

EMERGENCY PREPAREDNESS/ OPERATION PLAN

REVIEWED & REVISED: 02-01-2012

Items in green are not in place but have been identified as a needed component and an effort will be made to incorporate into our emergency operation plan as soon as practical.

GENERAL EMERGENCY PREPAREDNESS/OPERATION PLAN
SNOW COLLEGE
Revised: 02-01-2012

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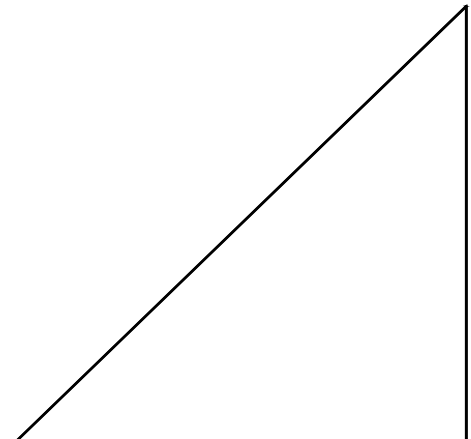
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FOREWORD

The purpose of Snow College General Emergency Preparedness/Operation Plan is to assist Snow College officials in providing timely, adequate and effective response to any natural or manmade disaster that may affect Snow College. It is designed to assist all College entities in taking steps to mitigate potential disasters, and to develop plans and strategies to cope with and mobilize resources for appropriate response and recovery.

This plan recognizes the importance of maintaining the College's existing organizational structure, to every extent possible, during emergencies. By doing so, involved individuals may already be familiar with whom to contact when direction or assistance is necessary. In most instances, assigned tasks are routine. This benefits the campus community in general and also provides a certain degree of continuity with off campus emergency responders. This plan establishes an Emergency Incident Team (E.I.T.) to direct the full resources of the College in the event of a campus-wide disaster or when deemed necessary for cooperative response of more than one campus entity and/or cities, counties and communities. This Emergency Team, under the direction of the Chair of the E.I.T., insures that the College is in a state of readiness to meet any disaster and directs all activities to abate and recover from such disaster. Each Vice President, Dean, Department Chair and Director is responsible for mitigation, preparation, response and recovery within their organizations. The Snow College Emergency Manager/Risk Manager will be responsible for coordinating efforts which require the cooperation of multiple entities for maximum effectiveness. He will be responsible for training programs to support the efforts of any college organization.

This plan represents a statement of the processes that Snow College will follow in emergency response and hazard mitigation roles, and should be reviewed at least annually and followed closely by those with mitigation, response, or recovery responsibilities.

The General Emergency Preparedness/Operation Plan is dynamic in nature since it will require continual revision and updating. Snow College's Emergency Manager/Risk Manager will be responsible for administering and updating the general plan, and ensuring that current revisions, developed by designated College entities, are distributed to plan holders as appropriate. College organizations will ensure that specific appendices are current and that their personnel are trained to use the plan.

There is a humanitarian responsibility accepted by the College for all those affected by disasters occurring within Snow College's Campuses and sphere of influence.

BASIC PLAN

Established:

I. PURPOSE

A. Purpose: The purpose of Emergency Preparedness at Snow College and this preparedness & operation plan is to provide an effective and efficient emergency management operation which will protect life and property and provide for recovery after a disaster impacting Snow College. This document, with its associated appendices, provides guidance and direction for Snow College organizations and personnel in the area of disaster mitigation, emergency preparedness, disaster response, and recovery operations. Specific purposes of this document include:

1. Establishing responsibility for all phases of emergency management (mitigation, preparation, response and recovery) for the entire College community.
2. Establishing an organizational structure for accomplishing emergency functions.
3. Establishing an Emergency Incident Team (E.I.T.) with key individuals from critical College organizations, responsible for coordinating, through the means of an Emergency Operations Center (E.O.C.), the College's response to disasters, and allocating Snow College scarce resources and recovery operations.

B Objectives: Specific objectives of the Snow College Emergency Preparedness Program are threefold:

1. To save and protect lives.
2. To protect property.
3. To restore the college to full operations as quickly as possible after a disaster.

C. Instructions: The instructions in this document apply to the entire College community. It is applicable for major emergencies or disasters which could affect significant portions of Snow College property or personnel (students, faculty, and staff). It does not address minor incidents which can be contained with minimum interference or disruption to normal academic and administrative activities. Potential emergencies and/or disasters are the primary concerns as listed in Section II-A.

D. Conditions for activation: This plan will become effective:

1. Automatically when a major incident significantly disrupts Snow College operations.
2. Automatically when a State of Emergency for an area including Snow College has been declared by the Governor of the State of Utah.
3. When the college president, his/her appointed representative, or the Chair of the E.I.T. directs implementation of the Snow College General Emergency Preparedness/Operation Plan.
4. The plan will remain in effect until critical functions are restored.

II. POTENTIAL EMERGENCY RESPONSE

A. Potential Emergency Situations: During the operations of any unplanned events occur. These events cause disruption in the normal processes of the organization and interfere with achieving organizational goals and objectives. How fast the organization can be restored will be determined by the ability of members to recognize the emergency situation, prevent extensive damage to its property, and to operate under emergency conditions while restoring the organization's critical functions. Snow College students and employees can possibly be affected by a number of natural and manmade disasters.

1. The following disaster situations have been identified as possible occurrences that need to be evaluated and addressed in any Snow College emergency preparedness planning effort:
 - a. Active Shooter.
 - b. Bomb Threats/Terrorism. As the unrest of the bomb threats in the world increase, Snow College is no exception and could be a target of terrorist activities.
 - c. Civil Disturbances
 - d. Energy Failures. The interruption of either natural gas or electricity to the university for an extended period of time, particularly during the winter.
 - e. Evacuations (mass). The potential for evacuations is relatively low, unless other major incidents occur.
 - f. Hazardous Materials Incidents (spilled or exhausted into the air).
 - g. Natural Disasters:
 1. Fires
 2. Floods
 3. Earthquakes

4. Extreme Weather. Some effects of extreme weather are primary and others secondary, however, both could be devastating for large numbers of Snow College personnel.

- h. Transportation Accidents. Interstate 15 in Richfield and U. S. 89 in Ephraim are major transportation route carrying industrial and hazardous material cargo. The interstate runs directly west of the Snow College - Richfield and Snow College would be affected if there were an accident carrying such materials along that section of I-15. U.S. 89 runs between the two Snow College Ephraim Campuses and would be affected if there were an accident carrying such materials.
 - i. War. (Conventional, Chemical, or Nuclear) The United States has been blessed by being able to fight most of its wars on foreign soil, but there is always the possibility that this could change. If so, Snow College could be directly affected.
2. Outside organizations which can be expected to provide support to Snow College in the preparation and response to disasters include:
- a. The American Red Cross: Shelter management training, shelter operation emergencies or disasters, etc.
 - b. Ephraim City: College stakes of The Church of Jesus Christ of Latter-Day Saints, and the L.D.S. Institute and other local religious denominations may be called on for humanitarian assistance, mitigation, preparation, response and recovery efforts, victim accounting, and emergency manpower resources (Snow College Stakes).
- Richfield City: Stakes of the Church of Jesus Christ of Latter-day Saints and other religious denominations may be called on for humanitarian assistance, mitigation, preparation, response and recovery efforts, victim accounting, and emergency manpower resources.
- c. Ephraim City and Richfield City: All major fire fighting capability, response to major chemical spills, assistance in law enforcement operations which exceed Snow College Campus Police capability, etc.
 - d. Sanpete County and Sevier County: Counties Disaster Plan.
 - e. Bomb Squad Call for assistance from SLCPD or Utah County Sheriff Office
 - f. S.W.A.T. (Utah State Prison Team /Utah County Team)

- g. The State of Utah: Training for Snow College's Emergency manager and the support of the College Emergency Response Team program (CERT), exercise support, etc.
 - h. National Guard.
 - i. Utah Highway Patrol.
 - j. F.E.M.A.: (Federal Emergency Management Agency).
- B. Response within the first 72 hours: During the first 72 hours after a major disaster, Snow College must be prepared to respond without assistance from outside agencies. For planning purposes, assume:
1. Extensive damage to buildings has occurred.
 2. Telephones (including cellular phones) are inoperable.
 3. Mainframes, PC's and other equipment are inoperable. The only assured computer support will be portable (laptop), battery-operated computers.
 4. Snow College offices (academic and administrative) are intact, but not accessible.
 5. Computer files and hard copy records are not accessible.
 6. Roads are impassable.
 7. Snow College must provide shelter for:
 - a. All students from on-campus housing.
 - b. Seventy-five percent of students (and families in the case of married or single parent students) from off-campus housing.
 - c. Twenty-five percent of all employees and their families.
 - d. All E.I.T. members and their families.
 8. The successful recovery of critical mission functions will be directly proportional to completion of essential mitigation and preparation efforts.
 9. The disaster with the most far-reaching effects would be a major earthquake. Therefore,

preparations should be focused on this eventuality. If Snow College can be prepared for a major earthquake, Snow College can respond to any potential disaster of lesser impact.

10. Snow College Dining Services contract requires them to maintain adequate food supplies to provide for the entire campus community for a minimum of 72-hours after a major disaster.
11. This is not absolute. It provides guidance and procedures for recovery, but it is not a substitute for wise judgment, nor is it a set of rigid rules to be followed at any cost. Periodic testing of disaster plan effectiveness will be required. Proper training of Snow College personnel for disaster response will also be required.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Organization: The concept for disaster response is to follow the normal existing, day-to-day functional structure for everyday operations as closely as possible. Response will be organized according to the principles of the Incident Command System (I.C.S.).
 - a. As much as possible, Snow College entities will have the same responsibilities during disaster response that they would have under non-disaster situations. For example, Housing/Residence Life will be responsible for housing and sheltering, every day and during the disaster situations; Facilities Management will be responsible for providing utility service during day-to-day operations and under disaster conditions.
 - b. The primary organizational structure change to meet disaster conditions will be the subordination of all College entities to the E.I.T., operating from the E.O.C. This is necessitated by the need to centralize and coordinate disaster response. This centralization ensures the most effective utilization of the scarce resources remaining after the impact of a major disaster.
 - c. The E.I.T. will be organized along Incident Command Lines. A policy group will provide overall direction to responding staff and to support field responders. The remaining members of the E.I.T. will be organized into Operations Planning, Finance, and Logistics functions.
- B. Responsibility for Emergency Preparedness: The responsibility for emergency preparedness rests first with each individual. Employees and students must ensure that they and their families are prepared for disasters both at home and at Snow College. In the event of a disaster, the College will expect individuals to ensure the safety of their own families before attempting to assist Snow College with disaster response.

C. Primary Responsibility: The primary responsibility for emergency preparedness at Snow College rests with the President of the College, and is based upon the assumption that personnel, assets and vital information can and should be protected.

1. The President of Snow College has delegated the authority to coordinate the development of an emergency preparedness program to the Vice President of Student Success, who has delegated the responsibility to the Emergency Manager assigned to the Department of Public Safety.
2. This delegation for coordination does not relieve Vice Presidents, Deans, Department Chairs and Directors, and other senior administrators throughout the College from their mitigation and preparation responsibilities.
3. Under disaster conditions, the President of Snow College may delegate responsibility for directing the College's response to the Vice President and/or key Staff members, acting in his/her capacity as the Chair of the E.I.T.
4. **The Snow College President or his Vice President designee has the sole authority to activate any "Emergency Alert/Warning" systems to any campuses affected by the emergency. In the Snow College President absents, this responsibility falls to the Vice President for Administrative Services, then to the Vice President for Academic Services, Then to the Vice President for Student Success. Once the decision to activate or issue a warning, key pre-selected staff members will send out the warning by way of cellular/text/computer systems and by the use of land based auditable alarm systems when in place**

D. Emergency Incident Team (E.I.T.): Snow College has established an E.I.T. with representatives from specified entities throughout the campus. Responsibilities for each organization, before and during a disaster, are as stated in Appendix-1. The following Snow College organizations will assign the indicated number of individuals to the E.I.T. and staff of the E.O.C. in the event of a major emergency or disaster:

1. Vice President or Key member of his Staff (1) – Chair.
2. Vice President for Academic (1).
3. Vice President for Student Success (3).
4. Vice President for Administrative Services (2).
5. Director of Information Technology (1).
6. Deans (4).

7. Emergency Manager/Risk Manager (1).
8. Director of Facilities & Maintenance (1).
9. Director of the Wellness Center (1).
10. Director of Residence Life/Housing (1).
11. Snow College Police (1).
12. Director of Purchasing (1).
13. Director Public Relations (1).
14. Fire Marshal (1).

IV. PRIORITIES OF OPERATIONS

A. Priorities:

1. Life saving, Public Safety: Life saving and public safety functions have the highest priority. These functions directly prevent injury or the loss of life during an emergency or disaster and immediately after the event. See Appendix-2 for specific functions and organizations holding primary responsibilities.
2. Second priority is life support functions. These functions are those necessary to sustain and support life during the response and recovery phases of a disaster. See Appendix-2 for specific functions and organizations holding primary responsibilities.
3. Health and welfare functions have third priority. These functions provide appropriate assessments to establish aid requirements for the College, governmental organizations, and individuals. They also provide services and information which will assist victims and others through the recovery process. See Appendix-2 for specific functions and organizations holding primary responsibilities.
4. Protection of property functions is the fourth priority. See Appendix-2 for specific functions and organizations holding primary responsibilities.
5. Replacement of damaged property.

B. Chain of Command:

1. The President of Snow College has primary responsibility to protect life and property from the effects of hazardous events. The President has delegated authority to carry out this responsibility to the chair of the E.I.T., who has primary responsibility to direct management activities when multiple Snow College entities become involved in responding to disasters.
2. This Emergency Preparedness/Operation Plan recognizes the concept that emergency functions for groups involved in emergency management generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual methods of operation will no longer suffice. It is desirable, and always attempted, to maintain organization continuity and to assign familiar tasks to personnel. In large scale disasters, however, it may be necessary to draw on individuals' basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish emergency tasks.

V. ADMINISTRATION AND LOGISTICS

Administration: During a disaster response, there are many administrative procedures and factions which should be suspended, relaxed, or made optional. These actions should however, be carefully considered and the consequences should be projected. This determination will be made by the chair, E.I.T., after consultation with members of the E.I.T.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- A. Plan Development: This plan is the principal source of documentation for Snow College emergency management activities. The Snow College President or designate is the individual primarily responsible for the plan development and maintenance.
- B. Maintenance of Plan: The Vice President or key Staff member (Chair, E.I.T.) is responsible for ensuring that appropriate College entities participate with the Emergency Manager/Risk Manager in the planning process.

VII. APPENDICES

1. Organization
2. Assignment of Responsibilities
3. E.M.T. Composition and Responsibilities
4. Definition of Terms

APPENDIX-1

DIRECTION AND CONTROL

The president of the College holds the primary responsibility for directing and controlling emergency preparedness and response at Snow College. Exercise of this responsibility is based upon the assumption that personnel, assets and vital information can and should be protected.

1. The President of Snow College has charged Vice Presidents, Deans, and other senior administrators throughout the College with the responsibility for mitigation and preparation within their respective organizations. A specific organization for Disaster Response is as outlined in Appendix 1. Specific responsibilities for developing elements of this plan, and for actions required under this plan, are listed in Appendix 2. For those organizations that have responsibilities that support other functions on campus, the President has charged the Emergency Manager/Risk Manager with responsibility for coordination.
2. Under the direction of the Vice President for Student Success, the Emergency Manager/Risk Manager, will ensure the efficient utilization of College resources in mitigation and preparation efforts, and when possible, support the Chair, E.I.T. during disaster response operations.
3. Under disaster conditions, the President of Snow College delegates responsibilities for directing the College's response to the Vice President or key of Staff member, acting in the capacity as Chair of the Emergency Incident Team (E.I.T.). The Chair, E.I.T. will exercise this responsibility with the support from members of the E.I.T. (see Appendix 3), and if required, using the facilities provided by an Emergency Operations

APPENDIX-2

ASSIGNMENT OF RESPONSIBILITIES

PURPOSE: The purpose of this appendix is to make specific assignments for various essential emergency/disaster response activities.

ASSIGNMENT OF RESPONSIBILITIES: The following emergency response/preparation areas are assigned to the specified College entities (indicated in parentheses). The indicated entities will be responsible for the development of the specified annexes and/or appendices to be included with this basic plan.

1. Priority One:
 - a. Stop the Threat (Public Safety/Campus Police/Local Law Enforcement)
 - b. Emergency medical response (Wellness Center & Health Clinic).
 - (1) Emergency care of injured.
 - (2) Morgue operations.
 - a. On-campus emergency communications and warning notification of critical administrators, employees and campus community as needed (College President).
 - (1) Radio Communication System.
 - (2) Emergency Notification Broadcast System.
 - (3) Emergency Telecommunications.
 - d. Fire prevention and fire fighting (Snow College Fire Marshall).
 - e. Emergency Building Coordinator Program (Facilities Management supported by Student Success Services).
 - f. College Emergency Response Team (C.E.R.T.) (Emergency Manager).
 - g. Accommodations for the disabled (Student Success Services).
 - h. Upgrade and Retrofitting of existing buildings (Facilities Management).

- i. College and major department plans, including identification of Critical Functions, and implementation of each phase of emergency management (especially measures to protect life and property in the event of a major emergency or disaster) (each college or major department as determined by the appropriate Dean and/or Department Chair) (separate publications from this document).
 - j. Protection and evacuation of transient populations (Student Success).
2. Priority Two:
- a. Emergency water sources, both potable and non-potable (Facilities Management).
 - b. Emergency Sheltering Program (Residential Life).
 - c. Off-campus emergency radio communications (Director of Public Relations).
 - d. Emergency Provisions and Feeding (Director of Facilities).
 - e. Sanitation (Facilities Manager).
 - f. Utility continuity (Facilities Management).
 - g. Emergency access (Campus Police & Local Law Enforcement).
 - h. Evacuation (Campus Police & Local Law Enforcement).
 - i. Psychological support (Wellness Center).
3. Priority Three:
- a. The Disaster Victim Information Clearing Center (Student Success Services).
 - b. Media relations (Director of Public Relations).
 - c. Coordination of volunteers (Student Success Services).
 - d. Damage Assessment (Facilities Management).
 - e. Disaster financing (Vice President of Administrative Services).

4. Priority Four:
 - a. Vital records protection and recovery (Director for Information Technology).
 - b. Post disaster security (Campus Police & Local Law Enforcement).
 - c. Lost and found (Vice President of Administrative Services).

5. Priority Five:
 - a. Academic continuity (Vice President of Academics).
 - b. Computer support to all aspects of response and recovery (Director of Information Technology) (IT).

APPENDIX-3

EMERGENCY MANAGEEMNT TEAM (E.M.T.) COMPOSITION AND RESPONSIBILITIES

PURPOSE: The responsibility of the Emergency Incident Team (E.I.T.) includes:

1. Coordinating and controlling disaster response and recovery operations.
2. Gathering and analyzing critical information affecting response and recovery.
3. Supporting disaster response and recovery executive decision making.
4. Ensuring efficient and effective utilization of available response and recovery resources.
5. Ensuring control and effective use of public information.

COMPOSITION AND ORGANIZATIONAL RESPONSIBILITIES: The Snow College E.I.T. will consist of a Chair, a Vice Chair, and at least one representative from each organization with associated responsibilities as indicated below:

1. **Chair – Vice President**
 - a. Establish priorities.
 - b. Direct the coordination of resources.

- c. Establish emergency policies.
- d. Ensure that adequate authority is vested in the officials charged with the responsibility of coordinating emergency operations.
- e. Ensure that proper training occurs in all campus organizations.
- f. Provide administration, faculty, staff, and students with the goals of the Emergency Preparedness/Operation Program and the roles each will play during emergencies.

2. Vice-Chair (College Emergency Manager)

- a. Support the Chair in all assigned responsibilities.
- b. Act as the Chair when the Chair is absent.
- c. Ensure all academic entities have developed written emergency preparedness plans for protecting students, College personnel and College property. This plan should also protect and provide for recovery and re-institution of all critical functions. Plans must also include procedures to protect, evacuate, and retrieve important College projects.
- d. Ensure all academic entities have exercised their plans at least once each academic year.
- e. Identify and prioritize College projects for:
 - 1. Protection
 - 2. Evacuation
 - 3. Retrieval.
- a. Ensure all academic entities have established emergency shut down procedures for academic and/or research projects.

3. Director or Assistant Director of Public Safety/Campus Police

- a. Assist Facilities Management in rescue operations (i.e., cordoning operations areas,
- b. Coordinate building evacuations with Deans, Directors, etc. and Building

- c. Establish Emergency Operations Center (E.O.C.) and provide administrative personnel support when possible.
- d. Provide for internal emergency communications.
 - (1) Provide for phased increased readiness.
 - (2) Initiate warning for natural, man-made, or war-caused emergency.
 - (3) Initiate emergency call-out. (notify President or Designee)
- e. Maintain weather watch.
- f. Maintain law and order and protect essential surviving resources.
- b. Control access to campus.
 - (1) Install emergency signs/tape and other regulatory devices.
 - (2) Provide traffic control.
- c. Provide police tactical support.
- d. Coordinate morgue operations with state medical examiner in conjunction with the Wellness Center.
- e. Coordinate with Student Services on notifying family members regarding the status of dead or injured persons.
- f. Coordinate with Ephraim City – Richfield City, Sanpete and Sevier County and State of Utah law enforcement agencies to establish evacuation routes from Snow College if required.

4. **Vice President for Student Success Services**

- a. Assist family members regarding the status of dead or injured persons once notification has been made.
- b. Coordinate volunteer efforts
- c. Coordinate with the Dean of Students on matters dealing with injuries and fatalities.

- d. Establish with the Emergency Manager/Risk Manager procedures for evacuation of students with disabilities.
- e. Assist and coordinate with on-campus housing evacuation.
- f. Coordinate with emergency Building Coordinators for shelter management.
- g. Supervise responsibilities of Wellness Center.
- h. Coordinate with Housing/Resident Life to provide temporary housing for:
 - (1) Students (and families).
 - (2) Emergency personnel (and families).
 - (3) Displaced community members.

2. Vice President of Administrative Services

- a. Contain or extinguish fires to facilitate rescue operations
- b. Coordinate damage assessment with Emergency Building Coordinators.
- c. Execute emergency engineering operations.
- d. Execute emergency shut down operations.
- e. Provide vehicles for emergency transportation and evacuation operations.
- f. In coordination with Campus Police, clear traffic routes of debris for emergency vehicle access. (This activity may require pre-disaster coordination with Ephraim and/or Richfield City and/or Sevier or Sanpete County to pre-identify sites for debris disposal.)
- g. Assist in restoration operations as requested.
 - (1) Provide emergency lighting and power.
 - (2) Repair public utilities on campus (i.e., gas, electric, sewer, and water).
 - (3) Conduct salvages operations.
 - (4) Manage refuse and debris disposal.

- h. Coordinate Emergency Building coordinator training programs with Emergency Manager/Risk Manager.
- i. Organize and operate all economic stabilization activities within the campus community.
- j. Identify and coordinate additional resources necessary to respond and recover from a major emergency or disaster affecting Snow College.
- k. Provide training for College personnel in fire protection procedures

3. Director of Information Technology

- a. Assist all College organizations in developing plans to protect vital computer records, programs and equipment in the event of a disaster.
- b. Assist college entities in an emergency shut down of computing equipment.
- c. Assist the College in restoring critical computer applications after a disaster.
- d. Provide all necessary computer support to E.O.C. and D.T.F. operations.
- e. Establish and maintain on campus telephone systems and off campus communication networks, utilizing all available communications:
 - (1) Telephone.
 - (2) Text message.
 - (3) Amateur radio.
 - (4) Citizens band.
 - (5) Cellular phones.
 - (6) Pagers.

4. Director of ??? (Food Services)

- a. Provide and inspect emergency food for:

- (1) Snow College students, employees, and their families on campus as required.
 - (2) Emergency personnel.
 - (3) Displaced community members as required (in coordination with Sanpete and/or Sevier County, Ephraim and/or Richfield City and the American Red Cross).
- b. Director of Facilities with monitoring the quality of the emergency water supply and distribution of emergency potable water.
 - c. Coordinate with Housing on feeding locations and the number of individuals in those areas.

5. Director of Wellness Center

- a. Advise on health matter.
- b. Establish hospital operations under emergency conditions.
- c. Assist in the coordination of medical personnel.
- d. Inoculate for disease prevention.
- e. Assist Food Services and Physical Facilities with monitoring food sanitation and water quality.
- f. Provide medical support to shelter operations.

6. Director of Housing/Residential Life.

- a. Coordinate with Maintenance to provide emergency housing for:
 - (1) Students (and families).
 - (2) Emergency personnel (and families).
 - (3) Displaced community members.
- b. Assist Emergency Building Coordinators with shelter management, including fallout sheltering – provide for activation and assignment of personnel to staff, and operate shelters.

- c. Coordinate with Food Services on feeding operations.
- d. Establish a found property agency for students in cooperation with Purchasing, also a found property agency for resident living students.

7. Director of Public Relations

- a. Provide technical assistance for all Campus Police communications (on and off campus).
- b. Provide public relation assistance for all on and off campus communications.
- c. Establish Disaster Victim Information Clearing Center (D.V.I.C.C.) in coordination with the American Red Cross.
- d. Establish a resource information center.
- e. Establish, maintain, and control emergency public information to include prior coordination with the College Snow Drift News Paper, KAGE Radio for standard emergency procedures and standard emergency announcements and instructions.
- f. Develop emergency broadcast materials.

8. Director of Purchasing

- a. Establish standardized emergency purchasing procedures.
- b. Maintain complete records of all disaster or emergency-related expenses.

9. Emergency Manager/Risk Manager

- a. Establish procedures for handling biological/chemical/radiological hazard incidents.
- b. Provide appropriate training for Emergency Building Coordinators.
- c. Provide preventive guidance to College entities.
- d. Through the Department of Homeland Security, conduct College/Citizen Emergency Response Team (C.E.R.T.) training for key College personnel.
- e. Provide administrative support for E.O.C. operations.

APPENDIX- 4

DEFINITION OF TERMS

C.E.R.T. College Emergency Response Team: College personnel who have received specialized disaster response training through a program established by the Federal Emergency Management Agency and administered through the Snow College Emergency Manager/Risk Manager.

E.I.T. Emergency Incident Team

E.O.C. Emergency Operations Center

MITIGATION Activities which eliminate or reduce the chance of occurrence or the effects of a disaster

F.E.M.A. Federal Emergency Management Agency

I.C.S Incident Command System

EMERGENCY NUMBERS –Ephraim Campus

Emergency Fire, Police, Sheriff, Utah Highway Patrol, EMS, Ambulance, and Rescue: **Call 911.**

<u>Law Enforcement and Safety</u>	<u>Office</u>	<u>Dispatch</u>	<u>Other / Cell</u>
Snow College Public Safety	283-7170 / 283-7172	835-2345	340-0676 / 340-1311
Ephraim City Police	283-4602	835-2345	911
Sanpete Sheriff Office	835-2191	835-2345	911
Ephraim Medical Response		835-2345	911
Ephraim Fire Department		835-2345	911
Utah Highway Patrol	435-896-6471	835-2345	911
Poison Control	1-800-456-7707	835-2345	911
Vehicle Lock-out	283-4033 (Jorgensen Chevrolet)		283-4854 (Steve's Keys)
Sanpete Valley Hospital	462-2441		
Gunnison Valley Hospital	528-7246		
Report a Crime Anonymously	888-399-0376 or	www.ethicspoint.com	

OTHER IMPORTANT NUMBERS

<u>Snow College</u>	<u>Office</u>	<u>Dispatch</u>	<u>Other</u>
General Information	283-7000		283-7001
Public Safety	283-7170	835-2345	435-340-0676
Public Safety	283-7172	835-2345	435-340-1311
Campus Security (Students)	283-7171		(Cellular) 435-340-8021
Fire Marshall	283-7220		
VP of Student Success	283-2216		283-7000
Wellness Center	283-7136		283-7136
Director of Student Life	283-7127		283-7121
Student Life	283-7121		
President's Office	283-7010		
Snow College Public Relations	283-7154		435-340-0514
Campus Building Maintenance	283-7220		
Phones on-Campus-Repairs	283-7238		
Computer Help Desk	283-7088		
Director of Athletics	283-7037		283-7020
Student Housing Director	283-7152		
Registration	283-7146		283-7143
Financial Aid	283-7133		
Advisement	283-7313		
Cashiers	283-7292		
Book Store	283-7211		
Cafeteria	283-7274		
Library	283-7363		
Testing Center	283-7197		
Risk Manager	283-7170		435-340-0676
Blue Stakes			1-800-662-4111
Emergency Manager	283-7170		435-340-0676

EMERGENCY NUMBERS – Richfield Campus

Emergency Fire, Police, Sheriff, Utah Highway Patrol, EMS, Ambulance, and Rescue: **Call 911.**

<u>Law Enforcement and Safety</u>	<u>Office</u>	<u>Dispatch</u>	<u>Other</u>
Snow College Public Safety	283-7170	835-2345	Cell: 435-340-0676
Snow College Public Safety	283-7172	835-2345	Cell: 435-340-1311
Richfield Campus Safety Manager	893-2235		979-1945
Sevier Valley Hospital	896-8271		
Richfield City Police	896-8484	896-6471	911
Sevier Co. Sheriff Office	896-2600	896-6471	911
Sevier Co. Medical Response		896-6471	911
Richfield City Fire Department	896-5479	896-6471	911
Utah Highway Patrol	896-6471	896-6471	911
Poison Control	1-800-456-7707	896-6471	911
Report a Crime Anonymously	888-399-0376 or	www.ethicspoint.com	

OTHER IMPORTANT NUMBERS

<u>Snow College:</u>	<u>Office</u>	<u>Dispatch</u>	<u>Other</u>
General Information	283-7000/896-8202		896-8202
Public Safety	283-7170	835-2345	435-340-0676
Public Safety	283-7172	835-2345	435-340-1311
Safety Manager	893-2235		979-1945
Safety Officer/Fire Marshall	893-2235		979-1945
VP of Student Success	435-283-7100/893-2216		
Student Life	893-2259		
Wellness Center	283-7125		893-2216
Director of Student Activities	893-2259		893-2216
Student Life	893-2216		893-2259
President's Office	283-7010		
Snow College Public Relations	283-7154		851-6017
Campus Building Maintenance	893-2235		
Phones On-Campus Repairs	893-2222		
Computer Help Desk	893-2222		
Registration	893-2211		
Financial Aid	893-2259		
Advisement	893-2247		893-2205
Cashiers	893-2245		
Book Store	893-2239		
Risk Manager	283-7170		435-340-0676
Power Company Emergency Number	UP&L		893-4434
Water Company Emergency Number:	Richfield City		896-6439
Gas Company Emergency Number:	Questar Gas		896-8206
Gas Line Breaks:			1-800-541-2824
Blue Stakes			1-800-662-4111
Emergency Manager	283-7170		435-340-0676