Department Emergency Planning

• Goal: Develop a(n) _______________ Emergency Operation Plan (EOP) by ________________.

• An EOP:
  – Describes how the Department will organize itself for emergency events
    • Preparedness
    • Mitigation
  – Is applicable to all staff/faculty/visitors/students
  – Analyzes what events could have the greatest consequences to the Department

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Level 1 Green: A minor incident that is quickly resolved with internal resources or limited help.

Level 2 Yellow: A major incident that impacts a sizable portion of CLA, or that may affect mission critical functions and/or life safety. The CLA Response Team will be activated.

Level 3 Orange: A disaster that involves a major portion of OSU or surrounding community where emergency is substantial. The CLA Response Team will be activated.

What Event?

- First aid -ambulance
- Water Leak
- HVAC failure

- Multiple room fire
- Power outage
- Water outage
- Campus closed

- Earthquake
- Pandemic flu
- Sustained winter storm/freezing temps
Why Department Level EOP?

Level of complexity

Time

Response

Operational Impact

University EOP
- Earthquake
- Pandemic flu
- Sustained winter storm/low temps

College/Department EOP
- Multiple room fire
- Power outage
- Water outage
- Campus closed
- First aid - ambulance
- Water Leak
- HVAC failure

Why Department Level EOP?

College/Department
EOP
Address Issues at Lowest Level
EOP

Operational Organization
- Concept of Operations
- Organization and Assignment of Responsibilities
  - Oversight
  - Preparedness Team
  - Response Team
  - Recovery Team
- Direction and Control
  - Decision making
  - Control
- Communications

Hazard Analysis
- 51 “typical” university hazards

Events
Appendix F Emergency Action Plans
- Evacuation
  - Evacuation Map (non-tsunami)
  - Evacuation Map (tsunami)
- Shelter in place
- Fire/Explosion
- Medical Injury
- Poisoning
- Chemical Spill
- Radiological Material Spill
- Transportation Accidents
- Severe Weather
- Earthquake/Tsunami
- Building Systems (Utilities)
- Crimes in Progress
- Sexual Assault
- Active Shooter
- Hostage
- Bomb Threat
  - Bomb Threat Checklist
- Bomb/Suspicious Object
- Disruptive Student

Appendix G Functional Plans
- Unit Specific Response Plans for Unit Specific Operations/responsibilities
- [school/department] EOPs
# Hazard Analysis

<table>
<thead>
<tr>
<th>Occurred to department or has high potential to do so (5) annually, (4) last 2-5 yrs, (3) last 5-10 yrs, (2) last 10-25 yrs, (1) &gt; 25 yrs</th>
<th>Effect the hazard has to the Health and Welfare majority of people within your institution (5) Life threatening, (4) Health/Safety threat, (3) Psychological Disruption, (2) Disruption of ability to do job 24 hrs, (1) Disruption of ability to do job &lt;8 hrs</th>
<th>Vulnerability to research operations (3) High risk (2) Medium risk (1) Low risk</th>
<th>Vulnerability of academic operations (3) High risk (2) Medium risk (1) Low risk</th>
<th>Effect the hazard has to physical infrastructure within your institution (3) Disruption to most services &gt; 12 hrs, (2) Disruption to some services 6-12 hrs, (1) Disruption to a few services &lt; 6 hrs</th>
<th>Probability = Occurrence * H&amp;S * Research * Academic * Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Emergencies</td>
<td>Minor Fire - 1 room</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Major Fire - 3 or more rooms</td>
<td>Explosion</td>
<td>Medical Emergencies</td>
<td>Hazardous Materials</td>
<td>Transportation Accidents</td>
<td>Evacuation</td>
</tr>
</tbody>
</table>
Path Forward

Develop a consolidated plan

- Identify a Director's representative for each Directorate
- Meet with Senior Program Manager and Emergency Preparedness periodically
- Work on template + hazard analysis together
- Develop specific Directorate Plan to detail internal Directorate organization and protocols
  - Augments base plan

Develop Directorate level plans

- Identify a Director's EP Planning representative
- Identify a Dean EP Planning Representative
- Work on template + hazard analysis for each Directorate and overall Department