

EMERGENCY ACTION PLAN

**9. ESTABLISHMENT OF THE EMERGENCY OPERATIONS CENTER (EOC)**

**EOC Overview**

In order to provide for an organized response to major emergencies on campus, an Emergency Operations Team has been formed to advise the President and assist the College in responding to, managing, mitigating and recovering from the emergency. The Team will also be responsible for interfacing with off-campus resources and agencies as needed such as local and state governmental agencies and the media. The Team will meet when a campus emergency has occurred or might occur.

**EOC Members**

The Team will be comprised of the following staff with their respective designated areas of responsibility:

- Dean of Administration - Team Leader
- Director of Facilities - Facilities, Security & liaison to fire and law enforcement
- Director of Information Technology - Communications
- Director of Finance - Finance
- Academic Dean – Academics
- Dean of Students Student Affairs
- Director of Nursing - Medical
- Public Relations Associate - Media Relations

In the absence of any of the above individuals, backups or designees shall be called to serve in their place. Others may be added to this group depending on the situation or the need. The President may or may not meet with the team depending on the nature of the emergency and the surrounding circumstances.

**EOC Location**

The primary Emergency Operations Center (EOC) has been designated as the conference room in the Central Utility Plant (CUP). The alternate EOC has been designated as the Dean of Administration's conference room. All Team members should report directly to the EOC when called.

If, due to the nature of the emergency, the above EOC locations are not available, the Team Leader will designate another location for the EOC.