

**OUTLINE OF SHELL FOR
CAMPUS EMERGENCY OPERATIONS PLANS**

I. Basic Plan

- A. Promulgation Letter and Signature Page
- B. Title Page and Date
- C. Record of Changes Page
- D. Record of Distribution Page
- E. Table of Contents
- F. Plan Contents
 - 1. Purpose
 - 2. Authority
 - 3. Situational Requirements
 - 4. Organization Chart and Assignment of Responsibilities
 - a. Chancellor (Campus Emergency Management Executive)
 - b. Operations Officer
 - c. Planning Officer
 - d. Logistics Officer
 - e. Finance Officer
 - f. Emergency Management Coordinator
 - g. Public Information Officer
 - h. Student Affairs Coordinator

II. Hazard Incident Appendices (Action Plans)

- A. Meteorological Hazards
 - 1. Storm
 - 2. Hurricane
 - 3. Waterspout
- B. Geological Hazards
 - 1. Earthquake
 - 2. Tsunami
 - 3. Volcanic Activity
- C. Other Natural Hazards
 - 1. Landslide
 - 2. Mudslide
 - 3. Forest/Brush Fire
- D. Man Caused Incidents
 - 1. Nuclear Attack
 - 2. Terrorist Attack
 - 3. Bomb Threat/Explosion
 - 4. Biological Outbreak
 - 5. Hazardous Materials Spill

- 6. Building Fire
- 7. Major Utility Outage
- E. Mass Casualty Events

III. Tabs

- A. Alert Roster
- B. Campus and Facilities Maps
- C. List of Standard Operating Procedures