping, trees and limbs that could crash onto power lines.	☐
Perform routine maintenance/testing of equipment such as generators and other back-up power sources.	☐
Ensure that all pipes in buildings are properly insulated.	☐

4.3.18.4.4 Response

Action	Complete
If inclement weather necessitates closure of the University, the following procedures will be followed:	☐
The Chancellor or designee makes the decision to close the University or change its hours of operation.	☐
The Chancellor or designee will be notified as soon as possible of hazardous weather conditions utilizing campus reports and local road and state highway conditions obtained from the McGehee Police Department, Desha County Sheriff's Office, and the Arkansas State Police.	☐
The Director of Public Information/Media Services will notify the media (all designated area radio and TV stations) of the closure or change in hours of operation.	☐
The Chancellor or designee will contact the EAS.	☐
The EAS Team members will notify personnel in their respective areas of the University closure or changes in hours of operation due to inclement.	☐
If inclement weather develops overnight, using the above procedure, a decision regarding media notification will be made as early as possible.	☐
Employees are responsible for listening to media announcements regarding University closures and/or changes in hours of operation.	☐

Action	Complete
Students will receive inclement weather closings and changes in hours of operation via UAMAlert.	☐
The Physical Plant will coordinate clearing of sidewalks and stairways on campus.	☐
The Physical Plant will coordinate the clearing of roadways giving priority to any medical emergency and to critical infrastructure.	☐
Open shelters if necessary, for personnel and students.	☐
Open warming centers if necessary for those on campus.	☐
Disseminate updated information to the media, faculty, staff and students until normal operations resume.	☐

4.3.18.4.5 Recovery

Action	Complete
Maintain accurate records (pictures of any damage, expenses incurred, etc.).	☐
To ensure continuous improvement in this Annex and in the EMP, the plans, policies, and procedures are evaluated through real world experiences and exercises.	☐
Lessons learned from training, exercises, and incidents will be captured in an AAR, and the issues will be tracked to ensure that they are resolved and incorporated as appropriate.	☐
Ensure recovery actions include the following components as necessary: (refer to 1.2 Concept of Operations)	
Physical and Structural Recovery	☐
Business Recovery	☐
Restoration of Academic-Learning Environment	☐
Psychological and Emotional Recovery	☐



5.0 Appendices

5.1 Appendix A – Evacuation Procedures

5.1.1 Purpose

The purpose of this Appendix is to provide evacuation procedures developed to reduce the possibility of death and injury to members of the campus community through an organized evacuation procedure.

5.1.2 Objectives

- To alert campus community that an emergency or hazard exists.
- To conduct an orderly and safe evacuation from the danger area via designated routes.
- To notify necessary departments to assure that the evacuation is conducted in an orderly and safe manner.
- To warn the campus population through the use of:
 - UAMAlert.
 - Loud speakers in the UPD officers' vehicles or hand held units.
 - Telephones, as available.
 - Building fire alarms.
 - UPD and university personnel.
- Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures in case of fire.
 - All residents must evacuate during a fire drill when the fire alarm sounds.
 - Failure to exit the building during a fire drill could result in disciplinary action.

5.1.3 Evacuation

The decision to evacuate a building or area will be made by the Chancellor or designee.

- The evacuation will be executed under the direction of the UPD with assistance of faculty and/or Student Affairs personnel.
- Persons who are evacuated will be escorted to designated evacuation areas.
- The EAS Team members will decide whether individuals leave/remain in the areas.
- The UPD will report safety clearance to the EAS Team members who will make the decision whether to resume classes.
- A post-incident briefing, presided by the Chancellor or designee, will be conducted in the EOC (if activated) to discuss lessons learned from the incident and any revisions will be made to this EMP, and to other SOGs, SOPS, policies, and procedures as necessary.

Building Evacuation

If it is determined that any building or buildings needs to be evacuated, the following steps will be taken:

Action	Complete
A building evacuation will occur when a fire alarm sounds and/or upon notification by the UPD.	☐
If necessary or directed to do so by the UPD, activate the building fire alarm.	☐
Exits are clearly marked in all buildings - Be aware of all marked exits in your area and building.	☐
Know the exit routes in your area.	☐
Never use an elevator to exit a building.	☐
Evacuees should move at least 500 feet from the building.	☐
Know your assembly point so a roll call can be taken.	☐
Once the building has been evacuated, no individual will be permitted to re-enter the building until the UPD Director or designee has given approval to re-enter.	☐
Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.	☐
If requested or directed, assist the emergency personnel.	☐
An ICP may be set up near the emergency site.	☐
Keep clear of the ICP unless you have important information to report.	☐
If someone is not counted on roll call, notify the UPD immediately.	☐
Do not return to an evacuated building until you are told to do so by authorized personnel.	☐

Campus Evacuation

If it is determined that a campus-wide evacuation will occur, the following steps will be taken:

Action	Complete
Individuals who are asked by the UPD to evacuate the campus should do so immediately and relocate to a specified assembly point off campus as directed.	☐
Special consideration and care will be given to individuals with access and functional needs.	☐
Residence Hall evacuation(s) will necessitate the utilization of the UC as a staging area.	☐
In some cases, an alternate staging area may be used and will be announced by the UPD.	☐
A total campus evacuation may require the transportation of individuals to a designated area off campus.	☐

5.1.4 Evacuation of Individuals with Disabilities or other Access or Functional Needs

In the event of an emergency requiring an evacuation, those individuals with disabilities or other access or functional needs, may need assistance with evacuation. Evacuation of individuals with disabilities or other access or functional needs will be given a high priority during all emergencies.

The following guidelines should be considered when assisting persons with disabilities or other access or functional needs during an evacuation:

Action	Complete
Communicate the nature of the emergency to the person.	☐
Ask how he/she would like to be assisted.	☐
Provide mobility aids for the person to assist with the evacuation, if possible.	☐

Individuals with Visual Impairment

Action	Complete
Describe the nature of the emergency and offer to guide the individual to the nearest emergency exit.	☐
Have the individual take your elbow and escort them, advising them of any obstacles such as stairs, narrow passageways or over hanging objects.	☐
When you reach safety, orient the individual to the surroundings and ask if further assistance is needed.	☐

Individuals with Hearing Impairment

Action	Complete
Individuals with hearing impairment may not perceive that an emergency exists.	☐
Communicate by writing a note or by using simple hand gestures.	☐

Individuals with Access and Functional Needs

Action	Complete
Ask individuals with crutches, canes, or walkers what method of assistance is preferred.	☐
Provide mobility aids for the person to assist with the evacuation, if possible.	☐
Individuals using wheelchairs:	
▪ Ask the individual if they need assistance.	☐
▪ Some people have minimal ability to move and lifting them may be dangerous to their well-being.	☐
▪ Some persons using wheelchairs have respiratory complications; remove those individuals from smoke or fumes immediately.	☐
▪ If the individual wants to be moved in their wheelchair, keep the following in mind:	
▪ Ask how to best move the individual up/down stairs.	☐
▪ Wheelchairs have many moveable and or weak/spots.	☐
▪ Some persons have no upper trunk or neck strength.	☐
▪ Power wheelchairs have very heavy batteries; an evacuation chair may be needed and the wheelchair retrieved later.	☐
▪ If a seat belt is available, use it.	☐
▪ If the individual wants to be removed from their wheelchair for the evacuation, ask their preferences on the following:	
▪ Steps to take to move them from the wheelchair.	☐

Action	Complete
▪ Whether their extremities can be moved.	☐
▪ How the individual would prefer to be moved up/down stairs.	☐
▪ If a seat cushion or pad is needed.	☐
▪ What is necessary after the evacuation is complete?	☐
Mobility aids should be retrieved as soon as possible and given high priority.	☐
Contact the UPD with the location of the mobility aids if you are unable to retrieve them yourself.	☐

5.2 Appendix B – Shelter-In-Place Procedures

5.2.1 Purpose

The purpose of this appendix is to facilitate the shelter-in-place process of students, employees, family, and friends following an emergency situation on campus or at a University sponsored event. Depending on the situation, emergency responders may recommend for those impacted to shelter-in-place. This shelter-in-place status may last from a few minutes to a few hours depending on the severity of the emergency.

Situations that might require sheltering-in-place include:

- A public disturbance, such as a demonstration that has escalated to a violent level.
- Explosives, whether intentional or accidental.
- Chemical, biological or radiological contaminants may be released accidentally or intentionally into the environment.
- Severe weather emergencies such as a tornado.

5.2.2 Objectives

- To know what to do in the event University authorities issue an order to shelter-in-place.
- To alert campus community of situation requiring sheltering-in place.
- To conduct the shelter-in-place procedures in an orderly and safe manner.

5.2.3 Shelter-In-Place Procedures

Some types of outdoor or off-campus incidents may make evacuation more dangerous than staying indoors. Leaving the area might take too long or put you in harm's way. In such a case, it may be safer for you to stay indoors than to go outside.

Shelter-in-place means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building. If you are told to shelter-in-place, follow the instructions provided.

Shelter-in-Place announcements are different than “take shelter” messages that may be associated with tornado warnings. A Shelter-in-Place announcement will be communicated via one or more means identified in **1.5 Communications**.

When sheltering in place is deemed necessary by the UPD, individuals will shelter-in-place based on the severity and location of the emergency or event. Those on campus should seek shelter immediately at the nearest indoor facility upon notification.

Once an authorized university official has made the decision to order a shelter-in-place follow these instructions:

Action	Complete
Stop classes or work, or close business operations.	☐
If there are others in the building, provide for their safety by asking them to stay-not leave.	☐
When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, where they are, and not drive or walk outdoors.	☐
Individuals outside of buildings should enter the nearest building and proceed to a secure area.	☐
Individuals who are off campus should remain off campus.	☐
Individuals who are inside buildings should remain there.	☐
Encourage students, staff, and visitors to remain indoors and not to panic.	☐
If you are told that is danger of explosion, close the window shades, blinds, or curtains.	☐
Select interior room(s) above the ground floor, with the fewest windows or vents.	☐
Shut and, if possible, lock the door(s).	☐
In laboratories, close containers, close fume hoods, and turn off external venting.	☐
Do NOT pull the fire alarm.	☐
Do NOT lock exterior doors of buildings as this may prevent others from seeking shelter.	☐
If threat of an explosion exists, move everyone away from windows, doors, and to the center of the building.	☐
Establish communication with emergency responders.	☐
University and local officials may call for evacuation in specific area at greatest risk in your community.	☐

5.3 Appendix C – Reunification Procedures

5.3.1 Purpose

The purpose of this Appendix is to facilitate the reunification of students, employees, families, and friends following an emergency situation on campus or at a University sponsored event.

There are a wide variety of emergency situations that might require reunification. Reunification may be needed if the University is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, school violence, bomb threat, terrorist attack, or other local hazard.

5.3.2 Objectives

- To provide general reunification procedures for the campus community.
- To conduct an orderly and safe reunification following an emergency.
- To make proper notification to departments to assure that the reunification is conducted in an orderly and safe manner.
- To identify possible reunification locations on and off campus.
- To inform the campus population and families off campus of reunification locations and procedures through use of the following:
 - UAMAlert
 - Social Media
 - University website
 - Telephones
 - Radio and Television
 - UPD and other University personnel

5.3.3 Reunification

If an emergency situation or event occurs, and that situation(s) necessitated the reunification of students, employees, families, and friends, individuals will be located at designated reunification site(s) based on the severity and location of the emergency or event. University personnel will be available to direct students, employees, faculty, and visitors to the designated reunification site(s). Once established, the locations will be staffed by personnel that can register and track students, visitors, employees, etc. It is recommended that the University work through the county emergency management agency to seek help from the American Red Cross. The American Red Cross has online registration programs available and expertise to assist with a reunification.

Reunification Sites

The UPD personnel or EOC personnel will coordinate the reunification sites with civil authorities. Once determined, these locations and general information about the reunification will be disseminated by emergency personnel, university personnel, local news media, and social media. It is important that reunification procedures and information be pushed to interested parties to prevent an influx of concerned family and friends.

Once the need for a reunification site(s) has been established:

Action	Complete
Determine the location of reunification site(s) and notify students, staff and faculty.	☐
Identify key staff members to staff and run the site(s). Consider volunteer organizations such as the American Red Cross to help operate facilities.	☐
Disseminate general information such as location and reunification procedures.	☐
Identify resource needs for the reunification site.	☐
Maintain accountability of students in the reunification area.	☐
Establish a Call Center to answer questions and provide information.	☐
Establish registration centers within the reunification site.	☐
Coordinate with the UPD to maintain crowd control to keep media, citizens, and other people not impacted by the event away from the reunification area.	☐
Upon completion of reunification process, demobilize the reunification area.	☐

5.3.4 Reunification for Physically Impaired or Injured Individuals

In cases of emergencies, those individuals with physical impairments may need assistance with reunification. Reunification of persons with disabilities will be given a high priority in all emergencies. It is important to consider that individuals with disabilities may require further medical attention and every effort should be taken to ensure that medical personnel are located at the reunification location. Additional resources such as cooling tents, chairs, cots, medical supplies, food, and water should also be planned for accordingly at these locations.

Ambulatory Individuals

Ambulatory individuals are those with disabilities that may impair reunification. Examples include those who are blind, deaf, or who mobility is restricted by the use of walkers or crutches.

Injured individuals

Individuals who have become injured during an emergency who required transport to a local medical treatment facility will have their emergency point of contact informed of the reunification procedures.

Action	Complete
Determine which individuals in the reunification area have special needs.	☐
Notify emergency personnel of those individuals who have special needs.	☐
Determine if those needs can be met in the reunification area, and if not, arrange for transport to a location where those needs can be met.	☐
Determine resources needed for individuals with special needs and any service animals that will be located in the reunification area.	☐
If injured individuals are transferred to medical treatment facility, notify emergency point of contact of the transfer and location.	☐
Maintain accountability of individuals who have been transferred to a medical treatment facility. Record the name and contact information for that facility.	☐

5.4 Appendix D – Emergency Contact Lists

The Emergency Operations Chief or designee is responsible for maintaining emergency contact numbers. This includes an emergency notification roster with 24-hour telephone numbers for EOC staff.

5.4.1 Key Contacts – Monticello Campus

Contact	Phone Number
To report any emergency at any time of day or night:	
▪ UAM University Police Department (UPD) – On campus (ext. 1000)	870-460-1000 870-460-1083
Director of Counseling Services	870-460-1554
Occupational Safety Coordinator	870-460-1018
Office of Judicial Affairs	870-460-1110
Physical Plant Maintenance Department	870-460-1018
Residence Life	870-460-1245
Student Health Nurse	870-460-1951

5.4.2 University Emergency Operations Contacts

Role	Contact	Phone Number(s)
Executive Management	Chancellor	870-460-1020
	General Counsel	501-686-2515
	Provost, Vice Chancellor for Academic Affairs	870-460-1833
	Vice Chancellor for Student Affairs	870-460-1153
	Vice Chancellor for Advancement/University Relations	870-460-1328
	Vice Chancellor for Finance and Administration	870-460-1123
	Vice Chancellor for UAM-CTC – Crossett	870-460-2027
	Vice Chancellor for UAM-CTM - McGehee	870-460-2101
Emergency Management Director	Emergency Management Team Member (assigned by event)	See Executive Management Phone Numbers
Liaison Officer	Director of Governmental Affairs	870-460-1123
Safety Officer	Physical Plant	870-460-1018
PIO	Media Services	870-460-1274
	Director of Information Technology	870-460-1036
Operations	Director of UPD	870-460-1083
Planning	Office of Strategic Planning	870-460-1480
Logistics	Director of Physical Plant	870-460-1018
Finance & Administration	Associate Vice Chancellor for Finance	870-460-1322

5.4.3 ESF Contacts – Monticello Campus

Contact	Phone Number
ESF #1 – Transportation	
▪ Physical Plant	870-460-1018
▪ University Police Department	870-460-1083
ESF #2 – Communication	
▪ Department of Information Technology	870-460-1036
▪ Office of Media Services	870-460-1274
▪ Internet Provider: ARE-ON	877-398-0012
ESF #3 – Public Works and Engineering	
▪ Physical Plant	870-460-1018
▪ City of Monticello	870-367-3415
▪ Drew County	870-460-6205
ESF #4 – Firefighting	
▪ Monticello Fire Department	870-367-5433 911
▪ University Police Department	870-460-1083
▪ Physical Plant	870-460-1018
▪ U.S. Forestry Service	870-367-3464
▪ Volunteer Fire Departments	911
ESF #5 – Emergency Management	
▪ University Police Department	870-460-1083
▪ Drew County Department of Emergency Management	870-460-6203
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	
▪ Residence Life	870-460-1245
▪ Dining Services/Catering	870-460-1076
▪ Office of Nursing	870-460-1069
▪ School of Nursing	870-460-1069
▪ Baptist Health Medical Center - Drew County	870-367-2411
▪ Drew County Health Unit	870-367-6234
▪ Monticello Ambulance	870-367-7384 911
ESF #7 – Logistics Management and Resource Support	
▪ Finance and Administration	870-460-1022
▪ Physical Plant	870-460-1018
ESF #8 – Public Health and Medical Services	

Contact	Phone Number
▪ Student Health Services	870-460-1951
▪ Baptist Health Medical Center - Drew County	870-367-2411
▪ Drew County Health Unit	870-367-6234
ESF #9 – Search and Rescue	
▪ University Police Department	870-460-1083
▪ Monticello Fire Department	870-367-5433
▪ Monticello Police Department	870-367-3411
▪ Drew County Sheriff's Office	870-367-6211
ESF #10 – Oil and Hazardous Materials Response	
▪ University Police Department	870-460-1083
▪ Physical Plant/Occupational Safety Coordinator	870-460-1018
ESF #11 – Agriculture and Natural Resources	
▪ School of Agriculture	870-460-1052
▪ UA Extension	870-460-1091
▪ Arkansas Agriculture Department	501-683-4851
ESF #12 – Energy	
▪ Physical Plant	870-460-1018
▪ Entergy	800-368-3749
▪ C & L Electric	870-628-4221
▪ Summit Utilities	800-992-7552
ESF #13 – Public Safety and Security	
▪ University Police Department	870-460-1083
▪ Monticello Police Department	870-367-3411 911
▪ Drew County Sheriff's Office	870-367-6211 911
▪ Arkansas State Police – Troop F ▪ From wireless telephone	870-226-3713 *55
ESF #14 – Long-Term Community Recovery	
▪ Chancellor	870-460-1020
▪ Finance & Administration	870-460-1022
▪ Physical Plant	870-460-1018
▪ Executive Council	See Section 5.4.2
▪ Drew County Department of Emergency Management	870-460-6203

Contact	Phone Number
Arkansas Department of Emergency Management	501-683-6700
ESF #15 - External Affairs	
Office of Media Services	870-460-1274
Division of Public Affairs	870-460-1274

5.4.4 Key Contacts – Crossett Campus

Contact	Phone Number
To report any emergency at any time of day or night:	
University Police Department – Office	870-460-2012
Vice Chancellor – Office	870-460-2027
Vice Chancellor – Cell	870-500-0241

5.4.5 Key Contacts – City of Crossett and Ashley County

Contact	Phone Number
Law Enforcement:	
Ashley County Sheriff’s Office	870-853-2040
Crossett Police Department	870-364-4131
- Arkansas State Police – Troop F - From wireless telephone	870-226-3713 *55
Fire:	
North Crossett Fire Department	870-364-3055
Crossett Fire Department	870-364-4134
Medical:	
Ambulance	870-364-2121
Ashley County Medical Center	870-364-4111
Ashley County:	
Judge	870-853-2000
Emergency Management Coordinator	870-853-2004

5.4.6 ESF Contacts – Crossett Campus

Contact	Phone Number
ESF #1 – Transportation	
▪ UAM Physical Plant	870-460-1018
▪ UAM-CTC	870-460-2016
ESF #2 – Communication	
▪ Information Technology Division	870-460-1036
▪ Office of Media Services	870-460-1274
▪ UAM-CTC	870-364-6414
▪ Internet Provider: ARE-ON	877-398-0012
ESF #3 – Public Works and Engineering	
▪ UAM-CTC Physical Plant	870-460-2017
▪ Ashley County	870-853-2006
▪ Arkansas State Highway and Transportation Department	870-534-1612
ESF #4 – Firefighting	
▪ North Crossett Fire Department	870-364-3055
▪ Crossett Fire Department	870-364-4134
▪ U.S. Forestry Service	870-364-8730
▪ Volunteer Fire Departments	911
ESF #5 – Emergency Management	
▪ UAM-CTC University Police Department	870-460-2012
▪ UAM University Police Department	870-460-1083
▪ Ashley County Department of Emergency Management	870-853-2004
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	
▪ UAM-CTC Director of Student Services	870-460-2004
▪ Ashley County Medical Center	870-364-4111
▪ Crossett Ambulance Service	870-364-2121
▪ Ashley County Department of Emergency Management	870-853-2004
▪ American Red Cross	501-748-1000
ESF #7 – Logistics Management and Resource Support	
▪ UAM-CTC Administration	870-364-6414
▪ UAM-CTC Physical Plant	870-460-2017
ESF #8 – Public Health and Medical Services	
▪ Ashley County Medical Center	870-364-4111
▪ Crossett Ambulance Service	870-364-2121

Contact	Phone Number
Ashley County Health Unit	870-364-2115
ESF #9 – Search and Rescue	
UAM-CTC University Police Department	870-460-2012
Ashley County Search & Rescue	870-364-4132
North Crossett Fire Department	870-364-3055
Crossett Fire Department	870-364-4134
UAM University Police Department	870-460-1083
ESF #10 – Oil and Hazardous Materials Response	
UAM-CTC University Police Department	870-460-2012
UAM-CTC Physical Plant	870-460-2017
Ashley County Department of Emergency Management	870-853-2004
El Dorado Fire Department – Union County	870-881-4855
ESF #11 – Agriculture and Natural Resources	
UAM Department of Agriculture	870-460-1052
UA Extension	870-460-1091
Arkansas Agriculture Department	501-683-4851
ESF #12 – Energy	
UAM-CTC Physical Plant	870-460-2017
Entergy	800-368-3749
Ashley-Chicot Electric Cooperative	870-853-5212
North Crossett Gas and Water	870-364-2188
ESF #13 – Public Safety and Security	
UAM-CTC University Police Department	870-460-2012
Ashley County Sheriff’s Office	870-853-2040
Crossett Police Department	870-364-4131
- Arkansas State Police - From wireless telephone	870-226-3713 *55
ESF #14 – Long-Term Community Recovery	
UAM-CTC Vice Chancellor	870-460-2027
UAM-CTC Physical Plant	870-460-2017
Chancellor	870-460-1020
Executive Council	See Section 5.4.2

Contact	Phone Number
Ashley County Department of Emergency Management	870-853-2004
ESF #15 - External Affairs	
UAM Office of Media Services	870-460-1274

5.4.7 Key Contacts – McGehee Campus

Contact	Phone Number
To report any emergency at any time of day or night:	
University Police Department – Office	870-460-2121
University Police Department – Cell	870-224-3027
Vice Chancellor – Office	870-460-2101
Vice Chancellor – Cell	870-501-1900

5.4.8 Key Contacts – City of McGehee and Desha County

Contact	Phone Number
Law Enforcement:	
McGehee Police Department	870-222-3636 911
Desha County Sheriff's Office	870-877-2580
- Arkansas State Police – Troop E - From wireless telephone	870-247-1483 *55
Fire:	
- McGehee Fire and Ambulance - Emergency	870-222-3160 911
Medical:	
- Ambulance - Emergency	870-222-3160 911
McGehee Hospital	870-222-5600
Desha County:	
Judge	870-877-2426
Emergency Management Coordinator	870-866-8091

5.4.9 ESF Contacts – McGehee Campus

Contact	Phone Number
ESF #1 – Transportation	
▪ UAM-CTM University Police Department	870-460-2121
▪ UAM-CTM Physical Plant	870-460-2127
ESF #2 – Communication	
▪ UAM Rave System	N/A
▪ The McGehee-Dermott Times Newspaper	870-222-3922
▪ Internet Provider: ARE-ON	877-398-0012
ESF #3 – Public Works and Engineering	
▪ UAM-CTM Physical Plant	870-460-2127
▪ City of McGehee	870-222-3160
ESF #4 – Firefighting	
▪ McGehee Fire and Ambulance	870-222-3160
▪ UAM-CTM University Police Department	870-460-2121
ESF #5 – Emergency Management	
▪ UAM-CTM University Police Department	870-460-2121
▪ Desha County Department of Emergency Management	870-866-8091
▪ McGehee Police Department	870-222-3636
▪ Desha County Sheriff’s Office	870-877-2580
▪ Arkansas State Police ▪ From wireless phone	870-247-1483 *55
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	
▪ McGehee Hospital	870-222-5600
▪ Department of Human Services – Desha County	870-222-4144
ESF #7 – Logistics Management and Resource Support	
▪ UAM-CTM Physical Plant	870-460-2127
▪ City of McGehee	870-222-3160
ESF #8 – Public Health and Medical Services	
▪ McGehee Hospital	870-222-5600
▪ McGehee Family Clinic	870-222-6131
▪ Desha County Health Unit	870-382-2377
ESF #9 – Search and Rescue	
▪ UAM-CTM University Police Department	870-460-2121
▪ McGehee Police Department	870-222-3636
ESF #10 – Oil and Hazardous Materials Response	

Contact	Phone Number
UAM-CTM Physical Plant	870-460-2127
Desha County Department of Emergency Management	870-866-8091
ESF #11 – Agriculture and Natural Resources	
UAM-CTM Physical Plant	870-460-2127
School of Agriculture	870-460-1052
UA Extension	870-460-1091
Arkansas Agriculture Department	501-683-4851
ESF #12 – Energy	
Entergy	800-368-3749
Summit Utilities	800-992-7552
UAM-CTM Physical Plant	870-460-2127
ESF #13 – Public Safety and Security	
UAM-CTM University Police Department	870-460-2121
McGehee Police Department	870-222-3636
Desha County Sheriff’s Office	870-877-2580
Arkansas State Police	870-247-1483
ESF #14 – Long-Term Community Recovery	
Chancellor	870-460-1020
UAM Finance and Administration	870-460-1123
UAM-CTM University Police Department	870-460-2121
ESF #15 - External Affairs	
Vice Chancellor	870-460-2101
Office of Media Services	870-460-1274
The McGehee-Dermott Times Newspaper	870-222-3922

5.4.10 Counseling Services

Contact	Address	Phone Number
Crossett Delta Counseling Office	1308 W. 5th St Crossett, AR 71635	870-364-6471
Dumas Delta Counseling Office	741 Hwy 65 South Dumas, AR 71639	870-382-4001
Lake Village Delta Counseling Office	1127 2 nd Street Lake Village, AR 71653	870-265-3808
Monticello Delta Counseling Office	790 Roberts Dr. Monticello, AR 71655	870-367-2461
Options	239 Hwy 425 N. Monticello, AR 71655	870-367-3488
Warren Clinical Office	1404 E. Church St Warren, AR 71671	870-226-5856 870-226-3150

5.4.11 Hotlines

Contact	Phone Number
Arkansas Department of Emergency Management	501-683-6700
Arkansas Department of Environmental Quality (ADEQ)	501-682-0744
▪ ADEQ Helpline	501-682-0923
Arkansas Department of Health (toll free)	800-462-0599
Arkansas Department of Health (Little Rock)	501-661-2000
Arkansas State Highway and Transportation Department	870-534-1612
Bureau of Alcohol, Tobacco, Firearms and Explosives	
▪ Report Illegal Firearms Activity	800-283-4867
▪ Bomb Hotline	888-283-2662
▪ Arson Hotline	888-283-3473
▪ Report Other Criminal Activity	888-283-8477
Child Abuse Hotline	800-482-5964
Domestic Violence Hotline	800-799-7233
Drug Abuse Hotline	800-943-0566
U.S. Environmental Protection Agency	800-424-8802
FBI (Little Rock)	501-221-9100
National Poison Control Center	800-222-1222
Substance Abuse and Mental Health Services Administration	800-662-4357
U.S. Drug Enforcement Administration	202-307-1000
U.S. Marshal's Office (Little Rock)	501-324-6256

5.5 Appendix E – Shelters

When planning for shelter operations, UAM must anticipate the needs of the population that will require sheltering and the types of assistance they may need. Planners must identify food, water, medical and functional needs requirements, and may consider requesting the assistance of volunteer agencies that specialize in emergency sheltering and feeding operations. University officials can reference the National Disaster Housing Strategy (NDHS) for planning guidance.

(<http://www.fema.gov/pdf/emergency/disasterhousing/NDHS-core.pdf>)

University residence halls are suitable to serve as emergency shelters. The UAM UPD is responsible for assigning personnel to provide security at shelters.

The following locations have been identified as temporary shelters for use during a tornado:

5.5.1 UAM Campus (Tornado)

Building	Location
Administration Building	Interior Offices
Agriculture Department	Storage areas under the building
Bankston Hall	First floor hallways and restrooms
Babin Business Center	First floor hallways and interior offices
Bookstore, Post Office, Visual and Performing Arts	Interior restrooms within each area
Central Warehouse	Basement of the Physical Plant
Fine Arts Center	Basement
Forestry	First floor hallways and restrooms
Harris Hall	Basement
Horsfall Hall	Basement
Library	1 st floor conference room and restrooms
Math and Science Center	Interior storage areas, restrooms
Maxwell Hall	First floor if possible, then restrooms or UC
Memorial Classroom Building	First floor hallway
Music Building	First floor hallway
Steelman Fieldhouse and Indoor Practice Facility	Interior locker rooms, offices, and storage areas
Student Success Center	First floor hallways and interior rooms
UAM University Apartments	Bathrooms of each unit or UC
University Police Department	Dispatch room and interior restrooms
Wells Hall and Sorrells Hall	Wells Basement
Willard Hall	First floor hallway
Visual and Performance Arts Center	First floor hallways and interior rooms

5.5.2 UAM-CTC Campus (Tornado)

Building	Location
Main Building	Room 102, Room 106, Men's Restrooms, Women's Restrooms (2), Student Services Office, Copy Room, Staff Lounge, Vault Office
McGoogan Building	Room 201, Room 203, Room 204, Men's Restroom & Women's Restroom
Industrial Technology Building	Men's Restroom and Women's Restroom
Welding Building	Room 401, Restroom

5.5.3 UAM-CTM Campus (Tornado)

Building	Location
Administration	Central hallway and closets
Allied Health Building	Closets

5.6 Appendix F – Food Distribution Centers

The UAM campus has identified the following as food distribution locations: The University Center is the prime designated location on the main campus. If the UC is unable to meet the feeding needs, the Steelman Fieldhouse will serve as the backup site.

UAM will also utilize the Chick-fil-A restaurant located in the Student Success Center as an alternative feeding location and to supplement the available food supply for food distribution locations as needed.

In the event an off-site feeding location is required, UAM will coordinate with Drew County OEM and other local organizations to determine an appropriate location.

The UAM-CTC and UAM-CTM locations are commuter campuses and do not have residence halls or dining/feeding facilities.

5.7 Appendix G – Resources

5.7.1 UAM Monticello Campus

This is a list of vehicle assets maintained by the UAM Physical Plant – Motor Pool Department. This list is representative of the assets that may be utilized during an emergency situation. (July 2025)

Company Asset ID	VIN	Make	Model	Year	License Plate	License State	Department
CS022 - 1	1DGP253X3B331463	DODGE	CARAVAN	2003	116 HKI	AR	MOTOR POOL
CS022 - 2	1GBG5V1999F413317	CHEVROLET	BUS	2009	311 DXY	AR	MOTOR POOL
CS022 - 3	1FBNE31L59DA4848	FORD	VAN (NO LONGER RUNS)	2009	309 DXY	AR	MOTOR POOL
CS022 - 4	1GAHG35K881226361	CHEVROLET	VAN	2008	295 DXY	AR	MOTOR POOL
CS022 - 5	1D4HB48N85F579377	DODGE	DURANGO	2005	154 DXY	AR	MOTOR POOL
CS022 - 6	3B7KF26Z02M309525	DODGE	3/4 TON 4WD PICKUP	2002	297 DXY	AR	BUILDING MAINTENANCE
CS022 - 7	1B7HC16X3TS620466	DODGE	1/2 TON PICKUP	1996	117 HKI	AR	BUILDING MAINTENANCE
CS022 - 8	1GC0CVC61BF203508	CHEVROLET	2500 PICKUP	2011	296 DXY	AR	BUILDING MAINTENANCE
CS022 - 9	1FAFP58U52A235684	FORD	TAURUS STATION WAGON	2002	048 LHM	AR	MOTOR POOL
CS022 - 10	1GCGC24RWZ181179	CHEVROLET	2500 PICKUP 3/4 TON	1998	123HKI	AR	UNIVERSITY FARM
CS022 - 11	2C3CDXAT2PH568943	DODGE	CHARGER	2023	318 ZTJ	AR	UNIVERSITY POLICE
CS022 - 12	1FBSS31L2WHB14464	FORD	VAN	1998	031 BIJ	AR	BUILDING MAINTENANCE
CS022 - 13	1GBJC34K58E126737	CHEVROLET	PANEL TRUCK	2008	047 LHM	AR	MOTOR POOL
CS022 - 14	1C4RJKBG8R8503414	JEEP	GRAND CHEROKEE L	2024	496 ZTJ	AR	FORESTRY BUSINESS
CS022 - 15	1FDNF70J8PVA24190	FORD	FLAT BED DUMP TRUCK	1993	C32419	AR	MOTOR POOL
CS022 - 16	1HTMMAALXAH171641	INTERNATIONAL	ALTEC 42' BUCKET TRUCK	2010	C90228	AR	BUILDING MAINTENANCE
CS022 - 17	3C6JR6AT0FG643661	DODGE	RAM 1500	2015	304 DXY	AR	BUILDING MAINTENANCE
CS022 - 18	1B3CC4FB8AN153283	DODGE	AVENGER	2010	557 BIJ	AR	MOTOR POOL
CS022 - 19	1FBSS31L03HB41402	FORD	VAN	2003	032 BIJ	AR	BUILDING MAINTENANCE
CS022 - 20	1FBAX2YGXRKB31018	FORD	TRANSIT	2024	538 ZTJ	AR	MOTOR POOL
CS022 - 21	1FTNF20509EA66625	FORD	3/4 TON PICKUP	2009	294 DXY	AR	BUILDING MAINTENANCE
CS022 - 22	1C6RR7XT6LS148692	DODGE	RAM 1500	2020	691 UWK	AR	UNIVERSITY POLICE
CS022 - 23	1FTDF1766VCN62969	FORD	1/2 TON PICKUP	1997	124 HKI	AR	BUILDING MAINTENANCE
CS022 - 24	1FBNE31L39DA41847	FORD	VAN	2009	121 HKI	AR	MOTOR POOL
CS022 - 25	1FBAX2YGXRKB32167	FORD	TRANSIT	2024	537 ZTJ	AR	MOTOR POOL
CS022 - 26	1FTMF1CM2DFB84557	FORD	F150 1/2 TON PICK UP	2013	303 DXY	AR	BUILDING MAINTENANCE
CS022 - 27	3B7KC26Z0XM577006	DODGE	3/4 TON PICKUP	1999	126 HKI	AR	GROUND MAINTENANCE
CS022 - 28	3B7KC26Z2XM577007	DODGE	3/4 TON PICKUP	1999	127 HKI	AR	GROUND MAINTENANCE
CS022 - 29	1GCEK14V31E248758	CHEVROLET	4X4 PICK UP	2001	454 DXY	AR	UNIVERSITY FOREST
CS022 - 31	1D4P25E77B247592	DODGE	CARAVAN	2007	119 HKI	AR	MOTOR POOL
CS022 - 32	1GNKVFD5DJ115371	CHEVROLET	TRAVERSE	2013	387 PSM	AR	CHANCELLOR
CS022 - 33	2C3CDXAT2PH568942	DODGE	CHARGER	2023	319 ZTJ	AR	UNIVERSITY POLICE
CS022 - 34	1FTMF1CM4DFB84558	FORD	F150 1/2 TON PICK UP	2013	300 DXY	AR	BUILDING MAINTENANCE
CS022 - 35	1FTMF1CM1CFB58837	FORD	F150 1/2 TON PICK UP	2012	301 DXY	AR	BUILDING MAINTENANCE
CS022 - 37	1FT7W2B68KEE89019	FORD	F250	2019	384 UWK	AR	UNIVERSITY FARM
CS022 - 38	1FTRF12228KD69808	FORD	F150 1/2 TON PICK UP	2008	431 LHM	AR	BUILDING MAINTENANCE
CS022 - 39	1GAWGP2C1151142	CHEVROLET	VAN	2012	122 HKI	AR	MOTOR POOL
CS022 - 41	1C3CDZAB8DN766903	DODGE	AVENGER	2013	125 HKI	AR	MOTOR POOL
CS022 - 72	F10GLN47831	FORD	BRONCO PICK UP	1972	931 PSM	AR	MOTOR POOL

5.7.2 UAM-CTC Campus

This is a list of vehicle assets maintained by the UAM Physical Plant – Motor Pool Department. This list is representative of the assets that may be utilized during an emergency situation. (July 2025)

Company Asset ID	VIN	Make	Model	Year	License Plate	License State
CS023 - C1	1FBNE31L17DB45671	FORD	12 - PASSENGER VAN	2007	352 LHM	AR
CS023 - C2	2B3AA4CV8AH188894	DODGE	CHARGER	2010	773 HLN	AR
CS023 - C5	1FBNE31L37DB45672	FORD	12 - PASSENGER VAN	2007	353 LHM	AR
CS023 - C6	1GCFC24H9SZ279430	CHEVROLET	TRUCK	1995	535 HKI	AR
CS023 - C7	2C4RDGBGXER476283	DODGE	MINIVAN	2014	885 FIF	AR
CS023 - C8	2G1WA5E32E1178214	CHEVROLET	IMPALA	2014	241 HKI	AR

5.7.3 UAM-CTM Campus / Diesel Academy / AHEOTA

This is a list of vehicle assets maintained by the UAM Physical Plant – Motor Pool Department. This list is representative of the assets that may be utilized during an emergency situation. (July 2025)

Company Asset ID	VIN	Make	Model	Year	License Plate	License State
CS024 - G1	1GNDU23W18D204755	CHEVROLET	UPLANDER	2008	703 LHN	AR
CS024 - G2	1D4GP25E45B346531	DODGE	CARAVAN	2005	118 HKI	AR
CS024 - G3	IGAGG25U031216486	CHEVROLET	3/4 TON 8 - PASSENGER VAN	2003	651 FIF	AR
CS024 - G4	1GC1CVCG4BF115217	CHEVROLET	3/4 TON PICK UP TRUCK	2011	427 HKI	AR
CS024 - G6	1GNKRFEDXEJ296330	CHEVROLET	TRAVERSE	2014	774 BIJ	AR
CS024 - G7	2B3KA43H67H770726	DODGE	CHARGER	2007	976 LHN	AR
CS024 - D1	1FUJBBCK96LV74765	FREIGHTLINER	CONVENTIONAL TRUCK	2006	K50933	AR
CS024 - D2	1FUYDDYB4XL953879	FREIGHTLINER	TRUCK	1999	K52581	AR
CS024 - CDL 1	3AKJHTDV9KSKF0786	FREIGHTLINER	CASCADIA 116 TRACTOR TRK	2019		AR
CS024 - CDL 2	3AKJHHDR0LSLR2482	FREIGHTLINER	CASCADIA 126 TRACTOR TRK	2019		AR
CS024 - A1	1GBK7D1G1DV132432	CHEVROLET	DUMP TRUCK	1983	C67947	AR
CS024 - A2	2FWJAZCV18AZ84336	STERLING	LT9500 TRACTOR	2008	K36135	AR
CS024 - A3	1FDXF46R58EC87811	FORD	F450 PICK UP TRUCK	2008	193 LHM	AR
CS024 - A4	1M1AN07Y0JM027954	MACK	CH613 TRUCK	2018	K00122	AR

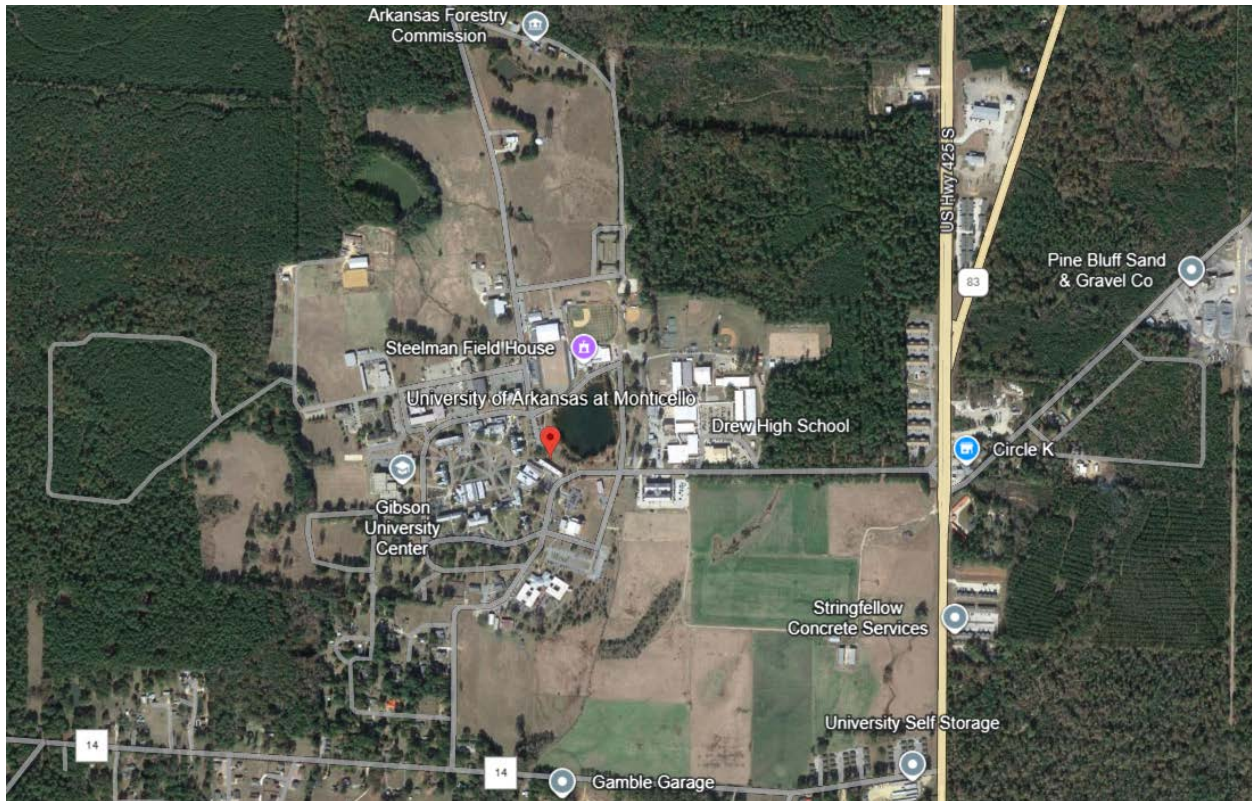
5.8 Appendix H – Checklists, Forms, and Other Lists

5.8.1 Bomb Threat Checklist

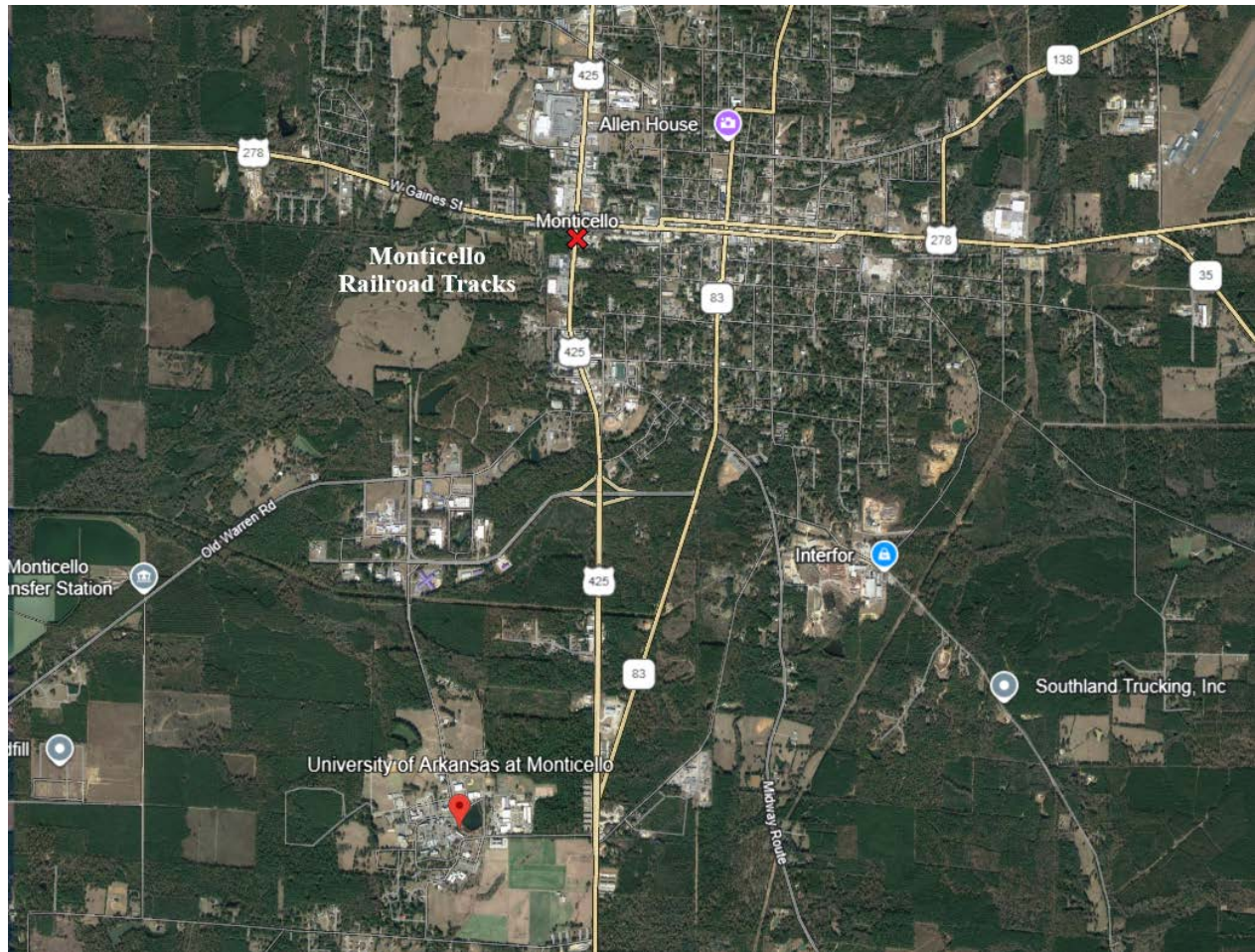
Date:	Time Call Received: AM/PM	Time Call Concluded: AM/PM	
Remain calm, be courteous, LISTEN to, and do not interrupt the caller. DON'T HANG UP THE PHONE. Leave the line open. GET THE ATTENTION OF ANOTHER PERSON – Give them a note saying “BOMB THREAT – Call 911”			
Write down what is displayed on your caller id:			
Write down the exact words of the caller and threat:			
KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:			
When is the bomb going to explode?	What kind of bomb is it?		
Where exactly is the bomb?	What will make the bomb explode?		
Which building? Which floor? Which room?	Who are you? What is your name?		
What does the bomb look like?	Where are you? What is your address?		
DESCRIPTION OF CALLER (check all that apply)			
☐ Male	☐ Female	☐ Unknown	Approximate Age: _____
Voice	Speech	Language	Behavior
☐ Clear	☐ Deliberate	☐ Educated	☐ Agitated
☐ Distorted	☐ Distinct	☐ Foul	☐ Angry
☐ Loud	☐ Fast	☐ Intelligent	☐ Blaming
☐ Muffled	☐ Hesitant	☐ Irrational	☐ Calm
☐ Nasal	☐ Lisp	☐ Rational	☐ Fearful
☐ Pitch – High	☐ Slow	☐ Slang	☐ Laughing
☐ Pitch – Med	☐ Slurred	☐ Uneducated	☐ Nervous
☐ Pitch – Low	☐ Shuttered	☐ Unintelligible	☐ Righteous
☐ Pleasant	☐ Accented	☐ Foreign	☐ Whiney
☐ Raspy	If Accented, Describe:	If Foreign, Describe:	☐ Other:
☐ Recorded Message			
☐ Smooth			
☐ Soft			
☐ Squeaky	☐ Other:	☐ Other:	☐ Other:
☐ Other:			
☐ Airport ☐ Animals ☐ Baby ☐ Birds ☐ Gymnasium ☐ Machinery ☐ Music ☐ Quiet ☐ Restaurant/Bar ☐ Talking ☐ Television ☐ Traffic ☐ Train ☐ Typing ☐ Water/Wind ☐ Other:			
Name of Person Receiving Call:			
Phone Number Threat was Received On:			
Name of Possible Suspect(s):			

5.9 Appendix I – Maps

5.9.1 UAM



5.9.2 UAM with Railroad



5.9.3 UAM-CTC



5.9.4 UAM-CTM with Railroad



5.10 Appendix J – Exercise and Training

Trained and knowledgeable personnel are essential for the prompt and proper execution of this plan. The University Police Department will ensure that all personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as, how their role and responsibilities interface with the other response components of this plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

Training will be based on Federal, state, and local guidance. All training and exercises conducted will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The University Police Department will develop, plan, and conduct an emergency response exercise at least annually. These exercises will be designed to not only test the plan, but to train all appropriate officials, emergency response personnel, and UAM personnel. Emergency response organizations, quasi-public, volunteer groups, and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

Under the provisions of the Clery Act, UAM must have and disclose procedures for testing their emergency response and evacuation procedures at least once annually. It is important to note that this refers to testing the overall emergency response procedures, not just the emergency notification system, although that is advisable too and could certainly be a part of the annual test.

The Clery Act guidelines define a test as "Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities." This covers a wide range of potential options such as drills, and tabletop, functional, and full-scale exercises.

It is strongly recommended that exercises be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

HSEEP is a capabilities- and performance- based exercise program that provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP also provides tools and resources to facilitate the management of self-sustaining exercise programs.

In accordance with HSPD-8 and the National Preparedness Goal, HSEEP uses a capabilities-based approach to individual exercises and exercise program management. In the spirit of NIMS, HSEEP promulgates standardized policies and terminology usable by officials and emergency responders at all levels of government.

5.10.1 Recommended Training

The IS courses listed below are self-paced courses offered free of charge and are available online through the Emergency Management Institute - [EMI](#). These courses are recommended for any UAM personnel, student, or volunteer that will assist in mitigating, planning, responding, and/or recovering from an incident.

Course ID	Course Title
IS-100.c	Introduction to Incident Command System
IS-363	Introduction to the Incident Command System for Higher Education
IS-200.c	Basic Incident Command System for Initial Response
IS-360	Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship
IS-700.b	An Introduction to the National Incident Management System
IS-800.d	National Response Framework, An Introduction

It is recommended that UAM administration personnel also take the following:

Course ID	Course Title
G-0367	Emergency Planning for Campus Executives

5.10.2 Training – UAM UPD Officers

All officers of the UAM UPD meet state mandated training requirements and are certified by the Arkansas Commission on Law Enforcement Standards. UAM UPD officers have also received Incident Command training, and *Responding to Critical Incidents on Campus* training.

5.11 Appendix K – Glossary of Key Terms

After Action Report/Improvement Plan

The main product of the evaluation and improvement planning process is the AAR/IP. The AAR/IP has two components: an AAR, which captures observations of an exercise and makes recommendations for post-exercise improvements; and an IP, which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion.

All-Hazards

Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

American Red Cross

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Assessment

The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision making.

Chief

The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command

The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Communications

The process of transmission of information through verbal, written, or symbolic means.

Continuity of Operations

An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Coordinate

To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Critical Infrastructure

Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Decontamination

The process of making people, objects, or areas safe by: absorbing, destroying, neutralizing, making harmless, or removing hazardous materials.

Drill

A drill is a coordinated, supervised exercise activity, normally used to test a single specific operation or function. With a drill, there is no attempt to coordinate organizations or fully activate the EOC.

Earthquake

A sudden transient motion or trembling of the earth's crust, resulting from the waves in the earth caused by faulting of the rocks or by volcanic activity.

Emergency

Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency Management Director

The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

Emergency Management/Response Personnel

Includes Federal, State, territorial, tribal, sub-state regional and local governments, non-governmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder).

Emergency Management Plan/Emergency Management Plan

An ongoing plan for responding to a wide variety of potential hazards.

Emergency Operations Center

The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, state, regional, tribal, city, county), or by some combination thereof.

Emergency Support Function

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and maintain public safety.

Enhanced Fujita Scale

A scale that classifies the severity of wind damage intensity based on the degree of destruction as it relates to the wind speed as well as path length and path width of the event. It is normally used to identify the most intense damage exhibited by a tornado. Developed by T. Theodore Fujita and Allen Pearson.

Evacuation

The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exercise

An exercise is an instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement. (Note: an exercise is also an excellent way to demonstrate community resolve to prepare for disastrous events).

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by Federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Full-Scale Exercise

A full-scale exercise simulates a real event as closely as possible. It is an exercise designed to evaluate the operational capability of emergency management systems in a highly stressful environment that simulates actual response conditions. To accomplish this realism, it requires the mobilization and actual movement of emergency personnel, equipment and resources. Ideally, the full-scale exercise should test and evaluate most functions of the emergency management plan or operational plan.

Functional Exercise

A functional exercise is a fully simulated interactive exercise that tests the capability of an organization to respond to a simulated event. The exercise tests multiple functions of the organization's operational plan. It is a coordinated response to a situation in a time-pressured, realistic simulation.

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Homeland Security Exercise and Evaluation Program

HSEEP is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning.

Incident

An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Command

The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command System

A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management

The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Jurisdiction

A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, state, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Liaison

A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer

A member of the Command Staff at the Field NIMS level responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Livestock

Cattle, equine (horses), sheep, goats, swine (pigs), poultry and other animals designated by the State Department of Agriculture.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate, the hardship or suffering, threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Logistics

The process and procedure for providing resources and other services to support incident management.

Mitigation

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. In this EMP, mitigation also means reducing the likelihood that threats and hazards will happen. Mitigation activities provide a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mutual Aid Agreement or Assistance Agreement

Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National Incident Management System

A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework

A guide to how the Nation conducts all-hazards response.

National Weather Service

The Federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Natural Disaster

Any event or force of nature that has catastrophic consequences, such as avalanche, earthquake, flood, forest fire, hurricane, lightning, tornado, tsunami, and volcanic eruption.

New Madrid Seismic Zone

The NMSZ is made up of several thrust faults that stretch from Marked Tree, Arkansas to Cairo, Illinois. Earthquakes in the central or eastern United States affect much larger areas than earthquakes of similar magnitude in the western United States.

Nongovernmental Organization

An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of non-governmental organizations include faith-based charity organizations and the American Red Cross. Non-governmental organizations, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. Non-governmental organizations and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Operational Period

The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Preparedness

A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the

National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Prevention

Prevention means the capabilities necessary to avoid, deter, or top an imminent crime or threatened or actual mass casualty incident. Prevention is the action taken by UAM to prevent a threatened or actual incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector

Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protection

Protection means the capabilities to secure UAM against acts of terrorism and man-made or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Protocol

A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information Officer

A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery

The capabilities necessary to assist the UAM campuses affected by an event or emergency in restoring the learning environment.

Reimbursement

A mechanism to recoup funds expended for incident-specific activities.

Resources

Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response

Capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Safety Officer

A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Shelter-in-Place

In the event of a large chemical spill or a biological weapons attack, the safest course of action may be to “Shelter in Place.” Close all windows and doors, arrange to get heating, ventilation, and air conditioning systems shut down and remain in the indoor safe area until you receive further instructions.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude, to warrant disaster assistance by the state, to supplement local efforts to prevent/alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Tabletop Exercise

A tabletop exercise is a facilitated analysis of an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined.

Technological Disaster

A disaster attributed in part, or entirely, to human intent, error, negligence, or involving a failure of a man-made system, resulting in significant injuries or deaths.

Terrorism

As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Test

The Clery Act guidelines define a test as "Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities."

Threat

Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Thunderstorm Warning

A forecast issued when severe weather has developed, is already occurring and reported, or is detected on radar. Warnings state a particular hazard or imminent danger, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, heavy snows, etc.

Thunderstorm Watch

A forecast issued well in advance of a severe weather event to alert the public of the possibility of a particular hazard, such as tornadoes, severe thunderstorms, flash and river floods, winter storms, or heavy snows.

Tornado Warning

A tornado warning indicates a tornado has been sighted or is spotted on radar. Listen for local weather forecasts so that you know if you will be affected. You should be prepared to take cover immediately.

Tornado Watch

A tornado watch indicates that conditions are right for a tornado to develop. When a tornado watch is issued, you should prepare to take cover.

Unified Command

An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Volunteer

For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

5.12 Appendix L – List of Acronyms

AAR/IP	After Action Report/Improvement Plan
ACIC	Arkansas Crime Information Center
ADEM	Arkansas Department of Emergency Management
AED	Automated External Defibrillator
AGS	Arkansas Geological Survey
BCP	Business Continuity Plan
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
COOP	Continuity of Operations
CPR	Cardiopulmonary Resuscitation
EAP	Emergency Action Plan
EAS	Emergency Administrative System
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EMP	Emergency Management Plan
EPA	Environmental Protection Agency
ERG	Emergency Response Guide
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency

HazMat	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVAC	Heating, Ventilation, and Air Conditioning
IAP	Incident Action Plan
IC	Incident Commander
ICC	Incident Command Center
ICP	Incident Command Post
ICS	Incident Command System
IS	Independent Study
IT	Information Technology
JIC	Joint Information Center
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NDHS	National Disaster Housing Strategy
NCIC	National Crime Information Center
NFPA	National Fire Protection Association
NGO	Non-governmental Organization
NIMS	National Incident Management System
NMSZ	New Madrid Seismic Zone
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NTSB	National Transportation Safety Board
NWS	National Weather Service
OEM	Office of Emergency Management

OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PPD	Presidential Policy Directive
PPE	Personal Protective Equipment
RA	Resident Assistant
RD	Resident Director
ROTC	Reserve Officer Training Corps
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
TAT	Threat Assessment Team
UAM	University of Arkansas at Monticello
UAM-CTC	University of Arkansas at Monticello-College of Technology Crossett
UAM-CTM	University of Arkansas at Monticello-College of Technology McGehee
UBIT	University Behavioral Intervention Team
UPD	University Police Department
UC	Unified Command
UC	University Center
USDA	United States Department of Agriculture
VC	Vice Chancellor