EXECUTIVE SUMMARY

The Emergency Operations Plan is designed to provide Loyola University Chicago with a management tool to facilitate a timely, effective, and coordinated response to emergency events affecting the campus or its population. Since not every emergency scenario can be predicted, this emergency response plan is designed to be quickly adaptable to events as they unfold and designates areas of responsibility and defines a framework to respond to emergency situations. The University will employ the guidelines in The Plan to assess the level of emergency and direct an appropriate response at both its Rogers Park and Water Tower campuses.

WHAT YOU SHOULD DO IN AN EMERGENCY AND HOW TO PREPARE

Loyola University Chicago has developed this Emergency Operations Plan to prepare the University to respond to and recover from a range of emergency situations. Creating a culture of preparedness is a team effort. It requires staff, faculty and most importantly students; working together to create a safe and secure community. Implementing the steps outlined below will help to ensure Loyola University is prepared.

The first step in being prepared for an emergency is to learn about what type of hazards can occur in the area and what actions are needed to be ready for when they occur. This includes learning about the hazards, understanding how students, faculty and staff would be notified of and updated about an emergency. This also includes what to do and where to go if an emergency occurs and what preparedness actions should be taken now.

Emergency Notification and Information

Loyola University Chicago uses several different methods of communication to alert students, faculty, staff and others of an emergency. In order to receive these notifications, you must register with Loyola Alert at www.luc.edu/alert. It is important that you become familiar with tools and ensure your contact information is kept current and up to date. Notifications include:

- Emails to luc.edu accounts or other designated accounts
- Text alerts to cell-phones
- Phone calls to certain campus phones

In case of an emergency, these systems will provide information about the nature of the emergency, what to do and where to get additional details. Emergency updates and further information will be provided by postings to the listed websites, emails to the Loyola community and other methods as needed. Also, be sure to develop an Emergency Communications Plan with family and friends to keep them informed of your status during an emergency. Please do not call 911 or the Loyola Campus Safety unless you truly need an emergency response (Police, Fire, Ambulance).
Where to Go

When an emergency occurs there are typically two immediate strategies that are used to protect people. One is called Shelter in Place and the other is Evacuation. Shelter in Place means to go and stay indoors when a situation occurs that may be a hazard to health or is life-threatening. Generally you are instructed to go indoors, lock doors/windows, shut off fans and air conditioners and stay away from doors and windows. Remain in place until told it is safe to leave. Evacuation means to immediately leave a hazard location (ie: building, area of campus, etc.) due to an immediate health or life-threatening hazard.

Most emergencies that require an evacuation or shelter in place strategy are generally short in duration. If an emergency is going to continue for an extended period of time; arrangements will be made to move or provide support to people sheltering in place. In an extended evacuation situation, people will be directed to other buildings/areas on campus for support (information, food, shelter, medical attention, etc). Generally these sites are locations such as dining halls, libraries and other larger assembly areas on campus. Specific details will be provided at the time of the emergency by University Administration and staff.

People Requiring Additional / Special Assistance

People who have various hearing, visual, mobility and other disabilities may require special or additional assistance during an emergency. These individuals are encouraged to become very familiar with emergency plans for where they live, work and/or attend various educational or other programs. It is also recommended that these individuals should develop personalized emergency plans and emergency supply kits to meet their needs. Roommates, classmates, co-workers, friends and colleagues should note others around them that may require assistance. In an emergency, report the condition and location of any persons unable to leave the building or area to emergency personnel.

Faculty and staff members with disabilities should notify their supervisor and Human Resources immediately upon beginning work at Loyola or transferring to a new location. They should work with their supervisor to ensure there is a common understanding of emergency procedures and their specific needs.

Generally, during an evacuation, people requiring additional or special assistance should:

- Leave the building or area if possible;
- Do not use an elevator during an evacuation;
- If you cannot evacuate on your own, proceed to the nearest stairwell and wait for an officer or someone to help you get out of the building (Emergency personnel are instructed to check all exit corridors and stairwells first for any stranded persons);
- Alert your professor, co-worker, classmate or friend who can tell others that you are going to the stairwell to await assistance;
- If possible, ask another person if they are willing to accompany you to the stairwell and to ensure that an officer is aware of your exact location;
• Call Loyola Campus Safety at 773-508-6039 using your cell phone and tell the dispatcher your exact location and what assistance you will need to get out of the building;
• Stay calm until help arrives. If help has not arrived within 5-10 minutes, call Loyola Campus Safety again;
• Report the condition and location of any other persons unable to leave the building or area or who need assistance to emergency personnel.
EMERGENCY MANAGEMENT CHARTER

Mission Statement: To provide a plan of action for an unexpected emergency or interruption of business operations that is beyond the scope of daily operating response procedures and to accomplish the following goals after an affected site has been rendered inoperable: safety of human life, protection of property/environment, continuity of business operations, and restoration/replacement of the affected site.

Staffing Plan: This Charter establishes the Policy Team and the Core Emergency Response Team and the core responsibilities of each.

- The Policy Team provides executive leadership, communication and oversight on all high level emergencies and business continuity decisions. This team includes:

<table>
<thead>
<tr>
<th>Core Policy Team</th>
<th>Expanded Members of Policy Team (selection dependent on type of incident)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• President &amp; CEO</td>
<td>• VP for Student Development</td>
</tr>
<tr>
<td>• Sr. VP for Administrative Services (convenes both teams)</td>
<td>• VP for Government Affairs</td>
</tr>
<tr>
<td>• Provost (1st alternate)</td>
<td>• VP for ITS</td>
</tr>
<tr>
<td>• Sr. VP for Capital Planning (2nd alternate)</td>
<td>• VP for Advancement</td>
</tr>
<tr>
<td>• CFO (3rd alternate)</td>
<td>• General Counsel</td>
</tr>
<tr>
<td>• VP for Marketing and Communication</td>
<td>• Asst. VP for Facilities</td>
</tr>
<tr>
<td></td>
<td>• VP &amp; Director for Rome Center</td>
</tr>
<tr>
<td></td>
<td>• Sr. VP &amp; Provost for Health Sciences</td>
</tr>
</tbody>
</table>

- The Core Emergency Response Team is responsible for developing, maintaining and testing continuity of the Emergency Response Plan. Also, they will manage the response to an incident with direction from the Policy Team. Due to the fact that each emergency will require a unique group of people to handle the situation, the Expanded Response Team are additional University constituents that will assist the Core Emergency Response Team on a case by case basis. These individuals can and most likely will be different with each emergency, depending on the situation at hand.

<table>
<thead>
<tr>
<th>Core Emergency Response Team</th>
<th>Expanded Members of Emergency Response Team (selection dependent on type of incident)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sr. VP for Admin. Services</td>
<td><strong>Finance</strong></td>
</tr>
<tr>
<td>• Vice Provost – Academic and Faculty Resources</td>
<td>• Director – Risk Management</td>
</tr>
<tr>
<td>• VP – ITS &amp; CIO</td>
<td><strong>Administrative Services</strong></td>
</tr>
<tr>
<td>• VP – Student Development</td>
<td>• Director – Compensation &amp; Benefits</td>
</tr>
<tr>
<td>• AVP – General Accounting</td>
<td>• Lieutenant Field Operations – Campus Safety</td>
</tr>
<tr>
<td>• AVP – Facilities</td>
<td><strong>Facilities &amp; Capital Planning</strong></td>
</tr>
<tr>
<td>• Director – Campus Safety</td>
<td>Facilities Superintendent</td>
</tr>
<tr>
<td>• Director – Human Resources</td>
<td>Director of Facilities</td>
</tr>
<tr>
<td>• Director – Communications</td>
<td>• Director of Facilities</td>
</tr>
<tr>
<td>• Director – Residence Life</td>
<td></td>
</tr>
</tbody>
</table>
Objective: The objective of each team will be to coordinate and maintain the emergency response plan and business continuity. The most effective way to do this will be through training university personnel and testing the plan to mitigate risk. In the event that an emergency does transpire, the plan will be activated with the priorities to protect life, protect university property, and restoration of critical services, education and research programs.

Organization: The Emergency Response plan is a top-level document for Loyola’s Emergency Response and Business Continuity. The plan addresses actions to be taken to preserve life, protect university property, and restore normal operations as quickly as possible.

A. Emergency Response is focused on life safety and loss reduction. The goal is to minimize the effect of a problem through fast, focused response of well-trained and adequately equipped people and to communicate effectively with the extended Loyola community, public responders, the media and local communities. Emergency Response is carried out under the direction of the Policy Team, Core Emergency
Response Team, and the Management Team Chair (Incident Commander). Those responsible for the incident response is typically Facilities, Campus Safety or other first line responders.

B. Incident Command and Control:

a. The **Incident Commander** has the overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as the post event assessment. The Incident Commander will be based on the situation at hand but will most likely fall to the Chair of the Core Emergency Response Team, a facilities representative or a campus safety representative. Core Emergency Response Team members report directly to the Incident Commander. The Incident Commander, Policy Team and Core Emergency Response Team as needed operate out of one or more Emergency Operations Centers (EOC).

b. The **Chair of the Core Emergency Response Team** may be the Incident Commander for large scale University emergencies or the Incident Commander could come from other departments and units of the University such as Police or Facilities Management. The Chair is responsible for the identification of resources and key contacts throughout the organization, as well as providing day-to-day direction and problem resolution. The Chair will maintain a membership listing for dissemination of invitations, agendas and technical information regarding the project team discussions.

c. The **Core Emergency Response Team** provides executive leadership, support, expertise and guidance to the Policy Team and impacted departments during an emergency. This group provides significant oversight on decisions that must be made during a crisis, communicates with key University stakeholders and the Loyola Community, and establishes the University’s strategic plan for recovery priorities.

d. The **Policy Team** provides executive leadership, support, expertise and guidance to the Core Emergency Response Team and impacted departments during an emergency. This group is the ultimate authority over significant decisions that must be made during a crisis, communicates with the Board of Trustees, key University stakeholders and the Loyola Community, and establishes the University’s strategic plan for recovery priorities. The Policy Team will only be involved in emergencies levels II or III.

C. Business Continuity begins shortly after the emergency has begun. After an assessment of damage or impact of the problem has been completed, efforts are made towards relocating and/or restoring normal operations as quickly as possible, based on operational, financial, and other parameters. Business continuity is carried out at the departmental, functional, or building level as appropriate. The Departmental Continuity Planners, relying on their Business Continuity Plan, work with the
Incident Commander to provide organizational structure, logistical support and overall coordination during the response and recovery phases.

a. **Business Continuity Plans** are developed for each business unit (academic, administrative and research) within the University. Under the overall direction of the Core Policy Team, each Departmental Continuity Planner has the authority and the experience necessary to address all related operational and support issues critical to the successful execution of the BCP. Each representative is expected to take an active role in the BCP project process. The Departmental Continuity Planners receive strategic oversight and direction from the Policy Team. The Departmental Continuity Planners are empowered and authorized to make commitments for their respective organization or functional area and are part of the Business Continuity Planning Team (BCPT).

D. **Emergency Operations Center (EOC)** In cases of general widespread emergencies, the Policy Team will direct the activation of the Emergency Operations Center (EOC) which will serve as the workspace the team and all critical personnel to resolving the emergency and maintaining business continuity. The EOC for each campus is as follows:

- Lakeshore Campus 6427 N. Sheridan Rd. (Campus Safety)
  - Alternative: Facilities Office
- Water Tower Campus, Campus Safety Office on Chicago Ave.

E. **Media Relations**: In order to pass along information in a timely and efficient manner during an emergency, the University Marketing and Communications department will be tasked with disseminating press releases and other appropriate communications. There will be Media Centers set up in one of the locations listed below:

- Lakeshore Campus – Granada Center, room 220.
- WTC – 14th floor, Lewis Towers.
RESPONSE FRAMEWORK

LEVELS OF EMERGENCY AT LOYOLA UNIVERSITY CHICAGO

There are three levels of emergency, Level I, II, and III. The higher the level of emergency, the larger the scale of the event and the more resources and coordination required to manage the event. Any given level may be bypassed if necessary to allow a response to proceed directly to a higher level.

<table>
<thead>
<tr>
<th>Level of Emergency</th>
<th>Definition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>I EOC Standby/Closed</td>
<td>Emergency incident that Standard Operating Procedures can handle. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center (EOC) does not need to be activated. The EOC operates in “standby” mode in Level I, unless upgraded to Levels II or III.</td>
<td>• Following standard operating procedures, the Incident Commander and appropriate support personnel access, stabilize and manage the situation</td>
</tr>
<tr>
<td>II Partial EOC Activation</td>
<td>The emergency incident is significant and/or threatens to causes serious injury or loss of life, damage and/or interruption to the campus. Coordination of resources and campus services may be needed to respond effectively. LUC may be the only affected entity.</td>
<td>• The Incident Commander gathers necessary resources and determines whether the EOC should be partially or fully activated based on the need for additional resources and coordination of campus services.</td>
</tr>
<tr>
<td>III Full EOC Activation</td>
<td>The emergency situation is a disaster condition and the campus must fully activate the EOC to address an immediate emergency response. Emergency conditions are widespread and the campus must be self-sufficient for a period of up to 72 hours. The campus may request mutual assistance from the city of Chicago.</td>
<td>• The EOC is fully activated.</td>
</tr>
<tr>
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<td>• EOC assesses all issues across the University and in concert with the Policy Team, establishes priorities and makes resource allocation.</td>
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<td></td>
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<td>• Normal University operations may be suspended</td>
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<tr>
<td></td>
<td></td>
<td>• The Incident Commander coordinates efforts with the City and/or State</td>
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<tr>
<td></td>
<td></td>
<td>• EOC monitors and supports incident and provides information to key stakeholders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Some operations and classes may be suspended</td>
</tr>
</tbody>
</table>
Overview of Emergency Operations Center Staff

A Section is the term used to describe an area of responsibility in the Emergency Operations Center staff and is a part of the NIMS standards. In this plan, there are five sections in the EOC. Typically, staff will be assigned to one or more of these functions depending on size and scope of the incident. The functions are:

- **Management**: responsible for overall Policy and Coordination
- **Operations**: responsible for the response to a situation.
- **Planning and Intelligence**: responsible for assessing the situation, writing situation reports, anticipating changing situations, and documenting the response.
- **Logistics**: responsible for getting what is necessary to support Operations (workers, personnel resources, supplies and equipment)
- **Finance and Administration**: responsible for timekeeping of response workers during the disaster response and recovery phase, authoring/providing funding, keeping comprehensive financial records, and maintaining/managing all recovery records.

The leader for each section is referred to as “Chief.” The membership will be assigned from key department areas depending on the type of emergency.

**Management Section**: This section establishes the primary strategies and objectives and works with the other Sections to implement operations and deploy resources. This section includes the Incident Commander and other staff in crisis communication and administration who support the management functions. The Commander determines which functions in the EOC should be activated and also appoints Section Chiefs based upon availability of personnel. The Incident Commander provides updates on the emergency response to the Core Policy Group and provides recommendations for policy level divisions that must be authorized by the Core Policy Group.

**Operations Section**: The Operations Section coordinates the actual emergency response operations. This section may coordinate response operations with the appropriate areas of the University to deploy staff and services from respective departments. The Section may also coordinate and communicate directly with the Incident Commander. The Operations section Chief is responsible for coordinating the Plan of Action. The purpose of the Plan of Action is to document the primary operational actions during an emergency, including the locations and resources that are assigned or will be needed to respond to the emergency. Depending on the Nature of the emergency, the Operations Section may include the Section Chief, representatives from Campus Safety, Physical Resources, Student Services, ITS, and/or the Provost Office.

**Planning and Intelligence Section**: This Section receives, tracks, analyzes, and documents information on the incident and the EOC operations. This Section also provides specific information on damage and the impacts of the crisis. The Planning and Intelligence Section will also prepare the Incident Action Plan or strategic plan for managing the incident for the next
operational period. Staff in this area may include Administrative Services, Physical Resources, and Resident Life.

**Logistics Section:** This section is involved in tracking the use of and availability of LUC resources as requested by LUC executives and/or government agencies. Depending on the needs for the emergency response, resources may include personnel, facility resources or equipment. Staff for this Section may include Human Resources or Facilities.

**Finance and Administrative Section:** This section processes emergency finance in support of the LUC emergency response and tracks data for insured losses and post-disaster recovery programs. It is also responsible for ensuring that expenditures are appropriately accounted for and documented. The Finance and Administration Section may include staff from Risk Management or Accounting.
**EMERGENCY RESPONSE PRIORITIES**

Priorities for all emergency response at Loyola University Chicago are as follows:

**Protection of Life**
1. Students
2. Faculty & Staff
3. General Public

**Stabilization of the event**
1. Prevent the incident from expanding.
2. Bring the situation to a point of order.
3. Isolate the scene and control entry.
4. Determine course of action.

**Protect the Environment**
1. Confine, contain or neutralize hazardous materials that may be released.
2. Ensure, to the extent practical, that emergency response efforts do not adversely impact the environment.

**Protect University Property**
1. Facilities necessary for shelter and care of students.
2. Critical University records and collections.
3. Facilities used for education and operational purposes.
4. Research.

**Restoration of critical services, education and research programs**
1. Services critical to the wellbeing of students.
2. Services critical to educational services.
3. Services critical to facilities.
4. Services critical to the integrity of research projects.
   (other than those required to re-establish a basic operating environment, such as power, water, communications, etc., which have the highest priority for restoration)

**Potential Hazards & Emergencies**

<table>
<thead>
<tr>
<th>Potential Hazard/Event</th>
<th>Critical Service/Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado/Sever Weather</td>
<td>Flooding</td>
</tr>
<tr>
<td>Fire/Explosion</td>
<td>Structural Failure</td>
</tr>
<tr>
<td>Active Shooter/Violent Behavior</td>
<td>Riot/Civil Disturbance</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>IT Disruption</td>
</tr>
<tr>
<td>Utilities Disruption</td>
<td>Hazardous Material Accident</td>
</tr>
<tr>
<td>Terrorist Attack</td>
<td>Utility Failure</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Epidemic/Biological Threat</td>
</tr>
</tbody>
</table>
CAMPUS RECOVERY

Some situations may cause the campus to cease in some or all University operations. In situations when University operations have been shut down, the first step to recovery is to ensure that the campus is safe and secure. The second step will be to restore critical infrastructures and campus facilities/grounds to a level to support critical functions. The third step will be for the Emergency Management Executive Team to determine if and how to return to normal campus operations.

Business Continuity

Business continuity begins shortly after the emergency has begun. After an assessment of damage or impact of the problem has been completed, efforts are made towards restoring normal operations as quickly as possible, based on operational, financial, and other parameters. Business continuity is carried out at University, the departmental, functional, or building level as appropriate.

The Departmental Continuity Planners, relying on their Business Continuity Plan (BCP), work with the Incident Commander to provide organizational structure, logistical support and overall coordination during the response and recovery phases. In recovery mode the Departmental Continuity Planner could assume the role of Incident Commander, which can be shared with other appropriate departments such as Facilities if reconstruction is required. During the initial emergency response, the Departmental Business Continuity Section Chiefs can provide liaison and/or support to the Emergency Team Sections when applicable.

Business Continuity Plans are developed for each business unit (academic, administrative and research) within the University. Under the overall direction of the Core Emergency Response Team, each Departmental Continuity Planner has the authority and the experience necessary to address all related operational and support issues critical to the successful execution of the BCP.
APPENDIX A
Policy Team
The Policy Team of the University is comprised of the President, Provost, Sr. VP for Administrative Services & CHRO, Sr. VP for Capital Planning and Campus Management, and Sr. VP & CFO. This group provides executive leadership, support, expertise and guidance to the Core Emergency Response Team and impacted departments during an emergency.

Response:
- Provides the overall strategies for the University
- Provides leadership and motivation
- Establishes and ensures focus on top priorities
- Ensures adequate staff and resources are available to meet the needs of the Incident Commander and the Core Emergency Response Team
- Declares University Emergency and/or orders suspension/alteration of University and academic operations
- Approves and issues official emergency policy statements, orders and notices to support and manage the University’s emergency response

Communication and Coordination with:
- University constituents and stakeholders
- Board of Trustees
- Core Emergency Response Team
- Deans and Directors of Divisions, Departments and Schools
- Loyola University Chicago Community

Financial:
- Authorizes large expenditures, atypical purchasing activity, contingency contracts and funding of emergency projects exceeding current funding levels

Policy Level Decisions:
- Ultimate authority over any significant decisions that must be made during a crisis to avert or mitigate undesired consequences as soon as possible
- Approves waiving standard policies to facilitate response and recovery

Release of Information:
- Ultimate authority over public information releases

Recovery:
- Establishes University’s strategic plan and recovery priorities
- Provides direction and vision for program recovery and post-event restoration
APPENDIX B
Core Emergency Response Team
This team provides executive leadership and oversight on all high-level emergency management decisions for the campus. Emergency Response is carried out by the Core Emergency REsponse Team, which operates out of the Emergency Operations Center (EOC).

Response:
• Recommends and/or initiates actions to protect the University.

Communication and Coordination with:
• Policy Team
• Command Staff & General Staff
• Business Continuity Teams

Financial:
• Participates in fiscal administration.

Policy Level Decisions:
• Guides Incident Commander on policy level decisions.
• Informed of any significant decisions that must be made during a crisis to avert or mitigate undesired consequences as soon as possible.

Release of Information:
• Reviews critical press and other releases prior to release of information.

Recovery:
• Advises strategic policy & direction for recovery and resumption of normal operations.
• Downgrades status to business as usual.

Membership:

<table>
<thead>
<tr>
<th>Sr. VP for Admin. Services &amp; CHRO</th>
<th>Vice Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Campus Safety</td>
<td>Director, Communications and Media</td>
</tr>
<tr>
<td>VP, Student Development</td>
<td>Director, Human Resources</td>
</tr>
<tr>
<td>VP, ITS</td>
<td>Asst. VP, Facilities</td>
</tr>
</tbody>
</table>
APPENDIX C

Incident Commander

The Chair of the Core Emergency Response Team may be the Incident Commander for large scale University emergencies or the Incident Commander could come from other departments and units of the University such as Campus Safety or Facilities Management. The Incident Commander manages all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment.

General Responsibilities:

- Responsible for the management of all emergency response activities, including:
  - Development & Implementation
  - Review of strategic decisions
  - Post event assessment

Response:

- Establishes the level of organization needed.
- Orders demobilization of the incident when appropriate.
- Deactivates response as conditions return to normal.
- Obtains a briefing from the prior IC and assesses the situation.

Authorization & Approval:

- Authorized to act on behalf of the Core Emergency Response Team to implement response operations that are in the best interest of the University and in accordance with the goals of emergency response and recovery.
- Approves and implements the Incident Action Plan.
- Authorizes the release of information to the Loyola University Chicago UMC officer for release to the news media.
- Approves requests for additional resources, use of volunteers and auxiliary personnel.

Coordination & Collaboration:

- Coordinates and communicates with members of the Core Emergency Response Team, Policy, and the field units.
- Keeps the all pertinent parties informed and up-to-date on all-important matters pertaining to the incident.

Recovery:

- Facilitates the transition from the Response phase of the disaster into the Recovery phase of the disaster.
APPENDIX D

Departmental Continuity Planners (DCP)

Departmental Continuity Planners (DCP) are responsible for developing, maintaining, and testing recovery plans for each department, function, or building as appropriate. During an emergency situation, the DCPs operate under the overall direction of the Core Emergency Response Team, each Departmental Continuity Planner has the authority and the experience necessary to address all related operational and support issues critical to the successful execution of the BCP.

Response:
- May be actively involved in emergency response tactical operations.

Communication and Coordination with:
- Core Emergency Response Team

Policy Level Decisions:
- Empowered and authorized to make commitments for their respective organization or functional area.

Recovery:
- Advises strategic policy & direction for recovery and resumption of normal operations.
- Implements Business Continuity Plan.
APPENDIX E

Business Continuity Planning Teams (BCPT)

This team’s purpose is to provide strategic oversight and input on all business continuity plans, policies, procedures, training, and exercises. Business continuity is the phase that usually begins after the situation has been stabilized.

Response:
- Not involved directly in emergency response tactical operations.

Communication and Coordination with:
- Core Emergency Response Team
- Departmental Continuity Planners (DCP)

Policy Level Decisions:
- Informed of any significant decisions that must be made during a crisis to avert or mitigate undesired consequences as soon as possible.

Recovery:
- Advises strategic policy & direction for recovery and resumption of normal operations.
- Oversees implementation and coordination of departmental Business Continuity plans

Membership:
- Membership will be determined by each department with a BC plan
APPENDIX F
Emergency Operations Center (EOC)

Function
Emergency situations that require extensive coordination of resources, manpower, and information sharing will be managed in part or in full from an Emergency Operations Center (EOC). The Emergency Operations Center is the centralized facility where emergency response and recovery activities are planned, coordinated, and delegated. The EOC will operate on a 24 hour, 7-day basis during extended events with rotating shifts until the emergency is over. The Incident Commander determines whether the event no longer needs to be managed from the EOC. Normal shift rotation is 12 hours on, 12 hours off. The EOC will be activated during any situation that requires the immediate coordination of multiple University departments and auxiliaries. In the event of a Level II or III emergency when the EOC is activated, the EOC serves as the location where the Policy Team, Incident Commander, and Core Emergency Response Team gather, check-in, and assume their emergency response roles.

Equipment
The primary EOC is equipped with, at a minimum, telephones, television with basic cable, laptop computers, internet connections (both hard-wired and wireless), radios, display systems, maps, supplies, support areas (kitchen, sleeping areas, showers), overflow workspace and emergency power.

Communications
The EOC uses dispatch radios, telephones, and emails as the primary communication device between the EOC and responders. Key emergency staff dispatched to the field are given radios to receive and report information to and from the EOC. A university-wide phone messaging system and mass distribution emails are used to contact response staff in buildings. In the event that all radio, telephone, and email systems become unavailable, the satellite phones can be used to communicate with responders and other key personnel for the emergency.

Deactivation
The Incident Commander determines when an emergency is no longer a threat to the University or to people and is authorized to deactivate the EOC.

1. The Incident Commander will notify Core Emergency Response Team when they may begin shutting down to leave the EOC.

2. Section Chiefs are responsible for notifying their staff of the deactivation and ensuring that all actions are completed.

Maintenance
The Core Emergency Response Team is responsible for maintaining the EOC during non-emergency situations. All radio and equipment will be tested monthly, including the auxiliary generator, which is tested bi-weekly.