

Annex A WVU Beckley Emergency Operations Center (EOC)

1.0 Purpose

- 1.1 The Campus EOC is a centralized location where emergency responses and conditions are directed and coordinated. When activated, its central function is to provide support to the on-scene Incident Commander.

2.0 Concept of Operations

- 2.1 The EOC may be activated at the direction of the Campus President or designee, Chief of University Police
- 2.2 The Campus EOC will be located within the University Police facilities.
- 2.3 The Campus EOC will maintain communication with the Campus President, and Executive Policy Group (EPG) during an Emergency Response Level (ERL) 3 Emergency.
- 2.4 The Campus EOC coordinates the activities of all WVU Beckley units and supporting functions during ERL 3 emergencies.
- 2.5 During an ERL 3 emergency, the EOC coordinates its functions with the Raleigh County EOC and other agencies as necessary. A WVU Beckley liaison will maintain communications with the Raleigh County EOC.
- 2.6 The specific functions performed in the EOC during an ERL 3 emergency are:
 - 2.6.1 Taking charge of disruptions in university operations until normal operations are restored.
 - 2.6.2 Notifying all WVU Beckley units and administration of the emergency condition, delays, adjustments, and response.
 - 2.6.3 Maintaining communication with deans, directors, and building supervisors of affected facilities to provide information and instructions to students and staff.
 - 2.6.4 Directing appropriate personnel to investigate the cause of the emergency.
 - 2.6.5 Coordinating emergency services for students, faculty, and staff.
 - 2.6.6 Maintaining liaison with the Raleigh County EOC via direct line telephone for emergencies requiring fire department/emergency medical services (EMS) assistance.

- 2.6.7 Disseminate information concerning emergencies to the WVU Beckley media liaison.

3.0 Organization and Assignment of Responsibilities

- 3.1 President and President's Office
- 3.2 Executive Policy Group
- 3.3 Command Staff
 - 3.3.1 EOC Manager
 - 3.3.2 Safety Officer
 - 3.3.3 Liaison Officer
 - 3.3.4 Public Affairs Officer
- 3.4 General Staff
 - 3.4.1 Finance and Administration Section Chief
 - 3.4.2 Planning Section Chief
 - 3.4.3 Operations Section Chief
 - 3.4.4 Logistics Section Chief
- 3.5 Finance and Administration Support
 - 3.5.1 Compensation/Claims Unit Leader
 - 3.5.2 Procurement Unit Leader
 - 3.5.3 Cost Unit Leader
 - 3.5.4 Time Unit Leader
- 3.6 Planning Section Support
 - 3.6.1 Resources Unit Leader
 - 3.6.2 Situation Unit Leader
 - 3.6.3 Demobilization Unit Leader
 - 3.6.4 Documentation Unit Leader
 - 3.6.5 Technical Specialists
- 3.7 Logistics Section Support
 - 3.7.1 Service Branch Director
 - A. Communication Unit Leader
 - B. Food Unit Leader
 - 3.7.2 Support Branch Director
 - A. Supply Unit Leader
 - B. Facilities Unit Leader
 - C. Ground Support Unit Leader
- 3.8 Operations Section Support
 - 3.8.1 Security/Safety Branch Director
 - A. Police Division Supervisor
 - B. Environmental Health and Safety Division Supervisor
 - C. Health Services Division Supervisor
 - 3.8.2 Student/Staff Services Branch Director
 - A. Sheltering Division Supervisor
 - B. Counseling Division Supervisor
 - C. Student Accountability Division Supervisor
 - D. Faculty/Staff Support Division Supervisor

4.0 Staff Notification/Internal Communication Procedures

- 4.1 The Chief of University Police will determine the level of emergency up to and including declaration of Emergency Response Level 2 (ERL 2) and notify the Director for Facilities and Services, and President or designee.
- 4.2 For potential ERL 3, the Chief of University Police will notify the Campus President, designee and Director of Facilities and Services.
- 4.3 The President or designee will determine the need to raise the level of emergency to ERL 3 and make decisions or deviations from existing policy on closure of the campus, programs, or specific buildings.
- 4.4 The Chief of University Police or designee will begin call-back of off-duty University Police personnel as necessary.

5.0 External Communication/Coordination Procedures

- 5.1 The University Police Department will notify RECCA when the EOC is activated to ERL 2 or ERL 3.
- 5.2 During an ERL 3 activation, a WVU Beckley liaison will contact the Raleigh County EOC to coordinate response.

6.0 Coordination with the On-Site Command Post

- 6.1 For ERL 2 and ERL 3 emergencies, the on-scene representative of the primary responding unit may establish an on-site command post.
- 6.2 Communication facilities at the command post will be made available to participating units.
- 6.3 Equipment for the command post shall be in accordance with the procedures of the responding units.
- 6.4 The designated on-site commander will be a representative of the primary responding unit.
- 6.5 They will coordinate the activities of all operating WVU Beckley units and remain in charge unless relieved by the Chief of University Police or designee.
- 6.6 All responding WVU Beckley units and participating agencies must be notified immediately of the location of on-site command post by the primary responding unit.

- 6.7 Representatives of all responding WVU Beckley units and participating agencies will identify themselves to the on-site commander. The unit or agency representative must remain near the command post so the on-site commander can communicate orally at all times.
- 6.8 During the emergency, each unit representative will periodically update his or her unit director on conditions and, when possible, give estimates of when the condition will be corrected.
- 7.0 Training, Exercise, and Evaluation
 - 7.1 Training will be conducted on the plan with assigned EOC staff:
 - 7.1.1 Upon employment and appointment to EOC position
 - 7.1.2 Upon changes to the Annex
 - 7.2 Training may consist of self-study, classroom, on-line or other methods.
 - 7.3 The EOC will be exercised annually. An actual event requiring the activation of the EOC will meet this requirement.
 - 7.3.1 All activations will be followed by a “debriefing” immediately following the deactivation of the EOC. The debriefing will review issues that went well and those that need improvement.
 - 7.3.2 The debriefing should result in an improvement plan that will drive change to campus emergency response plans.
- 8.0 Plan Maintenance and Review
 - 8.1 The University Police will review this Annex annually or immediately following an incident as noted above.

Appendix A1 – Job Action Sheets

Appendix A2: Contact List – Emergency Response Team

Title	Department	Typical Incident Command Position	Address	Contact Information
Director	Facilities Services and	Operations Section Chief	Facilities Management – 605 South Kanawha Street	Phone: (304) 929-0325 Fax:
Director	Environmental Health and Safety	Safety Officer	WVU-Morgantown	Phone: (304) 293-5853 Fax:
Chief	University Police	EOC Manager	University Police Dept- 313 South Kanawha Street	Phone: (304) 929-2677 Fax: (304) 253-8361 Cell: (410) 206-1780
Lieutenant or Designee	University Police	Liaison to Raleigh County EOC	University Police Dept- 313 South Kanawha Street	Phone: (304) 929-2677 Fax: (304) 253-8361 Cell: (304) 561-5843
Director	Human Resources	Finance and Administration	Benedum Building (Room 100L)	Phone: (304) 929-1289 Fax:
Director	Telecommunications	Logistics	Computer Center (Room 319H)- Robert C. Byrd-LRC	Phone: (304) 929-0322 Fax:
Director	Network Services	Logistics	Computer Center (Room 319H)- Robert C. Byrd-LRC	Phone: (304) 929-0322 Fax:
Dean of Students	Student Affairs	Operations and Public Affairs Officer	Dean of Students Office- 505 South Kanawha Street	Phone: (304) 929-1232 Fax:
WVU Rep	General Counsel	Liaison	WVU-Morgantown	Phone: 304-293-5841 Fax: 304-293-2326

