

BELLARMINE
UNIVERSITY
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COMPREHENSIVE EMERGENCY OPERATIONS PLAN

September 20, 2019
Bellarmine University
2001 Newburg Road

Introduction

Disasters or emergencies can strike suddenly with little or no warning, creating an event where the normal operations of the University are interrupted. Proper planning will allow the University to reduce the effects of such an event. This Comprehensive Emergency Operations Plan (CEOP) is designed to provide Bellarmine University with guidelines to ensure a timely, effective, efficient, coordinated and safe response to emergencies or disasters that affect the campus, its operations, or population. The overall priorities of the university during an emergency or disaster are the protection of lives, property and the environment. The goal of this plan is to manage the emergency incident and begin restoring normal campus operations as quickly as possible. All departments within the University community should become familiar with this plan. As appropriate, they should develop their own action plans or emergency procedures to compliment this plan.

Purpose

The purpose of the CEOP is to establish the management structure, key responsibilities, emergency assignments, and general procedures needed during and after a disaster or emergency. The University has developed this plan to address the immediate requirements in a major disaster or emergency that would interrupt normal operations or require special measures to be taken to ensure that we are able to:

- Save and protect the lives of students, visitors, employees and the general public
- Minimize damage to the environment
- Minimize loss, damage or disruption to the University's facilities, resources or operations
- Manage immediate communications and information regarding emergency response and campus safety
- Provide essential services and operations
- Provide and analyze information to support decision-making and action plans
- Manage university resources effectively during emergency response

This plan does not supersede or replace the procedures for safety, hazardous materials response or other procedures that are already in place at the University. It supplements those procedures with an emergency management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

University Overview

Bellarmino University is a vibrant community of educational excellence and ethical awareness that consistently ranks among the nation's best colleges and universities. Our campus is situated on approximately 135 acres of gently rolling terrain through which Louisville's historic Beargrass creek flows. Bellarmine has a work force of over 600 employees, a student body of almost 4000 and numerous guests who visit campus daily.

The National Incident Management System and the Incident Command System

Bellarmino University has adopted the National Incident Management System (NIMS) and the use of the Incident Command System (ICS) as part of its emergency management structure.

NIMS provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

ICS is a standardized, on scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS is used by all levels of government including federal, state, tribal, and local; as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines.

As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management, but it also guides the process for planning, building, and adapting that structure. Using ICS for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, Institutions of Higher Education are among local agencies that must adopt the NIMS if they receive Federal grant funds.

Key Areas of Emergency Planning and Incident Management

This plan addresses emergency preparedness activities that take place during all four phases of emergency management. These emergency management phases include the following:

Mitigation

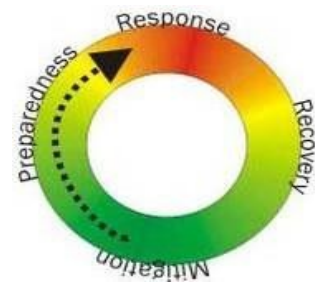
The University will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards.

Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

Preparedness

Preparedness activities are conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Departments must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, and appropriate Standard Operating Procedures
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
- Conducting periodic drills and exercises to test emergency plans and training



Response

The University will respond to emergency situations effectively and efficiently. The focus of most of this plan is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and

property damage. Response activities include: warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, as well as other associated functions.

Recovery

If a disaster occurs, The University will carry out a recovery program that involves both short-term and long-term efforts.

- Short-term operations seek to restore vital services to the university community and provide for the basic needs of the public.
- Long-term recovery focuses on restoring the university to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance.

The recovery process includes assistance to individuals, government and other institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

Plan Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. The standard practice is to plan for worst-case scenarios, which will help us more easily identify emergency operation priorities and adapt to the needs of the emergency at hand.

These planning assumptions include:

- An emergency or disaster may occur at any time of day or night, weekend, or holiday, with little or no warning
- Critical utilities may be interrupted, including: water delivery, electrical power, natural gas, ground-based and cellular communications, microwave and repeater-based radio systems, and information technology systems
- The university relies on local emergency and public services that may be delayed or not available (fire, EMS, utilities)
- Major roads, bridges, overpasses, and local streets may be damaged or impassable
- Buildings and structures may be damaged, as a result people may be injured or displaced
- Regular suppliers may not be able to make deliveries (fuel, food, other necessities)
- Roadways into campus may be blocked or impassible for extended periods of time causing people to become confined to campus, or essential personnel unable to report to assist with response and recovery operations
- Initially the University will need to conduct its own rapid damage assessment, situational analysis, and management of emergency operations from the Emergency Operation Center (EOC) while the emergency condition(s) exist. Depending on the severity of the event, these responsibilities may change upon the arrival of local authorities.
- Communication and exchange of information will be one of the highest priorities of the EOC.

Plan Objectives

The five main objectives of this plan are to provide detailed information for organization, communication and information management, decision-making, response operations, and recovery operations.

- Organization
 - Provide clear easy-to-follow checklist-based guidelines for critical functions and personnel during an emergency response.
 - Provide an easy to follow plan design in which users can quickly determine their role, responsibility and primary tasks.

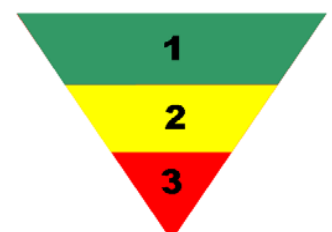
- Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response so that stakeholders are informed of the emergency response process; and have access to information about what is occurring at the University.
- Communications and Information Management
 - Specify the central point of communications both for the receipt and transmission of urgent information and messages.
 - Designate the official point of contact for the University during emergencies when normal communication channels are interrupted.
 - Provide 24-hour communication services for voice, data and operational systems
 - Collect and collate all disaster related information for notification, public information, documentation and post-incident analysis.
 - Provide a basis for training staff and organizations in emergency response management.
- Decision-Making
 - Determine, through a clear decision-making process, the level of response and the extent of emergency control and coordination that should be activated when incidents occur.
- Response Operations
 - Utilize the resources at the University campus to implement a comprehensive and efficient emergency operations team.
 - Be prepared with a pro-active emergency response management plan that anticipates any disaster.
- Recovery Operations
 - Short Term
 - Restore vital services to the campus.
 - Provide for the basic needs of students, faculty, and staff members.
 - Long Term
 - Transition from response operations to pre-incident status.
 - Institute future mitigation measures (lessons learned from current incident).
 - Support institutional continuity plans during the restoration process.
 - Provide documentation and information to support the Federal Emergency Management Agency (FEMA) disaster assistance program application.

Types and Levels of Emergencies

This plan designates three levels of campus emergencies plus a Weather event emergency. These definitions are provided as guidelines to assist the University in determining the appropriate response. Any type of emergency incident, potential or actual, should be reported immediately to the office of Public Safety at 502-272-7777.

Level 1 (Low Impact)

A limited crisis, within the scope of this plan, is any incident, potential or actual, which will not seriously affect the overall functional capacity of the university, but nevertheless requires some degree of action. In some cases, a limited crisis may be small enough that the affected department can effectively resolve the issue. In other cases, assistance from Public Safety and /or off campus emergency response agencies may be required according to the standard operating procedures. While some damage and/or interruption may occur, the



conditions are localized and University EOC activation is not needed.

Level 2 (Moderate impact)

Includes issue driven and/or slowly developing situations that negatively impact the University. The incident may be severe and cause damage and/or interruption to University operations. A partial, full or virtual activation of the EOC may occur. Bellarmine University may be the only affected entity.

Level 3 (Severe Impact)

A severe impact, within the scope of this plan, is an incident posing major risk to University personnel, students, visitors, or resources that has caused or has the potential for causing fatalities or injuries and/ or major damage. Such an incident is equivalent to a campus-wide 'state of emergency' and is expected to require activation of the University EOC and Incident Management Team (IMT) in order to provide an immediate emergency response. Bellarmine may request assistance from local authorities or, other State agencies or request federal assistance through appropriate agencies. A level 3 crisis may develop from incidents beginning at Level 1 or 2 stages.

Generally, the EOC is activated under a level 2 or 3 emergency but a virtual EOC may be implemented in lieu of the physical EOC being opened. Potential hazards are listed in the Hazard Specific Appendix on page 27.

Risk Management

The following list identifies those events that would pose the greatest need of a strategic Level 2 or Level 3 response.

- Fire/explosion
- Pandemic/epidemic
- Natural disaster (tornado, winter storm, earthquake, etc.)
- Violent or criminal behavior/active shooter
- Bomb threat
- Civil disturbances or demonstrations
- Hazardous material release
- Building collapse/structural failure
- Utility failure
- Cyber attack
- Transportation accident

Plan Activation

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives.
- Prevent damage to the environment, systems and property.
- Provide essential services.
- Coordinate communications.
- Temporarily assign University staff to perform emergency work.
- Invoke emergency authorization to produce and allocate resources.
- Activate and staff the EOC.

Emergency Authority

The President or their designee serves as the leader of the IMT- Policy Group, which may activate in the event of a Level 2 or Level 3 emergency or whenever executive policy issues must be addressed during a crisis. In the event of any threatened or actual disaster or civil disorder on the campus at a time when the President of the University is absent from campus, the authority to take all necessary and appropriate action on behalf of the University is hereby delegated to the following University officers:

- Senior Vice President
- Vice President for Academic Affairs and Provost
- Vice President for Development and Alumni Relations
- Vice President for Student Affairs
- Vice President for Administration and Finance
- Vice President for Enrollment, Marketing and Communication

NOTE: For a civil disturbance situation only, the Director of Public Safety or their designee is hereby delegated the authority to take all necessary and appropriate actions on behalf of the University under the following conditions:

1. If any of the University officers listed above cannot be contacted within a reasonable period, given the immediacy and other circumstances of the threatened or actual civil disorder.
2. When an actual civil disorder is in progress and immediate action is necessary to protect persons or property from further injury or damage.

Leadership Framework for Emergency Management

This leadership framework is based on NIMS and incorporates the ICS, which is designed to provide an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. Because of this flexibility:

- The leadership framework for emergency management as defined in this plan does not resemble the day-to-day organizational structure of the University. Employees may report to other employees to whom they do not usually have a reporting relationship.
- Further, assignments and reporting relationships may change as emergency conditions change.

The IMT coordinates the campus response, and recovery from Level 2 and 3 emergencies. Each member of the IMT has a designated alternate. For the purposes of this plan and its appendices, the primary IMT member will be mentioned by position title. However, if the primary IMT member is unavailable, their alternate will carry out the duties of the primary IMT member. The team member appoints their alternates. The IMT is composed of two groups- the Policy Group and the Operations Group. The IMT Policy Group convenes in the EOC either in person or by virtual EOC.

IMT- Policy Group

The IMT- Policy Group consists of University Leadership as follows:

- President
- Senior Vice President
- Vice President for Academic Affairs and Provost
- Vice President for Development and Alumni Relations
- Vice President for Student Affairs
- Vice President for Administration and Finance

- Vice President for Enrollment, Marketing and Communication
- Others as needed depending on the nature of the incident

Role of the IMT Policy Group

- Defines Crisis Policy
- Declares Campus State of Emergency
- Approves overall priorities, strategies and operations
- Communicates with local and state legislators, as needed
- Liaises with government and external organizations
- Issues public information reports & instructions
- Determines program closures and resumptions
- Plans and prioritizes long term recovery

IMT – Operations Group

The IMT – Operations Group:

- AVP for Business Affairs
- AVP for Facilities Management
- AVP Student Affairs
- Assistant Dean of Students
- Assistant Director Facilities Management
- Assistant Director of Housing and Residence Life
- Assistant Director of Public Safety
- Dean of Students
- Director of Campus Ministry
- Director of Counseling Center
- Director of Facilities Management
- Director of Health Services
- Director of Media Relations and Social Networking
- Director of Residence Life
- Director of Special Events
- IT Designee
- Public Safety Director
- Public Safety Coordinator
- Vice Provost of Academic Affairs

Role of the Operations Group

- Determines the scope and impact of the incident
- Prioritizes emergency actions
- Deploys and coordinates resources and equipment
- Communicates critical information and instructions as directed by and to the IMT – Policy Group
- Monitors and reevaluates conditions
- Coordinates with government agencies (e.g., Louisville Metro)
- Implements and monitors recovery operations

Response framework for Emergency Management

The University's commitment of resources in response to an incident will be dependent on the actual or probable level of impact on life safety and University operations. Listed below are designated levels of impact and the University's corresponding response:

Response to a Level 1 (Low Impact)

The impacted departments or personnel coordinate directly with Public Safety, Technology Services, or Facilities to resolve a Level 1 Emergency. Level 1 Emergencies are reported through normal channels (Public Safety for issues of public safety, Facilities for building issues, Technology Services for network problems, etc.) and, are handled based upon established departmental practices. Level 1 Emergencies do not require activation of the University's CEOP.

Response to a Level 2 (Moderate Impact)

The University's IMT – Depending on the issue, various members of the Operations Group are responsible for evaluating Level 2 situations on a case-by-case basis. Level 2 situations can be quite complex because of the varied institutional, student, and community responses that must be coordinated. Activation of all or portions of the CEOP may be warranted.

Response to a Level 3 (Severe Impact)

When a Level 3 crisis is declared by the president or designee, such declaration authorizes the Director of Public Safety to activate the IMT – Operations Group.

- Members of the IMT – Policy Group and IMT- Operations Group are notified via procedures found within the Crisis Communications Plan (Functional Appendix A). When notified, members of the IMT- Operations Group will immediately report to the primary EOC.
- Prior to assembling the IMT – Operations Group, on-scene responders following ICS, are authorized to make essential operational decisions and to commit resources for mitigation and control purposes. Public Safety may also request help from other departments on an emergency basis, including requesting reassignment, of staff from less critical assignments.
- If a Level 3 Crisis is declared, it may become necessary to restrict access to specific areas on campus to only authorized personnel. Only those designated individuals with assigned crisis response duties will be allowed to enter an area or building affected by an incident. Access restrictions will be communicated through appropriate channels. Failure to comply may result in a disciplinary or legal action.
- When crisis conditions abate, the IMT groups will recommend an appropriate time to return to normal conditions.

24 – Hour Warning Point

The Department of Public Safety serves as the 24 – Hour Warning Point for the university. It is manned 24 – hours a day and 7 days a week. The procedures for operation are outlined in the Bellarmine Public Safety University Standard Operating

Procedures. Notification to the University community regarding any emergency will be sent via the University's community notification system. (Functional Appendix B).

Emergency Operations Center

The EOC serves as the central management center for both the IMT Policy Group and the IMT Operations Group. There are both primary and alternate EOC locations on campus. The University has the ability to deploy a virtual EOC as well. The president or their designee may appoint an EOC Director as a situation requires; this individual has ultimate responsibility for activation, oversight, and the termination of the EOC.

Once an emergency is declared and the EOC is activated, it will serve as the workspace for members of IMT – Operations Group responsible for executing required Emergency Support Functions (ESF's). The EOC will be staffed on a 24-hour basis by key members of the IMT – Operations Group if necessary, or as directed by the Provost.

The EOC staff will be organized to ensure the following management activities or actions are performed:

- **EOC Director** – the person who is responsible for setting objectives and priorities and has overall responsibility of the incident.
- **Operations** – primarily responsible for managing the tactical operations of various response elements involved in the crisis/emergency.
- **Planning** – is responsible for the collection, analysis and display of information relating to incident operations, compiling it into documents that can be used immediately by decision-makers and responders. Develop alternative tactical action plans, conduct planning meetings and to prepare the EOC Action Plan for incidents which require extended operational periods.
- **Logistics** – ensures the acquisition, transportation and mobilization of resources to support the response effort at the disaster site(s), and the Logistics Section will coordinate with local authorities, state officials and other agencies for the establishment of housing, shelters and mass feeding capabilities for victims and/or responders and their departments. Methods for obtaining and using facilities, equipment, supplies, services, and other resources will be the same as used during normal operations unless authorized by the EOC Director or emergency orders of the University Provost.
- **Finance/Administration** – tracks spending, approves expenditures and purchasing, tracks worker hour, handles claims for compensation and coordinates disaster financial assistance. The Finance Section also coordinates with the Logistics Section Unit Leader for the negotiation and administration of vendor and supply contracts and procedures.

Virtual EOC

The University has the ability to deploy a virtual EOC as well. The virtual EOC allows essential personnel to perform their emergency functions while returning to their usual roles on the campus. Using a virtual, rather than physical, EOC depends significantly on cross-campus collaboration between departments. The virtual EOC is managed through Signal - all essential personnel have downloaded Signal to their cell phones. Signal encrypts all communication including messages, voice calls, group chats, files and even status messages. Only the intended recipient and nobody else can read the messages sent. A test of Signal will be completed biannually.

Emergency Support Functions

NIMS/ICS provides a framework of 15 ESF's to organize and describe the kinds of resources that are available for each of the critical operations of the University during an emergency. They are responsible for ensuring that resources are being used effectively to achieve the goals of the organization. ESF's allow for the utilization of ICS protocols in the EOC during activation and will also provide for a smooth transition to restoration of normal services and the implementation of programs for recovery.

ESF's are assigned to the following sections:

Operations

- ESF 2, Communications (Public Safety, Technology Services, Campus Communications)
 - Provide radio, telecommunications, and data systems support to emergency responders during normal and emergency/disaster operations
 - Provide a multimodal warning system capable of disseminating adequate and timely warnings to the campus community in the event of an emergency/disaster whether immediate or imminent.
- ESF 4, Firefighting (Local Government Fire Departments)
 - Coordination of firefighting activities affecting campus location.
- ESF 9, Campus Search & Rescue (Local Government USAR Teams)
 - Life-saving assistance, search and rescue operations.
- ESF 10, Hazardous Materials Response (HAZMAT Team, EHS & Local Government Agencies)
 - Provide support in responding to actual or potential hazardous materials (chemical, biological, radiological, etc.) releases.
 - Facilitate environmental short and long-term cleanup.
- ESF 13, Campus Safety & Security (Public Safety, Residence Life and Emergency Coordinators)
 - Provide for the orderly flow of on-campus vehicle and personnel traffic in and around areas affected by emergencies/disasters.
 - Initiate planning to ensure the security of areas affected by emergencies/disasters, including emergency personnel working in those areas and resources. Provide a safe environment for the campus community with additional emphasis on victims of the emergency/disaster.
 - Implement and/or assist with the evacuation of faculty, staff and students in affected areas. (Functional Appendix C).

Planning

- ESF 5, Information & Planning (IMT – Policy Group)
 - Establish procedures for gathering and analyzing information required to determine the extent of an emergency/disaster and to produce an action plan for resource prioritization.
 - Provide guidance and procedures to implement dissemination of emergency information to the campus community.
 - Establish a framework for gathering and reporting damage assessment information to the EOC during and/or after emergency/disaster operations.
- ESF 15, Recovery (Incident Management Team-Operations Group, Facilities)
 - Capture and prepare data to provide for the delivery of local, state and federal assistance to the University.
 - Facilitate the development of long-rang recovery and redevelopment plans; review and analyze the university's hazard mitigation program following an emergency/disaster
- ESF 12, Utilities (Facilities)
 - Campus energy infrastructure assessment, repair, and utility restoration.

Logistics

- ESF 1, Transportation (Public Safety)
 - Provide transportation strategies, resources and information
- ESF 3, Campus Infrastructure (Facilities)
 - Perform building inspections of buildings damaged during emergencies/disasters.
 - Provide or contract for debris removal operations in areas affected by emergencies/disasters.
 - Facilitate restoration of any utilities affected by the emergency/disaster
- ESF 6, Human Services (Student Affairs Division Staff to include: Disability Services, Residence Life, Special Events, Counseling Center)
 - Provide emergency sheltering for faculty, staff and students during emergencies/disasters affecting campus (including special needs population).
 - Create reunification center.
 - Provide individualized crisis counseling and other similar support programs to individuals affected by the emergencies/disasters.
- ESF 8, Health & Medical Services (Health Services)
 - Provide on-campus guidance, prioritization, and coordination of resources involved in the triage, treatment, and medical evaluation of victims resulting from emergencies/disasters.
 - Establish liaisons with local medical community to augment University resources that reach or exceed their capabilities.
- ESF 11, Emergency Food Assistance (Dining Services)
 - Identify and secure a food source, ensure delivery to affected area(s) during Level 3 emergencies or disasters.

Finance/Administration

- ESF 7, Resource Support (Facilities, Special Events)
 - Provide incident logistics planning, management, and sustainment capability to the University.
 - Provide resource support (facility space, office equipment and supplies, contracting services, etc.).
 - Identify staging areas on campus to support emergency/disaster operations internally and externally if justified by conditions.

- ESF 14, Donations, Volunteers (Business Administration, Campus Ministry, Development and Alumni Relations, and Facilities)
 - Establish procedures and protocol for accepting donations (goods, cash, etc.) during emergencies/disasters by persons or organizations outside of the university.
 - Establish a mechanism for coordinating the development of personnel or organizations offering services on a voluntary basis to the University during or after an emergency/disaster.

Each Branch is consolidated in the EOC during activation to insure coordination among various departments and organizations.

Priority Objectives

The IMT-Operations Group will concentrate their efforts on Priority I objectives until these objectives are substantially met. Priority II and III objectives will be addressed as resources become available.

Priority 1

- Life Safety and Evacuation – evaluate the need to evacuate people from hazardous or high-risk areas to safe zones.
- Medical Aid – evaluate medical services available and advise rescue forces regarding location of treatment facilities for injured.
- Fire Suppression – evaluate fires or fire hazards and use available resources to control and evacuate.
- Search and Rescue – establish search and rescue teams and initiate search and rescue teams and initiate rescue operations as required.
- Communication Network – establish a communication network using available staff, materials and equipment.
- Utilities Survey – evaluate condition of utilities (gas, electric, steam, water, sewer) and shut down or restore as needed.
- Hazardous Substance Control – survey critical areas (i.e., biological and chemical) and secure or clean up as needed.

Priority 2

- Food and Drinking Water – identify supplies on hand and establish distribution system for food and water.
- Shelter – identify usable structures to house resident students and/or community victims.
- Facility – evaluate facilities (i.e., buildings, classrooms) for occupancy or use. Identify and seal off condemned areas.
- Information – establish a communications system with the campus community and advise everyone regarding availability of services.
- Criminal Activity Control – establish a police/security system to protect property and control criminal activity.
- Psychological Assistance – establish a system to assist persons in coping with the crisis.
- Transportation – organize transportation for relocation to shelter.

Priority 3

- Records Survey – identify and secure all University records.
- Academic Survey – determine requirements to continue academic operations.
- Supplies and Equipment – develop a system to renew flow of supplies and equipment.
- Valuable Materials Survey – identify and secure valuable materials (i.e., artwork, historical books) on campus.

Recovery and Planning

As operations progress from Priority I through Priority III, the administrative control of the crisis/emergency situation will move from the EOC back to the normal University organizational structure. The President, with input from the IMT Groups, will determine when to deactivate the EOC.

Incident Management Team Communications – Initial Notification

The key university communications hub is Public Safety Dispatch. Public Safety Dispatch is the primary communication link with Louisville Metro Emergency Services. They will usually be the first notified of a crisis.

Any Unprecedented Crisis or Emergency: Report any crisis or emergency immediately to 911 then call the Office of Public Safety.

- Public safety Dispatch will follow a defined sequence of responses for nearly all emergency situations:
- Dispatch Public Safety Officers and make appropriate fire and/or medical rescue calls.
- Notify the Director of Public Safety or their designee according to departmental procedures.
- Notify Facilities, Health Services, and/or Student Affairs per internal procedures, as appropriate.
- If warranted, the Director of Public Safety will notify the President, the Vice President for Student Affairs and/or other individuals.
- The President or designee determines whether to declare an emergency and activate the University's CEOP.
- Once activated, (usually the director of Public Safety) will notify all members of the IMT Operations Group and provide them with appropriate instructions.

Communications Equipment

Landline telephones will be the primary means of communications and will be used to contact IMT members and university departments. Alternate methods of communication will include text messages, cellular telephones, etc. Mobile radios may be issued to IMT members as appropriate.

Joint Information Center

A Joint Information Center (JIC) is a central emergency media location for involved agencies to coordinate public information activities and a forum for news media representatives to receive information updates. The purpose of a JIC is to maintain liaisons with the news media; provide news releases and other information; assure that official statements are issued only by those administrators authorized to issue such statements; assist in handling telephone inquiries from the public relative to the disaster; accredit members of the news media operating on campus. The Vice President for Enrollment, Marketing and Communication is responsible for developing procedures related to the development of such a center.

More information can be found within the Crisis Communications Plan (Functional Appendix A).

Plan Usage

The plan is established as a supplement to the University's administrative policies and procedures. Under activation and implementation, it serves as an emergency manual setting for the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations.

Users are to follow this document during emergency response (and training activations and exercises). The forms are then retained on file as official records of the emergency response. Users are also encouraged to supplement this manual with additional individual materials and information required for emergency response and recovery.

Plan Development, Maintenance, and Dissemination

The Director of Public Safety is responsible for the CEOP Program of the University, and as such is responsible for ensuring that the plan is developed and maintained.

The maintenance and further development of the plan must be a shared responsibility, involving many departments and units across campus. The Public Safety Coordinator is responsible for facilitating that work.

Each unit or department identified as having a role in this CEOP is responsible for communicating the content of the CEOP to its staff.

The CEOP shall be reviewed annually by the IMT-Operations Group and modified as necessary. The update plan shall be forwarded to the President for approval, followed by dissemination to IMT members and posting on the Public Safety website.

As potential crises emerge, any member of the IMT-Operations Group may convene the Group to prepare hazard-specific plans.

Emergency Response Plans are generally required for each Administrative and Academic workspace and should be considered part of every department's basic responsibility. Division/Department Emergency Response support the broader Campus Emergency Management Program.

Training

The objective of the Comprehensive Emergency Operations Plan is an effective and timely response during emergencies. A good plan is a first step toward that objective. However, planning alone will not guarantee preparedness. The IMT-Operations Group will conduct exercises to train personnel and evaluate the adequacy of the CEOP. All members of the Incident Management Team are encouraged to take part in campus training events and online independent study courses available from FEMA. At a minimum, the following FEMA courses are recommended and available at <http://training.fema.gov/IS/NIMS.asp>

- IS-700.a National Incident Management System (NIMS), an Introduction.
- IS-100.HE Introduction to the Incident Command System for Higher Education.

The University will conduct an exercise annually. The exercise may be of a smaller scale: focused tabletop or orientation that involve only portions of the CEOP.

After-action reports will be prepared following each exercise. The IMT-Operations Group shall be responsible for developing these exercises.

Community Assistance by the University

A crisis affecting neighboring communities may require local authorities to request the assistance of University personnel and/or facilities. It is logical to assume such assistance would most likely involve the necessity to provide temporary shelter for victims of a disaster and/or medical care for these persons. The University will cooperate to the extent possible in any emergency assistance operations directed by outside agencies.