

EMERGENCY RESPONSE PLAN

Emergency Response Coordinating Officer

SECTION 5

Updated: 08/2007
02/2008
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Emergency Response Coordinating Officer

Role:

To serve as Coordinator of Emergency Response Resources Group (ERRG) during emergency response and to communicate policies and stay informed of decisions and actions needed;

To manage the Campus Emergency Operation Center (CEOC) during incident, clean-up and restoration;

To coordinate all campus activities of response;

To maintain ongoing contact between the CEOC; Incident Command Post; and assisting and cooperating agencies;

To insure that briefings are prepared and presented to key administrators and the Vice President for Community Relations during and following incident;

To insure that adequate information is given to the public and to Campus personnel concerning the incident, its likely outcomes and steps to be taken to insure personal safety and public health;

To insure that all operations during incident are coordinated and being carried out in a constructive and safe manner with consideration being given to the post emergency phase;

To insure that necessary contacts are maintained with government officials at appropriate levels;

To insure that the College's survival and recovery efforts are successful to the fullest extent possible;

To communicate with IC as necessary to keep the College administration informed of the sequence of events;

To assemble damage assessments and coordinate plan for recovery;

To insure that incident is properly documented;

To oversee the review of the Comprehensive Emergency Management Plan on an annual basis;

To insure that a part of the plan is tested annually with the goal of testing the entire plan within (5) years.

Emergency Response Coordinating Officer (ERCO) -- Checklist

The following information should be used as a guide for the ERCO in determining the magnitude of an emergency incident and the necessary response.

- An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of College employees and the duration of the incident is short term. Note: This situation would not necessitate the activation of the **Emergency Operation Center (EOC)**.

_ The ERCO would be informed of the incident.

- If the situation escalates or the unplanned event may adversely impact or threaten life, health or property within a single area and control of the incident is beyond the capabilities of College employees, the ERCO may immediately recommend a full or partial opening of the EOC or may discuss the situation with the Incident Commander, President and/or other members of the **Emergency Response Resources Group (ERRG)** prior to making a determination as to whether the EOC should be opened.

Depending upon the magnitude of the event, the ERCO may:

_ Have CEOC Manager set up the EOC.

_ Contact ERRG members and:

1. Work with the ERRG to establish plan for continuity of Campus administration based on officials present on campus.
2. Arrange for evacuation orders, services and facilities shutdowns, return to work, extended shifts, announcements.
3. Determine from each ERRG member number of available staff and needs for call ins, etc.
4. Designate entry and evacuation routes to be used for incidents resulting in numerous vehicles, both emergency and private (returning employees, families of students or patients), converging on the College and for incidents resulting in a mass evacuation. Highlighted maps showing routes and parking areas should be prepared.
5. Arrange for appropriate evacuation of buildings and close parts of or entire campus if necessary.
6. To establish priorities for utilization of available resources, staffing and services.
7. Determine the need to call in extra staff and/or announce shutdown of College operations.
8. Get assessment from each member of ERRG about critical issues and steps to be taken to reduce injury and damage.

_ Designate college Liaison to go to the Otsego County Emergency Operations Center or City of Oneonta Operations Center if it becomes operational.

_ Get assessment from ICP and ERRG of extent of damage and special problems in areas and likely sequence of events in short-term and long-term future.

- Be kept informed of progress of incident and provide policy guidance to Incident Command Post (if necessary).
- Review with ICP personnel the possibility that incident might escalate.
- Discuss with the Vice President for Community Relations the possibility of establishing Media Center if appropriate.
 - Predetermined locations are:
 - Little Theater
 - Craven Lounge
 - Hunt Union
- Maintain contact with Incident Command Post and keep ERRG informed of course of events.
- Determine likely need for evacuation and relocation of students and/or staff. Make arrangements for transportation and housing.
- Notify Associate Vice President for Telecommunications to set-up phone bank to handle inquiry calls from parents, etc. if appropriate.
- Stay in contact with local and/or state authorities and determine if more assistance will be needed.
- Maintain close contact with Joint Information Center.
- Coordinate efforts of clean-up and recovery activities, make sure that dangerous areas are secured from public access.
- To brief key department heads and officials and have them prepare to implement emergency procedures.
- Establish location for governmental personnel who will be operating on campus.
- Coordinate with governmental officials any needs for assistance, intervention, information, etc.
- Contact local authorities for information and to request assistance.
- Have safety personnel assess environmental and/or personnel contamination and other special hazards which are likely to occur.
- Notify local hospitals of extent of situation and provide assessment of possible impacts on hospital operations. A.O. Fox Hospital 607-431-5000; Bassett Hospital 607-547-3355.
- See that logs, status boards and maps are maintained and updated as situation demands.
- Request City, County, State or Federal agency support if appropriate.

- _ Work with Environmental Health & Safety to determine any environmental and public health consequences and necessary remediation.
- _ As critical stage of incident abates, begin assessments of needs for clean-up, restoration of services and recovery operations.
- _ Determine with Safety Officer any public health hazards such as safety of potable water supply, integrity of sanitary sewer, sources of unsanitary conditions.
- _ Evaluate integrity of buildings before allowing any re-entry.
- _ Conduct a debriefing of event or incident and write an After Action Report.