# Appendix G College of Agricultural Sciences (CAS) Unit EOP

1. **Purpose**

This plan establishes procedures and responsibilities for how the Unit will interact within the CAS emergency operations structure.

1. **Scope**

This plan applies to all personnel/units that are identified within the CAS Emergency Operations Plan.

1. **Overview**

The Unit is part of the CAS emergency preparedness effort. Due to the size or complexity of the Unit’s daily operations, the CAS plan allows the Unit to establish an internal Emergency Operation Plan to assist with communication and command and control.

1. **Planning Assumptions**
* The Unit may have an incident that is localized to their operation and not to the College.
* Unless specifically covered in this unit’s EOP, the CAS EOP is the source document for emergency preparedness.
1. **Concept of Operations**

An incident occurs that is within the capability or responsibility of the Unit. Through this plan, the Unit has identified a command and control structure to plan for and respond to localized events. This plan is coordinated with the CAS emergency operation plan.

The CAS Emergency Operations Plan provides guidance, direction, and emergency management programmatic elements that this local EOP is designed to augment.

1. **Organization and Assignment of Responsibilities**

The following structure and key personnel are responsible for the planning, preparedness, and implementation of emergency management activities for the Unit.

**Oversight**

The Unit Leader is responsible for the safety and protection of life, securing critical infrastructure, and timely resumption of teaching, research, and business activities. Three teams with designated responsibilities will carry out these activities.

**Preparedness Team**

* The XXX (with guidance from the CAS Regulatory & Safety Compliance Officer) will be responsible for making sure that plans, emergency equipment, and infrastructure to deal with an emergency are in place.
* The XXX will convene meetings/ seminars and prepare summary materials to increase staff awareness of the content of this plan.

**Response Team**

This team coordinates the emergency response. The Response Team is comprised of the following members:

* Unit Leader
	+ Organize the Unit response command and control structure.
	+ Communicates with CAS Administration
	+ Communicates with members of the Response Team.
	+ Initiates communication to inform Unit personnel of a closure
* Facilities Manager/Farm Manager
	+ Ensures all essential staff are on-site
	+ Will direct evacuation (via fire alarm pull station) if necessary
* Administrative Manager
	+ Notifies affected staff, faculty, students, visitors, and volunteers of the current situation

**Recovery Team**

The purpose of this group is to restore teaching, research and business functions in a timely manner. The Recovery Team is comprised of:

* Unit Leader
* Network/web Administrator(s)
* Office Manager(s)
* Operations Manager
1. **Direction and Control**
	1. **Decision-making**

When an incident occurs, each individual is responsible for immediate life safety response of themselves and personnel under their care. This could include such actions as: calling 9-1-1, evacuating the immediate area, activating the fire alarm, and (depending upon level of training) providing first aid or extinguishing fires.

The Unit Head, or designated representative, is responsible for approving resources or communicating assistance requests to CAS Administration (if necessary).

The Unit designates the following line of succession in the absence of the Unit Leader:

1. XX
2. YY
3. ZZ

* 1. **Control**

The Unit Leader is responsible for the coordination of response resources to the incident.

The Unit will organize and coordinate incident response from the following locations (in order of preference):

1. xxx
2. xxx
3. xxx
4. **Communications**

Several avenues exist for communication to Unit staff, faculty, students, visitors, and volunteers. Depending upon the extent/level of situation, multiple communication paths may be used to ensure personnel are kept informed:

* Telephone
* Cell phone
* E-mail
* Bulletin boards, located throughout unit offices
* OSUAlert – if a university wide incident

As a minimum, information will be reviewed by the Unit Leader and CAS Administration prior to release for mass communications.

1. **Plan Maintenance**

The plan will be updated as necessary, based upon periodic reviews, improvement items identified from drills or actual incident responses, and changes to the threat environment.

Questions about this plan should be directed to the Unit Head.

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#### Unit Employee Emergency Contact List

(Personal Information. Do not release or re-distribute, unless approved by the Unit Leader)

| Title/Position | Name | Work Phone | Cell Phone |
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| Administration |  |  |  |
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(Personal Information. Do not release or re-distribute, unless approved by the Unit Leader)

**For detailed Personal Contact information, contact the appropriate Unit Leader.**