

STANFORD UNIVERSITY – PLAN CONTENT GUIDE – NOVEMBER, 2016

	Response Branch DOCs	Care Branch DOCs	Assigned to the EOC	No Activation Site Required
1. Section 1 – University Concept of Operations – (for the university)	(✓ = Include this plan section)			
<ul style="list-style-type: none"> a. Purpose and scope b. Planning assumptions c. Hazard summary d. Emergency mission and goals e. University response priorities f. University response levels g. Stat Team, iSTAT Team h. Emergency Operations Center (EOC) Command Structure i. Department Operations Centers j. School, department and business unit planning and functional annexes 	Provided by OEM	Provided by OEM	Provided by OEM	Provided by OEM
2. Section 2 – School, Department or Business Unit Plan				
<ul style="list-style-type: none"> a. Local Concept of Operations (Mission, critical functions, response priorities, response levels, Stat Team) b. Notification and communication, notifications and life safety/welfare status reporting <ul style="list-style-type: none"> 1. AlertSU 2. Emergency communications responsibilities 3. Emergency communications resources (radios, rosters, hot-line, social media, phones) c. Communication with the Department Operations Center (DOC) d. Building/Site Response (completed for each building “owned” by the School or department) <ul style="list-style-type: none"> 1. Evacuation and assembly point (building occupant lists) 2. Building infrastructure information 3. Emergency supplies 4. Building security and access instructions 5. Building re-start instructions 6. Laboratory response - hazmat, critical materials, animals 	✓	✓	✓	✓
3. Section 3 – Continuity Planning (For each program in the School, Department or Business Unit)				
<ul style="list-style-type: none"> a. Critical functions and programs b. Key resources - minimal effective staffing, stakeholders c. Alternate work location, emergency work modes d. Information technology (IT), application and server recovery strategies, critical data backup e. Research continuity - off site storage, shared service centers, data backup, laboratory relocation f. Business continuity planning https://preparesu.stanford.edu 	✓	✓	✓	✓
Section 4 – Department Operations Center (Operational DOCs, Academic DOCs, Care Branch DOCs)				
<ul style="list-style-type: none"> a. Criteria for activation b. Activation and deactivation procedures c. Location and alternate location d. Setup instructions and floor map e. DOC organization - chart, position descriptions, staffing f. Coordination with the EOC g. DOC communications h. Initial actions and incident action planning i. DOC equipment and supplies 	✓	✓		

4. Functional Annexes or Standard Operating Procedures (SOPs)	Lead Department, Annex Developed By:	Annex Complete	Command Section & Response Branch DOCs	Care Branch DOCs	Assigned to the EOC	No Activation Site Required
a. Emergency Operations Center	OEM		OEM			
b. Situation Triage and Assessment Team (STAT)	OEM	◆	OEM			
c. AlertSU - Alert and Notification	DPS	◆	✓			
d. Public Safety - DPS Response	DPS	◆	✓			
e. Damage Assessment - BAT Teams	LBRE	◆	✓			
f. Building Inspection and Re-Start	LBRE	◆	✓			
g. Debris Removal	LBRE	◆	✓			
h. Disaster Recovery Contingency	LBRE	◆	✓			
i. Generator Re-Fueling	LBRE	◆	✓			
j. Infrastructure - Utility Repair	LBRE	◆	✓			
k. Response Maps	LBRE	◆	✓			
l. Transportation and Parking	LBRE	◆	✓			
m. Environmental Health & Safety Response	EH&S	◆	✓			
n. IT Systems and Applications	UIT		✓			
o. University Communications	Public Affairs	◆	✓			
p. Student Care (Shelter and Food)	R&DE	◆	✓			
q. Alumni Affairs - Volunteer Coordination	Alumni Affairs	◆			✓	
r. Business Affairs - Office of Sponsored Research	Business Affairs	◆			✓	
s. Business Affairs - Payroll	Business Affairs	◆			✓	
t. Business Affairs - Human Resources	Business Affairs	◆		✓		
u. Business Affairs - Work Life - Child Care	Work Life Office/HR	◆		✓		
v. Student Services	Student Affairs			✓		
w. Scheduling: Classes	Registrar			✓		
x. Vaden Health Center	Vaden Health Center	◆	✓			