Emergency Management Framework

PUBLIC VERSION

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Letter of Promulgation

The threat of spontaneous crisis has never been so prevalent and on the minds of individuals, communities, government agencies and higher education institutions across the country than it is now. Since the turn of the century there has been little escape from the challenges of disaster; from 9/11 to Hurricane Katrina, to emerging illnesses and school massacres. While these events are sobering upon reflection, they must also reaffirm our resolve to mitigate these hazards and prepare – not just to survive, but to endure, persevere and flourish as an organization as well as individuals.

One measure of an organization’s strength is its ability to respond effectively and recover quickly from any emergency. The St. Louis College of Pharmacy is committed to the wellbeing of all its students, faculty, staff and visitors and dedicated to preserving its mission and academic responsibilities, even in times of crisis. To that end, it has developed, maintains and routinely evaluates a comprehensive emergency management program that establishes protocols, priorities, responsibilities and initiatives to prepare for, respond to and recover from any incident that may impact the College.

The program, defined and detailed in this Emergency Management Framework (EMF), is established under and fully compliant with state and federal laws, statutes and declarations for disaster management. Adhering to best practices from the National Incident Management System (NIMS) and Incident Command System (ICS), the EMF is designed to provide the framework for an effective system of comprehensive emergency management, integrate all phases of disaster - from pre-event initiatives to post-incident challenges and take an all-hazards approach to addressing response and recovery actions during an emergency.

It is acknowledged that crises can happen with little or no warning, and that coordinated and collaborative response activities are necessary to save lives, protect property and sustain the College’s business and academic operations. As documents serve only as a strategic guide to emergency management, the most essential resource are the individual members of the STLCOP community taking personal responsibility by getting involved, getting trained and understanding what their role is at the College during emergencies.

Demonstrating steadfast commitment to safety and security, I officially endorse the STLCOP Emergency Management Framework and affirm that emergency response and recovery operations may take precedence over normal College functions to an extent and duration appropriate for the emergency level as defined by this framework, and that every effort will be made to support the needs and functionality of our Emergency Operations Center.

I encourage each member of the STLCOP community to review our emergency plans, understand their role during a crisis on campus and familiarize themselves with how to protect our students, employees and guests in the event of an emergency.

John Pieper, Pharm.D.
President, St. Louis College of Pharmacy
Foreword

In order to maintain and advance the St. Louis College of Pharmacy’s research, academic and service programs, a stable infrastructure of services and administration is essential. For normal operations, STLCOP provides these services centrally through administrative structures in its school, departments and operating units. However, in times of emergency, wide-spread disruption and/or life-threatening crises, critical units of the College must work together under central coordination to protect and preserve. The highest priorities of life safety, property protection and restoration become the interim mission of STLCOP. The St. Louis College of Pharmacy Emergency Operations Center is a key central communication entity that will connect the various functional units with decision-makers and external assistance.

Founded on the priorities and operational concepts of emergency management and incident command processes, this framework has been prepared primarily for the people who will use it. While it serves the College as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. It empowers those who manage emergencies on campus and keeps those who need to remain on the business side of the College functional; it supports those who must restore STLCOP activities in research, academic learning and public service.

Emergency Management Coordinator
St. Louis College of Pharmacy

__________________________________________
SIGNATURE

__________________________________________
DATE
Record of Changes

The STLCOP Emergency Management Framework (EMF) is a living document that is reviewed and modified on a regular basis. At a minimum, the plan will be reviewed after any of the following circumstances:

- An actual emergency or disaster that necessitates the activation of the EOP
- Any drill or exercise the College facilitates or participates in
- A major change in state or federal law affecting emergency management, safety or hazard mitigation
- One year has passed since the EMF was last reviewed

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<td>J. Campbell</td>
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<td>04</td>
<td>05/02/18</td>
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<td>Revision and updates to EMF</td>
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Record of Distribution

The Emergency Management Framework will be distributed to all members of the college community, in particular the following positions:

John Pieper, President
Dean of Arts & Sciences
Dean of Pharmacy
Vice President, Enrollment, Marketing and Communications
Vice President, Student Affairs
Vice President, Advancement and Chief Development Officer
Assistant Vice President, Information Technology & CIO
Vice President, Operations
Director, Human Resources
Campus Counseling Center
Director, Public Safety
Office of Public Safety

Barnes-Jewish Hospital
Goldfarb School of Nursing
St. Louis Children’s Hospital
St. Louis City Emergency Management Agency (CEMA)
Washington University School of Medicine
## Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>AAR</td>
<td>After Action Report</td>
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<tr>
<td>BEC</td>
<td>Building Emergency Coordinator</td>
</tr>
<tr>
<td>BJH</td>
<td>Barnes-Jewish Hospital</td>
</tr>
<tr>
<td>CEMA</td>
<td>St. Louis City Emergency Management Agency</td>
</tr>
<tr>
<td>EMEG</td>
<td>Emergency Management Executive Group</td>
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<td>EMOG</td>
<td>Emergency Management Operations Group</td>
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<tr>
<td>EMF</td>
<td>Emergency Management Framework</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>EOP</td>
<td>Emergency Operations Plan</td>
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<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
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<tr>
<td>FOUO</td>
<td>For Official Use Only</td>
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<tr>
<td>HSEEP</td>
<td>Homeland Security Exercise and Evaluation Program</td>
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<td>HSPD</td>
<td>Homeland Security Presidential Directive</td>
</tr>
<tr>
<td>HVA</td>
<td>Hazard Vulnerability Assessment</td>
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<tr>
<td>IAP</td>
<td>Incident Action Plan</td>
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<td>ICP</td>
<td>Incident Command Post</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>IP</td>
<td>Improvement Plan</td>
</tr>
<tr>
<td>NDRF</td>
<td>National Disaster Recovery Framework</td>
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<td>NFPA</td>
<td>National Fire Protection Association</td>
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<td>National Incident Management System</td>
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<td>National Response Framework</td>
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<td>PPD</td>
<td>Presidential Preparedness Directive</td>
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<tr>
<td>SLCH</td>
<td>St. Louis Children’s Hospital</td>
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<tr>
<td>STLCOP</td>
<td>St. Louis College of Pharmacy</td>
</tr>
<tr>
<td>WUMC</td>
<td>Washington University Medical Campus</td>
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<tr>
<td>WUSM</td>
<td>Washington University School of Medicine</td>
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I. Executive Summary

A. Mission

The mission of the St. Louis College of Pharmacy Emergency Management Program is to:

- Reduce stakeholder and structural vulnerability
- Prepare and train campus leaders to approach emergencies with coordination and efficiency
- Protect life safety and critical infrastructure during incidents
- Respond to emergencies tactically as a unified organization
- Recover from emergency, restore lost assets and resume academic mission

B. Responsibility

The Emergency Management Coordinator is responsible for developing and enhancing the emergency management program, including plans and procedures that will ensure the College has the ability to respond to and recover from any emergency. Departments and individuals with specific responsibilities in the program are expected to be familiar with their assignments and the overall plan.

C. Emergency Operations Plan (EOP)

The EOP is a guiding document built within the Emergency Management Framework for the cohesive, tactical management of any emergency or disaster at the St. Louis College of Pharmacy. The purpose of the EOP is to:

- Identify personnel, equipment and supplies available that may be used in an emergency
- Coordinate response efforts for natural, intentional and technological disasters
- Provide support to campus leadership and responders
- Guide recovery and restoration activities

D. Emergency Operations Center (EOC)

The STLCOP Emergency Operations Center (EOC) is the focal point and central communication entity that connects functional units with decision-makers and external assistance to accomplish information management, incident command, stakeholder communication, response coordination, emergency support and resource distribution through an emergency.

The primary EOC is located in Jones Hall 1275. A secondary EOC will be in Recreation and Student Center 418.
II. Introduction

A. Overview

Identification of hazards and threats to the St. Louis College of Pharmacy and the Washington University Medical Campus, along with active practices in mitigation, preparedness, response and recovery is vital to sustaining the STLCOP vision, mission and values as well as supporting STLCOP 20/20, the overall strategic plan for the College.

The purpose of the EMF is to provide a foundation upon which the organization can develop plans that provide for the safety and security of all members of the community. This encompasses innovative activities that are undertaken before, during and after an emergency or disaster occurs. The EMF also includes in an annex the STLCOP Emergency Operations Plan (EOP); a targeted plan that primarily focuses on strategic all-hazards response operations.

As a foundational document, the EMF outlines the most critical elements of STLCOP’s emergency management program, allowing for the development of supplemental and supporting documents that relate to vulnerability assessment and reduction, training and evaluation, response protocol and recovery initiatives under a common framework.

B. Scope

This EMF applies to the St. Louis College of Pharmacy main campus and all satellite facilities, and also provides operational insight to partner organizations on the Washington University Medical Campus.

C. Situation

There are many hazards which may cause emergencies and disasters to all or part of the College. Specific vulnerabilities, such as an open campus, aging infrastructure, diverse populations on and adjacent to campus, regional severe weather and other natural disasters, and proximity to transportation and urban hubs, all present unique challenges.

The College, as a whole, has the following unique attributes:

- Open campus serves as pedestrian thoroughfare for Barnes-Jewish Hospital, St. Louis Children’s Hospital and Washington University School of Medicine employees
- Approximately 1,300 students enrolled with 300 on-campus residents
- Approximately 280 faculty and staff on campus (200 FT and 80 PT)
- Study abroad programs with students and faculty traveling internationally
The College is centrally located on the Washington University Medical Campus, and maintains strong partnerships with its neighbors Barnes-Jewish Hospital, St. Louis Children’s Hospital and Washington University School of Medicine. An initiative that is gaining momentum within each organization is the concept of the Washington University Medical Campus – that each major entity serves the others in some capacity, and that an event impacting one will likely impact all. Consequently, emergency management leaders from each WUMC organization are continually improving their respective programs and collaborating with each other to enhance the preparedness of the overall medical campus.

D. Assumptions

Key Assumptions:

Programs are developed upon key assumptions - information taken as fact - in order for the process to go forward. The following are the assumptions used to develop the STLCOP EMF:

1. Severe weather, including tornadoes, thunderstorms, heavy snow, ice storms, floods and other weather related emergencies or natural disasters will continue to occur in the region and the State of Missouri.
2. An emergency or disaster can occur at any time of the day or night, weekends or holidays, with little or no warning.
3. There could be more than one incident at a time.
4. The College has capabilities including manpower, equipment, supplies and skills to enhance the preservation of lives and property in the event of an emergency or disaster.
5. The College will exhaust its local resources and capabilities before requesting assistance.
6. The College will dedicate the resources necessary to develop and implement the appropriate emergency management programs and documents for the campus, including the Emergency Management Framework, the Emergency Operations Plan, the Building Emergency Action Plans and the Emergency Notification System.
7. Because emergency and disaster events are not predictable, these emergency plans serve only as a guide and may require deviation or modification to meet the demands of the situation.
8. The College addresses reduction of vulnerabilities, and enhancement of response and recovery efforts in its annual budget expenditures.
9. The College sits in the jurisdiction of the St. Louis City Emergency Management Agency (CEMA). A representative may be called upon for consultation and assistance.
10. The College may enter into mutual aid agreements and memorandums of understandings (MOUs) with other entities to support all missions of emergency management.
11. The STLCOP Emergency Operations Center (EOC) may be partially activated to support disaster activities at neighboring facilities on the Washington University Medical Campus.
12. The College is compliant with the National Incident Management System (NIMS), the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), NFPA 1600: Standard on Disaster/Emergency Management and Business
Continuity Programs, and other applicable state and Federal plans in development emergency management programs.

13. Training and exercise of a plan is essential for its success. The College will routinely activate and evaluate its plans per its Multi-Year Training and Exercise Plan in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).

14. There will be at least one Clery Act compliant drill or exercise annually, which must include a campus evacuation component (discussion and/or functional exercise).

15. All, or a part of the College’s emergency notification system will be tested during each exercise at a minimum. A full system test will be conducted annually for Clery Act compliance.

Operational Assumptions:

An activation of the STLCOP Emergency Operations Plan inherently assumes a commonly accepted set of operational conditions have occurred. These assumptions are called Operational Assumptions, and the standard practice is to base them on the worst-case conditions.

For the College, the worst-case conditions are represented by an earthquake hazard. Using this model, the operational assumptions incorporated into this plan include:

1. Critical utilities may be disrupted, including water delivery, sewer, electricity, natural gas, telephone communications, radio systems, cellular communication and information systems.
2. Buildings and structures may be damaged or destroyed, which can create additional secondary hazards.
3. The ability to contact or communicate with university employees, including departmental and College leadership, is likely to be interrupted or delayed.
4. Major roads, bridges and overpasses may be damaged.
5. Local and regional services may not be available.
6. There will likely be dead, injured and displaced stakeholders.
7. The safety of human life will take precedence over protecting property during incidents.
8. Stakeholders may be stranded at the College – conditions unsafe to travel off campus.
9. Stakeholders may be isolated at their home and unable to come to or communicate with the College; this includes employees with critical operational responsibilities.
10. Normal suppliers may not be able to provide services.
11. Community residents may inundate the Washington University Medical Campus seeking treatment and services.

E. Authorities

The St. Louis College of Pharmacy Emergency Management Framework uses the authority provided by the:

- The Homeland Security Act of 2002
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)
F. Plan Organization

The Emergency Management Framework (EMF) addresses the planning components necessary to reduce vulnerabilities, respond swiftly and effectively and recover fully from an emergency or disaster. The EMF describes necessary elements, activities and programs adopted by the College to improve their resilience. Annex A contains the Emergency Operations Plan (EOP) and provides a more detailed response guidance for the campus. Figure 1 below illustrates the organization of the STLCOP emergency plans, along with a brief summary and intended audience for each plan.

Figure 1: STLCOP Emergency Management Document Relationships

III. Implementation
A. National Preparedness

In September 2011, the Federal government released Presidential Policy Directive 8: National Preparedness, which established the National Preparedness Goal. This goal, in summary, says that “individual and community preparedness is fundamental to our success.” Success is later defined as “a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to and recover from the threats and hazards that pose the greatest risk.” To promote that success, the Goal identifies five mission areas; Prevention, Protection, Mitigation, Response and Recovery. The initiative of the National Preparedness Goal, coupled with the mission areas, is collectively called the National Preparedness System. This system facilitates a collaborative, unified approach to emergency preparedness from the ground up.

The values, vision and mission of the St. Louis College of Pharmacy are in alignment with those of the National Preparedness System. STLCOP believes that cooperation among an entire community creates a foundation for greater accomplishment, and that a safe and secure campus for all stakeholders is essential to a constructive educational, employment and residential environment. Given the compatibility between the National Preparedness System and STLCOP values, the St. Louis College of Pharmacy strives to incorporate these standards into its emergency management program.

B. Hazard Vulnerability Assessment

A Hazard Vulnerability Assessment, or HVA, is a critical component of an effective emergency management program as it provides the foundation for many of the activities and elements executed by the program. The HVA considers all of the natural, accidental and intentional threats and hazards that may impact the College, and then evaluates its vulnerability to each hazard. The evaluation weighs the probability of the event occurring and the potential human, property and business impact against its own resiliency, with the final product being a calculated risk score. If the College has the capability and capacity to address the hazard, their risk score will be lower. The final risk scores for each hazard provide an objective look at which capabilities need to be augmented to increase STLCOP’s preparedness.

While there is no standard HVA design, there are many quality templates available to guide organizations and communities in their own evaluation. The St. Louis College of Pharmacy has selected the Children’s Hospital of Colorado’s Community Hazard Vulnerability Assessment as its model, and has modified the tool to address the unique needs and hazards of the College. The HVA is conducted annually with input from critical College personnel, WUMC emergency management partners and St. Louis CEMA representatives (when available). The results are shared with the appropriate entities, and may be used in assessing the risk of the overall medical campus.

The top hazards for the College, according to the 2018 STLCOP Hazard Vulnerability Assessment, are:
### 2018 HVA Top Hazards

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<th>Hazard Name</th>
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<tr>
<td>102</td>
<td>Tornado</td>
</tr>
<tr>
<td>96</td>
<td>Information Systems/Network Failure</td>
</tr>
<tr>
<td>76</td>
<td>Earthquake</td>
</tr>
<tr>
<td>70</td>
<td>Severe Thunderstorm</td>
</tr>
<tr>
<td>65</td>
<td>Ice Storm</td>
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</table>

C. All-Hazards

There are a multitude of threats and hazards, and determining the specific emergency that will impact STLCOP is unlikely. The HVA provides some insight into the most probable and damaging events, but it is still just a calculation tool and not a disaster predictor. Therefore, the St. Louis College of Pharmacy approaches emergency management and disaster planning using an all-hazards approach. There are commonalities between all types of disasters, regardless if origin is natural, accidental or intentional, and many of the same strategies can apply to all such emergencies. The all-hazards approach encourages effective and consistent emergency management to any emergency or disaster, regardless of the cause.

D. National Incident Management System/Incident Command System

The National Incident Management Systems (NIMS) ensures a unified approach across all elements of disaster response. It is a system based on flexibility and standardization. This system is applicable for all levels of government, healthcare organizations, private sector organizations and institutes of higher education. The St. Louis College of Pharmacy is a NIMS compliant organization, and utilizes the NIMS structure for disaster management called the Incident Command System in its Emergency Operations Center (EOC).

The Incident Command System (ICS) is a standardized, all-hazards incident management approach that is flexible and can be used for incidents of any type, scope and complexity. ICS allows the College to adopt an integrated organization structure to match the demands of single or multiple incidents, both planned and spontaneous. It is structured to facilitate cohesive activities in five areas: Command, Planning, Operations, Logistics and Finance/Administration. ICS is outlined more extensively in the STLCOP Emergency Operations Plan (EOP) found in Annex A.

E. Emergency Management Phases

The cycle of comprehensive emergency management is sectionalized into four phases: mitigation, preparedness, response and recovery. These phases support the evolution of emergency management before, during and after a disaster, and continually feed off and into the other. For example, efforts in the preparedness phase alleviate strains in response, and mitigation activities can be intertwined within recovery to create more resilience in the future. The St. Louis College of Pharmacy executes its emergency management program in accordance to this cycle, and has undertaken numerous projects in support of each phase.
Mitigation: STLCOP will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation is a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Collective mitigation activities strengthen STLCOP, its WUMC partners and the community against potential hazards by eliminating or reducing the chance of occurrence or the effects of a disaster. Examples of mitigation activities at STLCOP include:

- Identifying grant programs for loss reduction measures (if available)
- Completing annual Hazard Vulnerability Assessments
- Conducting routine maintenance on equipment such as fire extinguishers, life safety systems and smoke and heat detectors
- Identifying potential facility hazards and take steps to remedy them (e.g., remove dead/rotting trees and branches, fasten shelves securely to walls, etc.)
- Outfitting microwaves with smoke detecting emergency shutoffs
- Limiting chemical storage areas to the minimum needed and post signs
- Inspecting buildings for structural defects
- Implementing mitigation measures in the rebuilding of infrastructure damaged in incidents

Preparedness: Preparedness is the process of identifying the personnel, training and equipment needed for emergencies and developing the plans and processes for delivering capabilities when necessary. STLCOP will complete preparedness activities to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses, and developing preparation of resources are critical steps in preparing for the unexpected. Examples of STLCOP preparedness activities include:

- Drafting, testing and revising emergency plans.
- Training students and employees on their role in each plan.
- Assuring the viability and accuracy of emergency contact lists, resource lists, and mutual aid agreements/emergency contracts.
- Providing public information and educational materials to students, employees and parents via brochures, training, presentations, websites, and other media.
- Coordinating with WUMC partners and public sector agencies to develop plans, build relationships and share resources when necessary.
- Posting shelter in place and evacuation plans in strategic areas of STLCOP buildings.
- Conducting periodic exercises to test emergency plans.
- Completing an After Action Report/Improvement Plan (AAR/IP) after exercises and real events to provide the basis for a continuous improvement of the emergency plans.

Response: Response consists of activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs and stabilize a situation. As indicated by the emergency, response activities
include applying intelligence and other information to lessen the effects or consequences of an incident. STLCOP response activities could include:

- Preserving life, property, the environment, and the academic, business, and social structure of the College.
- Acquiring situational awareness.
- Establishing command and control.
- Notifying local emergency response agencies and WUCM partner organizations.
- Establishing communication and information sharing capabilities.
- Any inquiry for information by media sources shall be directed to contact the STLCOP Public Information Officer (PIO) or Director - Public Relations if a PIO has not been identified.
- Determining the course of action students and personnel impacted by the incident should take.
- STLCOP stakeholders shall take appropriate action in accordance with the Building Emergency Action Plan to ensure that students, employees and visitors remain safe while the emergency situation is being corrected.
- Conducting damage assessments and inspecting critical infrastructures.

Recovery: If a disaster occurs, STLCOP will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore services vital to the College and provide for the basic needs of the students, employees and visitors. Long-term recovery focuses on restoring STLCOP to normal operations. While the federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, STLCOP must be prepared to provide quick recovery to normal business operations. Actions taken during the recovery phase may include:

- Repairing damaged infrastructure.
- Conducting a hot wash to provide the basis for continuous improvement of the plans.
- Implementing any corrective actions, including changes to emergency plans, which are identified during the hot wash.
- Restoring academic and business capabilities.
- Addressing social and mental health concerns.
- Returning to normal day to day operations. Normal operations could be pre-emergency conditions or a defined state of “new-normal” based on the remaining assets of the College.

F. Emergency Management Hierarchy

The Emergency Management Coordinator position exists within the Department of Public Safety. The office is responsible for creating a culture of safety and preparedness at STLCOP. Staff consists of one Emergency Management Coordinator, a Department of Public Safety Director, within the department of Operations.

Day-to-day operations and overall implementation of the STLCOP emergency management program is managed by the Emergency Management Coordinator. There are also two groups
that have been established to provide additional support to the overall program. The Emergency Management Operations Group (EMOG) provides multi-disciplinary guidance and represents issues and concerns from across the College. A second group, the Emergency Management Executive Group (EMEG), provides administrative oversight to the program and assembles during significant emergencies to handle high-level decisions and cost approvals. These groups are detailed more extensively in the subsequent section.

The Washington University Medical Campus has an established emergency management committee with representation from each organization on the complex. The STLCOP Emergency Manager sits on the committee as the representative for the College, and collaborates with other campus leaders to accelerate emergency management initiatives for the larger campus community.

G. STLCOP Emergency Management Structure

Preparedness is the responsibility of everyone at the St. Louis College of Pharmacy. Each individual has the obligation of vigilance and should report any potential hazards or suspicious behavior to STLCOP Public Safety. They should also be familiar with their environment, knowing primary and secondary evacuation routes, Emergency Assembly Areas and shelter-in-place locations. These simple actions will greatly improve the overall preparedness of the College and its stakeholders.

While preparedness is a shared responsibility across the College, ownership and enhancement of the emergency management program is tasked to the Emergency Manager. There is also additional support provided by two distinct groups, the Emergency Management Operations Group and the Emergency Management Executive Group. Those groups, along with other key components of the STLCOP emergency management structure, are detailed in this section.

Emergency Management Operations Group:

The Emergency Management Operations Group (EMOG) is established in accordance with NFPA 1600 4.3, and provides multi-disciplinary guidance to STLCOP emergency management and presents issues and concerns from stakeholders across the College. The Chair of the EMOG is the Emergency Management Coordinator, who presides over the bimonthly meeting.

The EMOG is comprised of staff members who represent the primary departments of the College. Functions of the EMOG include reviewing and revising plans, annually revising HVA, exercise/drill development and evaluation, and establishing workgroups to address more complex issues. Fundamentally, the EMOG addresses the more tactical elements of the emergency management program, and each member fills an ICS position in the Emergency Operations Center (EOC) to carryout assignments in accordance with the EOP. They have the authority to assign College resources and assets and make decisions to provide the most efficient response and recovery possible.
Emergency Management Operations Group (EMOG) Membership

<table>
<thead>
<tr>
<th>STLCOP Position</th>
<th>Role</th>
<th>Current Personnel</th>
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<tbody>
<tr>
<td>Emergency Management Coordinator</td>
<td>Chair</td>
<td>Carlin Harp</td>
</tr>
<tr>
<td>Director, Human Resources</td>
<td>Member</td>
<td>Dan Bauer</td>
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<tr>
<td>Chair, Pharmacy Practice</td>
<td>Member</td>
<td>Tricia Berry</td>
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<tr>
<td>Director, Marketing</td>
<td>Member</td>
<td>Danielle Unzicker</td>
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<tr>
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<td>Member</td>
<td>Shelene Treptow</td>
</tr>
<tr>
<td>Manager, Network Systems</td>
<td>Member</td>
<td>Zachary Lewis</td>
</tr>
<tr>
<td>Professor, Pharmacy Practice</td>
<td>Member</td>
<td>Nicole Gattas</td>
</tr>
<tr>
<td>AVP, Student Affairs</td>
<td>Member</td>
<td>Rebecca Jones</td>
</tr>
<tr>
<td>Director, Public Safety</td>
<td>Member</td>
<td>Scott Patterson</td>
</tr>
<tr>
<td>Director, Finance</td>
<td>Member</td>
<td>David Poole</td>
</tr>
<tr>
<td>Chair, Liberal Arts &amp; Sciences</td>
<td>Member</td>
<td>Bob Zebroski</td>
</tr>
</tbody>
</table>

Emergency Management Executive Group:

The Emergency Management Executive Group (EMEG) is the administrative decision-making body for STLCOP’s emergency management program. They are activated during significant emergencies to address high-level policy issues that may confront the College. The scope of the EMEG includes policy decisions, fiscal authorizations, strategic prioritization, conflict resolution and organizational direction for recovery and restoration of services.

The EMEG is a separate entity from the Emergency Operations Center, convening outside of the EOC and interacting with the Incident Commander and other Command staff when necessary. They do not direct field operations, hold any positions within the EOC, direct emergency response operations or manage response departments. Initially, the EMEG will convene if the EOP is activated. This can be a physical or virtual assembly, depending on the nature of the incident and availability of members. If a physical meeting is preferred, the location will be determined at that time by the Chair or next available CEO.

Emergency Management Executive Group (EMEG) Membership

<table>
<thead>
<tr>
<th>STLCOP Position</th>
<th>Role</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Chair</td>
<td>Dr. John Pieper</td>
</tr>
<tr>
<td>Vice President Operations</td>
<td>Member</td>
<td>Eric Knoll</td>
</tr>
<tr>
<td>Vice President, Marketing &amp; Communications</td>
<td>Member</td>
<td>Beth Keserauskis</td>
</tr>
<tr>
<td>Dean of Pharmacy</td>
<td>Member</td>
<td>Dr. Bruce Canaday</td>
</tr>
<tr>
<td>Dean of Arts &amp; Science</td>
<td>Member</td>
<td>Dr. Kimberly Kilgore</td>
</tr>
<tr>
<td>General Counsel</td>
<td>Member</td>
<td>Kenneth Fleischmann</td>
</tr>
<tr>
<td>Vice President, Student Affairs</td>
<td>Member</td>
<td>Heather French</td>
</tr>
<tr>
<td>AVP Information Technology and CIO</td>
<td>Member</td>
<td>Todd Finoch</td>
</tr>
</tbody>
</table>

Building Emergency Coordinators:
A Building Emergency Coordinators (BEC) is someone designated to implement the Building Emergency Action Plan (BEAP) when deteriorating conditions warrant activation. They are charged with overseeing the relocation of building occupants to a safe area, with the support of an assistant BEC and Floor Leaders in each building. When the EOP is activated and the EOC stood up, BECs will receive assignments and deployments from the Operations Section Chief.

Training Requirements:

STLCOP personnel with a role in emergency management and incident response – including those in leadership and decision making positions – must have the training necessary to execute their duties and be familiar with the various roles in disaster management. Training includes instructions on the National Incident Management System concepts and principles, incident command and coordination.

There are different levels of training, ranging in scope and complexity. As with any organization or agency, there is variability in scope of service. Personnel will receive the appropriate training based upon their position at STLCOP. The following chart is the STLCOP Emergency Management Training Matrix, which incorporates NIMS recommended training courses for various higher education personnel, along with supplemental courses to enhance the College’s overall preparedness.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
<th>Online?</th>
<th>Security Officers</th>
<th>EMOG Members</th>
<th>Emergency Managers</th>
<th>Executive Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS-100.HE</td>
<td>Introduction to ICS for Higher Education</td>
<td>2-3 Hours</td>
<td>Yes</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>IS-200.b</td>
<td>ICS for Single Resources and Initial Action Incidents</td>
<td>2-3 Hours</td>
<td>Yes</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>IS-700.a</td>
<td>NIMS, An Introduction</td>
<td>2-3 Hours</td>
<td>Yes</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>IS-800.b</td>
<td>National Response Framework, An Introduction</td>
<td>2-3 Hours</td>
<td>Yes</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>G367</td>
<td>Emergency Planning for Campus Executives</td>
<td>2 Hours</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>ICS-300</td>
<td>Intermediate ICS for</td>
<td>24 Hours</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Expanding Incidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>ICS-400</td>
<td>Advanced Incident Command</td>
<td>16 Hours</td>
<td>No</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT-324</td>
<td>Campus Emergencies Prevention, Response, and Recovery</td>
<td>16 Hours</td>
<td>No</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L363</td>
<td>Multi-Hazard Emergency Planning for Higher Education.</td>
<td>24 Hours</td>
<td>No</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H. STLCOP Emergency Operations Center

The STLCOP Emergency Operations Center (EOC) is the focal point and physical command center for information management, incident-specific decision making, stakeholder communication, response coordination, emergency support and resource distribution during and after an emergency.

The primary EOC is located in Jones Hall 1275. If it is or becomes unavailable, a secondary EOC will be stood up in RAS 418.

A more comprehensive account of the STLCOP EOC, including setup, staffing and ICS positions, is available in Section I of the Emergency Operations Plan (Annex A).

I. Emergency Notification and Timely Warning

Mass notification is the dissemination of information to stakeholders within a specific geographic location through any means available. For STLCOP, available means may include test message, email and website alert feed. This could be information concerning a casual threat such as winter storm or campus closure. STLCOP Public Relations will typically coordinate non-emergency mass notifications.

For STLCOP, “emergency notification” means immediate notification to all stakeholders upon confirmation of a significant emergency or dangerous situation on/near campus that threatens life safety. Emergency notifications will use the same methods of dissemination as mass notification, and include as necessary Alertus beacons, desktop popups, PA bullhorn and voice over IP phones. Targeted notification features are used for more localized incidents such as a fire or gas leak in a building. The STLCOP Office of Emergency Management and EH&S is responsible for issuing emergency notifications.

A “timely warning” is the issuance of a warning to stakeholders as soon as pertinent information is available about a Clery crime that has occurred anywhere within the Clery
geography and is considered by the College to represent a serious and/or ongoing threat. These crimes will have been reported to STLCOP Security Services. Notification will be by any appropriate means and may include any or all of the methods used for emergency notification.

The St. Louis College of Pharmacy believes the safety and security of all students, faculty and staff is a top priority. Therefore, all stakeholders are encouraged to register for STLCOP Alerts. This can be done from the Emergency Management and EH&S website. A more detailed description of this system is available in the STLCOP Emergency Notification System (ENS), which can also be accessed on the website.

J. EOP Activation

When an emergency occurs at the College, initial steps are critical to preserving wellbeing and safety. Communications will be exchanged between stakeholders on the scene, first responders, Public Safety and leadership. The ENS will be used to notify personnel of the incident and provide information on protective actions to take.

Depending on the type and magnitude of the emergency, a discussion may occur to activate the Emergency Operations Plan. STLCOP uses a standardization matrix to define four levels of emergencies, each increasing in severity. The President (or next available chief executive officer), Vice President – Operations, Dean of Pharmacy, and Emergency Management Coordinator will collectively determine the level of emergency and if the EOP is activated. If a consensus cannot be reached or response and recovery efforts are delayed in any way, the chief executive officer may declare a “State of Campus Emergency – Level (1-4)” to activate the EOP and stand up the EOC. The levels of emergency are detailed below.

<table>
<thead>
<tr>
<th>Level</th>
<th>Level Definition</th>
<th>Description of Emergencies</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Normal Operations</td>
<td>No emergency conditions exist</td>
<td>Any average day</td>
</tr>
<tr>
<td>1</td>
<td>Limited Emergency</td>
<td>These are localized events (gas odor, small chemical release) not seriously affecting the overall function or safety of the College. The EOC would not be stood up.</td>
<td>Chemical spill in a teaching laboratory, indoor air quality issue, utility interruption.</td>
</tr>
<tr>
<td>2</td>
<td>Emergency</td>
<td>These localized or regional events have caused minor damage and/or significant disruption to the College. Current and immediate operations and safety may be affected, and the EOC may be stood up.</td>
<td>Water main break, civil unrest, utility failure.</td>
</tr>
<tr>
<td>3</td>
<td>Significant Emergency</td>
<td>These serious events may affect a large area, damage critical systems and/or compromise the operation and safety of the College. The incident may require multiple departments</td>
<td>Tornado on the WUMC, network failure, fire in campus building.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and mutual aid, and the EOC will be stood up.</td>
<td>active shooter incident.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>4</td>
<td>Disaster</td>
<td>These events seriously impact STLCOP and could halt normal operations for a period of time. In some cases, mass causalities and severe property damage may be sustained. A coordinated effort of STLCOP, WUMC partners and external resources will be required to effectively manage the disaster. The EOC will be stood up to coordinate the College’s response.</td>
<td>Earthquake in the New Madrid seismic zone, structural collapse, terrorist attack.</td>
</tr>
</tbody>
</table>
Annex A: STLCOP Emergency Operations Plan

A copy of the STLCOP Emergency Operations Plan is available on the St. Louis College of Pharmacy campus safety webpage or by contacting the Office of Emergency Management.