

UNCW All Hazards Emergency Operations Plan

Base Plan

Emergency Support Functions

- ESF #1 – Transportation and Roadways
- ESF #2 – Communications
- ESF #3 – Public Works and Utilities
- ESF #4 – Emergency Support Services
- ESF #5 – Emergency Management
- ESF #6 – Mass Care and Shelter
- ESF #7 – Finance and Resource Management
- ESF #8 – Health, Mental Health and Medical Services
- ESF #9 – Research and Animal Care
- ESF #10 – Hazardous Materials
- ESF #11 – Food and Water
- ESF #12 – Technology Systems
- ESF #13 – Law Enforcement
- ESF #14 – Media Relations and Community Outreach
- ESF #15 – Damage Assessment and Recovery

Hazard Specific Annexes

- Hurricane Operations Plan
- Power Outage Annex
- Pandemic Flu Annex
- Fire Annex
- Severe Winter Weather Annex
- Public Health Emergency Annex
- Tornado Annex
- Terrorism Annex
- Nuclear Power Plant Annex
- Flood Annex
- Earthquake Annex

Situational Annexes

- Evacuation Annex
- Special Events Annex

Highlights

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| <ul style="list-style-type: none">• National Incident Management System (NIMS) compliant, uses Incident Command System (ICS)• Applicable to and flexible enough for all hazards response• Follows the federal format | <ul style="list-style-type: none">• A living document: easily changed and adapted to fit evolving needs• Involves a broad spectrum of UNCW divisions and departments |
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NIMS Compliance

The UNCW EOP complies with the National Incident Management System (NIMS), as required by FEMA. The NIMS provides a nationwide template enabling federal, state, local, and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size or complexity. Use of the NIMS at UNCW facilitates the university's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. The key principles of NIMS are as follows:

- Modular response model based on activating only those organizational elements required to meet current objectives.
- Common terminology applied to organizational elements, position titles, facility designations, and resources.
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
- Comprehensive resource management for coordinating and inventorying resources for field responses.
- Integrated communication so that information systems operate smoothly among all response agencies involved.
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
- Consolidated action plans that contain strategies to meet objectives at both the field response and EOC levels.

Under NIMS compliance, UNCW will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work towards the common goal of stabilizing an incident and protecting life, property, and the environment. For UNCW emergencies, an Incident Command Post will be set up at the scene of the emergency or disaster, which will be run by the Incident Commander. The highest ranking official from the primary responding agency or department on scene will act as the Incident Commander. For particularly large incidents affecting the entire campus, the Incident Command Post may be set up within the EOC.

The Incident Commander will direct emergency management on scene and will report directly to the UNCW EOC. Within the EOC, representatives from UNCW departments will provide support and coordination, identify resource shortages and issues, gather and

provide information, and implement multi-departmental coordination entity decisions. The UNCW EOC will in turn report to the New Hanover County EOC, which will report to the State EOC (Figure 4).

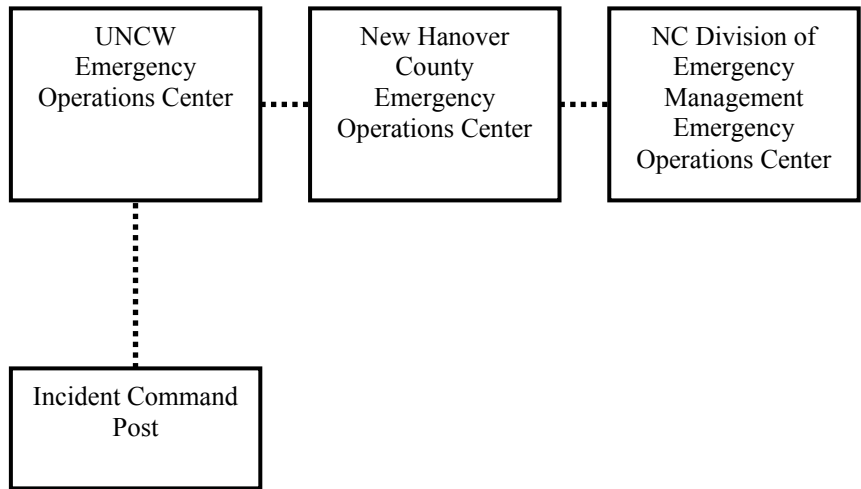
Figure 5. UNCW EOP Coordination under the NIMS Framework

EOCs

- Support and Coordination
- Identifying resource shortages and issues
- Gathering and providing information
- Implementing multi-agency coordination entity decisions

Incident Command

- Directing on-scene management



UNCW All Hazards Emergency Operations Plan Format and Organization

Base Plan

The Basic Plan describes the purpose and structure of the all hazards Emergency Operations Plan (EOP) and gives an overview of emergency operations.

I. Introduction

- A. Purpose
- B. Scope
- C. Authorities

II. Situation and Assumptions

- A. Situation
- B. Assumptions

III. Concept of Operations

- A. General
- B. Organization Structure
- C. NIMS Compliance

IV. Roles and Responsibilities

- A. Individuals
- B. Departments

V. Incident Management Actions

- A. Notification and Assessment
- B. Activation
- C. Preparedness Actions
- D. Response Actions
- E. Recovery Actions
- F. Mitigation Actions
- G. Remedial Actions
- I. After Action Reports

VI. Ongoing Plan Management and Maintenance

VII. Appendices

- A. Glossary of Key Terms
- B. List of Acronyms
- C. Authorities and References

Emergency Support Functions

These annexes organize the university departments into groups according to the categories of response a disaster or emergency may require. Each ESF has one lead department, which will lead the specific type of response, and one or more supporting departments, which will coordinate with the lead department to respond to the portion of the response operations the ESF specifies.

ESF #1: Transportation and Roadways

This ESF will explain what transportation actions may take place in an emergency, when these actions will take place, and who is responsible for these actions. This ESF includes tasks such as directing traffic, closing entrances, and blocking roadways, parking lots, or intersections during an emergency or disaster. This ESF also contains pertinent transportation and roadways information concerning the I-40 lane reversal plan.

Lead Department: University Police
Supporting Departments: Physical Plant
Auxiliary Services
External Supporting Departments: North Carolina Department of Transportation
Wilmington Police Department
Wilmington Transit Authority
New Hanover County Transportation Services

ESF #2: Communications

This ESF describes all telecommunications activities during an emergency or disaster, such as setting up and dismantling the EOC, ensuring communications during an emergency or disaster (such as setting up Nextel phones), and providing telecommunications support during the emergency or disaster.

Lead Department: ITSD – Telecommunications
Supporting Departments: Marketing and Communications Department
ITSD – Computing and Network Services
Office of Facilities
University Police
Environmental Health & Safety
External Supporting Departments: New Hanover County Department of Emergency
Management
New Hanover County 911
Nextel/Sprint
Alltel
Bell South
Avaya
Strategic Product Services (SPS)

ESF #3: Public Works and Utilities

This ESF explains emergency duties associated with the Physical Plant and its tasks during emergencies and disasters that support UNCW's utilities during an emergency

and repair them following an emergency if necessary. This ESF encompasses water, sewer, natural gas, and electrical functions of the university, as well as preparations and repairs for individual buildings on campus.

Lead Department: Physical Plant
Supporting Departments: Office of Facilities
EH&S
Telecommunications
ITSD
University Police
External Supporting Departments: Progress Energy Electric
Progress Energy Gas
City of Wilmington Public Works
City of Wilmington Storm Water Services
Private Contractors

ESF #4: Emergency Support Services

This ESF explains UNCW's interaction with and need for emergency services support, such as Fire Fighting, EMS services, Search and Rescue services, etc, during a major emergency or disaster.

Lead Department: University Police
Supporting Departments: EH&S
Telecommunications
Office of Facilities
External Supporting Departments: Wilmington Fire Department
Wilmington Police Department
New Hanover County Fire Services
New Hanover Health Network
PHRST
New Hanover County Department of Emergency Management (SAR Teams)
New Hanover County Sheriff's Department

ESF #5: Emergency Management

This ESF explains information flow and management during an emergency or disaster, specifically how and when the EOC is activated and activities that go on in the EOC. This ESF also explains the organization and role of emergency management at UNCW in general.

Lead Department: EH&S
Supporting Departments: University Police
Telecommunications
Student Affairs
Office of Facilities
Human Resources

Marketing and Communications
Computing Services
External Supporting Departments: New Hanover County Department of Emergency Management
National Weather Service
UNC Office of the President
North Carolina Division of Emergency Management

ESF #6: Mass Care and Shelter

This ESF describes processes and procedures needed for mass care of the UNCW community and emergency personnel, if there is a need for them to stay on campus for an extended period of time. This ESF addresses shelter-in-place procedures and emergency personnel care and placement during an emergency.

Lead Department: Housing and Residence Life

Supporting Departments: EH&S
Dean of Students
Student Health
Counseling Services
Disability Services
Campus Recreation
University Union
Auxiliary Services
University Police
Purchasing
Human Resources
Athletics

External Supporting Departments: American Red Cross
New Hanover County Department of Social Services
New Hanover County Department of Social Services

ESF #7: Finance and Resource Management

This ESF explains how resources are obtained and distributed, both within the university and outside the university through New Hanover County Emergency Management and the NC Division of Emergency Management. This ESF will also describe how finances are managed during and following an emergency or disaster, including how to handle FEMA reimbursement.

Lead Department: Business Affairs
Supporting Departments: Human Resources
Accounting
Purchasing
Risk Management

External Supporting Departments: Office of Facilities
New Hanover County Department of Emergency
Management
NC Division of Emergency Management

ESF #8: Health, Mental Health, and Medical Services

This ESF describes the actions taken by student health services, including mental health services, in a disaster or emergency. It also describes actions taken on campus for a major medical emergency and information regarding Critical Incident Stress Debriefings for emergency personnel and the UNCW community.

Lead Department: Student Development Services

Supporting Departments: Dean of Students
Housing and Residence Life
Campus Recreation
Psychology
Randall Library
Nursing
Human Resources

External Supporting Departments: New Hanover County Health Department
New Hanover Health Network
New Hanover County Department of Emergency
Management
PHRST
American Red Cross

ESF #9: Research and Animal Care

This ESF will describe what actions need to be taken to support all research animals on campus during an emergency or disaster and steps to protect all research on campus during a disaster or emergency.

Lead Department: Office of Sponsored Programs

Supporting Departments: Institutional Animal Care and Use Committee
Physical Plant
Biological Sciences
Psychology
Center for Marine Science
EH&S
University Police

External Supporting Departments: PHRST
Human Society
Local veterinarians
New Hanover County Health Department – Animal
Control Division

ESF #10: Hazardous Materials

This ESF describes how to handle hazardous materials on campus during a disaster or emergency and also how the campus will respond to a hazardous materials incident.

- Lead Department: EH&S
- Supporting Departments: University Police
Physical Plant
Academic Departments
Student Health
Purchasing Services
- External Supporting Departments: New Hanover County Department of Emergency Management
City of Wilmington Fire Department Regional Response Team
PHRST
NC Radiation Protection Section
CHEMTREC
Private Contractors

ESF #11: Food and Water

This ESF describes how food services and water distribution are handled during a disaster or emergency, for both students and emergency personnel, and the UNCW community if necessary.

- Lead Department: Auxiliary Services
- Supporting Departments: EH&S
Office of Facilities
- External Supporting Departments: Aramark
New Hanover County Emergency Management
American Red Cross

ESF #12: Technology Systems

This ESF will describe how computer systems are cared for during an emergency or disaster and how they are restored once the disaster is over.

- Lead Department: ITSD
- Supporting Departments: Office of Facilities
Auxiliary Services
Business Applications
Marketing and Communications
- External Supporting Departments: UNC Office of the President

ESF #13: Law Enforcement

This ESF describes how law enforcement is handled during a disaster or emergency, especially if the emergency deals with an event requiring immediate law enforcement.

Lead Department: University Police
Supporting Departments: Dean of Students
Marketing and Communications
External Supporting Departments: Wilmington Police Department
New Hanover County Sheriff's Department
State Bureau of Investigation
Bureau of Alcohol, Tobacco, and Fire Arms
North Carolina Alcohol Law Enforcement
Federal Bureau of Investigation
North Carolina Highway Patrol
New Hanover County Divisions of Emergency
Management

ESF #14: Media Relations and Community Outreach

This ESF describes how media relations are handled during a disaster or emergency and also how the UNCW community is notified of events and kept up to date of developments during the disaster or emergency. This ESF also describes how disaster preparedness is distributed throughout the year.

Lead Department: Marketing and Communications
Supporting Departments: Business Affairs
EH&S
ITSD
Dean of Students
Human Resources
University Union
UNCW TV
External Supporting Departments: New Hanover County Public Information Officer
Local Radio and TV stations
Daily and weekly newspapers
Cable and Government Cable Access
UNC Office of the President

ESF #15: Damage Assessment and Recovery

This ESF describes damage assessment and recovery procedures that will take place following a major event.

Lead Department: Office of Facilities
Supporting Departments: EH&S
Center for Marine Science
University Police
Human Resources
Housing and Residence Life
Athletics
Risk Management

External Supporting Departments: Private Contractors
New Hanover County Building Inspections
State Construction Office
North Carolina Department of Insurance

Support Annexes

Situation Specific:

Emergency Evacuation Annex

This support annex will describe campus evacuation procedures for both sudden events and those that can be planned for.

Special Events Annex

This incident annex will detail how UNCW will respond to an emergency or disaster dealing with a special event taking place on campus.

Incident/Hazard Specific:

(in order of priority)

Hurricane Operations Plan Annex

This incident annex will detail how UNCW will respond to a hurricane event.

Pandemic Flu Annex

This incident annex will detail how UNCW will respond to a pandemic flu outbreak.

Severe Winter Weather Annex

This incident annex will detail how UNCW will respond to a severe winter weather event.

Nuclear Power Plant Incident Annex

This incident annex will detail how UNCW will respond to an event at the Brunswick Nuclear Power Plant.

Flood Annex

This incident annex will detail how UNCW will respond to a flash flood event.

Terrorism Annex

This incident annex will detail how UNCW will respond to a terrorism event.

Disease Outbreak Annex

This incident annex will detail how UNCW will respond to a disease outbreak on campus that is not terrorism related.

Tornado Annex

This incident annex will detail how UNCW will respond to a tornado event.

Fire Annex

This incident annex will detail how UNCW will respond to a wild fire or building fire event.

Earthquake Annex

This incident annex will detail how UNCW will respond to an earthquake event.