

Emergency Plans for Extension Offices

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Extension Emergency Plans

Today's session:

- Outline procedures and information that could be used by faculty and staff in the event of an emergency.
- Review emergency planning resources from Nebraska Extension and Missouri Extension



"Tornado Shelter" by [what](#) is marked with [CC BY-NC-SA 2.0](#).

Extension Emergency Plans

Steps of Emergency Management

- Prevention
- Mitigation
- Preparedness
- Response
- Recovery



Extension Emergency Plans

PREVENTION

- Actions taken to avoid an incident or stopping an incident from occurring.
 - Security Cameras
 - Cybersecurity
 - Biosecurity
 - Signage

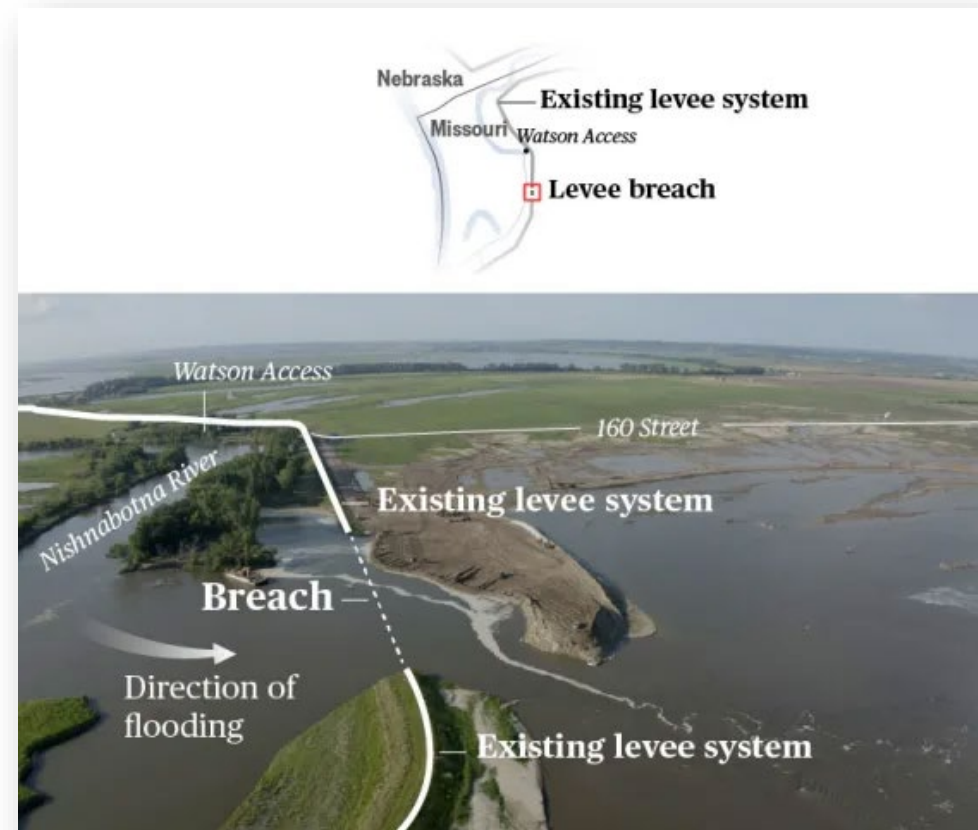


PSEP file photo

Extension Emergency Plans

MITIGATION

- Measures that prevent an emergency,
- Reduce the damaging effects of unavoidable emergencies.
 - Example: levees

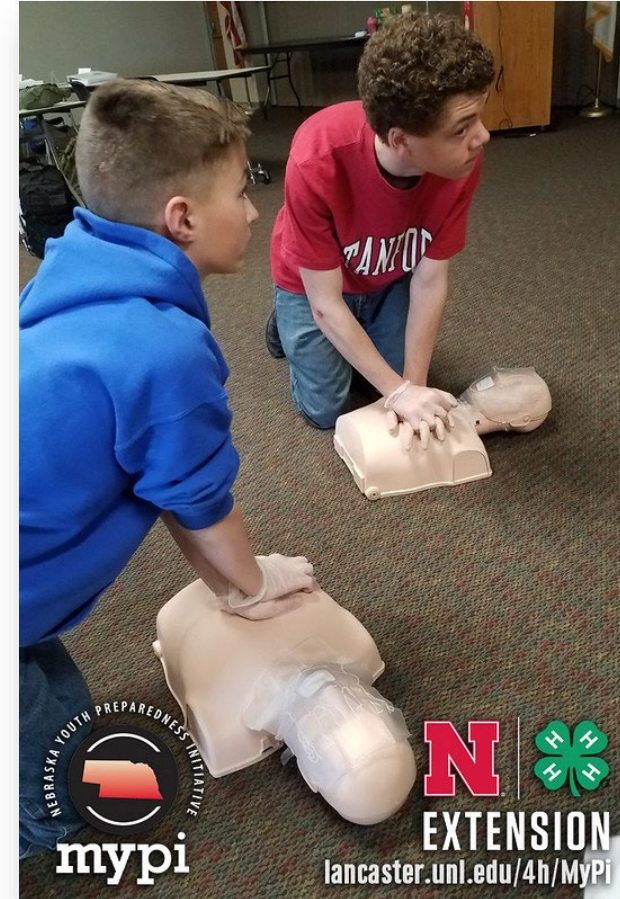


Jiachuan Wu. Retrieved from <https://www.nbcnews.com/news/us-news/flooded-out-farmers-find-work-rebuilding-levees-failed-them-n1041436>

Extension Emergency Plans

PREPAREDNESS

- Activities that increase our ability to respond to a disaster
- Planning, training, testing, education messaging
 - Emergency Plans
 - Providing education & resources
 - Testing plans



Extension Emergency Plans

RESPONSE

- Immediate actions before, during, and following a hazard impact.
- What is Extension's role, if any, during immediate response?



Extension Emergency Plans

RECOVERY

- Restoration of basic services, repair of damage.
- Return to a new normal.



Extension Emergency Plans

Nebraska Extension Emergency Action Plans

- Extension offices/units are encouraged to review their EAP annually or when there is a change (staffing, building, resources).
- The EAP outlines procedures and information that could be used by staff in the event of an emergency.

Nebraska Extension
[County Name] County Office Emergency Action Plan

Facility Name: [Here]

Facility Address: [Here]

Date Updated: [Here]

Engagement Zone [#]

1. Overview – This is the [County Name] County Office Emergency Action Plan
 [In this section, describe the office: city, how many individuals office here, affiliations to county government/other agency who owns the building, etc.]

2. Office Description
 [In this section, describe the office: location/address, affiliation with another entity, how to access the office, office/building entries/exits, etc.]

3. Building Emergency Action Personnel
 Nebraska Extension and the University of Nebraska-Lincoln are committed to protecting the welfare of its faculty and staff and safeguarding our vital interests – reputation, research, and property. For this reason, Nebraska Extension and UNL have established guidelines for Office Emergency Planning. As Office Emergency Personnel, you play an important role in the implementation and effectiveness of this guidance in your office.

Engagement Zone Coordinator

- Selects an Office Emergency Coordinator (OEC) and gives him/her/them the authority to implement all phases of the plan.
- Identifies alternative coordinators if the OEC is away from the office.

Office Emergency Coordinator/Unit Leader

- Implements this plan with the assistance of Nebraska Extension’s Disaster Education Coordinator and local emergency management staff.
- Ensures office occupants receive training in the emergency plan.
- Conducts periodic emergency drills.
- Revises plan as necessary or coordinates revisions to the plan.
- Coordinates a number of Assistant Coordinators within their facility, if necessary.
- Response Functions:
 - Maintains direct communication with Engagement Zone Coordinator during an incident.
 - Determines, if possible and safe, the nature of the incident, location of the incident, and whether hazardous materials are involved.
 - As it becomes available, provides information to the assembly area about the nature and status of the incident.
 - Serves as point of contact for Nebraska Extension and local police for information about the location, nature, and status of the incident
 - Once the incident has been made safe by emergency responders, notifies occupants they may safely re-enter the building/office.

Assistant Coordinator(s)

- Assistant Coordinator(s) assists in the evacuation and shelter-in-place of their assigned office area, with the goal of ensuring all occupants have an opportunity to get to safety.
- To ensure coverage, each office area should have multiple coordinators.
- In the absence of the Office Emergency Coordinator, an Assistant Coordinator can be designated an Office Emergency Coordinator.
- Response Functions:
 - Maintains direct communication with Engagement Zone Coordinator during an incident, if necessary.
 - Provides direction to occupants.

- Ensures anyone needing assistance is being helped.
- Shares information with Nebraska Extension and local police about the location, nature, and status of the incident.

Office Emergency Personnel Information

Title	Name	Location	Office Phone	Cell Phone
Engagement Zone Coordinator	[Here]			
Office Emergency Coordinator/Unit Leader	[Here]			
Assistant Coordinator	[Here]			
Assistant Coordinator	[Here]			
Assistant Coordinator	[Here]			
[Add additional rows, as necessary]				

Additional Faculty and Staff Roster

Name	Location	Office Phone	Cell Phone
[Here]			
[Here]			
[Here]			
[Here]			
[Add additional rows, as necessary]			

4. Emergency Actions

For additional information about emergency types and actions to be taken for emergency see: <http://emergency.unl.edu> online and the Section 9 in this document.

Evacuation Planning

An evacuation is the quick exit of occupants from a building. While evacuating, it is everyone's responsibility to make sure no one is left behind.

- Identify Exit Routes
 - Two for the office
 - Exits are clearly marked
- Identify Assembly Areas
 - Outside the affected office in a safe and convenient location
 - Alternate assembly areas - the emergency may dictate changes in the assembly areas

Shelter-in-Place Planning

There may be emergencies that arise that do not give individuals the opportunity to safely evacuate. For these emergencies, sheltering-in-place may be necessary. Examples of emergencies where the shelter-in-place option may be preferred include:

- Severe weather
- Active shooter/active threat situations
- Outside hazardous materials release

Shelter Locations

Emergency	Potential Shelter
<i>Example: Tornado</i>	
[Here]	

5. Persons Needing Assistance Roster

The following list includes self-identified persons who may need assistance during evacuations or shelter-in-place actions.

Name	Office Location	Phone	Type of Assistance	Volunteer(s) & Phone
[Here]				
[Here]				
<i>[Add additional rows, as necessary]</i>				

6. Assembly Areas

List assembly area (or evacuation) locations.

Assembly Area	Location
Primary:	
Alternate:	
Alternate:	

7. Office Warning Systems

List communication devices in office used to notify occupants of emergencies.

Device	Location	Coverage Area
[Here]		

8. Secure or Hazardous Locations

List locations in office that should remain secure and not used as refuge due to critical or hazardous operations, or that may be of importance to emergency responders in the actions that they may take.

Location	Critical or Hazardous Operation
[Here]	

Extension Emergency Plans

Nebraska Extension Emergency Action Plans

- The EAP template also includes sections to add:
 - Emergency phone numbers and contacts.
 - Notification systems like Code Red, NOAA Weather Radios, Radio Stations, Social Media
- Attachments include:
 - Local office/unit floor plan with evacuation routes and locations to shelter in place.
 - Building safety plans (courthouse)

Extension Emergency Plans

Nebraska Extension Emergency Action Plans

- Uploaded using Qualtrics
- Can be updated any time throughout the year
- Reviewed
- Celebrated
- Shared with Engagement Zone Coordinators and UNL Emergency Management



Extension Emergency Plans

Nebraska Extension Emergency Action Plans

- Next Steps:
 - Drill/Practicing the Plan.
- Working with Nebraska Emergency Management Agency and UNL Campus Emergency Management
- Continued training and review of EAPs



Extension Emergency Plans

Missouri Extension Emergency Action Plans

- Extension offices are encouraged to have an EAP and review it annually or if there is a change in staff, building or responsibilities
- The EAP is intended to serve as a reference for staff and do not replace common sense, sound judgement, and prudent actions in response to emergency situations
- Information requested:
 - Primary and secondary staff responsible for activation of the EAP
 - Contact information for first responders (911)
 - Emergency resources available within the office to address emergency situations and location of the resources
 - Shut offs within your building and who is responsible for this task.
 - Develop communication procedures to notify staff of urgent information
 - Emergency contact information for each staff person
 - Identify staff that may need assistance during an emergency situation and who will provide the assistance

Extension Emergency Plans

Missouri Extension Emergency Action Plans

- Information requested (cont.)
 - Identify how visitors will be assisted during, or after an emergency situation
 - Identify any outside organizations the need to be notified during, or after an emergency situation
 - Describe how staff will be trained on these guidelines
- Additional information requested
 - General Evacuation
 - Building Evacuation
 - Bomb Threat
 - Fire
 - Shelter-In-Place
 - Severe Storm/Weather
 - Tornadoes
 - Earthquakes
 - Intruder
 - Active Shooter (outside and inside)
 - Hazardous Material Incidents
 - Pandemic

Extension Emergency Plans

Missouri Extension Emergency Action Plans

Appendix 1 to the EAP – Contact information for each employee, including name, home number (if applicable), and cell number

Extension Emergency Plans

