

PURPOSE AND AUTHORITY

A. PURPOSE

The Emergency Operations Plan (EOP) shall provide the necessary guidance to organize and direct University of Louisville's operation in the event of a major emergency or disaster.

B. TYPES OF EMERGENCIES

1. Human-Caused Hazards

Emergencies such as unlawful assemblies resulting in riots; labor strikes; large scale demonstrations, utility failures; chemical, biological or radiological material releases; bomb and bioterroristic threats, shooting incidents; fires; explosions; aircraft crash and others.

2. Natural Hazards

Emergencies such as storms, tornadoes, droughts, earthquakes, and severe winter weather.

C. AUTHORITY

1. President

The President of the University of Louisville is responsible to ensure the ongoing mission of the University. In the event of a major emergencies or disaster, the President is responsible for the University's response to the emergency, maintenance of operation and protection of the physical and academic environment of the University.

2. Delegation of Authority

The Emergency Operations Plan delegates the President's authority to specific individuals in the event that he or she is unavailable, or delegates his or her authority.

- a. Provost - During emergency operations, if the President is unavailable, the Provost will fill the role of the President and will continue to do so until relieved by the President or delegates that authority to another individual.
- b. Vice President for Business Affairs - During emergency operations, if the President and Provost are unavailable, the Vice President for Business Affairs will fill

the role of the President and will continue to do so relieved by the President, Provost or delegated that authority to another individual.

3. Emergency Coordinator

- a. The Emergency Coordinator will serve the President or designee as the senior advisor in regards to emergency operations and recovery. The Assistant Director of Environmental Health and Safety serves as the Emergency Coordinator.
- b. In the event that the Assistant Director of DEHS is unavailable, the Director of Public Safety will serve as the Emergency Coordinator.

D. Role and Responsibilities

During a major emergency or disaster, individuals are assigned to perform certain roles and are assigned certain responsibilities that they will manage and be responsible for during the emergency and recovery phase. In the event that they are unavailable, a designee will act for them. This designee should be determined in advance by the individuals identified below or department/unit standard operating procedures.

Some of the positions are identified as meeting the National Information Management System Emergency Support Functions and others are important to the University, but not Emergency Support Functions.

1. The President of the University is the Incident Commander of any major incident that impacts the University. The President may designate a subordinate to act as the Incident Commander if he is unavailable. The Incident Commander is responsible for approving the Incident Action Plan and approving changes/revisions developed during the emergency.
2. The Provost is the Alternate Incident Commander and participates with the Command Staff in advising the President and will act as his deputy during a major emergency.
3. The Vice President for Business Affairs (VPBA) is the Operations Chief and is responsible for the emergency operations as it relates to life-safety, security, personnel and facilities during the emergency and recovery periods. The VPBA will implement the Incident Action Plan. The VPBA is part of the Command Staff.

4. The Vice President for Finance (VPF) is the Finance Chief and is responsible for financial infrastructure of the University during the emergency cash management and treasury operations during the recovery. The VPF is part of the Command Staff.
5. The University Emergency Coordinator is the Planning Chief and is responsible for plan development before an emergency occurs and develops strategies and plans during an incident and/or recovery from a disaster, including the Incident Action Plan. The Emergency Coordinator is part of the Command Staff.
6. The Director of Purchasing is the Logistics Chief and is responsible for ensuring that supplies and equipment needed by the University during an emergency and/or recovery effort is available. The Director of Purchasing is part of the Command Staff.
7. The Vice President for University Advancement (VPUA) is the Public Information Officer and is responsible for university communications, both internal and external, during the emergency and recovery. The VPUA is part of the Command Staff.
8. The Director of Environmental Health and Safety is the Safety Officer and is responsible to ensure safe actions and practices during the Emergency and/or recovery. The DEHS Director is part of the Command Staff.
9. The Assistant Director of Public Safety for Parking is responsible for emergency transportation. (Emergency Service Function #1)
10. The Vice President for Information Technology is responsible for the communications infrastructure (computer and computer) during emergency operations and recovery. (Emergency Service Function #2)
11. The Associate Vice President for Facilities is responsible for restoring essential services and facilities. (Emergency Support Function #3)
12. The Louisville Fire Department is responsible for fire fighting. The University Fire Marshall is the liaison to the Louisville Fire Department. (Emergency Support Function #4)
13. The Emergency Coordinator is responsible for information and planning, collecting analyzing and disseminating critical information to facilitate emergency response and recovery operations. (Emergency Support Function #5)
14. The Director for Residence Administration is responsible for mass care, managing food, shelter and assisting in family reunification. (Emergency

Support Function #6)

15. The Associate Vice President for Business Affairs is responsible for resource support, providing equipment, materials, supplies and personnel for emergency response and recovery operations. (Emergency Support Function #7)
16. The Senior Vice President for Health Affairs is responsible for utilization of human and physical resources to provide medical assistance during the emergency and recovery. (Emergency Support Function #8)
17. The Louisville Fire Department is responsible for urban search and rescue. The University Fire Marshall is the liaison to the Louisville Fire Department. (Emergency Support Function #9)
18. The Hazardous Waste Coordinator is responsible for supporting response to actual or potential hazardous materials release. (Emergency Support Function #10)
19. The Director of Contract Administration and Risk Management is responsible for identifying food needs and ensuring that food gets to areas affected by the disaster. (Emergency Support Function #11)
20. The Associate Vice President for Facilities is responsible for restoring power systems and fuel supplies. (Emergency Support Function #12)
21. The Director of Public Safety is responsible for public safety, infrastructure protection and physical security. (Emergency Support Function #13)
22. The Director of Planning Design and Construction is responsible for long term recovery and mitigation after the emergency. (Emergency Support Function #14)
23. The Vice President for University Advancement (VPUA) is responsible for communicating to outside entities regarding the University's disaster response and/or recovery. (Emergency Support Function #15)
24. The Senior Vice President for Research is responsible for suspending research (as appropriate) during an emergency; protection of research infrastructure and specimen and the maintenance of research during recovery.
25. The Vice President for Athletics is responsible for suspending athletic operations during emergencies, reallocating resources to the Emergency Operations Center and returning to normal operations during recovery.

E. Emergency Operations Center

During a major emergency or disaster, the aforementioned senior management will respond with other assigned individuals to the designated Emergency Operations Center (EOC). In accordance to the University of Louisville Emergency Operations Center Plan (Appendix 2)

F. ORGANIZATION

1. PLAN RESPONSIBILITY AND CONTROL

In a wide scale disaster or emergency, the overall Emergency Operations Plan is under the command of the President and is managed by the University Emergency Coordinator.

The EOP will maintained by the Emergency Coordinator and reviewed on an annual basis. Copies of the EOP will be made available to all Chairmen, Department Heads and Vice Presidents and will be disseminated within their units as appropriate.

Updates to the plan will be disseminated by the Emergency Coordinator.

The EOP will be on the University's web site under password protection.