

NUMBER: UNIV 3.00 (NEW)
SECTION: University Administration
SUBJECT: Emergency Management Team
DATE: October 31, 2011
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Harris Pastides
Issued by: President's Office

I. Policy

In order to preserve and protect the educational mission of the University of South Carolina, emergency preparedness must be a priority. During our day-to-day operations, our mission is to provide University students with an environment that is conducive to their educational development and growth. However in the unfortunate occurrence that the University's daily operations are disrupted, we must plan accordingly to protect the life, property and safety of our community to ensure a quick recovery.

II. Procedure

This policy establishes the University of South Carolina Columbia Emergency Management Team to allow for seamless coordination and response to any crisis that this campus may face.

A. Authority

1. Planning

- a. While in the planning phase, the Emergency Management Team (EMT) will be chaired by a person designated by the University President.
- b. The Chair has the authority to establish sub-committees to research special topics, create plans and policies, and make recommendations to the EMT for review, revision and possible implementation.

2. Incident Commander

- a. In the event of an emergency situation that affects or could potentially affect the safety and well-being of the University, the Executive Policy Group (EPG) will designate an Incident Commander / Unified Command. This person(s) will have the authority to command all aspects of the emergency including, establishing response priorities, committing resources and assigning tasks.

- b. In the event of an emergency situation that affects or could potentially affect the safety and well-being of the University, the Director of the Division of Law Enforcement and Safety, or designee, is designated as the Incident Commander, until one can be officially selected by the EPG. This person is authorized to take any necessary actions on behalf of the University's EMT needed to protect the life, property, and/or security of the University of South Carolina community, until the EMT is properly staffed with the appropriate members and has the ability to commence response operations.
 - 3. Composition / Staffing

This policy establishes the functions that are necessary to be performed in an emergency on campus and assigns University departments responsible for executing those functions in an emergency. Each responsible department, as defined in Section C, is to assign one person who will perform that function on the EMT. Personnel selected to serve on the EMT must have the authority to fully represent that department up to and including establishing response priorities, committing resources and assigning tasks.
 - 4. Chain of Command

Even though the EMT organizational structure does not follow the day-to-day chain of command used by the University, supervisors within the EMT structure have the authority to establish response priorities, commit resources and assign tasks to their subordinates.
 - 5. Delegation of Authority

Members of the EMT may delegate any or all of their authority to another person.
- B. EMT Organizational Structure
- The University has adopted the National Incident Management System (NIMS) and has, therefore, designed the EMT organizational structure in accordance with the Incident Command System (ICS).
- C. EMT Members
- 1. Executive Policy Group
 - a. This team is comprised of senior leadership of the University selected by the Chair of the EMT.
 - b. Responsibilities
 - i. Select an Incident Commander / Unified Command
 - ii. Provide overall direction and long-term planning for the University
 - iii. Make all decisions that could significantly impact University facilities, personnel, students or operations
 - 2. Incident Commander / Unified Command
 - a. Responsible department: Division of Law Enforcement and Safety until named otherwise by the Executive Policy Group

- b. Responsibilities
 - i. Facilitate all strategic decisions that need to be made in order to manage the incident and personnel during an emergency
 - ii. Coordinate activity for all EMT staff
 - iii. Directly supervise: Public Information Officer, Safety Officer, Liaison Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance and Administration Section Chief
 - iv. Maintain responsibility for all subordinate functions until delegated to another person
- 3. Public Information Officer
 - a. Responsible department: News and Internal Communications
 - b. Responsibilities
 - i. Develop and communicate messages to all University audiences (students, staff, parents, etc.) and local / national media
- 4. Safety Officer
 - a. Responsible department: Environmental Health and Safety
 - b. Responsibilities
 - i. Develop and recommend measures for assuring personnel safety
 - ii. Exercise emergency authority to stop response activity to prevent unsafe acts
- 5. Liaison Officer
 - a. Responsible department: Division of Law Enforcement and Safety
 - b. Responsibilities
 - i. Serve as the primary point of contact for all supporting agencies
- 6. Operations Section Chief
 - a. Responsible department: Division of Law Enforcement and Safety
 - b. Responsibilities
 - i. Oversee tactical operations
 - ii. Oversee support services for affected persons
 - iii. Directly supervise: Law Enforcement Branch, Fire / Rescue Branch, Health Branch, Hazardous Materials Branch, Human Services Branch
 - iv. Maintain responsibility for all subordinate functions until delegated to another person
- 7. Law Enforcement Branch
 - a. Responsible department: Division of Law Enforcement and Safety
 - b. Responsibilities
 - i. Coordinate all law enforcement and military responses
- 8. Fire / Rescue Branch
 - a. Responsible department: Environmental Health and Safety
 - b. Responsibilities

- i. Assess and coordinate the response to all fire hazards
 - ii. Coordinate search and rescue operations

- 9. Health Branch
 - a. Responsible department: Student Health Services
 - b. Responsibilities
 - i. Coordinate medical triage, treatment and transport for victims and first responders

- 10. Hazardous Materials Branch
 - a. Responsible department: Environmental Health and Safety
 - b. Responsibilities
 - i. Coordinate response to releases of hazardous materials
 - ii. Provide information to responding agencies regarding the hazardous materials kept on campus

- 11. Human Services Branch
 - a. Responsible department: Student Affairs
 - b. Responsibilities
 - i. Oversee support services for affected persons and incident response
 - ii. Directly supervise: Volunteer / Donated Goods Group, Family Reception Group, and Mental Health Group

- 12. Volunteers and Donated Goods Group
 - a. Responsible department: Community Service Programs
 - b. Responsibilities
 - i. If safe, solicit and coordinate volunteers from USC and the surrounding community to aid in the response and recovery for USC and greater Columbia
 - ii. Coordinate the delivery, storage and distribution of donated materials

- 13. Family Reception Group
 - a. Responsible department: Parents Programs
 - b. Responsibilities
 - i. Establish a reunification center to reunite victims with family members
 - ii. Serve as the liaison between the victims' families and the University

- 14. Mental Health Group
 - a. Responsible department: Student Health Services: Counseling and Human Development Center
 - b. Responsibilities
 - i. Provide mental health relief efforts for the victims and first responders at the time of, or immediately following, an emergency
 - ii. Coordinate with the Behavioral Intervention Team
 - iii. Coordinate with the Employee Assistance Program

15. Planning Section Chief
 - a. Responsible department: Environmental Health and Safety
 - b. Responsibilities
 - i. Oversee creation of the Incident Action Plan
 - ii. Maintain focus on the long-term response
 - iii. Directly supervise: Situation Unit, Documentation Unit, GIS Unit, Meteorology Unit, Environmental Unit, Resources Unit, Demobilization Unit
 - iv. Maintain responsibility for all subordinate functions until delegated to another person
16. Situation Unit
 - a. Responsible department: Provost Office
 - b. Responsibilities
 - i. Document and provide a summary of the current status of the emergency situation for the IC
 - ii. Prepare future predictions of incident growth
17. Documentation Unit
 - a. Responsible department: Human Resources
 - b. Responsibilities
 - i. Document and track all activity and actions taken by the EMT
 - ii. Organize and store documentation for assessment, legal, historical or public information purposes
18. GIS Unit
 - a. Responsible department: Geography Department
 - b. Responsibilities
 - i. Update and distribute maps with disaster specific information
19. Meteorology Unit
 - a. Responsible department: Geography Department
 - b. Responsibilities
 - i. Provide current and anticipated weather information
20. Environmental Unit
 - a. Responsible department: Environmental Health and Safety
 - b. Responsibilities
 - i. Coordinate response activities to support environmental protection
 - ii. Collect environmental information by reviewing pre-attack land use and management plans
21. Resources Unit
 - a. Responsible department: Division of Law Enforcement and Safety
 - b. Responsibilities
 - i. Track and distribute available resources

22. Demobilization Unit
 - a. Responsible department: Division of Law Enforcement and Safety
 - b. Responsibilities
 - i. Prepare and plan to conclude operations and release resources to daily use after the emergency ends

23. Logistics Section Chief
 - a. Responsible department: Facilities
 - b. Responsibilities
 - i. Oversee resource allocation and incident support services
 - ii. Directly supervise: Facilities Unit, Supply Unit, Communications & Technology Unit, Call Center Unit, Housing Unit, Food & Water Unit, Ground Support Unit
 - iii. Maintain responsibility for all subordinate functions until delegated to another person

24. Facilities Unit
 - a. Responsible department: Facilities
 - b. Responsibilities
 - i. Conduct damage assessment
 - ii. Restore all buildings and facilities to operational status
 - iii. Coordinate debris removal
 - iv. Assess and restore essential utilities such as electricity, water, gas and sewage to campus
 - v. Provide alternate arrangements during utility failure

25. Supply Unit
 - a. Responsible department: Facilities
 - b. Responsibilities
 - i. Order, receive and store resources
 - ii. Contact partners in mutual aid agreements

26. Communications & Technology Unit
 - a. Responsible department: University Technology Services
 - b. Responsibilities
 - i. Assess and coordinate the restoration of essential methods of communications to campus such as telephone, internet, cable and radio
 - ii. Provide alternate arrangements during communication failure

27. Call Center Unit
 - a. Responsible department: University Housing
 - b. Responsibilities
 - i. Serve as the initial contact point for faculty, staff, students, etc. to request services or information from the University

28. Housing Unit
 - a. Responsible department: University Housing
 - b. Responsibilities
 - i. Identify and manage space for victims, responders and any other approved personnel that require shelter

29. Food & Water Unit
 - a. Responsible department: Business Affairs
 - b. Responsibilities
 - i. Coordinate the delivery, preparation and distribution of food, water, and ice for victims, responders, and any other approved personnel

30. Ground Support Unit
 - a. Responsible department: Vehicle Management and Parking Services
 - b. Responsibilities
 - i. Coordinate vehicles for all transportation including volunteers, work crews, emergency responders, etc.
 - ii. Coordinate evacuation plans
 - iii. Provide maintenance and fuel for response vehicles

31. Finance & Administration Section Chief
 - a. Responsible department: Budget Office
 - b. Responsibilities
 - i. Monitor all costs associated with the incident
 - ii. Ensure that all expenses are being properly documented and recorded
 - iii. Directly supervise: Procurement Unit, Cost Unit, Time Unit, Claims Unit, Workers' Compensation Unit, Payroll Unit, Financial Donations Unit
 - iv. Maintain responsibility for all subordinate functions until delegated to another person

32. Procurement Unit
 - a. Responsible department: Purchasing
 - b. Responsibilities
 - i. Approve all purchases
 - ii. Coordinate all financial matters with vendor contracts, leases, fiscal agreements, and mutual aid agreements

33. Cost Unit
 - a. Responsible department: Controller
 - b. Responsibilities
 - i. Track and maintain records for money spent
 - ii. Make cost savings recommendations

34. Time Unit
 - a. Responsible department: Human Resources
 - b. Responsibilities

- i. Track amount of time and overtime each responder works
 - ii. Track amount of time large equipment is used
- 35. Claims Unit
 - a. Responsible department: Environmental Health and Safety
 - b. Responsibilities
 - i. Prepare and file insurance claims involving University property damages
 - ii. Manage FEMA reimbursements
- 36. Workers' Compensation Unit
 - a. Responsible department: Human Resources
 - b. Responsibilities
 - i. Record and investigate workers' compensation claims
- 37. Payroll Unit
 - a. Responsible department: Department of Payroll
 - b. Responsibilities
 - i. Distribute payroll to employees
 - ii. Create a payment distribution plan in case computer systems are unavailable
- 38. Financial Donations Unit
 - a. Responsible department: University Development
 - b. Responsibilities
 - i. Solicit and coordinate the reception of financial donations
- D. EMT Member Responsibilities
 - 1. Each University department or division identified in Section C is duly authorized and responsible for both preparation and implementation of necessary plans for responding to emergencies on campus, within the scope of that unit's function.
 - a. If requested, these individuals will attend monthly Emergency Management Team meetings, serve on applicable committees, and obtain the necessary training needed to perform their roles.
 - b. All members of the emergency management team (EMT) will complete the requisite NIMS / ICS training set by the EPG.

III. Related Policies

See also:
EM 1.00 Emergency Notification System Policy