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 Campus 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 Chief of Police, 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. The chosen delegate must have the authority to fully represent the department up to and including establishing response priorities, committing resources and assigning tasks.

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. Designate 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
      iv. Establish goals and priorities to accomplish during the recovery efforts
2. Incident Commander / Unified Command
   a. Responsible department: Division of Law Enforcement and Safety until designation by the EPG
   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. Keep EPG informed on the status of the response
      iv. Directly supervise: Public Information Officer, Safety Officer, Liaison Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance and Administration Section Chief
      v. Maintain responsibility for all subordinate functions until delegated to another person

3. Public Information Officer
   a. Responsible department: Communications and Public Affairs
   b. Responsibilities
      i. Develop and communicate messages to all University audiences (students, staff, parents, etc.) and local / national media
      ii. Conduct media briefings
      iii. Arrange for tours, interviews, or other briefings
      iv. Monitor and assess all forms of public information being disseminated including websites, social media, etc.

4. Safety Officer
   a. Responsible department: Environmental Health and Safety
   b. Responsibilities
      i. Develop and recommend measures for assuring personnel safety during response
      ii. Assess and/or anticipate hazardous and unsafe conditions
      iii. Exercise emergency authority to stop response activity to prevent unsafe acts
      iv. Coordinate safety briefings for volunteers and emergency responders

5. Liaison Officer
   a. Responsible department: Division of Law Enforcement and Safety
   b. Responsibilities
      i. Serve as the primary point of contact for all mutual aid organizations
      ii. Assist in establishing and coordinating with Columbia and Richland County EOCs

6. Operations Section Chief
   a. Responsible department: Division of Law Enforcement and Safety
   b. Responsibilities
      i. Oversee tactical operations
ii. Directly supervise: Law Enforcement Branch, Fire / Rescue Branch, Health Branch, Hazardous Materials Branch, Human Services Branch

7. Law Enforcement Branch  
   a. Responsible department: Division of Law Enforcement and Safety  
   b. Responsibilities  
      i. Establish a safe campus environment through first response to an emergency  
      ii. Make initial assessment of emergency situation  
      iii. Investigate and preserve crime scenes  
      iv. Respond to calls for service  
      v. Establish a perimeter and provide security for areas unsafe to the public  
      vi. Aid in conducting evacuations  
      vii. Coordinate response for SWAT, Explosive Device Teams or military response when requested

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 care relief operations at the time of, or immediately following, an emergency  
      ii. Perform initial triage and treatment of victims and first responders  
      iii. Coordinate with Emergency Medical Services (EMS) and local hospitals  
      iv. Responsible for isolating / quarantining victims if necessary  
      v. Assurance of victim identification / mortuary services

10. Hazardous Materials Branch  
    a. Responsible department: Environmental Health and Safety  
    b. Responsibilities  
       i. Respond to or coordinate response to actual or potential releases of hazardous materials resulting from natural, human-caused, or technical emergencies  
       ii. Maintain records of Materials Safety Data Sheets (MSDS) for all chemicals used on campus  
       iii. Coordinate response with the Columbia Fire Department (CFD) Hazardous Materials Teams

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: Alumni Association
   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. Track all volunteers’ hours and tasks performed
      iii. Assist in the response / recovery efforts for the community until volunteers are no longer needed
      iv. Coordinate the delivery, storage, and distribution of donated materials

13. Family Reception Group
   a. Responsible department: Student Affairs: Parents Programs
   b. Responsibilities
      i. Coordinate the reunification of the USC community with family members
      ii. Track the health and safety status of affected individuals
      iii. Release information to necessary parties within the appropriate guidelines
      iv. Serve as the liaison between the victims’ families and the University

14. Mental Health Group
   a. Responsible department: Student Health Services: Counseling & 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 (BIT)

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

16. Situation Unit
a. Responsible department: Provost Office/Division of Law Enforcement and Safety
b. Responsibilities
   i. Document and provide a summary of the current status of the emergency situation for the IC
   ii. Prepare, post or disseminate resource and situation status
   iii. Prepare future predictions of incident growth, and intelligence

17. Documentation Unit
   a. Responsible department: Division of Law Enforcement and Safety
   b. Responsibilities
      i. Document and track all activity and actions taken by the EMT
      ii. Maintain accurate and current incident files
      iii. Review records for accuracy and completeness
      iv. Establish duplication service; respond to requests
      v. Store documentation for assessment, legal, historical, or public information purposes

18. GIS Unit
   a. Responsible department: Geography
   b. Responsibilities
      i. Provide current maps of campus to responders
      ii. Coordinate with the Situation Unit to update and distribute current maps with disaster specific information

19. Meteorology Unit
   a. Responsible department: Richland County Emergency Services Division in coordination with the Division of Law Enforcement and Safety
   b. Responsibilities
      i. Obtain and provide current and predicted incident weather information

20. Environmental Unit
   a. Responsible department: Environmental Health and Safety
   b. Responsibilities
      i. Collect and validate environmental information by reviewing pre-incident land use and management plans
      ii. Determine the environmental restrictions within the incident area

21. Resources Unit
   a. Responsible department: Division of Law Enforcement and Safety
   b. Responsibilities
      i. Track and distribute resources borrowed or rented
      ii. Respond to requests about limitations and capabilities of resources
      iii. Prepare and restore equipment to be returned after emergency

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 support, resources, and all other services needed to meet the operational objectives of responders

24. Facilities / Work Management Unit
   a. Responsible department: Facilities
   b. Responsibilities
      i. Conduct damage assessment to determine if areas / buildings are safe to occupy
      ii. Restore all buildings to operational status
      iii. Arrange for space and facility utilization for other units
      iv. Coordinate efforts to remove debris
      v. Assess and restore essential utilities such as electricity, water, gas, and sewage to campus
      vi. Provide alternate arrangements during utility failure

25. Supply Unit
   a. Responsible department: Facilities
   b. Responsibilities
      i. Order, receive, and store resources
      ii. Receive and respond to requests for personnel supplies and equipment
      iii. Contact partners in mutual aid agreements
      iv. Service reusable equipment

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. Install, test, and repair emergency communications equipment
      iii. Distribute and coordinate communications equipment

27. Call Center Unit
   a. Responsible department: Student Affairs: 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: Student Affairs: University Housing
b. Responsibilities
   i. Identify and manage existing buildings for suitable space for students, faculty, and employees expected to require shelter prior to an during a disaster

29. Food & Water Unit
a. Responsible department: Business Services
b. Responsibilities
   i. Identify food, water, and ice needs and coordinate the delivery of these supplies to the emergency relief areas
   ii. Maintain an inventory of food and water
   iii. Obtain necessary equipment and staff to prepare and distribute food / water
   iv. Provide food and water to responders and EOC members
   v. Work with State Emergency Management and FEMA to obtain MREs
   vi. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed

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 support to keep vehicles operational such as maintenance and fuel

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

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

33. Cost Unit
a. Responsible department: Controller
b. Responsibilities
i. Track and maintain records for how much money is spent for reimbursement and budget purposes
ii. Develop an incident cost summary
iii. Perform cost-benefit analyses
iv. Make cost savings recommendations

34. Time Unit
   a. Responsible department: Human Resources
   b. Responsibilities
      i. Track and record the amount of time and overtime employees work for payment and reimbursement
      ii. Track and record amount of time equipment is used
      iii. Relay time information to Cost and Claims units

35. Claims Unit
   a. Responsible department: Enterprise Risk Management
   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
      ii. Serve as a point of contact for University personnel to report any insurance claims
      iii. Initiate investigation for all claims
      iv. Document all claims incidents

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
      ii. Track all payments made by donors
      iii. Send thank you and tax exemption forms to donors

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

IV. Reason for Revision
   To update titles and emergency management responsibilities.