



EMERGENCY MANAGEMENT PLAN

Disclaimer: No warranty, guarantee or representation is made by the University of the sufficiency of the information in this plan and the University assumes no responsibility in connection therewith. This plan is intended to provide guidelines for safe practices; it cannot be assumed that all scenarios are listed, or that additional information or measures may not be required.

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I. PURPOSE

Athens State University's *Emergency Management Plan* provides detailed set of procedures to ensure the health and safety of students, employees and visitors in case of specific crisis situations, a major disaster or unforeseen disruption. The plan uses the four phases of emergency management (prevention/mitigation, preparedness, response and recovery) as the framework for planning and implementation. This plan may require modifications in order to meet the requirements of the emergency. The all-hazards approach includes bomb threats, fire, violent or criminal behavior, pandemic flu/infectious disease epidemics, cyberattack, tornado/hurricane, chemical spills/hazardous materials, utilities failure, man-made or technological hazards such as nuclear power plant emergencies and acts of terrorism.

This plan establishes protocols to be followed should an emergency arise, as well as steps to return the department / university back to an operational mode as quickly as possible. The priorities of the *Emergency Management Plan* are to protect life, secure critical infrastructure and facilities, and resume the academic process.

II. DEFINITIONS

Campus – the main campus of the University located at 300 North Beaty Street including the surrounding houses owned by the University that are used for business purposes, and the publications facility located in the College Street Centre. For the purposes of this document, the Regional In-Service Center, the Center for Lifelong Learning and Chasteen Hall are also identified as campus.

Emergency Operations Center (EOC) – designated base for communications, planning and coordination during an emergency.

University Centers – facilities physically located at a partner institution (i.e, Wallace/Hanceville, Northwest Shoals Community College, Snead State Community College).

III. PREVENTION/MITIGATION

The University has approximately 21 campus buildings on 35 acres on the main campus which is located in the City of Athens within Limestone County. The

main campus is accessible from three sides by public streets. Athens State University also has two (2) off-campus facilities:

1. Alabama Center for the Arts – Morgan County/Decatur City
2. Redstone Arsenal – Madison County/Huntsville City

As part of an all-hazards approach, the University combines a traditional and Enterprise Risk Management approach to all University risks and opportunities. This effort is intended to support and strengthen the University's position regarding risk assessment by proactively encouraging University leadership, faculty and staff to integrate risk management processes into day-to-day decision making and strategic objectives. In May of 2017, the President appointed a committee to evaluate the University's current position on risk management and develop a formal Enterprise Risk Management program while continuing to proactively address campus health and safety concerns. This standing committee of the University will continually work to (1) identify risks, (2) evaluate, measure and prioritize risks, (3) take appropriate actions to control or respond to risks and (4) monitor evaluate and report/record the effectiveness of risk controls.

IV. PREPAREDNESS

A. REPORTING EMERGENCIES

ALL emergencies, including those occurring on the main campus, at the Regional In-Service Center, the Center for Lifelong Learning and Chasteen Hall should be reported to the Athens State University Security Office (256)-233-8222.

ALL emergencies occurring at the Alabama Center for the Arts should be reported to the Calhoun Community College Security: (256)-306-2575.

ALL emergencies occurring at the University Centers should be reported to the appropriate security office at that site.

ALL emergencies occurring at the Redstone Arsenal location should be reported to the on-post police.

All campus buildings and elevators are equipped with security call boxes that will automatically connect to security personnel. The security call boxes are tested on a monthly basis.

Depending on the severity of the emergency, security personnel will contact the Vice President for Financial Affairs who will then contact the following (in descending order):

- President
- Provost/Vice President for Academic Affairs
- Vice President for University Advancement

The Athens City Police Department, Athens Fire/Rescue, Athens/Limestone Hospital and the Limestone County Emergency Management Agency serve the **main campus, the Regional In-Service Center, the Center for Lifelong Learning and Chasteen Hall.**

The Decatur City Police Department, Decatur Fire and Rescue, Decatur Morgan Hospital and the Morgan County Emergency Management Agency serve the **Alabama Center for the Arts.**

B. EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) is the designated base for communications, planning and coordination during an emergency.

The following locations have been designated as primary EOC locations:

- Waters Hall (Basement) – Primary location
- McCain Hall (Basement) - Alternate location

The President’s Cabinet should report to the EOC during an emergency. The President or his/her designee will serve as EOC Commander. The following individuals are designated to serve as the Incident Commander (IC), in descending order:

- Provost/Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for University Advancement

The IC will assume front-line management of the incident and notify appropriate emergency response agencies of the situation. The IC and Emergency Advisory Team will perform a preliminary assessment to determine:

- the number and extent of injuries
- which facilities require evacuation

- whether outside assistance is necessary
- procedures for a head count of students and employees
- need for and location of triage/medical assistance area
- need for internal resources, i.e. building plans and drawings, employee database, student rosters, etc.

When first responders arrive on campus, the IC will typically transfer command to the first responders' incident commander, who will operate response efforts from a unified command structure.

C. **MUTUAL AID AGREEMENTS**

For disaster response/recovery efforts on the **main campus, the Regional In-Service Center, the Center for Lifelong Learning and Chasteen Hall**, Athens State University maintains a mutual aid agreement with the Athens City Police Department. In addition, the University utilizes the services of the Athens Fire and Rescue, local ambulance service and the Limestone County Emergency Management Agency.

The **Alabama Center for the Arts** utilizes the services of Calhoun Community College Security, the Decatur City Police, the Decatur Fire and Rescue, the Decatur ambulance service and the Morgan County Emergency Management Agency.

The **Redstone Arsenal** facility will be served by the response/recovery resources on the installation.

D. **CONTRACTS FOR RESOURCES**

Emergency procurement of required goods and services in direct support of a declared disaster must be in compliance with University procurement procedures. For federally declared disasters, a University representative will be appointed to work with FEMA.

E. **COMMUNICATIONS/MEDIA RELATIONS**

In the event of an emergency, communication is vital. It is critical that messages be clear. To efficiently manage communications regarding any type of crisis, the Vice President for University Advancement will serve as the official spokesperson for the University. It is the responsibility of the Office of University Advancement to set a strategy that will allow for the most effective way to communicate with students, faculty/staff and the

public when an emergency is declared. Certain events may require a single response or briefings with the media in order to keep the public informed.

The Office of University Advancement will work closely with the University President, administration, campus security, the IC, and other public safety entities, which may have jurisdiction. The Office of University Advancement, in consultation with the aforementioned, will be responsible for gathering and verifying information about a crisis, assisting in assessing its severity, and developing strategies on how information should be released to internal and external audiences.

F. EMERGENCY NOTIFICATION SYSTEM

The following tools will be utilized to communicate with students, faculty/staff and campus visitors regarding campus emergencies or threats.

1. The campus PA system will be used to notify students/faculty/staff across campus. The PA system will be used for the following: 1) severe weather, 2) lockdown situation and 3) any other situation which conditions warrant. The campus PA system can reach all buildings on the main campus, the Regional In-Service Center, the Center for Lifelong Learning, and Chasteen Hall.

Responsibility: Security

2. Notification (text and email) alerts to students/faculty/staff regarding the event and state the needed action required at that time.

Responsibility: Security

3. Post information to the University website

Responsibility: University Advancement

4. Contact media outlets to post information

Responsibility: University Advancement

5. Telephone communication

Responsibility: University Advancement/Security

6. Personal contact with personnel in campus buildings

Responsibility: Security

7. Desktop Alerts (Networked Computers Only)

Responsibility: Security

At the direction of the Vice President for University Advancement, a briefing room with facilities for media representatives shall be provided. Media representatives must be

escorted or attended by University representatives at all times while on the University campus.

G. CONTINUITY OF OPERATIONS PLAN

The purpose of the continuity of operations plan is to ensure the continuity of the essential functions under all conditions. The plan applies to functions, operations, and resources necessary to ensure the continuation of the University's essential functions in the event that its normal operations are disrupted or threatened with disruption. The plan ensures the University is capable of conducting its essential missions and functions under all threats and conditions, with or without warning.

Since some of the information in the plan, if made public, could endanger the lives and privacy of employees, the distribution of the plan in whole or part is limited to those personnel who need to know the information in order to successfully implement the plan. In addition, copies of the plan will be distributed to other organizations as necessary to promote information sharing and facilitate a coordinated inter-organization continuity effort. Further distribution of the plan is not permitted without approval from the President of the University.

H. TRAINING OF FACULTY, STAFF AND STUDENTS

Awareness information will be provided to the University community. Additional training could include drills, tabletop exercises and webinars.

V. RESPONSE

Response is taking action to effectively contain and resolve an emergency. During this phase, campus officials will activate the *Emergency Management Plan*.

A. EMERGENCY ADVISORY TEAM

The President of Athens State University or his/her designee will be responsible for declaring a state of emergency and activating the Emergency Advisory Team. Once activated, the team will remain activated throughout the duration of the crisis or until such time that the campus environment is safe and operations can be resumed. The Emergency Advisory Team will be responsible for executing the *Emergency Management Plan*. Emergency Advisory Team members include:

- President
- Provost/Vice President for Academic Affairs

- Vice President for Financial Affairs
- Vice President for University Advancement
- Vice President for Enrollment and Student Services
- Chief Information Officer
- Security
- Physical Plant Director

In the absence of the President, the line of authority to activate the team shall be (in descending order) as follows:

- Provost/Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for University Advancement

B. HAZARD PROCEDURES /RESPONSE STRATEGIES

1. EMERGENCY CLOSING/DELAYED OPENING

Events (i.e., inclement weather, utility outages, etc.) may call for an emergency closing/delayed opening of the University. Decisions to close or delay the opening of the University will be made by the Provost/Vice President for Academic Affairs, in consultation with the Vice President for University Advancement, Vice President for Financial Affairs and the President, based on information provided by the University Security Office.

2. CAMPUS EVACUATION

If evacuation of the entire campus is necessary Campus Security will insure the evacuation is carried out in an orderly manner to insure safety of all concerned. The campus PA system will be used to announce the evacuation and the Athens Police Department will be notified for assistance. The campus alert notification system may be used to inform students and staff concerning the evacuation. Elevators are not to be used in an emergency situation. Faculty and staff are to assist the physically disabled in evacuating by whatever method is most appropriate and safe for the given circumstance. Unless the emergency prohibits, the following evacuation routes should be used:

- **MAIN CAMPUS**, all personnel will be instructed to report to the closest evacuation point:
 - the south side of Hobbs Street to the COLLEGE STREET CENTRE. (SOUTH OF MAIN CAMPUS)

- the corner of East Pryor Street and North Beaty Street
- the Library Parking lot, Northeast of Library off Pryor Street East.

- **REGIONAL IN-SERVICE CENTER/AMSTI BUILDING** (Hwy. 31 South) personnel will be evacuated to the gravel parking lot located south of the AMSTI building.
- **CHASTEEN HALL** (Clinton Street) personnel will be evacuated to the north side of the BAPTIST LIFE CENTER north of CHASTEEN HALL.
- **REDSTONE ARSENAL CAMPUS** personnel should follow the procedures for Redstone Arsenal Personnel. The on-post Police would provide instructions for any necessary evacuations.
- **ALABAMA CENTER FOR THE ARTS** personnel should follow procedures as established by Calhoun Community College.

CENTER FOR LIFELONG LEARNING personnel should evacuate to the Limestone County Archives parking lot located to the east of the Center for Lifelong Learning.

3. **CAMPUS/BUILDING LOCKDOWN**

In the event of an emergency and notification of a lockdown including an active shooter situation, please follow the procedures below:

- Remain calm, and encourage others to remain calm.
- Immediately cease all activity; (i.e. teaching, meeting, etc.)
- Remain silent.
- Lock or barricade all doors where possible; use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into a hallway.
- Close window blinds or pull shades down. Turn off all lights.
- Stay low, away from windows and doors.

- Sit on the floor or crouch under or behind desks and bookshelves.
- Immediately silence all cell phones. Calls to Campus Security should be made only if specific information becomes available regarding the location or conduct of the intruder.
- Be aware of alternate exits in all buildings.
- If outdoors when a lockdown is issued, seek nearby shelter (behind trees, walls, vehicles) and wait for additional instructions from Campus Security or Athens Police Department.
- If you are directed by police to leave your secured area, assist others in moving as quietly and quickly as possible.
- Do not sound the fire alarm in the building unless there is a fire. If a fire alarm goes off during a lockdown, do not evacuate the building unless you smell smoke or see fire in your area.
- Do not unlock doors or attempt to leave your secured area until instructed by Campus Security, local police or you hear an “All Clear” announcement via the Campus Emergency Notification System.

4. ACTIVE SHOOTER

Individuals should quickly determine the most reasonable way to protect their own life. Responses to an active shooter situation could be to:

- **Evacuate (Run)** – if there is an accessible escape path, attempt to evacuate premises.
- **Hide** – if evacuation is not an option, find a place to hide where the active shooter is less likely to find you. Hide behind large items, silence your cell phone and remain quiet. If possible, without jeopardizing safety, dial 911 to alert police to the active shooter’s location; leave the line open to allow the 911 dispatcher to listen if you can’t safely speak.
- **Take Action (Fight)** – Only as a last resort and your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

5. **MEDICAL EMERGENCIES**

All non-life-threatening emergencies should be reported to Campus Security at (256) 233-8222. If the medical emergency appears to be life threatening, call 911 BEFORE calling Campus Security.

6. **SUSPICIOUS PACKAGES/BOMB THREATS**

If you observe a suspicious object or potential bomb on campus **do not handle the object!** Clear the area and immediately call Security at (256) 233-8222. Campus Security will initiate a detailed bomb search of the area with qualified personnel. If an emergency exists, activate the building alarm and evacuate the building. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, walkways, fire lanes, hydrants and walkways clear for emergency crews. **Do not return to an evacuated building** unless told to do so by Campus Security or designate.

Any person receiving a bomb threat by phone should ask the caller the following questions:

- a) When is the bomb going to explode?
- b) Where is the bomb located?
- c) What will cause it to explode?
- d) What kind of bomb is it?
- e) What does it look like?
- f) Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- a) Time of call.
- b) Age and sex of caller.

- c) Speech pattern, accent, possible nationality, etc.
- d) Emotional state of the caller.
- e) Background noise.

7. FIRE

Notify Campus Security. Do not use elevators during a fire.

All University personnel should know the location of fire extinguishers, fire exits, and alarm systems in their work area and how to use them. If a fire is small, try to extinguish it with a portable fire extinguisher. If an emergency exists, activate the building alarm. If the building is not equipped with an alarm notify by voice. On large fires that do not appear controllable, immediately call 911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen - **DO NOT LOCK DOORS!** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is not a window, you should stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

8. VIOLENT OR CRIMINAL BEHAVIOR /TERRORISM

If you observe a criminal act or if you observe a suspicious person on campus, immediately **notify Campus Security**. Lockdown Procedures are used in situations involving dangerous intruders or other incidents that may result in harm to persons on campus. Once security is made aware of any situation requiring buildings to go to the lockdown mode, the Athens Police Department will be contacted immediately for assistance.

Should anyone see a potential dangerous situation unfolding, you need to contact Campus Security immediately and go into the lockdown mode and follow lockdown procedures.

9. THREATENING BEHAVIOR

If contact is made with a student, employee or a campus visitor who appears to be an immediate threat to his/her own safety or that of others, please immediately call Campus Security at (256) 233-8222.

Immediate threat behavior includes:

- Stated intention to commit suicide or inflict serious harm to self.
- Stated intention or obvious behavior indicating an imminent threat to harm others.

Non-emergency situations in which the individual does not appear to pose a threat to self or others, but exhibits behavior revealing a potential for harm, may be referred to Director of Campus and Community Engagement.

10. PANDEMIC FLU/INFECTIOUS DISEASE EPIDEMICS

The University will receive guidance from the Limestone County Health Department as to when a declared emergency exists. This situation may necessitate cancellation of classes until recovery of students/faculty is adequate to permit the classes to proceed at a minimal acceptable level. Any cancellation of this type must be declared by the President or his designee based on local public health recommendations.

11. CIVIL DISTURBANCE/DEMONSTRATIONS

In most cases, campus demonstrations will be peaceful. Normal duties are to continue. Avoid provoking or obstructing the demonstrators. Should a disturbance occur, call campus security at (256) 233-8222. Security will assess the situation and take appropriate action. Participants who refuse to disperse may be subject to prosecution if any laws have been violated.

**12. TORNADO / HURRICANE
DESIGNATED SHELTERS**

- Carter Physical Education Center Basement

- Waters Hall Basement
- McCain Hall Basement

DURING NORMAL DUTY HOURS
(typically Monday–Friday 8:00 am – 4:30 pm)

TORNADO WATCH: Employees, students, visitors that desire shelter may report to any of the shelter areas and leave when they feel comfortable about departure. Individuals located at the Center for Lifelong Learning, Regional In-Service Center (AMSTI), and Chasteen Hall will be notified and encouraged to evacuate the premises and report to the nearest shelter.

TORNADO WARNING OR SHELTERING EMERGENCY: Employees, students, visitors should report to the nearest shelter.

The Security Office **will attempt** to alert faculty and staff in the event of a tornado warning or active tornado. However, the Emergency Management sirens will be the primary signal for all severe weather warnings or other emergencies which require shelter on this campus. **All classes in session are to be DISMISSED when the siren sounds.** Campus shelter areas are designated with appropriate signage and all individuals are encouraged to seek shelter in designated locations. **Employees, students, and visitors will be allowed to use their own discretion as to seeking shelter or leaving campus facilities once class has been dismissed.**

Athens State University will not accept responsibility for the employees, students, or visitors, once the siren has sounded and classes have been dismissed. Security personnel will inform shelter locations when it is safe to exit the shelter.

SHELTER LEADERS

When an alert is sounded, if an administrative officer or faculty or staff member is present in the shelter building, he/she will become the shelter leader.

AFTER HOURS:

(Anytime that the shelter buildings are not normally open).

TORNADO WARNING: Security personnel will proceed to the

Carter Physical Education Center basement and open it. When the shelter is opened and lighted, it will be available for use by any personnel who desires. Departure is discretionary.

SHELTER LEADERS

When an alert is sounded after normal business hours the Campus Security will immediately open the **Carter Physical Education Center basement** and function as shelter leaders until they are relieved by a faculty or staff member or when the **ALL CLEAR** is sounded.

13. CHEMICAL SPILLS, HAZARDOUS MATERIALS

Any spillage of a hazardous chemical or radioactive material should be reported immediately to Campus Security. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Security. Anyone who may be contaminated by the spill is to avoid contact with others, remain in the vicinity and report their names to Campus Security.

Required first aid and cleanup by specialized authorities should be started at once. If an emergency exists, evacuate the building and report the emergency. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business. Do not return to an evacuated building unless told to do so by Campus Security or a designate.

14. NUCLEAR DISASTER

In the event of an emergency situation at the Browns Ferry Nuclear Plant, please follow the procedures below which have been established by the Tennessee Valley Authority.

- Be alert to Prompt Notification System sirens which can be heard within a 10-mile radius of Browns Ferry. If you hear a long, steady siren tone (other than the test time of the 2nd Monday of the month at 9:15 a.m.), turn on your local radio or TV station for news and instructions.
- If the local news advises you to take shelter indoors be sure to close all doors and windows. Shut off all systems that draw outside air into the building.

- If the local area is being directed to evacuate there are 2 designated evacuation routes leading to designated reception centers.
 - proceed east and follow signs to the center at East Limestone High School **OR**
 - proceed northeast to the reception center at Ardmore High School

15. CYBER-ATTACK

A cyber-attack is an attack initiated from a computer against a website, computer system or individual computer that compromises the confidentiality, integrity or availability of the computer or information stored on it. Methods of cyber-attacks include malware, injection, phishing, social engineering, and internal stealing of data. Advanced forms are DDoS Attacks, Brute Force attacks, hacking, holding a computer system (or a website) for ransom using direct hack or Ransomware.

While there is no foolproof method to counter cyber-attacks, the University takes every precaution to protect its computer systems and data. If you think your system has been a target of a cyber- attack, unplug your computer from the network but leave it running. During regular business hours, Monday – Friday, 8 am to 4:30 pm, call the Help Desk immediately at 256-216-6698. After hours and on weekends call Security at 256-233-8222. Security will in turn contact appropriate Information Technology Services staff.

16. UTILITIES FAILURE

In the event of utility failure occurring during regular working hours (7:00 a.m. - 3:30 p.m. Monday - Friday), immediately notify Maintenance at **extension 342, or the Physical Plant Office at 278.** If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Campus Security. Security will notify Maintenance or other necessary personnel. If an emergency exists, activate the building alarm.

If the failure is related to plumbing or flooding, cease using all electrical equipment. If the failure is a gas leak, cease all operations. **Do not switch on lights; do not activate the Fire Alarm, or any other electrical equipment.** Remember electrical

arcing can trigger an explosion! Notify Maintenance or Campus Security and evacuate the premises.

VI. RECOVERY

Recovery activities will vary depending on the nature and scope of the emergency. The goal of the recovery phase is to restore the learning environment following an emergency. Recovery activities include but are not limited to the following:

- Evaluating physical and structural damage
- Determining the degree to which equipment (i.e., computers, lab equipment) is functional.
- Determining if/how long classes should be postponed
- Conducting classes in off-site locations
- Changing class schedules, academic calendars or graduation requirements
- Identifying mental health resources to promote psychological and emotional recovery

The policies for managing and/or recovering from the event will be communicated to all Vice Presidents, Deans and other department heads and all essential personnel will be activated immediately. Each will in turn communicate directives and Emergency Advisory Team decisions to all employees within their department(s). It is required that every employee contact the appropriate personnel listed below to report on their status and to determine if it is necessary to report to work.

A. ESSENTIAL PERSONNEL

When a disaster declaration is made by the President, only approved students, faculty and emergency response staff are authorized to be on campus in the immediate disaster site.

The President's Cabinet and the following are considered essential personnel. Upon the declaration of a disaster by the President in coordination with the Emergency Advisory Team, these individuals should report to work at the location specified by the Emergency Advisory Team.

Library & Archives
Business Office

Library Director and Library Archivist
Assistant Vice President for

Admissions & Records	Financial Affairs Director of Admissions, Registrar, Assistant Vice President for Enrollment
Financial Aid	Director of Student Financial Services
Plant Operations	Maintenance Superintendent and Maintenance Secretary
Academic Affairs	Associate VP for Academic Affairs
College of Business	College Dean and Secretary
College of Education	College Dean and Secretary
College of Arts & Sciences	College Dean and Secretary
University Advancement	Assistant Vice President for University Development
Student Success Center	Director of Student Success Center
Public Relations, Marketing	Director of PR & Publications
Student Activities	Director of Campus and Community Engagement
Board/Policy Office	Special Assistant to the President for Board Relations/Policy Analyst
Information Technology	Director of ITS
Academic Technology	Director of ATS

B. PERSONNEL POOL

The President may initiate the formation of a personnel pool to provide staffing assistance in areas understaffed. The personnel pool will be managed by representatives from Human Resources. The personnel pool will be located in a location designated by the Incident Commander.

VII. HOTLINES/WEBSITES

Limestone County Emergency Management Agency - (256) 232-2631 [Limestone County Emergency Management Agency](#)

Limestone County Health Department - (256) 232-3200

**Morgan County Emergency Management Agency – (256) 351-4620
[Morgan County Emergency Management Agency](#)**

Morgan County Health Department – (256) 353-7021

Red Cross of Limestone County - (256) 232-6820

The National Weather Service [The National Weather Service](#)

NOAA National Severe Storms Laboratory [NOAA National Severe Storms Laboratory](#)

VIII. AFTER ACTION REPORTS

Prior incidents and actions are evaluated by participants. These comments are incorporated into a written report summarizing the strengths and opportunities for improvement. These recommendations, if applicable, will be used to update the *Emergency Management Plan*.

IX. PLAN REVIEW

The Vice President for Financial Affairs is responsible for the review of this plan every three years or more frequently as needed.