

## CONCEPT OF OPERATIONS

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The University's response to disasters is based on four phases:

- increased readiness;
- initial response operations;
- extended response operations; and
- recovery operations.

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific disaster situations. In coordination with the Vice-President for Student Affairs and Incident Commanders, the Director of the Department of Public Safety will determine the phase and initiate the appropriate level of alert for response agencies, including the activation of the Emergency Operations Center as required.

### **Increased Readiness**

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#### *Triggers for readiness activities*

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the University will initiate actions to increase its readiness. Events that may trigger increased readiness activities include:

- issuance of a credible long-term tornado prediction;
- receipt of a flood advisory or other special weather statement;
- receipt of a potential severe snow storm;
- conditions conducive to fires, such as the combination of high heat, strong winds, and low humidity;
- an expansive hazardous materials incident; and
- information or circumstances indicating the potential for acts of violence or civil disturbance.

#### *Examples of readiness activities*

Increased readiness activities may include, but are not limited to, the following activities:

- briefing of President and key officials or employees of the University on the situation;
- reviewing and updating of Emergency Operations Plan and related SOP's;
- increasing public information efforts;
- accelerating training efforts;
- inspecting critical facilities and equipment, including testing warning and communications systems;
- recruiting additional staff and alerting contractors;
- warning threatened elements of the population;
- conducting precautionary evacuations in the potentially impacted area(s);
- mobilizing personnel and pre-positioning resources and equipment; and;
- establishing or activating staging areas.

## **Initial Response**

The University's initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System to organize a response to the emergency or disaster, incorporating the functions, principles and components of ICS (i.e., unified command, action planning, span of control, hierarchy of command, etc.).

Examples of initial response activities include:

- making all necessary notifications, including the Operational Area;
- dissemination of warnings, emergency public information, and instructions to the University;
- conducting evacuations and/or rescue operations;
- caring for displaced persons and treating the injured;
- conducting initial damage assessments and surveys;
- assessing need for mutual aid assistance;
- restricting movement of traffic/people and unnecessary access to affected areas;
- establishing Unified Commands;
- coordinating with state and federal agencies working in the field; and
- developing and implementing Incident Action Plans.

## **Extended Response**

The University's extended response activities are conducted in the field and in the University's emergency operations center (EOC). The University of Maryland's EOC is located in the lower level of the Department of Public Safety Headquarters. The back-up EOC is located at the SOC on the third floor of the Pocomoke Building.

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC staff will support field response personnel in mitigating the affects of the disaster.

### *SEMS Functions*

EOC staff will be organized around the five Standard Emergency Management System (SEMS) functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The components and principles of SEMS will be used by the EOC staff to manage disaster operations. EOC staff will establish measurable and attainable objectives to be achieved for a given operational period. An EOC action plan will be developed for each operational period.

When the EOC is activated, communications and coordination will be established between the Incident Commander(s) and the EOC. Multi-agency or inter-agency coordination will be used by EOC staff to facilitate decisions for overall local government level emergency response activities.

## *Mutual Aid*

“Mutual Aid System” means the system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, Operational Areas, regions, and the State with the intent of providing adequate resources to requesting agencies.

Within the framework of the State of Maryland Disaster and Civil Defense Master Mutual Aid Agreement, several discipline-specific mutual aid coordinators will operate from the University of Maryland’s Operational Area EOC, such as fire and rescue, law, medical, and public works. Mutual aid requests for these disciplines will be coordinated through the coordinators.

Once the University’s EOC is activated, communications will be established between the EOC and these discipline-specific Operational Area mutual aid coordinators. All other requests for assistance will flow through the appropriate Operational Area SEMS function. The jurisdiction(s) requesting mutual aid will remain in charge and retain overall direction of personnel and equipment provided through mutual aid.

## *Examples of extended response*

Examples of extended response activities include:

- preparing detailed damage assessments;
- operating mass care facilities;
- conducting coroner operations;
- procuring requirement resources to sustain operations;
- documenting situation status;
- protecting, controlling, and allocating vital resources;
- restoring vital utility services;
- tracking resource allocation;
- conducting advance planning activities;
- documenting expenditures;
- developing and implementing Action Plans for extended operations;
- dissemination of emergency public information;
- declaring a local emergency;
- prioritizing resource allocation; and
- inter/multi-agency coordination.

## **Recovery**

As the immediate threat to life, property, and the environment subsides, the rebuilding of the University will begin through various recovery activities.

Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the University.

This plan does not specifically identify University of Maryland recovery operations. However, the *Recovery Operations Manual* covers the recovery process in detail, describing roles and responsibilities and the procedures for accessing the federal and state disaster assistance programs that are available to individuals and the University. The University’s *Recovery Operations Manual* is enclosed in the appendix of this plan.

*Examples of  
recovery activities*

Examples of recovery activities include:

- restoring of all utilities;
- establishing and staffing Local Assistance Centers and Disaster Assistance Centers;
- applying for state and federal assistance programs;
- conducting hazard mitigation analyses;
- identifying residual hazards; and
- determining and recovering costs associated with response and recovery.