

Annex A

Emergency Support Functions

Purpose

Annex A – Emergency Support Functions, and the contents within, are a guide to how the University organizes utilizing the Emergency Support Functions (ESF) structure. The Annex is written as a supplementary document of the Florida State University (FSU) Comprehensive Emergency Management Plan (CEMP).

Background

The ESFs provide the University structure for coordinating interagency support for an emergency incident. They are mechanisms for grouping the most common functions for disasters and other emergency events. This ESF Annex identifies the lead and support agencies relevant to each ESF. An ESF lead agency is a Campus Unit with significant authorities, roles, resources, or capabilities for a function within an ESF. Support agencies are those entities with specific capabilities or resources that support the lead agency in executing the mission of the ESF. In addition to this Annex, each ESF will maintain Standard Operating Procedures (SOP) and other documentation for their ESF responsibilities and for tracking purposes.

Each entity identified herein will utilize this Annex as the basis for development and maintenance of subordinate plans, response policies, and implementing procedures. The existence of this Annex does not relieve response organizations or local jurisdictions from the duty of developing their own Standard Operating Procedures.

ESF – Transportation

Emergency Support Function - Transportation coordinates and addresses transportation and parking issues during the preparation, response and recovery phases of a disaster.

Lead – Transportation and Parking Services (TAPS)

Support – Florida State University Police Department (FSU PD)

Scope – ESF – Transportation is responsible for the coordination of transportation resources prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other organizations as necessary. ESF – Transportation develops situation reports and plans of action for all transportation related activities and provides them to the EOC Operations Section Chief.

Purpose – Transportation and Parking Services (TAPS) will coordinate with partners and other campus units to support emergency transportation needs during an emergency/disaster affecting Florida State University. Transportation and Parking Services (TAPS) resources may be utilized to address the following priorities:

- Evacuation assistance
- Traffic management
- Logistical transportation
- Staging for equipment and debris
- Emergency repairs

Concept of Operations – The Operations Section Chief, or designee, will notify ESF –Transportation lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF –Transportation to review and assess developing transportation problems and respond in the appropriate manner.

Organization – Transportation and Parking Services (TAPS) is the lead campus unit responsible for ESF – Transportation. In cooperation with support organizations, TAPS is responsible for the coordination of all resources applicable the transportation function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Transportation meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.
- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed on an as required basis during or after an incident.

The EOC Operations Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The development and timely submittal of situation reports.

Direction & Control – Transportation and Parking Services (TAPS) will manage and control the operation of ESF – Transportation.

ESF – Transportation has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University’s transportation personnel, assets, and infrastructure.
- Manage transportation resources to support emergency operations.
- Provide buses as emergency assets, as requested by the EOC Operations Section Chief, during an incident.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Coordinating bus and driver requirements for evacuations.
- Participating in evacuation support planning and traffic studies.
- Conducting a transportation vulnerability assessment on hazard impacts.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze and distribute information on the status of the University's transportation infrastructure.
- Manage transportation resources and services to support emergency operations.
- Pre-position resources based on projected requirements.
- Assist in coordinating mutual aid requests for transportation services and resources.
- Coordinate the provision of transportation for the campus population during evacuations.
- Cease transportation service as appropriate during an impending storm or other identified hazard and alert ridership in a timely fashion.
- Ensure there is adequate fuel to conduct transportation missions.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.
- Coordinate resources to ensure available transportation vehicles when and if required.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area. The following represents a synopsis of initial Recovery responsibilities:

- Transportation of logistical supplies if required.
- Evaluation of the transportation needs relative to continued sheltering, campus re-opening, and the movement of the campus population.
- Resumption of basic full or modified transportation services for the campus.
- Transportation of recovery personnel and equipment generated as a result of mutual aid agreements.
- Provision of transportation assistance to damage assessment teams and emergency response teams, as necessary.
- Coordination of transportation in support of Disaster Assistance Centers (DACs).
- Coordination of resource requests through the EOC.
- Preparation of incident briefing reports and situation reports for submittal to the EOC Operations Section Chief.

ESF – Communications

Emergency Support Function - Communications coordinates and addresses communications and information technology issues during the preparation, response and recovery phases of a disaster.

Lead – Information and Technology Services (ITS)

Support – Florida State University Police Department Information Technology (FSU PD-IT)

Scope – ESF – Communications is responsible for the coordination of communications resources prior to, during and following an emergency/disaster. Available resources of ESF – Communication may be defined as the personnel, technology, equipment, and resources. Other obtainable resources may be defined as the personnel, technology, equipment, facilities, material, and supplies provided by contractors, vendors, suppliers, related agencies of federal, state, and local governments, and public and private associations or organizations.

Purpose – It is the responsibility of ESF – Communications to provide and coordinate communication equipment and services to Florida State University for emergency operations during the response and recovery phases of an incident or disaster.

Concept of Operations – The Operations Section Chief, or designee, will notify ESF –Communications lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF – Communications to review and assess developing communications and information technology problems and respond in the appropriate manner. In cooperation with support organizations, ITS is responsible for the coordination of all resources applicable to the communications function.

Organization - Information and Technology Services (ITS) is the lead campus unit responsible for ESF – Communications. In cooperation with support organizations, ITS is responsible for the coordination of all resources applicable the communications function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Communications meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.

- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed before, during, or after an incident.

The EOC Operations Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction and Control - ITS will manage and control the operation of ESF – Communications. ESF – Communications will provide resources that include contracts for goods and services and liaise with response and recovery teams.

ESF – Communications has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University’s information and technology personnel, assets, and infrastructure.
- Manage IT resources to support emergency operations.
- Provide emergency assets, as requested by the EOC Operations Section Chief, during an incident.
- Evaluate and prioritize restoration based on the availability of equipment and manpower.
- Advise, in writing, an estimated completion time and submit the estimate to the EOC Operations Section Chief.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Ensuring all ITS equipment is in working order.
- Ensuring all staff which need ITS equipment receives the necessary items.
- Creating and disseminating help guides for various information technology (hardware and software) troubleshooting so staff can be self-sufficient.
- Planning alternative accommodations in the event infrastructure cannot support on campus classes such as distance/online classes.
- Conduct an information technology vulnerability assessment on hazard impacts.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze and distribute information on the status of the University's information technology personnel, assets, and infrastructure.
- Manage information technology resources and services to support emergency operations.
- Support the needs of the first responders and emergency management staff to ensure continuity of operations.
- Pre-position resources based on projected requirements.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.
- Coordinate resources to ensure available information technology resources when and if required.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area. The following represents a synopsis of initial Recovery responsibilities:

- Restoration of communication and information technology systems.
- Provision of information technology resources to damage assessment teams and emergency response teams, and others as necessary.
- Coordination of resource requests through the EOC.
- Preparation of incident briefing reports and situation reports for submittal to the EOC Operations Section Chief.

ESF –Public Works

Emergency Support Function – Public Works coordinates and addresses infrastructure problems like power restoration, water and sewer issues, as well as building infrastructure issues during the preparation, response and recovery phases of a disaster.

Lead – Facilities

Support – Procurement Services

Scope – ESF – Public Works is responsible for the coordination of all public works infrastructure prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other organizations as necessary. ESF – Public Works develops situation reports and plans of action for all Public Works related activities and provides them to the EOC Operations Section Chief.

Purpose – Facilities will coordinate with partners and other campus units to support emergency energy and public works needs during an emergency/disaster affecting Florida State University. Facilities resources may be utilized to address the following priorities:

- Power restoration
- Generator issues and maintenance
- Water issues
- Sewer issues
- Building infrastructure
- Damage Assessment & Debris Management
- Critical HVAC & Fire Safety Systems

Concept of Operations – The Operations Section Chief, or designee, will notify ESF –Public Works lead and support organizations of impending EOC activations and potential threats. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF– Public Works to review and assess developing energy and public works problems and respond in the appropriate manner.

Organization – Facilities is the lead campus unit responsible for ESF – Public Works. In cooperation with support organizations, Facilities is responsible for the coordination of all resources applicable the public works function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Public Works meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.
- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed before, during, or after an incident.

The EOC Operations Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control –

ESF – Public Works has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University’s energy and public works personnel, assets, and infrastructure.
- Manage resources to support emergency operations.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Conducting an energy and public works vulnerability assessment on hazard impacts.
- Maintaining a list of current projects and their statuses.
- Coordinating the maintenance of all public works systems and infrastructure.
- Securing facilities, construction sites, and readying infrastructure for the hazard’s impacts (such as, flooding rain, damaging wind).

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze and distribute information on the status of the University’s energy and public works personnel, assets, and infrastructure.
- Conduct and coordinate campus infrastructure damage assessments.
- Conduct road clearing and debris staging operations.
- Manage resources and services to support emergency operations.
- Pre-position resources based on projected requirements.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.
- Ensure the timely restoration of generator power, or permanent power to support the immediate needs of the university.
- Ensure the public works projects and infrastructure are assessed and secure.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area.

The following represents a synopsis of initial Recovery responsibilities:

- Evaluation of the energy and public works needs relative to continued sheltering, campus re-opening, and the movement of the campus population.
- Resumption of basic full or modified public works services for the campus.
- Removal of debris.
- Coordination of resource requests through the EOC.
- Preparation of incident briefing reports and situation reports for submittal to the EOC Operations Section Chief.

ESF – Planning

Emergency Support Function – Planning conducts deliberate and crisis action planning activities to facilitate the overall activities necessary to protect life and preserve property, during the preparation, response and recovery phases of a disaster.

Lead – Florida State University Emergency Management Division

Support – Florida State University Police Department (FSU PD), University Communications, Dean of Students

Scope – ESF – Planning is responsible for the coordination of deliberate and crisis action planning activities to facilitate the overall activities necessary to protect life and preserve property, before, during and after an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other organizations as necessary. ESF – Planning develops situation reports and plans of action for all planning related activities and provides them to the EOC Planning Section Chief.

Purpose – Emergency Management will coordinate with partners and other campus units to support emergency planning needs during an emergency/disaster affecting Florida State University. Planning resources may be utilized to address the following priorities:

- Planning to manage risks and execute support functions
- Resource and needs tracking
- Identifying priorities and developing the Incident Action Plan (IAP)

Concept of Operations – The Planning Section Chief, or designee, will notify ESF – Planning lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF – Planning to review and assess developing, imminent or realized problems and develop strategies to respond in the appropriate manner.

Organization – Emergency Management is the lead campus unit responsible for ESF – Planning. In cooperation with support organizations, Emergency Management is responsible for the coordination of all resources applicable to the planning function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Planning, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.
- Develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed on an as required basis during or after an incident.

The EOC Planning Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control –

ESF – Planning has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of planning.
- Identify response and recovery priorities for consideration by leadership.
- Manage resources to support emergency operations.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Ensuring all stakeholders and appropriate parties have access to all applicable plans, standard operating procedures, and training materials necessary.
- Planning for the campus community.
- Planning in conjunction with other ESFs and campus units to ensure the university is adequately prepared for emergency events.
- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Maintaining constant situational awareness of threats and hazards.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze and distribute information on the status of the University's planning and implementation.
- Develop and maintain an Incident Action Plan during the event.
- Provide updates to staff on the status of achieving objectives, obtaining resources, and obstacles to overcome.
- Manage resources and services to support emergency operations.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area. The following represents a synopsis of initial Recovery responsibilities:

- Develop a transition plan based on the scope and duration of the recovery.
- Develop an After Action Report.
- Coordination of resource requests through the EOC.
- Preparation of incident briefing reports and situation reports for submittal to the EOC Planning Section Chief.

ESF – Mass Care

Emergency Support Function – Mass Care coordinates and provides life-sustaining resources, places of refuge, essential services, and statutory programs, during the preparation, response and recovery phases of a disaster.

Lead – University Housing

Support – Campus Recreation, Dean of Students, Emergency Management Division, Florida State University Police Department (FSU PD), University Health Services Medical Response Unit (UHS-MRU)

Scope – ESF – Mass Care is responsible coordinating life-sustaining resources, essential services, and statutory programs, prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other organizations as necessary. ESF – Mass Care develops situation reports and plans of action for all mass care and housing related activities and provides them to the EOC Operations Section Chief.

Purpose –University Housing will coordinate with partners and other campus units to support emergency housing needs during an emergency/disaster affecting Florida State University. Mass care resources may be utilized to address the following priorities:

- Securing safe housing for students and others as may be required
- Managing places of refuge
- Coordinating immediate health, emotional, and spiritual care services for the population
- Distributing emergency supplies
- Facilitating family reunification

Concept of Operations – The Operations Section Chief, or designee, will notify ESF – Mass Care lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capabilities and have the authority to commit needed resources. It will be the responsibility of ESF – Mass Care to review and assess developing mass care problems and respond in the appropriate manner.

Organization – University Housing is the lead campus unit responsible for ESF – Mass Care. In cooperation with support organizations, University Housing is responsible for the coordination of all resources applicable to the mass care function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Mass Care meetings, conferences, training and exercises.
- Opening places of refuge to protect members of the campus population.
- Utilizing university space to facilitate the surrounding community’s response needs.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.
- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed before, during, or after an incident.

The EOC Operations Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control –

ESF – Mass Care has the following responsibilities when activated:

- Managing places of refuge
- Distribution of emergency supplies
- Family reunification services
- Immediate health, emotional, and spiritual care services

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Identifying all options available on campus for providing a place of refuge for the campus population and the larger community needs.
- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Coordinating the identification of alternative housing solutions.
- Conducting a housing vulnerability assessment on hazard impacts.
- Opening places of refuge on campus, as necessary.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze and distribute information on the status of the University's housing infrastructure and immediate needs.
- Manage housing resources and services to support emergency operations.
- Coordinate the provision of safe housing for the campus population.
- Coordinate and respond to health, emotional, and spiritual care of the population.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.
- Opening and maintaining places of refuge on campus.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area. The following represents a synopsis of initial Recovery responsibilities:

- Evaluating the housing needs relative to continued operation of places of refuge, campus re-opening, and the movement of the campus population.
- Resuming regular housing services for the campus.
- Closing places of refuge and transitioning the campus population to alternative or permanent housing.
- Coordinating with partners (city/county/state) to transition or close shelters which may be located on campus.
- Coordinating resource requests through the EOC.
- Preparing of incident briefing reports and situation reports for submittal to the EOC Operations Section Chief.

ESF – Resource Support

Emergency Support Function – Resource Support coordinates and addresses the acquisition of commodities and services and asset tracking during the preparation, response and recovery phases of a disaster.

Lead – Procurement Services

Support – Human Resources, Emergency Management Division

Scope – ESF – Resource Support is responsible for the coordination of resources prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other service providers as necessary. ESF – Resource Support develops situation reports and plans of action for all resource related activities and provides them to the EOC Logistics Section Chief.

Purpose – Procurement Services will coordinate with partners and other campus units to support emergency resource needs during an emergency/disaster affecting Florida State University. Procurement Services resources may be utilized to address the following priorities:

- Acquisition of critical resources and services
- Resource tracking

Concept of Operations – The Logistics Section Chief, or designee, will notify ESF – Resource Support lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF –Resource Support to review and assess developing resource acquisition problems and develop alternative strategies for completing their charge.

Organization – Procurement Services is the lead campus unit responsible for ESF – Resource Support. In cooperation with support organizations, Procurement Services is responsible for the acquisition of resources and services applicable the resource support function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Resource Support meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.
- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.

- Maintain a list of available resources that may be employed before, during, or after an incident.

The EOC Logistics Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control – Procurement Services will manage and control the operation of ESF – Resource Support.

ESF – Resource Support has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University’s resource needs.
- Manage resources to support emergency operations.
- Procure emergency assets, as requested by the EOC Logistics Section Chief, during an incident.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Coordinating resource support activities.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze and distribute information on the status of the University’s resource support needs.
- Manage resource procurement to support emergency operations.
- Pre-position resources based on projected requirements.
- Assist in coordinating mutual aid requests for resources.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.
- Coordinate resources to ensure their availability when and if they are required.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area. The following represents a synopsis of initial Recovery responsibilities:

- Evaluation of the resource needs relative to mass care needs, campus re-opening, and the movement of the campus population.
- Provision of resource support to damage assessment teams and emergency response teams, as necessary.
- Coordination of resource requests through the EOC.
- Preparation of incident briefing reports and situation reports for submittal to the EOC Logistics Section Chief.

ESF – Health & Medical

Emergency Support Function – Health & Medical coordinates and addresses health safety and medical issues during the preparation, response and recovery phases of a disaster.

Lead – University Health Services

Support – Emergency Management Division

Scope – ESF – Health & Medical is responsible for the coordination of health resources prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other organizations as necessary. ESF – Health & Medical develops situation reports and plans of action for all health and medical related activities and provides them to the EOC Operations Section Chief.

Purpose – University Health Services will coordinate with partners and other campus units to support emergency health needs during an emergency/disaster affecting Florida State University. University Health Services resources may be utilized to address the following priorities:

- Assessing the immediate health and medical needs of the affected population
- Addressing and responding to the immediate health and medical needs of the affected population
- Securing of drugs, biologics, and medical devices

Concept of Operations – The Operations Section Chief, or designee, will notify ESF – Health & Medical lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF – Health & Medical to review and assess developing health and medical problems and respond in the appropriate manner.

Organization – University Health Services is the lead campus unit responsible for ESF – Health & Medical. In cooperation with support organizations, University Health Services is responsible for the coordination of all resources applicable to the health and medical function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Health & Medical meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.

- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed before, during, or after an incident.

The EOC Operations Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control – University Health Services will manage and control the operation of ESF –Health & Medical.

ESF – Health & Medical has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University’s health and medical situation as a high level overview excluding all Protected Health Information (PHI) protected under the Health Insurance Portability and Accountability Act (HIPAA).
- Manage health and medical resources to support emergency operations.
- Provide personal protective equipment, as requested by the EOC Operations Section Chief, during an incident.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Coordinating health surveillance and monitoring campus population health needs.
- Conducting a health and medical vulnerability assessment on hazard impacts.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze, and distribute information on the status of the University’s health and medical situation as a high level overview excluding all Protected Health Information (PHI) protected under the Health Insurance Portability and Accountability Act (HIPAA).
- Manage health and medical resources and services to support emergency operations.

- Assist in coordinating mutual aid requests for medical services and resources.
- Cease emergency service as appropriate during an impending storm or other identified hazard and alert campus population in a timely fashion.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.
- Coordinate resources to ensure the availability of medical response units when and if required.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area.

The following represents a synopsis of initial Recovery responsibilities:

- Evaluation of the continued health and medical needs relative the recovery phase.
- Resumption of basic full or modified medical and counseling services for the campus.
- Coordination of resource requests through the EOC.
- Preparation of incident briefing reports and situation reports for submittal to the EOC Operations Section Chief.

ESF – Hazardous Materials

Emergency Support Function – Hazardous Materials coordinates and addresses hazardous materials issues during the preparation, response and recovery phases of a disaster.

Lead – Facilities - Environmental Health and Safety

Support – Florida State University Police Department (FSU PD)

Scope – ESF – Hazardous Materials is responsible for the coordination of hazardous materials prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other organizations as necessary. ESF – Hazardous Materials develops situation reports and plans of action for all related activities and provides them to the EOC Operations Section Chief.

Purpose – Facilities – Environmental Health and Safety will coordinate with partners and other campus units to support emergency hazardous materials needs during an emergency/disaster affecting Florida State University. Facilities – Environmental Health and Safety resources may be utilized to address the following priorities:

- Release or potential release of hazardous materials
- Containment of hazardous materials
- Remediation of hazardous material events

Concept of Operations – The Operations Section Chief, or designee, will notify ESF – Hazardous Materials lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF – Hazardous Materials to review and assess developing hazardous materials problems and respond in the appropriate manner.

Organization – Facilities – Environmental Health and Safety is the lead campus unit responsible for ESF – Hazardous Materials. In cooperation with support organizations, Facilities – Environmental Health and Safety is responsible for the coordination of all resources applicable the hazardous materials function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Hazardous Materials meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.

- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed on an as required basis during or after an incident.

The EOC Operations Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control – Facilities – Environmental Health and Safety will manage and control the operation of ESF – Hazardous Materials.

ESF – Hazardous Materials has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University’s hazardous materials and the infrastructure which contains and secures them.
- Manage containment resources to support emergency operations.
- Provide subject matter expertise for hazardous material incidents.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Participating in sheltering in place and evacuation support planning related to hazardous material releases or incidents.
- Conducting a hazardous materials vulnerability assessment on hazard impacts.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze, and distribute information on the status of the University’s hazardous materials and the infrastructure which contains and secures them.
- Manage containment resources to support emergency operations.

- Pre-position resources based on projected requirements.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area. The following represents a synopsis of initial Recovery responsibilities:

- Remediation of hazardous material events.
- Coordination of resource requests through the EOC.
- Preparation of Incident briefing reports and situation reports for submittal to the EOC Operations Section Chief.

ESF – Food & Water

Emergency Support Function – Food & Water coordinates and addresses ensuring the continuity of food and water during the preparation, response and recovery phases of a disaster.

Lead – Office of Business Services

Support – Procurement Services

Scope – ESF – Food & Water is responsible for the coordination of food and water resources prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other organizations as necessary. ESF – Food & Water develops situation reports and plans of action for all related activities and provides them to the EOC Operations Section Chief.

Purpose – The Office of Business Services will coordinate with partners and other campus units to support emergency food and water needs during an emergency/disaster affecting Florida State University. Office of Business Services resources may be utilized to address the following priorities:

- Feeding campus population and responders
- Ensuring bottled water is available

Concept of Operations – The Operations Section Chief, or designee, will notify ESF – Food & Water lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF – Food & Water to review and assess developing food and water problems and respond in the appropriate manner.

Organization – Office of Business Services is the lead campus unit responsible for ESF – Food & Water. In cooperation with support organizations, Office of Business Services is responsible for the coordination of all resources applicable the food and water function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Food & Water meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.
- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.

- Maintain a list of available resources that may be employed on an as required basis during or after an incident.

The EOC Operations Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control – Office of Business Services will manage and control the operation of ESF – Food & Water.

ESF – Food & Water has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University's food and water coordination.
- Manage food and water resources to support emergency operations.
- Provide food and water, as requested by the EOC Operations Section Chief, during an incident.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Coordinating food and water needs and estimates
- Conducting a food and water needs assessment based on hazard impacts.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze, and distribute information on the status of the University's food and water coordination.
- Manage food and water resources and services to support emergency operations.
- Pre-position resources based on projected requirements.
- Coordinate the provision of food and water for the campus population during events.

- Cease food service as appropriate during an impending storm or other identified hazard and alert population in a timely fashion.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area. The following represents a synopsis of initial Recovery responsibilities:

- Evaluation of the food and water needs relative to continued sheltering, campus re-opening, and the movement of the campus population.
- Resumption of basic full or modified food services for the campus.
- Coordination of resource requests through the EOC.
- Preparation of Incident briefing reports and situation reports for submittal to the EOC Operations Section Chief.

ESF – Public Information

Emergency Support Function – Public Information coordinates and addresses communication dissemination to the campus population, public and the media during the preparation, response and recovery phases of a disaster.

Lead – University Communications

Support – Dean of Students, WFSU

Scope – ESF – Public Information is responsible for the coordination of information dissemination to the campus population, public and the media prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, and other organizations as necessary. ESF – Public Information develops situation reports and plans of action for all public information related activities and provides them to the EOC Planning Section Chief.

Purpose – University Communications will coordinate with partners and other campus units to support public information needs during an emergency/disaster affecting Florida State University. University Communications resources may be utilized to address the following priorities:

- Campus population public information and updates
- Parent/Guardian communications and outreach
- Media requests

Concept of Operations – The Planning Section Chief, or designee, will notify ESF – Public Information lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF – Public Information to review and assess developing public information problems and respond in the appropriate manner.

Organization – University Communications is the lead campus unit responsible for ESF – Public Information. In cooperation with support organizations, University Communications is responsible for the coordination of all resources applicable the public information function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Public Information meetings, conferences, training and exercises.

- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.
- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed on an as required basis during or after an incident.

The EOC Planning Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control – University Communications will manage and control the operation of ESF – Public Information.

ESF – Public Information has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University’s operations, services, and impacts.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Coordinating proactive messaging to the public, campus population, and parents/guardians.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze, and distribute information on the status of the University’s operations, services, and impacts.
- Respond to public information and media requests.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area.

The following represents a synopsis of initial Recovery responsibilities:

- Manage public information and media requests to support emergency operations.
- Coordination of public information in support of Disaster Assistance Centers (DACs).
- Coordination of resource requests through the EOC.
- Preparation of Incident briefing reports and situation reports for submittal to the EOC Planning Section Chief.

ESF – Volunteers

Emergency Support Function - Volunteers coordinates and addresses training, coordinating and deploying volunteers during the preparation, response and recovery phases of a disaster.

Lead – Emergency Management Division

Support –

Scope – ESF – Volunteers is responsible for the coordination of volunteer resources prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, volunteer, and faith-based and community organizations as necessary. ESF – Volunteers develops situation reports and plans of action for all volunteer related activities and provides them to the EOC Logistics Section Chief.

Purpose – Emergency Management will coordinate with partners and other campus units to utilize volunteer needs during an emergency/disaster affecting Florida State University. The Campus Emergency Response Volunteers group, managed by Emergency Management, is designed to provide supplementary support to the incident. These volunteers, and others, may be utilized to address the following priorities:

- Sheltering operations
- Campus response

Concept of Operations – The Logistics Section Chief, or designee, will notify ESF – Volunteers lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF – Volunteers to review and assess developing volunteer problems and respond in the appropriate manner.

Organization – Emergency Management is the lead campus unit responsible for ESF – Volunteers. In cooperation with support organizations, Emergency Management is responsible for the coordination of all resources applicable to the volunteer function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Volunteer meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.

- Develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be deployed on an as required basis during or after an incident.

The EOC Logistics Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control – Emergency Management will manage and control the operation of ESF – Volunteers.

ESF – Volunteers has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University’s volunteer capabilities.
- Manage volunteer resources to support emergency operations.
- Provide volunteers as emergency assets, as requested by the EOC Logistics Section Chief, during an incident.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Coordinating volunteer training and requirements.
- Participating in volunteer support planning.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze, and distribute information on the status of the University’s volunteer capabilities.
- Manage volunteer resources and services to support emergency operations.
- Pre-position resources based on projected requirements.
- Assist in coordinating mutual aid requests for volunteer resources.
- Coordinate the volunteer staffing of on-campus shelters, as needed.
- Ensure there are adequate volunteers to complete missions.

- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.
- Coordinate resources to ensure available volunteers when and if required.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area. The following represents a synopsis of initial Recovery responsibilities:

- Evaluation of the volunteer needs relative to continued sheltering, campus re-opening, and the movement of the campus population.
- Coordination of resource requests through the EOC.
- Preparation of Incident briefing reports and situation reports for submittal to the EOC Logistics Section Chief.

ESF – Law Enforcement

Emergency Support Function – Law Enforcement coordinates and addresses all law enforcement issues during the preparation, response and recovery phases of a disaster.

Lead – Florida State University Police Department (FSU PD)

Support –

Scope – ESF – Law Enforcement is responsible for the coordination of all law enforcement and security matters and resources prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other organizations as necessary. ESF – Law Enforcement develops situation reports and plans of action for all related activities and provides them to the EOC Operations Section Chief.

Purpose – Florida State University Police Department will coordinate with partners and other campus units to support emergency law enforcement needs during an emergency/disaster affecting Florida State University. Florida State University Police Department resources may be utilized to address the following priorities:

- Evacuation assistance
- Traffic and building closures
- Campus security and access
- Law enforcement issues
- Emergency response

Concept of Operations – The Operations Section Chief, or designee, will notify ESF – Law Enforcement lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF – Law Enforcement to review and assess developing law enforcement problems and respond in the appropriate manner.

Organization – Florida State University Police Department is the lead campus unit responsible for ESF – Law Enforcement. Florida State University Police Department is responsible for the coordination of all resources applicable the law enforcement function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Law Enforcement meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.
- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed on an as required basis during or after an incident.

The EOC Operations Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control – Florida State University Police Department will manage and control the operation of ESF – Law Enforcement.

ESF – Law Enforcement has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the University’s law enforcement capabilities and resources.
- Manage law enforcement resources to support emergency operations.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.
- Participating in evacuation support and traffic closure planning.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze, and distribute information on the status of the University’s law enforcement capabilities and resources.
- Manage law enforcement resources to support emergency operations.

- Pre-position resources based on projected requirements.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one operational period to the next.
- Coordinate resources to ensure available law enforcement services and resources when and if required.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area. The following represents a synopsis of initial Recovery responsibilities:

- Evaluation of the law enforcement needs relative to continued sheltering, campus re-opening, and the movement of the campus population.
- Coordinating law enforcement assistance to damage assessment teams and emergency response teams, as necessary.
- Coordination of resource requests through the EOC.
- Preparation of Incident briefing reports and situation reports for submittal to the EOC Operations Section Chief.

ESF – Campus Business Recovery

Emergency Support Function – Campus Business Recovery coordinates and addresses campus business recovery issues during the preparation, response and recovery phases of a disaster.

Lead – Office of Business Services

Scope – ESF – Campus Business Recovery is responsible for the coordination of campus business resources prior to, during and following an emergency/disaster. This includes coordination with federal, state and local government, contractors, suppliers and other organizations as necessary. ESF – Campus Business Recovery develops situation reports and plans of action for all campus business recovery related activities and provides them to the EOC Logistics Section Chief.

Purpose – Office of Business Services will coordinate with partners and other campus units to support campus business needs during an emergency/disaster affecting Florida State University. Office of Business Services resources may be utilized to address the following priorities:

- Campus Business Recovery

Concept of Operations – The Logistics Section Chief, or designee, will notify ESF – Campus Business Recovery lead and support organizations of pending EOC activations and the purpose for such action. The timing and location of reporting individuals will be made with as much notice as possible. Those personnel assigned to the EOC should have strong general knowledge of their organization’s capability and have authority to commit needed resources. It will be the responsibility of ESF – Campus Business Recovery to review and assess developing related problems and respond in the appropriate manner.

Organization – Office of Business Services is the lead campus unit responsible for ESF – Campus Business Recovery. In cooperation with support organizations, Office of Business Services is responsible for the coordination of all resources applicable the campus business recovery function, to include:

- Ensuring the attendance and participation of designated individuals within the support team at ESF – Campus Business Recovery meetings, conferences, training and exercises.
- On an annual basis, review and revise, as necessary, the applicable sections of the FSU CEMP.

- In conjunction with the Emergency Management Division, develop and maintain a database of emergency contacts.
- Maintain a list of available resources that may be employed on an as required basis during or after an incident.

The EOC Logistics Section Chief oversees and is responsible to:

- Establish and maintain a duty roster ensuring the continuous operational capability of the EOC.
- The maintenance and timely issuance of situation reports.

Direction & Control – The Office of Business Services will manage and control the operation of ESF – Campus Business Recovery.

ESF – Campus Business Recovery has the following responsibilities when activated:

- Collect, analyze, and distribute information on the status of the campus located businesses.
- Manage business resources to support emergency operations.

Preparation – During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory actions must be accomplished. These include:

- Developing and maintaining notification rosters.
- Conducting planning with designated support organizations.

Response – The response phase of an incident or disaster requires specific actions. Some of these basic response actions include:

- Collect, analyze, and distribute information on the status of the campus located businesses.
- Manage business resources to support emergency operations.
- Pre-position resources based on projected requirements.
- Analyze the needs of campus businesses for reopening.

Recovery - The Recovery period is defined by the actions necessary to return normalcy to the affected area.

The following represents a synopsis of initial Recovery responsibilities:

- Coordination of campus business recovery.
- Coordination of resource requests through the EOC.
- Preparation of Incident briefing reports and situation reports for submittal to the EOC Logistics Section Chief.