

emergency operations plan



Winona State University | Emergency Operations Plan
Crisis Preparedness Plan

March 2009

WINONA STATE UNIVERSITY
EMERGENCY OPEARTIONS PLAN

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INTRODUCTION

Winona State University is committed to creating a safe and secure environment for students, faculty, staff, and visitors. To achieve this goal, WSU maintains an Emergency Operations Plan (EOP) to provide an effective response to emergencies and disasters. All employees and students are encouraged to regularly review the information provided in the Emergency Operations Plan and become familiar with the appropriate guidelines for responding/reacting to disasters or emergencies that may impact the WSU community. It is our goal that by working together we will be pro-active in maximizing our resources in responding to emergencies.

PLAN FUNDAMENTALS

Purpose

In today's society, we must be more vigilant of surrounding influences that can affect the safety of our community. Medical emergencies, disasters, accidents, injuries, and crime can occur at any time without warning. The purpose of this plan is to provide for the carrying out of emergency functions; establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and ensure continuity of operations so that essential services may continue to be provided to the WSU community.

This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response and critical support services, and provides a management structure for coordinating and deploying essential resources.

WSU has many capabilities and resources that could be used in the response to any major disaster. These include the facilities, equipment, personnel and skills of both government and non-government professions and groups. The purpose of this plan is to promote the effective, coordinated use of these resources to:

- Maximize the protection of life and property;
- Ensure the continuity of the University, and,
- Provide support to all operations of the University which require assistance.

The actions outlined in this Emergency Operations Plan constitute the existing guidelines of WSU in response to an emergency. However, the President (or designee) has the authority to alter this operations plan during the course of an emergency to the extent that it is deemed necessary.

Scope

These procedures apply to all University faculty, staff, students, and visitors. It encompasses all university operations. It is imperative that individual departments address the development of response plans for situations that may develop under their purview. The University response needs to be timely, professional, supportive and meet the immediate demands of any current or eminent emergency or crisis situation.

Strategy

Winona State University adheres to the "all hazards" concept for emergency planning under which all emergencies or disasters are different with unique issues, but the consequences are typically the same; this allows a set of operational fundamentals to be used to manage response activities to all emergencies. Paramount to the "all hazards" concept is that planning must address what is expected, but be flexible to adapt to what is unknown. The EOP addresses likely hazards, such as severe weather or fires, yet does not overlook the possibility of an unlikely, catastrophic hazard, such as a train derailment or an act of terrorism.

This plan guides the preparedness, response, recovery, and mitigation actions and may be activated during the following incidents:

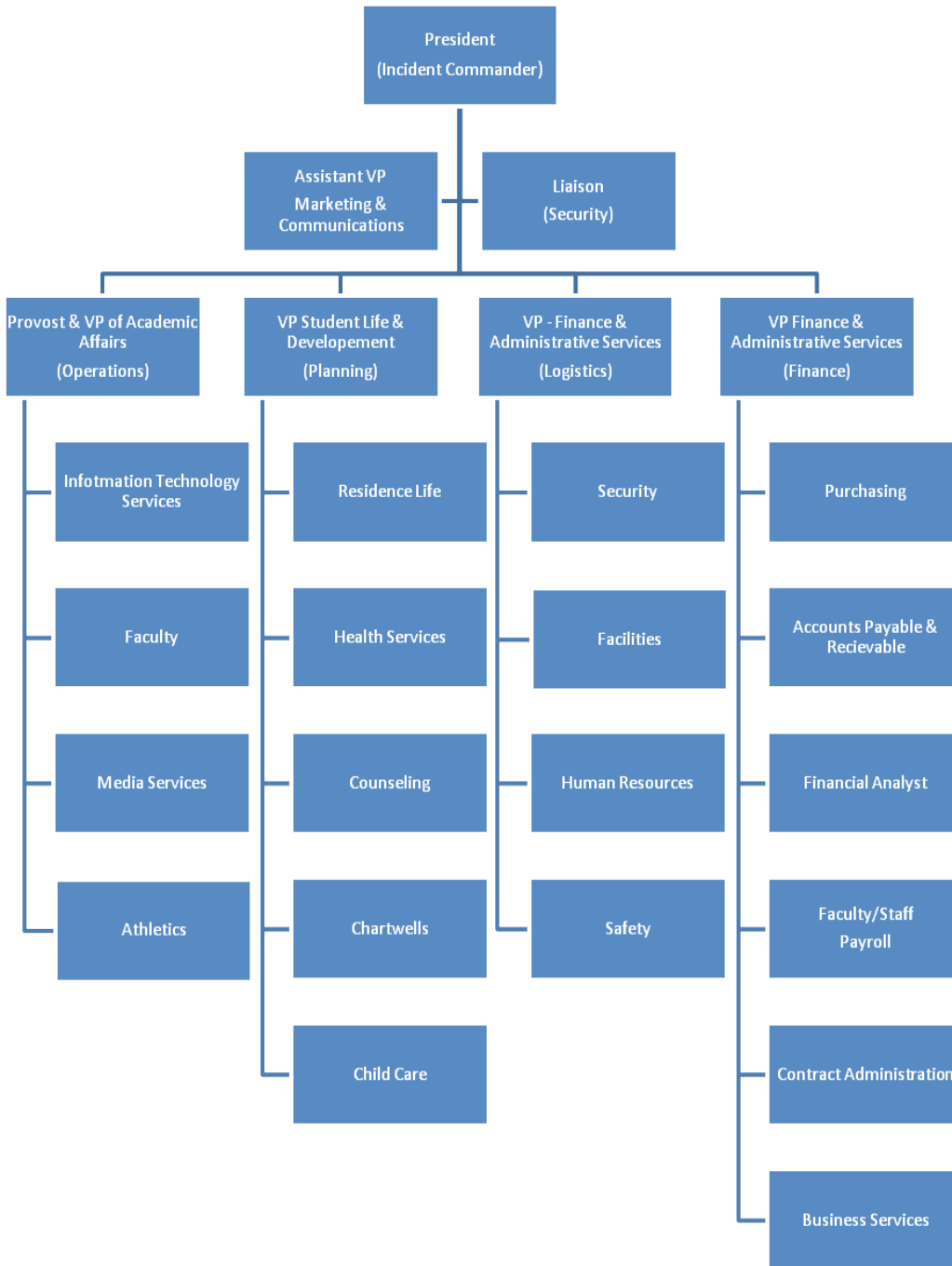
- Train derailments
- Explosions
- Gas leaks
- Hazardous material spills
- Fires
- Severe weather
- Floods and other natural disasters
- Civil unrest (bomb threats, violent behavior, suspicious packages/mail)
- Terrorism/national security emergencies
- Utility failure
- Extended power outages
- Pandemic influenza

This plan may be activated in response to a regional or national crisis that impacts the WSU community. Any major emergency that affects our students, faculty, and/or staff is considered a University emergency.

The Winona State University Emergency Operations Plan is based on and complies with the National Incident Management System (NIMS) and the Minnesota Incident Management System (MNIMS).

Mandate of MnIMS/ICS Use and Training: MnIMS/ICS shall be used as the means by which response and recovery responders structure and manage emergency/disaster incidents at all incidents at WSU. All University responders and supervisors shall be trained in MnIMS/ICS and shall implement it during emergency/disaster incidents.

WINONA STATE UNIVERSITY
INCIDENT COMMAND – ORGANIZATIONAL CHART



WINONA STATE UNIVERSITY EMERGENCY FLOW CHART

Emergency Reported To The
University

The Incident Commander (Or Designee) Ensures That
Required Outside Response (Police, Fire,
EMS, Etc.) Have Been Notified And
Determines If The Emergency Requires
Emergency Management Team Response

If Needed, Notify Winona State
University Security who will notify the Emergency
Management Team And Open The
Emergency Operations Center (EOC) In
Room 213 (Somsen Hall), Otherwise Handle
As A Short-Term Local Emergency

If A Local Emergency, The
Administrator (Or Designee) On Duty Handles,
Otherwise The EOC Team Takes Command
Of The Emergency

Depending On The Type Of Emergency,
The Administrator (Or Designee) On Duty Or Public
Information Officer Coordinates
All Notification To Staff, Students & Families

Emergency Resolved.
Control Of The Facility Is Returned To
The Administrator (Or Designee) On Duty, Who Begins
Any Required Cleanup And/Or Returns
The University To Normal Activities And/Or
Follows Closure Guidelines If
Necessary

Direction and Control

The Winona State University Incident Command team is responsible for providing overall direction of WSU resources during an emergency. Emergency operations include coordination of WSU and community resources to save lives, protect property, and provide for the continuity of WSU operations. Listed below are those individuals designated as Incident Commanders for purposes of this plan. They are listed in the order they would assume command in the event the President is not available.

1. President, Winona State University
2. Provost & Vice-President for Academic Affairs
3. Vice-President Finance & Administrative Services
4. Vice-President of Student Life & Development
5. Vice-President University Advancement

Level of Emergency

The Winona State University Incident Command Team assigns an emergency level to the emergency depending on the incident's nature and uses this information as a guideline to make decisions about emergency response.

Level 1 – A minor grounds, building or department incident that can be resolved by the responding units. This may result in or include the calling in of personnel and/or notifying the department where the problem has occurred.

Level 2 – A grounds, building or department incident that can be resolved with existing University resources or limited outside assistance. A Level 2 incident is usually a one dimensional event that has a limited duration and little impact to the campus community at large, beyond those using the space/building in which this incident has occurred.

Level 3 - Emergencies that primarily affect persons, rather than infrastructure. In particular, many student/employee and student/employee-support issues can become quite complex, because of varying institutional and student responses that must be coordinated. In these situations, specific departmental plans and/or University procedures and protocol must be implemented.

Level 4 – Any major emergency that impacts a sizable portion of the campus and/or neighboring community. Level 4 emergencies may be single or multi-hazard situations, and often require considerable coordination both within and outside the University. Level 4 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a full disaster.

Level 5 – A catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster (usually multi-hazard) is beyond the emergency response capabilities of campus and local resources.

The emergency levels are guidelines only, and are intended to assist in classifying the situation and providing for the administrative response. The designated level may change as emergency conditions intensify or eras.

EMERGENCY OPERATIONS CENTER (EOC)

Winona State University's primary Emergency Operations Center (EOC) is located in room 213, Somsen Hall. In the event this location cannot be used the university has established other sites that have been designated. The Incident Commander may designate alternate sites if the primary site is unavailable.

1. Room 213, Somsen Hall
2. Kryzsko Commons (Purple Rooms)
3. St. Mary's University

Winona State University Security is responsible for providing security for the Emergency Operations Center. This may include limiting access to the EOC, the entire building in which the EOC is located, adjacent buildings, or the entire campus. The Incident Command Team determines the appropriate level of security.

In the event the disaster and/or emergency prevents the establishment of an Emergency Operations Center at Winona State University St. Mary's University will be used. If directed, Winona State University will contact St. Mary's University Department of Public Safety to inform them for the need of their facility. St. Mary's will then coordinate with WSU the use of their facility. The Toner Center will be used by WSU if needed.

Criteria for Activation

The Emergency Operations Center will be fully activated and staffed when a disaster occurs on University property which represents a significant threat to life and property and involves a coordinated response of the University, Community response agencies and multi-levels of government. The EOC may be partially activated in response to a threat or potential threat to the safety of university residents that is beyond the capabilities of normal University operations.

Responsibility for Activation

Recommendations to activate the EOC may be made by the Incident Commander, Incident Command Team Members, the Director of Security or other emergency responders. Upon declaration of a level 2 or level 3 emergency, the Incident Commander shall determine which positions to activate and direct their activities.

Staffing of the EOC

In the event of an emergency, the EOC staff is expected to report to the Emergency Operations Center. Each department assigned an emergency function will be represented in the EOC and its representative should be familiar with the duties to be performed. Section Chiefs will oversee the mobilization of their respective Sections.

Emergency Operations Center Staff

When the Emergency Operation Center is formally activated, the following personnel are present or represented at the discretion of the Incident Commander. Additional positions may be required, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific requirements established by the Incident Commander. Each member will appoint two alternatives to serve in his/her place in the event they are unavailable.

EMERGENCY OPERATIONS PLAN ORGANIZATION

WSU Incident Command Team

Initially, the Incident Commander will be the first person in control to arrive. Command will transfer on the basis of who has primary authority for overall control of the incident.

The Incident Command Team (ICT) shall provide the overall coordination of campus resources during an emergency and oversee the University's response. The Incident Command Team will be the contact point for Winona County Emergency Management, local police and fire, and other agencies. Depending on the size and nature of an emergency, membership in the Incident Command Team may vary at the discretion of the Incident Commander.

The Incident Command Team's functional responsibilities include:

- Operations
- Planning
- Logistics
- Finance/Administration
- Public Information Officer
- Safety
- Liaison

During an emergency, the Incident Commander will:

- Assume command
- Assess incident priorities
- Determine strategic goals
- Determine tactical objectives
- Oversee the development of the Incident Action Plan (IAP) – establish tasks and align resources to accomplish tasks.
- Manage incident resources.
- Authorize release of information to news media
- Provide instruction and resources as necessary

Sections

Each Section is comprised of specific functions and is overseen by a Section Chief who reports directly to the Incident Commander. It is essential that each participant understands the following reporting guidelines and follows them throughout the course of the emergency incident:

- Sections personnel report to and take directions from their Section Chief. Personnel work with their staff, their Building and/or Department Incident Command Post when applicable, and other units within their section.
- Section Chiefs report to and take directions from the Incident Commander and work with the Section and the other Section Chiefs.

Each Section is responsible for making recommendations to the Incident Commander concerning their area of expertise, and implementing any actions ordered by the Incident Commander.

Command Staff: Winona State University Incident Command Team – The WSU Incident Command Team is responsible for the overall management of incidents.

Public Information Officer (PIO)

The Assistant Vice-President of Marketing & Communications or designee acts as the PIO. S/he is the central point for information dissemination and acts as the liaison to the news media. Duties include:

1. Obtain briefing from incident commander
2. Establish single incident information center whenever possible.
3. Arrange for necessary workspace, materials, telephones, and arrival.
4. Prepare initial information summary as soon as possible after arrival.
5. Observe constraints on the release of information imposed by the incident commander.
6. Obtain approval for release of information from the incident commander.
7. Release news to news media and post information in command post and other appropriate locations.
8. Arrange for meetings between media and incident personnel.
9. Provide escort service to the media and VIPs.
10. Respond to special requests for information.

Liaison Officer (LNO)

A representative of Winona State University Security initiates and maintains contact with assisting public or private agencies (e.g. local police and fire departments, American Red Cross, FEMA, local emergency management agencies, etc.). Duties include:

1. Obtain briefing from incident commander.
2. Identify supporting agency representative or agency contact person including communication link and location.
3. Provide a point of contact for and establish contact with supporting agencies.
4. Respond to requests from incident personnel for interagency contacts.
5. Monitor incident operations to identify current or potential interagency problems and recommend solutions to interagency problems.

Safety Officer (SO)

The Director of Safety anticipates, detects, and corrects unsafe situations and has the emergency authority to stop unsafe acts. Duties include:

1. Obtain briefing from incident commander.
2. Participate in planning meetings.
3. Identify potentially unsafe situations in operating environment, proposed actions, and incident operations.
4. Advise personnel on hazardous situations and appropriate actions to protect safety.
5. Exercise emergency authority to stop and prevent unsafe acts. Coordinate investigation of accidents that have occurred within the incident areas.

Communication Officer (CO)

The Director of Public Information is responsible for identifying, establishing and maintaining lines of communication between emergency personnel.

Assistants

In the context of large or complex incidents. Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.

General Staff

The General Staff comprises incident management personnel who represent the major functional elements of the Incident Command System. Command staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the Incident Commander. The General Staff consists of four sections, each headed by a Section Chief who is responsible to the Incident Commander for the direct management of all incident-related activities.

Winona State University has designated the following positions as:

- Incident Commander – University President
- Operations – Provost & Vice-President of Academic Affairs
- Planning – Vice-President of Student Life & Development
- Logistics – Vice-President of Finance & Administration
- Finance – Vice-President of Finance & Administration
- Rochester Center – WSU – Director *

* In the event of an emergency/disaster that affects Winona State University's operation at the Rochester Community Technical College the Director of the Rochester Center (WSU) will become part of the Incident Command Team. Depending on the nature and extent of the emergency/disaster the Incident Commander will make a determination as to the involvement of Winona State University's resources in resolving and assisting in the recovery of services.

Operations

The Operations Section is responsible for the management of all University resources assigned to the incident. Duties include:

1. Obtain briefing from incident commander.
2. Develop tactical operations portion of action plan, including operation and resource assignments.
3. Supervise tactical operations.

4. Evaluate effectiveness of tactical operations and adequacy of resources; take action to improve.
5. Report information about special activities, events, and occurrences to incident commander.
6. Review suggested list of resources to be released and initiate recommendation for release of resources.

Planning

The Planning Section is responsible for gathering, evaluating, and analyzing all disaster information and providing updated status reports to the Winona State University Incident Command Team. Additionally, the Planning Section oversees the development of the Incident Action Plan (IAP). Duties include:

1. Obtain briefing from the incident commander.
2. Activate planning sections unit.
3. Establish schedules for all University resources.
4. Supervise preparation of incident action plan.
5. Assemble information on alternative strategies.
6. Identify need for specialized resources.
7. Anticipate developments and provide projections to incident command.
8. Compile and display incident status summary information.
9. Advise general staff of any significant changes in incident status.
10. Document and disseminate all formal orders by incident command.
11. Ensure that normal University information collection and reporting requirements are being met.
12. Prepare recommendations for release of resources for submission to the incident commander.

Logistics

The Logistics Section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.). Duties include

1. Obtain briefing from incident commander.
2. Track names and locations of assigned personnel.
3. Identify service and support requirements for planned and expected operations.
4. Coordinate and process requests for additional resources.
5. Advise on current service and support capabilities.
6. Estimate future service and support requirements.
7. Recommend release of resources in conformity with demobilization plan.
8. Prepare and implement the communications plan.
9. Ensure that an equipment accountability system is established.
10. Order, receive, distribute, and store supplies and equipment.
11. Maintain inventory of supplies and equipment.
12. Provide facility maintenance services, sanitation, lighting, and clean up.
13. Ensure that sufficient portable water is available to meet all incident needs.

Finance

The Finance Section is responsible for cost accountability and incident financial considerations. This includes document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting. Not all incidents will require a separate Finance Section. The Planning Section assumes a finance administration role in incidents that do not require a separate Finance Section and the Finance Section Chief is included in the Planning Section. Duties include:

1. Obtain briefing from incident commander.
2. Ensure that daily personnel time recording documents are prepared.
3. Ensure that all records are current or complete prior to demobilization.
4. Record equipment use time.
5. Maintain current posting on all charges or credits for fuel, parts, and services.
6. Establish and maintain a file for employee time reports.
7. Prepare and sign contracts as needed.
8. Establish contracts with supply vendors as required.
9. Provide written authority for persons requiring medical treatment.
10. Document all injuries occurring during incident.
11. Keep informed and report on status of hospitalized personnel.
12. Arrange for notification of next of kin of seriously injured or deceased persons.
13. Obtain and record all cost data.

EVACUATION PROCEDURES

1. Building Evacuation

- All building evacuations will occur when an alarm is sounded and/or upon notification from Maintenance/Security/Building Captains or Administration. (Refer to exception for an Active Shooter).
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. If emergency personnel direct you to another exit based on the type of emergency, follow their directions.
- Do not use elevators in case of fire, tornado, or earthquake.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Evacuate further if directed by emergency personnel.
- Do not return to an evacuated building until an all clear is given by emergency personnel.

2. Shelter-in-Place

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same as going to a shelter in the event of a storm or tornado). Shelter-in-Place means selecting a small, interior room with no or few windows, and taking refuge there.

Depending on the type of emergency and directives received from authorities and emergency personnel the following options are available depending upon the emergency and/or disaster.

- Closing of the University and activation of the University's Crisis Plan.
- Follow reverse evacuation procedures and bring students, faculty, and staff inside.
- Monitor television, radio, and other forms of communication for information regarding the threat/emergency and follow their directions.
- Bring everyone in the building. Shut and lock the door.
- Gather emergency supplies if possible.
- Close windows, secure doors, and duct tape if told to do so.

3. Evacuation for People with Disabilities

The most important factor in emergency planning for people with disabilities is advanced planning.

A. In all emergencies after an evacuation is ordered evacuate people with disabilities if possible.

- Do not use elevators, unless directed to do so by police or fire personnel. Elevators can fail in certain situations.
- If situation is life threatening call the police/fire departments immediately (911).
- Check on people with special needs during an evacuation. A buddy system, where people with disabilities arrange for volunteers to alert them and assist them in an emergency is a good method.
- Always ask someone with a disability how you can help before attempting any rescue technique or providing assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.
- If you are unable to evacuate a disabled person contact law enforcement or fire personnel and be able to provide them with the person's location that needs assistance in evacuating.
- Students should inform faculty members of their special needs regarding evacuation, especially prior to an emergency or disaster.

B. Response to emergencies (blindness and visual impairment)

- Offer to lead them out of the building to safety.
- Give verbal instructions about the safest route or direction using compass directions, estimate distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

- C. Response to emergencies (deafness or hearing loss).
 - Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
 - Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.
- D. Response to emergencies (mobility impairment).
 - It may be necessary to clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
 - If people with mobility impairments cannot exit, they should move to a safer area for example:
 - Most enclosed stairwells
 - An office with the door closed, which is a good distance from the hazard
 - Notify police or fire personnel immediately about any people remaining in the building and their locations.
 - Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
 - If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.
 - Building Captains when possible will assist in the coordination of evacuations and/or shelter-in-place.

EVACUATION

In the event a limited or mass evacuation of any part of Winona State University, officials will instruct members of the campus community where to evacuate to and/or what staging areas will be used to coordinate transportation to safe areas. There are a number of designated staging areas which are listed within this manual that members of the campus community are encouraged to become familiar with them. However, these areas may change depending on the nature and extent of the emergency and/or disaster.

The Incident Commander and/or emergency personnel will coordinate the evacuation of members of the campus community to designated safe areas

On limited evacuations faculty, staff and students may be directed to safe areas outside the affected building and/or area. Winona State University Security will allow those displaced members access to facilities when necessary based on inclement weather, special needs, etc.

Buildings (mentioned below) located next to the staging areas will become part of the staging areas if possible to provide shelter and comfort until individuals can be transported to safe areas.

Designated Staging Areas:

- A. Main Campus
 - Kryzsko Commons (west side)
 - Memorial Hall (Main Street)
- B. East Lake Apartments
 - Building A (west side of building)
- C. West Campus (Residential College)
 - Lourdes Hall (east side of building, Gould Street, main entrance)
 - Tau Hall and area to the east.
- D. Wabasha Hall
 - North entrance, main level, Wabasha Street (7th Street).

Please note that the location of staging areas may change based on the extent and nature of the emergency/disaster. Members of the campus community will be directed to the above and/or alternate staging areas by emergency personnel and/or University officials when appropriate.

Evacuation – Levels (I, II, & III)

Winona State University has several forms of transportation that will be provided to transport members of the campus community to safe areas in the event of a disaster and/or emergency. The method and source of the transportation will depend on the extent and nature of the emergency, specific needs and number of individuals to be transported.

- Level I Evacuation
Level I involves a limited evacuation of a specific building and/or area with a population that is relatively small. Winona State University Security, Facilities Services and/or Winona State University Shuttle Services will be used to transport and/or direct members of the campus community to safe areas.
- Level II Evacuation
Level II involves a larger scale evacuation of buildings and individuals to safe areas. Depending on the nature and extent of the emergency all resources used during a Level I evacuation will be used along with Transit Buses from the City of Winona and/or buses from Philip's Bus Service.
- Level III Evacuation
Level III evacuations is generally required when a large number of buildings are affected, entire campuses, and/or a large amount of people need to be moved. All resources available to the University may be used in the event of a Level III evacuation.

City of Winona Transit Buses - Evacuation

In the event additional assistance is needed in evacuating members of the campus community the following options are available to move students, faculty, staff and visitors to safe areas.

Winona State University in agreement with the City of Winona the University will use Transit Buses in the event their services are need to evacuate students, faculty and staff. If an evacuation is ordered and Transit Buses are needed the University will contact the Winona Police Department. The police shall be informed that Transit Buses are needed for an evacuation, the number of buses needed, the amount of individuals to be evacuated, and the location of the staging area.

Lockdowns

A lockdown is an emergency course of action ordered by a person or persons in command, such as law enforcement, WSU administration, to contain a problem or incident within the area of origin by controlling the movement of people. When considering a lockdown of campus facilities, campus authorities will take into account the severity and urgency of the problem or threat and the imminent danger to persons on the campus.

When a lockdown is ordered members of the campus community are encouraged to take appropriate action immediately. The university may use a number of different options in making notification to the campus community.

For information concerning lockdowns refer to the "Violent Behavior" section of this plan.

Safe Areas

- West Campus (Residential College)
- Minnesota State College – Southeast Technical (Winona Campus)
- St. Mary's University

EMERGENCY PROCEDURES

Utility Failure

Utility failures include: electrical power outages, disrupted cable service, interrupted telephone service, unavailable water or heat. In the event of a major utility failure, follow these guidelines:

- Call 911 immediately if there is potential danger to occupants of the affected buildings and/or risk of serious damage to the building.
- Evacuate the building if an emergency exists.
- DURING BUSINESS HOURS
 - Notify Facilities Services (ext. 5045); if telephone service is not available go to the Facilities Services office located in the Physical Plant or Winona State University Security (Sheehan Hall).
- AFTER REGULAR BUSINESS HOURS AND/OR DURING WEEKENDS
 - Notify Winona State University Security (ext. 5555) immediately. If telephone service is not available go to WSU Security located on the main floor of Sheehan Hall.

Train Derailments

- Call 911 immediately. Contact WSU Security
- Do not approach the derailed train.
- Move away from the affected area immediately.
- Follow directions of emergency personnel, WSU Security, and other emergency response coordinators.
- If you are located a distance from the derailed train, continually monitor radio, television, or other forms of electronic communication and respond as directed.
- If an evacuation of any or all of the University is ordered, students, faculty, staff and visitors will be directed to safe areas by emergency personnel. If safe to do so assist in the evacuation of persons with disabilities.

Explosions

- Report any explosion by calling 911 immediately and WSU Security (ext. 5555).
- If necessary, or when directed to do so, activate the building fire alarm.
- During and/or after a building explosion:
 - Do not use the elevators
 - Stay low to the floor and exit the building as quickly as possible
 - Stay below the smoke at all times
 - When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle, and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch do not open the door – seek an alternate escape route.
 - Assist the disabled to an enclosed stairwell landing and notify police and/or fire personnel of their location.

After the Explosion

- If you are trapped in debris, remain calm and minimize your movements so that you do not kick up dust
- Cover your mouth with a handkerchief or a piece of clothing
- Tap on a pipe or wall so that rescuers can hear where you are
- Shout only as a last resort, as shouting can cause a person to inhale dangerous amounts of dust

IMPORTANT – Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Hazardous Materials

In the event of an environmental spill involving hazardous chemicals or other materials follow these guidelines:

- Evacuate the affected area of spill immediately. Use judgment depending on the nature and quantity of spilled material.
- Small containable spills:
 - Call WSU Security (ext. 5555)
 - Call 911 immediately for police/fire if emergency response is necessary
- Large spills
 - Call 911 immediately for emergency assistance
 - Call WSU Security (ext. 5555) for immediate assistance
 - Remove the victims from the spill area to fresh air if possible to do so without endangering yourself
 - Do not endanger your own life by entering areas with toxic gases
 - Inform others not to enter the affected area
 - If safe to do so, assist in the evacuation of persons with disabilities

Fire Procedures

- Should you see or smell smoke immediately pull the nearest fire alarm, leave the building, and contact the Winona Fire Department (911) from a safe area. Be prepared to give the following information:
 - Location of fire
 - Building and room number (if known)
 - Your name and telephone number
 - Stay on the line until the dispatcher releases you
- The person reporting the fire should remain in the vicinity outside the building to supply information upon request to the Winona Fire Department
- Always take fire alarms seriously. When a fire alarm has been activated, everyone is to evacuate the building immediately
- NOTE: Persons who do not leave the building when a fire alarm is sounded may be subject to disciplinary action and/or possible criminal charges
- Evacuate all rooms, closing all doors to confine the fire. Do not lock doors. Check doors for heat before opening. Open doors slowly and check for smoke.
- Fire doors leading into stairwell landings should be closed
- Do not attempt to put out a fire if you are endangering your own safety or the safety of others
- Do not use elevators. Power may fail causing the elevators to stop between floors or elevator doors may open onto the fire floor
- Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used as to not block traffic.
- Immediately notify rescue personnel of any persons left in the building along with their locations

NOTE: If you become trapped in a building during a fire and a window is available place an article of clothing outside the window as a marker for rescue personnel. If there is not a window, stay near the floor where the air will be less toxic. Seal up the cracks around the door using pieces of clothing or whatever is handy. Shout at regular intervals to alert emergency personnel of your location.

CAUTION: Building fire alarms may stop ringing. If they stop, do not return to the building unless notified by the Winona Fire Department or Winona State University Security.

Know the location of fire alarm pull stations, fire extinguishers and exits

Medical Emergency

If you are involved in or witness any medical emergency immediately call 911 and WSU Security (ext. 5555). Be prepared to provide the following information to the police dispatcher

- Name of the injured or ill person, if known.
- Current location of the person (i.e. building, room number, etc.)
- Nature and type of injury, in known.
- If safe to do so, remain with the individual until help arrives; try to keep the individual still. Do not attempt to move a seriously injured person (unless a more serious injury or life threatening situation may result). Provide first aid only if you are trained to do so.
- Provide any assistance to emergency medical personnel at the scene upon request.

Exposure Control Plan

Immediate treatment for an individual exposed to blood and/or body fluids is to thoroughly wash the exposed area with non-abrasive antibacterial soap and running water. Students should be sent to WSU Health Services or to the emergency room at Community Memorial Hospital. Employees should be referred to the emergency room at Community Memorial Hospital for treatment.

Communicable Disease Protocol

If you believe a student has contracted a contagious disease that may pose a health risk to others notify the WSU Clinical Director of Health Services. Refer the student to Health Services for treatment or further referral. If Health Services is closed students will be sent to the emergency room of Community Memorial Hospital. The Clinical Director and Medical Director will be notified by WSU Security.

Disaster/Terrorism Protocol

The Winona County Public Health Services has the authority and responsibility to respond to a mass disaster or terrorism act. All WSU Health Services employees will be placed on call and should remain in Winona County in the event of a mass disaster. WSU Health Services may provide supplies and medications to public health services as needed.

The staff of WSU Health Services is prepared to offer first aid at Health Services. If Health Services is the site of the emergency or there is a large number of injuries, the McCown Gym will be used by WSU Health Services. Winona County Health Services will be contacted to provide additional medical personnel.

Suspicious Packages/Mail

General Guidelines for Handling Suspicious Mail

- Notify WSU Security immediately (ext. 5555). Call 911 if you perceive an immediate risk of a dangerous situation.
- Isolate all suspicious packages and seal off the immediate area. If possible, place the envelope or package in a plastic bag or some other container to prevent leakage. All personnel should leave the room. If possible, turn off air flows, such as fans or air-conditioning.
- If necessary employees processing mail should wear protective gloves.
- If you have identified as suspicious package, DO NOT handle, shake or empty it. Do not carry it to other areas or show it to other people. If anything spills out, DO NOT try to clean it up.
- Cover any spilled contents immediately. You can use clothing, paper, or a trash can. Do not remove the covering materials from the spill. DO NOT cover with wet objects.
- Direct all persons who have touched the mail to wash their hands with soap and water. After hands are washed, wash/rinse face for a period of time. Make a list of anyone who has handled or come into contact with the mail. Include contact information and provide this to responding EMS personnel and WSU Security.
- As soon as practical, employees who have come in contact with any contamination should shower and place all clothing in plastic bags. The clothing should be made available to the police responding to the reported incident. Contain the potentially impacted individuals to ensure that they receive proper medical attention. Names and contact information of those that may have been contaminated should be obtained and given to public health officials.

- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package's size and shape).

Things to Look for When Inspecting Mail

- Origination postmark or name of sender is unusual, unknown, or no return address is given, if given, it can't be verified as legitimate.
- Shows a city or state in the postmark that does not match the return address.
- Excessive or inadequate postage.
- Addressed to title only or incorrect title; addressed to someone no longer employed at WSU.
- Misspellings of common words or names.
- Restrictive markings, i.e. "Personal, Eyes Only or Special Delivery"
- Rub-on block lettering.
- The letter is lopsided, unusually thick or contained in an uneven envelope.
- Excessive weight, the letter or package seems heavy for its size.
- Damaged envelope(s) or packages
- Stiffness or springiness of contents; protruding wires, aluminum foil or components; oily outer wrapping or envelope; feels like it contains powdery substance (when checking do not bend excessively).
- Oily stains, discoloration, package/letter emits an odor, particularly almond or other suspicious odors.
- Crystallization or powdery substances on wrapper.
- Ticking sound.

Things to Look for When Opening Mail

- Powders
- Soil
- Sand
- Liquids of any kind, any color
- Oily or soapy residues
- Sticky or adhesive substances
- Flakes
- Crystals
- Fibers

Terrorism

Understanding the Homeland Security Advisory System



The world has changed since September 11, 2001. We remain a nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all threat conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following threat conditions each represent an increasing risk of terrorist attacks.

Low Condition (Green) – This condition is declared when there is a low risk of terrorist attacks.

Guarded Condition (Blue) – This condition is declared when there is a general risk of terrorist attack.

Elevated Condition (Yellow) – An elevated condition is declared when there is a significant risk of terrorist attack

High Condition (Orange) – A high condition is declared when there is a high risk of terrorist attack

Severe Condition (Red) – A severe condition reflects a severe risk of terrorist attacks. Under most circumstances, the protective measures for a severe condition are not intended to be sustained for substantial periods of time.

Winona State University will take actions necessary based on current threat levels and recommendations made by federal, state, and local agencies in implementing measures to respond to threat levels or other actions that may affect the Winona State University community

Bomb Threats

If you receive and/or overhear a bomb threat, immediately call 911 and WSU Security (ext. 5555). You should complete the Bomb Threat Checklist as thoroughly as possible and submit it to WSU Security or the police.

DO NOT ACTIVE THE FIRE ALARM

Threats may be communicated in a number of ways; via telephone, paper correspondence, and email or otherwise. Please follow the guidelines set forth above. Additionally, the following measures should be taken:

- WRITTEN THREATS – Anyone receiving a bomb threat in writing should handle the correspondence as little as possible.
- EMAILED THREATS – Persons receiving a bomb threat via email should leave the message on the computer. The person receiving the email should remain at the computer and not allow anyone to interfere and/or tamper with the message until Security arrives.
- OTHER THREATS – Anyone receiving a bomb threat in person and/or overhearing such a threat should obtain the following information if possible and practical: The name of the suspect, time and location of the threat, witnesses, exact wording of the threat and any other relevant information.

Evacuation:

- If circumstances require that evacuation efforts are necessary, WSU Security or emergency personnel will direct those affected to appropriate locations.
- If an evacuation is taking place, turn off all cell phones and leave the immediate area (at least 300 feet) and “listen only” on two way radios.

Clearance:

Building(s) may be re-entered only after clearance is given by WSU Security or emergency personnel.

Bomb Threat Checklist: Questions to ask the caller

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your name?
9. Where are you at?

Exact wording of the threat:

Other Identifying Characteristics:

Number at which call is received:

Background Sounds, Caller Voice, Threat Language
(insert here)

Report call immediately to: Police (911) and Security (ext. 5555)

VIOLENT BEHAVIOR

Weapons on Campus

- Immediately call 911 and WSU Security (ext. 5555)
- Wait for police to arrive.
- Do not confront the person with the weapon.
- No effort should be made to intervene.
- If known, provide the following information to the police:
 - Name of individual(s) with weapon(s)
 - Location of individual(s) with weapon(s)
 - What person(s) did with weapon after it was displayed

Active Shooter

- If shots are fired, notify the Winona Police Department immediately by calling 911. Be prepared to provide the police with the following information:
 - Description of the shooter(s)
 - Location of incident
 - Nature of injuries
 - Stay on the phone with the police dispatcher if safe to do so
- If shooting is outside go inside the building as soon as possible (if safe to do so). If you can't get inside, take cover and get as compact as possible, put something between you and the shooter.
- If shots have been fired, classrooms and offices should be immediately locked down if possible. Use caution and discretion in allowing anyone inside the classroom once it has been secured. Stay away from doors and windows.
- If shots have been fired, turn off the lights in the room. Close the drapes or blinds on the window if safe to do so.
- Do not panic and calm others if they are present.
- Remain in the room until the police or other emergency personnel arrive with directions.
- When requested by emergency personnel, move as quickly as possible out of the room. Assist others if necessary and safe to do so.
- If qualified, provide medical care to the injured if safe to do so.

Hostage - Witness

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately and be prepared to provide the police with the following information:
 - Description of the hostage taker(s)
 - Location of the incident
 - Number of hostages (if known)
 - Reason for hostage taking
 - Injuries to hostages (if known)
- Stay on the phone with police if requested and safe to do so.
- Do not enter the hostage scene and advise others not to enter the area.
- Follow police directions upon arrival at the scene.

Hostage – If you Are Taken Hostage

- Follow the instructions of the hostage taker.
- Do not panic. Calm others if they are present.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue.

It is imperative that all faculty, staff and students be proactive in the prevention of potentially violent situations. Members of the University community are encouraged to report all incidents of threats (oral or written), physical assaults, violent encounters, etc. to the Winona Police Department and/or Winona State University Security.

Severe Weather/University Closing

Severe Weather/Tornado Watch: A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations.

Severe Weather/Tornado Warning: When a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities. If severe weather or a tornado is approaching a continuous sounding of the city's emergency sirens will signal the warning.

In case of severe weather/tornado: When the emergency warning sirens sound, it is YOUR responsibility to get to shelter. All persons should immediately seek shelter in the nearest building. Go to the basement or interior walls of lower floors. Auditoriums, gymnasiums, and similar large rooms with wide roofs should be avoided. Stay away from all windows and exterior doors. Take a battery-operated radio with you and listen for the "All clear" signal.

Severe Weather Guidelines:

- Move to the nearest building and locate a safe place.
- Move to, or stay on, the lowest floor of any building.
- Stay in central corridors away from glass, cover your face with folded arms.
- Stay away from windows
- Leave corridor doors open
- Do not use any elevator
- Types of areas considered to be the safest
 - Basements
 - Stairwells
 - Tunnel
 - Lower level rooms without any windows
 - Lower level hallways without any windows

Most tornadoes strike in the late afternoon and evening hours. When a severe thunderstorm/tornado warning is issued, take shelter immediately. Go to the basement and seek shelter under stairs or sturdy furniture. If you do not have a basement, seek shelter in a small room at the lowest level, in the center of the building. Bathrooms and closets are good potential shelters. Avoid rooms with windows.

What To Do When Away From The University Or Home:

- The best tornado shelter in any building is the lowest level.
- Look for pre-designated shelters in buildings you frequent
- Smaller rooms, such as closets, rest rooms, or storerooms are good shelter areas.
- Position yourself beneath a piece of sturdy furniture.
- Cover your head and chest to protect yourself from flying debris.
- Seek shelter away from doors and windows.
- Long span roof areas like those in malls and gymnasiums are especially vulnerable to tornadoes. Find as small room.
- Don't run from your car. You are safer inside a car than in the open.

Severe Winter Weather:

Because WSU is primarily a residential student campus, campus closings are rare events. Nonetheless when extreme weather conditions pose a serious danger for travel, the campus may be closed. When the campus is officially closed all classes and extracurricular activities are cancelled. The decision to close the Rochester campus will be made independently of the Winona Campus.

Please note that WSU only announces closings or cancellations and not that WSU is open.

Appropriate actions will be determined by WSU administration and publicly announced using various media sources.

Severe weather conditions may result in any of the following:

- Delaying opening
- Cancellation of non-academic activities
- Cancellation of all classes
- Closing the University

How Can Students And Faculty Find Out If All WSU Classes Or Non-academic Events Are Cancelled?

Please do not call the switchboard. Instead, tune to any of the news media sources listed below. The decision to cancel all day classes will normally be made by 5 a.m. unless weather conditions deteriorate during the day. The decision to cancel all evening classes will normally be made by 3 p.m.

University officials will notify the following news media:

Winona	Twin Cities	Red Wing	La Crosse
KQAL 89.5 FM	WCCO 830 AM	KCUE 1250 AM	WIZM 1410 AM
KAGE 1380 AM	KWNG 105.9	WIZM 93.3 FM	KAGE 95.3 FM
WKBH 101. FM	KWNO 1230 AM	WKT 580 AM	KWNO 99.5 FM
KHME 101.1 FM			

Rochester
KNXR 97.5 FM
KROC 106.9 FM
KROC 1340 AM
KWEB 1270 AM
KRCH 101.7 FM

How Should Instructors Cancel Individual Classes?

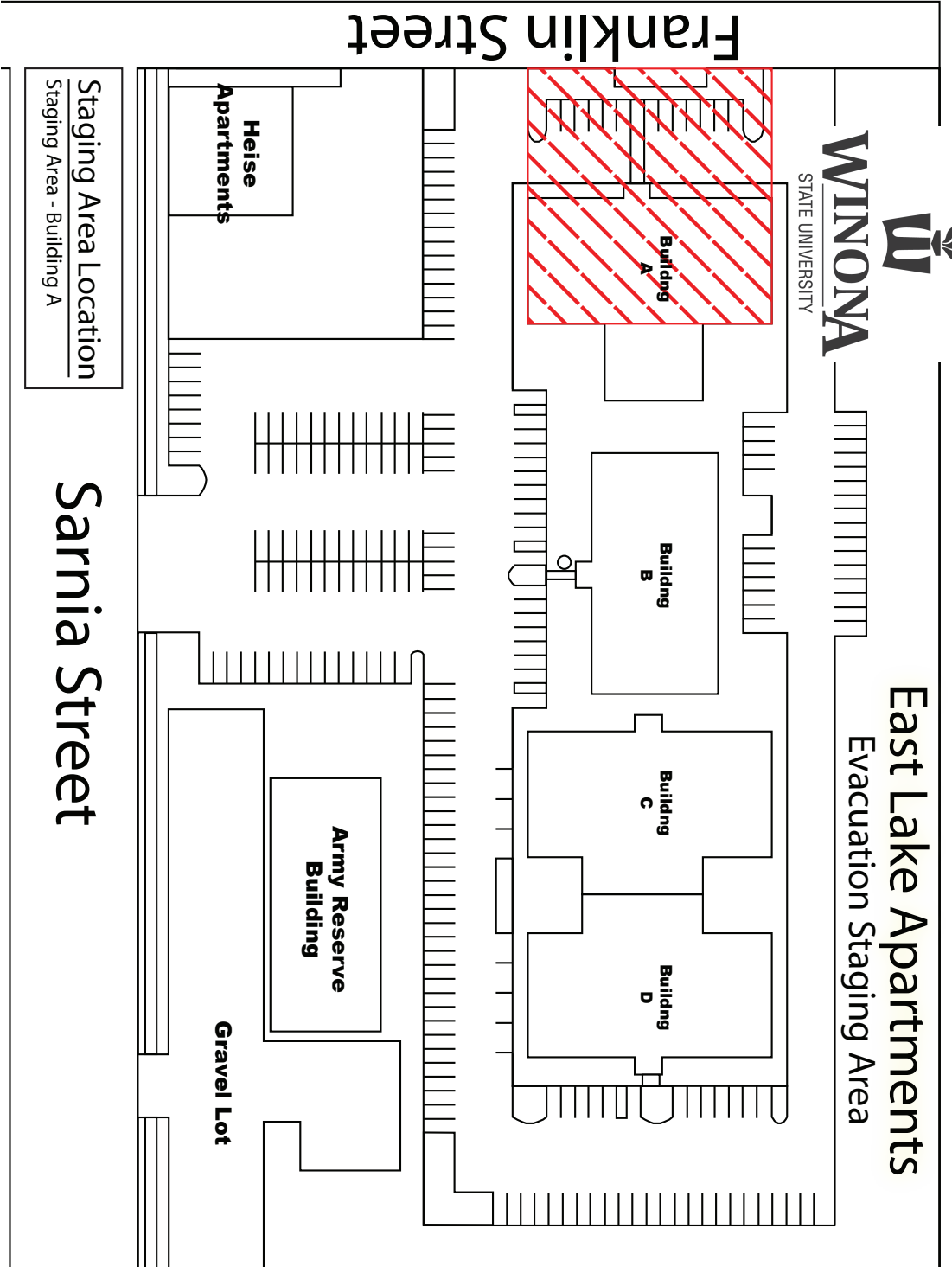
Bad weather may prevent some faculty members from traveling to the Winona Campus even though the campus is open. In such instances, individual faculty members should contact (1) academic department, and (2) The Director of Public Information Services (457-5024) either directly (after 7 a.m.) or by leaving voice mail indicating which classes must be cancelled. The instructors should identify cancelled classes and give their WSU ID number to verify the call. The Director of Public Information Services will inform KQAL and post cancelled classes on Winona State University's web site.

How Can Students Find Out if Individual Classes are Cancelled:

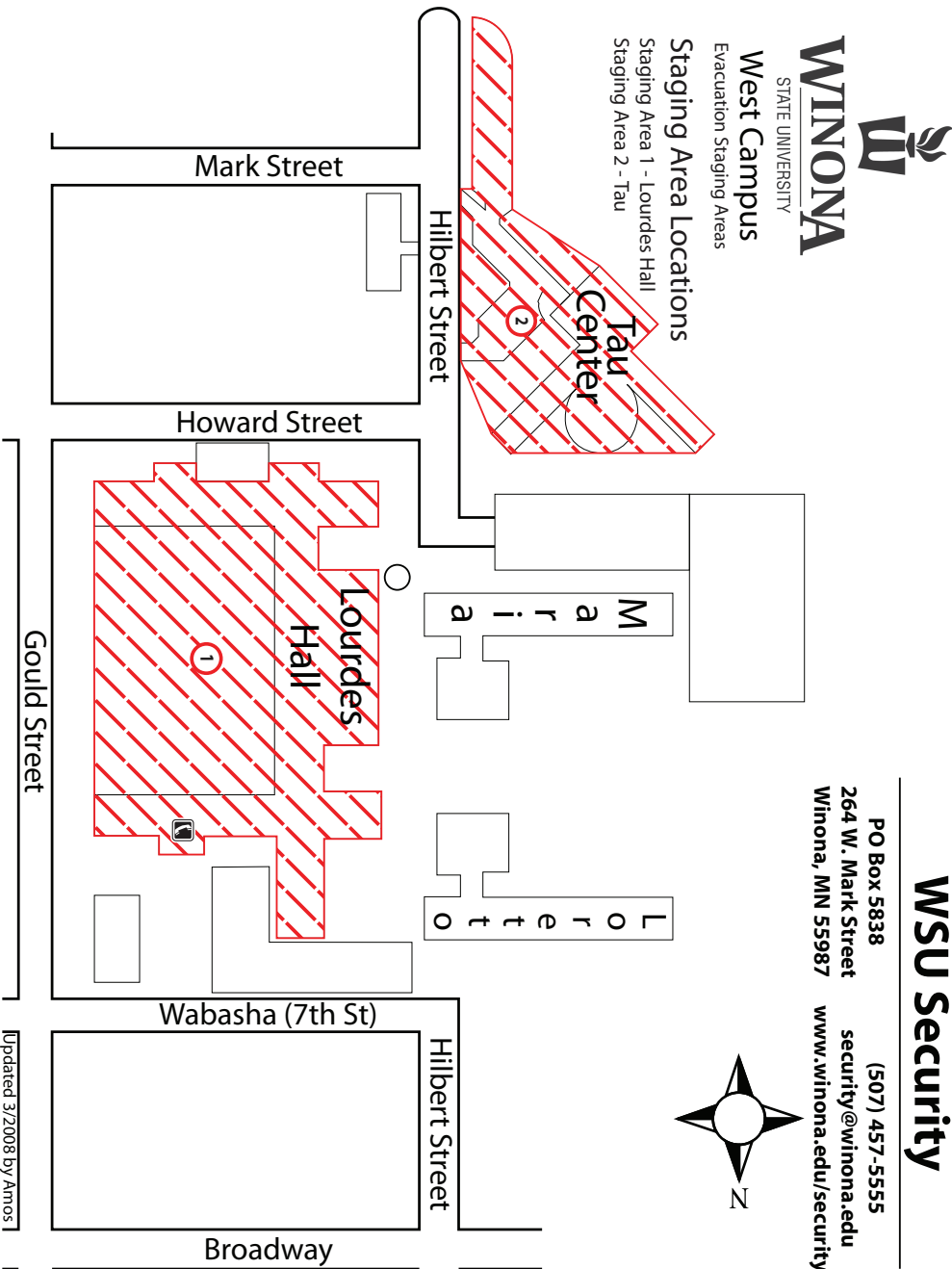
Please do not call the switchboard! The best way to find out which classes are cancelled is by listening to the radio and/or local television stations and/or checking Winona State University's Web Site. A list of cancelled classes will also be posted on Winona State University's web page.

RESOURCES

1. AMERICAN RED CROSS
<http://www.redcross.org>
2. FEDERAL BUREAU OF INVESTIGATION
<http://fbi.gov>
3. FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION
<http://www.fema.gov>
4. FIRE/EMS/SAFETY CENTER
<http://www.firecenter.mnscu.edu>
5. HOMELAND SECURITY
<http://www.dhs.gov/dhspiblic>
6. MINNESOTA HOMELAND SECURITY & EMERGENCY MANAGEMENT
<http://www.dps.state.mn.us/homsec/mohshome.asp>
7. NATIONAL INCIDENT MANAGEMENT SYSTEM
<http://www.dhs.gov/interweb/assetlibrary/NIMS-90-web.pdf>
8. NATIONAL WEATHER SERVICE
<http://www.nws.nosa.gov>
9. OFFICE OF THE CANCELLOR
<http://www.mnscu.edu>
10. SECRET SERVICE
<http://www.secretservice.gov/index.shtml>
11. UNITED STATES FIRE ADMINISTRATION
<http://www.usfa.fema.gov>
12. WINONA COMMUNITY MEMORIAL HOSPITAL
<http://www.winonahealthonline.org>
13. WINONA STATE UNIVERSITY SECURITY
<http://www.winona.edu/security.htm>



WSU STAGING AREAS
West Campus (Lourdes, maria, Tau)



WSU STAGING AREAS
Main Campus & Wabasha Hall

