

**MERCER UNIVERSITY
EMERGENCY PREPAREDNESS PLAN**

(Appendix A)



**FIELD OPERATIONS CENTER (FOC)
EMERGENCY PLANNING GUIDELINES**

FIELD OPERATIONS CENTER (FOC) EMERGENCY PLANNING GUIDELINES

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INTRODUCTION

The Mercer University Emergency Preparedness Plan includes expanded roles and responsibilities for Vice-Presidents, Deans, and Directors. These University officers will provide a vital link between emergency personnel and the campus community before, during, and after a major crisis. Their support of emergency preparedness activities and their leadership during a crisis will help protect campus safety and ensure that the University's academic program and mission-critical functions are restored quickly when a campus emergency or area-wide disaster occurs.

Mercer depends on Vice-Presidents, Deans, and Directors to:

- Oversee the development of effective emergency planning in their constituent departments
- Create a "Field Operations Center" (FOC) that will communicate information to and from the campus "Emergency Operations Center" (EOC) during major emergencies or disasters
- Gather documentation on emergency impacts, and implement post-incident program resumption and cost recovery measures

Several important management actions should be taken before, during, and after an emergency event to accomplish these objectives. These Emergency Planning Guidelines provide a basic orientation to this management function, and establish the essential components of a Field Operations Center (FOC).

The following materials include a number of planning "templates" that are divided into three sections:

- A. Emergency Preparedness
- B. Emergency Response Actions
- C. Emergency Recovery Functions

These forms may be duplicated or modified as necessary for individual (FOCs).

EMERGENCY PREPAREDNESS

BASIC STEPS TO TAKE BEFORE AN EMERGENCY OCCURS:

1. Review the Mercer University Emergency Preparedness Plan and Department Planning Guidelines.
2. Appoint an administrative Emergency Coordinator for your jurisdiction to:
 - Deliver copies of the Emergency Preparedness Plan and Department Guidelines to your chairs or department heads.
 - Prepare an internal emergency procedures for your administrative staff. Select materials from the Department Plan templates to produce these procedures.
 - Plan for interdepartmental coordination. Organize a “Field Operations Center” (FOC) to interface between the University’s central Emergency Operations Center (EOC) and your constituent departments during a major emergency or disaster.
 - Develop alternate communications strategies for emergencies that result in a loss of power or telephone service. Consider wireless telephone resources for your FOC.

USE THE FOLLOWING FORMS TO SET UP YOUR FOC:

ROSTER OF DEPARTMENT EMERGENCY CONTACTS

(REPRODUCE THIS FORM TO RECORD CONTACT INFORMATION FOR ALL DEPARTMENTS)

INFORMATION LAST REVISED ON: _____

DEPARTMENT:

DEPARTMENT FAX NUMBER:

	OFFICE #	EMAIL	HOME PHONE #	PAGER/CELLULAR #
Chair:				
Back-up:				

DEPARTMENT:

DEPARTMENT FAX NUMBER:

	OFFICE #	EMAIL	HOME PHONE #	PAGER/CELLULAR #
Chair:				
Back-up:				

DEPARTMENT:

DEPARTMENT FAX NUMBER:

	OFFICE #	EMAIL	HOME PHONE #	PAGER/CELLULAR #
Chair:				
Back-up:				

COMPONENTS OF A FIELD OPERATIONS CENTER (FOC)

Information last revised on: _____

1. Primary FOC Headquarters: (Room/Building)

Alternate FOC Site(s): (Room/Building/Outdoor Location)

2. Emergency Communications Systems:

Phones (include cell phones): (List Phone Numbers)

Fax:

Email Address:

Voice-Mail Notification Lists: (List names)
(Instructions for Voice-Mail Distribution
Lists and Hotline Follow)

FOC Hotline for Department Heads to Call for Recorded Bulletins and Updates:

(---) ___ - _____

**EMERGENCY COMMUNICATIONS:
ESTABLISHING NOTIFICATION SYSTEMS
USING MERCER VOICE-MAIL SYSTEM**

TO CREATE AN EMERGENCY NOTIFICATION LIST:

**Create a Voice-Mail List for Department Heads
and for Your Internal Office Emergency Team**

(Insert Instructions)

TO SEND A MESSAGE TO A LIST:

(Insert Instructions)

EMERGENCY RESPONSE ACTIONS

SPECIFIC RESPONSIBILITIES DURING AN EMERGENCY

1. Alert personnel in your area to emergency conditions, and disseminate University safety instructions and status reports. Use all of the communications systems that were organized in your FOC emergency preparedness plan:
 - Voice-Mail Notification Lists
 - FOC Hotline for Department Heads
 - Email
 - Cell Phone
 - FAX
2. Gather information on emergency impacts in your jurisdiction, and report the information to emergency services and the campus Emergency Operations Center (EOC).
3. Evaluate the emergency's effects on teaching, research, and program continuity in your area.

USE THE FOLLOWING FORMS TO GUIDE RESPONSE ACTIONS:

EMERGENCY COMMUNICATIONS:

RECORDING A FOC BULLETIN ON YOUR EMERGENCY INFORMATION HOTLINE

FOC Hotline Number: (____) ____-_____

When you plan your Department Emergency Information Hotline, consider whether you will use an existing phone line or whether you will install a designated line. Note that the FOC Hotline Number will play the Emergency Bulletin until it is returned to normal business use.

If you have questions about this process for using an existing voice-mail line as a Hotline, or you wish to designate a dedicated voice-mail line for a Hotline, contact Telecommunications.

If you are using an existing Voice-Mail Line as a Hotline:

(Insert Instructions)

**OFFICE OF THE VICE-PRESIDENT / DEAN
EMERGENCY ANNOUNCEMENT
FOC to Departments**

DATE _____

OF PAGES IN THIS REPORT _____

TIME _____ (a.m. p.m.)

TO: _____	DEPT HEAD
_____	DEPARTMENT
FROM: _____	NAME/TITLE
	FOC HQ
FAX # _____	PHONE # _____

Instructions: **Confidential** **Send Reply** **Circulate & Post**

.....FOC EMERGENCY INFORMATION.....

**OFFICE OF THE VICE PRESIDENT / DEAN
EMERGENCY REPORT
FOC to the EOC**

DATE _____ # OF PAGES IN THIS REPORT _____
TIME _____ (a.m. p.m.)

TO: MERCER UNIVERSITY EMERGENCY OPERATIONS CENTER

FROM: _____ **NAME/TITLE**
FOC HQ

FAX # _____ **PHONE #** _____

.....EMERGENCY REPORT.....

EMERGENCY RECOVERY FUNCTIONS

PRINCIPAL ACTIONS AFTER THE EMERGENCY SUBSIDES

1. Organize operational recovery and staging with service departments.
2. Collect and summarize documentation from constituent departments, including
 - Detailed Space Assessment
 - Detailed Equipment Assessment
 - Detailed Personnel Impacts

(Departments record and forward these data on forms supplied in the Department Emergency Planning Guidelines)

3. Re-evaluate and amend your emergency plans and procedures.

***USE THE FOLLOWING FORM TO SUMMARIZE
DEPARTMENT CONDITIONS.***

FUNCTIONAL AREA RECOVERY: SUMMARY OF DEPARTMENT REPORTS

Make additional copies, as needed
Fax this information to the EOC

<u>Departmental Name</u>	<u>Operational</u>	<u>Not Operational</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUIREMENTS FOR RECOVERY:

1. DEPARTMENT _____ BUILDING(S) _____
PERSONNEL: _____
FACILITIES: _____
EQUIPMENT: _____

2. DEPARTMENT _____ BUILDING(S) _____
PERSONNEL: _____
FACILITIES: _____
EQUIPMENT: _____

3. DEPARTMENT _____ BUILDING(S) _____
PERSONNEL: _____
FACILITIES: _____
EQUIPMENT: _____