EMERGENCY OPERATIONS PLAN

Revised – April 10, 2024 (Technical Corrections)

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TABLES AND FIGURES

EOP ACRONYMS AND ABBREVIATIONS

DPPS   *Department of Police and Public Safety*
EOC   *Emergency Operations Center*
EOCG   *Emergency Operations Center Group*
EHS   *Environmental Health & Safety*
IC   *Incident Command*
ICS   *Incident Command System*
NIMS   *National Incident Management System*

I. INTRODUCTION/PURPOSE

It is the intention of Fayetteville State University ("University") to provide a safe environment for members of the University community.   In support of this goal, the University has developed an all hazards approach to managing disasters/emergencies ("emergency incident") to include mitigation, preparedness, response, and recovery. This approach is detailed in this Emergency Operations Plan ("EOP"). The EOP is organized into a Basic Plan and Annexes. Each Annex addresses a specific functional area and outlines in a more detailed manner the responsibilities and operations of that functional area.

In developing its EOP, the University is complying with the Homeland Security Act of 2002, the Homeland Security Presidential Directive-**5**, the Robert T. Stafford Disaster Assistance and Emergency Relief Act as well as any state and local laws that govern emergency planning.
This EOP is modeled after the National Response Framework (NRF) and incorporates the National Incident Management System (NIMS) to facilitate coordination between responding departments and agencies. The University will cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation, and execution of its EOP.

II. OBJECTIVES

The objectives of the EOP and the fundamental priorities for the University during an emergency incident are as follows:

A. To provide for the preservation of life and protection of people during an emergency incident;

B. To provide for the protection and restoration of property and infrastructure; ;

C. To stabilize the emergency incident;

D. To provide for rapid dissemination of accurate information to the University community;

E. To provide specific procedures to be followed in preparation for the emergency incident, and response to the emergency incident and its aftermath;

F. To reduce the impact of an emergency incident;

G. To enable orderly and timely evacuation of individuals, when necessary; and

H. To enable recovery to pre-incident conditions.

III. SITUATION AND ASSUMPTIONS

A. Situation

The University has 6,283 students (both residential and commuting) and over 900 faculty and staff members. The University has an operating budget of $72 million dollars.

The University operates its own police department and is supplemented by the Fayetteville Police Department and Cumberland County Sheriff's Office. The University does not operate its own fire or emergency medical services. The University relies upon the Cumberland County emergency services and Cape Fear Valley Hospital for its emergency services.

The University has a dedicated office for emergency management with responsibilities for emergency management and planning. The office is located in the University's Department of Police and Public Safety ("DPPS")

The University is located in Fayetteville, Cumberland County, North Carolina. Fayetteville is the sixth largest city in the State of North Carolina. The University is located in close proximity to Ft. Bragg military installation and Pope Air Force Base. Additionally, CSX Railroad operates trains that run through the University's campus carrying cargo to and from the military bases and the port city of Wilmington, NC.

The City of Fayetteville includes the Fayetteville Regional Airport which provides commercial air service to civilians and back-up service to the military air fields at Pope Air Force Base and Simmons Army Airfield. State roads are the major traffic routes for commercial traffic through the City and County. NC 87 splits at Fort Bragg becoming Highway 87 which runs through campus to downtown Fayetteville. Also, I-95 which runs through Cumberland County is a major traffic artery. The Cape Fear River traverses through the County.

As a result of numerous factors, the University, City and County are exposed to numerous hazards, all of which have the potential to disrupt, cause damages and incur casualties. Potential hazards include, but are not limited to the following:

- Aircraft crashes (civilian/military)
- Bomb threat/detonation
- Civil disturbances
- Epidemic illness
- Hazardous materials releases
- Railroad/Transportation incidents
- Mass casualty incidents
- Sabotage / Terrorism
- National security emergency
- Weather related
  o Drought/Floods
  o Extreme Heat
  o Hurricanes
  o Severe Thunderstorms
  o Tornados

B.   Assumptions

The following include a list of planning assumptions that the University assumes will be true when operating its EOP.

1. **Incident Assumptions**

   a. An incident that affects the University may also affect the surrounding communities and region. Therefore, the University should plan to manage all incidents with limited external resources for the first 24 to 48 hours.

   b. Specific University operations and interests will remain under the coordination and management of the University; therefore, the University will plan accordingly and maintain incident operations until the incident is concluded.

   c. Non-University coordination and external resource requests will be forwarded to the Cumberland County Emergency Management Department by the University's Director of Emergency Management (EM Director).

   d. An emergency incident may occur at any time of the day or night, weekend, or holiday, with little or no warning; thus the University shall plan for such an occurrence.

   e. The succession of events in an emergency incident is unpredictable; therefore this EOP shall be utilized as a guidance document, and adapted accordingly for the specific needs of the emergency incident.

   f. During an emergency incident, all operations will be coordinated through the Emergency Operations Center Group (EOCG). The EOCG will issue tasks to the EMOC or other University personnel and coordinate through the Emergency Policy Group (**"Policy Group"**) and if necessary, the Cumberland County Emergency Management Department.

   g. The University will seek the advice and guidance of the City of Fayetteville, Cumberland County, and the State of North Carolina Offices of Emergency Management when making evacuation and other emergency management decisions, but reserves the right to make decisions beyond that of the City of Fayetteville or Cumberland County.

   h. Extended incidents may require 24 hour operations. Staffing should be planned accordingly.

2. **Plan Assumptions**

   a. The University will maintain and disseminate an all-hazard EOP. In addition to the EOP, the University will educate individual departments and units so that all personnel will be aware of the general framework for responding to emergency incidents.

   b. All University departments and units will be familiar with the emergency operations plan, and their specific responsibilities within the plan.

  c. The **EM Director** may assist any department with the development of a departmental policy or plan.

  d. The EOP will be reviewed and updated at least annually. The **EM Director** shall initiate the annual review. A record of revisions shall be maintained.

  e. At least once annually, the **EM Director** will conduct an exercise to test the planning and operational components of the EOP.

IV. CONCEPT OF OPERATIONS

A. Activation of Emergency Operations Plan

In the event of a major emergency incident, the **Chancellor** is ultimately responsible for the University's response to the emergency. The **EM Director** shall serve as the senior advisor to the **Chancellor** in regards to emergency operations and recovery.

The decision to activate the University's EOP shall be made by the **Chancellor**, in consultation with the **EM Director** and the Associate Vice Chancellor for Police and Public Safety ("**Chief of Police**"). If the **Chancellor** is not available, the line of succession shall be as follows:

- Chancellor's designee
- EM Director
- Chief of Police or Chief's designee

The **EM Director** shall determine if the Emergency Operations Center (EOC) is to be activated and, if activated, which positions will be staffed for the emergency response.

B. State of Emergency

A "state of emergency" may be formally declared by the **Chancellor** or the Chancellor's designee whenever there is a threatened or actual condition of disaster or extreme peril which cannot be managed by ordinary campus procedures. Once a state of emergency is declared, this EOP shall immediately be activated. A state of emergency shall always be declared if an emergency incident is considered to be a Level 3 incident.

C. Emergency Operations Center (EOC)

The EOC serves as the centralized facility in which the EOCG will gather and assume their emergency response roles. The **EM Director** shall oversee the operations of the EOC. The EOC's scope and functions are determined by the incident, its impact on the campus or surrounding communities and the current situation. As the primary goals of an initial response (saving lives and property) are accomplished, the priorities of the EOC shall shift into re-entry (if necessary) and recovery of operations.

D. **Emergency Activation Levels**

Emergency conditions vary with each incident and activation. The University shall utilize emergency activation levels to indicate the severity of an emergency. The emergency levels are guidelines only, and are intended to assist in classifying the situation and providing for the administrative response. The designated level may change as emergency conditions intensify or ease. The three levels of emergency are specified, as follows:

1. **Level 1** – An emergency incident involving the campus and/or the surrounding communities in which a state of emergency has been declared. Emergency conditions are wide spread and assistance may be required from external organizations. The EOP will be activated and a full activation of the EOC will be necessary.

2. **Level 2** – A major emergency incident that disrupts a sizable portion of the campus and causes damage and/or interruption to the University's operations. This may require assistance from external organizations. The EOP will be activated. A partial or full activation of the EOC will be necessary.

3. **Level 3** – A localized emergency has occurred affecting an individual department, building, or small geographical area. While there may be some damage and/or interruption, activation of the EOP/EOC may not be necessary. This is considered the "stand-by" mode for the EOC.
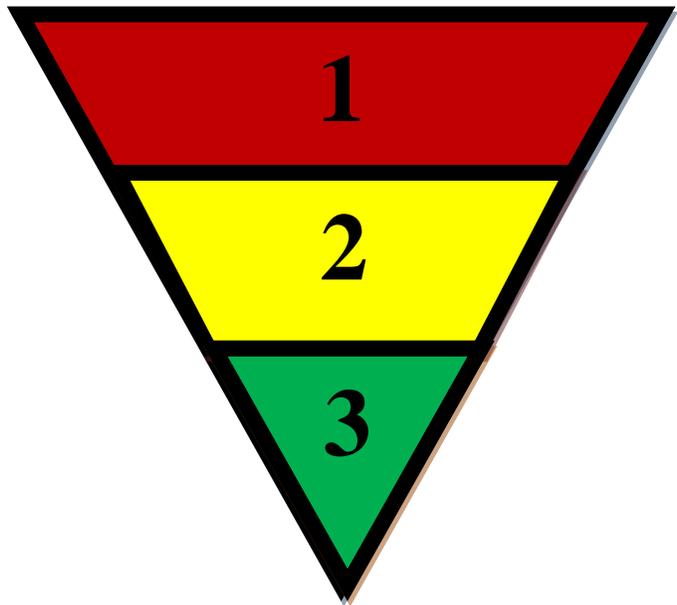
The Chancellor, in consultation with the **EM Director** and/or the **Chief of Police**, shall be responsible for determining the emergency activation level.

E. **Dissemination of Emergency Information**

The Director of Public Relations will coordinate with the **Policy Group** to ensure accurate and timely release of information to the University community and the public.

F. **Specific Hazard Plans**

There shall be separate plans for specific hazards that present a significant risk or vulnerability. These plans shall provide more detailed guidance than this base plan. Such plans shall include those for pandemics and active shooters.

G. **Governmental Assistance**

Should University resources prove to be inadequate during an emergency incident, requests for assistance shall be made by the **EM Director** to City and County officials.

H. **NIMS Compliance**

The University has adopted the National Incident Management System (NIMS) which includes the Incident Command System (ICS) which is a standardized, on-scene, all hazard incident and resource management concept. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity.

Additionally, NIMS is designed to improve coordination and cooperation between public and private entities in domestic management activities. University response to emergency incidents actions will be based on the ICS system. All University first responders shall comply with NIMS training requirements.

I. **Incident Command System**

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

J. **Functional Unit Plans**

Functional unit plans are provided as annexes to this base plan. The functional unit plans provide detailed information on how the unit will prepare and respond to an emergency incident. The plans shall be continually reviewed and revised accordingly.

The functional areas and a summary of their responsibilities are provided in Table 1.

TABLE 1
FUNCTIONAL UNIT RESPONSIBILITES

UNIT	RESPONSIBLITIES
Academic Affairs	• Develop procedures to communicate with and account for faculty in an emergency. • Develop plans to identify alternate facilities where University academic activities can be conducted in the event there is a lack of access to existing facilities. • Identify and prioritize critical support services and systems. • Identify and ensure recovery of critical assets. • Develop procedures for retrieving student information in case of an emergency.
Business and Finance	• Develop processes and procedures for issuing paychecks during emergencies. • Develop procedures for procuring emergency resources when responding to and recovering from emergencies. • Develop a process for documenting the financial cost of emergency response and recovery operations • Develop a Business Continuity Plan
Business Services	• Develop procedures for providing food to students, staff, faculty, and community partners during a major emergency • Develop mutual aid agreements for obtaining, preparing, and distributing food.
Facilities Management	• Participate in hazard vulnerability analyses • Ensure floor plans with room layout, electrical sources, and entrance and exit points for all campus buildings are available, accurate and up to date. • Identify sources for mutual aid agreements and assistance
Health Services	•Develop procedures to determine if there are adequate supplies and equipment to triage for an emergency. •Develop procedures for mobilizing personnel on campus and at external sites. • Coordinate with local and state public health officials.
Human Resources	• Develop plans to maintain the continuity of payroll, together with Business and Finance (see above), during an emergency. • Develop plans to hire or replace staff with temporary employees, if needed. • Prepare to advise on faculty and staff availability, appropriation of personnel, and to assist employees with work-recovery needs (e.g., psychological counseling, time off).
Information Technology	• Develop procedures and systems for checking critical information and alert systems to disseminate emergency information via Web site, cell phone, email, etc. • Identify IT resources needed to facilitate the emergency operations of campus units • In conjunction with Academic Affairs, develop plans to continue academic programs that significantly utilize technology for teaching purposes.

TABLE 1
FUNCTIONAL UNIT RESPONSIBILITES
(cont'd)

UNIT	RESPONSIBLITIES
Personal Development	• Identify and train appropriate staff to provide mental health services. • Provide basic training on available resources and common reactions to trauma for personnel responding to emergencies. • Identify both internal and external partners (such as local mental health agencies who may be able to assist, and develop a structure for support) and develop partnership agreements, if necessary.
Public Relations	• Develop procedures for coordinating with functional units to provide unified and factual messages to students, staff, faculty, families, and the media.
Police and Public Safety	• Develop procedures for reviewing and updating the emergency operations plan • Develop procedures for testing equipment and notification systems • Develop procedures for mobilizing department of public safety personnel and pre-positioning resources and equipment • Develop a process for communicating with and directing the central dispatch center, including the activation of the Emergency Contact List • Develop procedures for mobilizing campus wide transportation for an emergency and for maintaining control of traffic from private vehicles • Develop evacuation procedures from various campus locales with input from Facilities Management and the Office of Residence Life.
Residence Life	• Develop procedures to coordinate the need for on-campus housing, temporary shelters and temporary off-campus housing locations. • Develop an on-call staffing system to ensure staff are available at all times • Develop procedures for identifying resident students in need of emergency evacuation assistance • Develop procedures, with the assistance of the DPPS for the evacuation and temporary shelter accommodations for residential students. • Develop mutual aid agreements for housing options in the event of an evacuation.
Student Affairs	• Develop procedures for addressing the needs of students living in off-campus facilities • Develop mutual aid agreements and pre-negotiate services for goods and services • Ensure that consideration is given to the Americans with Disabilities Act throughout the planning and implementation of the emergency operations plan. • Ensure that the plan is accessible to students whose primary language is not English. • Develop parent or family notification procedures

V.   COMMAND STRUCTURE

During a major emergency incident, University officials are assigned certain roles and responsibilities they will be required to manage during the response and recovery phases. The Command Structure consists of four (4) major groups as follows:

- Incident Command (IC) and/or First Responders
- The Emergency Policy Group
- The Emergency Operations Center Group
- Emergency Management Operations Committee

The roles and responsibilities are defined below and shown in **Figure A**.

A.   Incident Command

All incidents, regardless of size or complexity shall have an **IC** responsible for on-scene management of the incident. Depending on the type and complexity of the incident, the **IC** may or may not be a university official. The **EM Director** shall make every effort to communicate with the IC at the onset and throughout the duration of the incident. The **EM Director** shall communicate recommendations from the **IC** to the Emergency **Policy Group**, **EOCG** and other university personnel as necessary.

The **Chief of Police** and/or **EM Director** shall be responsible for briefing the **Chancellor** on the emergency incident and any obvious conditions that should be known. Based upon this information, a determination shall be made by the **Chancellor**, in consultation with the **EM Director** and the **Chief of Police** as to whether to activate the EOP and/or increase the emergency threat level. (See Section IV)

B.   The Emergency Policy Group

1.   <u>Responsibilities</u>

Responsibility for overall University direction and public communication in a major emergency incident rests with the **Emergency Policy Group ("Policy Group").** The **Policy Group** convenes when a major emergency occurs, gathers information from emergency response personnel, makes major policy decisions, and coordinates communications with the University, external stakeholders, and the public.

The **Chancellor** shall act as chair and be responsible for contacting and directing the members of the **Policy Group** when an emergency incident occurs. If the **Chancellor** is not available, the line of succession is as follows:

- Vice Chancellor and Chief of Staff
- Provost and Vice Chancellor for Academic Affairs
- Vice Chancellor for Business and Finance

2. **Membership**

Each member of the **Policy Group** shall identify at least one designee to serve in his/her absence. The **Policy Group** shall be comprised of the following:

- Chancellor
- Vice Chancellor Chief of Staff
- Provost and Vice Chancellor for Academic Affairs
- Vice Chancellor for Business and Finance
- Vice Chancellor for Student Affairs
- Vice Chancellor for Information Technology and Telecommunications
- Vice Chancellor for Institutional Advancement
- General Counsel
- Director of Athletics
- Special Assistant to the Chancellor (Recorder)
- Director of Public Relations

C. **Emergency Operations Center Group (EOCG)**

1. **Responsibilities**

The **Emergency Operations Center Group (EOCG)** coordinates University-wide emergency services, deploying response teams across the campus, and prioritizing operations to ensure that the University's most urgent needs are met. The **EOCG** also provides information, assessments, and recommendations to the **Policy Group**.

In the event of an emergency, the **EM Director** notifies **EOCG** members. Immediately upon notification, the designated branch* representative shall report to the EOC. Once the EOC is functional, each branch representative shall continually make operational decisions for his or her respective branch.

In accordance with the National Incident Management System, each of the primary University divisions will be referred to as a branch during activation.

2. **Membership**

The **EOCG** members shall be appointed by their respective Vice Chancellors and include members of the following University branches:

- Academic Affairs
- Business and Finance
- Chancellor's Office
- Facilities Management
- Human Resources
- Institutional Advancement (Public Affairs)
- Information Technology and Telecommunications
- Student Affairs
- Police and Public Safety

For planning purposes, the **EM Director** and the **Chief of Police** shall be considered as members of the EOC. An actual emergency incident may dictate otherwise.

D.   **Emergency Management Operations Committee**

1.   <u>**Responsibilities**</u>

a. Emergency Planning

The Emergency Management Operations Committee (**EMOC**) shall manage campus-wide preparedness and training. In doing so, the **EMOC** shall ensure the following:

1. The EOP is reviewed and, if necessary updated at least annually, preferably after an exercise.
2. University units have in place unit-specific emergency action plans.
3. At least one emergency exercise is completed per year and a functional or full-scale exercise at least once every five years. Exercises shall involve all members of the emergency response groups/committee.
4. Sufficient training courses are offered in Incident Command and University groups/committee comply with all standards established through NIMS guidance documents.

b. Emergency Response

EMOC members, through their **EOCG** representatives, shall ensure continuity of basic University services and operations during protracted emergency incidents that require a campus-wide response. The **EMOC** shall provide critical services when an emergency incident occurs and operate according to those plans during an emergency.

Responsibilities designated to the **EMOC** during an emergency, include but are not limited to the following:

- Emergency Notification
- Security, Traffic, and Crowd Control
- Preparing and Managing Emergency Shelters/Housing
- Emergency Purchases
- Food Services
- Transportation Services
- Emergency Medical Services
- Public Information Dissemination

EMOC members shall have a designee to manage their department operations in their absence.

2.   <u>**Membership**</u>

The following units shall have representative on the **EMOC**:

- Academic Affairs
- Counseling Center
- Business and Finance
- Dean of Students
- Emergency Management
- Facilities Management
- Food Services
- Health Service
- Housing and Residence Life
- Information Technology and Telecommunications
- Institutional Advancement
- Human Resources
- Legal Affairs
- Police and Public Safety
- Public Affairs
- Student Affairs

E.   Essential Personnel

Essential personnel are those University employees who work within one of the University branches, members of the **EMOC**, and other personnel that may be designated as essential by a unit head.
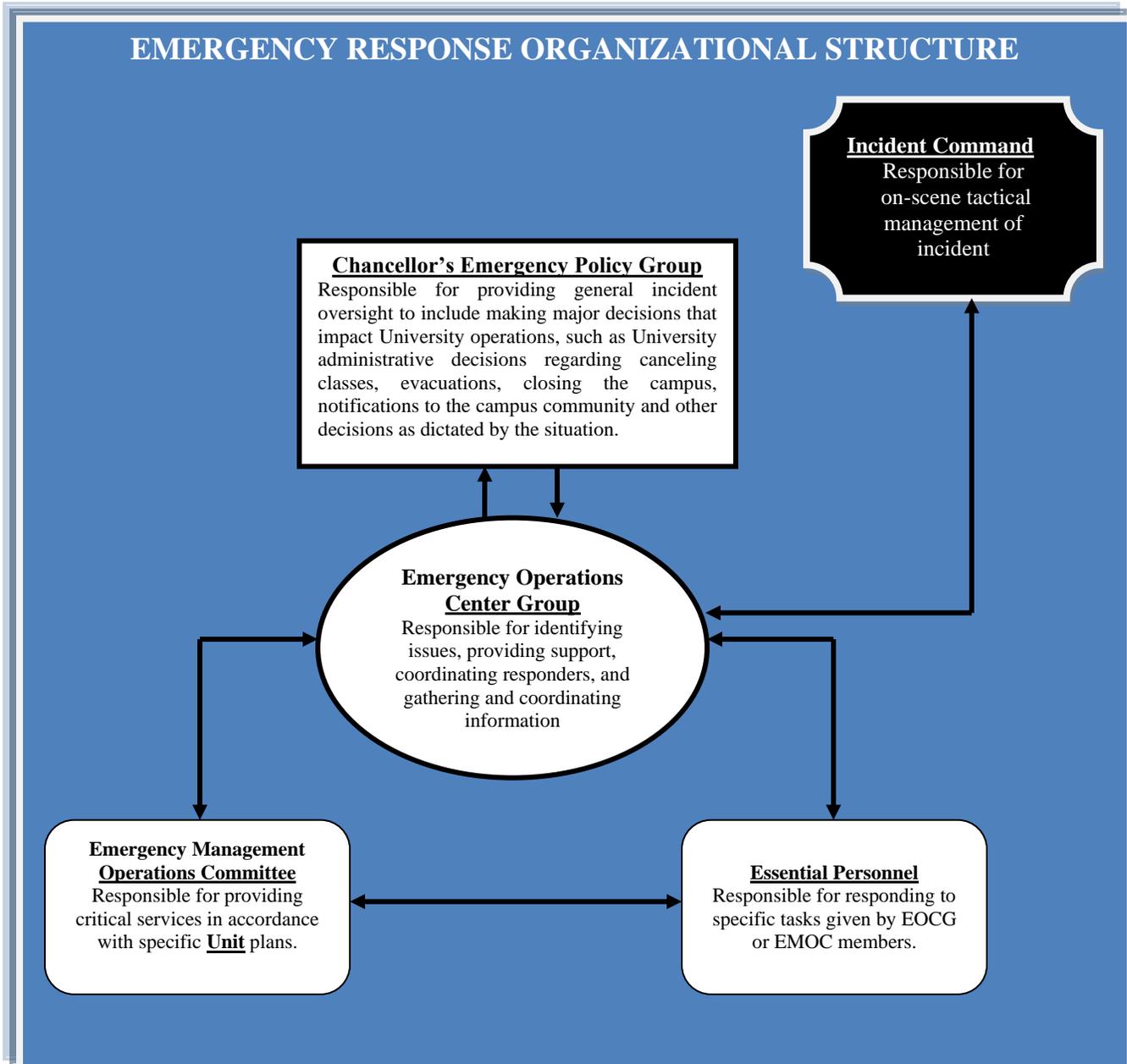
Essential personnel are expected to be directly involved with the response and recovery actions involving an emergency incident. Immediately upon notification of an emergency incident, essential personnel should stand-by for specific tasks, or follow departmental/University rules, policies and procedures with regards to emergency incidents. Essential personnel should use caution appropriate to the circumstances when reporting to work during emergency incidents.

Each unit head is responsible for determining essential personnel in his or her respective unit. Once an employee has been designated as essential personnel the unit head should do as follows:

1.   Notify the Bronco Card Office so the "Essential Personnel" designation may be placed on the employee's identification card.
2.   Notify the Office of Human Resources that the individual has been designated as Essential Personnel.
3.   Notify the Office of Human Resources when a vacant or new position is posted that is considered essential.
4.   Ensure that all employees identified as Essential Personnel annually review the EOP and their possible involvement during a major emergency incident. The **EM Director** shall assist with training at the request of the unit head.

All University personnel may be requested to work during a major emergency incident; however, Essential Personnel are those that are more likely to be requested for assistance. Essential Personnel may be called back through department request, or by an official University State of Emergency declaration.

EMERGENCY RESPONSE ORGANIZATIONAL STRUCTURE

Incident Command
Responsible for on-scene tactical management of incident

Chancellor's Emergency Policy Group
Responsible for providing general incident oversight to include making major decisions that impact University operations, such as University administrative decisions regarding canceling classes, evacuations, closing the campus, notifications to the campus community and other decisions as dictated by the situation.

Emergency Operations Center Group
Responsible for identifying issues, providing support, coordinating responders, and gathering and coordinating information

Emergency Management Operations Committee
Responsible for providing critical services in accordance with specific **Unit** plans.

Essential Personnel
Responsible for responding to specific tasks given by EOCG or EMOC members.

VI.   INCIDENT MANGEMENT

A.   Plan Activation

The EOP may be activated at the direction of the **Chancellor** or other administrator as noted above in Section IV.A.

If a major emergency incident has occurred on campus, the **EM Director** is responsible for providing initial emergency notification to contacts in appropriate emergency service

units, who in turn notify their own staff. A full mobilization of the emergency response units will then occur, along with full activation of the emergency response teams.

In some situations, only a partial activation will be necessary. Examples include a public alert or warning, a major incident that occurs in another geographic location that may impact the University, or a limited incident that occurs on campus that could escalate to a higher level.   In these situations, a limited number of response personnel will be mobilized, and the main emergency response may be communicating with the University community.

b. **Emergency Response**

1. <u>**Emergency Notification and Crisis Communication**</u>

a. **Notification to Campus Community**

Emergency notifications will occur during any event where a known threat to life, safety or personal injury exists. It is important to note that the activation of emergency notifications is NOT the same as declaring a campus State of Emergency. All emergencies that fall into the Level 2 or 3 categories should be immediately reported to DPPS. DPPS shall ensure that emergency actions are initiated to include fire, emergency medical services and hazardous materials responses.

In any emergency, notifications to affected students, faculty, and staff may be delivered by the following methods. The responsible department is indicated by the particular method.

- Outdoor Warning Sirens *(DPPS)*
- Blue-Light Safety Phones *(DPPS)*
- Text Messaging *(Office of Public Relations)*
- Email *(Office of Public Relations)*
- University Web Page (www.uncfsu.edu) *(Office of Public Relations)*
- Television - On Campus Bulletin Board Channel 12
- WFSS Radio Station *(Office of Public Relations)*
- News Releases *(Office of Public Relations)*
- Building Fire Alarms *(DPPS)*

In the event that emergency conditions disrupt power and telephone service, emergency information and emergency communications will be profoundly restricted. Until these systems are restored, messengers, radios, and cellular phones will be used.

b. **Notification to Emergency Response Teams/Committee**

The **Chancellor** or Chancellor's designee shall notify all **Policy Group** members when the EOP has been activated. These individuals shall then notify personnel under their authority.

The **EM Director** or the Director's designee shall notify the **EOCG** that

the EOP has been activated. The **EOCG** members shall meet at the EOC to begin coordination and planning to address the emergency incident.

Each **EOCG** member shall notify his/her EMOC staff of the EOP's activation.

2. Assistance from External Organizations/Agencies

Some emergencies may warrant the interface, coordination, and use of external organizations and agencies at the federal, state, and local level. The University may not have the resources to effectively handle all potential emergency incidents, and thus the University may be dependent on external organizations/agencies for support services as describe below.

a. Law Enforcement

The University maintains mutual aid agreements with local and state law enforcement agencies. Details of these agreements are available from the **Chief of Police**.

b. Fire Protection

The University does not operate its own fire services. The campus is protected by the City of Fayetteville Fire Department.

c. Emergency Medical Services

Primary ambulance response is provided by Cumberland County Emergency Medical Services and/or Cape Fear Valley Hospital. In addition, the City of Fayetteville Fire Department is classified as a heavy rescue response department. Heavy rescue is defined as advanced rescue capabilities for extrication, collapse and confined space while providing medical responder support for all incidents.

d. Hazardous Materials

The City of Fayetteville Fire Department's Hazardous Materials Response Team is responsible for responding to all hazardous materials incidents within Cumberland County, which would include the University.

C. Phases of Emergency Management

This EOP addresses four phases of emergency management. (See Figure B.) These phases are described as follows:

1. Mitigation

Hazard mitigation is defined as sustained action taken to reduce or eliminate long-term risk to people and property from hazards and their effects. The **EMOC** shall be responsible for directing the University's efforts to minimize the

results of an emergency incident. As part of that effort, the **EMOC** shall conduct an annual hazard vulnerability analysis, designed to do the following:

- Identify emergency situations that could occur on the University's campus or its surrounding area;
- Assess the potential impact on the University and the community that may result from such emergency incidents; and
- Assess the University's preparedness to respond to and recover from such incidents.

Additionally, the hazard vulnerability analysis may be used to assess the University's current emergency management activities and to identify necessary changes, additional planning activities, and specific exercise scenarios.

2. Preparedness

The preparedness phase involves activities undertaken in advance of an emergency. Anticipating what can go wrong, determining effective responses and developing preparation of resources are critical steps in preparing for the "unexpected." The following preparedness activities shall be included in the University's emergency planning efforts:

- developing and revising the EOP
- conducting hazard analyses;
- developing mutual aid and other support agreements with appropriate local and state agencies;
- training University employees and students;
- testing public information and communications systems;
- conducting periodic exercises to test emergency plans and training;
- obtaining equipment or supplies that may be needed in an emergency;
- negotiating contracts that will provide the campus with resources needed during an emergency; and
- developing a continuity of business operations plan for all major campus operations

3. Response

The response phase includes taking action to effectively contain and resolve an emergency incident. The response phase includes an initial response and an extended response.

a. Initial Response

The University's initial response activities shall emphasize minimizing the effects of the emergency incident. Examples of initial response activities shall include, but not be limited to the following:

- dissemination of warnings, emergency public information, and instructions to members of the University community;
- conducting evacuations and/or rescue operations;
- caring for displaced persons and treating the injured;

- conducting initial damage assessments and surveys;
- assessing need for mutual aid assistance;
- restricting movement of traffic/people and unnecessary access to affected areas;
- coordinating with state and federal agencies working in the field; and
- implementing annexes.

b.   Extended Response

The University's <u>extended</u> response activities shall be conducted in the field and in the EOC. Extended response activities involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Examples of extended response activities shall include, but not be limited to the following:

- preparing detailed damage assessments;
- documenting situation status;
- protecting, controlling, and allocating vital resources; and
- determining casualties.

FIGURE B
PHASES OF EMERGENCY MANAGEMENT
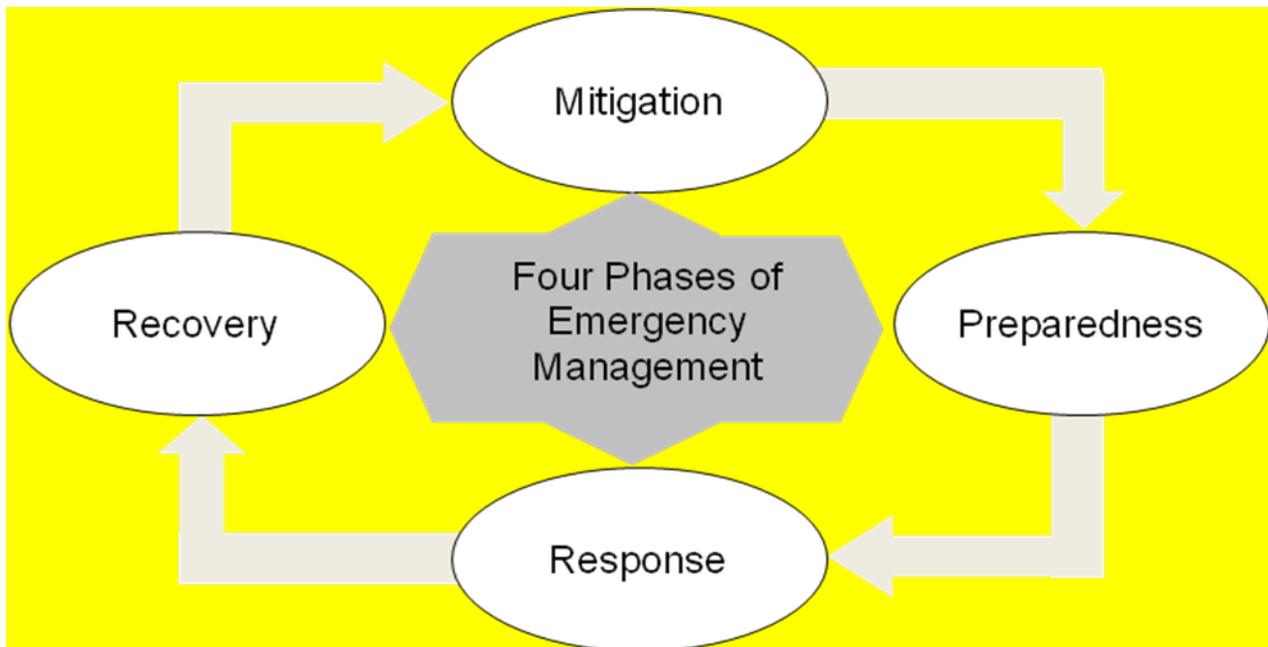
4.   <u>Recovery</u>

The main goal of the recovery phase is to restore the learning environment as quickly as possible. The **Chancellor**, in consultation with the **EM Director** and/or the **Chief of Police** shall determine when to terminate the emergency and transition to normal campus operations. Termination of the emergency initiates transitioning from the response phase into the recovery phase. Once the decision is made to enter the recovery phase, personnel involved in the response phase shall be informed of the transition. The **EM Director** shall have full authority to direct the recovery effort and shall utilize the **EOCG** as the primary coordinating group for the recovery effort. Examples of recovery activities shall include, but not be limited to the following

- restoration of administrative and business functions;
- restoration of the learning environment (which may involve housing students and conducting classes in offsite locations, implementing online learning, and implementing temporary procedures about assignments, grading, attendance, and tuition and housing payments);
- determining and recovering costs associated with response and recovery;
- identifying residual hazards;
- communicating decisions to faculty, staff, students, families and the media; and
- providing short and long-term mental health services;

VI.   ANNEXES

The EOP is organized into a Basic Plan and Annexes. Each Annex addresses a specific functional area and outlines in a more detailed manner the responsibilities and operation of that function. (See Figure C below.) Additionally, the Active Shooter, H1N1 Guidance and Pandemic Flu plans are annexes to the current EOP and are designed to complement existing emergency operational plans.

FIGURE C

ANNEXES	
FUNCTIONAL UNIT ANNEXES **Annex #1 - EOCG** **Annex #2 - Academic Affairs** **Annex #3 - Business and Finance** **Annex #4 - Business Services** **Annex #5 - Facilities Management** **Annex #6 - Health Services** **Annex #7 - Human Resources** **Annex #8 - Information Technology** **Annex #9 - Personal Development** **Annex #10 - Police and Public Safety** **Annex #11 - Public Relations** **Annex #12 - Residence Life** **Annex #13 - Student Affairs**	**HAZARD SPECIFIC ANNEXES** **Annex #14 - Active Shooter** **Annex #15 – Explosive Devices** **Annex #16 – Emergency Notification** **Systems** **Annex #17 - H1N1 Guidance** **Annex #18 - Pandemic Flu** **Annex #19 – Adverse Weather** **Annex #20 – Evacuation** **Annex #21 - Communications**

VII.   ANNEXES

Annexes are not publicly available.