

## Campus Emergency Operations Center

### Functional objectives

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- Gather information, evaluate and coordinate solutions to campus problems created by the disaster.
- Track and maintain availability of resources located throughout campus.
- Allocate and direct distribution of available resources to accomplish the purpose of the plan.
- Request needed resources unavailable on campus from the Topeka/Shawnee County 911 system and/or other outside vendors.
- Keep Executive Staff apprised of conditions and respond to their instructions.
- Keep accurate and extensive records of damage assessments, labor and material expenses and emergency decisions made throughout the crisis.

### Executive Staff

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This group is responsible for establishing the mitigation, preparedness, response and recovery policies for the university emergency preparedness program.

- Review planned and contemplated actions by the EOC to ensure propriety, and to recommend resources to accomplish necessary actions to best avoid problems.
- Ensure policy and procedures of documenting economic losses suffered due to a disaster are appropriate and thorough to meet aid from FEMA, insurance underwriting and University accounting needs.
- Ensure policies regarding appropriate procurement procedures are established in the event of an emergency response by the University.
- Participate in annual training exercises, assess and implement adjustment to the Emergency Operations Plan.
- Develop and train all necessary support staff to assist Executive Staff during an implementation of the Emergency Operations Plan.
- Maintain current information of the Executive Staff chain of command and Executive Staff contact person to the Incident Commander.
- Ensure appropriate policies and procedures are in place for the Public Information Officer to respond and support Executive Staff membership.
- Set, where practical, any policies regarding contractors and/or vendors working at the University.

### Preparedness responsibilities

- Proclaim university emergencies and authorize the activation and coordination operations of the Emergency Operations Center.
- Notify and inform key University constituents and stakeholders, including the Board of Regents and elected officials.
- Issue directives regarding the overall status of the campus, programs and operations.
- Provide direction for the resumption of educational programs.
- Coordinate policy matters with the college, schools and departments.

### **Action plan responsibilities**

- Convene to address the situation status, collect information and issue emergency communications.
- Notify and communicate with the academic departments (via deans), staff and students regarding the status of the university.
- Issue official emergency policy statements, orders and notices to support and manage the University's Emergency Response and Recovery Operations.
- Establish emergency task forces and committees to address special contingencies  
For urgent program support or critical decisions, pertaining to key University programs and processes.
- Provide direction and vision to the university and the University EOC for the recovery of programs and post-event plans of restoration.

### **Deactivation and recovery**

- Issue executive policies to direct and support the recovery of services and programs.
- Provide official contact to elected officials to petition state and federal disaster assistance programs for the University.
- Officially assign an applicant agent to apply for federal funds.
- Conduct post-disaster briefings to identify areas of improvement of the University's Emergency Operations Plan.

### EOC Team preparedness responsibilities

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*Coordinated by Incident Commander (Emergency Executive),  
with support of designated staff:*

- Submit an annual report of progress and current status of the University emergency response plan.
- Maintain readiness of EOC, to include activation call-out tests, regular checks of all communication equipment, checks of emergency power and maintenance of all support equipment, inspect emergency supplies and housekeeping.
- Provide emergency preparedness/response training to all necessary University staff and departments.
- Provide emergency planning guidance to all University departments.
- Oversee the adjustments, maintenance and annual exercises, including updating of maps and databases.
- Incident Commander will ensure all EOC members and Executive Staff are briefed annually on their emergency management responsibilities.
- Assume lead responsibility for communication and development of comprehensive emergency management plan with Shawnee County Emergency Management.
- Maintain the Campus Preparedness Assessment and update all EOC, Executive Staff and campus emergency wallet cards.

# Emergency Operations Center Incident Commander (Emergency Executive)

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### Preparedness responsibilities

- Activates the Emergency Operations Center. Coordinates the overall EOC for the university.
- Directs and controls all University resources during the emergency response phase.
- Represents the campus EOC and emergency response operations to the city, county, state EOC and other outside agencies.
- Establishes overall objectives and strategies for the campus emergency response and recovery.
- Handles EOC staff issues and policy regarding EOC operations.
- Deactivates the EOC and manages the transition to recovery.

### Action plan responsibilities

- Reports to the campus Emergency Operations Center when aware of and informed of any emergency or pending emergency which may affect or impact campus properties, staff and/or operations.
- Assigns a staff assistant to maintain and update a log of activities throughout the emergency response. The assistant also serves as a runner for the EOC Management Team during the activation.
- Obtains as much information as possible about the emergency. Meets with Section Chiefs to identify :
  - Primary event or cause of the emergency
  - Status of operations
  - Current overall situation on campus, including power and utilities, communications, major damage to buildings and facilities, status of staff, academic programs, students and any major events and activities on campus.
  - Based on the above information, determine:
    - Level of emergency activation of the EOC (Level 1, 2 or 3)
    - Primary activity of the EOC (coordination of information to key constituents, public information, readiness for escalating needs, full scale emergency coordination, etc.).

## Appendix J.4.2

- Call to duty those positions and functions needed for the emergency response.
- Select alternate EOC Incident Commander from available staff and other EOC Section Chiefs. The Incident Commander meets with and confers with the EOC Section Chiefs to determine the overall university response and strategy, approve and authorize emergency expenditures for response operations and coordinates operations with the other University departments. There is always an Incident Commander during an activation of the university EOC.
- As the EOC Section Chiefs arrive, meet with them to establish an initial EOC Action Plan.
  - Establish the immediate actions, next hour actions and short-term actions.
  - Work with each EOC Section Chief to establish a joint process for sharing information and coordinating emergency operations.
  - Establish a process and schedule for conducting EOC briefings and announcing major decisions and information.
- Activate the EOC support staff to set up the EOC facility and support the EOC staff with supplies and services.
- Notify Executive Staff of the activation and provide status reports and updates.
  - Request the activation of the group, if needed, to address policy issues and executive decision-making.
  - If Executive Staff will be needed for extended hours, obtain contact information and/or arrange for one or two members to serve as primary contacts during non-business hours.
- Review and update the EOC Action Plan as presented by the Operations Team, with a focus on the transition to recovery as the emergency subsides. Continually reassess the situation and update damage and emergency response costs.
- Lead periodic briefings with the entire EOC to communicate status and the EOC Action Plan. Update Executive Staff and recommend policy decisions, as needed.
- Contact the city, county and state EOCs with University EOC activation information.
- Evaluate the Operations Action Plan to ensure the overall plan is consistent with the University's response priorities. Pre-identified priorities, the order of which depend on the situation and conditions of the emergency, are:
  - Life safety (protection of lives and care of the injured)
  - Restoration of critical utilities
  - Containment of hazards (protection of university staff and the public)

## Appendix J.4.3

- Student care
  - Protection of the environment
  - Protection of property from further damage
  - Support to staff and people on-site
  - Communication to all University staff and students
  - Protection of academic work-in-progress documentation and on-site files
  - Restoration of networks and information systems
  - Prevention of loss and damage to high value assets
  - Clean-up and occupancy of buildings
  - Restoration and resumption of University business and programs
- Evaluate the action plan for:
    - Staffing requirements (exempt/non-exempt, commute problems)
    - Labor agreements and types of work
    - Weather conditions
    - Personnel support
    - Equipment and supplies
  - Work with all EOC section chiefs and associated departments to ensure adequate staffing and support.
  - Work closely with the PIO to provide emergency public information to the campus and public.
  - Based on the information and advice from the Operations Section Chief and the Planning Section Chief, determine the capability of University resources to address the overall response. If resources are about to be exhausted, determine the best sources for additional resources such as mutual assistance, temporary hires or contracted services.
  - If requests for University services and resources are received from the city, county or other organizations, determine the availability of University resources and assess whether the resources will be needed at the university.
  - Provide staff for 24-hour EOC operations, if needed.
  - Begin the development of a transition plan to support recovery and resumption of normal operations and the re-opening of the campus (if closed or suspended operations).

## Appendix J.4.5

### Deactivation and recovery

- Plan for the transfer of response operations to normal procedures.
- With Executive Staff, assign staff to a recovery team.
- Develop a transition and recovery plan, which allows for the resumption of normal operations and business support in University facilities. If these services are not available, plan for resuming critical programs at alternate locations. Include a communications plan for full implementation of the recovery plan.
- Provide necessary documentation to Risk Management for claims on insured properties.
- Lead the Incident Commander and General Staff (PIO, Safety Officer, Liaison Officer) in post-incident debriefing meetings to identify areas of improvement for EOC Operations.

## Operations Section Chief

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### Preparedness responsibilities

- Provide overall management of operations section.
- Be readily available to the Incident Commander to offer advice and to aid with internal EOC coordination, planning and briefing.
- Develop a plan to provide immediate support to the campus community.
- Work closely with other campus departments critical to developing disaster mitigation plans and response procedures.
- Participate in annual planned exercises of the comprehensive emergency management program.
- Provide support and current information to further develop response procedures.
- Prepare to respond to the EOC and assume responsibilities in directing the operations to be implemented in the specific disaster occurring or impending. Assist the Incident Commander with information and recommendations.

### Action Plan responsibilities

**Team role:** Provide logistical coordination of law enforcement, health and safety, facilities services, human resources, information systems, student services and medical personnel to assist the University community in the event of a disaster.

### Priority objectives:

- Act as a situation status officer for the Incident Commander.
- Provide leadership and assistance to Operations Section in the field.

## Appendix J.6.1 EOC: Operations

### Law enforcement

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#### Preparedness responsibilities

- Devise mitigation solutions for identified and projected problems regarding fire, explosions, hazardous materials, emergency medical and trauma needs, security and law enforcement needs, traffic and crowd control, staging and perimeter security and protection of evacuated and occupied areas (including the University EOC).
- Develop and implement comprehensive emergency management training to all department staff so they may provide needed responses.
- Participate in annual field exercise to test, evaluate and upgrade the University comprehensive emergency management program.
- Open and support the EOC per the authorization of either the Incident Commander or planned exercises.
- Assist in the maintenance and support of the EOC equipment and supplies.
- As necessitated by actual events, department staff and resources will be utilized for fire suppression, evacuation and rescue and emergency medical aid.
- Monitor emergency radio communication campus wide, city public safety agencies, National Weather Service forecasts and/or other federal disaster support agencies.
- Assist other campus departments in pre-disaster training and support. Assist the Incident Commander in attaining documentation/information of the damage to property, injury to persons and status of incidents in progress.
- Assist and aid city public safety agencies responding to campus.

#### Action Plan responsibilities

- Activate the University Operations Plan.
- Open the Emergency Operations Center.
- Coordinate emergency first aid and evacuation of campus buildings.

## Appendix J.6.2

### EOC: Operations

#### Life safety evacuation

- Evacuate everyone from campus buildings to Moore Bowl or designated assembly areas.
- University Police staff (including all part-time department staff) will evacuate the non-resident buildings.
- Residential Living staff will evacuate the residence halls.
- Equipment to be used in the evacuation process: bullhorns, building fire alarms, building public address systems (where available), word of mouth/in person.

#### Open Emergency Operations Center

- The University Police supervisor on duty is to open the EOC (or senior police officer, if supervisor is absent).
- The primary EOC location is Morgan Hall, first floor.
- The secondary EOC location is KTWU.
- The EOC equipment and prioritized written EOC setup procedures are inside the emergency response office in Morgan Hall room 253B.
- The police dispatcher is to use either pager and/or telephone to notify the:
  - Vice President for Administration and Treasurer
  - Director of University Police
  - Director of Safety and Emergency Planning
  - Director of University Relations
- Establish a campus emergency communications network using radios, phones or volunteer runners (non-essential staff and students).
- Equipment to use for communication:
  - Telephones
  - Cellular phones
  - Two-way radios (Facilities, athletic department, IS)
  - Fax machines
  - E-mail
  - Handwritten notes via volunteer messengers

## Appendix J.6.3 EOC: Operations

### First Aid

- Evaluate emergency medical aid that may be needed.
- Contact the Topeka Fire Department (911) and request assistance and medical aid for injured and/or trapped persons. The fire department may advise they are delayed or unable to respond until further notice. Dispatch persons on campus trained in first aid.
- Groups to be used for first aid response:
  - University Police staff
  - Student Health medical staff
  - Trained School of Nursing staff
  - Trained Athletic Department staff
  - Trained volunteers (employees, Resident Advisors)
- Set up first aid station on the concourse outside Bianchino Pavilion.
- Move the injured to the first aid station using university vans or other vehicles.
- First aid supplies are to be used from: the campus evacuation camp vault, University Police, Student Health Center, School of Nursing labs, Athletic Department and any other accessible campus departments
- Survey the campus, checking for structure fire, smoke and signs of natural gas leaks, electrical hazards and broken water/sewer lines. Surveyors of the campus will be:
  - University Police staff (including part-time staff)
  - Facilities Services staff (including grounds staff)
  - Facilities Services Project Managers
- Equipment to be used to assist the hazard survey are two-way radios, binoculars, hand-held spotlights and flashlights, hard hats, reflective safety vests and any other equipment dictated by the nature of the damage.

## **Safety and Emergency Planning / Hazmat**

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### **Preparation responsibilities**

- Monitor safety conditions on campus and implement plans to reduce potential risk.
- Assume lead responsibility for the development and maintenance of hazardous materials response procedures and capabilities.
- Work with campus Chemistry and Biology lab coordinators, Art Department, Facilities Services and Risk Management staff to anticipate upcoming needs and potential problems resulting from a disaster.
- Devise mitigation solutions for identified and projected problems, as considered practical, making calculated provisions to control or moderate unwanted outcomes.
- Participate in annual field exercise of the comprehensive emergency management program. Provide support and up-to-date information to further develop response procedures.
- Respond to the EOC and assume responsibilities needed to be implemented in the specific disaster occurring or impending. Assist the Incident Commander with information and recommendations.

### **Action Plan responsibilities**

#### **Team role:**

- Coordinate and supervise damage analysis and damage control of hazardous material (HAZMAT) storage areas, contain HAZMAT spill(s) where possible, designate and set up safety zones around HAZMAT spills.
- Supervise recovery of hazardous material incidents.

#### **Priority objectives:**

- Conduct initial emergency HAZMAT survey of campus
  - Conduct survey of all hazardous material (HAZMAT) storage areas on campus.
  - Establish safe containment areas around all HAZMAT locations and spill(s).

## Appendix J.7.2

- Maintain control of hazardous material storage areas and/or spills and document clean-up process.
- Begin recovery of hazardous materials spills through a licensed spill clean-up service.
- Document all spill locations and clean-up programs.
- Document all hazardous material storage areas with no spill incident(s).
- Persons to compile documentation are (depending on location):
  - Departmental lab supervisors
  - Assistant Director of Facilities Services
  - Director of Safety and Emergency Planning

NOTE: All HAZMAT spills will be assessed for immediacy of clean-up, needed time and materials, and reporting requirements.

### Facilities Services

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#### Preparedness responsibilities

- Devise mitigation solutions for identified or projected structural issues, utility and emergency equipment problems. Make calculated provisions to control or moderate unwanted outcomes.
- Develop procedures to assess and document structural and utility damage due to a disaster occurring on the campus.
- Work closely with city utility companies/agencies to share information, mitigation plans and/or response procedures.
- Participate in annually planned comprehensive emergency management functional field exercises. Assess and evaluate exercises and recommend changes and updates to the EOC Director.
- Participate in the annual assessment of the Hazard Vulnerability Analysis.
- Prepare department staff and resources to be responsible for:
  - Campus facility and building assessments and repairs
  - Utility assessment and limited repairs
  - Debris clearance
  - Emergency construction
  - Run-off control
  - Campus access assessment and temporary repair to critical roadway/pedestrian access routes
- Prepare the narrative/written report for documentation purposes to obtain emergency support for outside aid.
- Assist and aid city/emergency response teams from utility or public works agencies responding to campus needs.
- Coordinate obtaining emergency permits for demolition and repair of damaged structures.

### Action Plan responsibilities

#### Team role:

- Supervise and coordinate building and utility damage analysis.
- Provide damage control to utilities and buildings as best possible.
- Coordinate any demolition and debris removal.
- Supervise physical emergency repair and recovery work to campus property.

### Priority objectives

#### Initial emergency survey of campus:

- Check buildings and utilities for trapped persons, smoke, fire, natural gas leaks, electrical hazards, broken water and sewer lines, etc.
- Wherever ongoing property damage is occurring due to a broken utility line, shut off those particular utilities for damage control.
- Priority building checks include:
  - Residence halls
  - Any assembly locations
  - Memorial Union/Stauffer Commons
  - Morgan Hall (primary EOC location)
  - Stoffer Hall
  - KTWU (alternative EOC location)
  - Bennett Computer Center
- Identify what buildings could be occupied. Continue initial checking of remaining campus buildings.
- Equipment to be used to assist the hazard survey are hard hats, reflective safety vests, gloves, binoculars, spotlights/flashlights and any other equipment dictated by the nature of the damage.

## **Appendix J.8.3 EOC Logistics**

### **Campus Evacuation Camp and EOC support**

- Maintain emergency power and lighting support to the evacuation camp and EOC location.
- Assist with any further setup needs (shelter, latrine, food and water, etc.) of the evacuation camp and EOC locations.

### **Damage analysis of all campus buildings and utilities**

- Make a documented survey of all damage to buildings and utilities.
- Survey each building for damaged structure, damaged building utilities and content damage (furniture, computers, etc.).
- Photograph, videotape and make a narrative (memo recorder) list of damage impacting each facility on campus.
- Provide the same damage analysis regarding utilities running throughout the campus property and any significant debris removal.
- Compile data in accordance to state and FEMA guidelines (see FEMA/state Appendix For guidelines, forms on labor, materials, etc.).

### **Emergency recovery and repair work**

- Coordinate and supervise prioritized recovery projects identified by Executive Staff.

### Emergency Staff Services

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#### Preparedness responsibilities

- Coordinate with EOC teams to provide emergency services for staff who may be stranded.
- Plan for emergency transportation, housing, or care and shelter of staff.
- Plan for emergency crisis counseling services for staff.
- Assist the EOC with staffing.
- Coordinate staff volunteers for the response effort.

#### Action Plan responsibilities

##### Team role:

- Assist and coordinate temporary services for stranded staff.
- Prepare to set up and operate a campus shelter for employees at facilities designated by the university EOC.
- Provide counseling support to staff who are suffering from difficulties resulting from a disaster.
- Establish and maintain communications with campus EOC.

#### Priority objectives

- Report to the EOC.
- Receive reports regarding the status of University staff on campus. If there are reports of staff stranded on site or needing specialized emergency care, plan for support to staff in the Operations Team Action Plan.
- Coordinate the plan for providing emergency housing services to staff with the Operations Team members and others in the EOC.
- Staff may need emergency transportation via public transportation, meals, minor medical care, crisis counseling if they have witnessed extreme emergency situations or communication services for contacting family members.

## **Appendix J.9.2 EOC Logistics**

- If other staff support services are needed, coordinate requests with the Resources Team.
- Continue to represent Staff Services in the EOC as long as coordination is needed during the emergency response.
- Coordination for registering, identifying, assigning and tracking staff volunteers.
- Continue emergency staffing status throughout duration of crisis.
- Participate in the Operations Team in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of field emergency operations.

## **Telecommunications, Computing, Information Services**

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### **Preparedness responsibilities**

- Devise mitigation solutions for identified or projected problems which impact administrative and academic computer systems, personal computers, network catalysts, network services and campus phone system switch problems.
- Work closely with other critical departments on campus, vendors and off-campus data/communication resources.
- Develop information, mitigation and/or response procedures.
- Participate in annual assessment of the Hazard Vulnerability Analysis.
- Train department staff to activate and provide emergency service in response to a disaster.
- Respond to the EOC and implement emergency procedures to support computer and telecommunication efforts.
- Assist Incident Command with information and recommendations.
- Prepare a narrative/written report for documentation purposes to obtain outside aid as needed.
- Assist university in developing long term response and recovery plans.

### **Action Plan responsibilities**

#### **Team role**

- Coordinate and supervise emergency telecommunication and campus computing network service.
- Restore all telecommunication service on campus, local and long distance.
- Restore the campus computing network.
- Establish emergency telecommunication (cellular or hardwire) and/or computer internet and e-mail station(s) as soon as possible for:
  - EOC and Executive Staff use
  - Campus members to advise family and significant others about their status.

### Priority objectives

#### Telecommunications and Computing/ISS Network damage analysis

- Survey:
  - Campus main switch and telecommunication backbone for damage
  - Assess damage to telecommunication instruments on campus
  - Assess damage to the campus servers
  - Assess damage to the campus computing backbone
- Advise campus EOC as soon as possible. Establish telecommunication and/or e-mail station(s) for campus community members to call/e-mail family and significant others.
- Coordinate restoration, repair or replacement of damaged telecommunication and computing network systems on campus.

**Appendix J.11.1**  
**EOC: Operations**  
(Planning Section, Residential Living Dept., Counseling)

## **Student Services**

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### **Preparedness responsibilities (shelter)**

- Assist evacuation planning and regular drills for all residential facilities.
- Assist in planning and training to set up a temporary shelter and emergency logistical needs for campus community members impacted by a disaster.
- Devise mitigation solutions for identified and projected problems in coordinating an emergency shelter and sanitation program.
- Participate in annual field exercise of the campus emergency management program.
- Provide support and up-to-date information and recommendations to further develop response procedures.
- Respond to the EOC to assume responsibilities to be implemented in the specific disaster occurring/or impending. Assist the Incident Commander with information and recommendations.

### **Action Plan responsibilities (shelter)**

#### **Team role**

- Assist and coordinate temporary evacuation of residential living facilities to Moore Bowl.
- Prepare to set up and operate a campus evacuation camp for all students and employees at facilities designated by the University EOC.
- Establish and maintain communications with campus EOC.

### **Priority objectives**

- Assist evacuation of students from all campus residences to Moore Bowl.
- Use Bianchino Pavilion as the camp operations center and primary first aid station.
- Coordinate students and employees arriving at the temporary evacuation camp.

- Take roll for a campus census
- Follow the temporary evacuation camp setup plan in which resident volunteer team will assist setup of first aid station, communications station and latrine station.
- Work with the campus EOC to coordinate more permanent evacuation camp locations and needs :
  - Students and employees requiring prescription medication.
  - Arrange counseling staff and other support staff to assist students and employees in shock or in need of counseling support.
  - Work with ISS to get phone stations set up for students and employees to attempt contact with family and significant others.
- Set up a volunteer registration station.
- Identify student and employee volunteers to assist emergency operations necessary on campus.
- Work closely with the EOC.
- Document volunteers by name, university affiliation, compensation status and means of contact.
- Establish an employee on-duty/off-duty registration program.

### **Preparedness responsibilities (counseling)**

- Develop a plan to provide counseling and support to the campus community members, both during and following a disaster.
- Train and develop necessary counseling center staff and office support staff to assist with emergency mental health services to the campus community.
- Work closely with local area mental health agencies to develop mitigation plans and response procedures.
- Participate in annual planned field exercise of the comprehensive emergency management program.
- Provide support and up-to-date information to further develop response procedures.
- Respond to the EOC and assume responsibilities in directing a mental health team to be implemented in the specific disaster occurring or impending.
- Assist the Incident Commander with information and recommendations.

### **Action Plan responsibilities (counseling)**

#### **Team role:**

Provide counseling and support to persons who are suffering from shock and psychological difficulties resulting from a disaster.

#### **Priority objectives:**

- Respond to Moore Bowl (evacuation camp) to provide counseling and support.
- Set up a staff rotation schedule to provide emergency mental health services.
- Contact local area mental health agencies and hospitals and identify any local area support.

## **Medical Triage, First Aid Centers, Student Health**

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### **Preparedness responsibilities**

- Coordinate between the Student Health Center and the EOC Operations Center for medical emergency first aid services on campus.
- Request transportation resources for immediate emergency medical transportation (if paramedics are delayed).
- Plan for the deployment of medical first responders to emergency rescue and other injury incidents, as needed.
- Track reports of injuries and fatalities.

### **Action Plan responsibilities**

#### **Team role**

- Assist and coordinate medical emergency first aid services to the campus.
- Prepare to set up and operate medical triage and first aid stations at facilities designated by the University EOC. Coordinate emergency medical transportation.
- Establish and maintain communications with campus EOC.

### **Priority objectives**

- Report to the EOC.
- Establish communication with the Student Health Center.
- Provide a report on the status of Student Health services.
- Evaluate the overall emergency response operations for reports of injuries, fatalities or trapped persons (who may be injured).
- Working with University Police, plan for emergency first aid and medical triage either at incidents or at student health. Any services on campus will need to be provided by Student Health staff or trained police, fire or paramedics.

## Appendix J.12.2

- If Student Health is activated and staffed to provide service, direct the transportation of minor injuries and walking wounded to that location.
- Coordinate with student health to ensure they are notified of the number and severity of injuries.
- If the Incident Commander is requesting emergency first aid at a rescue site or incident, work with Student Health to deploy a team to the location. If there are no teams available, have University Police contact the Topeka Fire Department for priority response (if the fire department is not already on the scene).
- Track the numbers and disposition of injured persons and fatalities on campus.
- Support requests from the student life office to provide first aid support at care and shelter locations (University only sites).
- Request volunteers to assist with first aid from human resources. They will coordinate with the schools and other departments to recruit volunteers. Coordinate with Student Health to receive and deploy volunteer staff.
- Coordinate the details of these plans and tasks with the Student Health and incorporate into the Operations Team Action Plan.
- Provide ongoing communication and coordination between Student Health and the EOC.
- Participate in post-incident debriefing meetings to identify areas of improvement for EOC operations and coordination of field emergency operations.

## **Public Information Officer**

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### **Preparedness responsibilities**

- Develop official messages as the official Public Information Officer.
- Serve as the point of contact for the EOC for media.
- Serve as the primary conduit of critical EOC/event/incident information to the media.
- Assist in the collection, preparation and dissemination of information to:
  - University faculty and staff
  - Students
  - News media
  - The public
- Coordinate all news media contacts.
- Prepare news releases, employee bulletins and the basic text for recorded messages.
- Hold news conferences and arrange for interviews.
- Implement rumor control procedures.
- Assist in the participation of joint press releases and broadcasts with other agencies, as appropriate.
- Support the academic and administration departments with disseminating information regarding the resumption of programs and processes for alternative classes, etc.

### **Action Plan responsibilities**

#### **Team role**

- Collect, verify and disseminate information related to the emergency response.
- Prepare to set up and operate a media center at facilities designated by the university EOC.
- Serve as the point of contact between the EOC and all media and constituencies to provide accurate and timely information.
- Establish and maintain communications with campus EOC communication and coordination between the university EOC and media center.

### Priority objectives

- Serve as the official University spokesperson to the news media and for all public information purposes, or select appropriate staff, as needed to respond to specific inquiries.
- Work with information systems and services as soon as possible and if the telephone service is operational, have a recorded message on the switchboard (670.1800)
- Establish contact and coordinate with the city public information officers, state EOC and any other agency involved in the response and emergency information with the University.
- Coordinate information so a consistent message is sent out with respect to the University.
- Seek to get University information included in the city and county updates and media releases.
- Get key information to staff, students, family members and other concerned parties in the area. Include information such as:
  - The University is (open/closed/suspended operations) for normal (work/business) until (day/time).
  - Staff are requested to (come to work/stay home/call this number).
  - Anyone needing information regarding the University should call 800-524-8447, if normal telephones are down.
- Ensure news media representatives are not allowed into the University EOC or any other restricted area of the University. Redirect media representatives, as able, to a media center.
- Coordinate with the Operations Section Chief regarding news media access to field incident areas. If possible, provide public information staff to meet with news media representatives who wish to inspect the campus and escort them.
- Gather information from Situation Status, Damage Assessment and others in the university EOC.
- Verify all information and obtain approval from the Incident Commander before releasing.
- Attend all EOC Section Chief briefings and provide updated information to Executive Staff.
- Be prepared with information about the incident size, cause, ongoing situation, resources and other information such as background on the University.
- Have news releases prepared and approved by the Incident Commander and disseminate to the news media.

## Appendix J.13.3

- Issue messages through the web and switchboard number to keep all constituents informed.
- Implement rumor control procedures, coordinating closely with all campus EOC staff to verify and correct all errors and misstatements; ensure all audiences are notified of the corrections.

### Resources/Logistics Section Chief

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#### Preparedness responsibilities

- Provide overall management of resource and logistical support for operations and planning functions.
- Oversee the functions of the EOC Resource/Logistics Teams.
- Develop a plan to provide logistical support to the campus community members during a disaster.
- Train and develop event support services staff to assist the university EOC team in the event of a disaster impacting the campus.
- Work closely with other campus departments critical to developing disaster mitigation plans and response procedures.
- Participate in annual planned exercises of the comprehensive emergency management program.
- Provide support and up-to-date information to further develop response procedures.
- Prepare to respond to the EOC and assume responsibilities in directing a logistical team to be implemented in the specific disaster occurring or impending.
- Assist the Incident Commander with information and recommendations.

#### Action Plan responsibilities

##### Team role

Provide logistical coordination of volunteers, supplies, food and water to assist the University community in the event of a disaster.

##### Priority objectives:

- Act as a representative to the EOC.

## **Resource Procurement**

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### **Preparedness responsibilities**

- Work closely with critical departments on campus, outside vendors and contractors, and local area services to compile necessary procurement information.
- Develop mitigation plans and/or response procedures.
- Participate in annual planned comprehensive emergency management field exercise.
- Provide feedback, support and up-to-date information to further develop response procedures.
- Train department staff to implement and maintain procurement needs in the event of a disaster.
- Plan what is needed to respond to the EOC and assume responsibilities when a disaster is occurring or impending. Assist the Incident Commander with information and recommendations.
- Work with Risk Management, Safety and Emergency Planning and Facilities Services to identify long-term recovery plans and procedures to restore normal operations.

### **Action Plan responsibilities**

#### **Team role**

- Monitor and distribute updated list of available resources on campus.
- Emergency procurement of supplies, equipment, rental and contracting needed from off campus sources.
- Maintain records of all allocations, purchases and contracting of resources during the emergency/disaster/crisis.
- Maintain appropriate FEMA required documentation.

## Appendix J.15.2

### Priority objectives

- Set up EOC station for procurement and establish a means of communication (radio, phone, runners), both on and off campus.
- Set up processing and tracking of on-campus resources, requests for procurements, rentals and contracting.
- Order needed resources from off campus sources (local vendors, city emergency response, vendors outside of impacted area).
- Set up a logistical status board for all procurements, rentals and contractors ordered.
- Document all resource orders, deliveries, cancellations and/or items which never arrived (see Appendix of FEMA and state assistance forms).
- Persons to support the Procurement Coordinator station are:
  - Purchasing Department staff
  - Bookstore management and staff
  - Appropriate Finance Department staff

## **Volunteer management**

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### **Preparedness responsibilities**

- Plan how to assist other campus EOC teams in finding volunteers to help essential personnel in a disaster.
- Develop plans for recruiting, identifying and organizing the volunteer students and staff in the event of a disaster.
- Devise mitigation solutions for identified and projected problems.
- Train Student Life, Alumni Association and Human Resources department support staff to assist coordination of a volunteer student and employee response force.
- Develop means of role identification and visibility of the volunteer.
- Participate in annual field exercise of the comprehensive emergency management program.
- Provide support and up-to-date information to further develop response procedures.
- Plan what the team needs to respond to the EOC and assume responsibilities needed to be implemented when a disaster takes place or is impending.
- Work with outside agencies to plan and prepare for shelter requests, communication and logistics, between the Red Cross and other agencies.
- Oversee the collection of information and processing of personal injury claims for worker's compensation claims or other health insurance claims.

### **Action Plan responsibilities**

#### **Team role**

- Oversee the coordination for registering, identifying, assigning and tracking staff and student volunteers.
- Continue emergency staffing status throughout duration of crisis.

### Priority objectives:

- Set up registration, identification and a dispatching system of campus volunteers
- Establish a communication/registration station at the campus evacuation camp (use radio, phone and messengers/runners). The emergency volunteer station will dispatch according to the prioritized requests communicated from the Operations team or EOC.
- Establish a documentation system for all campus volunteers and/or hourly labors (see FEMA and State Assistance Appendix For forms to track, e.g. hours, payroll, etc.).
- Persons to support the volunteer force and student assistance station(s) in the evacuation center and the campus EOC are:
  - Human Resources staff
  - Vice President for Student Life staff
  - Student Activities and Greek Life staff
  - Student Services staff
  - Alumni Association staff

## **Emergency food, water and sanitation**

### **Preparedness responsibilities**

- Develop a plan to provide food support to the campus community members during a disaster.
- Train and develop dining services staff to assist the University EOC team in the event of a disaster impacting the campus.
- Work closely with other campus departments critical to developing disaster mitigation plans and response procedures.
- Participate in annual planned exercises of the Emergency Operations Plan.
- Provide support and up-to-date information to further develop response procedures.
- Prepare to respond to the EOC and assume responsibilities in directing food services to be implemented in the event of an impending or actual disaster occurring.
- Assist the Incident Commander with information and recommendations.

### **Action Plan responsibilities**

#### **Team role**

Provide food service coordination for campus community members, volunteers and EOC members in the event of a disaster.

#### **Priority objectives**

- Respond to the temporary evacuation camp with necessary staff and supplies to provide initial beverage and packaged food service to evacuating campus community members.
- Set up emergency food services at a location designated by the university EOC.
- Arrange for food preparation staffing, transportation of food supplies and distribution of meals and beverages to points designated by the EOC.

## **Finance support**

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### **Preparedness responsibilities**

- Prepare expense and cost summary reports of disaster related expenses for the Incident Commander and Executive Staff.
- Provide support to the EOC for business decisions regarding cost/benefit of services and strategies.
- Prepare summary reports on the short and long-term financial impact of the emergency and recommend appropriate actions.

### **Action Plan responsibilities**

#### **Team role**

Oversee all accounting and financial aspects of the emergency response and support for FEMA documentation.

#### **Priority objectives**

- If activated, report to the EOC.
- Immediately get a report on emergency conditions and situations.
- Begin a log of finance activities and keep it current throughout the emergency response.
- If needed, activate the emergency accounting function
- Brief EOC staff on the use of accounting codes as well as the process for providing source documents of orders, invoices and receipts to the Resources Team
- Assist the Incident Commander and other Section Chiefs in the EOC with tracking and filing source documentation. Provide as much support as possible to other teams and functions for finance documentation during the EOC activation.

- Work with the other Section Chiefs in the EOC to prepare summary reports on total costs and anticipated losses to University programs and budgets.
- Provide estimates and other information, as requested by the Incident Commander, on the fiscal impacts of continuing operations and response strategies. If requested, provide cost benefit information in support of the analysis of alternatives or strategies for emergency operations and repairs.
- If the information is available, provide a summary report of the estimated total cost recovery anticipated from insurance and FEMA disaster assistance.
- If normal University operations will be interrupted for more than three days, provide estimates to the Incident Commander of impacts to grants, program budgets, estimated loss of revenue and other budget considerations.
- Direct the post-emergency accounting transition to normal operations.
- Assist with preparing a summary report of the damage and incidents that occurred.

## **Site inventory**

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### **Preparedness responsibilities**

- Inventory the University's major supplies and equipment.
- Allocate University supplies and equipment, as needed.
- Provide for all logistical arrangements for delivery and use of University supplies and equipment.
- Request the purchase of additional supplies and equipment to support emergency operations and augment depleted supplies.

### **Action Plan responsibilities**

#### **Team role**

- Identify and allocate supplies and equipment to support emergency response as directed by the EOC.
- Establish and maintain communications with University EOC.

### **Priority objectives**

- If activated, report to the EOC.
- Immediately get a report on emergency conditions and situations.
- Begin a log of activities and keep log current throughout the emergency response.
- Assess the damage, impacts and response operations to identify the potential need for resources, both immediate and in the recovery period.
- Identify the use of and need for, supplies and equipment. Develop a list of needed items and estimate location and time needed.
- Conduct a general inventory of all available material resources at the University (fuel, food, equipment and supplies).
- Work with departments and response centers to access resources and support services for the emergency response and recovery operations.

## Appendix J.19.2

- Develop an action plan for the provision of materials, goods and equipment in support of emergency operations. Provide for all logistics including transportation, delivery, receipt and dissemination of materials, goods and equipment.
- If the University does not have sufficient inventory to support operations, work with the procurement staff to procure resources.
- Track the delivery and utilization of supplies.
- If the emergency response phase will be prolonged, plan for the purchase of additional supplies to continue emergency support and replace used inventory.
- Ensure University staff operators of equipment are trained in the safe use and operation of the equipment. It may be necessary to contract certified operators if the University does not have staff available.
- As emergency operations subside, track the return of equipment and unused supplies to the departments and owners.
- Coordinate the return of all rented and leased equipment.
- Forward all documentation of materials, goods and equipment used in the emergency response the Finance Department.

## **Insurance / Risk management**

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### **Preparedness responsibilities**

- Prepare and maintain insurance documentation files and manage the insurance claims process.
- Assess the risk and liability issues to the University and emergency responders in the emergency response operation.

### **Action Plan responsibilities**

#### **Team role**

- Oversee all risk management and insurance aspects of the emergency response including assessment and documentation.
- Establish and maintain communications with University EOC.

### **Priority objectives**

- Report to the EOC, if the emergency is severe. Otherwise, be available for 24/7 phone or e-mail consultation by members of the EOC team.
- Obtain a briefing on all operations, damage, injuries and recovery operations.
- Assess the risk and liability issues to the university and emergency responders in the emergency response operation and provide recommendations, if needed, to manage risk and liability exposure.
- If immediate investigation and reporting is needed for injury reports and claims, set up a process for reporting and gathering information.
- Ensure procedures are followed in reporting injuries and casualties to the appropriate staff and agencies.
- Protect the confidentiality of victims and injured parties, as necessary during the emergency response phase.