

Emergency Management Plan



Governors State University

University Park, Illinois 60466

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Section I Executive Summary

A. PURPOSE

The Emergency Management Plan (EMP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of Governors State University (GSU). This plan describes the roles and responsibilities of University units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may occur suddenly and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Through the use of Attachments, this EMP addresses each type of emergency on an individual basis, providing guidelines for the containment of the incident. **Attachment B** provides emergency instructions to the individual designated to direct University resources in a concise format. **Attachment C** provides emergency response information primarily for use by faculty and other on-site personnel who may be initial responders to an emergency incident.

B. INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of the Incident Command System at the University facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Key Principles of the Incident Command System (ICS)

- Modular organization based on activating only those organizational elements required to meet current objectives
- Common terminology applied to organization elements, position titles, facility designations and resources
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits
- Comprehensive resource management for coordinating and inventorying resources for field responses
- Integrated communication so that information systems operate smoothly among all response agencies involved
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists
- Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center (EOC) levels.

C. SCOPE

This is a university-level plan that guides the emergency response of university personnel and resources during an emergency situation. It is the official emergency response plan of Governors State University and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Management Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System (**ICS**) to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies.

The University will cooperate with the Federal Emergency Management Agency (FEMA), State, County, and City Police and other responders in the development of emergency response plans and, whenever possible, participate in multi-jurisdictional emergency planning exercises.

D. MISSION

Governors State University will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority I:** Protection of Human Life
- Priority II:** Support of Health & Safety Services
- Priority III:** Protection of University Assets
- Priority IV:** Maintenance of University Services
- Priority V:** Assessment of Damages
- Priority VI:** Restoration of General Campus Operations

E. ASSUMPTIONS

This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

1. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
3. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
4. Disasters may be community-wide. Therefore it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

Section II – Organization

Governors State University’s Emergency Management Plan consists of three major elements:

- Emergency Management Team
- Incident Response Team
- Unit Plans with supporting Response Plans

A. EMERGENCY MANAGEMENT TEAM (EMT)

1. Responsibilities

The Emergency Management Team is an assemblage of University officials appointed and chaired by the President to advise and assist in making emergency-related policy decisions. A principal responsibility for the Emergency Management Team is to keep managers focused on the right set of priorities in a crisis situation. Accordingly, the responsibilities of this body include:

- Gather and analyze conditions throughout the University
- Allocate and direct distribution of resources to accomplish the purposes of this EMP
- Request needed resources that are unavailable internally from available outside resources
- Responsibility for final plan approval and for final policy decisions

2. Membership

Emergency Management Team Members are as follows:

Table 2.1 – Emergency Management Team Members

President
Provost
Vice President for Administration and Planning
Vice President of Institutional Advancement
Assistant/Associate Provost
Chief of the Department of Public Safety
Director of Physical Plant Operations
Director of Information Technology
Director of Marketing, Communications, Public Affairs

3. Structure

The Emergency Management Team is chaired by the President of the University.

B. EMERGENCY MANAGEMENT PLAN COORDINATOR (EMPC)

Responsibilities

The Emergency Management Plan Coordinator (**EMPC**) is the Vice President for Administration and Planning or his/her designee. This individual functions as a key member of the Emergency Management Team who is directly responsible as liaison to the Management Team. The EMPC consults directly with the University Incident Commander during an actual emergency situation.

The Emergency Management Plan Coordinator (**EMPC**) is responsible for the maintenance of the Emergency Management Plan. This individual is a key member of the Incident Response Team (IRT) and must be thoroughly familiar with the Emergency Management Plan (EMP). During an emergency the Emergency Management Plan Coordinator consults directly with University Incident Commander and documents the University's response to an event.

The EMPC maintains the Emergency Management Plan by performing regular updates to the documentation and by reviewing the required updates made to the Unit Plans. The Emergency Management Plan Coordinator will arrange for annual meetings of the Emergency Management Team and the Incident Response Team

The EMPC should be knowledgeable of emergency management professional practices. As such he/she should read professional literature, participate in related activities of the local Office of Emergency Management, attend professional seminars and, ideally, obtain professional credentials.

C. UNIVERSITY INCIDENT COMMANDER (UIC)

Responsibilities

The University Incident Commander (**UIC**) is a senior member of the Emergency Management Team designated primarily as the **Chief of the Department of Public Safety**. The Incident Response Team reports directly to UIC who, in turn, communicates directly with the Emergency Management Plan Coordinator and President.

The UIC is the individual responsible for the command and control of all aspects of the emergency response. The UIC must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. Clearly, the University Incident Commander must have the authority to make quick decisions in an emergency situation.

In his/her absence, only listed members of the Incidence Management Team can be designated as the University Incident Commander with authorization to fully activate this Emergency Management Plan. Acting University Incident Commanders will be designated in order as follows:

Table 2.2 – University Incident Commanders

- | |
|---|
| <ol style="list-style-type: none">1. Chief of the Department of Public Safety (or Shift Supervisor).2. Vice President of Administration and Planning3. Director of Physical Plant Operations4. Director of Business Operations5. Director of Procurement and Auxiliary Services |
|---|

D. INCIDENT RESPONSE TEAM (IRT)

1. Membership

The Incident Response Team (IRT) includes both primary and alternate members. Primary members are management personnel who are familiar with their unit’s planning responsibilities. Alternate members are also management personnel who are familiar with their unit’s planning responsibilities. Alternate members direct and execute their Unit Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members need to be knowledgeable of overall Emergency Management Plan (EMP) operations. Members must also be available during a crisis situation. IRT Members and IRT Alternate Members are identified on Table 2.3

Table 2.3 – Incident Response Team Members

Area of Responsibility	Primary Member	Alternate Member(s)
Environmental Health & Safety DPS/Security	Chief, Department of Public Safety	Shift Supervisor Sergeant of Police
Administration and Planning	Vice President A & P	
Academic Affairs	Provost	Assistant/Associate Provost
Institutional Advancement	Vice President	Associate Vice President/ Development & Alumni
Physical Plant Operations (PPO)	Director	Assistant to the Director of PPO
Marketing, Communications, Public Affairs	Executive Director, Marketing and Enrollment Services	Manager, Public Affairs
Business Operations	Director	
Procurement and Auxiliary Services (including Food Service & Bookstore)	Director	Assistant Director of Procurement
CAS Science Lab	Division Chairperson	
Human Resources	Director	Associate Director
Information Technology Services	Executive Director	Director, Technical Services
Student Affairs and Services	Dean	

2. Responsibilities

At the direction of the University Incident Commander, the (IRT) is responsible for Emergency Management Plan (EMP) execution during an emergency situation. The Incident Response Team reports directly to the Emergency Management Team via the University Incident Commander

3. Structure

The Incident Response Team is organized under the Incident Command System headed by the University Incident Commander.

INDIVIDUAL ROLES

1. Role of the President

This plan is promulgated under the authority of the President of Governors State University. All decisions concerning the discontinuation of university function, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the Emergency Management Plan Coordinator (**EMPC**) and the University Incident Commander, the President or his designee shall be responsible for declaring a major institutional emergency.

2. Role of Faculty and Staff

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

Faculty and Staff are asked to assist persons with disabilities to an area of rescue assistance. (Area of rescue assistance is an area which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation.)

All Faculty and Staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems severe thunderstorms, tornadoes, winter storms, floods, etc.).

3. Role of Students

All students should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they attend classes or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel and/or faculty or when an alarm sounds.

It is suggested that persons who use a wheelchair or mobility cart, or who have a mobility impairment prepare for an emergency ahead of time by informing faculty, staff or classmates on how to assist him/her in case of an evacuation.

Faculty, Staff and Students should also be able to execute any Emergency Lockdown procedure (Emergency Management Plan/Section F) and other safety measures as outlined in the Incident Response Plan.

EMERGENCY RESPONSE

The Emergency Management Plan contains two sections dedicated to emergency response:

Attachment B: Incident Commander Action Steps

Attachment C: Incident Response Plan

1. Attachment B: Incident Commander Action Steps

This Attachment contains two general checklists for the University Incident Commander (UIC). The first checklist is for the pre-disaster alert, watch and warning periods. The second checklist is for use in the immediate post-disaster period. Various emergency/disaster events are then listed and suggested guideline action response steps for the (UIC) and the Incident Response Team (IRT) are identified.

2. Attachment C: Incident Response Plan

This Attachment is also organized by various emergency/disaster events and provides action steps to be taken by the initial responders. In addition, it is for use by individuals responsible for executing the University's Emergency Management Plan (EMP).

UNIT PLANS/RESPONSE PLANS

Each area is required to develop and maintain a Unit Plan. A Unit is a department, college or other defined entity of the University. A Unit Plan identifies emergency preparation, coordination and response activities for the Unit. The Unit Plans address the assignment of roles described in Section IV and, as necessary, identify existing Response Plans that provide guidance and procedures for specific response activities (i.e. bomb threats, civil disturbance, severe weather, winter storm, etc.).

All Unit Plans have a common structure and format as defined as Attachment A of this Emergency Management Plan (EMP). All Unit Plans are filed with and secured by the Emergency Management Plan Coordinator (EMPC). Unit Plans must be reviewed and updated annually or more frequently as necessary. Electronic copies are maintained on the University web site and hardcopies are secured at the Emergency Operations Center (EOC). Copies of supporting Response Plans are also maintained at the EOC.

Some Units have major EMP responsibilities and may have Unit Plans that are more detailed than other Units. Unit Plans are classified as follows:

1. **Critical Unit Plans-** Each area identified as part of the Incident Response Team (IRT) is determined to have critical responsibilities on a University-wide basis during emergency situations. Each organizational unit identified on the (IRT) is required to develop a Critical Unit Plan. Critical Unit Plans will be augmented by Response Plans to address specific situations.
2. **Special Unit Plans-** Several units have been determined to have special responsibilities on an internal unit basis during emergency situations. Each Special Unit is required to develop a Special Unit Plan (**SUP**). As needed, (**SUP**) will be augmented by Response Plans to address specific situations. Special Unit Plans are identified as follows:

Table 2.4 – Special Unit Plans

Center for Performing Arts (CPA) Family Development Center (FDC) Environmental/Biological Field Station (EFS) Power Plant (PPO) Student Life (SL) Recreation & Fitness Center (RFC) University Library (UL)
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UNIT PLANS- SUMMARY

Each unit listed below, and other sub-units or programs that report to the unit head, are expected to complete and submit a Unit Plan to the Vice President of Administration and Planning:

- College of Arts and Sciences
- College of Business and Public Administration
- College of Education
- College of Health Professions
- CELCS
- Admissions Office
- Registrar's Office
- Financial Aid Office

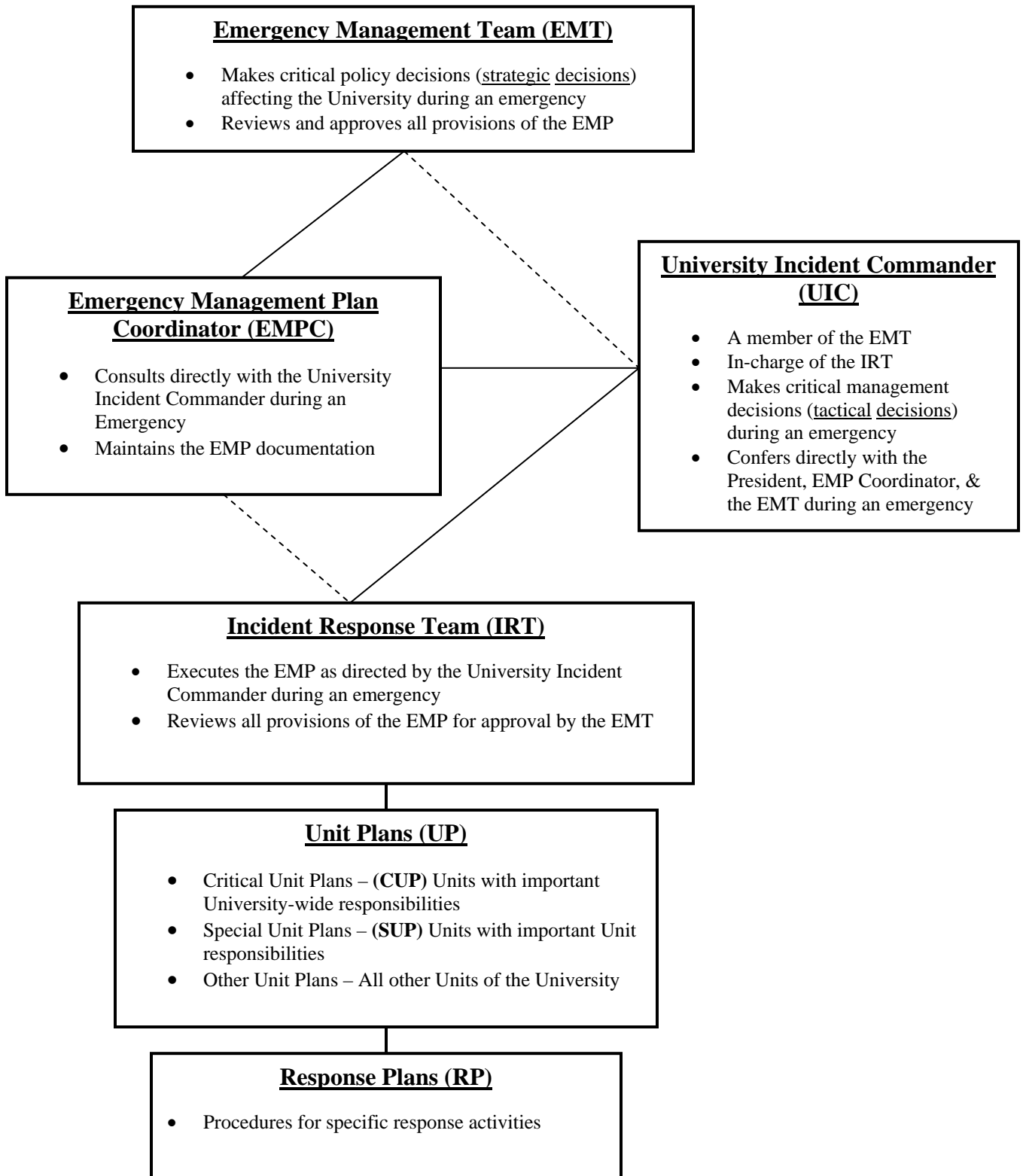
Each unit listed below, and other sub-units or programs that report to the unit head, have been determined to have critical responsibilities on a university-wide basis during emergency situations. Each unit is required to develop a Critical Unit Plan. Critical Unit Plans will be augmented by Response Plans to address specific situations.

- Environmental Health & Safety/DPS
- Administration and Planning
- Academic Affairs
- Institutional Advancement
- Physical Plan Operations
- Marketing, Communications, Public Affairs
- Business Operations
- Procurement and Auxiliary Services
 - Food Service
 - Bookstore
- CAS Science Labs
- Human Resources
- Information Technology Services
- Student Affairs and Services

Each unit listed below, and other sub-units or programs that report to the unit head, have been determined to have special responsibilities on an internal unit basis during emergency situations. Each Special Unit is required to develop a Special Unit plan. As needed, Special Unit Plans will be augmented by Response Plans to address specific situations.

- Center for Performing Arts (CPA)
- Family Development Center (FDC)
- Environmental Field Station (EFS)
- Power Plant (PPO)
- Student Life (SL)/Recreation and Fitness Center(RFC)
- University Library (UL)

**Chart 2.1 – EMP Organization Chart
Relationships and Primary Responsibilities**



Section III – Plan Activation & Operation

DECLARATION OF EMERGENCY

In case of any type of campus emergency, the Department of Public Safety (**DPS**) Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Chief of DPS, who should communicate with the University Incident Commander (UIC) if someone other than the Chief of the Department of Public Safety is designated Incident Commander. If the Chief of DPS is unavailable, the shift supervisor shall communicate directly with the University Incident commander. After reviewing the emergency situation, a decision will be made by the University Incident Commander on a plan of action and whether or not to contact the President and activate the Emergency Management Plan.

LEVEL OF RESPONSE

In responding to any emergency, it is important for the University Incident Commander to classify severity or level of the event. This plan utilizes the following definitions:

THERE ARE FOUR LEVELS OF RESPONSE:

LEVEL 1 – MINOR INCIDENT (MI). A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the University. Examples would be a contained hazardous material incident, or a limited power outage. The Emergency Management Plan would not be activated. The initial responders and/or DPS would typically be expected to handle the situation.

LEVEL 2 – WEATHER CONDITIONS. (WC) A Weather Conditions emergency is defined as a serious weather event that completely disrupts one or more operations at the University. Examples might include a situation involving a tornado, snow storm, or the extensive potential for flooding due to an excessive rainstorm. Multiple resources are involved; the Emergency Management Plan is activated to the extent that initial responders and/or DPS cannot handle the emergency.

LEVEL 3 – EMERGENCY INCIDENT (EI) A major Emergency Incident is defined as a serious event that completely disrupts one or more operations of the University. The University Incident Commander is notified and activation or partial activation of the Emergency Management Plan may be required. The Incident Response Team is assembled and the Emergency Management Team is consulted.

Several Unit Plans may be initiated and outside support services may be required. Examples might include a building fire, bomb threat, civil disturbance, or widespread power outage of extended duration. The initial responders and/or DPS will work toward stabilizing the situation but may not have the resources to accommodate the circumstances without external support.

LEVEL 4 – DISASTER INCIDENT. (DI) Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. A Disaster requires activation of the Emergency Management Plan. The Incident Response Team is assembled and the Emergency Management Team is consulted. In some cases, student, staff, faculty, or community injuries/casualties and severe property damage may be sustained.

The event would likely disable university operations for at least 24 hours and outside emergency services would not always be available. Examples might include a flash flood, a damaging tornado, or other community-wide emergency. Most if not all Unit Plans respond and outside emergency services will likely be involved.

Table 3.1 - Expected Impact

Scope	Level – 1	Level – 2	Level – 3	Level – 4
University Activities	Minimal and localized. Most University activities not impacted	Potential for one or more University operations to be impacted. Localized shutdowns expected	Significant. University activities localized shutdown	Very Significant. University activities shutdown for a period of time
Faculty, Staff and Students	Site-specific localized impact. - Injuries possible	Site specific to general local community weather conditions. Possible utility disruptions. Injuries possible.	Site-specific or general impact with possible disruptions. Injuries possible	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern
Media Coverage	None expected	None or limited local coverage	Limited local coverage	Local, regional and possible national coverage
Public & Government Concern	Limited	Potential exists for University closure or modified support of local community life-safety needs.	Potential exists for a critical incident. Government agencies may investigate	Potential exists for a critical incident, and government investigations or hearings
IRT involvement	Limited or none	Limited or conditionally involved	Conditionally involved	Actively involved
EMT involvement	Probably none	Provisional support as needed	Consulted as needed	Consulted regularly and actively involved

A. PLAN NOTIFICATION AND ACTIVATION

1. Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with the Department of Public Safety (DPS). DPS operates on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources, including:

- State Police
- National Warning System
- National Weather Service (NWS)
- Emergency Broadcast System (EBS)
- Will County Emergency Management Services
- Local Police, Fire and Emergency Medical Services
- University communication systems
- Emergency telephone calls
- Department of Homeland Security
- Environmental Protection Agency (EPA)
- Illinois Department of Transportation (IDOT)
- Poison Control Center
- Department of Homeland Security

Other entities, notably Physical Plant Operations (PPO), will, in concert with DPS monitor developing winter weather systems. Such activity however, does not mitigate the responsibility of DPS to serve as the central communications point for all campus threats including weather related emergencies which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.).

2. Notification

DPS has overall responsibility for alerting the appropriate parties. Accordingly, initial responders should always contact DPS immediately. Initial responders may also contact other appropriate entities – such as the Fire Department if a fire breaks out.

In case of any type of emergency, the DPS Shift Supervisor (supervisor in charge) should follow DPS standard operating procedures. If the emergency warrants, he/she should communicate immediately with the University Incident Commander (UIC) (Chief of DPS), who will then communicate with the Emergency Management Plan Coordinator (EMPC). (Vice President for Administration and Planning or his/her designee). If there is any concern that the EMPC has not been contacted DPS should be contacted for clarification.

DPS will have a list of the Emergency Management Team (EMT) members and telephone contact information. If the UIC is not available, DPS will access a priority list of both Emergency Management Team and Incident Response Team (IRT) members and continue to make calls to all primary and/or secondary team contacts.

3. **Plan Activation**

Plan activation begins at the discretion of the University Incident Commander upon the receipt of information of an emergency event or threat of an emergency. Based on the Department of Public Safety (DPS) report, and information obtained from other appropriate entities, the University Incident Commander will notify the Emergency Management Plan Coordinator (EMPC) to determine the status of the emergency and the response required, up to and including activating the Emergency Management Plan (EMP) to the extent necessary to control the situation.

Upon activation, the Incident Response Team members (IRT) will be notified and should report to the designated command center as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Management Team and determine the appropriate response. Chart 3.1 provides general guidelines for the University's response to specific emergency situations.

4. **Warning**

Should it be deemed necessary to warn the university community of an impending threat or emergency situation, DPS is designated to maintain the Emergency Operations Center (EOC) with the authority to alert warning resources and activities. Based on the initial report, and information obtained from other appropriate entities, the UIC will declare the level of the emergency.

If either an Emergency Incident or a Disaster Incident (Level 3 or 4) is declared, the Emergency Management Plan (EMP) will be activated. Upon declaration of an Emergency or Disaster by the UIC and/or EMPC, the Incident Response Team Members needed to respond will be notified and should report immediately to the designated command center location. Emergency Management Team Members will also be notified by DPS and should report as needed and as available.

Predictable events, such as a certain meteorological storms, are treated differently from emergency incidents. The Department of Public Safety, in conjunction with Physical Plant Operations, will monitor these events on a 24/7/365 basis. The Director of PPO or his/her designate will contact the University Incident Commander via DPS as necessary.

B. COMMAND POSTS

1. Emergency Command Post

In an isolated emergency (typically a Level 2 Emergency) the University Incident Commander and all summoned Incident Response Team Members will report directly to the Emergency Command Post (ECP). Emergency Management Team Members will also be contacted and may also be present.

The ECP is a designated area near the site of the emergency but located a safe distance from and generally upwind of the emergency site. The (UIC) will direct response activities and work assignments from the ECP.

2. Emergency Operations Center

In a campus-wide emergency (typically a Level 3 Disaster) the (UIC) and all summoned Incident Response Team Members will report in the Emergency Operations Center (EOC). Emergency Management Team Members will also be contacted and may also be present.

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Incident Response Team (IRT) and the Emergency Management Team (EMT) may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

The primary EOC is located at:

OTS Building

If the primary EOC is inaccessible the backup EOC on campus will be located at:

Family Development Center (FDC)

If both EOCs are inaccessible the backup EOC off campus will be located at:

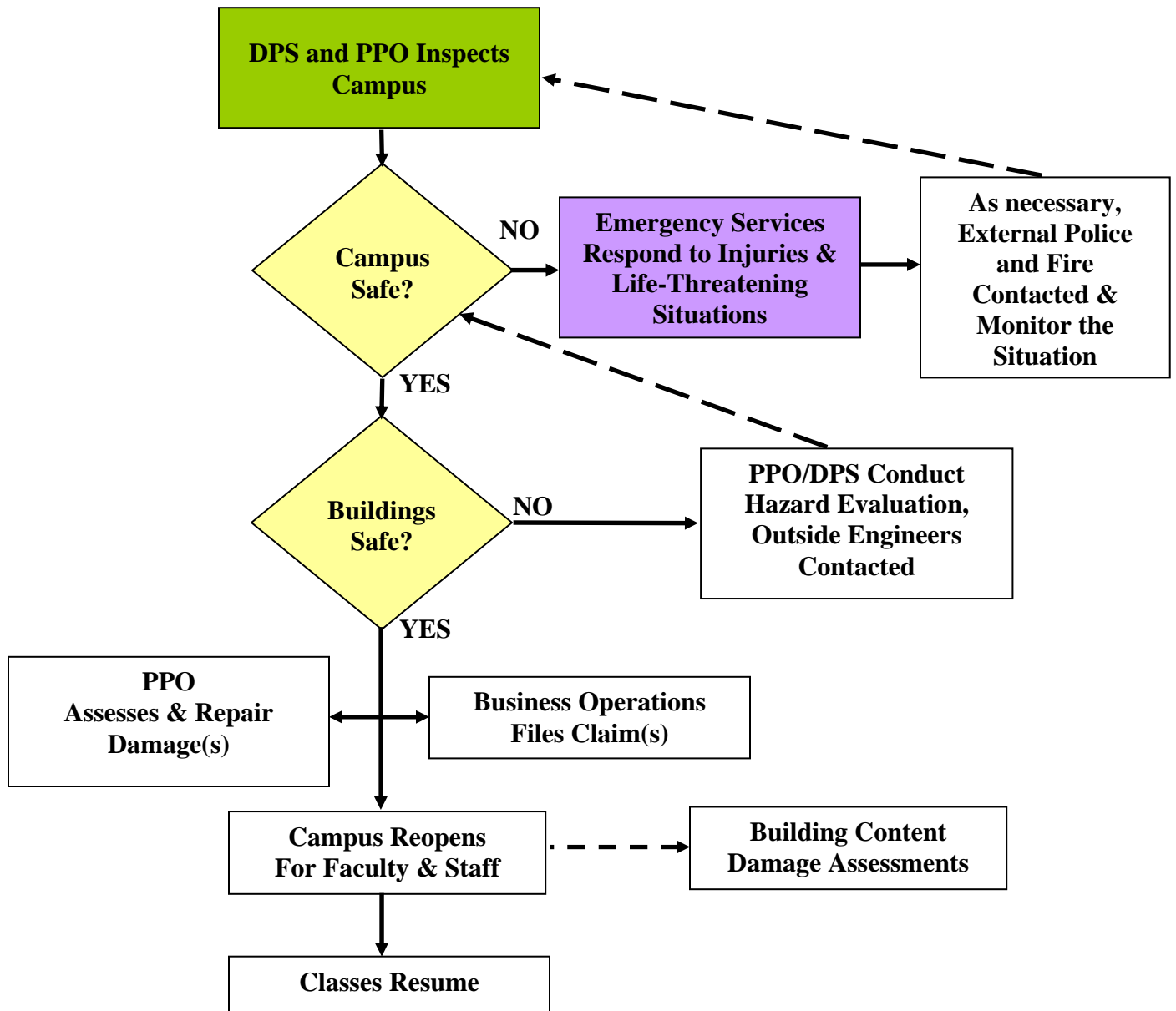
Conference Center (CONF)

C. CAMPUS RECOVERY

After a Disaster where University operations have been shut down the entire campus environment may be dangerous. As illustrated in the following table the first recovery step is to secure the campus and then to secure all University facilities. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal University operations.

[Attach : “Emergency Management Plan Flowchart.doc” (11”X17” sheet) here, as a separate document.]

Chart 3.5 -- Campus-Wide Emergency Recovery Steps



Section IV – Role of Organizational Units

A. REQUIREMENTS OF ALL UNIT PLANS -- (Attachment A)

Unit Plans prepared by all University Units (Departments, Colleges, buildings, etc.) shall be consistent with the guidelines established in this Emergency Management Plan. Each Unit shall, as appropriately directed, execute that portion of their Unit Plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency. Deans, directors, department heads and other responsible parties shall develop a Unit Plan in the following format:

1. Identify the individuals and alternates to whom the specific responsibilities are assigned:
 - a) Unit Plan Execution / Emergency Response.
 - b) Unit Plan Maintenance - all Units are required to provide the Emergency Management Plan Coordinator with an updated Unit Plan every year.
 - c) Identify a Unit Plan Emergency Management Team.
 - d) Identify a Command Post and alternate location where everyone can meet during a crisis situation. The Command Post will need to have sufficient room, chairs, workspace, telephone access and flipchart or blackboard.
2. Develop procedures for communicating within the Unit.
Current emergency call roster for the Team Members.
Contact list for all Unit Faculty and Staff.
3. Identify all life safety threats. Be certain that all Faculty and Staff review and understand the safety procedures defined in the Incident Response Plan.
4. Identify important assets and how to protect them in an emergency situation.
Assets include physical items of value and data information.
Assign individuals (or other units) to secure physical assets.
Assign individuals to be responsible for vital records.
Assist with building content damage assessments.
5. As appropriate identify disaster-specific Response Plans to maintain and restore services that are critical to the University.
6. Identify and document (contact names, location, telephone numbers, email address, etc.) subcontractors, suppliers and service providers that may be needed in an emergency situation.
7. Identify critical reliance on other Units.
8. Provide new hires with an orientation to safety processes, including a physical walkthrough.
9. Communicating assignments to all staff.

The following roles are assigned to organizational Units with critical or special functions:

A. MARKETING, COMMUNICATIONS, PUBLIC AFFAIRS

- Coordination of all information disseminated to the press and the public.
- Provide for a consistent “one-voice” to the news media and all other interested parties.
- Provide for rumor control and emergency communications.
- Assign specific individuals (primary & alternate) to work with Information Technology Services to coordinate information for news media to disseminate information, specify emergency response steps and maintain contact with the following:
 - News media (TV, Newspapers, etc.)
 - Emergency Closing Center,
 - GSU Emergency Hotline
 - GSU website
- Interact with:
 - Government agencies and civil authorities
 - Faculty and staff
 - Students
 - Parents

B. DEPARTMENT OF PUBLIC SAFETY (DPS)

- Preserve law and order, and campus security
- Monitor and disseminate warnings and threats
- Provide traffic and crowd control
- Direct evacuation efforts
- Control access to buildings and scene of the disaster
- Interface and coordinate with Local, County and State Police entities to implement mutual assistance agreements
- Maintain the University Communications Center on a continuous basis
- Assist in damage assessment and building condition reports
- Maintain information on the content and location of radiological, chemical, biological and fire safety hazards
- Provide for emergency transportation of students
- Provide for emergency transportation and/or parking for essential personnel.

C. PHYSICAL PLANT OPERATIONS (PPO)

- Develop and maintain building evacuation plans
- Provide for the structural security of buildings
- Provide utility services and, as necessary, shut down utility services
- Provide for emergency water and sanitation
- In the event of a pending emergency, secure the campus grounds and building envelopes
- Distribute supplies to Faculty and Staff to secure building contents
- Clearance of debris
- Conduct building damage assessments / determine if buildings are safe
- Repair buildings
- Maintain the Emergency Operations Center

D. ADMINISTRATION AND PLANNING (A&P)

- Together with Human Resources and Business Operations maintain the continuity of Payroll Processing Services
- Ensure that emergency funds are available for expenditure as university priorities change during periods of crisis
- Consult with University Legal Counsel as needed.
- Work with Academic Affairs to develop plans to reschedule classes
- Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions

E. INFORMATION TECHNOLOGY SERVICES (ITS)

- Maintain the operation of voice, intranet, data, video and wireless communications services
- Work with Public Affairs (PA) to coordinate information for news and media (TV, Newspapers, etc.), Emergency Closing Center, GSU Emergency Hotline and GSU website.
- Implement proper backup controls and redundancies to maintain critical services
- Properly document all hardware and its configuration; develop a plan for hardware replacement and setup
- Develop adequate information security controls
- Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location
- As necessary develop and maintain a plan to perform critical applications at a remote site

F. ACADEMIC AFFAIRS

- Develop procedures to communicate with and account for teaching faculty in emergency situations
- Develop plans to identify alternate facilities where University activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities
- Identify and ensure recovery of critical assets

G. STUDENT AFFAIRS AND SERVICES (SAS)

- Provide student crisis counseling services
- Develop procedures to communicate with and account for students in emergency situations

H. HUMAN RESOURCES (HR)

- Together with Business Operations, maintain the continuity of Payroll Processing Services
- Maintain the continuity of critical Employee Benefit Services
- Provide for employee counseling
- In a post disaster community-wide disaster:
 - Assess Faculty and Staff availability
 - Assist with the appropriation of personnel
 - Assist Faculty and Staff with survival needs – food, water, shelter, etc.
 - Assist employees with work recovery needs – psychological help, day care center, local transportation, time off for personal needs, etc.

I. BUSINESS OPERATIONS (BO)/ PROCUREMENT AND AUXILIARY SERVICES

- Facilitate emergency procurement of goods and services
- Provide for emergency food service operations
- Maintain Mail Service operations
- Assist with the identification of alternative locations for critical housing and academic functions
- Assess the value of University property – buildings, building contents and other University assets
- Secure appropriate insurance
- Documentation and submission of claims.
- Collect & analyze damage assessment reports

J. UNIVERSITY LIBRARY

- Identify and assist with the evaluation of library assets – books, collections, etc.
- Develop plans and procedures to protect critical library assets

K. RECREATION AND FITNESS CENTER (RFC)

- Develop emergency plan to use the Recreation and Fitness Center student center as a shelter during and after an emergency
- Direct evacuation of students, staff and community members if necessary.

L. CHILD CARE CENTER

- Develop an evacuation plan to protect children at the Family Development Center
- Direct evacuation of children and staff if necessary

Appendix A Glossary

Emergency Command Post (ECP)- The ECP is a designated area near the site of the emergency in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

Emergency Management Plan (EMP)- The EMP is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University

Emergency Management Plan Coordinator-(EMPC)- The Emergency Management Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

Emergency Management Team (EMT)- The EMT is an assemblage of University officials appointed by the President to advise and assist in making emergency-related policy decisions. The EMT is also responsible for the review and approval of the Emergency Management Plan.

Emergency Operations Center (EOC)- The EOC serves as the centralized, well-supported location in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

Incident Command System (ICS)- The ICS is a modular emergency management system designed for all hazards and levels of emergency response. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management.

Incident Response Team (IRT)- The IRT is comprised of senior level management representing areas of the University that have critical EMP execution responsibilities. At the direction of the University Incident Commander, the IRT executes the Emergency Management Plan during an emergency

Response Plans- Response Plans are attached to Unit Plans to address specific situations where the Unit has important functions. Response Plans can be organized at the discretion of the Unit.

Unit- A Unit is a department, school or other defined entity of the University.

Unit Plan- A Unit Plan identifies emergency preparation, coordination and response activities for the Unit. Each unit is required to develop and maintain a Unit Plan.

(Continued)

University Incident Commander- The University Incident Commander is a senior member of the Emergency Management Team and is in charge of the Incident Response Team. The University Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation

University Communications Center- The central telecommunication facility that receives and decimates emergency information. DPS would typically maintain this facility on a 24/7/365 basis.

University Emergency Hotline- A telephone number where faculty, staff, students and other interested parties can access emergency information.