



WHITMAN COLLEGE

EMERGENCY OPERATIONS PLAN

Developed:
July 27, 2018

Approved:
October 3, 2018

Revised:
May 19, 2022



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Base Plan Only

LETTER OF PROMULGATION

In the event of a natural, human-caused or technological disaster affecting this Campus or the surrounding area, we must be prepared to implement plans and procedures to protect lives and property. Officials of Whitman College (WC), have developed an Emergency Operations Plan (EOP) that will enhance their emergency response capability for any large-scale emergencies or disasters. This document is the result of that effort.

The plan is written with explicit interest in the welfare and safety of the faculty, staff, students and visitors. In accordance with Homeland Security Presidential Directive (HSPD) 5, all WC departments that have responsibilities delineated in this plan will use the National Incident Management System (NIMS). NIMS allows and ensures proper coordination between local, state and federal organizations in emergency response. Furthermore, the Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

Pursuant to the authority granted by the Board of Trustees to the president, this Emergency Operations Plan, its attachments, appendices, and annexes are adopted as policy. Each administrator, department chair, director and functional manager is directed to take necessary actions to implement it by developing written internal procedures that detail support required by the plan and then maintain preparedness to quickly put the plan into action. All previous emergency planning documents, which have been incorporated in this plan, shall be destroyed.

This plan, when used properly and updated annually, will assist WC personnel in accomplishing their primary responsibilities: Life Safety, Incident Stabilization and Property Preservation. This plan and its provisions will become official when it has been signed and dated below by the concurring WC officials, and hereby gives authority and responsibility to WC officials to perform their duties, as indicated in this plan, before, during and after an incident.

The WC Emergency Manager is designated as the responsible official to coordinate, implement and supervise emergency operations on behalf of the President and other administrative officers. He/She is empowered to coordinate with other local, state and federal emergency operations agencies in the event of emergencies that may require implementation of this plan.

This EOP shall be distributed to all personnel included in the EOP distribution list and others as deemed necessary.

President

Date



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APPROVAL AND IMPLEMENTATION

This is the only approved Emergency Operations Plan (EOP) for Whitman College (WC). It supersedes all other EOP's and has been developed exclusively for WC. This EOP consists of 4 parts; The Base Plan, Functional Annexes, Threat/Hazard-Specific Annexes, and Attachments.

The **Base Plan** provides an overview of the approach to operations before, during, and after an emergency. This section also addresses the overarching activities to be undertaken regardless of the function, threat, or hazard. The content in this section provides a solid foundation for campus emergency operations.

Functional Annexes focus on critical operational functions and the courses of action developed to carry them out. While functions are described separately, it is important to remember that many functions will occur consecutively. Often, multiple functions will also be performed concurrently. For example, during an evacuation, once all individuals are safely out of the building, the accounting for students, faculty, staff, and visitors function will begin. The evacuation function, however, will still be in effect as personnel or first responders work to locate and evacuate any persons not accounted for.

Threat/Hazard-Specific Annexes describe the courses of action unique to particular threats and hazards. These are developed based on the prioritized list of hazards determined in the risk assessment process. As the planning team develops courses of action for threats and hazards, they should consider the federal, state, and local regulations or mandates that often apply to specific hazards. If there is a Functional Annex that applies to one of the threat or hazard annexes, the latter will include it by reference.

Attachments are pertinent to other information which will be useful before, during or after an incident. Examples of attachments would include, but are not limited to, forms, checklists, maps, contact lists and resource lists.

*** IMPORTANT ***

This EOP may not be modified in anyway, by anyone, without the approval of the Emergency Manager. All approved modifications must be implemented by the Emergency Manager, after which all modifications must be applied to all distributed and electronic copies of this EOP. Further, all modifications must be registered in the Record of Changes section of this EOP.

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RECORD OF DISTRIBUTION

NAME	TITLE	AGENCY	METHOD OF DISTRIBUTION (Electronic or Hardcopy)	# OF COPIES	DATE OF DELIVERY

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RECORD OF CHANGES

CHANGE #	PAGE NUMBER(s)	DATE OF CHANGE	CHANGE MADE BY	SUMMARY OF CHANGES
1	Q-1	8/2/19	EPS	Addition of Death of Student or Employee Annex
2	R-1	8/2/19	EPS	Addition of Shelter-In-Place Annex
3	S-1	8/2/19	EPS	Addition of Utility Failure Annex
4	Cover & Footers	8/2/19	EPS	Changed date of revision
5	Throughout	8/2/19	EPS	Changed EOC Manager to EOC Director
6	Throughout	8/2/19	EPS	Changed Operations Section to Operations Coordination Section
7	Throughout	8/2/19	EPS	Changed Planning Section to Planning Coordination Section
8	Throughout	8/2/19	EPS	Changed Logistics Section to Logistics Coordination Section
9	Throughout	8/2/19	EPS	Changed Finance/Admin Section to Finance/Admin Coordination Section
11	A-50	8/2/19	EPS	Updated Risk Assessment document
12	17-18	8/13/19	EPS	Updated ICS/EOC Organization and Assignments table
13	A-51 & 52	8/13/19	EPS	Added EOC Phone Directory (Attachment 6)
14	Throughout	4/15/21	EPS	Changed "Revised" to "Reviewed". All sections are to be reviewed at least annually. Revisions are notated in this section (Record of Changes)
15	Annex – A	4/15/21	EPS	Revised to include WC changes
16	Annex – K	4/15/21	EPS	Revised to include WC changes
17	Annex – O	4/15/21	EPS	Revised to include WC changes
18	Annex - L	4/15/21	EPS	Revised to include additional pandemic information
19	16-17	6/15/21	EPS	Revised ICS position assignments
20	Annex B, C, I, Q	5/19/22	EPS	Updated titles, wording to include WC changes
21	16-17	5/19/22	EPS	Updated ICS/EOC Organization and Assignments table

DEFINITIONS

"Concept of Operations" means the overall approach of Whitman College to the preparation and management of a disaster/emergency, including response efforts and how Whitman College will implement the concepts and procedures of an incident command system.

"Disaster" means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any human-caused, natural or technological cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, or acts of domestic terrorism.

"Emergency Management" means the efforts of Whitman College to develop, plan, analyze, conduct, provide, implement and maintain programs for disaster/emergency prevention, mitigation, preparedness, response and recovery.

"Emergency Manager" is a position assigned to the individual responsible for overall management and administration of the emergency management program.

"Emergency Operations Center (EOC)" means a location where strategic management decisions are made in support of field operations during a disaster or disaster exercise.

"Emergency Operations Center Director", hereafter referred to as "EOC Director", is the individual in command of the EOC. The National Incident Management System (NIMS) refers to this position as Incident Commander which is often confused with the Incident Commander in the field. For purposes of clarity, the individual in charge of the EOC will be the EOC Director, and the individual in charge of field operations will be the Incident Commander.

"Emergency Operations Plan (EOP)" means the written plan of Whitman College describing the organization, mission and functions, and supporting services for responding to and recovering from disasters/emergencies.

"Emergency Planning Team" is responsible for the development, maintenance, review and revisions of the EOP, as well as, coordinating and providing recommendations regarding emergency management policies and procedures, continuity of operations and emergency management training.

"EOC Activation Team" is a group of personnel trained to set up the EOC when activated for an event or incident.

"EOC Team" is defined as any and all personnel assigned a function in the EOC as Primary or Backup. The list of these personnel, by position title, is found in the "EOC Staff Organization and Assignments" pages of the Direction and Control section.

"Exercise" means a planned event realistically simulating a disaster/emergency, conducted for the purpose of evaluating Whitman College's coordinated emergency management capabilities, including, but not limited to, testing emergency operations plans.

“Incident Commander” means the individual in charge of field operations. This position is not to be confused with the EOC Director. The Incident Commander may very well be someone from an outside agency such as the local Police or Fire Department.

“Incident Command Post (ICP)” means the location at which the primary command functions for field operations are executed.

“Incident Command System (ICS)” means a system that combines facilities, equipment, personnel, procedures, and communications to operate within a common organizational structure and that designates responsibility for the management of assigned resources to effectively accomplish stated campus goals and objectives.

“Mitigation” means to take action to reduce the likelihood of death, injury or property damage for emergencies that cannot be prevented, such as, tornadoes, earthquakes, etc.

“National Incident Management System (NIMS)” means the comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

"Preparedness" means actions taken and programs and systems developed prior to a disaster/emergency to support and enhance response to and recovery from a disaster/emergency.

“Prevention” means to take action to reduce or eliminate the likelihood of death, injury or property damage for emergencies that can be prevented.

"Recovery" means restoration actions and programs associated with recovering from a disaster/emergency, including, but not limited to, academic recovery, physical/structural recovery, business/fiscal recovery and psychological/emotional recovery for students and campus personnel.

"Response" means the actions taken to address the immediate and short-term effects of a disaster/emergency.

“Targeted Violence” means an incident of physical violence in which both the perpetrator and targets are identified or identifiable prior to the incident.

“Threat Assessment” means a process of evaluating the actions and conduct of individuals, and the circumstances surrounding those actions and conduct, to uncover any facts or evidence that indicate that violence is likely to be carried out. A threat assessment should occur when a person (or persons) threatens or induces others to commit a violent act or engages in behavior that appears to threaten “targeted violence”.

PURPOSE AND ASSUMPTIONS

There is the possibility that an emergency requiring rapid mobilization and maximum coordination of all campus and emergency service agencies could occur at any time. Conditions that could cause an emergency include but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, or acts of domestic terrorism, or any other human-caused, natural or technological disaster.

Purpose

The basic emergency procedures outlined in this plan are designed to enhance the protection of lives and property through effective use of campus and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or his/her designate may declare a state of emergency. An appropriate emergency response team will be assembled to direct and conduct the response and recovery efforts. This Emergency Operations Plan shall remain in compliance with the National Incident Management System (NIMS).

Assumptions

The Emergency Operations Plan, hereafter referred to as "EOP", is predicated on a realistic approach to the problems likely to be encountered on this campus. The following are assumed:

- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not predictable; hence, this EOP will serve only as a guide and checklist, and may require field modification to meet the needs of the situation. Appropriate campus personnel will assess each situation to determine the most effective and appropriate response.
- Disasters may affect residents in the geographical area of the campus; therefore City, County, State and Federal emergency services may not be available. A delay in off-campus emergency services may be expected. In this case, campus personnel will make every effort to respond to the situation appropriately based on their training and in accordance with the appropriate EOP annex.

MISSION

The mission of the EOP is to ensure the greatest possible survival of the population and protection of property and the environment through Prevention, Mitigation, Preparedness, Response and Recovery as well as to maintain continuity of operations in the event of an emergency or disaster, while remaining true to the mission and values of the college.

CONCEPT OF OPERATIONS

- ❑ The **Policy Group** will consist of senior leadership as noted in the direction and control section, will provide policy and professional assistance to the EOC Director if needed, and will include officials with certain legal and policy-making responsibilities.
- ❑ The **Incident Commander (IC)** is responsible for directing and controlling emergency operations in the field.
- ❑ The **Emergency Planning Team** is responsible for the development, maintenance, review and revision of the EOP, as well as, coordinating and providing recommendations regarding emergency management policies and procedures, continuity of operations and emergency management training.
- ❑ **Incident management operations** will be conducted in accordance with the National Incident Management System (NIMS).
- ❑ The **preservation and protection of vital and official records**, the implementation of measures to safeguard the continuity of services and civil order during or after emergencies, disasters or national security emergencies is vital.
- ❑ This EOP is designed to be utilized in concert with the EOP's of outside agencies that will respond to this campus during an emergency.
- ❑ All faculty and staff are included in the Emergency Management structure. Departments will conduct operations under the control of their respective directors or supervisors unless assigned otherwise by the EOC Director.
- ❑ The primary purpose of actions taken before an emergency is to prevent, protect from and mitigate the impact on life or property; the primary purpose of actions taken during an emergency is to respond to the emergency and minimize its impact on life or property; and the primary purpose of actions taken after an emergency is to recover from its impact on life or property.

ADMINISTRATION AND LOGISTICS

Existing administrative, fiscal and procurement procedures will be followed whenever possible.

Documentation to substantiate reimbursement for emergency expenditures, including both time and materials, will be maintained by each involved department. This will be coordinated by the Finance/Administration Coordination Section Chief in the EOC and will follow appropriate guidelines.

Priority for the use of resources will be given to activities essential for survival and welfare of people, protection of property and the assurance of the continuity of operations.

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

It is important to address the role of information collection, analysis and dissemination and to identify the types of information that will be helpful in the successful implementation of the activities that occur before, during and after an emergency, such as:

- Before and during: weather reports, law enforcement alerts, National Oceanic and Atmospheric Administration radio alerts, Clery Act crime statistics and crime logs and local crime reports.
- During an emergency the Emergency Notification System, College website and social media accounts will be used as the primary means of communicating with employees, students and the public.
- After: mental health, emergency management and relief agencies' websites and hotlines assisting in all aspects of recovery.

Each department or functional area on campus should identify means by which to collect and analyze information that will be useful in emergency planning, response and recovery and ensure that information is disseminated appropriately.

REGULATORY COMPLIANCE

WC shall comply with all applicable laws, rules, regulations and ordinances during all phases of emergency/crises management, including preparation, planning, response, mitigation and recovery. Bearing in mind that during emergencies, often critical, time sensitive, decisions must be made, and WC will maintain preservation of life as its top priority.

Reference to the below laws are not intended to be, nor is it, an exhaustive list of regulatory compliance during an emergency, but highlights areas common to institutions of higher education and/or may be directly related to notification and evacuation during an emergency.

Americans with Disabilities Act (ADA)

Plans must comply with the Americans with Disabilities Act (ADA), among other prohibitions on disability discrimination, across the spectrum of emergency management services, programs, and activities, including preparation, testing, notification and alerts, evacuation, transportation, sheltering, emergency medical care and services, transitioning back, recovery, and repairing and rebuilding. Plans should include students, faculty and staff with disabilities. Among other things, emergency plans must address the provision of appropriate auxiliary aids and services for effective communication with individuals with disabilities (e.g., interpreters, captioning, and accessible information technology); provide that individuals with disabilities are not separated from service animals and assistive devices, and can receive disability-related assistance throughout emergencies (e.g., assistance with activities of daily living, administration of medications, etc.); and comply with the law's architectural and other requirements.

Limited English Proficiency (LEP)

Effective communication with individuals with limited English proficiency (LEP), including students and parents, is an essential component of emergency planning and response. Plans must comply with applicable legal requirements on language access. CIE has list of interpreters available among WC faculty and staff

Also, the American Red Cross has spokespeople trained in several languages who often provide translation services and media interviews. In addition, they work with many partners who provide services to non-English speaking communities. They can also provide information and printed materials for distribution. Red Cross disaster preparedness and safety information is available in Spanish, Vietnamese, Creole, Chinese and a variety of other languages.

Higher Education Opportunity Act of 2008

Among other things, the Clery Act requires Institutes of Higher Education (IHE) to provide timely warnings to the campus community of certain crimes that represent a threat to students and employees. WC issues timely warnings and emergency notifications in accordance with the Clery Act.

Timely Warnings

The Higher Education Opportunity Act of 2008 requires issuance of a timely warning for a Clery crime that is reported for which WC believes poses an ongoing threat to students, employees or their property. WC is not

required to provide timely warnings for non-Clery crimes or for crimes reported to a pastoral or professional counselor. The Clery Act does not include a specific definition of “timely.” However, the intent of a timely warning is to enable people to protect themselves; therefore, warnings should be issued as soon as pertinent information is available. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

Emergency Notification

In accordance with the Higher Education Opportunity Act of 2008, WC will immediately issue an Emergency Notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. The system is designed to be used only during emergency situations that require immediate action by the recipient. Examples include but are not limited to:

- Dangerous Situations (Armed intruder, civil disturbance, hostage situation, etc.)
- Fire
- Hazardous Material Leak/Spill
- Inclement Weather Delays/Closures
- Tornado Warning

Warnings may only be withheld if they would compromise efforts to contain the emergency. Confirmation of an emergency means that College officials, as appropriate, have verified that a legitimate emergency or dangerous situation exists.

Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA)

This EOP will not conflict with FERPA and HIPAA laws and will function in concert with the WC’s current policies on each.

DECLARATION OF A CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the Office of the President or his/her designate as follows:

- During the period of any campus emergency the Emergency Manager shall place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. The Emergency Manager will immediately consult with other Emergency Management team members regarding the emergency and the possible need for a declaration of a campus state of emergency.
- When this declaration is made only registered students, faculty, staff and affiliates (persons required by employment) are authorized to be present on campus. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the property.
- Authority for certain public safety operations will be relegated to the appropriate outside agency.
- Emergency operations will comply with all ordinances and statutes as appropriate for the situation.

SUPPORT FROM OUTSIDE ORGANIZATIONS

Emergency Services and Disaster Agencies, such as the American Red Cross and Salvation Army, are a valuable resource during emergency situations. They can be contacted directly or through other emergency responders. Contact information for these and other outside resources should be kept in the resource section of this plan. They are typically equipped to:

- Provide professional and technical assistance, training and response material, assistance with local, state and federal funding, etc.
- Provide care to disaster victims and displaced persons, to include shelter, feeding, clothing, medical care, registration, and inquiry. Additionally, Red Cross will maintain a current list of shelter locations.
- Assist individuals and families in recovering from the disaster, to include casework services, home repair, furnishings, medical and nursing care, occupational supplies, and equipment.
- Provide mental health assistance to disaster victims.
- Conduct private sector damage assessments.
- Feed emergency workers in the field.
- Provide training for volunteer groups.

EMERGENCY OPERATIONS CENTER ACTIVATION

The Emergency Operations Center (EOC) will be activated as needed. The EOC Team and other personnel having duty assignments in the EOC will report to their assigned locations upon notification of the EOC activation.

The following personnel have the authority to activate the EOC:

- Emergency Manager
- Any member of President's Cabinet
- EOC Director
- Security Staff
- EH&S Manager
- Director of Facilities

Consider an EOC activation when:

- an emergency reaches such proportions that require a closely coordinated effort on the part of leading campus officials.
- field personnel need support.
- field personnel request an EOC opening.
- anyone on the above list believes it is necessary.
- advised to by emergency responders or other external EOC's.

The EOC Activation Team is responsible for setting up the EOC when activated for an event or incident.

The EOC Team is responsible for supporting the activities of field personnel necessary to maintain and restore operations both during and after an emergency situation. These personnel are led by the EOC Director, and are supported by the operations, planning, logistics, and Finance/Administration Coordination Sections, as well as public information, safety and liaison teams.

EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS

From time-to-time advance notification may be available on hazardous events that could affect operations, health and safety of campus personnel and students or degradation of quality of life. Maintaining 24-hour vigilance at full EOC staffing levels for potential or minor events is not feasible due to the impact of continued alert status of personnel and the impact of routine operations. To address this need, the EOC will operate in three modes to address a varying level of event probability and severity and maintain flexibility for the EOC Director to address needs as they arise.

- Standby
 - Stand By should be implemented when an alert has been received or staff recognizes the potential for a high hazard event that could result in the opening and staffing of the EOC. This level consists of:
 - Setting up the EOC.
 - Placing the Emergency Manager, or designate, on 10-minute response (plus 10) to the EOC.
 - Placing the EOC Team on a 30-minute response (plus 30) to the EOC.
 - Plus 10 and 30 mean the designated individuals must remain within 10 or 30 minutes of the EOC at all times.
- Partial Activation
 - Partial Activation is appropriate when a minor event has occurred. It requires support of field operations and coordination with local, county or state emergency operations centers. It does not warrant full opening of the EOC. Actions shall consist of:
 - Setting up the EOC.
 - Emergency Manager shall report to the EOC.
 - Members of the EOC Team identified by the EOC Director shall staff the EOC on a limited basis.
NOTE: This provides a high degree of flexibility to address a contained event and can be rapidly expanded to a full activation if needed.
- Full Activation
 - Full Activation is appropriate when there is a need to support multiple events or a major event that adversely affects the quality of life or the health and safety of campus personnel and students, and/or threatens property damage. Actions shall consist of:
 - Setting up the EOC
 - This includes all implementation steps included in the Standby and Partial Activation Levels with the addition of calling in all key personnel to staff all functions as required.
 - Full activation is a full effort directed at containing, controlling and minimizing the effects of a

major event. The EOC Director can re-designate from a Full Activation to a lesser level based upon prevalent conditions and changing tactical situations.

Base Plan Only

EMERGENCY OPERATIONS CENTER LOCATIONS

The Emergency Operations Center (EOC) locations are:

Primary

Technology Services Building - Room 6

Alternate

Physical Plant Conference Room

The Policy Group room locations are:

Primary

Memorial 305*

*Boyer for active shooter or campus evacuation

Alternate

Boyer House Conference Room*

EOC Displays

The following maps, charts and logs should be maintained and made available in the EOC.

- Regional Map
- County Maps (large and small scale)
- City Maps (large and small scale)
- Campus Maps (large and small scale)
- Campus Utilities Maps
- Standard FEMA Forms
- Bulletin Board
- Building Floor Plans
- Operational Status Log

TRAINING

The Emergency Manager will maintain a multi-year training and exercise schedule and ensure this training is conducted and the schedule is updated annually. This schedule should be kept as an attachment to this EOP. This schedule should describe the critical training and exercise activities to be used in support of the plan. This includes the core training objectives and frequency to ensure that staff, students, faculty, families, and community representatives understand roles, responsibilities, and expectations. The schedule should also establish the expected frequency of exercises to be conducted. Exercises and drills may range from basic fire and lockdown drills to full-scale communitywide exercise.

Since this EOP is integrated with local, regional and state emergency planning agencies, every effort has been made to comply with the NIMS Incident Command System training requirements. Below is a listing of recommended training for EOC and Police Group members:

- **IS- 100: Introduction to the Incident Command System**
- **L0363: Multi-Hazard Emergency Management for Higher Education**
- **IS- 700 NIMS: An Introduction**
- **G367: Emergency Planning for Campus Executives (Policy Group)**

PLAN MAINTENANCE

This EOP will be reviewed and updated at least annually. Each annex indicates a responsible party for these reviews and updates. It is the responsibility of the Emergency Manager to ensure these reviews and updates are completed. The Emergency Manager shall also be responsible for the review and update of all other components of the EOP.

Every time there is a change to the EOP, new copies of the entire plan, or just the updated section, annex or attachment, must be distributed to all personnel included in the EOP distribution list and appropriately recorded in the Record of Change.

DIRECTION AND CONTROL/ICS

Purpose

To provide direction, control, and coordination of campus forces to include liaison with any and all outside agencies/entities as is appropriate. Provide emergency information and direction to the occupants of the campus during an emergency. A line of succession will be established for the EOC and each function and should be in accordance with the operating procedures established within this plan.

Policy Group

Policy group should include officials with certain legal and policy-making responsibilities including the President or designee. The Policy Group will be housed separately from the EOC and will provide policy direction to the EOC Director.

Command Staff

The command staff consists of the EOC Director, Public Information Officer, Liaison Officer and Safety Officer. Duties of the command staff are:

- Provide support to field personnel.
- Coordinate the response and early recovery activities.
- Supervise the activities of the various sections in the EOC.
- Interpret operational policy.
- Keep the Policy Group informed about the emergency situation.

EOC Director:

- Manage EOC resources and direct EOC operations.
- Information processing which involves the collection, evaluation, and dissemination of information about the incident to help support response operations.
- Maintain a significant events log.
- Identify resource needs.
- Prepare briefings for the Policy Group and ensure they are delivered on a regular basis.
- Coordinate logistical support for response personnel.
- Assign staff to fill command and general staff positions.

Public Information Officer:

- Assume emergency public information functions assigned by EOC Director.

- ❑ Interact with other EOC sections to provide and obtain information relative to the incident.
- ❑ Contact media outlets and provide information related to the incident as cleared by the EOC Director.
- ❑ Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.
- ❑ Coordinate with the EOC Director for releasing information updates to public.
- ❑ Make recommendations to the EOC Director as to holding a press conference or issuing an official statement.
- ❑ Evaluate information available in the EOC to determine the areas in which additional public information is appropriate.
- ❑ Issue alerts and updating information through the campus Emergency Notification System (ENS) to keep the campus community informed.
- ❑ Coordinate information on the disaster if it affects adjacent municipalities. This information should be released via the Emergency Alert System (EAS) where available – Access through local law enforcement, County Sheriff's Office, or County Department of Emergency Management.
- ❑ Operate in a joint information center (JIC) as needed.

Safety Officer:

- ❑ Brief EOC staff on potential EOC evacuation plans.
- ❑ Evaluate conditions and advise EOC Director of any conditions and actions that might result in liability and identify any oversights or improper response actions.
- ❑ Coordinate with the Finance/Administration Coordination Section on any personnel injury claims or records preparation as necessary for proper case evaluations.
- ❑ Exercise emergency authority to stop and prevent unsafe acts.
- ❑ Investigate accidents that have occurred within the incident area.
- ❑ Addressing general welfare and safety of EOC personnel.

Liaison Officer:

- ❑ Compile a list of outside agency representatives and make available (Agency name, phone numbers and contact person) to all sections of the EOC as needed.
- ❑ Respond to requests from sections of the EOC and take necessary actions to satisfy request with outside agencies.
- ❑ Communicate with all outside organizations as necessary (excluding on-scene public safety agencies).
- ❑ Monitor incident operations to identify current or potential inter-organizational problems.

* In 2017 NIMS/ICS was updated and the EOC titles changed to a coordination function

Base Plan Only

General Staff

Operations Coordination Section

- ❑ Elements of the operations coordination section are:
 - Fire/Rescue (if applicable)
 - Police (if applicable)
 - Maintenance
 - Facilities
 - Shelter Management
 - EOC Support Staff

The Operations Coordination Section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- ❑ Obtaining briefings from the EOC Director.
- ❑ Support on-scene operations.
- ❑ Manage and carry out the operations portion of the incident action plan as directed by the EOC Director.
- ❑ Briefing and assigning operations personnel.
- ❑ Determining needs and requests for additional resources.
- ❑ Reporting information about specific activities, events and occurrences to the EOC Director.
- ❑ Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- ❑ Addressing general welfare and safety of Operations Coordination Section personnel.
- ❑ Providing any additional services, as indicated in respective departmental annexes or SOPs.
- ❑ Establishing information requirements and reporting schedules for each incident.
- ❑ Assembling information on alternative strategies.
- ❑ Identifying needs for use of specialized resources.
- ❑ Performing operational planning in conjunction with the Planning Coordination Section.
- ❑ Providing periodic predictions on the incident.

- ❑ Compiling and displaying incident status summary information.
- ❑ Advising the EOC Director of any significant changes in the incident status.
- ❑ Maintaining resource status information.
- ❑ Preparing and distributing EOC Director's orders.

Planning Coordination Section

- ❑ Elements of the Planning Coordination Section are:
 - Strategic Planning
 - Documentation
 - Records Management

The Planning Coordination Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation; 2) reasonably predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- ❑ Develop an incident action plan (IAP) to be approved by the EOC Director and provide the plan to the Operations Coordination Section.
- ❑ Obtaining briefings from the EOC Director.
- ❑ Establishing information requirements and reporting schedules for each incident.
- ❑ Assembling information on alternative strategies.
- ❑ Establishing a weather data collection system when necessary.
- ❑ Identifying needs for use of specialized resources.
- ❑ Providing periodic predictions on the incident.
- ❑ Compiling and displaying incident status summary information.
- ❑ Advising the command staff of any significant changes in the incident status.
- ❑ Maintaining resource status information.
- ❑ Addressing the general welfare and safety of the Planning Coordination Section personnel.
- ❑ Preparing and distributing the IAP.

Logistics Coordination Section

- ❑ Elements of the Logistics Coordination Section are:

- Procurement/Purchasing/Supply
- Staff Food Distribution
- Communications
- Information Services

Logistics Coordination Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident. The Logistics Coordination Section participates in the development and implementation of the incident action plan (IAP) and supervises resources procurement if necessary. It is recommended that the leading department consider assigning a representative to the Logistics Coordination Section. Responsibilities include:

- Obtaining briefings from the EOC Director.
- Assigning work locations and preliminary work tasks to section personnel.
- Notifying the Planning Coordination Section of logistics units activated, including names and locations of assigned personnel.
- Participating in the preparation of the IAP.
- Identifying service and support requirements for planned and anticipated operations.
- Providing input to and review communications plan, medical plan and traffic plan.
- Coordinating and processing requests for additional resources.
- Providing technological infrastructure to include hardware, software and technical support for EOC use.
- Advising on current service and support capabilities.
- Estimating future service and support requirements.
- Receiving demobilization plan from the Planning Coordination Section.
- Recommending release of unit resources.
- Addressing general welfare and safety of Logistics Coordination Section personnel.

Finance/Administration Coordination Section

- Elements of the Finance/Administration Coordination Section are:
 - Legal Services
 - Finance/Fiscal Office
 - Human Resources
 - Risk Management

The Finance/Administration Coordination Section is responsible for all documentation of the incident including financial and cost analysis aspects of the incident and for coordinating legal information and recommendations. Responsibilities include:

- Obtaining briefing from the EOC Director.
- Attending briefings with responsible agencies to gather information.
- Identifying and procuring supply and support needs for the Finance/Administration Coordination Section.
- Develop an operating plan for finance function for the incident.
- Preparing work objectives for subordinates, briefing staff and making assignments
- Determine need for food service operations.
- Informing the EOC Director when the section is operational.
- Meeting with assisting and cooperating agency representatives as required.
- Providing input in all planning sessions on financial and cost analysis matters.
- Maintaining contact with all agency administrative headquarters on financial matters.
- Documenting all financial costs of the incident including documenting for possible cost recovery for service and supplies.
- Advising the command staff on possible liabilities arising from disaster operations.
- Collecting and compiling input data and after-action reports.
- Evaluating the effects of damage on the economic index, and insurance ratings for use in long-range recovery planning.

ICS/EOC STAFF ORGANIZATION AND ASSIGNMENTS

The Emergency Staff should consist of the Policy Group, Command Staff, General Staff and other staff members as needed. During periods of increased-readiness, the EOC may be staffed for 24-hour operations.

POLICY GROUP
President’s Cabinet
Controller

COMMAND STAFF
EOC Director

Assignment of this function depends on the type of incident	
Chief Financial Officer	
Director of Facilities	
Senior Director of Communications	
Deputy EOC Director	
Primary	Information Security Officer
Backup	Custodial Supervisor Development Officer
Safety Officer	
Primary	Security Officer
Backup	Scheduling Coordinator
Backup	Security Officer
Liaison Officer	
Primary	Assistant Director of Security
Backup	Security Officer Designee
Backup	Custodial Supervisor
Public Information Officer	
Primary	Senior Director of Communications
Backup	Internal Communications Strategist
Backup	Media Relations Strategist



GENERAL STAFF
Operations Coordination Section
Director of Facilities
Maintenance Supervisor
Maintenance Technician
Manager of Instructional Multimedia Services
Boiler Tech/Plumber
Planning Coordination Section
Senior Associate Dean of Students
Information Security Officer
Director of Admission Operations
Development Officer
Logistics Coordination Section
Assistant Director of Facilities
Associate Dean for Academic Affairs
Director of Technology Infrastructure
Director of Client Services
Finance/Administration Coordination Section
Director of Human Resources
Chief Information Officer
Development Officer

Base Plan Only