

Emergency Management Framework

January 2023

Letter of Promulgation

The threat of spontaneous crisis has never been so prevalent and on the minds of individuals, communities, government agencies and higher education institutions across the country than it is now. Since the turn of the century there has been little escape from the challenges of disaster; from 9/11 to Hurricane Katrina, to emerging illnesses and school massacres. While these events are sobering upon reflection, they must also reaffirm our resolve to mitigate these hazards and prepare – not just to survive, but to endure, persevere and flourish as an organization as well as individuals.

One measure of an organization's strength is its ability to respond effectively and recover quickly from any emergency. The University of Health Sciences and Pharmacy is committed to the wellbeing of all its students, faculty, staff and visitors and dedicated to preserving its mission and academic responsibilities, even in times of crisis. To that end, it has developed, maintains and routinely evaluates a comprehensive emergency management program that establishes protocols, priorities, responsibilities and initiatives to prepare for, respond to and recover from any incident that may impact the University.

The program, defined and detailed in this Emergency Management Framework (EMF), is established under and fully compliant with state and federal laws, statutes and declarations for disaster management. Adhering to best practices from the National Incident Management System (NIMS) and Incident Command System (ICS), the EMF is designed to provide the framework for an effective system of comprehensive emergency management, integrate all phases of disaster - from pre-event initiatives to post-incident challenges and take an all-hazards approach to addressing response and recovery actions during an emergency.

It is acknowledged that crises can happen with little or no warning, and that coordinated and collaborative response activities are necessary to save lives, protect property and sustain university business and academic operations. As documents serve only as a strategic guide to emergency management, the most essential resources are the individual members of the UHSP community taking personal responsibility by getting involved, getting trained and understanding what their role is during emergencies.

Demonstrating steadfast commitment to safety and security, I officially endorse the UHSP Emergency Management Framework and affirm that emergency response and recovery operations may take precedence over normal University functions to an extent and duration appropriate for the emergency level as defined by this framework, and that every effort will be made to support the needs and functionality of our Emergency Operations Center.

I encourage each member of the UHSP community to review our emergency plans, understand their role during a crisis on campus and familiarize themselves with how to protect our students, employees and guests in the event of an emergency.

David D. Allen
President, University of Health Sciences and Pharmacy in St. Louis



SIGNATURE

Foreword

In order to maintain and advance University research, academic and service programs, a stable infrastructure of services and administration is essential. For normal operations, UHSP provides these services centrally through administrative structures in its colleges, departments and operating units. However, in times of emergency, wide-spread disruption and/or life-threatening crises, critical units of UHSP must work together under central coordination to protect and preserve. The highest priorities of life safety, property protection and restoration become the interim mission of UHSP. University of Health Sciences and Pharmacy Emergency Operations Center is a key central communication entity that will connect the various functional units with decision-makers and external assistance.

Founded on the priorities and operational concepts of emergency management and incident command processes, this framework has been prepared primarily for the people who will use it. While it serves the University as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency activations. It empowers those who manage emergencies on campus and keeps those who need to remain on the business side of the University functional; it supports those who must restore UHSP activities in research, academic learning and public service.

Business Continuity and Emergency Preparedness Manager
University of Health Sciences and Pharmacy

Carlin N Harp

SIGNATURE

01/09/2023

DATE

Record of Changes

The UHSP Emergency Management Framework (EMF) is a living document that is reviewed and modified on a regular basis. At a minimum, the plan will be reviewed after any of the following circumstances:

- An actual emergency or disaster that necessitates the activation of the EOP
- Any drill or exercise the University facilitates or participates in
- A major change in state or federal law affecting emergency management, safety or hazard mitigation
- One year has passed since the EMF was last reviewed

Change Number	Date of Change	Change Made By:	Location of Change	Summary of Change
01	04/20/15	J. Campbell	Page 4	Updated Record of Distribution
02	04/20/15	J. Campbell	I.D. (page 7)	Revised EOC description
03	04/20/15	J. Campbell	II. A (page 8)	Revised to accurately description EMF/EOP relationship
04	05/02/18	C. Harp		Revision and updates to EMF
05	10/24/22	C. Harp		Revision and updates to EMF formatting to fit brand standards.
06	1/3/23	C. Harp	Pages 16, 17	Revision of EMEG and EMOG members

Record of Distribution

The Emergency Management Framework will be distributed to all members of the University community, in particular the following positions:

President

Dean of College of Arts & Sciences

Dean of St. Louis College of Pharmacy

Dean of College of Graduate Studies

Dean of College of Global Population Health

Vice President, Marketing, Athletics &

Enrollment Management & Services

Vice President, Campus Life

Assistant Vice President, Advancement

Assistant Vice President, Information Technology & CIO

Vice President, Operations

Director, Human Resources

Campus Counseling Center

Director, Public Safety

Washington University Emergency Management Committee

Acronyms

Acronym	Meaning
AAR	After Action Report
BEC	Building Emergency Coordinator
BJH	Barnes-Jewish Hospital
CEMA	St. Louis City Emergency Management Agency
EMEG	Emergency Management Executive Group
EMOG	Emergency Management Operations Group
EMF	Emergency Management Framework
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FOUO	For Official Use Only
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVA	Hazard Vulnerability Assessment
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
NDRF	National Disaster Recovery Framework
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NRF	National Response Framework
PPD	Presidential Preparedness Directive
SLCH	St. Louis Children's Hospital
UHSP	University of Health Sciences and Pharmacy
WUMC	Washington University Medical Campus
WUSM	Washington University School of Medicine

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Executive Summary

Mission

The mission of the University of Health Sciences and Pharmacy Emergency Management Program is to:

- Reduce stakeholder and structural vulnerability
- Prepare and train campus leaders to approach emergencies with coordination and efficiency
- Protect life safety and critical infrastructure during incidents
- Respond to emergencies tactically as a unified organization
- Recover from emergency, restore lost assets and resume academic mission

Responsibility

The Emergency Management Coordinator is responsible for developing and enhancing the emergency management program, including plans and procedures that will ensure the University has the ability to respond to and recover from any emergency. Departments and individuals with specific responsibilities in the program are expected to be familiar with their assignments and the overall plan.

Emergency Operations Plan (EOP)

The EOP is a guiding document built within the Emergency Management Framework for the cohesive, tactical management of any emergency or disaster at UHSP. The purpose of the EOP is to:

- Identify personnel, equipment and supplies available that may be used in an emergency
- Coordinate response efforts for natural, intentional and technological disasters
- Provide support to campus leadership and responders
- Guide recovery and restoration activities

Emergency Operations Center (EOC)

The UHSP Emergency Operations Center (EOC) is the focal point and central communication entity that connects functional units with decision-makers and external assistance to accomplish information management, incident command, stakeholder communication, response coordination, emergency support and resource distribution through an emergency.

The primary EOC is located in Jones Hall 1275. A secondary EOC will be in Recreation and Student Center 418.

Introduction

Overview

Identification of hazards and threats to the University of Health Sciences and Pharmacy and the Washington University Medical Campus, along with active practices in mitigation, preparedness, response and recovery is vital to sustaining the UHSP vision, mission and values as well as supporting the current UHSP Strategic Plan the overall strategic plan for the University.

The purpose of the EMF is to provide a foundation upon which the organization can develop plans that provide for the safety and security of all members of the community. This encompasses innovative activities that are undertaken before, during and after an emergency or disaster occurs. The EMF also includes in an annex the UHSP Emergency Operations Plan (EOP); a targeted plan that primarily focuses on strategic all-hazards response operations.

As a foundational document, the EMF outlines the most critical elements of UHSP emergency management program, allowing for the development of supplemental and supporting documents that relate to vulnerability assessment and reduction, training and evaluation, response protocol and recovery initiatives under a common framework.

Scope

This EMF applies to the University of Health Sciences and Pharmacy main campus and all satellite facilities, and also provides operational insight to partner organizations on the Washington University Medical Campus.

Situation

There are many hazards which may cause emergencies and disasters to all or part of the University. Specific vulnerabilities, such as an open campus, aging infrastructure, diverse populations on and adjacent to campus, regional severe weather and other natural disasters, and proximity to transportation and urban hubs, all present unique challenges.

The University has the following unique attributes:

- Open campus serves as pedestrian thoroughfare for Barnes-Jewish Hospital, St. Louis Children's Hospital and Washington University School of Medicine employees
- Approximately 800 students enrolled with 300 on-campus residents
- Approximately 325 faculty and staff on campus
- Study abroad programs with students and faculty traveling internationally

The University is centrally located on the Washington University Medical Campus, and maintains strong partnerships with its neighbors Barnes-Jewish Hospital, St. Louis

Children’s Hospital and Washington University School of Medicine. An initiative that is gaining momentum within each organization is the concept of the Washington University Medical Campus (WUMC) – that each major entity serves the others in some capacity, and that an event impacting one will likely impact all. Consequently, emergency management leaders from each WUMC organization are continually improving their respective programs and collaborating with each other to enhance the preparedness of the overall medical campus.

D. Assumptions

Key Assumptions:

Programs are developed upon key assumptions - information taken as fact - for the process to go forward. The following are the assumptions used to develop the UHSP EMF:

1. Severe weather, including tornadoes, thunderstorms, heavy snow, ice storms, floods and other weather-related emergencies or natural disasters will continue to occur in the region and the State of Missouri.
2. An emergency or disaster can occur at any time of the day or night, weekends, or holidays, with little or no warning.
3. There could be more than one incident at a time.
4. The University has capabilities including manpower, equipment, supplies and skills to enhance the preservation of lives and property in the event of an emergency or disaster.
5. The University will exhaust its local resources and capabilities before requesting assistance.
6. The University will dedicate the resources necessary to develop and implement the appropriate emergency management programs and documents for the campus, including the Emergency Management Framework, the Emergency Operations Plan, the Building Emergency Action Plans and the Emergency Notification System.
7. Because emergency and disaster events are not predictable, these emergency plans serve only as a guide and may require deviation or modification to meet the demands of the situation.
8. The University addresses reduction of vulnerabilities, and enhancement of response and recovery efforts in its annual budget expenditures.
9. The University sits in the jurisdiction of the St. Louis City Emergency Management Agency (CEMA). A representative may be called upon for consultation and assistance.
10. The University may enter into mutual aid agreements and memorandums of understandings (MOUs) with other entities to support all missions of emergency management.
11. The UHSP Emergency Operations Center (EOC) may be partially activated to support disaster activities at neighboring facilities on the Washington University Medical Campus.
12. The University is compliant with the National Incident Management System (NIMS), the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs, and other applicable state and Federal plans in development emergency management programs.

13. Training and exercise of a plan is essential for its success. The University will routinely activate and evaluate its plans per its Multi-Year Training and Exercise Plan in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).
14. There will be at least one Clery Act compliant drill or exercise annually, which must include a campus evacuation component (discussion and/or functional exercise).
15. All, or a part of the University's emergency notification system will be tested during each exercise at a minimum. A full system test will be conducted annually for Clery Act compliance.

Operational Assumptions:

An activation of the UHSP Emergency Operations Plan inherently assumes a commonly accepted set of operational conditions have occurred. These assumptions are called Operational Assumptions, and the standard practice is to base them on the worst-case conditions.

For the University, the worst-case conditions are represented by an earthquake hazard. Using this model, the operational assumptions incorporated into this plan include:

1. Critical utilities may be disrupted, including water delivery, sewer, electricity, natural gas, telephone communications, radio systems, cellular communication, and information systems.
2. Buildings and structures may be damaged or destroyed, which can create additional secondary hazards.
3. The ability to contact or communicate with university employees, including departmental and University leadership, is likely to be interrupted or delayed.
4. Major roads, bridges and overpasses may be damaged.
5. Local and regional services may not be available.
6. There will likely be dead, injured, and displaced stakeholders.
7. The safety of human life will take precedence over protecting property during incidents.
8. Stakeholders may be stranded at the University – conditions unsafe to travel off campus.
9. Stakeholders may be isolated at their home and unable to come to or communicate with the University; this includes employees with critical operational responsibilities.
10. Normal suppliers may not be able to provide services.
11. Community residents may inundate the Washington University Medical Campus seeking treatment and services.

Authorities

University of Health Sciences and Pharmacy Emergency Management Framework uses the authority provided by the:

- The Homeland Security Act of 2002
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
- Homeland Security Presidential Directive 5: Management of Domestic Incidents (HSPD-5)
- Presidential Policy Directive 8: National Preparedness Goal (PPD-8)
- Missouri Revised Statutes §44.010 – 44.130

Plan Organization

The Emergency Management Framework (EMF) addresses the planning components necessary to reduce vulnerabilities, respond swiftly and effectively and recover fully from an emergency or disaster. The EMF describes necessary elements, activities and programs adopted by the University to improve their resilience. Annex A contains the Emergency Operations Plan (EOP) and provides a more detailed response guidance for the campus. Figure 1 below illustrates the organization of UHSP emergency plans, along with a summary and intended audience for each plan.

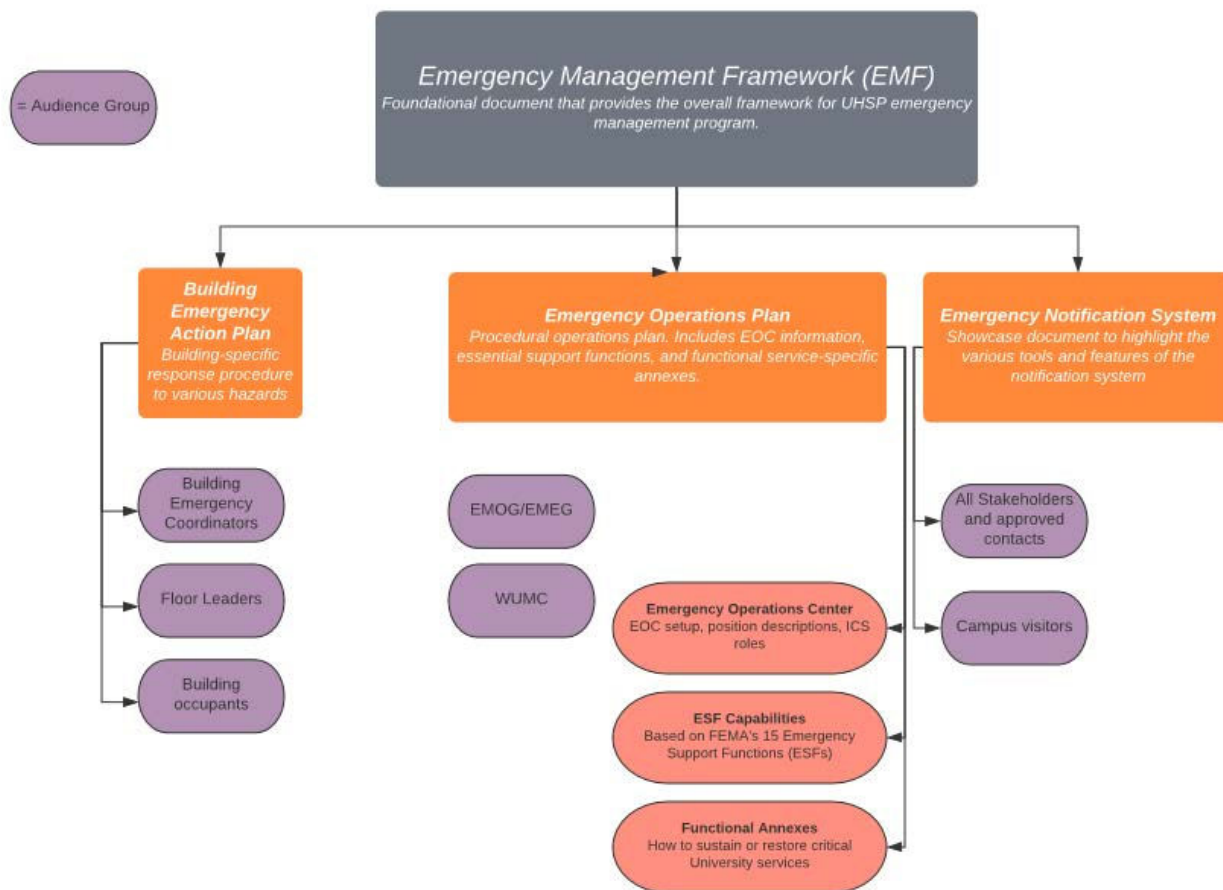


Figure 1: UHSP Emergency Management Document Relationships

Implementation

National Preparedness

In September 2011, the Federal government released Presidential Policy Directive 8: National Preparedness, which established the National Preparedness Goal. This goal, in summary, says that “individual and community preparedness is fundamental to our success.” Success is later defined as “a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to and recover from the threats and hazards that pose the greatest risk.” To promote that success, the Goal identifies five mission areas; Prevention, Protection, Mitigation, Response and Recovery. The initiative of the National Preparedness Goal, coupled with the mission areas, is collectively called the National Preparedness System. This system facilitates a collaborative, unified approach to emergency preparedness from the ground up.

The values, vision and mission of University of Health Sciences and Pharmacy are in alignment with those of the National Preparedness System. UHSP believes that cooperation among an entire community creates a foundation for greater accomplishment, and that a safe and secure campus for all stakeholders is essential to a constructive educational, employment and residential environment. Given the compatibility between the National Preparedness System and UHSP values, UHSP strives to incorporate these standards into its emergency management program.

Hazard Vulnerability Assessment

A Hazard Vulnerability Assessment, or HVA, is a critical component of an effective emergency management program as it provides the foundation for many of the activities and elements executed by the program. The HVA considers all of the natural, accidental and intentional threats and hazards that may impact the University, and then evaluates its vulnerability to each hazard. The evaluation weighs the probability of the event occurring and the potential human, property, and business impact against its own resiliency, with the final product being a calculated risk score. If the University has the capability and capacity to address the hazard, their risk score will be lower. The final risk scores for each hazard provide an objective look at which capabilities need to be augmented to increase UHSP’s preparedness.

While there is no standard HVA design, there are many quality templates available to guide organizations and communities in their own evaluation. University of Health Sciences and Pharmacy has selected the Children’s Hospital of Colorado’s Community Hazard Vulnerability Assessment as its model, and has modified the tool to address the unique needs and hazards of the University. The HVA is conducted annually with input from critical university personnel, WUMC emergency management partners and St. Louis CEMA

representatives (when available). The results are shared with the appropriate entities and may be used in assessing the risk of the overall medical campus.

The top hazards for the University, according to the 2022 UHSP Hazard Vulnerability Assessment are available by contacting the office of emergency management and environmental health & safety.

All-Hazards

There are a multitude of threats and hazards and determining the specific emergency that will impact UHSP is unlikely. The HVA provides some insight into the most probable and damaging events, but it is still just a calculation tool and not a disaster predictor. Therefore, University of Health Sciences and Pharmacy approaches emergency management and disaster planning using an all-hazards approach. There are commonalities between all types of disasters, regardless if origin is natural, accidental, or intentional, and many of the same strategies can apply to all such emergencies. The all-hazards approach encourages effective and consistent emergency management to any emergency or disaster, regardless of the cause.

National Incident Management System/Incident Command System

The National Incident Management Systems (NIMS) ensures a unified approach across all elements of disaster response. It is a system based on flexibility and standardization. This system is applicable for all levels of government, healthcare organizations, private sector organizations and institutes of higher education. University of Health Sciences and Pharmacy is a NIMS compliant organization and utilizes the NIMS structure for disaster management called the Incident Command System in its Emergency Operations Center (EOC). The Incident Command System (ICS) is a standardized, all-hazards incident management approach that is flexible and can be used for incidents of any type, scope and complexity. ICS allows the University to adopt an integrated organization structure to match the demands of single or multiple incidents, both planned and spontaneous. It is structured to facilitate cohesive activities in five areas: Command, Planning, Operations, Logistics and Finance/Administration. ICS is outlined more extensively in the UHSP Emergency Operations Plan (EOP) found in Annex A.

Emergency Management Phases

The cycle of comprehensive emergency management is sectionalized into four phases: mitigation, preparedness, response and recovery. These phases support the evolution of emergency management before, during and after a disaster, and continually feed off and into the other. For example, efforts in the preparedness phase alleviate strains in response, and mitigation activities can be intertwined within recovery to create more resilience in the future. University of Health Sciences and Pharmacy executes its emergency management program in accordance to this cycle and has undertaken numerous projects in support of each phase.

Mitigation: UHSP will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards and vulnerabilities, reduce

the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation is 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. Collective mitigation activities strengthen UHSP, its WUMC partners and the community against potential hazards by eliminating or reducing the chance of occurrence or the effects of a disaster. Examples of mitigation activities at UHSP include:

- Identifying grant programs for loss reduction measures (if available)
- Completing annual Hazard Vulnerability Assessments
- Conducting routine maintenance on equipment such as fire extinguishers, life safety systems, AEDs, fire protection systems, and smoke and heat detectors
- Identifying potential facility hazards and take steps to remedy them (e.g., remove dead/rotting trees and branches, fasten shelves securely to walls, etc.)
- Limiting portable heater units on campus
- Limiting chemical storage areas to the minimum needed and posting signage
- Inspecting buildings for structural defects
- Implementing mitigation measures in the rebuilding of infrastructure damaged in incidents

Preparedness: Preparedness is the process of identifying the personnel, training and equipment needed for emergencies and developing the plans and processes for delivering capabilities when necessary. UHSP will complete preparedness activities to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses, and developing preparation of resources are critical steps in preparing for the unexpected. Examples of UHSP preparedness activities include:

- Drafting, testing, and revising emergency plans
- Training students and employees on their role in each plan
- Assuring the viability and accuracy of emergency contact lists, resource lists, and mutual aid agreements/emergency contracts
- Providing public information and educational materials to students, employees and parents via brochures, training, presentations, websites, and other media
- Coordinating with WUMC partners and public sector agencies to develop plans, build relationships and share resources when necessary.
- Posting shelter in place and evacuation plans in strategic areas of UHSP buildings.
- Conducting periodic exercises to test emergency plans.
- Completing an After-Action Report/Improvement Plan (AAR/IP) after exercises and real events to provide the basis for a continuous improvement of the emergency plans.

Response: Response consists of activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs and stabilize a situation. As indicated by the emergency, response activities

include applying intelligence and other information to lessen the effects or consequences of an incident. UHSP response activities could include:

- Preserving life, property, the environment, and the academic, business, and social structure of the University.
- Acquiring situational awareness.
- Establishing command and control.
- Notifying local emergency response agencies and WUCM partner organizations.
- Establishing communication and information sharing capabilities.
- Any inquiry for information by media sources shall be directed to contact the UHSP Public Information Officer (PIO) or Assistant Director of University Communications if a PIO has not been identified.
- Determining the course of action students and personnel impacted by the incident should take.
- UHSP stakeholders shall take appropriate action in accordance with the Building Emergency Action Plan to ensure that students, employees and visitors remain safe while the emergency situation is being corrected.
- Conducting damage assessments and inspecting critical infrastructures.

Recovery: If a disaster occurs, UHSP will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore services vial to the University and provide for the basic needs of the students, employees, and visitors. Long-term recovery focuses on restoring UHSP to normal operations. While the federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, UHSP must be prepared to provide quick recovery to normal business operations. Actions taken during the recovery phase may include:

- Repairing damaged infrastructure
- Conducting a hot wash to provide the basis for continuous improvement of the plans
- Implementing any corrective actions, including changes to emergency plans, which are identified during the hot wash
- Restoring academic and business capabilities
- Addressing social and mental health concerns
- Returning to normal day-to-day operations
 - o Normal operations could be pre-emergency conditions or a defined state of “new-normal” based on the remaining assets of the University

Emergency Management Hierarchy

The Emergency Management Coordinator position exists within the Department of Public Safety. The office is responsible for creating a culture of safety and preparedness at UHSP. Staff consists of one Emergency Management Coordinator, a Department of Public Safety Director, within the department of Operations.

Day-to-day operations and overall implementation of the UHSP emergency management program is managed by the Emergency Management Coordinator. There are also two groups that have been established to provide additional support to the overall program. The

Emergency Management Operations Group (EMOG) provides multi-disciplinary guidance and represents issues and concerns from across the University. A second group, the Emergency Management Executive Group (EMEG), provides administrative oversight to the program and assembles during significant emergencies to handle high-level decisions and cost approvals. These groups are detailed more extensively in the subsequent section.

The Washington University Medical Campus has an established emergency management committee with representation from each organization on the complex. The UHSP Emergency Manager sits on the committee as the representative for the University and collaborates with other campus leaders to accelerate emergency management initiatives for the larger campus community.

UHSP Emergency Management Structure

Preparedness is the responsibility of everyone at University of Health Sciences and Pharmacy. Everyone has the obligation of vigilance and should report any potential hazards or suspicious behavior to UHSP Public Safety. They should also be familiar with their environment, knowing primary and secondary evacuation routes, Emergency Assembly Areas, and shelter-in-place locations. These simple actions will greatly improve the overall preparedness of the University and its stakeholders.

While preparedness is a shared responsibility across the University, ownership and enhancement of the emergency management program is tasked to the Emergency Manager. There is also additional support provided by two distinct groups, the Emergency Management Operations Group, and the Emergency Management Executive Group. Those groups, along with other key components of the UHSP emergency management structure, are detailed in this section.

Emergency Management Operations Group:

The Emergency Management Operations Group (EMOG) is established in accordance with NFPA 1600 4.3 and provides multi-disciplinary guidance to UHSP emergency management and presents issues and concerns from stakeholders across the University. The Chair of the EMOG is the Emergency Management Coordinator, who presides over meetings.

The EMOG is comprised of staff members who represent the primary departments of the University. Functions of the EMOG include reviewing and revising plans, annually revising HVA, exercise/drill development and evaluation, and establishing workgroups to address more complex issues. Fundamentally, the EMOG addresses the more tactical elements of the emergency management program, and each member fills an ICS position in the Emergency Operations Center (EOC) to carryout assignments in accordance with the EOP. They have the authority to assign university resources and assets and make decisions to provide the most efficient response and recovery possible.

Emergency Management Operations Group (EMOG) Membership		
UHSP Position	Role	Current Personnel
Business Continuity and Emergency Preparedness Manager	Chair	Carlin Harp
Director, Human Resources	Member	Dan Bauer
Associate Dean, Pharmacy Practice	Member	Tricia Berry
Public Relations	Member	Shelene Treptow
AVP, IT and CIO	Member	Zachary Lewis
Professor, Pharmacy Practice	Member	Nicole Gattas
AVP, Student Affairs	Member	Rebecca Jones
Director, Public Safety	Member	Ja-Maal Davis
Director, Finance	Member	David Poole
Chair, Basic Sciences	Member	Theresa Laurent

Emergency Management Executive Group:

The Emergency Management Executive Group (EMEG) is the administrative decision-making body for UHSP’s emergency management program. They are activated during significant emergencies to address high-level policy issues that may confront the University. The scope of the EMEG includes policy decisions, fiscal authorizations, strategic prioritization, conflict resolution and organizational direction for recovery and restoration of services.

The EMEG is a separate entity from the Emergency Operations Center, convening outside of the EOC and interacting with the Incident Commander and other Command staff when necessary. They do not direct field operations, hold any positions within the EOC, direct emergency response operations or manage response departments. Initially, the EMEG will convene if the EOP is activated. This can be a physical or virtual assembly, depending on the nature of the incident and availability of members. If a physical meeting is preferred, the location will be determined at that time by the Chair or next available CEO.

Emergency Management Executive Group (EMEG) Membership		
UHSP Position	Role	Personnel
President	Member	David D. Allen
Vice President Operations	Chair	Eric Knoll
Vice President, Marketing, Athletics & Enrollment Management & Services	Member	Michele Hoeft/PIO
Interim Chief Academic Officer	Member	Brenda Gleason
Dean of College of Graduate Studies	Member	Giovanni Pauletti
Dean of College of Pharmacy	Member	Terri Warholak
Interim Dean of College of Arts & Science	Member	Ehren Bucholtz
Dean of College of Global Population Health	Member	David Steeb
General Counsel	Member	Ken Fleischmann
Vice President, Campus Life	Member	Isaac Butler

Business Continuity and Emergency Preparedness Manager	Member/Liaison	Carlin Harp
Vice President, Finance & CFO	Member	Lisa Vansickle
Special Assistant to the President	Member	Michael Sass

Emergency Management Executive Group (EMEG) Ad Hoc Membership		
UHSP Position	Role	Personnel
Alumni Relations	Ad Hoc	Port Kaigler
Director, Athletics	Ad Hoc	Jill Harter
AVP, Marketing & Communications	Ad Hoc	Kelsey Meyer
VP of Research and Scholarly Activity	Ad Hoc	Pamela Xaverius
AVP Information Technology and CIO	Ad Hoc	Zachary Lewis
Director, Human Resources	Ad Hoc	Dan Bauer

Building Emergency Coordinators:

A Building Emergency Coordinator (BEC) is someone designated to implement the Building Emergency Action Plan (BEAP) when deteriorating conditions warrant activation. They are charged with overseeing the relocation of building occupants to a safe area, with the support of an assistant BEC and Floor Leaders in each building. When the EOP is activated and the EOC stood up, BECs will receive assignments and deployments from the Operations Section Chief.

Training Requirements:

UHSP personnel with a role in emergency management and incident response – including those in leadership and decision-making positions – must have the training necessary to execute their duties and be familiar with the various roles in disaster management. Training includes instructions on the National Incident Management System concepts and principles, incident command and coordination.

There are different levels of training, ranging in scope and complexity. As with any organization or agency, there is variability in scope of service. Personnel will receive the appropriate training based upon their position at UHSP. The following chart is the UHSP Emergency Management Training Matrix, which incorporates NIMS recommended training courses for various higher education personnel, along with supplemental courses to enhance University overall preparedness.

UHSP Emergency Management Training Matrix							
Course #	Course Title	Hours	Online?	PS Officers	EMOG Members	Emergency Managers	Executive Leaders
IS-100.HE	Introduction to ICS for Higher Education	2-3 Hours	Yes	X	X	X	X
IS-200.b	ICS for Single Resources and Initial Action Incidents	2-3 Hours	Yes	X	X	X	
IS-700.a	NIMS, An Introduction	2-3 Hours	Yes	X	X	X	X
IS-800.b	National Response Framework, An Introduction	2-3 Hours	Yes	X	X	X	
G367	Emergency Planning for Campus Executives	2 Hours	No				X
ICS-300	Intermediate ICS for Expanding Incidents	24 Hours	No			X	
ICS-400	Advanced Incident Command	16 Hours	No			X	
MGT-324	Campus Emergencies Prevention, Response, and Recovery	16 Hours	No			X	
L363	Multi-Hazard Emergency Planning for Higher Education.	24 Hours	No			X	

UHSP Emergency Operations Center

UHSP Emergency Operations Center (EOC) is the focal point and physical command center for information management, incident-specific decision making, stakeholder communication, response coordination, emergency support and resource distribution during and after an emergency.

The primary EOC is located in Jones Hall 1275. If it is or becomes unavailable, a secondary EOC will be stood up in RAS 418.

A more comprehensive account of the UHSP EOC, including setup, staffing and ICS positions, is available in Section I of the Emergency Operations Plan (Annex A).

Emergency Notification and Timely Warning

Mass notification is the dissemination of information to stakeholders within a specific geographic location through any means available. For UHSP, available means may include text message, email and website alert feed. This could be information concerning a casual threat such as winter storm or campus closure. UHSP Public Relations will typically coordinate non-emergency mass notifications.

For UHSP, “emergency notification” means immediate notification to all stakeholders upon confirmation of a significant emergency or dangerous situation on/near campus that threatens life safety. Emergency notifications will use the same methods of dissemination as mass notification, and include as necessary Alertus beacons, desktop popups, PA bullhorn and voice over IP phones. Targeted notification features are used for more localized incidents such as a fire or gas leak in a building. UHSP Office of Emergency Management and EH&S is responsible for issuing emergency notifications.

A “timely warning” is the issuance of a warning to stakeholders as soon as pertinent information is available about a Clery crime that has occurred anywhere within the Clery geography and is considered by the University to represent a serious and/or ongoing threat. These crimes will have been reported to UHSP Public Safety. Notification will be by any appropriate means and may include any or all of the methods used for emergency notification.

University of Health Sciences and Pharmacy believes the safety and security of all students, faculty and staff is a top priority. Therefore, all stakeholders are encouraged to register for UHSP Alerts. This can be done from the Emergency Management and EH&S website. A more detailed description of this system is available in the *UHSP Emergency Notification System (ENS)*, which can also be accessed on the website.

EOP Activation

When an emergency occurs at the University, initial steps are critical to preserving wellbeing and safety. Communications will be exchanged between stakeholders on the scene, first responders, Public Safety and leadership. The ENS will be used to notify personnel of the incident and provide information on protective actions to take.

Depending on the type and magnitude of the emergency, a discussion may occur to activate the Emergency Operations Plan. UHSP uses a standardization matrix to define four levels of

emergencies, each increasing in severity. The President (or next available chief executive officer), Vice President – Operations, College Deans, and Emergency Manager will collectively determine the level of emergency and if the EOP is activated. If a consensus cannot be reached or response and recovery efforts are delayed in any way, the chief executive officer may declare a “State of Campus Emergency – Level (1-4)” to activate the EOP and stand up the EOC. The levels of emergency are detailed below.

UHSP - EOP Activation Levels			
Level	Level Definition	Description of Emergencies	Examples
0	Normal Operations	No emergency conditions exist	Any average day
1	Limited Emergency	These are localized events (gas odor, small chemical release) not seriously affecting the overall function or safety of the University. The EOC would not be stood up.	Chemical spill in a teaching laboratory, indoor air quality issue, utility interruption.
2	Emergency	These localized or regional events have caused minor damage and/or significant disruption to the University. Current and immediate operations and safety may be affected, and the EOC may be stood up.	Water main break, civil unrest, utility failure.
3	Significant Emergency	These serious events may affect a large area, damage critical systems and/or compromise the operation and safety of the University. The incident may require multiple departments and mutual aid and the EOC will be stood up.	Tornado on the WUMC, network failure, fire in campus building, active shooter incident.
4	Disaster	These events seriously impact UHSP and could halt normal operations for a period of time. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of UHSP, WUMC partners and external resources will be required to effectively manage the disaster. The EOC will be stood up to coordinate University response.	Earthquake in the New Madrid seismic zone, structural collapse, terrorist attack.

Annex A: UHSP Emergency Operations Plan

A copy of the UHSP Emergency Operations Plan is available on the campus safety webpage or by contacting the Office of Emergency Management.