

**UNIVERSITY OF LOUISVILLE**  
**EMERGENCY OPERATIONS PLAN**  
**(EOP)**

**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.

The plan goal is to provide a means to utilize University resources to PREPARE and prevent potential emergencies whenever possible and deal effectively with the effects of these events if they do occur; RESPOND to save lives and protect property; and promote a means to RECOVER and resume the normal mission and critical business functions of the University. In all of these efforts, the University will continue to MITIGATE as many hazards as possible to promote a disaster resistant atmosphere.

Additionally, this plan is compliant with the National Incident Management System and the Incident Command System as outlined by the Department of Homeland Security.

The plan is designed to bring the user to the point of knowing what is to be done, and who is to do it.

**B. SITUATION AND ASSUMPTIONS**

1. The University of Louisville is an Urban Research Institution of Higher Learning that is located on three campuses in Louisville. The University has almost 22,000 students (both residential and commuting) and over 5,000 faculty and staff members. The University has an operating budget of almost \$700 million.
2. The University operates its own police department and is supplemented by the Louisville Metro Police department. The University does not operate its own fire or EMS service. The University relies upon the Louisville Fire Department, The Louisville Metro Emergency Medical Services, Middletown Fire Protection District and the Lyndon Fire Protection District for its emergency services.

3. The University does not have a dedicated office for emergency management, but the University does have employees that have emergency management and planning responsibilities. The University interacts and works closely with the Louisville Metro Emergency Management Agency.
4. The University does operate three buses, but the bulk of transportation is provided by the Transit Authority of River City. The University's campuses are in close proximity of area hospitals. University of Louisville Hospital is the primary hospital for trauma and severe emergencies. Norton Hospital Suburban and Baptist East Hospital are the two closest hospitals to Shelby Campus. Norton Hospital Audubon, Jewish Hospital, Norton Hospital, University Hospital and Children's Hospital are the closest to the Belknap Campus. Jewish Hospital, Norton Hospital, University Hospital and Children's Hospital are the closest to the Health Sciences campus. During a disaster incident, the University has prepared to integrate into the Louisville Metro Emergency Management system and participate in the Incident Command System. The University and the City have worked to effectively integrate emergency planning efforts.

### **C. 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 bioterrorist threats; shooting incidents; fires; explosions; aircraft crash and others.

#### **2. Natural Hazards**

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

3. The Hazard Analysis of this EOP is outlined in Appendix 1 and the Terrorism Threat Assessment is provided in Appendix 2.

## **D. AUTHORITY**

### **1. President**

The President of the University of Louisville is responsible for ensuring the ongoing mission of the University. In the event of a major emergency 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. The chain of succession in a major emergency or disaster is as follows:

- a. President
- b. Provost
- c. Executive Vice President for Health Affairs
- d. Vice President for Business Affairs

### **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.

## **E. ROLE AND RESPONSIBILITIES**

During a major emergency or disaster, individuals are assigned certain roles and responsibilities they will be required to manage 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.

The University of Louisville has adopted the Incident Command System (ICS) and will utilize it for all emergencies and major events. The ICS table can be found in Appendix 3.

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 Provost is the chief academic and operating officer and serves as the Incident Commander who is responsible for overseeing all units during the emergency and recovery period.
2. The Executive Vice President for Health Affairs will serve as the Deputy Incident Commander and will assume the role of Incident Commander in the absence of the Provost.
3. Vice President for University Advancement will serve as the Public Information Officer for the University and is charged with releasing official information on behalf of the University.
4. The Director of Environmental Health and Safety will serve as the Safety Officer and is responsible for the safety decisions made throughout the emergency in regards to occupational safety and health issues such as the selection of protective equipment or other operational procedures.
5. The Vice President for Business Affairs is Operations Officer and is responsible for the emergency operations as it relates to life-safety, security, personnel and facilities during the emergency and recovery.
6. The Vice President for Finance is the Finance Officer and is responsible for financial infrastructure of the University during the emergency, cash management and treasury operations during the recovery.
7. The Assistant Director of Environmental Health and Safety is the Planning Officer and is responsible for day-to-day emergency planning and the development of Incident Action Plans during an emergency.
8. The Director of Purchasing is the Logistics Officer and is responsible for obtaining resources as required by the Operations Officer which may include the procurement of goods and services from private vendors and/or other governmental entities.
9. The Assistant Director of Public Safety for Parking is responsible for emergency transportation. (Emergency Support Function #1)
10. The Vice President for Information Technology is responsible for the communications infrastructure (computer and telephone) during emergency operations and recovery. (Emergency Support 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 Supports 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 Supports Function #5)
14. The Director for Residence Administration is responsible for mass care, managing food, shelter and assisting in family reunification. (Emergency Supports 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 Supports 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 Supports 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 Supports Function #9)
18. The Hazardous Waste Coordinator - Environmental Health and Safety is responsible for supporting response to actual or potential hazardous materials release. (Emergency Supports 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 Supports Function #11)
20. The Associate Vice President for Facilities is responsible for restoring power systems and fuel supplies. (Emergency Supports Function #12)
21. The Director of the Department of Public Safety is responsible for law enforcement and security. (Emergency Supports Function #13)

22. The Senior Vice President for Research is responsible for suspending research (as appropriate) during an emergency; protection of research infrastructure and specimens, and the maintenance of research during recovery.
23. 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.
24. The Associate Vice President for Marketing and Communications is responsible for university communications, both internal and external, during the emergency and recovery. (Emergency Support Function 15)
25. A crosswalk of the Emergency Support Functions connecting the University's with Louisville Metro's can be found in Appendix 4.

#### **F. 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 with the University of Louisville Emergency Operations Center Plan (Appendix 5).

#### **G. INTERFACE RESOURCES**

1. Emergencies may warrant the interface, coordination and use of other agencies at the local, state and federal level. Arrangements are in place between Louisville Metro and the University of Louisville for fire, emergency medical services and supplemental police assistance in the event of an emergency. Other agencies may also provide support services, including but not limited to: Louisville Gas and Electric, Louisville Metropolitan Sewer District, Louisville Water Company, Insight Cable, Bell South and the Transit Authority of Louisville.
2. In the event that Louisville Metro does not have the capability to assist the University during a disaster, the University is prepared to interface with state agencies through the Louisville Metro Emergency Operations Center. In most cases, the state agencies involved in responding to a disaster are specialized units from individual departments and the Kentucky National Guard.
3. The Louisville Chapter of the American Red Cross provides disaster relief in peacetime as mandated by PL 93-288 and the Federal Disaster Relief

Act of 1974. Additionally, the Salvation Army, Catholic Charities, Seventh Day Adventist and other similar non-governmental relief organizations (NGO) are available to provide some types of disaster relief.

The Red Cross and other NGO's act cooperatively with state and local governments to provide mass emergency care for persons affected by the disaster.

## **H. PLAN RESPONSIBILITY AND CONTROL**

The Emergency Operations Plan (EOP) is developed and prepared for implementation under the authority of the President

The University Emergency Coordinator is the custodian of the official EOP and along with the Director of Public Safety will request the Vice President for Business Affairs to activate the EOP. In the absence of the VPBA the request to activate the plan will be made to the Provost.

The EOP will be maintained by the Emergency Coordinator and reviewed on an annual basis. Copies of the EOP will be made available electronically to all Chairpersons, Department Heads and Vice Presidents and will be disseminated within their units as appropriate. The plan will be located on the Department of Environmental Health and Safety's Emergency Web Page under password protection.

## **I. BUILDING EMERGENCY ACTION PLAN (BEAP)**

In addition to this Emergency Operations Plan, each University facility is required to have an approved BEAP. This BEAP includes emergency procedures for building occupants to implement in the event of an emergency. The current outline for BEAPs is included as Appendix 3 and specifies how individuals are to react and carry out assignments in support of the plan.

## **J. CONCEPT OF OPERATIONS**

1. Preparation activities, programs and systems are those that exist prior to an emergency incident and are used to support and enhance the response to an incident. Planning, training, exercising and communications are among the activities the University has undertaken during this phase of the plan.
2. Response activities are designed to address the immediate and short term effects at the onset of an emergency. Response operations are designed to

reduce casualties and damage, and speed recovery back to normal operations. Response activities include command and control, warning, evacuation and other similar operations and communications.

3. Recovery is the phase that involves restoring systems and facilities back to normal.

#### **K. PLAN ACTIVATION**

1. The EOP is activated when the President, Provost, Vice President for Business Affairs, the Director of Public Safety or the University Emergency Coordinator notifies the Department of Public Safety Communications Center (DPSCOM) that the plan has been activated.
2. If the Incident Command System (ICS) has not been implemented, the University official in charge becomes the Incident Commander (IC) and will implement the ICS. If a city agency responds that has greater authority, the IC will transfer command to the Louisville Metro agency.
3. If a city agency has already implemented the ICS, the University official in charge will integrate into the Louisville Metro ICS as part of the Unified Command structure or as the University liaison to the IC.
4. The (DPSCOM) will then notify staff outlined in the EOC Appendix that the plan has been activated and they should respond to the appropriate EOC.
5. Once the Louisville Metro ICS is terminated, the transfer of the ICS to the University will occur. The Provost or designee will become the incident commander. The provost or designee will determine when the response can be scaled down and the IC will be transferred to other staff as appropriate.
6. Once the emergency has been managed and the University has returned to normal, the use of the EOP will be terminated.

#### **L. PLAN ADMINISTRATION**

1. This plan will be revised on an annual basis by the University Emergency Coordinator.
2. This plan will be provided to the Louisville Metro Emergency Management Agency for consideration in development of their plans



relating to the University Plan.

3. The official copy of this plan will be held in the University Emergency Coordinator's office. Copies of this plan will be provided to University community.