Emergency Support Function (ESF) 5 – Emergency Management

Coordinating Department

Department of Public Safety (Emergency Management)

Supporting Departments

Offices of the Chancellor and Vice Chancellors

Supporting Outside Agency

Colorado Springs Office of Emergency Management

Section I: Function Activation

Scope

The scope of this annex is to describe the overall emergency management activities of a campus response to a significant incident, emergency, or disaster. Emergency management may be accomplished through a Department Operations Center (DOC) or localized Incident Command (IC), or may include activation of the campus Emergency Operations center (EOC).

Concept of Operations

A. General

1. The campus Executive Leadership will accomplish their emergency responsibilities as outlined in the UCCS EOC Activation Manual. The Incident Commander will be supported by the EOC as needed. The organization of the EOC is designed to:

   a) Maintain existing leadership, authority, and responsibility when an incident is confined solely within the campus.

   b) Provide a recognized campus leadership entity when an incident overlaps into the City of Colorado Springs.

   c) Ensure a leadership organization capable of requesting additional outside assistance.

2. The EOC can be activated by the on call executive Officer of the Day (OOD) or any member of campus Executive Leadership. The Executive Director of Public Safety, or designee, may request activation of the EOC through the OOD.

3. Directors or department heads may be requested to report to the EOC to coordinate their unit's activities when the EOC is activated.

4. The EOC will be activated upon the approval of the OOD in accordance with standard operating procedures.

5. All Department Operations Centers (DOCs) will coordinate activity with and support the EOC when activated. The EOC will have authority over all campus operations during an incident.

B. Specific

1. **Response**

    a) Manage, organize, and coordinate emergency and non-emergency functions of the Emergency Operations Center (EOC) in the event of a disaster or emergency;

    b) Assess and consolidate information to support the planning process at the EOC and in the field.

    c) Ensure displays of pertinent information by using computer system displays, maps, charts, status boards, etc.

    d) Consolidate information into reports and other materials describing and documenting overall response activities and keeping local, county, University, State, and Federal officials informed of the situation.

    e) Assist in appropriate public information to deal with the incident through ESF 15 – External Affairs and ESF 2 – Communications and Warning.

    f) Ensure implementation of the National Incident Management System (NIMS) for operations in the field and in the EOC; and

    g) Assist campus Deans and Directors in the coordination of their internal plans, procedures, and checklists.

2. **Recovery**

    a) Coordinate recovery operations within the scope of emergency management.

    b) Track requirements for post-incident reports and requests to local, State, and Federal agencies.

    c) Review campus responses, make recommendations to campus Executive Leadership, and modify plans accordingly.

Section II: Pre-Event Coordination and Planning Responsibilities

Coordinating Department

Department of Public Safety (Emergency Preparedness)

A. Mitigation

1. Maintain high readiness posture of the EOC.

2. Provide for adequate EOC response capabilities.

3. Ensure EOC staff positions are assigned to qualified personnel.

B. Preparedness

1. Ensure the EOC staff organization with names and contact information is maintained at all times.

2. Obtain and maintain emergency supplies including food, water, blankets, emergency power, communications, etc. to ensure continued operations in the event of an incident.

3. Prepare and review all plans and conduct exercises.

4. Conduct training for the EOC and appropriate university departments

Supporting Departments

Offices of the Chancellor and Vice Chancellors

A. Provide oversight and approval of the campus emergency management process.

B. Maintain OOD rotation and provide EOC staffing.

Supporting Outside Agency

Colorado Springs Office of Emergency Management

A. Provide coordination with the UCCS Department of Public Safety (Emergency Management) and the UCCS EOC.

B. Oversee ESFs not provided for in the UCCS Emergency Operations Plan.