

EMERGENCY RESPONSE PLAN

Campus Emergency Operations Center
(CEOC)

SECTION 4

Updated: 08/2007
03/2009

Campus Emergency Operations Center (CEOC)

Role:

When the Emergency Response Resource Group (ERRG) is called together to respond to an emergency, the ERRG will convene in the Campus Emergency Operations Center (CEOC). Partial or full activation of the ERRG is dependent upon the emergency. Usually the ERRG will establish priorities, provide overall guidance and direction and coordinate the allocation of critical resources among various departments.

The CEOC will serve as headquarters or as the Multi Agency Coordination Center (MAC) during the emergency and is the focal point for policy, related decision-making and jurisdictional resource allocation.

Location:

The Primary CEOC the location where members of the Incident Command System for the Campus will meet, unless they are requested to respond to other locations.

Telephones:

The outside Primelink Telephone lines are:

- 607-436-0000
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The Fax Number for the CEOC is:

- 607-436-2402

There are other telephones lines available in the CEOC. The lines and their primary use during an emergency are:

- 607-436-3550 Police Emergencies
- 607-436-0000 CEOC Emergency Response Team Line
- 607-436-0000 Employee Emergency Information Line
- 607-436-0000 Student Emergency Information Line
- 607-436-2000 Weather Phone Line
- 607-436-3163 Emergency Management Coordinator

In the event the main CEOC location is not available, the alternate sites for the CEOC are:

- President's Conference Room
- Sky Box at Alumni Field House
- Glimmerglass Room at Hunt Union

Emergency Information Lines:

- CEOC Emergency Response Team Line (607) 436-0000
- Employee Emergency Information Line (607) 436-0000
- Student Emergency information Line (607) 436-0000

CEOC Manager:

The CEOC Manager is responsible for setup and maintenance of the CEOC during emergencies and drills. The CEOC Manager or an appointed assistant will be responsible for setting up the necessary equipment (computers, telephones, etc.) and to assign locations within the CEOC for ICS staff. The CEOC Manager or an assistant will also be responsible for supplies during the emergencies and drills and for breaking down of the CEOC.

The CEOC Manager or predetermined assistant (responsible for the CEOC when the CEOC Manager is unavailable) will receive instructions as to when to establish the CEOC from the Emergency Response Coordinating Officer (ERCO).

The CEOC Manager will have necessary keys and/or codes to open the doors and cabinets to establish the CEOC. The CEOC Manager will also have a predetermined assignment lists as to where ICS staff will be located within the CEOC.

CEOC Maps:

- 1) All buildings up to date with GPS?
- 2) All parking lots up to date
- 3) Arial views of campus
- 4) Schematics of campus with roads (GPS)
- 5) Grid CD of campus
- 6) Complete chemical inventories, MSDS and locations
- 7) City of Oneonta
- 8) Otsego County
- 9) New York State