

# EASTERN

## MICHIGAN UNIVERSITY

*Education First*

Emergency Operations  
Center Procedure

Rev. 1.02  
May 2010

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### Distribution List

<b>Name</b>	<b>Position</b>
	<b>University President</b>
	<b>Provost</b>
	<b>Executive Director, Public Safety</b>
	<b>Vice President, Communications</b>
	<b>Vice President, Student Affairs &amp; Enrollment Management</b>
	<b>General Counsel</b>
	<b>Assistant Vice President for Academic Human Resources</b>
	<b>Chief Human Resources Officer</b>
	<b>Executive Director, Health Services</b>
	<b>Chief, Operations</b>
	<b>Chief Information Officer</b>
	<b>Chief Financial Officer</b>
	<b>Director, Housing</b>
	<b>Director, Health &amp; Safety</b>
	<b>Director, Intercollegiate Athletics</b>
	<b>Director, Risk Management</b>
	<b>Director, Emergency Management</b>
	<b>University Ombudsman</b>
	<b>Executive Director, Governmental &amp; Community Relations</b>
	<b>Executive Director, Board Affairs and Secretary, Board of Regents</b>
	<b>Special Assistant to the President</b>

# **Eastern Michigan University Emergency Operations Center Procedures**

## **I. Purpose**

A fully capable emergency operations facility is an essential element of a comprehensive emergency management system and necessary to ensure continuity of operations at Eastern Michigan University. A campus Emergency Operations Center (EOC) is a facility designated for managing an emergency event. It is where the university incident management team makes decisions to allocate and coordinate resources, provides for incident communications coordination, and directs the overall disaster emergency response.

This procedure provides a framework for response and is not intended to limit the actions needed for an efficient and effective response. Depending on the scale of the event, this procedure will provide support to Washtenaw County Emergency Management, the State of Michigan, and federal response activities during a state of emergency or disaster declaration by those authorities. By locating the University decision makers in a single facility, the EOC, the following advantages are realized:

### **A. Centralizes Incident Management**

- Provides central point where all information related to the incident is received and analyzed, incident priorities are determined, strategies are developed and critical resources are assigned to tactical operations.
- Provides for operations during extended periods of time.
- Enhances coordination between involved agencies and provides for the efficient and effective use of all modes of communications available for the incident.
- Minimizes disruption to campus departments not directly affected.
- Provides a centralized location to conduct planning meetings, tactics meetings, shift briefings, media briefings, press conferences, public information releases and other information dissemination.

### **B. Provides for Situation Status Management**

- Establishes a central location for information to be gathered, analyzed, tracked, displayed, distributed and stored.
- Provides for the verification of information.
- Provides for immediate availability of incident information.

### **C. Provides for Resource Status Management**

- Establishes a single location for resources to be tracked (e.g., personnel, equipment,), their location and status.

## **II. Situation and Assumptions**

### **A. Situation**

- Eastern Michigan University is subject to many hazards that would require the use of a centralized emergency operations center (EOC) to facilitate policymaking, coordination, and control of response resources in a large-scale emergency/disaster situation.
- Eastern Michigan University will normally manage emergency/disaster operations from its EOC.
- Field operations will be controlled from one or more Incident Command Post(s) which will be located near the emergency/disaster scene.
- The EOC has the capability to communicate with the necessary local, state, and federal agencies needed in times of emergency.

#### **B. Assumptions**

- The EOC procedures will be adequate for most disaster conditions that could arise for Eastern Michigan University.
- The Emergency Management Director will coordinate the reviewing and updating the EOC procedures as necessary.
- The EOC procedure provides for the centralized locating of five functional sections of incident response consistent with NIMS: Command; Operations; Planning; Logistics; and Finance.
- Close coordination must be maintained between Eastern Michigan University, the City of Ypsilanti, and Washtenaw County and any established Incident Command Posts (ICPs) to identify special considerations, secondary threats, and available resources.

### **III. Concept of Operations**

#### **A. EOC Location**

The primary Campus Emergency Operations Center is located in [REDACTED]. The facility is a designated, but not a dedicated, EOC facility. Supplies are maintained in a state of readiness for conversion and activation when needed. The EOC serves as the centralized location in which university staff will report for duty and assume their roles in the EOC. Emergency response activities and work assignments will be planned, coordinated, and delegated from the EOC.

In the event that the primary EOC cannot be used, an alternate EOC will be established at the [REDACTED]. The alternate EOC location may be re-designated depending on the nature of the event and available space.

In the event the campus is secured and access is limited, EOC staff should enter the campus and use the [REDACTED] unless directed to a different location. This lot is close to [REDACTED].

#### **B. Types of Emergencies**

Eastern Michigan University is at risk from various emergencies and/or hazards. The following list identifies those that would pose the greatest need of an elevated response:

- Fire
- Natural disaster (tornado, wind damage)
- Chemical spill
- Violent or criminal behavior
- Health/Medical (norovirus, salmonella, influenza outbreak)
- Utility failure
- Explosion
- Civil disturbances or demonstrations (strikes, riots)

### C. Emergency Classification Levels

An Emergency Classification is a description of conditions which indicate a level of risk to the university. Eastern Michigan University will employ three Emergency Classification Levels (ECLs) to assist in classifying the severity and level of response to an incident. The ECLs are:

**Level 1 (Minor Incident):** A Level 1 incident is any incident, potential or actual, that will not seriously affect the overall functional capacity of the university. These would be campus emergencies that can be resolved with existing EMU resources or limited outside help. Examples include minor chemical spills, low-level acts of violence, and weather related situations such as winter storm closures. EOC activation is not required.

**Level 2 (Emergency/Partial Activation):** A Level 2 incident is any incident, potential or actual, that affects an entire building or buildings, and which may disrupt the overall operations of the university. These would be campus emergencies that require a coordinated response beyond normal operating channels. Outside emergency services will probably be required, as well as major efforts from campus support services. These situations are those that are likely to affect some community members, e.g., extended power outages, or fire.

The President of Eastern Michigan University and EOC staff are notified. The EOC may be partially or fully activated. Some, but not all positions may be filled to coordinate and support the response to the incident. The City of Ypsilanti and Washtenaw County Emergency Management will be alerted as to the nature and severity of the emergency.

**Level 3 (Disaster/Full Activation):** A Level 3 incident is any event or incident that has the potential or does seriously impair or halt university operations. In some cases, death of personnel and severe property damage may be sustained. Such major campus disasters require a coordinated response by all campus resources and outside emergency services would be essential. These situations include disasters such as tornadoes, earthquakes, major chemical incidents and major fires. In all cases, an Emergency Operations Center will be activated, and the appropriate support and operational plans implemented.

The President of Eastern Michigan University and EOC staff are notified. All EOC positions are activated. The university notifies the City of Ypsilanti and Washtenaw County. The university may request that the Washtenaw County Emergency Operations Center be activated in support of university operations.

## **IV. Organization & Assignment of Responsibilities**

In accordance with the Eastern Michigan University Board of Regents resolution adopting the National Incident Management System (NIMS), during emergency operations the EOC will be organized as needed into five major functional areas: Command, Operations, Planning, Logistics, and Finance.

This Incident Command Structure (ICS) provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. The purpose of the ICS is to:

- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency;
- Provide management with the necessary control to direct and coordinate all operations and all agencies responding to emergency incidents;
- Assign employees with reasonable expertise and training to critical functions without loss of precious time;
- Allow the activation of only those positions needed to manage a particular incident or level of emergency; and
- Promote proper span of control and unity of command.

The organizational structure of the ICS may not resemble the day-to-day organization of the University. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the emergency increases, assignments may change in the ICS organizational structure - meaning an employee's position in the ICS may change during the course of a single emergency.

### **A. University President**

The president is the chief executive officer of the University. The president is responsible for the entire operation of the University and is charged to implement its mission, consonant with the policies and actions of the Board of Regents. The responsibility for overall Direction and Control of operations rests with the University President and Executive Council. Primary responsibilities include:

- Declaring Campus State of Emergency
- Authorizing activation of Emergency Operations Center (EOC)
- Executive authorization for funding of emergency measures
- Formal requests for local State of Emergency and Governor's Declaration of Emergency/Disaster

#### **1. Declaration of a Campus State of Emergency**

The President, as Chief Executive Officer of the University, is charged with the maintenance of that degree of order and safety necessary to the successful continuation of the University's lawful mission, and is further charged with the authority to protect the members of the University community and University property.

When faced with mass disruptions, activity of a violent and destructive nature, or other dangerous violations of University rules of a serious enough nature to threaten the University, the President, after consultation with and approval

of the Board of Regents, may declare a “state of emergency”. Refer to Attachment C\_ Proclamation of a Campus Emergency.

## **B. Executive Group<sup>1</sup>**

The University President or her designee will be the Director of the Executive Group. The executive group is comprised of the University President, Provost, General Counsel, Chief Financial Officer, Vice President Communications, Vice President for Student Affairs and Enrollment Management, Executive Director, Public Safety, Chief Information Officer, and Chief of Operations. Executive Group composition is scalable to the nature of the incident and extent of damage. Primary responsibilities include:

- Policy level decisions
- Fiscal authorization
- Strategic policy and direction for recovery and resumption of normal operations
- Review public information statements and releases

## **C. Operations Section**

The Executive Director, Public Safety or his designee will be the Operations Section Chief. The Operations Section Chief is responsible for the organization of the Operations Section and the development and execution of its specific tactics.

The Operations Section includes all activities that are directed toward the reduction of the immediate hazard, establishing control, and restoration of University operations. This section consists of those departments that are responsible for public safety and carrying out response activities. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and relay operational status and information to the Executive Group. The overall responsibility of this section is to coordinate with field operations. Primary responsibilities include:

- Coordinating all field operations
- Liaising with Planning & Intelligence, Logistics, and Finance & Administration
- Access Control
- Mutual Aid and Multi-Agency Response Coordination

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<sup>1</sup> All groups are scalable based on complexity of the incident and availability of staff.

#### **D. Logistics Section**

The Chief of Operations or his designee will be the Logistics Section Chief. The Logistics Section has responsibilities for the procurement and payment of personnel and equipment necessary for the management of and recovery from the emergency, for procuring supplies, personnel, and material support necessary to conduct the emergency response (e.g. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).

The Logistics Section coordinates the procurement and provision of emergency resources and support for the response and recovery operations being conducted for the emergency or disaster. Primary responsibilities include:

- Procurement and delivery of all resources to support EOC and field operations
- Emergency contracts for services
- Personnel
- Transportation management

#### **E. Planning Section**

The Emergency Management Director or his designee will be the Planning Section Chief. The Planning Section is responsible for receiving, evaluating, and analyzing all disaster information and providing updated status reports to EOC management and field operations. The Planning Section is responsible for gathering, analyzing, evaluating and disseminating technical information and making recommendations.

The Planning Section maintains information on the overall response effort and develops the Incident Action Plan for the next operational period. Planning is also responsible for damage assessment and developing specialized technical assessments of the event. Primary responsibilities include:

- Receiving, evaluating, and analyzing all disaster information and providing updated status reports to EOC management and field operations
- Coordinating damage assessment reports and developing specialized technical assessments of the event
- Post Situation Status Information
- Keep records and documentation of all EOC activities
- Identify inaccuracies and conflicting reports
- Coordinate with Operations and Logistics to capture and centralize resource status information
- Prepare and maintain resource status boards, charts and lists to display current status and location of tactical resources
- Maintain files of check-in lists for resources and personnel assigned to the response
- On an ad hoc basis, provide technical knowledge, skills, and abilities in specialized areas during the incident response as required

## **F. Finance Section**

The Chief Financial Officer or his designee will be the Finance Section Chief. The Finance Section is responsible for all finance, emergency funding and cost accountability functions for incident operations and for supervising financial and contracting services for emergency or disaster operations.

The Financial Section documents expenditures, purchase authorizations, damage to property, equipment usage, vendor contracting, and develop documentation to support state or Federal disaster assistance applications.

Primary responsibilities include:

- Account for documentation of all emergency expenses including labor, benefits, purchases, and contracts
- Fiscal analysis to determine total expenses, funding authorization, and funding sources
- Activation of emergency financial support to students, faculty, and staff
- Monitor all authorized expenses
- Audit all expenditures to verify budget account, invoices, and documentation
- Recommend budget and funding plans for emergency and recovery expenses

## **G. Public Information Officer**

The Vice President, Communications or his designee serves as official spokesperson for the university. It is university policy that all external communications regarding official university business with the news media via official university news releases, phone contacts and computer, fax or e-mail transmissions, will be issued through the University Communications Office. Procedures will follow what is detailed in the EMU Crisis Communication Plan.

The Public Information Officer (PIO) is the liaison to the news media and provides news releases and other information as approved by the EOC Executive Group, assuring that official statements are issued only by those authorized to issue such statements. The PIO provides information for the response to inquiries from the public relative to the disaster, accredits bona fide members of the news media operating on campus, and ensures that a media center is staffed as required. Primary responsibilities include:

- Media contact and coordination
- Public information statements and releases
- Coordinates media releases with City of Ypsilanti, Washtenaw County, State of Michigan, and other involved partners
- Coordinates EMU activity in a Joint Information Center (JIC), if one is activated
- Controls and corrects misinformation and rumors
- Communication to campus community

## **H. Safety Officer**

The Director of Health & Safety or her designee will serve as the Safety Officer. The Safety Officer (SO) monitors incident operations and advises on all matters related to operational safety, including the health and safety of emergency responder personnel. The SO has emergency authority to stop or prevent unsafe acts during incident operations. Primary duties include:

- Assess and communicate hazardous and unsafe situations
- Ensure an incident safety and health plan is developed
- Develop safety measures or communication to assure personnel safety
- Prepare and include safety messages in the Incident Action Plan

## **I. Emergency Management Director**

The Emergency Management Director is responsible for serving as the EOC Manager/Coordinator. He/she is also responsible for the setup and internal management of the EOC, Sets up facility, coordinates the availability of supplies, communications and other equipment, and establishes and provides assistance to the EOC groups as necessary. Primary responsibilities include:

- Set up and administer the EOC facility
- Establish and oversee EOC communications flow
- Establish and oversee staff registration as they appear for work shift
- Provide assistance to EOC staff as they begin working at their positions

## **V. Direction & Control**

Upon activation at Level 2 or Level 3, the Eastern Michigan University Emergency Operations Center (EOC) serves as the centralized location to monitor and report the impact of emergencies while providing communication between the EOC and the campus, and between the EOC and surrounding jurisdictions. The EOC is the focal point for coordination, direction and control of emergency preparedness, response and recovery activities for the campus. This procedure applies to all response and recovery activities.

### **A. Activation of the EOC**

The EOC will be activated when necessary to facilitate the University's response and subsequent recovery from any emergency. The Emergency Classification Levels are used to classify the significance of the event. The following individuals are authorized to activate the EOC:

- The President of Eastern Michigan University
- The Provost and Executive Vice President, Academic Affairs
- The Executive Director, Public Safety

Personnel responding to the EOC must have appropriate identification prior to being allowed access to the campus EOC. Security will be maintained to protect the EOC and reduce distractions.

### **B. Notifications**

In an emergency, the University Public Safety Dispatch Center and/or the Emergency Management Director will begin the emergency notification

procedure for designated EOC personnel. The EOC team notification is delivered through telephone contact. Notification lists are provided in Attachments E & F. Alternate notification may also be made using the EMU RAVE Alert System (text messaging).

A brief message describing the event is provided to Dispatch for inclusion in the notification. The message will ask for availability and will require a response. When notified of an event requiring EOC activation, personnel should report directly to the EOC. If an individual is unsure of whether to report, he or she should contact the EMU Department of Public Safety Dispatch at [REDACTED]

Whenever the University activates the EOC for a Level 2 or Level 3 response, notification will also be made to Washtenaw County Emergency Management and to appropriate agencies for the City of Ypsilanti.

### **C. EOC Setup**

Upon notification of EOC activation, the Emergency Management Director, or his designee will report to the facility and initiate setup of equipment. Supplies, forms, and layout diagrams are kept in the supply room in [REDACTED]. General setup responsibilities include:

- Ensure that the EOC is accessible.
- Ensure that adequate furniture, fixtures, telephones, and space are available.
- Locate EOC Activation binder and supplies in supply room.
- Locate the "forms" box in the EOC supply room. Remove the EOC entry/exit log sheet clipboard and ensure staff sign in as they arrive.
- Establish a sign-in/sign-out log by the entrance to the EOC.
- Set up and test telephones, fax machines, and other logistical supplies that may have been held in storage pending EOC activation.
- Connect computers to network. There are laptops assigned. EOC team members are to bring their own laptops into the EOC. The EOC location has wireless connectivity.
- Set up pre-positioned management aids and tools including:
  - General message board
  - White boards
  - Flip Charts
- Post communications information (incoming telephone numbers, incoming fax machine numbers, Media Briefing Center number, etc.).
- Establish a "quiet space" where EOC staff can take a break and make private calls.
- Continue to monitor EOC operations and logistical needs during the time the EOC is operational.
- Schedule EOC operations so that 24-hour coverage is provided as required by the situation.

#### **D. Security for EOC Access**

Access to the EOC will be controlled at the desk immediately outside the door to Room 400. Prior to being allowed access, staff must show their ID card and sign in. When leaving the EOC, staff will sign-out. Staff are not to enter or exit through the door at the rear of the EOC.

#### **E. Incident Documentation**

It is important that the incident be properly documented from the beginning of the incident and continued until the EOC is demobilized. EOC Activity Logs provided for each EOC position to record:

- Time and information for telephone calls made and received
- Time and information for actions requested and taken
- Other general notes and information

Additional documentation will be provided by message forms provided for messages received and sent by EOC staff, maps generated to support the incident, damage assessment forms, and media releases developed by the EOC or received from other sources.

As available, the EOC will enter information into the E-Team, the on-line critical incident management system provided by the state. This system will allow real-time information sharing with other response groups on the system (Washtenaw County and State of Michigan).

#### **F. Shift Changes**

In incidents where response and recovery efforts span multiple days, the EOC Operations Section Chief will evaluate the situation and define necessary shift changes (e.g., 8 or 12 hours). Each EOC position is responsible for identifying and notifying the staff for the oncoming shift. At every shift change, outgoing EOC team members will brief the incoming staff. This briefing should include a review of the most recent operational period action plan, significant changes in the response strategy identified by the Executive Group and tactical response actions taken by specific departments.

#### **G. Deactivation and Demobilization of the EOC**

The University President or her designee, advised by the EOC Manager, will determine when to deactivate the EOC and transition to normal campus operations. The process of demobilizing includes demobilizing all units, documenting the incident in preparation for requests for state/federal disaster recovery funds, and documenting the incident in preparation for the After Action Report and updating to university plans and procedures. To accomplish this:

- The EOC Manager will notify sections when they are no longer required in the EOC.
- All staff must ensure that any open actions not yet completed will be handled after the deactivation.
- All staff must ensure that all required forms or reports are completed prior to deactivation and have copies made of all logs, reports, messages, and

any other documents used and received in the EOC. Leave originals in the position folder.

- The EOC Manager will return supplies and equipment to the storage location and secure.
- An official notification will be sent to all involved internal and external participants that the EOC is deactivated.

This action signifies the transition from the response phase to the recovery phase. Prior to deactivation, the Executive Group Director will assign staff to a Disaster Recovery Group (DRG) to establish the short-term recovery goals that facilitate long-term recovery. The recovery plan should address the following:

- The recovery effort's goals
- The recovery organization's structure, including the roles of government, the public, business, and not-for-profit organizations in the process
- Short-term recovery operations, such as debris removal and volunteer and donations management
- Temporary shelter and housing, permanent housing
- Economic recovery
- Environmental recovery
- Infrastructure and lifelines
- Financial and community resources
- Social and psychological aspects of recovery

## **H. Establishing an Alternate EOC**

Depending on the dynamics of an incident, it may be necessary to relocate to another location to perform the EOC functions. The incident may either disrupt the functionality of the primary EOC or it may jeopardize the safety of staff working at the primary EOC.

The backup EOC location is at [REDACTED] in the DPS Conference Room. If this location is damaged or unsafe, a determination will be made by the executive group as to an appropriate location on campus.

DPS will arrange for the transfer of needed supplies and equipment from [REDACTED] [REDACTED]. This includes:

- Computers
- Communication equipment
- Maps and displays
- EOC forms
- Binders with EOC activation information
- Any documents already compiled by EOC staff

Notifications will be made to staff and to external agencies of the new location for the EOC. Most forms and procedures will be able to be accessed from the EMU website location.

**I. Communications between the EOC and Response Organizations**

The EOC management team must maintain communications with first responders, departments, external agencies (e.g., Red Cross) and other constituents. EOC members will have access to landline and cellular phones and the Internet. In addition, EMU Public Safety utilizes the statewide 800 MHz radio system and has the capability to maintain interoperability by patching the 800 MHz system with UHF and VHF systems used by other responders.

## Attachment A: Emergency Classification Guidelines

### Level 1 (Minor Incident)

A Level 1 incident is any incident, potential or actual, that will not seriously affect the overall functional capacity of the University. These would be campus emergencies that can be resolved with existing EMU resources or limited outside help. EOC activation is not required.

Examples:

- Severe Weather Advisory
- Small contained fire
- Chemical spill confined to a single area
- Assault without further incident
- Short term power outage
- Interior building flood contained to limited number of rooms
- An orderly demonstration or protest

**Level 2 (Emergency/Partial Activation):** A Level 2 incident is any incident, potential or actual, that affects an entire building or buildings, and which may disrupt the overall operations of the University. These would be campus emergencies that require a coordinated response beyond normal operating channels. Outside emergency services will probably be required, as well as major efforts from campus support services.

Examples:

- Major severe weather event which curtails a significant number of University classes and activities for extended periods of time
- Heat plant failure
- Long term power outage with known remediation steps
- Fire affecting a large building or several buildings
- Limited contagious disease outbreak, i.e. meningitis outbreak in dorms
- Bomb threat in specific building
- Bias-related crimes
- Significant reputation risk to EMU

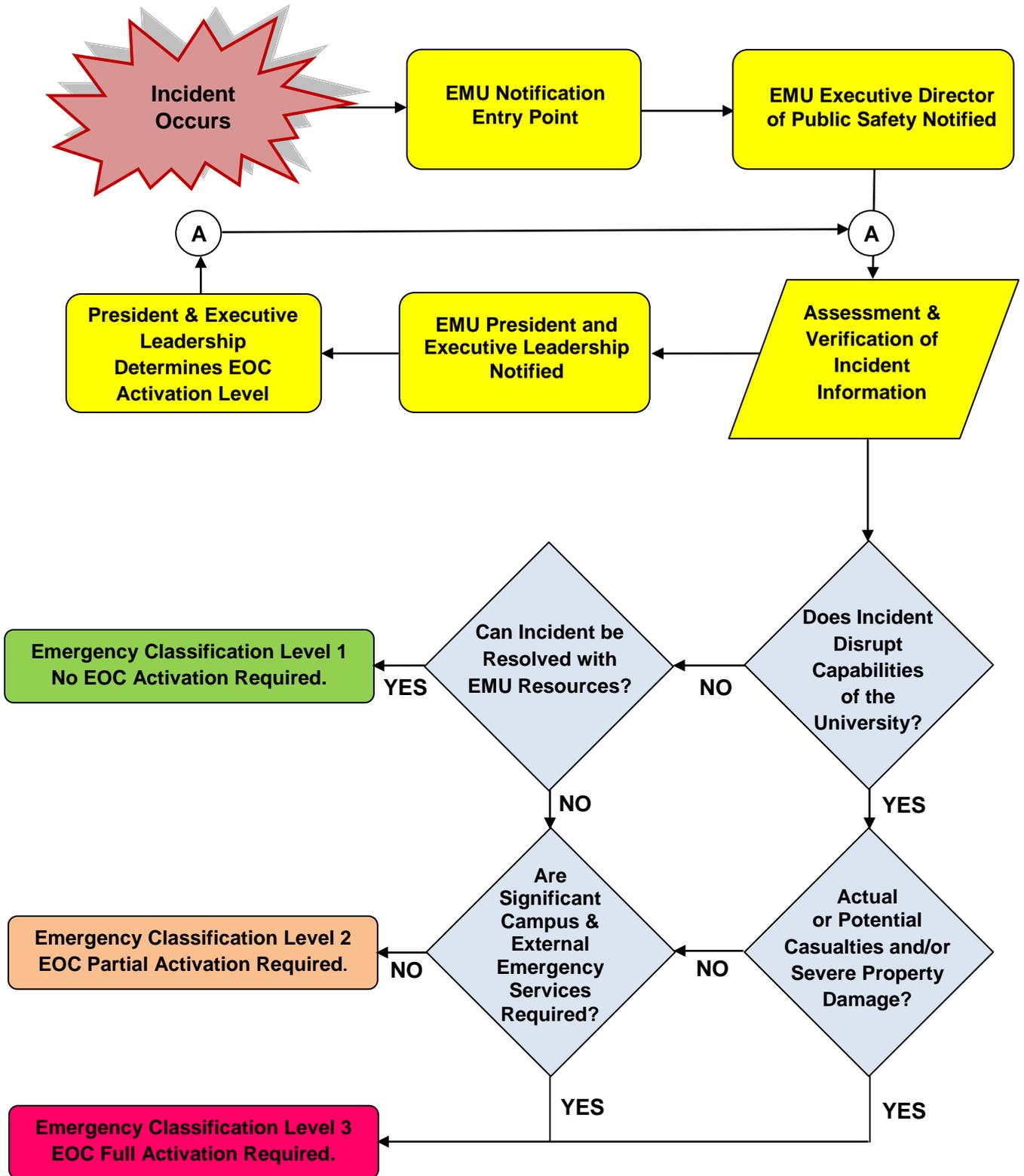
**Level 3 (Disaster/Full Activation):** A Level 3 incident is any event or incident that has the potential or does seriously impair or halt university operations. In some cases, death of personnel and severe property damage may be sustained. Such major campus disasters require a coordinated response by all campus resources and outside emergency services would be essential.

Examples:

- Extended power outage without remediation plan
- Large fire involving personal injury
- Structural collapse involving personal injury
- Multiple fatality incidents
- Significant contagious disease outbreak, i.e. Pandemic Influenza
- Civil unrest in the surrounding community
- “Active shooter” incident
- Other serious acts of violence

**Attachment B: Emergency Operations Center Activation Decision Process**

Ⓐ - denotes repetitive process



**Attachment C: Proclamation of a Campus Emergency**

**PROCLAMATION OF A CAMPUS STATE OF EMERGENCY**

WHEREAS, **EASTERN MICHIGAN UNIVERSITY** emergency policies and procedures empower the president to proclaim a Campus State of Emergency when the campus has been affected by an emergency or disaster; and

WHEREAS, the President does hereby find that conditions of peril to the safety of persons and property have arisen within the campus caused by

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

commencing on or about \_\_\_\_\_, on the date of \_\_\_\_\_, warranting the necessity for, and proclamation of, a Campus State of Emergency; and

WHEREAS, the response and recovery aspects of the Eastern Michigan University emergency management plan have been activated, and local resources are being utilized to the fullest possible extent;

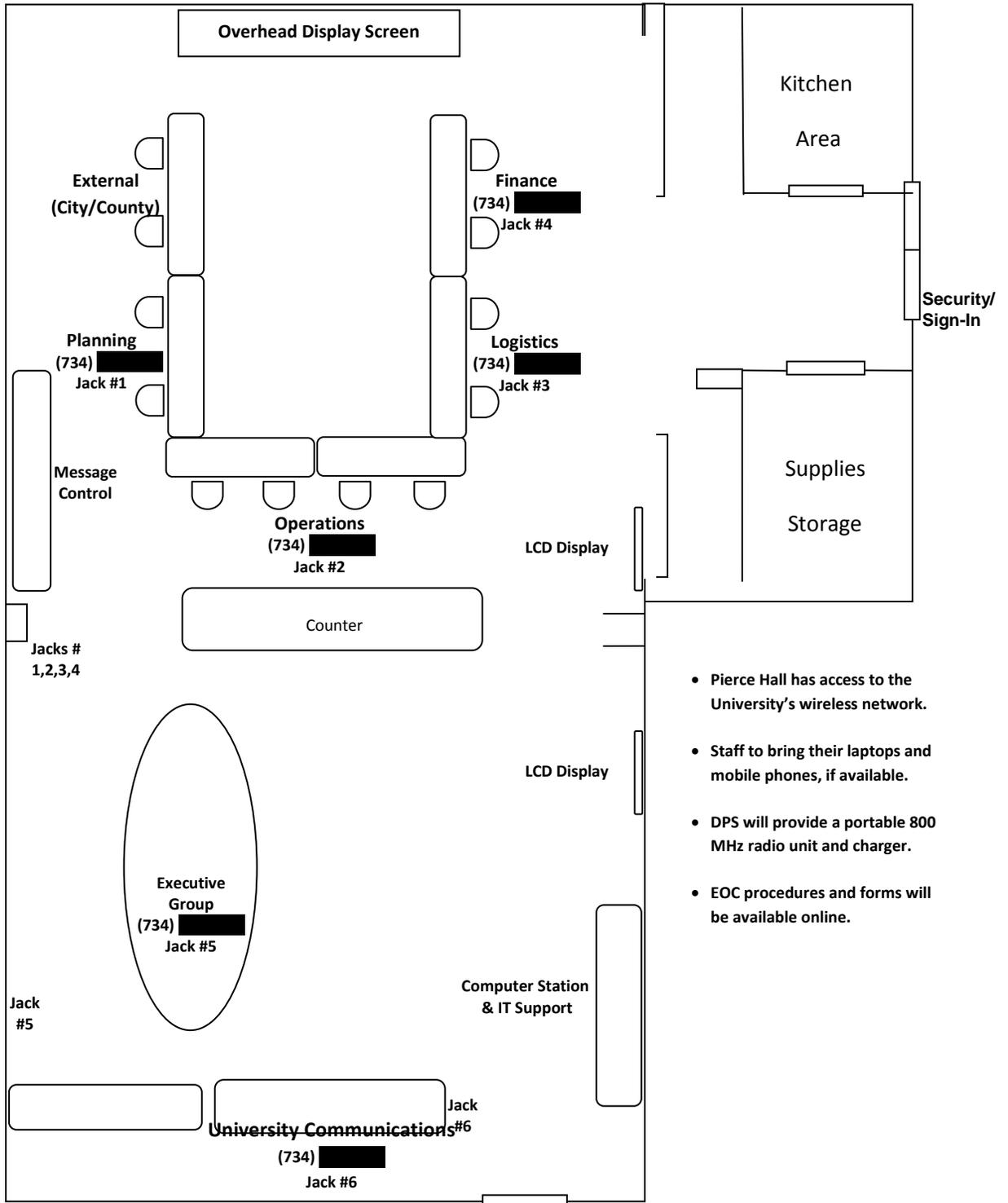
NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED, in accordance with Section 10 of 1976 PA 390, as amended, and Section XIII of the Student Code of Conduct, that said Campus State of Emergency shall be deemed to continue to exist for a period not to exceed 7 days except with the consent of the University governing board, or its termination is proclaimed by the President of Eastern Michigan University.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County of Washtenaw and the State of Michigan.

\_\_\_\_\_  
President  
Eastern Michigan University

\_\_\_\_\_  
Date

**Attachment D: EMU Emergency Operations Center Floor Plan  
400 Pierce Hall (Interact Room 4<sup>th</sup> Floor)**



- Pierce Hall has access to the University's wireless network.
- Staff to bring their laptops and mobile phones, if available.
- DPS will provide a portable 800 MHz radio unit and charger.
- EOC procedures and forms will be available online.

**Attachment E: Eastern Michigan University Emergency Notification List  
(EMU Use Only - Not for Public Dissemination)**

<b>EOC Position</b>	<b>University Position</b>	<b>Name</b>	<b>Office Telephone</b>	<b>Mobile Telephone</b>	<b>Home Telephone</b>
<b>Executive Group Director</b>	<b>President</b>				
<b>Executive Group</b>	<b>Provost</b>				
<b>Executive Group</b>	<b>Legal Counsel</b>				
<b>Executive Group</b>	<b>Vice President, Communications</b>				
<b>Executive Group</b>	<b>Chief Information Officer</b>				
<b>Executive Group</b>	<b>Vice President, Student Affairs &amp; Enrollment</b>				
<b>Executive Group</b>	<b>Chief Human Resources Officer</b>				
<b>Executive Group</b>	<b>Executive Director, Health Services</b>				
<b>Executive Group</b>	<b>Director, Housing</b>				
<b>Public Information Officer</b>	<b>Vice President, Communications</b>				
<b>Safety Officer</b>	<b>Director, Health &amp; Safety</b>				
<b>Operations Group Chief</b>	<b>Executive Director, Public Safety</b>				
<b>Finance/ Administration Group Chief</b>	<b>Chief Financial Officer</b>				
<b>Logistics Group Chief</b>	<b>Chief, Operations, Facilities</b>				
<b>EOC Coordinator/Planning Group Chief</b>	<b>Director, Emergency Management</b>				

**Attachment F: External Notification List**

<b>Local Agencies</b>	<b>Telephone</b>	<b>Fax</b>	<b>other</b>
<b>Ypsilanti Police Department Interim Chief Paul DeRidder</b>			
<b>Ypsilanti Fire Department Chief Jon Ichesco</b>			
<b>Ypsilanti Public Services Department</b>			
<b>Huron Valley Ambulance</b>			
<b>St. Joseph Mercy Hospital Emergency</b>			
<b>University of Michigan Hospital Emergency</b>			
<b>Washtenaw County Sheriff Sheriff Jerry L. Clayton</b>			
<b>Washtenaw County Emergency Management Marc Breckenridge</b>			
<b>State of Michigan</b>			
<b>Michigan State Police 24 hr Operations</b>			
<b>MSP Ypsilanti Post # 26 F/Lt. Wynonia Sturdivant</b>			
<b>District 2 EMHSD Coordinator Lt. Walter Davis DavisWalt2@michigan.gov</b>			
<b>MSP/EMHSD – Lansing HQ</b>			

**Attachment G: Campus EOC Staffing Roster**

Date of Activation: \_\_\_\_\_

<b>Position</b>	<b>Person Contacted</b>	<b>Time of Contact</b>	<b>Time of Arrival</b>
<b>Executive Group (Director)</b>			
<b>Executive Group (Legal Counsel)</b>			
<b>Executive Group (Academic Affairs)</b>			
<b>Executive Group (Student Affairs)</b>			
<b>Executive Group (CIO)</b>			
<b>Executive Group (Health Services)</b>			
<b>Executive Group (Housing)</b>			
<b>Executive Group (Human Resources)</b>			
<b>Executive Group (Marketing &amp; Communications)</b>			
<b>Public Information Officer</b>			
<b>Safety Officer</b>			
<b>Operations Chief</b>			
<b>Logistics Chief</b>			
<b>Planning Chief</b>			
<b>Finance Chief</b>			
<b>Message Control</b>			
<b>IT Support</b>			
<b>EOC Coordinator</b>			
<b>Buildings &amp; Facilities</b>			
<b>Public Safety</b>			
<b>Health &amp; Safety</b>			
<b>Health Services</b>			

### Attachment H: Emergency Operations Center Supplies List

Qty	Unit	Item
1	Ea	Analog clock, battery powered (min 11")
6	Ea	Personal or laptop computers* Building has wireless capability. Staff to bring their laptops.
1	Ea	Copier/Fax
1	Ea	Printer
5	Pad	Flip chart pads
5	Box	Flip chart markers
2	Ea	Campus Maps – Large hard copy in addition to GIS based
1	Ea	individual Building Maps hard copy in addition to GIS based
3	Roll	Masking Tape
2	Ea	Easel or Flip Chart Stand
24	Ea	Writing Pads (legal or letter)
24	Ea	Pens
24	Ea	Pencils
5	Bx	Paper Clips
2	Bx	File Folders
1	Bx	Labels
5	Ea	Flashlights with extra batteries
6	Ea	Telephones
1	Ea	Large Whiteboard
2	Ea	LCD Displays for data projection & commercial TV/media display
1	Ea	Hand Held Radio 800Mhz

## **Attachment I: Command and General Staff Position Checklists**

### **Executive Group Director**

#### **Function Description**

Positions reporting to the Executive Group Director (University President or designee) will vary depending upon the incident level. Standard positions include, but are not limited to:

- Executive Group Staff
- Command Staff
  - Public Information Officer
  - Liaison Officer
  - Safety Officer
- General Staff
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Administration Chief
- Emergency Management Director

#### **Responsibilities**

1. Direct the establishment of the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between emergency response agencies within the university.
3. In conjunction with the executive staff and section chiefs, set university priorities for response efforts.
4. Ensure that all university and department actions are accomplished within the priorities established at the EOC.
5. Ensure that inter-agency coordination is accomplished effectively.

#### **Activation Phase**

- Determine appropriate level of activation based on situation as known.
  - Report to the EOC.
  - Obtain situation information from whatever sources are available; brief senior leadership and Regents.
  - Declare Campus emergency if warranted.
  - Issue any necessary public statements through the Crisis Communications Team.
  - Authorize protective or precautionary actions as appropriate.
- 
- Appoint and ensure that General Staff are in place as soon as possible and are staffing their respective sections.

- Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Administration Chief
  - EOC Manager
- Ensure that Command Staff are assigned as soon as possible at the level needed.
    - Public Information Officer
    - Liaison Officer
    - Safety Officer
    - EOC Manager
- Ensure that policy decisions are documented by a scribe.
  - Schedule the Initial Action Planning meeting.
  - Confer with the Section Chiefs to determine what representation is needed at the EOC from other emergency response agencies.
  - Assign a liaison officer to coordinate outside agency response to the EOC.

### **Operational Phase**

- Monitor general staff activities to ensure that all appropriate actions are being taken.
- In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- Based on current status reports, establish initial strategic objectives for the EOC.
- In coordination with Executive Group, prepare EOC objectives for the Incident Action Planning Meeting.
- Convene the Incident Action Planning meeting. Ensure that all section chiefs, Executive Group staff and other key agency representatives are in attendance.
- Once the IAP is completed by the Planning Section, review, approve and authorize its implementation.
- Conduct periodic briefings.
- Formally issue an Emergency Proclamation as necessary, and coordinate with Washtenaw County Emergency Management, as appropriate.
- Maintain log of activities to assist with accurately documenting the history of the event.
- Brief your reliefs at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase**

- Authorize demobilization of section, branches, and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.
- Proclaim termination of the emergency response and proceed with recovery operations.
- Deactivate the EOC at the designated time.

## **Executive Group Staff**

### **Function Description**

The Executive Group Staff advise the President in areas of policies related to emergency response as necessary.

### **Responsibilities**

1. Recommend protective actions; i.e., cancellation of classes, closure of campus, evacuation and sheltering.
2. Approve emergency actions such as utilizing alternative classrooms, housing and other necessary resources.
3. Coordinate with Emergency general Staff Section Chiefs.

### **Activation Phase**

- Report to the EOC.
- Establish communications with Board of Regents when appropriate.
- Obtain briefing from Emergency Operations Section Chief and/or the Emergency Management Director.

### **Operational Phase**

- Review recommendations formulated by EOC staff.
- Authorize special messages, press conferences and other events.
- Based on current status reports, establish strategic objectives for the EOC.
- Maintain log of actions taken, calls, and other communications
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase**

- Authorize demobilization of EOC when they are no longer required.
- Direct the formation of the Disaster Recovery Group.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.

## **Emergency Operations Center Manager**

### **Function Description**

The Emergency Management Director is typically the person who has the overall best knowledge of the functioning of the EOC.

### **Responsibilities**

1. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between emergency response agencies within the university.
3. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
4. Ensure that inter-agency coordination is accomplished effectively.

### **Activation Phase**

- Determine and recommend appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC and determine operations status
- Obtain briefing from whatever sources are available; brief the Executive Group, Section Chiefs as soon as possible.
- Ensure that section chiefs are in place as soon as possible and are staffing their respective sections.
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Administration Section Chief
- Ensure that Command Staff are in place as soon as possible at the level needed.
  - Public Information Officer
  - Liaison Officer
  - Safety Officer
- Ensure that policy decisions are documented by a scribe.
- Schedule the initial Action Planning meeting.
- Confer with the section chiefs to determine what representation is needed at the EOC from other emergency response agencies.

### **Operational Phase**

- Monitor general staff activities to ensure that all appropriate actions are being taken.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- Based on current status reports, establish initial strategic objectives for the EOC.
- In coordination with Executive Group, prepare EOC objectives for the Incident Action Planning (IAP) Meeting.
- Convene the Incident Action Planning meeting. Ensure that all Section Chiefs, Executive Group staff and other key agency representatives are in attendance.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase**

- Authorize demobilization of section, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.
- Proclaim termination of the emergency response and proceed with recovery operations.
- Deactivate the EOC at the designated time, as appropriate.

## Operations Section Chief

### Function Description

The Operations Section Chief, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. The Operations Section Chief will ensure that all necessary operational functions have been activated and are appropriately staffed. Depending on the incident the Section Chief could be part of a Unified Command Structure. The Section Chief reports directly to the Executive Group Director.

### Responsibilities

1. Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.
2. Ensure that operational objectives and assignments identified in the Incident Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Ensure that the Planning Section is provided with situation and resources information.
5. Conduct periodic Operations briefings for the EOC Director as required or requested.
6. Supervise the Operations Section.

### Activation Phase

- Check in upon arrival at the EOC and start a Position Log (ICS-214) for documentation purposes.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with the Executive Group Director, if the Planning Section Chief is not available at time of arrival; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate Branches within the section:
  - Emergency Services Branch (law, fire, rescue, HazMat, health)
  - Human Services Branch (victim/family services, counseling, donations, volunteers)
- Initiate coordination with appropriate mutual aid systems as required.
- Identify personnel to maintain a 24-hour operation as required.
- Coordinate with the Logistics Section to ensure that there is adequate equipment and radio frequencies available as necessary for the section.
- Coordinate with the Liaison Officer regarding the need for external agency representatives in the Operations Section.
- Coordinate with the Planning Section Chief to determine the need for any technical specialists.
- Establish radio or phone communications with the Incident Commander(s) as directed, and coordinate accordingly.

- Identify key issues currently affecting the Operations Section and determine appropriate section objectives for the first operational period.
- Develop an Operations Plan detailing strategies for carrying out operations objectives.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Think ahead and anticipate situations and problems before they occur.

**Operational Phase**

- Ensure Operations Section position logs and other necessary files are maintained.
- Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires.
- Ensure that all media contacts are referred to the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff and objectives from forthcoming operational periods.
- Attend and participate in the Executive Group Director's Action Planning meetings.
- Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning Meeting.
- Work closely with each established branch to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Brief the Executive Group Director on all major incidents; forward a copy to the Planning Section.
- Complete a Incident Status Summary (ICS-209) for all major incidents; forward a copy to the Planning Section.
- Brief branch coordinators periodically on any updated information you may have received.
- Share status information with other sections as appropriate.

**Demobilization Phase**

- Authorize demobilization of section, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.
- Deactivate the EOC at the designated time, as appropriate.

## **Planning Section Chief**

### **Function Description**

The Planning Section is a member of the General Staff. Planning will gather information from a variety of sources, analyze and verify information, and prepare and update internal EOC information and map displays. The section oversees the planning meetings and prepares the EOC Incident Action Plan. Planning will collect and process internal EOC documentation, and prepare advance planning information as necessary. Technical specialists assigned to the EOC will initially be part of the section. The Section Chief reports directly to the Executive Group Director.

### **Responsibilities**

1. Ensure that the following responsibilities of the Planning Section are addressed as required:
  - Collecting, analyzing, and displaying situation information.
  - Preparing periodic situation reports.
  - Preparing and distributing the EOC Incident Action Plan and facilitating action planning meetings.
  - Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.
2. Establish the appropriate level of organization for the Planning Section.
3. Exercise overall responsibility for the coordination of unit activities within the section.
4. Inform Executive Group Director of significant issues affecting the Planning Section.
5. In coordination with the other section coordinators, ensure that incident status summaries are completed and utilized as a basis for situation reports, and the EOC Action Plan.
6. Supervise the Planning Section.

### **Activation Phase**

- Check in upon arrival at the EOC and start a Position Log (ICS-214) for documentation purposes.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards..
- Based on the situation, activate units within the section as needed.
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with the county and state EOCs when activated, and coordinate situation reports with their Planning Sections.
- Meet with Operations Section Chief to obtain and review any major incident reports.

- Review responsibilities of the section and develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the Executive Group Director informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **Operational Phase**

- Ensure that Planning Section position logs and other necessary files are maintained.
- Ensure that current information for the situation reports is maintained.
- Ensure that incident status summaries and reports are completed by the Operations Section and are accessible by Planning.
- Ensure that a situation report is produced and distributed to staff, the Incident Command post(s), and external EOCs at least once, prior to the end of the operational period.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Public Information has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff to develop section objectives for forthcoming operational periods.
- Facilitate the Executive Group Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the EOC Incident Action Plan is completed and distributed prior to the start of the next operational period.
- Develop and distribute a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
- Document all EOC activities and provide reproduction and archiving services for the EOC, as required.
- Provide technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.

### **Demobilization Phase**

- Authorize demobilization of section, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.

## **Logistics Section Chief**

### **Function Description**

The Logistics Section provides facilities, services, resources and other support services both to agencies responding to the emergency, and to meet internal EOC operating requirements. Incident or department requests for support directed to the EOC will be channeled through the EOC Operations Section. The Logistics Section Chief reports to the Executive Group Director.

### **Responsibilities**

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section.
3. Ensure section objectives as stated in the EOC Incident Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
5. Keep the Executive Group Director informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

### **Activation Phase**

- Check in upon arrival at the EOC and start a Position Log (ICS-214) for documentation purposes.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within section as needed and designate Unit Leaders for each element:
  - Communications & Technology Unit
  - Supply/Procurement Unit
  - Transportation Unit
  - Facilities Unit
  - Housing
  - Food & Water Unit
  - Utilities Unit
- Mobilize sufficient section staffing for 24-hour operations.
- Establish communications with the Logistics Section at county & state EOCs if activated.

- Coordinate with the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the Executive Group Director and Section Chiefs and identify immediate resource needs.
- Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority for the Logistics Section.
- Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Incident Action Plan.
- Provide periodic section status reports to the Executive Group Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **Operational Phase**

- Ensure that Logistics Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning/Intelligence Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Provide section staff with information updates as required.

### **Demobilization Phase**

- Authorize demobilization of section, branches, and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.

## **Finance/Administration Section Chief**

### **Function Description**

The Finance/Administration function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations. The Finance/Administration Section Chief reports to the Executive Group Director.

### **Responsibilities**

1. Ensure that all financial records are maintained throughout the emergency.
2. Ensure that all on-duty time is recorded for all emergency response personnel.
3. Ensure that all on-duty time sheets are available from EOC assigned personnel and that departments are collecting this information from Incident Commanders and their staffs.
4. Determine purchase order limits for the procurement function in Logistics.
5. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
6. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
7. Provide administrative support to all EOC sections as required, in coordination with the Personnel Unit.
8. Activate units within the Finance/Administration Section as required.
9. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA), the Michigan Emergency Management & Homeland Security Division (EMHSD), and Washtenaw County Office of Emergency Management.
10. Supervise the Finance/Administration Section.

### **Activation Phase**

- Check in upon arrival at the EOC and start a Position Log (ICS-214) for documentation purposes.
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within section as needed and designate unit coordinators for each element:
  - Time Keeping Unit
  - Purchasing Unit
  - Cost Unit
  - Compensation & Claims Unit
- Ensure that sufficient staff is available for a 24-hour schedule, or as required.

- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- In conjunction with unit leaders, determine the Incident Action Planning objectives for the first operational period.
- Notify the EOC Manager when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

### **Operational Phase**

- Ensure that Finance/Administration Section position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Brief section staff and ensure they are aware of the EOC objectives as defined in the Action Plan.
- Keep the Executive Group Director, Section Chiefs, and others aware of the current fiscal situation and other related matters, on an on-going basis.
- Maintain all financial records throughout the emergency.
- Track and record all university staff time.
- In coordination with the Logistics Section, process purchase orders and develop contracts in a timely manner.
- Process all workers' compensation claims, resulting from the emergency, in a reasonable time-frame, given the nature of the situation.
- Process all time-sheets and travel expense claims promptly.
- Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- Provide periodic section status reports to the Executive Group Director.
- Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA), the Michigan Emergency Management & Homeland Security Division (EMHSD), and Washtenaw County Office of Emergency Management.

### **Demobilization Phase**

- Authorize demobilization of section, branches and units when they are no longer required.
- Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the after action report.

## **Message Control**

### **Function Description**

This function provides for personnel assigned to controlling the processing and flow of information into, out of, and within the EOC. It receives, logs, and routes information. Message Control holds original documentation until deactivation of the EOC and then provides to the Planning Section for documentation.

### **Responsibilities**

1. Manage the message control function.
2. Maintain a file of all original messages which will serve as official documentation following the event.
3. Process and forward incoming and outgoing messages.
4. Maintain an official log of incoming and outgoing messages.
5. Provide copy services to EOC staff.

### **Activation Phase**

- Check in upon arrival and obtain briefing from the EOC manager.
- Collect and log all available messages previously sent and received prior to EOC activation.
- Verify that Fax machine and copier are working properly.

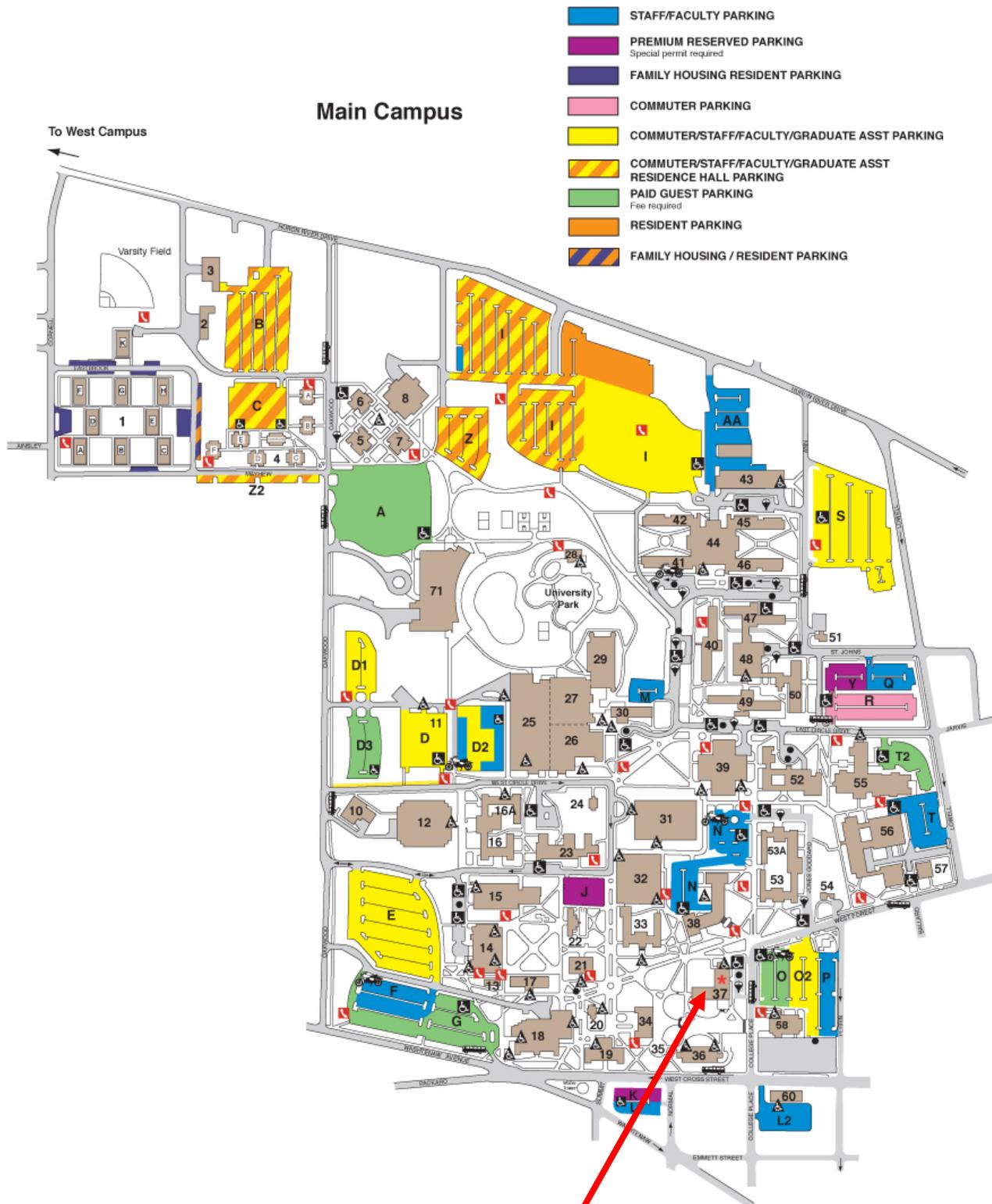
### **Operational Phase**

- Assign message control number to all message forms.
- Log each incoming and outgoing message on a message log sheet.
- Copy and distribute messages as required.
- Collect outgoing messages from the EOC positions and take them to the Operations Chief for review and signature. Route to appropriate department/agency.
- Collect incoming messages from the fax machine and other sources and make copies for distribution. Distribute the incoming message copies to appropriate EOC staff.
- Retain original messages for incident documentation.

### **Demobilization Phase**

- When EOC deactivation is initiated, provide original messages to Planning Section for inclusion into final incident files.

# Attachment J : EOC Location Main Campus



- STAFF/FACULTY PARKING
- PREMIUM RESERVED PARKING  
Special permit required
- FAMILY HOUSING RESIDENT PARKING
- COMMUTER PARKING
- COMMUTER/STAFF/FACULTY/GRADUATE ASST PARKING
- COMMUTER/STAFF/FACULTY/GRADUATE ASST RESIDENCE HALL PARKING
- PAID GUEST PARKING  
Fee required
- RESIDENT PARKING
- FAMILY HOUSING / RESIDENT PARKING

**EOC Location: Pierce Hall, Room 400**

## **Attachment J (cont'd): Main Campus Map**

### **Numerical Index**

- |                                       |  |
|---------------------------------------|--|
| 1. Cornell Courts Apartments          | 33. King Hall                              |
| 2. Sculpture Studio                   | 34. Ford Hall                              |
| 3. Central Receiving                  | 36. Boone Hall                             |
| 4. Village Residence Halls            | 37. Pierce Hall                            |
| 5. Hill Residence Hall                | 38. Roosevelt Hall                         |
| 6. Hoyt Residence Hall                | 39. Pray-Harrold                           |
| 7. Pittman Residence Hall             | 40. Buell Residence Hall                   |
| 8. Hoyt Hall                          | 41. Sellers Residence Hall                 |
| 11. Parking Structure                 | 42. Phelps Residence Hall                  |
| 12. Bruce T. Halle Library            | 43. Physical Plant                         |
| 13. Terrestrial and Aquatics research | 44. First-Year Center and Eastern Eateries |
| 14. Mark Jefferson                    | 45. Putnam Residence Hall                  |
| 15. Strong Science Building           | 46. Walton Residence Hall                  |
| 17. Briggs Hall                       | 47. Wise Residence Hall                    |
| 18. McKenny Union                     | 48. DC 1 Dining Commons                    |
| 19. Welch Hall                        | 49. Downing Residence Hall                 |
| 20. Starkweather Hall                 | 50. Best Residence Hall                    |
| 21. Sherzer Hall                      | 51. 526 St. John's Building                |
| 22. Hover Building                    | 52. Quirk/Sponberg Theatres                |
| 23. Rackham Building                  | 53. Jones/Goddard Residence Hall           |
| 24. One-Room Schoolhouse              | 55. Alexander Music Building               |
| 25. Bowen Field House                 | 56. Sill Hall                              |
| 26. Warner Gym                        | 57. Coatings Research Institute            |
| 27. Rec/IM                            | 58. Pease Auditorium                       |
| 28. Lake House                        | 71. Student Center                         |
| 29. Jones Pool                        |  |
| 30. Snow Health Center                |  |
| 31. Porter College of Education       |  |
| 32. Marshall Building                 |  |

### **Alphabetical Index**

- |  |  |
|--|--|
| 55. Alexander Music Building             | 27. Rec/IM Building                      |
| 50. Best Residence Hall                  | 11. Parking Structure                    |
| 36. Boone Hall                           | 58. Pease Auditorium                     |
| 25. Bowen Field House                    | 42. Phelps Residence Hall                |
| 17. Briggs Hall                          | 37. Pierce Hall                          |
| 40. Buell Residence Hall                 | 7. Pittman Residence Hall                |
| 57. Coatings Research Institute          | 31. Porter College of Education Building |
| 64. College of Business                  | 39. Pray-Harrold                         |
| 1. Cornell Courts Apts.                  | 45. Putnam Residence Hall                |
| 48. Dining Commons 1 (DC-1)              | 52. Quirk Sponberg Theatres              |
| 49. Downing Residence Hall               | 23. Rackham Building                     |
| 44. Eastern Eateries / First Year Center | 38. Roosevelt Hall                       |
| 34. Ford Hall                            | 21. Scherzer Hall                        |
| 53. Goddard Residence Hall               | 2. Sculpture Studio                      |
| 12. Halle Library                        | 41. Sellers Residence Hall               |
| 5. Hill Residence Hall                   | 56. Sill Hall                            |
| 22. Hover Building                       | 30. Snow Health Center                   |
| 8. Hoyt Conference Center                | 20. Starkweather Hall                    |

- 6. Hoyt Residence Hall**
- 53. Jones Residence Hall**
- 33. King Hall**
- 28. Lake House**
- 14. Mark Jefferson**
- 32. Marshall Building**
- 18. McKenny Union**
- 16. Munson Residence Hall/Apts.**

- 15. Strong Building**
- 71. Student Center**
- 13. Terrestrial and Aquatics Research**
- 4. Village Residence Halls**
- 46. Walton Residence Hall**
- 19. Welch Hall**
- 47. Wise Residence Hall**

**Attachment K: Campus Emergency Operations Center  
Procedures Review Checklist<sup>2</sup>**

<b>Page # or Reference</b>	<b>Criteria</b>
Page 1, Sec. I	1. Describes the purpose and functions of an EOC during an emergency or declared disaster.
Page 8, Sec. V.A	2. Describes /identifies under what conditions the jurisdiction will activate an EOC and who makes this determination.
Page2, Sec. II,A	3. Identifies the primary and alternate sites that will be used as an EOC.
Pages 8-13 Sec. V. A-I	4. Describes the process used to activate the primary or an alternate EOC, including the procedures needed to move from one EOC to another.
Page 4 Sec. IV.A Page 8 Sec. IV.I	5. Identifies who's in charge of the EOC (e.g., University President, Executive Director Public Safety, Director Emergency Management), and describes how operations will be managed in the EOC.
Page 4 Sec. IV	6. Describes/identifies the EOC staff and equipment requirements necessary for an EOC.
Page 10 Sec. IV.E Page12 Sec. IV.I	7. Describes/identifies the procedures used to gather and share pertinent information between the scene, outside agencies, and the EOC (e.g., damage observations, response priorities, resource needs), including sharing information between the local, county and State EOCs.
Page 10 Sec. IV.F	8. Describes the EOC's abilities to manage an emergency response that lasts longer than 24 hours (e.g., staffing needs, shift changes, resource needs, feeding, and alternate power).
Page 10 Sec. IV.G	9. Describes the plans and procedures to transition from response to recovery operations.
Page 10 Sec. IV.G	10. Describes the process used to deactivate/close the EOC (e.g., staff releases, equipment cleanup, and documentation).

<sup>2</sup> This review checklist is consistent with FEMA CPG 101, Producing Plans for State, Territorial, Tribal, and Local Governments, and NFPA 1600 2007 Edition, Standard on Disaster/Emergency Management and Business Continuity Programs.

<b>Page#/ Reference</b>	<b>Criteria</b>
Page 5-8 Sec. IV. B-I	11. Identifies the lead official and at least two alternates responsible for staffing each key position at the EOC.
Page 12 Sec.IV.I	12. Describes procedures for routinely briefing senior officials not present in the EOC on the emergency situation and for authorizing emergency actions (e.g., declare an emergency, request State and Federal assistance, purchase resources).
Page 16 Attachment D	13. Provides a diagram of the primary and alternate EOCs (e.g., locations, floor plans, displays) and describes/identifies the critical communications equipment available/needed.
ICS Forms available online at EMU emergency management website	14. Provides copies of specific NIMS-compliant forms or logs to be used by EOC personnel.

Additional Notes or Comments:

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Reviewed by: \_\_\_\_\_

Date:

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Title: \_\_\_\_\_

## Attachment L: Response Capability Performance Objectives

The University will develop the capability to activate and manage EOC operations, collect information and conduct situation assessments, develop priorities and strategies for incident management, manage resources, coordinate with other agencies, and implement executive directions.

The table below provides targets to be used in assessing performance in the activation and operation of the EOC.

	<b>Performance Objective</b>	<b>Performance Measure</b>	<b>Metric</b>
<b>1</b>	<b>Activate and Manage EOC Operations</b>	<b>Activate EOC for an incident within 1 hour from determination of need.</b>	<b>&lt; 60 minutes</b>
<b>2</b>	<b>Collect information and conduct situation assessment</b>	<b>Ensure the ability to have a planning function capability at the EOC and to establish information linkages with incident command and field assets, university departments, and other governmental entities within 2 hours of determination of need.</b>	<b>&lt;120 minutes</b>
<b>3</b>	<b>Support development of priorities and strategies for EOC management</b>	<b>Coordinate operations at the EOC within 2 hours of notification and establishing procedures for developing an Incident Action Plan within 2 hours of determination of need.</b>	<b>&lt;120 minutes</b>
<b>4</b>	<b>Manage resources</b>	<b>Ensure the ability to coordinate logistics within the EOC by receiving, staging, and distributing resources to meet identified needs within 2 hours of determination of need.</b>	<b>&lt;120 minutes</b>
<b>5</b>	<b>Coordination with other agencies</b>	<b>Ensure the ability to maintain 24/7 coordination with multiple agencies at an EOC within 2 hours of determination of need.</b>	<b>&lt;120 minutes</b>
<b>6</b>	<b>Support executive decision-making</b>	<b>Ensure the ability to establish a Common Operating Picture necessary for decision-making within 2 hours of determination of need.</b>	<b>&lt;120 minutes</b>