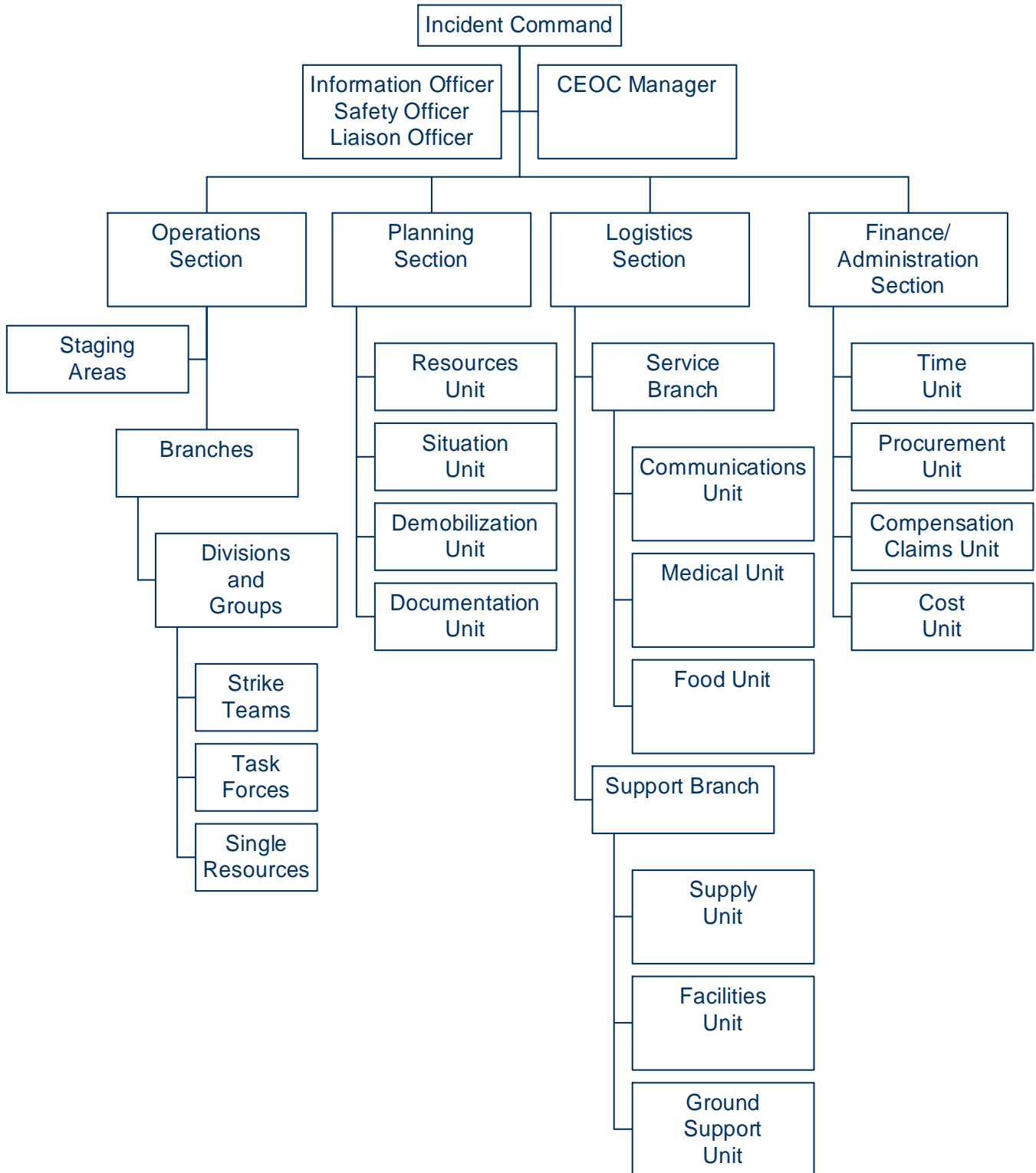**EMERGENCY RESPONSE PLAN**

Incident Command System and Personnel

SECTION 2

Updated: 08/2007
02/2008
03/2009

Incident Command System Structure

Incident Command

Information Officer
Safety Officer
Liaison Officer

CEOC Manager

Operations Section

- Staging Areas
- Branches
  - Divisions and Groups
    - Strike Teams
    - Task Forces
    - Single Resources

Planning Section

- Resources Unit
- Situation Unit
- Demobilization Unit
- Documentation Unit

Logistics Section

- Service Branch
  - Communications Unit
  - Medical Unit
  - Food Unit
- Support Branch
  - Supply Unit
  - Facilities Unit
  - Ground Support Unit

Finance/ Administration Section

- Time Unit
- Procurement Unit
- Compensation Claims Unit
- Cost Unit

ESSENTIAL EMERGENCY PERSONNEL

Weather Emergencies

Grounds
Central Heating Plant
University Police
Food Service
Facilities
Residential Life
Custodial

Power Emergencies

Facilities
All Vice Presidents
Director of Facilities
University Police
Food Service Director
Emergency Response Team

Emergency Response Team
Facilities
University Police
Others as identified by ERT

Incident Command Post – Personnel Descriptions
(Most likely this will be located at the scene)

Overall responsibility for the management of incident activity;
Even if other functions are not filled, an Incident Commander will always be designated;
Incident Commanders may have one or more deputies;
Incident Command function may be carried out in two ways:

1.   Single Command

2.   Unified Command – a management method to use for multi-jurisdictional and/or multi-agency events. In essence the various agencies' incident commanders sit together at the command post and make decisions together.

COMMAND STAFF

Information Officer
-The central point for dissemination of information to the news media and other agencies and organizations.
-Only one Information Officer will be named to an incident.
-The Information Officer may have assistants.

Safety Officer
-Must assess hazardous and unsafe situations and develop measures for assuring personnel safety.
-May exercise emergency authority to directly stop unsafe acts if personnel are in imminent, life-threatening danger.
-Only one Safety Officer will be named to an incident.
-The Safety Officer may have assistants.

Liaison Officer
-The point of contact at the incident for personnel from assisting or cooperating agencies.
-Only one Liaison Officer will be named to an incident.
-Very large incidents may require the use of assistants.

Agency Representative
-The individual assigned to represent our agency at the County Emergency Operation Center (EOC) or another agency.
-This individual must have decision-making authority and knowledge of available resources and tactical capabilities depending on incident this could be Associate Vice President of Facilities and Safety or the Chief of University Police.

CEOC Manager
-This individual is responsible for setting up the Campus Emergency Operations Center.
-The CEOC Manager may have an associate support staff person available to assist them.

GENERAL STAFF

Operations Section Chief
-Responsible for the direction and coordination of all incident tactical operations.
-May appoint a deputy; Develops the Operations Section from the bottom up by first establishing strike teams, task forces, Divisions, Groups and if necessary, Branches.
-May need to set up Staging Areas (which a **Staging Manager** would run; Staging Areas are locations set up at an incident where resources can be placed while awaiting assignment)

1. A common method of organizing tactical operations at an incident is to establish Geographic Divisions, headed by a **Division Supervisor** (division we assigned letters A-Alpha; B-Bravo).

2. A second common method of organizing operations at an incident is to establish Functional Groups, headed by **Group Supervisors** (Medical groups, search and rescue groups, perimeter security group, etc.)

3. A third method of organizing is the use of combined Geographic Divisions and Functional Groups.

4. A fourth method of organizing is to establish a Branch Structure and assign a **Branch Director** (branches we numbered I, II, III).

Note: **Directors may have deputies but Supervisors may not.**

Planning Section Chief
-Responsible for the collection and evaluation of incident situation information, preparing situation status reports, displaying situation information, maintaining status of resources, supervises the development of the Incident Action Plan, preparing required incident related documents, and preparing a Demobilization Plan
-Must plan for the next operational period.
-May appoint a deputy.
-May organize four unit-level positions, all headed by **Unit Leaders.**

1. Resource Unit – Responsible for all check-in activity and for maintaining the status on all personnel & equipment resources assigned to the incident

2. Situation Unit – Collects and processes information on the current situation, prepares situation displays & situation summaries, develops maps and projections

3. Documentation Unit - Prepares the Incident Action Plan, maintains all incident-related documentation & provides duplication services

4. Demobilization Unit – On large, complex incidents, the Demobilization Unit will assist in ensuring that an orderly, safe, and cost-effective movement of personnel will be made when they are no longer required at the incident

Logistics Section Chief
-Responsible for providing services and support to meet all incident or event needs, geared to supporting personnel & resources.
-May appoint a deputy.
-May organize into two branches, headed by **Branch Directors** who may have deputies.

1.   Service Branch – Responsible for:

     a.   Communications Unit: phone, fax, email, radio and communication plan.
     b.   Medical Unit: support for responders including emergency medical transportation and medical plan.
     c.   Food Unit: provides for responders needs not community shelter, etc.

2.   Support Branch – Responsible for:

     a.   Supply Unit: orders personnel equipment and supplies.
     b.   Facilities Unit: provides **Managers** for the Incident Base & camps.
     c.   Ground Support Unit: provides transportation, maintains and fuels vehicles assigned to the incident and provides traffic plan.

Note: Units are headed by **Unit Leaders** who are not allowed deputies or assistants

Finance/ Administration Section Chief
-Responsible for monitoring incident-related costs, and administering any necessary procurement contract
-May not be activated on all incidents
-If activated may establish up to four units, all headed by **Unit Leaders**

1.   Time Unit: Ensures that all personnel time on an incident or event are recorded

2.   Procurement Unit:

     a.   Processes administrative paperwork associated with equipment rental and supply contracts.
     b.   Responsible for equipment time reporting.

3.   Compensation/ Claims Unit

     a.   Sees that all documentation related to workers compensation for state employees is correctly completed
     b.   Maintains files of injuries and/or illnesses associated with the incident for all state employees
     c.   Claims – handles investigation of all claims involving damaged property associated with or involved in the incident for all state employees

4.   <u>Cost Unit:</u> Responsible for collecting all cost information, and for providing cost estimates and cost saving recommendations. If the incident is growing in size or complexity, and/or reaching or exceeding span of control limits (3-7), it is important to rapidly establish the organizational framework necessary to manage it. This usually means filling essential General and Command staff positions first, **<u>although unit level positions may be filled whenever required.</u>** Initial organization development on an expanding incident should provide positions to cover check –in activity, resource tracking and Logistical support.

ID Badge Distribution List

Section 2 Appendix 1

Updated 03/2009

ID Badge Distribution List

President's Cabinet Home Telephone Numbers **(PLEASE DO NOT RELEASE HOME PHONE NUMBERS)**

CABINET:

Nancy Kleniewski 607-436-2500 (W)
        KLENIEN (email)

Paul Adamo   607-436-2535 (W)
        ADAMOPJ (email)

Carol Blazina   607-436-2748 (W)
        BLAZINCA (email)

F. Daniel Larkin   607-436-2517 (W)
        LARKINF (email)

Leif Hartmark   607-436-2081 (W)
        HARTMALS (email)

Steve Perry   607-436-2513 (W)
        PERRYSR (email)

Cecilia Zapata   607-436-2830 (W)
        ZAPATABC (email)

PROFESSIONAL SUPPORT STAFF

Don Ackerman, Director of Physical Plant   607-436-2507 (W)
                  ACKERMDL (email)

Maureen Artale, Continuing Education   607-436-3216 (W)
                  ARTALEMP (email)

Ellen Blaisdell, Development & Donor Relations 607-436-2781 (W)
                  BLAISDEM (email)

Phil Bidwell, Director of Networking   607-436-2710 (W)
                  BIDWELPS (email)

Diane Davidson, Executive Director of OAS   607-436-3352 (W)
                  DAVIDSDW (email)

Todd Foreman, Computer Services & Telecommunications 607-436-3641 (W)
                  FOREMATD (email)

Bart Ingersoll, University Police   607-436-2491 (W)
                  INGERSBR (email)

Glenn Mayer, College Communications   607-436-2748 (W)
                  MAYERGA (email)

Jeanne Miller, Assoc. VP, Student Development 607-436-2513 (W)
                  MILLERJC (email)

Steve O'Riley, Director of Food Services   607-436-3336 (W)
                  ORILEYS (email)

Janet Potter, Library	607-436-2723 (W)
	POTTERJL (email)
Tom Rathbone, Facilities & Safety	607-436-3224 (W)
	RATHBOTM (email)
Amy Crouse-Powers, Director Morris Conference Center	607-436-2077 (W)
	CROUSEA (email)
Peter Shea, Finance & Administration	607-436-3024 (W)
	SHEAPE (email)
Roger Sullivan, Associate Vice President	
Enrollment Management	607-436-2513 (W)
	SULLIVRB (email)
Walter Wagor, Dean of Behavioral & Applied Science	607-436-2520 (W)
	WAGORWF (email)
Lisa Wenck, Associate Vice President for Administration	607-436-2509 (W)
	WENCKLM (email)
Nancy Wolters, Associate Provost, Data Resources	
& Academic Support	607-436-2950 (W)
	WOLTERNE (email)
David Lincoln, Emergency Management Coordinator	607-436-3163 (W)
	LINCOLDC (email)

Emergency Response Planning Team

Section 2 Appendix 2

Updated 05/2008
         03/2009

Emergency Response Planning Team

Membership:
      The Chair of the ERPT will be the Emergency Management Coordinator. The Planning Team will consist of a core of University Police Chief, Associate Vice President for Facilities, Associate Vice President for Computing and Telecommunications, Associate Provost and Residential Life members. Others will join as their expertise in specific areas is required.

Purpose:
      The Planning Group will review the ERP annually and make necessary changes to the current plan to make it fit NIMS compliance. Since the ERP has been established from years of past experiences these units will be updated to NIMS. As new lessons are learned, they will be written in the NIMS format to comply with HSPD 5 and NYS Executive order 26.1.

Requirements:
      The ERPT represents all areas of the campus. Thus, as reviews are conducted on an annual basis the written updates will be placed on the computer and written materials. Then updates will be sent to all parties in the distribution list. The review of the plan will be completed and sent to SUNY Administration by April 1st of each year.

Distribution List of Emergency Response Plan
- President – Hard copy, quick drive and computer access
- Cabinet – quick drive and computer access
- University Police - Two (2) hard copies, quick drives and computer access.
- University Police Chief – Computer access, quick drive
- Emergency Management Coordinator – Computer access, quick drive
- ERPT – Computer access
- EOC – Computer access
- System Administration – Disk and hard copy.