University of New Hampshire

Emergency Operations Plan
Public EOP

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ABREVIATIONS

EOP    Emergency Operations Plan
EOC    Emergency Operations Center
SMG    Senior Management Group
UEOC   University Emergency Operations Center
UEG    University Emergency Group

RECORD of REVISIONS and CHANGES

1. Version 1:1 October 13, 2004
2. Version 1:2 September 06, 2005
5. Version 1:5 May 1, 2007
FOREWORD

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 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 plans of departments

This plan is principally modeled on the State of New Hampshire’s emergency operations plan as put forth by the Office of Emergency Management. The State plan is, in turn, modeled on the structure of the Federal Emergency Management Agency. Further modeling was gathered from the University of Vermont emergency plan.

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 emergency support functions which the plan is based upon.

Paul Dean
UNH Emergency Planning & Preparedness Coordinator
I. 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.

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 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.

The primary purpose of this UNH-EOP is to outline the initiation, coordination, and management of an effective University response to disasters and emergency situations for the public. Specifically this UNH-EOP is designed to:

1. Identify planning assumptions and develop policies;
2. Establish a concept of operations built on inter-department coordination and communication in order to facilitate a timely and effective University response;
3. Assign specific functional responsibilities to appropriate senior University officers, University departments, divisions and colleges; and
4. Coordinate the links between local governments, the State of New Hampshire, the University System of New Hampshire and colleague institutions.

II. 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 campus located in the City of Manchester. This campus is composed of one renovated mill building.

When classes are in session approximately 12,000 undergraduate and graduate students, and 4,000 DCE students, attend classes in Durham and are supported by approximately 790 faculty and 2200 staff. In Manchester, when classes are in session, there are approximately 1,200 students, 28 faculty and 42 staff present.

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.

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

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.

III. **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 Director of Emergency Operations. 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/deploy 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.
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 SMG and the UEG can conduct their respective roles in separate rooms but in close proximity to each other. The on-call UEG coordinator will determine the appropriate location.

D. **Public Notification**
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.