

## Appendix E

### USF Campus EOC Organization, Position Responsibilities and Assignments

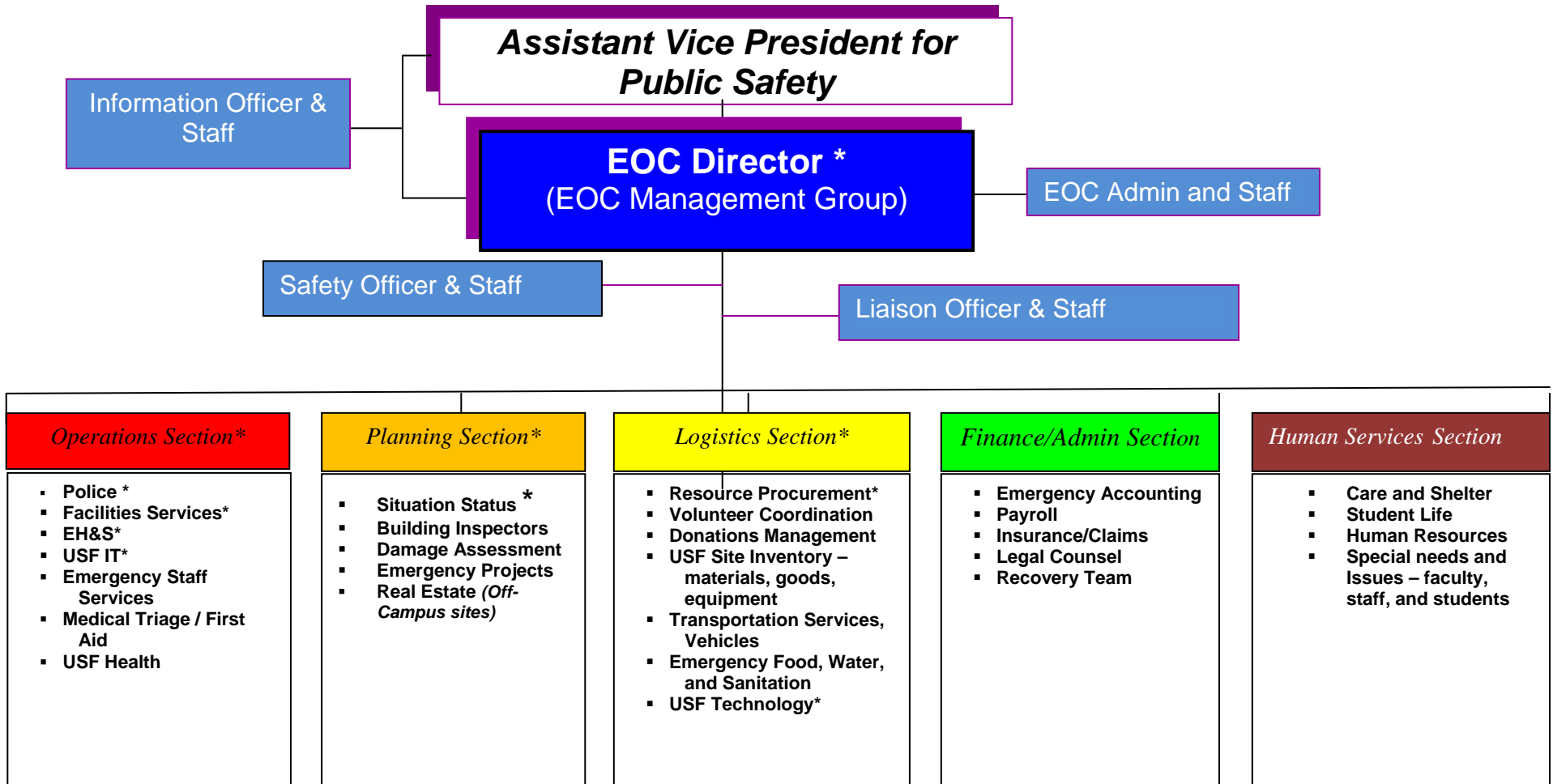
Emergency response management requires the establishment of a strategic organization comprised of the most important or critical functions of the University. Consistent with the International Emergency Management standards of the Incident Command System (ICS), the USF Emergency Operations Center organization plan follows the standard five-section + one (team) structure as the basis for organizing emergency planning and response. The six EOC Sections are color-coded as follows:

- (1) EOC Management (Royal Blue)  
(IC, Safety, Liaison, and Information Officers)
- (2) Operations (Red)
- (3) Planning (Orange)
- (4) Logistics (and Resources) (Yellow)
- (5) Finance (& Administration) (Green)
- (6) Human Services (Maroon) (*Thanks to Michigan State University Police for development of this University-based ICS enhancement*)

- The USF Campus emergency response organization is based on these Sections, as shown on the **Emergency Operations Center Functions** in **Figure 4**.
- A description of the positions and responsibilities of the EOC are provided in **Table 2-A – EOC Management Functions, Table 2-B EOC Operations Functions, Table 2-C EOC Planning Functions, Table 2-D EOC Logistics Functions, and Table 2-E Finance and Administration Functions**. Please note that each team has a Section Chief function included in the Tables.
- Checklists for each position are in **Section 3** of this plan and provide specific responsibilities. The responsibilities in the checklists are for work in the EOC and do not address emergency response operations or business resumption functions, which are not managed at or from the EOC.
- ***The checklists are designed for a worst case scenario, in some cases the full checklist may or may not be used, according to the scale of the incident. The checklists are to be used as a guide to assist in position responsibilities.***
- **Appendix A** lists the primary and alternate assignments to these positions.

EMERGENCY OPERATIONS PLAN

University of South Florida Emergency Operations Center Functions/Units



\* These functions are always activated, when EOC is Activated.

**Table 2 - A  
USF EOC MANAGEMENT FUNCTIONS**

| Function or Group                                     | Purpose/Responsibilities  |
|---|---|
| <b>Senior Vice President for Business and Finance</b> | Provide executive leadership to the University during emergencies in which the academic and research programs are interrupted, or normal business cannot be conducted. Provides direction and coordination with the President / Cabinet and the EOC Management Group/EOC Director. Maintain contact with the EOC.   |
| <b>EOC Director</b>                                   | With the advice of the EOC Section Chiefs, provide overall strategy for the EOC. Reviews and approves overall priorities and action strategies for the emergency response. Works with and supports the Communications and Marketing Team in the development and delivery of messages. Coordinates and communicates as necessary with the SVP for Business and Finance and other University groups regarding the USF Campus EOC operations. Oversees response and recovery operations. Activates the EOC, develops and leads the EOC Action Plan, and deactivates as conditions return to normal. Has the delegated authority to act in the best interest of the University and the goals of emergency response and recovery, on behalf of the Executive Command Group during immediate response operations. This position is always activated, when EOC is Activated. |
| <b>Information Officer &amp; Support Staff</b>        | Manage all official communication from the University, including internal messages to Faculty, Staff, Students, Employees, etc.; media; external communication other than operational coordination. This position is always activated. Provide primary source of updated and confirmed information to the off-site Crisis Communications Team (Media Relations & Communications Office)   |
| <b>Liaison Officer Internal Liaisons</b>              | <p>Include representatives from and/or communication with:</p> <ul style="list-style-type: none"> <li>• USF Health</li> <li>• Shriners Hospital</li> <li>• Moffitt Cancer Hospital</li> </ul> <p>And other USF entities that are impacted by the emergency and have a need for immediate coordination.</p> <p>Internal Liaisons are invited on an as-needed basis.</p>  |
| <b>Liaison Officer External Liaisons</b>              | <p>Include representatives from and/or communication with outside public agencies – the City of Tampa, Hillsborough County and the State. May include liaisons with other districts and public agencies.</p> <p>External Liaisons are invited on an as-needed basis.</p>  |
| <b>EOC Administration (Support) Staff</b>             | Provide staff support to the EOC. Assist with set-up of the EOC and coordinate internal operations. May provide staff support to all functions and positions in the EOC, regardless of department. These positions are always activated, when EOC is Activated.   |

**Table 2 - B  
USF EOC OPERATIONS FUNCTIONS**

| Function                            | Purpose/Responsibilities  |
|-------------------------------------|---|
| <b>Operations Section Chief</b>     | <p>Provide overall direction, management and coordination for all operational functions of the EOC that are part of the Operations Team. Establish operational priorities and strategies. Coordinate to ensure effective field incident response and the management of operational resources. Provide senior operational representation to the EOC Director. This position is always activated, when EOC is Activated. Serves as a back up to the EOC Director.</p>   |
| <b>USF Police</b>                   | <p>Responsible for managing Police functional operations at the EOC. Serves as the Operations Section Chief for incidents in which the police field units are the Incident Commanders. Coordinates general field assignment with the Police Department Command Center and may, as needed, communicate directly with field Incident Commanders and units. Has the lead for the Operational Action Plan for law enforcement, security, traffic control, access control, and crime scene preservation. Coordinate with the county Medical Examiner's office for incidents involving fatalities. Has primary authority for establishing priority for field response and police resource allocation. Responsible for managing search and rescue and fire suppression, if the Tampa Fire Rescue is not immediately available.</p> |
| <b>Facilities Services</b>          | <p>Responsible for managing and coordinating the prioritized response and exchange of operational information for all buildings, power and water utilities, roadways, and grounds. Has the lead for the Operational Action Plan for emergency inspection, repair and restoration operations for all campus power and water utilities, facilities roadways, and grounds. Assist with emergency power and support for all field operations and the EOC. Is responsible for providing reports from outside utilities, and transitioning emergency operations to clean up and repair operations.</p>  |
| <b>Information &amp; Technology</b> | <p>Coordinate between USF Information and Technology and EOC Logistics position, and other EOC positions. Provide status for campus communications/computing services for disaster response. Plan for and establish alternate and emergency computing in support of the EOC and critical campus operations. Maintain, operate, and deploy emergency communication tools. Provides technical support for Communications and Marketing and Crisis Communications. Manage the utilization of the USF Amateur Radio group and services (Ham) when available.</p>  |

**Table 2 - B  
USF EOC OPERATIONS FUNCTIONS (Continued)**

| Function  | Purpose/Responsibilities  |
|---|---|
| <b>Environmental Health and Safety (EH&amp;S)</b> | <p>Manage and coordinate the environmental health and safety functions of the emergency response and provide consultation for emergency response. This includes providing input for suspected problems with hazardous chemical and biological materials or spills, or basic public health concerns related to contaminated water, sewage or air contaminants and fire and life safety hazards and concerns. Provide consultation to assist in the assessment of unsafe conditions. Manage and coordinate on-site hazard assessments, conduct spill cleanup operations for minor incidents, and coordinate HazMat contractor consistent with EOC priorities. Advise and provide information to other campus departments and emergency response personnel on the safety and health of planned operations and responses. Provide input for the Operational Action Plan for evaluating and prioritizing response operations relative to hazardous situations, fire risks, and health and environmental risks.</p> |
| <b>USF Health</b>                                 | <p>Responsible for coordinating with the USF Health and associated campus resources for coordinating response operations to USF Health Buildings. Also responsible for assisting Comparative Medicine in managing and providing animal care services, including protecting, feeding, rescue and relocation if necessary, of research animals in all campus facilities. Report the status of animals to the EOC. Coordinate emergency response operations in conjunction with the priorities for providing environmental health and safety to the animals. Track the disposition of animals and provides updated reports to the EOC. Provide support to Human Resources with professional volunteer staff from the academic schools at USF Health.</p>   |
| <b>Emergency Staff Services</b>                   | <p>Responsible for coordinating with Human Resources and other administrative departments to manage emergency services and support for USF staff stranded at campus or needing emergency services from campus resources. May work with other functions to coordinate care and shelter and emergency transportation. Also, may work with Medical First Aid to coordinate crisis-counseling services.</p>   |
| <b>Medical Triage . First Aid Centers</b>         | <p>Provide coordination with USF Health and assigned resources for the management of all field medical emergency response operations on the campus, including field emergency triage, medical transportation, first aid, deaths, and casualty counts. Coordinate the request for and allocation of medical resources at the campus. May coordinate the location of on going triage and minor care with local hospitals. Monitors and documents injury and death reports, and coordinates with the Police Department for reports to the County Coroner.</p>  |

**Table 2 - C  
USF EOC PLANNING FUNCTIONS**

| <b>Function</b>                   | <b>Purpose/Responsibilities</b>   |
|-----------------------------------|---|
| <b>Planning Section Chief</b>     | Provide for overall management and analysis of disaster/incident information and assessment of impact and damage to the University systems, properties, facilities and capability to occupy buildings. Provide analysis and consultation regarding extended operations and the impacts of the emergency. Run the hourly EOC Section Chief Planning meetings. Manages the receipt, posting, tracking and documentation of disaster/incident information. Support the financial accounting of all incurred costs and estimated expenditures. This position is always activated whenever there is significant information, extended operations or property damage. |
| <b>Situation Status</b>           | Responsibility for receiving, analyzing, posting, tracking and assessing information regarding the situation, damage and interruption to the University properties and programs. Maintain a general EOC log documenting major actions and decisions of the EOC. Keeps the EOC Director updated.   |
| <b>Building Inspectors</b>        | Responsible for coordinating the assignment of building and facility inspections during hurricane events or other incidents, which may result in structural damage. May work directly with consulting engineers to augment University resources.  |
| <b>Damage Assessment</b>          | Responsible for the analysis of status reports and inspection reports to identify damaged properties; track damage and evaluates for ballpark estimates of damage, loss and reconstruction/repair costs. Primary responsibility of USF Police (windshield surveys).   |
| <b>Emergency Projects</b>         | Implement and manage maintenance, repair and construction projects for critical University services and facilities, as authorized by the EOC Director.  |
| <b>Real Estate Office Liaison</b> | Responsible for coordination, information gathering and dissemination of information to USF tenants and property-owners of major off-campus leased space.   |

**Table 2 - D  
USF EOC LOGISTICS FUNCTIONS**

| <b>Function</b>                | <b>Purpose/Responsibilities</b>  |
|--------------------------------|--|
| <b>Logistics Section Chief</b> | <p>Provide overall management of resource and logistical support for operations and planning functions. Access and procure resources to support the emergency response and operations, which require support beyond normal department assets. Support the EOC activation and temporary emergency care for people and workers. Coordinate the management of volunteer resources to support emergency operations. Coordinate with the Finance Team to ensure appropriate processes for procurement and contracting.</p>  |
| <b>Resource Procurement</b>    | <p>Set up all logistics for procurement and delivery of resources, both USF campus resources and outside goods and services. Arrange for field receipt and acknowledgement. Procure private and vended services. May include contracted services, equipment purchase, supplies purchase or support (meals, etc.) for emergency operations. If resources are not actually purchased through the EOC, sets up an allocation and tracking process to assure vendors know whom to invoice and how they will be paid. Responsible for tracking and distributing the equipment and supplies requested by the EOC required to support campus emergency response and recovery activities. Coordinate with Finance in the record keeping, planning and budgeting for funding authorization.</p> |

**Table 2 - D  
USF EOC LOGISTICS FUNCTIONS cont...**

| <b>Function</b>                             | <b>Purpose/Responsibilities</b>   |
|---|---|
| <b>Information &amp; Technology (IT)</b>    | <p>Coordinate between USF EOC Director and the USF IT EOC Operations position, and other EOC positions. Provide status for campus communications/computing services for disaster response. Plan for and establishes alternate and emergency computing in support of the EOC and critical campus operations. Maintain, operate, and deploy emergency communication tools. Provide technical support for Communications and Marketing and Crisis Communications. Manage the utilization of the USF Amateur Radio (Ham) group and services when available.</p> |
| <b>Transportation Services, Vehicles</b>    | <p>Responsible for providing transportation to support emergency operations, including transport of emergency personnel, equipment and supplies, and injured persons. Manage the campus pool vehicles, parking operations, garage, and coordinating the provision of municipal transit services to campus. Maintain inventory of all available transportation (vehicles) and support (fuel, supplies, and drivers).</p>   |
| <b>Emergency Food, Water and Sanitation</b> | <p>Responsible for obtaining and allocating food and water supplies to support emergency staff needs. Coordinate with all campus resources to obtain hot meals and supplemental food for emergency workers on campus.</p>   |



**Table 2 - E  
USF EOC FINANCE FUNCTIONS**

| <b>Function</b>                  | <b>Purpose/Responsibilities</b>   |
|----------------------------------|---|
| <b>Finance Section Chief</b>     | Provide overall management of financial accounting and analysis for the emergency response, including keeping the EOC Director and SVP for Business and Finance advised of the total cost-to-date of the emergency response, estimated losses and financial impacts of the emergency to University businesses, programs and facilities. Also, begin the tracking and documentation process for FEMA application and insurance claims. |
| <b>Emergency Accounting</b>      | Establish an accounting process for tracking expenses for procurement of services, contracts and/or mutual aid from the EOC. Establish accounting numbers for tracking expenses.  |
| <b>Payroll</b>                   | Coordinate the payment of USF employees and staff during and after an emergency or disaster and develops alternate payment methods if the primary payroll processes are impacted.   |
| <b>EH&amp;S Insurance/Claims</b> | Assist EOC staff (either on-site or via phone consultation) with insurance and liability claims information and information-sharing. Provide subject matter expertise on both issues as the event evolves toward the recovery stage.  |
| <b>Legal Counsel</b>             | Staffed by the General Council's Office for USF, this position will be available for advice and consultation on all legal matters involving the University's emergency response activities. This position may not be physically present in the EOC, but must be available electronically (via phone) to the EOC and/or SVP for Business and Finance representatives.  |
| <b>Recovery Team Lead</b>        | Begin to prepare and maintain the FEMA public assistance documentation information package. Maintain the documentation files and support the disaster assistance application process. Attend the FEMA briefing program to start the official process.   |

**Table 2- F  
HUMAN SERVICES FUNCTIONS**

| Function                              | Purpose / Responsibilities   |
|---------------------------------------|--|
| <b>Student Assistance</b>             | Represent all Student Affairs issues for the University during the emergency response and recovery. Coordinate and provide housing and food services, course continuation information, information to families of students, and counseling services and special needs for students   |
| <b>Faculty &amp; Staff Assistance</b> | Responsible for facilitating special incident-related needs for faculty and staff, such as special access to research or work areas, special maintenance of lab/ research projects, and continuation of classroom functions under altered conditions.  |
| <b>Human Resources</b>                | Responsible for managing emergency human resource operations, including special temporary work arrangements, temporary or emergency hires, critical processes for benefits and employee services, and other HR related activities in support of the emergency response and recovery. Responsible for coordinating all USF staff volunteer resources to support the University's needs. Set up a registration process for ensuring USF staff volunteers are working under the management of an appropriate manager of the University. Registration includes obtaining emergency contact numbers, signed statement indicating complete and voluntary participation and willingness to work as assigned. May need to address work requirements, i.e. lifting, hazard exposure, etc. This does not need to be done for any volunteers who are coordinated by an official organization, such as the American Red Cross or the National Search and Rescue Association. |
| <b>Care and Shelter</b>               | Responsible for coordinating University Care and Shelter operations for all populations who may be stranded on campus. Coordination may be in support of other activities on campus or with public services through Hillsborough County or the State of Florida. Additionally, may need to address requests from the City of Tampa, Hillsborough County, Red Cross or other agencies of the University of South Florida, to host temporary shelters for citizens.  |