



PART I

AUTHORITY AND ORGANIZATION FOR RESPONSE TO EMERGENCIES

I. GENERAL

Organized response to an emergency requires clear understanding of the responsibility of the persons, departments or agencies of the University involved. Organized response to many events includes coordination with City, County, State and Federal emergency response services, and periodic update, review and evaluation of results. This Emergency Operations Plan describes the University's emergency response to cope with hazards that threaten the campus. It describes the concept of operations for response to potential emergencies and delineates the roles and responsibilities of departments, divisions and agencies that help protect lives and property on campus.

II. ORGANIZATION

The Vice President for Administration has overall authority for emergency response services and will be aided by an Emergency Preparedness Review Committee (EPRC). The Emergency Preparedness Review Committee shall consist of these individuals or their designees:

Senior Vice President for Finance and Administration (Chair)

Chief of the University Police

General Counsel

Manager of Environmental Health and Safety

Director of the Office of Media Relations

Asst. VP Facilities Management

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Asst. VP for IT

Director of Housing and Residential Education

Other individuals from the University may aid the Emergency Preparedness Review Committee in planning and emergency response, namely; Director of Human Resources, Police Communications Supervisor, Director of the University Health Center, and other positions as needed. Additionally, city, county, state and federal resources will be incorporated, as necessary. The Committee shall meet to review, refine and expand the Emergency Response Plan, and to coordinate joint training programs with the City, County and State.

III. EMERGENCY ORGANIZATION

A response to an emergency on campus defers to the experts in various departments and divisions of the university, depending on the nature of the emergency. The university utilizes the response concepts identified by the Federal Emergency Management Agency (FEMA) and the Incident Command System (ICS) when responding to large or protracted emergencies on campus. Therefore, primary rolls for both individuals and departments are defined by the nature of the emergency. However, the Senior Vice-President for Finance and Administration is identified as the sole liaison between the operational units in the field and the University Executive Staff. All communications and information sharing between the Executive Staff and units in the field will be coordinated between the Incident Commander and the Senior Vice-President for Finance and Administration during an emergency. If the emergency will extend into another operational period, the Senior Vice-President will appoint an assistant, unaffiliated with response, to serve as liaison in their absence. This is not the same scenario as identified in Succession of Authority, as the assistant should not be an individual named in Succession of Authority.

IV. SUCCESSION OF AUTHORITY

In the absence of the Senior Vice President for Finance and Administration, the Provost or General Counsel will assume the role of liaison to Executive Staff depending on the nature of the emergency.

V. RESPONSE PLAN

This response plan accommodates a wide range of emergency situations, from relatively minor to very serious. Since specific response action and activity will vary with the severity and complexity of the emergency,

judgment based upon the circumstances is necessarily exercised by those responsible for response services. Disruption to the normal function of the university may occur during an emergency, including the possible closure of buildings and limitations of access to various campus locations.