

# ELIZABETH CITY STATE UNIVERSITY



## EMERGENCY OPERATIONS PLAN

MARCH 2010

# Preface

Higher education institutions across the United States have recognized the importance of comprehensive all-hazard planning in response to both incidents and federal mandates. Emergency management is an evolving field that now recognizes the unique vulnerabilities present on college campuses. Elizabeth City State University provides this Emergency Operation Plan a guidance document for all-hazard emergency management. This document is established to replace the former Disaster/Hurricane Operations Plan. While similarities between the two plans exists, this Plan considers emergency functions, numerous hazards, and a heightened role of the Emergency Operation Center in response to major emergencies and disasters.

This Emergency Operation Plan is a guide to how Elizabeth City State University conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating systems to align key roles and responsibilities across the University. It describes both authorities and best practices for managing and coordinating incidents that range from the serious but purely isolated, to large-scale incidents and catastrophic natural disasters.

This emergency operations plan is founded on the principles of the National Incident Management System (NIMS), which provides a national template that enables federal, state, local, and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently.

Implementation of this plan will require extensive cooperation, collaboration, and information sharing across all Elizabeth City State University departments, as well as local and state agencies that will assist the University during major emergencies and disasters/

# Elizabeth City State University Emergency Operations Plan

---

## Table of Contents

<b>I.</b>	Introduction	4
<b>II.</b>	Situation	6
<b>III.</b>	Concept of Operation	9
<b>IV.</b>	Roles and Responsibilities	20
<b>V.</b>	The Emergency Operation Group (EOG)	22
<b>VI.</b>	Incident Management Actions	25
<b>VII.</b>	The Four Phases of Emergency Management	29
<b>VIII.</b>	Plan Annexes	33
<b>IX.</b>	Emergency Support Function Annexes	33
<b>X.</b>	Concept of Operations	34
<b>XI.</b>	ESF-1 Transportation	35
<b>XII.</b>	ESF-2 Communication	37
<b>XIII.</b>	ESF-3 Public Works	39
<b>XIV.</b>	Emergency Support Services	43
<b>XV.</b>	Emergency Management	46
<b>XVI.</b>	Mass Care and Shelter	48
<b>XVII.</b>	Resource Management	52
<b>XVIII.</b>	Health, Mental Health and Health Services	56
<b>XIX.</b>	Volunteer Coordinator	63
<b>XX.</b>	Hazardous Materials	66
<b>XXI.</b>	Food and Water	68
<b>XXII.</b>	Technology Systems	71
<b>XXIII.</b>	Law Enforcement	74
<b>XXIV.</b>	Public Information	76
<b>XXV.</b>	Damage Assessment and Recovery	80
<b>XXVI.</b>	Specific Annex	84
<b>XXVII.</b>	Food Poisoning and Communicable Diseases Involving Multiple Students	85
<b>XXVIII.</b>	Bomb Threat Annex	88
<b>XXIX.</b>	Fire and Hazardous Materials Annex	90
<b>XXX.</b>	Power Failure Annex	90
<b>XXXI.</b>	Severe Winter Weather Annex	91
<b>XXXII.</b>	Flooding Annex	91
<b>XXXIII.</b>	Hurricane Annex	137
<b>XXXIV.</b>	Pandemic Infections Disease/ Strategic National Stockpile Annex	153
<b>XXXV.</b>	Active Shooter Response Annex (Level 3 Emergency)	155
<b>XXXVI.</b>	Terrorism Annex (Level 3 Emergency)	157
<b>XXXVII.</b>	Evacuation Annex	162
<b>XXXVIII.</b>	Organization and Assignment of Responsibility	165
<b>XXXIX.</b>	Special Events Annex	166
<b>XL.</b>	Glossary	168
<b>XLI.</b>	Abbreviations and Acronyms	169
<b>XLII.</b>	Resources	

This page has been left blank intentionally

# Elizabeth City State University Emergency Operations Plan

---

## **I. Introduction**

The Elizabeth City State University (ECSU) evaluates the various risks and impacts of a variety of disasters and emergency situations at ECSU. These hazards pose a threat to ECSU in potentially disrupting its mission, vision, and goals. Because of the vulnerability of ECSU to disasters and emergencies, it is necessary to prepare for these events by writing plans, conducting exercises, and providing training to campus emergency personnel. It is the goal of ECSU to instill the values and standards for disaster resistance into emergency planning to mitigate the effects of disaster. Thus, this Emergency Operations Plan (EOP) provides preparedness, response, recovery, and mitigation actions to be taken by ECSU in the event of a disaster or emergency of any type.

### **A. Purpose**

The purpose of the ECSU Emergency Operations Plan is to establish a comprehensive, all hazards approach to managing disasters and emergencies at ECSU across a spectrum of activities including mitigation, preparedness, response, and recovery.

This Emergency Operations Plan establishes policies, procedures, and an organizational structure for response to emergencies or disasters that may cause a significant disruption to the functions of all or portions of the university. This plan describes the roles and responsibilities of university departments and individuals in a disaster or emergency situation and seeks to facilitate compliance with regulatory requirements of Federal, State, and Local agencies, as well as the University of North Carolina System. These procedures are designed to protect the lives of students, faculty, staff, and visitors and to protect ECSU property through the effective use of university and community resources and personnel.

It provides mechanisms to ensure timely communication and coordination between university emergency personnel and key university decisions makers and facilitates coordination among university departments to ensure a timely and effective response during a disaster emergency. This is not designed as a shelf plan, but rather a readable working document that is continuously revised through exercise and departmental evaluation.

Because an emergency may occur with little or no warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitude. Activation of this plan will reduce the vulnerability of people and property to disaster, and establish a means to respond effectively to actual disasters or threats of disaster. This plan will not, nor can it be expected to address every possible emergency situation, therefore it encourages generalized preparedness and empowers University stakeholders with the resources and knowledge to prepare. ECSU will work in close coordination with Pasquotank County and the State of North Carolina to ensure an appropriate response to recovery from a disaster emergency using this plan efficiently and effectively.

# Elizabeth City State University Emergency Operations Plan

---

## **B. Scope**

This plan is designed to address natural and manmade hazards that could adversely affect the university. It covers the full range of complex and constantly changing requirements in anticipation of or in response to threats of or actual disasters and emergencies. The ECSU EOP also provides the basis to initiate long-term recovery and mitigation activities.

This plan is applicable to all ECSU departments and individuals that may be requested to provide assistance or conduct operations in the context of actual or potential emergencies or disasters at ECSU. It describes the fundamental policies, strategies, and general concept of operations to be used to control the emergency or disaster from its onset through the recovery phase.

This plan is modeled after the National Response Framework (NRF) and incorporates the National Incident Management System (NIMS) to facilitate coordination between responding departments and agencies. Major emergencies may impact the surrounding community in addition to the campus; therefore, ECSU will make every effort to cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation, and execution of emergency response plans.

## **C. Authorities**

The ECSU EOP uses the foundation provided by the Homeland Security Act, HSPD-5, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and the Clery Act and Higher Education Act to provide a comprehensive, all hazards approach to emergency management at ECSU.

The ECSU EOP should be used in conjunction with other emergency operation plans including local, state, and federal plans developed under these authorities as well as memorandums of understanding (MOUs) among various external public and private entities.

# Elizabeth City State University Emergency Operations Plan

---

## II. Situation and Assumptions

### A. Situation

1. Elizabeth City State University has over 3300 students and more than 700 faculty and staff. The University is continuing to increase the number of students, and consequently faculty and staff positions are also added. The University is a member of the University of North Carolina System.
2. Elizabeth City State University is located in the City of Elizabeth City, County Seat of Pasquotank County in the northeastern region of the state of North Carolina. Elizabeth City is a community of approximately 20,000 people.
3. The main campus of Elizabeth City State University includes 62 buildings across 826 acres.
4. The University operates 10 residence halls that house over 1500 students.
5. The most accessible airport that is capable of handling commercial flights is located in Norfolk, Virginia.
6. An emergency or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
7. The University experiences population surges at numerous times during the year for specific events such as football games, graduation, winter homecoming, Viking Fest and other cultural events that are hosted on campus from time to time.
8. ECSU is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties.
9. Any natural or technological hazard will require ECSU to coordinate operations and resources and may:
  - a. Occur at any time with little or no warning in the context of a general or specific threat or hazard;
  - b. Span the spectrum of emergency management to include mitigation, preparedness, response, and recovery;
  - c. Result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life-support systems, essential public services, and basic infrastructure; and significant damage to the environment;
  - d. Impact critical infrastructure at ECSU; and/or



# Elizabeth City State University Emergency Operations Plan

---

- e. Require prolonged, sustained emergency management operations and support activities.

Hazards that were determined as most likely to impact ECSU and risk assessment for each hazard identifies the probable impact any given hazard, whether natural or technological, would have on the continued operations of campus activities.

Hazard	Significance Ranking
Natural	
Hurricane	Significant
Tornado	Significant
Severe Weather	Moderate
Flood	Limited
Technological	
Mass Casualty	Significant
Pandemic	Moderate
Explosive Incident	Moderate
Communications Failure	Moderate
Infrastructure Failure	Moderate
Fire	Moderate
Civil Unrest	Limited
Chemical Incident	Limited
Radiological Incident	Limited
Biological Incident	Limited

## B. Assumptions

1. Disasters affecting ECSU may affect the surrounding community. Therefore, it is necessary for the university to prepare for and carry out disaster response and short-term recovery operations in conjunction with local resources. However, the University should plan to manage all incidents with limited external resources for the first 24 to 48 hours.
2. Specific University operations and interests will remain under the coordination and management of the University; therefore, it is necessary to plan accordingly and maintain incident operations until the incident is concluded.
3. Non-University coordination and external resource requests will be forwarded to the Pasquotank County Emergency Operations Center (EOC).
4. ECSU will maintain a current emergency operations plan, train personnel to evaluate and respond to emergencies and disasters, and maintain emergency response personnel to make such responses in an immediate and effective manner.
5. The fundamental priorities for ECSU during an emergency incident or disaster are:



# Elizabeth City State University Emergency Operations Plan

---

- a. The preservation of life and protection of people;
  - b. The protection and restoration of property and infrastructure;
  - c. Stabilization of the emergency incident or disaster;
  - d. Recovery fulfilled to pre-incident conditions.
6. All university departments, units, and operations will be familiar with and support the EOP and will be prepared to identify and assist in response to an emergency by developing plans within their units and operations that support the EOP. Department plans should address at a minimum:
  - a. Evacuation
  - b. Sheltering in Place
  - c. Building Lockdown
  - d. Communication procedures for both dissemination of information and contacting the Emergency Operations Center or other coordinating entities.
  - e. Actions to be taken to ensure continuity of operations including critical tasks, services, key systems, and infrastructure.
  - f. Method to ensure that all personnel have been made aware of the plan and the plan is revised at least annually.
  - g. Departmental policies identifying roles and responsibilities.
7. University and local officials will attempt to ensure public safety and protect property. They will also implement all four phases (preparedness, response, recovery, and mitigation) of the emergency management cycle to ensure the efficiency and effectiveness of emergency operations.
8. During an emergency incident or disaster, all operations will be coordinated through the ECSU Emergency Operations Center (EOC). The EOC will issue tasks to the field, and coordinate through the University Executive Group and the Pasquotank-Camden Emergency Operations Center.
9. Elizabeth City State University will maintain a liaison with Pasquotank-Camden Emergency Management when making evacuation and other emergency management decisions, but reserves the right to make decisions beyond that of Pasquotank County and the City of Elizabeth City.
10. ECSU will be available to assist city, county, and federal agencies as requested.
11. Resource management, including mission assignment, deployment, and demobilization will be coordinated from the ECSU Emergency Operation Center (EOC) during emergency/disaster situations.
12. The Emergency Operations Plan will be reviewed and updated at least annually by the Emergency Management Coordinator and the Emergency Management Committee. A record of changes will be maintained.
13. The Plan will be exercised at least once annually.

# Elizabeth City State University Emergency Operations Plan

---

## III. Concept of Operations

### A. General

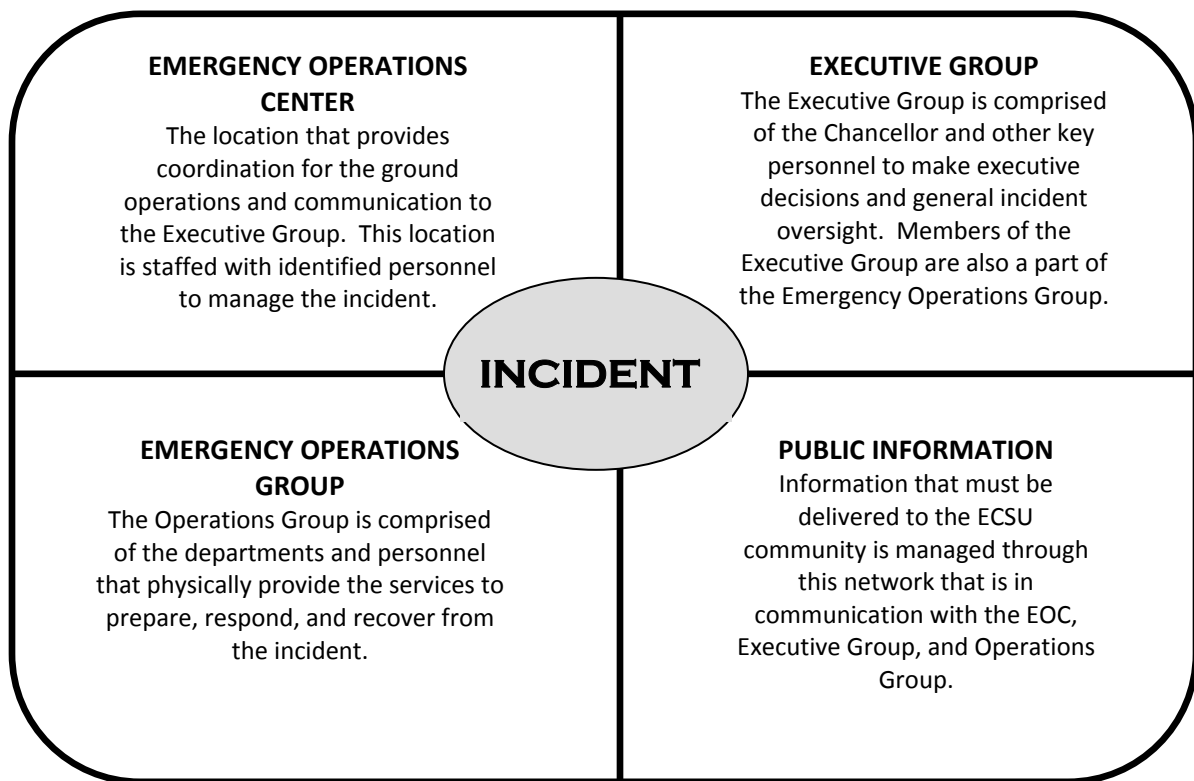
1. This ECSU EOP will be activated upon noticeable threat of an impending emergency or disaster on the ECSU locality or surrounding areas. It will be used as a decision making tool and a guide for information collection and dissemination during an emergency.
2. Upon notification of an actual or impending disaster, the Emergency Operations Coordinator or his/her designee will activate the EOP and operationalize the specific emergency response phase of operations. He/she may also activate the EOC and take other appropriate actions.
3. All departments and offices will contribute to the emergency response and will assist each other in creating a seamless preparatory period and response to an emergency under the authority of the Incident Commander and Emergency Operations Coordinator.
4. University emergency operations will be conducted according to the National Incident Management System (NIMS) and the Incident Command System (ICS) and using the emergency management cycle of mitigation, preparedness, response, and recovery.
5. The ECSU Emergency Operations Center will be staffed and operated as the situation dictates. When activated, operations are supported by representatives from ECSU departments, who will provide information, data, resources, and recommendations regarding actions needed to cope with emergency and disaster situations.
6. The Emergency Operations Coordinator or his/her designee will coordinate and control ECSU response and recovery resources through the ECSU EOC.
7. The Public Information Officer, located in the ECSU EOC, will disseminate emergency public information through any and all available media outlets during a disaster or emergency.
8. All legal documents of either a public or private nature recorded by designated officials must be protected and preserved in accordance with existing law, statutes, and ordinances. During a threat of a disaster or actual disaster, or an evacuation, all departments that are assigned primary and supporting responsibilities will maintain on-going communication and coordinate media releases with the Public Information Officer in the ECSU Emergency

# Elizabeth City State University Emergency Operations Plan

---

Operations Center. The Public Information Officer must receive approval by the Chancellor prior to issuing any news releases.

9. When response to a disaster exceeds university resources, assistance may be requested from Pasquotank County, other public and private institutions and vendors, and state and federal agencies. County, state, and federal assistance must be requested through Pasquotank-Camden Emergency Management.
10. Functional annexes are provided in addition to the Base Plan to provide responsibilities for specific emergency and disaster emergency functions. These annexes will continually be updated and revised. Situational hazard annexes will also be included that provide detailed response planning for specific incidents.



## B. Organizational Structure

The organizational structure at ECSU consists of several elements including the Executive Group, the Emergency Operations Group (EOG), and the Emergency Operations Center (EOC)

# Elizabeth City State University Emergency Operations Plan

---

## 1. The Executive Group

The Executive Group consists of members of ECSU senior management who are responsible for communicating prior/during disaster situations to make decisions regarding canceling classes, evacuations, and closing the campus. The Executive Group will conduct emergency meetings, and will determine a course of action based on group discussion and information provided by support personnel. The Executive Group is a part of the EOG. They will also approve any major policy changes to emergency plans as suggested by the EOG. Executive Group members and their alternates must remain on call at all times. The following university personnel comprise the Executive Group:

- Chancellor
- Vice Chancellor for Academic Affairs/Provost
- Vice Chancellor for Business & Finance
- Vice Chancellor for Student Affairs - (EO Coordinator)
- Director of Media Relations
- Chief Information Officer
- Executive Assistant to the Chancellor
- Vice Chancellor for Institutional Advancement
- ECSU Attorney

Immediately upon notification of an emergency or disaster, the Executive Group will meet in one of the following locations: M.D. Thorpe Administration Building, Thomas Jenkins Building (Campus Police), and G.R. Little Library.

Once the Executive Group is convened, they will make decisions in regards to the following:

- a. University State of Emergency Declaration
- b. Activation of the Emergency Operations Center Group
- c. Cancellation of classes
- d. Cancellation of University sponsored events and activities
- e. Closing of all non-essential buildings and sending all non-essential personnel home
- f. Evacuation of the entire or part of the campus
- g. Closure of the University

### Direction and Succession of the Executive Group

The Chancellor will provide direction and call the Executive Group meetings. If the Chancellor is not available, the line of succession is:

# Elizabeth City State University Emergency Operations Plan

---

1. Provost
2. Vice Chancellor for Business and Finance
3. Vice Chancellor for Student Affairs

## 2. Emergency Operations Group (EOG)

The Emergency Operations Group (EOG) is identified by the Executive Group and is composed of university officials who will make strategic operational decisions necessary to support a disaster response. The EOG will provide staffing in the Emergency Operations Center to represent the primary divisions of the University. The Emergency Operations Group has the authority to assign University resources and make operations decisions to provide the most efficient response and recovery possible. Each respective division will oversee the operations within that division. The Executive Group appoints a primary and two designees to serve in the Emergency Operations Group. In accordance with the National Incident Management System, each of the primary University Divisions will be referred to as a branch during activation.

Immediately upon notification of an emergency or disaster, the primary representative of each division of the EOG will report to the designated Emergency Operations Center.

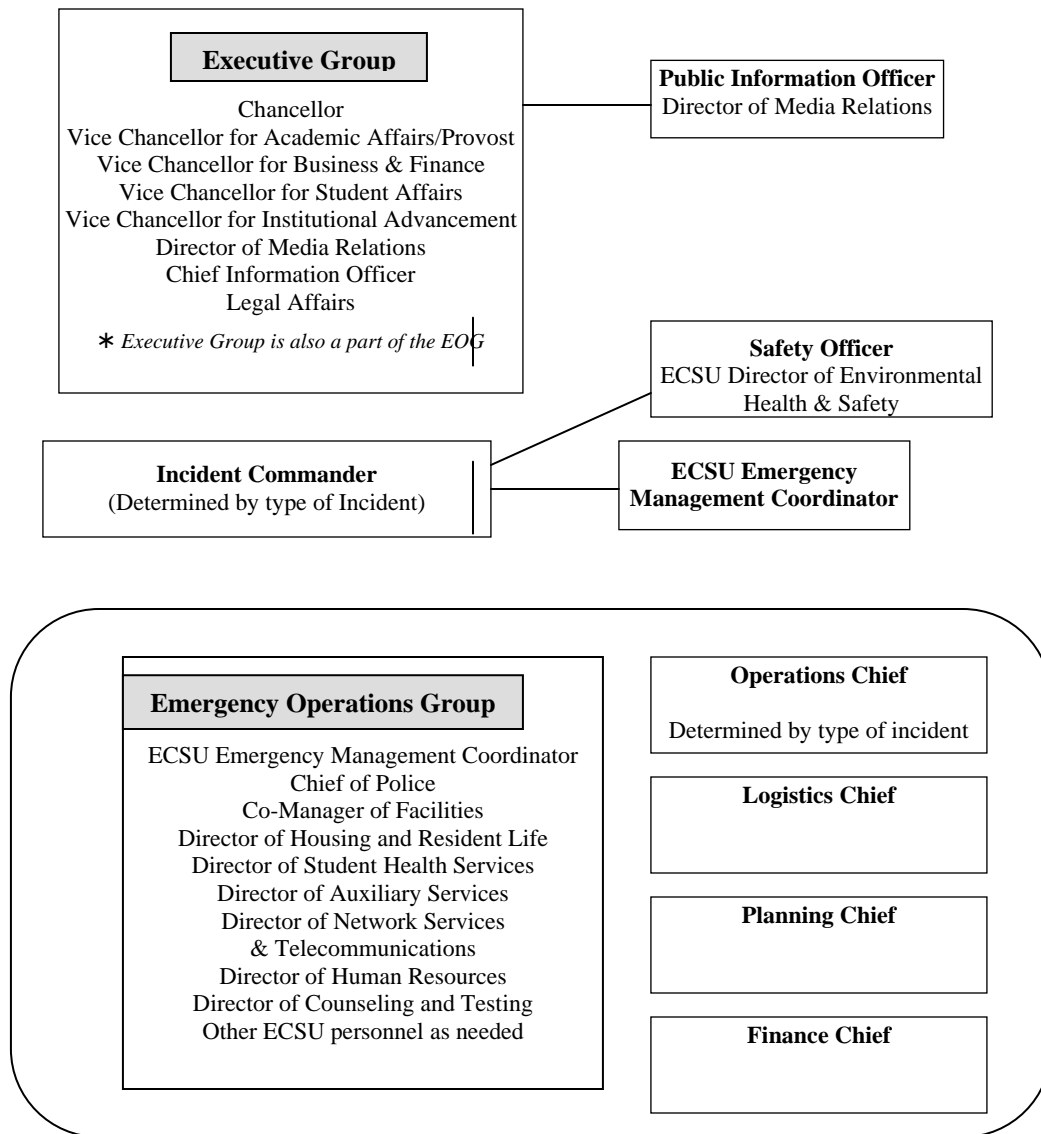
Once the Emergency Operations Group is convened and operating within the EOC, they will continually make operational decisions for their respective branch, coordinate with external resources, provide information to the Executive Group, and maintain continuous operations until the emergency or incident is terminated.

The Executive Group is a part of the EOG. In addition, the following university personnel comprise the EOG:

- Emergency Management Coordinator
- Chief of Police
- Director of Environmental Health and Safety
- Co-Managers of Facilities
- Director of Housing and Residence Life
- Director of Student Health Services
- Director of Auxiliary Services
- Director of Network Services & Telecommunications
- Director of Human Resources
- Director of Counseling and Testing
- Other university personnel as needed

# Elizabeth City State University Emergency Operations Plan

## ECSU INCIDENT COMMAND SYSTEM CHART OF COMMAND



### 3. The Executive Group

The Executive Group serves as the Policy Group and sets priorities and direction for campus response and recovery activities.

# Elizabeth City State University Emergency Operations Plan

---

## 4. Command Staff

If necessary, the Emergency Operations Coordinator may assign a command staff consisting of the following positions and responsibilities:

### a. Safety Officer

- ☐ Provides overall operational safety authority

### b. Public Information Officer

- ☐ Acts as sole media contact and distributes information as available

## 5. General

The following sections make up the general staff that may be needed to respond to an emergency or to provide support in the Emergency Operations Center. Each section of the General Staff has a section chief who will lead the group, serve as the point of contact for the section, and help determine the level of staffing and expertise needed within the section to respond to the emergency.

### a. Operations Section

- ☐ Responsible for the overall coordination of resources needed for the emergency
- ☐ Sets priorities and monitors the field response needed
- ☐ Implements strategies determined by the Emergency Operations Coordinator and the Executive Group

**The Operations Section** may include Campus Police, Facilities, Environmental Health & Safety, Student Health Services.

### b. Planning and Intelligence Section

- ☐ Responsible for determining what needs to be done to fix the problem.
- ☐ Gathers and analyzes data, develops action plans, monitors resources and facilities
- ☐ Receives updates from the EOG that will influence action plans needed

**The Planning and Intelligence Section** may include representatives from Academic Affairs, Student Affairs, Institutional Advancement, Counseling and Testing.

### c. Logistics Section

- ☐ Responsible for determining available resources to respond to the incident or emergency
- ☐ Identifies and tracks all existing resources



# Elizabeth City State University Emergency Operations Plan

---

- ☐ Finds and distributes needed resources

The Logistics Section may include representatives from Auxiliary Services, Human Resources, Housing and Resident Life, Network Services & Telecommunications.

## d. Finance and Administration Section

- ☐ Responsible for helping determine the short and long-term fiscal impact of the emergency
- ☐ Responsible for cost accounting and compensation claims, timekeeping and EOC administration, and tracking expenditures throughout an incident or emergency

The Finance Section may include representatives from Finance & Business, Human Resources, Auxiliary Services, Human Resources, Housing and Resident Life, Network Services & Telecommunications.

## 6. Essential Staff

Essential Staff are those University personnel that work within one of the Emergency Operations Group Departments, members of the Emergency Operations Group, and other personnel that may be designated as essential of the department Director.

Essential Staff are expected to be directly involved with the response and recovery actions as the result of a major emergency or disaster. Immediately upon notification of an emergency or disaster, Essential Staff should stand-by for specific tasks, or follow department policy with regards to reporting to work during emergency or disaster conditions.

Each director of an Emergency Operations Group Department is responsible for determining Essential Staff in each respective department. The Director of each department must then:

- a. Notify the Auxiliary Services Office so the “Staff/EMT” designation may be placed on the employee’s identification card.
- b. Notify Human Resources Office when a vacant or new position is posted that is considered essential.
- c. Ensure that all employees identified as Essential Staff annually review the Emergency Operations Plan and their possible involvement during a major emergency or disaster. The University Emergency Management Coordinator may assist with training at the request of a department Director.

# Elizabeth City State University Emergency Operations Plan

---

All University personnel may be required to work during a major emergency or disaster; however, Essential Staff are those that more likely to be requested for assistance.

## 7. Operating Within the Incident Command System

During incidents where the Emergency Operations Center is not activated, the Executive Group and Emergency Operations Group may be working directly with the Incident Commander. The Incident Command System provides several positions the Incident Commander may designate to order and coordinate resources. Examples of the key incident command system positions include the Operations Section Chief, Plans Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. The University may choose to expand or condense the structure depending on the incident.

## C. NIMS Compliance

The ECSU EOP complies with the National Incident Management System (NIMS), as required by FEMA. The NIMS provides a nationwide template enabling federal, state, local, and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size or complexity. Use of the NIMS at ECSU facilitates the university's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. The key principles of NIMS are as follows:

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

# Elizabeth City State University Emergency Operations Plan

---

Under NIMS compliance, ECSU will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work towards the common goal of stabilizing an incident and protecting life, property, and the environment. Initially, for ECSU emergencies, an Incident Command Post may be set up at the scene of the emergency, which will be run by the Incident Commander. During these emergencies the highest ranking official from the primary responding agency or department on scene will act as the Incident Commander. For particularly large incidents affecting the entire campus, the Incident Command Post may be set up within the EOC.

## D. Emergency Operations Center

The Emergency Operations Center serves as the central location for resource coordination, situation assessment, and operations management of a major emergency or disaster. The EOC will be activated by the EO Coordinator or the Chancellor.

### 1. Location

The EOC will be set up in Campus Police's Conference Room. This room will be prepared for emergency operations. University personnel from Telecommunications and other departments will be responsible for setting up telephone lines, tables and chairs.

### 2. Activation Levels

- a. Level IV – Routine operations, comparable to a normal University Condition
- b. Level III – An incident involving a limited area that causes minimal impact or interruption to the campus. Minimal staffing which may include limited personnel to monitor a situation or assist in planning and logistics for the on-scene Incident Command System are needed to control the situation.
- c. Level II – A significant emergency that disrupts an entire floor or building may require some assistance from external agencies and may escalate quickly with serious consequences. Some staffing is required to support an expanding on-scene Incident Command System and provide communication to and from the Executive Group.
- d. Level I – A major emergency that involves multiple buildings or that impacts the entire campus and/or the surrounding community requiring full activation of the EOC. A timely resolution of disaster conditions requires ECSU-wide cooperation, extensive coordination with

# Elizabeth City State University Emergency Operations Plan

---

jurisdictions and includes staffing with the Emergency Operations Group as activated by the Executive Group.

The Emergency Management Coordinator will serve as the EOC Manager during a major emergency or disaster and ensure the continuity of EOC operations.

The Emergency Management Coordinator or the Chancellor may open the EOC for situational monitoring or limited operations. The decision to staff the EOC with the Emergency Operations Group will be made by the Executive Group following the recommendation of the EOC Manager.

During incidents that utilize the on-scene incident command model the EOC may serve as a central coordination point for resource allocation and general planning. The EOC Manager will notify the Executive Group if the activation of the Emergency Operations Group is necessary for extended operations.

All University departments must submit their requests for external resource to the EOC. The EOC is the single point for coordination with the Pasquotank-Camden Emergency Operations Center.

## 3. Setup

Preliminary preparations may begin at anytime, but the EO Coordinator or Chancellor must order the opening of the EOC. All personnel who arrive at the EOC must sign in on the designated Check In/Out Log and sign out when alternates arrive. Police personnel will be tracked through normal police recording mechanisms.

## 4. Direction and Control

The EO Coordinator or his/her alternate is responsible for the direction and control of the EOC and must remain in or near the immediate vicinity of the EOC at all times during the disaster situation. Decisions of the EO Coordinator are considered final for the duration of the emergency and interdepartmental and interdivisional cooperation is expected.

## 5. Documentation

All personnel reporting to the EOC will be expected to sign-in and out to document their position in the incident. All personnel operating in the EOC will maintain documented actions using appropriate Incident Command System forms.

## 6. Information Sharing

# Elizabeth City State University Emergency Operations Plan

---

For extended incidents or planned events, the EOC will publish and disseminate a written Incident Action Plan and Situation Report at least once every operational period. The Situation Reports will be sent to the Pasquotank-Camden EOC and others as needed. If ECSU requires additional resources, these will be recorded in the Situation Reports. Pertinent information will be posted in the EOC on status boards displaying disaster information, local weather information, advisories, and damages and the status boards will be updated by a designated representative as needed throughout the disaster situation. Pertinent technologies, such as software, will be utilized in the EOC when appropriate.

## 7. Demobilization

As the incident lessens in scope, the EO Coordinator may reduce staffing in the EOC based on situational need. The EOC shall remain in operation until the University is placed in normal condition. Representatives from telecommunications and other university departments will assist in dismantling the EOC and returning any equipment to appropriate locations.

## 8. EOC Readiness

The EO Coordinator is expected to ensure EOC readiness at all times.

## E. University Conditions

The condition of the University is intended to assist all personnel in understanding the risk level of a specific hazards or threat. The Emergency Operations Center / Campus Police will initiate the University condition status.

Additional status changes may be released by the Emergency Operations Center / Incident Commander as the incident changes.

### **Normal Condition**

This indicates that the University is operating under normal conditions. There is no special hazard or threat.

### **Guarded Condition**

This indicates that there is some general threat information that may affect the University. Examples include general threats toward a college campus in North Carolina of natural hazard watch.

# Elizabeth City State University Emergency Operations Plan

---

## **Elevated Condition**

This indicates that information has been collected in regards to a specific threat directed towards the ECSU campus (or surrounding community) including an act of terrorism or imminent flash floods.

## **High Risk Condition**

There is information of an immediate threat on campus including but not limited to hazardous materials release, active shooter, or major fire.

### **III. Roles and Responsibilities**

#### **A. The Executive Group**

##### **1. Chancellor**

The Chancellor, or official delegate, will assist key university officials with critical decisions such as the closing and opening of ECSU and is the only individual with the authority to close the university. The Chancellor will provide the authorization for any major decision recommended by the Executive Group including major communications, significant expenditure of funds, and other critical actions that need to be taken. In addition, the Chancellor or designee will serve as head of the Executive Group. The EO Coordinator will maintain contact with the Chancellor throughout disaster and emergency operations as needed and the Chancellor will provide advice for decision making when necessary. The Executive Group will meet whenever it is necessary by the Chancellor.

##### **2. Vice Chancellor for Academic Affairs/Provost**

The Vice Chancellor for Academic Affairs/Provost will provide input for critical decision making during a disaster or emergency, specifically decisions concerning the closing and opening of ECSU. The Vice Chancellor for Academic Affairs will take in the lead in determining where classes will be relocated and will coordinate with Summer Camps and Conferences to provide resources if an incident occurs in the summer months. The Vice Chancellor for Academic Affairs is part of the Executive Group and will attend all necessary meetings called by the EO Coordinator.

##### **3. Vice Chancellor for Business & Finance**

The Vice Chancellor for Business & Finance will provide input for critical decision making during disaster and emergency operations. The Vice Chancellor for Business & Finance will provide a system for resource tracking, procurement, and accountability of all items necessary to fulfill the response and recovery. The Vice Chancellor for Business & Finance is part of the Executive Group and will attend all necessary meetings called by the EO Coordinator.

# Elizabeth City State University Emergency Operations Plan

---

## 4. Vice Chancellor for Student Affairs

The Vice Chancellor for Student Affairs will serve as the EO Coordinator during disasters and emergencies. As the EO Coordinator, the Vice Chancellor for Student Affairs will maintain decision-making authority over all faculty, staff, and off-campus locations of ECSU during disaster and emergency situations with approval from the **Chancellor**. The EO Coordinator will call and conduct meetings of the Executive Group and the EOG throughout disaster and emergency operations and is a member of both groups. During the disaster or emergency, the EO Coordinator will maintain operations in the EOC and following the disaster or emergency will coordinate recovery operations. During non-emergency operations, the Vice Chancellor for Student Affairs will ensure proper maintenance of emergency plans, standard operating procedures, guidelines, and memorandums of understanding, and will also maintain funding for disaster preparedness endeavors.

## 5. Director of Media Relations

The Director of Media Relations will coordinate and oversee all media and public relations activities during a disaster or emergency including disseminating information about ECSU to the media and updating ECSU media outlets for notification of ECSU status to students, faculty, and staff. The Director for Media Relations will also provide pertinent information to the Executive Group for decision making.

## 6. Chief Information Officer

The Chief Information Officer will oversee Emergency Support Function 12 (Technology Systems). The Chief Information Officer will provide input for critical decision making during disaster and emergency operations, specifically decisions concerning the operation of the campus computing system. The Chief Information Officer will provide redundant power and servers for all critical information, including the emergency website and University e-mail. The Chief Information Officer is part of the Executive Group and will attend all necessary meetings called by the EO Coordinator.

## 7. Legal Affairs

The University Attorney will serve as legal advisor to the Executive Group and the Emergency Operations Group in all matters relating to the crisis and the University's response.

## 8. Vice Chancellor for Institutional Advancement

The Executive Assistant to the Chancellor will provide input for critical decision making during disasters and emergencies.



# Elizabeth City State University Emergency Operations Plan

---

## **B. The Emergency Operations Group (EOG)**

Executive Group members also serve as a part of the Emergency Operations Group.

### **1. Emergency Management Coordinator**

The Emergency Management Coordinator will oversee Emergency Support Function 5 (Emergency Management) and Emergency Support Function 15 (Damage Assessment and Recovery). The Emergency Management Coordinator will provide technical information and advice to the Executive Group to aid in decision making and will assist the EO Coordinator with other critical decision making as needed in the event of a disaster. The Emergency Management Coordinator will constantly provide advisories and recommended actions throughout the disaster or emergency to the EO Coordinator and the Executive Group. The Emergency Management Coordinator will serve as the ECSU Liaison at the Pasquotank-Camden EOC during emergency operations and will ensure proper communications with the ECSU EOC. In this position, the Emergency Management Coordinator will assist with ECSU resource needs from Pasquotank-Camden Emergency Management and any other emergency needs as necessary. During non-emergency operations, the Emergency Management Coordinator will maintain and update all emergency plans and will provide training and conduct exercises for ECSU personnel as needed. The Emergency Management Coordinator will also maintain contact with Pasquotank-Camden Emergency Management as necessary, and attend local, state, and federal exercises when scheduled to gather planning data for improvement in ECSU emergency procedures.

### **2. Chief of Campus Police**

The Chief of Campus Police will oversee Emergency Support Function 13 (Law Enforcement), Emergency Support Function 1 (Transportation), and will assist with Emergency Support Function 4 (Emergency Support Services), and Emergency Support Function 15 (Damage Assessment and Recovery). The Chief of Campus Police will maintain all ECSU law enforcement functions during disaster/hurricane emergency and will ensure appropriate police staff is available for law enforcement functions for the duration of the disaster/hurricane emergency. The Chief of Campus Police will provide technical information and advice to the Executive Group to aid in decision making and will assist the EO Coordinator in critical decision making regarding the disaster or emergency in the EOC. The Chief of Campus Police will ensure proper evacuation of the university and ensure all entrances to the university are blocked for the duration of the disaster emergency. The Chief of Campus Police will also provide security for the EOC, campus entrances, vital facilities, and essential equipment locations if necessary. The Chief of Campus Police will develop and maintain standard

# Elizabeth City State University Emergency Operations Plan

---

operating procedures to direct and control law enforcement operations during disasters and emergencies.

## 3. Director of Environmental Health & Safety

The Director of Environmental Health & Safety will manage Emergency Support Function 4 (Emergency Support Services) and Emergency Support Function 10 (Hazardous Materials). The Director of Environmental Health & Safety will ensure proper preparation of the university for hazardous materials and other environmental concerns. The Director of Environmental Health & Safety will serve as the Safety Officer an incident, and will publish a regular safety message throughout the incident. The Director of Environmental Health & Safety will maintain a log of all accidents to personnel incurred due to the emergency or disaster and will facilitate worker's compensation and other injury treatment procedures with area medical providers as needed. The Director of Environmental Health & Safety will provide technical information and advice to the Executive Group to aid in decision making and will assist the EO Coordinator in the EOC with critical decision making regarding the disaster or emergency. In the EOC, the Director of Environmental Health & Safety will assist with EO Coordinator duties and will maintain current information regarding the disaster or emergency within the EOC. The Director of Environmental Health & Safety will provide liaison with the NC Department of Insurance in regards to facility inspections necessary to inhabit damaged structures. During non-emergency operations, the Director of Environmental Health & Safety will assist the EO Coordinator with disaster preparedness, both in planning and construction endeavors, and mitigation projects.

## 4. Co-Managers of Facilities Management

The Co-Managers of Facilities Management will manage Emergency Support Function 3 (Public Works and Utilities) and assist with Emergency Support Function 15 (Damage Assessment and Recovery). The Co-Managers of Facilities Management will seek to protect and restore critical infrastructure, and will prioritize services. The Co-Managers of Facilities Management will provide input for critical decision making during disaster and emergency operations, specifically decisions concerning the closing and opening of ECSU in regards to facilities issues. The Co-Managers of Facilities Management is part of the Executive Group and will remain on campus in the EOC during an emergency or disaster and direct Facilities Management activities as needed.

## 9. Director of Housing and Residence Life

The Director of Housing and Residence Life will manage Emergency Support Function 6 (Mass Care and Shelter). The Director of Housing and Residence Life will oversee all Housing and Residence Life procedures during a disaster in emergency to include determining the number of persons that will require

# Elizabeth City State University Emergency Operations Plan

---

sheltering and providing accountability for all students in housing. The Director of Housing and Residence Life will also coordinate outreach to students regarding disasters and the distribution of informational material. The Director Housing and Residence Life will be responsible for finding students host families to stay with if they have no place to go if an evacuation is issued. The Director of Housing and Residence Life will also provide pertinent information to the Vice Chancellor for Student Affairs for decision making within the Executive Group.

## 6. Director of Student Health Services

The Director of Student Health Services will manage Emergency Support Function 8 (Health, Mental Health, and Medical Services). The Director of Student Health Services will coordinate with outside agencies if the Health Services Clinic cannot handle increased patients. The Director of Student Health Services will notify the Emergency Management Coordinator of any trends that may be indicative of a communicable disease or pandemic situation. The Director of Student Health Services will serve as a technical specialist if requested.

## 7. Director of Auxiliary Services

The Director of Auxiliary Services will manage Emergency Support Function 11 (Food and Water) which includes the responsibility for maintaining Food Services for faculty, staff, and students during an emergency or disaster. The Director of Auxiliary Services may be required to create identification badges prior to or following an emergency.

## 8. Director of Network Services and Telecommunications

The Director of Network Services and Telecommunications will manage Emergency Support Function 2 (Communications) and is responsible for Maintaining and/or restoring the Administrative Computing Data Center and all network Main Distribution Frames. The Director of Network and Telecommunications will also assist the Chief Information Officer with the management of Emergency Support Function 12 (Technology Systems). The Director of Network Services and Telecommunications is also responsible for completing a backup to the Contingency site prior to an emergency or disaster.

## 9. Director of Human Resources

The Director of Human Resources will manage Emergency Support Function 9 (Volunteer Coordination) and assist with oversight of Emergency Support Function 7 (Resource Management), and Emergency Support Function 14 (Public Information). The Director of Human Resources will track and account for all personnel involved in the response and recovery. The Director of Human Resources will provide all documentation in regards to personnel. The Director

# Elizabeth City State University Emergency Operations Plan

---

of Human Resources will establish a staffing plan based on anticipated needs and operational periods.

## 10. Director of Counseling and Testing

The Director of Counseling and Testing will assist with Emergency Support Function 8 (Health, Mental Health and Medical Services) and will provide services to aid in the resolution of human problems and emergency situations as they arise (i.e., suicide and homicide threats; hostage situations, demonstrations of irrational behavior). The Director of Counseling and Testing will establish counseling services and short-term interventions for individuals and groups affected by the crisis, provide assessment and referral to appropriate resources for problem resolution and psychological services; and if appropriate, contact community resources related to dealing with the emotional consequences of suffering crisis and trauma. Mediation and group facilitation will be offered as needed and/or requested.

## 11. Others, as needed.

### **Incident Management Actions**

This section describes incident management actions ranging from initial threat notification to early coordination efforts to assess and mitigate the hazard, to preparatory activation of the functional annex structure, to deployment of resources in support of incident response and recovery operations. This section also describes main coordination areas, such as emergency notification and crisis communications; responder communications; and administration, finance, and logistics.

#### A. Activation

1. Upon notification of an incident, the Emergency Operations Coordinator and/or the Chancellor will activate departments that will or may become involved in the incident response. Some of these departments will go to the scene of the incident and some will meet in groups to discuss further actions.
2. The Chancellor will call meetings of the Executive Group and EOG as necessary throughout the incident.
3. The EOC will be activated upon direction of the Chancellor or the EO Coordinator. Once it is activated, all further activation of resources will take place through the EOC. Public information dissemination will also take place through the EOC.

# Elizabeth City State University Emergency Operations Plan

---

## B. Emergency Notification and Crisis Communication

Notification and crisis communication encompasses initial warning of the incident to emergency personnel and the public and early actions taken to determine the magnitude and severity of the emergency or disaster.

1. Initial notification of a disaster or emergency will take place via landline, phone/pagers/blackberries, text message, and/or email (PIER System). The notification will travel through the appropriate channels and emergency responders as the incident occurs. Emergency personnel receiving notification of a major emergency or disaster should contact other emergency personnel as appropriate. Emergency responders on scene of a disaster or emergency should contact appropriate personnel depending on the type and severity of the disaster.
2. For weather emergencies, the National Weather Service will issue watches and warnings over weather radio, local media, and online. The Emergency Management Coordinator will stay alert for such watches and warnings and will notify additional emergency personnel if necessary.
3. Pasquotank-Camden Emergency Management will utilize the Emergency Alert System to notify the public about major disasters or emergencies affecting the county.
4. Once an incident has been identified, ECSU emergency personnel will notify the ECSU public of the incident through the Emergency Hotline, broadcast email, broadcast voicemail, broadcast text (PIER System) and Breaking News messages on the ECSU homepage. These notification sources will be utilized and updated as needed throughout a disaster situation.

### a. Emergency Hotline

The ECSU Emergency Hotline will be activated as soon as possible after the initial onset of a major disaster or emergency. Recorded information on this hotline will include disaster status information, university opening and closing information, evacuation information, and any emergency instructions as needed. Pre-scripted messages will be used when possible and time and date information will be recorded with each message. The Emergency Hotline numbers are as follows:

- Local: (252) 335-3400

# Elizabeth City State University Emergency Operations Plan

---

Students, parents, faculty, and staff will be educated throughout the year about the Emergency Hotline and its functions.

b. Breaking News Headline

The Breaking News Headline on the ECSU homepage will be activated as soon as possible after the onset of a major disaster. A link from this headline will contain the most updated public information about the disaster or emergency including disaster status information, university opening and closing information, evacuation information, and any emergency instructions as needed. Multiple emergency personnel will have access to the Breaking News Headline activation capabilities to ensure that it is updated in a timely manner.

c. Broadcast e-mail, voicemail, text messages (PIER System)

Upon the direction of the Chancellor, the Director of Media Relations, and the Emergency Operations Coordinator, broadcast e-mail, voicemail, and text messages can be sent to ECSU faculty, staff, and students. These messages will contain information about the disaster or emergency including disaster status information, university opening and closing information, evacuation information, and any emergency instructions as needed.

d. Siren

When the situation warrants (i.e. Active Shooter, Bomb Threat) the ECSU siren will be activated with an automated message to stay inside and listen for directions.

e. Local Media

The Director of Media Relations will issue press releases to local media with the most updated information about the disaster or emergency as necessary. For community-wide emergencies, the PIO will issue information in coordination with the Pasquotank-Camden EOC.

ECSU emergency personnel will communicate information about the incident to external emergency response agencies, such as police, fire, EMS, and emergency management, as soon as possible and where appropriate.

During a disaster situation, emergency personnel will rely on land lines and cellular phones/pagers/blackberries/ text message for as long as possible for communication. If these are disrupted for any reason, emergency personnel will communicate using police radios.

# Elizabeth City State University Emergency Operations Plan

---

## f. Response Communications

This section should describe all of the tools utilized by responders to maintain communications during an emergency response, such as radios, satellite phone, etc.

## C. Administration, Finance, and Logistics

This section covers general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources. This section should reference any Mutual Aid Agreements in place; authorities for assigning staff work during emergency situations and policies associated with this, such as payroll and leave; and general policies on keeping financial records, reporting and tracking resource needs, acquiring resources, and disseminating resources.

- a. The EOP will not override the authority, policies, or inter-jurisdictional agreements of any federal agency, state government, or local government jurisdiction.
- b. The Vice Chancellor for Student Affairs, as the Emergency Operations Coordinator (EO Coordinator), will serve as the key official for implementation of this plan. The EOP will be activated on the discretion of the EO Coordinator based on advisories and recommendations by the Director of the Environmental Health & Safety Department and the Emergency Management Coordinator.
- c. The Executive Group will act as the decision-making body during emergencies and will make all major decisions pertaining to evacuations, closings, canceling classes, and re-opening.
- d. All EOP responders and participants will be organized and operate as a team during a disaster or emergency under the coordinated direction of the EO Coordinator.
- e. During a disaster or emergency, information will be collected, coordinated, and disseminated through the ECSU Emergency Operations Center (EOC) currently located in the Campus Police headquarters (Thomas-Jenkins Building).
- f. Emergency response functions to a disaster will generally parallel the normal daily operations of the university. To the extent possible, the same personnel will be used in both cases. Those day-to-day functions that would not contribute to emergency operations will be suspended for most of the disaster response and recovery period so that resources normally required



# Elizabeth City State University Emergency Operations Plan

---

for day-to-day operations may be redirected to perform emergency operations.

- g. Following the implementation of a mandatory evacuation of ECSU, and under authority of the Chancellor, ECSU will officially close to everyone except emergency personnel. Residence halls will be completely evacuated and locked and all classes will be cancelled for the duration of the storm and until further notice.
- h. The Vaughan Center will be set up as a campus shelter for emergency personnel who are required to stay on campus and for students who require shelter for the duration of the disaster or emergency. No on-campus shelter will be offered to students for the duration of the disaster or emergency if there is a county-wide mandatory evacuation.
- i. Re-opening decisions will be based on the severity of damages sustained at the university and the ability for ECSU to continue normal business operations. The decision to re-open will be made by the Chancellor upon recommendation from the EO Coordinator after consultation with recovery personnel and appropriate members of the Executive Group.

## **D. The Four Phases of Emergency Management**

### **1. Preparedness Actions**

Preparedness encompasses actions taken regularly throughout the year to prepare for and prevent the effects of disasters. These include actions taken to protect lives and property.

- 1. The University Emergency Management Coordinator is the point of contact for all emergency management programs, including preparedness.
- 2. The EOG and Executive Group will meet periodically throughout the year to participate in emergency exercises, including university exercises, local exercises, and state exercises, to improve preparedness measures. The EOG will also participate in writing and updating plans and procedures, including this EOP, for emergencies on campus.
- 3. Departments will educate staff about emergency procedures and provide staff members with written plans and checklists for reference. Departments will keep all needed disaster supplies on hand and keep emergency contact information up to date.

# Elizabeth City State University Emergency Operations Plan

---

4. Emergency management personnel will ensure proper disaster preparedness funding is received by the university and will track how this money is spent.
5. Relationships with Pasquotank-Camden Emergency Management and the North Carolina University System will be maintained through meetings, participation in exercises, and regular contact. Relationships will also be fostered with local media.
6. Preparedness actions will focus on actions promoting the protection of public health and safety, responder health and safety, and property and the environment.
7. The Emergency Management Coordinator will ensure that sufficient courses are offered in Incident Command, and will ensure that ECSU complies with all standards established through National Incident Management System guidance documents.
8. All University Departments should train employees on basic preparedness procedures and general departmental plan for responding to an emergency.
9. All University Departments should provide department personnel the opportunity to participate in Incident Command System training.

## 2. Response Actions

Response actions encompass activities that address the short-term, direct effects of an incident. These activities include immediate actions to preserve life; property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the university.

- a. Initial response actions include immediate law enforcement, fire, EMS actions; evacuations; transportation system detours; emergency public information; actions taken to minimize damage; search and rescue; the establishment of mass care facilities; the provision of public health and medical services, food, water, ice, and other emergency essentials; the emergency restoration of critical infrastructure; and protection of responder health and safety.
- b. The Emergency Operations Center will be set up and staffed appropriately. All emergency personnel required to work in the EOC will report to the Police Headquarters. Once the EOC is activated, all response actions will be coordinated through the EOC.

# Elizabeth City State University Emergency Operations Plan

---

- c. The Executive Group will meet at a specified time to make critical decisions concerning university opening and closing information and student evacuation. The EOG will meet as necessary.
- d. Contact will be maintained with Pasquotank-Camden Emergency Management to obtain critical information on weather conditions, county actions, and evacuation possibilities.
- e. The ECSU Emergency Management Coordinator will attend Pasquotank-Camden Emergency Management meetings as necessary and relay important ECSU decisions. The Emergency Management Coordinator will serve as the ECSU Liaison to the Pasquotank-Camden EOC if it is activated.
- f. Appropriate procedures will be followed if mandatory or voluntary evacuations are issued, campus is closed, or classes are canceled.
- g. Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.

## 3. Recovery Actions

- a. Recovery actions encompass the development, coordination, and execution of service- and site-restoration plans and the reconstruction of university operations and services through individual, private-sector, governmental, non-governmental, and public assistance programs.
- b. Recovery actions may include cleanup and restoration of university facilities and residences; damage assessment; debris removal; re-establishment of business operations; and re-opening of the university.

## 4. Damage Assessment

- a. Facilities and Housing and Residence Life personnel will assess all parts of the university for damage. This initial assessment will focus on life threatening damage and major destruction to the exterior of buildings. Design and Construction will also assist with the initial assessment if possible. Priority for assessments will be given to residence halls, utilities, buildings housing technology equipment. Facilities personnel will report any damage back to the EOC, as well as the need for extra resources for repairs if necessary.

# Elizabeth City State University Emergency Operations Plan

---

- b. All resources needed for repairs to damage caused by the disaster will be routed through the EOC. Emergency personnel in the EOC will request additional resources as needed from contractors, local vendors, and Pasquotank County. Emergency personnel in the EOC will also track financial transactions.
- c. The Executive Group and EOG will meet as necessary to discuss re-openings, continued closings, and recovery operations as necessary and appropriate.

## 5. Mitigations Actions

Mitigation actions encompass activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.

- a. Potential mitigation measures at ECSU include the following:
  - Pursuit of grant programs for loss reductions measures.
  - Delivery of loss reduction building science expertise.
  - Conducting mapping of the campus to identify flood zones and other vulnerable areas.
  - Predictive modeling to protect critical assets.
  - Documentation of losses in actual incidents and of losses avoided due to previous hazard mitigation measures.
  - Community education and outreach necessary to foster loss reduction.

## 6. Ongoing Plan Management and Maintenance Plan Maintenance

The ECSU Emergency Management Coordinator will revise and annually update the EOP with input from the Emergency Operations Group (EOG), EO Coordinator, and Executive Group. The Emergency Management Coordinator will also update the EOP following exercises or actual events based on after action reports.

### a. Plan Testing and Training

Exercises are fundamental to the University's emergency preparedness program. Exercises test plan elements, as well as the University's ability to respond to specific incidents. The Federal Emergency Management Agency identifies four types of exercises, each with a significant degree of complexity and involvement. The University will conduct at least one emergency tabletop exercise each year. The University should

# Elizabeth City State University Emergency Operations Plan

---

conduct a functional or full-scale exercise at least once every five years. Exercise should involve members of the Executive Group.

## b. After Action Reports (AAR)

Following an incident the Emergency Management Coordinator will ensure that an After Action Report (AAR) is drafted, reviewed, and distributed. Elements discussed in the AAR and debriefing(s) will be applied to improve the University's emergency management program and Emergency Operations Plan.

## **Plan Annexes**

In addition to general guidance provided in the Base Plan, annexes are provided that address specific functions, hazards, and situations. The Base Plan is intended to provide the general framework based on an all-hazards planning model. Elizabeth City State University recognizes that specific functions should be clearly defined and associated roles and responsibilities should be assigned to individual departments within the University. The Emergency Support Functions (ESF) outlined in this plan align with the Emergency Support Functions of the State of North Carolina and the Department of Homeland Security. Each function is constructed as a supplement to this Base Plan. The current Emergency Support Functions that will be incorporated into the Plan include:

### **Elizabeth City State University Emergency Support Functions:**

- ESF 1 – Transportation
- ESF 2 – Communications
- ESF 3 – Public Works and Utilities
- ESF 4 – Emergency Support Services
- ESF 5 – Emergency Management
- ESF 6 – Mass Care and Shelter
- ESF 7 – Resource Management
- ESF 8 – Health, Mental Health, and Health Services
- ESF 9 – Volunteer Coordination
- ESF 10 – Hazardous Materials
- ESF 11 – Food and Water
- ESF 12 – Technology Systems
- ESF 13 – Law Enforcement
- ESF 14 – Public Information
- ESF 15 – Damage Assessment and Recovery

Additionally, specific hazards that present a significant risk or vulnerability should have specific plans to provide more detailed guidance than the Base Plan provides. Certain situations, such as special University events or evacuation may require additional planning. The University will continually address hazards and provide specific plans for managing these hazards to include:

# Elizabeth City State University Emergency Operations Plan

---

## **Elizabeth City State University Hazard Specific Annexes:**

Fire and Hazardous Materials Annex

Power Failure Annex

Severe Winter Weather Annex

Flooding Annex

Hurricane Annex

Tornado Annex

Pandemic Influenza / Infectious Disease / Strategic National Stockpile Annex

Active Shooter Response Annex

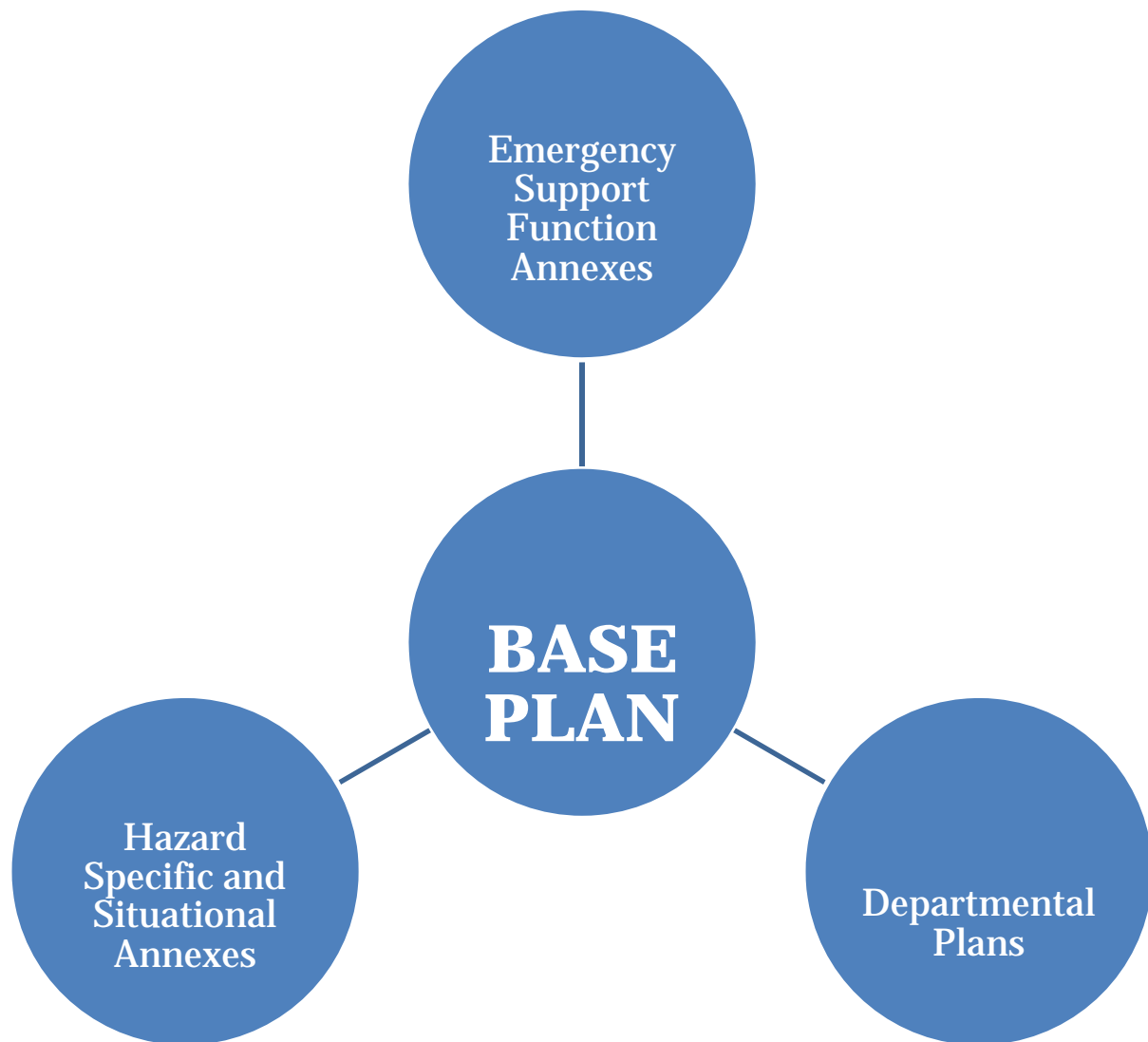
Terrorism Annex

## **Elizabeth City State University Situational Annexes:**

Evacuation Annex

Special Events Annex

The general response roles and responsibilities of the Base Plan provide basic guidelines and ensure that departments are prepared to respond to any major emergency or disaster. The annexes expand on the information provided in the Base Plan to outline more specific responsibilities.



## **Emergency Support Function Annexes**

### **ESF – 1: Transportation**

Lead Department: Office of Campus Police

Supporting Department: Facilities Management



# Elizabeth City State University Emergency Operations Plan

---

Special Assistant to the Chancellor

External Supporting Department: Elizabeth City Police Department, NC State Highway Patrol

## **PURPOSE**

This ESF will explain what transportation actions may take place in an emergency, when these actions will take place, and who is responsible for these actions. This ESF includes tasks such as directing traffic, closing entrances, and blocking roadways, parking lots, or intersections during an emergency or disaster.

## **SCOPE**

- (1) Monitor and report status of and damage to the transportation system and infrastructure as a result of the incident.
- (1) Overall coordination of transportation assistance requests.
- (2) Allocation of public and private transportation resources needed for the transportation of people, goods and services to and from the affected area.

## **POLICIES**

The Office of Campus Police coordinates ESF #1.

The ECSU Emergency Manager is responsible for the provision of transportation assets and services (including contracts and other agreements for transportation assistance).

Requests for assistance will be sent to the Pasquotank-Camden EOC. Resources will be allocated according to the following priorities:

- (1) Evacuation of persons from danger areas
- (2) Transporting materials, equipment and people required in support or local emergency response activities
- (3) Maintenance of traffic movement for evacuation and re-entry.

If the transportation demands exceed the resources of Pasquotank County, State transportation resources will be requested by Pasquotank-Camden Emergency Management.

During a (mass) evacuation, consistent with the Evacuation Annex, the ECSU Emergency Manager will be responsible for identifying transportation for persons, including individuals with special needs.

## **CONCEPT OF OPERATIONS**

General

- (1) ECSU will use its transportation assets and prearranged supporting resources to the extent necessary and available.

# Elizabeth City State University Emergency Operations Plan

---

(2) If the extent of the disaster exceeds the transportation resources of ECSU, local government assistance will be provided upon request.

## Organization

(3) ECSU has transportation assets that are used to support normal functions within the community and which may also be used during emergencies. These include:

- (a) Administrative and utility vehicles (sedans, pick-ups).
- (b) Special Purposes vehicles
- (c) Buses and shuttles

## Notification

## Response

Transportation resources are pre-staged if appropriate.

Continually reassess priorities to assure the most urgent transportation needs are being addressed appropriately.

## Recovery

Coordinate requests for transportation resources to assist in recovery activities.

Coordinate with support agencies to develop recovery actions

## Responsibilities

Lead Department: Office of Campus Police

Erect and maintain signs, lights, barricades or other control devices as needed to maintain or control traffic.

Monitor and report road conditions

Supporting Departments:

ECPD, NCSHP

## **ESF -2: Communications**

Lead Department:

Network Services and Telecommunications

Supporting Departments:

Special Assistant to the Chancellor  
Office of University Relations & Marketing  
Institutional Advancement

# Elizabeth City State University Emergency Operations Plan

---

Office of Campus Police  
Facilities Management

External Supporting Departments: Pasquotank-Camden Emergency Management  
Pasquotank-Camden Central Communications

## **PURPOSE**

This ESF describes all communications support for ECSU response before, during, and after an emergency, such as setting up and dismantling the EOC, ensuring communications during an emergency or disaster, and providing telecommunications support during the emergency or disaster.

## **POLICIES**

Planning: To ensure readiness of communications systems and adequate response in the event of disaster, the following policies are in effect:

- (1) Existing communications resources will be used on a day-to-day basis to assure operational readiness.
- (2) Existing communications resources will be provided with both preventive and incidental maintenance on a regular and timely basis further to assure operational readiness.
- (3) ECSU will cooperate with local and State agencies to meet communications needs.

## **SITUATION AND ASSUMPTIONS**

### **Situation**

Disaster Conditions: All communications systems are vulnerable to natural and technological disasters. Individuals and agencies responding to and recovering from disasters will require large amounts of information. This information will be essential for dispatching resources and will continue to be needed when certain communications systems are inoperable.

### **Assumptions**

Most federal, state, and local communications will be operable, in use and available during emergency situations

Initially, local emergency services will focus on lifesaving activities and reestablishing control in the disaster area.

Weather and other environmental factors may restrict deployment of mobile or transportable communications equipment into the disaster area.

The affected area's ability to communicate with other parts of the State could be impaired.

Careful consideration of sites will be required to establish staging areas for centralized communications in the field.

## CONCEPT OF OPERATIONS

General

### ESF – 3: Public Works and Utilities

Lead Department:                      Office of Facilities  
    Special Assistant to the Chancellor

Supporting Departments:            Telecommunications  
   Office of Campus Police  
   Housing/Residence Life

# Elizabeth City State University Emergency Operations Plan

---

External Supporting Departments: City of Elizabeth City Public Works  
Private Contractors

## **PURPOSE**

This ESF explains emergency duties associated with the Office of Facilities and Physical Plant and its tasks during emergencies and disasters that support ECSU's utilities during an emergency and repair them following an emergency if necessary. This ESF encompasses water, sewer, natural gas, and electrical functions of the university, as well as preparations and repairs for individual buildings on campus.

## **SCOPE**

Emergency restoration of critical public services and facilities including supply of adequate amounts of potable water, temporary restoration of water supply systems, and the provision of water for fire fighting.

Emergency stabilization of damaged structures and facilities designated by State or local government as immediate hazards to the public health and safety, or as necessary to facilitate life saving operations (undertake temporary protective measures to abate immediate hazards to the public for health and safety reasons until removal is accomplished).

Technical assistance, to include but is not limited to damage/needs assessment, damage survey report (DSR) preparation, and structural inspection of damaged structures.

## **SITUATION AND ASSUMPTIONS**

### **Situation**

- a. The Facilities Services department employs a staff of various professionals and specialists who will be called upon in times of emergency.
- b. A major disaster will cause significant property damage. Structures will be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities will have to be reinforced or removed to ensure safety.
- c. Utilities will be damaged and may be partially or fully inoperable.
- d. Resources in the immediate disaster area may be damaged or inaccessible resulting in inability to meet emergency requirements.
- e. Many disaster situations have the potential to create sewage and waste disposal problems. Facilities may be damaged or destroyed creating additional public health problems.
- f. Emergencies may involve hazardous chemicals, sewage, waste, pesticides, or radiation that may threaten the environment critical to health and safety.

# Elizabeth City State University Emergency Operations Plan

---

- g. In an emergency, there is frequently a need for manpower and equipment to remove obstructions or clear a way to an accident site for emergency debris removal and for restoration of essential utilities.

## Assumptions

- a. Facilities Services has a limited but immediate capability to provide emergency services for debris removal and restoration of essential services.

## **POLICIES**

Informational data such as maps, site plans, floor plans, streets, and utility systems will be maintained in the Campus Operations Office.

Records and Reports regarding expenditures incurred during emergency response activities (e.g. personnel and equipment, time, and supplies consumed) will be kept.

## **CONCEPT OF OPERATIONS**

- A. In non-emergency periods, the role of Facilities Services is usually limited to Utility Plant operations, buildings and grounds maintenance, trash collections, facility design and renovation and servicing of utilities.
- B. During emergencies, the function of the Plant expands to include coordination of utilities emergency operations. Plant also arranges for support services for emergency response agencies and coordinates with the private sector through mutual aid agreements for the use of equipment, etc.
- C. Equipment and supplies (including tools) that are available for use in an emergency are located on campus at the following locations:
  - 1. Motor Pool Garage (Thomas-Jenkins Building)
  - 2. Physical Plant Operations Center (Thomas-Jenkins Building)
  - 3. Grounds Maintenance Yard (Thomas-Jenkins Building)
  - 4. Office of Campus Police (Thomas-Jenkins Building)
  - 5. Up-to-date lists of the equipment kept at each location should be maintained in the Emergency Operations Center.
  - 6. Emergency generators will be provided at many campus locations. Facility Management staff will have the responsibility to activate these generators and determine their priority for use.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### Organization

# Elizabeth City State University Emergency Operations Plan

---

1. The campus Facilities-Management is headed by the Vice Chancellor of Business and Finance. During emergency situations, operational control remains the same as during day-to-day activities; however, operations may then require twenty-four hour coverage.
2. Facilities Services must be prepared to assist in lengthy operations which start in response and continue through recovery and involve clean up activities and return of resources.

## Responsibilities

1. Co-Managers of Facilities Management
  - a. Prepare procedures to provide Facilities Services related functions during emergencies (e.g. electrical, water, debris clearance, etc.)
  - b. Develop and maintain resource lists with source, location, and availability of equipment, fuel, and operational personnel to support response/recovery operations.
  - c. Develop mutual aid agreements.
  - d. Provide for backup electrical power to the EOC.
  - e. Maintain emergency power, etc. at vital facilities on the ECSU campus during emergencies.
  - f. Prepare required reports and forward to the EOC.
  - g. Conduct debris clearance operations.
  - h. Store and provide fuel for emergency vehicles.
  - i. Assist in damage assessment operations and relay damage assessment information to the EOC.

NOTE: The Co-Managers of Facilities Management may assign any of the above responsibilities to individuals within Facilities Services according to internal SOPs.

## DIRECTION AND CONTROL

- A. Co-Managers of Facilities Management or his designee will direct and control Plant activities during emergencies and coordinate with the EOC and other responding departments/agencies.
- B. Co-Managers of Facilities Management or his designee will maintain direct communication with on-site personnel via the two-way radio system.

## Elizabeth City State University Emergency Operations Plan

---

- C. When notified of an emergency situation, the Co-Managers of Facilities Management or his designee will determine the resources to be committed and alert appropriate personnel.
- D. On-site control will be coordinated by the individual designated in the SOP.

### **ESF – 4: Emergency Support Services**

Lead Department: Office of Campus Police

Supporting Departments: Special Assistant to the Chancellor  
EH&S  
Telecommunications  
Facilities Management

External Supporting Departments: Elizabeth City Fire Department



# Elizabeth City State University Emergency Operations Plan

---

Elizabeth City Police Department  
Pasquotank-Camden Emergency Medical Services

## **PURPOSE**

This ESF provides for the coordination of fire, rescue, and EMS activities to ensure the safety of life and property, and provides guidelines for those agencies directly or indirectly involved in providing emergency support or resources in response an emergency or disaster.

## **SCOPE**

The Emergency Support Services function involves managing and coordinating emergency response operations to include fire, law enforcement, search and rescue, and emergency medial services response.

## **POLICIES**

Priority will be given to saving lives and protecting property, in that order.

Mutual Aid Agreements exist through Elizabeth City Police Department.

## **ORGANIZATION**

The Elizabeth City Fire Department is made up of organized and trained units using paid personnel.

## **SITUATION AND ASSUMPTIONS**

### **Situation**

1. ECSU is currently unable to respond to any significant fire emergency.
2. Fire prevention, control and rescue operations are daily problems faced by local fire service personnel. Several hazards become more significant during emergency situations due to fire.

### **Assumptions**

1. The Elizabeth City Fire Department is available and is able to cope with most emergency situations within their jurisdiction. When additional support is required, assistance can be obtained from state and federal agencies.

## **CONCEPT OF OPERATIONS**

- A. During fire emergencies, ECSU resources must be prepared to support the Elizabeth City Fire Department.
- B. In a fire emergency involving no other hazards (e.g. hazardous materials, campus disruption, etc.), the Elizabeth City Fire Department will assume the role of Incident Command based on internal standard operating procedures.

# Elizabeth City State University Emergency Operations Plan

---

- D. If no fire or threat of fire exists, the Incident Commander will be determined by the EOC.

Reports and records of fire services activities during an emergency will be maintained by the departments.

Current maps, charts and/or floor plans will be provided to the ECFD.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### Organization

1. Fire departments in North Carolina are made up of organized and trained units utilizing paid or volunteer personnel and serve a specific geographical area. The primary concern of these departments is structural fires.

### Responsibilities

1. Director, Environmental Health and Safety
  - a. Analyze fire potential and identify fire service requirements.
  - b. Coordinate pre-fire planning for ECSU facilities with the ECFD.
  - c. Report to Incident Command Post upon activation.
  - d. Prepare Fire and Rescue Annex, updating annually.
  - e. Advise ECFD of potential hazardous materials involvement during fire emergencies.
  - f. Conduct fire inspections during recovery.
  - g. Damage Assessment.
2. Chief of Police
  - a. Assist in warning and notifying the affected population of an existing or impending emergency.
  - b. Provide support personnel to assist in traffic control and damage assessment operations
  - c. Provide a support role for emergency operations as needed during fire/rescue operations.

## **DIRECTION AND CONTROL**

- A. For fire emergencies involving no other hazards, direction and control will lie with the ECFD Incident Commander.

# Elizabeth City State University Emergency Operations Plan

---

- B. For fire emergencies involving other hazards, direction and control will lie with the Incident Commander designated by the EO Coordinator.

## **ESF – 5: Emergency Management**

Lead Department: Student Affairs

Supporting Departments:

- Special Assistant to the Chancellor
- Office of Campus Police
- Telecommunications
- Student Affairs
- Office of Facilities
- Human Resources
- University Relations & Marketing

# Elizabeth City State University Emergency Operations Plan

---

## Computing Services

External Supporting Departments: Pasquotank-Camden Emergency Management  
UNC Office of the President

### **PURPOSE**

This ESF explains information flow and management during an emergency or disaster, specifically how and when the EOC is activated and activities that go on in the EOC. This ESF also explains the organization and role of emergency management at ECSU in general.

### **SCOPE**

This ESF is to be implemented immediately when an emergency or disaster of any type occurs that affects ECSU. Although disasters may vary in size, scope, and type and are certain to vary depending on the situation, the procedures, command structure, and responsibilities outlined in this ESF are applicable to all scenarios. Coordination of incident management and response efforts, issuance of mission assignments, resource and human capital.

### **POLICIES**

Any state, federal, county, private, or internal procedures/policies/contracts that govern transportation and roadways operations at ECSU (especially during an emergency).....

### **ORGANIZATION**

#### **CONCEPT OF OPERATIONS**

The ESF coordinator is the entity with management for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. The role of the ESF coordinator is carried out through a “unified command” approach as agreed upon collectively by the designated primary agencies and, as appropriate support agencies. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination
- Maintaining ongoing contact with ESF primary and support agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private-sector organization
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

## **ESF – 6: Mass Care and Shelter**

Lead Department: Housing and Residence Life

Supporting Departments:

- EH&S
- Student Affairs
- Student Health
- Counseling Services
- Office of Campus Police
- Purchasing
- Human Resources

# Elizabeth City State University Emergency Operations Plan

---

External Supporting Departments: American Red Cross

## **PURPOSE**

This ESF describes processes and procedures needed for mass care of the ECSU community and emergency personnel, if there is a need for them to stay on campus for an extended period of time. This ESF addresses shelter-in-place procedures and emergency personnel care and placement during an emergency.

## **SITUATION AND ASSUMPTIONS**

### Situation

1. There are several emergency situations for which shelters may be required including severe storms, tornadoes, hazardous materials accidents, fires and nuclear attack/accident crisis.
2. A campus-wide evacuation will require the use of off-site emergency shelters established in accordance with the Pasquotank-Camden Emergency Operations Plan. These off-site shelters will be staffed by county staff and volunteers.

### Assumptions

1. Sufficient on-campus sheltering exists to meet the needs of an evacuation during emergencies or disaster.
2. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.
3. Local services such as the American Red Cross and Pasquotank County Social Services are available to assist in sheltering/mass care operations which extend beyond the capabilities of university resources.

## **POLICIES**

- A. The primary communications link between shelters and the EOC will be telephone. Law enforcement personnel assigned to the shelters will provide additional radio support.
- B. Shelters will be stocked with appropriate supplies in accordance with departmental SOPs.
- C. Shelters will follow a non-discriminatory policy.

# Elizabeth City State University Emergency Operations Plan

---

## CONCEPT OF OPERATIONS

1. The Office of Housing and Residence Life will have primary responsibility for implementation of the Shelter/Mass Care Annex.
2. The provision for essential services (food and water, counseling, facility maintenance, etc.) will be accomplished through a coordinated effort between Student Life and the respective departments on campus.
3. Blankets and bedspreads that are stored in K.E. White are available for use in the emergency shelters. If necessary, some bedding from residence hall rooms that are deemed unsafe for use may be moved to the emergency shelters.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

1. The Director of Housing and Residence Life is responsible for developing a comprehensive shelter program.
2. The *Office of Housing and Residence Life* is designated as the primary division for shelter activation and operation.
3. Mutual aid agreements exist between ECSU and the local chapter of the American Red Cross.

### Responsibilities

1. Director of Housing and Residence Life
  - a. Identify and survey shelters.
  - b. Develop procedures to activate and deactivate shelters and ensure that departments develop shelter SOPs.
  - c. Ensure communication capability between EOC and shelters.
  - d. Assist with designating facilities and arranging for the shelter needs of special needs groups.
  - e. Provide shelter managers to operate shelters.
  - f. Assign and train shelter managers and staff for shelter operations.
  - g. Arrange for staffing of shelters and feeding of evacuees.
  - h. Identify evacuees within shelters with special needs.

# Elizabeth City State University Emergency Operations Plan

---

- i. Develop a crisis shelter stocking plan.
- j. Maintain current internal notification/recall rosters.
- k. Report to EOC upon activation to assist in shelter operations.

Coordinate with health, mental health and/or volunteer departments/agencies to provide support personnel during sheltering. Work with Student Health Services to provide quarantine facilities for exposed/ infected students with identified communicable disease.

## 2. Director, Student Health Services

- a. Coordinate public health services in shelters.
- b. Provide support personnel to staff shelters.
- c. Coordinate the distribution of exposure inhibiting or mitigating drugs, vaccines or other prophylaxis.

## 3. ECSU Chief of Police

- a. Provide security and law enforcement for shelters.
- b. Provide backup communications.

## 4. Director, Environmental Health and Safety

- a. Survey Shelter sites for fire safety.
- b. Advise about fire security during operations.
- c. Provide sanitation inspections of active shelters.

## 5. *Co-Director of Facilities*

- a. Inspect shelter sites for serviceability.
- b. Maintain water supplies and sanitary facilities at shelter sites during emergency.

NOTE: The *Co-Managers of Facilities* may assign any of the above responsibilities to individuals within Facilities Services according to internal SOPs.



# Elizabeth City State University Emergency Operations Plan

---

## **DIRECTION AND CONTROL**

1. The Director of Housing and Residence Life will direct and control shelter and mass care operations for the campus.

## **ESF – 7: Resource Management**

This ESF explains how resources are obtained and distributed, both within the university and outside the university through Pasquotank-Camden Emergency Management. This ESF will also describe how finances are managed during and following an emergency or disaster, including how to handle FEMA reimbursement.

Lead Department: Business & Finance

Supporting Departments: Special Assistant to the Chancellor

# Elizabeth City State University Emergency Operations Plan

---

Human Resources  
Accounting  
Purchasing  
Facilities Management

External Supporting Departments: Pasquotank-Camden Emergency Management

## **PURPOSE**

This annex provides a system of identifying and locating resources within the university and a method of activating those resources during an emergency. The preservation, conservation and replenishment of these resources is also included.

## **SITUATION AND ASSUMPTIONS**

### **Situation**

The university should acquire those resources required to cope with hazards posing a potential threat to the university.

### **Assumptions**

The required resources will be available to provide for the warning, evacuation and shelter/mass care of the endangered population. Additional resources will be available from local, county and state agencies, if needed.

## **CONCEPT OF OPERATIONS**

- A. University departments will use their own resources and equipment during emergencies and will have control over the management of these resources when the resources are needed to respond to the emergency situation.
- B. The Director of Purchasing will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operation and also develop a procurement system to acquire expendable supplies during emergencies.
- C. *An inventory list identifying the resources and the procedures needed to activate the resource at any time will be kept in the University-Purchasing Office. A listing of available resources and the department with ownership will also be maintained in this office.*
- E. *Materials Management shall serve as the single source of supply and support for all other emergency services and will be the only department to request retraction of services during recovery.*

# Elizabeth City State University Emergency Operations Plan

---

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organization

1. The University Property Office will have overall responsibility for coordination of resources.
2. The department having primary control on a day-to-day basis of a resource needed during emergency operations will continue to control that resource during emergencies.
3. The acquisition or replacement of a resource will follow routine procurement procedures exercised by the Director of *Materials Management*. In emergency situations, he/she will develop the means and the authority for the immediate procurement of life safety equipment and expendable supplies.

### Responsibilities

1. Director, Environmental Health and Safety
  - a. Analyze personnel and equipment requirements to meet potential hazards.
2. University Property Office
  - a. Coordinate resource use under emergency conditions and provide a system to protect these resources.
  - b. Identify resources and maintain current inventories of resources including sources and quantities.
  - c. Relocate anticipated resources to safe locations when advanced warning is given.
  - d. Set priorities on available resources and implement resource controls to restore essential services.
  - e. Provide for the deployment, recall and monitoring of resource equipment.
  - f. Maintain an inventory list.
3. Director of Purchasing/Accounting

# Elizabeth City State University Emergency Operations Plan

---

- a. Develop procedures for initiating and maintaining financial accounting records for all departments during emergencies.
- b. Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.
- c. Provide for the storage, maintenance and replenishment/replacement of essential equipment and materials.
- d. Identify and provide resources for special or critical facilities.
- e. Provide for the procurement of additional protective equipment, instruments, antidotes, and clothing for use in a hazardous chemical or radiological environment.

## **DIRECTION AND CONTROL**

- A. Utilization of resources under the operational control of the university will be under control of the Emergency Operations Coordinator with direction from the department having ownership of the resource.
- B. The commitment of resources from outside the university will be initiated by the individuals /departments with mutual aid agreements with operational control being exercised by the on-site commander of the service requiring that resource.
- C. The mutual aid agreements developed pre-disaster will determine who will move, operate and bear the cost of operation for equipment used under emergency conditions.

## **POLICIES**

- A. Records and reports pertaining to resource management will be the responsibility of the Director of Purchasing:
- B. The Director of Purchasing will compile a record of equipment usage and supply consumption from reports provided by units during emergency operations.
- C. The Director, Materials Management will develop procedures to expedite the acquisition of supplies in emergencies and account for all monies expended during emergency response and recovery operations.

## **ESF – 8: Health, Mental Health, and Health Services**

Lead Department: Student Health Services

Supporting Departments: Counseling and Testing

External Supporting Departments: Albemarle Regional Health Services  
Pasquotank-Camden Emergency Medical Services  
Pasquotank-Camden Emergency Management  
American Red Cross

**IMPORTANT NOTE:** This annex, for the most part, addresses the capabilities and roles of Pasquotank County providers of health and medical services. Should the university's capabilities be overtaxed in emergency situations, Student Health Services will coordinate efforts with local and county agencies according to well established standard operating procedures.

### **PURPOSE**

This ESF describes the actions taken by Student Health Services, including mental health services, in a disaster or emergency. It also describes actions taken on campus for a major medical emergency and information regarding Critical Incident Stress Debriefings for emergency personnel and the ECSU community.

### **SITUATION AND ASSUMPTIONS**

#### **Situation**

1. Most emergency situations can lead to public health and medical problems.
2. A well planned health and medical support network is essential during emergency situations.
3. Depending on the nature of the incident, complications may include general health problems, traumatic injury, communicable disease, contamination of food and water, and mental health problems.
4. The release of toxic or hazardous materials may result in air, water, or soil contamination.

#### **Assumptions**

1. A large scale emergency may result in increased demands on Student Health Services, Albemarle Hospital, Pasquotank-Camden Emergency Medical Services, and other health and medical personnel.

2. Many injuries, both minor and relatively severe, may be self-treated by the public.
3. Many of the injured will be transported to medical facilities by people other than medical personnel.
4. EMS is most critical within the first 30 minutes of the emergency. Mutual aid assistance, if activated, usually arrives after this critical period.
5. Resources available through area and regional medical, health and mortuary services mutual aid agreements will be provided.
6. When campus resources can no longer meet the demand of the situation, City and County agencies will be contacted to provide additional resources and/or to assume control of the response.
7. Catastrophic disasters may affect large areas of the county and medical resources may be damaged, destroyed or unavailable.
8. In an attack or disaster situation it may be necessary that both hospital facilities and patients be relocated.

## **CONCEPT OF OPERATIONS**

### **General**

1. Emergency operations for public health and medical services will be an extension of normal department and facility duties.
2. Coordination between Health/Medical providers is necessary to ensure emergency operational readiness.
3. During an emergency, the Director of Health Services or designee will determine how identified personnel should assist in the administration of first aid.

### **Health**

1. The primary concern of public health is disease control. The university will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.
2. Frequent inspections of damaged housing and shelters will be necessary to determine the need for emergency repairs, pest control, sanitation or other protective procedures.

#### Mental Health

1. The University Counseling Center will provide counseling services to students during and after emergencies, including student deaths and suicides.
2. Counselors should be prepared to work with both large and small groups as well as individuals.

#### Medical

1. Campus providers as well as EMS (when required) will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.
2. The primary First Aid Station to be used in case of an emergency is located in the Health Center in the Caldwell-Hoffler Building. It is estimated that approximately 5 minor injuries and 2 serious injuries can be handled at one time at the Health Center.
3. *Alternative First Aid Stations.* If, the Health Center is not available or if additional space should be required to treat injuries, a temporary station will be established in the Williams Hall Gym. If still additional space is required for treating injuries or if the other First Aid Stations are not available, a temporary First Aid Station will be established on the first floor of Williams Hall Lecture Hall.
4. The names and phone numbers of all University faculty and staff who can assist with first aid and patient care during an emergency should be kept on a roster at the primary First Aid Station. Those individuals should be made aware by the Emergency Operations (EO) Coordinator and the Health Center Nurse Manager that they would be expected to report to the designated First Aid Station during an emergency to determine if they are needed to assist with the treatment of injuries. It is the joint responsibility of the EO Coordinator and Director of Health Services to keep the list of individuals current and to identify other University personnel who might assist with first aid during an emergency.
5. EMS capabilities will be expanded by Mutual Aid squads as needed through the Incident Commander.
6. During mass casualty incidents, EMS will establish patient triage, holding, treatment and transportation areas.

7. ECSU First Responders will keep a written record of treatment provided on-site, including the names of the injured individuals and a brief description of the first aid provided.
8. An EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospital(s) and the Communications Centers.
9. Transfer of authority on-scene will be in accordance with established procedures.

#### Mortuary

1. The Pasquotank County Medical Examiner will identify and take charge of the proper recovery of human remains.

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES (COUNTY LEVEL)**

#### Organization

1. The Regional Health Director will coordinate, organize and supervise emergency public health operations.
2. The Incident Commander will coordinate emergency medical services operations.
3. The Medical Examiner will coordinate activities relating to the identification of the dead and mortuary services.
4. Emergency health and medical teams will be provided with safety and health equipment for response to hazardous materials incidents.
5. The Pasquotank-Camden Emergency Medical Services Director will make provisions for evacuating and/or sheltering of patients, staff, and for Mutual Aid equipment, supplies and vehicles sent for hazard situations.

#### Assignment of Responsibilities

1. Albemarle Regional Health Services Health Director
  - a. Prepare procedures for emergency health operations develop mutual aid agreements.
  - b. Develop and implement health awareness and public information programs regarding personal health.



- c. Provide for triage at emergency facilities, including shelters and mass care centers.
- d. Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable disease.
- e. Provide for the monitoring and evaluation of environmental health hazards and arrange for corrective measures.

*Pasquotank-Camden Emergency Management*

Develop mutual aid agreements. Maintain liaison with American Red Cross and other volunteer service agencies to support supplemental medical resources in shelters and other disaster conditions.

Pasquotank-Camden Emergency Medical Services

1. Develop EMS procedures.
  - a. Coordinate response capabilities utilizing the emergency rescue, medical and ambulance units.
  - b. Establish liaison with medical facilities and coordinate with receiving hospitals; and maintain field communications with other response groups.
  - c. Provide for the dispatch of ambulances and the transport of victims to medical facilities.
  - d. Provide for definitive care of the injured.
  - e. Implement a management system such as Incident Command System as needed.
  - f. Maintain a casualty tracking system.
2. American Red Cross Liaison
  - a. Provide food for emergency workers and patients.
  - b. Maintain a medical evacuee tracking system.
  - c. Provide blood through blood donor program.
  - d. Provide nursing staff and nursing aids as requested.

- e. Answer inquiries and inform families on status of individuals injured or missing.
  - f. Support the emergency response by medical/health personnel and mental health agencies as requested.
- 3. Volunteer Groups (e.g. Salvation Army, Ministerial Association).
  - a. Provide support personnel for counseling services for disaster victims.
  - b. Provide appropriately trained personnel, as available, to response teams.
  - c. Assist ARC in handling inquiries and informing families on the status of individuals injured or missing.

#### Office of Counseling and Testing

- a. Provide appropriately trained personnel for counseling services for disaster victims.

### **DIRECTION AND CONTROL**

- A. *Emergency public health operations will be directed from the County EOC by the Health Director.*
- B. The Incident Commander will direct and control EMS operations. For on-scene incidents, the senior officer will assume direction and control.
- C. The EMS Director and Incident Commander will maintain communications with their field forces and will keep the County EOC informed of activities performed and personnel and equipment needed to maintain adequate response and recovery efforts.

### **POLICIES**

- A. General
  - 1. Data related to disease outbreaks will be collected and forwarded to appropriate State and Federal officials.
  - 2. Health inspections will be conducted with increased frequency.
- B. Logistical Support
  - 1. Arrange for mutual aid response teams.

2. Medical supplies should be maintained at the primary and secondary First Aid Stations (estimated quantity for 150 patients at each of the three locations).

Substantial, but more limited, first aid supplies are kept at the following locations:

- Safety and Security Office
  - Residence Halls
  - Vaughan Gym (trainer's area)
  - Motor Pool Garage
  - Physical Plant (shop area)
  - Field House (at Roebuck Stadium)
3. Provide for augmentation personnel to support medical response teams.
  4. Provide for the acquisition of medical/health equipment and supplies.
  5. Inventory transportation resources.

## **ESF – 9: Volunteer Coordination**

Lead Department: Director of Human Resources

Supporting Departments: Student Affairs  
Auxiliary Services  
Student Health Services  
Business/Finance

### **PURPOSE**

The purpose of this Annex is to ensure the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support all ESFs during incidents.

### **SCOPE**

This Annex provides guidance on the management of masses of unaffiliated volunteers and unsolicited donated goods. (Any reference to volunteer services and donated goods in this Annex refers to unaffiliated volunteer services and unsolicited goods, unless otherwise stated. Unaffiliated volunteers, also known as spontaneous volunteers, are individuals who offer to help or self-deploy to assist in emergency situations without coordinating their activities. They are considered “unaffiliated” in that they are not part of a disaster relief and/or emergency response organization.) The guidance in this Annex ensures the effective and efficient delivery of donated goods to affected areas. Volunteer and Donations Management requires effective coordination among many supporting agencies/organizations.

### **POLICIES**

The goal of Volunteer and Donations Management is to efficiently and effectively support the affected jurisdiction(s) in close collaboration with the voluntary organizations/agencies, in an effort to manage the overall influx of offers of goods and services before, during, and after an incident.

- (1) The Lead Agency for this annex will designate an individual to serve as the ECSU Donations Management Coordinator.
- (2) The Donation Management Coordinator will create a strategy for managing unaffiliated volunteers, unsolicited donated goods, and undesignated cash.
- (3) The Donations Management Coordinator will have a work with the Logistics Section at the Emergency Operations Center (EOC) during activation.
- (4) ECSU will encourage unaffiliated volunteers (individuals and groups) to affiliate with recognized volunteer organizations, such as the American Red Cross, NC Baptist Men, etc. to facilitate their service involvement in disaster relief activities.

(13) All available means will be used to educate the public, emergency management community, elected officials, and the media on the strategy and principles for managing donations.

### **Situation**

During and following a major disaster, requirements for goods/services will exceed local and State capabilities. Volunteer and Donations Management will play a major role in meeting these needs. However, the ECSU will need to provide leadership and direction so that the public donates goods and services that are needed, and does not burden the system with unneeded goods/services that only detract or get in the way of relief efforts. Special actions will be required to avoid unsolicited donations becoming a burden to response and recovery operations.

### **Assumptions**

- (1) Local volunteer resources will be inadequate to deal with the disaster. State, and possibly Federal, assistance will be required.
- (2) Individual and/or groups of volunteers will go (or want to go) to the affected area and offer assistance.
- (3) An organized volunteer disaster response effort will be required.
- (6) When emergency conditions subside after a disaster, individuals and relief organizations from outside the disaster area will begin to collect materials and supplies to meet the needs of the survivors.
- (7) Appropriate messages will be provided to the media to provide the public with guidance about donating product, services, and/or cash.
- (8) Should a large-scale or catastrophic event occur, unsolicited donated goods could come from around the state or country.
- (9) Donated goods may arrive in a disaster area day or night without warning.
- (10) Donated goods may arrive unsorted or with minimal packaging.
- (11) The amount of donated goods and services will increase with the amount of media attention the disaster receives.
- (12) Non-useful and unwanted donations will occur, to include unsorted or dirty clothing, used mattresses, perishable foodstuffs and worn-out or cast-off items (i.e., junk). Disposal sites and procedures will be required for surplus, unneeded and junk donations.

### **CONCEPT OF OPERATIONS**

The Donations Management Coordinator will implement a public information campaign at the onset of the disaster to encourage donations of money and specific goods and services needed to address the particular nature of the disaster.

Individuals interested in volunteering their service will be encouraged to affiliate with recognized NCVOAD member organizations, other private volunteer organizations, or Citizen Corps Councils and their established programs (i.e. Community Emergency Response Teams, Medical Reserve Corps).

Unaffiliated volunteers will be discouraged, through media messaging, from going directly into any disaster site.

If volunteers require housing and feeding, the agency with whom they are matched will arrange for these accommodations.

Corporate offers of bulk items will be accepted if they are needed in the disaster response and relief efforts.

## **RESPONSIBILITIES**

### **Lead Department:**

Serves as the lead agency and designates one staff person to manage, coordinate, maintain and control donations management (donated goods, volunteers, and donated cash) as described in this Annex. That person serves as the ECSU Donations Management Coordinator, whose responsibilities are listed below.

(3) Coordinates with Annex Support Agencies to determine available resources and needs.

(4) Maintains contact with Volunteer and Donations Management liaisons in local county emergency management agencies.

Creates and executes an event-specific media messaging campaign for donated goods, volunteers and donated cash.

### **Supporting Departments:**

#### **Logistics Section**

Establishes a separate location (outside the EOC, but closely co-located) Donations Coordination Center, if necessary.

## **ESF – 10: Hazardous Materials**

Lead Department:	EH&S
Supporting Departments:	Special Assistant to the Chancellor Office of Campus Police Office of Facilities Management Academic Departments Student Health Services Purchasing
External Supporting Departments:	Pasquotank-Camden Emergency Management Elizabeth City Fire Department Private Contractors

### **PURPOSE**

This ESF describes how to handle hazardous materials on campus during a disaster or emergency and also how the campus will respond to a hazardous materials incident.

### **SCOPE**

The magnitude of the threat posed by these various hazardous materials used at ECSU demands a well-coordinated response by the individuals, departments, and agencies that may be involved. The intent of this planning effort is to insure that everyone will be prepared to provide assistance if called upon.

### **POLICIES**

All hazardous material emergencies should be FIRST reported to Environmental Health & Safety (EHS). Timely, informative, and accurate notification of a hazardous materials emergency is critical for an effective emergency response operation. EH&S must determine if outside emergency response agencies are needed to properly and thoroughly respond to the emergency situation. Elizabeth City State University also has a responsibility to notify local, state, and federal officials of a spill or release of a hazardous substance (to include hazardous waste). Section 304 of SARA Title III requires the immediate notification of a reportable quantity (RQ) to federal, state, and local emergency response agencies. An RQ is a quantity assigned to hazardous substances, the release of which triggers reporting requirements. RQ's are applicable to all hazardous substance releases to land, air, ground water, and surface water.

### **SITUATION AND ASSUMPTIONS**

- Environmental Health & Safety is notified of the emergency, if necessary.
- Departments and/or individuals involved resolve the incident with assistance or advice from the Environmental Health and Safety Director, Campus Police and/or Facilities Management personnel.

- If an employee is injured, an Employee Incident Report Form is completed and submitted to the Workers' Compensation Administrator.
- If a student is injured, a Student Incident Report Form is completed and submitted to Student Health Services Director.
- If the incident was a chemical spill with no injuries, an Accident Report is filed with the Environmental Health and Safety Director.

## **CONCEPT OF OPERATIONS**

Using the Incident Command System (ICS) can provide for effective leadership, and coordination, and on-scene command of emergency response forces in the event of a hazardous materials emergency at Elizabeth City State University.

A hazardous materials emergency response on campus will likely require assistance from a broad range of on-scene response organizations, including; local and state police organizations, local and county fire personnel, government officials, and private contractors.

Command and control begins with the initial response by Environmental Health & Safety, but is expanded as the emergency escalates, or the emergency level increases.

It is imperative to understand that for hazardous material emergencies involving a response by the Elizabeth City Fire Department, the ranking officer of the Elizabeth City Fire Department serves as the On-Scene Commander. The On-Scene Commander retains overall command responsibility until he determines that the threat to lives and property has been mitigated.



## **ESF – 11: Food and Water**

Lead Department:	Food Services
Supporting Departments:	Special Assistant to the Chancellor Office of Facilities
External Supporting Departments:	Thompson Hospitality Pasquotank-Camden Emergency Management American Red Cross

### **PURPOSE**

This ESF describes how food services and water distribution are handled during a disaster or emergency, for both students and emergency personnel, and the ECSU community if necessary.

### **SCOPE**

### **POLICIES**

1. ECSU Food Service Provider, Thompson Hospitality, will be prepared to serve all meals as scheduled despite emergency situations, such as power loss, fire or local disaster.
2. By mutual agreement with ECSU the Food Service Director or his representative may change the meal hours based on the extent of the emergency. In the event of power failure, a one day menu is available. Instructions in emergency procedures will be provided for employees during routine training sessions.
3. A three to five day stock of food and supplies will be on hand at all times.

### **ORGANIZATION**

Distribution of food and water will be coordinated by Thompson Hospitality Food Services, under the direction of the Director of Food Services, who will consult with the Executive Group regarding priorities, if rationing is necessary.

### **CONCEPT OF OPERATIONS**

1. During the disaster, Thompson Hospitality will provide food services for all dining and designated shelter locations, (Vaughan Center and the Blue Room) including food for University commuters who might be unable to leave the campus.

2. Thompson Hospitality typically has enough food to feed faculty, staff and resident students for three to five days.
3. In the case of an emergency that would render kitchens unusable, grills and portable stoves would be used for cooking. However, in some instances full meals will not be available since power will most likely be lost. Thompson personnel will make use of items in freezers first.
4. Adequate water supplies must be maintained for emergencies, since utilities may be disrupted.
5. Food and water has been stored for emergency use at Bedell Cafeteria and the Blue Room. However, during an emergency, the distribution of food and water may have to occur at alternative sites, including outdoor locations. Information regarding these locations will be provided at the emergency assembly areas and will also be available at the Emergency Operations Center.
6. Supplemental emergency water supplies are available at other locations on campus, including the domestic hot water storage tanks in residence halls. However, this water is not safe for consumption until it has been purified by boiling or some other means.
7. No water should be drained from the domestic hot water storage tanks for use during an emergency without the permission and involvement of a Facility Management staff member who is authorized to do so.
8. *Loss of Water.* All food will be served on disposable service ware. Arrangements will be made with a local water supplier to provide emergency supplies. Emergency menus will be used until the end of the emergency.
9. *Loss of Steam or Electricity.* The Food Service Director will evaluate the possibility of using alternative cooking methods. If alternative power is available, the standard menu will be followed.
10. *Vendor Failure.* Substitute of appropriate menu items of like quality and nutritional value for undelivered items. The Food Service Department will maintain the standard house menus with appropriate substitutions unless delivery failure is of such a significant nature that emergency menus are required.
11. *Work Stoppage.* Food Service will have on hand sufficient food and supplies to provide meal service during a work stoppage. Emergency menus will be instituted. An emergency work force will be formed from employees from other units.
12. *Emergency Menus.* A 24-hour menu is developed that can be used in contingency situations. Supplies to fulfill emergency menus will be maintained at all times.

13. At the discretion of the Food Service Director or his representative, Food Service employees will be subject to call in to provide staffing on a 24 hour basis.

### **RESPONSIBILITIES**

Director of Food Services

The Food Service Director will survey the area and report the damages to the Co-Managers of Facilities Management.

## **ESF – 12: Technology Systems**

**Lead Department:** Network Services and Telecommunications

**Supporting Departments:** Special Assistant to the Chancellor  
Office of Facilities  
Auxiliary Services  
Business Applications  
Marketing and Communications

**External Supporting Entities:** UNC Office of the President

### **I. Purpose**

Emergency Support Function (ESF) #12 – Technology Systems describes how computers and other technology systems are cared for during an emergency or disaster and how they are restored once the disaster is over. ESF #12 ensures that the essential services and functions supported by the computing system can continue following a disaster. This ESF also discusses redundant communications efforts that take place during a disaster or emergency for public information services.

This ESF is to be implemented immediately when an emergency or disaster of any type occurs that affects ECSU. Although disasters may vary in size, scope, and type and are certain to vary depending on the situation, the procedures, command structure, and responsibilities outlined in this ESF are applicable to all scenarios.

### **II. Scope**

ESF #12 coordinates actions for maintaining and servicing technology systems on campus during a disaster or emergency, including computing systems, notification systems, and communications systems. This may include the power down of such systems before a disaster, repairing damages, and bringing systems back up following a disaster. ESF #12 will work in partner with ESF #2 – Communications and other ESFs in this plan to respond to disasters and emergencies at ECSU.

### **III. Situation and Assumptions**

#### **A. Situation**

1. Information and the technology that supports it represent one of the university's most valuable assets.

2. Mission critical central computing or networking equipment may not be available in a disaster situation. Three possible scenarios that would cause this include:
  - The failure of a single piece of equipment resulting in an isolated service not being available for less than 24 hours.
3. Disasters or emergencies affecting campus may require the powering down of computing systems.
4. The key functions and services provided by units of ECSU generally fall into three broad classes of mission criticality as follows:

Priority 1 – These are vital services provided by and/or to the campus during normal operations, associated with minimal tolerance for downtime, and it is impractical or impossible to provide the services manually for more than a brief period of time. The majority of these services require the use of the central computing facility. These functions must be restored to a required level of functionality within 1-5 days after a disaster.

Priority 2 – These are important services provided by and/or to the campus during normal operations, associated with tolerance for unavailability of a period up to four weeks, and it is practical to provide the services manually for this period of time with succeeding return to automated operation with full recovery of records and transactions conducted during the interim. The majority of these services require the use of the central computing facility. These functions must be restored to a required level of functionality within 2-4 weeks after a disaster.

Priority 3 – These are important services provided by and/or to the campus during normal operations, and although these services may involved automation through the use of central or distributed computer systems, they may be conducted manually for extended periods of time when necessary while allowing a practical return to automation. These functions must be restored within 2-4 weeks after a disaster if possible, and based on other priorities.

3. The campus backup site is located in NCCU

## **B. Assumptions**

1. All forms of data transmission and communications may not be available in a disaster.
2. The computing center may be partially or totally destroyed in a disaster.

#### **IV. Policies**

Any state, federal, county, private, or internal procedures/policies/contracts that govern computing at ECSU (especially during an emergency).....

Disaster Recovery Plan, etc.

#### **V. Concept of Operations**

##### **A. General**

This ESF will be activated upon the occurrence of an emergency or disaster at ECSU requiring the maintenance and/or recovery of the computing and other technology systems on campus. Network Services and Telecommunications will serve as the main point of contact for all technology systems issues that occur during a disaster or emergency at ECSU. All technology systems activities will be coordinated through Network Services and Telecommunications and other ECSU departments or external entities as appropriate.

##### **B. Organization**

ESF #12 will selectively activate specific support activities based on the nature and scope of the events, the types of disruption, and the resources required to support response efforts.

## **ESF – 13: Law Enforcement**

This ESF describes how law enforcement is handled during a disaster or emergency, especially if the emergency deals with an event requiring immediate law enforcement.

Lead Department: Office of Campus Police

Supporting Departments: Student Affairs  
University Relations & Marketing

External Supporting Departments: Elizabeth City Police Department  
Pasquotank County Sheriff's Office  
State Bureau of Investigation  
Bureau of Alcohol, Tobacco, and Fire Arms  
North Carolina Alcohol Law Enforcement  
Federal Bureau of Investigation  
North Carolina Highway Patrol  
Pasquotank-Camden Emergency Management

### **PURPOSE**

This annex provides for crime prevention, maintenance of law and order and traffic control during emergency situations.

### **SITUATION AND ASSUMPTIONS**

#### **Situation**

During emergencies, law enforcement agencies must expand their operations to provide the increased protection required by disaster conditions. Numerous federal, state and county law enforcement agencies are available to support ECSU Campus Police.

#### **Assumptions**

The activities of ECSU Campus Police will significantly increase during emergency operations. Adequate law enforcement resources and services will often be available through existing mutual aid agreements. If ECSU capabilities are overtaxed, support will be obtained from city, county, state and/or federal agencies.

### **CONCEPT OF OPERATIONS**

Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include intendance of law and order, traffic control, crowd control and security.

Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place.

Law enforcement agencies will have responsibility for warning the public and for traffic control in and near an evacuated area and in other areas of emergency operations.

A system utilizing Identification Badges/Passes may be employed in order to control access to affected areas during emergency operations.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **Organization**

1. The ECSU Chief of Campus Police is responsible for coordinating law enforcement operations within the university.
2. Other law enforcement agencies will support emergency law enforcement activities.
3. Routine law enforcement procedures will be followed during emergency situations if feasible.

### **Responsibilities**

1. ECSU Chief of Campus Police
  - a. Develop and update on an annual basis Law Enforcement Annex and SOPs.
  - b. Obtain mutual aid agreements with other law enforcement agencies.
  - c. Maintain current internal notification/recall rosters and communication systems.
  - d. Provide direction and control for law enforcement operations.
  - e. Assist in warning and notifying the affected population of an existing or impending emergency.
  - f. Provide security and protection for the damaged area and critical facilities.
  - g. Control access to affected areas.
  - h. Provide security in the EOC, shelters, lodging and feeding facilities during emergency operations.
  - i. Coordinate additional law enforcement support with State Highway Patrol and other counties and/or municipalities during response activities.



## **ESF – 14: Public Information**

This ESF describes how media relations are handled during a disaster or emergency and also how the ECSU community is notified of events and kept up to date of developments during the disaster or emergency. This ESF also describes how disaster preparedness is distributed throughout the year.

Lead Department:	University Relations & Marketing
Supporting Departments:	Institutional Advancement Chief Information Officer Office of Campus Police
External Supporting Departments:	Regional Public Information Officers Local Radio and TV Stations Daily and Weekly Newspapers Cable and Government Cable Access UNC Office of the President

**The Chancellor will function as the official university spokesperson during an emergency.**

The Director will facilitate the preparation of any official releases, web postings or press conferences and will act as a liaison with representatives of the news media. Any university student, faculty or staff member contacted by the media should politely decline comments and refer the media representative(s) to the Director of Media Relations or the Operations Center. If the Director of Media Relations is not available, the Chancellor will determine who should respond.

### **PURPOSE**

The purpose of this annex describes missions, organizations, and concept of operations for the Public Information function.

### **SCOPE**

This annex is used in conjunction with and as a supplement to the ECSU Emergency Operations Plan (EOP) that guides the actions and responsibilities of the entire university. The Public Information Annex is designed to guide the public relations response to a critical incident or other emergency that may effect or has affected the health, safety, of welfare of students, faculty, staff, or campus visitors.

### **MISSION**

The Public Information Function is responsible for:

1. Effectively communicating with employees, students, the public, and other educational institutions;
2. Representing ECSU as responsible and caring;
3. Maintaining stakeholder confidence in ECSU; and
4. Maintaining focus on known facts and positive behavior

## **ORGANIZATION**

The Office of University Relations and Marketing bears primary responsibility for the public information function. The Office of University Relations and Marketing reports to the Vice Chancellor of Institutional Advancement, who in turn reports to the Chancellor.

## **POLICIES**

1. All media inquiries during an emergency shall be directed to the Office of University Relations and Marketing.
  - a. The Office of University Relations and Marketing will develop, maintain, and conduct a program for dissemination to the media and the public, information relating to specific disasters and recommended protective actions.
  - b. A central point for access to emergency information will be provided.
  - c. The Chancellor or his/her designee will brief the news media early in the emergency, stating what is being done to address the emergency (and if appropriate, prevent the reoccurrence).
  - d. The University will release its first news release within one hour after being notified of the emergency and will provide periodic updates to new agencies.

## **CONCEPT OF OPERATIONS**

### **General**

The Office of University Relations and Marketing will serve as the lead agency for coordination of public information activities.

### **Organization**

ECSU will designate a public information officer to coordinate emergency public information during disasters and to carry out public education programs during pre-disaster periods. During disasters, the ECSU Emergency Operations Center serves as the central coordinating center for public information.

### **Notification**

The EO Coordinator or the Chancellor will notify the Office of University Relations and Marketing and the Director of Media Relations that an emergency has occurred or that such potential exists. According to the severity and nature of the situation, public information support agencies will also be notified.

### **Response Actions**

(1)Initial

- (a) Identify stakeholders and communicate the facts to stakeholders
- (b) Address media with initial statement

(2) Continuing

- (a) Provide trained public information personnel to support response and recovery efforts.
- (b) Provide updates to news media on disaster situation and actions the University is taking regarding the situation.
- (d) Coordinate with all Executive Group and Emergency Operations Group members to ensure accurate and current information is released to the public.

## Recovery Actions

Continue to update all communications with the media, employees, and via the Internet as needed.

Announce any support programs, such as grief and trauma counseling, diversity training, etc. that are being established in response to the crisis.

Establish toll-free hotline or local hotline for affected individuals, if appropriate.

## Responsibilities

### 1. Primary Agency: Office of University Relations and Marketing

(1) Provide the following types of information during emergencies/disasters.

- (a) Location, type, extent of damage, and casualties.
- (b) University agency response actions.

(2) Coordinate ECSU emergency public information efforts.

(3) When required, provide a public information representative to field operations.

(4) As required, provide an area for media briefing and press releases and conduct these in a timely manner.

(6) Coordinate with the Pasquotank County Public Information Officer during a County declared emergency or disaster.

(7) Coordinate with local agency public information officers involved in the response/recovery efforts.

(8) Use the media to disseminate public information as necessary.

- (9) Coordinate with other agencies to ensure accurate and current information is released.
- (10) Activate ESCU siren for critical incidents.

2. Support Agencies: University Departments will:

- (1) Provide public information regarding emergency actions taken.
- (2) Coordinate public information activity with the incident Public Information Officer.

### DESIGNATED SPOKESPERSONS

The following people have been designated as media spokesperson for given situations:

Emergency Scenario	Spokesperson
Emergency itself	<u>Primary:</u> Chancellor <u>Alternate:</u> Chief of Campus Police <u>Alternate:</u> Director of Media Relations
Natural Disasters: Fire/Explosion with Injuries Flooding Tornado Violent weather Earthquake Hurricane Tsunami	<u>Primary:</u> Chancellor <u>Alternate:</u> Director of Media Relations
Incidents concerning residents: Deaths Hostage Situations Disturbance/Riot	<u>Primary:</u> Chancellor <u>Alternate:</u> Vice Chancellor for Student Affairs <u>Alternate:</u> Director of Media Relations
Incidents concerning: student criminal acts	<u>Primary:</u> Chancellor <u>Alternate:</u> Chief of Campus Police <u>Alternate:</u> Director of Media Relations
Incidents involving significant damage to facilities and/or operations	<u>Primary:</u> Chancellor <u>Alternate:</u> Director of Media Relations
Incidents regarding health problems or infectious diseases	<u>Primary:</u> Chancellor <u>Alternate:</u> Vice Chancellor for Student Affairs <u>Alternate:</u> Director of Student Health Services <u>Alternate:</u> Director of Media Relations

## **ESF – 15: Damage Assessment and Recovery**

This ESF describes damage assessment and recovery procedures that will take place following a major event.

Lead Department: Business and Finance

Supporting Departments: Special Assistant to the Chancellor  
EH&S  
Office of Campus Police  
Human Resources  
Housing and Residence Life  
Facilities Management

External Supporting Departments: Private Contractors  
State Construction Office  
North Carolina Department of Insurance

### **PURPOSE**

This annex presents a system to coordinate disaster monitoring and reporting capabilities. It also provides procedures for describing and estimating the nature and extent of the damage and requesting assistance.

### **SITUATION AND ASSUMPTIONS**

#### **Situation**

1. Most hazardous events which may affect the university have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. An initial damage assessment will provide a descriptive measure of the severity and magnitude of the disaster. Response requirements and capabilities, effectiveness of initial response operations and requirements for supplemental assistance can be determined from initial damage assessments.
3. *If a disaster occurs of such magnitude that it could result in a Declaration of Disaster or Emergency, a damage assessment of public and private property is required for the County and all of its subdivisions. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required to restore the affected area to pre-disaster condition.*

#### Assumption

1. The ECSU campus will continue to be exposed to various hazards resulting in damage to property.
2. Damage will be assessed by pre-arranged teams of local resource personnel.
3. Implementing damage assessment procedures will expedite relief and assistance for the campus populace.

### CONCEPT OF OPERATIONS

#### A. General

1. Ultimate responsibility for damage assessment lies with the *Director of Facilities*?
2. *The Damage Assessment Officer* (DAO) or his designee will be responsible for a damage survey, the collection of data and the preparation of damage assessment reports.
3. Damage assessment teams will be selected for damage survey.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### Organization

1. The *Co-Managers of Facilities* is responsible for the overall organization of damage assessment for the campus.
2. A Damage Assessment Officer will be appointed to coordinate damage assessment operations.
3. Damage Assessment teams will be selected for damage survey.

#### Responsibilities

1. Director of Facilities
  - a. Ensure the appointment of a Damage Assessment officer.
  - b. Recruit and assemble a damage assessment team from internal, business (appraisers, contractors, utilities, etc.) and/or support agencies.
  - c. Identify resources to support and assist with damage assessment activities (maps, cameras, etc.).

- d. Develop, review and update procedures for damage reporting annually.
- e. Provide for training of personnel in damage assessment techniques.
- f. Maintain a current internal notification/recall roster.
- g. Report to EOC upon activation and coordinate damage assessment operations in conjunction with the Emergency Operations Coordinator.
- h. Begin collection of data and recordkeeping at onset of event.
- i. Assign damage assessment teams and deploy as feasible.
- j. Coordinate disaster assessment teams conducting field surveys.
- k. Inform officials of hazardous facilities, roads, etc.
- l. Compile damage reports for appropriate agencies.
- m. Maintain a list of critical facilities requiring priority repairs.
- n. Collect and compile incoming damage reports from teams.
- o. Document all emergency work performed by local resources, including appropriate photographs.
- p. Maintain maps and other documents relating to water, and sewerage lines, and other utilities.
- q. Post unsafe and/or unusable buildings, roads, etc.
- r. Monitor restoration activities.
- s. Provide information about locations of power, natural gas, telephone facilities and lines.
- t. Provide information about damage to utilities, facilities, and power lines. Correlate and consolidate all expenditures and damage assessment for transmittal to Pasquotank-Camden Emergency Management.

NOTE: The *Co-Managers of Facilities* may assign any of the above responsibilities to individuals within Facilities Services according to internal SOPs.

2. Damage Assessment Teams

- a. Assist the Damage Assessment Officer in maintaining readiness by checking equipment and supplies, and reporting any changes to personnel rosters.
- b. Upon official notification, report to the EOC as soon as conditions permit, receive assignments, and pick up equipment and supplies.
- c. When feasible assign vehicles or personnel equipped with two-way radios to the emergency or disaster area.
- d. Survey areas, record damage and transmit general damage assessment information by the fastest means available to the EOC.
- e. Return to the EOC when directed.

3. Comptroller

- a. Establish and maintain a separate account of expenditures for the disaster.

**DIRECTION AND CONTROL**

- A. The *Co-Managers of Facilities* will direct and control damage assessment activities from the EOC.
- B. The Damage Assessment Officer is responsible for the coordination of damage assessment teams.
- C. All university departments will provide personnel and resources to support the damage assessment effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments, but will function under the technical supervision of the DAO.

**POLICIES**

- A. Field reporting forms and all necessary federal disaster reporting forms and guidance will be made available for distribution when necessary. Copies of all documentation are retained for record purposes.



- B. *Survey teams for damage assessment will consist primarily of local government employees. When necessary, nonprofit organizations and non-government personnel will supplement the teams. Radiological and/or hazardous materials specialists will be added to teams when need arises.*

## **Hazard Specific Annexes**

### **Food Poisoning and Communicable Diseases Involving Multiple Students (Level 1 Emergency)**

#### **In case of food poisoning involving multiple students:**

1. Notify the Office of Campus Police who will notify the Student Health Center.
2. Call 9-1-1 if help is needed immediately.
3. If it is suspected or determined that the food poisoning resulted from food served at Bedell Cafeteria the Director of Health Services or Director of Safety and Security will notify the Thompson Hospitality food service manager.
4. The Health Center and/or the Office of Campus Police will provide status reports to the Chief Information Officer who will inform the Chancellor and Director of University Relations & Marketing.

#### **In the case of communicable disease involving multiple students:**

Notify the Office of Campus Police, who will notify the University Health Center. The Health Center and the Campus Police will provide status reports the Chief Information Officer who will intern notify the Chancellor and the Director of University Relations & Marketing. The Health Center will provide information regarding the University's communicable disease policy.

#### **. Agents of Bioterrorism**

<b>Agent</b>	<b>Type</b>	<b>Incubation</b>	<b>Clinical symptoms</b>	<b>Diagnosis</b>
<b>Anthrax</b>	Bacteria	2-60 days	<b><u>Cutaneous</u></b> : raised papule; fills with fluid within 1-2 days & ruptures into a painless ulcer with black center. <b><u>Inhalational</u></b> : Nonspecific viral syndrome followed in 2-5 days by severe respiratory distress, mediastinitis, shock and death.	<b><u>Inhalational</u></b> : Widened mediastinum on CXR  Blood, pleural fluid, CSF, wound culture
<b>Botulism</b>	Toxin	1-5 days	Blurred vision, diplopia, dry mouth, ptosis, symmetrical, descending paralysis.	Clinical signs/symptoms Serology
<b>Smallpox</b>	Virus	7-17 days	Acute onset fever; followed in 2-	Pharyngeal swab

			3 days by macules progressing to pustules-most on extremities and face and <b>synchronous stage of development.</b>	Scab material PCR/DFA or culture (reference lab only)
<b>Tularemia</b>	Bacteria	3-5 days	<b>Pneumonic:</b> fever, nonproductive cough, pleuritic chest pain, substernal tightness, chills, headache, malaise, anorexia & fatigue. <b>Systemic:</b> nondescript febrile illness; more common in persons with chronic disease. <b>Oropharyngeal/Glandular:</b> enlarged lymph nodes & skin lesions.	Pleural fluid: >1000 wbc/ mm <sup>3</sup> , CXR: $\pm$ infiltrates  Lymphocytosis  Cultures of blood, ulcer, sputum, pharyngeal exudates; requires special media
<b>Viral Hemorrhagic Fever (VHF)</b>	Virus	5-42 days	Fever, myalgia, prostration, conjunctival, hypotension, flushing, petechial hemorrhages, shock and generalized hemorrhage.	Clinical signs/symptoms  Serology

## Bomb Threat Annex

### Bomb Threat (Level 3 Emergency)

The Office of Campus Police should be contacted immediately about a bomb threat. They will contact the Elizabeth City Fire and Police Departments, notify the Chief Information Officer, who will intern notify the Chancellor, and evaluate the seriousness of the threat to determine if the evacuation of buildings is necessary. Bomb and other threats may be delivered in writing, in person, over the telephone or through a secondary source. The most common method is by telephone.

#### A person receiving a telephoned bomb threat should attempt to:

1. Keep the caller on the line as long as possible.
2. Immediately notify the Office of Campus Police.
3. Write down all the information obtained, using as many exact words as possible.

#### Staff procedures following a bomb threat:

1. The Director of Physical Plant or his designee will work with authorities to determine if gas or fuel lines should be shut off.
2. The Director of Campus Police or on-duty security officers will assist authorities with a visual search of the area(s) as appropriate.
3. If a bomb is discovered prior to local authorities arriving, evacuate all remaining

individuals immediately.

4. Do not touch, move or cover the object. Make note of its description and exact location.
5. Do not use walkie-talkie devices in the area.
6. Restrict all access to the building(s) to authorized personnel only.
7. Following an evacuation, do not let anyone re-enter building(s) until authorized.
8. File appropriate reports as required.

## **BOMB THREAT**



1. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller by using the checklist that follows.
2. Immediately report **all** bomb threats to the **ECSU Office of Campus Police at 252-384-1988**, giving your name, location, and telephone number. Inform the officer of the situation, including any information you may have as to the location of the bomb, the time it is set to explode, and the time when you received the call.
3. Inform your supervisor and/or department head.
4. Local supervisors and/or campus authorities will be responsible for building evacuation.
5. Instructed to evacuate, exit the building immediately and report to the designated evacuation site for the building. If inclement weather conditions exist, you may move to another building a safe distance away. Do not reenter the building until you are instructed that it is safe to do so by ECSU Campus Police.

## **Mail Bombs**

The likelihood of your ever receiving a bomb in the mail is remote. Unfortunately, however, a small number of explosive devices have been mailed over the years resulting in the death, injury, and destruction of property.

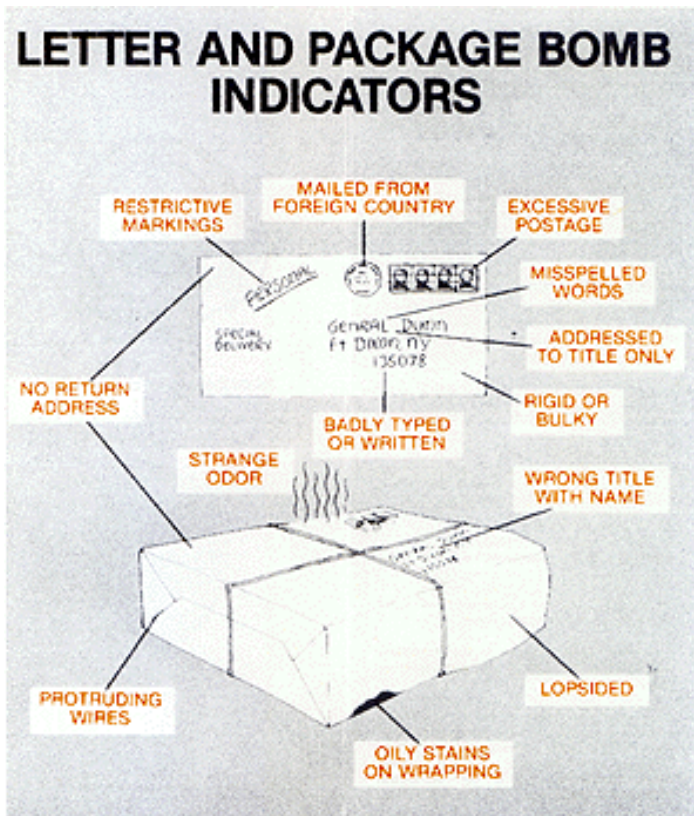
What can you do to help prevent a mail bomb disaster? First, consider whether you or your organization could be a possible target. Some motives for mail bombs include revenge, extortion, love triangles, terrorism, and business disputes. Keep in mind that a bomb can be enclosed in either a parcel or an envelope, and its outward appearance is limited only by the imagination of the sender. However, mail bombs have some unique characteristics which may assist you in identifying a suspect mailing. To apply these factors, it is important to know the type of mail your organization and your home receive. Look for these signs:

- Mail bombs may bear restricted endorsements such as "Personal" or "Private." This factor is important when the addressee does not usually receive personal mail at the office.
- Addressee's name/title may be inaccurate.

- Return address may be fictitious.
- Mail bombs may reflect/distorted handwriting or the name and address may be prepared with homemade labels or cut-and-paste lettering.
- Mail bombs may have protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.
- Cancellation or postmark may show a different location than the return address.
- Mail bombs may have excessive postage.
- Letter bombs may feel rigid, or appear uneven or lopsided.
- Parcel bombs may have unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed "Fragile-Handle With Care" or "Rush-Do Not Delay."
- Package bombs may have an irregular shape, soft spots, or bulges.
- Package bombs may make buzzing or ticking noise or a sloshing sound.
- Pressure or resistance may be noted when removing contents from an envelope or parcel.

**If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender:**

- Do not open the article.
- Isolate the mailing and evacuate the immediate area.
- Do not put in water or a confined space such as a desk drawer or filing cabinet.
- If possible, open windows in the immediate area to assist in venting potential explosive gases.
- If you have any reason to believe a letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent - instead, contact Campus Police at 384-1988 for immediate professional assistance.



## **Fire and Hazardous Materials Annex**

### **Fire or Explosion (Level 3 Emergency)**

**Except for very small, localized fires, no individual should attempt to extinguish a fire before implementing the procedures listed below.**

**Procedures to be followed in case of fire or explosion are:**

1. Sound the fire alarm
2. Evacuate the building.
3. Call 9-1-1 and notify the Office of Safety and Security at x3548.
4. Notify response team and other emergency officials of anyone who you suspect may be trapped in the building

### **Hazardous Material Spill (Level 3 Emergency)**

**Any chemical spill or offensive odors in a laboratory building should be reported to the Laboratory Services Manager and the Office of Campus Police, who will call the Elizabeth City Fire Department. Individuals should not attempt to clean up a spill until it has been assessed by trained personnel. If you are inside a building in which a spill has occurred, immediately evacuate the building.**

**If you are outside when an incident occurs:**

1. Move uphill and upwind; hazardous materials can be transported quickly through air and water.
2. Don't touch or step in spilled materials.
3. Notify the Office of Campus Police from a safe location as soon as it is practical  
To do so (252) 335-3266

**If you are indoors when an incident occurs outside of the building that you are occupying:**

1. Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or similar thick tape.
2. Close as many internal doors as possible.
3. If local authorities warn of an explosion, close all shades and draperies. Stay away from the windows to prevent injury from flying glass.
4. The Office of Physical Plant will turn off all ventilation systems or switch to 100 percent re-circulation (based on consultation with the Elizabeth City Fire Department) so that no outside air is drawn into the building.
5. If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
6. Remain in protected, interior areas of the building where toxic vapors are reduced.

**After an accident involving:**

**Corrosives: Corrosives are substances that cause visible destruction or permanent changes of the skin tissue on contact. They are especially dangerous to the eyes and respiratory tract**

1. Wash your eyes for 15 to 20 minutes if they are affected. Eyelids must be open; do not rub the injured area.
2. Get under a shower; remove all clothing; wash with soap and water.

**Flammables: Flammables are liquids with a flash point below 100 degrees F with gases that burn readily.**

3. Turn off the main electricity and gas jets.
4. Evacuate the building.

**Toxics: Toxics are poisonous substances.**

1. Wash your hands.
2. Discard contaminated clothing or objects.
3. Use the appropriate antidotes.

**Reactive: A reactive is a substance that can undergo a chemical or other change that may result in an explosion, burning and corrosive or toxic conditions.**

1. Close all doors.
2. Evacuate the danger area.
3. Follow decontamination instructions from local fire or health authorities.  
Depending on the chemical, you may be advised to take a thorough shower or you may be advised to stay away from water and follow another procedure.

## **Power Failure Annex**

Major Power Outage: Electrical power is provided to Elizabeth City State University by the Elizabeth City Electric Department. Electrical distribution within the individual campus buildings is managed by the Electrical Shop, which is part of the Facilities Management Department.

All buildings are equipped with emergency exit lights to identify safe emergency exits in the event of a power failure. Most buildings have emergency backup lighting, which is battery-powered. However, you may want to have flashlights, a battery-operated radio and fresh batteries available as well.

If your area or floor is without power, try to determine if the rest of the building is affected. Then notify Campus Police at

## **Severe Winter Weather Annex**

### **Winter Storm (Level 3 Emergency)**

A winter storm with substantial snow and ice has the potential for immobilizing the campus and preventing commuters from leaving the campus. In such instances, the Chancellor will declare an emergency and direct that contingency plans for emergency food and shelter be implemented.

Exposure to the cold without proper warm clothing or heat can produce hypothermia that can be fatal if not treated in time. Because the likelihood of power outages increases during storms, preparing for the possibility of a loss of heat is essential. Residence hall students are less vulnerable than commuters, since the residence halls have been equipped with emergency generators. During a winter storm in which power is lost, commuters will be provided shelter in the Vaughan Center and, if necessary, other campus buildings that are equipped with emergency generators.

## **Flooding Annex**

### **PURPOSE**

### **SITUATION AND ASSUMPTIONS**

### **CONCEPT OF OPERATIONS**

## **Hurricane Annex**

### **PURPOSE**

### **SIUTATION AND ASSUMPTIONS**

### **CONCEPT OF OPERATIONS**

#### **Response Actions**

##### **1. Prior to Hurricane Season**

This section describes actions that will be taken before hurricane season, including the maintenance of plans and procedures, the gathering of supplies, and the training of personnel.

- The EOG will meet periodically throughout the year prior to disaster/hurricane season and will participate in emergency exercises, including university exercises, local exercises, and state exercises, to improve preparedness measures. The EOG will also participate in writing and updating plans and procedures, including the EOP, for emergencies on campus.
- Departments will educate staff about disaster/ hurricane procedures and provide staff members with written plans and checklists for reference. Departments will keep all needed disaster/hurricane supplies on hand and keep emergency contact information up-to-date.
- Vice Chancellor for Business & Finance will ensure proper disaster preparedness funding is received by the university and will track how this money is spent.
- Design and Construction of ECSU buildings and infrastructure will incorporate disaster preparedness measures when possible, such as building out of flood plains and using substantial materials for building. Projects will also be developed to improve the infrastructure of the



university, such as drainage and pipelines in relation to disaster preparedness.

- Relationships with Pasquotank-Camden Emergency Management will be maintained through meetings, participation in exercises, and regular contact. Relationships will also be fostered with local media.

## 2. During Hurricane Season

- University emergency personnel, specifically the Emergency Management Coordinator, will monitor the Atlantic Basin and report any tropical activity to university officials through written advisories. The Emergency Management Coordinator will make suggestions for actions as appropriate based on the status of any storms.
- The EOG will hold at least one meeting and at this meeting will practice EOC setup and operations.
- At least one disaster/hurricane exercise will take place at the beginning of each disaster/hurricane season to practice disaster/hurricane preparedness, response, recovery, and/or mitigation.

### **Hurricane Watch – 36 to 48 hours prior to storm arrival**

This section describes actions that will be taken during a Hurricane Watch, as established by the National Hurricane Center. A Hurricane Watch usually takes place 36 hours prior to the arrival of 74 mph winds.

- When a Hurricane Watch is issued for Pasquotank County, the EO Coordinator will call a meeting of the Executive Group. In this meeting, the EO Coordinator will update the Executive Group on the status of the storm. The Executive Group will make decisions concerning possible evacuation and closing of the university and will set a time for the EOG to meet.
- Emergency employees required to work in the EOC or stay at the Vaughan Center during the emergency will be allowed to leave campus at a time designated by the EO Coordinator to secure their homes and must return to campus soon after being released to continue with the disaster/hurricane response.
- Departments will begin disaster/hurricane preparations, using prepared checklists at the discretion of department heads. Researchers will begin to prepare their facilities.

- The Emergency Management Coordinator will attend Pasquotank-Camden Emergency Management briefings as necessary.

### **Hurricane Warning – 24 hours prior to storm arrival**

This section describes actions that will be taken during a Hurricane Warning, as established by the National Hurricane Center, including actions taken during both a voluntary and mandatory evacuation period for ECSU. A Hurricane Warning usually takes place 24 hours prior to the arrival of 74 mph winds.

- The Executive Group will meet at a specified time to make critical decisions concerning university opening and closing information and student evacuation. The EOG will meet as necessary.
- Contact will be maintained with Pasquotank-Camden Emergency Management to obtain critical information on the storm status and evacuation possibilities.
- The Emergency Management Coordinator will continue to attend Pasquotank-Camden Emergency Management briefings as necessary and relay important decisions. The Emergency Management Coordinator will serve as the ECSU Liaison to the Pasquotank-Camden EOC when it is activated.
- The Emergency Operations Center will be set up and staffed appropriately. All emergency personnel required to work in the EOC will report to Campus Police Headquarters unless otherwise directed.
- The Vaughan Center will be set up and staffed with emergency personnel and shelter accommodations will be set up for emergency personnel and students who will remain on campus for the duration of the storm.

### **University Closing**

- Upon recommendation by the Executive Group, the Chancellor will make a decision whether or not to close ECSU. The Chancellor has the designated authority to close the university and will notify the proper personnel once a decision has been made.

### **Voluntary Evacuation**

- If a voluntary evacuation is not issued for Pasquotank County, ECSU reserves the right to issue a voluntary evacuation for the university. All

academic policies will be suspended and classes will be officially canceled.

### **Mandatory Evacuation**

- When Pasquotank County issues a mandatory evacuation, ECSU will issue a mandatory evacuation for all students. However, ECSU reserves the right to issue a mandatory evacuation even if Pasquotank County does not issue one for the county. Upon mandatory evacuation of ECSU, students will be evacuated from all residence halls according to evacuation procedures.
- When departmental checklists are completed, all buildings on campus will be evacuated of all faculty, staff, and students, except for emergency personnel. The university will be officially closed.

### **During the Hurricane**

This section describes actions that will be taken during the hurricane, as the storm passes over Elizabeth City, NC, and ECSU. This section indicates which personnel should not be on the ECSU campus or describes emergency personnel duties while stationed at the ECSU EOC.

- Emergency personnel will conduct emergency operations from the EOC as necessary and required. Communications will be maintained with Pasquotank-Camden EOC through the ECSU Liaison stationed there. Resource requests can be made through this representative.
- Records will be kept in the EOC of all actions taken and major incidents. Status boards will be maintained throughout the storm and Situation Reports will be written once every twelve hours and forwarded to Pasquotank-Camden EOC.

### **Recovery**

This section describes actions that will take place during the recovery period after the hurricane has passed Elizabeth City, NC and ECSU. ECSU emergency personnel will monitor the passing of the storm by keeping close communications with Pasquotank-Camden Emergency Management.

- When the hurricane has passed, Facilities and Housing and Residence Life personnel will assess all parts of the university for damage. This initial assessment will focus on life-threatening damage and major destruction to the exterior of buildings. Design and Construction will also assist with the initial assessment if possible. Priority for assessments will be given to residence halls, utilities, buildings, housing,

technology, equipment, and research buildings such as Jenkins Science Center and the Information & Technology Building. Facilities personnel will report any damage back to the EOC, as well as the need for extra resources for repairs if necessary.

- A team of Campus Police officers will report to the main entrance of campus where they will monitor the entrance to the university by blocking access and controlling traffic. Only those individuals on the Human Resources essential personnel list may enter the campus. This will be verified by an EOC representative stationed at the main entrance.
- All resources needed for repairs to damage caused by the disaster will be routed through the EOC. Emergency personnel in the EOC will request additional resources as needed from contractors, local vendors, and Pasquotank-Camden Emergency Management. Emergency personnel in the EOC will also track financial transactions.
- The Executive Group will meet in person or via phone to discuss ECSU opening information and will update the Chancellor as needed. When the decision is made that the university will open, the EO Coordinator will notify emergency personnel as needed and make appropriate preparations.
- When disaster operations are no longer needed, emergency personnel will close down the EOC and return to normal business operations. Emergency personnel will debrief following the event using information gathered in the EOC logs and situation reports. An After Action Report will be written about the disaster response using EOC records. This After Action Report will be used to improve plans and procedures for future response.

### **Hurricane (Level 3 Emergency)**

Upon notification of a hurricane that poses a threat to the Albemarle region, Elizabeth City and Pasquotank County, Pasquotank-Camden Emergency Management Office will supply regular updates to the Chancellor. Based on the predicted course and classification of the hurricane, the Chancellor will meet with the Executive Group to decide upon the appropriate action to be taken.

The university recognizes the Saffir-Simpson Hurricane Scale (a 1-5 rating based on the hurricane's present intensity) as a basis for determining the operating status of the university as follows:

#### **A. Category One Hurricane: Winds 74-95 mph**

1. Classes cancelled, normal operations suspended.

2. Essential personnel will report to campus.
3. The Residence Halls will remain open, however students that live in the Albemarle area are encouraged to seek shelter at their residence.

**B. Category Two Hurricane: Winds 96-110 mph**

1. Classes cancelled, normal operations suspended.
2. Essential personnel will report to campus.
3. The Residence Halls will be closed twenty-four hours prior to the storm's arrival. Students will be required to depart the campus and return upon notice of the opening of the residence halls. International students and students that cannot arrange for lodging away from the area will be housed in the Vaughan Center.

**C. Category Three Hurricane: Winds 111-130 mph (MANDATORY EVACUATION)**

1. Classes cancelled, normal operations suspended.
2. Essential personnel will report to campus.
3. The Residence Halls will be closed twenty-four hours prior to the storm's arrival. Students will be required to depart the campus and return upon notice of the opening of the residence halls (see Category Two procedures).

**D. Category Four Hurricane: Winds 131-155 mph**

1. Classes cancelled, normal operations suspended.
2. Essential personnel will report to campus.
3. The Residence Halls will be closed twenty-four hours prior to the storm's arrival.
4. Students will be required to depart the campus and return upon notice of the opening of the residence halls (see Category Two procedures).

**E. Category Five Hurricane: Winds greater than 155 mph**

1. Classes cancelled, normal operations suspended.
2. Essential personnel will report to campus.
3. The Residence Halls will be closed twenty-four hours prior to the storm's arrival. Students will be required to depart the campus and return upon notice of the opening of the residence halls (see Category Two procedures).

**Hurricane Checklists**

The following checklists denote specific responsibilities for departments, offices, and/or individuals during a hurricane.

**HURRICANE CHECK LIST  
Emergency Operations Coordinator**

The EO Coordinator position was established by the Chancellor to ensure that the university community, main campus, and outlying facilities are properly protected when the university is officially closed during a hurricane. The Vice Chancellor of Student Affairs will act as the EO Coordinator and will be responsible for making critical decisions concerning the hurricane emergency; coordinating response resources, implementing ECSU policy, and overseeing incident response critique and follow up. All information flow concerning resources, major decisions on the status of the university for the main campus and for outlying facilities including Viking Village and the K.E. White Center, and response actions will be directly routed under the authority of the EO Coordinator. The individual occupying this position has full authority to take whatever steps necessary to protect life and property at ECSU. The Vice Chancellor of Student Affairs receives all the authorities and responsibilities for the EO Coordinator position during a hurricane emergency as detailed in this EOP.

**PRIOR TO HURRICANE SEASON**

- Develop, maintain, and update the EOP, standard operating procedures, guidelines, memorandums of understanding, purchase orders, and documents and resource manuals used during a hurricane operations situation in cooperation with the Emergency Operations Group (EOG) and as needed.
- Update EOG members on ECSU emergency preparedness issues and changes throughout the year and provide an environment for the EOG to meet and discuss

such issues. Maintain current contact information of EOG personnel and alternates and update this contact information twice a year in May and September.

- Maintain and update current disaster/hurricane safety information for ECSU students and parents. The information should be displayed and sent out regularly and stored in appropriate numbers adequate for distribution during disaster/hurricane season.
- Secure contracts for back up generators in coordination with Physical Plant.
- Ensure that adequate training and resources are available to faculty and staff to implement the EOP when necessary. Conduct training and meet with emergency personnel regularly.
- Develop new and maintain existing mitigation strategies for the university.

**PRIOR TO HURRICANE SEASON**  
**Director of Media Relations**

**PRIOR TO HURRICANE SEASON**

- Review emergency plans including the EOP. Make sure all current employees are familiar with these plans and procedures and ensure all new employees are properly trained in disaster procedures.
- Update staffing changes and emergency contact information for Media Relations emergency personnel.
- Maintain pre-scripted notification messages for placement on the Web page and Emergency Hotline in an emergency. Maintain prepared press briefings as well.
- Charge and test battery-operated printer and emergency laptop computer on a monthly basis and check supplies.
- On a monthly basis, charge camera equipment and review photographic equipment battery requirements.
- Back up office computers on a monthly basis and store CDs in emergency vault.
- Check emergency supply inventory. Order any needed items. Make emergency personnel aware of these supplies.

**HURRICANE WATCH – 36 to 48 hours prior to storm arrival.**

- Update Emergency Hotline to state that a Hurricane Watch has been issued and to stay tuned for further instructions. Use prepared Hurricane Watch public briefing and pre-scripted messages.
- Field media questions if necessary.
- Provide information to the Executive Group and EOG as needed and issue public briefings and emergency messages based on the Executive Group's decisions.
- Issue faxes and/or e-mails to all local media outlets including newspapers, TV stations, and radio stations when public briefings are issued.
- Activate the "breaking news" banner on the ECSU homepage and link it to pertinent disaster/hurricane information.
- Place hurricane information on [www.ecsu.edu](http://www.ecsu.edu)

**HURRICANE WARNING – 24 hours prior to storm arrival**

- When the EO Coordinator announces the closing of the university, use a pre-scripted public briefing for student notification. Specify the date, time, and special instructions on this briefing. Use this briefing for the following:
  - A mass e-mail to faculty and staff stating that the university will be closing at a specified time.
  - A mass e-mail to students stating that the university will be closing at a specified time.
  - Make sure campus operators receive emergency closing messages



- Placement on Emergency Hotline.
- Update the “breaking news” banner on the ECSU Web site to explain the hurricane warning and any evacuation or closing information.
- E-mail and fax the media with the closing information. Use a fax if possible, and considering calling various news sources if necessary. Brief ECSU Liaison to Pasquotank-Camden EOC that his/her ECSU status report to the group will be included in the Pasquotank County PIO’s media update – message must be in sync with ECSU message. E-mail copies of all ECSU emergency communications to the Pasquotank-Camden EOC.
- Update the Emergency Hotline and ECSU Web page every 4 hours or as needed.
- Update all media outlets if conditions at the university change.
- Prepare offices for the hurricane.
- Ensure that the portable printer, laptop, and fax are placed in the EOC as well as emergency news supplies (toner, paper, media list, fax cover sheets, campus directory, Elizabeth City directory, pre-scripted blank emergency media notifications on news release letterhead).
- Ensure the emergency phone line to the Office of University Relations & Marketing is transferred to the EOC.
- Put message of all office voice mails that ECSU is closed for an emergency and give hotline numbers and home or cell numbers in case media need to reach emergency team.
- When hurricane procedures are completed, all Office of University Relations & Marketing staff should report to their homes except EOC designee, including one staff member that can update public information from home.

**HURRICANE CHECK LIST**  
**Office of the Chancellor – Legal Affairs**

**PRIOR TO THE HURRICANE SEASON**

- Review emergency plans, including the EOP. Make sure all employees are familiar with these plans and procedures.
- Update staffing changes and emergency contact information for Legal Affairs
- Check to make sure that there is a current properly executed K. E. White-Red Cross Shelter Agreement on file, if not take steps to obtain executed agreement.
- Check to make sure that the Red Cross has provided ECSU with current evidence of liability insurance in connection with K. E. White-Red Cross Shelter Agreement, if not request current certificate of insurance from the local Red Cross.
- Assess the number of original legal documents that should be scanned for safekeeping and begin the scanning process.

**HURRICANE WATCH – 36 hours prior to storm arrival**

- Finalize scanning of critical legal documents.
- Finalize any pending legal matters with eminent deadlines.
- Create a back-up disk for both Attorney and Paralegal files.

**HURRICANE WARNING – 24 hours prior to storm arrival**

- Secure back-up disks.
- Secure “paper” legal files in locked file cabinet.
- Secure all equipment (computers, printers, etc.)

## **HURRICANE CHECKLIST**

### **Campus Police**

#### **PRIOR TO HURRICANE SEASON**

- Review disaster policies and procedures including the EOP. Make sure all employees are familiar with these plans and procedures.
- Update staffing changes and emergency contact information for Campus Police personnel.
- Check emergency supply inventory. Order any needed items. Make emergency personnel aware of these supplies.
- Handle emergency preparedness needs as they arise and coordinate with the EOG on such issues.
- Track equipment such as vehicle keys in an organized fashion for emergency use.
- Facilitate the assembly of the Executive Group in the Emergency Operations Center, including contacting subordinates of team members who are not on campus or cannot be located.
- Assure that impacted buildings have been evacuated and, if necessary, assist with building shutdown procedures.
- Collect roll call information from faculty and staff at the designated evacuation assembly areas and report any missing faculty, staff, students and visitors to the Emergency Operations Center.
- Schedule emergency drills and provide for the evaluation of these drills, including the preparation of reports to the Executive Group.
- Review evacuation plans for all University buildings and assuring that shelter and fallout protection areas are designated.
- Keep University personnel informed of the latest warning signals of a pending emergency situation.
- Work with appropriate staff to ensure sufficient amount of emergency supplies and equipment to implement the operational requirements of the plan, and regularly reviewing the status and suitability of emergency equipment.
- Coordinate with the Director of Telecommunications and Network Services and other university personnel responsible for record keeping and data storage to insure the safe storage and availability of important University records.
- Ensure that a phone list of all emergency agencies and officials, including law enforcement, fire, medical, Red Cross and FEMA is available in the Campus Police Office, the Chancellor's Board Room, Thomas-Jenkins Conference Room and any other locations designated as potential Emergency Operations Centers.
- Coordinate with emergency services agencies in the City and County to determine their responsibilities and expected roles during an emergency.
- Provide a copy of the ECSU Emergency Operations Plan and any updates to appropriate public agencies, including the Elizabeth City Fire and Police Departments

### **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

- Review staffing levels and availability of personnel.
- Place all police officers and telecommunications personnel on standby and brief them of the hurricane status.
- Attend EOG meetings as necessary and provide information to the Executive Group as requested.
- In the case of a hurricane weaker than a Category 3, the police dispatch center should remain at police headquarters. All police operations will be run from this location under the authority of the Police Chief.
- In the case of a Category 3 or hurricane stronger than a Category 3, when directed by the EO Coordinator, begin setup of the Police Command Center in a room adjacent to the EOC:
  - Move all necessary equipment and supplies to the EOC.
  - Move dispatch center to the EOC.
  - In cooperation with Telecommunications, ensure all phone lines in the EOC are operational.
  - Secure Campus Police Headquarters and ensure Facilities Management has boarded all windows. Because the university population recognizes this building as an access point for emergency services, one or two police officers will remain on site as weather permits to field any emergencies and direct individuals to the EOC.

### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Provide police resources to ECSU outer locations if needed.
- Assist with campus evacuation:
  - Assist Residence Directors and Residence Assistants with residence hall evacuations.
  - Complete final check of all residence halls to ensure all occupants have been evacuated.
  - Lock down all residence buildings and contact Auxiliary Services when process is complete.
- Secure all entrances to ECSU:
  - Obtain trucks and other vehicles from Management Facilities and ensure that Facilities Management representatives have fueled the trucks.
  - Use vehicles obtained to block all entrances to ECSU.
- Deactivate emergency call boxes on the main campus and at Viking Village and place tape over buttons to indicate that they are non-operational.
- Secure all officers except for skeleton crew.
- Staff Command Center at Police Headquarters or the EOC and send the Chief of Police to the EOC.

## **DURING THE HURRICANE**

- A skeleton crew of police officers will remain in the EOC/Command Center for the duration of the storm. The Chief of Police will remain at the EOC.
- Run campus law enforcement operations and take security measures as usual.
- Maintain 2-way radio operations for the duration of the storm.
- Assist with EOC and campus operations as directed by the EO Coordinator.
- Activate emergency communications systems.
- Dispatch the Emergency Response Truck as needed.
- If necessary, transport first aid supplies to the First Aid Station and/or sites where injuries are being treated.
- Serve as the point of contact for off-campus emergency service providers (e.g. fire, police, rescue).
- Maintain all documentation necessary to the event.
- Prepare and submit all required local, state and federal reports that are necessary as a result of the event.

## **RECOVERY**

- Assist personnel assessing damage during initial damage assessment if possible and report damage back to the EOC.
- Staff all ECSU entrances to prevent unauthorized access to the campus while it is closed.
- When the decision is made to re-open campus, aid in reopening procedures. Clear all entrances to campus.
- Assist with the closing of the EOC and supervise the transfer of the Command Center back to Campus Police Headquarters if it was moved.

## **HURRICANE CHECKLIST**

### **Vice Chancellor of Business & Finance**

#### **PRIOR TO HURRICANE SEASON**

##### **Purchasing**

- Review emergency plans including the EOP. Make sure all current employees are familiar with these plans and procedures and ensure all new employees are properly trained in disaster procedures.
- Update Purchasing staffing assignments and emergency contact information for the Emergency Operations Group and EOC.
- Ensure that Physical Plant has Emergency Purchase Orders on hand for the following vendors, not to exceed \$10,000 each:
  - Lowes – building supplies;
  - Rexel – electrical supplies;
  - Noland – plumbing;
  - Mickey Hooper – cleaning supplies;
  - Norman Young – tires;
- Provide an updated fixed asset listing per department to the University Controller for inclusion in the safe deposit boxes at Wachovia Bank.
- Solicit a comprehensive list of ECSU emergency personnel for emergency access purposes ensuring that only essential personnel are granted emergency access.
- Provide updated fixed asset listing to Controller's office for inclusion in the safe deposit boxes at Wachovia bank.

#### **DURING HURRICANE SEASON**

- Ensure that office and equipment is secured.
- Cancel training and meetings.
- No Business and Finance personnel should remain on campus during the disaster/hurricane unless directed to do so by the Executive Group.

#### **RECOVERY**

- Ensure that office equipment is working properly.
- Check office area for damages.
- Identify and report damages to Director of Facilities.

##### **Accounting**

- Review emergency plans including the EOP. Make sure all current employees are familiar with these plans and procedures and ensure all new employees are properly trained in disaster procedures.

- Update staffing changes and emergency contact information for the Controller.
- Ascertain that the chart of accounts and emergency check stock is available at the safe deposit boxes at Wachovia Bank.
- Print general and subsidiary ledger balances and store the report in the safe deposit box at Wachovia Bank. A copy can also be left in the safe in the cashier's office.

### **Budget Office**

Review emergency plans including the EOP. Make sure all current employees are familiar with these plans and procedures and ensure all new employees are properly trained in disaster procedures.

### **HURRICANE WATCH –36 to 48 hours prior to storm arrival**

- Notify all Business and Finance personnel that a hurricane watch has been issued. The Physical Plant Personnel required to stay until shutdown operations are completed should leave the university and attend to their homes before returning to the university to aid in shutdown.
- All general office personnel should remove all items from windows and wrap office equipment in plastic. All equipment should be removed from floors.
- General office personnel should ascertain that reports are backed up to the server in Academic Computing.

### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Shutdown will not necessarily occur in every hurricane situation.
- Board windows at the Chancellor's Residence and M.D. Thorpe Administration Building first floor.

### **RECOVERY**

- Following the directions from the Executive Group, Business and Finance personnel will return to campus and implement the disaster recovery plan.
- General office personnel should remove the plastic from equipment and inform the supervisor of any office damage. Once notified by Information Technology that all financial systems are up and current, the Controller will verify account balances and inform the Vice Chancellor for Business and Finance of any discrepancies.
- Resume mail service and all other auxiliary activities.

## **HURRICANE CHECKLIST**

### **Co-Managers of Facilities Management**

#### **PRIOR TO HURRICANE SEASON**

- Maintain facilities in a manner that minimizes hazards.
- Maintain critical facilities records.
- Develop emergency shutdown procedures.
- Select and train an adequate number of personnel to effect the safe shutdown procedures of all operations and processes.
- Participate in all emergency drills.
- Maintain emergency equipment in a state of readiness for any emergency.
- Confirm that the designated evacuation routes and emergency assembly areas would be safe during an emergency and recommending alternative routes and areas, if necessary.

#### **In a shutdown situation, the Director of Facilities Management and Director of Design and Construction and his staff will:**

- Assist in the safe evacuation of all personnel.
- Evaluate the feasibility of safely initiating and completing emergency shutdown procedures.
- Provide leadership to the Facilities Assessment Team.
- Notify the Operations Coordinator and emergency services agencies of any dangers that may present hazards.
- Commence emergency shutdown procedures.
- When safe, determine the extent of damage to the University buildings and equipment before any attempts are made to resume operations.
- Supervise start-up procedures.
- Provide assistance in maintaining campus security until it is safe to return to normal working conditions and the danger to the health and safety of the workforce has passed. As indicated above, The Co-Managers of Facilities Management and Design and Construction will lead the Facilities Assessment Team. The Assessment Team is responsible for determining if the emergency assembly areas are free of hazards, if circulation routes are safe, if structures are stable enough for occupancy, and if utilities should be shut off. The Assessment Team shall act according to the following steps:
  - a) Survey the building from the outside.
  - b) Examine the site for hazards.
  - c) Inspect the structural system from inside the building.
  - d) Inspect for non-structural hazards.
  - e) Inspect for other hazards such as loose wires, broken pipes and gas lines.
  - f) Lock and barricade rooms and/or buildings that are unsafe and notify the Emergency Operations Center of buildings or rooms that can or cannot be reoccupied
- Assist in the safe evacuation of all personnel.



- Evaluate the feasibility of safely initiating and completing emergency shutdown procedures. Locksmiths will secure exterior door locks at Suites and Apartments after students have been required to leave campus. Aid in installation of window protection to Campus Police Headquarters and ensure generator support. Position generator and floodlights at Main entrance to support police and access authorization. If possible, use Facilities Management personnel for fire watch duty if power is disrupted.

### **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

- Contact and meet with the Executive Group and brief members on the emergency condition based on information received in an advisory from EH&S. Lead the Executive Group's decision making discussion on when and if ECSU will close, when and if students will be evacuated, and when classes will be cancelled.
- Ensure that a representative from the Executive Group has contacted the Chancellor for approval on any decisions made by the Executive Group.
- Set up an Emergency Operations Group (EOG) meeting to discuss disaster operations and notify the EOG of the meeting time and place using prepared contact lists.
- Meet with the EOG and update the group on the situation. Establish a time to man the EOC based on campus readiness and weather conditions and forecast.
- Notify Media Relations to update the Emergency Hotline.
- Notify university departments to begin hurricane checklists.
- Issue a mailing/emailing of disaster safety information and current emergency condition information to ECSU faculty, staff, students, and parents. This mailing /emailing will instruct the university community to begin to make necessary preparations for the disaster/hurricane and will ask that everyone stay tuned to the Emergency Hotline and ECSU website for more information.
- Notify Telecommunications and EH&S of the need to set up the EOC and communications center prior to Disaster Warning status.
- Ensure communications between Pasquotank-Camden Emergency Management and ECSU regarding the expected timing of mandatory evacuation.
- Check communications with critical locations, such as the Chancellor's home, the K.E. White Center, and remote locations including Viking Village. Also ensure communications with emergency personnel.
- Notify off campus locations of the possible need to cancel meetings and events scheduled during the time of the disaster/hurricane emergency. Issue a briefing/announcement on university closing information.
- Ensure that there are standing orders in place for recovery supplies that may be needed following the disaster.
- Meet with appropriate personnel to decide whether or not the computer system should be powered down prior to the arrival of the storm.
- Notify the Director of the University Student Union of estimated activation time of the EOC.

## **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

### **Landscape Services**

Verify the assignment and availability of emergency personnel, and determine whether or not they will need transportation from home to campus.  
Contact the Chancellor to determine if he/she needs assistance.  
Fuel all grounds vehicles.

### **Housekeeping**

Verify assignment and availability of emergency personnel, and determine whether or not they will need transportation from home to the campus.  
Fuel all housekeeping vehicles.  
Assist with hurricane preparations in campus buildings and offices as needed.

## **HURRICANE WARNING – 24 hours prior to storm arrival**

### **Landscape Services**

Pick up and secure/dispose of loose objects in immediate vicinity of buildings.  
Housekeeping will assist as needed.  
Close dumpster lids throughout campus.  
Check all storm drains and catch basins and clean as needed.  
Verify with Athletics that loose items on the athletic fields, such as goal pole, bleachers, etc. have been secured. Assist Athletics as needed.  
Check with Facilities Coordinator of the Director of Recreational Services concerning trash can lids in recreation area and athletic benches.  
Remove Banners and signs from buildings.  
Pick up and store all barricades and moveable signs throughout campus.  
Lock doors on storage shed inside Facilities Management compound.  
Secure all Landscaping Services equipment.  
Perform general cleanup and storage of small items in Facilities Management lot.  
Remove flags from Flag Pole on Quad.

### **Housekeeping**

Store all doormats, etc, inside buildings.  
Housekeeping supervisor will place one wet-vac in each of two mobile vans.

## **HURRICANE WARNING – 24 hours prior to storm arrival**

- Ensure proper set up of the EOC.
- Pick up Petty Cash.
- Meet with the EOG at the EOC at the designated EOC activation time. Conduct briefing for EOG on storm conditions.
- Ensure Residence Halls have been evacuated, if an evacuation was ordered.

- Notify the Director of Auxiliary Services to begin to set up provisions for emergency personnel in the Vaughan Center.
- Direct shut down of the campus switchboard at the appropriate time.
- Direct shut down of IT systems at the appropriate time.
- Direct shutdown off all campus elevators at the appropriate time.
- Ensure all department disaster/hurricane checklists have been completed.

## **DURING THE HURRICANE**

- Coordinate the activities of the EOG and make critical decisions as needed.
- Approve and log emergency expenditures and activate purchase orders as needed. Monitor all financial activities and transactions for the duration of the storm and during the recovery period. Ensure that the designated bookkeeper records all financial transactions made during the hurricane emergency.
- Maintain communications with the Pasquotank-Camden EOC through the ECSU representative.
- Conduct information gathering from EOC personnel once every twelve hours during disaster operations to prepare a Situation Report describing current weather conditions, state of the campus, actions taken, infrastructure damage if known, communications issues, and resources needed. Send Situation Reports to the ECSU Liaison stationed at the Pasquotank-Camden EOC using the prepared SitRep forms available in the EOC. Keep a copy of the SitReps in the disaster operations log at the EOC.
- Direct the Director of Media Relations to update the Emergency Hotline as needed using pre-scripted messages.
- Monitor activities of emergency personnel.
- Track ECSU resource needs and communicate any critical needs to Pasquotank-Camden Emergency Management.
- Manage information flow into and out of ECSU and ensure all actions taken are recorded in the EOC hurricane preparations log using ICS forms.
- Maintain an official log of major events and decisions during EOC activation.

## **DURING THE HURRICANE**

All pre-assigned Facilities Management representatives for damage assessment will remain on campus for the duration of the disaster in order to complete an initial assessment immediately following the disaster.

The Co-Managers of Facilities Management will contact the EO Coordinator as needed. No other Facilities Management employees should remain on campus for the duration of the storm unless directed to do so by the EO Coordinator.

## **RECOVERY**

Members of the Facilities Management will conduct an initial damage assessment of ECSU immediately following the hurricane. The Facilities Management personnel will

perform these initial assessments under the direction of the EO Coordinator and will report back to the EOC following the assessments.

### **Landscape Services**

Clear campus of trees, branches, and storm debris. Coordinate with Campus Police. The priority will be given to roadways and then buildings.

Check all drains in parking lots and roadways for obstructions. Clear as required.

Contact outside contractors through the EOC as needed and coordinate with Purchasing Services.

Return signs, barricades, pallets, trashcan lids, etc. to appropriate areas.

### **Housekeeping**

- Check all buildings for any housekeeping items that need attention, and specifically for water that needs to be mopped up.
- Assist Landscape Services Crew as required.
- Replace doormats.

## **RECOVERY**

- When conditions are safe, direct personnel conducting damage assessment to complete an initial damage assessment to determine any major damage to campus.
- Assess and compile a list of disaster related injuries, damages, etc. to campus using information gathered by personnel assessing damage after the storm subsides.
- Give authority to allow additional personnel to come to campus to begin detailed damage assessments of campus buildings. Contact specific building coordinators based on damages observed by the personnel assessing damages.
- Coordinate the gathering of additional resources and contractors needed for recovery operations according to information brought to the EOC by the personnel assessing damages.
- Brief the Chancellor and Senior Officers of the status of campus as soon as possible after a storm subsides.
- Debrief with emergency personnel on events that occurred during the storm using the EOC Log.
- Release designated emergency personnel when appropriate.
- Order close down of the EOC when emergency operations have been completed. Consider a partial activation if recovery activities are ongoing, or transfer EOC responsibilities to another department or location.
- Monitor disaster declarations and coordinate FEMA reimbursement applications accordingly.
- Review emergency plans, including the EOP. Make sure all current employees are familiar with these plans and procedures and ensure all new employees are properly trained in disaster procedures.

- Update staffing changes and emergency contact information for Physical Plant emergency personnel. Identify all emergency personnel who will assist with disaster operations.
- Check emergency supply inventory, specifically for flashlights, batteries, hard hats and duct tape. Order any needed items. Make emergency personnel aware of these supplies.
- Assign members of the Facilities Management for damage assessment duties as appropriate and in coordination with the EO Coordinator. Ensure these personnel members are aware of their responsibilities for damage assessment.
- Arrange for outside contractors for recovery operations such as tree removal. Purchasing will provide contracts for cranes.

## **HURRICANE CHECKLIST**

### **Environmental Health & Safety**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP. Make sure departmental employees are familiar with these plans and procedures.
- Update staffing changes and emergency contact information for EH&S personnel.
- Update emergency supply inventory. Order any needed items. Make emergency personnel aware of these supplies and provide updated list to EOG.
- Promote disaster/hurricane awareness to faculty, staff, and students as requested and required.
- Review EOP and other emergency plans as necessary, including a yearly revision of the EOP.
- Attend local, state, and federal disaster/hurricane exercises when able.
- Plan and execute table top and full scale disaster exercises for the university.
- Reviewing evacuation plans for all University buildings and assuring that shelter and fallout protection areas are designated.
- Working with appropriate staff to ensure sufficient amount of emergency supplies and equipment to implement the operational requirements of the plan, and regularly reviewing the status and suitability of emergency equipment.

#### **DURING HURRICANE SEASON**

- Monitor the development and the path of named tropical systems in the Atlantic Basin and issue advisories to the EO Coordinator as necessary.
- Keep disaster/hurricane information on hand for distribution and distribute to faculty, staff, students, and parents when appropriate.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Assist the Department of Telecommunications with EOC set up. Supply the EOC with copies of emergency management materials such as plans, contact information, EOC forms, and status boards as necessary. Provide additional equipment if needed. This equipment will be organized and kept in the EH&S office prior to disaster/hurricane season.
- Monitor on campus pre-disaster/hurricane activities as they occur and assist as needed.
- Monitor the placement and connection of auxiliary generators.
- Secure the EH&S office.
- Transport cots from K.E. White Graduate Center to the EOC for emergency personnel use (Physical Plant).

## **RECOVERY**

- Report all major damage to the EO Coordinator and request additional resources for repairs as necessary.
- If electrical service has been interrupted for more than 24 hours, EH&S staff will make it a priority to ensure all emergency lighting and fire alarms in buildings return to normal operations as soon as possible. Ensure fire watches are conducted if necessary.
- Assist with any hazardous materials emergencies as they occur.
- Assist the Executive Group with university opening decisions based on safety conditions on campus.
- Assist with dismantling the EOC.
- Provide information to be included in the after action report of university actions during the hurricane.

## **HURRICANE CHECK LIST**

### **Telecommunications**

#### **PRIOR TO HURRICANE SEASON**

- Review disaster recovery plans, especially the Telecom Disaster Plan.
- Update staffing changes and emergency number changes.
- Give a copy of the Telecom Disaster Plan to each emergency personnel member.
- Check emergency supply inventory. Order any needed items. Make each emergency personnel aware of these supplies.
- Publish emergency hotline number in university staff newsletter.

#### **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

- Review current disaster plan- 36 Hours, 24 Hours and 12 Hours. (Distribute copy to each employee).
- Meet with Telecommunications and AV personnel to review requirements for storm preparations.
- Designate backup emergency personnel.
- Check Emergency Operation Center location and set up EOC communications lines if needed.
- Inspect all Telecommunications sites.
- Inspect all emergency radios and cell phones.
- Fill Telecommunications vehicles' fuel tanks.
- Meet with Director of Information Technology System to provide criteria for communications during the next 24 hours.
- Have emergency generators at Telecommunications Building.
- Emergency personnel will go to their homes to prepare for the storm and then return to campus and their post assignments.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Request telecommunications setup of Emergency Operation Center from the ECSU Emergency Operations Coordinator. Wait for EO Coordinator to request to set up EOC.
- Telecommunications technicians will prepare to setup emergency operations in the Campus Police Headquarters & Vaughan Center.
- Develop technical schedule for backup of Telecommunications command center personnel.
- Recheck gas in all vehicles.
- Director will report to Emergency Operations Center.



## **DURING THE HURRICANE**

- The Director of Telecommunications will report to the EOC and reside there for the duration of the storm.
- The Director will provide telecommunications assistance in the EOC as needed.
- No other telecommunications staff should be on campus during a disaster/hurricane. Emergency telecommunications personnel will remain in contact with the director on an hourly basis. (If possible)

## **RECOVERY**

- Follow directions from Command Center on accessing any damage.
- If the personnel assessing damage find no damage, restore operational areas to their original sites.
- Director will prioritize emergency actions.
- Emergency team will contact Director for directions.
- Director will go with personnel assessing damage to determine the scope and impact of the damage as applied to Telecommunications functions.
- Director, along with personnel assessing damage, will inspect the Telecommunications Building.
- Upon approval of the personnel assessing damage, the Director will advise emergency team to return to work.
- Director will prioritize emergency actions and determine recovery procedure and if additional personnel will be called in.
- Telecommunications equipment recovery procedure (Main switch and nodes descriptions) will be activated.
- Emergency personnel will follow Power-up procedure.
- Emergency personnel will dismantle Emergency Operations Center. The EOC is deactivated by order of the EO Coordinator.
- Emergency PO or purchasing procedure should be activated to allow the quick acquisition of critical hardware or components in the event they are damaged during the disaster event.

## **HURRICANE CHECKLIST**

### **Computing Services**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans including the EOP. Make sure all current employees are familiar with these plans and procedures and ensure all new employees are properly trained in disaster procedures.
- Update staffing changes and emergency contact information for Computing Services emergency personnel.
- Verify that the following supplies are on hand:
  - Plywood for windows (Physical Plant)
  - Hex screws and ratchet for installing plywood
  - Ladder
  - Plastic for wrapping equipment
  - Duct Tape
  - Trash bags for wrapping small equipment

#### **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

- Notify all computing services personnel that a disaster/hurricane watch has been issued. Those personnel required to stay until shutdown has been complete should leave the university and attend to their homes before returning to the university to aid in shutdown.
- Communicate with the EOC Coordinator on the possible closing of the university and possible shutdown of the system.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

These activities should only be completed after Computing Services and the EO Coordinator have determined the best time to begin shut down. This time will be determined based on storm information, university closing and evacuation information, and discretion of Computing Services personnel. These activities will begin upon direction of the EO Coordinator. Shutdown will not necessarily occur in every disaster/hurricane situation. Total shutdown time = 30 minutes.

- In coordination with the EO Coordinator, determine a time for shut down of all systems.
- Announce shutdown of computers via a system broadcast giving a 15 minute notification.
- Shut down the communications equipment.
- Shut down the servers.
- Allow equipment to cool down for approximately 15 minutes.
- Power off air conditioner units.
- Turn off all the electrical circuits in the circuit breaker box.
- Wrap communication rack, server rack, and computers with plastic.

- Power off and wrap high speed and laser printers with plastic.
- Power off and wrap optical mark reader (scanner) with plastic.
- Shut down and wrap terminals and PCs with plastic.
- Store tape log in a secure location.
- Secure exchange server racks.
- Secure individual offices, the training room, and high-risk areas housing data communications equipment (top floors and area with windows). All equipment should be covered with plastic or a trash bag, as appropriate.
- Make sure all Computing Services personnel have cleared the university.

## **DURING THE HURRICANE**

- Computing Services emergency personnel will contact the EOC as needed.
- No representatives from Computing Services should remain on campus during the disaster/hurricane unless directed to do so by the EO Coordinator.

## **RECOVERY**

- Following direction from the EO Coordinator, Computing Services management staff will return to campus and implement the department's disaster recovery plan.
- Assess damage to computer systems and request additional resources for repairs if necessary. If there is no damage or the damage is minor, the following steps will be taken:
  - Remove plastic wrappings from all equipment.
  - Power on air conditioning units, after consulting with Facilities Management.
  - Verify that the air condition unit in the operation room is operating properly and cooling the room.
- Computing Services personnel, EO Coordinator, Network Services, and Facility Management will closely collaborate to determine when to bring systems back up.
- Ensure all equipment necessary for reboot is undamaged and ready for reboot.
- Ensure the environment of system rooms, including temperature and humidity, are favorable for system reboot.
- When directed by the EO Coordinator, begin reboot of all communications equipment, servers, computers, and peripheral equipment.
- If all conditions are favorable, allow one hour for reboot.
- Complete reboot of campus systems.
- Attend to other computer systems areas on campus including computer labs.

## **HURRICANE CHECKLIST**

### **Housing and Residence Life**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP. Ensure all current employees are familiar with these plans and procedures and ensure all new employees are properly trained in disaster procedures.
- Update staffing changes and emergency contact information for Housing and Residence Life emergency personnel.
- Check emergency supply inventory. Order any needed items. Make emergency personnel aware of these supplies.
- **Conduct RA/RD disaster/hurricane training at least once a year.**
- Provide disaster training to students through RA's and RD's. Ensure students are especially familiar with evacuation procedures. Maintain current disaster literature and make readily available to students housed on campus.
- Communicate with the Associate Vice Chancellor for Student Affairs on a regular basis about disaster information and training.
- Stock supplies for potential power outages where students are still present on campus.

#### **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

- The Director of Housing and Residence Life will brief staff of the Hurricane Watch status and remind staff of responsibilities for storm preparations.
- Resident Assistants will prepare and distribute Warning Posters, educating resident students about the potential of disaster/hurricane landfall and its implications.
- Resident Assistants will plan a mandatory disaster meeting for resident students to update them of the status of the storm and remind them of evacuation procedures.
- Residence Directors will make disaster Sign-Out Sheets available to Resident Assistants.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Warning flyers will be immediately posted by Housing Staff. Warning flyers will be posted on all outside apartment and suite doors.
- Maintenance tasks will be assigned as needed and in conjunction with the Director of Physical Plant.
- In coordination with Physical Plant, Ensure that elevators in residence halls are shutdown prior to the arrival of 40 mph winds.
- Housing Staff will hold a mandatory disaster Warning Floor Meeting. At this meeting:
  - Students will sign the disaster Sign Out sheet and write a phone number and destination for contact during the storm.

- Resident Assistants will remind students that they should leave the Elizabeth City area if possible and not stay in town with an off campus friend.
- Following the disaster Warning Floor Meeting, Housing Staff will place the disaster Sign Out sheets at the front desk for any students that did not sign out.
- Housing Staff will inform students of the difference between a Voluntary Evacuation and a Mandatory Evacuation. Students will be instructed to prepare their rooms before evacuating.
- Students will be instructed to check the Emergency Hotline at (252) 335-3400 or check the web site [www.ecsu.edu](http://www.ecsu.edu) for information about closing and re-opening. The Assistant Director/Assignments and Facilities and Assistant Director/Staffing and Judicial will assist with all disaster duties as assigned. The Assistant Director/Staffing and Judicial for Residence Life will ensure appropriate staffing for the Emergency Operations Center.

### **Mandatory Evacuation**

- All residence halls will be evacuated upon closing of the university. Residence Life and Campus Police staff will verify evacuation and closure of all residential facilities.
- Front desks will remain open until the halls are emptied.
- Resident Assistants will help with the evacuation of the buildings.
- Full evacuation procedures should take no more than 2.5 hours.

### **DURING THE HURRICANE**

- The Director of Housing and Residence Life, the Assistant Director of Housing and Residence Life, and all Residence Directors are the only Office of Housing and Residence Life staff members required to remain in the Vaughan Center or EOC.
- In the EOC, the Director of Housing and Residence Life will assist in fielding calls from parents who need information about their children's whereabouts and will use the disaster Sign Out sheets to release this information. However, the EOC phone number will not be publicized for parent use.
- The Director of Housing and Residence Life will remain in close contact with the Dean of Students to provide updates on the situation.
- The Assistants for Residence Life and Residence Directors will reside for the duration of the storm.
- No other Office of Housing and Residence Life staff should remain on campus during the disaster.

### **RECOVERY**

- Upon direction from the EO Coordinator, Office of Housing and Residence Life staff will return to student housing buildings to complete a preliminary inspection. This preliminary inspection will gauge an estimate of structural damage to

buildings. Once the preliminary inspection is complete, staff will return to the EOC. After completing the preliminary inspection, a full fledged inspection of the residential buildings will take place. Floor plans will be used to mark down damaged areas. The Housing and Residence Life staff will work in teams to identify and locate damage to each residence hall. Teams will specifically look for structural, glass, and water damage. The Assistant Director of Housing will compile and separate damage information and request resources from contractors through the EOC for repairs when necessary.

## **HURRICANE CHECKLIST**

### **Food Services**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP.
- Ensure all Food Service employees are familiar with these plans and procedures and have been trained in effective damage control.
- Ensure that food service personnel are properly trained in emergency procedures. Update Food Service staffing assignments and emergency contact information for the Emergency Operations Group.
- Solicit and organize a comprehensive list of ECSU emergency personnel for emergency access purposes, ensuring that only essential personnel are granted emergency access.
- Maintain a safe and operable kitchen.
- Arrange for emergency generators for Cafeteria and Vaughan Center to supply power to freezers, refrigerators; and lights.
- Maintain flashlights, batteries and propane lights on hand in the event of a power outage.
- Purchase a large grill and/or portable stove for the preparation of fast foods.
- Make arrangements for a 3 – 5 day supply of fundamental fresh provisions (bread, dairy, produce, etc.)
- Stock adequate quantities of: water; paper products - plates, cups, bowls, and napkins; disposable utensils; emergency food – dry food, cereals, bagels, pastries, dry fruits, peanut butter, soups, beef jerky, crackers, sugar, eggs, salt, pepper, hard candy; and canned foods and juices.
- All available and essential Thompson Hospitality associates will be contacted and instructed to report to their stations. This includes those individuals who were not scheduled for work.
- If classes are cancelled by ECSU, the Executive Group (Thompson Hospitality District Manager and ECSU liaison) will determine the facilities to operate during the enactment of this plan. If the decision is made to close the retail operations, all associates (including managers and supervisors) will be instructed to report to Bedell Hall.
- If the crisis requires essential Thompson Hospitality associates to remain on-campus to ensure proper staffing the next day, the Director of Residence Life will be contacted to coordinate lodging arrangements in ECSU's residence halls.

#### **DURING THE HURRICANE**

- The Thompson Hospitality District Manager will be responsible for communicating directly with Elizabeth City State University contact personnel.
- Monitor local weather forecasts, via radio, television and/or the internet.
- The Food Service provider will ensure that food is taken to the Vaughan Center and EOC for students, faculty and staff.
- Ensure that all Food Service personnel is directed to a safe area.

- Ensure that all utility outlets in Food Service area are turned off.
- Ensure that all usable food and water are preserved and properly maintained.
- Under the direction of the Director of Food Service, manage rationing, use, and preparation of food and water supplies.



## **HURRICANE CHECKLIST**

### **Director of Student Life/Union**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans including the EOP. Make sure all current employees are familiar with these plans and procedures and ensure all new employees are properly trained in disaster procedures.
- Update staffing changes and emergency contact information for Vaughan Center emergency personnel.
- Verify that the following supplies are on hand or will be prepared by the Physical Plant (one-week supply for 250 people):
  - Toilet paper
  - Paper Towels
  - Soap
  - Sanitary napkins
  - Trash bags
- Enable emergency personnel to keep EOC supplies in the closet in Vaughan Center.

#### **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

- Attend EOG meetings as scheduled to receive the most up to date information on the hurricane situation.
- Brief staff of the Hurricane Watch status and remind staff of responsibilities for storm preparations through a general meeting or mass e-mail message.
- Work with reservations staff to cancel or postpone meetings scheduled in the Vaughan Center for the next few days.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Housekeeping will distribute trash bags to office personnel to cover computers and prepare offices.
- The Director of Student Life will ensure that all University Student Union banners, outdoor furniture, and any other outdoor accessories have been secured.
- Televisions will be supplied to the EOC and set up as needed.
- Student Life staff will work with Housing and Residence Life to receive and set up mattresses and pillows for emergency personnel who will reside in the Vaughan Center for the duration of the storm.
- Upon completion of hurricane preparatory activities and placement of all students in need of housing, all Student Life staff will be sent home.

#### **DURING THE HURRICANE**

- University Student Union emergency personnel will contact the EOC as needed.

- No representatives from Student Life should remain on campus during the disaster/hurricane unless directed to do so by the EO Coordinator.

## **RECOVERY**

- Following direction from the EO Coordinator, the Director of Student Life, and additional staff as needed, will return to campus to complete a damage assessment for the building. The Director of Student Life will request additional resources for recovery from the EOC if necessary.

## **HURRICANE CHECKLIST**

### **Division of Human Resources and Payroll**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP. Ensure all Human Resources employees are familiar with these plans and procedures.
- Update Human Resources staffing assignments and emergency contact information for the Emergency Operations Group and the EOC.
- Solicit and organize a comprehensive list of ECSU emergency personnel for emergency access purposes, ensuring that only essential personnel are granted emergency access.
- Submit a notice to [www.ecsu.edu](http://www.ecsu.edu) emphasizing communications to employees and expectations during adverse and catastrophic weather. Include a link to the adverse weather policy.

#### **HURRICANE WATCH – 36 hours prior to storm arrival**

- Cancel meetings, travel plans and training classes as necessary.
- Respond to inquiries concerning leave accounting for adverse and catastrophic weather.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Secure equipment in Human Resources & Payroll Suites.
- Employees who need to attend to their homes before returning to the campus to secure the office building should do so at this time.
- If ECSU closes, prepare a voice mail message for all telephone extensions stating that ECSU has been closed due to the hurricane conditions and will reopen when weather permits.
- Evacuate the suite and lock office doors.

#### **DURING THE HURRICANE**

- Only Human Resources employees designated as “emergency personnel” will remain on campus during the disaster/hurricane. No other Human Resources personnel will remain on campus unless directed to do so by the EO Coordinator.
- A designated Human Resources and Payroll employee will report to the EOC and remain for the duration of the hurricane emergency.

#### **RECOVERY**

- Human Resources will reopen when ECSU officially opens.
- Report any university closings to the State Personnel Director within five days after the closing.
- Report any damages to the Human Resources & Payroll office to the EOC.

- Identify and report any required repairs. After the suite is found to be safe, only critical personnel will be allowed back into the suite.

## **HURRICANE CHECKLIST**

### **Student Health Services**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP. Make sure all employees are familiar with these plans and procedures.
- Update staffing changes and emergency contact information for Student Center.
- Check emergency supply inventory. Order any needed items. Make emergency personnel aware of these supplies.
- Coordinate all emergency first-aid activities.
- Establish first aid station(s).
- Establish a triage area(s) to administer first aid as needed.
- Assist in the evacuation of injured or disabled faculty, staff, students, and visitors.
- Supervise continuing first aid treatment until outside medical assistance arrives.
- Set up first aid station(s) and gather appropriate supplies.
- Post large sign(s) designating the site as a first aid station.
- Identify persons who require skilled medical care. Administer first aid to the injured, helping the critically injured first.
- Verify, if possible, the conditions and needs of those with serious medical needs.
- Assess physical and psychological needs of those arriving and provide appropriate treatment.
- "Tag" injured with name, address and treatment given. (Write with permanent marker on arm or leg.)
- Identify and log individuals with serious injuries. Maintain information and documentation for any person transported to an area hospital. (This needs to be done in conjunction with Communications and/or University ham radio operator who will assist in identifying any potential routes. Work with Safety and Security to determine availability of vans.)
- Provide information regarding the number and types of injuries to the Emergency Operations Center (EOC).

#### **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

- Discontinue or cancel advanced appointments.
- Encourage students to start making plans for evacuation if needed.
- Prepare extracts for allergy students to pick up in the event of an evacuation.
- Provide alternative options for medical care if the Student Center is closed due to an evacuation.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Cancel all non-clinical activities such as seminars and classes.
- Remind allergy students to pick up extract and records prior to evacuation.
- Prepare work area for storm conditions. Cover equipment and move it away from windows.

- Change phone messages to list ECSU Emergency Hotline numbers.
- Check medication refrigerator and ensure connection to generator (red outlet) for emergency power.
- Connect clock to outlet next to medication refrigerator to document time of electrical outages.
- Check Emergency Kit supplies, located in (Emergency Operations Center) in the footlocker in the top of the closet.

## **DURING THE HURRICANE**

- No Student Health Center personnel should remain on campus during the storm unless directed to do so by the EOC Coordinator.
- Student Health personnel will contact the EOC as needed.

## **RECOVERY**

- Upon notification from the EO Coordinator, Student Health staff should report to the university to prepare clinic for opening. Student Health Center staff may be required to return to work earlier than other university personnel.
- Assess damage to clinic and request additional resources for repairs from the EOC as needed.
- Return to normal operations.

## **HURRICANE CHECKLIST**

### **School of Mathematics, Science and Technology**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP. Ensure all School of Mathematics, Science and Technology employees are familiar with these plans and procedures.
- Update School of Mathematics, Science and Technology staffing assignments and emergency contact information for the Emergency Operations Group and the EOC.
- Solicit and organize a comprehensive list of ECSU emergency personnel for emergency access purposes, ensuring that only essential personnel are granted emergency access.

#### **HURRICANE WATCH – 36 hours prior to storm arrival**

- Cancel meetings and training classes as necessary.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Secure equipment on all floors.
- If ECSU closes prepare a voice mail message for all telephone extensions stating that ECSU has been closed due to the disaster/hurricane conditions and will reopen when weather permits.
- Evacuate the building and lock office doors.
- All electronic/data processing equipment currently in use will be placed on or in supporting furniture such as desks, tables, etc. away from windows.

#### **DURING THE HURRICANE**

- Only School of Mathematics, Science and Technology employees designated as “emergency personnel” will remain on campus during the hurricane. No other School of Mathematics, Science and Technology personnel will remain on campus unless directed to do so by the EO Coordinator.

#### **RECOVERY**

- The School of Mathematics, Science and Technology will reopen when ECSU officially opens.
- Report any damages to the School of Mathematics, Science and Technology to the EOC.
- Identify and report any required repairs.
- After the building is found to be safe, only critical personnel will be allowed back into the facility.

## **HURRICANE CHECKLIST**

### **G.R. Little Library**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP. Ensure all G.R. Library employees are familiar with these plans and procedures.
- Update G.R. Little Library staffing assignments and emergency contact information for the Emergency Operations Group and the EOC.
- Solicit and organize a comprehensive list of ECSU emergency personnel for emergency access purposes, ensuring that only essential personnel are granted emergency access.
- Financial records for the library budget are kept on the hard drive in the administrative office. Financial records for grants are also treated in the same manner. Back-up diskettes will be used to restore the necessary data.
- Maintain a list of vendors for material and supplies purchased to replace supplies and equipment.
- Maintain full MARC records from OCLC to restore the On-line Public Catalog.
- Maintain Shelf list cards from OCLC to restore the record of inventory for the entire library collection.
- Maintain an alternate address for OCLC Shelf list cards to be delivered.
- Mechanical processing items: book pockets, targets, and barcodes.
- Several computers with the Horizon local computerized system, Microsoft Office Suites, the internet, Acquisitions Module, etc. for recovery of loss.
- Back-up copies of departmental financial records.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Secure equipment in the second floor office and first floor.
- Employees who need to attend to their homes before returning to the campus to secure the office building should do so at this time.
- Evacuate the building and lock office doors.

#### **DURING THE HURRICANE**

- Only G.R. Little Library employees designated as “emergency personnel” will remain on campus during the hurricane. No other G.R. Library personnel will remain on campus unless directed to do so by the EO Coordinator.

#### **RECOVERY**

- G.R. Little Library will reopen when ECSU officially opens.
- Report any damages to the G.R. Little Library to the EOC.
- Identify and report any required repairs.
- After the building is found to be safe, only critical personnel will be allowed back into the facility.



## **HURRICANE CHECKLIST**

### **Auxiliary Services**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP. Ensure all employees are familiar with these plans and procedures.
- Create hurricane badges for emergency personnel as needed and requested.
- Update staffing changes and emergency contact information for Auxiliary Services personnel.
- Check emergency supply inventory. Order any needed items. Make emergency personnel aware of these supplies.

#### **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

- Attend EOG meetings as scheduled to receive the most up to date information on the hurricane situation.
- Brief staff of the Hurricane Watch status and remind staff of responsibilities for storm preparations.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Work with Physical Plant personnel and Campus Police during this process:
  - Lock down individual buildings including residence halls, academic buildings, and specialized areas such as chemical, biological, and computer labs.
  - All buildings will become inaccessible

#### **DURING THE HURRICANE**

- The Director of Auxiliary Services will contact the EOC as needed.
- The Director of Food Services will remain on campus for the duration of the storm and monitor food operations.
- No other representatives from Auxiliary Services should remain on campus during the hurricane unless directed to do so by the EO Coordinator.

#### **RECOVERY**

- Assess Auxiliary Services buildings for damage and request additional resources for repairs from the EOC as needed.
- Only the Post Office staff will follow Federal, state and local postal operations in regards to mail pick-up and delivery efforts.

## **HURRICANE CHECK LIST**

### **General for Offices and Departments**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP and any office or departmental emergency plans. Make sure all employees are familiar with these plans and procedures.
- If there is no emergency plan for the office, consider developing one with help from the Emergency Management Coordinator.
- Update staffing changes and emergency contact information for office and department.
- Document items that are not easily replaced through pictures and video.
- Check emergency supply inventory and order any needed items. **Departments are responsible for procuring their own preparedness supplies** such as flashlights, plastic, garbage bags for covering computers, etc. The following is a list of commonly used supplies:
  - extra large plastic bags
  - Size "D" batteries
  - 6 Volt batteries
  - Size "C" batteries
  - Size "AA" batteries
  - Size "AAA" batteries
  - flashlights
  - carton tape

#### **HURRICANE WATCH – 36 hours prior to storm arrival**

- Keep abreast of weather and hurricane information by checking local news stations periodically.
- Stay tuned for news from ECSU decision makers on next steps and major decisions made by checking the ECSU Website and Emergency Hotline frequently.
- Make sure employees are aware that they may have to work during weekend hours to finalize hurricane preparations.
- Begin preliminary hurricane preparations:
  - Review hurricane checklist.
  - Cancel or postpone events, meetings, and/or activities. For public events, call University Relations so they may add the cancellation notice to their press releases.
  - Back up critical computer files; store in a safe place.
  - Verify emergency supplies are on hand such as plastic or trash bags for wrapping equipment.

## **HURRICANE WARNING – 24 hours prior to storm arrival**

- Complete hurricane checklists and procedures as indicated in emergency plans.
- Take actions to protect offices, labs, and equipment:
  - Close and lock all windows.
  - Disconnect all electrical equipment and plugs.
  - Move equipment off floors and cover with provided plastic.
  - If ECSU is planning to close, prepare a voice mail for telephone extensions stating that ECSU has closed because of emergency weather conditions due to a disaster/hurricane and will reopen when conditions permit. Leave the Emergency Hotline telephone number on voice mail: or toll free for the latest ECSU information.
  - Close all blinds and close and lock office doors.
  - All personnel should notify their supervisor when disaster/hurricane office preparations have been completed and they are planning to leave campus.
- Ensure emergency personnel check in with the Emergency Operations Center (EOC) as needed.
- Evacuate personnel from offices and departments.

## **DURING THE HURRICANE**

- No representatives from offices and departments should remain on campus during the hurricane unless they are designated emergency personnel who must remain on campus for the duration of the storm or they are directed to do so by the EO Coordinator (Vice Chancellor for Student Affairs).
- Stay tuned to local news, ECSU Emergency Hotline, and the ECSU Website for the latest weather conditions and ECSU closing and opening information.

## **RECOVERY**

- Only personnel on the essential personnel list, created by Human Resources, may re-enter campus for a detailed damage assessment of the office/department and can only do this when directed by the EO Coordinator. All other personnel must wait until ECSU has officially reopened to return to campus.
- Make repairs to offices and departments as needed. If additional resources are needed for repairs and, they may clean up be requested through the EOC.

## **HURRICANE CHECK LIST**

### **Design & Construction**

#### **PRIOR TO HURRICANE SEASON**

- Review emergency plans, including the EOP and any construction services emergency plans. Make sure all employees, including contractors, are familiar with these plans and procedures.
- Include disaster procedures training in pre-construction conferences, including hurricane badge information.
- Issue hurricane badges to new construction personnel as necessary.
- Update staffing changes and emergency contact information for Design & Construction personnel.
- Check emergency supply inventory. Order any needed items. Make emergency personnel aware of these supplies.

#### **HURRICANE WATCH – 36 to 48 hours prior to storm arrival**

- The Director of Design and Construction will contact all superintendents of university construction sites and update them on the impending storm and possible disaster situation.
- Contractors will begin to take inventory of sites and begin clean up of loose items.

#### **HURRICANE WARNING – 24 hours prior to storm arrival**

- Contractors will complete site clean up including:
  - Picking up loose trash
  - Packing up or tying down equipment and supplies
  - Putting away all debris
- All contractors will clear university construction sites.
- The Director of Design and Construction will ensure each construction site is clear of personnel with the assistance of Campus Police.

#### **DURING THE HURRICANE**

- No representatives from Design and Construction should remain on campus during the hurricane unless directed to do so by the EO Coordinator.

#### **RECOVERY**

- The Director of Design and Construction and pre-approved contractors (with hurricane badges) will enter campus and assess damage to construction sites.
- The Director of Design and Construction will report to the EOC to request additional contractor disaster/hurricane badges if additional contractors are needed on site.

- Contractors, after checking in with the EOC and under supervision of the Director of Design and Construction, will begin clean up and reparations of sites.

### **Tornado Annex (Level 3 Emergency)**

#### **PURPOSE**

#### **SITUATION AND ASSUMPTIONS**

#### **CONCEPT OF OPERATIONS**

Preparedness  
Response  
Recovery

## **Pandemic Influenza / Infections Disease / Strategic National Stockpile Annex**

### **1.0 Purpose**

The purpose of the Elizabeth City State University Influenza Response Plan is to provide a guide for the University to follow in the event of an influenza pandemic in North Carolina. The Pandemic Flu Planning Committee in their research has conducted a review of similar response plans from universities in the University of North Carolina System and the North Carolina Pandemic Influenza Plan. This plan outlines the key actions for Elizabeth City State University that should occur during each phase of the pandemic as defined by the World Health Organization. The plan will be coordinated with the plans of the community, state and federal partners. The overall purpose of the plan is to: 1) reduce the number of illnesses and deaths; 2) preserve continuity of essential University functions; 3) minimize social disruption; and 4) minimize economic losses.

### **1.1 Introduction and Background**

According to the World Health Organization, “an influenza pandemic occurs when a new influenza virus against which the human population has no immunity, resulting in several, simultaneous epidemics world wide with enormous deaths and illness.”

During the last century, three influenza pandemics have occurred. The Spanish Influenza pandemic of 1918 killed over 500,000 people in the United States and 20 to 40 million worldwide. The Asian influenza, which involved two influenza A, in 1957, caused 69,800 deaths in the United States. Lastly the Hong Kong pandemic in 1968-1969 was estimated to be responsible for 30,000 deaths in the United States.

Influenza viruses cause annual epidemics because of their ability to change genetically. Both influenza A and B viruses have the capability to undergo genetic variations known as antigenic drift. For this reason, the influenza vaccine is changed every year.

Influenza A virus can infect animals and can also undergo a major genetic reassortment known as antigenic shift. This recombination results in a new subtype of influenza A to which the human population has little or no immunity against. An antigenic shift is almost always followed by an influenza pandemic (source: [www.pandemicflu.gov](http://www.pandemicflu.gov)).

### **1.2 Scope**

The plan focuses on the roles, responsibilities, and activities of Elizabeth City State University. However, specific responsibilities of key community partners are included to identify points of coordination between agencies during a pandemic.

### **1.3 Planning Assumptions**

- A. A pandemic influenza will result in the rapid spread of infection with outbreaks throughout the world. Communities across the state and the country may be impacted simultaneously.

- B. The University will not be able to rely on timely or effective mutual aid resources, such as State or Federal assistance to support local response efforts.
- C. An influenza pandemic may occur in waves and last 12 to 24 months.
- D. The University community may be required to function independently without local assistance for a significant period of time during an influenza epidemic.
- E. Antiviral medications will be in extremely short supply.
- F. A vaccine for the pandemic influenza strain will likely not be available immediately.
- G. The number of ill people requiring outpatient medical care and hospitalization will overwhelm the local health care system.
- H. There will likely be a significant disruption of public transportation, commerce, utilities, public safety, and communications.
- I. Social distancing strategies aimed at reducing the spread of infection such as closure of the University and other public gathering places will be implemented.

#### 1.4 Impact of a Pandemic

The following table illustrates the impact of pandemic influenza on North Carolina and was calculated using North Carolina total population of 8,541,263.

		<b>Gross Attack Rates</b>		
	<b>Age Group</b>	<b>20%</b>	<b>30%</b>	<b>50%</b>
<b>Deaths</b>	0-19	49	73	121
	20-64	2,169	3,254	5,423
	65+ years	2,223	3,335	5,558
	<b>Total Deaths</b>	<b>4,441</b>	<b>6,662</b>	<b>11,102</b>
<b>Hospitalizations</b>	0-19	868	1,302	2,171
	20-64	12,815	19,222	32,037
	65+ years	5,927	8,891	14,818
	<b>Total hospitalizations</b>	<b>19,610</b>	<b>29,415</b>	<b>49,026</b>
<b>Outpatient Visits</b>	0-19	274,974	412,464	687,440
	20-64	534,942	802,413	1,337,354
	65+ years	105,245	157,868	263,113
	<b>Total outpatient visits</b>	<b>915,163</b>	<b>1,372,745</b>	<b>2,287,907</b>

Source: NC Pandemic Influenza Plan

#### 1.5 World Health Organization Phases of an Influenza Pandemic

##### PHASE 1:

No new influenza virus subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. The risk to humans is considered to be low.

**PHASE 2:**

No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

**PHASE 3:**

Human infections with a new subtype but no human-to-human spread or at most rare instances of spread to close contact.

**PHASE 4:**

Small clusters with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

**PHASE 5:**

Large clusters but human-to-human spread is still localized, suggesting the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

**PHASE 6:**

Pandemic phase: increased and sustained transmission in the general population. Second or subsequent waves may follow the initial wave, usually within three to nine months.

## **1.6 Responsibilities for University Pandemic Planning for Individual Phases**

### ***3. Pandemic Alert Phase 1 and 2***

1. Participate in Sentinel Provider Network (SPN), which are multiple sites across the state selected to conduct disease-based surveillance for influenza –like illness (ILI).
2. Recruit healthcare providers in your area to participate in your county to participate in the SPN.
3. Encourage participation in the annual influenza vaccination clinic among faculty, staff and students.

### ***4. Pandemic Alert Phase 3***

1. Educate faculty and staff about avian and pandemic influenza.
2. Investigate any cases of ILI with the following criteria: ILI with recent travel to an area where avian influenza has been documented.
3. Identify locations on campus for sites to be used for isolation/sick care facilities, mass vaccination clinics and temporary morgues.
4. Develop guidelines for mass vaccination clinics.
5. Conduct table top exercises on the University Campus and participate in table top exercises with the Regional Pandemic Planning Task Force

### ***5. Pandemic Alert Phase 4***

1. Continue to investigate ILI cases.
2. Perform viral testing through the State Laboratory of Public Health (SLPH) of any persons who present with ILI and have risk factors.
3. Provide estimate to the health department for priority groups to receive pandemic influenza vaccine.



4. Review and modify guidelines for mass vaccination clinic.

#### ***6. Pandemic Alert Phase 5***

1. Continue to investigate ILI cases
2. Continue viral testing (through the SLPH).
3. Establish communication plan with local health department regarding vaccine acquisition
4. Review guidelines for mass vaccination clinic.
5. Confirm locations of sites to be used for isolation/sick care facilities, mass vaccination clinics and temporary morgues.

#### ***7. Pandemic Alert Phase 6***

1. Prepare for mass vaccination clinics by setting times and locations and determining which individuals will be vaccinated.
2. Administer pandemic influenza vaccine as it becomes available.
3. Track doses of pandemic influenza vaccine administered and the efficacy of the vaccine utilizing guidelines established by CDC/North Carolina Department of Public Health (NCDPH).

#### ***8. Post Pandemic Alert***

1. Return to Phase 1.

## **II. Command, Control and Management Procedures**

### **2.1 The Pandemic Influenza Planning Committee**

The Pandemic Influenza Planning Committee has been formed to plan and prepare for a possible Pandemic Influenza. The committee will have the responsibility of advising the Chancellor on policy and planning issues related to the Pandemic Influenza.

### **2.2 Essential Personnel**

Human Resources will be responsible for designating the individuals who will be essential personnel.

## **III. Surveillance**

Influenza surveillance in North Carolina includes virology surveillance by the North Carolina State Laboratory of Public Health (SLPH), surveillance of influenza-like illness (ILI) by sentinel providers, level of influenza activity in North Carolina as reported by the State Epidemiologist, and the 122-Cities pneumonia and influenza mortality system, which is reported from Charlotte, NC.

ECSU Student Health Services is one of the sentinel providers in North Carolina. Student Health Services will report on a weekly basis any ILI activity and also send random samples for testing to the State Laboratory for Public Health. Please refer to Section V for more specific surveillance activities.

#### **IV. Vaccine and Antiviral Preparedness and Response**

The main goals of chemoprophylaxis and treatment are to reduce the infection rate and reduce morbidity and mortality associated with a pandemic. It is unlikely a vaccine will be available early in a pandemic and once developed the quantities of the vaccine will likely be limited.

The current antiviral for chemoprophylaxis and treatment of influenza includes two main classes of antiviral agents, the adamantanes (amantadine and rimantadine) and neuraminidase inhibitors (zanamivir and oseltamivir). Current evidence suggests that oseltamivir may be the best antiviral to stockpile. Chemoprophylaxis should be utilized as last option to prevent influenza and should be implemented after other preventive efforts such as travel restrictions, event cancellation, isolation, quarantine, use of mask, and hand washing.

A priority list containing the names of individuals deemed to be at high risk of exposure and indispensable to carrying out public health, clinical and public safety-related functions during the early stages of the pandemic will be developed.

#### **V. Departmental Roles and Responsibilities**

##### ***5.1 Pandemic Influenza Committee***

###### ***Phase 3***

- Develop the pandemic influenza plan and update as necessary.
- Review plan with Albemarle Regional Health Services (local health department).
- Review essential personnel and essential functions.
- Select an Emergency Operations Coordinator.

###### ***Phase 4***

- Assess need for implementation of Level 1 activities.

###### ***Phase 5***

- Assess need for implementation of Level 2 activities.
- Advise on the opening of the Emergency Operations Center.

###### ***Phase 6***

- Pandemic Influenza Committee duties are deactivated and the Emergency Operations Coordinator assumes responsibility.
- Advise on the opening of the Emergency Operation Center.

##### ***5.2 Academic Affairs***

###### ***Phase 3***

- Identify essential personnel and inform them of their responsibilities.
- Assess need and stock personal protection equipment (PPE) for essential personnel.
- Encourage distance learning.

- Lead drafting of “ECSU Pandemic Influenza Social Distancing Policy”.

#### ***Phase 4***

- Communicate status information as it becomes available to faculty and students via all modes of communication.
- Issue travel advisories for students, faculty and staff planning international travel.
- Issue travel advisories for students, faculty, staff and visitors arriving from affected regions.
- Review policies and procedures for recalling students from affected regions.

#### ***Phase 5***

- Communicate status level to faculty and students via all modes of communication.
- Advise and communicate with overseas students, faculty and staff.
- Restrict all international travel for students, faculty and staff.
- Essential personnel receive PPE.
- Prepare to cancel classes.

#### ***Phase 6***

- Essential personnel must report to work.
- Implement “ECSU Pandemic Influenza Social Distancing Policy”.
- When possible, support overseas students, faculty and staff who are able to return.
- Cancel classes for 4-12 weeks.

### **5.3 Student Affairs**

#### ***Phase 3***

- Provide educational information to new and current students about the pandemic flu.
- Advise students and their families about procedures to be followed in case of emergencies in accordance with the university’s communication response plan.
- Advise students and their families to monitor the university’s web site for up to date information.
- Identify essential personnel and inform them of their responsibilities.
- Provide influenza awareness training for staff.

#### ***Phase 4***

- Advise students where to find up to date and reliable pandemic flu information from federal, state, local public health resources.
- Inform students of social distancing practices.
- Advise students on making plans with families to leave campus if situation escalates.

#### ***Phase 5***

- Prepare to cancel classes.
- Support remaining students on campus and provide continuing contact and communications with students and parents.

- Essential personnel receive vaccine when available.
- Consider canceling all student travel and events: Athletics, SGA, etc.

#### ***Phase 6***

- Support remaining students on campus and provide continuing contact and communications with students and parents.
- Communicate death notices.
- Cancel classes for 4-12 weeks.

### **5.4 Business and Finance**

#### ***Phase 3***

- List customer, vendor, supplier and organizational impact.
- Determine if alternated computing or manual processing is required.
- Determine hierarchical structure for deciding when and how actions are to be taken and what order and are known to key responders and departments.
- List department emergency contact list with names and numbers of primary and backup contacts.
- Review and update relevant parts of disaster recovery plan.
- Identify essential employees required to maintain business operations.
- Develop and plan for scenarios likely to result in a disruption of your day-to-day operations, concentrating first on those critical to essential activities.

#### ***Phase 4***

- If manual process is required, list how each business function will be performed manually.
- List any preprinted or electronic forms, office equipment, supplies, furniture, printers, computers, network and telecommunications connections, telephone, power, etc. needed during the disaster.
- Document the process required to obtain the items listed.
- Identify funds for business continuation in the event of a pandemic.

#### ***Phase 5***

- Implement system to secure potentially vulnerable cash handling during a pandemic.
- Implement system to maintain payroll and accounts payable in the event a substantial number of employees are absent.
- Implement procedures to ensure purchasing of goods and services in the event a substantial number of employees are absent.
- Ensure appropriate funds transfers to meet financial and regulatory obligations.

#### ***Phase 6***

- Key responders will be contacted to either report to work or work from home.
- Vice Chancellor or designee will coordinate services that need to be provided to employees and user departments.

## **Procurement & Materials Management**

Once a pandemic starts, it will be difficult, if not impossible, to secure needed supplies due to increased demand coupled with delays in shipments because of fuel shortages and illness and absenteeism in the transportation industry. Given the just-in-time purchasing practices of most organizations and the fact that most medical supplies and medications are manufactured overseas, it is anticipated that current medical supplies in the United States will be exhausted quickly under pandemic circumstances. Therefore, schools should determine whether stockpiling of critical supplies would be prudent and, if so, the amount of funding necessary to establish and store supplies.

### **Some of the supplies are:**

First Aid Supplies

Disinfectant cleaning agents (including an adequate supply of bleach)

Gloves (latex and vinyl)

Hand washing solutions

N95 respirators (requires fit testing)

Paper products

Nonperishable food items

Surgical masks

Oral fluids (Gatorade, apple juice, bottled water)

## **Risk Management**

The Risk Management Officer shall be prepared to:

- Identify risk exposures for which insurance can and cannot be obtained including associated financial impact.
- Communicate with insurance carriers on evolving campus issues.
- Assess actual risk/insurance claim issues.
- Identify steps that must be taken to monitor and protect insurance coverage.
- Benchmark risk management response and insurance coverage options with peer universities.

## **5.5 University Relations**

### ***Phase 3 No Current Hazard***

*Communicate emergency procedures and university information and guidelines to:*

- Administrators & Managers.
- Faculty, staff and students.
- Provide family preparedness information.
- Provide safety kit information.

### ***General Crisis Preparedness***

- Emergency contact listings of ECSU Crisis Team.
- Establish partnerships communications/PR personnel at health services, other emergency agencies, major businesses and agencies in the community.

- Use of PIER Communications software tools / website development.

*Develop Level 1 communications*

- Utilize communications vehicles that include: Publications, website, news media – press releases, email broadcasts, voicemail broadcasts, radio & TV stations, ECSU Campus Information Telephone Line, Hotlines (to be established), email address lists, telephone tree procedures, dedicated phone lines, press briefings, photography, special needs: sign language, etc., rumor control procedures.
- Prepare media response statements in advance.
- Recommendations for prevention: healthy behaviors, vaccinations, prevention supplies, control of transmission.
- Management of infected patients.
- Compliance to county, state, and federal guidelines: privacy rights (HIPAA & FERPA), open meetings law, public records law, policy enforcement.
- Evaluate and assess communications, make modifications as necessary.

*Phase 4 Minimal immediate hazard*

- Consult with UNC GA and coordinate response and communications
- Incorporate communications activities from previous levels as appropriate
- Provide statement/advisory about:
  - International travel.
  - Events and public gatherings.
  - Educational campaign – promote healthy activities and flu vaccination.
  - Define university response – utilize media response statements previously prepared.
  - Select technical expert spokespersons for internal and media communicators.
  - Develop Level 2 communications – be prepared for press briefings.
  - Evaluate and assess communications, make modifications as necessary.

*Phase 5 Endangerment to people; outside agencies needed*

- Consult with UNC GA and coordinate response and communications.
- Incorporate communications activities from previous levels as appropriate.
- Provide statement/advisory about:
  - Protocol for suspected cases, preparation for social distancing.
  - International travel curtailed; persons quarantined before returning to campus.
  - Include information from county and state health departments (sanitation, etc.).
  - Campus activities/cancellations.
  - Class suspension (on and off campus).
  - Offices closed / essential personnel report.
  - Counseling services available.
  - Central Command Center.
  - Telecommuting.
  - Provide press releases and utilize PIER website along with ECSU website.

- Hold press briefings as appropriate – utilize spokespersons as appropriate.
- Develop Level 3 communications.
- Develop post-pandemic communications, including medical clearance.
- Evaluate and assess communications, make modifications as necessary.<sup>1</sup>

***Phase 6 Significant risk, substantial coordination with outside agencies***

- Response Level 3: Significant risk, substantial coordination with outside agencies.
- Issue Level 3 communications (self-protections, social distancing, etc.).
  - Incorporate communications activities from previous levels as appropriate.
  - Coordinate internal messages and news releases.
  - Utilize PIER website along with ECSU website.
  - Manage media relations issues.
  - Hold press briefings as appropriate – utilize spokespersons as appropriate.
  - Evaluate and assess communications, make modifications as necessary.
  - Provide close-out communications/announcements, return to normalcy messages, etc.

## **5.6 Director of Safety**

***Phase 3***

- Identify essential personnel.
- Assess respiratory protection plan and resources.
- Develop respirator guidance document addressing use and issuance of N95, surgical masks, fit-testing of health care workers, voluntary use, and re-usability and care of N95 respirators.
- Develop plan to acquire respirator supplies. Increase stockpile of N95 respirators and respirator storage bags (zip lock bags).

***Phase 4***

- Obtain list of essential personnel compiled by Pandemic Influenza Committee (PIC).
- Prepare PPE/ respiratory protection information and recommendations applicable to a pandemic situation for posting on website.
- Identify essential personnel who already have respirators. Student Health, FM, Housing, OS&H, Etc.
- Assist departments with training needs.

***Phase 5***

- Post PPE/respiratory protection information on website.
- Develop distribution system for N95 respirators or appropriate PPE.
- Arrange for additional medical waste pickups not normally covered such as housing or designated isolation or quarantine areas.
- Develop plan for central pick up points.
- Coordinate with FM on how to handle custodial pick-ups for bio-waste mixed with regular trash.

- Additional training required for Housekeeping personnel and issuance of N95 respirators.
- Plan to store larger quantities of medical waste until an available pick-up from medical waste contractor.
- Prepare list of freezers/locations on campus in case capacity is exceeded.
- Stock additional medical waste supplies (red bags, containers). Stock additional medical waste PPE supplies.

#### ***Phase 6***

- Assist with distribution of N95 respirators or appropriate PPE to essential personnel.
- Assist with notification and set-up of EOC.
- Oversee additional medical waste/bio-waste pick-ups.

### **Student Health Services**

#### ***Phase 3***

- Educate Student Health Services staff about avian and pandemic influenza.
- Investigate any suspected cases of ILI with the following criteria: ILI with recent travel to an area where avian influenza has been documented.
- Identify locations on campus for sites to be used for sick care facilities, mass vaccination clinics and temporary morgues.
- Develop guidelines for mass vaccination clinics.
- Participate in University table top exercises and also table top exercises with the Regional Pandemic Planning Task Force.
- Secure stockpile of PPE supplies and antivirals in preparation for Pandemic.
- Fit test Health Services personnel with N-95 Respirator masks.
- Create self-care packets for students and their family members.
- Promote seasonal influenza vaccination.

#### ***Phase 4***

- Continue to investigate ILI cases.
- Perform viral testing through the State Laboratory of Public Health (SLPH) of any persons who present with ILI and have risk factors.
- Provide estimate to the health department for priority groups to receive pandemic influenza vaccine.
- Review and modify guidelines for mass vaccination clinic.
- Review PPE and N-95 needs.

#### ***Phase 5***

- Continue to investigate ILI suspected cases with the following criteria:
  - Report suspected cases to Albemarle Regional Health Services.
  - Distribute PPE and N-95 mask to staff.
  - Continue viral testing (through the SLPH).
  - Establish communication plan with local health department regarding vaccine acquisition.



- Review guidelines for mass vaccination clinic.
- Confirm locations of sites to be used for sick care facilities, mass vaccination clinics and temporary morgues.

#### ***Phase 6***

- Provide health services to all remaining students on campus.
- Prepare for mass vaccination clinics by setting times and locations and determining which individuals will be vaccinated.
- Administer pandemic influenza vaccine as it becomes available.
- Track doses of pandemic influenza vaccine administered and the efficacy of the vaccine.

### **Campus Security**

#### ***Phase 3***

- Establish incident command center with the help of the Safety Officer.
- Identify pandemic coordinator. Identify essential personnel and inform them of their duties. Assess essential personnel PPE need.

#### ***Phase 4***

- Delineate accountability and responsibilities.
- Incorporate awareness training and include scenarios that address university functioning.
- Training must include dispatchers, security and police officers.

#### ***Phase 5***

- Identify and review the university legal responsibilities and authorities for executing infection control methods.
- Give all essential personnel a copy of your plan of action and distribute PPE.
- Have your outside resources on standby.

#### ***Phase 6***

- Incident command station in the ready mode. Essential Personnel must report to work.
- Consider special parking rules for essential personnel.
- Prepare for crowd control. If POD is activated secure campus for mass dispensing sites.

### **5.9 Counseling Services**

#### ***Phase 3***

- Educate staff about Avian and Pandemic Influenza.
- Identify counselors who will be available for counseling support for fear, stress, anger and loss of life.

#### ***Phase 4***

- Students will need to be educated about the emotional responses they might experience and how to cope with these emotions.

#### ***Phase 5***

- Assist with students preparing to leave campus and student affairs protocol in accordance with the university's communication plan.

#### ***Phase 6***

- Assist with students leaving campus and student affairs protocol in accordance with the university's communication plan.

### **5.10 Residence Life**

#### ***Phase 3***

- Inform staff of the UNC Pandemic Influenza Social Distancing Policy.
- Clarify specific roles of staff throughout duration of plan.
- Develop communication.
- Identify needed materials and begin stockpiling.
- Conduct dry run.

#### ***Phase 4***

- Inform students of social distancing practices to reduce infection.
- Train staff in social distancing practices to reduce infection to themselves.
- Inform students regarding social distancing plans for themselves, friends, families who may be "trapped" on campus.

#### ***Phase 5***

- Keep staff Informed.

#### ***Phase 6***

- Recall all staff.

### **5.11 Facilities Management**

#### ***Phase 3***

- Essential personnel have been identified.
- Train Housekeepers for hygiene and cleaning of personal contact surfaces.
- Essential personnel will receive training and fit test on respirator protection.
- Emergency Purchase Orders have already been established.

#### ***Phase 4***

- Identify building ventilation systems.
- Clear cooler on first floor of Jenkins Science Building to be used as morgue. Train housekeepers for hygiene and cleaning of personal contact surfaces.
- Essential personnel will receive training and fit test on respirator protection.

#### ***Phase 5***

Essential personnel will receive PPE

- Will receive information on when to disable ventilation systems and lock doors for unused offices and classroom buildings.
- Will pick-up large bags for bodies.
- Increase supply of bleach.

#### ***Phase 6***

- Essential personnel must report to work.
- Change Housekeeping procedures to prioritize essential personnel areas, remaining students/families and cleaning of personal contact surfaces.

### **5.12 Information Technology**

#### ***Phase 3***

- Assess departmental needs for increased telecommunication.
- Identify essential personnel.
- Support distance learning objectives.
- Assess PPE needs for essential personnel.

#### ***Phase 4***

- Continue to support distance learning objectives.

#### ***Phase 5***

- Distribute PPE to essential personnel.
- Assist with implementation of distance learning.

#### ***Phase 6***

- Essential personnel must report to work.
- Continue to support distance learning.

### **5.13 Dining Services**

#### **Thompson Hospitality**

Elizabeth City State University Food Service Provider, Thompson Hospitality, will be prepared to serve all meals as scheduled despite emergency situations. Thompson Hospitality will provide food service for all emergency operation centers.

#### ***Prior to Pandemic Flu:***

- Review emergency plans.
- Ensure all Food Service employees are familiar with the plans and procedures.
- Ensure Food Service employees are properly trained in emergency procedures.
- Update Food Service staff assignments and emergency contact information.
- Ensure emergency response menu is planned for various degrees of need.
- Ensure food delivery process is planned and delivery supplies are on hand.
- Ensure that all usable food and water are preserved and properly maintained

- Food Service provider will ensure that a sufficient supply of food and supplies is on hand (fresh foods, dairy products, etc). Be able to contact vendors with several hours notice for additional food supplies including: dried foods (crackers, cereal); canned foods (tuna, pasta, vegetables, soups, peanut butter); and drinks (Gatorade).
- Serve all food on disposable service ware.
- Identify supplier and alternates for level 3 meals.
- Maintain a safe and operable kitchen.
- Emergency menus will be used until the end of the emergency.

#### ***Stockpiling Water***

- 84 gallons of water per student per 12 weeks should be kept on hand.
- Keep in mind the water requirement for foods.

### **5.14 Human Resources and Payroll**

- Human Resources and Payroll will ensure the continuation of critical functions, including payroll, HR information systems and maintenance, benefits continuation, employee/management consultations, recruitment and selection for essential positions, policy interpretation and communication to employees of available internal and external resources.
- Human Resources and Payroll will collaborate with General Administration and the Office of State Personnel to gain consensus on necessary changes and/or supplements to policy and procedures.

#### ***Responsibilities of Human Resources and Payroll***

- Identify and communicate to the campus community the primary and secondary coordinator as well as key human resources personnel.
- Communicate the availability of human resources personnel and support throughout the campus during a closure.
- Develop and communicate pandemic policies; determine when modifications may become necessary and take action.
- Identify essential employees with back ups, especially in supervisory positions.
- Identify available employees.
- Develop campus-wide pandemic education plan and train all essential employees and available employees to serve as back-ups.
- Identify and train alternative workers (retirees, part-time, temporary).
- Develop alternate work schedules.
- Provide disaster response and leadership training for essential employees.
- Continuous review of communications, plans and policies.

#### ***Human Resources and Payroll Operational Assumptions***

- Human Resources and Payroll, Suite 243 Administration Building, will remain open and accessible if possible.

- There will be no general access to the building or the Human Resources and Payroll Suite; employees only or others as may be required and authorized by Human Resources and Payroll.
- Human Resources and Payroll will establish and maintain a list of essential public health employees.
- Human Resources and Payroll will maintain a skeletal crew and contact numbers through which essential employees may be contacted.
- Human Resources and Payroll will ensure that employees required to work from home will have necessary equipment and internet access.
- Human Resources and Payroll will maintain essential programs and services
- Human Resources and Payroll will consult as may be necessary to determine the applicability and necessity of policy changes or amendments.
- Human Resources and Payroll will heed all governmental agency requirements (Health Department, Office of the Governor, etc).

### ***Essential Personnel***

*The following positions in Human Resources and Payroll are designated as essential:*

Vice Chancellor

Director of EPA Personnel Administration

Human Resources Consultant (Salary Administration)

Human Resources Consultant (Employee Relations/EEO)

Human Resources Specialist (Benefits Administrator)

Human Resources Specialist (Recruitment & Selection)

Human Resources Specialist (Banner Technology)

Human Resources Specialist (Temporary Employment & Personnel Assistant)

Administrative Support Specialist (Permanent Payroll)

Administrative Support Specialist (Temporary Payroll)

A rotational/sharing schedule for essential Human Resources and Payroll employees will be determined by the Vice Chancellor.

## **VI. Communication**

The university's existing communication plan has been updated to include a response plan to be utilized in the event there is influenza pandemic.

## **Active Shooter Response Annex (Level 3 Emergency)**

### **PURPOSE**

This annex supports the ECSU EOP and outlines specific actions and procedures that ECSU should follow in the event of an active shooter response.

### **SITUATION AND ASSUMPTIONS**

#### **Situation**

College and University campuses are no longer immune to serious or violent crime. In the aftermath of the Virginia Tech shootings, it is imperative that we provide students, staff and faculty with protocols on how to respond during potentially violent criminal attacks on campus.

**Active Shooter Incident.** An active shooter can be described as a person who causes death or serious bodily injury through the use of a firearm. This is a dynamic situation that usually evolves rapidly and demands an immediate response from law enforcement officers to terminate the life-threatening situation. The immediate response of the first officers on the scene is to take aggressive action to find and stop the shooter or shooters.

#### **Assumptions**

A lock down will be declared by the Chief of Campus Police, the Chancellor, or the EO Coordinator in accordance with the provisions of the Emergency Operations Plan.

### **CONCEPT OF OPERATIONS**

1. Preparedness
2. Response

The Office of Campus Police will notify the Chancellor or the highest-ranking person available in the in any cases involving known or suspected armed intruders.

However, in any cases involving the need to initiate lock-down procedures, the Chancellor's Office will be notified immediately and the Executive Group will be asked to convene in the Emergency Operations Center to provide further direction with regards to University response activities.

Under circumstances where a delay in seeking direction from the Chancellor or the Executive Group would result in significant risks to the lives of the University

community, lock-down procedures will be initiated immediately by the Office of Campus Police.

Lock down procedures will include: calling tree notification of Building  
Emergency

Coordinators to begin the lock down process, physical securing of campus buildings by the BEC's and campus security and positing signs indicating that a lock-down is in place.

If armed intruders are present on campus, the Elizabeth City Police Department will be contacted immediately by the Office of Campus Police (or through a 9-1-1 call from an individual) and will assume the responsibility of apprehending the intruders.

The Office of Campus Police will serve as the liaison with off campus law enforcement officials and assist with the coordination with other University units and the Executive Group.

### 3. Recovery

The Executive Group will meet to discuss the event and determine if anything needs to be done to improve campus safety and security.

The Office of University Relations will meet to determine how news of the event and related issues involving campus safety and security should be communicated to the ECSU community, media, parents of students, alumni, donors and other external groups.

## **Terrorism Annex (Level 3 Emergency)**

### **PURPOSE**

This annex supports the ECSU Emergency Operations Plan (EOP) and outlines the actions and procedures Elizabeth City State University will take in response to an act of terrorism.

### **SITUATION AND ASSUMPTIONS**

#### **Situation**

4. The nature of hazards resulting from terrorist attacks or other off-campus disasters range from chemical, biological, nuclear/radiological and/or explosive.
5. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and an unusual liquid, spray or vapor. In the case of a biological attack, hospitals and health centers may notice an unusual illness and a definite pattern inconsistent with natural disease. If the ECSU Student Health Center notices any such illnesses and inconsistent patterns they will report them immediately to local health authorities.

#### **Assumptions**

- A. The initial detection of a terrorist attack will likely occur through responses to 9-1-1 calls where unusual, multiple injuries and deaths have occurred or unusual symptoms have been noticed.
- B. If a terrorist event is even remotely suspected, the Office of Campus Police will immediately notify City and County emergency responders. If a terrorism event is determined to have occurred, the City and County will notify Federal departments and agencies with counter-terrorism roles.
- C. In some types of terrorist attacks there could be a significant number of casualties and/or damage to University buildings or infrastructure. This could lead to the need to consider the temporary closure of the University or major changes in University operations.
- D. The Executive Group will play an important role in making certain that the University's needs are well understood by those agencies and organizations involved with emergency response activities.
- E. In the case of a terrorist attack affecting the campus, the University will have to rely very heavily on outside assistance provided by government agencies trained and equipped to respond to terrorist attacks. Potential responders include, but are not limited to, the Elizabeth City Police and Fire Departments, the NC State Highway Patrol, the National Guard, the Federal Emergency Management Agency, the Federal Bureau of Investigations and the Center for Disease Control.



Non-governmental agencies, such as the American Red Cross, may also be asked to provide assistance.

## **CONCEPT OF OPERATIONS**

### **A. Preparedness Phase**

### **B. Response**

If a terrorist event or other off-campus disaster that would have direct or significant indirect impacts on the campus should occur, the Executive Group will assemble immediately at the Emergency Operations Center to determine what role the University should play in the response activities.

### **C. Recovery**

## **Evacuation Annex**

**Lead Department:**

**Supporting Department(s):**

**External Supporting Department(s):**

### ***Building Emergency Coordinator Plan***

#### ***Move to ESF 6: Mass Care?***

Building Emergency Coordinators (BEC's) are SPA and EPA employees who work for various departments who represent each campus building. BEC's have also been chosen to play an important role in the implementation of the University's Emergency Operations Plan. In the event of emergencies, BEC's will implement appropriate emergency procedures for which they have been trained. They will serve as essential contacts for each building or area in the event that emergency information must be distributed quickly. They may be called upon to take emergency actions within their buildings such as locking doors or making emergency equipment available. A BEC will be appointed for each University building by the Senior Vice Chancellor for each division. For large buildings containing more than one department, BECs may be designated for individual departments. BECs will play a lead role in emergency preparedness and response for individual buildings. BECs and backup coordinators should meet at least annually with all building occupants to review the procedures that would be followed during an emergency. The Emergency Management Coordinator should meet at least annually with all of the BECs to review the progress that has been made in preparing buildings and their occupants for emergencies.

For Residence Halls, the Residence Life Coordinators will also serve as the BECs. The University's Emergency Operations Plan cannot be effective if faculty, staff and students are not familiar with the procedures that should be followed during an emergency. A list of BECs will be kept at each EOC site and at the Office of Campus Police along with office phone numbers. BECs may also function as a calling tree in the event that it is necessary to quickly disseminate emergency information.

### **Role of Faculty in Assisting Building Emergency Coordinators**

Faculty members who are teaching a class during the time of an emergency will provide instructions to their students about specific emergency procedures, including how to evacuate buildings and where to assemble after building evacuations. At the emergency assembly areas, the faculty will take a roll call of their class and, through inquiries of assembled students, attempt to determine the whereabouts of any missing students (not in class today, in class today but missing, etc.).

**The following are a list of specific procedures for faculty involvement during an emergency:**

1. Direct students to a prearranged assembly area in accordance with warning signals, written notification and/or verbal orders.
2. Conduct a roll call at the assembly area to determine if there are students who are unaccounted for.
3. Report any missing students to the Emergency Operations Center via the BEC or via runners. The EOC will collect roll call information.
4. Remain with your assigned students until relieved by authority of the Operations Coordinator.
5. Send ambulatory students in need of first aid to the designated First Aid Station. Injured personnel who are not ambulatory should not be moved until cleared by authorized personnel, unless required to protect them from further injury.
6. Faculty members with specialized training, such as nursing and physical education instructors, may be requested to assist in providing first aid and identifying students with specialized training for a given area.
7. Faculty are expected to provide and/or delegate assistance to students with disabilities in the event of an emergency.
8. If absent from a classroom at the time of an emergency, faculty should report at once to the designated assembly area for the building in which their office is located.
9. Contact the Emergency Operations Center to determine if their help is needed on emergency response teams. Faculty members should keep the Emergency Operations Center informed of their whereabouts during any emergency. Through discussion with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the BEC for each building or department. BECs will provide status reports and updates from their assembly area to the EOC.

**Residence Halls and BEC's**

Separate assembly areas have been established for each residence hall. Residence Life Coordinators and Peer Advisors should play lead roles in determining if all students who were known to be in the buildings have been accounted for. Resident lists for each residence hall BEC should be updated on a quarterly basis and stored with the BEC kit along with information on residents with mobility impairments. Missing and accounted for students should be reported to the EOC via the Office of Campus Police

At the occurrence of a building emergency or fire alarm, Peer Advisors will begin the evacuation process for the building by checking the rooms on their floor for residents that need to evacuate. BEC.s should report immediately to the evacuation location with their BEC kit. In the event of actual fire a pull station should be pulled to activate the fire alarm if it has not already sounded. Peer Advisors should leave their floors immediately if there is significant smoke or fire. Doors should be left in the closed position after each room is checked. After completing their search, Peer Advisors should report in to the BEC (RLC) at their designated evacuation location. The report should include any

information about students that require assistance to evacuate or areas that could not be searched due to dangerous conditions. The BEC will collect data on accounted for or missing students and report this to the emergency operation center. The BEC should designate runners to report large amounts of information such as copies of the roster. Smaller reports may be delivered via phone (252) 335-3266 or emergency radio to the EOC at the Campus Police Office.

Priority will be given to information regarding students requiring assistance followed by data from the housing roster.

### **Building Evacuations**

Due to the unpredictability of telephone services in emergencies, it may be necessary to communicate this information by runner, portable radio or other available means. Each BEC will be equipped with a kit containing the Disaster/Hurricane Operation Plan, along with relevant forms, signs and special procedures needed to complete their responsibility. Emergency communications equipment to assist BECs in contacting the EOC is currently being evaluated. The purposes of the occupant accountability actions are two fold. First, it is important that some methodical effort be made to identify those who may be missing and require rescue or first aid in a crisis such as a fire or tornado. Second, identification of those who have survived the initial moments of a crisis provide a useful means of reassuring University constituency that their loved ones have survived the initial crisis and may be able to communicate at an appropriate time. Those who are missing or require medical attention will require emergency contact notification at some point during the operation as determined by the communications team.

### **BEC Training**

BECs shall meet at least annually with the Emergency Management Coordinator to review their procedures and updates to the EOP. BECs will receive training on procedures for specific emergencies such as fires and lockdowns as well as the use of the coordinator kits and equipment.

### **PURPOSE**

This annex provides for an orderly and coordinated evacuation of the campus population during emergencies and outlines the organization and direction of transportation resources.

### **SITUATION AND ASSUMPTIONS**

#### **Situation**

1. Several emergency situations may require evacuation of all or part of the campus. Small scale, localized evacuations may be needed

as a result of a hazardous materials incident, major fire or other incident. Large scale evacuation may be needed in the event of city or county-wide disasters.

2. An evacuation may require substantial physical resources for transportation, communication and traffic control.
3. Facilities and populations within the campus that pose special evacuation problems have been identified.
4. Large scale disasters may necessitate the rapid evacuation of residence halls, athletic facilities, medical facilities and non-ambulatory populations.

#### Assumptions

1. Sufficient warning time will normally be available to evacuate the threatened population.
2. The principal mode of transportation will be private vehicles.
3. Particular areas of the campus or special populations will need additional time to accomplish an evacuation.
4. The campus will receive and understand official information related to evacuation. People will act in their own interest and will evacuate dangerous areas promptly when advised to do so.
5. If there is sufficient advanced warning, some residents will evacuate prior to being advised to do so.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warnings.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

## CONCEPT OF OPERATIONS

### General

1. The ultimate responsibility for ordering an evacuation rests with the Chancellor and/or Incident Commander.
2. By monitoring the progress of the evacuation, any impediments to the evacuation can be recognized and contingency options be implemented.
3. Evacuation routes have been identified for all University buildings. Building Emergency Coordinators (BECs) should confirm that maps showing evacuation routes have been posted in conspicuous locations in the building(s) for which they are responsible. If maps indicating evacuation routes have not been posted in circulation areas, classrooms and laboratories, the Environmental Health & Safety should be contacted and asked to install appropriate signage.
4. In the event of building evacuations BECs will organize assembly and accountability of evacuees at the designated evacuation locations described by this plan. After initially accounting for evacuees, BECs will report to the EOC through the communications center at the Office of Campus

### Specific

1. Movement Control and Guidance
  - a. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
  - b. For city or county evacuations, traffic is directed off campus to pre-designated areas and shelters established by the county.
2. Evacuation of Special Populations
  - a. University departments have developed building emergency evacuation plans.
  - c. A telephone number will be given to the public for handicapped or disabled persons without transportation. Pasquotank-Camden Emergency Management will attempt to make transportation arrangements for those individuals.
3. Emergency Public Information
  - a. Warnings to the University community and information concerning evacuation will be broadcast over the PIER System and/or by emergency vehicles equipped with sirens, warning lights, and/or loud-speakers moving through the

threatened areas. For localized evacuations, warning and evacuation instructions may also be given door-to-door.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY**

### **Organization**

1. The EO Coordinator is responsible for implementing the ECSU Evacuation and Transportation Annex to facilitate the evacuation process during emergencies.

### **Responsibilities**

1. Incident Commander
    - a. Issue the evacuation order.
    - b. Authorize emergency workers to support evacuation and to enter and leave the threatened area.
    - d. Terminate the evacuation order.
  2. Emergency Management Coordinator
    - a. Identify potential evacuation areas.
    - b. Develop evacuation procedures.
    - c. Identify population groups requiring special assistance during evacuation.
    - d. Assure that departments within the university have evacuation procedures.
    - e. Select staging areas or routes for pick up of persons without transportation.
- Assure evacuation of the handicapped, elderly and other special population groups.
  - Utilize and maintain a resource list to identify state and university transportation resources. Obtain additional transportation resources, as needed from adjacent jurisdictions, the state and private sources
    - g. Initiate the return of the population as soon as conditions are safe.

3. Chief of Police

- a. Coordinate the evacuation movement including the relocation into other jurisdictions.
- b. Coordinate with law enforcement, including NC Highway Patrol, to advise the Incident Commander of roadway conditions.
- c. Monitor the progress of the evacuation and modify evacuation procedures when needed.
- d. Brief EOC staff on evacuation status. Identify primary and secondary evacuation routes and the traffic control mechanisms needed to insure proper utilization of those routes. Assist in warning dissemination by distribution and/or enforcement of the evacuation order to provide traffic and perimeter control for the evacuation where needed.
- e. Provide traffic control for diversion of traffic away from threatened area.
- f. Maintain law and order and protect property in the evacuated areas.

Direct reentry traffic into the evacuated area during recovery.

- h. Coordinate with and support law enforcement in establishing evacuation routes and traffic control points.
- i. Develop plans for the security of campus documents and facilities.

4. Director of Facilities

- a. Maintain a roster of key workers who must remain during an evacuation or return subsequent to the evacuation to relieve other workers.

6. University Relations and Marketing



- a. Develop and implement when necessary a public information program to increase awareness and responsiveness to evacuation instructions.
- a. Inform the campus population about evacuation routes, destinations and other vital information.
- b. Disseminate disaster assistance information as necessary.

## **DIRECTION AND CONTROL**

- A. Direction and control of evacuation is the responsibility of the Chief of Campus Police.
- B. During large scale evacuations involving the relocation of the entire campus population from the city or county, the Governor may declare a State of Emergency.
- C. When an emergency situation requires the timely evacuation before the EOC can be activated, the “on-scene” Incident Commander can call for evacuation.

## **POLICIES**

- A. Instructional materials for evacuation identifying evacuation areas, routes, parking and shelters will be developed for evacuees.
- B. It is the responsibility of the Emergency Management Coordinator to develop and maintain awareness of the University’s Emergency Operations Plan and to schedule periodic (at least annual) drills, including the evacuation of all buildings. Supplemental drills may be organized and implemented by BECs with the approval of the Emergency Management Coordinator.

## **SPECIAL EVENTS ANNEX**

## GLOSSARY

**Classes Canceled** - The period of time when classes will not take place at ECSU, therefore grading and attendance policies are suspended.

**Disaster/Hurricane Emergency** - The period of time at ECSU from when a hurricane threat is identified in the Atlantic Basin to the completion of the recovery period and all reparations of ECSU damages from the hurricane and its subsequent effects.

**Emergency Operations Center (EOC)** - The location at ECSU where all resources and information will be routed during a disaster/hurricane emergency.

**Eye Wall** - A doughnut-shaped zone of the highest winds inside a hurricane surrounding the eye.

**Hurricane** - Tropical cyclone in which the maximum sustained surface wind speed is above 74 mph.

**Hurricane Eye** - The calm center of the storm. In this area, winds are light and the sky is only partly covered by clouds. The eye's period of calm may only last for a short time before severe weather returns.

**Hurricane Season** - The period of time when conditions are most favorable for tropical cyclone development. Hurricane season lasts from June 1 to November 30, but hurricanes may develop outside of this timeframe.

**Hurricane Warning** - A warning that sustained winds of 74 mph or higher and associated hurricane conditions is possible within 24 hours.

**Hurricane Watch** - An announcement that sustained winds of 74 mph or higher and associated hurricane conditions are possible within 36 hours.

**Mandatory Evacuation** - Students are required to leave campus for a safer location. The campus will soon close following a mandatory evacuation and all residence halls will be locked and all entrances to campus blocked.

**Saffir Simpson Scale** - A scale used to classify hurricanes. Hurricanes are classified as follows:

Category	Winds	Storm Surge
1	74-95 mph (64-82 knots)	4-5 feet above normal
2	96-110 mph (83-95 knots)	6-8 feet above normal
3	110-130 mph (96-113 knots)	9-12 feet above normal
4	131-155 mph (114-135 knots)	13-18 feet above normal
5	>155 mph (>135 knots)	>18 feet above normal

**Shelter-in-Place** - An emergency action where resident students will be asked to remain on campus through the hurricane emergency instead of evacuating. The students will not be allowed to leave the residence halls in this situation. A shelter-in-place scenario will rarely occur.

**Storm Surge** - An abnormal rise in sea level accompanying a hurricane or other intense storm.

**Tropical Depression** - Tropical cyclone in which the maximum sustained surface wind speed is less than 38 mph.

**Tropical Storm** - Tropical cyclone in which the maximum sustained surface wind speed is between 39 and 73 mph.

**Tropical Storm Warning** - A warning that tropical storm force winds (39mph-73mph) may pose a threat to an area within 24 hours.

**Tropical Storm Watch** - An announcement that tropical storm force winds (39mph-73mph) may pose a threat to an area within 36 hours.

**University Closed** - All business operations will cease at ECSU. No ECSU faculty, staff, or students will be allowed on campus unless designated as emergency personnel. Entrances will be blocked and all services stopped until the university is once again opened. ECSU reserves the right to partially open the university for business operations and continue the cancellation of classes if necessary. This will be specified in public announcements.

**University Opened** - Accesses to campus will open to traffic and ECSU students, faculty, and staff will be allowed on campus. Business operations and education processes will resume where possible. However, classes may or may not resume at this time and residence halls may or may not remain closed. ECSU reserves the right to partially open the university for business operations and continue the cancellation of classes if necessary. This will be specified in public announcements.

**Voluntary Evacuation** - An evacuation order given to ECSU students well before the arrival of a disaster/hurricane. Classes are officially canceled and the grading and attendance policies are suspended. Students are encouraged to leave campus for a safer location, but are not required to do so.

## ABBREVIATIONS & ACRONYMS

BEC – Building Emergency Coordinator

ECSU – Elizabeth City State University

EMS – Emergency Medical Services

EOC - Emergency Operations Center

EOG – Emergency Operations Group

EOP – Emergency Operations Plan

PIO – Public Information Officer

UR&M – University Relations & Marketing

## RESOURCES

### CDC

*Agents of Bioterrorism:* [www.bt.cdc.gov/Agent/Agentlist.asp](http://www.bt.cdc.gov/Agent/Agentlist.asp)

*Disease Information:* [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo)

*Health Advisory: How to Handle Anthrax and Other Biological Agent Threats:*  
[www.phppo.cdc.gov/han/documents/OfficialCDCHealthAdvisoryOct122001.pdf](http://www.phppo.cdc.gov/han/documents/OfficialCDCHealthAdvisoryOct122001.pdf)

*Vaccine Information:* [www.immunofacts.com/general](http://www.immunofacts.com/general)

### FBI

*Advisory: How to Handle Suspicious Letters and Packages;*

<http://www.cnn.com/2001/HEALTH/conditions/10/12/nyc.anthrax/fbi/jpg>

### JAMA

*Consensus Statements: Working Group on Civilian Biodefense.*

(All include guidelines for post-exposure prophylaxis and treatment)

*Anthrax:* <http://jama.ama-assn.org/issues/v281n18/ffull/jst80027.html>

*Smallpox:* <http://jama.ama-assn.org/issues/v281n22/ffull/jst90000.html>

*Plague:* <http://jama.ama-assn.org/issues/v283n17/ffull/jst90013.html>

*Botulinum Toxin:* <http://jama.ama-assn.org/issues/v285n8/ffull/jst00017.html>

*Tularemia:* <http://jama.ama-assn.org/issues/v285n21/ffull/jst10001.html>

### US Army

*Handbook: Medical Management of Biological Casualties:*

<http://ccc.apgea.army.mil/Documents/HandbookBioCas/Handbook.htm>