FLORIDA ATLANTIC UNIVERSITY

Emergency Operations Center (EOC) Non-Activation

Standard Operating Procedures

Version Date
September 2022

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Record of Changes

Modifications and/or revisions to the Florida Atlantic University – Emergency Operations Center Non-Activation Standard Operating Procedures are recorded below.

Change #	Date	Section/Pages(s)	Description	Authorized By
1	9/2022	pp. 7-9	Expansion of Reservation section	J.Weber

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Overview

I. Introduction

The Emergency Operation Center (EOC) serves as the physical facility from which centralized and coordinated multi-unit support and resource procurement to tactical incident management occur. The Department of Emergency Management is responsible for ensuring the operational readiness of the EOC and developing processes and procedures which decrease setup and activation time. This includes implementing procedures during non-activation use to streamline potential activation periods.

A. Purpose

This Standard Operating Procedure facilitates the use of the Emergency Operations Center (EOC) during times of non-activation to ensure operational readiness, support of Florida Atlantic University's Division of Administrative Affairs, and promotion of wise and innovative allocation of resources.

B. Scope

This SOP supports the University Comprehensive Emergency Management Plan (CEMP). This SOP outlines policies, procedures, and guidelines regarding using the EOC during periods of non-activation. The methods described in this SOP are utilized continuously during non-activation. Usage of the EOC during activations is addressed in the EOC Action Plan of the CEMP.

C. Assumptions

The following are aspects of the nature of utilization of the EOC during non-activation that are treated as true for developing this SOP to the CEMP:

- Activation of the Emergency Operation Center can occur anytime, and such activations will cancel and suspend all reservations.

II. Concept of Operations

A. General

On a day-to-day basis— when not in an activation state— the EOC may be used to support the mission of the University's Division of Administrative Affairs for meetings and lecture-style instruction sessions.

The following building/rooms make up the EOC:

a) CO-69, Room 110
b) CO-69, Room 117
c) CO-69, Room 118

The EOC may not be used for activities that include, but are not limited to:

- High-liability training such as defensive tactics (to include Rape Aggression Defense training), cardiovascular conditioning, and other similar trainings or activities.
- Lethal or non-lethal weapon training, certification, or other related activities.
- As storage, holding facility, or space to clean or perform maintenance on equipment.
- Parties, events, or other extracurricular activities.

Audio/Visual (A/V) Equipment

The primary purpose of the A/V equipment is to support emergency operations. During non-activation usage, select A/V equipment may be used. Select equipment in the rooms are not permitted for use during non-activation usage. This includes but is not limited to, the computer and television in room 118. The EOC has the ability for visual display via different modalities. All individuals using the room will be required to bring their own laptops for this function.

- Rooms 110 and 117 feature HDMI and Microsoft Wireless Display Connection.
- Room 118 features HDMI/VGA and AirMedia through the Crestron Panel.

B. Reservations

Individuals requesting to reserve the EOC are responsible for the use of the room during the reserved period and will be held accountable for ensuring their group adheres to all rules and procedures. Food of any sort is prohibited in the EOC during non-activation periods unless DEM approves. Beverages, except for bottled water, are not permitted in the EOC. Individuals who reserve the EOC during non-activation periods are responsible for ensuring the EOC is left in a clean and operational-ready condition. This includes, but is not limited to:

a. Ensuring the room is returned to its standard layout, with all trash and equipment brought into the room removed (see Appendix 2 for EOC layout).

b. All non-A/V equipment (tables, chairs, glass boards, etc.) is clean
c. All A/V equipment turned off
d. Immediate hallways to the EOC are free and clear

The Responsible Department, whom the Responsible Individual reports to, is liable for all associated outcomes of the use of the EOC, which includes but is not limited to fiscal impacts for the required clean-up (which exceeds normal wear), repair of damages, and/or the replacement cost for furniture, equipment, technology, and so forth.

Individuals requesting to reserve the EOC should visit the EOC Non-Activation Usage website. The website allows individuals to review policy, procedures, and guidelines for EOC usage during non-activation, and access the EOC scheduling website.

Scheduling

Individuals requesting to reserve the EOC must complete the *EOC Non-Activation Reservation Request Form*. This form can be found on the EOC Non-Activation Reservation Dashboard. This dashboard will allow individuals to complete, view current and upcoming reservations in a calendar view, and review all policies, procedures, and guidelines regarding the EOC Non-Activation Usage. Once the form is completed, individuals will receive an email detailing that the request has been sent to the Department of Emergency Management for review. This reviewal may take up to 24 hours. Once the department approves, individuals will receive an additional email confirming the reservation. Utilization of the space without confirmation by the Department of Emergency Management will be viewed as "non-complaint" and are subject to the non-compliance penalties. Please visit the Non-Compliance section of this SOP for more details.

Last-Minute Reservations

The Department of Emergency Management acknowledges that units may need to utilize the spaces outlined in the SOP on an impromptu or ad hoc basis. Approvals of Ad hoc or "last minute" reservations are case-by case basis and are subject to the approval of the Department of Emergency Management. Ad hoc reservations should not serve as the primary method for reserving the spaces outlined in this SOP. Individuals who utilize this method as the primary method of reserving the

spaces will be viewed as "non-complaint" and are subject to the non-compliance penalties. Please visit the Non-Compliance section of this SOP for more details.

Individuals requesting a "last minute" reservation must communicate the request to the Department of Emergency Management as soon as possible and must adhere to the following process:

A. Verify space availability. Visit EOC Non-Activation Reservation Dashboard
B. Complete the *EOC Non-Activation Reservation Request Form*
C. Email em@fau.edu and copy FAUEOCReservation@room.veoci.com with the details of the request found on the EOC Non-Activation Reservation Request Form
D. Contact the EM Specialist via landline with the details of EOC Non-Activation Reservation Request Form

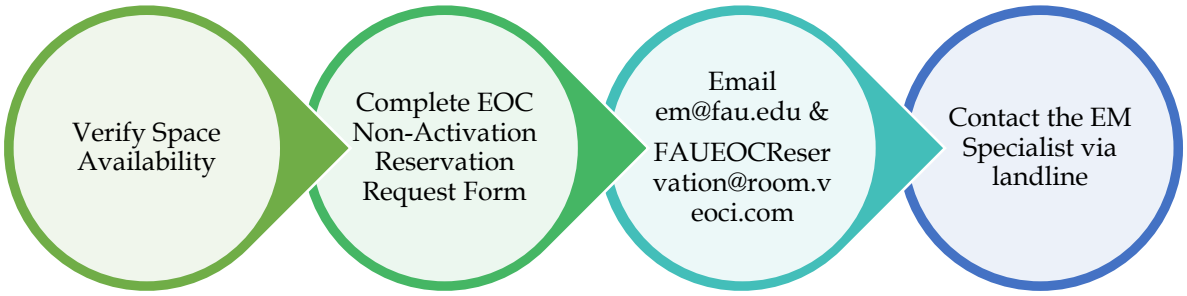


Figure 1 "Last Minute" Reservation Process

If approved, the Department of Emergency Management will confirm the utilization of the space with a verbal confirmation and email. "Last minute" reservations are subject to space availability. If the requested space is not available during times requested, the request will be denied. The Department of Emergency Management cannot facilitate the cancellation or move an approved reservation to support the request of a "last minute" reservation. Utilization of the space without confirmation by the Department of Emergency Management will be viewed as "non-complaint" and are subject to the non-compliance penalties. Please visit the Non-Compliance section of this SOP for more details.

Audio/Visual (A/V) Equipment Use

To utilize the A/V equipment within the rooms, individuals reserving the room must complete the appropriate section of the reservation form. Individuals reserving the rooms must contact Administrative Affairs Information Technology (AAIT) to schedule setup and, if applicable, testing. A/V equipment must be turned off after use. AAIT may provide instructions on equipment shutdown should it be needed.

Failure to select the appropriate selection of A/V equipment in the reservation form upon submission may result in the inability to use designated A/V equipment nor receive necessary support during the reservation period.

Cancellations

All cancelations and changes to reservations must be immediately by email to FAUEOCReservation@room.veoci.com.

EOC Activations

The Department of Emergency Management acknowledges that the activation of the Emergency Operation Center can occur at any time. Should the EOC activate, all reservations made for the duration of the activation will be canceled, and all use of the EOC for non-activation-related activities will be suspended.

III. Administration

A. EOC Oversight

Administrative oversight for the EOC is assigned to the Department of Emergency Management. The Department of Emergency Management is responsible for solidifying the combination of facilities, equipment, personnel, and procedures that provide a functional, effective, and efficient EOC.

Individuals assigned a role and responsibility to support EOC operations during activations and support the overall management and coordination for non-activation usage are collectively and individually referred to as EOC Admin. EOC Admin may include representation from the Department of Emergency Management, Administrative Affairs IT, and other units with the Campus Operations building.

B. Non-Compliance

All associated rules, policies, and procedures surrounding using the EOC during non-activation are intended to safeguard EOC readiness for activation and operational use. Failure to adhere to the established rules, policies, and procedures may result in, but is not limited to, the following for a Responsible Person or Responsible Department:

a) Revocation of approved use.
b) Denial of a subsequent application for reservations and future use.
c) Fiscal responsibility needed for clean-up, repairs, and/or replacement cost.
d) Memorandum to immediate supervisor, Director, and/or Vice President.

IV. Plan Development and Maintenance

The Department of Emergency Management facilitated the development of this SOP.

Revisions to this SOP will be on an "as needed" basis following the actual events, exercises, revisions or addition to governing laws or regulations or periodic review of the Standard Operating Procedures sections by the Department of Emergency Management.

V. Authority and References

Florida Atlantic University's policy – Department of Emergency Management Policy 3 (Use of EOC During Non-Activation Periods) establishes the authority for the development and implementation of this plan.

The following laws, standards and regulations were used to provide the requirements, other authority, and guidance to develop this plan and its format:

1. Federal
    a. Public Law:
        i. U.S. Public Law 110-315, Higher Education Opportunity Act (HEOA) and Code of Federal Regulations (34CFR)
    b. Documents:

i. Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101, Version 3, Developing and Maintaining Emergency Operations Plans

2. University
    a. University Policy 1.14 – Emergency Management
    b. Department of Emergency Management
        i. Policy #3 - Use of EOC During Non-Activation Periods

Appendix 1: Acronyms

AAIT – Administrative Affairs Information Technology

A/V – Audio/Visual

CEMP – Comprehensive Emergency Management Plan

CO-69 – Campus Operations, Building 69

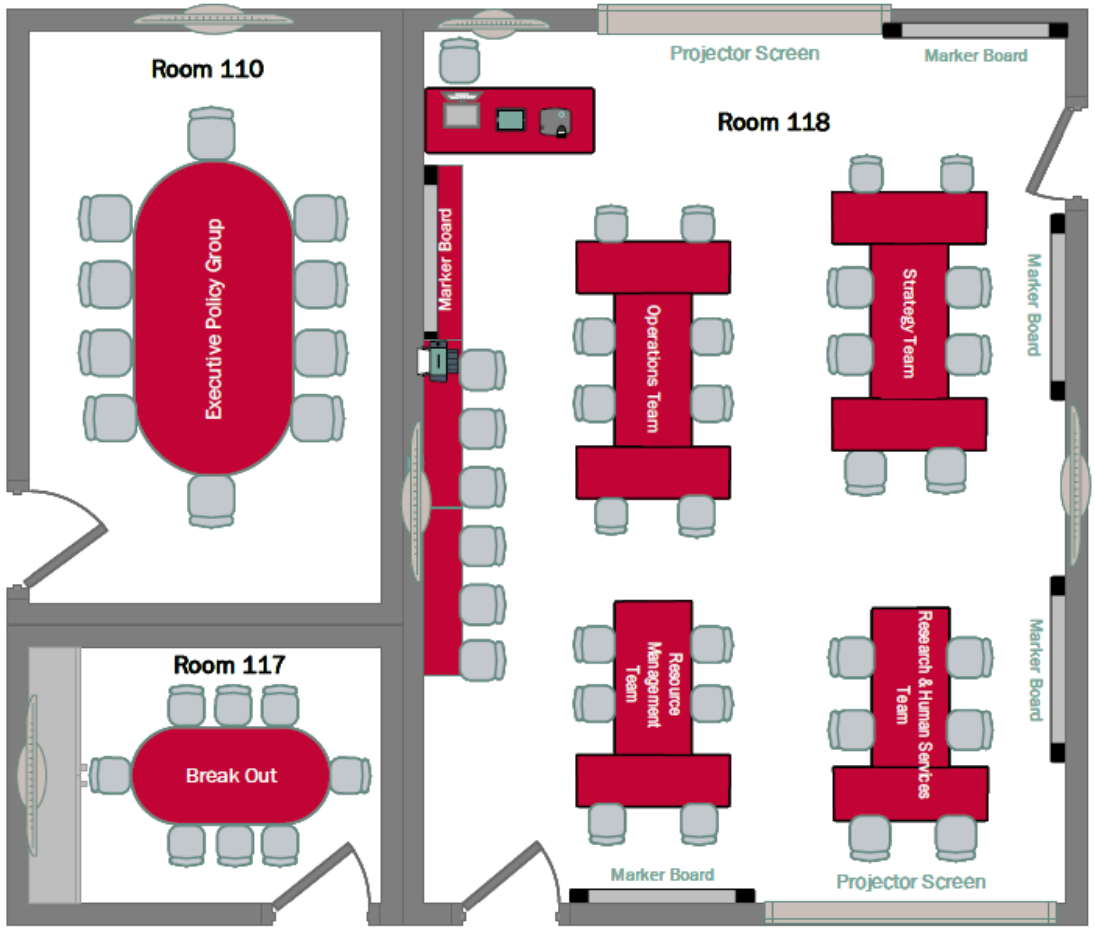
DEM – Department of Emergency Management

EOC – Emergency Operations Center

SOP – Standard Operating Procedures

Appendix 2: EOC Layout & Guidelines

EOC ROOMS GUIDELINES



The standard layouts of the rooms are for the FAU Emergency Operations Center (EOC) purposes. If an emergency occurs that requires activation of the EOC, all day-to-day activities within these rooms will be suspended.

Audio/Visual (A/V) Equipment

- All audio/visual equipment should be turned off after use.
  - TV
  - Projectors
  - Computer

Room Layout

- If the room layout is modified, please return to its standard layout immediately after the meeting has ended. *Refer to visual aid layout on the left.*
- Arrange tables so that the bar underneath is facing inward and chairs are pushed under the tables (Black stripe on leg facing out Rm. 118 only).

Non Audio/Visual (A/V) Equipment

- **ONLY** erasable markers are to be used on the glass boards and erase all boards after use.
- Wipe tables with a damp rag when necessary to remove any debris.

Other

- Food and drinks are **NOT** allowed in the room.
- Place all trash in the garbage.
- Paper, posters, writing material, or special equipment brought in should be removed immediately after the meeting has ended.
- Turn the lights off and shut the doors. **DO NOT** leave doors open or propped open.

For more information visit http://www.fau.edu/emergency/eocrooms/

Appendix 2: EOC Equipment

EOC - RM 110		
QTY.	ITEM - DESCRIPTION	NOTES
1	TV - LG	With Wall Mounts
2	Marker Board	
1	Oval Conference Table	
2	Small Tables	
15	Black- Excuetive - Rolling Chairs	
EOC - RM 117		
QTY.	ITEM - DESCRIPTION	NOTES
1	TV - Sharp - AQUOS - 55" - Smart	With Wall Mounts
2	Marker Board	
1	Oval Conference Table	
10	Black- Excuetive - Rolling Chairs	
EOC - RM 118		
QTY.	ITEM DESCRIPTION	NOTES
2	Epson Projectors	Front & Rear
3	TV - Sharp - AQUOS - 55" - Smart	With Wall Mounts
2	White Screens	Front & Rear
2	Mounted Cameras	Front & Rear
4	6 x 4 Marker Boards - White Glass	
1	Printer-Brothers MFC-9340CDW Color Laser	
20	Tables	
37	Chairs	