



University of New Hampshire

UNH EMERGENCY OPERATIONS PLAN

Public Version

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ABBREVIATIONS

EOP	Emergency Operations Plan
EAC	Emergency Action Plans
EOC	Emergency Operations Center
SMG	Senior Management Group
UEG	University Emergency Group

RECORD of REVISIONS and CHANGES

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Executive Summary

An emergency can occur at any time, suddenly and without warning. Proper planning is essential to minimize the impact of any emergency on university people, operations and facilities.

The development of the University of New Hampshire Emergency Operations Plan reflects the University's decision to define a definitive management structure and identify basic operating procedures that would best facilitate the University's response to the consequences of emergencies at the Concord, Durham and Manchester campuses.

The development of this plan is predicated on how best the university might respond in its efforts to save lives, protect property and ensure the continuity of the educational mission of the University of New Hampshire.

The plan seeks to establish an organization that will allow the university to address its own direct needs while assisting those authorities who have statutory responsibility for management of the emergency incident.

The plan is designed with the following considerations:

- designing a management structure that still allows flexibility
- simple in design and not necessitating significant written explanation
- focus on structure rather than development of specific plans for specific emergencies
- a plan that compliments existing emergency action plans of departments

This plan is principally modeled on the State of New Hampshire's emergency operations plan as put forth by the NH Office of Homeland Security and Emergency Management. The State plan is, in turn, modeled on the structure of the Federal Emergency Management Agency.

The development of this plan was facilitated by the establishment of the University Emergency Group whose membership consisted of those individuals with responsibilities most appropriate for the campus emergency support functions.

Paul H Dean

**Chief of Police & Assistant Vice President for
Public Safety and Risk Management**

Introduction

The University of New Hampshire Emergency Operations Plan, hereafter referred to as the **UNH-EOP**, is designed to structure the University's response to consequences of any disaster or emergency situation that would affect the University of New Hampshire and follows the Federal Emergency Management Agency (FEMA) emergency management preparedness cycle.

- Preparedness
- Mitigation
- Response
- Recovery

This **UNH-EOP** identifies an operational structure and outlines basic operational procedures that shall direct the response of those individuals and departments that would, in general course, be called upon to assist in responding to an emergency.

This **UNH-EOP** is designed to protect critical facilities, infrastructure and functions necessary to support the mission of the University of New Hampshire, to include emergency services, utilities, transportation, health, and dining and information technology.

This operations plan is structured around Emergency Support Functions (**ESFs**). Specific University of New Hampshire departments have been delegated with primary responsibility for a particular **ESF** based upon its mission, resources and capabilities. Other university departments have been designated as support departments for one or more of the **ESFs**, based upon their ability to support the specific **ESF** responsibility.

I. Situation and Assumptions

A. Situation

The University of New Hampshire's main campus is located in the Town of Durham, New Hampshire. The University's core campus is located on approximately 1,100 acres of land and is comprised of approximately 100 major buildings. Additional facilities are located in surrounding communities. The University of New Hampshire has an urban campuses located in the City of Concord and Manchester. This Manchester campus is composed of one renovated mill building and a lease agreement for residential space in a multi-use building. The Concord Campus is composed of several buildings including an apartment building for residential space. When classes are in session approximately 16,000 students, attend classes in Concord, Durham, and Manchester and are supported by approximately 3,000 faculty and staff.

The mission of the University of New Hampshire along with its physical size, large population, numerous buildings and considerable infrastructure and significant resources carries with it a commensurate risk to the population and property of the

University. These risks may include natural, technological, biological/chemical, security and human emergencies or disasters.

B. The University During an Emergency

During an emergency or disaster, the University will need to take immediate and appropriate actions to determine, direct, mobilize, and coordinate its response to the emergency. Dependent on the level of the emergency and the need for resources, the University shall activate this emergency operations plan to direct its resources in order to protect lives and property and ensure the continuity of operations.

For the purposes of emergency planning at the University of New Hampshire, an emergency is defined as any situation:

- Creating imminent danger to the lives and safety of students, staff, faculty and University guests;
- Creating imminent risk to public or private property;
- That may prevent the University from fulfilling its responsibilities as a land grant educational institution; or
- Where the University's resources are called upon to assist the local community, state or federal agencies in times of an emergency.

A catastrophic disaster may overwhelm the University and local government's ability to provide a timely and effective response to meet the needs of the situation. The University will act in conjunction with the appropriate town or city government to seek additional resources during these large scale events.

Emergencies, by their nature, are not convenient and will in most cases occur out of normal working hours and when senior administrators and delegated emergency management staff members are away from campus. The **UNH-EOP**, therefore, is flexible and based upon roles to be filled during an emergency.

C. Role of Town/City – Emergency Services

Local government has responsibility, by law, for the direction and control of emergency management within the appropriate jurisdiction. The local emergency management director has the responsibility for the development and implementation of the emergency management program designed to provide for rapid and effective response to an emergency situation.

The local fire chief or local police chief (depending on the particular type of emergency) are by statutory authority responsible for command of the response and control of the emergency incident. The University will work in conjunction with local authorities to support efforts, as requested, and will act to resolve consequences to the University from the emergency.

D. Hazard Analysis and Assessment

It is the responsibility of each individual college, division, department and organization at the University of New Hampshire to conduct its own hazard analysis and assessment concerning the area it is responsible for. Departments may seek assistance for any hazard analysis from the UNH Office of Environmental Health & Safety in collaboration with the University Police Department Office of Emergency Management.

The University of New Hampshire has conducted a Threat and Hazard Identification and Risk Assessment (THIRA). Threats and Hazards that can occur to the University of New Hampshire campuses include:

Ice Storm/Blizzard	Active Threat with Weapon
Hurricane	Special Events Threat
Lightening/Severe Weather	Utilities Disruption
Flooding	Telecommunications/IT Disruption
Fire/Explosion	Bombing/Bomb Threat
Hazardous Materials Release	Extreme Temperatures (Heat/Cold)
Transportation/Railroad Event	Earthquake
Cyber Attack	Epidemic/Biological Threat
Riot/Civil Disturbance	

II. **Concept of Operations**

A. General

In light of the mission and responsibilities of the University of New Hampshire, it is incumbent upon UNH to ensure that it is prepared to meet the needs of the people and the institution who or which might be affected by an emergency incident.

The President of the University of New Hampshire, as its Chief Executive Officer, is ultimately responsible for protecting lives and property in an emergency incident. The President is supported in this responsibility by her/his senior staff. Together this group forms the **Senior Management Group - SMG**, making final decisions and issuing directives for the management of the emergency.

The **SMG** is, in turn, supported by the **University Emergency Group - UEG**. The **UEG** will gather necessary information and resources and implement, coordinate and oversee the University response to the emergency.

The **UEG** is, in turn, supported by the individual divisions, departments and colleges that implement their own emergency response actions under the overall coordination of the **UEG**.

A number of departments have been grouped together as Emergency Support Functions (**ESFs**), either as primary or support, to facilitate the provisions of the response actions of the University. Each **ESF** has been assigned a number of

functions in support of a response to an emergency situation. The designated primary department, with the assistance of one or more of the supporting departments, is responsible for managing the activities of the **ESF** and ensuring the missions are carried through.

B. Organizational Responsibilities

Senior Management Group

The **SMG** operates under the direction of the **University Chief Officer**. The responsibility of this group is to:

- Approve and direct overall priorities and strategies.
- Issue public information reports and instructions.
- Liaisons with governments and external organizations.

University Emergency Group

The **UEG** is organized by **ESFs** and operates under the direction of the **Assistant Director of Emergency Management**. The responsibility of this group is to:

- Provide overall coordination to the University's emergency response efforts.
- Gather, confirm, evaluate and convey incident information for the **SMG**.
- Defines and implements tactics/actions to resolve specific priority situations.
- Identifies resource needs and shortfalls.
- Reassigns/deploys individuals, department and University resources in support of critical needs.

Specific organizational responsibilities for primary and support agencies are outlined in the **ESF** descriptions as part of this **UNH-EOP**.

University Department General Responsibilities

A. University departments, divisions and colleges designated in the **ESFs** as having emergency responsibilities shall:

1. Provide and maintain the capability to carry out the emergency functions as described in the **UNH-EOP**.
2. Departments, divisions or colleges that have a primary responsibility for an emergency function will organize, supervise and coordinate all activities within that functional area.
3. Primary departments are responsible for specifying the actions of the supporting departments and establishing coherent requirements that can be effectively and efficiently carried out.
4. Departments, agencies and offices that have a support responsibility for an emergency function will respond as required.

B. All University departments, divisions and colleges shall:

1. Ensure orderly succession of officials for all key positions in each department to maintain operations during unforeseen circumstances.
2. Ensure maintenance and safeguarding of key records and documents and the availability of those documents in an emergency.
3. Maintain a system for internal status reporting on manpower and other resources.
4. Routinely update and maintain emergency operating procedures that prescribe in detail the responsibilities of the department during an emergency, including notification of response personnel and other appropriate measures.
5. Serve as a reserve for manpower and material resources

C. University Emergency Operations Center

In cases of widespread emergencies or when the **UEG** is activated for smaller emergencies, the University **Emergency Operations Center – EOC** will be established. The **EOC** will be in a location where the **UEG** can conduct their respective roles while maintaining contact with the **SMG** and on scene Incident Command.

D. Public Notification

The University of New Hampshire Police Communications Center is responsible for public notification of emergencies through several methods. The preferred method that can be communicated to all campuses is through the UNH ALERTS system. UNH ALERTS sends up to date alerts and information to all subscribers and can focus on individual or multiple campuses. To sign up for cell phone texts alerts go to- <http://alert.unh.edu>. Upon receiving an alert go to www.unh.edu/upd for additional information.

There are also warning speaker towers located across the Durham campus. These are used for sudden emergencies and can provide immediate direction to students, staff and visitors.