Job Action Sheets for Administrators

This set of Job Action Sheets is also found on the web page:

http://police.wvu.edu/emergency_management/emergency_response_plan

1-A University President
2-A Chief of Staff
3-A Provost
4-A VP Administrative and Finance
5-A VP Health Sciences
6-A VP Student Affairs
7-A VP University Relations
8-A VP Human Resources
9-A VP Legal Affairs
10-A Executive Officer for Policy Development
11-A Associate Vice President for Facilities and Services
12-A Associate Provost for Academic Personnel
13-A Athletic Director
14-A Executive Director, Internal Communications
15-A Executive Officer for Social Justice

1-B Incident Commander (on scene)
2-B Director of Environmental Health and Safety
3-B Director of University Relations/News
4-B Chief of the University Police Department
5-B Deans and Directors
1-A
President of the University

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
  If your office or building is not affected, stay in your office.
  Do not go to the incident site.

{ Turn on your cellular phone.

{ Assess situation; obtain information through the Chief of Staff
  and activate the Senior Leadership Team, if deemed appropriate.

{ Consult with Senior Leadership Team—Vice Presidents to consider
  declaring a State of Emergency.
  Notify University Relations/News, Governor’s Office,
  Board of Governors’ Chair and the HEPC Chancellor.

{ Consult with Chief of Staff to consider closure of the University.
  Notify Vice Presidents and University Relations/News.

{ Consult with Chief of Staff to consider closure of the University.
  Notify Vice Presidents and University Relations/News.

{ In the incident requires campus closure, how long will the campus
  be closed? What information will students and employees need?

{ Has the Emergency Plan been activated on the recommendation
  of the Chief of the University Police Department
  of ranking Office on duty?

{ Inform and brief the Cabinet on the emergency situation and status
  as it affects their areas.
CONTINUING CONSIDERATIONS

{ Keep informed: Obtain periodic situation updates from the Vice President for Administration and Finance.

{ Share Information: Review and approve media releases.

{ Inform and brief the Senior Leadership Team on the emergency situation and status as it affects their areas.

{ Through the Senior Leadership Team, monitor the campus condition. What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community?

{ Issue any necessary public statements through the office of University Relations/News.

{ Confer as needed with the HEPC Chancellor’s Office and other local and state officials.

{ Authorize the Chief of Staff to announce the end of the State of Emergency when appropriate.

END OF EMERGENCY INCIDENT

{ Recovery Expectations: When will the institution’s operational processes resume?
FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
  Do not go to the incident site.

{ Turn on your cellular phone.
  Activate the Senior Leadership Team, if appropriate.
  Take Cell Charger.

{ Assess situation: Advise the President on the Emergency Plan
  activation status. Ensure that an initial briefing of the
  Senior Leadership Team is completed.
  Monitor activities and assist in establishing communications
  with key political and operational leaders.

{ If the incident requires the campus closure, how long will the campus
  be closed? What information will students and employees need?

{ Consult with the President to consider declaration of emergency
  and/or closure.

{ Implement telephone tree and advise your key staff.

{ Inform and brief your staff on the emergency situation
  as in affects their areas.

{ Provide resources or resource information to the
  Executive or Management sections as required.

{ Set up room for Senior Leadership Team: scanners, maps, manuals, etc.

OPERATIONS—START UP
\{ Provide volunteer resources as available.

\{ Authorize emergency notification systems activation and dissemination of public education/information to the campus community by the Executive Director for Internal Communications or the Director of University Relations/News. Through University Relations, communicate to students, faculty, and staff who will want to know what they should do, when, where, and how they can help. Make plans and activate communication resources for parents, students, and others to get information and updates.

\{ Has the MECCA EOC been activated? Who is leading?

\{ Establish a communication protocol with ECO staff and develop a plan to receive status updates on a scheduled basis.

\{ Appoint a scribe to keep a written log of phone messages, requests, actions taken, etc.

\{ Have an initial briefing with the Senior Leadership Team and establish assignments below as required. Brief on communication protocol established with the EOC for updates.

\{ Assign personnel to key Incident Command functions:

  \{ Operations (Determine by area impacted: Public Health, Student Affairs, etc.)

  \{ Planning

  \{ Logistics

  \{ Finance

\{ Conduct an initial situation briefing with Senior Leadership Team:

  \{ Type of emergency

  \{ Location of emergency

  \{ Initial damage to campus and infrastructure

  \{ Size of area involved
Human resources immediately available and number of additional people required

Field Command Post location(s) and the Commander on Scene

Staging area locations

Access routes for emergency vehicles

Agencies on scene (medical, fire, Facilities Management, Environmental Health and Safety)

Number and type of injuries/casualties

Building(s)/area(s) evacuated

Liaison with other emergency agencies

Mobilization of support personnel

Mutual aid contingencies

Direct situation analysis staff to prepare detail assessment of damages, injuries, casualties, etc.

Begin planning to respond to any request for additional resources or policy waivers from the field units or the EOC.

Establish contact with local (city, county) leaders.

Determine if the local community needs campus assistance, if the incident is off-campus.

CONTINUING OPERATIONS

Brief the Senior Leadership Team after receiving scheduled updates from the EOC. Keep all informed about changes and conditions.

Provide, via University Relations/News, periodic updates to the media.

Request from section heads ongoing status reports regarding their activities and resources.

Remind section heads concerning documentation of their activity.
} Advise the Team of recovery efforts and contingency plans when appropriate (may be concurrent with response efforts).

} Will the campus medical facilities become a reception point for outside victims?

} Request recommended sites, as needed, for casualty collection points and/or coroner operations.

} Develop plans for replacing human and physical resources.

} Monitor Stress:

   } Schedule counseling sessions for those in need.

   } Provide periodic rest periods for staff and relief when indicated.

END OF EMERGENCY INCIDENT

} State of Emergency Over: Confer with President for authorization to announce end of the State of Emergency when appropriate.

} De-escalate and de-mobilize, when appropriate, and provide this fact to the President, Senior Leadership Team, and University Relations/News.

} Establish a time for debriefing before deactivating the Senior Executive Team.

} Recovery Expectations:

   } When will the affected processes resume?

   } Schedule post-event evaluation for after-action process changes.
Provost

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
   Do not go to the incident site.

{ Turn on your cellular phone.

{ If your building is not affected, go to the Senior Leadership Team meeting site.

{ Assess the situation; obtain information through the President.
   If the President is not available, assume leadership of the Senior Leadership Team. Use President checklist (1-A) and reassign your checklist responsibilities.

{ Implement telephone tree and advise your key staff.

{ Inform and brief your staff on the emergency situation as it affects their areas.

{ Provide resources or resource information to the Senior Leadership Team as required.

{ Provide volunteer resources as available.

{ Assume assigned role in the Incident Command Structure.

4-A
FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.  
  Do not go to the incident site.

{ Turn on your cellular phone.

{ If your building is not affected, go to the Senior Leadership Team  
  meeting site.

{ Assess the situation; obtain information through the President.

{ Implement telephone tree and advise your key staff.

{ Inform and brief your staff on the emergency situation  
  as it affects their areas.

{ Provide resources or resource information to the  
  Senior Leadership Team as required.

{ Provide volunteer resources as available.

{ Assume assigned role in the Incident Command Structure.
Chancellor for Health Sciences

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

\{ Remain Calm. \\
\{ Evacuate if incident affects your building or office. \\
    Do not go to the incident site. \\
\{ Turn on your cellular phone. \\
\{ If your building is not affected, go to the Senior Leadership Team meeting site. \\
\{ Assess the situation; obtain information through the Senior Leadership Team. \\
    Monitor the medical situation and needs of the Operational units. \\
    Provide technical advice on medical-related issues. \\
\{ Implement telephone tree and advise your key staff. \\
\{ Inform and brief your staff on the emergency situation as it affects their areas. \\
\{ Provide resources or resource information to the Senior Leadership Team as required. \\
\{ Provide volunteer resources as available. \\
\{ Assume assigned role in the Incident Command Structure. \\

6-A
Vice President for Student Affairs

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
   Do not go to the incident site.

{ Turn on your cellular phone.

{ Go to the Senior Leadership Team meeting site.

{ Assess the situation; obtain information through the President.

{ Implement telephone tree and advise your key staff.

{ Inform and brief your staff on the emergency situation as it affects their areas.

{ Provide resources or resource information to the Senior Leadership Team as required.

{ Provide volunteer resources as available.

{ Assume assigned role in the Incident Command Structure.
7-A
Vice President for University Relations

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
   Do not go to the incident site.

{ Turn on your cellular phone.

{ Go to the Senior Leadership Team meeting site.

{ Assess the situation; obtain information through the President.

{ Implement telephone tree and advise your key staff.

{ Inform and brief your staff on the emergency situation
   as it affects their areas.

{ Provide resources or resource information to the
   Senior Leadership Team as required.

{ Provide volunteer resources as available.

{ Assume assigned role in the Incident Command Structure.
8-A
Vice President for Human Resources

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

{} Remain Calm.

{} Evacuate if incident affects your building or office.
  Do not go to the incident site.

{} Turn on your cellular phone.

{} If your building is not affected, go to
  the Senior Leadership Team meeting site.

{} Assess the situation; obtain information through the President.

{} Implement telephone tree and advise your key staff.

{} Inform and brief your staff on the emergency situation
  as it affects their areas.

{} Provide resources or resource information to the
  Senior Leadership Team as required.

{} Provide volunteer resources as available.

{} Assume assigned role in the Incident Command Structure.
9-A
Vice President for Legal Affairs

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
  Do not go to the incident site.

{ Turn on your cellular phone.

{ Report to the Senior Leadership Team meeting site,
  assess situation and perform any assigned tasks.

{ Implement telephone tree and advise your key staff.

{ Inform and brief your staff on the emergency situation
  as it affects their areas.

{ Provide legal guidance to the Senior Leadership Team
  as required and monitor activities for legal compliance.

{ Provide volunteer resources as available.

{ Assume assigned role in the Incident Command Structure.
10-A
Executive Officer for Policy Development

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
   Do not go to the incident site.

{ Turn on your cellular phone.

{ Go to the Senior Leadership Team meeting site.

{ Assess situation; obtain information through
   the Senior Leadership Team.

{ Implement telephone tree and advise your key staff.

{ Inform and brief your staff on the emergency situation
   as it affects their areas.

{ Provide resources or resource information to the
   Senior Leadership Team as required.

{ Provide volunteer resources as available.

{ Assume assigned role in the Incident Command Structure.
11-A
Associate Vice President for Facilities and Services

Assignment: Senior Leadership Team
Section: Management/Command Support

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
   Do not go to the incident site.

{ Turn on your cellular phone.

{ Advise the Vice President for Administration and Finance on the Emergency Plan activation status.

{ Consult with the Vice President for Administration and Finance to consider declaration of emergency and/or closure.

{ If the incident requires campus closure, how long will the campus be closed? What information will students and employees need?

{ Has the MECCA EOC been activated? Who is leading from the field units?

{ Assign personnel to key ICS functions.
   { Operations
   { Planning
   { Logistics
   { Finance

{ Conduct an initial situation briefing with the above staff:
   { Type of emergency
\{ Location of emergency \\
\{ Initial damage to campus and infrastructure \\
\{ Size of area involved \\
\{ Human resources immediately available and number of additional people required \\
\{ Field Command Post location(s) and the Commander on Scene \\
\{ Staging area locations \\
\{ Access routes for emergency vehicles \\
\{ Agencies on scene (medical, fire, Facilities Management, Environmental Health and Safety) \\
\{ Number and type of injuries/casualties \\
\{ Building(s)/area(s) evacuated \\
\{ Liaison with other emergency agencies \\
\{ Mobilization of support personnel \\
\{ Mutual aid contingencies \\
\{ Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc. \\
\{ Relay all requests from the field units for resources or policy waivers. \\
\{ Establish contact with specialized units that may be needed. \\
\{ Determine if the local community needs campus assistance, if the incident is off-campus. \\

**CONTINUING OPERATIONS**

\{ Provide Senior Leadership Team with periodic updates of information from the field that is approved for release to the media and public.
{ Request from section heads ongoing status reports regarding their activities and resources.

{ Remind section heads concerning documentation of their activity.

{ Will the campus medical facilities become a reception point for outside victims? Media staging sites and visitor sites identified?

{ Request recommended sites, as needed, for casualty collection point and/or coroner operations.

{ Develop plans for replacing human and physical resources.

{ Monitor stress:

  { Schedule counseling sessions for those in need

  { Provide periodic rest periods for staff and relief when indicated.

{ Estimate duration of the response, if possible.

**END OF EMERGENCY INCIDENT**

{ State of Emergency Over: Confer with President for authorization to announce end of the State of Emergency when appropriate.

{ De-escalate and de-mobilize, when appropriate, and provide this fact to the President, Senior Leadership Team, and Director of University Relations/News.

{ Recovery Expectations:

  { When will the affected processes resume?
12-A
Associate Provost for Academic Personnel

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
  Do not go to the incident site.

{ Turn on your cellular phone.

{ Assist with evacuation if necessary.

{ Assess situation; obtain information through the Provost.

{ Implement telephone tree and advise your staff
  and the college deans.

{ Inform and brief your staff on the emergency situation
  as it affects their areas.

{ Provide resources or resource information
  to the Senior Leadership Team as required.

{ Provide volunteer resources as available.
13-A
Athletic Director

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

\{ Remain Calm. \}

\{ Evacuate if incident affects your building or office. 
    Do not go to the incident site. \}

\{ Turn on your cellular phone. \}

\{ Assess situation; obtain information through the Chief of Staff. \}

\{ Implement telephone tree and advise your key staff. \}

\{ Inform and brief your staff on the emergency 
    situation as it affects their areas. \}

\{ Provide resources or resource information 
    to the Senior Leadership Team as required. \}

\{ Provide volunteer resources as available. \}

\{ Assume assigned role in the Incident Command Structure. \}
Executive Director, Internal Communications

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

\{ Remain Calm. \\
\{ Evacuate if incident affects your building or office.  
  Do not go to the incident site. \\
\{ Turn on your cellular phone. \\
\{ Go to the Senior Leadership Team meeting site. \\
\{ Assess situation; obtain information through  
  the Senior Leadership Team. \\
\{ Implement telephone tree and advise your key staff. \\
\{ Inform and brief your staff on the emergency  
  situation as it affects their areas. \\
\{ Provide resources or resource information  
  to the Senior Leadership Team as required.  
  Monitor media actions and report to MECCA EOC, 
  if deemed appropriate. \\
\{ Provide volunteer resources as available. \\
\{ Assume assigned role in the Incident Command Structure. \}
15-A
Executive Officer, Social Justice

Assignment: Senior Leadership Team
Section: Senior Leadership Team/Management Command

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
   Do not go to the incident site.

{ Turn on your cellular phone.

{ Assess situation; obtain information through
   the Senior Leadership Team.

{ Implement telephone tree and advise your key staff.

{ Inform and brief your staff on the emergency
   situation as it affects their areas.

{ Provide resources or resource information
   to the Senior Leadership Team as required.

{ Provide volunteer resources as available.

{ Assume assigned role in the Incident Command Structure.
FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Establish a command post or report to the designated command post if one has already been designated. Remain at command post.

{ Ensure that your cellular phone and radio are operating.

Provide visual identification.

{ Establish contact with the Chief of the University Police Department, and advise on incident and status.

{ Determine if the incident requires campus closure, how long will the campus be closed?
What information will students and employees need?
Relay information to Chief.

{ Assess scope of disaster and approximate number of survivors:

Incident location

________________________________________________________________________

Type and cause of incident

________________________________________________________________________
Is incident contained? (cause has ceased) ______

or continuing? (danger continues) ______

Initial victim estimate ______

Injury types

________________________________________

________________________________________

Potential for further injuries?

High _______ Medium_______ Low_______ None_______

Access route to the incident

_____________________________________

Egress route from incident

_____________________________________

Additional resources needed?

_____________________________________

Has the MECCA EOC been activated? Who is leading?

Establish a communication protocol for EOC staff and develop a plan to track actions and provide status reports on field OPS and needs.

Appoint a scribe to keep a written log of phone messages, requests, actions taken, etc.

Have an initial briefing with the Unified Command and establish assignments listed below as required. Brief on communication protocol established with the Chief of the University Police on providing updates.

Assign personnel to key ICS functions:
{ Operations
{ Planning
{ Logistics
{ Finance

{ Conduct an initial situation briefing with staff:

{ Type of emergency
{ Location of emergency
{ Initial damage to campus and infrastructure
{ Size of area involved
{ Human resources immediately available and number of additional people required
{ Field Command Post location(s) and the Commander on Scene

{ Staging area locations
{ Access routes for emergency vehicles
{ Agencies on scene (medical, fire, Facilities Management, Environmental Health and Safety)
{ Number and type of injuries/casualties
{ Building(s)/area(s) evacuated
{ Liaison with other emergency agencies
{ Mobilization of support personnel
{ Mutual aid contingencies

{ Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc.
{ Relay all requests from the field units for additional resources or policy waivers.

{ Establish contact with specialized units that may be needed.

{ Determine if the local community needs campus assistance, if the incident is off-campus.

**CONTINUING OPERATIONS**

{ Brief the staff after receiving scheduled updates from the field units.

{ Provide Senior Leadership Team with periodic updates of information from the field that is approved for release to the media and public.

{ Request from section heads ongoing status reports regarding their activities and resources.

{ Remind section heads concerning documentation of their activity.

{ Advise the staff of recovery efforts and contingency plans when appropriate (may be concurrent with response efforts).

{ Will the campus medical facilities become a reception point for outside victims? Media staging sites and visitor sites identified?

{ Request recommended sites, as needed, for casualty collection points and/or coroner operations.

{ Develop plans for replacing human and physical resources.

{ **Monitor stress:**

   { Schedule counseling sessions for those in need.

   { Provide periodic rest periods for staff and relief when indicated.

{ Estimate duration of the response, if possible.

**END OF EMERGENCY INCIDENT**

{ **State of Emergency Over:** Confer with President for authorization to announce end of the State of Emergency when appropriate.

{ De-escalate and de-mobilize, when appropriate, and provide this fact to the President, the Senior Leadership Team, and the
Director of University Relations/News.

{ **Recovery Expectations:**

{ When will the affected processes resume?

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**2-B**

Director, Environmental Health and Safety

Assignment: Safety Officer
Section: Command Support

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
  Do not go to the incident site.

{ Turn on your cellular phone.

{ If your office or building is not affected, go to your assigned post.

{ Communicate with the Associate Vice President for Facilities and Services and other section coordinators to determine the extent and nature of the emergency.

{ Monitor and assess hazardous and unsafe situations and develop measures for assuring personal safety.

{ Maintain a log of activities.

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3-B
Director, University Relations/News

Assignment: Public Information Officer
Section: Command Support

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
  Do not go to the incident site.

{ Turn on your cellular phone.

{ If your office or building is not affected, go to your assigned post.

{ Open Media Center.

{ Relay approved information from the Chief of the University Police
  for dissemination to the public and the campus community.

{ Ensure that all information is clear, concise, confirmed, and approved
  by appropriate authority before release to the media or public.
  Do not release unconfirmed information or speculate on the extent
  of the emergency, despite urging by reporters to do so.

{ Gather information on the emergency situation and response actions.

{ Assign a Public Information Representative, if appropriate, to:

  { Establish Media Control Point near incident site.

  { Keep EOC staff informed of the media situation at the
Establish and release “media only” telephone number(s).

Monitor published and broadcast Emergency Public Information (EPI) for accuracy. Correct serious misinformation whenever possible.

Maintain Emergency Public Information (EPI) status boards and maps. Post hard copy of news releases.

Attend periodic EOC and Senior Leadership Team briefings and policy meetings.

Consider additional methods for distributing emergency instructions.

Schedule media briefings/press conferences and tours as conditions permit.

Arrange for media access to the EOC, command staff and incident site when appropriate.

Establish a center for rumor control.

**PRIMARY RESPONSIBILITIES**

Release emergency instructions/information to internal constituents (faculty, staff and students) about the emergency and what steps individuals should take via online and email sources.

Release emergency instructions/information/press releases to the electronic and print media, and post online for parents, the community and public.
FOR IMMEDIATE CONSIDERATION OR ACTION

\{ Remain Calm. \\
\{ Evacuate if incident affects your building or office.  
  Do not go to the incident site. \\
\{ Turn on your cellular phone. \\
\{ If MECCA EOC is activated report there, if not, report to the  
  incident scene and determine if assumption of the  
  incident command is appropriate. \\
\{ Determine if WVU Emergency Plan is to be activated  
  and ensure that appropriate notifications are made. \\
\{ Consult with Chief of Staff to determine if a recommendation  
  for a declare emergency is appropriate.  
  If so, Chief of Staff updates the President. \\
\{ Determine as soon as possible if the incident requires campus closure;  
  establish and estimate how long the campus will be closed.  
  What information can be released to the community? \\
\{ Provide input on information that is available to public release

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and any requests for assistance or specialized skills that may be needed by the field units. Make sure that the information provided for release is accurate, as misinformation can cause increased stressors for the community.

\{ Appoint a scribe to keep a written log of phone messages, actions taken, etc.

\{ Assign personnel to staff ICS functions:

  \{ Operations
  \{ Planning
  \{ Logistics
  \{ Finance

\{ Conduct an initial situation assessment to determine:

  \{ Type of emergency
  \{ Location of emergency
  \{ Initial damage to campus and infrastructure
  \{ Size of area involved
  \{ Human resources immediately available and number of additional people required

  \{ Field Command Post location(s): Evaluate need for and use of field command posts; assign as appropriate.

  \{ Staging area locations
  \{ Access routes for emergency vehicles

  \{ Immediate assistance required (medical, fire, Facilities Management, Environmental Health/Safety).

  \{ Number and type of injuries/casualties
  \{ Resources needed for night operation.
{ Develop and implement control plans that may include:

{ Perimeter control provisions/interior patrol provisions

{ Building/area evacuation procedures

{ Liaison with other emergency agencies

{ Traffic control plans

{ Mobilization of off-duty personnel

{ Mutual aid contingencies

{ Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc.

{ Request personnel and equipment as needed for control of the incident.

{ Establish contact with local (city, county) emergency operations centers and federal agencies, if appropriate.

{ Determine the impact of the incident beyond the immediate campus.

{ Obtain weather forecast.

{ Identify staging areas for incoming resources.

{ Obtain periodic updates from the Field Command Post(s). Keep all informed about changes and conditions.

{ Provide periodic updates on information that is approved for release to the media and public.

{ Request from section heads ongoing status reports regarding their activities and resources.

{ Remind section heads concerning documentation of their activity for recovery records.

{ Evaluate the continuing need for and use of field command post.

{ Advise staff when to begin recovery efforts and contingency plans when appropriate (may be concurrent with response efforts).
{ Determine if the campus will become a reception point for outside victims and/or visitors.

{ Request recommended sites, as needed, for casualty collection points and/or coroner operations.

{ Develop plans for replacing field personnel and physical resources.

{ **Monitor stress:**

   { Observe staff for signs of stress or inappropriate behavior, and provide for stress-debriefing sessions, if appropriate. Refer anyone exhibiting symptoms to EMS.

   { Provide periodic rest periods for staff and relief when indicated. Provide for food and water for the staff.

   { Transfer command if the emergency exceeds 12 hours, or if stress indicates a transfer.

   { Estimate duration of the response, if possible.

   **END OF EMERGENCY INCIDENT**

{ **State of Emergency Over:** Confer with other field units to determine if or when it would be appropriate to advise the President that the Declared Emergency Status can be deactivated.

{ De-escalate and de-mobilize, when appropriate, and provide this fact to the President and PIO.

{ Establish a time for debriefing before releasing key field units.

{ **Recovery Expectations:**

   { When will the normal staffing resume?
5-B
Deans and Directors

Assignment:
Support to the Executive Team and Operations

Section: Management - Support

FOR IMMEDIATE CONSIDERATION OR ACTION

{ Remain Calm.

{ Evacuate if incident affects your building or office.
   Do not go to the incident site.

{ Turn on your cellular phone.

{ Assess situation; obtain information through the Associate Provost
   for Academic Personnel.

{ Implement telephone tree and advise your key staff.

{ Inform and brief your staff on the emergency
   situation as it affects their areas.

{ Provide resources or resource information
   to the Senior Leadership Team as required.

{ Provide volunteer resources as available.