



Emergency Support Functions

January 1, 2021



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Section 1: Introduction

The following ESF annexes organize the applicable Purdue University departments into groups according to their roles in response to a campus emergency or disaster. The ESF annexes provide basic information on available internal and external departments and agencies that might be needed for an incident that affects Purdue University. Each ESF has at least one lead department within the University that will lead the specific response, one or more supporting departments within the University that will provide response support, and one or more external supporting departments from the surrounding communities of Lafayette, West Lafayette, and Tippecanoe County.

ESFs will normally be activated at the direction of the Emergency Operations Center (EOC) Director in response to Level 1 or 2 emergencies. Designated department and agency resources may be requested to respond or recover from major incidents. Normally, the response and recovery actions will be coordinated from the EOC. Incident or Unified Command will normally use the resources at the incident scene.

The primary department/office (s) will normally be responsible for coordinating specific requirements associated with the emergency support function. Support departments/offices may be contacted to provide expertise and assistance, as needed. Finally, external departments/agencies may be needed if internal resources are overwhelmed. In all cases funding issues would need to be addressed prior to requesting assistance.

Section 2

Emergency Support Functions

ESF #1: Transportation and Roadways

Primary Department	Support Department	External Agencies
<p>Transportation Service PH: (765) 494-2114</p>	<p>Airport Administration Terminal Building, Room 201 1501 Aviation Drive West Lafayette, IN 47907 Ph: 765-496-6326</p> <p>Purdue University Police Department (PUPD) PH: (765) 494-8221</p> <p>Buildings & Grounds PH: (765) 496-0578</p>	<p>CityBus of Greater Lafayette 1250 Canal Rd. Lafayette, Indiana 47902 PH: (765) 742-7433</p> <p>Lafayette Limo 2525 Klondike Rd. West Lafayette, IN 47906 PH: (765) 497-3828</p> <p>Tippecanoe School Corporation 21 Elston Rd Lafayette, IN 47909 PH: (765) 474-2481</p> <p>West Lafayette Community School Corporation 1130 N. Salisbury Street West Lafayette, IN 47906 PH: (765) 746-1602</p> <p>Lafayette School Corporation 2300 Cason Street Lafayette, IN 47904 PH: (765) 771-6000</p>

1.1 Purpose

- A) The purpose of ESF-1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of internal and external department and agencies to support emergency transportation needs during an emergency or disaster impacting Purdue University.

1.2 Scope

- A) ESF 1 includes transportation requirements to include needs by persons with disabilities, directing traffic, closing or blocking roadways, and Purdue's aviation and airspace management and control.
- B) Coordinates transportation activities and resources during the response phase immediately following an emergency or disaster.
- C) Facilitates damage assessments to establish priorities and determine needs of available transportation resources.
- D) Coordinates evacuation transportation as its first priority and facilitate movement of the campus in coordination with other transportation agencies.
- E) Performance of and assisting with evacuation and re-entry.
- F) Used to respond to incidents that overwhelm normal Incident Command response actions.

1.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Purdue's Risk Assessment for a description of potential emergencies.

1.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Roads and bridges in the affected area may be damaged or heavily congested, impairing emergency transportation to, from, and within the area.
- C) Signs, signals, and other types of markers, which facilitate traffic movement and control, may be damaged or destroyed.
- D) Communication will be disrupted.
- E) Shortfalls can be expected in both support personnel and equipment.
- F) State and federal assistance may not be immediately available.

1.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) *Notification*

- 1) If ESF-1 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction.
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) Identify transportation needs required to respond to the emergency.
 - (ii) Obtain, prioritize and allocate available transportation resources.
 - (iii) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (iv) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate transportation assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (ii) Ensure that ESF-1 team members or their agencies maintain appropriate records of costs incurred during the event.

1.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-1, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-1 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 4) General Responsibilities
 - (i) This function will assist in the identification of essential transportation needs for transporting people, equipment, supplies, and material to and from disaster sites.
 - (ii) May need to provide services for evacuation.

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-1 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 3) Support the primary department as needed.

1.7 Available Resources (TBD)

ESF #2: Communications

Primary Department	Support Department	External Agencies
Information Technology at Purdue PH: (765) 496-8289	Purdue Marketing and Media PH: (765) 494-2034 Purdue University Police Department (PUPD)– Dispatch Center PH: (765) 494-8221 Environmental Health and Public Safety PH: (765) 494-7504	Tippecanoe County E-911 Communications Center 2640 Duncan Road Lafayette, IN 47904 PH: (765) 423-9388 Cell on Wheels (ITaP personnel will contact various providers)

2.1 Purpose

- A) The purpose of ESF-2 is to maintain communication systems to ensure business and academic continuity as well as support public safety in normal operating conditions and emergency situations.

2.2 Scope

- A) ESF-2 works to ensure accurate and efficient transmission of information during an incident.
- B) Coordinates communication activities and resources during the response phase immediately following an emergency or disaster.
- C) Facilitates damage assessments to establish priorities and determine needs of available communication resources.
- D) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

2.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Purdue’s Risk Assessment for a description of potential emergencies.

2.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

2.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) *Notification*

- 1) If ESF-2 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction.
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) Obtain, prioritize and allocate available communication resources.
 - (ii) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (iii) Assist in setting up a communication bridge for the Executive Leadership Policy Group.
 - (iv) Assist public safety officials and Marketing & Media personnel in maintaining and execution the emergency warning notification system (Purdue ALERT), as needed.
 - (v) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate communication assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (ii) Ensure that ESF-2 team members or their agencies maintain appropriate records of costs incurred during the event.

2.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-2, supporting the response and recovery operations after activation of the EOC.

- 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-2 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 4) General Responsibilities
 - (i) Provide technical support.
- B) Support Departments
- 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-2 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 3) Support the primary department as needed.

ESF #3: Public Works and Engineering

Primary Department	Support Department	External Agencies
Physical Facilities PH: (765) 494-8000		Lafayette City Engineering City Hall - Room Engineering 20 N 6th Street Lafayette, IN 47901 PH: (765) 807-1050 West Lafayette Engineering Department Office of the City Engineer City of West Lafayette 609 West Navajo Street West Lafayette, IN 47906 PH: (765) 775-5130

3.1 Purpose

- A) This ESF lists the internal and external departments responsible for public works infrastructure actions that may take place in an emergency.
- B) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster.
- C) This ESF encompasses water, sewer, and electrical resources, including the Wade Power Plant, as well as individual repairs for Purdue campus buildings.

3.2 Scope

- A) May include the following, but is not limited to:
 - 1) Infrastructure protection and emergency repair
 - 2) Debris clearance and providing emergency ingress/egress to affected area(s).
 - 3) Assessing extent of damage.
 - 4) Emergency restoration of critical public services and facilities.
 - 5) Repair and maintenance.
 - 6) Provide maintenance of the buildings and grounds and engineering-related support.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

3.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Purdue's Risk Assessment for a description of potential emergencies.

3.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

3.5 Concept of Operations

- A) *General*
 - 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
 - 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- B) *Organization*
 - 1) National Incident Management System concepts will be used for all incidents.
 - 2) Incident or Unified Command will be used by responding departments.
 - 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.
- C) *Notification*
 - 1) If ESF 3 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
 - 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction.
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
 - 3) The Purdue Dispatch Center will notify other key personnel as required.

- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) Obtain, prioritize and allocate available resources.
 - (ii) Prepare to make an initial damage assessment.
 - (iii) Activate the necessary equipment and resources to address the emergency.
 - (iv) Assist in assessing the degree of damage of the university.
 - (v) Identify private contractors and procurement procedures
 - (vi) Prioritize debris removal.
 - (vii) Inspect buildings for structural damage.
 - (viii) Post appropriate signage to close buildings.
 - (ix) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (x) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery

- (i) Prioritize and implement the restoration of critical university facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, heating, and telephone service.
- (ii) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
- (iii) Ensure that ESF-3 team members or their agencies maintain appropriate records of costs incurred during the event.

3.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-3, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-3 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-3 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 3) Support the primary department as needed.

ESF #4: Firefighting

Primary Department	Support Department	External Agencies
Purdue University Fire Department PH: (765) 494-6919	Fire Protection & Special Services Department PH: 494-1427 Environmental Health and Public Safety PH: (765) 494-7504	West Lafayette Fire Department 300 North Street West Lafayette, IN 47906 PH: (765) 775-5175 Lafayette Fire Department 443 North 4th Street Lafayette, IN 47901 PH: (765) 807-1600 Wabash Volunteer Fire Department PH: (765) 463 - 6664

4.1 Purpose

- A) This ESF lists the internal and external departments responsible for firefighting actions that may take place in an emergency.
- B) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support firefighting, emergency medical, and hazardous materials response needs during an emergency or disaster.

4.2 Scope

- A) Provides coordination of campus firefighting activities as well as support to all firefighting operations during an emergency or disaster.
- B) May include the following, but is not limited to:
 - 1) Managing firefighting, emergency medical and hazardous materials response assets.
 - 2) Detection and suppression of fires.
 - 3) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

4.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential

emergencies and disasters include both natural and human-caused incidents.

- 2) See Purdue's Risk Assessment for a description of potential emergencies.

4.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Local jurisdiction career and volunteer departments may be needed to assist in major incidents.
- C) All department personnel have received the appropriate level of NIMS training.
- D) Communication systems may fail during a major incident.
- E) Backup systems will be available but may take time to activate.
- F) Shortfalls can be expected in both support personnel and equipment.
- G) State and federal assistance may not be immediately available.

4.5 Concept of Operations

A) General

- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) Organization

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) Notification

- 1) If ESF-4 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to

the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

E) *Actions*

1) Preparedness

- (i) Participate in any exercises, as appropriate.
- (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
- (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
- (iv) Develop procedures to document costs for any potential reimbursement.

2) Response

- (i) Obtain, prioritize and allocate available resources.
- (ii) Develop and maintain plans and procedures to provide fire, rescue, emergency medical, and hazardous material response services.
- (iii) Activate the necessary equipment and resources to address the emergency.
- (iv) Assist in inspecting buildings for structural damage.
- (v) Post appropriate signage to close buildings.
- (vi) Document expenses and continue for the duration of the emergency.
- (vii) Requests mutual aid from neighboring jurisdictions, as appropriate.
- (viii) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
- (ix) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.

3) Recovery

- (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
- (ii) Ensure that ESF-4 team members or their agencies maintain appropriate records of costs incurred during the event.

4.6 Responsibilities

- A) Primary Department
 - 1) Serve as the lead agency for ESF-4, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-4 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.
 - 4) General Responsibilities
 - (i) Fire prevention and suppression
 - (ii) Emergency medical treatment
 - (iii) Hazardous materials incident response and training
 - (iv) Radiological monitoring and decontamination
 - (v) Assist with evacuation
 - (vi) Assist with search and rescue
 - (vii) Assist in initial warning and alerting
 - (viii) Requests assistance from supporting agencies when needed
 - (ix) Arranges direct liaison with fire chiefs in the area
 - (x) Implements Mutual Aid
- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-4 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 3) Support the primary department as needed.

4.7 Available Resources (TBD)

ESF #5: Emergency Management

Primary Department	Support Department	External Agencies
<p>Campus Emergency Preparedness and Planning PH: (765) 494-0446</p>	<p>Purdue University Fire Department PH: (765) 494-6919</p> <p>Radiological and Environmental Management (REM) PH: (765) 494-6371</p> <p>Environmental Health and Public Safety PH: (765) 494-7504</p> <p>Purdue University Police Department (PUPD) PH: (765) 494-8221</p> <p>Buildings & Grounds PH: (765) 496-0578</p> <p>Purdue Marketing and Media PH: (765) 494- 2034</p>	<p>Tippecanoe County EMA 629 N 6th Street Lafayette, IN 47901 PH: (765) 742-1334</p>

5.1 Purpose

- A) This ESF lists the internal and external departments responsible for the coordination of emergency management actions that may take place in an emergency.

5.2 Scope

- A) The lead department will be responsible for the management of the Purdue Emergency Operation Center to include the EOC activation process.
- B) ESF-5 includes the development and maintenance of University emergency plans and incident action planning.
- C) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

5.3 Situation

A) Emergency Conditions and Hazards

- 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- 2) See Purdue's Risk Assessment for a description of potential emergencies.

5.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

5.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.
 - (i) The Emergency Preparedness Office Director serves as the EOC manager.

C) *Notification*

- 1) If ESF-5 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction.
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.

- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Maintains the Integrated Emergency Management Plan (IEMP) and the university emergency management program.
 - (ii) Participate in any exercises, as appropriate.
 - (iii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iv) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (v) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When directed, obtain, prioritize and allocate available resources to ensure EOC is quickly activated (see EOC Handbook).
 - (ii) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (iii) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Assist EOC Director, as needed.
 - (ii) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (iii) Ensure that ESF-5 team members or their agencies maintain appropriate records of costs incurred during the event.

5.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-5, supporting the response and recovery operations after activation of the EOC.
 - 2) Identify, train, and assign personnel to staff ESF-5 when University EOC is activated.
 - 3) At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.
 - 4) General Responsibilities
 - (i) Maintain the EOC Handbook to include activation, notification, and general operating actions.
 - (ii) Maintain plans and procedures for providing timely information and guidance to the public in time of emergency (Purdue ALERT)
 - (iii) Test and exercise plans and procedures.
 - (iv) Conduct outreach/mitigation programs for internal and external stakeholders.
 - (v) Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.
- B) Support Departments
- 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-5 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 3) Support the primary department as needed.

ESF #6: Mass Care, Emergency Assistance, Housing, Human Services

Primary Department	Support Department	External Agencies
Office of Dean of Students (ODOS) PH: (765) 494- 1747	Purdue University Residences PH: (765) 494-1000	Clarian Arnett Hospital 5165 McCarty Ln. Lafayette, IN 47905 PH: (765) 448-8000 (800) 899-8448
Purdue University Fire Department PH: (765) 494-6919	Environmental Health and Public Safety PH: (765) 494-7504	St. Elizabeth East 1701 South Creasy Lane Lafayette, IN 47905 PH: (765) 502-4000 (800) 654-9410
	Purdue Union Club Hotel 101 N Grant Street West Lafayette IN 47906 PH: (765) 494-8900 PH: (765) 494-8919	Tippecanoe County Health Department 629 N. 6th St. Lafayette, IN 47901 PH: (765) 423-9221
	Purdue University Student Health Center PH: (765) 494-1700	Tippecanoe County Red Cross 2750 N 9th St Lafayette, IN 47904 PH: (765) 742-6975
	Purdue University Police Department (PUPD) PH: (765) 494-8221	
	Human Resources Services PH: (765) 494-7398	

6.1 Purpose

- A) This ESF lists the internal and external departments responsible for mass care of University employees, students, and emergency personnel during an emergency.

6.2 Scope

- A) Scope includes mass care, temporary shelters, emergency mass feeding, disaster housing, food safety & security and other human services.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

6.3 Situation

A) Emergency Conditions and Hazards

- 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- 2) See Purdue's Risk Assessment for a description of potential emergencies.

6.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

6.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) *Notification*

- 1) If ESF-6 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.

- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (ii) Ensure that ESF-6 team members or their agencies maintain appropriate records of costs incurred during the event.

6.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-6, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-6 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ES--TBD)*
- B) Support Departments
- 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-6 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 3) Support the primary department as needed.
- C) External Departments:
- 1) Red Cross

ESF #7: Logistics Management, Resource Support and Finance

Primary Department	Support Department	External Agencies
Physical Facilities PH: (765) 494-8000	Materials Distribution Services PH: (765)494-7099 Space Management and Academic Scheduling Department	

7.1 Purpose

- A) This ESF lists the departments responsible for logistics management and resource support actions that may be needed in an emergency.

7.2 Scope

- A) Scope includes comprehensive campus incident logistics planning, management, and resource support.
 - 1) Support includes locating, procuring, and issuing resources, personnel, and equipment.
 - 2) Resources may include facility space, office equipment and supplies, contracting services, and heavy equipment.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

7.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Purdue’s Risk Assessment for a description of potential emergencies.

7.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.

- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

7.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) *Notification*

- 1) If ESF-7 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (ii) Ensure that ESF-7 team members or their agencies maintain appropriate records of costs incurred during the event.

7.6 Responsibilities

- A) Primary Department
- 1) Serve as the lead agency for ESF-7, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-7 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-7 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 3) Support the primary department as needed.

ESF #8: Public Health, Mental Health, and Medical Services

Primary Department	Support Department	External Agencies
Purdue University Student Health Center PH: (765) 494-1700 Counseling and Psychological Services PH: (765) 494-6995	Environmental Health and Public Safety PH: (765) 494-7504 Purdue University Police Department (PUPD) PH: (765) 494-8221 Purdue University Fire Department PH: (765) 494-6919 Office of Dean of Students (ODOS) PH: (765) 494-1239	Tippecanoe County Health Department 629 N. 6th St. Lafayette, IN 47901 PH: (765) 423-9221 Wabash Valley Hospital PH: (765) 423-2638 Clarian Arnett Hospital 5165 McCarty Ln. Lafayette, IN 47905 PH: (765) 448-8000 (800) 899-8448 St. Elizabeth East 1701 South Creasy Lane Lafayette, IN 47905 PH: (765) 502-4000 (800) 654-9410 Tippecanoe County Red Cross 2750 N 9th St Lafayette, IN 47904 PH: (765) 742-6975

8.1 Purpose

- A) This ESF lists the internal and external departments responsible for public health, mental health, religious services, and medical services that may be needed in an emergency

8.2 Scope

- A) Scope includes public health assistance, medical and mental health services, religious needs, and mass fatality management.
 - 1) Services may be needed for Purdue employees, students, and all emergency personnel.

- 2) May include triage treatment and emergency transportation.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

8.3 Situation

- A) Emergency Conditions and Hazards
- 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Purdue's Risk Assessment for a description of potential emergencies.

8.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

8.5 Concept of Operations

- A) *General*
- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
 - 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- B) *Organization*
- 1) National Incident Management System concepts will be used for all incidents.
 - 2) Incident or Unified Command will be used by responding departments.
 - 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.
- C) *Notification*
- 1) If ESF-8 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.

- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.

- (ii) Ensure that ESF-8 team members or their agencies maintain appropriate records of costs incurred during the event.

8.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-8, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-8 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-8 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 3) Support the primary department as needed.

ESF #9: Search and Rescue

Primary Department	Support Department	External Agencies
<p><u>Purdue University Fire Department</u> 1250 W. Third Street West Lafayette, IN 47907 PH: (765) 494-6919</p> <p><u>Purdue University Police Department (PUPD)</u> PH: (765) 494-8221</p>	<p><u>Campus Emergency Preparedness and Planning</u> PH: (765) 494-0446</p> <p><u>Environmental Health and Public Safety</u> PH: (765) 494-7504</p>	<p><u>West Lafayette Fire Department</u> 300 North Street West Lafayette, IN 47906 PH: (765) 775-5175</p> <p><u>Lafayette Fire Department</u> 443 North 4th Street Lafayette, IN 47901 PH: (765) 807-1600</p> <p><u>Tippecanoe County Sherriff's Department</u> 2640 Duncan Road Lafayette, IN 47904 PH: (765) 423-9388</p> <p><u>West Lafayette Police Department</u> 711 West Navajo St West Lafayette, IN 47906 PH: 765-775-5200</p> <p><u>Lafayette Police Department</u> 20 North 6th Street Lafayette, IN 47901 PH: 765-807-1000</p>

9.1 Purpose

- A) This ESF lists the internal and external departments responsible for search and rescue actions that may take place in an emergency.

9.2 Scope

- A) Scope includes life-saving assistance and overall search and rescue operations. Departments will assist in rescuing and protecting Purdue community members involved in a disaster or emergency.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

9.3 Situation

A) Emergency Conditions and Hazards

- 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- 2) See Purdue's Risk Assessment for a description of potential emergencies.

9.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

9.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) *Notification*

- 1) If ESF-9 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.

- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (ii) Ensure that ESF-9 team members or their agencies maintain appropriate records of costs incurred during the event.

9.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-9, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.

- 3) Identify, train, and assign personnel to staff ESF-9 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
- 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-9 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 3) Support the primary department as needed.

ESF #10: Hazardous Materials Response

Primary Department	Support Department	External Agencies
Purdue University Fire Department PH: (765) 494-6919	Environmental Health and Public Safety PH: (765) 494-7504	Lafayette Fire Department 443 North 4th Street Lafayette, IN 47901 PH: (765) 807-1600
Radiological and Environmental Management (REM) PH: (765) 494-6371	Purdue University Police Department (PUPD) PH: (765) 494-8221	Tippecanoe County EMA 629 N 6th Street Lafayette, IN 47901 PH: (765) 742-1334

10.1 Purpose

- A) This ESF lists the internal and external departments responsible for hazardous materials response actions that may take place in an emergency.

10.2 Scope

- A) Scope includes all emergencies involving hazardous materials including chemical, biological, and radiological incidents.
- B) Coordinate the response to and recovery from a hazardous materials release.
- C) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

10.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Purdue's Risk Assessment for a description of potential emergencies.

10.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

10.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) *Notification*

- 1) If ESF-10 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction.
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

E) *Actions*

- 1) Preparedness

- (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
- (i) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
- (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (ii) Ensure that ESF-10 team members or their agencies maintain appropriate records of costs incurred during the event.

10.6 Responsibilities

- A) Primary Department
- 1) Serve as the lead agency for ESF-10, supporting the response and recovery operations after activation of the EOC.
 - 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-10 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by assigned personnel. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
- 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-10 when University EOC is activated.

- (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 3) Support the primary department as needed.

ESF #11: Research and Animal Care

Primary Department	Support Department	External Agencies
Purdue Animal Care and Use Committee (PACUC) PH: (765) 494-1412 Laboratory Animal Program (LAP), VAHF PH: (765) 494-9128	Purdue University Fire Department PH: (765) 494-6919 Radiological and Environmental Management (REM) PH: (765) 494-6371 Environmental Health and Public Safety PH: (765) 494-7504 Purdue University Police Department (PUPD) PH: (765) 494-8221	Indiana Animal Disease Diagnostic Laboratory 406 S. University West Lafayette, IN 47907 PH: (765) 494-7440

11.1 Purpose

- A) This ESF lists the internal and external departments responsible to respond and protect research animals after a major campus emergency.

11.2 Scope

- A) Coordinate the response involved with providing animals medical care, evacuation, rescue, temporary shelter, and food/water.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

11.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Purdue's Risk Assessment for a description of potential emergencies.

11.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

11.5 Concept of Operations

- A) *General*
 - 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
 - 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- B) *Organization*
 - 1) National Incident Management System concepts will be used for all incidents.
 - 2) Incident or Unified Command will be used by responding departments.
 - 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.
- C) *Notification*
 - 1) If ESF-11 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
 - 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction.
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
 - 3) The Purdue Dispatch Center will notify other key personnel as required.
 - 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.
- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (ii) Ensure that ESF-11 team members or their agencies maintain appropriate records of costs incurred during the event.

11.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-11, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-11 when University EOC is activated.

- (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
 - 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-11 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 3) Support the primary department as needed.

ESF #12: Energy

Primary Department	Support Department	External Agencies
Physical Facilities PH: (765) 494-8000		Duke Energy 3395 Greenbush Street Lafayette, IN 47905-3923 PH: (765) 449-4972

12.1 Purpose

- A) This ESF lists the internal and external departments responsible for power generation and distribution on campus.
- B) Provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support power generation and distribution needs during an emergency or disaster.
- C) This ESF encompasses electrical power resources, including the Wade Power Plant.

12.2 Scope

- A) May include the following, but is not limited to:
 - 1) Infrastructure protection and emergency repair.
 - 2) Assessing extent of damage.
 - 3) Emergency restoration of critical public services and facilities.
 - 4) Repair and maintenance of generation and distribution systems.
 - 5) Provide maintenance of the buildings and grounds and engineering-related support.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

12.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Purdue's Risk Assessment for a description of potential emergencies.

12.4 Assumptions

- A) University resources will be quickly overwhelmed.

- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

12.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Management Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) *Notification*

- 1) If ESF 12 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction.
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) Obtain, prioritize and allocate available resources.
 - (ii) Prepare to make an initial damage assessment.
 - (iii) Activate the necessary equipment and resources to address the emergency.
 - (iv) Assist in assessing the degree of damage of the university.
 - (v) Identify private contractors and procurement procedures
 - (vi) Prioritize debris removal.
 - (vii) Inspect buildings for structural damage.
 - (viii) Post appropriate signage to close buildings.
 - (ix) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (x) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Prioritize and implement the restoration of critical university facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, heating, and telephone service.
 - (ii) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (iii) Ensure that ESF-3 team members or their agencies maintain appropriate records of costs incurred during the event.

12.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-12, supporting the response and recovery operations after activation of the EOC.

- 2) Develop, maintain, and update plans and procedures for use during an emergency.
 - 3) Identify, train, and assign personnel to staff ESF-12 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
- 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-12 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 3) Support the primary department as needed.

ESF #13: Public Safety and Security

Primary Department	Support Department	External Agencies
Purdue University Police Department PH: (765) 494-8221	Environmental Health and Public Safety PH: (765) 494-7504 Campus Emergency Preparedness and Planning PH: (765) 494-0446 Buildings & Grounds PH: (765) 494-7329 Purdue University Fire Department PH: (765) 494-6919 Radiological and Environmental Management (REM) PH: (765) 494-6371	Tippecanoe County Sherriff's Department 2640 Duncan Road Lafayette, IN 47904 PH: (765) 423-9388 West Lafayette Police Department 711 West Navajo St West Lafayette, IN 47906 PH: 765-775-5200 Lafayette Police Department 20 North 6th Street Lafayette, IN 47901 PH: 765-807-1200

13.1 Purpose

- A) This ESF lists the internal and external departments responsible for public safety and security actions and support in an emergency.

13.2 Scope

- A) Scope includes facility and resource security, security planning and technical resource assistance, and support to access, traffic, and crowd control.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

13.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential

emergencies and disasters include both natural and human-caused incidents.

- 2) See Purdue's Risk Assessment for a description of potential emergencies.

13.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

13.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Operations Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) *Notification*

- 1) If ESF-13 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as

the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (ii) Ensure that ESF-13 team members or their agencies maintain appropriate records of costs incurred during the event.

13.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-13, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-13 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 on line classes should be completed by

assigned personnel. In addition ICS-300 and ICS-400 in residence training must be completed by designated leadership positions.

4) General Responsibilities

(i) *(List specific requirements that is needed from this ESF--TBD)*

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-13 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 3) Support the primary department as needed.

ESF #14: Long-term University Recovery

Primary Department	Support Department	External Agencies
Office of Risk Management PH: (765) 494-7695	Information Technology at Purdue PH: (765) 496-8289 Physical Facilities PH: (765) 494-8000 Internal Audit Office PH: (765) 494-7588 Environmental Health and Public Safety PH: (765) 494-7504	Tippecanoe County EMA 629 N 6th Street Lafayette, IN 47901 PH: (765) 742-1334

14.1 Purpose

- A) This ESF lists the internal and external departments responsible for long-term community recovery actions that may be needed in an emergency.

14.2 Scope

- A) Scope includes social and economic University impact assessments and long-term University recovery assistance.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

14.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 2) See Purdue’s Risk Assessment for a description of potential emergencies.

14.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.

- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

14.5 Concept of Operations

A) *General*

- 1) The Integrated Emergency Operations Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) *Organization*

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) *Notification*

- 1) If ESF-14 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction.
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.
- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

- 2) **Do not self-deploy to the incident scene.** Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.
 - (i) Do not call the Purdue Dispatch Center unless you have critical information to report.

E) *Actions*

- 1) Preparedness
 - (i) Participate in any exercises, as appropriate.
 - (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
 - (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
 - (iv) Develop procedures to document costs for any potential reimbursement.
- 2) Response
 - (i) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
 - (ii) Coordinate emergency information for public release through EOC Director and ESF-15, External Affairs.
- 3) Recovery
 - (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
 - (ii) Ensure that ESF-14 team members or their agencies maintain appropriate records of costs incurred during the event.

14.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-14, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.
- 3) Identify, train, and assign personnel to staff ESF-14 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 4) General Responsibilities
 - (i) *(List specific requirements that is needed from this ESF--TBD)*

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-14 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
- 3) Support the primary department as needed.

ESF #15: External Affairs—Media Relations and Community Outreach

Primary Department	Support Department	External Agencies
Office of Marketing and Media PH: (765) 494-2034	Boiler TV PH: (765) 496-6365 Purdue University Police Department (PUPD)—Dispatch Center PH: (765) 494-8221 Office of Dean of Students (ODOS) PH: (765) 494-1239 Information Technology at Purdue PH: (765) 496-8289	WLFI TV-18 2605 Yeager Road. West Lafayette, IN 47906 PH: (765) 463-1800 WASK Radio 3575 McCarty Lane Lafayette, IN 47905 PH: 765-447-2186 WBAA Radio 712 Third Street Purdue University West Lafayette IN 47907 PH: 765-494-5920 Journal & Courier 217 North 6th Street, Lafayette, IN 47901 PH: 1-800-456-3223, Main Switchboard

15.1 Purpose

- A) This ESF lists the internal and external departments responsible for external affairs actions that may take place in an emergency.

15.2 Scope

- A) Scope includes emergency public information and local community relations.
 - 1) Departments will keep the Purdue community notified of events and kept up to date of developments during a disaster or emergency.
- B) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

15.3 Situation

- A) Emergency Conditions and Hazards

- 1) Purdue University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
- 2) See Purdue's Risk Assessment for a description of potential emergencies.

15.4 Assumptions

- A) University resources will be quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) State and federal assistance may not be immediately available.

15.5 Concept of Operations

A) General

- 1) The Integrated Emergency Operations Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.

B) Organization

- 1) National Incident Management System concepts will be used for all incidents.
- 2) Incident or Unified Command will be used by responding departments.
- 3) When requested ESF personnel will report to the EOC and use the EOC Handbook to activate and operate during an incident or event.

C) Notification

- 1) If ESF-15 needs to be activated the EOC Director will direct the Emergency Preparedness Office Director or the Purdue Dispatch Center to contact the departments or agencies listed in this annex to report to the EOC.
- 2) The Purdue Police/Fire Department Chiefs and/ or the Senior Director Environmental Health and Public Safety, or their designated representatives are the point of contact for all emergency warning notifications.
 - (i) Purdue ALERT will normally be activated on their direction.
 - (ii) If life safety is in jeopardy, the Incident Commander can direct Purdue ALERT activation.
- 3) The Purdue Dispatch Center will notify other key personnel as required.

- 4) Request for resources normally come to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, request should be sent to the Senior Director, Environmental Health & Public Safety (also serves as the EOC Director) for coordination between the Executive Leadership Policy Group and Incident/Unified Command.

D) *Direction, Control and Authority to Act*

- 1) The Incident Command System (ICS) is used by University personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

E) *Actions*

1) Preparedness

- (i) Participate in any exercises, as appropriate.
- (ii) Develop and maintain a list of possible resources that could be requested in an emergency.
- (iii) Maintain a list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.
- (iv) Develop procedures to document costs for any potential reimbursement.

2) Response

- (i) When requested by the EOC Director or Purdue Dispatch Center personnel immediately respond to EOC.
- (ii) Coordinate emergency information for public release through EOC Director.

3) Recovery

- (i) Coordinate assistance as needed by the Incident Commander, EOC Director, or Executive Leadership Policy Group, as appropriate.
- (ii) Ensure that ESF-15 team members or their agencies maintain appropriate records of costs incurred during the event.

15.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-15, supporting the response and recovery operations after activation of the EOC.
- 2) Develop, maintain, and update plans and procedures for use during an emergency.

- 3) Identify, train, and assign personnel to staff ESF-15 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 4) General Responsibilities
 - (i) *List specific requirements that is needed from this ESF--TBD)*
- B) Support Departments
- 1) Develop, maintain, and update plans and procedures for use during an emergency.
 - 2) Identify, train, and assign personnel to staff ESF-15 when University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100 and IS-700 on line classes should be completed by assigned personnel.
 - 3) Support the primary department as needed.