



# **INSTITUTIONAL EMERGENCY OPERATIONS PLAN EP-08-019**

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# THE UNIVERSITY OF TOLEDO

SUBJECT: EMERGENCY OPERATIONS PLAN

Procedure No. EP-08-019

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## Purpose

The Emergency Operations Plan (EOP) is designed as a strategic plan providing the administrative procedures necessary to cope with most campus emergencies. The University of Toledo's overall ability to respond to an emergency will depend upon tactical plans and the business continuity plans developed by its individual departments.

The purpose of any plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives and establish responsibilities necessary to performing these functions; prevent, minimize and repair damage; and ensure continuity of operations allowing essential services to continue.

This plan assigns roles and responsibilities to departments and individuals directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources.

This Plan is intended to be a comprehensive administrative plan for the protection of life and property on The University of Toledo's campuses. It is compatible with the doctrines and methods expressed in the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Plan (NRP), Homeland Security Presidential Directive-5 (HSPD-5), and Homeland Security Presidential Directive-8 (HSPD-8), and other similar directives.

## Scope

Numerous natural or man-made disasters and hazards can affect the University and pose an actual or potential threat to public health and safety on the University's campuses. A comprehensive emergency plan is needed to ensure the protection of students, employees and the public from the effects of critical incidents and emergencies.

This plan may be activated in response to a local, regional, national or international crisis that affects the University system. Any emergency significantly affecting our students, faculty, staff community, and/or University operations is considered a University emergency.

This plan is designed to enable faculty, staff, and students to successfully cope with campus critical incidents and emergencies. The overall ability of University personnel to manage an incident relies on mitigation, preparedness, response, and recovery activities.

This plan, while primarily local in scope, is intended to support a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including mitigation, preparedness, response, and recovery.

This Emergency Operations Plan includes annexes and appendices, intended to augment, assist, support, or amend the Basic Plan during emergency operations conducted in response to a critical incident, crisis, or disaster.

An EOP guides mitigation, preparedness, response, and recovery, actions and may be activated during any emergency incidents.

The policies and procedures contained in this Plan shall be followed by any administrator, faculty member, or staff member, whose position and/or duties are expressly addressed or are implied by this Plan. Campus emergency operations will be conducted within the framework of the policies and procedures of the federal National Incident Management System (NIMS), the federal National Response Plan (NRP), and all applicable local, state, county, and federal laws, ordinances, and regulations.

#### Plan Legal Basis and References

##### Public Laws (PL)

- Federal Civil Defense Act, as amended (50 USC 2251 et seq.), 1950
- Disaster Relief Act, PL 93-288, as amended (42 USC 5121 et seq.), 1974
- Superfund Amendment and Reauthorization Act (also known as the Emergency Planning and Community Right to Know Act), PL 99-499, 1986
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended (42 USC 5131 et seq.), 1988
- Disaster Mitigation Act, PL 106-390, 2000

##### United States Code (USC), Title 42, Public Health and Welfare

- Chapter 68, Disaster Relief
- Chapter 116, Emergency Planning and Community Right-To-Know (EPCRA)

##### State Statutes

- Chapter 3345 Ohio Revised Code State Universities General Powers
- Chapter 107 Powers, Duties, Function of the Governor
- Chapter 161 Continuity of Government, emergency interim government

## **Mitigation, Preparedness, Response, and Recovery**

University of Toledo has developed and implemented an emergency management program designed to:

1. Prevent or lessen the impact a disaster may have on the institution and the community (mitigation);
2. Identify resources essential to disaster response and recovery and facilitate their access and utilization (preparedness);
3. Prepare staff to respond effectively to disasters or emergency situations affecting the environment of care (response) and test response mechanisms; and
4. Plan processes for reestablishing operations after the incident (recovery).

### **Mitigation**

Mitigation means those sustained measures and activities aimed at reducing or eliminating matters associated with disasters, or lessening the impact of the event.

### **Education**

The first line of defense to prevent or mitigate the effects of an emergency is education. The University of Toledo Environmental Health and Radiation Safety provides safety and emergency education to students, faculty, staff and visitors at points of entry into the institution (New Student Orientation and Employee Orientation programs) and throughout one's university experience (annual online testing, email, literature, signage, programming, drills and exercises). The University also maintains a website containing emergency information for students, faculty, staff, and visitors including links to the National Incident Management System (NIMS) at <http://www.utoledo.edu/depts/emergency/index.html>.

### **Counseling Center**

The Counseling Center provides support and services including pro-active mental health programs, counseling, psychotherapy, alcohol assessment, training, and structured experiences which emphasize interpersonal relationships, communication, adjustment, and development to the University community.

### **Lab Surveys**

The Department of Environmental Health and Radiation Safety conducts regular lab inspections to ensure compliance with all local, state, and federal safety regulations.

### **Communication**

The University of Toledo's Emergency Communication Plan consists of Mass Notification Systems which include text messaging,, email, overhead announcements where available, desktop computer, and office phones and social media). External media also assists with notifying the public. The goal is to achieve redundancy in the emergency message, reaching as many people as possible.

## Fire Drills

Regular fire drills are conducted to test the operation of the fire system and to gauge employee and staff knowledge about proper fire response protocols (such as R.A.C.E. Rescue, Alert, Confine, Extinguish) in compliance with all (Occupational Safety and Health Administration (OSHA) and the Joint Commission requirements and regulations.

## Risk Management

The department of Risk Management promotes protection and safety of the University's employees, students, and visitors. Preservation and protection of assets essential to the continued operation of the University is accomplished through a combination of risk control and risk financing including commercially insured programs or self-insurance.

## Preventive Maintenance

The University of Toledo undertakes mitigation efforts to prevent utility failures through preventive maintenance that mandates regular testing. In addition, Maintenance personnel conduct regular safety rounds designed to act as an "early detection system" that will identify potential problems.

## Community Policing

The University Police Department's philosophy of policing is centered around a cooperative working relationship with the campus community. The goal is to help one another strive toward a safer community environment by establishing mutually agreed upon objectives to solve problems, and to continually improve the quality of life on campus and the surrounding neighborhood.

## Campus Advocacy, Response, Evaluation and Service (CARES) Team

The committee focuses on situations involving student safety and collectively decides on a course of action to effectively deal with safety concerns. It is chaired by the Dean of Students and consists of representatives from the Provost Office, Counseling Center, Conduct Office, UT Police, Residence Life among others. The combined resources in the committee can effectively provide assistance, aid and services to those in need.

## Student Code of Conduct

The University of Toledo has established standards of student conduct and procedures. The enforcement of the Code of Conduct

[https://www.utoledo.edu/policies/main\\_campus/student\\_life/pdfs/3364\\_30\\_04\\_Student\\_code\\_of\\_conduct.pdf](https://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf)

promotes a safe campus educational, living and work environment for all.

## Preparedness

Preparedness means those actions and activities undertaken in advance to identify resources and ensure individuals and agencies will be ready to react should an emergency occur.

### General Faculty/Staff Supervisor Responsibilities

Each faculty or staff member who supervises university students or other university employees has the responsibility to:

- Educate students or employees to relevant emergency procedures including evacuation procedures for their building or facility
- Inform students and/or staff of any perceived emergency and initiate emergency procedures as prescribed within the Emergency Operations Plan
- Evaluate, survey, and estimate their assigned building/facility or activity spaces to determine the potential impact of any emergency on their facility
- Report all safety hazards as soon as possible to Facilities Maintenance or Environmental Health and Radiation Safety.
- Submit a work order to reduce hazards and to minimize accidents promptly to the work control at: <http://www.utoledo.edu/facilities/requests.html>

### Emergency Education

The University of Toledo provides ongoing education and safety alerts throughout the year through the Campus Police, Environmental Health and Radiation Safety, Residence Life, Counseling Center, Conduct Office and a number of other various departments within the university. In addition, emergency information for students for faculty and staff and visitors can be found at <http://www.utoledo.edu/depts/emergency/index.html> .

### Threat Assessment

Conducting regular threat/hazard assessments is an important part of the University of Toledo's emergency management philosophy. Threat assessments are conducted every year by the Department of Environmental Health and Radiation Safety or as needed. This Hazard Vulnerability Analysis (HVA) is shared with community partners to ensure seamless coordination during actual emergencies.

The Annual Security and Fire Safety Report is located on the UTPD web site at [http://www.utoledo.edu/depts/police/Annual\\_Security\\_Report.html](http://www.utoledo.edu/depts/police/Annual_Security_Report.html).

### Mutual Aid Agreements

The University of Toledo maintains Mutual Aid Agreements with emergency responders in Lucas County, area hospitals, mental health centers, community businesses, and with the other State Universities. The agreement allows The University to Toledo to request assistance during an emergency and provide assistance to other agencies.

### Exercising the Emergency Operations Plan

Exercise of The Emergency Operations Plan provides an opportunity to evaluate the effectiveness of the response in a controlled environment. The EOP can be exercised in a variety of ways including a functional exercises, full scale exercises, special event planning, or table-top exercises.

### Designating the Emergency Operations Center

The University of Toledo has designated a number of primary and alternate Emergency Operations Center (Command Centers) on both campuses equipped to allow key personnel to manage an emergency.

### Developing Supporting and Business Continuity Plans for individual functional areas

Each department is responsible for developing a plan to support emergency operations and continued business activities during the recovery phase.



## **Response**

Response means any action taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property and enhance the recovery process.

### **Activating the Emergency Operations Plan**

Each emergency occurring on-campus shall be reported immediately to the University Police at Tel. 911. Upon receiving notification of a reported emergency, the UTPD shall initiate the following:

One or more police officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis, or disaster.

### **Involvement of the University Police (UTPD)**

Whenever conditions are present that meet the definition of a crisis or disaster, or whenever a CSOE is declared by the University President, the UTPD will immediately place into effect procedures designed to meet the emergency by safeguarding persons and property and maintaining the functioning of the institution accomplished by performing the seven critical tasks:

1. Secure and Establish Communications and Control
2. Identify the "Hot Zone" (Exclusion Zone)
3. Establish an Inner Perimeter
4. Establish an Outer Perimeter
5. Establish an On- Scene Command Post or ICP
6. Establish a Staging Area for Personnel and Equipment
7. Identify and Request necessary Resources

On-duty UTPD personnel shall immediately consult with the University Police Chief or designee regarding the emergency and request appropriate emergency response resources.

### **Rescue/Evacuate/Shelter in Place**

Depending on the nature of the threat emergency personnel will conduct rescue operations, evacuations or order a shelter in place until occupants can be removed safely.

### **Operate Mass Care Facilities**

The University of Toledo Medical Center maintains procedures and resources to manage a mass casualty situation (Code Yellow), including the ability to triage and if necessary, decontaminate (Code Orange) affected populations. The UTMC maintains mutual aid agreements with other local healthcare organizations and businesses which are activated when deemed necessary to support the clinical operations of the institution.

### **Invoke Mutual Aid Agreements**

The University of Toledo Police maintains mutual aid assistance agreements with appropriate law enforcement agencies. All such agreements may be placed into effect by the Incident Commander.

### Administrative Notification

A UTPD supervisor will immediately contact the Chief of Police and the Director of Environmental Health and Radiation Safety or his/her designee. The Chief or the Director of Environmental Health and Radiation Safety shall contact the Executive VP of Finance and Administration. The Executive VP of Finance and Administration is responsible for notifying the President and other senior leadership notification.

### Emergency Communication Plan activated

During any critical incident or emergency, the University will use several methods of communication to disseminate emergency information (See EP-08-011 Emergency Communication Systems Plan). The methods used may include, but are not limited to the following:

- The UT Alert Notification System
- Two-way Radios and Pagers
- Cellular Telephones
- E-mail
- Web messages at the home page of University's website
- Signage
- Various online internet-based communication programs
- Local media
- Desktop Alerting System

### Establish Incident Command Post (ICP)

The University of Toledo Police shall establish an Incident Command Post (ICP) at a suitable location in relation to the type and location of the incident. The ICP is to be located close to the emergency scene to enhance tactical control. At least one uniformed officer is assigned to staff the ICP at all times until tactical operations terminate. The ICP may be maintained in addition to any EOC at the discretion of the Incident Commander.

During the selection of any ICP location, an alternate site should also be selected, in the event that relocation of the ICP is required due to safety concerns or other reasons.

### Activate Emergency Operations Center

The University of Toledo will use the Incident Command System and may activate the Emergency Operations Center (EOC) during a major emergency or crisis. The Emergency Operations Center is staffed by personnel charged with the responsibility of managing the incident.

### Establish Staging Areas

One or more staging areas for arriving off-campus responders, equipment, and other resources shall be established by Operations Section Chief. Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident.

### Persons on campus must be controlled

During a Campus State of Emergency, access is determined and controlled by the incident commander and may be restricted in parts of campus or in rare cases all of campus. Unauthorized persons entering or remaining in a restricted area may be subject to expulsion, detention, or arrest in accordance with applicable laws.

### Nonessential persons shall be restricted from the Incident Site

Only persons who have been assigned to Incident Management duties or who have been authorized by Incident Command will be allowed to enter the immediate incident site.

The incident site may be considered a crime scene and is to be managed as a crime scene requiring the collection and preservation of evidence and other procedural requirements that are critical to the performance of a criminal investigation.

### Media Center

A site for a media center may be established by the PIO through the Office of Communications. All media inquiries should be directed to the Public Information Officer. It is important that information provided to outside media persons be coordinated through PIO to ensure consistency concerning communications about the status of the University during a critical incident or emergency. If the incident involves entities from other jurisdictions, the external communications function of the PIO shall be coordinated through an established Joint Information Center (JIC).

### Activate initial mental health team

During a campus crisis or state of emergency, affected persons including first responders may require psychological "first aid." The University of Toledo will designate a location and provide those in need with mental health services.

## **Recovery**

Recovery refers to efforts undertaken by the University, geared toward full resumption of services, after an emergency or disaster has occurred.

### Initiation

Recovery planning may be initiated concurrently with ongoing Emergency Response efforts at the discretion of executive-level staff, but will not impede on-going Response efforts. Upon the completion of Response efforts, affected Departments will implement continuity plans in coordination with executive-level management objectives. The University's Chief Finance and Operations Officer is the coordinating official for Recovery efforts and will keep the University President and senior leadership informed of ongoing efforts.

### Duration

The time required for the recovery of impacted functions and the eventual resumption of normal business functions depends on the damage or disruption caused by the emergency or disaster. Recovery entails the concurrent implementation of necessary temporary operations and actions to permanently resume normal business functions and can vary in duration from several days to several months.

### Identify Residual Hazards

Residual hazards are hazards or contaminated materials remaining on site following the completion of remedial actions. These residual hazards pose continued risk to humans and the environment and represent a significant and chronic problem. The Department of Environmental Health and Radiation Safety work to identify residual hazards and insure affected areas are safe before normal activity resumes.

### Continue contact with affected person and families

The Office of the Dean of Students and the Division of Student Affairs will provide continued information and support to those affected by a critical incident.

### Apply for State and Federal Assistance Programs

As part of recovery efforts, The University of Toledo would apply for all eligible state and federal disaster recovery assistance programs.

### Implement Business Continuity Plans

Each University Dean and Department Head will develop and implement an Emergency Action Plan and Business Continuity plan for each of their respective areas of responsibility. It is the responsibility of every campus employee to become familiar with the plans for his/her work area(s). Prepared Business Continuity Plans create the baseline for Recovery activities. These plans will require an organized effort and adjustment during implementation. Recovery efforts will likely include, but are not limited to, the following action:

Notification – Key managers and employees will be contacted and informed when and where they should report to initiate recovery actions.

Assessment – An assessment team should be formed to assess damage and losses associated with affected facilities to include equipment, information/documentation, utilities, communications capabilities, etc.

Salvage – If affected, facilities will not be available for business functions, actions should be taken to salvage viable resources for use at an alternate location.

Alternate Facilities – Previously identified alternate locations should be assessed to ensure they remain available for use. During emergencies or disasters that impact multiple University functions it is critical that functional managers coordinate with senior leaders to ensure that coordinated and prioritized decisions are made concerning the most appropriate use of University assets. The Chief Finance and Operating Officer is the authority for facilities usage following a disaster situation.

Purchasing – It is likely that emergency purchases will be necessary for the continuance of impacted business functions following an emergency or disaster. Emergency purchasing authority should be coordinated through the Controller for necessary items. If deemed appropriate the Controller will create an appropriate funding code for Recovery related purchases for accounting and tracking purposes.

Business Continuity – Actions will be taken to continue business operations. These operations may result in reduced functionality but should minimize impact on students and functional customers.

Business Resumption – Fully functioning business operations are the ultimate goal of Recovery efforts. Though these efforts may take a lengthy period of time to complete, the focus of the functional organization should be to resume normal functions in as short of a time period as possible.

Business Continuity Plans will be updated at least once every three years, or more often as the need arises, due to the reassignment of Deans and Department Heads, or other critical circumstance that affect the suitability of such plans.

### **Emergency Procedures**

The Safety Committee reviews UT's hazard vulnerability analysis. Emergency plans contained within the Annex, developed as the result of a hazard vulnerability analysis, are designed to guide personnel in the initial stages of specific emergency situations that may seriously overtax or threaten to overtax the routine capabilities of the campus. If an emergency situation warrants, the Incident Command System will be activated and a command center will be established to coordinate and sustain response efforts.

UT currently has emergency plans in place to guide initial response to a variety of emergency events and these items are found in a variety of departments with responsibility for these plans. Each plan contained in the Annex will describe the process for initiating and terminating each incident. The authority to initiate activation of response and recovery efforts is the responsibility of the appointed Incident Commander as described within each emergency plan.

Code Black: Bomb Threats [ANNEX "A"](#)

Code Orange: Hazard Materials Incidents (chemical, biological and radiation emergencies) [ANNEX "B"](#)

Code Gray: Severe Weather/Tornado [ANNEX "C"](#)

Code Adam: Missing Child and Infant Abduction [ANNEX "D"](#)

Code Red: Fire [ANNEX "E"](#)

Code Green: Evacuation and Shelter-in-Place [ANNEX "F"](#)

Code White: Emergency Staffing Due to Severe Weather/Snow Storm [ANNEX "G"](#)

Institutional Lockdown Procedures [ANNEX "H"](#)

Infectious Disease Agents (Pandemic/Epidemic) [ANNEX "I"](#)

Code Copper: Communication Involving Utility Emergencies: Including Loss of Electrical, Communications, Steam, Water, Sewer, Vacuum, Medical Gases, Broad IT Interruptions [ANNEX "J"](#)

Code Violet: Violent Situations [ANNEX "K"](#)

Emergency Communication System Plan [ANNEX "L"](#)

### **Reporting Crimes in Progress**

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by dialing 911. You should attempt to provide as much of the following information as possible.

1. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
2. Location of the incident.
3. Description of suspects involved.
4. Injuries that have occurred.
5. Description of any weapons involved.
6. Description of property involved.

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

### Reporting Past Offense Crimes

If you are a victim of a crime and it is not an emergency or life-threatening situation, telephone the local jurisdictional Police Department non-emergency number and be prepared to provide at least the following information:

1. Your name.
2. Your address.
3. Your telephone number.
4. A brief synopsis of what occurred.
5. Your exact location at the time of the call (room #, apartment #, campus building, etc.).

### GAS LEAK / ODOR

#### **In the event of an odor of natural gas:**

- Call 9-1-1. Give your name, the location of the odor, etc.
- Warn others in the immediate area.
- Vacate and secure area. Post a "DO NOT ENTER" sign on the door to the room.
- Evacuate the building, if required and move at least 300 feet away from the suspected source of the gas leak (use the building fire alarm system, only if instructed to do so).
- Meet with and assist emergency response personnel.
- Prevent sources of ignition (cigarettes, electrical equipment, etc.)
- Do not re-enter building or outside area until cleared by authorized personnel.

## **Incident Command**

The University utilizes the Incident Command System (ICS) to coordinate essential services and assign basic responsibilities during disaster response. This system is flexible and allows the University to activate and organize a command structure based on the response needs of the actual event. In most cases, Administrators and other key staff will assume disaster response responsibilities consistent with their primary responsibilities.

The basic ICS structure, utilized at UT is as follows:

### **Incident Commander**

The Incident Commander has the responsibility of management and overall control of any incident and providing senior leadership and the Public Information Officer executive updates. The IC will vary depending on the nature of the incident but will likely be:

- Criminal events - The Chief of Police/or designee
- Utility events – Senior Associate Vice President of Facilities Construction or designee
- Environmental Hazards - Director of Environmental Health and Radiation Safety or designee
- Medical Emergency – A chief medical officer depending on the emergency/or designee
- Fire or Structure Collapse - Senior Toledo Fire Officer
- Health hazards - Director of Infection Prevention and Control or designee

\*A “Unified Command” structure may be established depending on the scope and type of emergency\*

### **The Operations Section Chief**

The Operations Section Chief will be the senior officer/responsible employee at the scene until an appointment by the Incident Commander is made.

- Establishes the Command Post near the scene of the incident
- Directs tactical operations at the incident site to reduce the immediate hazard, save lives and property.
- Establish situational control
- Restore normal campus conditions.
- Maintains communication with the Incident Commander.

**The Public Information Officer:** Designated by the VP with responsibility for University Communications

Preparedness and training for emergency media communications procedures shall be conducted under the direction of a person designated by the **Vice President over University Communications**.

- Coordinate all communication functions during an emergency.
- Using information provided by the Incident Commander, the PIO will provide timely information on the status of the University and information regarding any emergency measures being undertaken.

All calls from the news media are to be referred directly to the Office of Communications on-call representative. Only authorized spokespersons will meet or talk with the media. Only factual information is released; no speculation is to be offered.

**The Safety Officer (SO): Director for Environmental Health and Radiation Safety or designee**

The Director of Environmental Health and Radiation Safety or designee, monitors incident operations and advises the IC on all matters related to operational safety.

- Monitors the health and safety of emergency response personnel.
- Responsible for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments.
- Coordinates of multiple agency safety efforts.
- Implements measures to promote emergency responder safety, as well as the general safety of incident operations.

**The Incident Command Structure may also contain the following positions:**

**The Liaison Officer (LNO): VP for Government Relations or designee**

The VP of Government Relations or designee, acting as the Liaison Officer is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities.

- Coordinates representatives from assisting or cooperating agencies and organizations coordinate through the LNO.
- Assists the Incident Commander in requesting/obtaining needed governmental resources.



### **The Planning Section Chief: Director of Environmental Health and Radiation Safety**

Training and planning activities to ensure the preparedness of the campus community in dealing with emergency situations shall be conducted as necessary under the direction of the Director of Environmental Health and Radiation Safety or his or her designee, acting as the Planning Section Chief.

- Collect, evaluate, and disseminate tactical information pertaining to any preplanned or actual incidents.
- Maintain information and intelligence on any current and forecasted situation.
- Prepare for and document the status of all resources assigned to the incident.
- Prepares and documents action plans and incident maps and gathers and disseminates information and intelligence critical to the incident.
- Assign technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment.

### **The Logistics Section Chief: Sr. Director of Supply Chain and Purchasing**

Emergency communications equipment and other materials necessary for the operation of an Emergency Operations Center (EOC) and/or an Incident Command Post (ICP) shall be maintained in a state of readiness by the Purchasing Department designee, acting as the Logistics Section Chief.

The Logistics Section function includes the supply, food, ground support, communications, facilities, and medical units, and meets all of the support needs for the incident.

- Order resources through appropriate procurement authorities from off-site locations.
- Provide facilities, transportation, supplies, equipment maintenance and fueling, food services, communications, and medical services for incident personnel.

The Logistics Section Chief may also have a deputy. Having a deputy is encouraged when all designated units are established at an incident site. When the incident is very large or requires a number of facilities with many items of equipment, the Logistics Section may be divided into two branches.

### **The Finance/Administration Section: Controller**

When there is a specific need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities, a Finance/Administration Section should be established. The Finance/Administration Section includes the Compensation, Claims, Cost, Procurement, and Time Units and is head by the University Controller acting as the Finance/Administration Section Chief.

- Track and report to the IC the financial “burn rate” as the incident progresses. This is particularly important if significant operational assets are provided under contract by private sector suppliers.
- Monitor cost expenditures to ensure that statutory rules which apply are met.

### **Additional Command Staff Positions**

Additional Command Staff positions may also be necessary depending on the nature and location of the incident, and/or specific requirements as established by the IC. For example:

**General Counsel** may be assigned directly to the Command Staff to advise the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

A **Medical/Technical Specialist** may be designated and assigned directly to the Command Staff to provide advice and recommendations to the IC in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bio-terrorism event.

### **UToledo Division Specific Responsibilities:**

- Each college, school, and unit should discuss the University Continuity of Operations Plan and any university response plan or procedure specific to the emergency with its employees, including unit-specific responses.
- All departments should review and edit the Essential Employees List in accordance to the University Continuity of Operations and Essential Personnel (The Essential Employee List may change for specific incidents. HR in collaboration with Senior Leadership and Incident Command will offer guidance and update the essential employee list based on essential employee criteria.
- Units should carefully track absenteeism as early as possible and excessive absenteeism shall be reported to Human Resources and Incident Command.
- Units should maintain an updated emergency contact list.

- When applicable, units should prepare plans to work remotely.
- Employees should be clear on what is expected of them during long-term campus disruption and/or closure.
- All staff assistants should inventory regular supplies and reorder more in anticipation of vendor disruption.
- Employees should familiarize themselves with the University leave and compensation policy.
- Employees should keep abreast of information and updates on the status of the emergency

### **University of Toledo Medical Center**

The University of Toledo Medical Center operates under the [University of Toledo Medical Center Emergency Operation Plan #EP-08-009](#).