I. Policy

In order to preserve and protect the educational mission of the University of South Carolina, emergency preparedness must be a priority. During our day-to-day operations, our mission is to provide University students with an environment that is conducive to their educational development and growth. However in the unfortunate occurrence that the University’s daily operations are disrupted, we must plan accordingly to protect the life, property and safety of our community to ensure a quick recovery.

II. Procedure

This policy establishes the University of South Carolina Columbia Emergency Management Team to allow for seamless coordination and response to any crisis that this campus may face.

A. Authority

1. Planning
   a. While in the planning phase, the Emergency Management Team (EMT) will be chaired by a person designated by the University President.

   b. The Chair has the authority to establish sub-committees to research special topics, create plans and policies, and make recommendations to the EMT for review, revision and possible implementation.

2. Incident Commander
   a. In the event of an emergency situation that affects or could potentially affect the safety and well-being of the University, the Executive Policy Group (EPG) will designate an Incident Commander / Unified Command. This person(s) will have the authority to command all aspects of the emergency including, establishing response priorities, committing resources and assigning tasks.
b. In the event of an emergency situation that affects or could potentially affect the safety and well-being of the University, the Director of the Division of Law Enforcement and Safety, or designee, is designated as the Incident Commander, until one can be officially selected by the EPG. This person is authorized to take any necessary actions on behalf of the University’s EMT needed to protect the life, property, and/or security of the University of South Carolina community, until the EMT is properly staffed with the appropriate members and has the ability to commence response operations.

3. Composition / Staffing
This policy establishes the functions that are necessary to be performed in an emergency on campus and assigns University departments responsible for executing those functions in an emergency. Each responsible department, as defined in Section C, is to assign one person who will perform that function on the EMT. Personnel selected to serve on the EMT must have the authority to fully represent that department up to and including establishing response priorities, committing resources and assigning tasks.

4. Chain of Command
Even though the EMT organizational structure does not follow the day-to-day chain of command used by the University, supervisors within the EMT structure have the authority to establish response priorities, commit resources and assign tasks to their subordinates.

5. Delegation of Authority
Members of the EMT may delegate any or all of their authority to another person.

B. EMT Organizational Structure
The University has adopted the National Incident Management System (NIMS) and has, therefore, designed the EMT organizational structure in accordance with the Incident Command System (ICS).

C. EMT Members
1. Executive Policy Group
   a. This team is comprised of senior leadership of the University selected by the Chair of the EMT.
   b. Responsibilities
      i. Select an Incident Commander / Unified Command
      ii. Provide overall direction and long-term planning for the University
      iii. Make all decisions that could significantly impact University facilities, personnel, students or operations

2. Incident Commander / Unified Command
   a. Responsible department: Division of Law Enforcement and Safety until named otherwise by the Executive Policy Group
b. Responsibilities
   i. Facilitate all strategic decisions that need to be made in order to manage the incident and personnel during an emergency
   ii. Coordinate activity for all EMT staff
   iii. Directly supervise: Public Information Officer, Safety Officer, Liaison Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance and Administration Section Chief
   iv. Maintain responsibility for all subordinate functions until delegated to another person

3. Public Information Officer
   a. Responsible department: News and Internal Communications
   b. Responsibilities
      i. Develop and communicate messages to all University audiences (students, staff, parents, etc.) and local / national media

4. Safety Officer
   a. Responsible department: Environmental Health and Safety
   b. Responsibilities
      i. Develop and recommend measures for assuring personnel safety
      ii. Exercise emergency authority to stop response activity to prevent unsafe acts

5. Liaison Officer
   a. Responsible department: Division of Law Enforcement and Safety
   b. Responsibilities
      i. Serve as the primary point of contact for all supporting agencies

6. Operations Section Chief
   a. Responsible department: Division of Law Enforcement and Safety
   b. Responsibilities
      i. Oversee tactical operations
      ii. Oversee support services for affected persons
      iii. Directly supervise: Law Enforcement Branch, Fire / Rescue Branch, Health Branch, Hazardous Materials Branch, Human Services Branch
      iv. Maintain responsibility for all subordinate functions until delegated to another person

7. Law Enforcement Branch
   a. Responsible department: Division of Law Enforcement and Safety
   b. Responsibilities
      i. Coordinate all law enforcement and military responses

8. Fire / Rescue Branch
   a. Responsible department: Environmental Health and Safety
   b. Responsibilities
i. Assess and coordinate the response to all fire hazards
ii. Coordinate search and rescue operations

9. Health Branch
   a. Responsible department: Student Health Services
   b. Responsibilities
      i. Coordinate medical triage, treatment and transport for victims and first responders

10. Hazardous Materials Branch
    a. Responsible department: Environmental Health and Safety
    b. Responsibilities
       i. Coordinate response to releases of hazardous materials
       ii. Provide information to responding agencies regarding the hazardous materials kept on campus

11. Human Services Branch
    a. Responsible department: Student Affairs
    b. Responsibilities
       i. Oversee support services for affected persons and incident response
       ii. Directly supervise: Volunteer / Donated Goods Group, Family Reception Group, and Mental Health Group

12. Volunteers and Donated Goods Group
    a. Responsible department: Community Service Programs
    b. Responsibilities
       i. If safe, solicit and coordinate volunteers from USC and the surrounding community to aid in the response and recovery for USC and greater Columbia
       ii. Coordinate the delivery, storage and distribution of donated materials

13. Family Reception Group
    a. Responsible department: Parents Programs
    b. Responsibilities
       i. Establish a reunification center to reunite victims with family members
       ii. Serve as the liaison between the victims’ families and the University

14. Mental Health Group
    a. Responsible department: Student Health Services: Counseling and Human Development Center
    b. Responsibilities
       i. Provide mental health relief efforts for the victims and first responders at the time of, or immediately following, an emergency
       ii. Coordinate with the Behavioral Intervention Team
       iii. Coordinate with the Employee Assistance Program
15. Planning Section Chief  
a. Responsible department: Environmental Health and Safety  
b. Responsibilities  
   i. Oversee creation of the Incident Action Plan  
   ii. Maintain focus on the long-term response  
   iii. Directly supervise: Situation Unit, Documentation Unit, GIS Unit, Meteorology Unit, Environmental Unit, Resources Unit, Demobilization Unit  
   iv. Maintain responsibility for all subordinate functions until delegated to another person

16. Situation Unit  
a. Responsible department: Provost Office  
b. Responsibilities  
   i. Document and provide a summary of the current status of the emergency situation for the IC  
   ii. Prepare future predictions of incident growth

17. Documentation Unit  
a. Responsible department: Human Resources  
b. Responsibilities  
   i. Document and track all activity and actions taken by the EMT  
   ii. Organize and store documentation for assessment, legal, historical or public information purposes

18. GIS Unit  
a. Responsible department: Geography Department  
b. Responsibilities  
   i. Update and distribute maps with disaster specific information

19. Meteorology Unit  
a. Responsible department: Geography Department  
b. Responsibilities  
   i. Provide current and anticipated weather information

20. Environmental Unit  
a. Responsible department: Environmental Health and Safety  
b. Responsibilities  
   i. Coordinate response activities to support environmental protection  
   ii. Collect environmental information by reviewing pre-attack land use and management plans

21. Resources Unit  
a. Responsible department: Division of Law Enforcement and Safety  
b. Responsibilities  
   i. Track and distribute available resources
22. Demobilization Unit  
a. Responsible department: Division of Law Enforcement and Safety  
b. Responsibilities  
   i. Prepare and plan to conclude operations and release resources to daily use after the emergency ends

23. Logistics Section Chief  
a. Responsible department: Facilities  
b. Responsibilities  
   i. Oversee resource allocation and incident support services  
   ii. Directly supervise: Facilities Unit, Supply Unit, Communications & Technology Unit, Call Center Unit, Housing Unit, Food & Water Unit, Ground Support Unit  
   iii. Maintain responsibility for all subordinate functions until delegated to another person

24. Facilities Unit  
a. Responsible department: Facilities  
b. Responsibilities  
   i. Conduct damage assessment  
   ii. Restore all buildings and facilities to operational status  
   iii. Coordinate debris removal  
   iv. Assess and restore essential utilities such as electricity, water, gas and sewage to campus  
   v. Provide alternate arrangements during utility failure

25. Supply Unit  
a. Responsible department: Facilities  
b. Responsibilities  
   i. Order, receive and store resources  
   ii. Contact partners in mutual aid agreements

26. Communications & Technology Unit  
a. Responsible department: University Technology Services  
b. Responsibilities  
   i. Assess and coordinate the restoration of essential methods of communications to campus such as telephone, internet, cable and radio  
   ii. Provide alternate arrangements during communication failure

27. Call Center Unit  
a. Responsible department: University Housing  
b. Responsibilities  
   i. Serve as the initial contact point for faculty, staff, students, etc. to request services or information from the University
28. Housing Unit  
   a. Responsible department: University Housing  
   b. Responsibilities  
      i. Identify and manage space for victims, responders and any other approved personnel that require shelter  

29. Food & Water Unit  
   a. Responsible department: Business Affairs  
   b. Responsibilities  
      i. Coordinate the delivery, preparation and distribution of food, water, and ice for victims, responders, and any other approved personnel  

30. Ground Support Unit  
   a. Responsible department: Vehicle Management and Parking Services  
   b. Responsibilities  
      i. Coordinate vehicles for all transportation including volunteers, work crews, emergency responders, etc.  
      ii. Coordinate evacuation plans  
      iii. Provide maintenance and fuel for response vehicles  

31. Finance & Administration Section Chief  
   a. Responsible department: Budget Office  
   b. Responsibilities  
      i. Monitor all costs associated with the incident  
      ii. Ensure that all expenses are being properly documented and recorded  
      iii. Directly supervise: Procurement Unit, Cost Unit, Time Unit, Claims Unit, Workers’ Compensation Unit, Payroll Unit, Financial Donations Unit  
      iv. Maintain responsibility for all subordinate functions until delegated to another person  

32. Procurement Unit  
   a. Responsible department: Purchasing  
   b. Responsibilities  
      i. Approve all purchases  
      ii. Coordinate all financial matters with vendor contracts, leases, fiscal agreements, and mutual aid agreements  

33. Cost Unit  
   a. Responsible department: Controller  
   b. Responsibilities  
      i. Track and maintain records for money spent  
      ii. Make cost savings recommendations  

34. Time Unit  
   a. Responsible department: Human Resources  
   b. Responsibilities
i. Track amount of time and overtime each responder works
ii. Track amount of time large equipment is used

35. Claims Unit
   a. Responsible department: Environmental Health and Safety
   b. Responsibilities
      i. Prepare and file insurance claims involving University property damages
      ii. Manage FEMA reimbursements

36. Workers’ Compensation Unit
   a. Responsible department: Human Resources
   b. Responsibilities
      i. Record and investigate workers’ compensation claims

37. Payroll Unit
   a. Responsible department: Department of Payroll
   b. Responsibilities
      i. Distribute payroll to employees
      ii. Create a payment distribution plan in case computer systems are unavailable

38. Financial Donations Unit
   a. Responsible department: University Development
   b. Responsibilities
      i. Solicit and coordinate the reception of financial donations

D. EMT Member Responsibilities
1. Each University department or division identified in Section C is duly authorized and responsible for both preparation and implementation of necessary plans for responding to emergencies on campus, within the scope of that unit’s function.
   a. If requested, these individuals will attend monthly Emergency Management Team meetings, serve on applicable committees, and obtain the necessary training needed to perform their roles.
   b. All members of the emergency management team (EMT) will complete the requisite NIMS / ICS training set by the EPG.

III. Related Policies

See also:
EM 1.00 Emergency Notification System Policy