

EMERGENCY OPERATIONS PLAN

The University of Oklahoma Health Sciences Campus

2024-2025



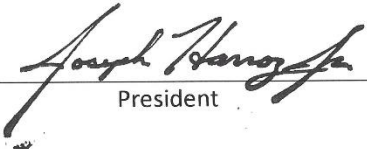
LETTER OF PROMULGATION

In the event of a natural, human-caused or technological disaster affecting this Campus or the surrounding area, we must be prepared to implement plans and procedures to protect lives and property.

Officials of the University of Oklahoma Health Sciences Campus (OUHSC), in conjunction with local, county and state emergency management and public safety agencies have developed an Emergency Operations Plan (EOP) that will enhance their emergency response capability for any large scale emergencies or disasters on the OU Health Sciences Campus. This document is the result of that effort.

This EOP, when used properly and updated annually, will assist OUHSC personnel in accomplishing their primary responsibilities: Life Safety, Incident Stabilization and Property Preservation. This EOP and its provisions will become official when it has been signed and dated below by the concurring OUHSC officials, and hereby gives authority and responsibility to OUHSC officials to perform their duties, as indicated in this EOP, before, during and after an incident.

This EOP will be distributed to all personnel included in the EOP distribution list and others as deemed necessary.



President

10/14/24

Date



Vice Provost, Health Sciences Administration

10/13/24

Date

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APPROVAL AND IMPLEMENTATION

This is the only approved Emergency Operations Plan (EOP) for the University of Oklahoma Health Sciences Campus (OUHSC). It supersedes all other EOPs and has been developed exclusively for OUHSC. This EOP consists of 4 parts: The Base Plan, Functional Annexes, Threat/Hazard-Specific Annexes, and Attachments.

The **Base Plan** provides an overview of the approach to operations before, during, and after an emergency. This section also addresses the overarching activities to be undertaken regardless of the function, threat, or hazard. The content in this section provides a solid foundation for OUHSC campus emergency operations.

Functional Annexes focus on critical operational functions and the courses of action developed to carry them out.

Threat/Hazard-Specific Annexes describe the courses of action unique to particular threats and hazards. These are developed based on the prioritized list of hazards determined in the risk assessment process.

Attachments are pertinent to other information which will be useful before, during or after an incident. Examples of attachments would include, but are not limited to, forms, checklists, maps, contact lists, and resource lists.

*** IMPORTANT ***

This EOP may not be modified in anyway, by anyone, without the approval of the OUHSC Director of Emergency Preparedness and Vice Provost for the Health Sciences Campus. All approved modifications must be implemented by the OUHSC Director of Emergency Preparedness and Vice Provost for the Health Sciences Campus, after which all modifications must be applied and the substantive revisions to the EOP distributed as identified in the Record of Distribution and elsewhere as appropriate. Further, all substantive modifications must be registered in the Record of Changes section of this EOP.

EOP DISTRIBUTION LIST

| DEPARTMENT | TITLE | DATE OF DISTRIBUTION |
|--------------------------------------|--|-----------------------------|
| University President’s Office | University President | |
| Marketing and Communications | Vice President for Marketing & Communications | |
| Legal Counsel | Vice President and General Counsel | |
| Legal Counsel | Deputy General Counsel, HSC | |
| Provost | Senior Vice President and Provost | |
| Provost | Vice Provost for Health Sciences | |
| Provost | Vice Provost for Academic Affairs & Faculty Development | |
| Administration | Vice President for Administration and Finance | |
| Administration | Associate Vice President and Chief of Police | |
| Administration | HSC Director of Emergency Preparedness | |
| Administration | Senior Associate Vice President for Administration and Finance | |
| Administration | University Risk Officer | |
| Administration | HSC Director of Risk Management | |
| Administration | Business Continuity Analyst | |
| Administration | HSC Risk Manager | |
| Research | Vice President for Research | |
| Human Resources | Vice President & Chief Human Resources Officer | |
| OU Procurement | Associate Director, OUHSC Purchasing | |
| Student Affairs | Vice President of Student Affairs & Dean of Students | |
| Student Affairs | Associate Vice President for HSC Student Affairs | |
| Student Affairs | Community Manager of University Village | |
| Student Affairs | Director of Student Counseling Services | |
| Compliance | Director of Compliance | |
| Compliance | Director of Accessibility & Disability Resource Center | |
| Campus Information Technology | Senior Associate Vice President & CIO | |
| Campus Information Technology | Director of IT GRC | |
| College of Allied Health | Dean | |
| College of Dentistry | Dean | |
| College of Medicine | Executive Dean | |
| College of Nursing | Dean | |
| College of Pharmacy | Dean | |
| College of Public Health | Dean | |
| Graduate College | Dean | |

| | | |
|--|---|--|
| OU Health Partners | Chief Physician Executive | |
| OU Health Partners | Chief Medical Officer | |
| OU Health Partners | Executive Director of Clinical Operations | |
| OU Health Partners | Chief Executive Officer | |
| OU Health Partners | Chief Operations Officer | |
| OU Health Partners | Director of Safety & Security | |
| OU Health Partners | Director of Emergency Management | |
| OU Health Partners | Chief Marketing & Growth Officer | |
| University Hospital Authority Trust | Chief Executive Director | |
| University Hospital Authority Trust | Director of Facilities | |
| University Hospital Authority Trust | Director of Emergency Management | |
| City of Oklahoma City | Police Department | |
| City of Oklahoma City | Emergency Manager | |
| City of Oklahoma City | Fire Department | |
| Oklahoma County | Sheriff’s Office | |
| Oklahoma County | Emergency Manager | |
| Emergency Medical Services | EMSA Representative | |

DEFINITIONS

“Area Command” is an element of the Incident Command System. If necessary, an Area Command may be established to oversee the management of multiple incidents being handled by separate Incident Command Posts or to oversee management of a complex incident dispersed over a larger area. The Area Command does not have operational responsibilities and is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations. The Area Command or Incident Command Post provides information to, and may request assistance from, the local emergency operations center.

“Campus Threat Assessment Review Committee” (TARC) and “Campus Behavioral Intervention Team” (BIT) describe multi-disciplinary OUHSC groups that address concerning, aberrant, threatening, and/or potentially dangerous behavior on campus.

“Concept of Operations” means the overall approach of the OUHSC campus to the preparation and management of a disaster/emergency, including response efforts and how the OUHSC campus will implement the concepts and procedures of an incident command system.

“Director of Emergency Preparedness” is a position assigned to the individual responsible for-day to-day maintenance and implementation of the emergency management program.

“Disaster” means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural or technological cause, including but not limited to fire, flood, earthquake, wind, severe storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, or acts of violence or domestic terrorism.

“Emergency Communication System” is the alerting software that is used to communicate to the University staff, students and faculty of any emergency situation that may be impactful to the campus.

“Emergency Management” means the effort to develop, plan, analyze, conduct, provide, implement, and maintain programs for disaster/emergency prevention, mitigation, preparedness, response and recovery.

“Emergency Operations Center” (EOC) means a location from which centralized emergency management can be performed to coordinate the overall campus or jurisdictional response to and support in an emergency.

“Emergency Operations Center Director” (“EOC Director”) is the individual in command of the EOC. The National Incident Management System refers to this position as Incident Commander which is often confused with the Incident Commander in the field. For purposes of clarity, the individual in charge of the EOC will be the EOC Director, and the individual in charge of field operations will be the Incident Commander.

“Emergency Operations Plan” (EOP) means the OUHSC’s written plan describing the organization, mission and functions, and supporting services for responding to and recovering from disasters/emergencies.

“Emergency Planning Team” is responsible for the development, maintenance, review, and revision of the EOP, as well as, for coordinating and providing recommendations regarding emergency management policies and procedures, continuity of operations and emergency management training.

“EOC Activation Team” is a group of OUHSC personnel trained to set up the EOC when activated for an event or incident.

“EOC Team” is defined as any and all OUHSC personnel assigned a function in the EOC as Primary or Backup. The list of these personnel, by position title, is found in the “EOC Staff Organization and Assignments” pages of the Direction and Control section.

“Exercise” means a planned event realistically simulating a disaster/emergency, conducted for the purpose of evaluating the OUHSC’s coordinated emergency management capabilities, including, but not limited to, testing emergency operations plans.

“Executive Policy Group” (EPG) is a group that will include University officials with certain legal and policy-making responsibilities including the University President or designee.

“Incident Commander” (IC) means the individual in charge of field operations. This position is not to be confused with the EOC Director. The Incident Commander could be someone from OUHSC, but may very well be someone from an outside agency such as the local police or fire department. This will be determined by the incident type and complexity.

“Incident Command Post” (ICP) means the location at which the primary command functions for field operations are executed.

“Incident Command System” (ICS) means a system that combines facilities, equipment, personnel, procedures, and communications to operate within a common organizational structure and that designates responsibility for the management of assigned resources to effectively accomplish stated campus goals and objectives.

“Joint Information Center” (JIC) is a central location to facilitate operation of the JIC during and after an incident. The JIC enhances information coordination, reduces misinformation, and maximizes resources by co-locating Public Information Officers (PIOs) as much as possible.

“Mitigation” means action taken to reduce the likelihood of death, injury, or property damage for emergencies that cannot be prevented, such as tornadoes or earthquakes.

“National Incident Management System” (NIMS) means the comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

“Preparedness” means actions taken and programs and systems developed prior to a disaster/emergency to support and enhance response to and recovery from a disaster/emergency.

“Prevention” means to take action to reduce or eliminate the likelihood of death, injury, or property damage for emergencies that can be prevented.

“Recovery” means restoration actions and programs associated with recovering from a disaster/emergency including, but not limited to, academic recovery, physical/structural recovery, business/fiscal recovery, and psychological/emotional recovery for students and campus personnel.

“Response” means the actions taken to address the immediate and short-term effects of a disaster/emergency.

“Targeted Violence” means an incident of physical violence in which both the perpetrator and targets are identified or identifiable prior to the incident.

“Threat Assessment” means a process of evaluating the actions and conduct of individuals, and the circumstances surrounding the actions and conduct, to uncover any facts or evidence that indicate that violence is reasonably likely to be carried out. A threat assessment will take place when OUHSC becomes aware that a person (or persons) has threatened to commit, or induced others to commit, a violent act, or has engaged in behavior that appears to threaten targeted violence.

“Unified Command” is a method for all agencies or individuals who have jurisdictional responsibility, or in some cases, who have functional responsibilities at the incident, to contribute to the determination of overall objectives for the incident and selection of strategies to achieve the objectives.

PURPOSE

There is the possibility that an emergency requiring rapid mobilization and maximum coordination of all campus and emergency service agencies could occur at any time. Conditions that could cause an emergency include earthquakes, severe storms, hazardous materials incidents, aircraft crashes, extensive fire, riots, acts of violence, terrorism, national security emergencies, extreme pollution, public health threats, or any other man-made, natural or technological Disaster.

The basic emergency procedures outlined in this EOP are designed to enhance the protection of lives and property through effective use of campus and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the University President or his/her designee may declare a state of emergency.

CONCEPT OF OPERATIONS

- ❑ The **Executive Policy Group** consisting of senior leadership, as noted in the Direction and Control section, will provide policy and professional assistance to the EOC Director if needed; it may also, include officials with certain legal and policy-making responsibilities.
- ❑ The **Incident Commander (IC)** is responsible for directing and controlling emergency operations in the field.
- ❑ **Faculty and staff** are responsible for emergency functions as specified in this EOP.
- ❑ The **Emergency Planning Team** is responsible for the development, maintenance, review and revision of the EOP, as well as for coordinating and providing recommendations regarding emergency management policies and procedures, continuity of operations and emergency management training.
- ❑ **Incident management operations** will be conducted in accordance with the National Incident Management System (NIMS).
- ❑ The primary purpose of actions taken before an emergency is to prevent, protect from, and mitigate the impact of damage on life or property. The primary purpose of actions taken during an emergency is to respond to the emergency and minimize its impact on life or property. The primary purpose of actions taken after an emergency is to recover from the impact on life or property.
- ❑ The preservation and protection of vital and official records, the implementation of measures to safeguard the continuity of services and civil order during or after emergencies, disasters or national security emergencies is vital. The University must take an active role with the various University departments to develop Continuity of Operations Plans that ensure records are safe and the various departments can continue to operate.
- ❑ This EOP is designed to be utilized in concert with EOPs of outside agencies' that will respond to this campus during an emergency.
- ❑ All employees are included in the Emergency Management structure. Departments will conduct operations under the control of their respective directors or supervisors unless assigned otherwise by the EOC Team.

ADMINISTRATION AND LOGISTICS

Existing University administrative, fiscal and procurement policies and procedures will be followed whenever possible.

Documentation to substantiate reimbursement for emergency expenditures, including both time and materials, will be maintained by each involved department. This will be coordinated by the Finance/Administration Coordination Section Chief in the EOC and will follow guidelines set by FEMA and other Federal and State regulatory entities.

Priority for the use of resources will be given to activities essential for survival and welfare of people, protection of property and the assurance of the continuity of operations.

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

It is important to address the role of information collection, analysis, and dissemination and to identify the types of information that will be helpful in the successful implementation of the activities that occur before, during, and after an emergency. Such information may include:

- ❑ Before and during: weather reports, law enforcement alerts, National Oceanic and Atmospheric Administration radio alerts, Clery Act crime statistics and crime logs, and local crime reports.
- ❑ After: mental health, emergency management, and relief agencies' websites and hotlines assisting in all aspects of recovery.

Each department or functional area on campus will identify means by which to collect and analyze information that will be useful in emergency planning, response, and recovery, and will appropriately disseminate that information.

REGULATORY COMPLIANCE

OUHSC shall comply with all applicable laws, rules, regulations, and ordinances during all phases of emergency/crisis management, including preparation, planning, response, mitigation, and recovery. During emergencies, critical, time sensitive decisions must often be made; OUHSC will maintain preservation of life as its top priority.

The laws described below are some of those governing the University's actions during an emergency.

Americans with Disabilities Act (ADA)

Emergency Operations Plans must comply with the Americans with Disabilities Act (ADA) across the spectrum of emergency management services, programs, and activities, including preparation, testing, notification and alerts, evacuation, transportation, sheltering, emergency medical care and services, transitioning back, recovery, and repairing and rebuilding. Plans must include students, faculty and staff with disabilities. Plans must address the provision of appropriate auxiliary aids and services for effective

communication with individuals with disabilities (e.g., interpreters, captioning, and accessible information technology); provide that individuals with disabilities are not separated from service animals and assistive devices, and provide for disability-related assistance throughout emergencies (e.g., assistance with activities of daily living, administration of medications); and comply with the law's architectural and other requirements.

Limited English Proficiency (LEP)

Effective communication with individuals with Limited English proficiency (LEP), including students and parents, is an essential component of emergency planning and response. Plans must comply with applicable legal requirements on language access.

To assist in meeting the LEP requirements during a disaster, the OUHSC campus has several options available. The State of Oklahoma has a contract for translation services, contract #SW0780, that the university may use. Another option is to utilize staff members who are bi-lingual to help assist as needed. Also, the American Red Cross has spokespeople trained in several languages who often provide translation services and media interviews during emergencies. In addition, the Red Cross works with many partners who provide services to non-English speaking communities and can provide information and printed materials for distribution. Red Cross disaster preparedness and safety information is available in Spanish, Vietnamese, Creole, Chinese, and a variety of other languages.

Clery Act

The Clery Act requires institutes of higher education to provide timely warnings to the campus community of certain crimes reported to OUHSC Police authorities that represent a serious or continuing threat to students and employees. OUHSC will issue timely warnings and emergency notifications in accordance with the Clery Act.

Timely Warnings

The Clery Act requires issuance of a timely warning for a Clery Act crime or other crime that is reported to OUHSC Police and for which OUHSC believes poses a serious or continuing threat to students, employees, or their property. Clery Act crimes include murder, non-negligent manslaughter, negligent manslaughter, aggravated assault, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, robbery, arson hate crimes, violations of the Violence Against Women Act, sex offenses, and arrests related to weapons violations and drug and liquor law violations. The OUHSC Police Department, in consultation with the Chief of Police, is responsible for issuing the timely warning. Anyone with information warranting a Timely Warning should report the circumstance to OUHSC Police Department immediately. This includes Campus Security Authorities, other employees, students, or any other person with relevant information. OUHSC is not required to provide timely warnings for non-Clery crimes or for crimes reported to a pastoral or professional counselor. The Clery Act does not include a specific definition of "timely." However, the intent of a timely warning is to enable people to protect themselves; therefore, warnings should be issued as soon as pertinent information is available. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

Emergency Notification

In accordance with the Clery Act, OUHSC will immediately issue an Emergency Notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the OUHSC campus. (Confirmation of an

emergency means the OUHSC Police Department and other University officials, as appropriate, have verified that a legitimate emergency or dangerous situation exists.)

The system is designed to be used only during emergency situations that require immediate action by the recipient. Examples include but are not limited to:

- Dangerous Situations (armed intruder, civil disturbance, hostage situation, etc.)
- Fire
- Hazardous Material Leak/Spill
- Inclement Weather Delays/Closures
- Tornado Warning

Warnings may be withheld only if they would compromise efforts to contain the emergency.

Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA)

This EOP will not act in a manner that is inconsistent with the requirements of FERPA and HIPAA and will function in compliance with those requirements and the OUHSC's current policies on each.

DECLARATION OF A CAMPUS STATE OF EMERGENCY

For purposes of an OUHSC Disaster, the authority to declare a campus state of emergency rests with the University President or the University President's designees, which include the Senior Vice President and Provost and the Senior Vice President for Administration and Finance or their designees as follows:

- ❑ During the period of any campus emergency, the OUHSC Police Department will place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain all facilities and services. OUHSC Police will immediately consult with the Senior Vice President of Administration and Finance or Senior Vice President and Provost or others listed below regarding the emergency and the possible need for a declaration of a campus state of emergency.
- ❑ When an emergency declaration is made, only authorized OUHSC students, faculty, staff, patients and their family members, authorized affiliates, and vendors, are authorized to be present on campus. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the property.
- ❑ Authority for certain public safety operations will be delegated to the appropriate outside agency.
- ❑ Emergency operations will be conducted in compliance with all applicable ordinances and statutes as appropriate for the situation.

EMERGENCY OPERATIONS CENTER ACTIVATION

The individuals below are authorized to activate the Emergency Operations Center (EOC) when an emergency reaches such proportions that it requires a closely coordinated effort on the part of leading campus officials. The EOC Team and other personnel having duty assignments in the EOC will report to their assigned locations upon notification of the EOC activation.

- ❑ University President
- ❑ Senior Vice President and Provost
- ❑ Senior Vice President for Administration and Finance
- ❑ Vice Provost for Health Sciences
- ❑ Vice President for Operations
- ❑ Senior Associate Vice President for Administration and Finance
- ❑ Chief of Police and Associate Vice President or designee
- ❑ OUHSC Director of Emergency Preparedness
- ❑ OUHSC Police Department

The EOC Activation Team (see Attachment 1) is responsible for setting up the EOC when activated for an event or incident.

The EOC Team is responsible for supporting the activities of field personnel necessary to maintain and restore operations both during and after an emergency situation. These personnel are led by the EOC Director and are supported by the Operations, Planning, Logistics, and Finance/Administration Coordination Sections, as well as Public information, Safety and Liaison teams.

EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS

From time to time, advance notification may be available regarding hazardous events that could affect operations, the health and safety of the campus community, or quality of life. Maintaining 24-hour vigilance at full EOC staffing levels for potential or minor events, however, is not feasible due to the impact of continued alert status on personnel and the impact on routine operations. The EOC will operate in three modes to address varying levels of event probability and severity and maintain flexibility for the EOC Director to address needs as they arise.

- Monitoring
 - Stand By will be considered when an alert has been received or when the EOC Activation Team recognizes the potential for a high hazard event that could result in the opening and staffing of the EOC. This level consists of:
 - Setting up the EOC.
 - Placing the Vice Provost of the Health Sciences Campus and/or Director of Emergency Preparedness, or designees, on 10-minute response to the EOC.
 - Placing the EOC Team on a 30-minute response to the EOC.
- Partial Activation
 - Partial Activation is appropriate when a minor event has occurred. It requires support of field operations and coordination with local, county, or state emergency operations centers. It does not warrant full opening of the EOC. Actions will consist of:
 - Setting up the EOC.
 - The OUHSC Director of Emergency Preparedness or designees will report to the EOC.
 - Members of the EOC Team identified by the EOC Director will staff the EOC on a limited basis. NOTE: Partial Activation provides a high degree of flexibility to address a contained event and can be rapidly expanded to a full activation, if needed.
- Full Activation
 - Full Activation is appropriate when there is a need to support multiple events or a major event that adversely affects the quality of life or the health and safety of the campus community and/or threatens property damage. Actions will consist of:
 - Setting up the EOC.
 - Taking all implementation steps included in the Standby and Partial Activation Levels with the addition of calling in all key personnel to staff all functions as required.
 - Containing, controlling, and minimizing the effects of a major event. The EOC Director can re-designate from a Full Activation to a lesser level based upon prevalent conditions and changing tactical situations.

EMERGENCY OPERATIONS CENTER LOCATIONS

The OUHSC Emergency Operations Center (EOC) locations are:

Primary

- O'Donoghue Building, Room EB102

Alternates

- 655 University Research Park, Conference Center
- Norman Campus
- Secure Virtual Meeting

The Policy Group room locations are:

Primary

Provost's Conference Room
Bird Library, Rm 223

Alternate

- Conference room 534,
865 University Research Park
- O'Donoghue Building, Room EB103M

EOC Displays

The following maps, charts and logs should be maintained and made available in the EOC.

- Regional Map
- County and City Maps (large and small scale)
- Campus Maps (large and small scale)
- Standard FEMA Forms
- Bulletin Board
- Building Floor Plans

TRAINING

The OUHSC Director of Emergency Preparedness will maintain an annual training schedule. This updated schedule will be kept as an attachment to this EOP. This schedule will describe the critical training and exercise activities to be used in support of the EOP. This includes the core training objectives and frequency to ensure that staff, students, faculty, patients, families, and community representatives understand roles, responsibilities, and expectations. The schedule will also establish the expected frequency of exercises to be conducted. Exercises may range from basic fire and shelter-in-place drills to full-scale community wide drills.

EOP MAINTENANCE

This EOP will be reviewed and updated at least annually, generally on or before October 11 of each year. Each annex to the EOP indicates a responsible party for reviews and updates. It is the responsibility of the OUHSC Director of Emergency Preparedness, or their designee, to confirm these reviews and updates are completed. The Director of Emergency Preparedness, or their designee, is also responsible for the review and update of all other components of the EOP.

Every time there is a substantive change to the EOP, new copies of the entire EOP or of the updated section, annex or attachment must be distributed to all personnel included in the EOP Distribution List and appropriately recorded in the Record of Change.

DIRECTION AND CONTROL

Purposes of Direction and Control

To provide direction, control, and coordination of campus resources and outside agencies/entities as is appropriate.

To provide emergency information and direction to the campus community during an emergency.

To provide a line of succession for the EOC and each function, in accordance with the operating procedures established within this EOP.

Executive Policy Group:

The policy group will include officials with certain legal and policy-making responsibilities including the University President or designee. The Policy Group will be housed separately from the EOC and will provide policy direction to the EOC Director.

Command Staff:

The command staff consists of the EOC Director, Deputy EOC Director, Public Information Officer, Liaison Officer, OUP Liaison Officer, EPG Liaison, and Safety Officer. Duties of the command staff are:

- ❑ Provide support to field personnel.
- ❑ Coordinate the response and early recovery activities.
- ❑ Supervise the activities of the various sections in the EOC.
- ❑ Interpret operational policy.
- ❑ Keep the Policy Group informed about the emergency situation.

EOC Director Duties:

- ❑ Manage EOC resources and direct EOC operations.
- ❑ Information processing, which involves the collection, evaluation, and dissemination of information about the incident to help support response operations.
- ❑ Maintain a significant events log.
- ❑ Identify resource needs.
- ❑ Prepare briefings for the Policy Group and ensure they are delivered on a regular basis.
- ❑ Coordinate logistical support for response personnel.
- ❑ Assign staff to fill command and general staff positions.

Public Information Officer Duties:

- ❑ Assume emergency public information functions assigned by EOC Director.
- ❑ Interact with other EOC sections to provide and obtain information relative to the incident.
- ❑ Contact media outlets and provide information related to the incident as cleared by the EOC Director.
- ❑ Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct misinformation.

- ❑ Coordinate with the EOC Director for releasing information updates to public.
- ❑ Make recommendations to the EOC Director as to holding a press conference or issuing an official statement.
- ❑ Evaluate information available in the EOC to determine the areas in which additional public information is appropriate.
- ❑ Coordinate information on the disaster if it affects adjacent municipalities. This information should be released via the Emergency Communications System (ECS) where available.
- ❑ Operate in a Joint Information Center (JIC) as needed.

Safety Officer Duties:

- ❑ Brief EOC staff on potential EOC evacuation plans.
- ❑ Evaluate conditions and advise EOC Director of any conditions and actions that might result in liability and identify any oversights or improper response actions.
- ❑ Coordinate with the Finance/Administration Coordination Section on any personnel injury claims or records preparation as necessary for proper case evaluations.
- ❑ Exercise emergency authority to stop and prevent unsafe acts.
- ❑ Investigate accidents that have occurred within the incident area.
- ❑ Address general welfare and safety of EOC personnel.

Liaison Officer Duties:

- ❑ Compile a list of outside agency representatives available (agency name, phone numbers and contact person) and make accessible to all sections of the EOC as needed.
- ❑ Respond to requests from sections of the EOC and take necessary actions to satisfy request(s) with outside agencies.
- ❑ Communicate with all outside organizations as necessary (excluding on-scene public safety agencies).
- ❑ Monitor incident operations to identify current or potential inter-organizational problems.

Executive Policy Group Liaison Duties:

- ❑ Communicate with the Executive Policy Group in a timely manner with updates from within the EOC.
- ❑ Coordinates with the EOC Director, EOC Scribe, and PIO on information as it comes into the EOC and is processed.

General Staff

Operations Coordination Section

- ❑ Elements of the Operations Coordination Section are:
 - Fire/Rescue (if applicable)
 - OUHSC Police (if applicable)
 - Facilities Maintenance
 - Information Technology

- Shelter Management
- EOC Support Staff

The Operations Coordination Section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- ❑ Obtaining briefings from the EOC Director.
- ❑ Supporting on-scene operations.
- ❑ Managing and carrying out the operations portion of the incident action plan as directed by the EOC Director.
- ❑ Briefing and assigning operations personnel.
- ❑ Determining needs and requests for additional resources.
- ❑ Reporting information about specific activities, events and occurrences to the EOC Director.
- ❑ Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- ❑ Addressing general welfare and safety of Operations Section personnel.
- ❑ Providing any additional services, as indicated in respective departmental annexes or SOPs.
- ❑ Establishing information requirements and reporting schedules for each incident.
- ❑ Assembling information on alternative strategies.
- ❑ Identifying needs for use of specialized resources.
- ❑ Performing operational planning in conjunction with the Planning Coordination Section.
- ❑ Providing periodic predictions on the incident.
- ❑ Compiling and displaying incident status summary information.
- ❑ Advising the EOC Director of any significant changes in the incident status.
- ❑ Maintaining resource status information.
- ❑ Preparing and distributing EOC Director's orders.

Planning Coordination Section

- ❑ Elements of the Planning Coordination Section are:
 - Strategic Planning
 - Documentation
 - Records Management

The Planning Coordination Section is responsible for the collection, evaluation, dissemination, and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation; 2) reasonably predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- ❑ Devising an Incident Action Plan (IAP) to be approved by the EOC Director, and provide the plan to the

Operations Section.

- ❑ Obtaining briefings from the EOC Director.
- ❑ Establishing information requirements and reporting schedules for each incident.
- ❑ Assembling information on alternative strategies.
- ❑ Establishing a weather data collection system when necessary.
- ❑ Identifying needs for use of specialized resources.
- ❑ Providing periodic predictions on the incident.
- ❑ Compiling and displaying incident status summary information.
- ❑ Advising the command staff of any significant changes in the incident status.
- ❑ Maintaining resource status information.
- ❑ Addressing the general welfare and safety of the Planning Coordination Section personnel.
- ❑ Preparing and distributing the EOC Director's orders.

Logistics Coordination Section

- ❑ Elements of the Logistics Coordination Section are:
 - Supply
 - Facilities
 - Maintenance
 - Staff Food Distribution
 - Communications
 - Information Services

Logistics Coordination Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident. The Logistics Coordination Section participates in the development and implementation of the Incident Action Plan (IAP) and supervises resources procurement if necessary. It is recommended that the leading department consider assigning a representative to the Logistics Coordination Section (i.e., if this is a security event, assign an OUHSC Police representative to this section).

Responsibilities include:

- ❑ Obtaining briefings from the EOC Director.
- ❑ Assigning work locations and preliminary work tasks to section personnel.
- ❑ Notifying the Planning Coordination Section of logistics units activated, including names and locations of assigned personnel.
- ❑ Participating in the preparation of the IAP.
- ❑ Identifying service and support requirements for planned and anticipated operations.
- ❑ Providing input to and review communications plan, medical plan and traffic plan.
- ❑ Coordinating and processing requests for additional resources.
- ❑ Providing technological infrastructure to include hardware, software, and technical support for EOC use.
- ❑ Advising on current service and support capabilities.
- ❑ Estimating future service and support requirements.
- ❑ Receiving demobilization plan from the Planning Coordination Section.

- ❑ Recommending release of unit resources.
- ❑ Addressing general welfare and safety of logistics section personnel.

Finance/Administration Coordination Section

- ❑ Elements of the Finance/Administration Coordination Section are:
 - Legal Services
 - Finance/Fiscal Office
 - Human Resources
 - Enterprise Risk Management
 - Procurement/Purchasing

The Finance/Administration Coordination Section is responsible for all documentation of the incident including financial and cost analysis aspects of the incident and for coordinating legal information and recommendations. Responsibilities include:

- ❑ Obtaining briefing from the EOC Director.
- ❑ Attending briefings with responsible agencies to gather information.
- ❑ Identifying and procuring supply and support needs for the Finance/Administration Coordination Section.
- ❑ Developing an operating plan for finance function for the incident.
- ❑ Preparing work objectives for subordinates, briefing staff and making assignments
- ❑ Determining need for commissary operations.
- ❑ Informing the EOC Director when the section is operational.
- ❑ Meeting with, assisting, and coordinating agency representatives as required.
- ❑ Providing input in all planning sessions on financial and cost analysis matters.
- ❑ Maintaining contact with all agency administrative headquarters on financial matters.
- ❑ Documenting all financial costs of the incident, including documenting for possible cost recovery for service and supplies.
- ❑ Advising the command staff on possible liabilities arising from disaster operations.
- ❑ Collecting and compiling input data and after-action reports.
- ❑ Evaluating the effects of damage on the economic index and on insurance ratings for use in long-range recovery planning.

EOC STAFF ORGANIZATION AND ASSIGNMENTS

The Emergency Staff will consist of the Policy Group, Command Staff, General Staff, and other staff members as needed. During periods of increased-readiness, the EOC may be staffed for 24-hour operations. Assignment of a primary versus backup role depends on the nature of the incident.

| POLICY GROUP | |
|--|--|
| Joe Harroz, University President or Designee | |
| Gary Raskob, Senior Vice President and Provost, OUHSC, or Designee | |
| Matt Brockwell, Senior Vice President for Administration and Finance or Designee | |
| Armand Paliotta, Vice President & General Counsel or OUHSC Designee | |
| Darrin Akins, Vice President for Research or Designee | |
| OU Health Executive, if applicable | |
| COMMAND STAFF | |
| EOC Director | |
| Jill Raines – Vice Provost, Health Sciences | |
| Paul Manzelli – Senior Associate Vice President for Administration and Finance | |
| Jennie Robison – Scribe | |
| Missy Warma--Scribe, backup | |
| EJ Miller--Scribe, backup | |
| Krystal Williams--Scribe, backup | |
| Deputy EOC Director | |
| Primary | Kate Stanton, Associate Vice President for Student Affairs, OUHSC |
| Backup | Nishanth Rodrigues, Vice President and Chief Information Officer |
| Safety Officer | |
| Primary | Allen Heilaman, Director of Building Code Compliance and Fire Protection Services, OUHSC |
| Backup | Chris Snider, Environmental Health and Safety Officer, OUHSC, based on issue |
| Backup | Dr. Evan Floyd, Occupational & Environmental Health Dept, HSC Faculty Appointee, based on issue |
| Backup | Jennie Robison, OUHSC Director of Enterprise Risk Management, based on issue |
| Backup | Krystal Williams, OUHSC Risk Management Manager, based on issue |
| Backup | Dr. Douglas Drevets, Internal Medicine Department, Infectious Disease Specialist, based on issue |
| Backup | George MacDurmon, University Radiation Safety Officer, based on issue |

| Liaison Officer | |
|-----------------------------------|--|
| Primary | Major John Wilson, OUHSC PD or Major George Schmerer, OUHSC PD, as available |
| Backup | Captain Richard Adams, OUHSC PD |
| Policy Group Liaison | |
| Primary | Deputy EOC Director |
| Backup | EOC Director(s) |
| OU Health Liaison Officer | |
| Primary | Mandy Newman, VP of Ambulatory or Designee |
| Backup | Chief Physician Executive for OU Health or Designee |
| Public Information Officer | |
| Primary | Megan Louk, Director of HSC Marketing and Communications or designee |
| Backup | Zack Higbee, Assistant Vice President of Communications |

| GENERAL STAFF | |
|---|--|
| Operations Coordination Section | |
| Captain Dalton Jackson, OUHSC PD | |
| Captain Dustin Markgraf, OUHSC PD | |
| Lt. Payton Boshell, OUHSC PD | |
| Lee Noll, Fire Inspector, OUHSC | |
| Planning Coordination Section | |
| Kevin Fitzgerald, Director IT Project Management Office | |
| Eric Johnson, Senior Associate Dean for Administration and Finance, College of Pharmacy | |
| Rachel McCombs, OUHSC Associate General Counsel | |
| Dorothy Anderson, Vice President & CHRO, or OUHSC HR Designee | |
| Logistics Coordination Section | |
| Dustin Bozarth, Assistant Vice President of Facilities Management | |
| Greg Little, Assistant Director of Facilities Management | |
| Jason Thurman, Associate Director of Facilities Management | |
| Chris Jones, Director Strategy and Services | |
| Keith Brown, Senior Business Manager | |
| Finance/Administration Coordination Section | |
| Brad Avery, Assistant Vice President Administration and Finance and Controller | |
| Tamara Franklin, Assistant Vice President Research Financial Services | |
| Kira Reyes, Assistant Director, Procurement | |
| Sherry Medley, Senior Contract Specialist, Procurement | |

Paula Williams, OUHSC Deputy General Counsel

Miscellaneous

Social Media

Michael Harrington, Director HSC Student Affairs

Sam Betty, Assistant Director, HSC Student Affairs

Marty Walton, Office of the Senior Vice President and Provost, OUHSC

