

University Organization and Authority

Command and Control Protocols to Deal with Campus Emergencies

The Emergency Policy Group (EPG) provides the overall direction for policy and communications in a major emergency situation. It consists of the president, provost, senior vice president for administration, senior vice president for university relations, executive vice provost, other officers of the university, and the dean of medicine or his designee.

- In an emergency, the president makes all policy decisions and convenes the EPG. This is the order of command in his absence: provost, senior vice president for administration, senior vice president for finance, senior vice president for university relations, senior vice president for university advancement as available.
- Among decisions that need to be made quickly: what groups to report to campus; what groups to stay at home; whether the campus is open or closed; whether classes should be temporarily suspended; whether employees should be sent home; where people are housed; whether we need to call in outside security.

The Emergency Operations Group (EOG/UPC) is the on-the-ground team convened to immediately secure the safety of USC faculty, staff, students, and visitors; to determine the nature and extent of damage; to coordinate with deans and vice presidents; and to implement the communications plan with USC stakeholders. The EOG consists of the executive officers of Career and Protective Services; Facilities

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Management; Student Affairs; Trojan Services; Public Relations; Information Services Division; and the Office of the Provost.

- The senior vice president of administration or his designee has the authority to convene the EOG and to designate a communications link between the president (and the EPG) and the EOG.
- The senior vice president for university relations or her designee directs and approves all external communications (parents, alumni, neighbors, general public, and the media) related to the emergency, working closely with the EOG and the EPG.
- The provost or his designee works with the deans and vice presidents to communicate policies relating to academic and student issues, and issues concerning staff.

The Emergency Operations Group (EOG/HSC) is the on-the-ground team convened to immediately secure the safety of USC faculty, staff, patients, students and visitors to the HSC; to determine the nature and extent of damage; to coordinate with hospitals and clients; and to implement the communications plan with USC stakeholders. The EOG consists of the executive officers of Career and Protective Services; Facilities Management; Student Affairs; Trojan Services; Clinical/Hospital Relations; Public Relations; Information Services Division; and the offices of the Dean of Medicine and Dean of Pharmacy.

- The senior vice president of administration or his designee has the authority to convene the EOG and to designate a communications link between the president (and the EPG) and the EOG.

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- The senior vice president for university relations or her designee directs and approves all external communications (parents, alumni, neighbors, general public, and the media) related to the emergency, working closely with the EOG and the EPG.
- The provost or his designee works with the deans of medicine, pharmacy, and health related programs to communicate policies relating to academic and student issues, and issues concerning staff.

The associate dean for clinical affairs coordinates with the hospitals and clinics

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