



Bowling Green State University

Emergency Management Plan

Bowling Green Campus

## **Table of Contents**

	Page
Introduction.....	3
Emergency Management Plan Purpose.....	3
Response to a Level One, Two or Three Emergency.....	3
Emergency Management Team Membership, Structure and Responsibilities.....	4
Emergency Operations Center.....	5
Key Roles of Designated University Offices and Staff.....	6
Emergency Plan Assessment.....	7
Appendix A – Policy Group Contact Information.....	9
Appendix B – Operations Group Contact Information.....	10
Appendix C – Emergency Planning; Departments and Operating Units.....	12
Appendix D – Alternate Care Sites .....	14

## **INTRODUCTION**

Bowling Green State University must be prepared to act when an unexpected emergency occurs. Proper planning for an emergency is essential to reducing the impact it may have on members of the university community, its facilities, and resources. The Emergency Management Plan outlines key steps for the University community to prepare for a broad range of emergencies and procedures to respond to those emergencies in a timely, professional, and decisive manner.

## **EMERGENCY MANAGEMENT PLAN PURPOSE**

Bowling Green State University must be committed to a continuous process of preparing for, mitigating, responding to, and recovering from natural, human and technological hazards that may negatively affect its students, faculty, staff, visitors, intellectual property, and facilities. To that end, the purpose of the Emergency Management Plan is:

1. Establish the foundation for emergency management as well as the framework for effective program plans and procedures.
2. Align Emergency Management Plan goals and objectives with the vision, mission, and purpose of Bowling Green State University.
3. Provide guidance and best practices pertinent to the execution of the plan.
4. Identify faculty/staff titles or functions necessary for the successful execution of the Emergency Management Plan.
5. Provide for coordination of emergency services with local, state and national organizations and agencies.

## **LEVELS OF EMERGENCY**

### **Level One Emergency**

A Level One emergency is a short-term internal incident that can, in most cases, be resolved by the responding operational unit (i.e., Police, Residence Life, Facilities) using internal departmental standard operating procedures (SOPs). The emergency is not likely to adversely affect life, health, property or the functional capacity of the University. The Policy Group is usually not involved and notification is limited to those directly involved in the crisis. However, the Associate Vice President for Marketing and Communications will be notified about the emergency as soon as reasonable. Activation of the University's EOC is not necessary. Examples of a Level One emergency include: an academic laboratory chemical spill, a computer-related hoax or virus, a localized water-pipe break, an electrical failure that affects a classroom building, or a short-term power outage.

### **Level Two Emergency**

A Level Two emergency may adversely affect some University operations and/or threaten life, health or property within a small or isolated area. It is usually a minor event that has a predictable duration and little impact on the campus community beyond those using the building/space in which it occurred. Internal departmental SOPs will be utilized to address a Level Two emergency; activation of the University's EOC is usually not necessary. The Policy Group will be notified and kept apprised of the emergency. Examples include: a residence hall room fire; students, faculty, or staff sustaining serious injuries from a transportation accident; a fire in an academic laboratory or office; weather-related incidents or a bomb threat.

### Level Three Emergency

A Level Three emergency has an unpredictable duration and will likely disrupt the overall operation of the University. Many issues can become quite complex because of varied institutional and support responses that must be coordinated. Activation of the University's Emergency Operations Center is necessary. Major policy considerations and decisions will usually be required by the Senior Administration. Examples of a Level Three emergency include a national tragedy or incident, a building takeover or occupation, student deaths that occur outside of the community but emotionally impact members of the University community, student death on campus, a campus disturbance or a riot.

The Senior Administration of the University must respond quickly and effectively to a Level Three emergency. The President, or his/her designee, will determine when an emergency reaches this response level. If it is determined to be a Level Three Emergency, the President or their designee will activate the Emergency Management Plan and the Policy Group will be assembled and the Emergency Operations Center will be activated. The Policy Group will meet in McFall Center or a place selected by the President or his/her designee. The Operations Group will meet at the EOC (located in the Tucker Telecommunications Center) or the designated backup site.

The Operations Group is responsible for preparing a report for all Level Three Emergencies. This report will consist of the facts gathered, assessment of the emergency, and any actions already taken. The report should be prepared by the Policy Group and delivered to the president as soon as possible. The delivery may take place in the form of a written or verbal communication at the request of the President.

## **EMERGENCY MANAGEMENT COMMITTEE MEMBERSHIP, STRUCTURE AND RESPONSIBILITIES**

The President and the President's Cabinet will determine the membership of the Policy Group and the Operations Group Emergency Management committees that provide the necessary management structure for a Level Three Emergency.

### Policy Group

Members of the Policy Group include:

- President
- All Vice Presidents
- General Counsel and Assistant to the President
- Associate Vice President for Executive Communication and Executive Assistant to the President

Appendix A includes contact information for the Policy Group. Responsibilities of the Policy Group include:

- Setting overall priorities and strategies to deal with the emergency
- Approving critical public information releases
- Serving as a liaison with governmental and external constituencies
- The Policy Group is responsible to designate a liaison that will coordinate communications with the Operations Group.

## Operations Group

Members of the Operations Group include representation from the following areas:

- Academic Affairs
- Counseling Center
- Environmental Health and Safety
- Finance and Administration
- Office of General Counsel
- Human Resources
- Information Technology Services
- Marketing and Communications
- Police Department
- Residence Life
- Risk Management
- Student Life Office
- Treasurer's Office

Appendix B includes contact information for the Operations Group. Responsibilities of the Operations Group include:

- Assembling, as determined by the Policy Group, the appropriate Operations Group members to respond to the emergency
- Gathering, confirming and evaluating emergency information
- Defining and implementing tactics/actions to resolve specific priority issues
- Identifying resource needs and shortfalls
- Reassigning/deploying individuals in support of critical need
- Maintaining a log of the timeline of events, responses and actions taken
- Maintaining a log of contacts including affiliations and time of contact, as well as information or action requested
- Conducting post-crisis evaluation

## **EMERGENCY OPERATIONS CENTER**

The President, or his/her designee will determine whether to activate the Emergency Operations Center (EOC) when a Level Three Emergency is identified. The EOC serves as the communications and information-evaluation site for the Operations Group. The EOC is located in the Tucker Telecommunications Center on Clough Street. The Telecommunications Room in the basement of Hayes Hall will serve as a back-up site for the EOC. Both locations must have access to:

- Ten phone lines connected to the University's PBX
- One phone line with BGSU switch bypass capability
- Radio access via a scanning radio for all campus and local municipal frequencies
- A television with cable access, and video recording capability
- Large screen projection capability
- Four campus computer network connections
- Large scale campus map
- Access to cell and satellite phones
- Radio, cell phone and satellite phone communication

- Designated FAX machine and telephone number
- Electric generators, lavatories, and rest areas
- Computers

**KEY EMERGENCY MANAGEMENT ROLES OF DESIGNATED UNIVERSITY DEPARTMENTS AND STAFF**

Key University departments are expected to develop standard operating procedures (See Appendix C) for the purpose of responding effectively to an emergency situation. Departments should utilize an “all hazards strategy” when developing their standard operating procedures, i.e., develop emergency procedures that would be consistent, regardless of the type of hazard or emergency that occurs. Listed below are examples of the emergency response tasks for which individuals and departments will develop standard operating procedures. It may be necessary for employees to assume temporary roles outside the normal scope of their duties in some circumstances.

Academic Deans & Chairs	Identify and resolve instructional and research issues. Coordinate necessary faculty resources as requested.
Athletics	Coordinate the use of athletic facilities for emergency use.
Campus Safety	Manage law enforcement, crowd control, evacuation, site security, and mobile communications. Serve as a liaison with fire and medical command personnel. Authorize and coordinate temporary identification/access credentials as requested.
Capital Planning/Design and Construction	Identify space for displaced classrooms and offices. Provide structural evaluations and repair estimates.
Continuing and Extended Education	Coordinate communications with and support for international students studying abroad, online learners, adult learners, and off-campus students and instructors.
Counseling Center	Provide psychological services such as consultation, crisis debriefing, educational outreach programs, training and/or referral services to members of the University community who have been impacted by traumatic circumstances. These services may also involve the provision of ongoing counseling to students who are experiencing trauma or grief reactions."
Environmental Health and Safety	Evaluate and develop strategies to mitigate environmental, occupational, and fire safety hazards. Serve as liaison with environmental regulatory agencies.
Events Planning	Reschedule public events to other locations either on campus or off campus.
Facilities	Mitigate damages and initiate repairs. Assist Police Department in creating a safety perimeter at the site of the emergency. Provide site and building information. Coordinate radio communications needs.

Human Resources	Respond to employee relations issues. Coordinate University employment needs.
Information Technology Services	Coordinate temporary telephone, fax, electronic mail, and computer needs. Provide "broadcast" capability for Voice Mail. Arrange phone bank. Activate "800" number if necessary. Prepare and/or install equipment in the EOC.
Marketing and Communications	Serve as official spokesperson for University. Manage media responses, and internal communications.
Purchasing	Obtain emergency goods and services. Provide pick-up/delivery to site of emergency.
Registration and Records	Reschedule classes to other locations either on campus or off campus; in conjunction with Capital Planning.
Residence Life/University Dining Services	Coordinate housing and dining operations, including any temporary shelters. Coordinate dining services for dislocated students, employees and emergency workers.
Risk Management	Determine cause and scope of loss. Coordinate insurance adjustment.
Student Health Center	Provide medical support and back up (i.e., treat minor and immediate injuries, provide trauma support, coordinate first aid services and assist/provide onsite medical triage). Serve as liaison with public health authorities.
Student Life	Coordinate communications with students. Serve as liaison with parents.
Transportation and Parking	Provide transportation services as required. Assist Police Department with perimeter control and related functions.

## **EMERGENCY MANAGEMENT PLAN ADVISORY COMMITTEE**

The Operations Group shall function as the advisory committee with responsibilities for overseeing the Emergency Management Plan. This Advisory Committee will provide regular reports to the president concerning the status of the Emergency Management Plan. The written report will include an assessment of:

1. The adequacy of institutional support for the Emergency Management Plan.
2. Compliance with applicable federal regulations, Ohio Revised and Administrative Codes, rules established by local jurisdictions, BGSU directives and policies, and industry codes of practice.
3. Hazard identification and risk assessment.
4. The design and implementation of mitigation strategies that eliminate or lessen the effects of hazards and risks identified.
5. The adequacy of personnel, equipment, and material needed for emergency response and recovery efforts.

6. The adequacy of agreements for mutual aid, contracted services, memoranda of understanding, drop shipments, information technology backup sites, and other agreements that provide additional equipment, supplies, and personnel during emergency response and recovery operations.
7. The effectiveness of individual department standard operating procedures for the purpose of responding to emergencies.
8. The effectiveness of organizational structures and capabilities to direct, control, and coordinate response and recovery operations (i.e., a description of command relationships within a program or plan(s), a means to coordinate with or direct/control external as well as internal resources).
9. The reliability of communication systems during emergency response operations, which are required to notify and/or alert officials, responders, and the general population that may be affected in an emergency in an effort to reduce loss of lives and property and increase the efficiency of response and recovery efforts.
10. The procedures and systems that manage information on BGSU resources commonly used in an emergency and the logistical capability of obtaining and transporting resources (i.e., personnel, services, materials, and facilities) for their timely acquisition and use when needed.
11. Emergency Management training and education programs that will provide the means to inform and prepare administration and affected personnel for responding to and recovering from hazards or business interruptions.
12. The public information plan for communicating with the general population and the media on matters of pre-disaster, disaster, and post-disaster information about hazards and ways to reduce risk to life and property.
13. The fiscal and administrative procedures that support emergency management preparedness, response, and recovery operations and efforts.

**APPENDIX A**  
Policy Group Contact Information

<u>Office</u>	<u>Contact</u>	<u>Office #</u>	<u>Home#</u>	<u>Cell#</u>
President	Sidney Ribeau			
Provost	Shirley Baugher			
Finance & Administration	Sherideen Stoll			
Executive Vice President	Linda Dobb			
Student Affairs	Edward Whipple			
University Advancement	Douglas Smith			
General Counsel	Thomas Trimboli			
Economic Development	James Smith			
Associate Vice President for Executive Communications and Government Affairs and Director of University Engagement Initiative	Sandra MacNevin			

6-1-07

**APPENDIX B**  
Operations Group Contact Information

Office	Contact	Office #	Home #	Other#
<b>Academic Affairs</b>				
Primary	Mark Gromko			
Alternate	Barbara Waddell			
Alternate	Rosalind Hammond			
<b>Counseling Center</b>				
Primary	Craig Vickio			
Alternate	Mark Krautheim			
Alternate	Cathy Kocarek			
<b>Environmental Health and Safety</b>				
Primary	Dan Parratt			
Alternate	Dave Heinlen			
Alternate	John Curlis			
<b>Finance and Administration</b>				
Primary	Bryan Benner			
Alternate	Bob Waddle			
Alternate	Carl Cogar			
<b>General Counsel</b>				
Primary	Larry Chan			
<b>Human Resources</b>				
Primary	Rebecca Ferguson			
Alternate	Donna Wittwer			
Alternate	Marsha Serio			
<b>Information Technology Services</b>				
Primary	Bruce Petryshak			
Alternate	Deb Wells			
Alternate	Brian Rellinger			
<b>Marketing and Communications</b>				
Primary	Kim McBroom			
Alternate	Teri Sharp			
Alternate	Fred Connor			
<b>Police Department</b>				
Primary	Jim Wiegand			
Alternate	Dave Weekley			

<u>Office</u>	<u>Contact</u>	<u>Office #</u>	<u>Home #</u>	<u>Other#</u>
---------------	----------------	-----------------	---------------	---------------

Residence Life

Primary	Michael Griffel			
Alternate	Nick Hennessy			
Alternate	MaryAnn Begley			

Risk Management

Primary	Kim Miller			
Alternate	Gaylyn Finn			
Alternate	Dan Parratt			

Dean of Students

Primary	Jill Carr			
Alternate	Michael Ginsburg			
Alternate	Deb Novak			

Updated: 1-2-08

## **Appendix C**

### Emergency Planning: Departments and Operating Units

#### **INTRODUCTION**

Bowling Green State University is committed to a continuous process of preparing for, mitigating, responding to, and recovering from natural, human and technological hazards that may negatively affect its students, faculty, staff, visitors, intellectual property, and facilities.

All departments and operating units of Bowling Green State University must be prepared to act when an unexpected emergency occurs that affects its students, faculty and staff. Proper planning for an emergency is essential to reducing the impact it may have on the people and assets of the University. The University's Emergency Management Plan designates appropriate individuals to mitigate and prepare for a broad range of emergencies and to take timely, professional, and decisive action when an emergency occurs.

#### **DEPARTMENTAL AND OPERATING UNIT PLANS**

Departments and operating units are expected to develop emergency plans with standard operating procedures that address the specific needs of their students, faculty and staff. To aid in the development of these unit plans, the University's Emergency Management Plan Advisory Committee has developed a series of emergency procedures, check lists and templates. These include:

1. A template to develop a staff phone number and email list.
2. A list of emergency contact information to facilitate communications during an emergency.
3. A checklist to aid departments in mitigating the effects of an emergency and to identify specific responsibilities for departmental personnel.
4. The procedure for academic units concerning the options for the conduct of classes if the university were to close for an extended period.
5. Emergency procedures for fire, medical, crimes in progress, suspicious packages, bomb threats, tornado, hazardous materials, utility, and other weather related emergencies.
6. Planning templates for staff and families to develop emergency communication and emergency supply kits.

Chairs and directors may choose, due to the size and location of departments, to coordinate their efforts with other units located in the same building in order to develop their emergency plans. All colleges and departments are asked to designate a person who will be responsible for completing and updating emergency planning templates, for distributing the emergency procedures materials and for educating staff about emergency procedures. Questions concerning the templates or procedures may be directed to Environmental Health and Safety at 419.372.2171.

## **STATE OF OHIO ADMINISTRATIVE EMERGENCY MANAGEMENT REQUIREMENTS FOR PUBLIC EMPLOYERS**

In addition the Ohio's Public Employment Risk Reduction Program requires public agencies, such as BGSU, to specifically address the following topics, as part of its Emergency Management Plan. The University's Environmental Health and Safety Department will be contacting chairs and directors to conduct the training programs and practice drills required by the legislation. The State of Ohio requirements include:

- Train personnel on emergency escape procedures and emergency escape routes.
- Explain different procedures for different types of emergencies, such as using posted evacuation routes to leave the building during fire alarms vs. seeking designated tornado shelters during tornado warnings.
- Review the emergency plan or standard operating procedures with each employee covered by the plan when the plan is initially developed, when the employee's responsibilities or designated actions under the plan change, and when the plan is changed.
- List names and titles of persons who can provide unit personnel with information about the unit's Emergency Management plan.
- Conduct training and emergency response exercises.
- Develop warning and notification procedures to report emergencies. See that unit personnel understand how to report fires and other emergencies (see the Bowling Green State University Emergency Procedures poster).
- Designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation.

## **Appendix D**

### **Bowling Green State University Support of Alternate Care Sites**

One of the goals of Bowling Green State University's emergency management plan is to coordinate emergency services with local, state and national organizations and agencies. In support of this goal, BGSU has developed a Memorandum of Understanding (MOU) with the Wood County Health Department (WCHD). This MOU enables the Health Commissioner, or designee, to utilize designated areas within the University Field House as an Alternate Care Site (ACS). Per the MOU, the Alternate Care Site will be activated by the WCHD when the local health care infrastructure has been structurally compromised or inundated with patients as the result of a natural or man made disaster. Also, in the event of a State-recognized/declared disaster, Bowling Green State University agrees to allow the Ohio Department of Health (ODH) the use of designated areas within the BGSU Field House as an Acute Care Center (ACC). Both the Ohio Department of Health (ODH) and the WCHD have agreed to share the University Field House for these purposes.

The Field House has been designated to accommodate up to 500 patients (250 for WCHD and 250 for ODH). The ACS/ACC will be managed by the Medical Director of the WCHD, or designee. To activate the ACS/ACC, the Director of the WCHD, or designee, will contact the University Police dispatch center. The ACS/ACC will be supported with resources from WCHD, the Ohio Department of Health, the Hospital Council of Northwest Ohio (regional healthcare coordinator), the Wood County Emergency Management Agency, the Ohio Emergency Management Agency, and Federal Emergency Management Agency.

BGSU agrees to permit the WCHD/ODH to utilize the University Field House and surrounding parking lot and grounds, for the purposes of developing an ACS/ACC. The University agrees to provide WCHD/ODH access to the Field House, maintain utilities (assuming utilities infrastructure is functioning both locally and regionally), and provide maintenance support for building utility systems. The University also agrees to provide WCHD/ODH access to the Field House for the purposes of periodic ACS/ACC training exercises as well as for soliciting and training University volunteers to supplement the ACS/ACC human resources needs. The University also agrees to provide space in a heated warehouse for a truck trailer containing the supply cache for the ACS/ACC. The WCHD will be the coordinating intermediary between the Ohio Department of Health, the Ohio Hospital Council of Northwest Ohio (regional healthcare coordinator), and BGSU.

To the extent that funds are available as allocated by the General Assembly or other funding sources, ODH will participate in discussions to consider reimbursement costs associated with the ACC activation at the University's Field House, determined at the time of the event, between ODH and BGSU.