The logo of Youngstown State University, featuring a large, stylized 'Y' in red with a grey outline, set against a white background.

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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STATE UNIVERSITY**

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RECORD OF CHANGES

Description	Made By	Date
Base Plan updated	W. Rogner	1/1/2020
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Infectious Disease/Epidemic dates updated to reflect COVID-19 pandemic.	W. Rogner	5/15/2020
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1 Purpose, Scope, Situation, Assumptions

1.1 Youngstown State University Base Plan Overview

The Youngstown State University CEMP (Comprehensive Emergency Management Plan), (or also referred to as an EOP or Emergency Operations Plan) is a framework for coordinated response to emergencies and disasters. This plan provides a temporary incident management structure for all emergency operations, but does not include, specific procedures for safety or hazard material response.

The structure set forth in this plan is flexible and may expand or contract as the situation warrants. This plan is based on a worse-case scenario and provides for the critical functions and roles of the University during an emergency response.

The CEMP is an “all-hazards” document and contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency. This plan, therefore, does not address all unique conditions that may result from a particular hazard or event.

This plan is based on the National Incident Management System and the Incident Command System, a management structure adopted throughout the U.S. and international communities. It also stems from Mahoning County Emergency Management, State of Ohio Emergency Management, and National Response Frameworks. Accordingly, this plan’s approach to emergency management is rooted in a four-phase structure where the phases of mitigation, preparedness, response, and recovery each contain a critical University procedure for emergencies.

This is the overall plan for Youngstown State University, but may not address specific needs for all campus entities. Departments, colleges, and schools are encouraged to develop any additional emergency procedures as required that are consistent with this plan.

1.2 Purpose

The purpose of the Youngstown State University CEMP is to develop, implement and maintain a comprehensive emergency management program for natural and man-made emergencies and disasters. This plan predetermines, to the extent possible, the responsibilities and activities of University personnel and their response to emergencies and disasters that may strike. This plan outlines activities for responding to and protecting students, staff, faculty, and visitors from the effects of emergencies and disasters.

The goal is to reduce the vulnerability of the University to emergencies and disaster, to save lives, and protect property by developing emergency capabilities that mitigate the effects of, prepare for, respond to and recover from any emergency or disaster that could affect the University or general Youngtown area.

1.3 Authorities

- **Federal**
 - National Incident Management System
 - National Response Framework
 - HSPD-3; Homeland Security Advisory System
 - HSPD-5; Management of Domestic Incidents
 - Homeland Security Act 2002
 - Hazardous Waste Operations and Emergency Response, 29 CFR 1910.120
 - Emergency Management and Assistance, 44 CFR
 - RT Stafford Disaster Relief & Emergency Assistance Act, 42 USC § 5121
- **State of Ohio**
 - Ohio Revised Code 3345.21; Board of Trustees to maintain law and order on campus- administration and enforcement of rules.
 - Ohio Revised Code 3345.24; Duty and authority of college administrators.
 - Ohio Revised Code 3345.26; Board of Trustees or University President may declare state of emergency.
- **University Policy**
 - University Health and Safety; 3356-4-10.
 - Emergency Response; 3356-4-20.

1.4 Scope

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

- Events: Planned occurrences that require resources greater than customary daily staffing to ensure the safety and wellbeing of participants, and the coordination of these resources to ensure a safe outcome. This includes commencements, lectures, large gatherings, football games.
- Incidents: an event that is natural, technological, or man-made, that requires a response to protect life, property, or the environment. This includes terrorist attacks, civil unrest, floods, hazardous materials spill, tornados, public health emergencies, etc. There are two types of incidents:
 - Emergencies: Any incident that requires responsive action to protect life or property.
 - Disasters: An occurrence of a natural catastrophe that has resulted in loss of life, multiple injuries, or severe property damage.

1.5 Situation

Youngstown State University is vulnerable to many hazards. Each with varying degrees of likelihood, all of which have potential for disrupting University operations, creating casualties, or causing damage.

Youngstown State University is a 140 Acre Campus, with 48 buildings, roughly 12,000 students and over 2,000 employees. YSU is located in Mahoning County, in the northeast quadrant of the State of Ohio. Stark and Portage Counties border to the west, Trumbull County to the north, Lawrence County, Pennsylvania to the east, and Columbiana County to the south.

The Ohio Turnpike (Interstate 76 & 80) pass from the southeast corner of the county through the northeast corner of the county, Other major routes in the county include State Route 7, 11, 45, 46, 62, 164, 165, 170, 680, and 711; as well as U.S. Route 224 and 422. Rail lines are concentrated along the southern and eastern boundaries of the county.

1.5.1 Special University Populations

- **Campus community members with access and functional needs:** Emergency management involves consideration and preparedness for all individuals including those with special needs. Specific individual planning for those with special needs should be incorporated in the individual department/building emergency operation plans. During all emergency operations on campus, attention to those with special needs will be incorporated into all University and Department level operations, planning and response activities. The Campus Safety and Emergency Management Officer will meet with any individual who may need any assistance during an evacuation. The CSEM Officer will survey the areas, go over exit strategy and options, and create a tailored evacuation plan for the individual.

- **University Housing:** Most students commute to and from campus, however YSU has a portion of students living in one of the eleven on-campus residence halls. Many of these students rely on the University to provide meals. The continued need to provide housing and meals to a large number of campus community is considered during an emergency.
- **Children/Minors on Campus:** There is a day care and special needs school located in campus buildings. Special accommodations may need to be made for the children in this facility during an emergency.

1.6 Threat and Hazard Mitigation

Youngstown State University is exposed to many hazards. The following list identifies hazards as being particularly likely to impact campus:

- Fire/Explosion
- Medical Emergencies
- Hazardous Material Spills
- Severe Weather
- Transportation Accident
- Threat of Violence/Violence
- Campus Building Emergencies
- Interpersonal Emergencies
- Cyber Attack
- Technological Disruption
- Pandemic

1.6.1 Threat and Mitigation Overview

1.6.1.1 Severe Weather

Thunderstorm/Lightning/Hail: Severe weather is a hazard that can affect all areas and jurisdictions of the county. Mahoning, as well as surrounding counties and states, is at similar risk of exposure to these types of severe summer weather events. Severe summer weather events have the potential of lasting seconds (i.e., lightning), a few minutes (i.e., tornadoes), several hours (i.e., thunderstorms, hailstorms, etc.), or even days (i.e., high winds).

Severe Wind/Tornado: In general, all areas in the county are equally at risk to severe wind and tornadoes even though tornadoes are localized events. Wind events typically span several counties and states at the same time, for varying durations.

Severe Winter Storm: Generally, severe winter weather will affect all counties across the region very similarly. Winter weather can encompass several jurisdictions, counties, and states at the same time for varying durations and severity.

Drought: In Mahoning County, there have been no disaster declarations due to drought conditions, therefore, it is necessary to seek alternative sources of information for potential losses. The USDA keeps data about agriculture through the 5-year censuses; the following table outlines the number

of farms in Mahoning County at every past census year since 1997 as well as the harvested cropland. As described above, there have been moderate or severe droughts in 2001, 2002, 2007, 2016, and 2016. The data suggests that even though there were two droughts between the census years of 1997 and 2002, there was still a 4% increase in the number of harvested acres in the county. Between 2002 and 2007 there was a decrease in the percentage of harvested cropland in the county, but since there were no drought conditions, this decline cannot be attributed to drought.

Earthquake: Ohio is located on the periphery of the New Madrid Seismic Zone, an area in Missouri and adjacent states that was the site of the largest earthquake sequence to occur in historical times in the continental United States. Earthquake activity in Mahoning County would probably stem from an event along the Smith Township Fault, which crosses Smith Township in western Mahoning County. Three other faults lie nearby in adjacent counties. The Suffield Fault System lies to the west in Portage County. The Highlandtown Fault and the Pittsburgh-Washington Cross Strike Structural Discontinuity lies to the south in Columbiana County. There is also a major fault located under Lake Erie to the north of Mahoning County.

Floods: Mahoning County's largest watershed, the Mahoning River, drains the majority of the county via a number of creeks including; Mill Creek, Meander Creek, Mosquito Creek, Crab Creek, and Yellow Creek. The basin drains from southwest to northeast in the western part of the county, and from northwest to southeast in the eastern part. After crossing the Pennsylvania border, the Mahoning River flows southeast and joins the Beaver River, which flows into the Ohio River. Some of the southern townships of Mahoning County are drained by the Little Beaver Creek basin via Beaver Creek (Middle Fork), East Branch, Cherry Valley, Honey Creek, North Fork, and Bull Creek. The county contains approximately 446 linear miles of major streams and rivers.

Extreme Temperatures: Extreme temperatures, hot and cold, affect each jurisdiction within Mahoning County equally. Though the temperatures may vary slightly from day to day, the overall average of all the county's temperatures and susceptibility to extremes is very similar. Urban areas can experience the heat island effect; this effect occurs on the surface and in the atmosphere. Dry surfaces exposed to the sun such as pavement and roofs can reach temperatures of 50-90° hotter than the air, while more rural areas maintain surface temperatures similar to those of the air (EPA, n.d.).

1.6.1.2 Technological or Man Made

Dam Failure: There have been zero historical dam failures in Mahoning County; consequently, the average loss to be expected based on past occurrences would be \$0. However, if a dam or levee failed, the damages would amount to the sum of the cost to replace the dam or levee and losses of property from the failure. There are 24 dams in Mahoning County, according to the Ohio Department of Natural Resources (ODNR), Division of Soil & Water Resources – Dam Safety and the National Inventory of Dams. Of these, seven are Class I, six are Class II, and 11 are Class III. Per the United States Army Corps of Engineers National Levee Database, there are no levees in Mahoning County. Mahoning County contains dams that could present the possibility of significant flood damage to the residents and businesses located near or downstream from the dams. In many cases, the dams are less than five miles away from the nearest community. Berlin Lake Dam and the Lake Milton Dam are located in the western portion of the county and would

have a significant impact on the Village of Craig Beach if either of them were to fail. Several segments of key transportation infrastructure could also be affected by a failure of any one of the seven class I dams.

Hazardous Materials: (On Campus): Various quantities of chemical, and biohazard materials are used for teaching and research, facilities maintenance, academic support, and general campus operations. These materials are stored and used according to State and Federal regulations.

Fire: A large majority of campus buildings are equipped with auto sprinklers that will discharge upon sensing heat. All campus buildings follow mandated fire codes pertaining to building materials.

Threat of Violence/Violence: Due to the high unpredictability of violent acts, any location could be a target of an attack. The extent of damages or impact from an attack is also unpredictable. However, there may be areas or types of locations that may be more prone to attacks. For example, based on the information for Ohio, five incidents of active shooters have been in educational facilities, four at commerce locations or places of business, and one at a residence. This indicates that shootings occur more often in educational institutions and places of business.

Utility Failure: The majority of campus buildings have backup generators that will provide basic lighting and amenities. Some buildings have high capacity generators that provide full electrical service in the event of a grid failure.

Disorderly Crowd/Civil Unrest: Given that the campus is a public forum, there are individuals who exercise their right to free speech. This can lead to protests and violent outbursts depending on the topic or issue. The University has diligent law enforcement that are sensitive to and familiar with policing a campus environment. The majority of disturbances are minor and rarely lead to violence or the need for law enforcement intervention.

1.6.1.3 Infectious Disease/Epidemic

An epidemic refers to an increase, often sudden, in the number of cases of a disease, above what is normally expected in that population in that area. Epidemics occur when an agent and susceptible hosts are present in adequate numbers, and the agent can be effectively conveyed from a source to the host. (Mahoning County Hazard Mitigation Plan).

A Pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people.

The Mahoning County Board of Health closely monitors infectious diseases that occur or have occurred in the area. Similarly, University health services also monitor cases of certain illnesses that present among students including influenza and mumps.

Pandemic influenza, or a global outbreak of a new virus, could also impact the University. The impact of a pandemic could be significant, but the occurrence of such an outbreak cannot be predicted with certainty.

Pandemic Influenza is a significant and recurring risk to the University. Also known as the “flu”, this disease infects the respiratory tract (nose, throat, and lungs). Influenza usually comes on suddenly and may include fever, headache, dry cough, sore throat, and nasal congestion. Although the seasonal flu is not usually fatal, complications can arise.

Seasonal Flu	Pandemic Flu
Follow predictable seasonal patterns. They occur annually, usually in winter.	Occurs rarely. (Last occurrence was 3/11/2020, the WHO declared this as the COVID-19 pandemic of 2019)
Usually some immunity built up from previous exposure.	No previous exposure, little or no pre-existing immunity.
Healthy adults usually not at risk. The very young, elderly, and those with underlying health conditions at an increased risk for complications.	Healthy people may be at increased risk for serious complications.
Health providers can usually meet public and patient needs.	Health providers may be overwhelmed with cases.
Vaccine development based on known flu strains and available for annual flu season.	Vaccine most likely not available in early stages of the pandemic.
Adequate supplies of antivirals are usually available.	Antivirals may be in limited supply.
Average U.S. deaths since 1975 range from 3,000 to as high as 49,000 per year.	Number of deaths could be quite high.
Symptoms: fever, cough, nasal drip, muscle pain. Deaths arise from complications such as pneumonia.	Symptoms may be severe and complications more frequent.
Generally, cause a modest impact on society (possible school closing, work force reduction).	Major impact on society (wide spread travel restrictions).
Manageable impact on domestic and world economy.	Potential for severe impact on domestic and world economy.

The World Health Organization (WHO) and the Center for Disease Control (CDC) defined pandemic preparedness and response framework to include phases and intervals of pandemic activity. The following table illustrates these phases.

World Health Organization phases	CDC intervals	Federal indicators for CDC intervals	State/Local indicators for CDC intervals
Pandemic Phase: Global spread of human influenza caused by new subtype.	Initiation: Initiation of a pandemic wave.	Confirmation of human cases of a pandemic influenza virus anywhere in the world with demonstrated efficient and sustained human-to-human transmission.	Confirmation of human cases of a pandemic influenza virus in the U.S. with demonstrated efficient and sustained human-to-human transmission.
	Acceleration: Acceleration of a pandemic wave.	Consistently increasing rate of pandemic influenza cases identified in the U.S., indicating established transmission.	Consistently increasing rate of pandemic influenza cases identified in the State, indicating established transmission.
	Deceleration: Deceleration of a pandemic wave.	Consistently decreasing rate of pandemic influenza cases in the U.S.	Consistently decreasing rate of pandemic influenza cases in the State.
Transition Phase: Reduction in global risk, reduction in response activities, or progression toward recovery actions.	Preparation: Preparation for future pandemic waves low pandemic influenza activity but continued outbreaks possible in some jurisdictions.	Low pandemic influenza activity but continued outbreaks possible in some jurisdictions.	Low pandemic influenza activity but continued outbreaks possible in some jurisdictions, continued outbreaks possible in the State.

It is important to note that routine activities monitoring the onset and severity of seasonal influenza provide the baseline surveillance, epidemiology, and laboratory data that would detect the appearance of a novel influenza. Even with that identification, this does not ensure progression to the next interval (recognition); the virus might not demonstrate the potential for increased numbers of human illness, nor increased potential for ongoing human-to-human transmission.

1.6.2 Overall Hazard Assessment

	Probability of Occurrence			Impact on Public Safety			Impact on Property/Enviro		
Hazard	Low	Moderate	High	Low	Moderate	High	Low	Moderate	High
Fire									
Major	X				X				X
Minor		X		X				X	
Medical Emergency									
Disease		X				X	X		
Injury		X		X			X		
Poisoning	X			X			X		
Hazardous Materials Emergency									
Contained		X			X		X		
Transportation Accident									
Aircraft	X					X			X
Pedestrian		X				X	X		
Bicycle		X				X	X		
Automobile		X				X		X	
Evacuation									
Building		X			X			X	
Campus	X				X			X	
Weather Emergencies									
Ice			X		X			X	
Wind		X			X			X	
Water/Flood		X			X			X	
Heat	X				X			X	
Building Systems Outage									
Telephone	X				X			X	
Data Network	X				X			X	
Utility	X				X			X	
Security	X				X			X	
Structre Failure	X				X				X
Threat/Act of Violence									
Bomb Threat	X				X		X		
Riot	X				X			X	
Active Shooter		X				X		X	
Vandalism	X				X			X	
Hostage	X				X		X		
Interpersonal Threat									
Sexual Assault		X			X		X		
Stalking			X		X		X		
Relation Viol		X		X			X		
Missing Std	X			X			X		
St Ab Incident		X		X			X		
Suicide	X				X		X		

1.6.3 Hazard Mitigation Overview

Fire or Explosion		
Goals:	Objectives:	
1.) Protect all persons from injury and property from damage by fire or explosion.	Pre-Incident	1.) Develop evacuation plans.
		2.) Execute full evacuation drills.
		3.) Facilities conduct building checks.
	During Incident	1.) Account for all occupants if there is a fire or explosion
2.) Prevent a fire or explosion in all University Housing Facilities.	Pre-Incident	1.) Train staff and students on fire safety.
		2.) Execute full evacuation drills.
		3.) Store combustibles correctly.
	During Incident	1.) Account for all occupants if there is a fire or explosion
3.) Ensure that all fire life safety systems are fully operational.	Pre-Incident	1.) Monitor and respond to trouble alarms in the system.
		2.) Test the emergency alert systems.
		3.) Ensure building code is followed.
4.) Notify the campus and community in the event of a fire or explosion.	During Incident	1.) Execute crisis or emergency notification protocols.
		2.) Inform the campus community of the emergency.
		3.) Provide timely follow-up messages and instructions.
5.) Maintain Business/Academic Continuity.	During/Post Incident	1.) Support YSU student's academic progress at a alternate location.
		2.) Monitor systems to ensure business viability at YSU.

Medical Emergencies		
Goals:	Objectives:	
1.) Mitigate the impact of an infectious disease or communicable disease on campus.	Pre-Incident	1.) Implement infectious disease prevention program on campus.
		2.) Monitor all disease on campus.
	During Incident	1.) Coordinate clinical response with state, county, local authorities.
2.) Mitigate the impact of a major medical trauma on campus.	During Incident	1.) Assess nature and scope of event.
		2.) Identify available resources.
		3.) Triage/treat injured persons.
		4.) Coordinate clinical response and/or treatment with community responders.
3.) Mitigate the impact of a major chemical or biological release on campus.	During Incident	1.) Assess nature and scope of event.
		2.) Identify available resources.
		3.) Triage/treat injured persons.
		4.) Coordinate clinical response and/or treatment with community responders.
4.) Notify the campus and community in the event of a medical emergency.	During Incident	1.) Execute crisis or emergency notification protocols.
		2.) Inform the campus community of the emergency.
		3.) Provide timely follow-up messages and instructions.
5.) Maintain Business/Academic Continuity.	During/Post Incident	1.) Support YSU student's academic progress at a alternate location.
		2.) Monitor systems to ensure business viability at YSU.

Hazardous Material		
Goals:	Objectives:	
1.) Prevent hazardous materials emergencies in all University buildings.	Pre-Incident	1.) Appropriate handling training.
		2.) Minimize materials in buildings.
		3.) Perform appropriate safety inspections to identify areas of concern and address corrective action.
2.) Protect all persons on campus from injury and property from damage.	Pre-Incident	1.) Wear appropriate protective equipment when working with hazmat and utilize safe storage.
	During Incident	1.) Follow building plan evacuations.
		2.) Account for all persons.
3.) Provide necessary medical attention to those in need and provide response to minimize hazardous materials emergency.	During Incident	1.) Notify YFD, YSU EOHS, of any hazmat emergency.
		2.) Immediately begin first aid.
		3.) Respond to hazmat emergency to begin mitigation procedures.
4.) Notify the campus and community in the event of a Hazardous Materials emergency.	During Incident	1.) Execute crisis or emergency notification protocols.
		2.) Inform the campus community of the emergency.
		3.) Provide timely follow-up messages and instructions.
5.) Maintain Business/Academic Continuity.	During/Post Incident	1.) Support YSU student's academic progress at a alternate location.
		2.) Monitor systems to ensure business viability at YSU.

Transportation Accident		
Goals:	Objectives:	
1.) Reduce transportation accidents.	Pre-Incident	1.) Encourage alternate transportation.
		2.) Enforce traffic laws.
		3.) Re-evaluate transportation routes.
		4.) Plan alternate routes for emergency situations.
2.) Mitigate hazards.	Pre-Incident	1.) Maintain transportation surfaces.
		2.) Maintain parking surfaces/lots.
		3.) Ensure proper signage is visible.
		4.) Provide means to report hazardous surfaces and or conditions.
3.) Educate campus community regarding transportation rules and regulations.	Pre-Incident	1.) Provide easily accessible information to the campus community.
		2.) Participate in campus events.
		3.) Review and evaluate incident and accident reports.
4.) Notify the campus and community in the event of a Transportation Accident emergency.	During Incident	1.) Execute crisis or emergency notification protocols.
		2.) Inform the campus community of the emergency.
		3.) Provide timely follow-up messages and instructions.
5.) Maintain Business/Academic Continuity.	During/Post Incident	1.) Support YSU student's academic progress at a alternate location.
		2.) Monitor systems to ensure business viability at YSU.

Evacuation		
Goals:	Objectives:	
1.) Have current evacuation plans for all campus buildings and for campus.	Pre-Incident	1.) Create evacuations plans for campus departments, and for campus.
		2.) Schedule annula plan reviews, and update plans as needed.
2.) Preserve life and safety of building inhabitants.	Pre-Incident	1.) Have clear, concise language in plan.
		2.) Schedule evacuation drills.
		3.) Provide after action reviews.
3.) Campus community outreach and education.	Pre-Incident	1.) Provide training on emergency operation plans and procedures.
		2.) Serve as an information clearing house.
		3.) Attend relevant University events.
4.) Notify the campus and community in the event of an evacuation.	During Incident	1.) Execute crisis or emergency notification protocols.
		2.) Inform the campus community of the emergency.
		3.) Provide timely follow-up messages and instructions.
5.) Maintain Business/Academic Continuity.	During/Post Incident	1.) Support YSU student's academic progress at a alternate location.
		2.) Monitor systems to ensure business viability at YSU.

Weather Emergencies		
Goals:	Objectives:	
1.) Maintain situational awareness of weather conditions.	Pre-Incident	1.) Real time access to NWS Doppler weather data YSUPD Dispatch.
		2.) Maintain a weather update service (SkyGuard).
2.) Notify the campus and community in the event of a weather emergency.	During Incident	1.) Execute crisis or emergency notification protocols.
		2.) Inform the campus community of the emergency.
		3.) Provide timely follow-up messages and instructions.
3.) Maintain Business/Academic Continuity.	During/Post Incident	1.) Support YSU student's academic progress at a alternate location.
		2.) Monitor systems to ensure business viability at YSU.

Building System Emergencies		
Goals:	Objectives:	
1.) Maintain utility distribution.	Pre-Incident	1.) continue preventative maintenance.
		2.) Provide necessary expansion.
		3.) Partner with local jurisdiction.
2.) Secure operations.	Pre-Incident	1.) Utility rooms security.
		2.) Central Plant security.
		3.) Control room/control security.
3.) Provide skilled personnel.	Pre-Incident	1.) Hire engineers for complex problems.
		2.) Hire qualified personnel for skill set requirements.
		3.) Continued training and education.
4.) Notify the campus and community in the event of a building system emergency.	During Incident	1.) Execute crisis or emergency notification protocols.
		2.) Inform the campus community of the emergency.
		3.) Provide timely follow-up messages and instructions.
5.) Maintain Business/Academic Continuity.	During/Post Incident	1.) Support YSU student's academic progress at a alternate location.
		2.) Monitor systems to ensure business viability at YSU.

Threat/Act of Violence/Terrorism		
Goals:	Objectives:	
1.) Prevent an act of violence on campus.	Pre-Incident	1.) Maintain a intervention team (CARE Team).
		2.) Develop and provide training to the campus community.
2.) Prevent an act of terrorism on campus.	Pre-Incident	1.) Utilize fusion center resources.
		2.) Representation on Joint Task Force.
		3.) Harden prime University targets.
3.) Respond to an act of violence or terrorism on campus.	During Incident	1.) assess the nature and scope of the event.
		2.) Identify available resources.
		3.) YSUPD manages response and coordination with local responders.
4.) Notify the campus and community in the event of a credible threat/act of violence/terrorism emergency.	During Incident	1.) Execute crisis or emergency notification protocols.
		2.) Inform the campus community of the emergency.
		3.) Provide timely follow-up messages and instructions.
5.) Maintain Business/Academic Continuity.	During/Post Incident	1.) Support YSU student's academic progress at a alternate location.
		2.) Monitor systems to ensure business viability at YSU.

Interpersonal Emergencies		
Goals:	Objectives:	
1.) Mitigate the impact of interpersonal emergencies on campus.	Pre-Incident	1.) Educate the campus community on strategies to mitigate interpersonal em.
		2.) Inform the campus community on bystander intervention.
		3.) Inform about the resources available.
2.) Reduce the incidents of interpersonal emergencies on campus.	Pre-Incident	1.) Through education, shift the social norms related to interpersonal emerg.
		2.) Enforce policy related to interpersonal emergencies.
		3.) Review police related to int. emerg.
3.) Respond to interpersonal emergencies on campus.	During Incident	1.) Utilize reporting methods to report interpersonal emergencies.
		2.) Reports will be addressed according to Ohio law and University policy.
		3.) Provide outreach and support.
4.) Notify the campus and community in the event of an interpersonal emergency.	During Incident	1.) Execute crisis or emergency notification protocols.
		2.) Inform the campus community of the emergency.
		3.) Provide timely follow-up messages and instructions.
5.) Maintain Business/Academic Continuity.	During/Post Incident	1.) Support YSU student's academic progress at a alternate location.
		2.) Monitor systems to ensure business viability at YSU.

1.7 Planning Assumptions

- Emergencies and disasters may occur at any time, and without warning. Youngstown State University is capable of helping preserve life and property in an emergency or disaster by mobilizing personnel, equipment, supplies, and skills of internal departments, as well as private and public agencies and groups.
- Depending on the severity of the situation, the University may be able to endure effectively with the situation. However, if necessary, the University will request assistance available through, local, state, and federal resources as well as private sector organizations.
- Officials of Youngstown State University will closely communicate with one another regarding coordination of operations at all levels of the University and local government according to plans and procedures.
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone, and network.
- Emergency conditions that affect campus will likely affect the surrounding community, including the City of Youngstown.
- The University will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations on campus, through the campus EOC while the conditions exist.

2 Concept of Operations

2.1 University Responsibilities

The University is responsible for protecting life and property from the effects of emergencies or disasters that occur on campus. The University has the primary responsibility for management of emergencies or disasters that occur on campus or impact campus. The University is also responsible for coordinating amongst external agencies that also respond to emergencies or disasters on campus.

The University's top priorities during an emergency are to:

- Protect the lives, health and safety of students, faculty, staff, visitors, and emergency responders.
- Protect University property, protect State of Ohio property, and mitigate damage to the University or State property.
- Protect the environment of the University, and its natural resources.
- Restore University operations.
- Coordinate among appropriate stakeholders.
- Facilitate the recovery of University individuals.

The YSU Police Department is the designated emergency response department for the University and is empowered with the authority to administer the emergency management program. The Campus Safety and Emergency Management Officer is designated is the individual with the authority to execute the emergency management program.

The Campus Safety and Emergency Management Officer is responsible for developing and maintaining University-Level general emergency plans, Department Emergency Operations Plans, managing the emergency operations center, and coordinating preparedness activities, including training and exercises.

The ERT (Emergency Response Team) functions as the advisory committee for the emergency management program and provides coordinated input by stakeholders in the preparation, implementation, evaluation, and revision of the program.

2.2 Phases of Emergency Management

The University is responsible for conducting emergency management activities before, during, and after an emergency. This management is done through the following phases of emergency management.

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

- **Preparedness:** Preparedness actions involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing specific plans for delivering capabilities when needed for an incident. These activities include:
 - Emergency planning, including maintaining this plan, its annexes, and associated procedures.
 - Providing emergency equipment and facilities.
 - Conducting or arranging appropriate training for emergency responders, emergency management personnel, and University officials.
 - Conducting periodic drills and exercises to test emergency plans and training.

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

- **Recovery:** If an emergency occurs, the University will carry out a recovery program that includes both short- and long-term operations. Recovery includes the development, coordination, and execution of services and site restoration, the reconstitution of operations and services; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

2.3 Emergency Response Activation

Emergency response detailed within this plan will be activated in accordance with needs, available resources, and the declared readiness level.

The authority to declare an emergency lies within the authority of:

- University President

The plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Coordinate communications.
- Prevent damage to the environment, systems, and property.
- Provide essential services.
- Temporarily assign University staff to perform emergency work.
- Invoke emergency authorization to procure and allocate resources.

Activation of emergency response will include the establishment of an Incident Command System. Depending upon the nature of the emergency of the disaster, certain emergency functions may not be activated or may be activated after the initial response has already begun. The University will only activate those functions that are required, although the plan does allow for activation of all functions in the event of a worst-case scenario. The Incident commander/Unified Command will determine what functions need to be activated.

2.4 Readiness and Activation

There is a four-level system the University will follow to describe the different levels of readiness and emergency response activation. The system allows for a build-up period during which actions can be taken to establish a state of maximum readiness.

Level	Definition	Description
4	Normal	No significant emergency is present, business as usual. This is the default level of readiness and activation for the University.
3	Increased Readiness	A higher than normal level of readiness is warranted because of increased vulnerability to a specific hazard. Actions may include developing coordination meetings or conference calls as well as increased threat monitoring. The EOC typically is not activated.
2	Partial Activation	An emergency has occurred that requires the University to respond. Coordination between University departments is required and some external agencies may also be involved. The University has most if not all of the resources required to respond to the event. The EOC is partially activated.
1	Full Activation	An emergency has occurred that requires the University to respond. Required resources generally exceed the University's capacity and requires assistance from local or regional partners. Involves multiple University departments and outside agencies. Response operations may also be sustained over multiple operational periods and normal operations may be suspended. The EOC is fully activated.

3 Direction, Control, and Coordination

The University has adopted the Incident Command System (ICS) and the National Incident Management System (NIMS) to manage major events, emergencies, and disasters.

3.1 Continuity of University Leadership

The President of the University is the chief administrative officer and is responsible for developing and administering plans and policies for Youngstown State University. The following succession order will be adhered to:

- University President
- Provost or Senior Vice President
- Vice President of Finance Business Operations

The Chief of the YSU Police Department is responsible for overseeing police and routine safety operations. The following succession order will be adhered to:

- Chief of YSU Police
- Lieutenants of YSU Police
- Sergeants of YSU Police

Other departments and administrative units are encouraged to develop succession orders as well, particularly if their function involves emergency response.

3.2 Organization

3.2.1 Emergency Resource Team

The Emergency Resource Team (ERT) is a group of university officials with responsibilities involving the Preparation and Mitigation Phases of emergency management. The ERT is a key factor in formulating, and leading the campus response to preparation for an emergency.

The following university officials comprise the Youngstown Campus ERT:

- Associate Vice President University Facilities
- Chief, YSU Police
- University Public Information Officer
- Director, Environmental and Occupational Health and Safety
- Assistant Director Marketing and Communications
- Associate Vice President Information Technology
- Campus Safety Officer

The ERT coordinates the emergency planning activities for the Youngstown State University. Planning activities include:

- Meet at least once per semester to discuss issues and facilitate planning.
- Make recommendations for changes to this document, department emergency plans or University Policy.
- Develop and maintain effective relationships with safety, health, and emergency management partners external to the Campus.

3.2.2 Incident Command

Once the initial call is received, the first responding personnel on scene assume the incident command until transferred to appropriate personnel able to take command. The Incident Commander (IC) is responsible for establishing an Incident Command Post (ICP) in a safe on scene location and making the location easily identifiable to response personnel. The IC will determine the additional resources needed to complete the command structure and make assignments accordingly.

The IC is responsible for gathering essential information and assess immediate risks posed by the incident. If needed, the IC will call dispatch to request additional resources. In any serious incident, the Youngstown City Police and Youngstown City Fire Departments should be notified immediately.

See Functional Annex FA-A for more information on direction, control, and coordination.

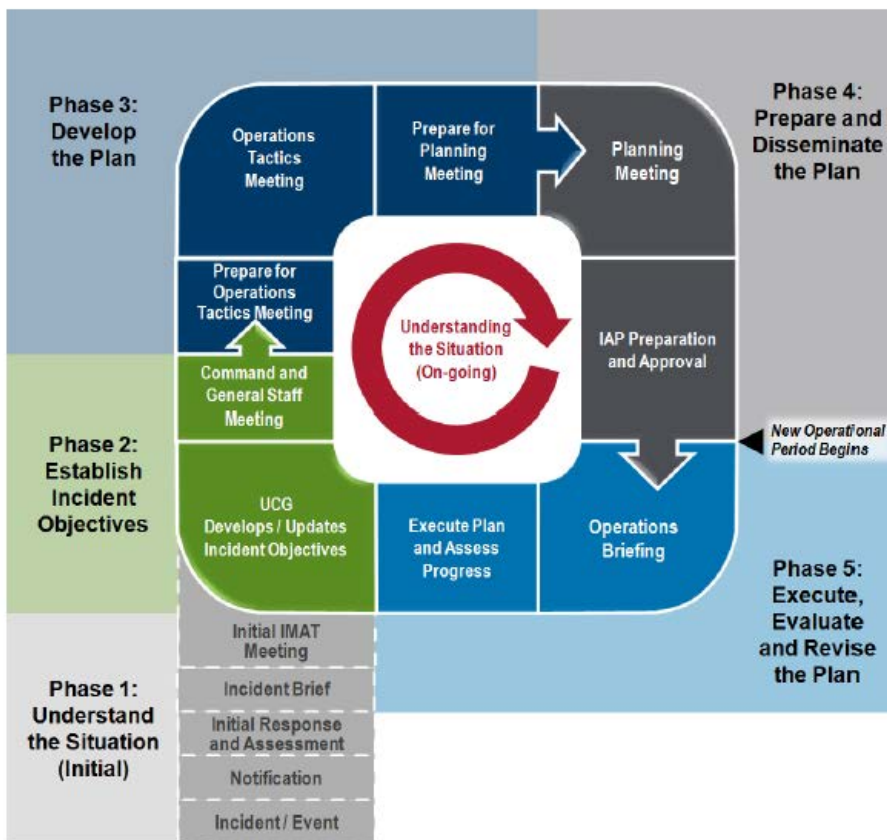
For Emergencies that are more serious, complex, and/or have extended duration, there will be an oral or written Incident Action Plan (IAP) completed by the Incident Commander. The purpose of the IAP is to provide a coherent means to identify and communicate the overall incident objectives and priorities to key supervisors. Essential elements of the IAP are:

- A statement of objectives appropriate to the overall incident.
- A description of the ICS structure and persons responsible for each component.
- A statement of strategies and tactics to be employed.
- The identification of supporting resources needed.

3.2.3 Operational Cycles

The systematic operation of the response requires a repetitive schedule to promote internal and external continuity during and following staffing transition. Situational reports provide a common operating picture and will be given during each operational period to inform staff of the current situation and response actions.

The following illustrates a typical initial response and work cycle. The descriptions that follow assume a standard 12-hour operational period.



Initial Objectives: During the initial response, the Incident Commander/Unified Commander will meet to develop incident objectives that address the entire course of the incident.

Operations Meeting: Each operational period includes an Operations Meeting designed to ensure that tactics are in line with the objectives developed by the Incident Commander/Unified Commander. Each Section Chief should participate in the meeting to lay the foundation for a concise and focused planning meeting.

Planning Meeting: The planning meeting provides the Incident Commander/Unified Commander with an overview of the tactical plan to achieve the objectives set during the initial objectives meeting. After review and updates are made by the command and general staff, the meeting attendees commit to support the plan.

Incident Action Plan: The IAP is developed under the planning section chief immediately following the planning meeting. The IAP is the central tool for conveying planning and operational instructions on-scene because it provides a clear statement of objectives and actions, a basis for measuring work effectiveness and progress, and a record of accountability during the next operational period. See section 3.3 on IAP's for more information.

Operational Briefing: Each operational period should begin with an operations briefing. The briefing presents the IAP for the upcoming period oncoming supervisors within the Operations Section.

3.2.4 Emergency Operations Center

Upon activation, incident staff will report to the Emergency Operations Center (EOC), located within the YSU Police building. If this location is unsafe or otherwise inaccessible, the staff will assemble in Melnick Hall in the WYSU-FM offices are located. The University President or Chief of YSU Police may activate the EOC. The EOC is typically activated via the PenguinAlert.

The EOC brings together decision makers to coordinate the flow of information and the development of response strategies. All organizations involved in responding to the emergency should provide a representative in the EOC. The general responsibilities of the University's EOC are to:

- Assemble accurate information on the emergency situation and current resource data to allow on-scene officials to make informed decisions on courses of action.
- Determine and prioritize required response actions and coordinate their implementation, working with representatives of emergency services.
- Provide resource support for emergency operations.
- Organize and activate large-scale evacuation and mass care operations.
- Provide emergency information to the public.

The EOC will also coordinate with the Mahoning County Emergency Management Agency as necessary.

The Campus Safety Officer maintains an EOC guidebook with detailed information regarding EOC procedures, and position-specific roles and responsibilities.

3.2.4.1 *Command and General Staff*

The University fills the following positions within the command and general staff, depending on the nature of the emergency and readiness level.

Position	University Staff Title	Roles and Responsibilities
EOC Manager	Campus Safety Officer	Overseeing the Emergency Operations Center.
Public Information Officer	University PIO	Advises the Incident Commander on information dissemination and media relations, obtains information from and provides information to the planning section, and obtains information from and provides information to the community and media.
Liaison Officer	Campus Safety Officer/ Incident dependent	Assists the Incident Commander by serving as a point of contact for agency representatives who are helping to support the operation and provides briefings to and answers questions from supporting agencies.
Safety Officer	Director EOHS	Advises the Incident Commander on issues regarding incident safety and works with the Operations Section to ensure the safety of field personnel.
Operations Section Chief	YSU Police Chief	Manages all tactical operations at an incident.
Planning Section Chief	YSU Police Lieutenant/Incident dependent	Provides planning services for the incident including collecting situational resources status information, evaluating it, and processing it for use in the incident action plan.
Logistics Section Chief	AVP University Facilities	Provides all incident support needs.
Finance/Administration Section Chief	VP President of Finance/ Incident dependent	Manages all financial aspects of an incident.

In addition to the positions noted above, the University staffs the appropriate branches within each of the above sections, as dictated by the nature of the emergency.

3.3 Incident Action Plan

Every response to an incident must have an oral or written action plan. The purpose of an action plan is to provide all incident supervisory personnel with directions and guidelines for their actions. Action plans that include the measurable, tactical operations to be achieved are always prepared around a time frame called an operational period.

The standard operational period that the University uses is 12 hours long. Based on the specific needs of the emergency response, the actual operational period may vary. The operational period will be noted in the incident action plan. The Incident Commander, or designee, will determine the operational period length. The planning of an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins.

Large incidents, which involve a partial or full activation of the ICS organization, should have written incident action plans. Emergencies with multiple operational periods should also have written incident action plans to ensure continuity. The decision to have a written action plan will be made by the Incident Commander. The essential elements in any written or oral incident action plan are:

- **Statement of Objectives:** A list or outline of objectives that are appropriate to the overall incident.
- **Organization:** A description of what parts of the ICS organization will be in place for each operational period.
- **Assignments to Accomplish the Objectives:** A list or outline of assignments, which are normally prepared for each division or group and include the strategy, tactics, and resources to be used.
- **Supporting Material:** A list or guide to additional documents, which may include, for example, a map of the incident, communications plan, medical plan, traffic plan, etc.

In general, the Planning Section Chief is responsible for the development of written Incident Action Plans. Unless otherwise warranted, the Planning Section will use FEMA ICS Forms to develop the plan. The incident action plan must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the operational period, or by both methods.

3.4 Emergency Support Functions

The University relies on Emergency Support Functions to carry out emergency operations. Most functions are staffed by the University, but some, such as #4 Firefighting, rely on outside agencies to act as the primary responding agency.

Not all emergency support functions are activated at all times during an incident. ESFs may or may not be activated or deactivated based on the nature of the emergency and changing response needs.

ESF annexes detailing contact information, responding agencies, roles, responsibilities, and tasks are part of the Support Function Annex to this plan.

The Emergency Support functions are defined as:

ESF #1 – Transportation: Aviation/airspace management and control; transportation safety; restoration/recovery of transportation infrastructure; movement restrictions; damage and impact assessment.

ESF #2 – Communications: Coordination with telecommunications and information technology industries; restoration and repair of telecommunications infrastructure; protection, restoration, and sustainment of cyber and information technology resources; oversight of communications within the Federal incident management and response structures.

ESF #3 – Public Works and Engineering: Infrastructure protection and emergency repair; infrastructure restoration; engineering services and construction management; emergency contracting support for life-saving and life-sustaining services.

ESF #4 – Firefighting: Coordination of firefighting activities.

ESF #5 – Emergency Management: Coordination of incident management and response efforts; issuance of mission assignments; resource and human capital; incident action planning; financial management.

ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services: Mass care; emergency assistance; disaster housing; human services.

ESF #7 – Logistics Management and Resource Support: Comprehensive, national incident logistics planning, management, and sustainment capability; resource support (facility space, office equipment and supplies, contracting services, etc.).

ESF #8 – Public Health and Medical Services: Public Health; medical; mental health services; mass fatality management.

ESF #9 – Search and Rescue: Life-saving assistance; search and rescue operations.

ESF #10 – Oil and Hazardous Materials Response: Oil and hazardous materials (chemical, biological, radiological, etc.) response; environmental short- and long-term cleanup.

ESF #11 – Agriculture and Natural Resources: Nutrition assistance; animal and plant disease and pest response; food safety and security; natural and cultural resources and historic properties protection and restoration.

ESF #12 – Energy: Energy infrastructure assessment, repair, and restoration; energy industry utilities coordination.

ESF #13 – Public Safety and Security: Facility and resource security; security planning and technical resource assistance; public safety and security support; support to access, traffic, and crowd control.

ESF #14 – Long-Term Community Recovery: Social and economic community impact assessment; long-term community recovery assistance and review of mitigation program implementation.

ESF #15 – External Affairs: Emergency public information and protective action guidance; media and community relations.

Youngstown State University uses the following ESFs:

ESF #	Function	University Department/Partner Agency
1	Transportation	YSU Parking Services
2	Communications	YSU Information Technology Services
3	Public Works	YSU Facilities; YSU Central Plant
4	Firefighting	Youngstown City Fire Department
5	Emergency Management	University Campus Safety Emergency Management Officer/Mahoning County Emergency Management
6	Mass Care, Housing	YSU Housing and Residence Life/Mercy Health Student Clinic
7	Logistics	YSU Facilities
8	Public Health	YSU Counseling Services/Mercy Health Student Clinic
9	Search and Rescue	Youngstown City Fire Department/YSU Facilities; YSU EOHS
10	Hazardous Materials	YSU EOHS/Youngstown City Fire Department
12	Energy	YSU Facilities; YSU Central Plant
13	Public Safety	YSU Police Department
15	External Affairs	YSU University Relations

3.5 University Resources and Resource Allocation

During emergency operations, department heads will retain administrative and policy control over their employees, supplies, and equipment. The Incident Commander/Unified Command may request and direct the resources of other departments to carry out response operations.

If resource needs exceed the capacity of the University, the University may request assistance from other jurisdictions, organized volunteer groups, or the state.

All external assistance furnished to the University is intended to supplement University resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

4 Communications

Rapid and timely communication of information to the University public during emergencies is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents.

4.1 Emergency Alerting Systems and Notifications

Youngstown State University employs the following communication tools to notify the campus community of an emergency:

- **Penguin Alert:** This platform is used for mass notification and to notify response personnel. Emergency notifications and instructions are sent via text messages and e-mails.
- **Campus Wide Paging and Siren:** Indoor and outdoor speakers are located throughout the campus in order to alert persons on campus of an emergency that necessitates action.
- **University Recorded Message Line:** (330) 941-2222 or 2222 from a telephone in the campus network. This number provides a recorded message about emergencies on campus.
- **WYSU-FM:** WYSU-FM is the official radio station of the University. The station will broadcast emergency information on 88.1 FM.

4.2 Emergency Alert and Notification Matrix

The appropriate communication methods will vary based on the nature of the emergency. The matrix below gives a basic guideline for the use of certain communication methods. See the Crisis Communication Annex for more information.

Advisory/Negligible Threat	An advisory to the YSU Campus community that an incident is being responded to by emergency authorities, but is not disruptive to the entire campus. This could be minor fire emergencies, network outages, minor utility problems, etc.		
	Notification/Method	Who Initiates	Frequency
	Area of Interest Notification	University Relations	Once
	Significant Incident Notification	University Relations/YSUPD	Once
Timely Warnings (Clery)	Warning to the YSU campus community that certain crimes have occurred or tips that will aid in the prevention of similar crimes or incidents. Timely Warnings will be sent for all Clery Crimes that occur in the defined Clery Geography. See the Clery Reporting manual for a complete list of crimes, definitions, and geography.		
	Notification/Method	Who Initiates	Frequency
	Timely Warnings/PenguinAlert/Paging	YSUPD Command	Once
	Timely Warnings/PenguinAlert	University Relations	Once
Emergency Notification (Clery)	Notification to the campus community that a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus. This could include weather emergency, gas leak, hazardous material incident, campus or building evacuation, etc. This is also a Clery requirement.		
	Notification/Method	Who Initiates	Frequency
	Emergency Notification/PenguinAlert/Paging	YSUPD Command	Initial/Updates
	Emergency Notification/PenguinAlert	University Relations	Initial/Updates

4.3 Communications Systems (Portable/Mobile)

Youngstown State University Police operate on the Mahoning County Joint Public Safety Radio System. The system is a digital Project 25 Phase I, APCO-25 Common Air Interface Exclusive System. The YSUPD are allocated 3 talk groups with digital encryption capabilities. The system is interoperable with all Mahoning County police, fire, and emergency management agencies.

See the Annex regarding communications for more information.

5 Administration, Finance, and Logistics

5.1 Contracts and MOUs

Should University resources prove to be inadequate during an emergency; requests will be made for assistance from local jurisdictions, and other agencies in accordance with existing mutual aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

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

5.2 Records

Each department that participates in an emergency response is responsible for maintaining any records generated during that response pursuant to the University Record Retention Schedule.

6 Plan Development and Maintenance

6.1 Development

The Campus Safety Officer is responsible for the development and maintenance of the CEMP with support from the Emergency Resource Team. The team provides general oversight for the planning process and meets to discuss and address emergency preparedness, response, and recovery issues. The plan also goes through continuous ongoing changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in the plan.

6.2 Distribution

Upon approval and promulgation, the Campus Safety Officer will notify the University community of this document, and make portions either in whole or in part; available for review by individuals requesting it or through a website link. Distribution will occur via the Campus Safety Officer and will be tracked and controlled in order to preserve sensitive programmatic or operational information contained within this plan and attached annexes and appendices.

7 Exercises, and Training

7.1 Exercises

Drills are an essential part of the Youngtown State University Emergency Operation Plan. The Campus Safety Officer will coordinate exercises. Table top exercises will be conducted once per year. Full scale exercises will be conducted on a three-year cycle. The table top exercises will be offered to departments and senior leadership, as requested. Local response partners will be included in the full-scale exercises as available or interested.