



# **Emergency Operations Plan (EOP)**

Prepared by  
University Police Services, Office of Emergency Management

**February 2020**

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**Adam Garcia**  
Associate Vice President & Director  
University Police Services  
Southern Command

February 2020

University Police Services, Southern Command is committed to protecting the welfare of its community members, property and facilities. For this reason, we have developed this all-hazard Emergency Operations Plan (EOP). With this plan, University Police Services strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from their inevitable occurrence.

We can best prepare to meet the challenges emergencies present by working together. Thus, University Police Services expects individual departments to fully support the direction presented in this plan.

The EOP is designed to help employees respond appropriately when emergency conditions exist. Although these situations are inherently unpredictable, this plan allows for an immediate, coordinated response, thereby minimizing danger to our campus and facilitating long-term recovery.

Every member of the community should understand his or her role in emergency situations. Please review this manual so you can support your colleagues and protect our students, staff, faculty, and visitors should an emergency arise.

This EOP was prepared for all southern Nevada institutions of higher education, to establish how we will prepare for, respond to, and recover from natural and man-made emergencies or disasters. This EOP was crafted within an all-hazards context and utilizes the National Incident Management System (NIMS), which includes the Incident Command System (ICS), as a basis for consistent, effective, and efficient management of response and recovery efforts.

This EOP supersedes all previous versions and is hereby approved.

Thank you,

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# Basic Plan

## Introduction

The Nevada System of Higher Education (NSHE) offers a variety of programs and courses at multiple institutions designed to impact the educational needs of local residents, organizations, and businesses in surrounding communities. NSHE supports and maintains a variety of programs and activities designed to fulfill its critical obligations to the community in this regard. It is possible that a crisis or catastrophic event **may** occur that significantly disrupts normal operations and threatens the safety or welfare of our campus community (students, faculty, leadership, staff, and visitors). These incidents could occur on-site or close enough to the campus to have a substantial negative impact on operations at any NSHE campus.

It is vitally important, therefore, that an all-hazard Emergency Operations Plan (EOP) establishing the guidelines that enable us to safeguard people, information, and property that might be at risk from these potential threats, and empower designated employees to work as a team to resolve any crisis as safely and as quickly as possible. The primary purpose of this document is to inform key personnel how to rapidly deal with and neutralize any potential catastrophic disruption and quickly return the campus to normal operations with a minimum loss of life or injury and at minimal expense. Effective emergency planning and training will enable designated personnel to function efficiently as individuals, as a team, and with other agencies, in any type of emergency or protracted crisis/disaster situation.

The primary focus of this EOP is to supply critical information to enhance the emergency and crisis management skills of those designated employees who will be responsible for coordinating and implementing the institutional response to a major life-safety crisis. This plan also addresses critical emergency management issues including mutual aid and intra-agency cooperation. Effective utilization of this plan as both a training tool and a template for successful disaster management and incident response will serve to protect human life, prevent or minimize personal injury, reduce the potential of long-term disruption of service, and empower all employees to play a significant and meaningful role in the successful management and mitigation of any major crisis.

By definition, emergency management is a training, planning, and support function, and the Federal Emergency Management Agency (FEMA) is the primary federal emergency management support agency. Therefore, it is the intent of the EOP to utilize the FEMA five mission areas as defined in the *National Preparedness Goal*. The five mission areas are as follows:

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection.** Protect our citizens, residents, visitors and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.

- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historical and environmental fabric of communities affected by a catastrophic incident.

Additionally, FEMA identifies four phases of emergency management which are as follows:

The Four Phases of Emergency Management	
<b>Mitigation</b> Preventing future emergencies or minimizing their effects	<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.</li> <li><input type="checkbox"/> Buying flood and fire insurance for your home is a mitigation activity.</li> <li><input type="checkbox"/> Mitigation activities take place <b>before</b> and <b>after</b> emergencies.</li> </ul>
<b>Preparedness</b> Preparing to handle an emergency	<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes plans or preparations made to save lives and to help response and rescue operations.</li> <li><input type="checkbox"/> Evacuation plans and stocking food and water are both examples of preparedness.</li> <li><input type="checkbox"/> Preparedness activities take place <b>before</b> an emergency occurs.</li> </ul>
<b>Response</b> Responding safely to an emergency	<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action.</li> <li><input type="checkbox"/> Seeking shelter from a tornado or turning off gas valves in an earthquake are both response activities.</li> <li><input type="checkbox"/> Response activities take place <b>during</b> an emergency.</li> </ul>
<b>Recovery</b> Recovering from an emergency	<ul style="list-style-type: none"> <li><input type="checkbox"/> Includes actions taken to return to a normal or an even safer situation following an emergency.</li> <li><input type="checkbox"/> Recovery includes getting financial assistance to help pay for the repairs.</li> <li><input type="checkbox"/> Recovery activities take place mostly <b>after</b> and emergency but aspects of recovery begin <b>during</b> the event.</li> </ul>

**Table 1: Phases of Emergency Management**

Emergency management is performed at all levels and will serve to prepare personnel to coordinate and implement an effective response to any type of emergency or hazard. Emergency management, however, **does not directly provide response units or personnel**. It may provide some equipment and supplies depending upon the circumstances. Effective emergency management actually occurs before an event in the form of planning, training, purchasing, stockpiling, etc. Handling the initial event, however, is a local government responsibility, because **all emergencies initially begin and end as local government incidents**.

# Purpose, Scope, Situation Overview, and Assumptions

## Purpose

This plan fulfills the Homeland Security Presidential Directive (HSPD) – 5 requirement that each institution incorporate the National Incident Management System (NIMS) and the Incident Command System (ICS) for use in incident response.

This plan and its annexes provide guidelines and a framework for emergency organization, communications and information management, decision-making, response operations, and recovery operations.

## Plan Scope

The measures in this plan will be enacted in response to any circumstance that requires greater than day-to-day resources to protect safety, health, property, the environment, and/or critical operations, including:

- **Events:** A planned occurrence that requires resources greater than customary day-to-day staffing to ensure the safety and wellbeing of event participants, and the coordination of these resources to ensure a safe and successful outcome. Examples include commencement, guest lectures requiring special security, and large gatherings such as football games. Unlike incidents, events can be rescheduled or cancelled.
- **Incidents:** A spontaneous occurrence or event—natural, technological, or human-caused—that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland 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, other occurrences requiring an emergency response).

Generally there are two categories of incidents:

- **Emergencies:** Any incident, whether natural or human-caused, that requires responsive action to protect life or property; and
- **Disasters:** An occurrence of a natural catastrophe, technological accident, or human-caused incident that has resulted in severe property damage, deaths, and/or multiple injuries.

Should an event or incident impact, or be expected to impact, any NSHE campus or community, the affected institution will implement the measures in this plan. While the university or college is not solely responsible for managing emergencies, it may assist in responses or provide resources through existing mutual aid agreements.

## Situation Overview

NSHE campuses in southern Nevada are located in Clark County. They include the College of Southern Nevada (CSN), Desert Research Institute (DRI), Nevada State College (NSC), and the University of Nevada Las Vegas (UNLV). Nearly 70% of the state's population is concentrated in Clark County. In addition to resident population, southern Nevada is a world famous travel destination serving more than 32 million visitors annually. The risks associated with the possibility of large-scale emergencies or disasters occurring in Las Vegas Valley and impacting NSHE campuses are predicated on many unique factors including commerce, cultural diversity, transportation corridors, and natural influences such as earthquake activity and severe weather conditions.

### Maps (Nevada, Clark County, Las Vegas Valley, NSHE Campuses)

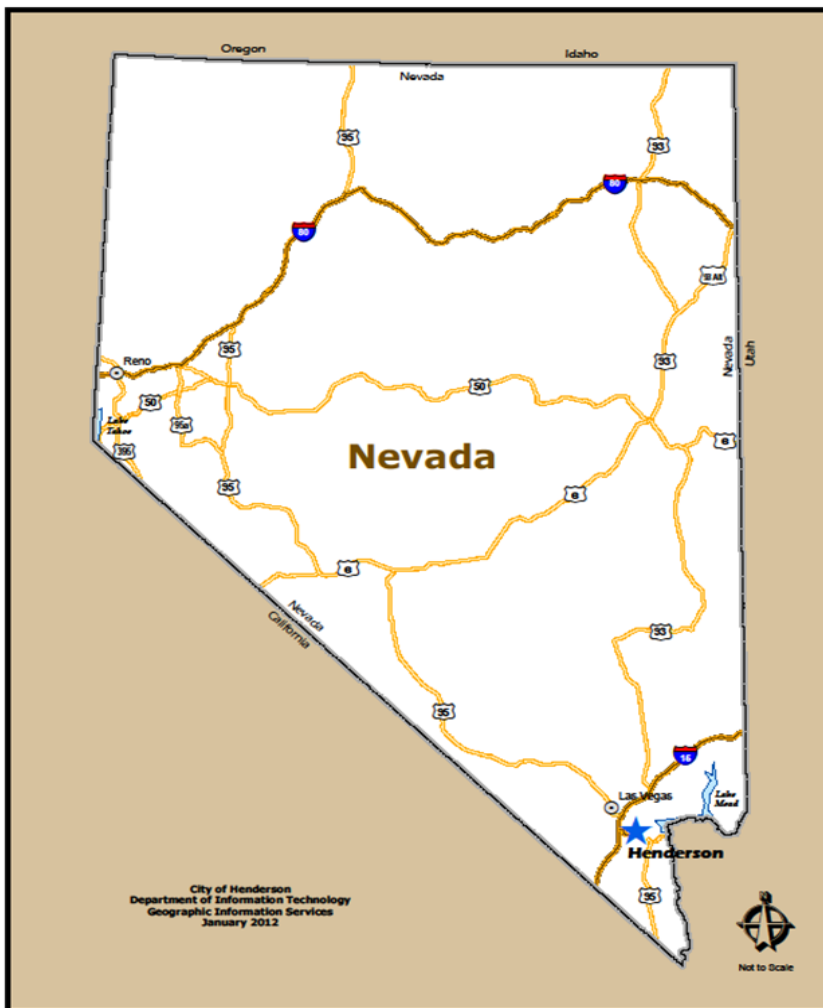


Figure 1: Map of Nevada

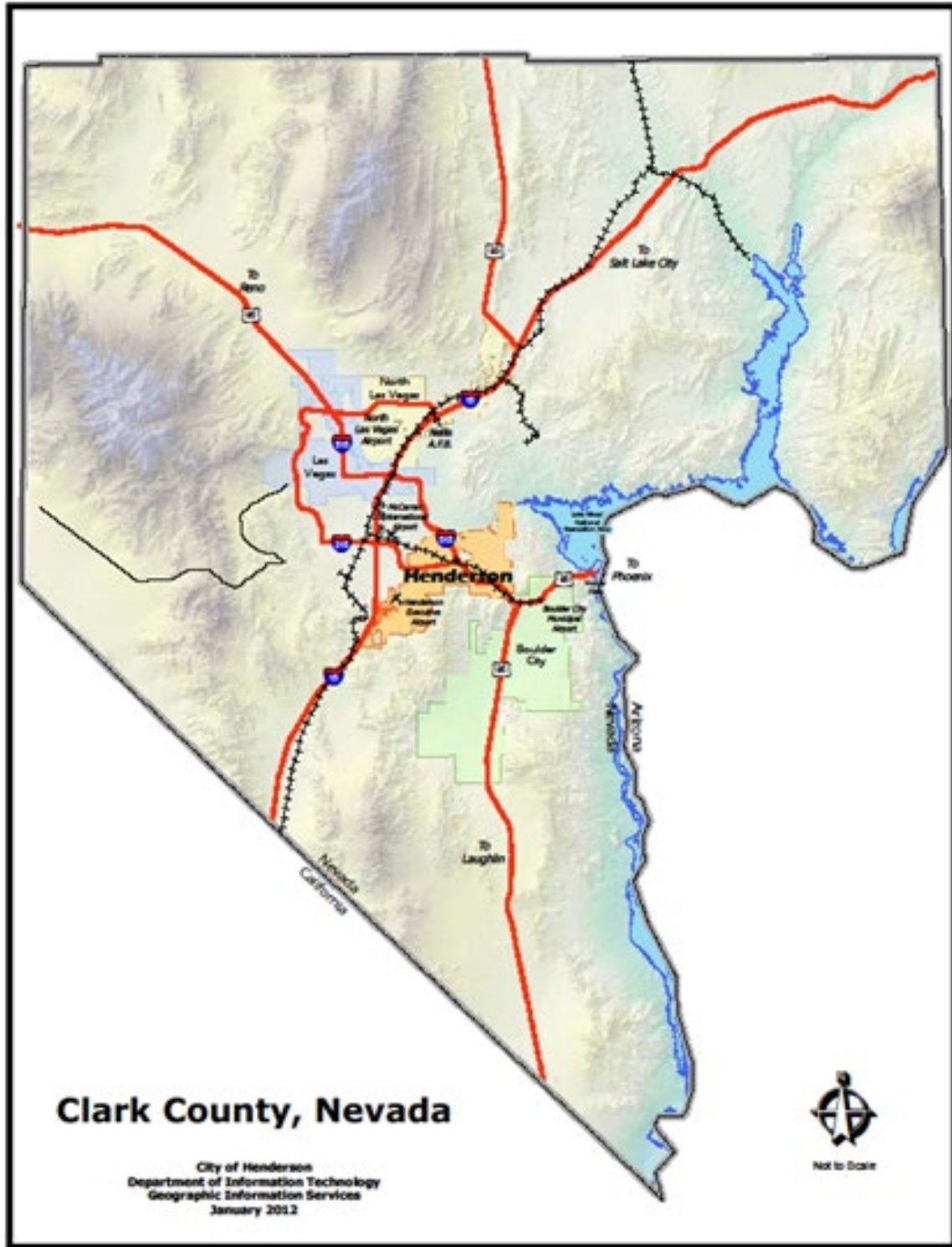


Figure 2: Map of Clark County, Nevada



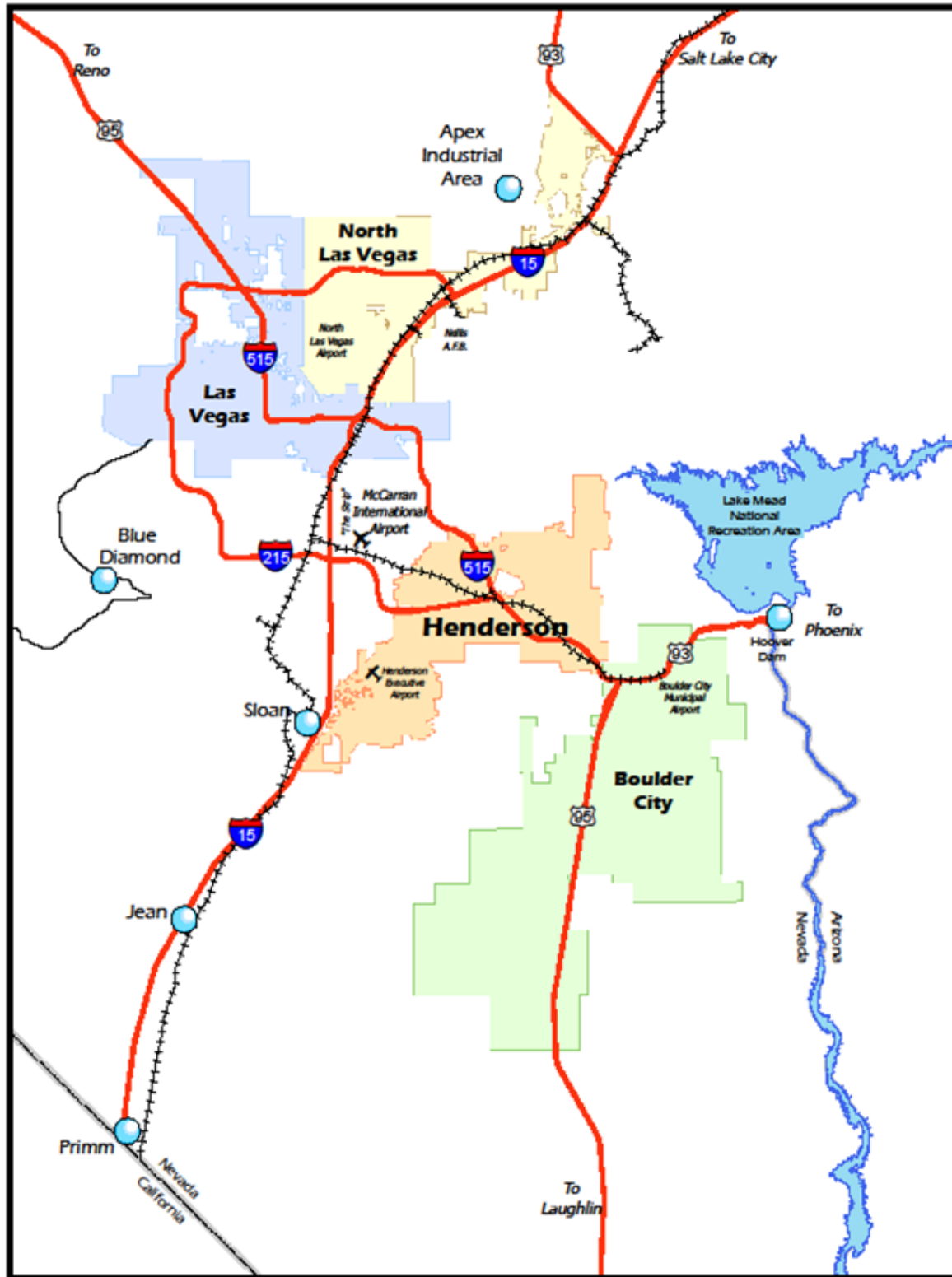


Figure 3: Map of the Las Vegas Valley.

## University of Nevada Las Vegas (UNLV)

The University of Nevada, Las Vegas (UNLV) is a public research university in the Las Vegas suburb of Paradise, Nevada. The 332-acre main campus is about 1.6 mi east of the Las Vegas Strip. UNLV is a comprehensive university with a commitment to educating a diverse 30,000+ student population for success in the real world. UNLV's footprint extends across multiple campus locations in and around the Las Vegas valley.

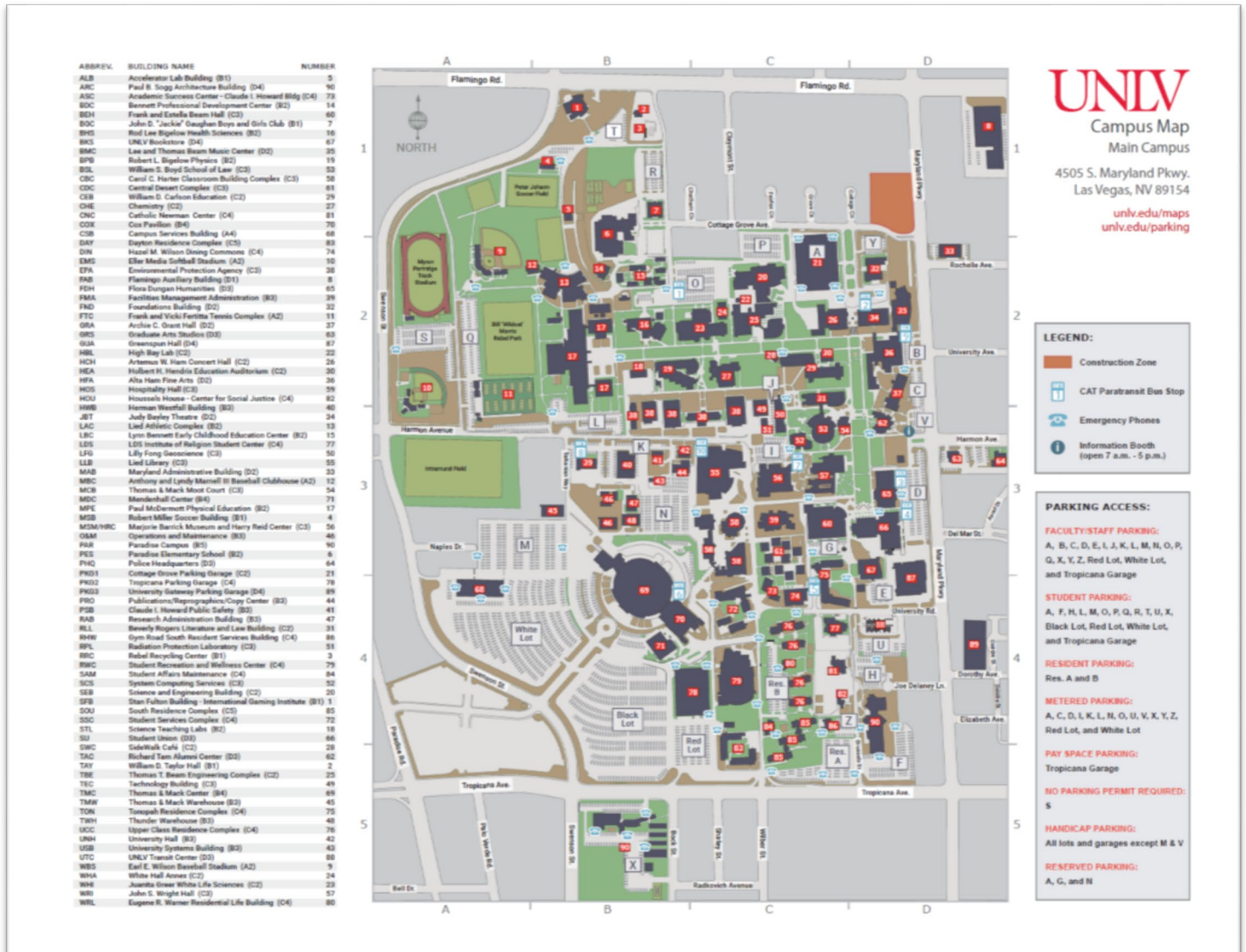
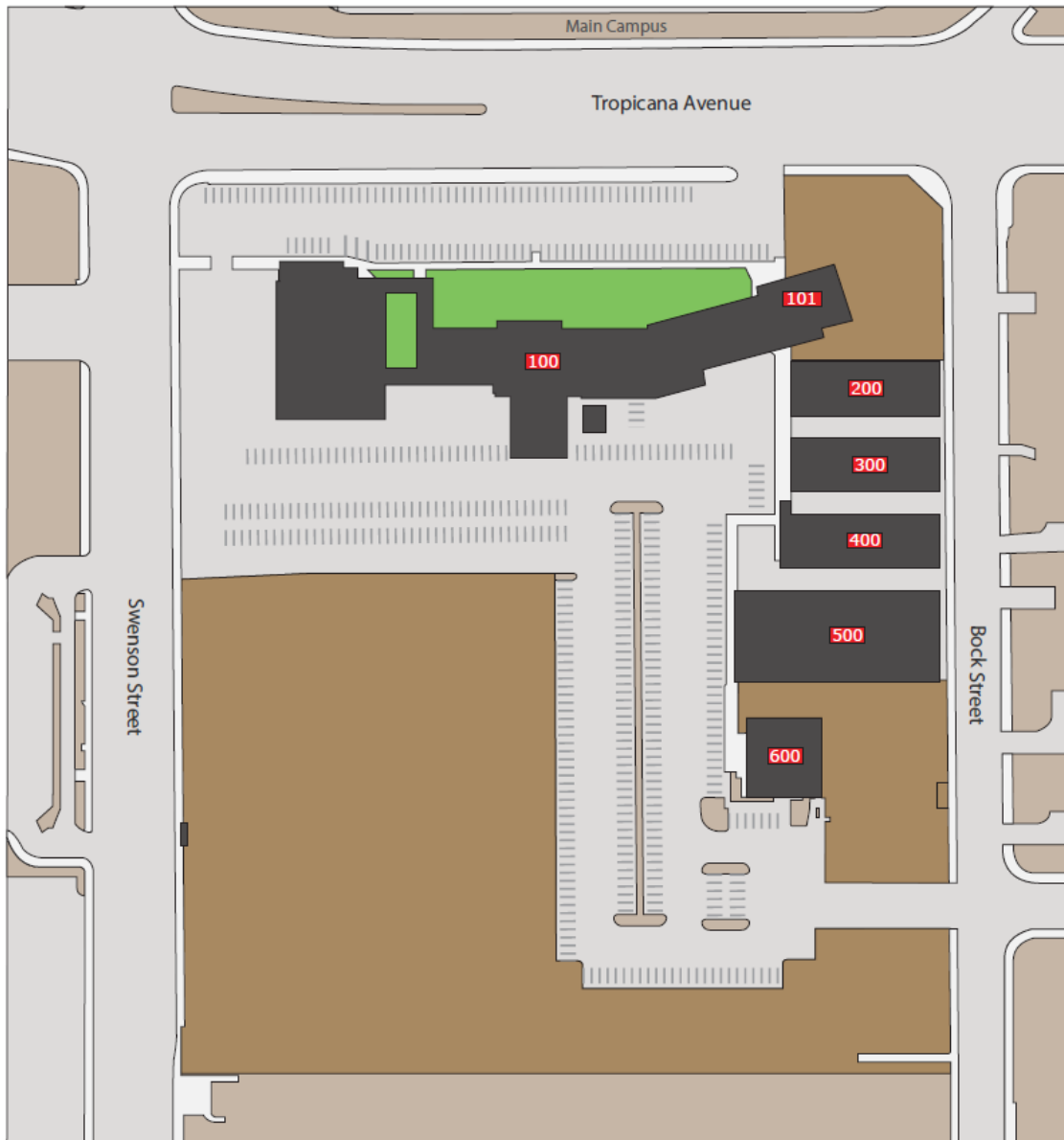


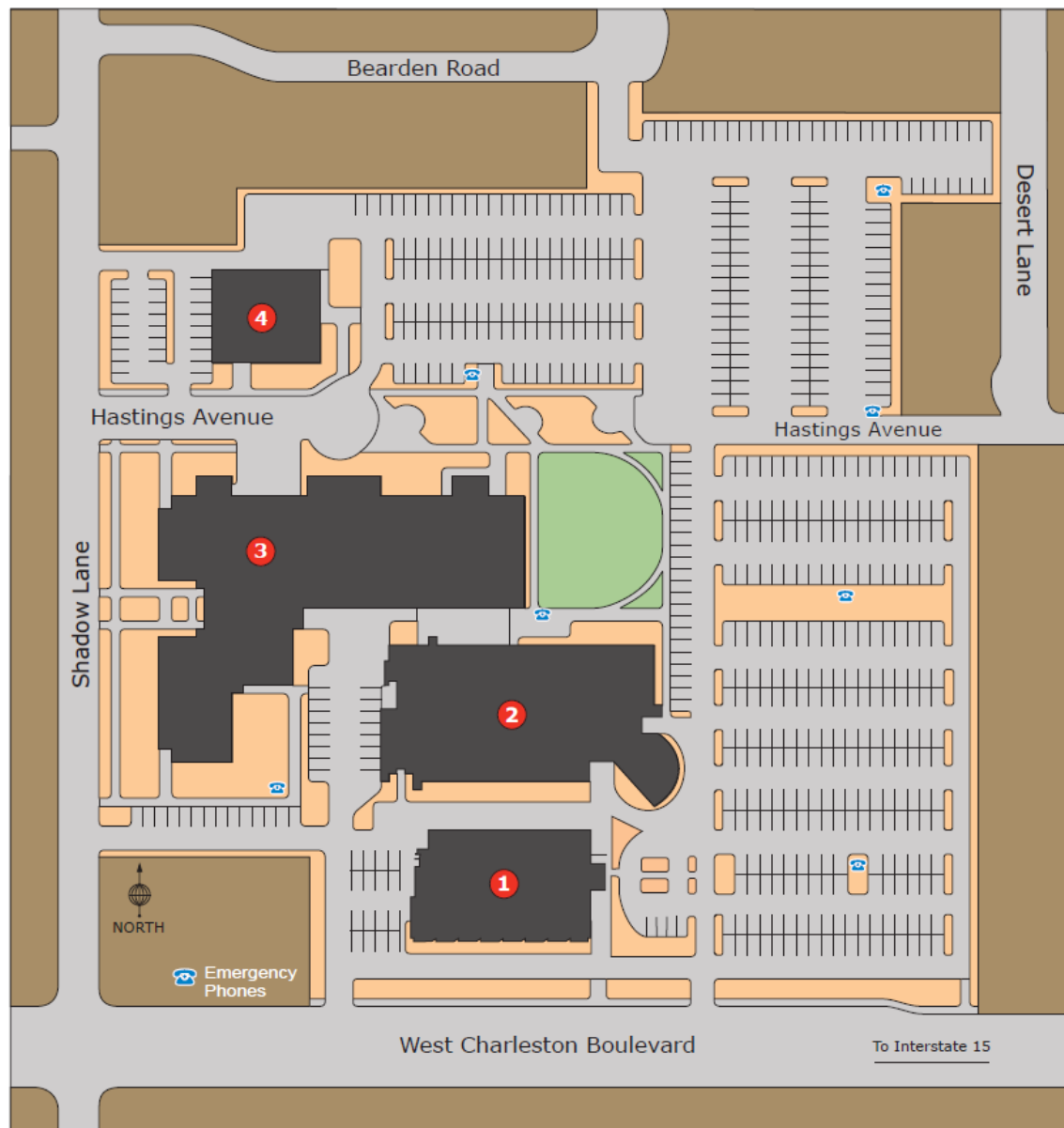
Figure 4. UNLV Main Campus (Maryland Parkway)



NUM.	BUILDING
PAR-100	Division of Educational Outreach (DEO) Information Desk / Cannon Survey Center / Administrative Offices (Rooms 100-140)
PAR-101	Public Lands Institute
PAR-200	Continuing Education Administration (Rooms 200-207) / DEO Marketing (Rooms 203 & 204) / Community2Campus (Room 202)
PAR-300	Classrooms (Rooms 300-302)
PAR-400	Classrooms (Rooms 400-403)
PAR-500	Classrooms / OLLI (Rooms 500-512)
PAR-600	College of Liberal Arts

**UNLV**  
**Paradise Campus**  
**2D Parking Map**  
 851 E. Tropicana Ave.  
 Las Vegas, NV 89119  
<http://www.unlv.edu/maps>

**Figure 5: UNLV Paradise Campus (Tropicana Ave)**



BUILDING NAME	ABBREV.	NUM.
Dental School, Shadow Lane	SLC-A	2
Biotech Research, Shadow Lane	SLC-B	3
Campus Services Building, Shadow Lane	SLC-C	4
Advanced Dental Education Building	SLC-D	1

**UNLV**  
**Shadow Lane Campus**  
**2D Parking Map**

1001 Shadow Lane  
 Las Vegas, NV 89106

<http://unlv.edu/maps>

**Figure 6: UNLV Shadow Lane Campus (Medical District)**

## Nevada State College (NSC)

NSC is located within the City of Henderson, Nevada. NSC is a comprehensive four-year college with a commitment to educating a diverse 4,200+ students for success in the real world. Nestled at the foot of Mount Scorpion in Henderson, its 511-acre campus is rapidly developing to meet the needs of a growing student population and dynamic programs. There are currently five buildings that house energy-efficient, 40-student or smaller classrooms, and the open community spaces forward sustainable principles with solar panels, xeriscaping, and an organic teaching garden that also serves our campus cafe. NSC is planning to construct additional buildings including a dormitory.

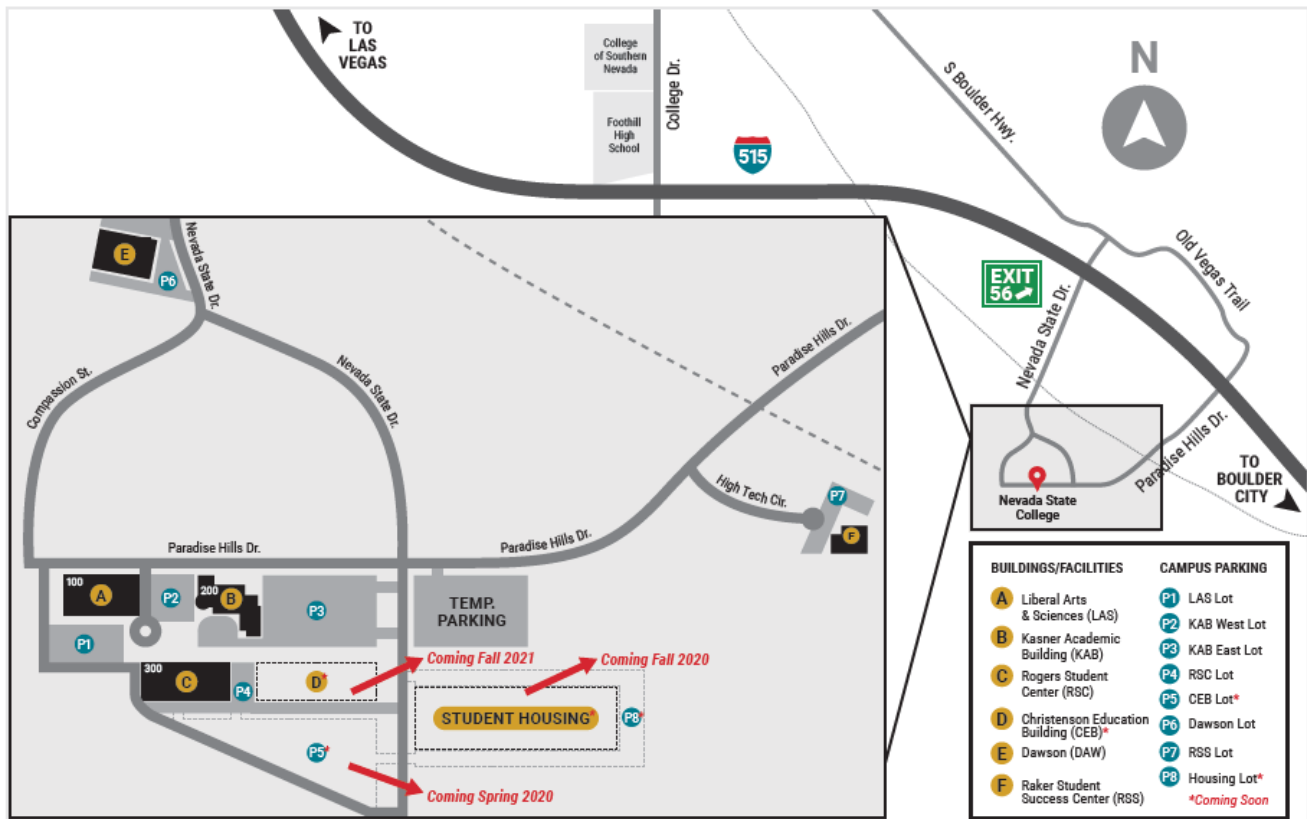


Figure 7: Nevada State College Campus.

Abbreviation	Name	Year Opened	Size (GSF)
DAW	Dawson Building (Leased Space)	2002	32,420
LAS	Liberal Arts and Sciences	2008	40,000
NSE	Nursing, Science & Education	2015	60,000
RSC	James E. and Beverly Rogers Student Center	2015	60,000
RSS	Raker Student Success Center	2019	20,566

Table 2: NSC Main Campus Building list



# College of Southern Nevada (CSN)

## CHARLESTON CAMPUS

6375 West Charleston Blvd.  
Las Vegas, NV 89146  
(702) 651-5000

### MAP LEGEND

#### STUDENT UNION

- ① Food Services
- ② Student Government

#### A: CLAUDE I. HOWARD HEALTH SCIENCE CENTER

##### Level 1:

- ① Dental Museum
- ② Dental Faculty Practice
- ③ Mojave Mental Health Services

#### B: DONALD F. STONE CLASSROOM COMPLEX

##### Level 1:

- ① Bookstore
- ② Recruitment & College Connections

#### C: INTERACTIVE LEARNING CENTER

##### Level 1:

- ① Computer Lab
- ② World Languages: Lab
- ③ Centers for Academic Success

##### Level 2:

- ④ E-Learning

#### D: PAUL E. MEACHAM STUDENT SERVICES

##### Level 1:

- ① Auditorium
- ② Student Services: Admissions/Registration, Advising and Coaching Services, CAPS, Cashier, Disability Resource Center, Financial Aid Services, Testing/Placement
- ③ Information Center
- ④ International Student Center

#### E: ADMINISTRATION

##### Level 3:

- ① Executive Offices

##### Level 4:

- ② Human Resources

#### F: CSN / CLV FIRE STATION

#### G: LABORATORY SCIENCE

#### H: GENERAL SCIENCE

#### I: LIBRARY

##### Level 1:

- ① Auditorium
- ② Library

#### K: RALPH & BETTY ENGELSTAD SCHOOL OF HEALTH SCIENCES

##### Level 1:

- ① Auditorium
- ② Health Programs Advising

##### Level 3:

- ③ Computer Lab

#### L: THE LOUX CENTER

#### M: POLICE

#### MODULARS

M07-08	Early Childhood Education Lab
M09	Career & Transfer Services
M10	Offices
M11	Veterans Center
M12&13	College of Southern Nevada High School

#### N: KEN & CAROLYN SPARKS ART COMPLEX

#### P: FACILITIES



Figure 8: CSN Charleston Campus



# HENDERSON CAMPUS

700 College Drive  
 Henderson, NV 89015  
 ☎ (702) 651-3000

## MAP LEGEND

### STUDENT UNION

- ① Student Government
- ② Food Services

### A: A BUILDING

- ① Library
- ② Bookstore

### B: B BUILDING

Level 1:

- ① Student Services
- ② Recruitment & College Connections

### C: CAESAR J. CAVIGLIA ACADEMIC COMPUTER CENTER

Level 1:

- ① Computer Lab
- ② Centers for Academic Success

### D: JAMES B. WHITEAKER CLUB HOUSE

- ① Club House

### M: SOFTBALL FIELD

### MODULARS

- M02 Athletic Room
- M03 Athletic Room
- M04 College of Southern Nevada High School
- M05 College of Southern Nevada High School
- M06 Athletic Room

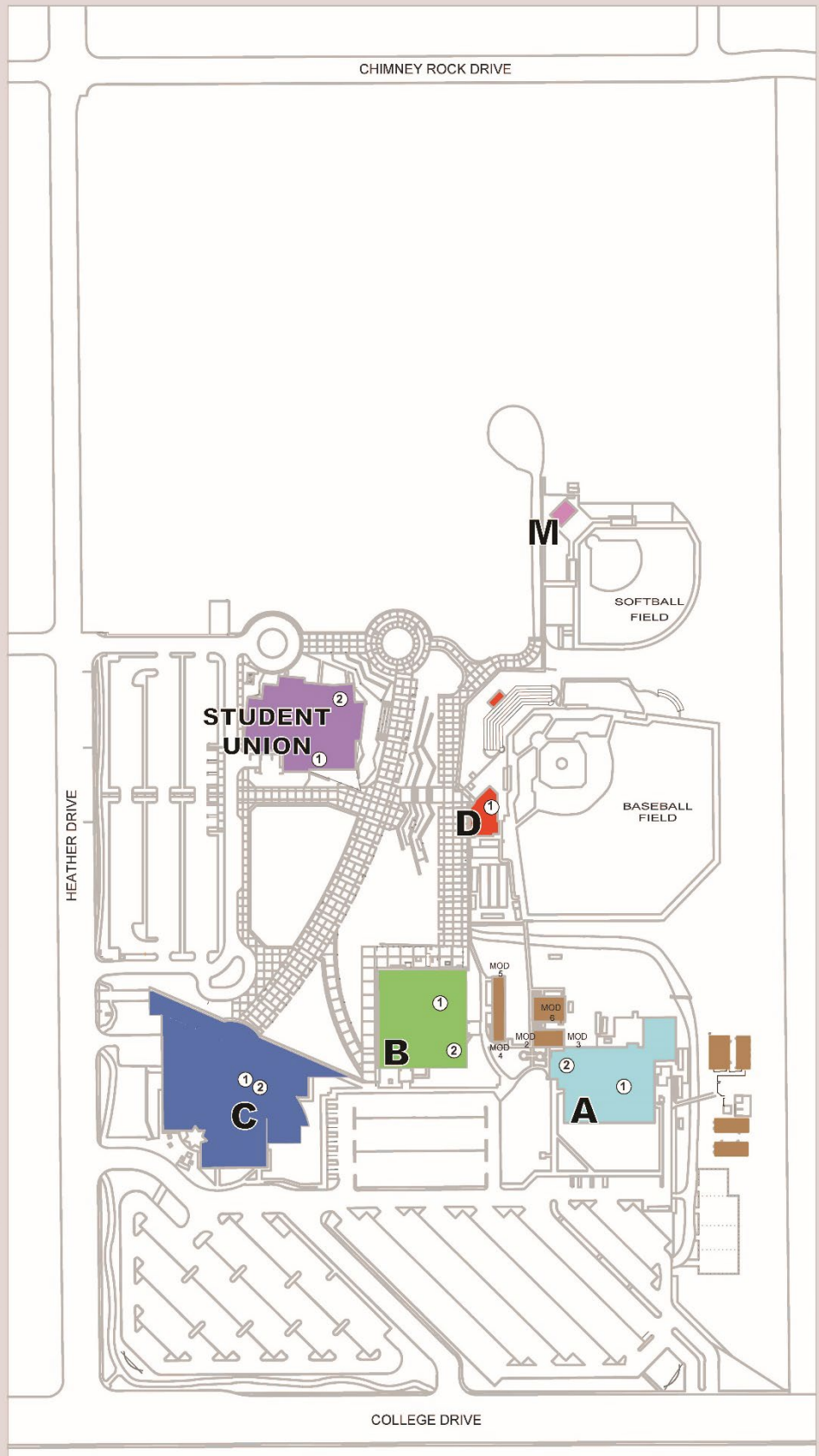
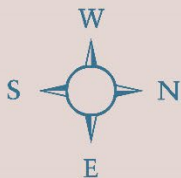


Figure 9: CSN Henderson Campus

# NORTH LAS VEGAS CAMPUS

3200 E. Cheyenne Avenue  
North Las Vegas, NV 89030  
(702) 651-4000

## MAP LEGEND

### STUDENT UNION

- ① Food Services
- ② Student Government
- ③ Student Life & Leadership

### A: MORSE ARBERRY JR. TELECOMMUNICATIONS

#### Level 1:

- ① Auditorium

- ② Gallery

### B: AUTOMOTIVE

### C: CULINARY

#### Level 1:

- ① Russell's Restaurant

#### Level 2:

- ② Herbert Peebles Computer Lab
- ③ World Languages : Lab
- ④ Campus Administration
- ⑤ Centers for Academic Success

### E: MAIN EAST WING

#### Level 1:

- ① June Whitley Lounge
- ② Student Services
- ③ Recruitment & College Connections

#### Level 2:

- ④ Library

### F: FINANCIAL SERVICES

- ① Receiving

### G: MAIN "G" WING

- ① Coyote Recreation Center

### H: MAIN HORN WING

#### Level 1:

- ① Horn Theater
- ② Art Gallery
- ③ Box Office

### N: MAIN NORTH WING

- ① Health Programs Advising
- ② Back Stage Theater

### S: MAIN SOUTH WING

#### Level 1:

- ① Paul Laxalt Education Center
- ② Early Childhood Education Lab
- ③ Planetarium
- ④ Security
- ⑤ Bookstore

#### Level 2:

- ⑥ Academic Advising

### MODULARS

- M01 ECEL Support
- M02 Science Classrooms
- M03 Deaf and Hard Hearing Services
- M04 Facilities
- M05-M06 College of Southern Nevada High School
- M07- M11 Facilities

### O: OBSERVATORY

### P: POLICE

### T: TRANSPORTATION TECHNOLOGY

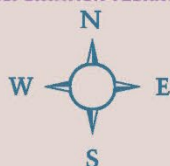


Figure 10: CSN North Las Vegas Campus

# Desert Research Institute (DRI)



755 E. Flamingo Rd. Las Vegas, NV 89119  
702-862-5400 | dri.edu

## Southern Nevada Science Center Parking and Entrances

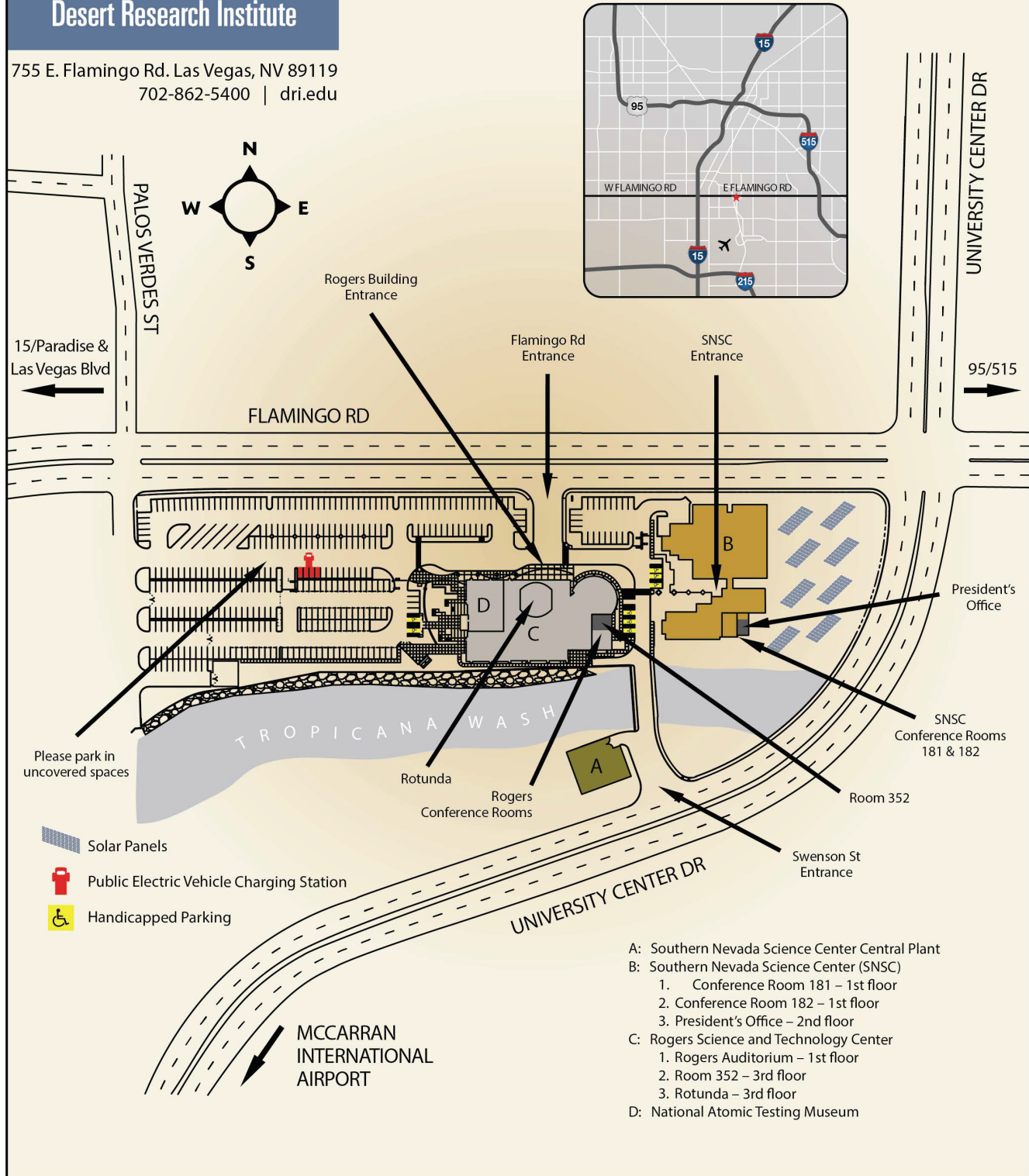


Figure 11: Desert Research Institute Las Vegas Campus



## Vulnerable Populations

Nevada institutions of higher education are home to certain population cohorts that may be particularly vulnerable to the social, health, economic, or other impacts of emergencies and disasters. University Police Services will make every effort to include vulnerable populations, particularly those with access and functional needs, in planning processes, education and outreach efforts, as well as drills/exercises. NSHE institutions will ensure that those with access and functional needs are appropriately “alerted” during emergencies and provide emergency notifications to these vulnerable populations. NSHE institutions and their related accessibility offices work to accommodate those students, staff, and faculty that self-identify as having access or functional needs.

## Hazard and Consequence Analysis Summary

This list was compiled by referencing the Clark County Office of Emergency Management’s historical records to determine the frequency and magnitude scores based on historical frequencies and/or projected probabilities of the hazards identified. Below is a summary of the hazard identification results. The decision to profile hazards in detail was based on a number of factors, including prior knowledge of the relative risk presented by the hazards, information from the hazard event database, the ability to mitigate the hazards via the **Disaster Mitigation Act of 2000** process, the known or expected availability of information on the hazard, and the existence of current mitigation programs for that particular hazard.

Hazard	Historical Records	Risk Policy
Aircraft Incident	The impact of this hazard is moderate even though large parts of the city are directly below flight patterns for McCarran International Airport. Great effort towards preparedness, planning, response and mitigation of any aircraft incident is coordinated, maintained, and exercised by local area airports, applicable federal agencies, and area fire departments.	<b>Moderate Risk</b>
Civil Disturbance	There is no historical record of a local, state, or federal emergency declaration for this type of hazard in Clark County. All preparedness, planning, response and mitigation efforts pertaining to Civil Disturbances are jointly coordinated by area law enforcement agencies.	<b>Moderate Risk</b>
Drought	The USDA issued statewide drought declarations in 2002 and 2004.	<b>High Risk</b>
Earthquake	Nevada is third in the nation for the occurrence of Earthquakes. Several active fault zones lie within Clark County and the City of Las Vegas.	<b>High Risk</b>
Epidemic (human)/ Infectious Disease/ Pandemic	Incidents involving an infectious disease outbreak. The likelihood is increased due to the large number of tourists and visitors to the Las Vegas valley.	<b>High Risk</b>
Explosive	Clark County is in close proximity to several large military installations which increases its exposure to incidents involving the transportation of explosives and munitions.	<b>Low Risk</b>

Extreme Heat	The temperatures in the summer regularly exceed 100°F.	<b>Moderate Risk</b>
Flood and Flash Floods	Flash floods occur regularly throughout Clark County and some parts of Las Vegas and have caused extensive property damage. Flood damage has been largely mitigated by Regional Flood Control Programs.	<b>High Risk</b>
Hazardous Materials Spill/Release	Clark County has several facilities that process and/or handle hazardous materials. Additionally many hazardous materials and chemicals are transported throughout the Las Vegas valley.	<b>High Risk</b>
Infestation	Agricultural risks to Clark County.	<b>Low Risk</b>
Landslide	No historical record of this hazard exists in the urban environment.	<b>Low Risk</b>
Large Venue Fires	Great efforts have been made toward preparing, planning, response, and mitigation at any large venue fire has, and is, conducted between the venue and Clark County Fire Department.	<b>Low Risk</b>
Radiological/ Nuclear Incidents	Incidents involving radioactive or nuclear devices could likely target the Las Vegas Entertainment Corridor. The impact on the county, city and NSHE campuses would depend on unforeseeable meteorological events that cannot be predicted with any level of certainty. There are also known radiological wastes transported through the Las Vegas valley.	<b>Moderate Risk</b>
Subsidence	Subsidence and fissuring have occurred in Nevada but no declared record of this hazard within Clark County.	<b>Low Risk</b>
Terrorism/ Active Assailant	Incidents involving terrorism with the most likely being an "Active Shooter." Nevada has had incidents in the past involving radicalized, homegrown terrorist groups and lone wolf actors.	<b>Moderate Risk</b>
Utility Failure	Failure of transportation, pipelines, power grid and water systems.	<b>Low Risk</b>

**Table 3: Hazard Summary Table**

Table 3a below presents the consequence analysis of the top five hazards. This table further defines risk using probability along with impact, but also leads to a consequence analysis score once mitigating factors have been considered. Consequence is shown as a percentage score with the highest percentage having the greatest consequence.

EVENT	PROBABILITY <i>Likelihood this will occur</i>	SEVERITY = (MAGNITUDE - MITIGATION)						Consequence
		HUMAN IMPACT <i>Possibility of death or injury</i>	PROPERTY IMPACT <i>Physical losses and damages to infrastructure/environment</i>	BUSINESS IMPACT <i>Interruption of services</i>	PREPAREDNESS <i>Preplanning</i>	INTERNAL RESPONSE <i>Time, effectiveness, resources</i>	EXTERNAL RESPONSE <i>Community/Mutual Aid staff and supplies</i>	
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 - 100%
Earthquake - 6.6 along Frenchman Mountain Fault	2	3	3	3	3	3	3	67%
Flood or Flash Flood - 100 year event	2	2	2	2	3	3	2	52%
Epidemic(Human)/ Infectious disease/Pandemic	2	3	1	2	3	3	2	52%
Terrorism - active shooter	2	3	1	3	3	2	2	52%
Hazardous Material Release - Chemical, non-terrorism	2	1	1	3	3	3	2	48%
AVERAGE SCORE	2.00	2.40	1.60	2.60	3.00	2.80	2.20	54%

*\*Consequence increases with percentage.*

**Table 3a: Consequence Analysis**

### Capability Assessment

NSHE institutions have trained professionals in many departments and units that can maintain an adequate response posture to small incidents, and all campuses are dependent on outside agencies, particularly city and county assets, to respond to and recover from a medium or large scale disaster or emergency.

### Mitigation

NSHE institutions and University Police Services continually strive to mitigate the effects of any incident that would require the activation of this EOP. As part of this effort, the EOP is reviewed at regular intervals to ensure the awareness of issues or hazards that might require attention. Each department and/or unit will take appropriate actions to help mitigate identified hazards before an incident occurs. Additionally, NSHE draws from the Clark County Hazard Mitigation Plan to assist in mitigation efforts and actively participates in their planning activities and exercises.

# Assumptions

## Hazard Assumptions

General hazard assumptions include:

- The hazards identified in table 2 above represent actual sources of potential human, economic, and property loss. These may produce a minor incident (presenting minimal need for local, state and/or federal assistance), an emergency (requiring recovery and possibly some response assistance), or, in the case of the high-risk hazards, a catastrophic disaster (requiring substantial and immediate local, state and/or federal response assistance, as well as long-term recovery assistance).
- An incident requiring joint incident management may occur with little or no warning and may escalate rapidly.
- A major disaster or emergency may cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems. These emergencies will also impact Clark County, the cities of Las Vegas, North Las Vegas and Henderson and their economic, educational, physical, and social infrastructures.
- Regional partners may exhaust or expect to exhaust all available resources before requesting outside assistance.
- Communication and exchange of information with the Emergency Operations Center, and at times directly with the Incident Command Post, will a priority for the Policy Group.
- At no time during autonomous or joint incident management activities will local and regional partners forfeit operational or administrative authority over the incident management activities within their areas of responsibility and jurisdiction.
- At all times—but particularly in the context of joint incident management operations—local and regional partners will diligently monitor and document all costs incurred to facilitate post-incident cost recovery and fiscal transparency.
- This EOP is developed for responses that are limited to emergencies that may occur on or near an NSHE campus, and which are likely to be of a scope and magnitude that may require extraordinary response and recovery efforts.
- The preservation of human life shall have priority over the preservation of animals and property. The safety of students, staff, faculty and visitors, supporting agencies, and volunteers will be of primary concern. High risk to personnel may be incurred to protect salvageable human lives. Minor to moderate risks to personnel may be incurred to protect salvageable animal lives and property. Under no circumstances are risks to personnel to be incurred to protect non-salvageable lives or property.
- The large number of casualties, heavy damage to buildings and basic and critical infrastructure, and the disruption of essential public services will overwhelm the capabilities of

NSHE, University Police Services, and possibly Clark County, to meet the needs of the situation, and the Governor may be asked to declare a major disaster or emergency.

- In the event a disaster or emergency is of such magnitude and duration that the combined assets of University Police Services, local and state resources become overwhelmed, the Governor may request the President of the United States to declare a major disaster or emergency. Upon such a declaration, federal departments and agencies will be required to respond on short notice to provide timely and effective assistance and support.
- The degree of federal assistance will coincide with severity and magnitude of the event as well as the State and local need for external support. The most devastating disasters may require the full range of Federal response and recovery assistance. Less damaging disasters may require only partial Federal response and recovery assistance.

### **General Planning Assumptions**

The general assumptions include:

- University Police Services Southern Command responds to emergencies occurring on campus and likely will be the first to report on-scene conditions.
- University Police Services relies on local county and city departments for some initial responses.
- Some members of the campus community have access and functional needs, including disabilities or limited English proficiency. Response activities may need to be modified in order to assist members of the campus community with these needs.
- Critical lifeline utilities may be interrupted during emergencies, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.
- Normal suppliers may not be able to deliver materials to campus.
- Contact with families, households, and the greater community may be interrupted.
- People may become stranded on campus when conditions may be unsafe to travel and may require temporary shelter.
- Emergency conditions that affect an NSHE campus will likely affect the surrounding community, including the cities of Las Vegas, North Las Vegas or Henderson as well as Clark County.



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# Part II

## Concept of Operations

The intent of this plan and its activation is to protect lives, property, and the environment, and to effectively use available resources to maintain an appropriate level of operations during a campus emergency or disaster. University Police Service's response to a given situation will take into consideration the conditions on campus and the surrounding region. Priorities for any emergency or disaster are:

1. **Life Safety**
2. **Incident Stabilization**
3. **Protection of Property & the Environment**

### **National Incident Management System – Incident Command System**

NSHE institutions and University Police Services have adopted the National Incident Management System (NIMS) which includes the Incident Command System (ICS). ICS is a standardized, on-scene, all-hazard incident and resource management concept. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. The intent of NIMS is to be applicable across a full spectrum of potential emergencies and disasters, regardless of complexity. Additionally, NIMS is designed to improve coordination and cooperation amongst public and private sector stakeholders. NSHE institutions and University Police Services has implemented NIMS/ICS management of incidents that occur on campus or adjacent to campus, when deemed appropriate.

### **Incident Command Post (ICP)**

The ICP is the primary location for emergency operations and is led by the designated Incident Commander (IC), if a single agency has the majority of the responsibility/authority and jurisdiction, or by a Unified Command (UC), in the event that multiple agencies share responsibility/authority and jurisdiction for the incident. All tactical on-scene operations will be coordinated by the IC/UC from the ICP. Emergency Operations Center Manager will maintain contact with the IC/UC to ensure alignment of mission objectives, coordination/acquisition of resources, and continuity of public messaging. In general, the IC/UC is responsible for the tactical response to any incident on campus.

### **NSHE Institutions Emergency Incident Management Responsibilities**

University Police Services is responsible for protecting life and property from the effects of emergencies or disasters that occur on campus. NSHE institutions share the responsibility for management of emergencies or disasters that occur on campus or impact campus, which includes coordination with external agencies that respond to campus. To that end, University Police Services partners with the institution to achieve the following goals during an emergency:

- Protect the lives, health, and safety of students, staff, faculty, visitors, and emergency responders
- Ensure the security of the institution
- Protect and restore critical infrastructure and key resources
- Protect property and mitigate damage
- Restore the institution to normal operation

Managing an incident includes all four phases of emergency management (mitigation, preparedness, response, and recovery). Some of the responsibilities required in these phases include developing and maintaining emergency plans, managing the Emergency Notification System (ENS), and conducting preparedness activities, including training and exercises.

## Phases of Emergency Management

Emergency management activities occur **before, during, and after** an emergency.

- **Mitigation**

Mitigation takes place **before** and **after** an emergency. Mitigation activities provide a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster. Mitigation is usually a pre-disaster activity, although mitigation efforts may also occur in the aftermath of an emergency or disaster to prevent an expansion or repetition of the effects.

- **Preparedness**

Preparedness takes place **before** an emergency occurs. Preparedness actions involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing specific plans for delivering capabilities when needed for an incident.

Among the preparedness activities included in the emergency management program are:

- Emergency planning, including maintaining this plan, its annexes, and associated procedures
- Providing emergency equipment and facilities
- Conducting or arranging appropriate training for emergency responders, designated personnel, and university and college officials
- Conducting periodic drills and exercises to test emergency plans and training

- **Response**

Response activities occur **during** an emergency. Response activities are immediate actions to save and/or sustain lives, protect property and the environment, and meet basic human needs. Response activities include: warnings, emergency medical services, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.

- **Recovery**

Recovery activities begin during an emergency but primarily occur **after** an emergency event. The university or college will carry out a recovery program that includes both short and long term operations. Recovery includes the development, coordination, and execution of service and site restoration plans, the reconstitution of operations and services; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

## Emergency Operations Center (EOC)

The EOC is the location from which the affected institution's leadership provides for interagency cooperation, communication, and executive decision making for managing emergency/disaster response and recovery.

In the event of a major emergency or disaster, the Director, University Police Services will determine if the EOC needs to be activated. The establishment of the EOC will be consistent with ICS procedures and will support the Incident Commander, assist with emergency information dissemination, and serve as the hub for recovery operations.

The Director, in consultation with affected the institution's President, will select the location of the EOC. Access to the EOC may be limited to individuals authorized by the provisions of this plan.

### EOC Activation Levels

The EOC uses a three-level system to describe readiness and emergency response activation. This system allows for a "build-up" period during which actions can be taken to establish a state of maximum readiness. This system is used throughout the valley and helps build a common operating picture, so that all responding departments can have the same mindset about the severity and urgency of the situation.

When the EOC is activated, a notification will be sent to the Policy Group and the EOC Manager. The EOC Manager will consult with the Policy Group regarding activation level, and notifications will be made to appropriate EOC staff members and designated personnel.

**Normal Conditions** - No significant emergency is present.

Institutions continue to conduct normal business and monitor threats. Designated personnel and/or local responders resolve any minor incidents that might occur.

This is the default level of readiness and during these times emergency management actions emphasize prevention and preparedness activities such as hazard mitigation, training, education, and exercises.

Typical Events: Daily emergency responses for individual medical emergencies, fire alarms, weather and threat monitoring and notification, plan testing, training, and exercises.

**Class III Emergency** - A higher than normal level of readiness is warranted because of increased vulnerability to a specific hazard.

This classification is used when the situation requires additional resources beyond those normally scheduled. The safety of people on campus is minimally threatened by the conditions. Essential and emergency resources are readily accessible. The Emergency Notification System (ENS) and EOC may be activated.

Typical Events: Forecasted inclement weather, natural hazards in the area such as wildfires or flooding, and planned events that require additional resources.

**Class II Emergency** - An emergency has occurred that requires UNLV personnel to respond with assistance of external agencies.

Higher level response beyond normal daily operations. This classification is used when the situation would require coordination of additional external resources. The situation has the potential to negatively affect services, the reputation and/or credibility of the institution. This can result from singular or multiple hazards. It is **likely** that the ENS and EOC will be activated.

The Policy Group may be activated, if policy questions need to be addressed.

Typical Events: Inclement weather has affected or is likely to affect campus operations, any emergency that is brief in nature and does not require major coordination, but requires outside agency assistance or coordination.

**Class I Emergency** - An emergency has occurred that requires campus personnel to respond with substantial assistance from external agencies.

This classification is used when there is a catastrophic event on campus which requires considerable coordination of additional internal and external resources. External resources needed may not be available. Health and life safety may be threatened because essential and emergency resources are at maximum capacity. Under these circumstances, normal services and operations of the institution are suspended. The ENS, EOC, and the Policy Group **will** be activated.

Typical Events: Major act of violence on campus, natural disaster, or any emergency that requires major coordination amongst UNLV departments and/or with outside agencies.

## **Closing the Campus**

NSHE Policy and Guidelines Manual, Chapter 4, Section 2, Paragraph 2, of the states that “The president, or designee, of each campus has the authority to close the campus for unforeseen events. The president, or designee, must report such closure to the chancellor and receive acknowledgement, if possible, prior to the closure, unless there is an emergency status that requires immediate action.”

The decision to suspend campus operations or services due to emergency situations shall be made by **the President, or his/her designee**, based upon public health and safety issues associated with the conditions.

Notification of service interruptions is managed internally and externally by University Police Services and the institution’s public affairs staff in coordination with the President’s office.

The Director, University Police Services, (or his/her designee), will make a recommendation to the President regarding the operational status of the institution. However, the President (or designee) must decide and report any such closure to the Chancellor.

If the President cannot be contacted to accept, reject or modify the recommendation, the Executive Vice President and Provost will make the decision, and would ensure the Chancellor is notified.

**“Normal Service and Operations Suspended”** means that classes have been canceled, non-essential buildings are closed and only facilities essential to the health and safety of the institution will remain operational under emergency conditions. If at all possible, when campus services and operations are suspended, a specific time frame of the suspension of services will be included in media information issued. This may include a delayed opening schedule for classes and administrative services or an early release for students, faculty and staff.

The emergency classification levels above provide a system that can be used to evaluate emergency conditions that generate abnormal demands on the campus community and its resources. If conditions do not warrant a declaration of an emergency or campus closure, normal campus operations will continue.

### **Additional Activation Information**

Emergency responses detailed within this plan will be activated in accordance with needs, available resources, and the declared activation level. The plan is designed to activate whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems, and property
- Provide essential services
- Assign staff to perform emergency work, and/or
- Invoke emergency authorization to procure and allocate resources

An emergency response should include the use of an Incident Command System. Depending upon the nature of the emergency or disaster, certain emergency functions may not be activated, while others may be activated after the initial response has already begun. Only required personnel will be activated.

### **Planning, Training, and Exercises**

Planning, training and exercise activities are conducted on a continual basis. University Police Services, Office of Emergency Management will conduct an annual training and exercise needs assessment for each institution. This assessment process will result in the identification of training and exercise gaps. These gaps should guide the development of the Multi-Year Training and Exercise Plan (MYTEP).

The MYTEP will be presented at the annual Clark County Training and Exercise Planning Workshop and entered into the Clark County WebEOC training calendar. This collaborative approach helps ensure participation and cooperation of local government agencies and private sector partners as well as reduces duplication of effort. All scheduled training and exercises included in the MYTEP will be tracked by the Office of Emergency Management who has the primary responsibility for coordinating and monitoring the emergency planning activities with all departments in cooperation with partner agencies.

#### **Planning and Training**

The Office of Emergency Management utilizes a continuous multi-step process to plan and evaluate training needs (see Figure 7 below).

- The **first** step is a comparative analysis of the current EOP with other relevant plans that may impact operations/processes.
- The **second** step incorporates best practices from the latest science and industry standards.
- The **third** step involves a comprehensive review by the affected departments, supporting agencies, Clark County, and the Nevada Division of Emergency Management (NDEM).
- During the **fourth** step, the revised EOP is presented to the Resilience Council for review and adoption.
- Lastly, in the **fifth** step, the revised EOP is presented to the Director, University Police Services for approval and implementation.



**Figure 12: Planning and Training Process**

All planning and training activities will be completed in accordance with applicable federal, state, and local guidance. Planning, training, and exercise activities will be conducted to meet the following objectives:

1. Support NIMS education and training for all designated personnel, as well as stakeholder’s emergency management/response personnel;
2. Adapt the functional capabilities defined by the NIMS into guidelines and courses that help stakeholders develop personnel training and credentialing plans that yield the desired capabilities;



3. Define the minimum personnel qualifications required for service on complex multijurisdictional incidents nationwide, a term used in this document to denote incidents that require responders to hold credentials under the National Emergency Responder Credentialing System in development by the Federal Emergency Management Agency (FEMA).

As FEMA issues new NIMS implementation objectives, NSHE institutions will incorporate those objectives into this EOP and will ensure that each of the objectives are met according to the timetables established by FEMA in the announcement. This will ensure NIMS objectives have been initiated and/or are in progress toward completion.

Training activities are conducted periodically to maintain operational readiness and to validate the currency and accuracy of the emergency plans. The frequency of training activities may vary depending on the specific needs of the institution. Training includes, but is not limited to, the following types of courses:

- Independent Study Courses - are offered, at no cost, by FEMA through the Emergency Management Institute at <http://training.fema.gov/IS>. FEMA's independent Study Program offers courses that support the core capabilities identified by the National Preparedness Goal.
- Classroom Training Courses - are offered, usually at no cost, to NIMS and ICS Stakeholders by various groups from around the country. These courses are taught by FEMA certified Instructors and provided participants with "real life" examples and opportunities to put what they have learned into practice in a controlled setting. Classroom courses are offered frequently and help ensure that all NIMS and ICS Stakeholders receive the training and knowledge required to execute the NIMS Implementation Objectives.

University Police Services requires the following *tiered* training:

**Tier I: Introductory Level (All Faculty and Staff)**

- IS-100.b, Introduction to ICS or equivalent
- IS-907 – Active Shooter: What you can do

**Tier II: Professional Level (EOC, ICP, and other designated personnel)**

- All Tier I training
- IS-200.b, ICS for Single Resources and Initial Action Incidents
- ICS-300, Intermediate ICS for Expanding Incidents
- IS-700.a, NIMS, An Introduction

**Tier III: Executive Level (Policy Group personnel)**

- All Tier I training
- ICS-402, ICS Overview for Executives/Senior Officials

The following is a list of links to applicable **online** Independent Study courses:

- IS-907 – Active Shooter: What you can do

<https://training.fema.gov/is/courseoverview.aspx?code=IS-907>

- IS-100.b (ICS 100) - Introduction to Incident Command System  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>
- IS-200.b (ICS 200) - ICS for Single Resources and Initial Action Incidents  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b>
- IS-700.a (ICS 700) - National Incident Management System (NIMS) An Introduction  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>

The courses below must be presented by a qualified ICS instructor using a FEMA approved curriculum in a classroom setting.

- ICS-300 (G 300) - Intermediate ICS for Expanding Incidents
- ICS-402 (G 402) - ICS Overview for Executives/Senior Officials

Position Specific courses *may* be required for those serving on the Command and General Staff in the EOC or ICP.

FEMA courses require students to obtain a FEMA Student ID (SID) number in order to register for courses. The FEMA SID will also allow students to obtain a transcript for all completed FEMA Courses. Students can obtain a FEMA SID per the following:

**Step 1:** To register, go to <https://cdp.dhs.gov/femasid>

**Step 2:** Click on the "Register for a FEMA SID" box.

**Step 3:** Follow the instructions and provide the necessary information to create your account.

**Step 4:** You will receive an email with your SID number. You should save this number in a secure location.

## Exercises

The Homeland Security Exercise and Evaluation Program (HSEEP) serves as the guiding document for the exercise program at NSHE institutions. All exercises will be planned and executed utilizing HSEEP procedures. The following table describes HSEEP exercise types:

Type of Exercise	Utility/Purpose	Type of Player Action	Duration	Real-Time Play?	Scope
<b>Discussion-Based</b>	To familiarize players with current plans, policies, agreements, and procedures; develop new plans, policies, agreements or procedures	Notional; player actions are imaginary or hypothetical	Rarely exceeds 8 hours	No	Varies
<b>Seminar</b>	To provide an overview of new or current plans, resources, strategies, concepts, or ideas	N/A	2-5 hours	No	Multi- or single agency
<b>Workshop</b>	To achieve a specific goal or build a product (e.g., exercise	N/A	3-8 hours	No	Multi

	objectives, SOPs, policies or plans)				agency or multiple functions
<b>Tabletop Exercise</b>	To assist senior officials in the ability to understand and assess plans, policies, procedures, and concepts	Notional	4-8 hours	No	Multi agency or multiple functions
<b>Game</b>	To explore decision-making processes and examine the consequences of those decisions	Notional	2-5 hours	No (some simulations provide real or near real-time play)	Multi agency or multiple functions
<b>Operations-Based</b>	Test and validate plans, policies, agreements, and procedures; clarify roles and responsibilities; identify resource gaps	Actual; player action mimics reaction, response, mobilization and commitment of personnel/resources	May be hours, days, or weeks depending on purpose, type, and scope	Yes	Varies
<b>Drill</b>	Test a single operation or function	Actual	2-4 hours	Yes	Single agency or function
<b>Functional Exercise</b>	Test and evaluate capabilities, functions, plans, and staffs of Incident Command, Unified Command, Intel centers, or other command/operations centers	Command staff actions are actual; movement of other personnel, equipment, or adversaries is simulated	4-8 hours or several days or weeks	Yes	Multiple functional areas/multiple functions
<b>Full-Scale Exercise</b>	Implement and analyze plans, policies, procedures, and cooperative agreements developed in previous exercises	Actual	One full day or longer	Yes	Multiple agencies or multiple functions

**Table 4: HSEEP Exercise Types**

### **Exercise Requirements**

University Police Services, Office of Emergency Management shall conduct a minimum of three exercises per 12-month period. Exercises should rotate between NSHE institutions in accordance with the MYTEP.

The first exercise should take place in the fall semester. The second exercise should take place in the spring semester. The third exercise may take place anytime throughout the year. Any type of exercise listed in Table 3 will meet this requirement. Designated personnel may also participate in exercises hosted by local jurisdictions, agencies or private sector partners to meet this requirement and are encouraged to do so.

All exercises shall include an After-Action Report (AAR). An AAR ensures that actions taken during the exercise are documented and evaluated for effectiveness. Those actions that did not work well or could be improved should be noted for corrective action. AAR corrective action items will be tracked

and assigned to a responsible party for resolution with an anticipated due date. University Police Services Office of Emergency Management will continue to follow up to ensure that corrective action items are resolved in a timely manner and improvements are incorporated into this plan.

# Part III

## Direction, Control, Organization and Coordination

### Initial Actions

The level of emergency determined (as described in Part 2) will help to gauge the potential impact of the emergency on campus operations. This assessment will trigger the scope of the response needed (whether it is full or partial activation) and what emergency notifications are required. As the situation warrants, additional resources may be activated.

The initial actions required during an emergency are:

1. Assessing the situation based upon the most updated information available
2. Determining actions and resources needed
3. Deploying resources or ensuring that deployment occurs
4. Communicating information up and down the chain of command and
5. Coordinating activities with other entities/jurisdictions

### Incident Organization

This Emergency Operations Plan (EOP) is designed to have at least three to five trained personnel ready to respond to provide minimum staffing for primary Incident Command System (ICS) positions in the event of an emergency. All institutions shall designate primary and secondary staff members to serve in each EOC position. University Police Services, Office of Emergency Management will develop appropriate staffing and training plans to ensure staff members are aware of their responsibilities.

Two groups provide guidance and direction to the NSHE community during an emergency response: the Policy Group, led by the institution's President, and the Emergency Operations Staff working under the direction of the EOC Manager. (Refer to annexes for institution specific information)

### Incident Commander

**The Incident Commander (IC) is typically a member of an agency, such as the fire or police department,** that is responding to the emergency and has overall command and control of on-scene activities, operations and reporting. An Incident Command Post (ICP) will be established as close by to the incident as is deemed safe. Due to the nature of the event, however, it may be necessary to designate staff members to take an active role in the ICP. The succession of command for the ICP will be based on the developing situation and the response will be consistent with established Incident Command System (ICS) processes.

### Policy Group

The Policy Group is led by the President and this group is the final approval authority for all decisions that impact the institution's core missions. They maintain the overall responsibility for administering the communication and implementation of strategies designed to neutralize an emergency incident.

## Command Staff

**EOC Manager** - is responsible for management of all aspects of the EOC and serves as a direct contact for the IC. Also serves as the connection between the EOC and the Policy Group, and supervises the Command and General Staff.

**Public Information Officer**- is a member of the Command Staff and reports to the EOC Manager; responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

**Safety Officer** – is a member of the Command Staff and reports to the EOC Manager; responsible for ensuring safe working conditions for First Responders and EOC members. The safety officer will work closely with the institution’s HAZMAT coordinator to evaluate hazardous materials on campus that could impact faculty, staff, students, the public, or the environment.

**Liaison Officer** – is a member of the Command Staff and reports to the EOC Manager; coordinates Agency Representatives from outside jurisdictions, districts, utility companies, or agencies that may join the EOC to coordinate response and recovery efforts; may serve as the institution’s liaison to the city or county EOC.

## Planning Section

**Planning Section Chief**– is a member of the EOC General Staff and reports to the EOC Manager; coordinates the development of the Incident Support Plan (ISP) through the “Planning P” process, responsible for overall situation awareness, documentation and resources tracking.

**Resource Unit Leader** – reports to the Planning Section Chief; responsible for tracking resources and supporting response and recovery operations.

**Documentation Unit Leader** – reports to the Planning Section Chief; responsible for EOC incident support chronology log, collection and organization of all related documents. Maintains the *Master Folder* for all incident related documents.

**Situation Unit Leader** – reports to the Planning Section Chief; maintains situational awareness and common operating picture in supporting response and recovery operations; provides maps and other products for the Planning Meeting, liaison to the Operations Section.

**Damage Assessment Unit Leader** – reports to the Planning Section Chief; responsible for collecting and maintaining records of damage assessment information/reports for potential reimbursement through State and Federal processes.

**Recovery Unit Leader** – reports to the Planning Section Chief; responsible for initial recovery assessment, managing short term recovery planning and transition the EOC to a Recovery Coordination Center.

**Demobilization Unit Leader** – reports to the Planning Section Chief; responsible for initialing planning for demobilizing unused or expired assets, and development of long term Demobilization Plan.



**Technical Specialist Coordinator-** reports to the Planning Section Chief; coordinates and supervises all Technical Specialists assigned to the EOC. All Technical Specialists report to the Technical Specialist Coordinator unless otherwise assigned.

## **Operations Section**

**Operations Section Chief** – a member of the EOC General Staff and reports to the EOC Manager; responsible for the support and facilitation of operations/tactical response to meet objectives set by the EOC, the Incident Commander, and ICP Operations Section.

**Public Safety Branch Director** – reports to the Operations Section Chief; maintains situational awareness and coordinate with first responders on resource needs and provide operational guidance.

**Facilities Management Branch Director** – reports to the Operations Section Chief; maintains situational awareness and coordinate with Facilities Maintenance field supervisors on resource needs and provide operational guidance.

**Risk Management & Safety Branch Director** – reports to the Operations Section Chief; maintains situational awareness and coordinate with field personnel responding to the emergency, provide technical assistance and guidance related to hazardous materials incidents, evacuations, and general safety of all faculty, staff, students and visitors.

**Cybersecurity Branch Director** – reports to the Operations Section Chief; maintains situational awareness of all technology/cybersecurity-related issues and provide technical assistance, ensuring that OIT emergency response teams are adequately staffed and supported.

**Transportation Branch Director** – reports to the Operations Section Chief; maintains situational awareness on all traffic/transportation related issues and provides technical assistance to the ICP for road closures, rerouting traffic, assists with acquisition of traffic/transportation related resources from city, county, school district, and the Regional Transportation Commission.

**Reunification Branch Director** – reports to the Operations Section Chief; conducts oversight and coordination of all student and family/Guardian related issues regarding safety and welfare of students, staff, faculty and visitors, facilitates reunification of families/others if separated during an emergency.

**Student Affairs Group Supervisor** – reports to the Reunification Branch Director; coordinates collection and dissemination of information related to the safety and welfare of students, oversight of student status, location and future plans.

**Family Affairs Group Supervisor** – reports to the Reunification Branch Director; coordinates information sharing with parents/guardians/other interested parties, assist with reunification of families/others if separated during an emergency.

## Logistics Section

**Logistics Section Chief** – a member of the EOC General Staff and reports to the EOC Manager; Responsible all logistical functions for the EOC, and EOC support for the IC/ICP including communication services, resource acquisition including personnel, transportation resources, food, lodging, and sheltering.

**Service Branch Director** – reports to the Logistics Section Chief; maintains *Service* processes and acquires resources related to communications, sheltering and medical.

**Communications/IT Unit Leader** – reports to the Service Branch Director; maintains all Communications and IT related services, acquires necessary, related resources. Develops Communications Plan (ICS Form 205).

**Shelter Unit Leader** –reports to the Service Branch Director; responsible for providing care and shelter for students, faculty, staff and/or visitors post disaster, coordinates efforts with city and county representatives, the American Red Cross, and other volunteer organizations. If necessary, will work with the Planning Section to develop a Shelter Plan.

**First Aid/Medical Unit Leader** – reports to the Service Branch Director; responsible for coordinating and acquiring resources for First Aid and Medical services for disaster survivors and potentially first responders. Assists the Safety Officer with the development of the Medical Plan (ICS Form 206).

**Support Branch Director** - reports to the Logistics Section Chief; maintains support processes and acquires resources related to personnel and supplies.

**Personnel Unit Leader** - reports to the Support Branch Director; works with all Sections (particularly Operations and the Resource Unit Leader) to monitor and acquire qualified personnel to staff EOC, and if needed, ICP, positions. Utilizes existing mutual aid agreements to facilitate personnel acquisitions.

**Supply Unit Leader** – reports to the Support Branch Director; works with all Sections to monitor and acquire/purchase equipment and supplies for the EOC, and if needed, for the ICP. Maintains an inventory of supplies and equipment in consultation with the Resource Unit Leader.

## Finance Section

**Finance Section Chief** – is a member of the EOC General Staff and reports to the EOC Manager; responsible for all financial management/recordkeeping, cost analyses, claims, and payments. Develops financial reports and works with the Documentation Unit Leader to ensure all financial documentation is included in the *Master Folder* for the incident.

**Cost Unit Leader** – reports to the Finance Section Chief; responsible for collecting all cost data, performing cost analyses and providing costing estimates to help ensure proper stewardship of funds.

**Time Unit Leader** – reports to the Finance Section Chief; responsible for equipment and personnel time recording.

**Claims Unit Leader** - reports to the Finance Section Chief; responsible for receiving claims related to the incident, processes such claims and keeping appropriate records.

## **Resource Coordination**

### **NSHE Resources**

During emergency operations, department heads will retain administrative and policy control over their employees, supplies, and equipment. The IC/EOC Manager may request and direct the resources of other departments to carry out response operations on an individual campus.

### **External Resources**

The EOC may request assistance from the other jurisdictions, organized volunteer groups, or the state if resource needs exceed the capacity of the institution. All external assistance furnished to the institution is intended to supplement its own resources, and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

### **State and Local Assistance**

NSHE relies upon city and county resources to respond to some on-campus emergencies. If resource needs exceed the capacity of local governments to resolve, a request for additional resources can be made to the State of Nevada through the Clark County Multi-Agency Coordination Center.

### **Federal Assistance**

Federal assistance may also be available. Federal assistance can only be requested if the need exceeds local and state capacity. Requests for federal assistance are only anticipated during a regional disaster.

## **Public Information**

In the event of an emergency, the affected institution will designate a Public Information Officer (PIO). Usually this role is filled by the senior public affairs staff member who will ensure public and media messaging is consistent.

In the event of an emergency, the institution may establish and staff an Emergency Information Center (EIC) to manage information exchange related to the incident. The EIC will be established within the EOC organizational structure and be responsible for media interaction, press conference coordination, press releases, public messaging, and rumor control/background. The EOC Manager may request Nevada 2-1-1 to assist with public inquiries, information dissemination and establish a phone bank.

Alternatively on large incidents, the PIO may participate in a Joint Information Center (JIC) with external agencies, if one is established.

## **Transitioning from Emergency to Recovery Operations**

As the initial emergency response to save lives and preserve property achieves its goals, the Incident Command Post will begin to phase out and a transition will commence shifting the responsibility for overall incident management and recovery operations to the EOC whose goal is to return the institution to normal operations as soon as practical.

# Part IV

## Communications

### Emergency Notifications

The NSHE Board of Regents Handbook and federal mandates, such as the Jeanne Clery Act, require every higher education institution to notify the campus community immediately upon confirmation of a significant emergency or dangerous situation that occurs posing an immediate threat to the health and safety of students and employees. The emergency notification system provides initial information about the incident and any recommended actions to maintain life safety and security.

Emergency notifications can be utilized for a broad spectrum of events, which are not restricted to incidents only covered by the Clery Act. Therefore, emergency notifications are utilized during any event that is currently occurring and/or poses an imminent threat to students and employees on NSHE property or contiguous areas.

For more detailed information regarding required timely warnings and emergency notifications, please refer to the University Police Services Southern Command Policy Manual and the Integrated Marketing and Branding Crisis Communications Plan.

### Emergency Communications Systems

NSHE institutions have several tools available to provide the campus community with important information during an emergency. The institution will immediately notify students, faculty, and staff in the event of a threat to health or safety on campus via redundant communication systems including but not limited to the following methods:

#### Emergency Notification System (ENS)

University Police Services operates the primary ENS system that alerts students, staff, and faculty members via email, text message, and desk top phone messages when emergency conditions exist. University Police Services dispatch initiates this process when necessary.

#### Official Electronic Mail

These systems email students, faculty, and staff delivering pertinent information regarding campus conditions.

#### Campus Notification Webpage

NSHE institutions maintain an informational page on their websites that is accessible to everyone where important information about events and incidents can be found.

#### Safety App

In time of a major crisis or emergency, the institution's safety app will provide "real time" information, alerts and updates directly thru the app as well as text, email, and desktop computer notification advising the whole community of hazardous conditions or dangerous situations. Campus community members must register to receive these notifications.

Once students register with the system, the app will deliver alerts to the selected device(s) (for example, a cell phone, e-mail account, etc.) containing critical information, such as instructions on where to go, what to do or not to do, who to contact, and other important information necessary to respond safely to the incident/situation.

### **University Police Services Social Media Accounts**

University Police Services maintains social media accounts on Twitter®, Facebook, and Instagram © that allow the campus community to receive notifications via the respective social media feeds.

### **Media Notifications**

Information regarding incidents that severely impact operations may also be communicated through the local media.

### **Portable Public Address Systems**

Campus community members in close proximity to an emergency incident may receive notification and instruction from first responders or university or college staff utilizing portable public address systems, such as emergency phones, bullhorns or vehicle mounted speakers. Students, faculty and staff should comply with any instructions given on scene.

### **Responsibility for Emergency Notifications**

University Police Services dispatch will make immediate notifications if a life safety issue arises, otherwise information regarding a significant incident will be evaluated by the Director, University Police Services for further distribution.

### **Staff Emergency Notification Requirements**

Staff and faculty members will be notified in accordance with the campus-wide notification. Designated faculty/staff members may be contacted directly by the Emergency Manager if there is a need to activate the EOC.

# Part V

## Administration, Finance, and Logistics

### Agreements and Contracts

Should an institutions resources prove to be inadequate during an emergency, requests will be made for assistance from local jurisdictions, and other agencies in accordance with existing mutual aid agreements and contracts and those agreements and contracts concluded during the emergency.

University Police Services maintains several automatic/mutual aid and local agreements with neighboring governments and other allied agencies to ensure the continuous provision of public safety services when NSHE resources are overwhelmed or temporarily unavailable. These agreements are crafted so that services are provided in a seamless manner, irrespective of geographical boundaries and political jurisdictions. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents

### Recordkeeping

Each department that participates in an emergency response is responsible for maintaining any records generated during that response pursuant to the Records Retention Schedule. University Police Services Office of Emergency Management only maintains general records that are not department specific, such as Incident Action Plans, Incident Support Plans, and other related documents.

### Activity Logs

The ICP, EOC, and the Policy Group will maintain accurate logs recording key decisions and response activities, including:

- Activation or deactivation of emergency facilities
- Emergency notifications to local, state, and Federal entities;
- Significant changes in the emergency situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to the public
- Evacuations
- Casualties
- Containment or termination of the incident

### Protection of Vital Records

All Departments maintain and store vital records, including academic records, contracts, agreements, ordinances, and resolutions. Each department shall establish a program for the protection of records essential for the continuation or reestablishment of university or college operations in the event of a natural, manmade, or technological disaster. Many of these tasks will be outlined in the Department/Unit's Continuity of Operations Plan (COOP).



## **Emergency Costs**

Departments will keep track of any costs related to incident response and management, including the use of personnel, equipment, and supplies. All non-consumable resources purchased with NSHE funds become the property of the individual institution and must be accounted for after the incident. Good recordkeeping is essential in establishing institutional impact and resultant reimbursement and cost recovery.

# Part VI

## Plan Development and Maintenance

### Plan Development

This plan has been developed by adopting best practices and guidelines available at the time of its publication. University Police Services Office of Emergency Management is responsible for the continued development of this plan. Updates to this plan may be made at any time.

### Plan Distribution

College of Southern Nevada  
Desert Research Institute  
Nevada State College  
University of Nevada Las Vegas  
University Police Services, Southern Command  
City of Henderson – Office of Emergency Management  
City of Las Vegas – Office of Emergency Management  
City of North Las Vegas – Office of Emergency Management  
Clark County – Office of Emergency Management and Fire Department  
Las Vegas Metropolitan Police Department  
Nevada Division of Emergency Management and Homeland Security

### Plan Maintenance

University Police Services Office of Emergency Management will review the contents of this plan **annually** focusing on contact information and incorporating lessons learned. The plan will be completely reviewed **every third year** and be sent to internal and external stakeholders for validation.

Special consideration will be given to best practices and lessons learned from real world events and exercises that may necessitate an immediate update to the EOP.

# Part VII

## Authorities and References

The following are the Federal, State and Nevada System of Higher Education authorities and references that relate to the UNLV comprehensive emergency management program.

### Federal Policy and Directives

- Federal Emergency Management Agency (FEMA) Policy
  - Crisis Response and Disaster Resilience 2030 (January 2012)
  - FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011)
  - FEMA Administrator’s Intent (2015–2019)
  - FEMA Incident Management and Support Keystone (January 2011)
  - FEMA Publication: 1 The Federal Emergency Management Agency (November 2010)
  - FEMA Strategic Plan 2011-2014
  - National Disaster Housing Strategy (January 2009)
  - National Disaster Recovery Framework (September 2011)
  - National Incident Management System (December 2008)
  - National Preparedness Goal (September 2011)
  - National Response Framework (January 2008)
- Homeland Security Presidential Directive 5: Management of Domestic Incidents (2003)
- Presidential Policy Directive 8: National Preparedness (2008)
- Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (last amended April 2013)
- Public Law 107-296 The Homeland Security Act of 2002
- Public Law 109-295 The Post-Katrina Emergency Management Reform Act (2007)

### State of Nevada Revised Statute

- NRS 414 (All) - Authorizes local emergency management programs (Nevada Civil Defense Act of 1953, as amended)
- NRS 415 (All) – Ratification of the interstate Emergency Management Assistance Compact

### Nevada State Higher Education Code

- Board of Regents Handbook- NSHE Code, Title 4. Chapter 1, Section 35 – Emergency Alert System
- Board of Regents Handbook- NSHE Code, Title 4. Chapter 10, Section 29 – Environmental Health and Safety (Emergency Preparedness, Emergency Response, and Business Continuity/Recovery)

## **Annexes**

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**Annex A: Institutional Specific Information**  
**(Internet Release Not Authorized)**

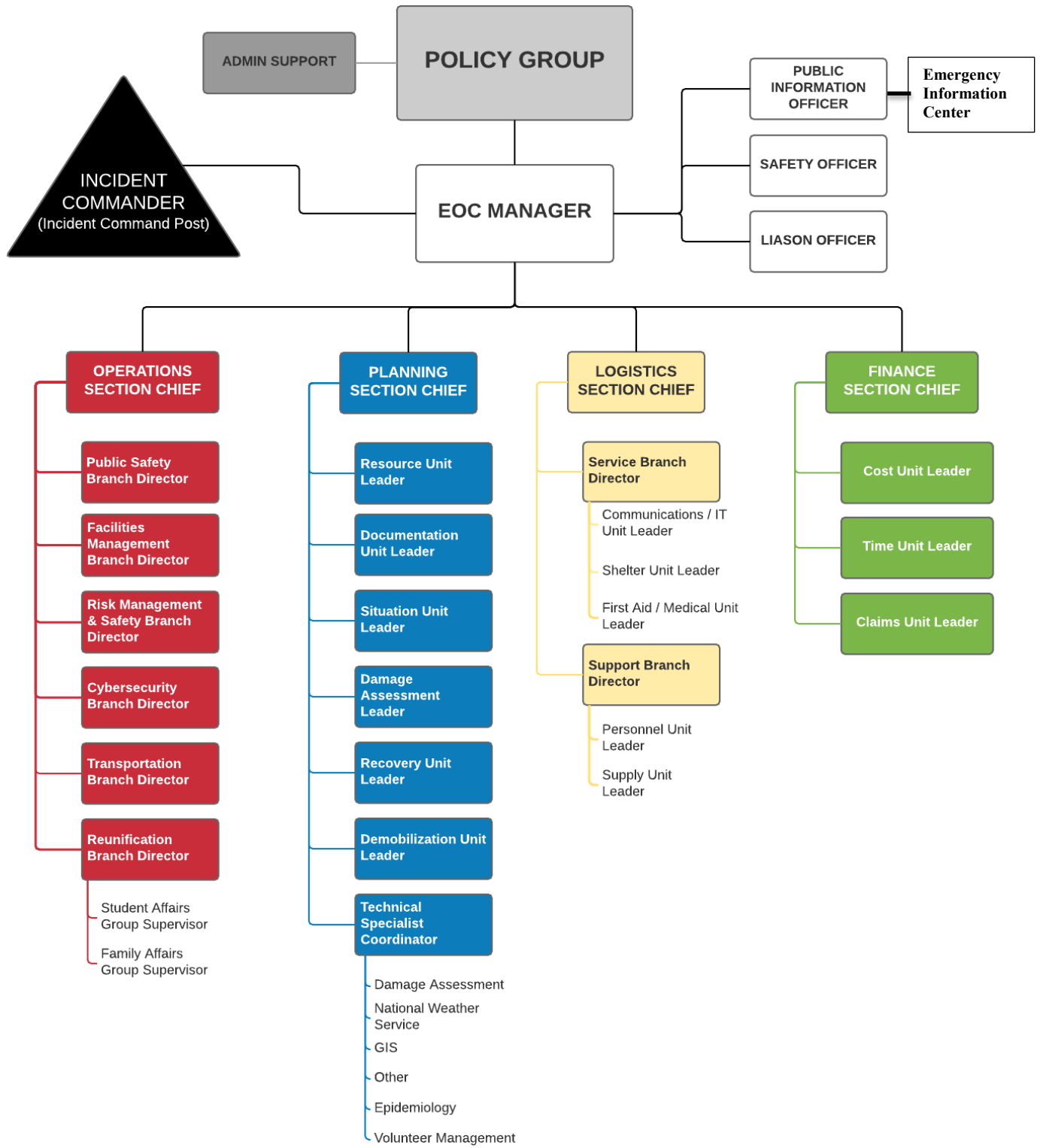
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## **Appendices**

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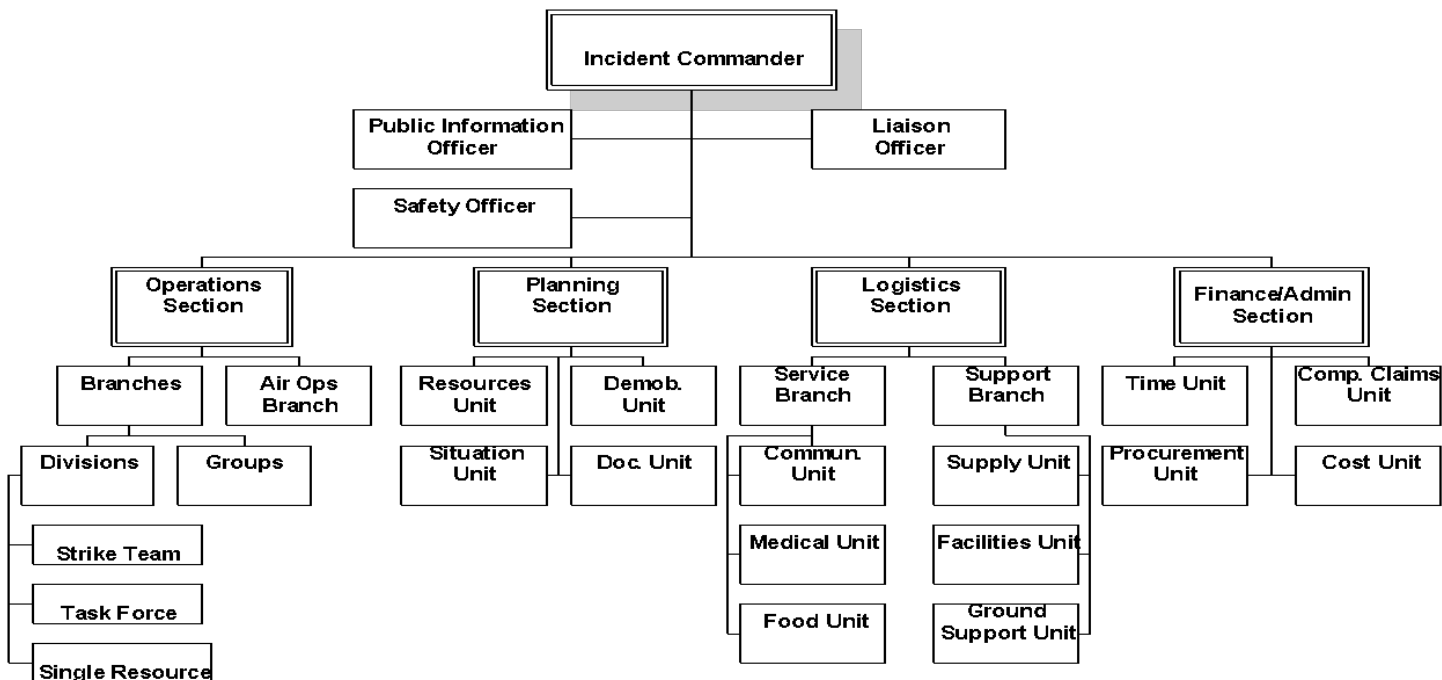
# Appendix 1: Emergency Operations Center (EOC) Organization Chart



## Appendix 2: EOC Planning P



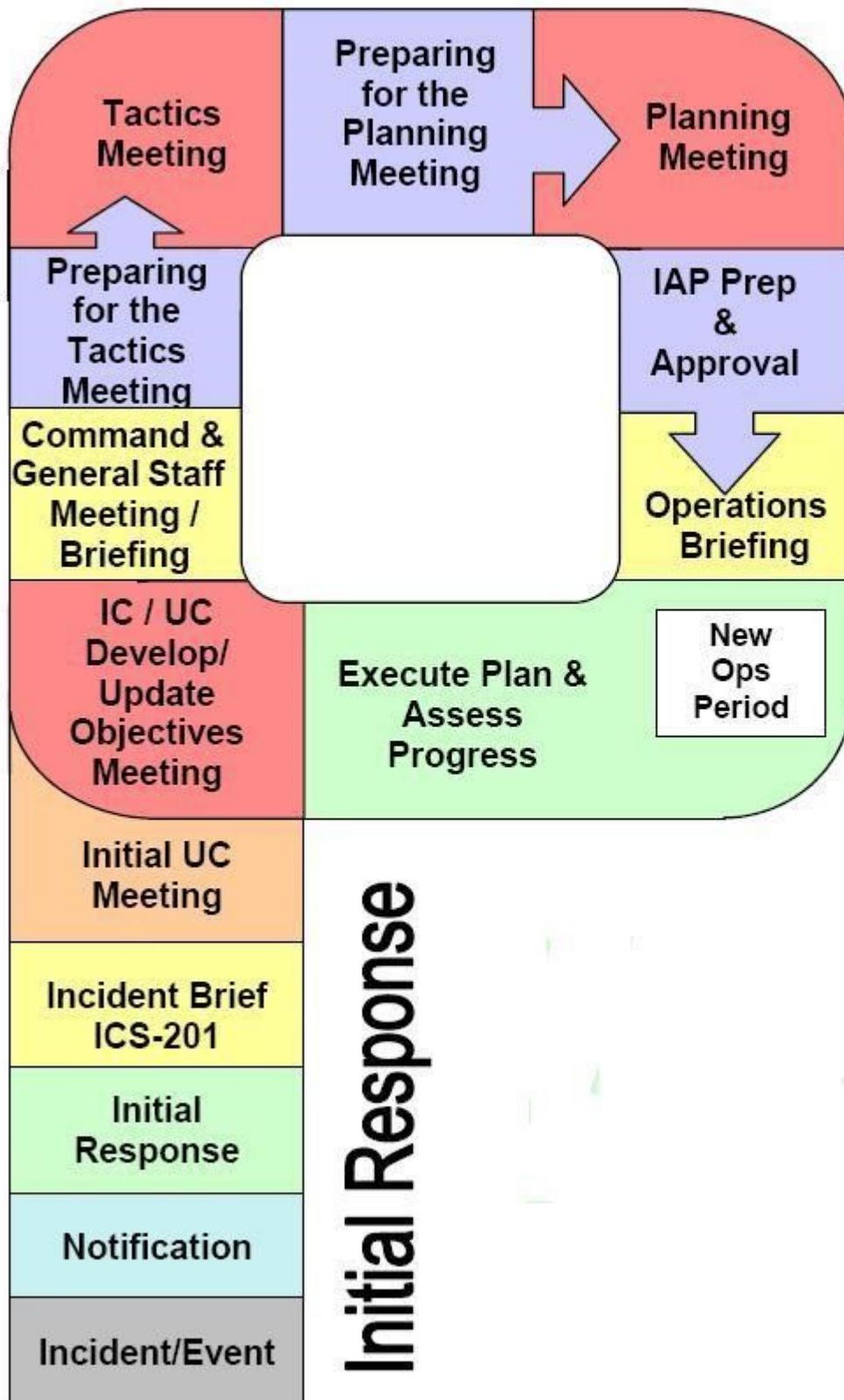
## Appendix 3: Incident Command Post (ICP) Organization Chart



- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.
- **Section:** The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.
- **Branch:** That organizational level having functional, geographical, or jurisdictional responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Sections, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals, by function, or by jurisdictional name.
- **Division:** That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- **Unit:** That organization element having functional responsibility for a specific incident planning, logistics, or Finance/Administration activity.
- **Task Force:** A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.
- **Strike Team:** Specified combinations of the same kind and type of resources, with common communications and a leader.

**Single Resource:** An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

## Appendix 4: ICP Planning P



## Appendix 5: EOC Checklists

### Policy Group Checklist

Action	Description	<input checked="" type="checkbox"/>
1	Obtain information regarding the incident and assess the situation <ul style="list-style-type: none"> <li>• Type of emergency</li> <li>• Location of emergency</li> <li>• Type of structure of vehicles involved</li> <li>• Size of area impacted</li> <li>• Possibility of campus closure</li> <li>• Additional assistance required</li> <li>• Number of types of casualties</li> </ul>	
2	Declare a campus state of emergency when warranted.	
3	Activate the Emergency Operations Plan and select location for the Emergency Operations Center.	
4	Confer with the Chancellor's Office and other State and local officials.	
5	Evaluate the need for campus closure, evacuation or sheltering.	
6	Authorize protective or precautionary measures as appropriate.	
7	If campus closure is directed ensure the following are notified: <ul style="list-style-type: none"> <li>• Chancellor</li> <li>• Provost and Vice Provost</li> <li>• Public Information Officer</li> <li>• Incident Commander</li> <li>• EOC Manager</li> <li>• Director, Police Services</li> </ul>	
8	Issue any necessary statements through the Public Information Officer.	
9	Review and approve media releases.	
10	Obtain periodic updates from: <ul style="list-style-type: none"> <li>• EOC Manager</li> <li>• Incident Commander</li> <li>• Public Information Officer</li> </ul>	
11	Obtain Division status report on students, faculty, and staff.	



## EOC Manager Checklist

Action	Description	<input checked="" type="checkbox"/>
1	Ensure "EOC Activation Checklist" is completed.	
2	Acquire situation status from IC or dispatch (702) 895-3668.	
3	Confirm all key personnel have been notified.	
4	Staff positions as people arrive.	
5	Establish an operational period for EOC.	
6	Ensure any safety priorities are addressed.	
7	Conduct periodic briefings with EOC Staff and Policy Group. Provide overview of EOC operations and responsibilities.	
8	Activate and de-activate support staff as needed.	
9	Arrange for meals for EOC staff.	
10	Arrange EOC schedules and staff rotations as necessary.	
11	Consider CAPS counseling for EOC staff.	
12	Determine need for VIP transportation on-scene. Confer with University Police.	
13	Ensure all members maintain log of emergency management activities.	

## Operations Section Chief

Action	Description	<input checked="" type="checkbox"/>
1	Ensure "EOC Activation Checklist" is completed.	
2	Acquire situation status from IC or dispatch (702) 895-3668.	
2	Confirm all key personnel have been notified.	
3	Staff positions as people arrive.	
4	Ensure any safety priorities are addressed.	
5	Determine additional resource needs and establish teams to address those needs. (Damage assessment, counseling support, etc.)	
6	Work with Risk Management leader to coordinate insurance crisis action team involvement.	
7	Address campus safety issues for students, faculty and staff not directly involved with the incident.	
8	Maintain activity logs.	

### Planning Section Chief

Action	Description	<input checked="" type="checkbox"/>
1	Ensure "EOC Activation Checklist" is completed.	
2	Acquire situation status from IC or dispatch (702) 895-3668.	
2	Confirm all key personnel have been notified.	
3	Staff positions as people arrive.	
4	Ensure any safety priorities are addressed.	
5	Establish information requirements and reporting schedules for EOC and Policy Group.	
6	Establish a situation unit to update status boards.	
7	Collaborate with Logistics Section to develop a communications plan.	
8	Identify specialized resource needs. Work with Logistics Section to activate those resources.	
9	Provide periodic updates to EOC and Policy Group on incident activities.	
10	Advise EOC staff and Policy Group on any significant changes.	
11	Establish a traffic plan.	
12	Maintain activity logs.	

### Logistics Section Chief

Action	Description	<input checked="" type="checkbox"/>
1	Acquire situation status from IC or EOC Manager.	
2	Confirm all key personnel have been notified.	
3	Staff support positions as people arrive.	
4	Ensure any safety priorities are addressed.	
5	Determine and supply immediate resource and facility needs.	
6	Establish a resource request process. Ensure proper documentation.	
7	Oversee development of Communications (ICS-205), Medical (ICS-206), and Transportation/Traffic plan, as needed.	
8	Advise Section Chiefs on resource limitations, constraints, and appropriateness.	
9	Collaborate with Planning Section on Demobilization Plan. Release resources and manpower as appropriate.	
10	Maintain activity logs.	

## Finance/Admin Section Chief

Action	Description	<input checked="" type="checkbox"/>
1	Acquire situation status from IC or dispatch (702) 895-3668.	
2	Confirm all key personnel have been notified.	
3	Staff positions as people arrive.	
4	Ensure any safety priorities are addressed.	
5	Manage all financial aspects of the incident.	
6	Identify funding sources and ceilings as appropriate.	
7	Provide financial and cost analysis information to Policy Group as needed.	
8	Ensure that all funding obligation documents are prepared, completed, and archived.	
9	Adhere to financial policies and procedures. Engage the Policy Group to authorize any exceptions.	
10	Maintain unit logs.	

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**Appendix 6: Emergency Guidelines for Students, Faculty, and Staff**

## Fire



### Fire/Smoke/Explosion

- Know where the emergency exits and fire alarm pull stations are in your building
- Know at least two ways out of your building
- Know where the stairs are located
- If you hear a fire alarm, evacuate! Do not assume it is a drill or a false alarm.
- Check your evacuation route for smoke. If unsafe use your alternate route.

### Reporting a fire

- Call 911 and give the location of the fire (building/room).
- Sound the fire alarm immediately by activating the pull station.
- If alarm fails to activate, warn nearby occupants by knocking on doors.
- Immediately evacuate the building. Take the stairs, not the elevator.
- Go to your predetermined evacuation location.
- Begin to account for evacuated occupants and report any missing people to emergency officials.
- DO NOT re-enter the building until emergency officials declare it safe to do so.

### Clothing Fire

- If your clothing is on fire, drop to the floor. If another's clothing is on fire, assist them to the ground as quickly as you can. Do not run, or allow the victim to run.
- Roll yourself or the victim on the ground to extinguish flames. If a blanket is available, use it to smother the flames.
- Remove smoldering clothing or hot material. Use care to avoid removing attached skin.
- Cool the victim with water or ice packs. Take the victim to an emergency shower, if close by.
- Seek medical and fire/rescue assistance; from a campus phone call 911.

## Using a Fire Extinguisher

Follow these easy instructions:

- **P** – Pull the pin. Some extinguishers require releasing a lock latch, pressing a puncture lever, or taking another first step.
- **A** – Aim low. Point the extinguisher nozzle (or its horn or hose) at the base of the flames.
- **S** – Squeeze the trigger or handle while holding the extinguisher upright. This releases the extinguishing agent.
- **S** – Sweep the extinguisher from side to side while keep the extinguisher aimed at the base of the fire. Sweep back and forth covering the area of the fire with the extinguishing agent until the fire is out. Watch the fire area. If the fire breaks out again, repeat the process.

## Building Evacuations - General



A building evacuation may be required in an emergency, whether it is fire, earthquake, flood, or other urgent situation requires all occupants to immediately leave the building. Enter your building's emergency assembly location here:

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- Know where the emergency exits and fire alarm pull stations are in your building.
- Include this information in your new employee orientation.
- Develop a plan to account for everyone in your department, unit, college, or school at the emergency assembly location.
- If you need assistance evacuating – whether you have a temporary or permanent need – please review the guidelines at the end of this section.

### During the emergency

- Stay Calm. Give clear instructions to others to help ensure a prompt evacuation.
- If primary evacuation route is obstructed, use your alternate route.
- Close doors behind you as you exit.
- DO NOT use elevators to evacuate, use the stairs.
- Keep low to the floor if smoke is present.
- Report to your emergency assembly location.
- Immediately report any missing people to emergency officials.

Take the following precautions before leaving the building, **only** if it is safe to do so. These activities must not significantly delay your departure. Exercise good judgment!

- Faculty members ensure immediate evacuation of classes under their purview.
- Shut off gas lines and heat-producing equipment (such as Bunsen burners, stoves etc.).
- Return hazardous materials to proper storage units if time permits.
- Close doors and windows, if possible. Close doors behind you as you leave.

## Building Evacuation for Persons Who Need Assistance



All University/College personnel are responsible for the evacuation of persons who need assistance in their respective areas.

- NSHE institutions maintain information for those students who have self-identified and provided documentation of a need.
- NSHE institutions may also maintain equipment specifically utilized to evacuate individuals with significant mobility restrictions.
- In accordance with principles of universal design, exits are ramped to facilitate evacuation of all individuals from university buildings.

Please review the following to provide the most effective assistance to persons with disabilities to ensure their safety.

### **Persons with *visual* impairment:**

- Tell the person the nature of the emergency.
- Offer to guide them to the nearest exit.
- Have the person take your elbow and escort them.

### **Persons with *hearing* impairment:**

- Write a message indicating the nature of the emergency and the nearest evacuation route.
- Tap the person's shoulder and point to the strobe lights on the fire alarms.
- Turn the room lights on and off to get the person's attention.
- Indicate through writing a note or gesturing what is happening and what to do.

### **Persons with *mobility* impairment:**

- Escort the person(s) to the nearest exit or stairwell assembly point.
- At least two people should remain with the person with needs to assist if further action becomes necessary.
- Do not attempt to carry persons with mobility impairments unless there is IMMEDIATE DANGER TO LIFE.
- Do not attempt to move or lift a wheelchair without asking the person using the chair.
- If you are unable to safely move the person, move them to a safe area and call for help.



## Medical Emergencies



You may encounter a medical emergency on campus. In the event of a serious illness or injury, immediately call 911. Tell the dispatcher that you have a medical emergency and provide them with the following information:

- Your name and telephone number
- Nature of the illness or injury
- Location of the emergency on campus (building, floor, and room number)
- Number of people involved: Is victim(s) conscious, breathing, bleeding?
- Remain on the line till the dispatcher has asked you all the questions and follow their instructions.

### Guidelines for Assistance

- Do not move a victim unless absolutely necessary.
- Do not jeopardize your safety or the safety of the patient. Wait for professional help if you are not trained to assist.
- If you are trained in first-aid or CPR, assist the patient up to the level you are trained.
- Report all accidents or injuries to campus officials.

It is best practice to have someone, if available to meet the ambulance personnel and take them to the person that is ill or injured.

**Please remember...** Students with minor illnesses or injuries are eligible for minor care at the Student Wellness Center, where a healthcare professional can treat you.

### Choking (cannot speak or has a weak cough):

- Call 911 from a landline or 702-895-3669 from your cellphone
- Start stomach thrusts
- Continue until airway is clear
- Begin CPR if person becomes unresponsive

### Fractures and sprains:

- Call 911 from landline or 702-895-3669 from your cellphone
- Keep victim still
- Treat for shock by raising the victim's extremities above the heart.
- Keep injury stabilized
- Stop any life threatening bleeding

### Fainting, Unconsciousness and shock:

- Call 911 from landline or 702-895-3669 from your cellphone
- Lie victim in recovery position (Left Side) if unconscious
- Keep victim comfortable and warm with a blanket
- Ask or look for a medical ID bracelet, necklace or card
- Start CPR if victim becomes unresponsive

- **Never Give an Unconscious Victim Food or Liquids**

### **Severe bleeding and wounds:**

- Call 911 from landline or 702-895-3669 from your cellphone
- Apply direct pressure on wound using clean cloth or hand
- Apply tourniquet if available (2-inches above wound on arms and legs only)
- If tourniquet isn't available pack wound with sterile cloth or dressing (legs and arms only)
- Add more cloth or dressing if blood soaks through, **DO NOT** remove old cloth or dressing
- Keep pressure on wound until help arrives
- **DO NOT remove tourniquet once applied**

### **Poisoning or overdose:**

- Call 911 for immediate transport to hospital.
- Save label or container for identification

If you are aware of a known antidote or if vomiting should be induced then you may do so. If you are unsure, **DO NOT** do either of these and wait for Emergency Medical personnel.

### **Heart Attack:**

- Call 911 from landline or 702-895-3669 from your cellphone
- If victim is unresponsive start CPR and have someone retrieve an Automatic External Defibrillator (AED) if available.
- Ask or look for medical bracelet, necklace or ID card
- **Never Give an Unconscious Victim Food or Liquid**
- Continue CPR until help arrives

The immediate and effective use of CPR, couple with the use of an AED, improves the chances of survival from a sudden cardiac arrest. Some buildings on campus have an Automated External Defibrillator (AED) available in the event that a patient exhibits no signs of breathing or pulse. An AED is designed to analyze a patient's condition before delivering a shock, and will only shock a patient in cardiac arrest. By following the audible commands, an untrained person can safely use an AED.

## Power Outage/Utility Failures



### In the event of a power outage:

- Report a minor localized power outage during regular business hours to campus facilities management.
- Many buildings have emergency lighting which illuminate the stairwell and other essential building components for 90 minutes.
- Use this time period to secure areas and evacuate the building if needed.
- Follow any instructions given by emergency responders or utility workers.
- Laboratory personnel should secure experiments and unplug electrical equipment as appropriate prior to leaving the laboratory. Chemicals should be stored in their original locations and all containers should be closed and sealed.
- If a power outage is expected to last a considerable length of time, the University will send an emergency notification out to the campus community.

### If you and/or others are trapped in an elevator and unable to exit:

- If you are inside the elevator, use the emergency phone in the elevator
- If you are outside of the elevator, tell passengers to remain calm and that you are getting help by calling 911.
- Notify University Police Services at 702-895-3669.
- If it is safe to remain in the building, stay near to passengers until assistance arrives.

### Suspected Gas Leak:

Call 911 if you suspect a gas leak. Natural gas is odorless and colorless; gas companies add a distinctive odorant (similar to a “skunk” or “rotten egg” odor) to produce a smell that will alert users to a possible problem.

### If you know that a gas cylinder, equipment or piping is leaking:

- Immediately notify building occupants to evacuate the area using the preplanned evacuation route. This may also be accomplished by pulling the building alarm, if available.
- Notify University Police Services 702-895-3669. Provide Building name, Floor/Room number.
- **Do Not** switch lights or electrical equipment on or off in the area near the leak; electrical arcing could trigger an explosion.
- Building occupants are not to return to the building until the all clear is given by the Fire Department or emergency responders.

### Water-related emergency:

Water-related emergencies do not always mean “flooding”. They may include lack of available drinking water, lack of available toilet facilities, in addition to standing water (e.g., ponding) and/or leaks that could cause equipment and building damage, and create hazardous conditions (slips/falls, etc.)

- If such an event occurs during regular business hours between 8 a.m. until 5 p.m., please immediately contact Facilities Management 702-895-HELP (4357).
- If a water event occurs after hours or when classes are not in session, call University Police Services 702-895-3669.
- If you are responding to a water emergency but have not determined the water source, remember that the water may be contaminated and take appropriate precautions.

### **If you encounter standing water:**

If there is standing water on the floor, there is a risk of electrical shock. Do not enter the area until you are sure the electricity has been turned off.

- Coordinating with local utilities to restore and repair damaged infrastructure and accompanying systems.
- Coordinating with local utilities to reduce the risk of physical or cyber-attack on lifeline utility systems.
- Coordinating temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished.

## Flash Flooding/Severe Weather



Flash flood is a serious threat to the lives of drivers and (or) people in the floods' path. If you are in your vehicle driving and you come across a flooded road, it is important to remember to **NOT** enter flooded streets. Do not drive through a flooded area on campus. The depth of the water is not always obvious. Fast moving water, even only a few inches deep can quickly sweep you off your feet or float your car away.

- If in the event of a major rain storm that may cause isolated flooding, it is safer for you to stay where you are and wait for the storm to end rather than attempting to drive anywhere.
- Never drive through a flooded road or around barricades.
- If your vehicle stalls in water, leave the vehicle immediately and move to higher ground.
- Do not walk through or play in floodwater. Floodwater may contain toxic matter.
- Stay out of flood channels and detention basins, which can rise as quickly as one foot a minute.

Pay attention to the weather. If you are out hiking, seek higher ground immediately, as you may be in an area that can experience a flash flood.





## Active Shooter

Although on campus shooting incidents are rare, it is critical that faculty, staff and students are prepared to ensure their own protection until help can arrive. All employees can help to prevent and prepare for potential active shooter situations. University Police Services recommends that all employees complete the FEMA Online Training Course: IS-907 – Active Shooter: What you can do, available [here](#).

### How to Respond When an Active Assailant is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

#### RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 9-1-1 when you are safe

#### HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
  - Lock the door
  - Blockade the door with heavy furniture
  - Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet
- If evacuation and hiding out are not possible:
  - Remain calm
  - Dial 9-1-1, if possible, to alert police to the active shooter's location
  - If you cannot speak, leave the line open and allow the dispatcher to listed

#### FIGHT

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her

- Throwing items and improvising weapons
- Yelling
- Committing to your actions

### **Indoor Shooting Incident:**

If you have entered an area or building and see someone shooting, or, if you hear the sounds of gunfire, the following actions are recommended:

- Go to the nearest room or office and hide. Stay calm!
- Close and lock the door, and barricade it if possible. Take cover behind concrete walls, thick desks, filing cabinets.
- Cover the door windows, if possible.
- Keep as quiet as possible and act as if no one is in the room. Turn off iPods and radios, but keep computers on with monitors faced away from door. Silence cell phones.
- Do not answer the door.
- Using a campus phone, dial 911. Provide the dispatcher with as much of the following information as you have available:
  - Your name
  - Location of the incident—be as specific as possible
  - Describe what is happening
  - Number of shooters, if known
  - Identification of shooter, if known
  - Number of persons who may be involved
  - Injured victims, if known
  - Your location—and stay on the telephone with the dispatcher, if at all possible
- Place signs in exterior windows to identify your location, if possible
- Wait for police officers and/or other emergency rescue personnel to assist you out of the building.

### **If Exit is Possible:**

If an active shooter is present, and you are certain you are not within range or in danger, exit the building if possible. The following actions are recommended:

- Exit the building immediately. Move away from the area and seek shelter in a nearby building. Avoid parking lots and open areas.
- Tell anyone you encounter to exit the building immediately. Caution those outside the building not to enter.
- From a campus phone, dial 911.

### **If a Shooting is Occurring Outdoors:**

- Move inside a building, if possible, and follow the recommendations above.
- If you cannot go inside, try to hide behind something solid.
- Run away from the sounds of shooting, if you can do so without increasing your risk.
- From a campus phone, call 911. If possible, call University Police at 702-895-3669.

### **If Escape is Not Possible:**

- Play “dead” if you cannot get away - assume a prone position and lay as still as possible.
- If you are caught by the intruder, obey all commands and avoid eye contact.

## How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety
- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Information to provide to law enforcement or 9-1-1 operator:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter/s
  - Number and type of weapons held by the shooter/s
  - Number of potential victims at the location

The first officers to arrive to the scene **will not** stop to help injured persons. 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 upon 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.



## Burglary/Robbery



During a robbery attempt, the overriding concern is SAFETY. Our responsibility under these circumstances is the physical well-being of students, faculty, staff and visitors who may be present.

### **If a robbery attempt occurs, please remember to:**

- Take no action that might provoke a violent response
- Do not attempt to delay or stall the robbery
- Remain calm
- Do what is asked of you, but only what is asked of you, nothing extra
- Comply with the demands promptly, being careful not to move or gesture in a way that could be misunderstood as a defensive action or the triggering of an alarm.
- Do not volunteer information or open drawers you have not been ordered to open
- Make a mental note of facial features, stature, scars, marks, peculiarities and the color of clothing that can be later used for identification.
- Look out windows to try and get directions of travel, description of cars and any other details.

### **Once it is safe to do so:**

- Contact 911. Give the dispatcher the information that you have.
- Write down details as soon as possible, noting what was said, weapons used, descriptions of individual(s), what you handed out, and direction of travel.
- Secure the area to protect any evidence.
- If a note was given to you, lay it aside with as little handling as possible, so that it can later be reviewed for analysis.
- If a weapon was fired, the ejected shell casings may prove to be valuable. Do not touch or move these items.

## **Vandalism**

All acts of vandalism and/or damage to the facility or its furnishings (furniture, pictures, equipment, etc.) should immediately be reported to UNLV Staff. If there is immediate danger, seek safe shelter.

It is important that signs (evidence) of forcible entry, cut or broken locks, or stripped wiring be preserved for investigative purposes. University Police will investigate the incident.

## Acts of Violence



Never jeopardize your own safety. It is important that you are able to effectively handle any type emergency situation. For this reason, you should never put yourself in the middle of a physical altercation.

### In the event a physical altercation occurs:

- **DO NOT** attempt to break up the issue/event!
- Contact 911 and notify University Police Services immediately
- Inform them of the situation. Be ready to provide:
  - Your Name
  - Emergency Location
    - Building: Student Union
    - Floor Number: First, Second, Third
    - Room Number or Location within the building
  - Type of Emergency
  - Any additional information requested by the Operator
- Call additional staff members in the building for assistance (if needed) with crowd control.
- Try to contain the situation by not allowing a crowd to gather around the altercation.
- Take note of everything you observe:
  - Persons involved
  - Actions by the parties involved
  - Statements made

### Keep in Mind...

- A threat or act of violence can be verbal, made in gesture, or it can be unwanted physical contact such as pushing, grabbing or any other form of personal contact.
- Threats can be in the form of verbal communication, gestures or simply implied. In any event, University Police Services will be responsible for responding to, evaluating, resolving the situation, and documenting all details of the threat. Do not take any threat lightly or ignore such situations.
- Violence in the workplace is almost always preceded by obvious signs or threats before the actual violence takes place. Report any activity that you believe qualifies as a threat.
- If you have taken out a Restraint Order by a court of law, University Police Services may provide additional security measures, such as personal escorts and monitoring of your office or meeting areas.



## Civil Disturbance

Civil disturbance means acts of violence and disorder prejudicial to the public law and order. It includes acts such as riots, acts of violence, insurrections, unlawful obstructions or assemblages, or other disorders prejudicial to public law and order.

University Police Services is charged with protecting the life, safety, and health of the campus community and will seek to quell any such disturbances that threaten the campus. Initial actions may include:

- Establish and enforce a perimeter around the affected area to confine the disturbance.
- Perform crowd and traffic control. Divert traffic away from affected areas.
- Establish and manage evacuation routes for uninvolved civilians.
- Provide security at various locations throughout the community to prevent intruders and looting.
- Perform special tactical operations, including search & rescue, as needed.
- Provide police protection for Fire/EMS units, strike teams, and/or task forces.
- Conduct reconnaissance activities and report results to the EOC for inclusion in the IAP process.
- Work closely with other Law Enforcement officials to resolve the incident

All students, staff, faculty, and visitors must comply with the direction given by University Police or other law enforcement officers.



## Terrorism Incident

The University's primary response to a terrorist event involves Consequence Management (COM), which includes measures to mitigate the damage, loss, hardship, and suffering caused by a terrorist event.

COM is implemented through the UNLV Office of Emergency Management, followed by assistance from the Nevada Division of Emergency Management (NDEM), the U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA).

Although such an event is rare, it cannot be ruled out and therefore must be considered.

Responsibilities related to law enforcement during a terrorist event include:

- Protecting life and property and preserving order.
- Providing law enforcement and criminal investigation.
- Providing traffic control, crowd control, and site security.
- Isolating damaged areas.
- Providing damage reconnaissance and reporting.

The Federal Bureau of Investigation (FBI) is the primary federal agency in response to terrorist threats or actions. The FBI can be expected to take charge of the emergency and provide direction to the Policy Group regarding continued operation of the University.

Any decisions to close the campus will be communicated in accordance with this plan.

## Earthquake



Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The **best earthquake instruction** is to take precautions before the earthquake (e.g. secure or remove objects above you that could fall during an earthquake).

### During an earthquake:

- Stay in the building. DO NOT evacuate.
- Remain calm. If indoors, drop to the floor under a sturdy desk or table, cover your head and face with your arms. **DROP, COVER and HOLD ON.**
- Stay away from overhead fixtures, windows, filing cabinets, bookcases and heavy equipment.
- Assist any disabled persons out of the area and find a safe place for them.
- If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

### After an earthquake

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage and injury.
- Protect ourselves at all times.
- Do not use elevators.
- If outdoors, move quickly away from buildings, utility poles, overhead wires, parking garages and other structures. CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are told you can by emergency personnel or UNLV officials.
- If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.

Evaluate the situation and call 911 for emergency assistance, if necessary.

**Do not** use flares, torches, cigarettes, candles, matches, and (or) any open flames, since gas leaks could be present. If a fire is caused or present by the earthquake, evacuate the building carefully. **Do not** operate electrical switches or appliances.

If the structural integrity appears to be deteriorating rapidly, evacuate the building. **Do not use the elevators**. Always use the stairs.

Should you become trapped in a building, stay calm! If a window is available, place an article of clothing (i.e. shirt or coat) outside the window as a marker for rescue crews. If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.

If you or someone is injured, call 911 for help if possible and give or seek first-aid treatment if able.

### If an evacuation is ordered:

Seek out any persons needing assistance in the area. Exit via the stairway. Do not use elevators. Beware of falling debris and electrical wires as you exit. Go to an open area away from buildings, trees, power lines and roadways and wait for further instructions from emergency personnel.

## Chemical Spills



If it is a small spill, it is your responsibility to clean it up, but if you do not know the identity of the spilled substance, have not been trained in the proper handling of chemical procedures, or are uncomfortable cleaning up the spill, immediately evacuate the area and notify Risk Management and Safety at (702) 895-4226 and University Police Services at (702) 895-3669 if after business hours.

### Small Spills

If you know the identity of the spilled substance **and** have been properly trained in the handling of the substance, proceed with clean up procedures. Remember to report the spill to Risk Management and Safety's Chemical Safety Officer at (702) 895-4226.

### Large Spills

For all major spills, evacuate the area immediately and notify Risk Management and Safety at (702) 895-4226 or UNLV Police Services at (702) 895-3669 if after business hours (8am - 5pm).

## Biological Spills



- Immediately evacuate the laboratory if the spill is not contained in a Bio Safety Cabinet, allow aerosols to settle.
- Remove contaminated clothing.
- If qualified re-enter the room and, **wearing the necessary PPE**, cover the spill with paper towels.
- Heavily soak towels and spill with the appropriate disinfectant. Allow a 20 minute minimum contact time.
- Clean up spill and dispose of in bio-hazard bag.
- Call RMS's Chemical Safety Officer at (702) 894-4226 to report all spills or if you need of assistance cleaning it up.



## Radiological Incident

Radioactive Material (RAM) and Radiation Producing Devices (RPD) are used and operated on UNLV's campus. All areas that contain RAM or RPD's are clearly marked and posted to prevent unauthorized entry.

**If an immediate radiological hazard exists notify the Radiation Safety Officer at (702) 895-4226; After Hours call University Police Dispatch at (702) 895-3669.**

If an immediate fire hazard exists or medical emergency assistance is required, **CALL 911**. While waiting on Emergency Response Personnel notify the Radiation Safety Officer at (702) 895-4226; or after hours University Police Dispatch at 702-895-3669.

### **Remember "SWIMS" to protect yourself and others from exposure:**

**Stop** the spill if it is a small/moderate amount; eliminate or mitigate the release of radioactivity if possible.

**Warn** others—yell or call out; do not track materials out of the laboratory.

**Isolate** the area, and warn others to stay away from the spill. Close the room and lock or otherwise secure the area to prevent entry. If radioactive dusts and mists are present or suspected, leave the area, post the room with a sign to warn anyone trying to enter that a spill of radioactive material has occurred.

**Minimize** your exposure: If spill is on clothing, remove clothing, flush contaminated skin with lukewarm water and survey. If appropriate, survey all persons not involved in the spill and vacate the area. To prevent the spread of contamination, limit the movement of all personnel who may be contaminated.

**Survey** the area of the spill for possible contamination, **ENSURE THE SPILL IS UNDER CONTROL** Survey all personnel who could possibly have been contaminated. Decontaminate personnel by removing contaminated clothing and flushing contaminated skin with lukewarm water and then washing with a mild soap.

**Call the Radiation Safety Officer at (702) 895-4226 for further assistance.**

## Cybersecurity Incident



Programmers continue to find new ways to infect your computer, making knowing what to look for and ensuring your computer is protected against attack extremely important.

### Best Practices

- Keep all software up to date
- Think before you click. Malicious emails or links often come from people you don't know, but can also come from people you do.
- Only download software from legitimate sources
- Don't click on links in pop up banners
- Check permissions to see what information an app may collect about you

### Be Precautious

Viruses are designed to go unnoticed and spread quickly. Knowing what to look for, and being precautious about what you click on, will help protect you from getting a virus.

You can get viruses from:

- Clicking links on banner ads and pop-up messages, in emails, on social media, chat apps, text messages, etc.
- Downloading files through peer-to-peer (P2P) file-sharing applications or websites
- Opening email attachments
- Attaching personal storage devices (like USB sticks or cell phones) to an infected computer, especially public computers
- Apps for your mobile devices

### What to look for:

Often, there are signs that an email or website shouldn't be trusted. Look for:

- Short messages that give little context as to why someone is contacting you or what they are sending to you (e.g., "Check out these new pics!")
- Unusual URLs and domain names (e.g., "unlv.university.com" instead of "unlv.edu.")
- Unexpected attachments, or attachments with unusual file types, especially attachments that end in .exe, .vbs, or .lnk
- Strange notifications that don't look like the normal messages
- Apps that require excessive access to your device. For example, a flashlight application should not need access to your camera and text message

**When in doubt, never click or open something you think is unusual.** If you aren't sure if something is a real message, contact the person by some other method, since some malware will automatically respond with legitimate-sounding replies.

### If you think your computer may be infected:

For UNLV-barcoded computers - disconnect the computer from the Internet by disabling Wi-Fi or disconnecting the network cable.





## Suspicious Mail and Packages

Suspicious mail incidents across the United States, generally involve bio hazardous material(s) or explosive device(s). If you receive mail or discover object(s) that appear suspicious due to the presence of a powder, liquid coming out of the package or other substance, the following actions are recommended:

- **From a campus phone, immediately call 911.** University Police will evaluate the threat level and determine if other emergency personnel need to be contacted.
- Deny to everyone with the exception of emergency responders, access to the suspicious parcel/object. If possible place a trash can over the package. Once emergency responders access the scene, they will take custody of the questionable item(s).
- Turn off any fans, window air conditioners and/or small area heaters.
- Isolate the room area; evacuate the adjoining areas.
- The individual who opened the suspicious item and anyone else who has come into contact with it should remain isolated in an area adjacent to the original location, until emergency responders arrive. Further instructions will be forthcoming from the emergency team.
- The individuals who have had contact with the parcel should wash their hands and face with soap and water.
- Create a list of people who were in the room where the package was received.

### Suspicious Parcel Recognition:

Use the following to evaluate parcels that seem unusual:

Handwritten or poorly typed address	Incorrect titles
No return address	Misspelling of common words
Visual distractions on the package.	Excessive postage
Excessive weight/rigid, lopsided, uneven envelopes	Restrictive markings such as "Confidential" or "personal"
Protruding wires or tinfoil	Excessive tape or strings
Oily stains/discolorations on the package	Unexpected international, special delivery and/or air mail



# SUSPICIOUS MAIL ALERT

## If you receive a suspicious letter or package:



- 1** Handle with care. Don't shake or bump.
- 2** Isolate it immediately
- 3** Don't open, smell, touch or taste.
- 4** Treat it as suspect. Call FPS

### If a threat is identified...

ISOLATE - DO NOT HANDLE



## Bomb Threats

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

**In the event of a bomb threat, immediately 911.** University Police will carefully evaluate all threats and provide the campus with specific information and instructions on how to respond.

- University personnel receiving telephoned bomb threats should ask the caller for the exact location where the bomb has been placed where it is going to be planted.
- Attempt to get as much information as possible about the caller, for example, male or female, accent, etc.
- Listen for background noise which may indicate the location of the caller.
- Complete the checklist below as soon as possible after receiving a bomb threat call. Writing down the details as soon as you have received the call, or during the call if you have the checklist available it will assist emergency personnel to respond to the threat.
- University Police will use direct contact information in their investigation and determination of the threat level.
- **Utilize the checklist on the next page** to detail the information that you gather from your conversation or other interaction with the person making the threat.

# BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

## If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

## If a bomb threat is received by handwritten note:

- Call (702) 895-3669
- Handle note as minimally as possible.

## If a bomb threat is received by email:

- Call (702) 895-3669
- Do not delete the message.

## Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

## DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

## WHO TO CONTACT

- University Police Services (702) 895-3669
- 911
- Follow your evacuation procedures, if directed.

# BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

## Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

## Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Information About Caller:

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

### Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

### Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

### Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

### Other Information:

\_\_\_\_\_

\_\_\_\_\_

