

# **A Guide for Developing Emergency Management Standard Operating Procedures for Academic Unit Chairs and Directors.**

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## **Introduction**

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 University. In order for the University to operate effectively during an emergency, faculty and staff must be aware of the University's standard operating procedures (SOPs) that relate to a specific emergency situation.

This guide has been developed to assist university academic chairs and directors with communicating SOPs to faculty and staff. The guide is organized into two sections: The first section will be used by all academic units (i.e., departments, schools and institutes); the second section will be used only by academic units that maintain physical laboratories and animal research facilities.

Questions concerning the development of academic unit SOPs can be directed to Dave Heinlen, Environmental Health and Safety at 419.372.2171 or [daveh@bgsu.edu](mailto:daveh@bgsu.edu).

## **Section 1: General Emergency Preparation and Response**

### **1. Communications of University Standard Operating Procedures**

Environmental Health and Safety (EH&S) staff will conduct training presentations concerning University SOPs for emergencies that concern Fire, Tornado, Medical, Crime, Bomb Threat, Suspicious Package, and Hazardous Materials with the cooperation of deans, chairs, and directors. EH&S staff will strategically place SOP posters and distribute SOP handbooks to all academic units. In addition EH&S will review the actions and strategies that faculty and staff should exercise to protect their health and safety. The EH&S office can be contacted at 419.372.2171 to schedule a presentation.

### **2. General Communications During Emergency Events**

Facilitating University communications with students, faculty and staff during an emergency event is a critical task. EH&S has developed a poster that highlights the main vehicles that the University will utilize to communicate with the community. The poster lists the following communication vehicles;

- For emergency or weather related incidents call 419.37ALERT or 419.372.SNOW
- Check the university's main Web page for emergency update information at [www.bgsu.edu](http://www.bgsu.edu)
- For those who have enrolled in BGAlert, you will receive texted emergency messages.
- If telephone, cell phone and Web-based communications are interrupted, please tune to appropriate local television and radio stations\* for emergency update information. These would include television stations WTOL-TV 11, WTVG-TV 13, WNWO-TV 24,

WBGU-TV 27, WUPW-TV (Fox Toledo-TV 36) and radio stations BGRNO, WBUK, WCKY, WCWA, WDRM, WFIN, WFOB, WIOT, WKKO, WKXA, WLQR, WNDH, WONW, WPFX, WRQN, WRVF, WRWK, WSPD, WTOD, WTTF, WVKS, WWWW, WXKR, WZOM, and YES-FM.

\*Station frequencies are included on the communications flyer.

### **3. Protection of Electronic Resources**

Protection of electronic files is a key part of the academic unit SOPs. The University's ITS department offers a variety of strategies to protect electronic files. The ITS service technician assigned to your academic unit will initiate the evaluation process. For example, the ITS technician will evaluate the need for electrical surge protection for sensitive electronic equipment.

### **4. Protecting Academic Unit Assets from Facilities Infrastructure Failures**

Strategies to protect paper files and other academic unit assets should include evaluating the risk of damaging academic unit assets from infrastructure failures. These failures may be related to system failures, as well as from natural events. For example, file cabinets or other file storage units should be located away from windows and main water supply lines. Facilities Services will work with academic units to identify vulnerable areas.

### **5. Inventory of Departmental and Personal Staff Assets**

In the event that a building and associated contents are lost due to an emergency, an inventory of academic unit assets will be a valuable tool as the University's Office of Risk Management evaluates the financial loss. The personal safety of our community members is always our first priority; however a current inventory permits the academic unit to initiate a timely recovery process.

In addition, the university is not responsible for the personal possessions of faculty and staff that are lost or damaged during emergency events.

The university maintains a current inventory of all computer equipment as well as assets over \$3500 in value. These inventories do not take into account any personal items that faculty or staff may have in their office spaces.

To document academic unit and personal possessions, Facilities Services can take a digital video or picture of individual office spaces. These digital images can assist staff in accounting for and providing documentation of many items that may be overlooked in the recovery process.

### **6. Weather Radio to Determine Current Weather Status**

Departments should secure a weather radio. The purpose of the radio is to receive current information on weather related storms and the predicted all clear time when it is safe for community members to return the their activities.

## **7. Faculty and Staff Personal Emergency Plans**

The EH&S office offers a planning template to aid faculty and staff with the development of family emergency plans. The same emergency that is affecting the University may be affecting our faculty and staff families. In order for faculty and staff to deal with university emergencies, they must be able to communicate and feel secure that their families are taking appropriate actions to secure their safety. The completion of the family emergency plan will be an important step in protecting ones family should an emergency occur.

## **8. Faculty and Staff Contact Information**

Communication during emergencies is a key task for faculty and staff. In order to facilitate communications, academic units should maintain a current listing of all faculty and staff contact information. A contact information template is available from EH&S to facilitate the collection of this information. The contact information includes the name, home address, work phone number, cell phone number, home phone number and email address.

## **9. Protecting Faculty Research**

Research is one of the fundamental responsibilities of the University. The variety of research projects on campus makes the task of developing procedures for protecting research projects most challenging. Each faculty member should consider the effects of the losing access to their research facility or losing access to research for an extended period of time. For example, developing procedures to protect data or taking steps to mitigate safety hazards within their research facilities can aid in preventing the disruption or loss of valuable work. EH&S will work with faculty members to develop procedures to protect research during emergency events.

## **10. Extended University Closure and Course Continuation**

In the event that the University must close for several weeks or months, students and faculty will be concerned about completing course work. Academic Affairs and the Faculty Senate are currently considering the development of a course completion policy after an unscheduled break in the academic calendar. Academic Affairs will keep academic units informed about the new policy development.

## **Section 2: Emergency Preparation for Special Labs and Research Facilities**

Academic units that maintain laboratories and other research facilities have a need to protect these assets during emergency events. These facilities are often subject to regulations from a variety of governmental and private sector regulatory agencies. The following additional steps are intended to aid academic units in their efforts to establish SOPs that protect these research facilities as well as aid them departments in their compliance activities.

### **1. Compliance with Laboratory Procedures**

Academic units should assure compliance, as applicable, with University policies and procedures concerning;

- Chemical Hygiene Plan
- Institutional Bio Safety Committee procedures
- Radiation Safety procedures
- Hazardous Waste procedures
- Institutional Animal Care and Use Committee procedures
- Laser Safety Committee Institutional procedures.

Environmental Health and Safety is able to assist all academic units with research facilities with compliance audits concerning regulatory requirements. A copy of each of these policies and procedures can be found on the EH&S website at [www.bgsu.edu/offices/envhs](http://www.bgsu.edu/offices/envhs)

## **2. Maintain Current Safety Signage**

Maintain current emergency notification lists on lab doors. Each academic unit is responsible for the specific postings required for their research facilities. EH&S staff can assist with the preparation of signs on research facility entrances.