

VI. EMERGENCY MANAGEMENT ORGANIZATION

General

1. The overall responsibility for emergency preparedness rests with government on all levels, including all agencies of state, county and city in coordination with Marshall University; private and volunteer personnel; public officers and employees; and all other persons or groups having duties or responsibilities under this plan or pursuant to a lawful order or directive.
2. The general nature of most emergency situations and disasters requires prompt responses and effective actions to cope with the situation. Such a reaction can be obtained from existing agencies of government, supplemented as necessary from volunteer and private resources. For this reason, such governmental agencies constitute the emergency services forces and the basic framework of the emergency management organization.
3. Although existing governmental agencies and the University satisfy some of the requirements for emergency organizations, many do not normally operate in a manner suitable for emergency operations and must realign their structure for such activities. In addition, existing governmental agencies cannot accomplish all necessary emergency functions and must be augmented by the private sector.
4. State and local disaster relief forces and emergency services forces will be formed with maximum utilization of all personnel resources. University, legal and governmental resources will be augmented by selected individuals and organizations from the private sector. Special-purpose units having no pre-disaster counterparts designed to serve in such units are detached from their regular agencies or department when these units are mobilized.
 - a. The emergency management organization of this emergency jurisdiction consists of all departments, offices and resources of Marshall University; and applicable volunteer and private resources.

A. President and Executive Group

The University President directs and coordinates through various administrators and officers the specific activities of University offices and departments.

The Executive Group consists of the President, Chief of Staff, Senior Vice President for Academic Affairs/Provost, and the Senior Vice President for Finance and Administration. Additional officials may be added to the group dependent upon the circumstances.

The Executive Group's role is that of making policy and major decisions. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, its long-term effects of the incident and the need to restore the University to normal operations (continuity of operations planning and recovery management).

All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, rest with the President and Executive Group. After consulting with the University Incident Commander and appropriate members of the Executive Group, the President or his/her designee shall be responsible for declaring any major institutional emergency.

In the event of the declaration of an emergency, the Executive Group will assemble in a place designated by the President that is independent from the Emergency Operations Center.

The chain of command for this executive authority is:

1. University President
2. Chief of Staff, General Counsel
3. Senior Vice President for Academic Affairs/Provost
4. Senior Vice President for Finance and Administration

B. Emergency Management Team

Overall direction and authority for the Emergency Management Team (EMT) of the University lies with the Director of Public Safety. The Director of Public Safety will act as Incident Commander and will direct response actions to save lives and protect. All available resources are identified and mobilized as necessary. Tasks are prioritized and resources used within this framework. The Incident Commander reserves the right to appoint others to this group dependent upon the nature of the emergency.

The Emergency Management Coordinator will be the Director of Health and Safety. This person is responsible for coordination of emergency planning and training and preparation of the Emergency Management Plan and its annual updating. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

The Director of Health and Safety serves as the key element in emergency management for the University President during emergency operations and coordinates operations among applicable department and other field forces. The director is responsible for implementation of the EOC, direction and control, and maintaining the Emergency Management Plan.

The Vice President of Information Technology will serve as a key element in the communication and information distribution system within the

University. This position will provide the Emergency Management Team with the information needed to protect and maintain this system.

The Vice President of Communications and Marketing will serve as the EOC coordinator of public information. Internal campus status bulletins and external press briefings will be managed through this position to the Communications Group. This coordinator will be responsible for the scheduling of informational updates and the information to be released to the campus and community in coordination with the Executive Group.

The Emergency Management Team (EMT) will be responsible for these duties:

1. Activate emergency personnel and resources.
2. Organize and maintain Emergency Operation Center (EOC) operations.
3. Formulate and review operational guidelines.
4. Provide overall direction and coordination of disaster response, efficient communication, and recovery.
5. Maintain liaison with the city, county and state.
6. Provide for the health and safety of persons and property.
7. Recommend protective actions based on knowledge and advice of the emergency response forces, EOC operations group representatives, the executive group, and other University departments and government agencies.
8. Request additional disaster assistance, if necessary.

C. Telecommunications Group

The Telecommunications Group is directed by the Assistant Vice President of Information Technology and consists of the Networks and Telecommunications Group, Computing Services Group, and other appropriate staff members. This group will be responsible for the following tasks:

1. Coordinate communications for Emergency Operations Center (EOC) staff personnel and their emergency services forces.
2. Establish and maintain communications between the EOC and all affected agencies.
3. Coordinate communications with private industry, commercial systems, utilities and other parties.

4. Establish communications with the field command post, if activated.

D. Operations Group

The Operations Group consists of an appointed University Police liaison, the Director of Residence Services, and the Director of Physical Plant.

The Director of Physical Plant is responsible for management of the University's physical resources, including assessment, procurement and distribution.

The Director of Facilities Planning and Management will be responsible for the management of any issues involving new buildings under construction.

The University Police liaison will assist the Director of Public Safety with liaison with local, state and federal emergency management organizations, individuals and resources.

E. Warning and Public Information Group

Warning services are directed by the Director of Communications and consists of the University Police dispatch and University Communications staff. The Director of Communications will be receiving information from the Vice President of Communications and Marketing, who is serving in the Emergency Operation Center (EOC).

The Director of Communications, in cooperation with the University Police and other appropriate staff, is responsible for preparing and implementing the Warning and Public Information Group. The tasks are as follows:

1. Assume responsibility for Public Warning and Information and take action through established procedures.
2. Function as the 24-hour warning entry point, assessing information and relaying it to key decision-makers.
3. Provide immediate public warning on a 24-hour basis.
4. Provide updates and notification to key officials and the public.
5. Establish and supervise a public information center to disseminate news releases to the media in a coordinated and timely fashion.
6. Develop and maintain a file of emergency public information releases to cover possible disaster contingencies.

7. Hold press briefings and issue news releases based on information provided by the EOC staff and other sources so they are accurate and complete. Obtain approval from the President or designee before release.
8. Provide coordination among the news media and agencies having emergency functions.
9. Establish a system for handling public inquiry.

F. Human Services Group

The Human Services Group is directed by the Director of Human Resource Services. Liaison personnel will be assigned from Public Safety, Residence Services, Sodexo Food Services, Admissions, Registrar's Office, Athletics, American Red Cross, and any other outside agencies working with the University as a human services provider.

The Dean of Student Affairs will work in conjunction with the Director of Human Resource Services in this group to help facilitate the needs of the students.

The Human Services Group will:

1. Coordinate all agencies providing human services.
2. Provide food and clothing to the displaced population and to emergency workers.
3. Establish and operate shelters and reception center as appropriate.
4. Coordinate development of evacuation and emergency routes. Provide transportation for emergency workers, evacuees and the public.

G. Field Forces

Law Enforcement Field Forces are directed by the University Police sergeant and accountable to the Director of Public Safety.

Law Enforcement Field Services will:

1. Support the warning system and assign officials. Warn key officials and the public of impending disaster.

2. Support the Communications Group. Provide an adequate emergency communications system. Request additional radio telephones when implemented.
3. Maintain law and order and provided security at the EOC, Public Information Center and disaster site(s).
4. Implement and support, through the housing and food services, evacuation and sheltering procedures. See Human Services Group.
5. Account for safety of population.
6. Control ingress and egress to emergency and disaster area(s) and enforce curfew restrictions.
7. Perform rescue and first aid.
8. Provide evacuation, traffic control and security personnel. Support such activity through local law enforcement.

Fire Services Field forces are directed by the City of Huntington fire chief (or delegate thereof) and consists of the City of Huntington Fire Department and other local fire agencies through existing mutual aid agreements. The University will request assistance from the City of Huntington Fire Department for the preparation and implementation of Fire Services Groups.

Fire Services Field Forces will:

1. Give support, through the Marshall University Police, and adequate communications system. (See Telecommunications Group.)
2. Perform rescue and triage.
3. Coordinate Hazardous Materials operations with the University Health and Safety Department.
4. Provide protective action recommendations.
5. Coordinate operations with the University Police.

H. Health Services Group

Health Services Group is directed by the Associate Dean for Student Affairs and consists of the Student Health Services Director, Marshall Chair of Family and Community Health, Residence Services Management Representative, Cabell-Huntington Health Department Director, and Cabell County Emergency Services Director. The Health Service Group will be responsible for:

1. Publicize and enforce health safety measures.
2. Coordinate the use of all health personnel, transportation and equipment for emergency medical and health services.
3. Coordinate environmental health/sanitation operations.
4. Coordinate the investigation and control of communicable diseases.
5. Coordinate emergency mortuary services.
6. Monitor exposure to contaminants and advise on appropriate countermeasures.
7. Coordinate crisis counseling.
8. Coordinate critical incident and debriefing teams for victims as well as workers.
9. Assist fire and rescue personnel with triage duties.