

EMERGENCY ACTION PLAN

**APPENDIX F: EMERGENCY OPERATIONS CENTER (EOC)  
STRUCTURE AND PRIORITY ACTIONS**

**EOC TEAM LEADER: Dean of Administration**

- **Priority Actions:**
  - Under the direction of the College President, assume overall command of the emergency with the goal of minimizing the effect on the campus. Maintain continuous communication with the President and System Office as necessary.
  - Insure that all Team members carry out their responsibilities and have adequate personnel and other resources to accomplish their tasks
  - Manage the command center and insure that a log of actions taken is started and kept up-to-date
  - Insure that the local officials including Fire, Police, Medical and political are advised of the situation and the needs of the College
  - Contact legal counsel and assume responsibility for employee issues
  - Approve all financial commitments of campus and off-campus resources to the emergency and notify insurance companies and others as appropriate
  - Plan rest breaks for those working on the emergency
  - Liaison with the President and if necessary represent the President
  - Assume responsibility for the ongoing administrative support mission of the College and insure that administrative and business records are accounted for and protected
  - Declare an end to the emergency and after the emergency is over, conduct a review of the events and lessons learned and issue a report so that emergency plans can be improved
  - Initiate external notification of College closure utilizing the standard inclement weather closure notification procedure and other methods as deemed practical (email, web site, phone trees etc.)

**PUBLIC SAFETY AND SECURITY: Dean of Administration**

- **Priority Actions:**
  - Function as the initial incident commander or team leader until replaced by the Team Leader or designee
  - Coordinate and direct actions of campus Security force in response to the emergency
  - Provide direction to campus Security relative to crowd and traffic control with a focus on keeping the access ways clear of traffic to allow emergency vehicle access
  - Communicate with security personnel to ensure that evacuation has been completed.
  - Act as liaison to fire and law enforcement incident command posts
  - Advise the Emergency Response Team of the availability of material safety data sheets (MSDS) and provide copies as requested

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**FACILITIES: Director of Facilities**

- **Priority Actions:**
  - Assume responsibility for the security of all campus life and property
  - Work in concert with the Coordinator of Public Safety and Environmental Health on life safety and fire issues
  - Communicate with maintenance personnel to ensure that evacuation has been completed
  - Insure that immediate instructions are disseminated to all impacted faculty, staff, and visitors during the emergency and that these instructions are obeyed
  - Provide search and rescue assistance to the local emergency services as requested and to the extent available
  - Provide field command over the overall use and care of all campus structures and grounds including utilities
  - Insure that the local utility company representatives know the campus situation and needs
  - Provide initial damage assessments of campus structures, roads, grounds and utilities
  - Assist in making decisions relative to the continued use and re-occupancy of campus property
  - Engage specialists as needed to insure that structures are safe for occupancy
  - Contract as necessary for services to repair structures and utilities and determine the time needed to restore buildings to normal occupancy
  - Coordinate the delivery and storage of supplies needed for both emergency and ongoing operations
  - Insure that environmental impact assessments are made for hazardous materials incidents and, if necessary, arrange for the services of a licensed environmental cleanup contractor
  - Insure that resources are adequate to maintain health and sanitation
  - Provide vehicles, equipment and operators for movement of personnel and supplies

**COMMUNICATIONS / PUBLIC RELATIONS: Director of Information Technology,  
Public Relations Associate**

- **Priority Actions:**
  - Assume responsibility for the collection and dissemination of information to the media, campus and general public
  - Insure that the Emergency Response Team has adequate communications capabilities
  - Insure that an adequate telephone-answering network is established to handle incoming and campus calls and that the Emergency Response Team is aware of concerns and issues being voiced by incoming callers
  - Establish a media briefing room with adequate space and facilities for use of the media
  - Serve the Emergency Response Team as the College's spokesperson in press conferences and media interviews

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- Develop press releases and prepared statements for the President and the Emergency Response Team relative to the health, well-being and location of students and staff
- Coordinate the College's press releases with those of the local responder's Public Information Officer
- Be the liaison with special interest groups (trustees, parents, alums etc.)
- Handle electronic communications including e-mail notices and the web and arrange for photographic and audiovisual services
- Insure that the media is advised of any special telephone numbers for off-campus callers to use to obtain information about the emergency
- Ensure that internal notification of the emergency has been accomplished
- Assist the team leader in implementing external notifications as needed

#### **ACADEMICS /STUDENTS AFFAIRS: Academic Dean, Dean of Student Services, Assistant to the Academic Dean**

- **Priority Actions:**
  - Assume responsibility for student issues
  - Provide "people oriented" record keeping; i.e. missing persons, attendance etc.
  - Take control of the people at the fire assembly point(s) including keeping people on campus if requested by the emergency responders
  - Assume responsibility for the global overview of the emergency and advise the Emergency Response Team of potential threats beyond the immediate crisis
  - Assign personnel to be the College's representative with injured or involved students and their families
  - Assume responsibility for the ongoing academic mission of the College
  - Insure that academic functions are ongoing if appropriate
  - Insure that academic records are accounted for and protected
  - Arrange alternate sites for instructional space
  - Make food and shelter decisions for students and staff
  - Decide when campus student activities should be canceled
  - Arrange alternate sites for campus student activities
  - Establish a staging area for volunteers, log in volunteers, assign tasks to volunteers

#### **MEDICAL: Director of Nursing Division**

- **Priority Actions:**
  - Coordinate with local emergency response services' personnel to create a system to triage, transport and treat students, staff and visitors impacted by the emergency
  - Create a tracking system to insure that the Emergency Response Team is aware of the number, type and severity of injuries and the disposition of all patients transported off campus to medical facilities
  - Serve as the College's liaison with the public health officials of the local and the State and Federal governments
  - Hire, as appropriate, critical incident debriefing personnel
  - Assist the Building Maintenance Supervisor to assure that proper sanitation is provided for food preparation and housing of students if needed