

Memorandum

TO: Emergency Operations Center Personnel

FROM: Dennis K. Sullivan, Assistant Director *DKS*
Department of Environmental Health and Safety

DATE: January 9, 2008

RE: Emergency Response Personnel Identification Cards

During an emergency or disaster, the University may have the need to activate the Emergency Operations Center (EOC). The emergency also may require that the University closes its campus. The public, students, faculty and most staff may not be allowed on campus until the situation has contained.

If the EOC is activated, you will be notified via three modes; your office phone will be activated and emergency announcement will be made, you will receive a text message (if you have signed up for UL Alert) and you will be sent an Email. All three of these messages will indicate that an EOC has been opened and the location (which Campus).

You are being issued an "Emergency Response Personnel" identification card. You should keep this card with you or in your vehicle. If a campus has closed due to an emergency, and you have been notified that the EOC has been activated, you can use this card to help you gain access to campus. If a perimeter has been set up and roadblocks prevent you from entering the campus, please show you emergency identification card to the police officer or traffic control person and ask them to allow you access. If they refuse to allow you on campus, please contact the Department of Public Safety Communications Center for assistance. In order to maintain a secured EOC, you will need to use your ID to gain access.

Once you have gained access and checked in, you will be assigned your role by the Incident Commander. These roles will typically follow the Incident Command (ICS) Chart and the Job Aid Guide. The EOC plan, ICS Chart, Job Aid Guide can be accessed at <http://louisville.edu/dehs/emergency/plans.html>. The EOC Plan is in the **Restricted Access Plans** section. This site is password controlled and you will need to log in using your Groupwise identification and password.

Should you have any questions, please contact Dennis Sullivan at 852-2948.