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

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