



UNIVERSITY HOUSING & DINING SERVICES
EMERGENCY OPERATIONS PLAN
TRAINING TEMPLATE

DRAFT Revised: February 2007



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Emergency Operations Center Organization

LOCATIONS:

College/Unit: Student Affairs Department: University Housing & Dining Services

Primary Location: UHDS Central Office / Hawley Conference Room

Alternate Location: Halsell Conference Room (107E)

Outdoor Location: West Intramural Field

Emergency Supply Storage: UHDS Central Office / Hawley Break Room Closet

COMMUNICATIONS:

Phone Numbers:

Primary Land Line: 541.737.4771 (central office mainline)

Alternate Land Line: 541.737.8865 (Hawley Conference Room)

Primary Cell Phone: 541.740.6841 (Residential Education Duty Phone)

Alternate Cell Phone: 541.230.0898 (central office cell phone)

Fax Line: 541.737.0686

Email address: uhds@oregonstate.edu

Emergency hotline: 541.737.7000

PERSONNEL:

Emergency Coordinator:

Office:	Email:
Home:	Cell:

Alternate Coordinator:

Office:	Email:
Home:	Cell:

Emergency Recovery Team

Emergency Coordinator: Dan Larson (Assistant Director of UHDS / Operations)

Office: Email:
Home: Cell:

Alternate Coordinator: Eric Hansen (Assistant Director of UHDS / Marketing)

Office: Email:
Home: Cell:

Team Members (Department Operations Team):

JoDee Bernal (Personnel Manager)

Office: Email:
Home: Cell:

Dave Craig (Assistant Director for Residential Education)

Office: Email:
Home: Cell:

Josh Gana (Assistant Director for Housing Services)

Office: Email:
Home: Cell:

Angela Haney (Catering Manager)

Office: Email:
Home: Cell:

Steve Haney (Maintenance Supervisor)

Office: Email:
Home: Cell:

Jeff LaMagra (Assistant Director for Culinary Development)

Office: Email:
Home: Cell:

Lyle Leaming (Fiscal Manager)

Office: Email:
Home: Cell:

Chris Romeo (Maintenance Supervisor)

Office: Email:
Home: Cell:

Lisa Schubert (Assistant Director for Catering and Residential Conferences)

Office: Email:
Home: Cell:

Chris White (Information Technology Manager)

Office: Email:
Home: Cell:

Megan Full (Operations Assistant)

Office: Email:
Home: Cell:

Emergency Communications Strategy

1. Emergency Coordinator is notified of an incident via Public Safety, Facilities Services, UHDS staff, local media, OSU Incident Command Center, or via other means.
2. Emergency Coordinator notifies Public Safety dispatch that UHDS will be mobilizing a response team, verifying resources and enabling dispatch to field calls from Emergency Response Team members as necessary.
3. Emergency Coordinator determines the need for a response and notifies Emergency Response Team via whatever communications means are available.
 - a. If telephone systems are functional and Emergency Response Team members identify a situation where they feel a mobilization may be necessary, they should call in to the Emergency Coordinator or Public Safety dispatch.
 - b. If telephone systems are down and Emergency Response Team members identify a situation where they feel a mobilization may be necessary, members should respond directly to the emergency staging location, if safe.
4. Emergency Response Team manages incident, contacting unit-specific essential personnel as operationally necessary.
 - a. Emergency Response Team will utilize hand-held radios and cellular telephones to communicate during incident management
5. Emergency Response Team contacts Emergency Recovery Team to provide relieve and/or recovery support as necessary.
6. Emergency Coordinator will determine the need for all-department communication

Unit Essential Employee List

Response and Recovery Priorities:

- Provide resident safety and security
- Provide resident food service
- Facility / physical plant maintenance and repair
- Occupancy management (assignment, contracting, billing)

Essential Personnel:

Essential personnel are the employees within each unit that possess the skills necessary to support the Response and Recovery Priorities. Essential employees may vary based on the type of emergency, timing, essential duties needed, and employee availability. This list may overlap with the Emergency Response or Recovery Team, however, the employees in this list are those required to continue operations as opposed to coordinate emergency response and recovery.

Group A

(contacted first in the event of an emergency, the minimum staffing needed or the first response team):

Operations Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Residential Education Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Dining Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Finance and Business Services Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Residential Maintenance and Facilities Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Marketing, Assessment, and Communications Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Group B

(employees who could act as replacements for Group A, or could provide support as necessary):

Operations Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Residential Education Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Dining Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Finance and Business Services Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Residential Maintenance and Facilities Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

Marketing, Assessment, and Communications Unit:

NAME (Title)

Office:

Email:

Home:

Cell:

