BASIC PLAN

1. PURPOSE

The basic emergency procedures outlined in this guide are designed to enhance the protection of lives and property through the effective use of Southwest Tennessee Community College and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the Director of Police Services/ Public Safety, in conjunction with the Crisis Management Team, may declare a state of campus emergency, and these contingency guidelines may be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes. These procedures apply to all employees, students, and visitors as well as buildings and grounds operated by Southwest Tennessee Community College.

2. ASSUMPTIONS

The Southwest Tennessee Community College Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general assumptions:

An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of any emergency.

Disasters may affect residents in the geographical location of Southwest Tennessee Community College; therefore, municipal, state and federal emergency services may not be available on campus for a minimum of 72 4hours and may take longer depending on the severity of the disaster.

A major emergency may be declared if information indicates that such a condition is developing or is probable.

In the event of a major emergency or disaster Southwest Tennessee Community College will implement this plan and when needed request assistance from local and state emergency management agencies.

3. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of Southwest Tennessee Community College to protect life and property from the effects of hazardous events. Southwest Tennessee Community College has the primary responsibility for emergency management activities on College properties. When the emergency exceeds the College's capability to respond, assistance will be requested through the Memphis/Shelby County EMA. When the emergency exceeds the capability of the College and MSCEMA's capability to respond, MSCEMA will request assistance from the Tennessee Emergency Management Agency. TEMA, in turn, will coordinate federal assistance through the Federal Emergency Management Agency. FEMA assistance is provided as necessitated by the nature and scale of the emergency/disaster.

2. Relationship between Emergency and Normal Functions: This plan is based on the concept that the emergency functions for groups involved in emergency management generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that an emergency/disaster is a situation in which the daily routine no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. However, in a large-scale emergency/disaster, it may become necessary to draw on the employees basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency/disaster. Efforts that would normally be required of those functions will be redirected through the EOC to accomplish the emergency task.

3. Comprehensive Emergency Management: This plan is designed to be consistent with the Memphis/Shelby County and State of Tennessee's commitment to a comprehensive approach to emergency management by addressing all hazards: natural, technological and those pertaining to national security. The plan includes the 4 phases of emergency management.

4. Category of Disasters: This plan is based on the concept of classifying emergencies/disasters into two categories.

A. Localized Emergency/Disaster: A sudden and dramatic emergency that requires multi-department/division response to an event that has caused localized damage and injury or potential injury and damage beyond the normal day-to-day response of the College.

B. Catastrophic Disaster: A major wide-spread, regional disaster that would involve most county and municipal resources and possibly require outside state or federal assistance due to the large number of injuries and massive destruction of life-lines and structures.

5. Emergency Response and Recovery: Basically, emergency response and recovery take place simultaneously. Response and Recovery actions are placed into 3 categories.

A. Emergency Response: Actions taken immediately after the emergency/ disaster to save lives.

B. Continued Emergency Restoration Actions: To take care of immediate needs of emergency/disaster victims and initiate restoration of essential College services.

C. Recovery: Addressing the complex issues of infrastructure, finance, and other long term recovery and reconstruction actions.

D. Phases of Emergency Management

1. Mitigation: Those activities that either prevent the occurrence of an emergency/disaster or reduce the College's vulnerability in ways that minimize the adverse impact of a damaging event.

2. Preparedness: Activities, programs, and systems that exist prior to an emergency/disaster are used to support and enhance response to an emergency/disaster. Planning, training, and exercising are among the activities conducted under this phase.

3. Response: Activities and programs designed to address the immediate and short-term effects of the onset of an emergency/disaster. Effective response helps to reduce casualties, damage, and to speed recovery. Response activities include direction and control, warning, evacuation, and other similar operations.

4. Recovery: The events and activities necessary to return life styles and systems to normal. Short-term recovery actions are taken to assess damage and return vital support systems to minimum operating standards; long-term recovery actions may continue for many years.

E. Intra Jurisdictional Relationship

1. Operational Areas: For emergency/disaster planning and response, the College has five locations throughout Shelby County: The Macon Campus, 5983 Macon Cove, Memphis; Union Campus, 737 Union Avenue, Memphis; Maxine A. Smith Center, 8800 E. Shelby Drive, county; Gill Center 3833 Mountain Terrace, Memphis; Whitehaven Center 1234 Finley Road, Memphis; Millington Center, 6500 Navy Road, county.

2. Operational Areas: For emergency/disaster planning and response purposes, Shelby County is divided into four Operational Areas to correspond with state and federal planning efforts; northwest, southwest, northeast, southeast.

3. State Operational Areas: The State of Tennessee is divided into three geographic divisions; east, middle, and west. Shelby County is one of 21 counties in the West Tennessee Region.

The West Tennessee Regional TEMA EOC is located in Jackson. The Middle Tennessee Regional EOC is located in Nashville. The East Tennessee Regional EOC is located in Blount County. The State EOC is located in Nashville at TEMA Headquarters. The TEMA EOC in Jackson will coordinate state support for Shelby County and resident municipalities and serves as the channel for obtaining state and federal resources.

4. Mutual Aid: The Memphis/Shelby County EMA is a subdivision of the City of Memphis Public Service Division contracted with Shelby County for like services and, through its Shelby County affiliation, responsible to the other municipalities within the county to provide like services. Being bordered by the state of Arkansas to the west, the state of Mississippi to the south, Tipton County to the north and Fayette County to the east presents the possibility of experiencing an emergency/disaster which may cross state and county lines. EMA has the responsibility to coordinate mutual aid response across jurisdictional borders, and to develop memorandums of understanding and agreements with both government and private sectors for resource use.

F. Direction and Control

1. Ultimate responsibility for emergency management lies with the President of the College. The President exercises direction and control of the emergency/disaster through the Director of Emergency Management and the provisions set forth in the Southwest Tennessee Community College Emergency Operation Plan, and TCA 58-2-101- Disasters, Emergencies, Military Affairs.

2. Planning and Operations for emergency management and the full authority over emergency/disaster operations within the College jurisdiction will rest with the President of the College.

3. The Emergency Operations Center is the central point for emergency management operations within Southwest Tennessee Community College and has direct contact with the Memphis/ Shelby County Emergency Operations Center. Each campus may establish a Disaster Command Center for its respective location to coordinate the resources within their control. However, requests for resources outside the control of the location and all emergency/disaster information will be coordinated through Southwest Tennessee Community College Emergency Operations Center.

G. Continuity of College Government

1. A college's ability to respond to an emergency/disaster must not be restrained by the absence of the President or key personnel. In an emergency/disaster situation the Director of Police Services/Public Safety or Senior Staff may activate the plan and invoke emergency power in the absence of the President. The College EOC will become the center of College control during emergency/disaster operations.

2. Preservation of important records and measures to ensure reconstitution if necessary and continued operation of the College is essential in order to provide normal operations after an emergency/disaster. All vital records of both public and private nature recorded by the College must be protected, preserved, and backed up at an offsite facility. These would include legal documents, student records, employee records, etc. Each division/ department at the College will develop a plan for relocation of its operation in the event of an emergency/disaster to an off-site location.

5. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Most departments/divisions have emergency functions in addition to their normal duties. Each department/division is responsible for knowing what those responsibilities are and ensuring personnel under their supervision are trained in their responsibilities under this plan.

B. Emergency Service Managers (ESM) and Emergency Service Coordinators (ESC)

1. The departments/divisions designated will appoint a single Emergency Services Manager and at least one alternate to represent their department/ division in planning, response and recovery efforts in the EOC. Each department/division will appoint an Emergency Service Coordinator (ESC) and at least one alternate to represent that group at the EOC in planning, response, and recovery operations.

2. The ESM/ESC will have the power to commit resources for that department/division without having to go to the higher level of authority.

3. Each ESM/ESC will ensure the College and the emergency operation plan is updated with current contact information in the case of emergency. This ESM/ESC will ensure needed supplies, equipment, and records necessary to his/her specific Emergency Support Function are available to the EOC in the event of activation. In the event the primary ESM/ESC is not available, that person or other person of authority will notify and ensure that the first alternate ESM/ESC is available and on-call.

C. Emergency Operations Center (EOC)

1. Emergency Operations Center: In order to provide the most efficient response and resource allocation to an emergency/disaster, all response and recovery activities will be coordinated through the Emergency Operations Center (EOC). The EOC is the central coordination point for emergency response and recovery activities. The President of the College shall ensure and direct that appropriate ESMs/ESCs are assigned and are active in the EOC. The Primary EOC is located at the Union Campus in P101.

A. Alternate EOC Sites:

The 1ˢᵗ alternate EOC location is the Macon Campus in the ABC meeting rooms.
The 2ⁿᵈ alternate EOC location, if the primary or secondary cannot be used, is the Gill Campus gymnasium.
If needed and not in use by MSCEMA or another entity, the Mobile Emergency Operation Center (MEOC) can be requested through MSCEMA and located anywhere in Shelby County and serve as a temporary EOC.

B. Emergency Support Functions/Terrorism Incident Annex

1. To respond more effectively to emergencies/disasters and to better coordinate and maintain continuity with the MSCEMA, State and Federal Response Plan, emergency planning, response and recovery efforts are grouped into one of 16 Emergency Support Functions (ESF) and a Terrorism Incident Annex as described in the MSCEMA, State and Federal Response Plans. At Southwest Tennessee Community College the ESCs assigned to

EOC will be utilized to make up these functional groups. These ESFs identify the primary and support departments/divisions required for catastrophic disaster response. The roles of primary and support may vary according to the scope and location of the actual event.

2. The Primary Department/Division is responsible for direction and control functions within the group when the ESF is activated.

3. The Support Departments/Divisions are tasked with providing resource or logistical support to the operation of the ESF, when activated. Each agency functions as per its normal routine when the ESF group is not activated.

E. Task Responsibilities

1. Direction and Control: The President of the College will exercise direction and control of the emergency/disaster activities and coordinate planning, response, and recovery through the Director of Emergency Management.

2. Crisis Management Team: Team will support the Director of Emergency Management.

3. Primary Responsibility for Disaster Response: The President of the College has the primary responsibility for overall emergency/disaster coordination and Emergency Operations Center (EOC) activities. In a declared campus emergency/disaster, all departments/divisions will coordinate their activities with the EOC through their Emergency Service Manager (ESMs)/Emergency Service Coordinators (ESCs).

4. Cost Recovery: In a declared emergency/disaster, all officials within Southwest Tennessee Community College will remain responsible for maintaining as accurate a record as possible of all expended resources for cost recovery.

5. Special Provisions:
a. Local Mutual Aid Agreements will automatically be in effect in order to expedite emergency/disaster response regardless of traditional jurisdictional boundaries (however, keep in mind that local government may not have resources to send).

F. Emergency Support Function (ESF) Concept:

Each department / division is responsible for developing its own respective plans and Standard Operating Procedures (SOPs) for carrying out its assigned missions. The Primary department / division, is also responsible for the following:

1. Coordinating the development of an ESF Standard Operating Procedure (SOP) that governs the functions of the various organizations assigned to that ESF during activation.

2. Conducting planning sessions during non-emergency periods for the purpose of developing policies, plans, and procedures for coordinating the response to an emergency/disaster (with respect to that particular ESF).

3. During emergency activation, coordinating the flow of messages into and out of the ESF group, providing direction and control for the ESF group, and coordinating the activities of that ESF with the EOC.

4. Each ESF, by definition, may be utilized as a stand-alone annex. However, the ESFs are used in conjunction with one or more additional ESFs to facilitate the College response to a particular event.

G. Plan Activation

1. The President of the College, as well as any member of the senior staff and the emergency management director has the authority to activate this plan in whole or in part in the event that, in their judgment, the safety or welfare of the College population is threatened.

2. Division and Department heads of the College legally administering their office may activate their respective sub-function of this plan on their own initiative if, in their judgment, the safety or welfare of College population is threatened. If this occurs, the Emergency Management Director should be immediately notified.

3. The crisis management team and the EOC staff will evaluate emergencies reported to the EOC, categorize them, and assign one of three Emergency Levels. These will be utilized to determine the level of EOC notification or activation necessary to assist in bringing the event to a successful end.

Level 1 Emergency: Any unexpected occurrence that can be met with a single department's normal available resources – routine daily operations.

Level 2 Emergency: Any unexpected occurrence, or potential occurrence, that requires response by two or more departments above a routine capacity or where outside agencies have responded to render assistance. Response upsets the NORMAL working routine of all responding departments. (May require a partial EOC/plan activation), (i.e., Tornado Watch, expected civil disorder, etc.).

Level 3 Emergency: Any extraordinary occurrence or potential occurrence of such magnitude that all departments and resources must be utilized, or a combination of departments or outside agencies has been mobilized to handle the situation, (i.e., Tornado touchdown, major hazmat, civil unrest, etc.).

Level 4 Catastrophic: A major wide-spread local or regional disaster where outside resources may be required due to the wide spread destruction (Full EOC/plan activation.), (i.e., major earthquake).

 * Each on-scene Incident Commander must be clearly identified. When the College EOC is activated, Incident Commanders must insure timely, accurate information on incident is passed to the next level of authority.
** Law enforcement, medical, fire or facilities services personnel use on-scene Incident Command System (ICS) at all response levels. The Southwest EOC Guidebook is used to manage college-wide operations at the moderate and major emergency levels when the College's EOC is activated.

4. EOC Priority List

First 2 Hours
1. Establish Command System
2. Notify all of the departments/divisions with a role in the plan
3. Determine the size and nature of the area affected
4. Determine the number of people and/or buildings affected
5. Conduct search and rescue operations as needed
6. Open shelters as needed
7. Determine if the area needs access control and set up road blocks
8. Begin clearing roads, streets and parking lots
9. Begin to determine the types and amount of outside assistance you may need
10. Notify Memphis Shelby County Emergency Management Agency (MSCEMA)
11. Begin public information activities and issue protective actions for the public if necessary
12. Hold one or more EOC Staff briefings
13. Activate mutual aid agreements
14. Consider the need to declare a Campus State of Emergency

2-4 Hours
1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Consider need for 24 hr. operations and the establishment of 12 hr. shifts
4. Continue shelter operations as needed
5. Inform the hospital(s) of potential casualties
6. Begin preparations for establishing a Pass System
7. Activate damage assessment team
8. Assign people to handle request for assistance and to track the needs of Special Populations
9. Assign people to track request for information on emergency/disaster victims
10. Assign people to track offers of assistance and donations
11. Continue clearing roads, streets and parking lots
12. Determine how debris will be disposed of
13. Begin to determine the public health effects of the emergency/disaster
14. Begin to consider the needs of Special Populations
15. Begin to take care of the needs of the responders
16. Hold one or more EOC Staff Briefings

4-12 Hours
1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Prepare for the next shift to take over
4. Consider the need for ongoing mutual aid
5. If necessary, activate the Pass System
6. Continue to inform the hospital(s) of potential casualties
7. Continue Damage Assessment activities, compile the information collected by the damage assessment teams and report to MSCEMA
8. Continue clearing roads, streets, and parking lots
9. Take debris to an appropriate land fill
10. Prepare prioritized list of repairs to critical facilities and transportation routes
11. Begin clean up activities
12. Continue to track the request for assistance/needs of Special Populations
13. Continue to track request for information on emergency/disaster victims
14. Continue to track offers of assistance and donations
15. Continue shelter operations as needed
16. Address the public health needs of the victims and responders
17. Take care of the personal needs of the responders
18. Conduct EOC Staff briefings
19. Brief the next shift
20. Coordinate with utilities in the restoration of service
21. Anticipate and address Public Health issues

12-24 Hours
1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Continue operation of the Pass System if necessary
4. Continue damage assessment activities and submit to MSCEMA
5. Continue repairs to critical facilities
6. Consider the need for ongoing mutual aid
7. Inform the hospital(s) of casualties as necessary
8. Continue cleanup activities on public and private property
9. Take debris to an appropriate landfill
10. Coordinate with utilities in the restoration of service
11. Continue shelter operations as needed
12. Keep records of all expenses
13. Anticipate and address Public Health needs
14. Track the request for assistance and the needs of special populations
15. Continue to track request for information on emergency/disaster victims
16. Conduct several EOC Staff briefings during each shift /next shift

24-48 Hours
1. Continue search and rescue operations if necessary
2. Continue public information activities
3. Continue operation of the Pass System if necessary
4. Continue damage assessment activities
5. Continue repairs to critical facilities
6. Consider the need for ongoing mutual aid
7. Continue cleanup activities on public and private property
8. Take debris to an appropriate landfill
9. Coordinate with utilities in the restoration of service
10. Continue shelter operations as needed
11. Keep records of all expenses
12. Anticipate and address Public Health needs
13. Continue to track the request for assistance/needs of special populations
14. Continue to track request for information on emergency/disaster victims
15. Coordinate activities of volunteers assisting with clean up efforts
16. Begin planning for reentry and long-term recovery
17. Conduct several EOC Staff briefings during each shift
18. Brief the next shift

48 Hours and Beyond
1. Continue public information activities
2. Continue operation of the Pass System if necessary
3. Continue damage assessment activities and submit to MSCEMA
4. Provide updated damage estimates to the SCEMA
5. Consider the need for ongoing mutual aid
6. Inform the hospital(s) of casualties as necessary
7. Continue cleanup activities on public and private property
8. Take debris to an appropriate landfill
9. Coordinate with utilities in the restoration of service
10. Continue shelter operations as needed
11. Keep records of agency expenses
12. Anticipate and address Public Health needs
13. Continue to track the request for assistance/needs of special populations
14. Continue to track request for information on emergency/disaster victims
15. Coordinate the activities of volunteers assisting with clean up efforts continue planning for reentry and long term recovery
16. Provide people to participate in the Preliminary Damage Assessment, conduct several EOC Staff briefings during each shift
17. Brief the next shift

H. Incident Command

The standards and concepts of the Incident Command System (All Hazard) will be initiated and used by any and all emergency response elements of the College. The senior officer of the primary department/division on the scene will assume the duties and responsibilities of the Incident Commander (IC) and will direct scene operations and activities. All other units and agencies responding will provide a representative to the Command Post (as established by the IC) and will operate in conjunction and cooperation with the IC. All agencies and units responding will retain command and control of their respective personnel.

I. Mutual Aid Assistance

During emergency/disaster operations, each department will conduct all activities and functions necessary to resolve the situation. Outside assistance will not be requested or used until College resources and assets have been exhausted. If activated to level III or higher, all requests for mutual aid assistance as well as local, state and federal resources will be made through the Emergency Operations Center.

J. Campus Disaster Declaration

1. A Campus Disaster Declaration can be issued only by the President of the College or, in his/her absence, by the Crisis Management Team or Emergency Management Director.

2. The chain of authority must be followed for campus disaster declaration requests. The College must make an assistance request to the Memphis Shelby County Emergency Operations Center. If local resources are exhausted, SCEMA will request state assistance through TEMA.

5. ADMINISTRATION AND LOGISTICS

A. General: Administrative procedures are frequently designed for good cause. However, some administrative procedures will be suspended, relaxed, or made optional under threat of or as a result of an emergency/disaster situation.

B. Administrative Procedures: Plans have been developed by Financial and Legal Divisions to by-pass or exclude certain administrative procedures in the event of an emergency/disaster situation which may affect a timely response to the protection of life and property.

C. Cash Donations: All cash donations made by the public to the Emergency Operations Center for disaster relief operations will be received by representatives of ESF5 (Information and Planning). The ESF 5 representative and the Finance Department will disperse funds to those in need in accordance with pre-determined guidelines based on FEMA Family Grant Programs.

D. Records: Will be maintained by all Divisions and processed by the Financial Division for actual cost of response and recovery operations. Documentation and applications will be submitted by the College for reimbursement for those items covered under Public Law 93-288 as amended.

E. Plan Development and Maintenance:

1. All divisions and departments are responsible for developing and maintaining a list of alternate work sites, personnel recall list, departmental resources, and a plan for continuing operations after an emergency/disaster.

2. The Emergency Management Director will insure that all departments/divisions involved in this plan conduct an annual review of the plan. The Director will coordinate all review and revision efforts.

3. The Plan will be activated at least once a semester in the form of an exercise, to be designed and directed by the Emergency Management Director. The attack portion will be exercised as well as all hazards in accordance with FEMA guidelines.

4. The Emergency Management Director will compile all reports and submit them to the President of the College and MSCEMA.

5. Planning efforts are the responsibility of the Emergency Management Director. Response plans will be developed and updated utilizing the ESF concept during regular or special meetings scheduled by the Director.

6. The Environmental Health and Safety Coordinator will assist in the development of the Hazardous Materials and Health Plans.

CONCEPT OF OPERATIONS
The ESF Concept of Operations

During most emergencies/disasters, each department/division in the College performs its specialized tasks according to the College Emergency Operation Plan (EOP). During major emergencies/disasters there is an increased need for the coordination of all activities relevant to the emergency response as it relates to the event as a whole. This operation takes place at the EOC. The ESF Group is composed of a Lead Department/Division and one or more support Departments/Divisions. Designated College personnel will assume the responsibilities of the EOC and direct the emergency response for each respective ESF. The individual department/divisions (ESF's) within the College will perform their emergency/disaster missions as they normally would except that they are being coordinated by the EOC. Conflicts that arise during emergency/disaster operations will be resolved by the Emergency Management Director.

This document also contains the Terrorism Incident Annex since it operates the same as an ESF.

Each department/division is responsible for performing its own respective responsibilities as assigned by the EOP to carry out its assigned missions for the emergency response. The Emergency Management Director is also responsible for the following:

1. Coordinating the development and review of the EOP that will govern the functions of the various department/divisions assigned to that ESF during activation.

2. Conducting planning sessions during non-emergency periods for the purpose of developing policies, plans, and procedures for coordinating the College response to an emergency/disaster with respect to all ESF's.

3. During emergency activation, coordinating the flow of messages into and out of the EOC to ESF groups, providing direction and control for the ESF's.

4. Compiling documentation relative to the ESF group's activities during the emergency/disaster.

This concept allows the utilization of many Incident Command System protocols in the EOC during activation. An effective span of control is maintained by consolidating all of the departments/divisions with emergency responsibilities into groups with an internal management structure, with the

ESF Manager being responsible to the ESM/ESC for the respective ESF in the EOC.

For the purpose of further defining roles and responsibilities, each ESF group is also assigned to a branch as follows:
1. Response Branch
Police Services/Public Safety (ESF 4, Firefighting, ESF 9, Search and Rescue, ESF13, Law Enforcement)
Environmental Health and Safety (ESF10, Hazardous Materials
Physical Plant (assist ESF 4, Firefighting, ESF 9, Search and Rescue)
Terrorism Incident Annex

2. Human Needs Branch
ESF 6, Mass Care
ESF 8, Public Health and Medicine
ESF 11, Food
ESF 16, Animals in Disaster

3. Services and Support Branch
Physical Plant (ESF 1, Transportation, ESF 3, Public Works and Engineering, ESF 12, Utilities)
ESF 7, Resource Management
ESF14, Donations/Volunteers

4. Communications Branch
ESF 2, Communications

5. Planning and Information Branch
ESF 5, Information and Planning
ESF15, Recovery
Each Branch is consolidated in the EOC during activation to insure coordination among the various organizations.
Most agencies have only one ESM/ESC assigned to the EOC during emergencies/disasters. Each individual is assigned a place in the floor plan that corresponds to the ESF in which his/her primary responsibilities lie. The ESF Manager requiring assistance from a non-resident ESM/ESC will simply send him/her a request to provide the services and the ESM/ESC will provide a follow-up message indicating his/her ability or inability to complete

the requested task(s). Each branch will have an Intelligence Officer assigned to it whose primary function will be the coordination of intelligence information between that branch and the ESF 5 (Information & Planning). This information flow goes both ways during emergency/disaster operations. This is to insure that the ESF 5 (Information & Planning) is able to maintain an accurate assessment of the emergency/disaster situation and is able to develop short-range and long-range planning guidance for use by the Emergency Management Director and potentially affected ESFs.

Emergency Response Concept of Operations
Most day-to-day incidents are handled by the initial dispatch of emergency resources. These are normally coordinated by an incident command post. There are times, however, when an event involves more than one location, more than one department/division and/or agencies from outside the College. When this occurs, coordination becomes more difficult. The Emergency Operations Center (EOC) becomes the focal point for the coordination of such events.

ESF Descriptions
Each ESF, by definition, may be utilized as a stand-alone annex. Most often, however, the ESFs are used in conjunction with one or more additional ESFs to facilitate the College's response to a particular emergency/disaster. Each has a unique functional responsibility; however, the ESF may be composed of one or more sub-functional groups, geared towards a specific set of activities that might be required in an emergency/disaster. A description of each ESF and its components follows:

A. ESF 1 Transportation
The purpose of ESF 1 is to provide for the coordination of transportation support to emergency responders in the affected emergency/disaster area. In major emergencies/disasters, large quantities of personnel, equipment, and supplies will be moving into the affected areas and it is the responsibility of ESF 1 to coordinate this movement.

B. ESF 2 Communications
2-1 Communications Systems: The purpose of ESF 2, sub-function 2-1 is to provide radio, telecommunications, and data systems support to emergency response organizations during day to day and emergency/disaster operations.

2-2 Warning: The purpose of ESF 2, sub-function 2-2 is to provide a warning system capable of disseminating adequate and timely warnings to the public and to government officials in the event of an emergency/disaster or impending emergency/disaster.

C. ESF 3 Public Works and Engineering
3-1 Building Inspection and Condemnation
The purpose of ESF 3, sub-function 3-1 is to provide public works support to perform inspections of buildings damaged during emergency/disasters.
3-2 Route Clearance
The purpose of ESF 3, sub-function 3-2 is to allow the College to make a determination as to which routes are open for traffic and to prioritize the removal of debris from roadways and thoroughfares. This information is critical for guiding the response of emergency personnel into the affected area(s).
3-3 Debris Removal
The purpose of ESF 3, sub-function 3-3 is to provide debris removal operations in areas affected by emergencies/disasters.
3-4 Water and Wastewater Systems
The purpose of ESF 3, sub-function 3-4 is to assess, repair, and restore operable potable water and sanitary systems in areas affected by emergencies/disasters.

D. ESF 4 Firefighting
The purpose of ESF 4 is to provide local resources for detecting, controlling, and/or suppressing fires that may result from any cause.

E. ESF 5 Information and Planning
5-1 Disaster Intelligence
The purpose of ESF 5, sub-function 5-1 is to establish procedures and polices for gathering and analyzing intelligence information needed to determine the extent of an emergency/disaster and to produce an action plan for prioritizing resources requirements in response to said emergency/ disaster.
5-2 Public Information (PIO)
The purpose of ESF 5, sub-function 5-2 is to provide guidance and procedures to carry out the dissemination of emergency public information in support of local emergency/disaster operations.

5-3 Damage Assessment
The purpose of ESF 5 sub-function 5-3 is to establish a framework of guidelines for reporting damage assessment information to the EOC during emergency/disaster operations.

F. ESF 6 Human Services
6-1 Shelter and Mass Care Operations
The purpose of ESF 6, sub-function 6-1 is to carry out the selection, staffing, and operation of emergency mass care shelters during emergencies/disasters.
6-2 Special Needs Population Shelters
This purpose of ESF 6, sub-function 6-2 is to carry out the selection, staffing and operation of special needs population shelters and services related to emergencies/disasters at the College.
6-3 Disaster Victim Services
The purpose of ESF 6, sub-function 6-3 is to provide individualized crisis counseling, Disaster Welfare Inquiry systems, and similar programs for persons affected by emergencies/disasters.

G. ESF 7 Resource Support
7-1 Logistics
The purpose of ESF 7, sub-function 7-1 is to provide for the packaging, loading, transportation, and unloading of resources required in areas affected by emergencies/disasters at the College.
7-2 Resource Management
The purpose of ESF 7, sub-function 7-2 is to provide a source of material, transportation capabilities, personnel, technical expertise, and a wide variety of other services during emergencies/disasters that are not available through the College.
7-3 Staging Areas
The purpose of ESF 7, sub-function 7-3 is to provide staging areas on campus to support emergency/disaster operations that might at the College at anytime.

H. ESF 8 Health and Medical Services
8-1 Emergency Medical Services
The purpose of ESF 8, sub-function 8-1 is to provide guidance, prioritization, and coordination of resources involved in the triage, treatment, and medical evacuation of victims of emergencies/disasters within Shelby County and its municipalities.

8-2 Public Health

The purpose of ESF 8, sub-function 8-2 is to provide for adequate public health services in an emergency/disaster area to insure that public health is not compromised.

8-3 Crisis Intervention Support

The purpose of ESF 8, sub-function 8-3 is to provide psychological support and counseling to local emergency personnel to assist them in coping with the situation and conditions they encounter during emergency/disaster operations.

I. ESF 9 Search and Rescue

The purpose of ESF 9 is to provide coordination of urban search and rescue activities at the College.

J. ESF 10 Hazardous Materials

The purpose of ESF 10 is to provide support in dealing with actual or potential releases of hazardous materials including radiological materials.

K. ESF 11 Food

The purpose of ESF 11 is to identify, secure, and deliver food assistance to affected areas following a major emergency/disaster.

L. ESF 12 Energy

The purpose of ESF 12 is to facilitate restoration of the energy systems in the areas of Shelby County affected by an emergency/disaster.

M. ESF 13 Law Enforcement

13-1 Traffic Control

The purpose of ESF 13, sub-function 13-1 is to provide for the orderly flow of traffic in and around areas affected by emergencies/disasters.

13-2 Security/Crime Control

The purpose of ESF 13, sub-function 13-2 is to insure the security of areas affected by emergencies/disasters as well as that of the victims and the emergency personnel working in those areas.

13-3 Institutions/Jails (Not Required)

The purpose of ESF 13, sub-function 13-3 is to provide for the operation of local government/private jails/detention facilities during emergencies / disasters.

The purpose of ESF 13, sub-function 13-4 is to provide for the evacuation of residents and/or emergency workers in areas affected by an emergency / disaster.

13-5 Search and Rescue

The purpose of ESF 13, sub-function 13-5 is to provide coordination of search and rescue activities at the College.

N. ESF 14 Donations/Volunteers

14-1 Donations

The purpose of ESF 14, sub-function 14-1 is to establish a mechanism for the orderly handling of donated goods during emergencies/disasters by persons/organizations outside the impact area.

14-2 Volunteers

The purpose of ESF 14, sub-function 14-2 is to provide a mechanism for coordinating the deployment of personnel/organizations offering services on a voluntary basis to areas of Shelby County affected by emergencies/ disasters.

O. ESF 15 Recovery

15-1 Assistance Programs

The purpose of ESF 15, sub-function 15-1 is to provide for the delivery of local, state, and federal recovery assistance to victims in areas affected by an emergency/disaster.

15-2 Recovery and Reconstruction

The purpose of ESF 15, sub-function 15-2 is to assist the College with the development of long-range recovery and redevelopment plans following an emergency/disaster.

P. ESF 16 Animals in Disaster

The purpose of ESF 16, is to establish policy and procedures to facilitate the basic safety and care of domestic pets during an emergency/disaster when care in the pet's normal housing or care by owners is not feasible.