

# College of Literature, Science, & the Arts Annex to University of Michigan Emergency Operations Plan

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## **Purpose**

This document is an Annex to the University of Michigan Emergency Operations Plan. It establishes unit coordination within the College of Literature, Science, and the Arts (LSA) during emergencies. The primary objective of the action plan is keeping building occupants safe during emergencies.

## **General Applicability**

This document applies to all LSA units, including those that are located in commercial leased space, LSA living learning units in housing space and LSA facilities outside of the immediate Ann Arbor area. LSA units in commercial leased space should maintain close communication with their landlord and respond to local emergencies as directed by them. As possible, LSA units in commercial leased spaces should attempt to establish communications with the LSA Facilities Office and the LSA Coordination Center, if activated. LSA Living Learning Communities should respond to emergency situations as directed by University Housing. As possible, they should also attempt to establish communications with the office of the LSA Associate Dean for Undergraduate Education and the LSA Coordination Center, if activated. LSA facilities outside of the immediate Ann Arbor area should develop procedures similar to those found in this document, modified as appropriate for their unique local conditions.

## EMERGENCY RESPONSE AND OPERATIONS

### **Building Incident Response Teams (BIRT)**

For more information on the Building Incident Response Team (BIRT) program, please see the Emergency Management section of the Department of Public Safety and Security (DPSS) web site <http://www.dpss.umich.edu/emergency-management/birt.html>.

### **Building Incident Response Team Liaison**

LSA buildings will have one main BIRT Liaison, with other BIRT members trained to provide assistance. In buildings where LSA does not have space occupancy over fifty percent, the BIRT Liaison may be a non-LSA person. For buildings where LSA is the primary occupant, LSA Facilities will appoint and identify the BIRT Liaison.

During most incidents during normal working hours, a representative from LSA Facilities will arrive on scene to assist the BIRT Liaison with their assigned duties. When an incident occurs, BIRT Liaisons are responsible for identifying themselves to first responders and the Incident Commander (IC), if an IC has been designated and is on scene. During an incident, the BIRT Liaison will fall under direction of the IC. The BIRT Liaison will assist the IC with information related to occupants waiting in areas of rescue assistance, identifying key shut off valves (if known) and any hazardous materials located in the building. ICs may ask BIRT Liaisons, or BIRT team members, to assist first responders in other areas, such as controlling building access during the incident response.

### **Building Incident Response Team Member**

The number of BIRT team members per building will depend on building size, layout, occupancy, and hazards. LSA Facilities will identify the number of BIRT team members needed for each building. In buildings with multiple LSA units, not all units may not have their own BIRT team member.

### **LSA Unit Coordination Team**

The LSA Unit Coordination Team is responsible for planning activities within LSA that will be used to respond to specific issues before, during and after emergencies. Personnel assigned to report to the LSA Coordination Center upon activation (see below) are considered members of the LSA Unit Coordination Team. This team is tasked to ensure LSA's continuity of operations, respond to the needs of LSA units and maintain communication and contact with central Universities units and operations. The LSA Unit Coordination Team will establish a direct link to the U-M Emergency Operations Center (if activated) for direction, support and coordination.

### **LSA Coordination Center**

The LSA Coordination Center is used for the coordination of college resources in support of ongoing incidents and the follow on recovery phase. Unless the LSA Building is impacted by an incident, the LSA Coordination Center will be based out of the Dean's Conference Room (Room 2228).

Depending upon the situation, personnel may be dispatched from the LSA Building to support or establish communications with the University Emergency Operations Center at the Campus Safety Services Building (CSSB). If the LSA Building is not available, an alternate LSA Coordination Center will be set up in the 2<sup>nd</sup> floor Museum of Anthropological Archaeology space in the CSSB (Room 2208). Individuals that are tasked to gather at the LSA Coordination Center should plan to make their own way to the CSSB if the alternate location is activated.

## **LSA Communication Center**

The LSA Communication Center will be activated when the LSA Coordination Center is activated. The LSA Communication Center will coordinate College external communications (phone, web and social media) as directed by LSA leadership in the LSA Coordination Center. The LSA Communication Center will be in contact with, and coordinate their communications with, central University communication efforts and offices. Unless the LSA Building is impacted by an incident, the LSA Communication Center will be based out of the 2<sup>nd</sup> floor LSA Conference Room (Room 2210).

Depending upon the situation, communications personnel may be dispatched from the LSA Building to support or establish communications with the University Emergency Operations Center at the Campus Safety Services Building (CSSB). If the LSA Building is not available, an alternate LSA Communication Center will be co-located with the LSA Coordination Center in the 2<sup>nd</sup> floor Museum of Anthropological Archaeology space in the CSSB (Room 2208). Individuals that are tasked to gather at the LSA Communication Center should plan to make their own way to the CSSB if the alternate location is activated.

## **Plan Initiation**

The LSA Coordination Center and the LSA Communication Center will be automatically initiated whenever the U-M Emergency Operations Center at the CSSB on Kipke Drive is activated, or as directed by the Dean. Telephone lines and equipment will be relocated to the LSA Coordination and Communications Centers as specified in the attached Communication Addendum. LSA Facilities will also, if possible, initiate an LSA specific Emergency Alert to the members of the LSA Coordination and Communication Centers, their alternates and designated support staff to inform them that the LSA Coordination and Communication Centers have been activated. In addition to email notification, LSA Facilities will activate a message on the shared LSA Coordination Center phone line (734-763-8303) that will announce the emergency and the status of the activation of the LSA Coordination and Communication Centers. In the event of a significant emergency affecting the campus or local area, (major damage to campus from fire, weather, etc., active shooter on campus, nearby major civil disturbance, widespread power outage, etc.) personnel tasked in this section of the plan should endeavor to attempt to find out if the LSA Coordination and Communication Centers have been activated. If they are unable to ascertain if the LSA Coordination and Communication Centers have been activated, they should assume that it has and proceed to the LSA Building Room #2228 (or CSSB Room #2208 if the LSA Building is not available). Critical personnel who proceed to the LSA Coordination Center should bring their University-owned laptop, if available. Additional laptops will be provided in the LSA Coordination and Communication Centers for those who are unable to bring their own laptops.

## **Plan Termination**

Unless otherwise directed, the LSA Coordination Center will be de-activated whenever the U-M Emergency Operations Center is de-activated or upon the direction of the LSA Dean or his/her designated representative.

## **Plan Details**

The LSA Director of Facilities and Operations is responsible for notifying individuals with responsibilities under this plan that the LSA Coordination and Communication Centers have been activated, following the procedures specified above. Upon activation of the LSA Coordination and Communication Centers, individuals assigned various responsibilities in the plan will proceed to their designated locations and establish communication with the LSA leadership team.

## Continuity of Leadership and Authority

In certain potential scenarios, such as a mass epidemic, the Dean and significant numbers of the leadership of the College and LSA units could be incapacitated. Responsible individuals may also be out of the area and be unable to respond in a timely manner. It is important that the leadership and decision making process of the College continue to function in these situations. Each LSA Unit should prepare written plans that delineate how responsibility and authority will transition in the event of the absence or incapacitation of unit leadership. These plans should be updated yearly and a copy provided to LSA Facilities. College level leadership, authority will transition as follows:

- Dean
- Associate Dean for Undergraduate Education
- Associate Dean for Natural Sciences
- Associate Dean for Social Sciences
- Associate Dean for Humanities
- Associate Dean for Budget and Planning

## LSA Coordination Center Personnel Assignments

The following LSA individuals are assigned to proceed to the LSA Coordination Center in the event of its activation. Dependent upon the nature of the emergency, other University entities (like the Registrar's Office) may be invited to join the LSA Coordination Center. Dependent upon the situation, an Associate Dean or other senior individual may be tasked to go to the University Emergency Operations Center in the CSSB to serve as a LSA liaison.

- **Dean** - Responsible for the overall leadership, decision-making, and coordination of LSA's emergency response and continuity of operations efforts. Upon activation of the LSA Coordination Center, the Dean will proceed to the LSA Coordination Center and establish communications and coordination with the University Emergency Operations Center (if activated) through the assigned call-in line (734-615-5502).
- **Director of Facilities and Operations** - Responsible for the management, maintenance, and execution of LSA Annex to the University of Michigan Emergency Operations Plan. Upon activation of the LSA Coordination and Communication Centers, the Director of Facilities and Operations will proceed to the LSA Coordination Center, coordinate its standup and establish communications and coordination with the Dean, Plant Operations, UMPD, DPSS Emergency Management personnel, University Emergency Operations Center (if activated) and LSA facilities personnel and units in the field.
- **Associate Dean for Undergraduate Education** - The Associate Dean for Undergraduate Education will assign one member of his/her staff to the LSA Coordination Center or participate his/herself. That person will proceed to the LSA Coordination Center when activated. He/she will advise the Dean on issues that relate to classes, examinations and the other instructional and student matters.
- **Divisional Associate Deans (Humanities, Natural Sciences and Social Sciences)** - Upon activation of the LSA Coordination Center, the Divisional Associate Deans (Humanities, Natural Sciences and Social Sciences) will proceed to the LSA Coordination Center to provide information and advice to the Dean on their areas of responsibilities.

- **Associate Dean for Budget and Planning** - Upon activation of the LSA Coordination Center, the Associate Dean for Budget and Planning will proceed to the LSA Coordination Center to provide information and advice to the Dean on this/her area of responsibilities.
- **Assistant Dean for Advancement** - The Assistant Dean for Advancement will assign at least one member of his/her staff to the LSA Coordination Center or participate him/herself. That person will proceed to the LSA Coordination Center when activated and be responsible for coordinating both internal (faculty, staff and students) and external communication (press and families) issues. The Assistant Dean for Advancement will be responsible for the manning and operations of the LSA Communication Center. He/she will advise the Dean on communications matters and coordinate LSA's communications with the University Crisis Management Team (CMT) and University Vice President for Global Communication and Strategic Initiatives staff. In preparation for potential emergencies, he/she will develop pre-planned communications for possible emergency scenarios to be sent by email, the LSA web site and social media.
- **Assistant Dean for Student Academic Affairs** - The Assistant Dean for Student Academic Affairs will assign one member of his/her staff to the LSA Coordination Center or participate him/herself. That person will proceed to the LSA Coordination Center when activated. He/she will advise the Dean on issues that relate to student academic affairs.
- **Chief of Staff** - The Dean's Chief of Staff will assign one member of his/her staff to the LSA Coordination Center or participate him/herself. That person will proceed to the LSA Coordination Center when activated and will be responsible for will advising the Dean on issues that relate to staff and faculty affairs. That person will also coordinate any required administrative support for the LSA Coordination Center.
- **Administrative Director for Finance and Budget** - The Administrative Director for Finance and Budget will assign one member of his/her staff to the LSA Coordination Center or participate him/herself. That person will proceed to the LSA Coordination Center when activated and will advise the Dean on areas within his/her purview.
- **Director of LSA Instructional Support Services (ISS)** - The Director of LSA Instructional Support Services (ISS) will assign one member of his/her staff to the LSA Coordination Center or participate him/herself. That person will proceed to the LSA Coordination Center when activated. He/she will advise the Dean on issues that relate to classes and classrooms. That person will also be the primary liaison with the Registrar's Office on class scheduling and academic calendar issues.

## **LSA Staff Assignments and Responsibilities upon Activation of the LSA Coordination Center**

The individuals listed below have specific responsibilities to respond to emergencies. For the purposes of personnel time accounting, they will be considered "critical personnel" if they are called upon to perform these duties.

- **LSA Facilities Office Staff** - Upon activation of LSA Coordination Center or upon hearing of a significant emergency situation, all LSA Facilities Office staff (LSA Facilities Assistant, LSA Facilities Managers, LSA Maintenance Supervisor, LSA Maintenance staff, LSA Facilities Business Manager, LSA Capital Projects Managers, Capital Projects Assistant and LSA Energy

Management Engineer) will proceed to the LSA Building to assist in the coordination of LSA's emergency response effort.

- **Director of Information Technology** - Upon activation of LSA Coordination Center, the LSA Director of Information Technology will initiate appropriate actions to maintain the College's voice and data communications capabilities. Two members of his/her staff will be assigned to support the LSA Coordination Center for as long as the LSA Coordination Center is activated. These staff will proceed to the LSA Building Room #2228 when LSA Coordination Center is activated and will provide IT support. If the LSA Coordination Center alternate location is activated (CSSB Rooms #2008 and 2008A) they will proceed to that location to provide IT support. As needed, they will provide supplemental laptop computers and printers for the LSA Coordination Center. They will install a television in the LSA Coordination Center so that local and national news sources can be monitored.
- **Key Departmental Facilities Personnel** - The buildings that house LSA laboratory sciences and animal care facilities require special considerations in the response to an emergency. Upon activation of the LSA Coordination Center, the facility managers for the following buildings will proceed to their buildings and establish communication with the Director of Facilities and Operations at the LSA Coordination Center:
  - West Hall/Randall Lab (Physics/Anthropology/Complex Systems/Applied Physics)
  - East Hall (Psychology/Math)
  - CC Little (Earth and Environmental Sciences)
  - Chemistry (Chemistry/BioPhysics/ROTC Units)
  - Kraus (MCDB/EEB)

The key departmental Facilities personnel identified above will develop lists of the locations and service needs (power, ventilation, air conditioning, heating, etc.) of critical animal spaces, chemical storerooms, freezers, radioactive material, and other similar items that may require special consideration in the event of an emergency. These lists will be updated annually and copies provided to LSA Facilities.

- **Animal Care Individuals** - Individuals responsible for animal care will respond to emergencies as directed by the Unit for Laboratory Animal Medicine (ULAM). They will maintain communication with the responsible researcher (if possible), key departmental facilities personnel (if on scene) in buildings that house animals and the LSA Coordination Center.

## **Long Term Activation of the LSA Coordination Center**

When the emergency situation is expected to require the activation of LSA's Coordination Center for more than 24 hours, additional personnel will be notified to augment and relieve the personnel assigned duties above.

## **Provost's Office Temporary Use of a Portion of the 2<sup>nd</sup> Floor of the LSA Building**

Should the Office of the Provost workspace, located in the Fleming Administration Building, become unavailable for more than one day, temporary office space would be made available for up to 17 staff members on the second floor of the LSA Building.

- **Space Allocation:** Part of the Dean's office suite on the second floor of the LSA Building for up to 17 Provost's Office staff. At least 2 private offices will be made available for the Provost's Office on the 2<sup>nd</sup> floor of the LSA Building. The Provost's Office will also have access to LSA Building conference rooms as available.
- **Responsibilities:**
  - **LSA**
    - Give the Provost's Office priority to use the space described above.
    - Provide IT and other technical assistance if possible.
  - **Provost's Office**
    - Contact LSA staff as soon as possible for use of the emergency workspace.
    - Contact Provost's Office IT, phone, and other support teams as needed to support this relocation.
    - Secure data, documents and other work materials in the Fleming Building.
    - Alter temporary workspace only with the prior agreement with LSA
    - Keep the temporary workspace in good, clean condition.
- **Provost's Office Equipment Requirements:**
  - Tables/Desks/Chairs
  - Telephones
  - Access to printers
  - Access to copiers
  - Basic office supplies (paper, pens, staples, staplers, tape, scissors, post-its)
  - Garbage receptacles
  - Access to restrooms and kitchen areas
  - Computers with network access

## **LSA Facilities and Operations Office (LSA Facilities)**

Prior to (pre-Incident), during and after (post-Incident) an incident, LSA Facilities is responsible for:

### **Pre-Incident**

- Draft and maintain the LSA Annex to University of Michigan Emergency Operations Plan
- Draft and maintain incident specific Emergency Operating Procedures (EOPs)
- Provide advice to the LSA Dean on recommended actions to respond to or plan for emergencies
- Designate, train, and equip BIRT members
- Provide initial and yearly refresher training for individuals assigned to the BIRT
- Provide Emergency Radios to designated LSA units and individuals
- Maintain equipment for outfitting the LSA Coordination Center
- Maintain email groups to allow for expeditious communication with the members of the LSA Coordination Center.
- Recommend activation of the LSA Coordination Center, as appropriate, when an incident occurs
- Install and maintain LSA building evacuation maps
- Coordinate with U of M Fire Safety Services for annual and as required building fire alarm tests

### **During Incident**

- If directed, or upon being informed of a serious emergency situation, LSA Facilities Office staff, assisted by other support staff as indicated in this document, will activate and equip the LSA Coordination Center. Upon activation of the LSA Coordination Center, all LSA Facilities Office staff (LSA Facilities Assistant, LSA Facilities Managers, LSA Maintenance Supervisor, LSA Maintenance staff, LSA Facilities Business Manager, LSA Capital Projects Officers and LSA Energy Management Engineer) will proceed to the LSA Building to assist in the coordination of LSA's emergency response effort
- Serve as the liaison between LSA and the U-M Emergency Operations Center, other U-M units, and/or external organizations.
- Establish radio communications, as appropriate
- Provide informational updates on the incident to LSA leadership and Units, as appropriate
- Assist in the decision making process during the event

### **Post-Incident**

- Lead the After Action Report process
- Coordinate recovery activities
- Assist LSA units with initiating continuity plans and activities
- Review lessons learned, develop recommendations for changes and modifications of policies and procedures and coordinate implementation



## **LSA Information Technology (LSA IT)**

Prior to (pre-Incident), during and after (post-Incident) an incident, LSA Information Technology is responsible for:

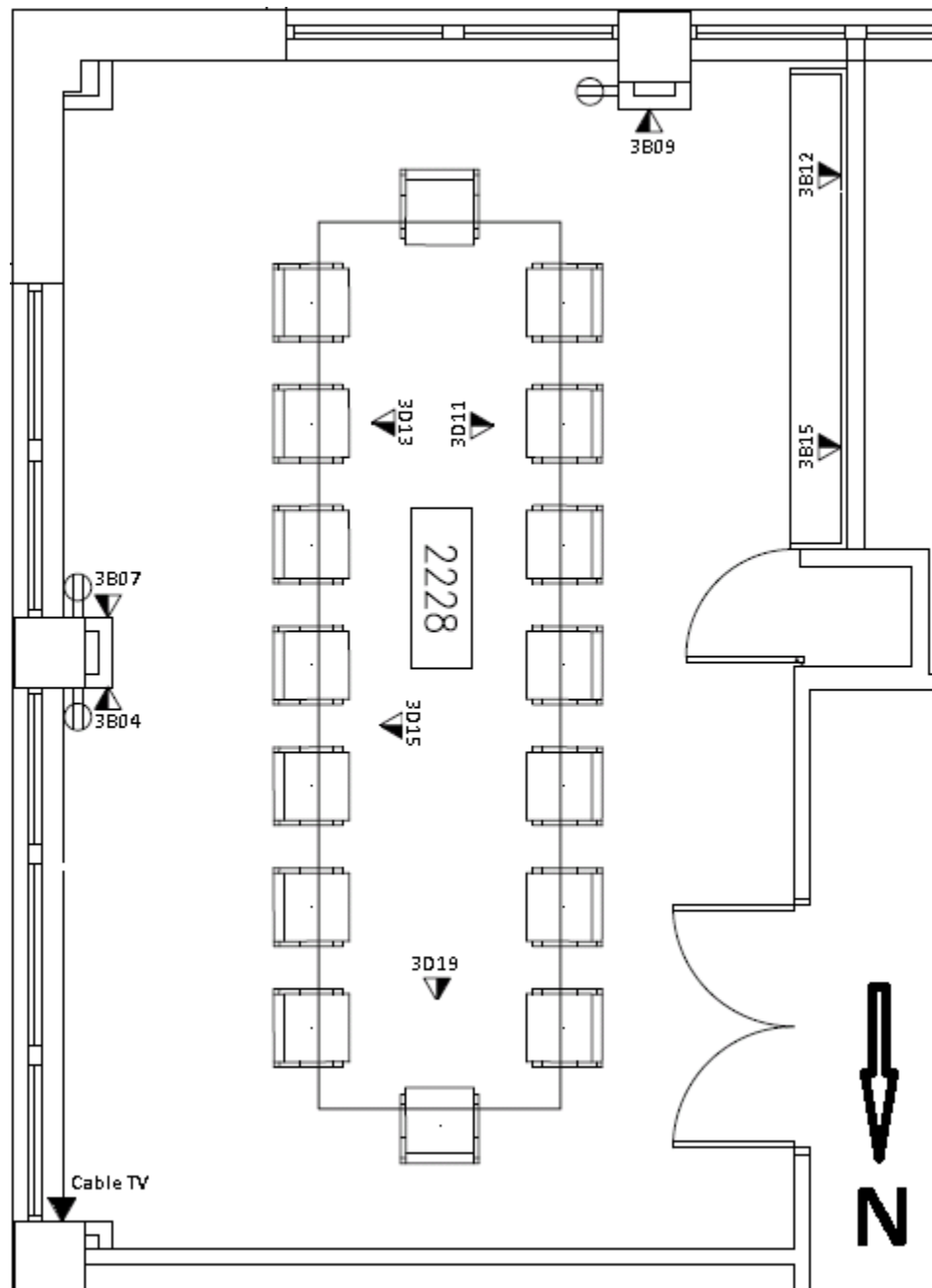
### **Pre-Incident**

- Obtain and maintain communication and display equipment for outfitting the LSA Coordination and Communication Centers
- Designate, train, and equip necessary emergency response IT personnel. LSA IT support personnel will be identified to the LSA Director of Facilities for inclusion into the LSA Emergency Alert Sub-group. All LSA IT support personnel must be enrolled in the UM Emergency Alert system so that they can receive alerts from the LSA sub-group.
- Periodically test the IT plan for both LSA Coordination and Communication Centers' locations.

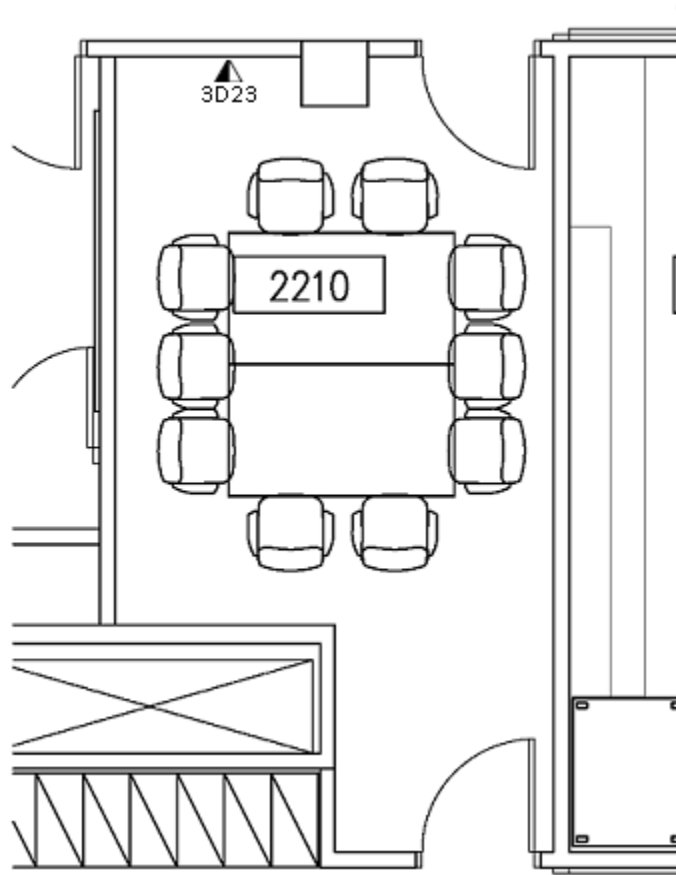
### **During Incident**

- When notified of the activation of the LSA Coordination Center (LSA 2228), designated LSA IT support personnel will perform the following functions:
  - Open and relocate the LSA IT EOP storage container inside the closet of LSA IT meeting room LSA 1223. This is a large black roller cart labeled "LSA IT Emergency Operations Equipment". The contents of the box are as follows:
    - 32x Ethernet cables
    - 1x Apple MacBook compatible power adapter with Magsafe2 adapter if needed.
    - 1x Universal PC laptop power adapter
    - 1x USB to Ethernet adapter
    - 1x Thunderbolt to Ethernet adapter
    - 1x Phone Headset
    - 4x power strips
    - 2x extension cables
    - 1x coaxial cable with extension
    - 1x coaxial cable
    - 1x floor plan of LSA Building 1<sup>st</sup> floor
    - 1x floor plan of LSA Building 2<sup>nd</sup> floor
    - 1x channel lineup for UMTV
    - 1x copy of this document
  - Note that all identified personnel for the LSA Coordination Center have laptops. They are expected to bring their laptops to the LSA Coordination Center when it is activated. In case some individuals arrive without their laptops, LSA IT support personnel should commandeer any spare loaner laptops from the LSA IT Service desk. Laptops are contained in corner cabinet of Service Desk (floor map from LSA IT EOP storage container specifies general location of cabinet).
  - Relocate the main LSA Facilities desk phone from cube #LSA 1149-01 to the LSA 2228 (floor plan from LSA IT EOP storage container specifies general location of phone).
  - Relocate the main LSA Dean's Office phone from the 2nd floor Dean's office to LSA 2228 (floor plan from LSA IT EOP storage container specifies general location of phone).
  - Relocate the VoIP phone (734-763-8303) from the LSA Facilities Huddle room 1160 to LSA 2228
  - Relocate the VoIP phone (734-615-9053) from LSA IT room 0258 to LSA 2228.
  - The following voice communication lines will be activated in the LSA Coordination Center:
    - The Dean's Office main line (734-764-0322) – Jack #3B09

- LSA Facilities main line (734-764-0323) – Jack #3B15
- Dedicated line from the LSA Coordination Center to the University Emergency Operating Center (734-615-5502) – Jack #3D13
- Dedicated line for members of the LSA Coordination Center to exchange information (734-734-763-8303) – Jack #3B07
- Dedicated line for LSA unit leadership to call into the LSA Coordination Center to receive periodic situation updates (734-615-9053) – Jack #3B04
- Cisco Conference Phone already installed (734-764-8653)



- Relocate television cart from LSA 0258 to LSA 2228.
  - Relocate LSA Facilities 800 MHZ base station radio and external antenna from cube #LSA 1149-01 to LSA 2228.
  - Assist with any technology issues in the LSA Coordination Center during the duration of the emergency.
  - The full inventory of expected items to relocate to LSA 2228 can be found inside the LSA IT Emergency Response Inventory List
  - Note that all items listed above (except for the TV) are dependent upon LSA IT having access to the LSA 1122 Suite. Access to the TV is dependent on access to LSA 0258. If no LSA IT personnel are available, LSA Facilities personnel can obtain access to these spaces.
- When notified of the activation of the LSA Communication Center (LSA 2210), designated LSA IT support personnel will perform the following functions:
    - Open and relocate the LSA IT Communication Center storage container inside the closet of LSA IT meeting room LSA 1223. This is a brown bag sitting on top of the large black roller cart labeled “LSA IT Emergency Operations Equipment”. The contents of the box are as follows:
      - 5x Ethernet cables
      - 4x Apple MacBook compatible power adapter with Magsafe2 adapter if needed.
      - 1x Universal PC laptop power adapter
      - 4x Thunderbolt to Ethernet adapter
    - Note that all identified personnel for the LSA Communication Center have laptops. They are expected to bring their laptops to the LSA Communication Center when it is activated. In case some individuals arrive without their laptops, LSA IT support personnel should commandeer any spare loaner laptops from the LSA IT Service desk. Laptops are contained in corner cabinet of Service Desk (floor map from LSA IT EOP storage container specifies general location of cabinet).
    - Commandeer at least 2 VoIP phones as needed from LSA IT open office area and relocate them to LSA 2210.
    - The following voice communication lines will be activated in the LSA Communication Center:
      - (734-764-8651) – Jack #3D23



- Assist with any technology issues in the LSA Communication Center during the duration of the emergency.
- Call Center - LSA IT Service Desk will provide either a recorded message or provide staffing to answer the call center as availability and needs arise. The number to be used is 734-936-3279. The directions for changing the pre-recorded message are located here.
- If the LSA Coordination and Communication Centers have to be relocated to their alternate location, Room 2208 in the Campus Safety Services Building (CSSB), the above items will be relocated to that location and the room will be configured to perform the same functions as were planned for the primary locations (LSA 2228 and LSA 2210). If the required equipment cannot be obtained from the LSA Building, then other LSA IT locations will provide the required items. LSA IT personnel will be expected to assist with any technology issues in the LSA Coordination and Communication Centers at this alternate location during the duration of the emergency.

#### **Post-Incident**

- Remove LSA Coordination and Communication Centers specific equipment from the rooms and restore the phone communications configurations for the LSA Dean's Office and LSA Facilities Office to their usual configurations and locations.
- Review lessons learned; develop recommendations for changes and modifications of policies and procedures related to IT.

## **LSA Emergency Radio and Email Communication**

### **Internal LSA Communications during a Major Incident**

During any incident, the LSA Dean's Office will endeavor to keep LSA units fully apprised of the situation. Conversely, LSA units should, to the best of their ability, keep the LSA Dean's Office informed of their individual situations during such an incident. Normal telephone and email communication will be the primary means of communication for relaying situation reports to the LSA Dean's Office. The email group: [LSA-Incident-Reporting@umich.edu](mailto:LSA-Incident-Reporting@umich.edu) should be used to relay incident reports and updates to the Dean's Office. Given that telephone and email communication systems can be overwhelmed in an emergency, LSA has issued 800MHZ emergency radios (see below) to almost all LSA units to provide an additional and reliable means of communication.

### **LSA 800 MHZ Emergency Communication Radio System**

During many potential emergency situations, normal lines of communication (landline telephone, cellular telephone, network and email) may not be available or reliable. To maintain communications during emergencies, LSA Facilities has procured and distributed 800 MHZ emergency radios to the vast majority of LSA units. If LSA units desire more radios than are provided by LSA Facilities, the Unit may request additional radios, at the Unit's expense, from LSA Facilities.

LSA units issued these radios are responsible for controlling and maintaining (primarily by ensuring that personnel are familiar with their use and the batteries are kept charged) these radios so that they are ready for immediate use. The radios should be located in an area in the unit where more than one person in the unit has access to it.

During normal business hours the main LSA Facilities Office monitors the 800 MHZ Emergency Communication Radio circuit #C15. LSA units should contact LSA Facilities over circuit #C15 for any emergency occurring in their building during normal business hours or if the LSA Coordination Center is manned during an emergency.

In buildings where every LSA unit does not have an emergency radio, the units that have radios will act as communications nodes for the other units in the building. As feasible, units with radios should also try to relay information to/from non-LSA units in their building. When the LSA Coordination Center is activated, or upon the occurrence of an obvious major emergency incident, personnel designated to respond to the emergency will pick-up their radios, go to circuit #C15 and establish communications with the LSA leadership team in the LSA Coordination Center and/or the main LSA Facilities Office. Circuit #C15 will be continuously monitored in the LSA Coordination Center when it is activated.

# **Recovery**

## **Continuity Coordinators**

In most LSA Units, the Chief Administrator will serve as the Continuity Coordinator. This assignment is not focused with immediate emergency response or mitigation. It is concerned with the core functions that unit provides to LSA and the U-M community. The Continuity Coordinator shall ensure there are unit specific plans to address the following:

## **Communication**

- A succession plan for the unit's critical leadership positions and functions. This list should include, at a minimum, the Department Chair, Associate Chairs, Chief Administrator and Business Manager. Provide that list, including both business and home addresses and telephone numbers (including cell phone numbers, if available) to LSA Facilities and the BIRT Liaison. The succession listing should be at least three individuals deep.
- A plan on which members of the unit's leadership team will respond to an impact on unit operations and how they will communicate with departmental personnel and College and University leadership.
- A communication "fan-out" plan for contacting and communicating with all of the unit's faculty, staff and graduate students. This plan should incorporate telephone, email and possibly even direct communication at the person's place of residence.
- Determine who needs to be contacted with critical information. Build distribution lists and periodically review them for accuracy.
- Ensure employees know where to receive information and updates about whether they can return to work, or if they are to report to a different location (web pages, conference calls, social media, etc.).

## **Facilities**

- The location of lab animals in the unit. At a minimum this listing should include the room number, type of animal, average number of animals housed, associated researcher(s) and assigned animal care personnel. This listing should be updated annually and a copy provided to LSA Facilities.
- The location of critical pieces of equipment that, without electrical power, will cause a dangerous condition or the loss of critical research samples or material. The listing of such equipment, and their location, should be updated annually and a copy provided to LSA Facilities.
- The location of lab spaces assigned to research groups in the unit that may contain hazardous chemicals or processes that may need to be shut down or monitored if your building was shut down for a significant period of time (24 hours or more). Provide a secession plan and communications listing of at least three (3) individuals deep for these labs, including both business and home addresses and telephone numbers (including cell phone numbers, if available).

**Operations**

- Update the designation of any critical employees as defined in in [Standard Practice Guide \(SPG\) 201.27 - Emergency Reduction in Operations](http://spg.umich.edu/policy/201.27) (<http://spg.umich.edu/policy/201.27>) and the LSA Emergency Operating Procedure (EOP) on Emergency Reduction in Operations. Identify other critical processes or essential services provided by outside entities required to maintain safe and secure operations during or after an emergency event.