

OREGON STATE UNIVERSITY

**MASTER EMERGENCY
MANAGEMENT PLAN**



OVERVIEW

This document provides a management framework for responding to incidents that may threaten the health and safety of the Oregon State University community (hereafter referred to as The University), or disrupt its programs and operations. The plan addresses all hazards.

The OSU Master Emergency Management Plan uses the Incident Command System (ICS) as the basis for emergency management response. The ICS Team establishes response strategies and tactics, deploys resources, and initiates the emergency recovery processes. An Incident Commander (IC) is established at the start of the incident, ascertains the scope of an incident and advises The University stakeholders.

Emergency response actions are guided by the following goals:

- **Protect life safety**
- **Secure and preserve The University's assets**
- **Preserve and resume teaching and research programs**

The ICS Team mobilizes at a central Emergency Operations Center (EOC), located in either its primary location (Cascade Hall) or its secondary location (the campus Energy Center). Alternatively, the EOC can be staged in other locations at the discretion of the Incident Commander.

The EOC gathers emergency information from a number of sources:

- 1) Emergency Support Functions
- 2) Satellite Operation Centers (SOC)
- 3) Volunteer units (deployed to support activities)

The Office of the University V.P. for Advancement is responsible for providing the campus EOC with the OSU Public Information Officer (PIO). This officer is responsible for the preparation and dissemination of emergency bulletins, announcements and information to the public and campus community.

OSU Network Services is responsible for all communications infrastructure, including radio, telephony and data transmissions and all protocols associated with such.

EMERGENCY LEVELS

An emergency event at OSU may be designated as a Level 1, Level 2, or Level 3 situation:

Level 1

A minor incident that is quickly resolved with internal resources or limited help. The OSU Emergency Management Plan is **not** activated.

Level 2

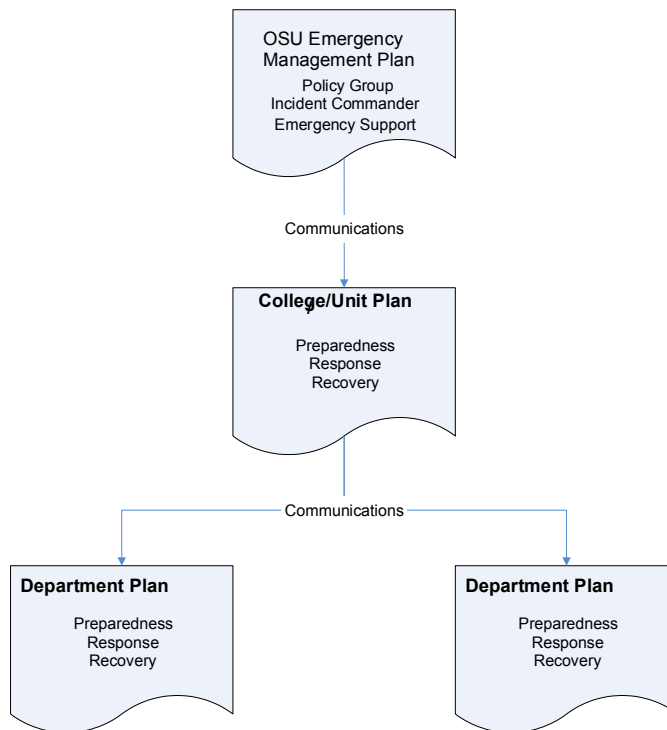
A major incident that impacts sizable portions of the campus, or that may affect life safety or mission-critical functions. The IC initiates the OSU Emergency Management Plan and an **EOC is activated**.

Level 3

A disaster that involves a major portion of campus and surrounding community where the emergency is substantial. The IC initiates the OSU Emergency Management Plan and an **EOC is activated**.

EMERGENCY PLANNING

Oregon State University's Emergency Management Plan includes the following:



The OSU Master Emergency Management Plan outlines the planning process for emergency preparedness, response and recovery. At a basic level, it sets up a command structure and emergency support functions to respond to emergencies.

Plans are developed in College/Units and Departments across campus to outline strategies for protecting department personnel, property and programs, and for coordinating with the SOC and EOC.

In addition, Emergency Support Functions provide specific aid for the campus. These include:

- Transportation
- Communications
- Health & Medical
- Media
- Food, Water and Housing
- Hazardous Materials
- Public Safety/Crowd Control and Management
- Rescue
- Public Works
- Volunteers
- Tracking Location of Students and Faculty
- Building Assessment
- Animal Welfare
- Asset Protection
- Academic Welfare

Members of the Campus Emergency Management Steering Committee (EMSC) review all plan documents annually, and meets regularly to provide general oversight for related policies and procedures. The EMSC is chaired by the Campus Emergency Coordinator. The Emergency Plans will be exercised regularly.

DEFINITIONS AND ABBREVIATIONS

ATC-20: Applied Technology Council (process 20)

Procedures for post earthquake safety evaluation of buildings.

DOC: Department Operations Center

A management center, at the department level, used to prepare for and respond to emergencies; reports to their Satellite Operations Center.

EAA: Emergency Assembly Areas

Established locations on campus; used by departments as a gathering place for personnel.

Emergency:

Not reasonably foreseeable circumstances that create a substantial risk of loss, damage, interruption of services, or threat to the public health or safety that requires prompt execution of a contract to remedy the condition.

Emergency Information Hotline: 541-737-1000 or 541-737-8000

Emergency Levels:

A ranking that classifies emergencies according to their severity and potential impact to OSU:

Level 1: Minor, localized incident

Level 2: Major incident that threatens life safety and/or disrupts operations

Level 3: Disaster involving the campus and community

EMT: Emergency Medical Technician

EOC: Emergency Operations Center

A management center where the Incident Commander and General Staff execute the University's emergency management plan.

EPSC: Emergency Preparedness Steering Committee

Provides general oversight for the entire planning process and meets regularly to address emergency preparedness, response, and recovery issues.

Essential Employees:

Employees identified to be admitted onto campus during the event of a campus emergency to carry out essential functions,

Essential Functions:

Mission critical functions needed to meet the prime directives and continue critical operations of the campus.

Field Command Posts :

A mobile utility structure used to coordinate emergency operations on site and in remote locations.

FEMA: Federal Emergency Management Agency**General Staff:**

OSU personnel trained and appointed to respond to campus emergencies. This group operates under the direction of the Incident Commander.

HAZMAT: Hazardous Material.**IC: Incident Commander**

The Incident Commander determines whether to activate the emergency plan and whether to activate all or part of the ICS Staff after emergency conditions have been verified by Public Safety, Facilities Operations, or Environmental Health & Safety and, if necessary, after consulting with the OSU Policy Group.

ICS: Incident Command System

An emergency management model that has been adapted for use at the OSU EOC to respond to any level of emergency.

NIMS: National Incident Management System

A systematic approach for response to emergency situations.

OSP: Oregon State Police**PIO: Public Information Officer****Policy Group**

University personnel consisting of the President, Vice President of Administration and the Provost and Executive Vice President that provide executive supervision for the entire emergency response process

SOC: Satellite Operations Center

A management center that is used to communicate to various Colleges/Units and Departments from the EOC and vice versa. The SOC is responsible for informing the EOC of current status and updates of their locations.

INTRODUCTION

PURPOSE

The Master Emergency Management Plan outlines Oregon State University's (hereafter referred to as the University) procedures for managing major incidents that may threaten the health and safety of the campus community or disrupt its programs and operations. The Plan identifies colleges, units, departments and individuals that are directly responsible for emergency response and critical support services, and it provides a management structure for coordinating and deploying essential resources.

At the University, planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness. An emergency incident can strike anytime or anywhere, and a disaster will affect everyone.

All employees and students have a personal responsibility for knowing what to do before, during, and after an emergency to protect their safety, their property and their work.

The University should maintain a comprehensive emergency preparedness education and training program to mitigate potential hazards, and to familiarize students and employees with emergency procedures.

The Master Emergency Management Plan will be written, reviewed, and amended by the University Emergency Management Steering Committee (EMSC). The EMSC provides general oversight for the entire emergency planning process and it meets regularly to address ongoing preparedness, response, and recovery issues.

SCOPE

The Master Emergency Management Plan guides preparedness, response, and recovery actions. It applies to a broad range of emergency incidents, and may be activated during:

- Earthquakes
- Hazardous material releases
- Floods
- Fires or explosions
- Extended power outages
- Mass casualty events
- Infectious disease events

PLAN FUNDAMENTALS

The Master Emergency Management Plan may also be activated during a community or regional crisis that may impact University personnel or business operations. For example, a utility outage in nearby areas, a serious toxic spill on a major highway, or a brushfire in a local area may necessitate a plan activation to coordinate safety precautions or emergency information and support services for personnel.

The University maintains that a major incident in the community affecting our students, faculty, and staff is a University emergency.

EMERGENCY RESPONSE MISSION & PRIORITIES

In any emergency situation the University's overriding mission is to:

- **Protect life safety**
- **Secure and preserve the University's assets including critical infrastructure and facilities**
- **Resume and preserve the teaching and research programs**

General emergency response priorities follow from these goals. The contextual characteristics of a particular emergency event (such as the time or day when an incident occurs) may require some adjustments within the following priority categories:

EMERGENCY RESPONSE PRIORITIES

- 1. Buildings used for emergency operations.**
- 2. Buildings used for dependent populations**
Residences, occupied classrooms and offices, childcare centers, occupied auditoriums, arenas and special event venues
- 3. Buildings critical to health and safety**
Medical facilities, emergency shelters, food supplies, sites containing potential hazards
- 4. Facilities that sustain emergency response**
Energy systems and utilities, communications services, computer installations, transportation systems
- 5. Classroom and research buildings**
- 6. Administrative buildings**

EMERGENCY RESPONSE LEADERSHIP (Incident Command System)

The Incident Command and General Staff coordinate the campus response to major incidents.

- The Policy Group (including the President, Vice President of Administration and the Provost and Executive Vice President) provides executive supervision for the entire emergency response process.
- The Incident Commander serves as the emergency response team leader and is responsible for the operational direction of the response.

The Incident Commander determines how to manage the emergency and whether to activate all or part of the ICS staff, after emergency conditions have been verified by Public Safety, Facilities Operations, or Environmental Health & Safety and, if necessary, after consulting with the Policy Group.

The Incident Commander may instruct the Department of Public Safety (DPS) dispatch to call and/or alert the Incident Command and General Staff that a mobilization is required. DPS dispatch notifies team members.

Exception: After a catastrophic natural event (such as an earthquake), Team members report to campus as soon as safety and family commitments permit, without receiving a call back from DPS dispatch.

When the Incident Commander and General Staff assemble, its responsibilities are to:

- Prioritize emergency actions
- Deploy and coordinate resources and equipment
- Communicate critical information and instructions
- Monitor and re-evaluate conditions
- Coordinate with other agencies or emergency groups

When emergency conditions abate, the Incident Commander, in coordination with the Policy Group, determines the appropriate time to demobilize and transition to recovery operations.

THE EMERGENCY OPERATIONS CENTER (EOC)

Incident Command and General Staff members report to a central Emergency Operations Center (EOC) to coordinate decisions and resources.

- The EOC is located in Cascade Hall.
- The alternate EOC site is the Energy Center.
- Other alternative locations may be used as determined by the Incident Commander.
- EOC equipment and supplies are to be maintained at designated locations.

When the Incident Commander activates the Master Emergency Management Plan and convenes the ICS Staff, the Department of Public Safety opens the EOC facility.

SATELLITE OPERATIONS CENTERS (SOC)

SOCs are located in Colleges/Units, and serve as the pivotal communications interface between the EOC and the Colleges/Units during a major incident or disaster. SOC's gather emergency impact data from their Department Operation Centers (DOCs) and account for their personnel, transmit reports to the EOC, and disseminate emergency instructions.

SOCs also have oversight for their preparedness, response, and recovery planning and training. SOC's also help communicate the location of Emergency Assembly Areas (EAA's) to their departments, and are expected to conduct exercises to practice using these locations.

Satellite Operation Centers include:

Operational Services SOC's

1. Department of Public Safety/Oregon State Police
2. Facilities Services
3. Information Services
4. University Housing & Dining Services
5. University Advancement
6. Student Health Services

Academic & Administrative SOC's

1. College of Oceanic and Atmospheric Sciences
2. College of Engineering
3. College of Liberal Arts
4. College of Health and Human Sciences
5. College of Veterinary Medicine
6. College of Business
7. College of Pharmacy
8. College of Forestry
9. College of Education
10. College of Science
11. College of Agricultural Sciences

12. OSU Administration
13. Office of the Provost
14. Student Affairs
15. Research

To prepare for their critical roles and responsibilities, all SOC's should:

- Coordinate effective emergency preparedness planning in their jurisdictions.
- Prepare a written SOC emergency plan that addresses preparedness, response, and business recovery and business continuity.
- Communicate the plans and procedures to their units.
- Identify a primary and alternate SOC site for emergency response.
- Establish DOC Coordinators within each departmental unit (as necessary).
- Establish communications strategies and resources to support SOC functions: including emergency hotlines, faxes, telephone trees/notification lists, wireless telephone or ham radio support, etc.
- Determine essential functions and personnel to perform them.
- Arrange appropriate preparedness training for SOC personnel.
- Participate in campus SOC training and emergency management exercises.

Documents to supplement the Master Emergency Management Plan and help implement it at the local level will be developed through the Emergency Preparedness Workbook and the Business Continuity Workbook.

These workbooks contain information to assist in the development and organization of SOC's. Emergency Management Steering Committee members provides preparedness planning consultations to Deans, Directors, Vice Provosts/ Vice Presidents at the SOC's, along with technical support to their departments.

EMERGENCY LEVELS

At the University, emergency incidents are classified according to their severity and potential impact, so that emergency response operations can be calibrated for actual conditions.

LEVEL 1 *A minor localized department or building incident*, which is quickly resolved with existing resources or limited outside help. A Level 1 emergency has little or no impact on personnel or normal operations outside the locally affected areas.

Examples: *Gas leak, localized chemical spill, minor fire, tree hazard*

Level 1 incidents do not require activation of the Master Emergency Management Plan. Impacted personnel or departments coordinate directly with operational department personnel from Public Safety, Environmental Health & Safety, Risk Management or Facilities Operations or other Units to resolve Level 1 conditions.

LEVEL 2 *A major event that disrupts a portion of the campus community.* Level 2 emergencies may require assistance from external organizations. These events may escalate quickly, and have serious consequences for mission-critical functions, and/or life safety.

Examples: *A large Building fire or explosion; bio-terrorism threat; major chemical spill; extensive power or utility outage; severe flooding.*

The Master Emergency Management Plan is automatically activated and General Staff will be assembled at the discretion of the Incident Commander. Field Command Posts may be set up to support the distribution of resources, personnel, or information.

LEVEL 3 *A significant event that happens and with which the University will not likely receive aid from the city, county or state.* This would be a disaster involving a major portion of campus and surrounding community. Normal University operations are suspended (decided within the ICS). The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires University wide cooperation and extensive coordination with external jurisdictions.

Example: *Severe earthquake.*

The Master Emergency Management Plan is automatically activated and all EOC General Staff report to campus. Field Command Posts may be set up to support the distribution of resources, personnel, or information.

Assumption: Outside agency support will not be available for up to 96 hours following a level 3 disaster.

EMERGENCY RESPONSE

EOC COMMAND STRUCTURE

The University coordinates its emergency preparedness planning with the City of Corvallis, Benton County, The Oregon Emergency Management Division, and other agencies and organizations to ensure that campus procedures are compatible with current standardized government operations, and Oregon State University is able to maintain effective emergency communications and coordination during an incident.

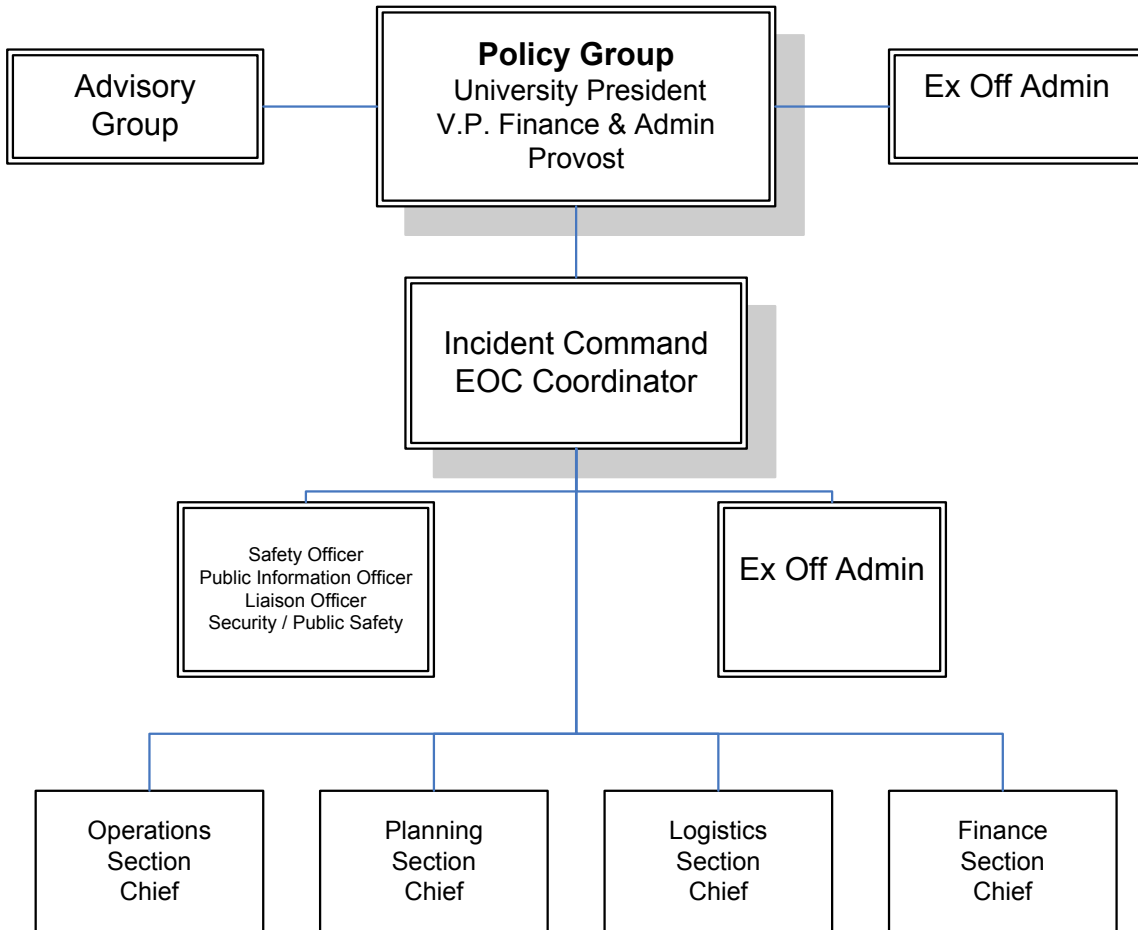
The organization of the campus Emergency Operations Center (EOC) is based on the Incident Command System.

The Master Emergency Management Plan also partitions emergency decision-makers into functional groups at the EOC. The University EOC Team is divided into functional working groups including:

- Operations Group
- Planning Group
- Logistics Group
- Finance Group

The EOC Leader is the “Incident Commander” and interfaces between the EOC Team and the Policy Group. The Incident Commander designates a Section Chief for each EOC Group appropriate to the nature of the emergency event. Liaison personnel are also appointed to facilitate coordination between the University, City, County, and State response agencies. The organization and basic roles of the EOC Groups are shown below.

ORGANIZATIONAL CHART



EMERGENCY INFORMATION AND COMMUNICATIONS

In any emergency, the Incident Commander is responsible for notifications to affected students, faculty, researchers, and staff to begin at once, as the emergency response itself begins.

At the University, the delivery of internal and external emergency information is planned and coordinated by the Public Information Officer (PIO). This coordinated approach to disseminating critical emergency announcements will provide quick, reliable and consistent information to our community and will reduce general demand on vital emergency communication lines.

During a limited Level 1 incident, response units simply alert College/Unit and/or Department managers of the situation and provide updates throughout the course of the event. (In some cases, the EOC Public Information Officer may issue bulletins to affected units). Making timely internal and external emergency announcements during a Level 2 or Level 3 emergency requires a much broader approach involving many participants. Students, faculty, researchers, staff, and visitors must know what happened, where it happened, and what to do next.

In the event that emergency conditions disrupt power and telephone service, emergency information, along with all emergency communications, may be profoundly restricted. Messengers, radios, cellular phones, and ham radio may be used until systems can be restored.

RESPONSE PLANS FOR SPECIFIC EVENTS

The Emergency Management Steering Committee, in partnership with other campus stakeholders, will continue to develop specific supplemental plans to address the following:

- Utility outages
- Weather phenomenon
- Earthquakes
- Pandemic Flu
- Terrorist activity

RECOVERY

PLAN DE-ACTIVATION

When emergency conditions are stabilized and normal University operations can resume, the EOC Incident Commander, along with the Policy Group determine the appropriate time to demobilize and transition to recovery operations. A formal announcement will be disseminated, through the PIO.

If the nature of the incident requires an extension of some emergency services, special EOC work groups may be appointed to coordinate those continuing. Continuing issues may include:

- Ongoing repairs and their staging
- Academic or administrative space adjustments
- Support services for impacted students, faculty, or staff
- Community relief efforts

After Action Review

Immediately following the cessation of Level 2 or Level 3 emergency operations, a formal review with EOC Team members and campus constituents will be conducted to evaluate the effectiveness of the response. This debrief will help determine any necessary modifications of the Master Emergency Management Plan due to the emergency experience. The Campus Emergency Coordinator will prepare a written “*after action report*” summarizing post-event observations, and will coordinate appropriate Emergency Management Plan revisions.

COST RECOVERY

One of the final EOC actions will be to transition cost recovery to an emergency cost recovery work group, led by OSU Risk Management. The composition of the work group will be related to the nature and magnitude of the emergency, but may include a core membership representing:

- The Provost Office
- Office of Finance & Administration
- Office of the General Counsel
- The affected SOC/DOC

Recovery for costs associated with emergencies is submitted to the State of Oregon Self Insurance Fund (SOIF) in accordance with the Property Self Insurance Manual 125-7-101. Appropriate documentation is needed to support the loss.

Colleges/Units and Departments should have advance copies of internal cost and loss documentation forms in their Department Emergency Planning Guidelines to help prepare them for the post-event claims process. Additional materials and guidance documents from external funding sources, such as the Oregon Office of Emergency Services, FEMA, or other agencies will be distributed as needed.

Payment for losses will equal the SOIF findings of Restoration Cost, Actual Cash Value, or other valuation method as described in the Property Self Insurance Manual. The appropriate deductible will be applied. Alternative use of these funds is allowed under ORS 278.050(2) to apply loss payments to alternative uses, with the approval of the SOIF.

BUSINESS CONTINUITY

All Colleges/Units shall develop business continuity plans to safeguard their essential programs, properties and records. While developing these plans, SOCs should involve the appropriate academic program and financial managers in the planning process. Business continuity procedures should be a part of the University's annual emergency exercises.

The business continuity plan at a minimum will address the following:

- Essential personnel
- Communications strategies
- Business interdependencies
- Critical and time sensitive operations
- Alternative business locations
- Essential equipment
- Critical data stores and record security
- Cost recovery

This document is intended to provide guidance and awareness to campus leadership personnel and assist them in their emergency preparedness efforts.

For more information, contact the
Campus Emergency Coordinator @ 541-230-4261.