

EMERGENCY OPERATIONS PLAN

UNIVERSITY OF CINCINNATI

December 2012

Rev. 4.2

**Department of Public Safety
Office of Emergency Services
51 West Corry Street
Three Edwards Center
Cincinnati, Ohio 45221-0160
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PROMULGATION STATEMENT

The University of Cincinnati recognizes that preparedness to cope with the effects of a disaster includes many diverse but interrelated elements, which must be dealt with through the use of an integrated emergency management program involving all departments/divisions of the University of Cincinnati, other governmental agencies, support agencies public and private and individual citizens.

The University of Cincinnati also acknowledges that disasters necessitate a sudden escalation in the material needs of the community and a reorganization of resources and personnel in order to effectively respond to the emergency.

Furthermore, the University of Cincinnati is committed to planning for population protection through a cooperative effort of all available assets to avert or minimize the effects of natural, technological, civil, and/or attack related disasters, protection of lives and property and restoration of a stricken area to its pre-disaster status with a minimum of operational and economic disruption.

Therefore, this plan is a statement of the University of Cincinnati's policy regarding emergency management and assigns tasks and responsibilities to University officials and department/division heads, specifying their roles during an emergency or disaster situation developed pursuant to Chapter 5915 of the Ohio Revised Code.

President, University of Cincinnati

Date

Director of Public Safety

Date

FOREWORD

This document establishes the Emergency Operations Plan (EOP) for the University of Cincinnati. The plan provides the basis for a systematic approach to the solution of problems created by the threat or the occurrence of any type of disaster. The plan identifies the responsibilities, functions, operational procedures, and working relationship among the various Departments, outside governmental entities and private support groups.

The EOP is divided into four major sections: Basic Plan, Functional Annexes, Hazard-Specific Annexes and Resource Annexes. The following is an explanation of these sections:

Basic Plan

The Basic Plan is an overview of the University of Cincinnati's approach to emergency management. It establishes the foundation for the University's efforts to develop capabilities for coping with large-scale emergencies and covers a substantial number of generally applicable organizational and operational details. The Basic Plan cites the legal authority for the emergency management program, summarizes the situations addressed, explains the general concept of operations, and assigns general responsibilities for emergency operations related to large-scale emergencies.

Functional Annexes

The Functional Annexes to the EOP provide specific information and direction. These annexes focus on operations and address generic topics which can be applied, and may be needed, during any type of emergency condition.

Hazard-Specific Annexes

The Hazard-Specific Annexes address specific disaster situations that could affect the University of Cincinnati. These annexes describe the basic responsibilities that lead Departments/Divisions have during a specific large-scale emergency.

Resource Annexes

The Resource Annexes list and describe resource organizations and equipment that are available during a disaster situation. This list encompasses disaster assistance organizations, University equipment lists and private contractors that will enable the University of Cincinnati to rapidly recover from any unforeseen emergency.

DISTRIBUTION LIST

Primary distribution of this plan will be by electronic means. It will be the responsibility of each department or office having duties under this plan to ensure their ability to access the plan in an emergency.

University of Cincinnati Administrators/Departments/Divisions with responsibilities under this plan:

Director of Public Safety	Health Services
University Police	Radiation Safety
Emergency Services	Environmental Health & Safety
Parking Services	Risk Management
University Planning Department	Campus Services
Facilities Management	
UCit	
General Counsel	
Human Resources Department	
Purchasing Department	

Hard copies of this plan will be kept updated at the following locations:

Public Safety Dispatch
Emergency Operation Center

Copies of the basic plan will be provided to the following non- University of Cincinnati agencies:

City of Cincinnati Police and Fire Divisions
City of Blue Ash Police and Fire Departments
City of Reading Police and Fire Departments
Hamilton County Office of Emergency Management
Cincinnati Chapter of the American Red Cross
Hamilton County Sheriff
University Hospital

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BASIC PLAN

INTRODUCTION

This plan provides the University of Cincinnati with basic steps to respond to problems created by the threat or occurrence of an emergency or a disaster. It identifies the responsibilities, functions and working relationships among and within the University divisions and their various departments, as well as with outside agencies.

I. AUTHORITY

A. Federal

Civil Defense Act of 1950 (PL 81-920) as amended
1977 Defense Authority Act (PL 94-361)
The Disaster Relief Act of 1974 (PL 93-288)

B. State

State of Ohio Constitution Article II, Section 42
Power of the Governor to act for the citizens in the event of attack or other disaster.
Ohio Natural Disaster Plan, dated December 1, 1983

Ohio Revised Code

Chapter 107	Powers, duties and function of the Governor
Chapter 161	Continuity of Government, emergency interim government
Section 311.07	Powers and duties of County Sheriff
Section 313.06	Powers and duties of County Coroner
Section 329.02	Powers and duties of County Department of Human Services
Section 733.03	Powers and duties of Mayor of Cities
Section 737.11	Powers and duties of Police and Fire Departments
Chapter 3345	State Universities, General Powers
Chapter 3361	University of Cincinnati
Chapter 3701	Powers and duties of State of Ohio Department of Health
Chapter 3709	Powers and duties of Health Districts
Chapter 5101	Powers and duties of Ohio Department of Human Services
Chapter 5915	Powers and duties of Emergency Management and Civil Defense Agency

C. Local

County-Wide Disaster Services Agreement of Hamilton County
Resolution by Hamilton County Commissioners dated December 2, 1952
Cincinnati Administrative Code, Article XVIII

II. PURPOSE

The purpose of this plan is to develop, implement and maintain an integrated emergency management program for natural and man-made disasters. This plan predetermines, to the extent possible, the responsibilities and activities of University personnel and their response to disasters that may strike. This plan outlines activities for responding to and protecting students, staff, and visitors from the effects of disasters.

The goal is to reduce the vulnerability of the University to disaster, to save lives and protect property by developing emergency capabilities that mitigate the effects of, prepare for, respond to and recover from any emergency or disaster that could affect the Cincinnati area.

III. DEFINITION OF DISASTER AND HAZARDS IDENTIFICATION

A. Definition

1. A disaster or emergency occurs when the usual manner of responding to an incident is no longer sufficient. A situation is termed an emergency situation when an individual occurrence or group of occurrences require resources, manpower and operational services of other University, city, state and/or federal organizations and agencies beyond those available to Public Safety, and other departments on a routine basis.
2. Section 5502.21 of the Ohio Revised Code defines Disaster as follows:

"Disaster" means any imminent threat or actual occurrence of widespread or severe damage to or loss of property, personal hardship or injury, or loss of life that result from any natural phenomenon or act of a human.

B. Hazards Identification

The University of Cincinnati may be vulnerable to any of the following hazards:

1. Natural Disasters -- This includes situations such as, tornados, earthquakes, major landslides, winter storms, drought, heat waves, and energy or water shortages.

2. Man-Made Disasters -- This includes situations such as hazardous materials accidents, serious fires or explosions, and terrorist incidents, including the use of weapons of mass destruction.
3. Civil Disturbances -- This includes a variety of situations ranging from disorderly crowds to strikes to riots.

IV. SITUATION AND ASSUMPTIONS

A. Situation

Many hazards could occur at the University of Cincinnati which could potentially cause emergency situations of a magnitude to make centralized command and control desirable. These hazards could disrupt the community, cause damage and create casualties. Possible hazards include, but are not limited to, any natural or man-made disaster, such as bomb threats, civil disorder, drought and heat waves, earthquakes/major structural collapses, fires and explosions, hazardous material incidents, major transportation incidents, major power failures, nuclear attack, tornado/severe storms, and winter storms that occur at the University of Cincinnati and result in the destruction of property to an extent that the University must take extraordinary measures to protect the public peace, health, safety or welfare.

B. Assumptions

The University of Cincinnati is capable of helping to preserve life and property in an emergency by mobilizing personnel, equipment, supplies and skills of internal departments, as well as private and public agencies and groups.

Depending on the severity of the situation, the University may be able to cope effectively with the situation. However, if necessary, the University will request assistance available through city resources, volunteer organizations, private enterprises, mutual aid agreements, or state and federal sources.

Some situations may become progressively more serious after warning. Other situations that require emergency assistance may occur with little or no warning.

Officials of the University are aware of the possible occurrence of an emergency or major disaster and of their related responsibilities in the execution of this plan. They will fulfill those responsibilities as needed.

Most response activities in given emergency situations overlap those of any other emergency situation.

The officials of the University of Cincinnati will closely communicate with one another regarding coordination of operations at all levels of the University and local government according to plans and procedures.

V. CONCEPT OF OPERATIONS OF EMERGENCY MANAGEMENT ACTIVITIES

A. General

The administration of the University of Cincinnati is responsible for protecting the students, staff, and faculty's lives and University property from the effects of hazardous events. The University is primarily responsible for emergency management activities on the campuses. When the emergency exceeds the University's ability to respond, officials will request assistance from city and state government.

This plan is based upon the premise that emergency functions for various groups involved will generally parallel normal daily functions. Therefore, to the extent possible, the same personnel and materials will be used in both cases. This will help to maintain organizational continuity.

In large scale disasters, University officials will draw on people's basic abilities and use them in areas of greatest need. If necessary, University officials may suspend daily functions that do not directly contribute to the emergency response operation during the emergency.

Each University department is responsible for maintaining their own emergency response plan and business continuity plans which detail how their assigned tasks are to be performed to support implementation of this plan.

The basic plan is concerned with all types of emergency situations which may affect the University. It accounts for activities before, during and after emergency operations.

B. PHASES OF EMERGENCY MANAGEMENT

1. Mitigation

Mitigation includes activities which exist prior to an emergency and are used to support and enhance the response. These actions are also used to eliminate or reduce the degree of long-term risk of hazard to human life and property. Mitigation assumes that society is exposed to risk whether or not an emergency occurs.

General mitigation measures include development of information and activities in the following areas:

- a. Building codes
- b. Insurance
- c. University construction standards
- d. Public education
- e. Inspections
- f. Research
- g. Risk mapping
- h. Rules and regulations
- h. Statutes and ordinances

2. Preparedness

Preparedness involves activities which exist prior to an emergency and are used to support and enhance coordinated response. These activities are common to all emergencies.

Examples of these preparedness activities include the following:

- a. Continuity of control as listed in each departmental operational plan
- b. Completion of a hazard analysis
- c. Written functional plans
- d. Civil emergency mutual aid agreements
- e. Ongoing training
- f. Testing and exercising of operational plan
- g. Developing an emergency warning system
- h. Developing emergency information materials
- i. Designating an emergency operations center

3. Response

Response is any action taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property, and enhance the recovery process. Response also includes direction, control, warning and evacuation.

General response measures include, but are not limited to, the following activities:

- a. Activating the emergency management plan and staffing the Emergency Operations Center (EOC)
- b. Alerting key University officials
- c. Activating the emergency warning system
- d. Dispensing emergency instructions to the public through the Incident Commander
- e. Emergency medical assistance

4. Recovery

Recovery is a short-term activity to return vital life-support systems to minimum operating standards. It is also a long-term activity designed to return life to normal or improved levels.

Recovery activities designed to restore vital services to the community and provide basic needs to the public include the following:

- a. Crisis counseling
- b. Damage assessment
- c. Debris clearance
- d. Decontamination
- e. Distributing public information
- f. Reassessment of emergency plans
- g. Reconstruction

C. Inter-jurisdictional Relationships

The President and Board of Trustees of the University of Cincinnati are ultimately responsible for the protection of lives and property in an emergency or disaster situation within the University limits.

Should there be an occurrence that affects only the University of Cincinnati; emergency operations will take place under the direction and control of the University officials who will support the operation with the use of personnel, equipment and materials. Should there be an occurrence that affects the University and the surrounding jurisdictions, emergency operations will take place under the direction and control of the jurisdiction where the incident occurs.

During instances involving both University and city or state resources, a unified command structure will be formed.

If affected by an emergency or disaster, the University may decline assistance to another jurisdiction affected by the same emergency or disaster.

D. Impact of Changing Conditions

1. Activation of Mutual Aid

This plan is based on the concept that initial emergency management (response) will, to the maximum extent possible, utilize the resources of the University of Cincinnati. Should assistance be required, the senior Public Safety official will request implementation of mutual aid agreements with surrounding municipalities. The Director of Public Safety (or designee) may request assistance from outside agencies, private sector organizations and public agencies such as the American Red Cross, Salvation Army, and other volunteer groups, as needed.

2. Proclamation of University Emergency

In the event that the University President or Board of Trustees determines that a public danger or emergency exists, the President (or designee) will immediately proclaim in writing the existence of the emergency and the time of its inception and shall issue proclamation thereof to the public through the news media and such other means of dissemination as is deemed advisable, in accordance with Chapter 3345.26 of the Ohio Revised Code.

Prior to issuance of the proclamation as provided for above, the President, shall, to the extent that time and the availability of the persons listed herein permit, confer and consult with the Director of Public Safety, Police Chief, members of Board of Trustees and other persons conversant with the circumstances that then exist.

3. Emergency Orders

The University President or Board of Trustees (in accordance with Chapter 3345.26 of the Ohio Revised Code) may declare a state of emergency when there is a clear and present danger of disruption at the University due to riot or other substantial disorder and:

- a. Limit access to university property and facilities by any person or persons;
- b. Impose a curfew;
- c. Restrict the right of assembly by groups of five or more persons

Chapter 3345.041 of the Ohio Revised Code authorizes the University to contract with other governmental agencies to furnish additional police protection. Such agreements may be reciprocal in nature.

4. Requests for State Disaster Assistance

Before state disaster assistance is rendered, the University President will assure the Governor that all local resources have been expended and that state assistance is mandatory to protect the lives and health of the public. The University President is also responsible for informing the Governor of the State of Ohio of any potential public danger or emergency which might require assistance from the militia, National Guard, or other state forces, except notification mandated by State or Federal Law. State assistance due to hazardous material incidents can be made at any time regardless if all available resources have been committed. State assistance for law enforcement (State Highway Patrol or Bureau of Criminal Investigation) can be made at any time upon request of the Police Chief.

VI. DIRECTION AND CONTROL

Direction and control of an emergency can occur in one of the following ways:

A. Command of the Emergency Situation

1. The University President may delegate emergency powers and responsibilities during an emergency.

2. The Director of Public Safety or designee is responsible for overall management and direction of the emergency response; therefore, the Director is responsible for the following:

- a. The Director of Public Safety or designee may delegate the responsibility of direction and control to another department, if the Director of Public Safety determines that another department is more appropriate to handle the direction and control.
- b. Should an emergency occur and a department other than Public Safety is informed of the emergency, that department will notify Public Safety. If the Director of Public Safety or designee determines that the department initially contacted or another department is more suited to direct the emergency response, the Director of Public Safety may delegate the responsibilities to that department.

The Director of Public Safety or the designee can be notified through Public Safety Communications (556-1111) 24 hours a day, 7 days a week.

B. Activation of the Plan

Any member of the University community may activate the emergency plan by dialing 911 on a campus phone, or by calling 556-1111. The 911 Dispatcher will notify the appropriate personnel and resources according to the plan.

In any emergency in which the Incident Commander feels a complete or partial activation of the Emergency Operations Center (EOC) is necessary, the Director of Public Safety will be notified.

During any emergency situation of the magnitude to require widespread mobilization of elements of University departments other than those principally involved in emergency situations on a daily basis, the EOC is ordinarily fully activated and department executives assume control of emergency operations.

The following Emergency Condition Levels shall be taken into consideration when activating the EOC.

Level 1 Emergency Condition:

A Level 1 Emergency Condition is an incident which can be handled routinely by the emergency service agencies of the University of Cincinnati, or through routine emergency response by city fire or EMS. Activation of the EOC is not required.

Level 2 Emergency Condition:

A Level 2 Emergency is an emergency condition that could result in large-scale escalation, or involves large-scale commitment of city fire, EMS, or police resources. A Level 2 Emergency Condition may require partial activation of the EOC. The Director of Public Safety or a designated representative will be notified of the existing emergency by the Incident Commander and determine the extent of the EOC activation.

Level 3 Emergency Condition:

A Level 3 Emergency Condition involves a severe hazard that poses an extreme threat to life and may require large-scale evacuation. Such instances may require resources from the county, state, federal or private agencies. A Level 3 Emergency Condition normally requires full activation of the EOC. The Director of Public Safety or a designated representative will be notified of the existing emergency by the Incident Commander and determine the extent of the EOC activation.

C. On-Site Direction and Control

Direction and control of an emergency on the scene will be handled by the ranking officer of Public Safety on site, who will assume authority as the on-scene commander until relieved of duties. They will function as the Incident Commander for all University personnel, and represent the University in a Unified Command Structure.

D. Emergency Operations Center (EOC)

The primary EOC location is in Three Edwards Center.

In the event that the primary EOC is not functional, the alternate EOC located at 264 HPB will be activated.

1. The Director of Public Safety or designee will coordinate EOC operations including conducting staff briefings and keeping the University President, as well as other key officials, informed of the status of the situation.
2. The University President will keep the University Board of Trustees informed of the status of the situation.
3. The Director of Public Safety or designee will provide overall direction and control; approve all public information releases, direct protective action and request emergency expenditures from the EOC.
4. The University President may seek and obtain military assistance from the governor of the State of Ohio or from the federal government and law enforcement assistance from the state or the sheriff whenever such assistance is necessary to support the actions of the Police Department.

5. During an emergency, the University President may delegate authority to the Vice Presidents, the Director of Public Safety, or another key official. Special emergency authority will terminate at the end of the emergency response or short-term recovery phase.

See Annex F1—Direction and Control for further details on EOC activation and incident management.

VII. CONTINUITY OF OPERATIONS

A. General

It is possible that emergency and disaster occurrences could result in disruption of university functions. This would necessitate that all levels of the university and the various departments develop and maintain measures to ensure continuity of operations.

Each department of the University of Cincinnati will do the following to assist in the emergency management effort:

1. Pre-designate lines of succession
2. Pre-delegate authorities for successors to key personnel
3. Make provisions for the preservation of records
4. Develop plans and procedures for the relocation of essential operations
5. Specify procedures to deploy essential personnel, equipment and supplies to maximize continuity of operations

Each department will include the above responsibilities in its emergency operations and business continuity plans.

B. Succession of Command

1. The line of succession of command to the President is the Sr. Vice President and Provost for Baccalaureate and Graduate Education, to the Sr. Vice President and Provost for Health Affairs, to the Vice President for Administrative and Business Services.

2. The line of succession of command to the Director of Public Safety is to the Asst. Director, to the Asst. Police Chief, and to the Director of Emergency Services.
4. The line of succession to each department head is in accordance with the operating procedures established by each department.
5. Each staff member is responsible for notifying his or her replacement in the line of succession.

C. Preservation of Records

This section deals only with recorded and related records that support the continuity of emergency operations. The relevant business continuity plans will address other record preservation issues.

1. Each division and department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. All University officials are responsible for ensuring that all records are secured, protected and preserved in accordance with state law.

VIII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

In the event that the University's resources prove inadequate during an emergency operation, requests will be made from the city, higher levels of government and other agencies in accordance with the existing or emergency-negotiated mutual aid agreements and understandings. Such assistance may take the form of personnel, equipment, supplies or other available capabilities. All agreements and understandings will be entered into by authorized officials and will be formalized in writing whenever possible.

Copies of these Agreements and Understandings are maintained by the Public Safety Department.

B. Reports and Records

Reports required to get emergency funding will be submitted to the appropriate funding authorities. Each participating department during a declared disaster is required to submit an after-action report within 30 days of the termination of the emergency response activities. Records of expenditures and obligations in emergency operations must be maintained by each department employing their own bookkeeping procedures. Emphasis must be placed on meeting applicable audit requirements.

C. Individual Disaster Assistance

All individual (students, staff, and faculty) assistance off campus during a widespread disaster will be provided primarily by municipal and state agencies in accordance with policies and procedures set forth in state and federal guidelines. The University will make every effort to assist members of the University community in this process.

D. Special Needs Group

Their department/college/residence hall to the extent possible will assist handicapped and other members of the University community. If special assistance is necessary during a disaster situation, requests for such assistance will be made to the Department of Public Safety.

E. Emergency Expenditures

During a declared emergency, the University President or designee may approve emergency expenditures.

F. University President Powers During Declared Emergency

During a declared emergency, the University President may approve or do the following:

1. Manage the University's resources, determine where each will be assigned and implement resource controls.
2. Protect personnel and equipment during disasters.

G. Director of Public Safety or Designee Responsibilities

The Director of Public Safety or designee is responsible for the following:

1. Provide for the identification and use of resources for special or critical facilities.
2. Maintain accurate records to document costs incurred from private sources that were used in responding to or recovery from any daily operations.
3. Retain all records and reports until all operations and accounts have been closed.
4. Provide operational and administrative support to department or agency personnel assigned to the EOC or disaster site.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Department of Public Safety of the University of Cincinnati is responsible for reviewing and updating the plan on an annual basis. Public Safety will maintain, update and distribute changes to this plan as required, based on deficiencies identified through drills, exercises, reviews after disasters, and changes in university structure. Responsible officials of involved divisions and departments should recommend revisions at any time and provide information periodically as to change of personnel and available resources which would bear on the provisions of this plan and its implementations.
- B. The Department of Public Safety is responsible for maintaining an emergency notification roster with 24-hour telephone numbers for the EOC representatives and developing an EOC activation list. This list is updated every six months.
- C. Department heads of supporting departments are responsible for maintaining internal plans, standard operating procedures, a roster for employee notification (which includes 24-hour phone numbers for emergency notification) and resource data to ensure effective response to emergencies. Department heads are responsible for reporting changes in their plan and employee notification rosters to the Director of Public Safety.
- D. Department directors and persons designated as second in command are responsible for knowing the content and procedures outlined in the plan.

X. ORGANIZATION AND MANAGEMENT OF RESPONSIBILITIES

A. General

Some departments have emergency functions in addition to their normal daily duties, but emergency functions usually parallel or complement normal functions. Each department is responsible for developing and maintaining its own emergency management plan. Specific primary and/or support functions are listed below.

B. Emergency Organization

1. The Department of Public Safety is the primary department responsible for emergency management for the University of Cincinnati.
2. The various departments of the University of Cincinnati will participate in disaster drills developed by the Department of Public Safety, as well as those sponsored by the Local Emergency Planning Committee (LEPC).
3. The University of Cincinnati is a state agency, and the Ohio Revised Code (3345.21, 3345.26) provides the basis for the University's emergency management.
 - a. University Board of Trustees is the policy making group and is responsible for governing regulations and policies (3361.03).
 - b. The President ensures that emergency planning, activities and resources are coordinated between University departments.
 - c. The designated University departments are required to ensure that policies and activities are implemented according to the emergency operations plan.

In order to do this effectively, the Director of Public Safety or designee is primarily responsible for the development of an Emergency Response Plan and for the implementation of the policy decisions for an integrated emergency management plan.

C. Departmental Responsibilities in Emergency Situations

1. The University President

The responsibilities of the University President in an emergency include the following:

- a. Keep Board of Trustees informed of the progression of the emergency or disaster situation.

- b. Review and approve policy and operational guidelines.
- c. As necessary, appropriate and authorize expenditure of funds, approve contracts and authorize distribution of equipment, materials and supplies for disaster purposes.
- d. Authorize and control information given to the public via the Assistant VP for Public Relations.
- e. Provide overall direction for the University's disaster response and recovery forces and equipment.
- f. Maintain liaison and coordination with officials from local and state government.
- g. Request a disaster or emergency declaration from the Governor.
- h. Advise the University Board of Trustees of the need to request disaster or emergency declaration or assistance from the Governor.
- i. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster.
- j. Authorize and order that protective action guidelines such as evacuation, etc., be implemented based on recommendations from the Director of Public Safety.

2. The Director of Public Safety and/or Designee shall:

- a. Provide for a timely activation and recall of key officials and EOC staff.
- b. Open, manage and coordinate activities within the EOC.
- c. Conduct EOC staff briefings.
- d. Ensure completion of damage assessment reports by the University departments and coordinate with the Hamilton County Emergency Management/Civil Defense Agency for submission of reports to the State for requests for state and/or federal disaster assistance.
- e. Ensure that all available information is supplied to the Emergency Operations Center staff so that maps, status board, etc., will be in position at all times providing for the collection and display of damage assessment information in the EOC.
- f. Maintain liaison and coordination with the state, adjacent jurisdictions and local municipalities that are included within this plan and their use of personnel and equipment in responding to the disaster.
- g. Ensure that security is provided for the EOC facility.
- h. Ensure that the emergency operating plans of each department with responsibilities under this plan are retained in the EOC.

3. Emergency Preparedness Manager, Public Safety

- a. Develop, review, and promulgate University emergency plans
- b. Assist University departments in developing emergency plans
- c. Provide liaison with city, county, state, and volunteer emergency providers
- d. Coordinate response and recovery activities

- e. Coordinate emergency drills with various departments
- f. Coordinate emergency warning systems on campus
- g. Coordinate with Public Affairs to develop emergency instructions for the public
- h. Coordinate planning requirements with emergency management staff in neighboring jurisdictions
- i. Maintain the EOC and alternate in physical readiness
- j. Serve as an advocate for emergency preparedness

4. Fire Department

The Cincinnati Fire Division provides primary fire and EMS services to the Uptown Campuses of the University of Cincinnati. These services are provided to the Blue Ash Campus by the Blue Ash Fire Department, to Clermont College by the Batavia Fire Department, and to the Reading Campus by the Reading Fire Department. The basic responsibilities of the Fire Division in a disaster situation are the same as its primary daily operations. The primary responsibilities are fire suppression, hazardous materials containment and emergency medical service. Disaster operations differ in that the Fire Division may be called upon to perform additional tasks with other disaster response forces.

- a. The primary disaster related responsibilities of the Fire Division include the following:
 - 1) Direction and control of emergency
 - 2) Staff Command Post and provide representative to EOC
 - 3) Fire Control
 - 4) Search and rescue
 - 5) Emergency Medical Services
 - 6) Hazardous Material containment
 - 7) Order evacuation, if needed
 - 8) Decontamination

5. University Police

The basic responsibilities of the Police during an emergency are both parallel to and an expansion of normal police functions and responsibilities. These responsibilities include maintenance of law and order, traffic control and crowd control.

- a. Primary disaster related functions include:
 - 1) Direction and control of emergency (Incident Commander for UC)
 - 2) Maintain, activate and provide staff support to the EOC

- 3) Maintain law and order
 - 4) Restricted area control
 - 5) Protection of vital facilities
 - 6) Traffic Control
 - 7) Liaison and coordination with other law enforcement agencies, Fire Department, and other emergency responders
 - 8) Evacuation of buildings and areas
 - 9) Direct police mutual aid forces
 - 10) Determine areas vulnerable to sabotage and hostage threats
 - 11) Inspect critical facilities and provide security
 - 12) Patrol evacuated area
 - 13) Provide security for EOC
- b. The Police provide support functions which include the following:
- 1) Documentation of damage
 - 2) Provide pertinent information to the public through Public Relations
 - 3) Other responsibilities as deemed necessary by the University President, Director of Public Safety or the Police Chief
6. Public Safety, 911 Communications
- a. Public Safety, 911 Communications has the following responsibilities:
- 1) Provide emergency dispatching for the University
 - 2) Provide radio, telephone, and facsimile communications for Public Safety
 - 3) Monitor and inspect 911 center telecommunications systems and facilities for proper operation and supervise repair of damage
 - 4) Maintain records of telephone conversations and radio dispatches
 - 5) Ensure that 911 Communications can communicate with mobile units of various departments and municipal agencies
 - 6) Maintain and insure continued operation of the emergency power source at the 911 Communications Center
 - 7) Monitor and insure that fuel supplies are maintained for operation of the emergency power source at the 911 Communications Center
- b. Support Responsibilities:
- 1) Coordinate with other University agencies with restoration/repairs of services (e.g., UCit for telephone repairs, etc.)

7. Health Services

Health Services is responsible for the health-related issues in the event of an emergency. Emergency situations can lead to public health problems such as disease, sanitation, and contamination of food and/or water, and community mental health.

a. The primary responsibilities of Health Services include the following:

- 1) Detection of diseases, liaison with city and county Health Dept.
- 2) Coordination with health care provider agencies
- 3) Provide a representative to the EOC
- 4) Direction and control of health-related incidents
- 5) Public information dealing with health issues as cleared through the Director of Public Safety and University President

b. Support functions include the following:

- 1) Assist in providing direct health care services
- 2) Assist with damage assessment
- 3) Provide detection/control of hazardous materials (through Environmental Health & Safety Office)
- 4) Provide assistance to the Hamilton County Coroner's Office in body identification and other morgue responsibilities

8. Facilities Management Department

a. Primary responsibilities of Facilities Management include the following:

- 1) Debris removal
- 2) Maintaining the thoroughfare to ensure roadways are passable for response services
- 3) Building repairs and service
- 4) Utility service (gas, water, steam, electric)
- 5) Supplying materials for emergency response

b. Support responsibilities of Facilities Management include the following:

- 1) Damage assessment
- 2) Provide a representative to the EOC
- 3) Obtaining and recording reports on situations of the following:
 - a) Building conditions
 - b) Physical barrier replacement

- c) Need for debris clearance
- b) Provide motorized equipment and operators
- c) Inspect and maintain the utilities (gas, water, steam, electric) equipment so that it can be placed in and out of service
- d) Maintain and insure continued operation of the emergency power source at the 911 Communications Center and the EOC
- e) Make safety assessments of University owned buildings

10. Architect's Office

a. Primary

- 1) Assess the extent of building damage
- 2) Order vacation, rehabilitation or demolition of buildings
- 3) Provide structural analysis of buildings for and approve re-occupancy of buildings
- 4) Coordinate damage assessment report for submission to county, state and federal agencies

b. Support

- 1) Provide a representative to the EOC
- 2) Provide building plans for other departments, outside agencies

11. General Counsel

a. Primary

- 1) Assist President in declaration of emergency through document preparation
- 2) Provide legal assistance to President and Board of Trustees regarding the declared emergency
 - a) Preparation of resolutions
 - b) Preparation of rules
- 3) Provide legal assistance regarding:
 - a) Emergency acquisitions and contracts
 - b) Mutual assistance from, and to, other entities
 - c) Legal assistance on an as needed basis including but not limited to:

1. Claims against the University
2. Recovery of funds due the University
3. Preservation of University resources and property
4. Compliance with administrative orders

b. Support

- 1) Assist with public information matters
- 2) Provide a representative to the EOC
- 3) Document preparation and review

12. UCit

a. Primary

- 1) Reestablish telephone service to the affected buildings
- 2) Reestablish the data communication network and on-line access to data files essential to various University agencies
- 3) Reestablish data gathering, batch processing and distribution of essential reports and financial transactions

b. Support

- 1) Provide a representative to the EOC

13. Campus Services

a. Primary

- 1) Provide equipment and/or facilities to assist in emergency
- 2) Assess the extent of damage to Residence Halls
- 3) Provide shelter and support for Residence Hall occupants

b. Support

- 1) Provide temporary and emergency shelter or food for other members of the University community, or as directed by the President

14. Purchasing Department

The Purchasing Department is responsible for management of the University's purchasing.

a. Primary

- 1) Provide financial record keeping
- 2) Maintain necessary financial records for FEMA reimbursement
- 3) Coordinate with University insurers, fill applicable claims for damage sustained to University buildings and maintain necessary records for same
- 4) Coordinate the purchase of supplies and services

b. Support

- 1) Arrange for and maintain EOC service contract for food, beverage and other supplies and services
- 2) Provide a representative to the EOC

15. Other Departments

a. Transportation Services

1) Primary

- a) Arrange for and store fuel for University vehicles
- b) Maintain and repair University fleet and vehicles in-house, on the road and at the emergency site
- c) Arrange for and coordinate delivery of fuel to the emergency electric generators at the Emergency Operations Center.

2) Support

- a) May assign staff and assist other departments and divisions as directed by the University President

b. Parking Services

1) Primary

- a) Clear and maintain the roadways for emergency vehicle access
- b) Provide staging sites for equipment and materials

- 2) Support
 - a) May assign staff and equipment to assist other departments and divisions as directed by the University President
- c. Athletics
 - 1) Primary
 - a) Provide space (Shoemaker Center) for use as temporary sheltering and feeding
 - b) Develop and maintain emergency plans for athletic events
 - 2) Support
 - a) May assign staff and assist other departments and divisions as directed by the University President
- d. Other University Departments

May assign staff and provide equipment to assist other departments and divisions as directed by the University President