North Carolina Central University

Emergency Operation Plan (EOP)

April 2017
NCCU Emergency Preparedness Taskforce
Version 8.5

Review By: Emergency Preparedness Task Force (EPTF)
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Responsible Officer for Implementation: Chancellor

Any person, who requires assistance in understanding any aspect of this document or has any questions, should contact the Chief of Police at extension 6106 or Information Technology Services at extension 5133.
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## Version Control

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<td>December 2013</td>
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<td>8.4</td>
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NORTH CAROLINA CENTRAL UNIVERSITY
Emergency Operations Plan (EOP)

Promulgation Document


Statement of Purpose

North Carolina Central University (NCCU) is committed to providing a safe and healthy environment to those who work, study, live, and visit the campus. NCCU, like any other large organization, is potentially subject to natural, technological, and man-made emergencies that could threaten the university community, core academic mission, and environment. NCCU developed and maintains this Emergency Management Plan (EOP), which provides the framework to ensure that the university is prepared to deal with such events. The need for this plan is critical in educating the 21st century scholar.

NCCU organizes, coordinates, and directs available resources toward an effective response and recovery for emergencies. The effectiveness of this effort depends on the development of individual unit plans. The university, therefore, expects schools, colleges, and departments to create detailed emergency unit plans. This plan includes a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires that colleges, schools, and individual departments designate facility emergency coordinators (FEC) with the authority to make modifications in emergency procedures and commit resources for emergency preparedness.

The Emergency Management Plan (EOP) is in compliance with the National Incident Management System (NIMS), a nationwide standardized approach to incident management and response. NIMS establishes a uniform set of processes and procedures those emergency responders at all levels of government use to conduct response operations. The University Emergency Management Plan (EOP) establishes the foundation to coordinate the actions of personnel and facilitate communication to and from the University Emergency Operations Center.
University Emergency Management

Introduction

This plan establishes universal procedures to guide all schools, and individual departments in developing detailed emergency plans. It includes a chain of command establishing the authority and responsibilities of campus officials and staff members. The effectiveness of the North Carolina Central University Emergency Operations Plan is dependent upon the development of individual unit emergency action plans. Recognizing that on-the-spot decisions must often be made during emergencies, this document calls for the designation of facility emergency coordinators in each unit who have the authority to make necessary modifications in procedures and commit resources.

NCCU’s Planning Components

A complete emergency operations plan consists of the individual Unit Emergency Plans. These Unit Emergency Plans are created and maintained at the unit level, with an up-to-date copy posted on the Emergency Operations Center (EOC) website.

This document provides a management framework for responding to and recovering from emergencies that may threaten the health and safety of the North Carolina Central University community or disrupt its programs and operations.

University Emergency Management Program Summary

The University Emergency Management Program is comprised of the following:

- Emergency infrastructure in all university buildings ("fire and life" safety systems)
- The University Emergency Operations Plan (this plan)
- Unit Emergency Plans provided by each unit (see appendix A)
- Scheduled testing of alarm systems and other infrastructure
- Evacuation and shelter-in-place plans and drills

Annual disaster training takes place each year with two exercises, per year, including one "Full-scale" exercise.

Routine debriefing of the Emergency Management Group (EMG) and other involved emergency personnel after any real or false alarm, evacuation, declared emergency, or drill to assist with reviewing the emergency management system and revising if necessary.
University Emergency Response Organization

Emergency Response Organization

The University Emergency Response Organization is made up of two groups:

- Emergency Management Group (EMG)
- Emergency Response Team (ERT)

The following diagram illustrates the Emergency Response structure.

Diagram 1
University Emergency Response Organization

Emergency Management Group
Chancellor
Chief of Staff
Provost/Vice Chancellor for Academic Affairs
Vice Chancellor for Student Affairs
Vice Chancellor for Research & Economic Development
Vice Chancellor for Administration and Finance
Associate Vice Chancellor for Facilities Management
Chief Human Resources Officer
Chief Information Officer
Chancellor of University Relations
University Counsel
Athletics Director

Athletics
Facilities Services Representative
Student Health & Counseling Services
Emergency Management Health & Safety
University Relations Representative
Business/Aux. Services
Emergency Management Group (EMG)

The Emergency Management Group is headed by the Chancellor or Chancellor’s designee and communicates to the University Chief of Police, chair of the Emergency Response Team. The EMG is comprised of senior university officials, selected by the chancellor and provost, who support the implementation of defined emergency management objectives.

During a critical event or large-scale emergency, the EMG serves as a comprehensive consultant team for the Chancellor by interacting with the community, the media and regulatory agencies. The EMG assesses the scope of an incident. The EMG team leader is appointed by the Chancellor, depending on the nature of the emergency. This group has ultimate responsibility for establishing emergency policies for the university. It may declare a campus-wide state of emergency or downgrade a state of emergency to normal conditions. This would include determinations on program closures and resumptions. The group would make major emergency-related policy recommendations to the Chancellor.

The response actions of the EMG and the ERT are guided by North Carolina Central University’s desire to protect the following, in priority order:

1. People and Intellectual Property
2. Facilities and Equipment
3. Research Animals and Plants

Emergency Response Team (ERT)

The ERT establishes response strategies and tactics, deploys resources, and initiates the recovery process. The Emergency Response Team chair (NCCU Chief of University Police) contacts one or more of the members of the emergency management group and mobilizes the emergency response team. The ERT will utilize Web EOC for documentation of an incident. This is provided through N.C. Emergency Management (ncsparta.net).

Emergency Response Team Members

The eighteen campus units that may be required to provide essential services and aid to the campus during an emergency are:

1. Athletics
2. Health and Safety
3. Facilities Services Representative
4. Student Health & Counseling Services
5. Emergency Management Coordinator
6. Public Relations Representative
7. Risk Management represented by Business and Auxiliaries Services
8. Student Government Representative
9. Research Representative
10. Residential Life
11. Human Resources Representative
12. Food Services
13. Information Technology Services (ITS)
14. Academic Service Representative
15. Law Enforcement Representative
16. Procurement Representative
17. Counseling Services
18. Eagle Card Operation

**Facility Emergency Coordinators (FEC)**

Facility emergency coordinators are appointed by the appropriate dean or vice chancellor and are charged with maintaining their departmental or unit emergency plans. They also must provide emergency response guidance for their respective groups through established communication measures. For example, unit emergency plans for campus units should describe procedures for giving emergency aid.

Depending on the incident, the facility emergency coordinator for a specific unit on campus may be requested to join the ERT.

Sample emergency unit action plans, training and guidance for emergency preparedness, mitigation, response, and recovery can be found on the university's Emergency Management website.
Emergency Response Types
(Types 1-5)

An emergency event at North Carolina Central University may be designated as a Type 5 through Type 1 condition. Incidents may be typed in order to make decisions about resource requirements. Incident types are based on the following five types of complexity (Source: U.S. Fire Administration)

Type 5

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written Incident Action Plan (IAP) is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.

Examples include: a vehicle fire, an injured person, or police traffic stop or traffic accident with one or two NCCU police investigating.

Type 4

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegations of authority are updated.
- No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources.
- The agency administrator ensures an operational plan, including objectives and priorities, is completed.

Examples include: Disturbance on Campus handled by NCCU Officers not involving city or county law enforcement.
Type 3

- When capabilities exceed initial attack, the appropriate staff positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Level 1 or 2 team.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Examples include: A HazMat (hazardous material) situation on the campus of NCCU

Type 2

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written Incident Action Plan (IAP) is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.

Examples include: A Multi-Agency Incident with it being an Incident of National Significance such as Tour Bus crash with Fatalities

Type 1

- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
- All command and general staff positions are activated.
- Operations personnel often exceed 500 per operational period. Total personnel will usually exceed 1,000.
- Branches need to be established.
Emergency Response Types (Cont’d)

- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Examples include: Major Natural disaster such as a Hurricane, like the 2005 storm Katrina.

Emergency Lockdown Procedures

Active Shooter

Emergency Lockdown Procedures for ‘Active Shooter’ when the outside sirens and Eagle Alerts (Blackboard Connect) are activated, please do as follows:

- If outside, [If Possible] you should immediately seek shelter within a building or leave campus immediately.
- If within a building, seek shelter within a room that you can secure (lock).
- Once you are locked into a room, have all occupants silence their phones but continue to monitor for Eagle Alert updates via text and email.
- Turn off all lights and remain quiet, waiting for clearly identified Law Enforcement Officers to give the ‘All Clear’.
- Do not wander in the hallways. Do not approach Law Enforcement Officers doing their building search.
- If a Law Enforcement Officer approaches you, immediately show them your hands with palms open and outward toward the officer(s).
- If you have injured individuals in your room, text 911 from your mobile phone and communicate it to Durham Police’s 911 operators. Make sure to tell them you are on NCCU’s campus and provide the exact location.
- Do not leave your location until told by law enforcement or updated to do so by an Eagle Alert message!
Tornado Watch or Warning

Emergency Notification will be sent to campus using all the methods available.

Tornado Watch means that conditions are right for a tornado to spawn. Tornado Warning means that a funnel cloud has been spotted or is imminent.

- If outside, [if you can] immediately seek shelter within a building.
- If inside a building or once you get in a building go to the lowest part of the building away from doors and windows and remain there until notified through Eagle Alert that the danger has passed.

Bomb Threat

Emergency Notification will be sent to the campus community using all the methods available.

- If outside, get away from the suspect building at least 1000 feet. Refrain from using cellphones and other transmittable electronic devices.
- If inside a building go to the nearest exit and evacuate. Move away from the suspect building at least 1000 feet and refrain from using cellphones and transmittable electronic devices.
Emergency Evacuation Procedures

The most common means used to signal an emergency evacuation is the fire alarm. Building Supervisors may have additional and alternative means to signal an emergency evacuation. Building Supervisors are the source of information for the outside assembly area for the building and designated points of contact at the outside assembly area for collecting information about persons left in areas of safe locations in the building. A list of current Building Supervisors is maintained for University employees at:

http://www.nccu.edu/formsdocs/proxy.cfm?file_id=2411

Emergency Response – Order of Priority

In an emergency situation, North Carolina Central University’s overriding mission is to:

- Protect life and safety
- Secure critical infrastructure and facilities
- Resume research and educational programs

Emergency situations have the potential to impact various components throughout the university. Therefore, it is imperative to understand that the university will focus collectively on response and recovery, in order of priority. General emergency response priorities follow from these goals. Specific characteristics, such as time or day, may require some adjustments within the following categories:

- **Facilities used by dependent populations** (residences, occupied classrooms and offices, childcare centers and special event venues)
- **Facilities critical to health and safety** (medical facilities, emergency shelters and sites containing known or suspected hazards - such as laboratories)
- **Facilities that sustain emergency response** (emergency and technology systems, utilities, communications services, computer installations and transportation systems)
- Classroom and research facilities
- Administrative facilities
Emergency Operations Center (EOC)

Purpose

The EOC serves as a centralized management center for emergency operations. The EOC is generally activated by the director of Emergency Management and staffed during all levels of emergencies. The EOC serves as the supervisory authority for all emergency management principles during response and recovery.

The EOC is the primary point of contact for the Emergency Management Group (EMG) and facility emergency coordinators (FEC) as well as the Emergency Response Team (ERT) to provide situational updates and the unified voice to relay information to the Emergency Operation Center (EOC). The EOC provides coordination and support to the Incident Command or Unified Command.

Activating the Emergency Operations Center (EOC)

Upon activation of the emergency operations center (EOC), persons who have been assigned as ERT representatives, or their alternates, will report immediately to the EOC. EOC identification cards are provided to all members of the Emergency Response Team and Emergency Management Group.

Emergency Occurrence during Non-working Hours

If an emergency occurs during non-working hours, the structure of this plan remains the same, however, its implementation may vary depending upon available resources and manpower until the proper officials can be notified. Until that time, the individuals of the highest authority available will assume the most responsibility. These individuals should seek to follow the guidelines of the plan as closely as possible while making an effort to notify North Carolina Central University officials of the situation to obtain verification or advice on their actions.
Individual Unit Emergency Plans

Development

In an emergency, it may be critical for the Emergency Operations Center and other personnel to access individual unit plans quickly. Therefore, it is important that all unit plans follow a uniform format that will be familiar to potential users.

The Unit Emergency Plan template that outlines the minimal requirements is attached to this EOP in appendix A.

Availability, Submission, and Maintenance of Unit Emergency Plans

All current Unit Emergency Action Plans must be available in hard copy to appropriate individuals in the unit and digitally to the EOC via the NCCU intranet.

In addition, units are responsible to review plans annually and update as necessary. There will be a central backup of the EOC online version, and it will be maintained by the Emergency Preparedness Task Force (EPTF).

Maintaining and Updating Unit Emergency Plans

Unit plans should be kept current and reviewed annually. They need to be updated as faculty, staff, students and programs in the unit change. Unit plans should be available in both hard copy and digital formats.

RESPONSIBILITIES

Unit Responsibilities

Units are responsible for creating and maintaining unit emergency plans in accordance with the minimum standards set forth in this policy. Table 2, page 18 outlines individual emergency responsibilities at the university level.

Emergency Management Group (EMG)

Based on the nature of the incident, the chancellor may appoint a member of the Emergency Management Group (EMG) as the group leader to coordinate implementation of the emergency plan.
### Emergency Responsibilities

#### Table 2

**Emergency Management Group (EMG)**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor, Provost and Vice Chancellor for Academic Affairs</td>
<td>Act as the highest level of authority on academic issues during an emergency. This group is instrumental in planning the resumption of classes.</td>
</tr>
<tr>
<td>Communications Advisor; Assoc. V/C of University Relations</td>
<td>Acts as the highest level of authority regarding emergency communications. Collects accurate information and presents it in an organized way to the campus community, government officials, the public and news media. Establishes and maintains information hotlines and other means of communicating emergency instructions and information to the NCCU community and the public. Serve as liaison with director for Government and Community Relations to develop communications to government officials and agencies. Establish the basic parameters that govern the campus emergency organization.</td>
</tr>
<tr>
<td>Chancellor</td>
<td>Declare a campus state of emergency when required. Acts as the highest level of authority during an emergency. Authorizes suspension and resumption of classes.</td>
</tr>
<tr>
<td>Emergency Management Group Leader (named at the time of the emergency)</td>
<td>Public Safety Director.</td>
</tr>
<tr>
<td>Facilities Management Advisor; Associate Vice Chancellor for Facilities Management</td>
<td>Leads the recovery process. Prioritizes salvage operations. Establishes target date for resuming normal operations.</td>
</tr>
<tr>
<td>Financial Planning Advisor; Vice Chancellor for Administration and Finance</td>
<td>Develops expenditure documentation procedures to fulfill requirements for potential disaster relief aid from state and federal governments. Acts as the highest level of authority regarding emergency accounting and disbursement procedures. Acts as the highest level of authority regarding business and financial issues during an emergency.</td>
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</table>
EMG (Cont’d)

Human Resources: Chief Human Resources Officer

Directs the interpretation and application of policies related to all employees. Coordinates specialized staffing needs.

Information Systems Advisor: Chief Information Officer

Acts as the highest level of authority regarding the campus telephone system, campus data network system, and computer and information systems.

Legal Advisor: University Counsel

Advises in all legal matters.

Research Advisor: Vice Chancellor for Research & Graduate Studies

Acts as a liaison with the research community. Helps establish priorities for protecting the health and welfare of research animals, and ensures the viability and safety of campus research interests.

Student Services Advisor: Vice Chancellor for Student Affairs

Acts as the highest level of authority regarding student life, including any necessary relocation and temporary housing and feeding.

Emergency Response Team (ERT) Staff

Table 3 below summarizes the responsibilities of the Emergency Response Team (ERT) staff as identified in Figure 1.

<table>
<thead>
<tr>
<th>Emergency Response Team Director: NCCU Chief of Police (or designee)</th>
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<tbody>
<tr>
<td>Directs the campus emergency response to minimize casualties and injuries. Sets priorities, delegates tasks, and manages the emergency operations center. Provide the emergency management team with current information on the status of the response. Coordinates provision/receipt of community mutual aid.</td>
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| Facilities Representative: Director, Facilities Services | 
| Coordinates the collection of information to determine the severity of damage caused by the emergency. Implements the inspection and closing of damaged campus buildings. Develop a working group of specialists to assist with the assessment and inspection of buildings. Assists campus police with the search and closing of damaged buildings. Conducts inspections of campus facilities, emergency construction or repairs, and debris clearance from roadways. Makes provisions for temporary utilities services. | 

| Personnel Planning Advisor: Assistant to the Chief Human Resources Officer | 
| Establishes a campus resource directory of employees with technical and specialized skills who can be called upon to provide assistance during an emergency. Acts as the highest level of authority regarding North Carolina Central University employees. |
Medical Representative
Medical Director,
Student Health & Counseling Services

Emergency Management Coordinator:

Implements the emergency medical plan. Works to minimize loss of life, injury and human suffering by ensuring timely and coordinated medical assistance.
Assists Durham Fire/Rescue and Durham County Emergency Medical Services as directed.

Supports all Emergency Response with Local, State, and Federal Agencies.
Coordinates Emergency Notifications with University Relations.
Supports Emergency Services Safety Officers.

Law Enforcement Representative:
NCCU Police Uniform Patrol

Alert and notify campus community.
Assist with the closing of damaged campus buildings, the evacuation of the campus community and the search of missing persons.
Protect critical facilities and supplies.
Provide traffic and crowd control.
Coordinate with the Office of the Chief Medical Examiner.

Utilities Services Representative (may be the same person as the Facilities Representative)
Director, Facilities Services

Directs restoration of essential utilities, focusing on service to the central plants or distribution system.
Determines the nature, duration and impact of the outage where utility plants or distribution systems are involved.
Coordinates a response with NCCU’s energy suppliers and the internal campus response units.
Works to prevent long-term damage to the central plants or distribution system.
Provides technical support to assist building and facilities managers.

Information Technologies Representative:
Director, Infrastructure Services, Information Technology Services (ITS)

Directs the restoration of campus telephone system, campus data network system, and computer and information systems.

Risk Management Representative
Director, Business & Auxiliary Services

Coordinates and provides campus liaison to insurance vendor response. Assists in identifying recovery resources.
Provides assistance in completing insurance claim forms.

Student Services:
Director, Residential Life

Coordinates the immediate needs of students, particularly those who live on campus.
Works closely with the public information representative to communicate with the families of students.

Procurement/Purchasing Representative:
Purchasing Services

Procure essential materials and services to support all emergency representatives.
Emergency Support Functions (ESF):

Table 4 lists the responsibilities of each of the Emergency Support Function listed in numerical order.

<table>
<thead>
<tr>
<th>EMERGENCY SUPPORT FUNCTIONS</th>
<th>UNIVERSITY DEPARTMENTS PRIMARY</th>
<th>SUPPORT DEPARTMENTS</th>
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<tbody>
<tr>
<td>ESF1 Transportation</td>
<td>University Police</td>
<td>Athletics, Residential Life, Community Services, Facility Services</td>
</tr>
<tr>
<td>ESF2 Communication</td>
<td>Information Technology</td>
<td>Public Relations, University Police, Facility Services</td>
</tr>
<tr>
<td>ESF3 Public Works and Engineering</td>
<td>Facility Services</td>
<td>Police / Emergency Management</td>
</tr>
<tr>
<td>EFS 4 Firefighting</td>
<td>University Police / E.M.</td>
<td>Facility Services and Residential Life</td>
</tr>
<tr>
<td>ESF 5 Emergency Management</td>
<td>University Police / E.M.</td>
<td>Emergency Response Team and Emergency Management Group</td>
</tr>
<tr>
<td>ESF 6 Mass Care, Emergency</td>
<td>Mass Care, Emergency Assistance, Housing and Human Assistance, Housing &amp; Human Services</td>
<td>Residential Life, Student Health, Human Resources, Academic Affairs (Nursing Department)</td>
</tr>
<tr>
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</tr>
<tr>
<td>ESF 8</td>
<td>Public Health and Medical Services</td>
<td>Student Health &amp; Counseling Services</td>
</tr>
<tr>
<td>ESF 9</td>
<td>Search and Rescue</td>
<td>University Police/ E.M.</td>
</tr>
<tr>
<td>ESF10</td>
<td>Oil and Hazardous Material Response</td>
<td>University Police/ E.M.</td>
</tr>
<tr>
<td>ESF 11</td>
<td>Agriculture and Natural Resources</td>
<td>University Police / E.M.</td>
</tr>
<tr>
<td>ESF 12</td>
<td>Energy</td>
<td>Facility Services</td>
</tr>
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</table>
ESF 13
Public Safety and Security

University Police/ E.M.

NCCU (C.E.R.T.), Public Relations, Information Technology, Emergency Response Team

ESF 14
Long Term Community Recover

Facility Services

University Police/ Emergency Management, Information Technology, Business & Auxiliary Services

ESF 15
External Affairs

Public Relations

Emergency Management Group, Emergency Response Team
Appendix A: Unit Emergency Plan Template

Below are the sections and the definitions of content to be included in the Unit Emergency Plan document. The Unit Emergency Plan is available in MS Word or PDF formats for completion by each unit.

Definition of the Unit Emergency Plan Content

Unit Emergency Management Personnel (EMP)

Identify individuals and alternates for the following functions. One person can be assigned to more than one function. List name, title, extension and email address for each.

- **Unit Plan Execution/Emergency Response Coordinator:** This person is the first contact in a unit during an emergency and is responsible for the implementation and management of the unit plan.
- **Unit Plan Maintenance Coordinator:** This person has oversight of the annual review and updating of the Unit Emergency Management Plan and may be the same person as the unit emergency response coordinator.
- **Unit Plan Emergency Management Team:** This group is responsible for creating, maintaining and updating the unit plan, and overseeing implementation.
- **Unit Asset Coordinator:** This person has oversight for securing critical assets, including vital records. This person also assists with unit content damage assessments following an emergency.
- **EMP Unit Plan/Unit Representative:** This person attends annual training/information sessions and communicates changes to the unit. This person also provides new hires with a unit orientation to safety processes, including a physical walkthrough. This orientation complements, but does not replace, any safety orientation/training offered by the university to new hires.

Unit Plan Maintenance Activities

Identify individuals responsible for scheduling annual meetings, unit review meetings, and updating and distributing the unit plan. (Building Supervisor and Asst. Building Supervisor)

Unit Emergency Management Command Post

Identify a unit command post and alternate location where everyone can meet during a crisis situation. The unit command post should have sufficient room, chairs, workspace and phone access.
Unit Emergency Communication Plan

Attach emergency calling roster for the unit. (The Building Supervisor)

Unit Safety Threats

Develop unit safety procedures for the threats listed in the University Emergency Response Guide, which can be found on the Emergency Management Website. Identify and list any unit safety specific threats (for example, a specific safety threat related to labs) and develop safety procedures for each unit threat.

Unit Safety Threats/Laboratories

Identify specific safety threats related to unit laboratories. This section may not apply to all units.

Unit Asset Protection

Identify important assets and develop procedures to protect assets. Assets would include physical items of value, data information, etc.

Unit Emergency Response Plan

As appropriate, develop disaster-specific response plans to maintain and/or restore services that are critical to the unit or university. Identify (contact names, location, phone, email addresses, etc.) subcontractors, suppliers, and service providers that may be needed in an emergency.

Unit Emergency Plan Contents

Below are the minimum sections/forms that would be included in your Unit Emergency Plan

Unit Emergency Management Personnel

- Unit Plan Maintenance Activities
- Unit Emergency Management Command Post
- Unit Emergency Communication Plan
- Unit Safety Threats
- Unit Safety Threats/Laboratories
- Unit Asset Protection
- Unit Emergency Contact List

(Note to Units: If additional page space is required for forms, please revise table of contents list accordingly.)
Unit Emergency Plan Forms

The following forms would be included in your Unit Emergency Plan.

I. Unit Emergency Management Personnel

Unit: ____________________________
Date Prepared: ___________________
Prepared by: ____________________

The individuals responsible for the development and execution of this Unit Plan are as follows:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Title</th>
<th>Extension &amp; Home, No.</th>
<th>e-Mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Plan Execution/Emergency Response Coordinator</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Plan Maintenance Coordinator</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Plan Emergency Management Team Members</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Asset Coordinator</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Unit Plan/Unit Representative</td>
<td>5</td>
<td></td>
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</tr>
</tbody>
</table>

Roles and Responsibilities:

1. First contact in your unit in an emergency who executes and manages the plan.
2. Responsible for review and update of the Unit Emergency Management Plan.
3. Group responsible for creating, maintaining and updating the plan, and overseeing its implementation.
4. The individual managing critical assets, including vital records; task typically assigned to the unit Property Control Officer. Also assists with unit content damage assessments following an emergency.
5. Individual responsible for attending annual meetings to keep plan current; also trains new hires in safety procedures.
I (b) Unit Plan Maintenance Activities

Unit: 
Date Prepared: 
Prepared by: 

The individual(s) responsible for the Unit Plan Maintenance Activities are:

<table>
<thead>
<tr>
<th>Annual Update Activities</th>
<th>Name</th>
<th>Title</th>
<th>Extension &amp; Home No.</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend Annual Training Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Schedule Unit Review Meeting</td>
<td></td>
<td></td>
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<tr>
<td>Update Unit Plan</td>
<td></td>
<td></td>
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<tr>
<td>Distribute copies of the Unit Plan</td>
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<tr>
<td>Forward a copy of the Unit Plan to the Chair of NCCU's Emergency Management Preparedness Workgroup</td>
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</tbody>
</table>
II. Unit Emergency Management Command Post

Unit: ________________________________

Date Prepared: ____________________________

Prepared by: ______________________________

Identify a unit command post and alternate locations where everyone can meet during a crisis situation. The unit command post should have sufficient room, chairs, workspace, and phone access.

<table>
<thead>
<tr>
<th>Location</th>
<th>Building</th>
<th>Wind</th>
<th>Floor</th>
<th>Rpm/°C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Emergency Management Command Post</td>
<td></td>
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<tr>
<td>Alternate Emergency Management Command Post</td>
<td></td>
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<tr>
<td>Alternate Emergency Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Command Post</td>
<td></td>
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</tbody>
</table>
Attach emergency calling roster(s) for the unit.

### III (a) Unit Safety Threats

Identify and list any safety threats.

<table>
<thead>
<tr>
<th>Description of Safety Threat</th>
<th>Contact Person</th>
<th>Title</th>
<th>Extension &amp; Home No.</th>
<th>E-mail address</th>
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</thead>
<tbody>
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</table>

**Recommended Safety Procedures**

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</table>

Appendix A
III (b) Unit Safety Threats/Laboratories

Unit: 
Date Prepared: 
Prepared by: 

Identify and list any safety threats related to labs. Develop safety procedures for each threat listed.

Building________ Lab ___________ Inspected By ____________________
Date ____________

<table>
<thead>
<tr>
<th>Category</th>
<th>Safety Procedure</th>
<th>Priority</th>
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<tbody>
<tr>
<td>Critical Substances</td>
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<tr>
<td>Radioactive</td>
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<tr>
<td>Gases</td>
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<tr>
<td>Flammable Materials</td>
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<tr>
<td>Biological</td>
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<td>Spills</td>
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<tr>
<td>Power</td>
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<tr>
<td>Temperature Sensitive</td>
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<tr>
<td>Ventilation Control</td>
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<tr>
<td>Laser</td>
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<tr>
<td>Other</td>
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<tr>
<td>Other</td>
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</tbody>
</table>
IV. Unit Asset Protection

Identify important assets and develop procedures to protect assets. Assets would include physical items of value, data information, etc. Units may consider including current copy of property control inventory listing in this section.

<table>
<thead>
<tr>
<th>Important Assets</th>
<th>Contact Person</th>
<th>Title</th>
<th>Extension &amp; Home No.</th>
<th>E-mail address</th>
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</table>
V. Unit Emergency Contact List

Unit: 
Date Prepared: 
Prepared by: 

As appropriate, develop disaster-specific response plans to maintain and/or restore services that are critical to the unit. Identify (contact names, location, phone, email addresses, etc.) subcontractors, suppliers, and service providers that may be needed in an emergency.

<table>
<thead>
<tr>
<th>Contact List</th>
<th>Contact Name</th>
<th>Company Name Critical Service</th>
<th>Telephone Number</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontractors</td>
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<td>Suppliers</td>
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<td>Service Providers</td>
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