

# Emergency Operations Center (EOC) Non- Activation Standard Operating Procedures

Version Date

January 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.

[illegible]

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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

The purpose of this plan is to facilitate the non-activation use of the Emergency Operations Center (EOC) 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 standard operating procedure outlines policies, procedures, and guidelines regarding the usage of the EOC during periods of non-activation.

## 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, to include the immediate hallway:

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

The EOC may not be used for activities which 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 a storage, holding facility, or space to clean or perform maintenance on equipment.
- Parties, events, or other extracurricular activities.

### *Audio/Visual (A/V) Equipment*

The main 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 ability for visual display via different modalities. All individuals using the room will be required to bring their own laptop for this function.

- Rooms 110 and 117 feature HDMI and Microsoft Wireless Display Connection. Room 118 feature HDMI/ VGA and AirMedia through the Crestron Panel. Those reserving the space may use these functions if their laptop supports that function.

## **B. Reservations**

Individuals requesting to reserve the EOC are responsible for 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 not permitted in the EOC during non-activation periods unless approval is granted by DEM. Beverages, except for bottled water, are not permitted in the EOC. Individuals who reserve the EOC during non-activation periods are responsible to ensure the EOC is left in a clean and operational ready condition. This includes, but is not limited to:

- a. Ensuring room is returned to its standard layout, with all trash and equipment brought into the room removed (see Appendix 1 for EOC layout).
- b. All non-A/V equipment (tables, chairs, glass boards, etc) are clean
- c. All A/V equipment turned off
- d. Immediate hallways to the EOC free and clear

The Responsible Department whom which 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 required clean up (which exceeds normal wear), repair of damages, and/or the replacement cost for furniture, equipment, technology, and so forth.

### *Scheduling*

Individuals requesting to reserve the EOC must visit the EOC Non-Activation Usage website which can be found [here](#). The website allows for individuals to review policy, procedures, and guidelines for EOC usage during non-activation, and access the EOC scheduling website.

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## DEPARTMENT OF EMERGENCY MANAGEMENT

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### EOC NON-ACTIVATION USAGE

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.

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.

### RESERVATIONS

Individuals requesting to reserve the EOC are responsible for use of the room during the reserved period and will be held accountable for ensuring their group adheres to all rules and procedures. **Please review the Department of Emergency Management Policy 3: Use of EOC During Non-Activation Periods and EOC Non-Activation Standard Operating Procedures before requesting to reserve a room.**

The Department whom which the 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 required clean up (which exceeds normal wear), repair of damages, and/or the replacement cost for furniture, equipment, technology, and so forth.

### SCHEDULING

All day-to-day activities within these rooms will be immediately suspended if an emergency occurs that requires the activation of the EOC.

To reserve the EOC, please visit the **EOC Non-Activation Reservation dashboard**. This dashboard will allow individuals to complete the *EOC Non-Activation Reservation Request Form*, 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 confirming the request has been sent to the Department of Emergency Management for review. Once approved by the department, individuals will receive an additional email confirming the reservation.

All cancellations or schedule changes must immediately be communicated by email to [FAUEOCReservation@room.veoci.com](mailto:FAUEOCReservation@room.veoci.com)

### FOR ALL EMERGENCY CALLS DIAL 9-1-1

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Current University Advisories >

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Public Safety >

### CONTACT US

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Campus Operations Building  
(69) Boca Raton Campus

Email: [em@fau.edu](mailto:em@fau.edu)

To reserve the EOC, visit the EOC Non-Activation Reservation dashboard which can be found [here](#). This dashboard will allow individuals to complete the *EOC Non-Activation Reservation Request Form*, view current and upcoming reservations in a calendar view, and review all policies, procedures, and guidelines regarding the EOC Non-Activation Usage.



**FAU DEM EOC Non-Activation Use**

New Edit Tools

**FAU Emergency Operation Centers**

Florida Atlantic University's Emergency Operations Center (EOC) is located on the Boca Raton Campus. On a day-to-day basis, when not in an activation state, the rooms (110, 117, and 118) may be used to support the mission of FAU's Division of Administrative Affairs for meetings and lecture-style teaching sessions. The Department of Emergency Management supports wise and innovative allocation of resources and as such, has developed a process by which Division of Administrative Affairs units may use these rooms during non-activation periods through a reservation request process.

If an emergency or incident occurs that requires the activation of the EOC, all day-to-day activities within these rooms will be suspended.

Questions: [FAUEOCReservation@room.veoci.com](mailto:FAUEOCReservation@room.veoci.com)

**EOC Non-Activation Reservation Request**

EOC Non-Activation Reservation Request...

2021 EOC Layout with Sign

**EOC Reservations At a Glance**

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1

Once the form is completed, individuals will receive an email confirming the request has been sent to the Department of Emergency Management for review. Once approved by the department, individuals will receive an additional email confirming the reservation.

To use A/V equipment within the rooms, individuals reserving the room must complete the appropriate section of the reservation form. Individuals reserving the rooms are responsible to contact AAIT to schedule setup and, if appropriate, testing. Failure to select the appropriate section of the reservation form upon submission may result in the inability to use designated A/V equipment nor receive necessary support during the reservation period. A/V equipment must be turned off after use. AAIT may provide instructions on equipment shutdown should it be needed.

All cancelations or schedule changes must immediately be communicated by email to [FAUEOCReservation@room.veoci.com](mailto:FAUEOCReservation@room.veoci.com).

### III. Administration

#### 1. 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 which provide for a functional, effective, and efficient EOC.

Individuals that have been assigned a role and responsibility to support EOC operations during activations as well as 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, Facilities Management, and Administrative Affairs IT.

### C. Non-Compliance

All associated rules, policies, and procedures surrounding use of 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 not limited to, the following for a Responsible Person or Responsible Department:

- a) Revocation of approved use.
- b) Denial of 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 Standard Operating Procedures with participation from the Emergency Management Team

Revisions to this Annex 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 Emergency Management Team.

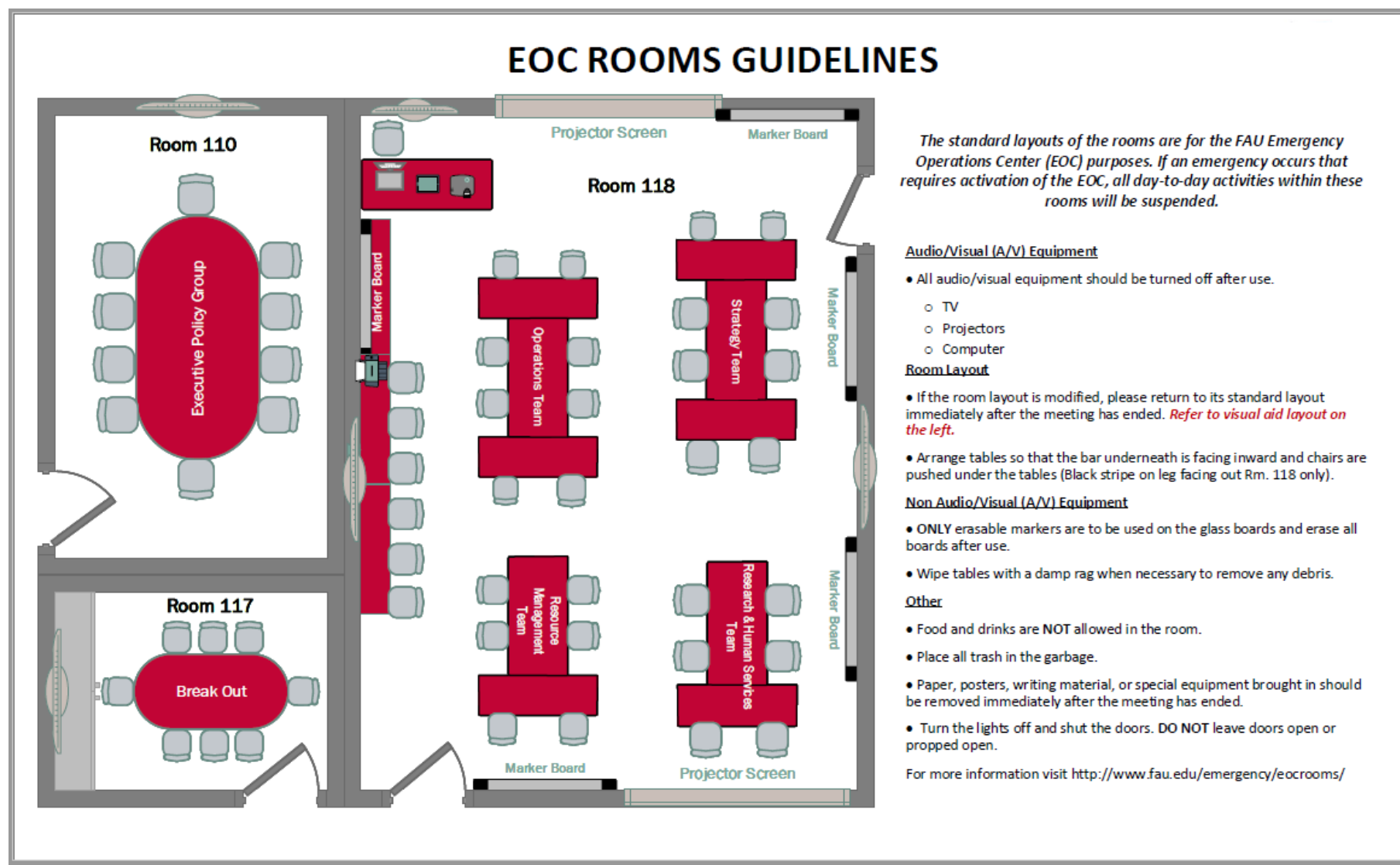
## V. Authority and References

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, further authority, and guidance to develop this plan and its format:

1. University
  - a. University Policy 1.14 – Emergency Management
2. Federal
  - a. Public Law:
    - i. U.S. Public Law 110-315, Higher Education Opportunity Act (HEOA) and Code of Federal Regulations (34CFR)

# Appendix 1: EOC Layout & Guidelines



## 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- Executive - 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- Executive - 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	