

# BGSU

**Bowling Green State University**



## **Comprehensive Emergency Management Plan**

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Maintained by the BGSU Office of Emergency Management

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## SECTION 1: PLAN FUNDAMENTALS

### *Purpose*

The Bowling Green State University Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach for managing responses to emergencies or disasters which threaten the safety and well-being of the University community or disrupt its programs and operations. These emergencies, often large-scale, require a coordinated effort between the University and Local, County and State emergency response agencies. The Basic Plan together with Functional Annexes, Hazard Specific Appendices and Building Comprehensive Emergency Action Plans establishes the organizational structure, procedures and responsibilities which should be referenced and employed during an actual emergency.

- **Basic Plan**  
Provides an overview of the University’s approach to emergency operations.
- **Functional Annex**  
Explains how the University will carry out broad functions or tasks that must be accomplished across many types of emergencies, such as notifications and warnings or mass care and shelter.
- **Hazard Specific Appendix**  
Provides additional guidance for specific hazard responses not covered in the functional annexes such as the Infectious Disease Operations Plan and Water Emergency Response Plan.
- **Building Comprehensive Emergency Action Plan**  
Provides a course of action for building occupants to follow during an emergency or disaster.

### *Scope*

This Plan outlines the preparation, response and recovery of University personnel and resources for natural, human-caused (accidental and intentional), and technological emergencies affecting University-owned or controlled property.

The following University departments and outside agencies have an integral role in the success of this Plan.

### **University Departments and Offices**

1. Accessibility Services
2. Business Operations

3. Campus Operations
4. Capital Planning/Design and Construction
5. Controller's Office
6. Counseling Center
7. Dean of Students
8. Emergency Management
9. Environmental Health and Safety
10. Falcon Health Center
11. Flight Center
12. Human Resources
13. Information Technology Services
14. Intercollegiate Athletics
15. Internal Audit
16. International Programs & Partnerships
17. Marketing and Communications
18. Office of Residence Life
19. Police Department
20. Public Safety
21. Recreation and Wellness
22. Registration & Records
23. Risk Management
24. University Dining Services
25. Vice President's Office of Finance & Administration

### **Outside Departments and Agencies**

1. City of Bowling Green Engineer's Office
2. City of Bowling Green Fire Division
3. City of Bowling Green Police Division
4. City of Bowling Green Public Works
5. Groome Transportation & Shuttle Services
6. Northwest Ohio Red Cross Chapter
7. Ohio Emergency Management Agency
8. Ohio State Highway Patrol
9. Wood County Amateur Radio Emergency Services
10. Wood County Emergency Management Agency
11. Wood County Health Department
12. Wood County Hospital
13. Wood County Sheriff's Office

### ***Situation***

Situated in the City of Bowling Green, 30 minutes south of Toledo in northwest Ohio. The following details of the University are listed below:

### **Campus Data**

- Founded in 1910
- 1,338 acre residential campus with park-like setting and 119 buildings including the Stroh Center, The Wolfe Center for the Arts, Centennial Residence Hall, Falcon Heights Residence Hall, The Oaks Dining Center and Carillon Place Dining Center.
- Employs approximately 2,582 faculty and staff and has a student population of over 19,102, including 2,000 at BGSU Firelands in Huron, Ohio.
- Approximately 6,000 students live in the University's 9 residence halls and numerous small group/Greek residential units.
- 18:1 student to faculty ratio
- Students from 50 states and 70 other countries

The City of Bowling Green Fire Division serves the University's needs for Fire & Emergency Medical Services (EMS) along with Perrysburg Township providing Haz-Mat operations. The City of Bowling Green Police Division, Wood County Sherriff's Office and the Ohio State Highway Patrol provide additional personnel for certain other situations or emergencies including supplemental forces for large event security and those requiring a Special Response Team.

The University, because of its large and diverse population and infrastructure, can be vulnerable to numerous natural, technological and societal (man-made) hazards.

### ***Planning Assumptions***

This Comprehensive Emergency Management Plan (CEMP) is predicated on a realistic approach to the problems that may occur during a major emergency or disaster.

It is assumed that:

- An emergency or disaster can occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published comprehensive emergency management plans, such as this Plan, serve as a guide, but may require modifications in order to meet the requirements of the specific emergency.
- An emergency or disaster may be declared by senior administration if information indicates that such conditions are developing or probable.

- An emergency or disaster originating on University property may extend beyond the University's boundaries affecting adjacent neighborhoods and communities. Since incidents may be community-wide, the University must prepare for and carry out disaster response and recovery operations in conjunction with Local, County, and State emergency response agencies.
- Depending on the size and severity of a community-wide disaster or emergency, outside assistance may be seriously delayed or unavailable.
- Emergencies affecting BGSU Main Campus and/or BGSU Firelands or off-campus property owned or controlled by the University may require additional resources from the Campus Emergency Operations Center (CEOC).

## SECTION 2: CONCEPT OF OPERATIONS

### *Operational Groups*

The Board of Trustees and the President of the University are ultimately responsible for the management of the University during an emergency or disaster occurring on University-owned or controlled property.

Three operational groups have been created to assist the Board of Trustees and President in managing and responding to an emergency incident.

<b>Executive Management Group (EMG)</b>	<p>The <b>Executive Management Group (EMG)</b> is comprised of senior level administrators who will evaluate information from various sources during an emergency and advise the President on appropriate actions requiring his or her decision.</p>
<b>Emergency Operations Group (EOG)</b>	<p>The <b>Emergency Operations Group (EOG)</b> is comprised of managers and individuals with technical expertise from the Campus Emergency Operations Center (CEOC) who manage the operational aspects related to the emergency response. The EOG communicates directly with Executive Management Group (EMG) and Incident Management Team (IMT) and may make recommendations when requested. Additionally, the EOG is responsible for developing Functional Annexes and Hazard Specific Appendices.</p>
<b>Incident Management Team (IMT)</b>	<p>The <b>Incident Management Team (IMT)</b> is comprised of Bowling Green State University and City of Bowling Green response personnel who are the University's first responders when an emergency or disaster occurs. These members determine the type of emergency, implement population protection measures and initiate the Incident Command System. IMT members are trained in the National Incident Management System (NIMS) and trained to serve in command and general staff positions.</p>

Whenever possible, group members' duties are closely related to their normal day to day duties and areas of expertise.

### *Functional Annexes and Hazard Specific Appendices*

1. **Functional Annex** explains how the University will carry out broad functions or tasks that must be accomplished across many types of emergencies. Each Functional Annex is managed by a primary department which may be assisted by several support agencies or



departments. For example, the BGSU Police Department has primary responsibility for “Evacuation,” while Environmental Health and Safety and Parking Services serve as support for this function.

There are 15 **Functional Annexes**.

- a. Direction and Control
  - b. Notification and Warning
  - c. Emergency Public Information
  - d. Communication
  - e. Evacuation
  - f. Shelter and Mass Care
  - g. Resource Management
  - h. Health and Safety
  - i. Physical Facilities Operations and Utilities
  - j. Student Health Service
  - k. Behavioral Health
  - l. Law Enforcement
  - m. Damage Assessment
  - n. Human Resources
  - o. Finance and Risk Management
2. **Hazard Specific Appendix** identifies the emergency management needs associated with special hazards not otherwise covered by the Comprehensive Emergency Management Plan (CEMP). The University’s Plan for “Infectious Disease Communication Coordination Protocol” is an example of a Hazard Specific Appendix.

There are four Hazard Specific Appendices:

Appendix 1 – Infectious Disease Communication Coordination Protocol

Appendix 2 – Severe Weather Policy

Appendix 3 – Water Emergency Response Plan

Appendix 4 – Lightning Safety Plan

### ***Phases of Emergency Management***

The overwhelming majority of emergency management preparation and planning is performed well before an emergency or disaster occurs. The emergency management phases of ***prevention/mitigation*** and ***preparedness*** are critical to the success of the University’s ***response*** and ***recovery*** phases and the overall success of the Comprehensive Emergency Management Plan (CEMP).

1. **Prevention/Mitigation** activities are developed to prevent or reduce the severity or consequences of an emergency incident. Prevention activities include building security

enhancements such as building electronic access systems and closed circuit TV cameras, crime prevention and Recognizing and Caring for Individuals in Distress training, and assessment and support for students and employees. Mitigation activities include the AlertBG notification system, outdoor warning sirens and a lightning warning system.

2. **Preparedness** activities are tasks and systems that develop, implement, and maintain program capabilities. **Preparedness** activities include training students, faculty and staff in the Alert, Lockdown, Inform, Counter, and Evacuate (A.L.i.C.E.) response system and on the use and implementation of this CEMP. This is done through drills and exercises, developing building specific emergency action plans, testing the emergency notification system, maintaining up-to-date hazard identification and building threat assessment studies, developing checklists for functional annexes, staying abreast of new developments in the field of Emergency Management and updating this CEMP on a regular basis.
3. **Response** activities are immediate tasks, programs, and systems to manage the effects of an emergency or disaster. **Response** activities include the evaluation and summary of the emergency and the establishment of Incident Command and, if needed, the activation of the Executive Management Group (EMG), Emergency Operations Group (EOG) and Incident Management Team (IMT) along with public communication, emergency notifications and the implementation of the functional annexes.
4. **Recovery** activities and programs are designed to return campus activities to normal. There are two phases in the recovery process. Short-term recovery involves returning vital support systems to an operational level. Long-term recovery may involve the complete redevelopment of an area affected by the incident. **Recovery** activities include debris removal, decontamination, counseling, temporary housing and disaster assistance.

### ***Incident Complexity/Types of Emergencies***

1. **Type 5 Emergency** is a routine emergency call that is less than one operational period and is typically limited to one campus building or location. Examples include a motor vehicle accident, a small fire, an EMS call, and daily police calls.
2. **Type 4 Emergency** is an emergency that is relatively short in duration but could have a more significant effect on one or more campus buildings or a larger area of campus. Examples include a major crime, a small chemical spill, a power outage, high winds or a severe winter storm.
3. **Type 3 Emergency** is an emergency that may extend into multiple operational periods and is likely to affect multiple campus buildings or areas. Assistance from other local emergency responders is probable. Examples include a tornado that touches down on

campus, a major building fire, an active shooter, a major chemical spill, a hostage standoff, or a large civil disturbance.

4. **Type 2 Emergency** is a regional emergency that extends through multiple operational periods, encompasses much of campus and the surrounding community and requires greater coordination with local emergency management authorities. Examples include a train derailment with hazardous materials, a tornado, an explosion, a major natural disaster, or a local outbreak of a communicable disease.
5. **Type 1 Emergency** is an emergency requiring national resources that extends over multiple operational periods and effects the entire campus, the surrounding community and beyond. Examples include an act of terrorism and pandemic.

### ***Sequence and Scope of a Planned Emergency Response***

1. An **incident/emergency or disaster (Type 1-4)** occurs on campus.
2. **BGSU Police Department Dispatcher** receives an emergency call and dispatches BGSU Police and Bowling Green Fire Division to respond to the incident.
3. **Building Emergency Response Team** activates Building Comprehensive Emergency Action Plan and implements population protection measures such as Evacuation, Lockdown, or Shelter-In-Place.
4. **Establishment of Incident Command** by the first BGSU Police Officer that arrives on scene will give a detailed evaluation and summary of the scene over the radio. The summary should consist of a description of the type of incident, number of people, vehicles or buildings involved, model of vehicle or building type, number of injured people and type of injuries and any hazards, primary and secondary, which are present.
5. **Incident Commander (IC)** has the responsibility to: (1) respond to immediate on-site safety needs if they have not already been addressed by the Building Emergency Response Team; (2) determine if the incident poses a threat to the safety of students, faculty, and staff, and if so, the Chief Marketing and Communications Officer (CMCO) must be notified of the incident; (3) establish the campus Incident Management Team (IMT) and assign command and general staff positions, and if necessary, (4) request that the Campus Emergency Operations Center (CEOC) and the Executive Management Group (EMG) be activated.
6. **Establishment of a Staging Area** quickly is essential when outside agencies are needed to respond to the incident. The Operations Section Chief should establish a staging area and assign a Staging Area Manager.

7. **Establishment of a Media Staging Area** is the responsibility of the Chief Marketing and Communications Officer (CMCO) and should be in coordination with the IC. It should be located in an area near the scene where media may stage their vehicles and equipment to cover the incident.
8. **Establishment of Designated Command Post** is essential if it is anticipated that an emergency may last for an extended period of time. The command post should be established in a location that is safe, secure, comfortable and convenient for those that will need to be working in that location for extended periods of time.
9. **The Comprehensive Emergency Management Plan (CEMP)** may be activated when types 1-4 emergencies have occurred or when one is imminent. The CEMP may be partially or fully activated depending on the scope of the incident and special extenuating circumstances. The CEMP may be activated even though activation of the Campus Emergency Operations Center (CEOC) has not been requested. The Director of Public Safety or his/her designee is responsible for activating the CEMP.
10. **Request for Campus Emergency Operations Center (CEOC) Activation** is the responsibility of the Emergency Operations Center Manager or designee. The Director of Public Safety or designee & President of the University or designee and their staff will establish the CEOC. The CEOC will be activated when there is an immediate or impending need for coordination of information, services, and resources. It may also be activated to help coordinate special events held on campus.
11. **Declaration of Emergency** is the responsibility of the University President or Board of Trustees if they determine that unsafe conditions (threat of serious injury to persons or extensive damage to property) exist on the University campus. The President (or designee) will proclaim in writing the existence of a State of Emergency and the time of its occurrence. The President (or designee) will issue a declaration to the campus community and public through the news media and other means of dissemination as deemed necessary. Prior to the issuance of a declaration of emergency, the President should, if possible, consult with the Chair or Vice Chair of the Board of Trustees and the Director of Public Safety to discuss the proclamation and its associated responsibilities. Upon declaration of an emergency, the Executive Management Group (EMG) will immediately brief the Wood County Emergency Management Agency (WCEMA) concerning the status of the emergency and the University's needs.
12. **Request for County Assistance** by the Incident Commander (IC) requires notification to the Director of Public Safety (or designee). The IC or Executive Management Group (EMG) will provide the following information to the Wood County Emergency Management Agency (WCEMA).
  - a. The type of emergency or disaster that has occurred.

- b. The affected area.
- c. Type of assistance being requested.
- d. The University official authorizing the request.
- e. Information regarding whether the University has made a request for State disaster assistance.

13. **Request for State Assistance** can be made for natural, man-made, or technological disasters after the President or Board of Trustees assure the Governor that Wood County Emergency Management Agency (WCEMA) has been notified and all local emergency response resources have been mobilized to respond to and mitigate the situation. The University President or designee is responsible for informing the Wood County EMA Director of any potential public danger. Assistance from the Ohio State Highway Patrol or the Bureau of Criminal Investigation & Identification and other local, state, and federal law enforcement agencies may be made at any time by the Director of Public Safety.

The following information will also be provided to the State of Ohio.

- a. The number of people injured or affected by the emergency.
- b. An estimate of damage caused.
- c. Action taken by local government.
- d. Resources needed

14. **Demobilization of Command Post and Campus Emergency Operations Center** will occur when response and recovery activities are concluded.

### SECTION 3: ORGANIZATIONAL GROUP ROLES AND RESPONSIBILITIES

The members of the Executive Management Group (EMG), Emergency Operations Group (EOG) and the Incident Management Team (IMT) each perform vital tasks during an emergency. The duties listed below represent the general responsibilities for each member; however, the specific responsibilities will be dictated by the event.

#### ***Executive Management Group (EMG)***

<p><b>Executive Management Group  (EMG)</b></p>	<p>The Executive Management Group (EMG) will evaluate information from the Emergency Operations Group (EOG), Incident Management Team (IMT) and other sources during an emergency and advise the President. Additionally the EMG will provide executive leadership during emergencies in which academic and research programs/operational units are seriously disrupted or destroyed. The EMG will coordinate with the Governor’s office and Ohio Board of Regents, authorize the release of public information, and coordinate and disseminate information with the Faculty Senate, Deans, and administrative units.</p>
<p><b>President</b></p>	<p>This Plan is promulgated under the authority of the President. The President or his/her designee will advise the University Board of Trustees and make all decisions concerning the discontinuation of University functions, whether a State of Emergency should be declared and whether additional assistance should be requested from the Governor of the State.</p>
<p><b>Senior Vice President for Academic Affairs &amp; Provost</b></p>	<p>The Senior Vice President for Academic Affairs and Provost will act in the absence of the President, provide oversight and leadership for the administration of the academic and operational units and, when necessary, develop alternative plans to facilitate University classes and activities when existing facilities cannot be used.</p>

**Vice President  
for Partnerships  
and Chief of  
Staff**

The Vice President for Partnerships and Chief of Staff will be responsible for the overall strategy and coordination of the University's various external academic partnerships, drive the strategic plan and liaise with the senior leadership of Cabinet, serve as a senior policy advisor to the President and marshal the operations of the Office of the President.

**Vice President  
for Finance and  
Administration  
& Chief Financial  
Officer**

The Vice President for Finance and Administration and Chief Financial Officer will identify and prioritize critical support services and systems, develop backup plans to protect special assets, perform campus damage assessment, analyze the damage assessment reports and develop an action plan for recovery.

**Vice President  
for Student  
Affairs**

The Vice President for Student Affairs will implement procedures to communicate with, account for and care for students and to communicate with parents during an emergency.

**Associate Vice  
President for  
Capital Planning,  
& Campus  
Operations**

The Associate Vice President for Capital Planning & Campus Operations responsible for the overall leadership, direction, vision and management of Campus Operations, which serves a wide range of university units, from Intercollegiate Athletics to Academic Affairs.

**Chief Marketing  
&  
Communications  
Officer**

The Chief Communications Officer ensures the placement and operation of emergency communications, identifies the staging area for the media and approves official communications from the University to media outlets. Additionally, he/she will activate the internal notification plan as outlined in Annex B.

**Chief  
Human  
Resources  
Officer**

The Chief Human Resources Officer will provide technical expertise on human resource matters including the implementation and administration of policies and procedures. The Chief Human Resources Officer will be responsible for communication with administrative and classified staff.

**General Counsel**

General Counsel interprets emergency laws and regulations, prepares necessary emergency agreements and provides legal advice related to the emergency, recordkeeping and recovery operations.

**Chief  
Information  
Officer**

The Chief Information Officer will provide leadership, direction, and advocacy for information systems and information technology for the University. Oversees areas such as Security and Networking, Applications, and Client Services with the Technology Support Center (TSC) within Client Services providing the primary point of contact for services and support.

***Emergency Operations Group (EOG)***

**Emergency  
Operations  
Group  
  
(EOG)**

The Emergency Operations Group (EOG) is activated to support the operational aspects of the University's response to an emergency or disaster.

**Director  
of  
Public Safety/  
Chief of Police**

The Director of Public Safety and Chief of Police or designee "scenario driven" will exercise overall management responsibilities for the coordination between the Executive Management Group (EMG), Emergency Operations Group (EOG) and Incident Management Team (IMT).



<b>BGSU Police Department</b>	The BGSU Police Department will coordinate law enforcement activities, campus evacuation and traffic control when needed. Additionally, they will control access to restricted areas; maintain security (shelter locations, Campus Emergency Operations Center, and other key facilities); patrol evacuated areas, and assist in damage assessment.
<b>Emergency Management</b>	He/she will establish the appropriate staffing levels for the Campus Emergency Operations Center (CEOC), monitor organizational effectiveness to ensure that the inter-agency coordination is accomplished effectively within the CEOC and between the CEOC and the Wood County Emergency Management Agency (WCEMA).
<b>Parking Services</b>	Parking Services will assist with campus evacuation and provide staffing for assistance with traffic control.
<b>Shuttle Services</b>	Shuttle Services will provide transportation and support for the evacuation of students, campus personnel and anyone in the affected areas.
<b>Information Technology Services</b>	Information Technology Services will ensure the placement and operation of the emergency communications and support infrastructure, maintenance and operation of voice, data, video and wireless communication and coordinate the recovery of any interruption of these and other services; set up the Campus Emergency Operations Center (CEOC) communication systems; activate and coordinate the campus emergency information hotline, and ensure communications capability for the duration of the emergency.

**Internal Auditing  
& Advising  
Services**

Internal Auditing and Advising Services will maintain records of financial transactions and purchases necessitated by the emergency or disaster.  
May serve as primary scribe during activation.

**Human  
Resources**

Human Resources will provide technical expertise on human resource matters including the development, implementation and administration of policies and procedures.

**Marketing  
&  
Communications**

Marketing and Communications will establish and set up the Joint Information Center (JIC), coordinate outside media staging area, regularly schedule and supervise news service briefings and assess the effectiveness of communications efforts.

**Capital Planning**

Capital Planning will provide blueprints, drawings, and maps as needed and coordinate architectural, planning, construction, and technical expertise to perform the campus damage assessment.

**Campus  
Operations**

Campus Operations will provide critical infrastructure blue prints and drawings, establish emergency back-up power, assist with damage assessment, prioritize utility service restoration, coordinate snow and debris removal, assist with traffic control measures (by providing signage, detours, and barricades), and provide equipment, supplies, and personnel as needed.

<b>Business Operations</b>	<p>Business Operations will track, document, and approve emergency expenditures and assist with the federal public assistance reimbursement process.</p>
<b>Environmental Health &amp; Safety</b>	<p>Environmental Health and Safety will provide information to the Emergency Operations Group (EOG) on the location of radiological, chemical and biological safety hazards, coordinate environmental and hazardous materials recovery efforts, ensure compliance with safe work practices, and notify government regulatory agencies as appropriate.</p>
<b>Risk Management</b>	<p>Risk Management will notify the University's insurance broker of the emergency situation and its status; collect data and documents that may be needed for a future insurance claim, and assist and support the efforts of Environmental Health and Safety.</p>
<b>Office of the Dean of Students</b>	<p>The Office of Dean of Students will coordinate all efforts involving BGSU students. This includes, but is not limited to, the evacuation of students, temporary shelter for those in off-campus housing, basic needs; communication with students' families; assist with location and identification efforts and work with all constituent groups to reduce the impact to the student population.</p>
<b>Residence Life</b>	<p>Residence Life will select appropriate shelter locations, open and staff shelters, issue public announcements about shelter availability, distribute supplies as necessary and help coordinate the transportation of on campus residents.</p>

**Falcon Health Center**

Personnel from the Falcon Health Center will provide public health information, initiate disease control measures, offer medical services to sick and injured students, recommend clean-up guides and maintain medical records.

**Counseling Center**

The Counseling Center will activate behavioral health responders as needed, coordinate service requests, secure provisions for external responders and maintain behavioral health service records.

**Office of Registration & Records**

The Office of Registration and Records will provide data and information necessary for the relocation of classes and other educational activities when appropriate.

**Dining Services**

Dining Services will provide food and beverage service for individuals working in the Campus Emergency Operations Center (CEOC) and, when safe and practical, do so for those on the Incident Management Team (IMT) in or near the site of the emergency. If feasible, food and beverage service will be provided for individuals in shelters or evacuee areas. At minimum, Dining Services will provide expertise and contact information regarding this process.

**Intercollegiate Athletics**

Intercollegiate Athletics will provide data on the size and location of appropriate available facilities for use as shelters and will provide staff and logistical support to Residence Life for these shelters if utilized.

**Recreation and  
Wellness**

The Department of Recreation and Wellness will provide data on the size and location of appropriate available facilities for use as shelters and will provide staff and logistical support to Residence Life for these shelters if utilized.

**Academic Affairs**

Academic Affairs will provide information on research projects that may be affected by the emergency, identify and prioritize critical support services and systems related to research and develop back-up plans to protect special assets (research animals and environmentally-sensitive materials, etc.).

**Outside  
Agencies**

Partner organizations such as Bowling Green Police Division, Bowling Green Fire Division, Wood County Sheriff's Office, Wood County Emergency Management Agency, the Wood County Health District, the Wood County Hospital and the Ohio State Highway Patrol will provide assistance, support and available assets to BGSU staff responsible for management of the ongoing situation. Partner organizations will offer personnel, knowledge, experience and expertise in all facets of the emergency management process. (Note: this is only a partial list and should not be considered comprehensive)

***Incident Management Team (IMT)***

**Incident  
Management  
Team  
(IMT)**

Generally, Incident Management Team (IMT) members are the first to arrive. They will establish incident command, give a detailed evaluation and summary of the situation and work throughout the emergency until conditions return to normal. The lead department for the IMT is the one whose responsibilities are dominant during the emergency. Most emergencies will require the BGSU Police Department or the Bowling Green Fire Division to take the lead, however, a public health crisis may require the Wood County Health Department to take the lead.

<b>BGSU Police Department</b>	<p>The BGSU Police Department will report incident status (evacuation status, number of victims, damage observations and related information) to the Campus Emergency Operations Center (CEOC), and request additional resources and/or manpower as needed.</p>
<b>Environmental Health &amp; Safety</b>	<p>Environmental Health and Safety will provide personnel to serve in command and staff positions “based on the event”, coordinate and support the efforts of the Bowling Green Fire Division and provide expertise and information about hazardous materials and campus research processes.</p>
<b>Campus Operations</b>	<p>Campus Operations will provide personnel to serve in command and staff positions “based on the event”, participate in building and campus evacuation activities, provide expertise and technical information regarding campus utilities and facilities maintenance systems and provide critical infrastructure blue prints or drawings.</p>
<b>Falcon Health Center</b>	<p>The Falcon Health Center will provide personnel to serve in the command and staff positions “based on the event”, provide medical expertise and technical information, and assist with triage during a mass casualty incident.</p>
<b>Marketing &amp; Communications</b>	<p>Marketing and Communications will provide a public information office and establish the media staging area.</p>

**Bowling Green  
Fire  
Division**

The Bowling Green Fire Division will provide firefighting, search and rescue, emergency medical operations and provide hazardous materials expertise.

**Outside  
Law  
Enforcement**

Outside law enforcement will provide special services as requested for Bomb Squad, Special Response Team (SRT) or Canine law enforcement activities as well as additional support for campus traffic control, crowd control and security.

## SECTION 4: DIRECTION AND CONTROL

### *General*

1. The President maintains authority to administer all operations of the University and has overall control of resource assignment.
2. The Provost and Vice Presidents will direct and control their respective divisions and will identify individuals who may assist in emergency response efforts.
3. During emergencies and disasters, the Campus Emergency Operations Center (CEOC) will serve as the central point of contact to coordinate emergency response operations, recovery, logistical and administrative support needs along with the coordination with the Wood County Emergency Operations Center (WCEOC).
4. The Executive Management Group (EMG) is responsible for establishing and implementing incident objectives, including but not limited to canceling classes, campus wide or single building evacuation, closing of campus and continuity of campus operations.
5. The Emergency Operations Group (EOG) will be responsible for implementing the incident objectives through an Incident Action Plan when applicable.
6. The Incident Management Team (IMT) is responsible for the operational tactics employed in response to an emergency.
7. The University utilizes the National Incident Management System (NIMS) and Incident Command System (ICS) for incident management.

### *Line of Succession*

Members who are critical to the successful operation of this Plan have designated alternates to fulfill their emergency management role and duties in their absence. ***(Reference information below comes from University Policy: 3341-1-1 Delegation of Management Responsibility)***

#### **In the absence of:**

1. **The President** is at all times responsible for the management of the university. This policy recognizes there may be occasions when the President cannot be reached in an emergency or is otherwise unavailable such as, for example, when travelling to a place with unreliable communications. When the President is unavailable the Senior Vice President for Academic Affairs and Provost (the "Provost") shall assume responsibility for the management of the university.



2. If the **Senior Vice President** for Academic Affairs and Provost is unavailable then the Chief Financial Officer and Vice President for Finance and Administration (“CFO”) will assume management responsibilities.
3. In absence of the **President, the Provost, and the CFO**, the order of succession shall devolve upon the following members of the President’s Cabinet:
  - a. Vice President for Partnerships/Chief of Staff
  - b. Vice President for University Advancement
4. The **President** will notify the Cabinet in advance of the dates when he/she is unavailable. Members of the Cabinet are responsible for keeping appropriate university officials informed of their availability.
5. The senior administrators listed above are encouraged to avoid traveling together due to the potential disruptive impact to university leadership in the event of an accident. Under no circumstances will more than two of the senior administrators listed above be permitted to travel together in the same airplane, automobile, train, or bus.
6. The **Manager of Emergency Operations Group (Director of Public Safety/Chief of Police)**, the roles and duties pass to a Deputy Chief, then to a Police Lieutenant.

### ***Inter-jurisdictional Relationships***

1. The response to incidents affecting only the University’s main campus will take place under the direction and control of designated University officials. These officials will support the emergency operation efforts with University personnel, equipment, and materials.
2. The City of Bowling Green and Wood County emergency responders may be requested to respond and support emergency operations with additional personnel, equipment, and materials. Additionally, the President through WCEMA may request State aid from the Governor.
3. In the event of a large scale disaster or emergency affecting the University and the local community which requires the coordination of efforts through the Wood County Emergency Operations Center, a University official will be assigned to the Wood County Emergency Operations Center to serve as a liaison to the Center and to represent the University’s interests. The Wood County EOC is located at the Wood County Common Pleas Courthouse.

### ***Relationship to Other Emergency Plans***

This Plan covers the Bowling Green State University Main Campus. It is intended to work in coordination with other emergency plans as follows.

1. **BGSU Building Comprehensive Emergency Action Plans (CEAP)** are an integral part of the University's Comprehensive Emergency Management Plan (CEMP) and provide a course of action for building occupants to follow during an emergency or disaster. These plans reflect the University's emergency response procedures and satisfy an element of the Department of Health and Safety Plan required by the Occupational Safety and Health Administration (OSHA) Standards, 29 CFR 1910.38.
2. **BGSU Firelands Comprehensive Emergency Management Plan** has an operational document for the Firelands campus.
3. **Wood County Emergency Operations Plan (2018)** is the underlying document for the protection of health, safety and public property in Wood County, Ohio. It is the principle guide for the agencies of Wood County and other government entities when mitigating emergencies and disasters. It is intended to facilitate multiple-agency and multi-jurisdictional coordination, particularly among local, state, and federal agencies in emergency management.
4. **State of Ohio Emergency Operations Plan** establishes a framework through which state agencies and non-state agencies assist local jurisdictions to respond to and recover from disasters that affect the health, safety, and welfare of the citizens of Ohio.
5. **National Response Framework** is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanism for the coordination of federal support to state, local and tribal incident managers.

## SECTION 5: INFORMATION COLLECTION AND DISSEMINATION

### *General*

The information collection and dissemination section identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, and the format for providing the information.

### *Type of Information Needed*

1. Response
  - a. Type of incident
  - b. Number of people, vehicles, and buildings involved
  - c. Number of injured or fatalities
  - d. Type of injuries
  - e. Type of damage to buildings
  - f. Primary and secondary hazards present
  - g. The necessity to seek assistance from outside agencies
  - h. If students, faculty, staff and/or visitors are involved in the incident
  
2. Recovery
  - a. Number and location of damaged buildings (classrooms, offices, laboratories, residence halls)
  - b. Availability of useable campus space
  - c. Timeline for damaged building recovery
  - d. Estimated cost
  - e. List of disrupted campus activities
  - f. List of injured or deceased students, faculty and staff
  - g. List of campus utility and communication disruptions

### *Sources of Information*

1. Police Dispatcher
2. Incident Commander
3. Incident Command Post
4. News Media
5. Chief Marketing & Communications Officer

### *Use of Information*

1. Incident Command Post
2. Chief Marketing & Communications Officer
3. Executive Management Group

4. Emergency Operations Group
5. News Media

***Communication of Information***

1. Campus 2-way radio system
2. Cell phones
3. Campus telephone system
4. E-mail, text message, digital signage, web page
5. Personal contact
6. News Media

## SECTION 6: ADMINISTRATION AND LOGISTICS

### *Resource Availability*

1. Bowling Green State University will use all available resources (personnel, equipment, and materials) to respond to and recover from emergencies/disasters occurring on campus. Supplemental resources, if necessary, will be requested from the City of Bowling Green, Wood County and the State of Ohio.
2. During an emergency or disaster, University employees may be assigned duties unrelated to their daily job function in order to help the University respond to and recover from an incident.

### *Mutual Aid Agreements*

1. **City of Bowling Green and Bowling Green State University Mutual Aid Agreement.** Provides mutual assistance and interchange and use of City and University police resources, to include personnel and equipment, in situations where one agency needs and requests the assistance of the other.
2. **Mutual Aid Agreement Among Participating Ohio Universities.** Provides mutual assistance and interchange and use of respective police resources, including personnel and equipment, in situations where one department needs and requests the assistance of the other.
3. **Northwest Ohio Law Enforcement Mutual Aid Agreement.** Provides mutual aid police and law enforcement assistance during emergency situations between multiple agencies in Northwest Ohio.
4. **Emergency Management Assistance Compact (EMAC).** Through EMAC, a disaster-impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement. EMAC is an all hazards - all disciplines mutual aid compact that serves as the cornerstone of the nation's mutual aid system. EMAC is implemented within the State Emergency Management Agency on behalf of the Governor of the State. This provides a consistent and coordinated response across the nation.

### ***Contracts or Memorandum of Understanding (MOU)***

1. **BGSU Alternate Care Site/Acute Care Center (MOU).** Provides for the use of the Perry Field House by the Wood County Health Department and the Ohio Department of Health.
2. **BGSU Firelands Campus/Erie County Sheriff's Office/Huron Township Trustees Contract for Police Services.** Establishes the parameters of service to be provided to the BGSU Firelands campus and the Huron Township Trustees by the Erie County Sheriff's Office, in addition to all other services currently being provided by the Sheriff.

### **Tracking of Resources**

1. Each department with emergency-related duties is responsible for keeping track of all resources used for response to and recovery from the incident.
2. The Resource Management Team is a part of the Emergency Operations Group (EOG) and is responsible for tracking and acquiring needed resources throughout the duration of the incident.

Members of the Resource Management Team include a representative from:

- Environmental Health and Safety
  - Risk Management
  - Human Resources
  - Purchasing
  - Campus Operations
3. The Finance and Administration Team is a part of the Emergency Operations Group (EOG) and is responsible for tracking the cost of all resources acquired and attributed to the response and recovery activities.

Members of the Finance and Administration Team include a representative from:

- Internal Auditing and Advising Services
- Controller's Office
- Business Operations
- Risk Management

### ***Preservation of Vital Records***

All academic, auxiliary and service departments must examine and identify critical records that will be needed to continue operations during and after an emergency or disaster. Preservation of records is one of the key components that will allow the University to quickly recover from a

major incident. It is the responsibility of Information Technology Services to ensure that all documents of both a public and private nature, recorded by University officials, be protected and preserved in accordance with applicable State and Local laws.

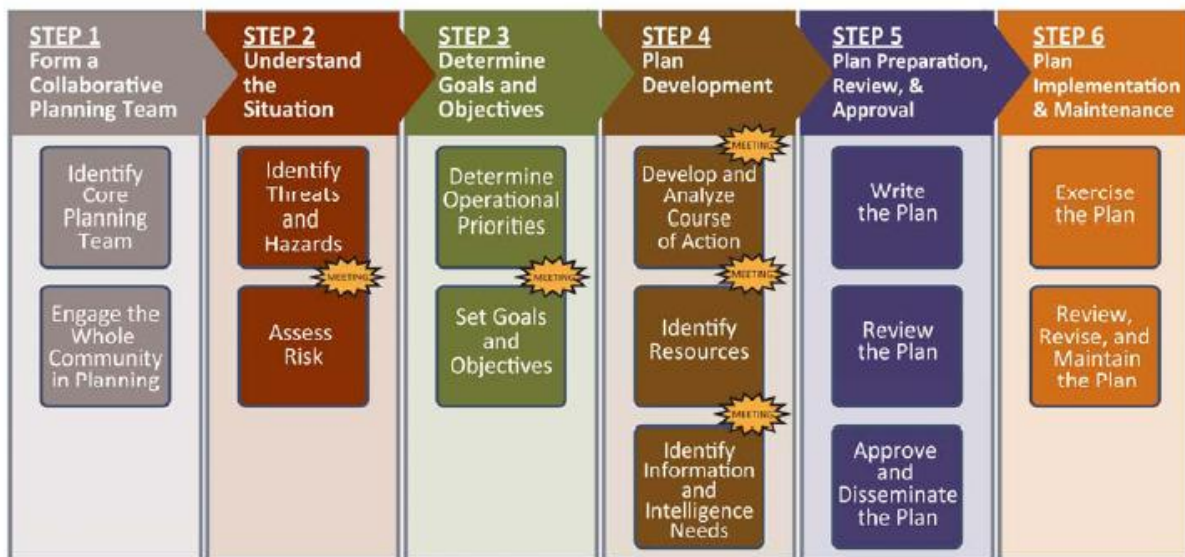
Vital University records include:

1. Financial and insurance information
2. Engineering plans and building blueprints
3. Legal documents
4. Personnel files
5. Research documents
6. Payroll records
7. Student records

## SECTION 7: PLAN DEVELOPMENT AND MAINTENANCE

### *Six Steps in the Planning Process*

The emergency planning process is a cycle of planning, training, exercise and revision that continues throughout the four phases of emergency management (prevention/mitigation, preparedness, response and recovery.) The main purpose of the planning process is to develop and maintain an up-to-date comprehensive emergency management plan. The six steps of the planning process are:



**FEMA, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, November 2010**

### **University Planning Committee Members**

- Associate Dean of Students
- Chief Marketing & Communications Officer
- Senior Communications Director
- Chief Information Officer
- Manager, Parking and Shuttle Services
- Director of Residence Life
- Executive Director of Business Operations
- Director of Risk Management
- Assistant Vice President for Campus Operations & Capital Planning
- Associate Vice President for Student Affairs, Executive Director, Center for Health
- Director, Counseling Center and Associate Director, Center for Health
- Director of Public Safety/Chief of Police
- Manager, Employment/Employee Relations



- Director of Internal Auditing and Advising Services
- University Registrar
- Associate Athletic Director for Internal Affairs
- Associate Director of Dining Services
- University Bursar

### ***Plan Maintenance and Revisions***

The Emergency Management Coordinator, with support from The Director of Public Safety/Chief of Police and Emergency Operations Group (EOG), is responsible for ensuring that the Plan is reviewed and revised as needed.

The University Planning Committee members will review this Plan annually before the start of the fall semester. Additionally, the Plan is reviewed immediately after any exercise, drill or incident that activates the Plan. All revisions and/or additions to the Plan will be documented in the record of change table and such revised portions will be sent to all Plan holders.

### ***Recommended Training***

Training is vital to the success of this Plan. The level and degree of training required depends on the role of the individual. Available training includes the following.

1. Training for Executive Management Group (EMG)
  - a. Multi-Hazard Emergency Management for Higher Education (L-0363)
  - b. Decision Making and Problem Solving (IS-241.B)
  - c. National Incident Management System (NIMS)/Incident Command System (ICS) Training (IS-700.B, ICS-100.C, ICS-800.C)
2. Training for Emergency Operations Group (EOG)
  - a. Multi-Hazard Emergency Management for Higher Education (L-0363)
  - b. Decision Making and Problem Solving (IS-241.B)
  - c. Fundamentals of Emergency Management (IS-230.D)
  - d. Emergency Operations Center (EOC) Management & Operations (IS-775)
  - e. Some members- NIMS/ICS Training (IS-700.B, IS-800.C, ICS-100.C, ICS-200.B, ICS-300)
3. Training for Incident Management Team (Response Members)
  - a. ICS-300 and ICS-400 are required for large-scale incident commanders
  - b. Radio Communication Training
  - c. Depending on the individual's role - NIMS/ICS training (IS-700.B, ICS-100.C, ICS-200.B, ICS-300, ICS-400)

#### Other Training:

- **Emergency Management Orientation** training provides a general overview of the field of emergency management and an explanation of the “Four Phases of Emergency Management.”
- **CEMP Orientation** training involves the use of the Comprehensive Emergency Management Plan (CEMP) and its annexes.
- **CEOC** training to familiarize University emergency response members with the Campus Emergency Operations Center (CEOC). The CEOC may be opened in an emergency and response personnel should be familiar with its functions and capabilities.
- **Radio Communication** training will be provided to response personnel who will be responsible to report via radio transmission and, therefore, must learn how to use the equipment and proper radio etiquette.
- **NIMS** training will be provided as the University will be using NIMS and ICS. NIMS compliance training includes:
  - IS-700.B National Incident Management System, An Introduction
  - IS-800.C National Response Framework, An Introduction
  - ICS-100.C Introduction to the Incident Command System (ICS)
  - ICS-200.C ICS for Single Resources and Initial Action Incidents
  - ICS-300 Intermediate ICS for Expanding Incidents
  - ICS-400 Advanced ICS for Command and General Staff

#### ***Plan Validation***

Plan validation is achieved through the use of seven exercise types: Seminar, Workshop, Tabletop, Game, Drill, Functional, and Full-scale exercises.

- **Seminar** is an informal discussion-based exercise used to teach participants. Goals: Introduce participants to new or existing plans, policies or procedures operations.
- **Workshop** is a formal discussion-based exercise used to build or achieve a product. Goals: Develop new ideas, processes, or procedures; develop written product as a group in coordinated activities; obtain consensus, and collect or share information.
- **Tabletop** involves senior staff, elected or appointed officials or other key personnel in an informal group discussion centered on a hypothetical scenario. Goals: To identify strengths and weaknesses, and test existing plans and procedures without incurring the costs associated with deploying resources.

- **Game** is a simulation of operations using rules, data, and procedures designed to depict an actual or assumed real-life situation. Goals: Explore the processes and consequences of decision-making; conduct “what if” analyses of existing plans, and test existing and potential strategies.
- **Drill** is a supervised activity that tests a specific operation or function of a single agency. Goals: Gain training on new equipment; test new procedures; practice; maintain skills, and prepare for more complex exercises.
- **Functional Exercise** is a single or multi-agency activity designed to evaluate capabilities and multiple functions using simulated response. In the past, functional exercises have occasionally been referred to as Command Post exercises. Goals: Evaluate management of emergency operations centers and command posts, and assess the adequacy of response plans and resources.
- **Full-Scale Exercise** is a high-stress multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. Goals: Assess plans and procedures under crisis conditions and evaluate coordinated responses under crisis conditions.

Participants take part in a “Hot Wash” discussion after all exercises and/or real time incidents to assess the strengths of the Plan and discover opportunities for further Plan improvement. The Director of Public Safety/ Chief of Police or designee writes an “After Action Report (AAR)” based on the “Hot Wash” discussion to provide the data used by the Executive Management Group (EMG) to propose and implement further Plan improvements.

## SECTION 8: AUTHORITIES AND REFERENCES

The following are the codes, regulations and authorities that provide the basis for this Plan. These codes and regulations give the agencies involved the authority to prepare and adopt this Plan into their individual agency's standard operating procedures.

### ***Federal Laws***

- The Robert T. Stafford Disaster and Emergency Assistance Act, as amended, 42 U.S.C. 5121, et seq.
- Superfund Amendments and Reauthorization Act of 1986, Public Law 99-499, as amended Emergency Planning and Community Right-to-Know Act of 1986 (Title III of SARA)
- National Oil & Hazardous Materials Contingency Plan
- Comprehensive Environmental Response Compensation Liability Act of 1980
- Clean Water Act/Federal Water Pollution Control Act, PL95-2F1
- Hazardous Materials Transportation Act, PL93-633
- Federal Hazardous Substances Act, PL97-414
- Homeland Security Act of 2002, 6 U.S.C. 101, et seq., as amended
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
- Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- Higher Education Opportunity Act of 1965 (HEOA), as amended, section 668.46 (e) and (g)
- Family Education Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- HSPD 5 National Incident Management System (NIMS), March 1, 2004
- HSPD 7 Critical Infrastructure Identification, Prioritization and Protection, December 17, 2003
- HSPD 8 National Response Plan (National Preparedness), December 2004
- CFR 29 OSHA Regulations (Section 1910.0 – 1910.38)
- CFR 40 Protection of Environment, part 300
- CFR 44 Emergency Management and Assistance
- CFR 49 Transportation, parts 100-199

### ***Federal References***

- NFPA 1600 (Standard on Disaster/Emergency Management and Business Continuity Programs 2007 edition)
- FEMA's Comprehensive Preparedness Guide – CPG 101, August 1, 2008
- US Department of Education - The Handbook for Campus Safety and Security Reporting, February 2011

- US Department of Education FERPA and HEAO Emergency Guidance Document, June 2011
- Federal Response Plan April 1999
- National Response Plan 2006

### ***State Laws***

- Ohio Constitution; Article IX, Section 4 - Power of the Governor to call for the militia
- Ohio Constitution; Article II, Section 42 - Power of the Governor to act for the citizens in the event of attack or other disaster
- Ohio Fire Code; Administrative Code 1301:7-7-04 Emergency Planning and Preparation Section 401-409
- ORC Title 1 Chapter 107; Powers, duties, and function of the Governor
- ORC Title 1 Chapter 161; Continuity of Government, Emergency Interim Government
- ORC Title 3 Chapter 305 & 307; Powers and Duties of County Commissioners
- ORC Title 3 Chapter 311; Powers and Duties of the County Sheriff
- ORC Title 3 Chapter 313; Powers and Duties of the County Coroner
- ORC Title 3 Chapter 329; Powers and Duties of County Department of Job and Family Services
- ORC Title 7 Chapter 733; Powers and Duties of Mayors of Cities
- ORC Title 7 Chapter 737 Powers and Duties of Police and Fire Departments
- ORC Title 33 Chapter 3345 State Universities-General Powers
- ORC Title 33 Chapter 3341 Bowling Green State University and Kent State University
- ORC Title 37 Chapter 3701 Powers and Duties of State Health Department
- ORC Title 37 Chapter 3707 Powers and Duties Assigned to Local Health Departments
- ORC Title 51 Chapter 5101 Powers and Duties of Human Service Department
- ORC Title 55 Chapter 5502 Emergency Management Agency

### ***State References***

- Ohio Natural Disaster Plan dated December 1, 1983
- Ohio Emergency Operations Plan October 2007

### ***Local Laws***

- Wood County Civil Defense Authority Resolution signed April, 1959

### ***Local References***

- Wood County Emergency Operations Plan revised 2018