

# CEMP - Concept of Operations | FSU Emergency Management

## LEVELS OF EMERGENCY RESPONSE

**Level 1 - Full Response - Major Incident:** There is the threat of or actual incident has occurred in which a significant deployment of university and possibly local / state / federal resources are needed. These incidents typically require 24-hour operations, with responders working in 8, 10, or 12 -hour shifts. All identified functions of the FSU Emergency Management Team, as defined in the Comprehensive Emergency Management Plan (CEMP) are activated. The Emergency Operations Center is fully operational. One or more on-site Incident Command Post (ICP) may be activated as necessary.

**Level 2 - Partial Response - Minor Incident:** There is the threat of or actual incident occurring which requires a notable deployment of university resources but does not demand a full team response. Only select functions of the FSU Emergency Management Team are activated, as needed, commensurate with the nature and severity of the incident or event. The Emergency Operations Center (EOC) may be partially activated or other forms of multi-agency coordination (MAC) may be utilized. An on-site Incident Command Post (ICP) may be activated as necessary.

**Level 3 - Normal Operations - Monitoring / Routine Incident:** This is the day-to-day monitoring of environmental conditions (i.e. weather, homeland security activity, law enforcement activity) to identify potential hazards. It may also include an incident which can be managed with normal staffing of the primary emergency response entities on campus. Some additional collaboration between departments may be needed, but damage or interruption to campus activity is minimal. The FSU Emergency Management Team is not activated or is placed on standby. The Emergency Operations Center (EOC) is not activated. An on-site Incident Command Post (ICP) may be activated as necessary.

## DECLARATION OF A "UNIVERSITY STATE OF EMERGENCY"

The authority to declare a "University State of Emergency" rests with the University President or his/her written designee. A "University State of Emergency" declaration means that the University has exhausted many of its own resources and is in need of outside assistance.

In the absence of the University President, a "University State of Emergency" declaration may be made following this succession of authority:

1. Executive Vice President for Academic Affairs / Provost
2. Vice President for Finance and Administration
3. Vice President for Student Affairs

## EMERGENCY ORGANIZATIONAL STRUCTURE

During an incident, emergency, and/or major event on campus, whereby this Comprehensive Emergency Management Plan (CEMP) is activated, the following positions and entities are also activated. These positions and entities may or may not exist on a normal day-to-day basis.

Florida State University will adhere to the Incident Command System (ICS), as defined by the National Incident Management System (NIMS) for on-scene operations. For off-scene or when there is no scene, FSU will utilize normal university organizational structure, lines of authority, and chains of command as much as possible.

**On-Scene:**

If a discrete incident scene is designated and multiple non-university entities have responded to the scene, then the Incident Command System (ICS), as defined by the National Incident Management System (NIMS), will be utilized on-scene.

The following ICS Positions are defined below:

- Incident Commander or Unified Command
  - Public Information Officer
  - Liaison Officer
  - Safety Officer

**Off-Scene / No Scene:**

For the rest of campus outside of the incident scene, or for those instances where there is no discrete scene and the entire campus is affected, the following positions and entities will be utilized, in addition to the normal university organizational structure, lines of authority, and chains of command. This organizational structure is consistent with the Multi-Agency Coordinating Systems (MACS) concept defined by the National Incident Management System (NIMS). These positions or entities may or may not be located within the University Emergency Operations Center.

- Chief Executive Officer
- Executive Policy Group (EPG)
- Senior Management Advisory Council (SMAC)
- Emergency Coordinating Officers (ECO)

**Cross-Reference between Emergency Support Functions (ESF), Incident Command System (ICS) and Multi-Agency Coordination (MAC) Systems:**

Florida State University has made a conscious decision to utilize neither the Emergency Support Function (ESF) system nor the Incident Command System (ICS) for off-scene / no-scene emergency coordination. Rather, FSU strives to maintain as close to normal (day-to-day) university organizational structure as possible under the Multi-Agency Coordination (MAC) system, a feature of the National Incident Management System (NIMS). Instead of forcing university departments to conform to an ESF numbering scheme or ICS unit structure which they are unfamiliar with, FSU will preserve each department's identity

and title.

However, we do recognize that the ESF system is utilized by Leon County, the State of Florida, and the U.S. federal government (National Response Framework). The City of Tallahassee utilizes the Incident Command System (ICS) throughout its emergency operations. The following cross-reference chart is provided as a resource to help bridge the gaps between the three systems and to allow for easy identification of equivalents.

<b>STATE OF FLORIDA</b> (State Emergency Response Team - Emergency Support Functions)	<b>U.S. FEDERAL GOVERNMENT</b> (National Response Framework)	<b>LEON COUNTY</b> (Emergency Support Functions)	<b>CITY OF TALLAHASSEE</b> (Incident Command System)	<b>FLORIDA STATE UNIVERSITY</b> (Primary equivalent entity)
<b>ESF 1 - Transportation</b> FL Department of Transportation	<b>ESF 1 - Transportation</b> U.S. Department of Transportation	<b>ESF 1 - Transportation</b> StarMetro	<b>Transportation Unit</b> StarMetro	Transportation and Parking Services
<b>ESF 2 - Communications</b> FL Department of Management Services, Division of Telecommunications	<b>ESF 2 - Communications</b> U.S. Department of Homeland Security, National Communication System	<b>ESF 2 - Communications</b> Leon County Management Information Services	<b>Communications Unit</b> City of Tallahassee Information System Services (Radio Shop)	Information Technology Services
<b>ESF 3 - Public Works and Engineering</b> FL Department of Transportation	<b>ESF 3 - Public Works and Engineering</b> U.S. Department of Defense, U.S. Army Corps of Engineers	<b>ESF 3 - Public Works and Engineering</b> Leon County Public Works	<b>Public Works Unit</b> City of Tallahassee Public Works	Facilities

<p><b>ESF 4 - Firefighting</b></p> <p>FL Department of Financial Services, Division of State Fire Marshal</p>	<p><b>ESF 4 - Firefighting</b></p> <p>U.S. Department of Agriculture, U.S. Forest Service</p>	<p><b>ESF 4 - Firefighting</b></p> <p>Tallahassee Fire Department</p>	<p><b>Fire / Rescue Unit</b></p> <p>Tallahassee Fire Department</p>	<p>Tallahassee Fire Department</p>
<p><b>ESF 5 - Planning</b></p> <p>FL Division of Emergency Management</p>	<p><b>ESF 5 - Planning</b></p> <p>U.S. Department of Homeland Security, Federal Emergency Management Agency</p>	<p><b>ESF 5 - Planning</b></p> <p>Leon County Emergency Management</p>	<p><b>Planning Section</b></p> <p>City of Tallahassee Emergency Management</p>	<p>&lt;none&gt;</p>
<p><b>ESF 6 - Mass Care</b></p> <p>FL Department of Business and Professional Regulation; FL Department of Children and Families</p>	<p><b>ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services</b></p> <p>U.S. Department of Homeland Security, Federal Emergency Management Agency</p>	<p><b>ESF 6 - Mass Care</b></p> <p>American Red Cross, Capital Area Chapter</p>	<p><b>Personnel Unit</b></p> <p>Liaisons with American Red Cross, coordinated through Leon County Emergency Management</p>	<p>Housing</p>
<p><b>ESF 7 - Resource Management</b></p> <p>FL Department of Management Services, Division of Purchasing</p>	<p><b>ESF 7 - Logistics Management and Resource Support</b></p> <p>U.S. Department of Homeland Security, Federal Emergency Management Agency</p>	<p><b>ESF 7 - Resource Management</b></p> <p>Leon County Management Services</p>	<p><b>Logistics Section</b></p> <p>Each City of Tallahassee Department, coordinated with Area Command Center</p>	<p>Purchasing</p>

<b>ESF 8 - Health &amp; Medical</b>  FL Department of Health	<b>ESF 8 - Public Health &amp; Medical Services</b>  U.S. Department of Health and Human Services	<b>ESF 8 - Health &amp; Medical</b>  Leon County Health Department	<b>Fire / Rescue Unit</b>  Tallahassee Fire Department	Thagard Health Center
<b>ESF 9 - Search &amp; Rescue</b>  FL Department of Financial Services, Division of State Fire Marshal	<b>ESF 9 - Search &amp; Rescue</b>  U.S. Department of Homeland Security, Federal Emergency Management Agency	<b>ESF 9 - Search &amp; Rescue</b>  Tallahassee Fire Department	<b>Fire / Rescue Unit</b>  Tallahassee Fire Department	Tallahassee Fire Department
<b>ESF 10 - Environmental Protection</b>  FL Department of Environmental Protection	<b>ESF 10 - Oil and Hazardous Materials Response</b>  U.S. Environmental Protection Agency; U.S. Coast Guard	<b>ESF 10 - Environmental Protection</b>  Tallahassee Fire Department	<b>Fire / Rescue Unit</b>  Tallahassee Fire Department	Environmental Health & Safety
<b>ESF 11 - Food &amp; Water</b>  FL Department of Agriculture and Consumer Services	<b>ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services</b>  U.S. Department of Agriculture	<b>ESF 11 - Food &amp; Water</b>  American Red Cross, Capital Area Chapter	<b>Logistics Section</b>  Liaisons with American Red Cross, coordinated through Leon County Emergency Management	Seminole Dining (Aramark)
<b>ESF 12 - Energy</b>		<b>ESF 12 - Energy</b>	<b>Utility Unit</b>	

FL Public Service Commission; Florida Energy and Climate Commission	<b>ESF 12 - Energy</b> U.S. Department of Energy	City of Tallahassee Utilities; Talquin Electric	City of Tallahassee Electric Utilities, Underground Utilities	Facilities - Utilities
<b>ESF 13 - Military Support</b> FL Department of Military Affairs, FL National Guard	<b>ESF 13 - Public Safety and Security</b> U.S. Department of Defense	<b>ESF 13 - Military Support</b> Leon County Emergency Management	<b>Operation Section</b> Liaisons with FLNG	FSU Police Department; ROTC
<b>ESF 14 - External Affairs &amp; Public Information</b> Executive Office of Governor, Office of Communications	<b>ESF 15 - External Affairs</b> U.S. Department of Homeland Security, Federal Emergency Management Agency	<b>ESF 14 - External Affairs &amp; Public Information</b> Leon County Public Information Officer	<b>Communications Unit</b>	University Relations
<b>ESF 15 - Volunteers &amp; Donations</b> Governor's Commission on Volunteerism and Community Service (Volunteer Florida)	<b>ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services</b> U.S. Department of Homeland Security, Federal Emergency Management Agency	<b>ESF 15 - Volunteers &amp; Donations</b> Volunteer Leon	<b>Personnel Unit; Equipment and Supplies Unit</b> City of Tallahassee Human Resources liaisons with Volunteer Leon and American Red Cross	Division of Student Affairs
<b>ESF 16 - Law Enforcement</b> FL Department of Law	<b>ESF 13 - Public Safety and Security</b>	<b>ESF 16 - Law Enforcement</b> Leon County	<b>Law Enforcement Unit</b> Tallahassee Police	FSU Police Department

FL Department of Law Enforcement	U.S. Department of Justice	Leon County Sheriff	Tallahassee Police Department	Department
<b>ESF 17 - Animal Resources</b> FL Department of Agriculture and Consumer Services	<none>	<b>ESF 17 - Animal Resources</b> Leon County Animal Control	<b>Animal Services Unit</b> City of Tallahassee Animal Services Center	Lab Animal Resources
<b>ESF 18 - Business, Industry &amp; Economic Stabilization</b> Office of Tourism, Trade and Economic Development; Department of Revenue	<b>ESF 14 - Long-Term Community Recovery</b> U.S. Department of Homeland Security, Federal Emergency Management Agency	<none>	City of Tallahassee Community Development Services / Growth Management	Business Services

### EMERGENCY RESPONSE AND RECOVERY FACILITIES

Temporary facilities may be established to serve a specific purpose or function for the duration of an event or incident. Temporary emergency response facilities may be established in pre-existing structures, in temporary structures (e.g. tents, portable trailers), or vehicles (e.g. mobile command posts).

- Incident Command Post (ICP)
- Staging Area
- Base
- Camp
- Helibase
- Helispot / Landing Zones (LZ)
- Shelter
- Displaced Patrons Center
- Joint Information Center (JIC)
- Family Reception Center
- Volunteer Reception Center
- Alternate Medical Treatment Site

- Distribution Center / Point
- Disaster Recovery Center
- Debris Collection Site
- Debris Reduction Site

## **OFF-CAMPUS COORDINATION AND SUPPORT ENTITIES**

Under the premise that "all disasters are local," it is best practice that all disaster coordination and resource requirements be managed at the local level. As such, Florida State University maintains a close working relationship with both the City of Tallahassee and Leon County. However, as a state level public agency, FSU also coordinates directly with the State, as appropriate. FSU also partners directly with numerous federal government agencies and non-governmental organizations. FSU also coordinates with other institutions of higher education, including other State University System (SUS) institutions, Independent Colleges and Universities of Florida (ICUF) institutions, Atlantic Coast Conference (ACC) institutions, and others affiliated with the International Association of Emergency Managers' Universities and Colleges Conference (IAEM-UCC).

The following is a list of the most frequent off-campus entities that the Florida State University plans, coordinates, and responds with. Click the link, if applicable, for a detailed description of the relationship, roles, and responsibilities of each.

- ◦ Board of Governors (BOG) / State University System (SUS)
  - Florida Department of Business and Professional Regulation (DBPR)
  - Florida Department of Education (DOE)
  - Florida Department of Environmental Protection (FDEP)
  - Florida Department of Health (FDOH)
  - Florida Department of Law Enforcement (FDLE)
  - Florida Department of Transportation (FDOT)
  - Florida Division of Emergency Management (FDEM)
  - Florida National Guard (FLNG)
  - Northwest Florida Water Management District (NFWWMD)
- State / Regional Composite Entities
  - North Florida Fusion eXchange (NFFX)
  - North Florida Regional Domestic Security Task Force (NFRDSTF)
  - State Homeland Security Working Group - Campus Security Committee (SWG)
  - Consolidated Dispatch Authority (CDA)
- ◦ Emergency Management (LCEM)
  - Emergency Medical Services (LCEMS)



- Growth Management & Planning Health Department (LCHD)
- Public Works School District (K-12) (LCSD) Sheriff (LCSO)
- Volunteer Leon
  
- ◦ Emergency Management
  - Fire (Hazardous Materials, Search & Rescue) (TFD)
  - Growth Management & Planning Police (TPD)
  - Public Works
  - StarMetro (SM)
  - Utilities (Electricity, Water, Natural Gas)
  
- U.S. Government
  - Department of Homeland Security (DHS)
    - Customs and Border Patrol (CBP)
    - Federal Emergency Management Agency (FEMA)
    - Immigration and Customs Enforcement (ICE)
    - Transportation Security Administration (TSA)
    - U.S. Coast Guard (USCG)
    - U.S. Secret Service (USSS)
  - ▪ Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
    - Drug Enforcement Administration (DEA)
    - Federal Bureau of Investigations (FBI)
    - U.S. Marshals Service (USMS)
  
- Bay County (Panama City Campus)
  
- Franklin County (Coastal and Marine Laboratory)
  
- Sarasota County (Ringling Museum of Art)
  
- Non-Governmental Organizations (NGO)
  - American Red Cross - Capital Area Chapter (ARC)
  - Emergency Management Accreditation Program (EMAP)
  - Florida Emergency Preparedness Association (FEPA)
  - International Association of Emergency Managers (IAEM)
  - Salvation Army (SA)
  - United Way (UW)
  - Big Bend Community Organizations Active in Disaster (COAD)

- Other Mutual Aid Entities
  - Emergency Management Assistance Compact (EMAC)
  - Statewide Mutual Aid Agreement (SMAA)
  
- Other Community Partners
  - Businesses, Churches, and Student Housing Complexes
  - Auxiliaries and other contracted personnel on campus