

**BOWLING GREEN STATE UNIVERSITY**

**COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN**

# BASIC PLAN

## BGSU FIRELANDS CAMPUS

### I. PURPOSE AND SCOPE

#### A. 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.
- **Building Comprehensive Emergency Action Plan**  
Provides a course of action for building occupants to follow during an emergency or disaster.

#### B. 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 emergencies covered by this Plan are the *National Incident Management System's* Types 1 through 4.

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

**University Departments (BGSU Firelands Campus)**

1. Dean's Office
2. Budget & Operations
3. Technology Support Services
4. Marketing and Community Relations

**University Departments (Bowling Green Campus)**

1. Business Operations
2. Campus Operations
3. Capital Planning/Design and Construction
4. Controller's Office
5. Counseling Center
6. Environmental Health and Safety
7. Human Resources
8. Information Technology Services
9. Intercollegiate Athletics
10. Marketing and Communications
11. Office of the Dean of Students
12. Office of Residence Life
13. Police Department
14. Risk Management
15. Student Health Service
16. University Dining Services

**Outside Departments and Agencies (BGSU Firelands Campus)**

1. Erie County Sheriff's Office
2. Huron Fire Department
3. Erie County Emergency Management Agency
4. Firelands Regional Medical Center
5. Firelands Area Red Cross
- 6.

**Outside Departments and Agencies (Bowling Green Campus)**

1. City of Bowling Green Police Division
2. City of Bowling Green Fire Division
3. MedCorp Emergency Medical Services
4. Ohio State Highway Patrol
5. Wood County Emergency Management Agency
6. Wood County Red Cross
7. Wood County Sheriff's Office
8. Wood County Hospital

## II. SITUATION AND PLANNING ASSUMPTIONS

### A. Situation

The BGSU Firelands branch campus is situated in Huron Township, totals 216.5 acres and consists of seven (7) buildings, including four (4) educational facilities and three (3) storage and maintenance buildings. Firelands employs approximately 200 full and part time employees and has a student population of approximately 2,300. There are no residential facilities on the Firelands campus.

The Huron Fire Department serves the Firelands campus's needs for Fire, EMS and Haz-Mat operations. The Erie County Sheriff's Office has primary jurisdiction for law enforcement on the Firelands campus and provides additional personnel for certain other situations or emergencies including forces for large event security and those requiring a Special Response Team. The Ohio State Highway Patrol also provides personnel for certain situations or emergencies.

The University, because of its large and diverse population and infrastructure, can be vulnerable to numerous natural, technological and societal (man-made) hazards. These potential hazards are identified and have been addressed in the Plan following a comprehensive hazard vulnerability study.

### B. 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 Firelands or off-campus property owned or controlled by the University may require additional resources from the Campus Emergency Operations Center (CEOC). The CEOC will be located at the 1851 N. Research Drive, Bowling Green State University, Bowling Green, Ohio 43403 in the Huntington Building.

### III. CONCEPT OF OPERATIONS

#### A. 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.



**Executive  
Management  
Group  
(EMG)**

The **Executive Management Group (EMG)** 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. The EMG is also responsible for review and approval of this Comprehensive Emergency Management Plan (CEMP).



**Emergency  
Operations  
Group  
(EOG)**

The **Emergency Operations Group (EOG)** 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.



**Incident  
Management  
Team  
(IMT)**

The **Incident Management Team (IMT)** is comprised of Bowling Green State University and Erie County Sheriff's Office and Huron City Fire Department 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.

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

#### B. 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, at the BGSU Firelands campus, Erie County Sheriff's Office personnel and Plant Operations and Maintenance Department staff have primary responsibility for "Evacuation," while the Firelands Dean's Office and the Office of Budget and Operations 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 Operations" is an example of a Hazard Specific Appendix.

There are two Hazard Specific Appendices:  
Appendix 1 – Infectious Disease Operations Plan  
Appendix 2 – Severe Weather Policy

### C. Phases of Emergency Management

The overwhelming majority of emergency management 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, tornado 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 A.L.i.C.E. response system and on the use and implementation of this Comprehensive Emergency Management Plan (CEMP). This is done through drills and exercises, developing building specific emergency action plans, testing the emergency notification systems, 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.

#### D. 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, an explosion, a 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.

A more detailed description of emergency types can be found in Attachment #3: Incident Classification Table.

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

1. An **incident/emergency or disaster (Type 1-4)** occurs on campus.
2. **Erie County Sheriff's Office (ECSO) Dispatcher** receives an emergency call and dispatches ECSO deputies and/or the Huron Fire Department 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 ECSO deputy that arrives on scene will give a detailed evaluation and summary of the scene. 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 Communications Officer (CCO) and BGSU Firelands Director, Marketing & Community Relations, Dean, and Director, Budget and Operations must be notified of the incident, and establish the campus Incident Management Team (IMT) and assign command and general staff positions, and if necessary, 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 BGSU Firelands Director, Budget and Operations, in conjunction with the BGSU Firelands Director, Marketing & Community Relations. 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)** will 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 (Firelands Dean or Director, Budget and Operations) is responsible for activating the CEMP.
10. **Request for Campus Emergency Operations Center (CEOC) Activation** is the responsibility of the Emergency Operations Group (EOG) manager or designee. The Director, Budget and Operations and the Director, Office of Technology Support Services 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 such 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 Erie County Emergency Management Agency (ECEMA) and Erie County Sheriff's Office 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 Erie 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 or technological disasters after the President or Board of Trustees assure the Governor that Erie County Emergency Management Agency (ECEMA) 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 Governor of any potential public danger. Assistance from the Ohio State Highway Patrol or the Bureau of Criminal Investigation & Identification 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.

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

## IV. ORGANIZATIONAL GROUP ROLES AND RESPONSIBILITIES

The members of the Executive Management Group (EMG), Emergency Operations (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.

### A. Executive Management Group (EMG)

**Executive  
Management  
Group  
  
(EMG)**

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.

**President**

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.

**Senior Vice  
President for  
Academic Affairs  
and Provost**

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.

**Secretary to the  
Board of  
Trustees**

The Secretary to the Board of Trustees will serve as the Manager of the Executive Management Group and will communicate with the Board of Trustees.

**Vice President  
for Finance and  
Administration  
and 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 and Dean of Students will implement procedures to communicate with and account for students and communicate with parents during an emergency.

**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  
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.

### C. 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  
  
Firelands Dean**

The BGSU Firelands Dean, in cooperation with the Director of Public Safety and Chief of Police, will exercise overall management responsibilities for the coordination between the Executive Management Group (EMG), Emergency Operations Group (EOG) and Incident Management Team (IMT). 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 Erie County Emergency Management Agency (ECEMA).

**Erie County  
Sheriff's  
Office**

The Erie County Sheriff's Office 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.

**BGSU Firelands  
Office of  
Budget &  
Operations**

Plant Operations and Maintenance staff will assist with campus evacuation and provide staffing for assistance with parking and traffic control.

**Transportation**

Outside sources to provide transportation and support for the evacuation of students, campus personnel and anyone in the affected areas are being developed.

**Information  
Technology  
Services  
Firelands Office  
of Technology  
Support Services**

The BGSU Firelands Office of Technology Support Services, in cooperation with 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  
and Advising  
Services  
BGSU Firelands  
Office of  
Budget &  
Operations**

Internal Auditing and Advising Services and the BGSU Firelands Office of Budget & Operations will maintain records of financial transactions and purchases necessitated by the emergency or disaster.

**Human  
Resources**

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

**Marketing and  
Communications  
Firelands  
Marketing and  
Community  
Relations**

The BGSU Firelands Office of Marketing and Community Relations, in cooperation with 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  
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BGSU Firelands  
Office of  
Budget &  
Operations**

The BGSU Firelands Office of Budget & Operations, in cooperation with Capital Planning, will provide blueprints, drawings, and maps as needed and coordinate architectural, planning, construction, and technical expertise to perform the campus damage assessment.

**BGSU Firelands  
Office of  
Budget &  
Operations**

Budget & 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.

**Business  
Operations**

Business Operations will track, document, and approve emergency expenditures and assist with the federal public assistance reimbursement process.

**Environmental  
Health and  
Safety**

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.

**Risk  
Management**

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.

**BGSU Firelands  
Associate Dean  
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Office of the  
Dean of Students**

The BGSU Firelands Associate Dean, in cooperation with 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.



**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 and Records**

The BGSU Firelands Office of Registration and Records, in cooperation with the Office of Registration and Records, will provide data and information necessary for the relocation of classes and other educational activities when appropriate.

**Firelands Vending**

Firelands Vending, the contracted provider for food service on campus, 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.

**BGSU Firelands Office of Budget & Operations**

The BGSU Firelands Office of Budget & Operations will provide data on and location of appropriate available facilities for use as shelters and will provide staff and logistical support for these shelters if utilized.

**Firelands Dean's  
Office/Department  
Chairs**

The Firelands Deans Office, in cooperation with the Firelands Academic Department Chairs, 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 the Erie County Sheriff's Office, Huron Fire Division, Erie County Emergency Management Agency, the Erie County Health Department, the Firelands Regional Medical Center, 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).

**C. 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 Erie County Sheriff's Department or the Huron Fire Department to take the lead, however, a public health crisis may require the Erie County Health Department to take the lead.

**BGSU  
Police  
Department  
Firelands Deans  
Office**

The Firelands Dean's Office will report incident status (evacuation status, number of victims, damage observations and related information) to the Campus Emergency Operations Center (CEOC) through the BGSU Police Department, and request additional resources and/or manpower as needed.

**Environmental  
Health and  
Safety**

As requested, Environmental Health and Safety will provide personnel to serve in command and staff positions, coordinate and support the efforts of the Huron Fire Department and provide expertise and information about hazardous materials and campus research processes.

**BGSU Firelands  
Plant Operations  
and  
Maintenance  
Campus  
Operations**

BGSU Firelands Plant Operations and Maintenance, in cooperation with Campus Operations, will provide personnel to serve in command and staff positions, 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.

**Huron Fire  
Department  
Firelands  
Regional Medical  
Center**

The Huron Fire Department, in cooperation with Firelands Regional Medical Center, will provide personnel to serve in the command and staff positions, provide medical expertise and technical information, and assist with triage during a mass casualty incident.

**Marketing and  
Communications  
Firelands  
Marketing and  
Community  
Relations**

Marketing and Communications will provide a public information office and establish the media staging area.

**Huron Fire  
Department**

The Huron Fire Department 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.

## **V. DIRECTION AND CONTROL**

### **A. 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, in cooperation with the Firelands Dean, 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.
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.
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.

### **B. 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.

**In the absence of:**

1. **The President**, the roles and duties pass to the Senior Vice President for Academic Affairs and Provost, then to the Vice President for Finance and Administration and Chief Financial Officer. In the absence of the President, the Senior Vice President for Academic Affairs and Provost and the Vice President for Finance and Administration and Chief Financial Officer, the order of succession shall devolve upon the following members of the President's Cabinet in the order of their seniority as members of Cabinet: Vice President for Student Affairs, General Counsel.
2. **The Manager of the Executive Management Group (Secretary to the Board of Trustees)**, the roles and duties pass to the Vice President for Finance and Administration and CFO.
3. **The Manager of Emergency Operations Group (Director of Public Safety and Chief of Police)**, the roles and duties pass to a Police Captain, then to a Police Lieutenant.
4. **The Firelands Dean**, the roles and duties pass to the Firelands Associate Dean, then to the Assistant Dean.
5. **The Firelands Director, Budget and Operations**, the roles and duties pass to the Firelands Dean, then to the Firelands Associate Dean, then to the Assistant Dean.

**C. Inter-jurisdictional Relationships**

1. The response to incidents affecting only the University's Firelands 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 Erie County emergency responders may be requested to respond and support emergency operations with additional personnel, equipment, and materials. Additionally, the President may request State aid from the Governor.
3. In the event of a large scale disaster or emergency affecting the Firelands campus and the local community which requires the coordination of efforts through the Erie County Emergency Operations Center, a University official may be assigned to the Erie County Emergency Operations Center to serve as a liaison to the Center and to represent the University's interests. The Erie County EOC is located at the Erie County Services Center.

## D. Relationship to Other Emergency Plans

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

1. **BGSU Building Comprehensive Emergency Action Plans (BCEAP)** 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 Bowling Green Campus Comprehensive Emergency Management Plan.**
3. **Erie County Emergency Operations Plan** is the underlying document for the protection of health, safety and public property in Erie County, Ohio. It is the principle guide for the agencies of Erie 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.

## VI. 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.

#### A. 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

#### B. Sources of Information

1. Police Dispatcher
2. Incident Commander
3. Incident Command Post
4. News Media
5. Chief Communications Officer/Firelands Director, Marketing & Communications
6. Erie County Sheriff
7. BGSU Firelands Dean
8. BGSU Firelands Director, Budget & Operations

### **C. Use of Information**

1. Incident Command Post
2. Chief Communications Officer/Firelands Director, Marketing & Communications
3. Executive Management Group
4. Emergency Operations Group
5. News Media

### **D. 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



## VII. ADMINISTRATION AND LOGISTICS

### A. 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 Huron, Huron Township, Erie 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.

### B. Mutual Aid Agreements

1. **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.
2. **Northwest Ohio Law Enforcement Mutual Aid Agreement.** Provides mutual aid police and law enforcement assistance during emergency situations between multiple agencies in Northwest Ohio.
3. **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.
4. **Disaster Resistant Universities (DRU) Higher Education Mutual Aid.** This is a request for technical and skilled workers who are employed by an institution of higher education located in the United States. These individuals can assist with day-to-day campus operations as well as performing duties related to managing response and recovery activities. DRU Higher Education mutual aid request must be submitted through the State of Ohio Emergency Management Agency (OEMA).

### C. Contracts or Memorandum of Understanding (MOU)

1. **BGSU Alternate Care Site.** Options currently being considered and reviewed at this time.

2. **BGSU Firelands Campus/Erie County Sheriff's Office Contract for Police Services.** Establishes the parameters of services to be provided to the BGSU Firelands campus by the Erie County Sheriff's Office.
3. **BGSU Firelands Campus/Local Governmental Entities.** Options currently being considered and developed to establish the parameters of services to be provided to the BGSU Firelands campus by the local governmental entities in an emergency situation.

#### **D. 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
  - Firelands Budget & Operations
  - Firelands Dean's Office
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
- Firelands Budget & Operations
- Firelands Dean's Office

#### **E. 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 legal

documents of both a public and private nature, recorded by University officials, be protected and preserved in accordance with applicable State and Local laws.

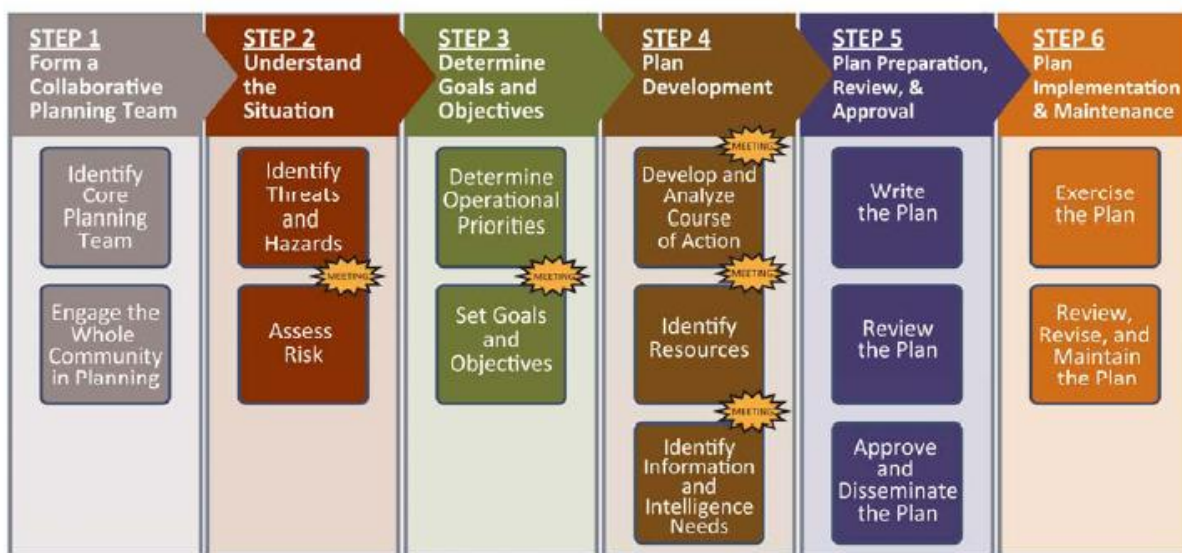
Vital University records include:

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

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

### A. 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) 10, Version 2.0, November 2010*

### B. University Planning Committee Members

- Associate Dean of Students
- Chief 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
- Associate Vice President for Student Affairs, Executive Director, Center for Health
- Director, Counseling Center and Associate Director, Center for Health

- Director of Public Safety and Chief of Police
- Assistant Vice President for Capital Planning
- 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
- Firelands Campus representative

### **C. Plan Maintenance and Revisions**

The Director of Public Safety and Chief of Police, with support from the Emergency Operations Group (EOG), is responsible for ensuring that the Plan is reviewed annually 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.

### **D. 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 Planning for Higher Education (L-363)
  - b. Crisis Communication/Group Decision-Making (IS-241)
  - c. National Incident Management System (NIMS)/Incident Command System (ICS) Training (IS-700, ICS-100, ICS-800B)
  
2. Training for Emergency Operations Group (EOG)
  - a. Multi-Hazard Emergency Planning for Higher Education (L-363)
  - b. Crisis Communication/Group Decision-Making (IS-241)
  - c. Fundamentals of Emergency Management training (IS-230)
  - d. Emergency Operations Center (EOC) training (G-775)
  - e. Some members- NIMS/ICS Training (IS-700, IS-800B, ICS-100, ICS-200, 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, ICS-100, ICS-200, 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 National Incident Management System
  - IS-800B National Response Plan
  - ICS-100 Introduction to Incident Command System (ICS)
  - ICS-200 Incident Command for Single Resources and Initial Action Incidents
  - ICS-300 Intermediate Incident Command System for Expanding Incidents
  - ICS-400 Advanced Incident Command System

## E. 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 and Chief of Police or designee writes an “After Action Assessment” report based on the “Hot Wash” discussion to provide the data used by the Executive Management Group (EMG) to propose and implement further Plan improvements.

## IX. 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 2004