



# EMERGENCY MANAGEMENT PLAN

James M. Smith  
Interim Dean

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## **INTRODUCTION**

Bowling Green State University and BGSU Firelands 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 and individuals to prepare for a broad range of emergencies and take timely, professional and decisive action when an emergency occurs.

## **EMERGENCY MANAGEMENT PLAN PURPOSE**

Bowling Green State University and BGSU Firelands 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 and BGSU Firelands.
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 most likely be resolved by the responding service unit using internal departmental standard operating procedures. The emergency is not likely to adversely affect life, health, property or the functional capacity of the University and/or the BGSU Firelands campus. The Bowling Green campus Senior Administration is usually not involved and notification is limited to those directly involved in the crisis. The Director, College Relations, however, should be notified about the emergency as soon as reasonable. Activation of the Emergency Operations Center 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 and/or BGSU Firelands campus 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 standard operating procedures will be utilized to address a Level Two emergency; activation of the Emergency Operations Center is not necessary. BGSU Firelands' Deans and Directors, as well as key members of the Bowling Green campus Senior Administration will be notified and kept apprised of the emergency. Examples of a Level Two emergency include a residence hall room fire, a

multiple injuries from a transportation accident, a fire in an academic laboratory or office, a utility failure, 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 and/or the BGSU Firelands campus. Many issues can become quite complex because of varied institutional and support responses that must be coordinated. Activation of the University's and/or the BGSU Firelands' Emergency Operations Center(s) is necessary. Major policy considerations and decisions will usually be required by the Senior and BGSU Firelands Administrations. 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 and BGSU Firelands must respond quickly and effectively to a Level Three emergency. The BGSU Firelands Dean, in consultation with the President, or his/her designee, will determine when an emergency reaches this response level on the BGSU Firelands campus. 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(s) will be assembled and the Emergency Operations Center(s) will be activated. The Bowling Green campus Policy Group will meet in \*\*\*\*\*or a place selected by the President or his/her designee, and the BGSU Firelands Policy Group will meet in the \*\*\*\*\*, or a place selected by the Dean or his/her designee. The Operations Group will meet at the EOC (located in the \*\*\*\*\* (\*\*\*\*\*on the BGSU Firelands campus) 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 and Dean as soon as possible. The delivery may take place in the form of a written or verbal communication at the request of the President and Dean.

## **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. The BGSU Firelands Dean will determine the membership of those groups for the BGSU Firelands campus.

### Policy Group

Members of the Bowling Green campus 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

Members of the BGSU Firelands campus Policy Group include:

- Dean
- Associate Dean for Engagement and Outreach

- Associate Dean for Academic Student Affairs
- All Administrative Directors

Appendix A includes contact information for the Policy Groups. Responsibilities of the Policy Groups 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 Bowling Green campus 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

Members of the BGSU Firelands campus Operations Group include representation from the following areas:

- Dean
- Associate Deans
- Administrative Directors

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

- Assembling, as determined by the Policy Groups, 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, (and/or Dean of BGSU Firelands) or their 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 Bowling Green campus EOC is located in the \*\*\*\*\*. The \*\*\*\*\* in the basement of \*\*\*\*\* will serve as a back-up site for the EOC at the Bowling Green campus. At the BGSU Firelands campus, the \*\*\*\*\* will serve as the primary EOC for emergencies affecting that campus, and the back-up EOC will be located in the \*\*\*\*\*. All locations must have access to (in some cases BGSU Firelands will have a reduced number of the items listed):

- 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 (Budget & Operations on the BGSU Firelands campus)	Coordinate the use of athletic (or other) facilities for emergency use.

Campus Safety (Budget & Operations (in cooperation with the Erie County Sheriff's Office and other local emergency providers))	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 (and Budget & Operations)	Identify space for displaced classrooms and offices. Provide structural evaluations and repair estimates.
Continuing and Extended Education (Office of Educational Outreach)	Coordinate communications with and support for international students studying abroad, online learners, adult learners, and off-campus students and instructors.
Counseling Center (TLC & Firelands Regional Medical 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 (and Budget & Operations)	Evaluate and develop strategies to mitigate environmental, occupational, and fire safety hazards. Serve as liaison with environmental regulatory agencies.
Events Planning (Budget & Operations and College Relations)	Reschedule public events to other locations either on campus or off campus.
Facilities (Budget & Operations)	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 (and Dean's Office)	Respond to employee relations issues. Coordinate University employment needs.
Information Technology Services (and OTSS)	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 (and College Relations)	Serve as official spokesperson for University. Manage media responses, and internal communications.
Purchasing (and Budget & Operations)	Obtain emergency goods and services. Provide pick-up/delivery to site of emergency.
Registration and Records (Dean's Office)	Reschedule classes to other locations either on campus or off campus; in conjunction with Capital Planning.
Residence Life/University Dining Services (Budget & Operations)	Coordinate housing and dining operations, including any temporary shelters. Coordinate dining services for dislocated students, employees and emergency workers.
Risk Management (and Budget & Operations)	Determine cause and scope of loss. Coordinate insurance adjustment.

Student Health Center (local emergency response providers)	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 (College Relations, Student Services)	Coordinate communications with students. Serve as liaison with parents.
Transportation and Parking (Budget & Operations)	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 (and BGSU Firelands Dean) 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.

Approved President's Cabinet

Date: \_\_\_\_\_

## APPENDIX A

### Policy Group Contact Information

#### Bowling Green Campus

<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			
Assoc. VP for Executive	Sandra MacNevin			
Communication and Gov't.				
Affairs & Director of Univ.				
Engagement Initiative				

#### BGSU Firelands Campus

Interim Dean	James M. Smith
Associate Dean for Academic & Student Affairs	John Pommersheim
Associate Dean for Engagement & Outreach	Andrew Kurtz
Director, Admissions & Fin. Aid	Debralee Divers
Director, Budget & Operations	Mark R. Charville
Director, OTSS	Julie Hamann
Director, Educational Outreach	Ann Light (Interim)
Director, College Relations	Lesley Ruskowski

**APPENDIX B**  
Operations Group Contact Information

**Bowling Green Campus**

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			

Office	Contact	Office #	Home #	Other#
Residence Life				
Primary	Michael Griffel			
Alternate	Nick Hennessy			
Alternate	MaryAnn Begley			
Risk Management				
Primary	Kim Miller			
Alternate	Gaylyn Finn			
Alternate	Dan Parratt			
Student Life Office				
Primary	Jill Carr			
Alternate	Michael Ginsburg			
Alternate	Deb Novak			
<b>BGSU Firelands</b>				
Dean's Office				
Primary	James M. Smith			
Alternate	John Pommersheim			
Alternate	Andrew Kurtz			
Budget & Operations				
Primary	Mark Charville			
Alternate	Deborah Bennett			
Admissions				
Primary	Debralee Divers			
Alternate	Cheryl Chaffee			
Office of Technology Support Services				
Primary	Julie Hamann			
Alternate	Michael Myers			
College Relations				
Primary	Lesley Ruskowski			
Alternate	Jaymee Skelly			
Office of Educational Outreach				
Primary	Ann Light (Interim)			
Alternate	Lori Peugeot			

## **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.