

# **EMERGENCY OPERATIONS PLAN**

## **UNIVERSITY OF CINCINNATI**

**Department of Public Safety  
Office of Emergency Management  
51 West Corry Street  
Three Edwards Center  
Cincinnati, Ohio 45221-0160  
(513) 556-4900**

## PROMULGATION STATEMENT

The University of Cincinnati recognizes that preparedness to cope with the effects of a disaster includes many diverse but interrelated elements, which must be dealt with through the use of an integrated emergency management program involving all departments/divisions of the University of Cincinnati, other governmental agencies, support agencies public and private and individual citizens.

The University of Cincinnati also acknowledges that disasters necessitate a sudden escalation in the material needs of the community and a reorganization of resources and personnel in order to effectively respond to the emergency.

Furthermore, the University of Cincinnati is committed to planning for population protection through a cooperative effort of all available assets to avert or minimize the effects of natural, technological, civil, and/or attack related disasters, protection of lives and property and restoration of a stricken area to its pre-disaster status with a minimum of operational and economic disruption.

Therefore, this plan is a statement of the University of Cincinnati's policy regarding emergency management and assigns tasks and responsibilities to University officials and department/division heads, specifying their roles during an emergency or disaster situation developed pursuant to Chapter 5915 of the Ohio Revised Code.

## FOREWORD

This document establishes the Emergency Operations Plan (EOP) for the University of Cincinnati. The plan provides the basis for a systematic approach to the solution of problems created by the threat or the occurrence of any type of disaster. The plan identifies the responsibilities, functions, operational procedures, and working relationship among the various Departments, outside governmental entities and private support groups.

The EOP is divided into four major sections: Basic Plan, Functional Annexes, Hazard-Specific Annexes and Resource Annexes. The following is an explanation of these sections:

### Basic Plan

The Basic Plan is an overview of the University of Cincinnati's approach to emergency management. It establishes the foundation for the University's efforts to develop capabilities for coping with large-scale emergencies and covers a substantial number of generally applicable organizational and operational details. The Basic Plan cites the legal authority for the emergency management program, summarizes the situations addressed, explains the general concept of operations, and assigns general responsibilities for emergency operations related to large-scale emergencies.

### Functional Annexes

The Functional Annexes to the EOP provide specific information and direction. These annexes focus on operations and address generic topics which can be applied, and may be needed, during any type of emergency condition.

### Hazard-Specific Annexes

The Hazard-Specific Annexes address specific disaster situations that could affect the University of Cincinnati. These annexes describe the basic responsibilities that lead Departments/Divisions have during a specific large-scale emergency.

### Resource Annexes

The Resource Annexes list and describe resource organizations and equipment that are available during a disaster situation. This list encompasses disaster assistance organizations, University equipment lists and private contractors that will enable the University of Cincinnati to rapidly recover from any unforeseen emergency.

## DISTRIBUTION LIST

Primary distribution of this plan will be by electronic means. It will be the responsibility of each department or office having duties under this plan to ensure their ability to access the plan in an emergency.

University of Cincinnati Administrators/Departments/Divisions with responsibilities under this plan:

Director of Public Safety	University Health Services
University Police	Purchasing Department
UC Emergency Management	Environmental Health & Safety
Parking Services	Risk Management
University Planning Department	Campus Services
Facilities Management	Office of General Counsel
IT@UC	
Office of Research Integrity	
Human Resources	

Hard copies of the entire plan will be kept updated at the following locations:

- Public Safety Dispatch
- Emergency Operation Center
- UC Emergency Management
- University President's Office

Copies of the basic plan will be provided to the following non-University of Cincinnati agencies:

- City of Cincinnati Police and Fire Departments
- City of Blue Ash Police and Fire Departments
- City of Reading Police and Fire Departments
- Batavia Police Department
- Clermont County Sheriff
- Hamilton County Emergency Management Agency
- Hamilton County Sheriff

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# BASIC PLAN

## INTRODUCTION

This plan provides the University of Cincinnati with basic steps to respond to problems created by the threat or occurrence of an emergency or a disaster. It identifies the responsibilities, functions and working relationships among and within the University divisions and their various departments, as well as with outside agencies.

## I. AUTHORITY

### A. Federal

Civil Defense Act of 1950 (PL 81-920) as amended  
1977 Defense Authority Act (PL 94-361)  
The Disaster Relief Act of 1974 (PL 93-288)

### B. State

State of Ohio Constitution Article II, Section 42  
Power of the Governor to act for the citizens in the event of attack or other disaster  
Ohio Natural Disaster Plan, dated December 1, 1983

#### Ohio Revised Code

Chapter 107	Powers, duties and function of the Governor
Chapter 161	Continuity of Government, emergency interim government
Section 311.07	Powers and duties of County Sheriff
Section 313.06	Powers and duties of County Coroner
Section 329.02	Powers and duties of County Department of Human Services
Section 733.03	Powers and duties of Mayor of Cities
Section 737.11	Powers and duties of Police and Fire Departments
Chapter 3345	State Universities, General Powers
Chapter 3361	University of Cincinnati
Chapter 3701	Powers and duties of State of Ohio Department of Health
Chapter 3709	Powers and duties of Health Districts
Chapter 5101	Powers and duties of Ohio Department of Human Services
Chapter 5502.21	Powers and duties of Emergency Management and Civil Defense Agency

### C. Local

County-Wide Disaster Services Agreement of Hamilton County  
Resolution by Hamilton County Commissioners dated December 2, 1952  
Cincinnati Administrative Code, Article XVIII

## **II. PURPOSE**

The purpose of this plan is to develop, implement and maintain an integrated emergency management program for natural and man-made disasters. This plan predetermines, to the extent possible, the responsibilities and activities of University personnel and their response to disasters that may strike. This plan outlines activities for responding to and protecting students, staff, and visitors from the effects of disasters.

The goal is to reduce the vulnerability of the University to disaster, to save lives and protect property by developing emergency capabilities that mitigate the effects of, prepare for, respond to and recover from any emergency or disaster that could affect the Cincinnati area.

## **III. DEFINITION OF DISASTER AND HAZARDS IDENTIFICATION**

### **A. Definition**

1. A disaster or emergency occurs when the usual manner of responding to an incident is no longer sufficient. A situation is termed an emergency situation when an individual occurrence or group of occurrences require resources, manpower and operational services of other University, city, state and/or federal organizations and agencies beyond those available to Public Safety, and other departments on a routine basis.
2. Section 5502.21 of the Ohio Revised Code defines Disaster as follows:  
  
"Disaster" means any imminent threat or actual occurrence of widespread or severe damage to or loss of property, personal hardship or injury, or loss of life that result from any natural phenomenon or act of a human.

### **B. Hazards Identification**

The University of Cincinnati may be vulnerable to any of the following hazards:

1. Natural Disasters -- This includes situations such as, tornados, earthquakes, major landslides, winter storms, drought, heat waves, and energy or water shortages.
2. Man-Made Disasters -- This includes situations such as hazardous materials accidents, serious fires or explosions, and terrorist incidents, including the use of weapons of mass destruction.
3. Civil Disturbances -- This includes a variety of situations ranging from disorderly crowds to riots.

#### **IV. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

Many hazards could occur at the University of Cincinnati which could potentially cause emergency situations of a magnitude to make centralized command and control desirable. These hazards could disrupt the community, cause damage and create casualties. Possible hazards include, but are not limited to, any natural or man-made disaster, such as bomb threats, civil disorder, drought and heat waves, earthquakes/major structural collapses, fires and explosions, hazardous material incidents, major transportation incidents, major power failures, nuclear attack, tornado/severe storms, and winter storms that occur at the University of Cincinnati and result in the destruction of property to an extent that the University must take extraordinary measures to protect the public peace, health, safety or welfare.

##### **B. Assumptions**

The University of Cincinnati is capable of helping to preserve life and property in an emergency by mobilizing personnel, equipment, supplies and skills of internal departments, as well as private and public agencies and groups.

Depending on the severity of the situation, the University may be able to cope effectively with the situation. However, if necessary, the University will request assistance available through city resources, volunteer organizations, private enterprises, mutual aid agreements, or state and federal sources.

Some situations may become progressively more serious after warning. Other situations that require emergency assistance may occur with little or no warning.

Officials of the University are aware of the possible occurrence of an emergency or major disaster and of their related responsibilities in the execution of this plan. They will fulfill those responsibilities as needed.

Most response activities in given emergency situations overlap those of any other emergency situation.

The officials of the University of Cincinnati will closely communicate with one another regarding coordination of operations at all levels of the University and local government according to plans and procedures.

#### **V. CONCEPT OF OPERATIONS OF EMERGENCY MANAGEMENT ACTIVITIES**

##### **A. General**

The administration of the University of Cincinnati is responsible for protecting the students, staff, and faculty's lives and University property from the effects of hazardous events. The University is primarily responsible for emergency

management activities on the campuses. When the emergency exceeds the University's ability to respond, officials will request assistance from city and state government.

This plan is based upon the premise that emergency functions for various groups involved will generally parallel normal daily functions. Therefore, to the extent possible, the same personnel and materials will be used in both cases. This will help to maintain organizational continuity.

In large scale disasters, University officials will draw on people's basic abilities and use them in areas of greatest need. If necessary, University officials may suspend daily functions that do not directly contribute to the emergency response operation during the emergency.

Each University department is responsible for maintaining their own emergency response plan and business continuity plans which detail how their assigned tasks are to be performed to support implementation of this plan. Copies of these plans shall be submitted to the Emergency Management department within UC Public Safety.

The basic plan is concerned with all types of emergency situations which may affect the University. It accounts for activities before, during and after emergency operations.

## B. PHASES OF EMERGENCY MANAGEMENT

### 1. Mitigation

Mitigation includes activities which exist prior to an emergency and are used to support and enhance the response. These actions are also used to eliminate or reduce the degree of long-term risk of hazard to human life and property. Mitigation assumes that society is exposed to risk whether or not an emergency occurs.

General mitigation measures include development of information and activities in the following areas:

- a. Building codes
- b. Insurance
- c. University construction standards
- d. Public education
- e. Inspections
- f. Research

- g. Risk mapping
- h. Rules and regulations
- h. Statutes and ordinances

## 2. Preparedness

Preparedness involves activities which exist prior to an emergency and are used to support and enhance coordinated response. These activities are common to all emergencies.

Examples of these preparedness activities include the following:

- a. Continuity of control as listed in each departmental operational plan
- b. Completion of a hazard analysis
- c. Written functional plans
- d. Civil emergency mutual aid agreements
- e. Ongoing training
- f. Testing and exercising of operational plan
- g. Developing an emergency warning system
- h. Developing emergency information materials
- i. Designating an emergency operations center

## 3. Response

Response is any action taken immediately before, during or directly after an emergency occurs to save lives, minimize damage to property, and enhance the recovery process. Response also includes direction, control, warning and evacuation.

General response measures include, but are not limited to, the following activities:

- a. Activating the Emergency Operations Plan (EOP) and staffing the Emergency Operations Center (EOC)

- b. Alerting key University officials
  - c. Activating the emergency warning system
  - d. Dispensing emergency instructions to the public through the Incident Commander
  - e. Emergency medical assistance
4. Recovery

Recovery is a short-term activity to return to minimum operating standards. It is also a long-term activity designed to return life to normal or improved levels.

Recovery activities designed to restore vital services to the community and provide basic needs to the public include the following:

- a. Crisis counseling
- b. Damage assessment
- c. Debris clearance
- d. Decontamination
- e. Distributing public information
- f. Reassessment of emergency plans
- g. Reconstruction

#### C. Inter-jurisdictional Relationships

The President and Board of Trustees of the University of Cincinnati are ultimately responsible for the protection of lives and property in an emergency or disaster situation within the University limits.

Should there be an occurrence that affects only the University of Cincinnati; emergency operations will take place under the direction and control of the University officials who will support the operation with the use of personnel, equipment and materials. Should there be an occurrence that affects the University and the surrounding jurisdictions, emergency operations will take place under the direction and control of the jurisdiction where the incident occurs.

During instances involving both University and city or state resources, a unified command structure will be formed.

If affected by an emergency or disaster, the University may decline assistance to another jurisdiction affected by the same emergency or disaster.

D. Impact of Changing Conditions

1. Activation of Mutual Aid

This plan is based on the concept that initial emergency management (response) will, to the maximum extent possible, utilize the resources of the University of Cincinnati. Should assistance be required, the senior Public Safety official will request implementation of mutual aid agreements with surrounding municipalities. The Public Safety official (or designee) may request assistance from outside agencies, private sector organizations and public agencies such as the American Red Cross, Cincinnati Chapter, Salvation Army, and other volunteer groups, as needed.

2. Proclamation of University Emergency

In the event that the University President or Board of Trustees determines that a public danger or emergency exists, the Board of Trustees or President will immediately proclaim in writing the existence of the emergency and the time of its inception and shall issue proclamation thereof to the public through the news media and such other means of dissemination as is deemed advisable, in accordance with Chapter 3345.26 of the Ohio Revised Code.

Prior to issuance of the proclamation as provided for above, the President, shall, to the extent that time and the availability of the persons listed herein permit, confer and consult with the Director of Public Safety, Director of Emergency Management, Police Chief, members of Board of Trustees and other persons conversant with the circumstances that then exist.

3. Emergency Orders

The University President or Board of Trustees (in accordance with Chapter 3345.26 of the Ohio Revised Code) may declare a state of emergency when there is a clear and present danger of disruption at the University due to riot or other substantial disorder and:

- a. Limit access to university property and facilities by any person or persons;
- b. Impose a curfew;



- c. Restrict the right of assembly by groups of five or more persons
- d. Provide reasonable measures to enforce limitation on access, a curfew, and restrictions on the right of assembly imposed pursuant to this section.

Chapter 3345.041 of the Ohio Revised Code authorizes the University to contract with other governmental agencies to furnish additional police protection. Such agreements may be reciprocal in nature.

4. Requests for State Disaster Assistance

Before state disaster assistance is rendered, the University President will assure the Governor that all local resources have been expended and that state assistance is mandatory to protect the lives and health of the public. The University President is also responsible for informing the Governor of the State of Ohio of any potential public danger or emergency which might require assistance from the militia, National Guard, or other state forces, except notification mandated by State or Federal Law. State assistance due to hazardous material incidents can be made at any time regardless if all available resources have been committed. State assistance for law enforcement (State Highway Patrol or Bureau of Criminal Investigation) can be made at any time upon request of the Police Chief.

## **VI. DIRECTION AND CONTROL**

Direction and control of an emergency can occur in one of the following ways:

A. Command of the Emergency Situation

- 1. The University President may delegate emergency powers and responsibilities during an emergency.
- 2. The Director of Public Safety or designee is responsible for overall management and direction of the emergency response; therefore, the Director is responsible for the following:
  - a. The Director of Public Safety or designee may delegate the responsibility of direction and control to another department, if the Director of Public Safety determines that another department is more appropriate to handle the direction and control.
  - b. Should an emergency occur and a department other than Public Safety is informed of the emergency, that department will notify Public Safety. If the Director of Public Safety or designee determines that the department initially contacted or another department is more suited to direct the

emergency response, the Director of Public Safety may delegate the responsibilities to that department.

The Director of Public Safety or the designee can be notified through Public Safety Communications (556-1111) 24 hours a day, 7 days a week.

B. Activation of the Plan

Any member of the University community may activate the emergency plan by dialing 911 on a campus phone, or by calling 556-1111. The 911 Dispatcher will notify the appropriate personnel and resources according to the plan.

In any emergency in which the Incident Commander feels a complete or partial activation of the Emergency Operations Center (EOC) is necessary, the Director of Public Safety will be notified.

During any emergency situation of the magnitude to require widespread mobilization of elements of University departments other than those principally involved in emergency situations on a daily basis, the EOC is ordinarily fully activated and department executives assume control of emergency operations.

The following Emergency Condition Levels shall be taken into consideration when activating the EOC.

Level 1 Emergency Condition:

A Level 1 Emergency Condition is an incident which can be handled routinely by the emergency service agencies of the University of Cincinnati, or through routine emergency response by city fire or EMS. Activation of the EOC is not required.

Level 2 Emergency Condition:

A Level 2 Emergency is an emergency condition that could result in large-scale escalation, or involves large-scale commitment of city fire, EMS, or police resources. A Level 2 Emergency Condition may require partial activation of the EOC. The Director of Public Safety or a designated representative will be notified of the existing emergency by the Incident Commander and determine the extent of the EOC activation.

Level 3 Emergency Condition:

A Level 3 Emergency Condition involves a severe hazard that poses an extreme threat to life and may require large-scale evacuation. Such instances may require resources from the county, state, federal or private agencies. A Level 3 Emergency Condition normally requires full activation of the EOC. The Director of Public Safety or a designated representative will be notified of

the existing emergency by the Incident Commander and determine the extent of the EOC activation.

C. On-Site Direction and Control

Direction and control of an emergency on the scene will be handled by the ranking officer of Public Safety on site, who will assume authority as the on-scene commander until relieved of duties. They will function as the Incident Commander for all University personnel, and represent the University in a Unified Command Structure.

D.

The primary EOC location is in Two Edwards Center room 3355.

In the event that the primary EOC is not functional, the alternate EOC located at Three Edwards Center room 2344.

1. The Director of Public Safety or designee will conduct staff briefings and keeping the office of the University President, as well as other key officials, informed of the status of the situation.
2. The University President will keep the University Board of Trustees informed of the status of the situation.
3. The Director of Public Safety or designee will provide overall direction and control; approve all public information releases, direct protective action and request emergency expenditures from the EOC.
4. The University President may seek and obtain military assistance from the governor of the State of Ohio or from the federal government and law enforcement assistance from the state or the sheriff whenever such assistance is necessary to support the actions of the Police Department.
5. During an emergency, the University President may delegate authority to the Vice Presidents, the Director of Public Safety, or another key official. Special emergency authority will terminate at the end of the emergency response or short-term recovery phase.

See Annex F1—Direction and Control for further details on EOC activation and incident management.

## **VII. CONTINUITY OF OPERATIONS**

### **A. General**

It is possible that emergency and disaster occurrences could result in disruption of university functions. This would necessitate that all levels of the university and the various departments develop and maintain measures to ensure continuity of operations.

Each department of the University of Cincinnati will do the following to assist in the emergency management effort:

1. Pre-designate lines of succession
2. Pre-delegate authorities for successors to key personnel
3. Make provisions for the preservation of records
4. Develop plans and procedures for the relocation of essential operations
5. Specify procedures to deploy essential personnel, equipment and supplies to maximize continuity of operations

Each department will include the above responsibilities in its emergency operations and business continuity plans.

### **B. Succession of Command**

1. The line of succession of command to the President to the Executive Vice President, to the Executive Vice President for Academic Affairs and Provost, to the Sr. VP A&F, to the Sr. Vice President/ Provost for Health Affairs.
2. The line of succession of command to the Director of Public Safety is to the Police Chief and then to the Director of Emergency Management.
4. The line of succession to each department head is in accordance with the operating procedures established by each department.
5. Each staff member is responsible for notifying his or her replacement in the line of succession.

### **C. Preservation of Records**

This section deals only with recorded and related records that support the continuity of emergency operations. The relevant business continuity plans will address other record preservation issues.

Each division and department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. All University officials are responsible for ensuring that all records are secured, protected and preserved in accordance with state law.

## VIII. ADMINISTRATION AND LOGISTICS

### A. Agreements and Understandings

In the event that the University's resources prove inadequate during an emergency operation, requests will be made from the city, higher levels of government and other agencies in accordance with the existing or emergency-negotiated mutual aid agreements and understandings. Such assistance may take the form of personnel, equipment, supplies or other available capabilities. All agreements and understandings will be entered into by authorized officials and will be formalized in writing whenever possible.

### B. Reports and Records

Reports required to get emergency funding will be submitted to the appropriate funding authorities. Each participating department during a declared disaster is required to submit an after-action report within 30 days of the termination of the emergency response activities. Records of expenditures and obligations in emergency operations must be maintained by each department employing their own bookkeeping procedures. Emphasis must be placed on meeting applicable audit requirements.

### C. Individual Disaster Assistance

All individual (students, staff, and faculty) assistance off campus during a widespread disaster will be provided primarily by municipal and state agencies in accordance with policies and procedures set forth in state and federal guidelines. The University will make every effort to assist members of the University community in this process.

### D. Special Needs Group

Their department/college/residence hall to the extent possible will assist disabled and other members of the University community. If special assistance is necessary during a disaster situation, requests for such assistance will be made to the Department of Public Safety.

### E. Emergency Expenditures

During a declared emergency, the University President or designee may approve emergency expenditures.

### F. University President Powers During Declared Emergency

During a declared emergency, the University President may approve or do the following:

1. Manage the University's resources, determine where each will be assigned and implement resource controls.
2. Protect personnel and equipment during disasters.

G. Director of Public Safety or Designee Responsibilities

The Director of Public Safety or designee is responsible for the following:

1. Provide for the identification and use of resources for special or critical facilities.
2. Maintain accurate records to document costs incurred from private sources that were used in responding to or recovery from any daily operations.
3. Retain all records and reports until all operations and accounts have been closed.

H. Director of Emergency Management or Designee Responsibilities

The Director of Emergency Management or designee is responsible for the following:

1. Provide operational and administrative support to department or agency personnel assigned to the EOC or disaster site.
2. Open, manage and coordinate activities within the EOC.
3. Maintain liaison and coordination with the state, adjacent jurisdictions and local municipalities that are included within this plan and their use of personnel and equipment in responding to the disaster.

## **IX. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Department of Public Safety of the University of Cincinnati is responsible for reviewing and updating the plan on an annual basis. Public Safety will maintain, update and distribute changes to this plan as required, based on deficiencies identified through drills, exercises, reviews after disasters, and changes in university structure. Responsible officials of involved divisions and departments should recommend revisions at any time and provide information periodically as to change of personnel and available resources which would bear on the provisions of this plan and its implementations.
- B. UC Emergency Management is responsible for maintaining an emergency notification roster with 24-hour telephone numbers for the Emergency Management

Advisory Committee (EMAC) representatives, Sr. Administration and developing an EOC activation list. This list is updated every six months.

- C. Department heads of supporting departments are responsible for maintaining internal plans, standard operating procedures, a roster for employee notification (which includes 24-hour phone numbers for emergency notification) and resource data to ensure effective response to emergencies.
- D. Department directors and persons designated as second in command are responsible for knowing the content and procedures outlined in the plan.



## **X. ORGANIZATION AND MANAGEMENT OF RESPONSIBILITIES**

### **A. General**

Some departments have emergency functions in addition to their normal daily duties, but emergency functions usually parallel or complement normal functions. Each department is responsible for developing and maintaining its own emergency management plan. Specific primary and/or support functions are listed below.

### **B. Emergency Organization**

1. The Department of Public Safety/Emergency Management and Business Continuity is the primary area responsible for Emergency Management for the University of Cincinnati.
2. The various departments of the University of Cincinnati will participate in disaster drills developed by the Department of Public Safety, as well as others.
3. The University of Cincinnati is a state agency, and the Ohio Revised Code (3345.21, 3345.26) provides the basis for the University's emergency management.
  - a. University Board of Trustees is the policy making group and is responsible for governing regulations and policies (3361.03).
  - b. The President ensures that emergency planning, activities and resources are coordinated between University departments.
  - c. University departments are required to ensure that policies and activities are implemented according to the Emergency Operations Plan.

In order to do this effectively, the Director of Public Safety or designee is primarily responsible for the development of an Emergency Response Plan and the implementation of the policy decisions for an integrated emergency management plan.

### **C. Departmental Responsibilities in Emergency Situations**

#### **1. The University President**

The responsibilities of the University President in an emergency include the following:

- a. Keep Board of Trustees informed of the progression of the emergency or disaster situation
- b. Review and approve policy and operational guidelines

- c. As necessary, appropriate and authorize expenditure of funds, approve contracts and authorize distribution of equipment, materials and supplies for disaster purposes
  - d. Authorize and control information given to the public via the VP for Marketing + Communications
  - e. Provide overall direction for the University's disaster response and recovery forces and equipment
  - f. Maintain liaison and coordination with officials from local and state government
  - g. Request a disaster or emergency declaration from the Governor
  - h. Advise the University Board of Trustees of the need to request disaster or emergency declaration or assistance from the Governor
  - i. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster
  - j. Consider that protective action guidelines such as evacuation, etc., be implemented based on recommendations from the Director of Public Safety or designee
2. The Director of Public Safety and/or Designee shall:
- a. Provide for a timely activation and recall of key officials.
  - b. Conduct EOC staff briefings.
  - c. Ensure completion of damage assessment reports by the University departments and coordinate with the Hamilton County Emergency Management/Civil Defense Agency for submission of reports to the State for requests for state and/or federal disaster assistance.
3. Director of Emergency Management
- a. Develop, review, and promulgate University emergency plans
  - b. Assist University departments in developing emergency plans
  - c. Provide liaison with city, county, state, and volunteer emergency providers
  - d. Open, manage and coordinate activities within the EOC.
  - e. Ensure that all available information is supplied to the Emergency Operations Center staff so that maps, status board, etc., will be in position at all times providing for the collection and display of damage assessment information in the EOC.
  - f. Maintain liaison and coordination with the state, adjacent jurisdictions and local municipalities that are included within this plan and their use of personnel and equipment in responding to the disaster.
  - g. Coordinate response and recovery activities
  - h. Coordinate emergency drills with various departments
  - i. Coordinate emergency warning testing of systems on campus
  - j. Coordinate with Public Safety's Public Information Officer to develop emergency instructions for the public

- k. Coordinate planning requirements with emergency management staff in neighboring jurisdictions
- l. Maintain the EOC and alternate in physical readiness
- m. Ensure that the emergency operating plans of each department with responsibilities under this plan are retained in the EOC.
- n. Serve as an advocate for emergency preparedness
- o. Liaison between emergency responders and the University community

#### 4. Fire Department

The Cincinnati Fire Department provides primary fire and EMS services to the University of Cincinnati's Uptown East, Uptown West and Victory Parkway campuses. These services are provided to Blue Ash College by the Blue Ash Fire Department, to Clermont College by the Batavia and Central Joint Fire Department, and to the Reading Campus by the Reading Fire Department. The basic responsibilities of the Fire Department in a disaster situation are the same as its primary daily operations. The primary responsibilities are fire suppression, hazardous materials containment and emergency medical services. Disaster operations differ in that the Fire Department may be called upon to perform additional tasks with other disaster response forces.

- a. The primary disaster related responsibilities of the Fire Department include the following:
  - 1) Direction and control of emergency
  - 2) Staff Command Post and provide representative to EOC
  - 3) Fire Control
  - 4) Search and rescue
  - 5) Emergency Medical Services
  - 6) Hazardous Material containment
  - 7) Order evacuation, if needed
  - 8) Decontamination

#### 5. University Police

The basic responsibilities of the Police during an emergency are both parallel to and an expansion of normal police functions and responsibilities. These responsibilities include maintenance of law and order, traffic control and crowd control.

- a. Primary disaster related functions include:
  - 1) Direction and control of emergency (Incident Commander for UC)
  - 2) Maintain, activate and provide staff support to the EOC
  - 3) Maintain law and order
  - 4) Restricted area control

- 5) Protection of vital facilities
  - 6) Traffic control
  - 7) Liaison and coordination with other law enforcement agencies
  - 8) Evacuation of buildings and areas
  - 9) Direct police mutual aid forces
  - 10) Determine areas vulnerable to sabotage and hostage threats
  - 11) Inspect critical facilities and provide security
  - 12) Patrol evacuated area
  - 13) Ensure that security is provided for the EOC facility.
- b. The Police provide support functions which include the following:
- 1) Documentation of damage
  - 2) Provide pertinent information to the public through Public Safety's Public Information Officer (PIO)
  - 3) Other responsibilities as deemed necessary by the University President, Director of Public Safety or the Police Chief
6. Public Safety
- 911 Communications
  - Clery
  - PIO
  - Emergency Management
  - Business Continuity
  - Alarm Technicians
  - Access Control
  - IT
- a. Primary disaster related functions include:
- 1) Provide emergency dispatching for the University
  - 2) Ensure compliance with federal Clery requirements
  - 3) Provide emergency communication information to the UC community via email, text and/or social media.
  - 4) Open, manage and coordinate activities within the EOC
  - 5) Ensure fully functioning fire alarm systems
  - 6) Ensure building security via camera system and key controls
  - 7) Assist with IT connections, network access within the Public Safety department
- b. Support Responsibilities:
- 1) Coordinate with other University agencies with restoration/repairs of services (e.g., UCit for telephone and internet repairs, Mobilcomm for radio repairs, etc.)

## 7. University Health Services

Health Services is responsible for the health-related issues in the event of an emergency. Emergency situations can lead to public health problems such as disease, sanitation, and contamination of food and/or water, and community mental health.

a. The primary responsibilities of University Health Services include the following:

- 1) Detection of diseases, liaison with city and county Health Dept.
- 2) Coordination with health care provider agencies
- 3) Provide a representative to the EOC
- 4) Direction and control of health-related incidents
- 5) Public information dealing with health issues as cleared through the Director of Public Safety and University President

b. Support functions include the following:

- 1) Assist in providing direct health care services
- 2) Assist with damage assessment
- 3) Provide detection/control of hazardous materials (through Environmental Health & Safety Office)
- 4) Provide assistance to the Hamilton County Coroner's Office in body identification and other morgue responsibilities

## 8. Environmental Health & Safety

a. The primary responsibilities of Environmental Health & Safety include the following:

1. Provide direction and control of incidents not requiring Fire Department response
2. Determine nature and hazard of spill in incidents not requiring Fire Department response
3. Provide clean-up of spill, or direct appropriate contractor in clean-up of spill in incidents not requiring Fire Department response
4. Verify that all potentially hazardous materials have been remediated before allowing the public to access the area
5. Provide technical assistance to Fire Department in situations where potential hazards may exist

b. Support functions include the following:

1. Develop, maintain and update plans and procedures for use during an emergency.

2. Identify, train and assign personnel to assist the primary department at the Incident Command post .
9. Facilities Management Department
    - Grounds Maintenance
    - Maintenance & Operations
    - Shuttle Services
    - Transportation Services
    - Utilities & Technical Support
    - a. Primary responsibilities of Facilities Management include the following:
      3. Debris removal
      4. Maintaining the thoroughfare to ensure roadways are passable
      5. Building repairs and service
      6. Utility service (gas, water, steam, electric)
      7. Supplying materials for emergency response
      8. Maintain and repair University fleet and vehicles in-house, on the road and at the emergency site.
    - b. Support responsibilities of Facilities Management include the following:
      - 1) Damage assessment
      - 2) Provide a representative to the EOC
      - 3) Obtaining and recording reports on situations of the following:
        - a) Building conditions
        - b) Physical barrier replacement
        - c) Need for debris clearance
        - b) Provide motorized equipment and operators
        - c) Inspect and maintain the utilities (gas, water, steam, electric) equipment so that it can be placed in and out of service
        - d) Maintain and insure continued operation of the emergency power source at the 911 Communications Center and the EOC
        - e) Make safety assessments of University owned buildings
10. Planning + Design + Construction
    - Space Management
    - Real Estate Services
    - Campus Maps
    - a. Primary
      - 1) Assess the extent of building damage

- 2) Order (coordination with police and fire) evacuation, rehabilitation or demolition of buildings
- 3) Coordinate and engage structural analysis, with a structural engineer, assessment of buildings and approve re-occupancy of buildings
- 4) Coordinate damage assessment report for submission to county, state and federal agencies

b. Support

- 1) Provide a representative to the EOC
- 2) Provide building plans for other departments, outside agencies

11. Office of General Counsel

• Risk Management

a. Primary

- 1) Assist President in declaration of emergency through document preparation
- 2) Assist with the coordination of the claim and integration of FEMA and insurance
- 3) Develop and communicate total financial recovery solution related to people, process and program parameters and resources
- 4) Submit grant application for disaster assistance financial and technical review
- 3) Provide legal assistance to President and Board of Trustees regarding the declared emergency

- a) Preparation of resolutions
- b) Preparation of rules

4) Provide legal assistance regarding:

- a) Emergency acquisitions and contracts
- b) Mutual assistance from, and to, other entities
- c) Legal assistance on an as needed basis including but not limited to:

1. Claims against the University
2. Recovery of funds due the University
3. Preservation of University resources and property
4. Compliance with administrative orders

b. Support

- 1) Assist with public information matters
- 2) Provide a representative to the EOC
- 3) Document preparation and review

12. UC Information Technology (UCIT)

a. Primary

- 1) Reestablish telephone service to the affected buildings
- 2) Reestablish the data communication network and on-line access to data files essential to various University agencies
- 3) Reestablish data gathering, batch processing and distribution of essential reports and financial transactions

b. Support

- 1) Provide a representative to the EOC

13. Campus Services

- Student Affairs
- Central Stores
- Food Services
- Housing
- Parking

a. Primary

- 1) Provide equipment and/or facilities to assist in emergency
- 2) Assess the extent of damage to Residence Halls
- 3) Provide shelter and support for Residence Hall occupants
- 4) Clear and maintain the roadways for emergency vehicle access
- 5) Provide staging sites for equipment and materials

b. Support

- 1) Provide temporary and emergency shelter or food for other members of the University community, or as directed by the President
- 2) May assign staff and equipment to assist other departments and divisions as directed by the University President

14. Central Purchasing Department

The Purchasing Department is responsible for management of the University's purchasing.



- a. Primary
  - 1) Provide financial record keeping
  - 2) Maintain necessary financial records for FEMA reimbursement
  - 3) Coordinate with University insurers, fill applicable claims for damage sustained to University buildings and maintain necessary records for same. Purchasing shares information with Risk Management and Risk Management manages claims
  - 4) Coordinate the purchase of supplies and services
  - 5) Primary is determining if the event warrants waiving the Board Rule to competitively bid
  - 6) Approve of recommended sources of purchased goods and/or services

- b. Support
  - 1) Arrange for and maintain EOC service contract for food, beverage and other supplies and services
  - 2) Provide a representative to the EOC

## 15. Athletics

- a) Primary
  - 1) Provide space (Shoemaker Center, Lindner Center) for use as temporary sheltering and feeding
  - 2) Develop and maintain emergency plans for athletic events

- b) Support
  - 1) May assign staff and assist other departments and divisions as directed by the University President

## 16. Marketing + Communications

- a) Primary
  - 1) Provide notification and information to the university community and wider community, with direction from the EOC
  - 2) Provide a representative to staff the EOC
  - 3) May have direct contact with the media
  - 4) May have responsibility for social media

- 5) Responsible for the web environment
- b) Support
  - 1) May assign staff and assist other departments and divisions as directed by the University President

17. Other University Departments

May assign staff and provide equipment to assist other departments and divisions as directed by the University President

Familiarize themselves with and follow applicable emergency procedures and guidelines including evacuation and shelter notifications as directed by emergency personnel or when an alarm sounds and take other reasonable life safety precautions.

Make provisions for and allocate necessary resources for continuity of business objectives through development of a Business Continuity Plan.

Secure work areas in an emergency or in advance of certain early notice system emergencies such as inclement weather.

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ANNEX F-1

DIRECTION AND CONTROL

A. Purpose

1. The following procedures address facilities, personnel and support requirements for the activation of the University of Cincinnati's Emergency Operating Center (EOC) and for directing and controlling the conduct of emergency operations in large scale emergencies and disasters.

B. Situation

1. The University of Cincinnati's Emergency Operating Center (EOC) is located in Two Edwards Center, in room 3355. The alternate EOC is located at Three Edwards Center room 2344. Emergency dispatching operations are carried out by the UC 911 Communications Center for fire, medical emergencies and police, which is also located at Three Edwards. The alternate 911 Communications Center is located in the Kowalewski Hall. Incident Commander will normally be located in the field. Incident Command will be performed under the guidelines of the Incident Command System, and Public Safety personnel will work with other emergency agencies involved to establish Unified Command, as necessary.
2. The University must be prepared to be self-sustaining for a period of time after a major disaster mutual aid resources may be requested if necessary.

C. Assumptions

1. Most emergency situations are handled routinely by the emergency service agencies of the University of Cincinnati and the respective municipalities.
2. Most major emergencies can be managed at the field level under established procedures of the Incident Command System and the principles of Unified Command.
3. In large-scale emergency situations, many management activities can be carried on at the EOC, thereby allowing field units to concentrate on essential on-scene tasks.

## D. Concept of Operations

### 1. General

The extent to which the EOC is activated and when it assumes command of emergency operations depends upon the type of situation, the potential for escalation, the geographical extent, pre-planned events and other factors. The Director of Public Safety (or representative) will determine the necessity of activating the EOC. This normally will be a situation of such magnitude as to require mobilization of elements of the University other than those principally involved in emergency services on a day-to-day basis.

The following condition levels shall be taken into consideration when activating the Emergency Operations Center.

#### Level 1 Emergency Condition:

A Level 1 Emergency Condition is an incident which can be handled routinely by the emergency service agencies of the University of Cincinnati or normally responding municipal emergency services. Activation of the Emergency Operating Center (EOC) is not required. An Incident Command Post may or may not be established as required under the guidelines of the Incident Command System.

#### Level 2 Emergency Conditions:

A Level 2 Emergency is an emergency condition that could result in large-scale escalation, or involves large-scale commitment of fire, EMS, or police resources. Partial activation of the Emergency Operating Center (EOC) is required. The Director of Public Safety or a designated representative will be notified of the existing emergency by the Incident Commander and determine the extent of the EOC activation. This may be due to an emergency that impacts units of the University not normally involved in emergency response, or an emergency affecting communities adjacent to the University.

#### Level 3 Emergency Conditions

A Level 3 Emergency Condition requires full activation of the Emergency Operating Center (EOC). This condition typically will involve a severe hazard which poses an extreme threat to life or property and may require large-scale evacuation, or causes widespread disruption to the University for an extended period. The Director of Public Safety or a designated representative will be notified of the existing emergency by the Incident Commander and determine the extent of the EOC activation. Such instances will likely require resources from the county, federal or private agencies.

## 2. Inter-jurisdictional Relationships

The levels of government that have statutory responsibility for emergency management in the State of Ohio are the city, county and the state. The county has the authority to assume command of emergency operations in any emergency situation, as does the state if circumstances warrant. In practice, however, the level of government nearest the scene of the threatened area manages emergency operations. If the emergency situation is confined to communities who have resources to handle the emergency, the county will not ordinarily become involved unless assistance is requested. The County is obligated, however, to closely monitor any serious emergency situation through the Hamilton County Office of Emergency Management. The University of Cincinnati occupies a unique position, as an agency of state government. In situations where the emergency is confined to the University campus, and may be handled by university resources, the University will normally exercise control. Ohio law provides that the fire chief of the municipality has statutory authority at any emergency presenting a threat to life and property. In the event of a multi-agency situation, a unified command structure will be established, with the Director of Public Safety (or designate) representing the University. The University will send a representative to the Regional EOC when it is activated for an emergency that impacts the University.

## 3. Direction and Control Organization

The succession of command during an emergency is listed in Section VII, B., of the Basic Plan.

- a) Command Staff - The line of succession of command to the President is the Executive Vice President, Executive Vice President for Academic Affairs and Provost, to the Sr. VP for A&F, to the Sr. Vice President/ Provost for Health Affairs, Director of Public Safety, Director of Emergency Management and others as designated.
- b) Emergency Operations Staff - The Emergency Operations Staff is composed of those individuals notified by the Director of Emergency Management/Business Continuity to report to the Emergency Operations Center (EOC) upon its activation. This will normally include, but not be limited to, the positions listed below.

Police Department Representatives  
Emergency Management  
University Health Services Representative  
Administrative and Business Services Representative  
Facilities Management Representatives  
Information Technology Representative  
Campus Services  
General Counsel Representative

Risk Management Representative  
Marketing + Communications Representative  
Environmental Health and Safety Representative

c) On-Scene Incident Command

During emergency operations it may be necessary to set up an on-scene incident command post to coordinate response activities at the scene. The on-scene command post will maintain close contact and coordination with the Emergency Operations Center. The on-scene Incident Commander for the University will normally be from the Police Department, depending on the situation. The Director of Emergency Management will become the Incident Commander for the University in instances involving fire, accidents, hazardous material spills, significant property damage, and significant threats will become the primary liaison for instances that are not primarily criminal investigations. It should be noted that under Ohio Fire Code 104.11, the ranking fire officer is in charge of any fire or hazardous material incident.

In order to maintain control, the University will utilize the Incident Command System (ICS) when directing disaster operations. In the case of hazardous material related incidents, the use of the ICS is mandated by federal regulations. In all cases, the ICS system provides a standardized means to command, control, and coordinate the use of resources and personnel at the scene of an emergency.

In instances that involve more than one political jurisdiction, a Unified Command Structure will be necessary. This Unified Command Structure will consist of a key responsible official from each political jurisdiction involved in the incident. This process will also comply with the National Incident Management System (NIMS).

d) Incident Command System (ICS)

The ICS is used to provide a management structure and system for conducting on site multi-disciplinary operations (for example, those incidents which involve concurrent tactical field interactions between fire, law enforcement and medical personnel, when multiple jurisdictions are involved).

The ICS, because of its standardized organizational structure and common organizational and operational terminology, provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional response. The ICS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed.

The ICS's basic organizational structure will consist of five principal sections which normally would be activated for a major incident. The Sections are:

1) Incident Commander

Has overall management responsibility for a specific incident. This is normally geographically based. A Command Staff element is provided to the IC for handling such matters as Public Information, Safety and inter-agency liaison. Multi-jurisdiction incidents will involve a Unified Command element, which will bring together jurisdictional Incident Commanders to develop a common and consistent action plan to make the best use of all available resources. This will be the common operational mode for major emergencies at the University, due to the involvement of municipal and/or county agencies.

2) Operations Section

Commanded by an Operations Section Chief is responsible for the management of all incident tactical activities. During multi-disciplinary incidents, the Operations Section Chief may have deputies. The Operations Section can be subdivided into Branches, e.g., Law Branch, Fire Branch and Medical Branch, etc. Branches may be further divided into Divisions and smaller units.

3) Planning Section

Commanded by the Planning Section Chief and structured into several Units, depending upon the needs of the incident. The Planning Section collects and analyzes all data regarding incident operations, develops alternatives for tactical action plans, conducts planning meetings and prepares the incident action plan for incidents which will require extended operations.

4) Logistics Section

Commanded by the Logistics Section Chief and responsible for meeting the logistical needs of the Operations Section. This can include procuring equipment and supplies, providing food and medical support to incident assigned personnel and meeting the transportation requirements of the incident. The Logistics Section can be divided into Branches and Units as the situation requires.

5) Finance Section

Will be activated for incidents when required for purposes of maintaining records on personnel and equipment time, providing payments to vendors

for supplies and equipment usage and determining the cost considerations or various alternative strategies associated with incident planning



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ANNEX F-2

COMMUNICATIONS

A. Purpose

1. The purpose of this annex is to outline communications procedures and capabilities to be employed in the event of a large-scale emergency at the University of Cincinnati.

B. Situation

1. The 911 Communication Center is located at Three Edwards Center. Sufficient communications are available to provide the communications necessary for most emergencies. In severe emergencies, augmentation may be required.
2. In the event that the primary communications center is not functional, the alternate dispatch site located in the Kowalewski Hall will be activated.
3. In the event of failure of the UC phone system, community members will need to use a cell phone to call 911. The City of Cincinnati Communications Center will answer 911 calls and transfer information to the University Communications Center.
4. A mobile command vehicle may be available from several sources to provide communications at the disaster site, if warranted. Requests for the City of Cincinnati's mobile command vehicle through Cincinnati Communications Center and requests for the Hamilton County's mobile command vehicle through Hamilton County Communications Center.
5. The UC 911 Communications Center utilizes a common Computer Aided Dispatch (CAD) system with the City of Cincinnati Communications Center. This system allows direct text messaging between personnel at the two centers, as well as access to each other's dispatched runs and unit status.
6. UC Police field radios are programmed with Cincinnati Police talk groups, and Cincinnati Police radios are programmed with UC Police talk groups. All police agencies in Hamilton County share common Area wide radio talk groups for mutual communication needs.

C. Assumptions

1. The 911 Communication Center is the University of Cincinnati's primary communication center and is operated by the Department of Public Safety, with support from UCit.
2. UCit will maintain all University owned and operated communications equipment and Cincinnati Bell will maintain all common carrier equipment servicing the Communications Center and the EOC. UCit will serve as the liaison between the University and Cincinnati Bell.
3. The UCit telephone network is designed to minimize the potential for catastrophic failure. Each major phone switch is designed to operate in a stand-alone mode if communication to the main switch is lost.
4. In a major emergency, it is expected that the public switched network, as well as the various wireless carriers will experience system overload.

D. Concept of Operations

1. The existing University of Cincinnati communications network consisting of telephone, fax, teletypewriter and radio facilities will serve to perform the initial and basic communications effort for emergency operations. Land line circuits, when available, will serve as the primary means of communications with radio as a backup.
2. During emergency operations, all University of Cincinnati departments/divisions will maintain their existing equipment and procedures for communicating with their field operations. The UC 911 Communications Center may be unable to monitor/dispatch for other Public Safety units. Other departments may be requested to send personnel to the incident Command Post or to the EOC to handle radio dispatch functions for their department.
3. The normal telecommunications network may be insufficient to meet the increased communication needs created by an emergency; therefore, various state agencies, amateur radio operators and business/industry radio systems may be needed to provide expanded communication capabilities.
4. The normal staffing of the UC 911 Communications Center is insufficient for handling the telephone and radio volume of a major emergency. Additional personnel may be called in to fully staff the Communications Center. If that is still insufficient, personnel may be assigned to staff the Alternate Communications Center. During a long term emergency, staffing of the 911 Communications Center may need to be augmented with support personnel from other units of Public Safety or other University departments.

5. If possible, either the Incident Command Post or the EOC will staff and handle the radio talk group(s) serving a major incident. Likewise, requests from the Incident Commander for resources will be directed to the appropriate person in the ICS system or the EOC.
6. The Incident Command Post for a long duration incident will be established either in a suitable building, or in a mobile command trailer. If the Command Post is established in a building, UCit may be requested to install additional phone lines

E. State Communications

1. The Ohio Emergency Management Agency (EMA), as listed in the Governor's Executive Order of June 1978 and the Ohio Natural Disaster Plan, has been designated as being responsible for the coordination of all State Agency response and emergency communications during an emergency or disaster situation.
2. Telephone, fax and radios are the primary means of communications between State agencies and County EOC's.
3. There is no direct communication links between State agencies and the incident site; however, there is the capability of communicating with the site by relaying information through the Ohio EMA communications van to the field response teams using hand held radios.
4. The MARCS (Multi-Agency Radio Communication System) radio system is the primary wireless multi-functional communication system used in the State of Ohio by state agencies for disaster response and interoperability. The system is currently in use in all of Ohio's 88 counties and is deployed within the following agencies:

**State Agencies**

Ohio Emergency Management Agency  
 Ohio Department of Natural Resources  
 Ohio State Highway Patrol  
 Ohio Adjutant General's Department  
 Ohio Department of Transportation  
 Office of Information Technology  
 Ohio Department of Health  
 Ohio Department of Youth Services  
 Ohio Department of Agriculture  
 Ohio Environmental Protection Agency  
 Ohio Dept. of Commerce, State Fire Marshal  
 Ohio Department of Taxation  
 Ohio House of Representatives  
 Ohio State Supreme Court  
 Ohio Dept. of Rehabilitation and Corrections  
 Public Utilities Commission of Ohio

**Non-State Agency Single Point Users** (Local and County government entities)

- County EMAs
- County Sheriffs' Offices
- County Health Departments
- Emergency Medical Services
- Hospitals
- Local Fire Departments
- Local Police Departments

5. Mobile Communication Resources

a. The Ohio Emergency Management Agency maintains the state's Mobile Communications vehicle. The vehicle is capable of acting as an 800MHz trunked site for the state wide system, providing interoperability patching, satellite and PBX services.

b. The Buckeye State Sheriffs' Association (BSSA) Regional Interoperability Vehicles (11) are available to any Incident Commander. These vehicles provide command level interoperability.

c. The Ohio Department of Natural Resources Special Response Vehicle and Trailer. Provide port security and command level interoperability resources to any first responders.

d. The State Fire Marshall Major Incident Response Vehicle is available to any Incident Commander. These vehicles provide command level interoperability.

Wireless or radio capabilities in the Ohio EOC include multiple two-way radio systems, which include both encrypted and clear-voice capabilities, linking local, state, federal and volunteer organizations.

Satellite communications systems and satellite links for two-way communications to field-deployed satellite systems, the receipt of video, weather radar and forecast information are also available.

Communications capabilities to support state, federal, and local personnel in the field and at the site of the emergency include the following:

- a. Analog non-encrypted and analog/digital encrypted hand-held radios
- b. 100-watt deployable base stations
- c. Analog suitcase radios
- d. Digital suitcase radios
- e. Deployable cellular phones
- f. Encrypted mobile radios
- g. Non-encrypted mobile radios

- h. Vehicular repeaters
  - i. Small portable satellite telephones
  - j. Portable satellite trailer that provides data and voice capability
- 6. The Ohio Emergency Management Agency (EMA) is the primary notification point and operates on a 24 hour basis. The Ohio EMA's 24 hour number is 1-614-889-7150. This number is answered by agency employees during the normal business hours of 7:30 AM - 4:30 PM, Monday through Friday. After 4:30 PM on weekdays, on weekends, and Holidays, the phone is answered by the agency answering service.
  - 7. The State Highway Patrol is the Ohio EMA alternate (backup) notification point; also operating on a 24 hour a day basis. Their number is 1-614-466-2260.

F. Hospital Communications

- 1. The following methods of communications are available for contact from the disaster site to hospitals in the Greater Cincinnati Area.

- a. Disaster Network

The Disaster Network is a radio net which is used to coordinate communication regarding the distribution of victims/patients in mass-casualty or hazardous materials situations in the most timely, systematic and efficient manner possible.

- b. Multi-Agency Radio Communications System (MARCS)

MARCS is an 800 MHz radio and data network that utilizes state of the art trunked technology to provide statewide interoperability in digital clarity to its subscribers throughout Ohio and a 10-mile radius outside of Ohio. The MARCS system provides statewide, secure, reliable public service wireless communication for public safety and first responders.

- c. Disaster Preparedness and Collaboration Portal – portal for sharing and accessing documents and resources.

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ANNEX F-3

PUBLIC SAFETY WARNING

A. Purpose

1. The purpose of this annex is to describe the process for the dissemination of warning information to response agencies/organizations and the general public throughout the University of Cincinnati in the event of an emergency.

B. Situation

1. The need to warn the public of impending danger could arise at anytime. In order to enhance safety, adequate and timely warnings must be provided. Appropriate action-oriented information must be supplied. A siren system is in place covering the University of Cincinnati, by the counties and is supplemented by voice warning systems. The University has the ability to send email and text warnings to the community.

C. Assumptions

1. A warning period will be available for most emergency situations although the amount of lead-time will vary from hazard to hazard. Proper use of this warning period will save lives, reduce injuries and protect property.

D. Concept of Operations

1. Integrated Public Alert and Warning System (IPAWS)

Federal Emergency Management Agency (FEMA) Public Alert and Warning System (IPAWS) Program Management Office (PMO) has the responsibility for warning the nation of an impending enemy attack or actual attack upon the United States.

2. State of Ohio

The Director of Ohio Highway Safety is responsible for operating the state level portion of IPAWS. The Ohio Primary Alerting Authority is located at the Ohio State Highway Patrol Headquarters, 660 E. Main Street, Columbus, Ohio, 43205. The State alternate Alerting Authority is located in the State Emergency Operations

Center, Beightler Armory, 2825 West Granville Road, Worthington, Ohio 43085. There are various Alerting Authority's located throughout parts of the State.

### 3. Hamilton County Outdoor Warning System

The Hamilton County Office of Emergency Management and Civil Defense Outdoor Siren Warning System is a network of 192 sirens strategically distributed throughout Hamilton County. These sirens are used to warn the public of military attack or severe weather.

#### A. Attack Warning

The attack warning signal is a wavering tone that sounds for 3 to 5 minutes, indicating that an actual attack has been detected.

#### B. Severe Weather

The outdoor warning sirens are sounded when the National Weather Service issues a tornado warning for Hamilton County. A tornado warning is an indicator that tornado formation has been spotted via radar or has been detected visually. Sirens will emit an audible tone for three minutes, remain silent for seven minutes, and repeat the cycle as long as the tornado warning is in effect.

"ALL CLEAR" will be given by radio and television, not by the sirens. Repeated sounding of sirens indicates additional warnings are being issued.

### 4. Emergency Broadcast System (EBS)

The Emergency Broadcast System (EBS) is a system to provide reliable timely warnings to the public. The EBS operates on a State and local level and uses non-government communications industries on voluntary basis.

The EBS may be used to disseminate warnings and information during all types of emergencies, natural or man-made.

The State can activate the EBS on a statewide basis on an operational-area by operational-area or through individual radio stations such as WXGT/WCOL which are the State's primary originating stations.

Hamilton County Office of Emergency Management has the responsibility of activating the local Emergency Broadcast System of which WCKY is the primary station and WLW is the backup station in the Greater Cincinnati Area.

5. Campus Emergency Alert System (EAS)

The University of Cincinnati operates a voice warning system covering most buildings. This system utilizes the voice capable building fire alarm systems to issue warnings and instructions to the occupants. The system is controlled from the University 911 Communications Center. Pre-recorded announcements are stored in the system for severe weather warnings and general building evacuations. The system also has the capability of issuing specific instructions from the Communications Center via microphone. Warning messages may also be given locally in some individual buildings from a microphone located at each building's fire alarm control panel. This system is supplemented by e-mail, web page, and text messages.

E. Southwest Ohio Emergency Broadcast System (EBS)

1. General Information

The primary Common Program Control Station (CPCS-1) is radio station WCKY, broadcasting on 1530 KHz.

The secondary control station (CPCS-2) is WLW, 700 KHz.

WCKY hardened transmitter site in Crescent Springs, Kentucky is linked to Hamilton County Office of Emergency Management and Civil Defense by a special radio in a separate room in the Hamilton County Office of Emergency Management basement fallout shelter. The frequency is 450.45 MHz. The call signs are:

WCKY KGI 308  
HCCD KGI 309

Ohio Emergency Management Agency uses microwave (through OETV) to reach WCET-TV, who in turn, by a hardened telephone line, calls WCKY.

Other stations have tone-activated (EBS 23-second signal) radio receivers which monitor WCKY radio. WLW, as CPCS-2, can also activate the receivers.

Telephone, 24 hours a day:

WCKY 721-0755  
WLW 721-1177

Maintenance:

Call WCKY Chief Engineer



The Southwest Ohio Operational Area Plan is on file at the Hamilton County Office of Emergency Management. This plan contains specific procedures for use of the EBS.

2. Activation

To activate the EBS, the activation authority (incident commander or designated jurisdictional official) will contact the Director or his designated representative at the Hamilton County Office of Emergency Management (821-1092) or (825-2280) at night, using the following format:

"THIS IS (name/title of ordering authority) OF (jurisdiction). I REQUEST THAT THE EBS BE ACTIVATED FOR (jurisdiction) BECAUSE OF A HAZARDOUS CONDITION OR INCIDENT AT \_\_\_\_\_."

The ordering authority will provide Emergency Management with broadcast details concerning protective actions, time of broadcast, message to be broadcast and other details. Emergency Management will contact the EBS Station, give an Authentication Code, and then issue the instruction and message to be broadcast.

In hazardous material incidents of a dimension causing an ordering authority to employ the EBS to provide the public with the recommended protective actions, the assessment determination will be to "SHUT IN" (shelter in place) or "EVACUATE".

3. Broadcast

Upon verification of authentication and receipt of the instructions and message text and the EBS Station's notification of member stations, the following format may be employed:

- a. Broadcast the following: "WE INTERRUPT THIS PROGRAM DUE TO AN EMERGENCY AFFECTING (jurisdiction). IMPORTANT INFORMATION WILL FOLLOW".
- b. Transmit the EBS two-tone attention signal for 20-25 seconds.
- c. Broadcast the following announcement and the emergency instructions. "WE INTERRUPT THIS PROGRAM TO ACTIVATE THE EMERGENCY BROADCAST SYSTEM FOR (jurisdiction) BECAUSE OF A HAZARDOUS INCIDENT OR CONDITION AT \_\_\_\_\_. IMPORTANT INFORMATION WILL FOLLOW."

EBS Message #1  
EBS Message #2  
EBS Message #3

#### 4. Termination

Upon receipt of the cancellation notice from the ordering authority, Emergency Management will advise the EBS Station of the termination and the station will make an announcement such as follows: "THIS CONCLUDES OPERATION UNDER THE HAMILTON COUNTY EMERGENCY BROADCAST SYSTEM." The termination broadcast can include additional public instructions as provided by the issuing authority.

EBS MESSAGE #1

NO ACTION NECESSARY ANNOUNCEMENT

The following emergency bulletin has been released by (Hamilton County Emergency Management).

"THE (Ordering Authority) HAS ANNOUNCED THAT AN EMERGENCY PRESENTLY EXISTS AT \_\_\_\_\_. AT THIS TIME NO PROTECTIVE ACTIONS ARE NECESSARY ON THE PART OF THE PUBLIC. DISASTER AND HEALTH SERVICE OFFICIALS ARE ASSESSING THE SITUATION. FURTHER INFORMATION WILL BE PROVIDED THROUGH THIS STATION AS IT BECOMES AVAILABLE.

ONCE AGAIN... THERE IS (NO) IMMEDIATE RISK OF \_\_\_\_\_. STAY TUNED TO THIS STATION FOR FURTHER INFORMATION. AVOID USING TELEPHONES, UNLESS YOU HAVE A REAL EMERGENCY."

For Station Use:

Starting Time \_\_\_\_\_ AM/PM  
Re-broadcast every \_\_\_\_\_  
minutes. Duration \_\_\_\_\_  
hours or upon cancellation notification.

*(This sample message has been included for optional use if rumors or inaccurate news releases have occurred.)*

EBS MESSAGE #2

SHELTERING REQUIRED

The following emergency bulletin has been released by (Hamilton County Emergency Management.)

"THE (Ordering Authority) HAS ANNOUNCED THAT AN EMERGENCY PRESENTLY EXISTS AT \_\_\_\_\_. PERSONS WHO LIVE OR WORK WITHIN A \_\_\_\_\_ MILE RADIUS OF THIS LOCATION ARE BEING ADVISED TO TAKE SHELTER. THIS MEANS GO INDOORS. PERSONS LIVING, WORKING, OR TRAVELING IN THE LOCATION OF \_\_\_\_\_ ARE AFFECTED BY THIS ADVISORY.

WHEN TAKING SHELTER, YOU SHOULD:

1. CLOSE ALL WINDOWS AND DOORS AND REMAIN INDOORS.
2. TURN OFF ALL AIR CONDITIONERS, HEATERS, FANS OR OTHER VENTILATION SYSTEMS WHICH DRAW AIR FROM THE OUTSIDE.

STAY TUNED TO THIS STATION FOR ANY FURTHER INFORMATION AND INSTRUCTIONS."

(If School is in Session)

"IF SCHOOLS ARE IN SESSION, YOU ARE REQUESTED NOT TO TELEPHONE OR GO TO THE SCHOOL YOUR CHILDREN ATTEND. THEY ARE SAFELY SHELTERED AND WILL BE BUSED HOME WHEN IT IS SAFE TO DO SO."

DO NOT TIE UP TELEPHONE LINES UNLESS YOU HAVE A REAL EMERGENCY.

STAY TUNED TO THIS STATION FOR LATER INFORMATION AND INSTRUCTIONS.

For Station Use:

Starting Time \_\_\_\_\_ AM/PM

Re-broadcast every \_\_\_\_\_

minutes. Duration \_\_\_\_\_

hours or upon cancellation notification.

EBS MESSAGE #3

EVACUATION ANNOUNCEMENT

The following emergency bulletin has been released by (Hamilton County Emergency Management.)

"THE (Ordering Authority) HAS ANNOUNCED THAT A FULL EMERGENCY CONDITION EXISTS AT \_\_\_\_\_ AND HAS RECOMMENDED THE EVACUATION OF ALL PERSONS WHO LIVE OR WORK WITHIN \_\_\_\_\_ MILES OF THIS LOCATION. PERSONS LIVING, WORKING OR TRAVELING IN THE AREA OF \_\_\_\_\_ ARE AFFECTED BY THIS ADVISORY.

(Repeat area affected)

DO NOT DRIVE THROUGH THE AREA OF (Location of Incident). YOUR ROUTE OF TRAVEL SHOULD BE AWAY FROM THE SITE OF THE EMERGENCY. TRAVEL AT LEAST \_\_\_\_\_ MILES FROM THE DANGER AREA. TRAVEL TO A COLLECTION CENTER LOCATED AT \_\_\_\_\_. YOU WILL RECEIVE AID AND INFORMATION AT A COLLECTION CENTER. IF POSSIBLE, ASSIST NEIGHBORS WHO ARE ILL, DISABLED, OR NEED TRANSPORTATION... IF SPECIAL HELP IS NEEDED, TELEPHONE \_\_\_\_\_.

(Repeat)

PLAN TO BE AWAY FROM HOME A FEW HOURS OR A FEW DAYS... DON'T PANIC, BUT QUICKLY COLLECT... A CHANGE OF CLOTHES... PERSONAL ITEMS... NEEDED MEDICATION... INFANT NEEDS... MONEY AND IMPORTANT PAPERS... TURN OFF ALL APPLIANCES... PROVIDE FOOD AND WATER FOR ANIMALS/PETS... CLOSE WINDOWS AND LOCK DOORS... MASS-CARE SERVICES WILL BE PROVIDED AT SHELTERS.

IF SCHOOLS ARE IN SESSION, CHILDREN WILL BE BUSED TO \_\_\_\_\_. DO NOT TELEPHONE THE SCHOOL OR ATTEMPT TO PICK UP CHILDREN AT SCHOOLS. IT WILL CAUSE TRAFFIC CONGESTION AND ENDANGER CHILDREN AND DRIVERS ALIKE.

LISTEN TO RADIO/TV FOR MORE INFORMATION AND INSTRUCTIONS.

(Repeat the Above)

EBS announcements are composed to fit the circumstances of emergency and supplemental information and instructions issued as needed

UNIVERSITY OF CINCINNATI  
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ANNEX F-4

EMERGENCY PUBLIC INFORMATION

The following are empowered to issue emergency public information: University President, Executive Vice President, Director of Public Safety, Chief of Police, Director of Emergency Management/ Business Continuity, Director of Public Relations Assistant Police Chief, and Assistant Director of Emergency Management/ Business Continuity.

**A. Purpose**

1. The purpose of this annex is to establish general policy for providing external information to the public and equal access to news media during an emergency.

**B. Situation**

1. During periods of emergency, the public needs detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard.

2. In an emergency situation, there may be large numbers of media representatives seeking information about the situation and about action being taken. It is the policy of the University of Cincinnati to cooperate with the media, to provide complete and accurate information as available, and to create an atmosphere conducive to useful and constructive participation by the media throughout all phases of the emergency.

3. Several methods of disseminating information to the public are available to the University of Cincinnati. Any one or all may be employed based upon the type and magnitude of the emergency.

- a. TV stations
- b. Radio stations
- c. Social media channels
- d. Website
- e. Text message/ Bearcat Guardian Alert
- f. Electronic Signage Boards
- g. Emergency Hotline Number
- h. Email
- i. Campus Voice Notification System

**C. Assumptions**

1. During emergency situations, the public will demand information about the emergency situation as well as appropriate risk reduction and response actions. Many emergencies will affect the ability of the University to conduct classes or other normal business. Students and employees will need to be notified of cancellations, closings and relocations.
2. The media will demand information about emergency situations. Local media will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity of the emergency, or the media's perceived severity of the emergency, regional and national media may cover the event and demand information and comment from local officials.
3. Depending on the severity of the emergency, telephone and/or cell phone communication may be sporadic or impossible. The same is true for utilities and web/email access.
4. Demand for information will be overwhelming. This situation will be compounded if sufficient staff is not provided and if staff is not properly trained on public information response during an emergency.

## **D. Concept of Operations**

### **1. Public Safety**

- a. The University President or designee will designate a spokesperson to brief the press and the public as information becomes available.
- b. Accuracy of information is critical, therefore information to be released must be approved by the Director of Public Safety, the Police Chief, or the Incident Commander (or an appropriate designee) before release to the media.
- c. The media staging area will be set-up in a safe location beyond the outer perimeter of the scene, and if possible, close enough so that media can get visual elements (video, photos) to support information being released.
- d. Access to the scene itself (inner perimeter) will be permitted only after the Incident Commander determines that it is safe to do so.
- e. If the emergency involves multiple jurisdictions, every effort will be made to coordinate the release of information to ensure consistency and accuracy.

### **2. News Releases & Digital Communications**

- a. The Public Safety PIO, in cooperation with the necessary personnel, will prepare information concerning the emergency and necessary actions the public must take, as well as cancellations, closings and relocations.
- b. The PIO will be responsible for coordinating press updates and information between first responders, public safety officials, and University Communications/Governmental Relations to share with key stakeholders.
- c. All relevant information will be posted on the [www.uc.edu/alerts](http://www.uc.edu/alerts) webpage by University Communications or the Public Safety PIO.

### **3. Duties and Responsibilities of the Public Information Officer (PIO)**

- a. Establish procedures for the release of emergency instructions and information

- b. Field media calls concerning the emergency situation and respond with official information. PIO may also need to relay calls to the EOC staff members, as appropriate, as well as Governmental Relations and University Communications.
- c. Obtain reports and/or situation summaries from the EOC to stay abreast of the situation and maintain correct and timely information.
- d. Prepare news releases.
- e. Conduct situation briefings for media as appropriate.
- f. Establish field media center/staging area.

### **E. Planning Considerations**

1. The following are factors to consider in the planning of PIO operations:
  - a. field operations (e.g., EOC, JIC);
  - b. communications tools (e.g., cell phone, tablet/laptop, radio);
  - c. tasking (e.g., gathering resources such as media contacts; preparing for media
  - d. creating media packets, fact sheets, background information;
  - e. duration of operations (e.g., lodging, food, 24/7 operations);
  - f. resource management for various locations;
  - g. documentation (e.g., call logs, time cards, media interviews);
  - h. logistics (e.g., equipment location, supplies, power, parking, credentials); and
  - i. evaluate staffing needs for each operational period
2. Depending on size and scale of emergency, PIO may consider the need for a Joint Information Center.
3. PIO may also choose to utilize Public Information Response Partners.
  - a. PIOs at other locations to gather information on the incident.
  - b. Social media monitoring and response team
  - c. Website support – post information to the web
  - d. Media Monitoring Analysis/Rapid Response – Entails reviewing media reports for accuracy, content, tone and possible response
  - e. Researchers and writers for fact sheets, FAQs etc.
  - f. Graphics
  - g. Videography and photography
  - h. Liaison with key stakeholders/gov. leaders/VIPs –will be coordinated with Governmental Relations and Marketing + Communications.

### **Primary Media Contact Information**

WLWT  
513-421-5055  
[newsdesk@wlwt.com](mailto:newsdesk@wlwt.com)

Cincinnati Enquirer, Newsroom  
513-768-8600



Cincinnati Business Courier  
513-621-6665  
cincinnati@bizjournals.com

WCPO  
513-852-4071  
newsdesk@wcpo.com

Local12  
513-579-1212  
Local12@local12.com

Fox19  
513-421-0119  
[desk@fox19.com](mailto:desk@fox19.com)

Cincinnati.com  
Newsroom: 513-768-8600  
localnews@enquirer.com

700WLW  
513-421-NEWS(6397)  
513-721-1177  
news@700wlw.com

WVXU  
513-352-7709  
newsroom@wvxu.org

Associated Press  
Dan Sewell  
(513) 241-2386  
[dsewell@ap.org](mailto:dsewell@ap.org)

Lisa Cornwell  
(513) 241-2386  
[lcornwell@ap.org](mailto:lcornwell@ap.org)

The News Record  
513-556-5912  
[editor@newsrecord.org](mailto:editor@newsrecord.org)

UNIVERSITY OF CINCINNATI  
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ANNEX F-5

EVACUATION

A. Purpose

1. The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of the University of Cincinnati if it is determined that such action is the most effective means available for protecting the population from the effects of any threat to safety.

B. Situation

1. There are several emergency situations that might require an evacuation of part or all of a campus at University of Cincinnati. For example, evacuations might be needed as a result of a hazardous materials incident, major fire, or bomb threat.

C. Assumption

1. It is assumed that the public will receive official information related to evacuation. While most persons will evacuate dangerous areas upon advisement by authorities, it must be further assumed some individuals may refuse to evacuate.
2. While some emergencies and events will be predictable and allow reaction time, many may be instantaneous, requiring immediate response. Thus, the decision to evacuate could occur at any time of the day or night.
3. Most persons will be capable of evacuating themselves if directed to do so, assistance may have to be provided for some individuals.
4. Persons evacuated from residential facilities will need to be provided with alternate housing. Persons evacuated from administrative and educational buildings may be directed to return to their residence.
5. The Department of Public Safety will need the assistance of other departments in order to perform large-scale evacuations.
6. Traffic congestion may be severe depending on the size and immediacy of the evacuation. This will be especially an issue if areas around the campus are also being evacuated.

#### D. Concept of Operations

1. The Department of Public Safety will determine the necessity and scope of any evacuation. They will request assistance from other departments as needed.
2. Develop Evacuation/Search Plan:
  - a. Select initial evacuation area and crisis relocation point(s)
  - b. Utilize floor plans or maps and fix responsibility for search groups.  
<https://space.uc.edu/archibus/login.axvw>
  - c. Designate responsibility for specific areas to individual supervisors and assign personnel in numbers appropriate to the need
3. Evacuation Notification/Warning:
  - a. Notify occupants of:
    1. Reason for evacuation
    2. Best available route(s) out of the affected area (if applicable)
    3. Location of Crisis Relocation Point(s)
  - b. Use campus Emergency Alert System (EAS)
  - c. Use vehicle public address systems
  - d. Door-to-door notification. (Generally this phase will be accomplished at the same time search teams go through the area)
  - e. Make arrangements for removal of sick and non-ambulatory evacuees
  - f. Provide for security of the evacuated area
  - g. Provide information on evacuation to news media through Public Safety's Public Information Officer
4. Provide for transportation using the following as available:
  - a. Private Vehicle (employees/students leaving campus)
  - b. Shuttle Buses (employees/students being relocated on campus)
  - c. Metro Buses (temporary shelter during cold/rain)
  - d. Night Ride Vehicles
5. Relocation Assistance:
  - a. Coordinate with the American Red Cross, Cincinnati Chapter
  - b. Coordinate with Housing
  - c. Use Crisis Relocation Points during incidents of extended duration
6. Evacuation Phases:

Evacuation can involve one to three phases.

### Phase 1 (Short Term)

Evacuate occupants to an initial evacuation area (rally point). These areas are located out of immediate danger. People are collected for short periods of time, weather permitting up to two hours. Attempt to account for all affected people. This situation would apply where the occupants are expected to be able to re-enter their building within a short period of time, such as fire alarms.

### Phase 2 (Longer Term)

In the event the incident continues or it is obvious from the beginning the incident will continue for an extended period of time, people should be moved to a crisis relocation point. During this phase, people are collected at central locations away from the initial evacuation area. An attempt should be made to make a complete accounting of people.

#### Crisis Relocation Point

This is the location where the population of one or more buildings can be immediately moved out of harm's way without previous notification for a limited time in order to coordinate the movement to a relocation center with more permanent resources and facilities, or prior to their being sent home.

#### Crisis Relocation Points

- Shoemaker Center/ 5/3<sup>rd</sup> Arena
- Armory Fieldhouse
- Campus Recreation Center
- Siddall Dining Hall
- Tangeman Center
- Vet Tech Building-Blue Ash
- Student Activity Center- Clermont

### Phase 3 (Crisis Relocation Center)

This phase is used only when people are displaced for an extended period of time (usually 24 hours or more).

#### Crisis Relocation Centers

This is the location where the residential population will be housed, fed and provided support due to an emergency situation requiring displacement of students from the Residence Halls. The American Red Cross, Cincinnati Chapter has been designated nationally as the agency for mass shelter.

This procedure does not address the relocation of departments or units to alternate locations for business recovery purposes. That process should be addressed in each department's business continuity plans.

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ANNEX F-6

SHELTER/MASS CARE

A. Purpose

1. This annex discusses the protection of the population from the effects of hazards through the use of community mass shelters. It provides for the execution of assigned emergency tasks through the coordination of the various agencies responsible for sheltering, feeding, and counseling, providing first aid and related social services.

B. Situation

1. Many types of emergencies could occur which require activation of the Shelter/Mass Care organizations. The sheltering, feeding and meeting of personal needs of individuals coping with snow, ice, windstorms, tornadoes, utility failure, fire and explosion, hazardous material spills and some form of attack may well require more personnel and resources than normally available.

C. Assumptions

1. Experience has shown that under local emergency conditions, a high percentage (50% or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters. Thus, the Shelter/Mass Care Coordinator will likely not have to plan for the sheltering and feeding of the entire affected community in such circumstances. In the case of residential students, this percentage will be much lower, due to many of the students having family in the local area.

D. Concept of Operations

1. General
  - a. Ultimate responsibility for sheltering evacuated Hamilton County residents relies on the Hamilton County Job and Family Service, as the lead agency, who coordinates, monitor and report on mass care activities throughout the county, during response and recovery phases.
  - b. American Red Cross, Cincinnati Chapter officials are directly responsible for organizing shelter services.
  - c. Nationally, the American Red Cross has been designated as the agency to operate shelter facilities during natural disasters.

## 2. Notification and Warning of the General Public

When people are advised to evacuate, instructions on appropriate reception centers and/or shelter/mass care feeding facilities will be determined through:

- a. Announcements from the campus voice warning system. Emergency notification and messages may be provided via campus alert system, including email and text messages.
- b. Door-to-door notification by emergency services personnel working in the area to be evacuated.
- c. Emergency public information broadcasts over local radio/TV stations.

## 3. Crisis Relocation Collection Points

- a. The purpose of a Crisis Relocation Collection Point is to register evacuees and assign them to specific shelter/mass feeding locations.
- b. In the event of a large-scale evacuation involving a great number of evacuees, the first concern is to remove people from the immediate danger area to reception centers.

### Recommended Crisis Relocation Points

- Shoemaker Center/ 5/3<sup>rd</sup> Arena
- Armory Fieldhouse
- Campus Recreation Center
- Siddall Dining Hall
- Tangeman Center

## 4. Designation of Shelters

Hamilton County Job and Family Services will provide lead coordination of overview of the established shelters designated by the American Red Cross, Cincinnati Chapter. Evacuees will be assigned to shelters based on geographic location.

Administrators of hospitals, mental health facilities, nursing homes and similar special needs groups will designate alternate safe locations if evacuation and sheltering is necessary.

## 5. Mass Feeding

The American Red Cross is primarily responsible for mass mobile and fixed feeding and hydration operations. ARC regulations and procedures entitled Emergency Services-Mass Feeding will govern mass feeding operations.

6. Crisis Marking of Shelters

The local chapter of the ARC has signs made up and stored at the ARC office. Upon shelter activation, signs will be displayed outside the shelter for easy identification by evacuees.

7. Medical Care

The American Red Cross, Cincinnati Chapter will establish a first aid station (if needed) in the shelter and provide a nurse(s) to assist people with health related needs i.e. prescriptions. People who need emergency medical care will be transported by the Fire Department through request to the EOC or Cincinnati, Hamilton County or Clermont County's Emergency Communication Center, whichever is directed by the EOC. People with non-emergency needs may be handled on site by a nurse, physician on call or patients family physician.

8. Information

A central bulletin board along with announcements will attempt to keep evacuees updated on the emergency situation. This information will be shared periodically by the EOC with the American Red Cross, Cincinnati Chapter liaison staff at the EOC and transmitted to the shelter to give evacuees the official word.

9. Reception and Care Facilities

The Cincinnati Chapter of the American Red Cross, Cincinnati Chapter has been designated the primary agency with responsibility for mass care (shelter and feeding), with oversight from the Hamilton County Job and Family Services. The American Red Cross, Cincinnati Chapter will operate appropriate shelter facilities and arrange for mass feeding and other appropriate support. A list of predetermined shelters including Americans With Disabilities (ADA) approved, in the Greater Cincinnati Area is on file with the Cincinnati Chapter of the American Red Cross.

The Cincinnati Recreation Commission has enclosed heated shelters located throughout the Cincinnati area that can be used for emergency mass care and shelter.

The following is a list of their locations. For additional information consult the Cincinnati Recreation Commission Emergency Disaster Plan.



RECREATION COMMISSION

COLLEGE HILL

5545 BELMONT  
Telephone: 591-3555

DUNHAM COMPLEX

4356 Dunham Lane  
Telephone: 251-5862  
Special Equipment: Kitchen (Stoves, refrigerators, sinks)

EVANSTON RECREATION CENTER

3204 Woodburn Ave  
Telephone: 861-9417  
Special Equipment: None

Leblond Recreation Center

2335 Riverside Drive  
Telephone: 352-4013

McKIE CENTER

1655 Chase Avenue  
Telephone: 681-8247  
Special Equipment: Kitchen

MILLVALE CENTER

3303 Beekman Street  
Telephone: 352-4351  
Special Equipment: Kitchen

PRICE HILL CENTER

959 Hawthorne Avenue  
Telephone: 251-4123  
Special Equipment: None

SAYLER PARK CENTER

6720 Home City Avenue  
Telephone: 941-0102  
Special Equipment: Kitchen, oxygen

WESTWOOD TOWN HALL

3017 Harrison Ave  
Telephone: 662-9109  
Special Equipment: Kitchen

CLIFTON CENTER

320 McAlpin Ave  
Telephone: 961-5681  
Special Equipment: Kitchen, showers

CORRYVILLE CENTER

2823 Eden Ave  
Telephone: 221-0888  
Special Equipment: None

HARTWELL CENTER

8275 Vine Street  
Telephone: 821-5194  
Special Equipment: Kitchen (no stove), showers

HIRSCH CENTER

3630 Reading Road  
Telephone: 751-3393  
Special Equipment: Kitchen

NORTH AVONDALE CENTER

617 Clinton Springs  
Telephone: 961-1584  
Special Equipment: Kitchen, showers

WINTON HILLS CENTER

5170 Winneste  
Telephone: 641-0422  
Special Equipment: Kitchen, showers

BUSH CENTER

2640 Kemper Lane  
Telephone: 281-1286  
Special Equipment: Kitchen, showers

LeBLOND CENTER

2335 Riverside Drive  
Telephone: 352-4013  
Special Equipment: Kitchen

LINCOLN CENTER

1027 Linn Street  
Telephone: 721-6514  
Special Equipment: Kitchen, showers

MT. WASHINGTON CENTER

1715 Beacon Street  
Telephone: 232-4762  
Special Equipment: None

OAKLEY CENTER (Hyde Park)

3882 Paxton Ave  
Telephone: 321-9320  
Special Equipment: None

OVER-THE-RHINE CENTER

1715 Republic Street  
Telephone: 381-1893  
Special Equipment: Kitchen, showers

PLEASANT RIDGE CENTER

5915 Ridge Ave.  
Telephone: 731-7894  
Special Equipment: Kitchen, showers

GOLF COURSES

AVON GOLF COURSE

4081 Reading Road  
Phone: 281-0322

CALIFORNIA GOLF COURSE

5924 Kellogg Avenue  
Phone: 231-6513

GLENVIEW GOLF COURSE

10965 Springfield Pike  
Phone: 771-1747

NEUMANN GOLF COURSE

7215 Bridgetown Road  
Phone: 574-1320

REEVES GOLF COURSE

4757 Playfield Lane  
Phone: 321-2740

WOODLAND GOLF COURSE

5820 Muddy Creek Road  
Phone: 451-4408

EMERGENCY OPERATIONS PLAN  
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ANNEX F-7

RESOURCE MANAGEMENT

A. Purpose

1. This annex provides the University of Cincinnati with a plan to describe the means, organization, and process by which the University will find, obtain, allocate, and distribute resources to satisfy needs that are generated by an emergency.

B. Situation

All responding agencies and departments manage people, equipment, facilities, and supplies to accomplish their tasks. However, emergencies can require more specialized resources or greater quantities of resources than are normally available. Resource management is necessary to ensure that a complete picture of available resources is known to decision makers, available resources are used appropriately, additional resources are acquired as needed, and accountability is maintained for the use of resources.

C. Assumptions

1. Individual departments and agencies will maintain resource lists in their area of responsibility.
2. Individual departments will be responsible to sustain themselves for the first 24 hours of emergency operations. The operational tempo during an emergency will require greater resources than normal operations.
3. Mutual Aid cannot be depended upon to cover resource shortfalls. Some parties to the agreement may themselves be affected by the emergency and be unable to provide the resources.

D. Concept of Operations

1. General
  - a. The first priority for resources will be to rescue and provide direct support of disaster victims.
  - b. The second priority for resources will be to emergency personnel.
  - c. Other priorities for resources will be determined by the Director of Public Safety (or designee) with the advice of the EOC staff.
  - d. Internal resources within the University will be exhausted before turning to mutual aid assistance.
  - e. Departments with responsibilities under this plan should include emergency support when negotiating their term contracts with commercial suppliers.

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ANNEX F-8

DAMAGE ASSESSMENT

A. Purpose

1. The purpose of this annex is to provide a common system of reporting damages by a disaster so that insurance, state, and federal assistance can be rendered in a timely and judicious manner.

B. General

1. When a major emergency occurs, officials of the University of Cincinnati must assess the amount of damage sustained and attempt to determine their anticipated needs. While an estimate is difficult to obtain rapidly in most circumstances, it is absolutely essential to report certain information so that the State can coordinate the necessary assistance.
2. Some of the data required in the damage assessments may appear to be overly detailed; however, in those instances, this data serves as substantiation for requesting federal monetary assistance. Additionally, this data will assist all levels of government in adopting an orderly and responsive process of disaster recovery. Finally, this documentation is necessary to allow Risk Management to coordinate the relevant insurance coverage.

C. Comprehensive Damage Assessment

1. A comprehensive damage assessment is required for substantiating data when the Governor requests the President to declare a major disaster. The detailed coverage of this report is quite extensive.
2. The county and state will assist the University of Cincinnati in the performance of this assessment when it is apparent that the damages are extensive and if the University requests such help.
3. See attached Damage Assessment Report instructions.
  - a. Note that the date is required by categories of damage. These categories of damages are identical to those required when Damage Survey Reports and the Project Applications are prepared.
  - b. A well-documented assessment will contain each damaged area within each category. This will assist in the preparation of Damage Survey Reports as well

as provide a basis for local governments to initiate repairs or replacements on a timely basis.

4. Coordinating Instructions

- a. The Planning+ Design& Construction office will provide the necessary coordination between the University Community, Building Department and Fire Department.
- b. As a state agency, the University may request assistance from the Ohio Emergency Management Agency

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**ANNEX F-9**

**EMERGENCY CLOSING**

**A. Purpose**

1. The purpose of this annex is to outline procedures and policies for closing one or more campuses of the University of Cincinnati in the event of an emergency.

**B. Situation**

1. The University of Cincinnati consists of several campuses and locales, these being
  - i. Uptown East Campus
  - ii. Uptown West Campus
  - iii. Victory Parkway Campus
  - iv. Blue Ash Campus
  - v. Clermont Campus including East Campus
  - vi. Reading Campus
  - vii. Fishwick
  - viii. Center Hill
  - ix. 1819 Innovation Hub
2. In addition to these campuses, the University owns and/or leases numerous other properties, both in the vicinity of the campuses as well as remote from them.
3. In the event of an emergency, one or more of these campuses and the buildings in their vicinity may need to be closed.
4. Closures of a campus may be total, or may be limited to restrict the types of activities or persons on the campus.

**C. University Rule on Emergency Closing**

1. University Rule 3361:30-16-01 regulates the compensation and attendance for employees during an emergency closing.

**D. Procedure for Closing a Campus – Emergency Situation**

**1. Emergency**

- i. During normal working hours, this will be initiated by Public Safety via an announcement via the campus voice warning system (on campuses where this system is in place).
- ii. In life-threatening situations, Public Safety will contact the ARTIMIS control center to request a message of the closure be displayed on the highway information signs.
- iii. In all cases, an update to the University status message on 556-3333 will be made.
- iv. An e-mail message to all employees and students.
- v. In all cases, Parking Services (or UC Police when no Parking Services personnel are on-duty) will place barricades on roadways at the entrance to the affected campus, if necessary

- vi. In all cases, the Director of Public Safety or designee will contact the on-call person for Governmental Relations & University Communications to initiate:
  - 1. A notice to be placed on the UC homepage at [www.uc.edu](http://www.uc.edu)
  - 2. Amplify or conduct social media outreach
- vii. In the event that one or more campuses are closing during a normal work day (sending employees home early), Public Safety will make an announcement via the campus voice warning system (where this system is in place).
- viii. A notice to be placed on Public Information Pylons.



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ANNEX H-1

ACTIVE THREATS

A. Purpose

1. The purpose of this annex is to outline procedures and policies for response to an incident involving mass shooting on any of the campuses of the University of Cincinnati.

B. Locations

- i. Uptown East Campus
- ii. Uptown West Campus
- iii. Victory Parkway Campus
- iv. Blue Ash Campus
- v. Clermont Campus, including Clermont East
- vi. Reading Campus
- vii. Center Hill
- viii. Fishwick
- ix. Other off campus properties

C. Procedure for Response to a Report of Mass Shooting

1. The University Police are responsible for response to contain and halt a mass shooting incident that occurs on the University of Cincinnati's property.
2. The University Police will maintain tactical plans for responding to a mass shooting incident, and will train all officers in their responsibilities under this plan.
3. The UC Office of Emergency Management and Business Continuity is responsible for maintaining the overall University plan for mass shooting incidents, which is a Functional Annex to the University Emergency Operations Plan (EOP).
4. The Office of Emergency Management and Business Continuity is responsible for providing information on the mass shooting plan to the university community at large, including faculty, staff, and students.
5. Any member of the university community who observes a shooting incident, or who observes behavior that leads them to believe a shooting incident is about to occur, should notify the University 911 Communications Center immediately by dialing 911 from any campus phone, or by using a Help Phone.

D. Emergency Notification Process and the Emergency Alert System

1. In the event of an incident which presents a risk to the university community at large, appropriate steps will be taken to notify the community as soon as the threat has been identified.
2. The emergency notification process is initiated by the dispatcher, and does not require approval from any higher authority.

3. The emergency notification process utilizes a number of different technologies and systems in order to effectively reach as many members of the campus community as possible. The overall system is identified as the UC Emergency Alert System (EAS).
4. The emergency notification process provided by the EAS consists of three overall phases.

**Phase 1**-The first is the emergency notification. This is intended to provide immediate instructions to those who **are** in imminent danger. The primary methodology for this notification will be voice instructions using the fire alarm network, but may also include email and text notification.

**Phase 2**-The second phase is immediate notification. This is intended to provide initial notification to those who **are not** in imminent danger, but may be nearby or enroute to the affected campus. This phase utilizes a number of different methodologies to reach the widest possible audience, including e-mail, text alerts, voice messages, web pages, and highway notification signs.

**Phase 3**-The third phase is follow up. This may occur from an hour to several days after an incident, and is intended to provide the community with more detailed information about the incident and appropriate follow up measures. The primary methodology for this phase is e-mail and web pages.

E. Emergency Alert System duties and responsibilities

1. Once the EAS system is activated, several different departments and units are responsible for implementing their portions of the system.
2. **Phase 1** – Emergency Notification  
The 911 Communications Center, will initiate a voice warning message over the fire alarm network to the affected campus.
  - i. The 911 Communications Center, will send text message to alert the key stakeholders of the emergency situation, with whatever information is available at that point.
3. **Phase 2** – Immediate Notification
  - i. The 911 Communications Center, to reach the widest possible audience, will utilize a number of different methodologies to reach the widest possible audience, including e-mail, text alerts, voice messages, web pages, and highway notification signs, where there is an imminent danger to the occupants.
  - ii. The Director of Public Safety or his designee will notify Marketing + Communications of the initial message to be provided in web page announcements and social media announcements. This will normally be general information that an emergency exists, and to avoid the area/campus of the emergency.
  - iii. The Director of Public Safety or his designee, through Public Safety's PIO, will send an e-mail message to all UC students, staff, and faculty with the information provided.
  - iv. Public Safety's PIO will notify the on-call Marketing + Communications staff to change the University home page to the emergency configuration, and post the information provided.

- v. The entry of the information into the e-news system by Marketing + Communications will automatically forward the same information to the UC Mobile system (uc2go.mobi).
  - vi. The entry of an emergency headline on the UC home page ([www.uc.edu](http://www.uc.edu)) by Government Relations & University Communications will automatically trigger a matching headline on the UC Blackboard home page.
  - vii. The UC Blackboard system will automatically generate a text message to members of the UC community who have signed up for emergency messages on Blackboard.
  - viii. The on-call Marketing + Communications staff will notify the Manager of Network Operations, UCit Network and Telecom Services or the Network Engineer, UCit Network and Telecom Services to change the message on the main UC telephone number (556-6000).
  - ix. PIP sign (Public Information Pylon) is changed by Planning, Design + Construction.
4. **Phase 3** – Follow Up Communication
- i. The Director of Public Safety or his designee will coordinate with the Director of University Communications Public Relations follow up messages to the university community and to the news media.
  - ii. The Director of Public Safety or his designee will notify the President who will notify appropriate senior officials, of the status of the incident.

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ANNEX H-2

CIVIL DISORDER

A. Purpose

1. The purpose of this annex is to establish procedures for taking the proper emergency response action following a situation involving a civil disorder.

B. Situation

1. A civil disturbance emergency situation could occur at any time and with a minimum of warning.
2. The University Police are responsible for preserving the peace and management of any civil disturbances including unlawful acts ranging from passive disobedience to mass insurrection within the campuses of the University.

D. Concept of Operations

Incident Command

The highest ranking or senior UC Police officer at the scene will establish an Incident Command Post and act as the Incident Commander, per UCPD procedures.

1. Safety Director or designee Responsibilities:
  - a. Assess the situation and determine if the EOC should be activated.
  - b. Request assistance from other agencies as needed
2. Director of Emergency Management and Business Continuity
  - a. Request representation at the EOC by all departments
3. University Police Primary Responsibilities:
  - a. Maintain law and order
  - b. Provide law enforcement and security protection for personnel and equipment of supporting units
  - c. Establish and manage an Incident Command Post, if required.
  - d. Recommend to Safety Director the degree of mobilization of forces required

- e. Perimeter control around affected area (inner & outer)
  - f. Send representative to the EOC
  - g. Recall necessary off-duty Police personnel
  - h. Establish and control traffic movement around affected area
  - i. Make situation reports to EOC
  - j. Request support from surrounding Police Departments in accordance with existing plans and agreements
  - k. Provide warning to the public of any potentially dangerous situation
  - l. Control access to and prevent looting in damaged or evacuated area
  - m. Provide close liaison with all county, state, and federal forces deployed at the site of the emergency
  - n. Provide security of critical facilities as the situation warrants
  - o. Collect and disseminate information and intelligence
  - p. Prevent vandalism, arson, sabotage and sniping
  - q. Provide for processing of violators
4. The University will establish a liaison with the Fire Department; having jurisdiction to accomplish their Primary Responsibilities:
- a. Receive clearance from the Police or Incident Commander for Fire Department forces to enter the affected areas
  - b. Conduct on-site operations under the direction of the Incident Command Post relating to safety and security
  - c. Direct and control all firefighting activities to bring fires under control
  - d. Secure support from surrounding fire departments and private ambulance companies in accordance with existing plans and agreement
  - e. Provide emergency services as permitted by safety and security precautions
5. Facilities Management's primary responsibility is to provide a representative to the EOC and/or Command Post upon request.
6. Parking Services' primary responsibilities:
- a. Provide traffic control in and around the civil disorder site, (coordinated with Police request)
  - b. Provide detour routes that will divert traffic from the scene and insure expeditious routes for emergency response units
7. Office of General Counsel's Primary Responsibilities:
- a. Provide advice and direction on legal matters involving the civil disorder

*University Departments and Divisions not mentioned by name in this annex constitute an emergency standby reserve and may be assigned emergency functions appropriate to their capabilities*

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ANNEX H-3

TERRORISM & WEAPONS OF MASS DESTRUCTION

1) Purpose

The purpose of this annex is to provide the University with a procedure for managing the consequences of a terrorist incident using available resources in the critical hours before state and federal assistance can arrive. This annex operates in conjunction with the state and federal response plans.

2) The Hazard

a) Nature of the Hazard. The hazard may be chemical, biological, nuclear/radiological, and/or explosive.

i) Initial Warning. While specific events may vary, the emergency response protocol followed should remain consistent. When an overt WMD incident has occurred, the initial call for help will likely come through 911. Information relayed through the dispatcher prior to the arrival of first responders on scene, as well as the initial assessment, will provide first responders with the basic data to begin responding to the incident. The information provided in this Annex applies where it becomes obvious or strongly suspected that an incident has been intentionally perpetrated.

ii) Initial Detection. The initial detection of an overt WMD terrorist attack will likely occur by first responders. The detection of a terrorism incident involving covert biological agents (as well as some chemical agents) will most likely occur through the recognition of symptoms or syndromes by clinicians in hospital or clinical settings. Detection of biological agents could occur days or weeks after exposed individuals have left the site of the release. In this case, the “scene” will shift to public health facilities receiving unusual numbers of patients, many of which will arrive by private transportation.

iii) Investigation and Containment of Hazards. Police and/or Fire personnel will provide initial assessment or scene surveillance of a hazard caused by an act of WMD terrorism. Fire personnel will be responsible for the containment of the hazard. Police personnel, in conjunction with FBI personnel, will be responsible for investigation of the incident. Fire personnel may be needed to assist with evidence collection in the hot zone. All personnel on the scene will need to remain cognizant of evidence preservation issues as they perform their respective duties.

b) Hazard Agents

i) Chemical. Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. Hazardous chemicals which may be used include agents specifically manufactured as chemical weapons, as well as toxic industrial chemicals. Chemical agents may be introduced into the environment by aerosol devices, breaking containers, explosive dispersion, or covert dissemination. Most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and non-persistent chemical agents which may be employed.

- ii) Biological. Biological agents which may be employed include bacteria, viruses, rickettsia, and toxins. Most biological attacks will be covert, and persons exposed will not be aware of the attack for several hours to weeks. Biological agents may also be employed against livestock and agricultural commodities. The use of biological agents will likely not be detected until large numbers of persons present at medical facilities with common symptoms. A biological attack may result in mass fear and rushes on medical facilities.
- iii) Radiological. Radiological materials are likely to be used in two methodologies. The first is an explosive radiological dispersion device (RDD) where an explosive is used to spread radioactive material upon detonation. The second is a simple RDD, where mechanical or manual means are used to spread radiological materials. Either approach may be used to contaminate an area with radioactive materials with goals ranging from causing illness to denying use of a facility. Radiological materials used could range from low level wastes, medical isotopes, to high-level sources.
- iv) Explosives. The simplest weapon for the terrorist to obtain and use is the conventional explosive device. This may range from a small improvised explosive device capable of causing a small number of casualties, to a large device capable of causing mass casualties. Explosives may also be used as a component of a chemical, biological, or radiological device.
- v) Combined Hazards. WMD agents can be combined to achieve a synergistic effect – greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences.

### 3) Situation

#### a) Situation

- i) The University of Cincinnati is potentially vulnerable to WMD incidents. The University community includes persons with the necessary knowledge to create and disseminate WMD agents, materials with the potential for use as WMD agents are present on the University campuses, and the University is a potential target for WMD attacks.
- ii) The close proximity of UC Health increases the exposure of the University of Cincinnati to WMD incidents. UC Health will be the primary receiving hospital for a WMD incident that occurs in the greater Cincinnati area, and will likely receive casualties from a WMD incident over a much greater region.

#### b) Assumptions

- i) The first UC police unit(s) on the scene will be responsible for initially determining the scope of the incident and requesting necessary assistance. The first EMS/Fire unit on the scene will be responsible for determining the number of casualties and requesting necessary assistance.
- ii) A major WMD incident will likely overwhelm the locally available resources. State and federal resources are available, but their response time is hours to days. Local resources will be responsible for the initial response, making mutual aid crucial.

### 4) Concepts of Operations

#### a) Incident Commander

- i) The highest ranking or senior UC Police Officer at the scene will establish a Command Post in coordination with the Fire Department having jurisdiction and will

act as the on-scene Incident Commander for UC personnel, until relieved by a senior officer.

- ii) The Incident Command System (ICS) will be used to maximize the efficiency of available resources to save lives and protect the public.
- iii) The Fire Chief, under state law, is the overall incident commander at the scene if lives are at risk by fire, explosion, or chemicals.
- iv) The University will participate in the Unified Command System (UCS), with the UC IC being the representative to the Joint Operations Center (JOC).
- v) As additional agencies and departments respond to the incident, they will be expected to participate in the UCS, in accordance with the National Incident Management System (NIMS).

b) Safety Director's Responsibilities

- i) Assess the situation and determine if activation of the EOC is warranted.
- ii) Request assistance from state and federal agencies as needed.

c) Director of Emergency Management's Responsibilities

- i) Request representation at the EOC by all departments concerned.

d) University Police Primary Responsibilities

- i) Identify any immediate threat to the public (active shooters, suspect devices, etc.).
- ii) Take immediate action to address active threats.
- iii) Request necessary mutual aid assistance and/or specialized units (SWAT).
- iv) Assist Fire in establishing an incident command post.
- v) Perimeter control around the affected area (inner and outer perimeter).
- vi) Recommend to Safety Director the degree of mobilization of forces required, including mutual aid forces.
- vii) Send representative to EOC if activated.
- viii) Recall necessary off-duty personnel.
- ix) Evacuation of surrounding areas.
- x) Provide warning to the public of any potentially dangerous situation.
- xi) Search of staging, incident command post, and other operational areas for any suspicious devices.
- xii) Provide security to command post and other operational areas.
- xiii) Collect and disseminate information and intelligence.
- xiv) Preserve evidence to the extent permitted by lifesaving operations.

e) Fire Department having jurisdiction Primary Responsibilities

- i) Establish an incident command post, assume overall incident command.
- ii) Perform search and rescue.
- iii) Provide emergency medical care to victims.
- iv) Perform emergency decontamination, as needed.
- v) Transport victims to medical facilities, as needed.
- vi) Provide bomb response compliment to any suspicious devices identified by police.

f) Federal Bureau of Investigation Primary Responsibilities

**Strategic Information and Operations Center (SIOC)**



- The SIOC acts as the FBI's worldwide EOC. The SIOC maintains situational awareness of criminal or terrorist threats, critical incidents and crises, both foreign and domestic, regardless of cause or origin, and provides FBI headquarters executives, domestic field offices, and overseas legal attachés with timely notification and the dissemination of strategic information
- The SIOC shares information and intelligence with other EOCs at all levels of government. Maintaining a constant state of readiness to support any crisis or major event, the SIOC provides a secure venue to support crisis management, special event monitoring, and significant operations. It provides command, control, communications connectivity, and a common operating picture for managing FBI operational responses and assets anywhere in the world on behalf of FBI Headquarters divisions, field offices, and legal attachés
- In the event of a crisis, the SIOC establishes the headquarters command post and develops connectivity to field command posts and Joint Operations Centers

### **Joint Operations Center (JOC)**

- In response to significant threats or incidents involving Federal crimes under the criminal jurisdiction of the United States, the FBI may establish a JOC, a regional multijurisdictional interagency investigative, intelligence, and operations center to lead and coordinate the law enforcement response, investigative operations and related intelligence activities
- The JOC is led by an FBI On-Scene Commander and is supported by a federal, state, local, territorial, and tribal Command Group and a Consequence Management Group, as appropriate
- The JOC is the place from which the FBI leads and coordinates the law enforcement operational response, on-scene law enforcement, and related investigative and intelligence activities. In response to terrorist threats, FBI will establish a Joint Operations Center for the purpose of managing the investigation and coordinating the law enforcement response to resolve terrorist threats or incidents
- If the threat involves potential attacks in or threats spanning multiple geographic areas, then multiple JOCs may be established. The JOC is established by the FBI under the operational control of the Operations Section Chief (OSC), and acts as the focal point for the strategic management and direction of on-site activities, identification of State and local requirements and priorities, and coordination of the Federal counterterrorism response
- Additionally, the JOC will be augmented by outside agencies, including representatives from the Domestic Emergency Support Team (DEST) (if deployed), who provide interagency technical expertise. The JOC is established to ensure inter-incident coordination and to organize multiple agencies and jurisdictions within an overall command and coordination structure. Representation within the JOC includes officials from local, State and Federal agencies with specific roles in counterterrorism and consequence management

Note: The specific structures that are activated for any given incident depend on the levels of government involved, as well as the legal authorities under which the response is being conducted.  
Source: National Response Framework – June 2016

g) Facilities Management Primary Responsibilities

- i) Provide a representative to the Command Post and EOC.
- ii) Assist the Fire Division with control of utilities, HVAC systems, and other related tasks.
- iii) Provide additional personnel to assist Public Safety in non-police tasks.
- iv) Provide skilled personnel and materials to assist in physical perimeter barriers, such as fencing.

h) Parking Services Primary Responsibilities

- i) Provide traffic control in and around the disaster site (coordinated with University Police)
- ii) Provide detour routes, which will divert traffic from the scene and insure expeditious routes for emergency response units
- iii) Inspection and maintenance of traffic signal and street lighting equipment so that it may be placed in/out of service or modified to meet unusual demands

i) Planning+ Design+ Construction's Primary Responsibilities

- i) Upon request provide representative to EOC and/or Command Post
- ii) Provide building plans and drawings needed by various agencies.
- iii) Consult with a structural engineer buildings suspected to have sustained structural damage.
- iv) Facilitate emergency demolition of structures as required.

j) University Health Service's Primary Responsibilities

- i) Upon request provide representative to EOC and/or Command Post.
- ii) Provide medical advice and guidance to UC IC.

k) Environmental Health & Safety

- i) Provide air sampling and chemical identification if required
- ii) Provide Incident Commander assistance with area/building chemical assessment.

l) Radiation Safety

- i) Will monitor for radiologic safety conditions

m) Biologic Safety

- i) Will monitor for biologic safety conditions

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ANNEX H-4

EARTHQUAKE/MAJOR STRUCTURAL COLLAPSE

A. Purpose

1. The purpose of this annex is to establish procedures for taking the proper emergency response action following an earthquake or major structural collapse.

B. Situation

1. The City of Cincinnati is in a Seismic Risk Area Two as defined by the National Oceanic and Atmospheric Administration. Such areas can expect moderate damage as a result of an earthquake.
2. Capability does not exist to predict the localities, intensity or onset of an earthquake.

C. Assumptions

1. The University may experience earthquakes of some severity.
2. Such an earthquake may cause property damage and casualties.
3. There may be secondary effects of fire, landslides, disruption of gas, water, electrical distribution systems and hazardous material releases.

D. Concept of Operations

Incident Command

The highest ranking or senior Police officer at the scene will establish a Command Post and act as the On Scene Incident Commander.

1. Safety Director Responsibilities:
  - a. Upon being informed that a destructive earthquake has occurred, activate the Emergency Operations Center
  - b. Inform Facilities Management and request survey teams to report to disaster area to determine extent of damage to utility systems and secure those creating hazards
2. Director of Emergency Management
  - a. Request representation at the EOC by all departments and agencies concerned
  - b. Submit requests to Cincinnati or Hamilton County EOC for support as required

3. Fire Department having jurisdiction Primary Responsibilities:
  - a. Direct and conduct search, rescue and emergency medical activities as required
  - b. Direct and control all firefighting activities to bring hostile fires under control
  - c. Establish triage area for the treatment and transportation of the injured victims
  - d. In coordination with the University Police, recommend any evacuation from the disaster area when deemed advisable
  - e. Shut off all natural gas lines that are ruptured and are creating an explosive/fire risk.
  - f. Control hazardous material releases and survey area for potential hazardous material problems
  - g. Secure support from surrounding fire departments and private ambulance companies in accordance with existing plans and agreements
  - h. Make situation reports to the EOC

Support Responsibilities:

- a. Assign teams to make a detailed search of the area noting such damage as ruptured sewer and water lines and broken electric power cables
- b. Assist Planning +Design +Construction in determining which buildings are structurally unsafe

4. University Police Primary Responsibilities:
  - a. Maintain law and order
  - b. Perimeter control around affected area (inner & outer)
  - c. Send representative to the EOC
  - d. Work with everyone to establish unified command post
  - e. Recall necessary off-duty public safety personnel
  - f. Provide personnel to support Fire Department search and rescue efforts
  - g. In coordination with the Fire Department, recommend any evacuation from the disaster area when deemed advisable
  - h. Establish and control traffic movement around affected area
  - i. Establish evacuation assembly areas
  - j. Make situation reports to the EOC and Command Post
  - k. Request support from surrounding Police Departments in accordance with existing plans and agreements
  - l. Use available resources to warn occupants to leave buildings considered unsafe for further occupation
  - m. Designate a staging area to receive the expected influx of volunteers
  - n. Designate a reunification center

5. UCit Primary Responsibilities:
  - a. Conduct immediate survey of damaged communications facilities
  - b. Initiate emergency restoration of Police and Fire radio communications lines
  - c. Initiate and coordinate emergency restoration and/or activation of temporary services for telephone operations including voice and data lines in order to provide services for all other agencies

Support Responsibilities:

- a. Assist other University agencies with restoration/repairs of services
6. Environmental Health and Safety
    - a. Air inspection, toxic fume detection and analysis
    - b. Damage assessment
    - c. Provide technical assistance to Fire and University Police in situations where potential health hazards may exist
    - d. Upon request provide representative to the EOC and Command Post
    - e. Inspect University water system, along with Facilities Management representative. If contamination is suspected, collect samples for subsequent laboratory examination
  7. Facilities Management Division Primary Responsibilities:
    - a. Ensure that utility systems are in good functional order, assess damage and report to EOC
    - b. Institute emergency repairs of utility systems, if necessary
    - c. Provide information as to location of utility facilities to the EOC, if requested
  8. Grounds Primary Responsibilities:
    - a. Clean up non-hazardous spills, debris and waste from roadways and/or other designated areas
    - b. Supply trucks, loaders and containers for containment and transportation of waste material
  9. Parking Services' Primary Responsibilities:
    - a. Provide traffic control in and around the disaster site (coordinated with University Police)
    - b. Provide detour routes, which will divert traffic from the scene and insure expeditious routes for emergency response units
    - c. Inspection and maintenance of traffic signal and street lighting equipment so that it may be placed in/out of service or modified to meet unusual demands

Support Responsibility includes providing motorized equipment and operators.

10. Planning + Design+ Construction Primary Responsibilities:
  - a. Upon request provide representative to EOC and/or Command Post
  - b. Perform an immediate survey of damaged area and report findings to EOC and Incident Commander
  - c. Consult with a structural engineer and/or Ohio Department of Industrial Compliance buildings suspected to have sustained structural damage.

- d. Will need to consult with structural engineer to issue Stay Out, Vacate or Condemnation orders, as required
- e. Facilitate emergency demolition of structures, as required

Support Responsibilities:

- a. Advise UC Facilities Management, Cincinnati Water Works and Duke Energy of problem buildings where utilities should be shut off
- b. Assist Fire Department with structural analysis of problem buildings

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ANNEX H-5

FIRE & EXPLOSIONS

A. Purpose

1. The purpose of this annex is to establish procedures for taking the proper emergency response action following a fire or explosion of major proportions.

B. Situation

1. The Cincinnati Fire Department provides fire protection for the Uptown East, Uptown West, Victory Parkway, Fishwick and Center Hill campuses; the Blue Ash Fire Department provides fire protection for the Blue Ash Campus, Reading Fire Department provides fire protection for the Reading Campus and the Batavia and Central Joint Fire Departments provides fire protection for the Clermont Campuses.
2. Fire Departments having jurisdiction, possess the necessary equipment and personnel to perform this function under normal circumstances.

C. Assumptions

1. Fires can cause explosions and explosions can cause fires. The effects and remedial action will be closely paralleled in either situation.
2. Adequate firefighting personnel and equipment will be available for operations up to and including a five-alarm fires.

D. Concept of Operations

Incident Command

The highest ranking fire officer at the scene will establish a Command Post and act as the on scene Incident Commander.

1. Safety Director's Responsibilities:
  - a. Upon being informed that a fire or explosion of a major magnitude has occurred, activate the Emergency Operations Center, if required
2. Director of Emergency Management
  - a. Request representation at the EOC by all departments concerned
  - b. Request assistance from other agencies as needed

3. Fire Department having jurisdiction Primary Responsibilities:
  - a. Respond to and evaluate the severity of the fire or explosion
  - b. Establish Command Post at the site of the fire
  - c. Direct and conduct all firefighting activities to bring hostile fires under control
  - d. Direct and conduct search, rescue and emergency medical activities as required
  - e. Establish triage area for the treatment and transportation of the injured victims
  - f. Advise the police if evacuation and isolation of the disaster area is deemed advisable
  - g. Shut off all natural gas lines that are ruptured and are creating an explosive atmosphere (with assistance from Facilities Management personnel)
  - h. Secure support from surrounding fire departments and private ambulance companies in accordance with existing plans and agreements
  - i. Make situation report to the EOC
  - j. Conduct investigation to determine the cause of the fire and/or explosion
  
4. University Police's Primary Responsibilities:
  - a. Maintain law and order
  - b. Perimeter control around affected fire zone perimeter
  - c. Send representative to the EOC
  - d. Send representative to the Command Post to establish liaison with the Fire Department
  - e. Recall necessary off-duty University Police personnel
  - f. Assist Fire Department in evacuating the disaster area
  - g. Establish and control traffic movement around affected area
  - h. Use available resources to warn occupants to leave buildings considered unsafe for further occupation
  - i. Designate a staging area to receive the expected influx of emergency equipment
  
5. University Health Services Primary Responsibilities:
  - a. Upon request send representative to the EOC and/or Command Post
  - b. Provide medical advice and assistance
  - c. Maintain and make available to the EOC a current status of emergency health related services and support available
  - d. Provide public information dealing with health issues as cleared through the Incident Commander

Support Responsibilities:

  - a. Air inspection - toxic fume detection and analysis (EH&S)
  
6. Parking Services' Primary Responsibility is to provide traffic control in and around the disaster area (coordinated with University Police).
  
7. Facilities Management's Primary Responsibilities:



- a. Upon request send representative to the EOC and/or Command Post
  - b. Assure adequate water flows and delivery pressure to affected areas
  - c. As directed by the Incident Commander, assist Fire and other departments in the accomplishment of their emergency functions
8. Planning+ Design+ Construction Primary Responsibilities:
- a. Upon request provide representative to the EOC and/or Command Post
  - b. Consult with a structural engineer and/or Ohio Department of Industrial Compliance buildings suspected to have sustained structural damage (after cleared through the Incident Commander).
  - c. Provide building drawings and plans, as required
  - d. Will need to consult with structural engineer to issue Stay Out, Vacate or Condemnation orders, as required
  - e. Assist fire department with building assessments
9. EH&S
- a. Provide technical assistance to Fire and Police Departments in situations where potential health hazards exist
- Support Responsibilities:
- a. Air inspection - toxic fume detection and analysis
10. Office of Research
- a. Provide radiological monitoring; send representative to the area in question to determine extent of radioactive contamination exposures (Radiation Safety)

*University Departments and Divisions not mentioned by name in this annex constitute an emergency standby reserve and may be assigned emergency functions appropriate to their capabilities.*

UNIVERSITY OF CINCINNATI, OHIO  
EMERGENCY OPERATIONS PLAN  
HAZARD-SPECIFIC ANNEXES

ANNEX H-6

PUBLIC HEALTH EMERGENCY

A. Purpose

The purpose of this annex is to establish procedures for taking the proper emergency preparedness and response actions for a public health emergency in order to protect the health of the campus community.

## B. Situation

- a. A public health emergency may involve a single case (e.g. Ebola Virus Disease) or widespread cases around the world (e.g. pandemic influenza).
- b. A public health emergency may involve the quarantine of a student on or off campus.
- c. The Director of University Health Services (or his/her designee) will be the University Incident Commander for a public health emergency.
- d. The Department of Public Safety will provide support and assist University Health Services in the implementation of this plan.

## C. Assumptions

- a. A public health emergency involving students, faculty, or staff will occur. The unknowns are time, extent, and amount of warning.
- b. In modern society, with a very high level of personal mobility, large numbers of persons may be affected across wide geographical areas. This will have an impact on the delivery of essential services.
- c. Allocation and delivery of medical care will have to change from normal standards and methods

## D. Concept of Operations

- a. Incident Command for the University will be the Director of University Health Services (or his/her designee).
- b. The plan will operate in four phases, based upon identification and notification of a public health event.
  - i. Phase 0 is the ROUTINE phase. In the case of a pandemic, this is the inter-pandemic phase, where no United States infection has occurred. For other public health emergencies, Phase 0 is between incidents when normal day-to-day operations continue.
  - ii. Phase 1 is the ALERT phase. In the case of a pandemic, this is typically where cases have been reported in the Ohio-Kentucky-Indiana areas. For other international public health emergencies (e.g. Ebola Virus Disease), Phase 1 may be where cases have been identified in the United States.
    - iii. Phase 2 is the INCIDENT phase, where there is an abnormal health risk within the UC community. For local public health emergencies, an incident may be a single potential case. For international public health emergencies, Phase 2 is where a student or

employee has been identified as being at risk for the infection due to recent overseas travel to an affected country or due to contact with someone known to have the disease.

- iv. Phase 3 is the EMERGENCY phase, where confirmed cases have been identified on the UC campus.
  - a. The primary focus of the plan during Phase 0 will be planning for the incident, and providing public education.
  - b. The primary focus of the plan during Phase 1 will be education for the University community, and liaison with the relevant health authorities.
  - c. The primary focus of the plan during Phase 2 will be reducing the number of events and activities that pose the potential for spreading the virus, and preparation for operations with reduced staffing.
  - d. For each department or unit listed below, there will be a primary designee and two additional alternate contacts for a total of three individuals responsible for knowing and carrying out this plan as needed.
  - e. Each department or unit with responsibilities under this annex will designate appropriate personnel in their unit who are essential to provide necessary functions during a public health emergency. They will also designate which of these personnel will require respiratory protective equipment during a public health emergency (staff who have significant public contact, or who may have contact with potentially infected persons as part of their duties).
  - f. Depending on the details of the public health emergency, there may be separate considerations or operations for the satellite UC campuses (i.e. UC Blue Ash and UC Clermont).

University of Cincinnati  
Public Health Emergency Involving Potential Quarantine by Phases

**Public Health Emergency Response Phases:**

**Phase One** – If a pandemic-confirmed case(s) in Ohio, Kentucky or Indiana. If other international public health emergency

**Phase Two** – Abnormal health risk on the campus (e.g. student or employee at risk for the infection)

**Phase Three** - Confirmed case(s) on any of the UC campuses

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
1. UC Emergency Preparedness Committee (Public Safety, EH&S, UHS, Provost, VP for Health Affairs, VP Student Affairs, Public Relations, Facilities Management, Operations and Finance, IT, Mission Continuity and Recovery, University Recovery Team, International Student Services)	1. Bring in Director, UHS as Incident Commander 2. Monitor situation 3. Contact University Public Relations 4. Bring in Housing and Food Services for quarantine planning. 5. Essential personnel receive fit test & training on N95 and PAPR respiratory protection from Environmental Health & Safety (EH&S)	1. Essential personnel receive N95 or PAPR respirators from EH&S  2. Emergency Preparedness Committee Chair activates Emergency Operations Center [EOC] 3. Consideration of canceling assembly events	1. Maintain contact among Emergency Preparedness Committee  2.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
<p>2. Incident Commander (Director, UHS or designee)</p>	<ol style="list-style-type: none"> <li>1. Communicate with City of Cincinnati Health Department regarding planning and surveillance (357-7208, cell: 604-8874; Home: 861-4617, email: Steven.Englander@cincinnati-oh.gov).</li> <li>2. Communicate and benchmark with Xavier University, Ohio State, Northern Kentucky University, University of Kentucky, Case Western Reserve University Health Services and EH&amp;S Depts.</li> <li>3. Establish communication with deans and Public Safety regarding status of preparedness.</li> <li>4. Update emergency action plan with Emergency Preparedness Committee and Chair, Emergency Preparedness Committee</li> <li>5. Compose communications with University Relations for the campus community regarding signs/symptoms, protocol for referral of suspected cases.</li> <li>6. In conjunction with the Emergency Preparedness Committee, issue communication(s) to campus community regarding status of disease spread, self protection and university response. (e-mail, website, town meetings, posters)</li> </ol>	<ol style="list-style-type: none"> <li>1. Notify City of Cincinnati Health Department</li> <li>2. Notify Student Affairs, Psychological Services, Central Clinic, REACH, and UHS Mental Health Clinic</li> <li>3. Notify Housing &amp; Dining on number of potential contacts that may require isolation.</li> <li>4. Essential personnel receive N95 respirators from EH&amp;S</li> </ol>	<ol style="list-style-type: none"> <li>1. Advise Emergency Preparedness Committee Chair to activate the Emergency Operations Center (EOC)</li> <li>2. Recommend temporary closure of building(s) and suspension of student and academic activities to University President</li> <li>3. Implement UC Emergency Action Plan</li> <li>4. Inform TUH, Christ, Good Samaritan, St. Luke's, Bethesda North, Children's Shriners.</li> <li>5. Ensure that each essential function is covered.</li> </ol>
<p>3. Public Safety</p>	<ol style="list-style-type: none"> <li>1. UHS and EH&amp;S trains dispatchers, security, and police on transmission.</li> <li>2. Alert UHS if encountering individual(s) with flu-like symptoms.</li> <li>3. Essential personnel receive fit test and training on respiratory protection from EH&amp;S</li> </ol>	<ol style="list-style-type: none"> <li>1. Implement policy on transporting individual to hospitals.</li> <li>2. Essential personnel receive N95 or PAPR respirators from EH&amp;S</li> </ol>	<ol style="list-style-type: none"> <li>1. Secure buildings &amp; post signs</li> <li>2. Recommend temporary suspension of classes or closure</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
4. Facilities Management	<ol style="list-style-type: none"> <li>1. Identify building ventilations systems.</li> <li>2. Essential personnel receive fit test and training on respiratory protection from EH&amp;S</li> </ol>	Essential personnel receive N95 or PAPR respirators from EH&S	<ol style="list-style-type: none"> <li>1. Stand by to shut off utilities as directed by Incident Commander, if necessary</li> </ol>
5. Environmental Health & Safety	<ol style="list-style-type: none"> <li>1. Assess respiratory protection plan and resources.</li> <li>2. Contract with hazardous material company for professional cleanup.</li> <li>3. Train and fit essential personnel for respirators</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for additional medical waste pickups.</li> <li>2. Distribute N95 and PAPR respirators to essential personnel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist with testing and transport of specimens</li> <li>2. Assist UHS</li> </ol>
6. President's Office	<ol style="list-style-type: none"> <li>1. Receive information from Incident Commander</li> <li>2. Review content of internal and external public information bulletins and announcements. Work with University Relations to select appropriate university spokesperson(s) for media reporting.</li> <li>3. Essential personnel receive fit test and training on respiratory protection from EH&amp;S</li> <li>4. Consider restricting movement on and off campus for activities/athletic events.</li> <li>5. Based on U. S. State Department recommendations, University recommends campus community not to travel to affected countries.</li> <li>6. Receive fit test and training on respiratory protection from EH&amp;S</li> </ol>	<ol style="list-style-type: none"> <li>1. Advise Board of Trustees, Cabinet on response options.</li> <li>2. Activate EOC (Covered under Chair of Emergency Preparedness Committee, Level 2)</li> <li>3. Evaluate information on institutional effects of the incident and set response priorities as appropriate.</li> <li>4. Essential personnel receive N95 or PAPR respirators from EH&amp;S</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide oversight for student, staff, &amp; faculty family notifications if appropriate.</li> <li>2. Authorize temporary suspension of classes or closure.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
7. University Public Relations and Public Safety's Public Information Officer	1. Draft internal and external bulletins and announcements, with the emergency Preparedness Committee working with Public Safety's Public Information Officer	<ol style="list-style-type: none"> <li>1. Appoint liaison to interface with the Emergency Preparedness Committee.</li> <li>2. Write and record bulletins and updates on the University's Emergency Information Hotlines (NEED HOTLINE).</li> <li>3. Write scripts for phone tree with approval from Emergency Preparedness Committee (NEED PHONE TREE)</li> <li>4. Request to campus that faculty and staff and their families to report all flu cases to Incident Commander.</li> </ol>	<ol style="list-style-type: none"> <li>1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control)</li> <li>2. Establish a University Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.</li> </ol>
8. Residence Hall Coordinators	Not applicable	<ol style="list-style-type: none"> <li>1. Listen to UC University Relations information and disseminate information to students in residence halls</li> <li>2. Remain available for further instructions</li> </ol>	Same as Level 2



	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
11. Housing and Dining	<p>Enact planning for quarantine of students:</p> <ol style="list-style-type: none"> <li>1. UHS trains essential personnel on risks and response.</li> <li>2. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy.</li> <li>3. Notify current occupants in spaces that will be needed of the potential or need for them to move.</li> <li>4. Ensure emergency response menu is planned for various degrees of need.</li> <li>5. Stockpile additional food stuffs and water.</li> <li>6. Ensure food delivery process is planned and delivery supplies are on hand.</li> <li>7. Essential personnel receive fit test and training on respiratory protection from EH&amp;S</li> </ol>	<p>Enact plan for quarantine of students:</p> <ol style="list-style-type: none"> <li>1. Set up Housing and Dining command center and recall essential personnel.</li> <li>2. Enact emergency phone contact tree.</li> <li>3. Identify meal delivery need and method for quarantined students.</li> <li>4. Communicate situation and needs to owners and landlords of rented properties.</li> <li>5. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping.</li> <li>6. Essential personnel receive N95 masks PAPRs from EH&amp;S</li> <li>7. Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses.</li> </ol>	<ol style="list-style-type: none"> <li>1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the City of Cincinnati, Hamilton County, and Clermont Health Departments.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
12. Risk Management	<ol style="list-style-type: none"> <li>1. Identify risk exposures for which insurance can and cannot be obtained including associated financial impact.</li> <li>2. Identify steps that must be taken to monitor and protect the public and provide instructions for potential insurance or other financial mitigation of potential losses.</li> <li>3. Benchmark risk management response and insurance coverage options with peer universities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate with 3<sup>rd</sup> party brokers and other appropriate providers such as insurance carriers on evolving campus issues.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess existing and emerging risk exposures.</li> <li>2. Secure documentation for insurance claim and related issues.</li> </ol>
13. Medical Services	<ol style="list-style-type: none"> <li>1. Essential personnel receive fit test and training on respiratory protection from EH&amp;S</li> <li>2. Isolated exam room</li> <li>3. Arrange for negative pressure machines.</li> <li>4. Standard precautions in place</li> <li>5. Respiratory protection equipment in place.</li> <li>6. In-service training for avian flu.</li> <li>7. Follow State, County, and City of Cincinnati protocol for patient testing.</li> <li>8. Monitor UHS workers.</li> <li>9. Policy on transporting individual to hospitals.</li> </ol>	<ol style="list-style-type: none"> <li>1. Isolate and monitor suspected cases.</li> <li>2. Identify contacts of suspected cases.</li> <li>3. Communicate with parents of suspected cases and explain procedure.</li> <li>4. Initiate prophylaxis of contacts based on strength of patient presentation.</li> <li>5. Update Incident Commander</li> <li>6. Establish phone triage lines for UHS, Psychological Services, and Central Clinic.</li> <li>7. Psychological Services and REACH initiates pre-event counseling for essential personnel.</li> <li>8. Initiate poster, e-mail campaign on self- protection.</li> </ol>	<ol style="list-style-type: none"> <li>1. Locating people contacted by patient.</li> <li>2. Arrange for screening of people who have had contact.</li> <li>3. Arrange for counseling services</li> <li>4. Contact Coroner's office if necessary</li> </ol>

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
		9. Essential personnel receive respirators from EH&S.	
14. IT and Telephones	<ol style="list-style-type: none"> <li>Assess supplemental telecomm./computing hardware/software needs: <ul style="list-style-type: none"> <li>Student Affairs</li> <li>UHS</li> <li>University Relations</li> <li>Psychological Counseling Center</li> <li>Human Resources</li> <li>Telecommunications</li> <li>International Student Services</li> </ul> </li> <li>Assess needs for webpage support.</li> <li>Develop plan for adding volunteers to public email addresses.</li> <li>Develop plan for distributing telephone calls to homes or phone banks.</li> </ol>	<ol style="list-style-type: none"> <li>Purchase/contract for supplemental telecommunications/computing hardware/software needs.</li> </ol>	<ol style="list-style-type: none"> <li>Add additional phone lines to EOC, quarantine areas, and functional groups.</li> <li>Publish messages from University Relations on a periodic basis on UC's web's front page.</li> <li>Assist with email message distribution</li> <li>Provide guidance for forwarding phones and setting up "bounce messages."</li> </ol>
15. Student Affairs	<ol style="list-style-type: none"> <li>ISS formulates and rehearses plan to address needs/support for graduate and commuter students.</li> <li>RAs – Formulate and rehearse plan to address needs/support for undergraduates.</li> <li>Student Life – Formulate and rehearse plan to address needs/support for Greek organizations.</li> <li>Identify division personnel available for telephone support work.</li> <li>Receive fit test and training on respiratory protection from EH&amp;S</li> </ol>	<ol style="list-style-type: none"> <li>Arrange for monitoring/delivery of medications, other goods and services to isolated cases.</li> <li>Assist with relocation of students for quarantine</li> <li>Assist with telephone consultation and support.</li> <li>Essential personnel receive respirators from EH&amp;S.</li> </ol>	<ol style="list-style-type: none"> <li>Identify student events where confirmed patients have attended.</li> <li>Residential staff assists UHS.</li> </ol>
16. Human Resources	<ol style="list-style-type: none"> <li>Identify essential personnel.</li> </ol>	Same as Level 1	Activate call-off policy.

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
	2. Monitor faculty & staff travelers entering from effected regions. 3. Prepare a call-off policy 4. Identify personnel available for telephone support work.		

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UNIVERSITY OF CINCINNATI  
EMERGENCY OPERATIONS PLAN  
HAZARD-SPECIFIC ANNEXES

ANNEX H-7

BIOLOGICAL & CHEMICAL  
HAZARDOUS MATERIAL ACCIDENTS

A. Purpose

1. The purpose of this annex is to establish procedures for taking the proper emergency response action following a hazardous material accident (see Annex H-3 for Terrorism & Weapons of Mass Destruction).

B. Situation

1. Hazardous materials are commonly used, stored and transported on the campuses of the University. Therefore, hazardous materials incidents may occur as a result of natural disasters, human error or accidents.

C. Assumption

1. Disasters involving hazardous materials are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.
2. The resources of the University can handle minor incidents involving biological or chemical materials. Outside assistance will be needed for major incidents.

D. Concept of Operations

Incident Command

The senior Police officer at the scene will establish a Command Post and act as the on-scene Incident Commander until fire unit arrive on scene and assume command. An immediate determination will be made if University resources are adequate to handle the spill or incident. If internal resources are not adequate, the Fire Department, having jurisdiction is responsible for commanding and coordinating operations while fire control, rescue and emergency medical operations are in progress.

1. Director of Public Safety Responsibilities:
  - a. Upon being informed that a hazardous material incident, activate the Emergency Operations Center, if warranted.
  - b. Request assistance from other agencies, as needed

2. Director of Emergency Management and Business Continuity's Responsibilities:
  - a. Request representation at the EOC by all departments concerned
3. Fire Departments Primary Responsibility (if required):
  - a. Work with Police in established command post
  - b. Send representative to the EOC
  - c. Limit access to those appropriately equipped with protective clothing and equipment
  - d. Direct and conduct search, rescue, and emergency medical activities as required
  - e. Establish triage area for the treatment and transportation of the injured victims
  - g. Recommend any evacuation from the disaster area when deemed advisable
4. University Police's Primary Responsibilities:
  - a. Perimeter control around affected area (outer limits)
  - b. Determine necessity of outside agency assistance (Fire Department)
  - c. Establish Incident Command (or Unified Command with Fire Dept.)
  - d. Send representative to EOC if activated
  - e. In coordination with the Fire Division, establish the "imminent threat zone"
  - f. Establish and control traffic movement around affected area
  - g. Establish evacuation assembly and triage areas, as needed
  - h. If recommended by the Incident Commander, clear scene of all personnel, including police officers not wearing breathing apparatus and/or full/special protective clothing as dictated by the incident
  - i. Control access to evacuated areas
  - j. Establish inner and outer perimeter
  - k. Establish staging area for resources and media
  - l. Identify and request additional resources

Support Responsibilities:

- a. Providing pertinent information to the public through Media as cleared through the Safety Director.
5. Environmental Health & Safety will coordinate the following:
    6. Provide direction and control of incidents not requiring Fire Department response
    7. Determine nature and hazard of spill in incidents not requiring Fire Department response
    8. Provide clean-up of spill, or direct appropriate contractor in clean-up of spill in incidents not requiring Fire Department response
    9. Verify that all potentially hazardous materials have been remediated before allowing the public to access the area
    10. Provide technical assistance to Fire Department in situations where potential hazards may exist

11. Upon request provide representative to the EOC and/or Command Post
12. Contact Office of Research to provide radiological or biological monitoring and send representative to the area in question to determine extent of radioactive contamination or exposures

Support Responsibilities:

- a. Air inspection and toxic fume detection and analysis.
6. Facilities Management should provide a representative to the EOC and/or Command Post.
  7. Parking Services' Primary Responsibilities:
    - a. Provide traffic control in and around the disaster site (coordinated with University Police)
    - b. Provide detour routes which will divert traffic from the scene and insure expeditious routes for emergency response units

*University Departments and Divisions not mentioned by name in this annex constitute an emergency standby reserve and may be assigned emergency functions appropriate to their capabilities.*

UNIVERSITY OF CINCINNATI, OHIO  
EMERGENCY OPERATIONS PLAN  
HAZARD-SPECIFIC ANNEXES

ANNEX H-8

MAJOR UTILITY OUTAGES

A. Purpose

1. The purpose of this annex is to establish procedures for taking the proper emergency response action following a major utility outage.

B. Situation

1. The University of Cincinnati is dependent upon a variety of utilities for normal operations.
2. An outage could occur at any time due to weather, cyber, equipment failure, and/or human error.

C. Assumptions

1. The University will experience utility outages in the future.
2. Utility outages can cause extensive disruption.

D. Concept of Operations

Incident Command

The senior Police officer at the scene will establish a Command Post, if necessary and act as the On Scene Incident Commander.

1. Director of Emergency Management and Business Continuity's Responsibilities:
  - a. Upon being informed that a major utility outage has occurred, activate the Emergency Operations Center if needed
  - b. Request representation at the EOC by all departments concerned
  - c. Direct appropriate announcements through campus voice warning system
2. University Police's Primary Responsibilities:
  - a. Send representative to the EOC
  - b. Establish traffic and personnel access control procedures, as necessary.
  - c. Patrol affected areas.



- d. Establish inner and outer perimeters
3. Facilities Management's Primary Responsibilities:
- a. Send liaison to EOC
  - b. Assess impact to equipment, infrastructure, and operations.
  - c. Initiate/complete repair of damaged infrastructure and equipment
  - d. Provide liaison with Duke Energy and other utility providers as needed
4. Governmental Relations & University Communications –Public Affairs Primary Responsibilities:
- a. Send liaison to EOC
  - b. Coordinate communication to students and staff regarding closures and schedule changes.

*University Departments and Divisions not mentioned by name in this annex constitute an emergency standby reserve and may be assigned emergency functions appropriate to their capabilities.*

UNIVERSITY OF CINCINNATI, OHIO  
EMERGENCY OPERATIONS PLAN  
HAZARD-SPECIFIC ANNEXES

ANNEX H-9

MASS CASUALTY INCIDENTS

A. Purpose

The purpose of this annex is to establish procedures for taking the proper emergency response action following a mass casualty incident.

B. Situation

1. A mass casualty incident involving minor, serious and critical injuries could occur at any time without warning.
2. The Cincinnati, Blue Ash, Batavia, Central Joint and Reading Fire Departments (within their jurisdictional areas, unless providing mutual aid) are responsible for providing emergency pre-hospital care, treatment and transportation to an appropriate medical facility.

C. Concept of Operation

Incident Command

The Senior Fire Department Officer at the scene will establish a Command Post and act as the on scene Incident Commander.

The Fire Department is responsible for commanding and coordinating operations while rescue and emergency medical operations are in progress. After these priorities are complete, the University Police will assume command of the incident scene and coordinate the efforts of other agencies involving the investigation.

1. Director of Emergency Management and Business Continuity's Responsibilities:
  - a. Upon being informed that a mass casualty incident of a disaster magnitude has occurred, activate the Emergency Operations Center
  - b. Request representation at the EOC by all departments and agencies concerned
  - c. Request assistance from other agencies as needed
2. Fire Department's Primary Responsibilities:
  - a. Establish triage area for the treatment and transportation of the injured victims

- b. Perform an immediate rapid survey of mass casualty incident and report findings to the EOC
- c. Recommend to Safety Director the degree of mobilization of forces required
- d. Request the Medical Assistance Team (MATS) as required (See Annex R-4 of the Resource Annexes)
- e. Notify University Hospital Air Care (to be used to transport resources such as Doctors, Nurses, etc.) (See Annex R1 of the Resource Annexes)
- f. Recall necessary off-duty Fire Department personnel
- g. Direct and conduct emergency medical activities as required
- h. Secure support from surrounding fire departments and private ambulance companies in accordance with existing plans and agreements

3. University Police's Primary Responsibilities:

- a. Send representative to the EOC
- b. Send representative to the Command Post to establish liaison with Fire Department
- c. Recall necessary off-duty Public Safety personnel
- d. Insure that emergency vehicles responding to the incident site have well defined maintained ingress and egress routes that will enable them to reach and exit the scene without unnecessary delay
- e. Establish traffic and personnel access control procedures; establish perimeter and remove unauthorized persons
- f. Preserve accident scene for investigation (to include all debris)
- g. Designate a staging area to receive the expected influx of volunteers
- h. Establish inner and outer perimeters with fire department

Support Responsibilities:

- a. Assist fire department as needed.

4. Parking Service's Primary Responsibilities:

- a. Provide and maintain traffic control by closing or isolating streets, expressways, buildings or other structures by the placement of cones, drums, barricade boards, guardrails and traffic control detours
- b. Assist with crowd control with the placement of barricade boards and bike racks

5. Student Affairs (Residence Education & Development) Primary Responsibilities:

- a. Assist police and University Health Services in emergency notifications to victim's next of kin.
- b. Implement the University procedures for serious injury or death of a student.

6. Human Resources Primary Responsibilities:

- a. Assist police and Health Services in emergency notifications to victim's next of kin.

- b. Implement the University procedures for serious injury or death of an employee.

*University Departments and Divisions not mentioned by name in this annex constitute an emergency standby reserve and may be assigned emergency functions appropriate to their capabilities.*

During disaster situations producing mass casualties that tax or overwhelm available local medical resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of "the greatest good for the greatest number" will be the guiding principal.

UNIVERSITY OF CINCINNATI, OHIO  
EMERGENCY OPERATIONS PLAN  
HAZARD-SPECIFIC ANNEXES

ANNEX H-10

RADIOLOGICAL EMERGENCIES

A. Purpose

The purpose of this annex is to establish procedures for taking the proper emergency response action following a radiological emergency.

B. Situation

1. There are many types of incidents that could involve radioactive materials that could endanger the public.
2. Protection of people, vital facilities and return to stable living conditions will require an organized capability to detect, monitor, report and analyze the radiological hazard should an incident occur.
3. Radiation measuring and detecting instruments used by trained personnel are the only means of gaining reasonably accurate radiological information in order to analyze the situation and take appropriate protective actions.

C. Assumptions

1. Shipments of limited quantities of radioactive materials do occasionally become involved in accidents and could produce loss of containment and contamination; however, the potential hazard from such shipments is low.

D. Concept of Operations

Incident Command

The senior Police officer at the scene will establish a Command Post and act as the On Scene Incident Commander.

1. Safety Director's Responsibilities:
  - b. Upon being informed that a severe radiological emergency has occurred, activate the Emergency Operations Center, if needed.

2. Director of Emergency Management and Business Continuity's Responsibilities:
  - a. Request representation at the EOC by all departments and volunteer agencies concerned
3. Fire Department's Primary Responsibilities
  - a. Perform an immediate rapid survey of affected area and report findings to the EOC
  - b. Recommend to Safety Director the degree of mobilization of forces required
  - c. Establish an on scene Incident Command post
  - d. Mark perimeter of effected area by use of survey meters and Geiger Counters
  - e. Direct and conduct search, rescue and emergency medical activities as required
  - f. Establish triage area for the treatment and transportation of the injured victims
  - g. Make situation reports to the EOC
  - h. Coordinate remediation of radioactive materials with Radiation Safety
  - i. Coordinate with Public Health
4. University Police's Primary Responsibilities:
  - a. Perimeter control around affected area
  - b. Send representative to the EOC
  - c. Establish liaison with Fire Division (if required)
  - e. Notify personnel when evacuation from the disaster area is deemed advisable
  - f. Establish and control traffic movement around affected area
  - g. Establish evacuation assembly areas if needed
  - h. Make situation reports to the EOC and Command Post
  - i. Recall necessary off duty University Police personnel.
5. UC Office of Research Integrity's Primary Responsibilities:
  - a. Send representative to the EOC and Command Post
  - b. Provide radiological monitoring; send representative to the area in question to determine extent of radioactive contamination or exposures
  - c. Provide public information dealing with health issues as cleared through the Safety Director
  - d. Provide technical assistance to Fire and University Polices in situations where potential health hazards may exist
  - e. Provide remediation of radioactive materials
  - f. Verify the absence of residual radioactive materials before releasing the scene
  - g. Investigate the cause of the accident

6. Parking Services' Primary Responsibilities:
  - a. Provide and maintain traffic control by closing or isolating streets, expressways, buildings or other structures by placement of cones, drums, barricade boards, guardrails and traffic control signs
  - b. Install and maintain signs needed for detours
  - c. Assist with crowd control with the placement of barricades

*University Departments and Divisions not mentioned by name in this annex constitute an emergency standby reserve and may be assigned emergency functions appropriate to their specialized capabilities.*

UNIVERSITY OF CINCINNATI, OHIO  
EMERGENCY OPERATIONS PLAN  
HAZARD-SPECIFIC ANNEXES

ANNEX H-11

TORNADO/SEVERE STORMS

A. Purpose

The purpose of this annex is to establish procedures for taking the proper emergency response action following a tornado/severe storm.

B. Situation

1. The Cincinnati metropolitan area is occasionally subjected to high winds and tornadoes which resulted in loss of life and damage to property.
2. Severe weather conditions may be expected at any time of the year, but are more common during the spring and summer.

C. Assumptions

1. The University of Cincinnati can experience severe storms and tornados at any time in the future.
  2. The greater Cincinnati area has the manpower and resources to cope with the effects of most severe weather situations.
1. The University of Cincinnati has an effective severe weather warning system (See Annex F-3, Warning)

D. Concept of Operations

Incident Command

The senior Police officer at the scene will establish a Command Post and act as the On Scene Incident Commander if damage or injury has occurred.

1. Public Safety Director's Responsibilities:
  - a. Upon being informed that a destructive tornado or severe storm has occurred, activate the Emergency Operations Center, if needed
  - b. Request assistance from other agencies as needed



2. Director of Emergency Management and Business Continuity's Responsibilities:
  - a. Request representation at the EOC by all departments and agencies concerned
  - b. Inform Facilities Management and request survey teams to report to disaster area to determine extent of damage to utility systems and secure those creating hazards
  
2. Fire Department's Primary Responsibilities:
  - a. Establish and manage an Incident Command Post
  - b. Recommend to Public Safety Director the degree of mobilization of forces required (Emergency Condition Level)
  - c. Send representative to the EOC
  - d. Recall necessary off-duty Fire Department personnel
  - e. Direct and conduct search, rescue, and emergency medical activities as required
  - f. Direct and control all firefighting activities to bring fires under control
  - g. Establish triage area for the treatment and transportation of the injured victims
  - h. In coordination with the University Police, recommend any evacuation from the disaster area when deemed advisable
  - i. Shut off all natural gas lines that are ruptured and are creating an explosive atmosphere, with assistance from Facilities Management
  - j. Secure support from surrounding fire departments and private ambulance companies in accordance with existing plans and agreements
  - k. Make situation reports to the EOC
  
3. University Police's Primary Responsibilities:
  - a. Maintain law and order
  - b. Perimeter control around affected area (inner & outer)
  - c. Perform an immediate rapid survey of damaged area and report findings to the EOC
  - d. Establish liaison with Fire Department

- e. Recall necessary off-duty University Police personnel
  - f. Provide personnel to support Fire Department search & rescue efforts
  - g. Recommend any evacuation from the disaster area when deemed advisable
  - h. Establish and control traffic movement around affected area
  - i. Establish evacuation assembly areas
  - j. Make situation reports to the EOC and Command Post
  - k. Secure support from surrounding Police Departments in accordance with existing plans and agreements
  - l. Use available resources to warn occupants to leave buildings considered unsafe for further occupation
4. UCit Primary Responsibilities:
- a. Conduct immediate survey of damaged communications facilities
  - b. Initiate emergency restoration of police and fire radio communications lines
  - c. Initiate and coordinate emergency restoration and/or activation of temporary services for telephone operations, including voice and data lines
- Support Responsibilities:
- a. Assist other University agencies with restoration/repairs of services (i.e., Technical Services for fire alarm repairs, etc.)
5. University Health Service's Primary Responsibilities:
- a. Provide direction and control of health related issues
  - b. Provide sanitation inspection and enforcement
  - c. Provide food and drink inspection
  - d. Provide technical assistance to Fire and Police Departments in situations where potential health hazards may exist
  - e. Upon request provide representative to the EOC and Command Post

- f. Inspect University water system, along with Facilities Management representative. If contamination is suspected, collect samples for subsequent laboratory examination
- g. Maintain and make available to the EOC a current status of emergency health services and support available
- h. Provide public information dealing with health issues as cleared through the Incident Commander
- i. Contact Office of Research to provide radiological monitoring and send representative to the area in question to determine extent of radioactive contamination or exposures

Support Responsibilities:

- a. Air inspection - toxic fume detection and analysis
- b. Damage assessment

6. Parking Services' Primary Responsibilities:

- a. Provide traffic control in and around the disaster site (coordinated with University Police)
- b. Provide detour routes which will divert traffic from the scene and insure expeditious routes for emergency response units

Support Responsibility includes providing motorized equipment and operators.

7. Facilities Management's Primary Responsibilities:

- a. Upon request sent representative to EOC and/or Command Post
- b. Inspect buildings to determine extent of damage
- c. Inspect utility facilities; devise temporary utility facilities if permanent facilities are inoperative
- d. Isolate broken mains and institute measures for repair or bypass of damaged sections
- e. If conditions necessitate, make recommendations for conservation of water
- f. Procure adequate chemical supplies for emergency treatment of water

- g. Provide emergency power supplies as needed

Support Responsibility includes supplying heavy equipment when requested.

8. Planning+ Design+ Construction's Primary Responsibilities:

- a. Upon request provide representative to EOC and/or Command Post
- b. Consult with a structural engineer and/or Ohio Department of Industrial Compliance buildings suspected to have sustained structural damage and report findings to EOC/IC
- c. Inspect buildings suspected to have sustained major structural damage
- d. Will need to consult with structural engineer to issue Stay Out, Vacate or Condemnation orders, as required
- e. Facilitate emergency demolition of structures as required

Support Responsibilities:

- a. Advise UC Facilities Management, Cincinnati Water Works and Duke Energy of problem buildings where utilities should be shut off
- b. Assist Fire Department with structural analysis of problem buildings

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UNIVERSITY OF CINCINNATI, OHIO  
EMERGENCY OPERATIONS PLAN  
HAZARD-SPECIFIC ANNEXES

ANNEX H-12

WINTER STORMS AND WINTER WEATHER POLICY

A. Purpose

The purpose of this annex is to establish procedures for taking the proper emergency response action following a severe winter storm.

B. Situation

The City of Cincinnati region has been subjected to severe winter storms in the past.

C. Assumption

1. The University of Cincinnati can experience severe winter storms in the future.
2. Severe winter storms can drastically affect all transportation modes in the Cincinnati Area.

D. Concept of Operations

Incident Command

The Safety Director will act as the Incident Commander.

1. Safety Director's Responsibilities:
  - a. Upon being informed that a severe winter storm has occurred, activate the Emergency Operations Center if necessary
2. Director of Emergency Management and Business Continuity's Responsibilities:
  - a. Request representation at the EOC by all departments and volunteer agencies concerned
  - b. Implement University emergency snow clearance plan as needed.
3. University Police Primary Responsibilities:
  - a. Send representative to the EOC

- b. Recall necessary off-duty University Police personnel
- c. Provide personnel to support Fire Department search and rescue efforts
- d. Patrol streets to determine extent pass ability
- e. Establish street closings
- f. Make situation reports to the EOC
- g. Maintain order at relocation centers

Support Responsibilities include providing pertinent information to the public through Media as cleared through the Incident Commander.

- 4. Facilities Management's Primary Responsibility is to provide snow removal from campus sidewalks through the Grounds Crew.
- 5. Parking Services' Primary Responsibility is to provide road-clearing capabilities using trucks with plow attachments.
- 6. Conference & Event Services' Support Responsibilities include supplying auditoriums and classrooms as possible temporary shelters.
- 7. Campus Services Support Responsibilities include supplying rooms as possible temporary shelters, and kitchen facilities for emergency food supply.
- 8. Public Safety Public Information Officer's Primary Responsibility is to inform students and staff of closures and schedule changes.

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## **WINTER WEATHER CLOSURE POLICY**

In the event of a severe winter storm that could affect student and/or employee access to the University, the Director of Public Safety will decide whether a closure, class cancellation or delay will be declared due to weather conditions. Every effort will be made to communicate a weather related delay or closing to the campus community by 5:30AM.

Individual campuses, such as the Medical Campus, Blue Ash Campus, and Clermont Campus, may have specific concerns or issues that require they be addressed separately from the Uptown Campus. The academic heads of these campuses should contact the Director of Public Safety or his designee for consultation in such cases.

If a campus unit designated as non-essential seeks to hold a campus event during a weather related delay or closing, they must first receive approval from the Director of Public Safety.

## **WINTER WEATHER CLOSURE PROCEDURES**

### **A. TERMINOLOGY**

1. **SNOW WATCH:** Declared at such time the National Weather Service predicts the possibility of heavy accumulation of snow.
2. **SNOW WARNING:** Declared at such time that the National Weather Service predicts large quantities of snow.
3. **WINTER WEATHER CLOSURE FOR COLLEGE OF MEDICINE CAMPUS AND/OR THE UC READING CAMPUS:** All classes are cancelled for the time period specified, and only essential employees are to report to work. Declared only by the President after consultation with the VP of Safety & Reform, the Provost, and the Sr. Vice President for Health Affairs.
4. **CLASS CANCELLATION WITHOUT CLOSURE:** Cancellation of classes for an entire day, or a portion thereof, for one or more campuses. The University remains open for normal business other than classes, and all employees are expected to report to work. The the Director of Public Safety may declare class cancellation based on the following circumstances:
  - a. Weather conditions exist such that students' walking to the campus or between buildings on campus is hazardous.
  - b. Road conditions allow employees to travel to work.
  - c. This typically will be considered when the National Weather Service declares a wind chill warning (approximately -25 degree range) for an extended period of time during the daily commute or normal operating hours, the University will most likely issue a delay or closing.
5. **SNOW EMERGENCY:** Pursuant to Attorney General Opinion 86-023 the Sheriff of a County may declare a snow emergency and temporarily close County and Township roads within his jurisdiction for the preservation of the public peace. Attorney General Opinion 97-015 also allows the Sheriff to close State and Municipal roads.

In order to clarify the definition of the snow emergency, Ohio Sheriff's adopted guidelines to be followed when closing highways due to severe weather. The policy is as follows:

**Level I SNOW ALERT** - Roadways are hazardous with blowing and drifting snow.

**Level II SNOW ADVISORY** - Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work. If the applicable county sheriff declares a Level 1 or 2 snow emergency, the University will most likely issue a delay or closing.

**Level III SNOW EMERGENCY** - All Municipal, Township, County, and State roadways are closed to Non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. Those traveling on the roadways may subject themselves to arrest. If the applicable county sheriff declares a Level 3 snow emergency, the University will close.

For severe weather where no county-wide declaration is made, the University will assess the need for a delay or closing based on multiple complex variables such as: road conditions, driving visibility, forecast conditions, temperature, ice, implications for the academic calendar, etc.

6. **ESSENTIAL EMPLOYEES:** Each division and office of the University is responsible for identifying employees who are essential, and are required to report to work despite a campus closure.

## **B. PREPAREDNESS**

1. Salt, sand and gravel procured by contract by Parking and/or Grounds for their use throughout the university.
2. Coordination meetings with City of Cincinnati, ODOT, will be attended annually or as needed by the Director of Public Safety or his designee
3. News releases on snow emergency procedures issued by the Director of Public Relations or the Public Safety Public Information Officer.

## **C. WEATHER MONITORING AND DECISION PROCESS**

1. The Director of Public Safety or his designee will monitor weather forecasts via National Weather Service and contract weather service, as well as road conditions by ODOT and ARTIMIS systems. Gathers information on conditions from highway maintenance and police as needed.
2. The Director of Emergency Management and Business Continuity will notify Emergency Management Advisory Committee (EMAC) of potential severe weather by e-mail.
3. Police officer in charge on nights and weekends will notify Dispatch of serious winter weather conditions, and Dispatch will notify the Director of Public Safety or his designee. For overnight weather conditions, this notification must occur by 4:00 AM.
4. If and when necessary, the Director of Grounds Maintenance will call in snow removal crews. The Director of Grounds Maintenance will call Grounds Superintendents who will, in



turn, call in people to start clearing procedures. The Asst. Director of Parking Maintenance will call in snow removal crews for parking facilities.

5. If necessary, before 5:30 AM (or before 10:00 PM, if possible), The Director of Public Safety or designee will confer with the President to discuss road and parking conditions and future weather.
  - a. The Director of Public Safety or designee will confer with the Dean (or delegate) for Blue Ash College and/or Clermont College as necessary prior to contacting the President.
  - b. Should unusual circumstances indicate a schedule change or closure may be necessary for the Academic Health Center Campus, the Director of Public Safety or designee will consult with the Vice President for Health Affairs
6. If a decision is made to close or alter classroom or office schedules, the Director of Public Safety will notify the President or designee who will notify the Provost. The Director of Public Safety will, designate PS PIO to coordinate the following with M+C
  - a. Issue an email to all UC email accounts advising of the closure or change in schedule
  - b. Issue a text message to all UC students and employees who have not opted out of the emergency text notification system
  - c. Issue a text message and email to all persons who have signed up for notifications via Bearcat Guardian .
  - d. Change the voice message on the campus status recording (556-3333)
7. The Director of Public Relations or designee will post the schedule change or cancellation on the University home page ([www.uc.edu](http://www.uc.edu)). If needed, digital signage boards and the voice capable alarm system may also be utilized to communicate a winter weather closure.
8. UCit's Tom Ridgeway or Pete Ramsey will change the voice message on the University main phone line (556-6000).
9. Based upon conditions and circumstances, the regional campuses may be considered for schedule changes or closure separate from any decisions made on the Uptown campus.
10. Unless specifically stated otherwise, the Academic Health Center is excluded from general schedule changes or closures.
11. It should be kept in mind that classes are held beyond the Monday-Friday schedule and that snow removal cannot always be delayed over a weekend. Likewise, schedule changes or cancellations may be needed for evening or weekends.

### **SNOW REMOVAL PROCEDURES**

In the event of a snow or ice storm that will affect safe travel around campus, either on foot or in vehicles, the Police shift supervisor will notify Public Safety Dispatch. The dispatcher will notify contact personnel for Grounds and Parking by text, e-mail, or telephone (as appropriate), and will also advise the Director of Public Safety, or designee.

The Asst. Director of Parking Maintenance and the Director of Grounds, Moving & Transportation will

call in appropriate personnel to effect snow removal as necessary.

The managers of maintenance operations at the regional campuses will call in appropriate personnel to effect snow removal as necessary.

### **SNOW REMOVAL PRIORITIES**

- A. After a decision is reached by Director of Grounds, Moving & Transportation (or his/her alternate), and Asst. Director of Parking Maintenance to remove snow, the following order of priority is in effect for Grounds Maintenance crews:
1. All sidewalks, steps and handicap ramps and curb cuts.
  2. Parking Maintenance crews will clear all lots, garage entrances, ramps, exposed top decks of garages, and all campus drives including Academic Health Center and Victory Parkway lots.
  3. Call out procedures for the Regional Campuses will take place at the same time the decision is made on the Uptown Campus. Roads, sidewalks and lots will be cleared by Regional Campus crews and/or contractors, except Victory Parkway, which will be serviced by Parking Maintenance. At Victory Parkway, Grounds Maintenance will clear sidewalks, entries and steps.
  4. UC Reading Campus snow removal is by contract services, which is coordinated by Parking Maintenance.

### **CAMPUS CLOSURE**

#### **Emergency closures: announcement.**

The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the Director of Public Safety or a designated cabinet officer of the University of Cincinnati may issue an announcement of campus status as appropriate to the situation on the university electronic mail system and through local mass media outlets. In general, such a campus status announcement will inform the general public, as well as University of Cincinnati students and employees, that the University of Cincinnati campus, or a specific designated portion of the campus, is closed for a specific time period.

(A) Such announcements may specify that University of Cincinnati classes, with the exception of the college of medicine, are canceled until or after a specific time, or for an entire day.

(B) Such announcements may specify that all events and programs, including both university events and non-university events held in university facilities, are canceled.

(C) Such announcements may specify that certain university offices and facilities are closed, except for essential offices that never close under any circumstances, which are identified in rule 3361:30-16-01 of the Administrative Code.

### **EMERGENCY CLOSURES: COMPENSATION**

**Compensation and attendance rules see:** University Rule 30-16-01 or appropriate collective bargaining agreement

#### **Weather-suspended shuttle service procedure**

Route safety will be assessed by the driver, suspension of route called by Croswell

Croswell notifies: Beth Rains, work # (513) 556-4147, cell (513) 478-6171

***Personal phone contact with one (in order listed) of the above required***

Transportation notifies: Public Safety Dispatch (513) 556-1111  
Help Desk (513) 556-4357  
Campus Park Apts. (513) 221-3111 (East Route)

Announcements/Notifications:

Croswell monitors and updates Doublemap tracker system web page noting route closures and route re openings.

When possible, route closure notification to occur one hour prior to actual closing.

If there is a class cancelation without closure, limited shuttles will operate.

Traffic notifications:

Extended route changes (more than 30 minutes) due to traffic conditions to be posted by Croswell on Doublemap tracker system web page.

**Night Ride Service Suspension**

1. Night Ride route safety
  - a. Individual drivers may determine that a specific road or road segment is not safe to drive, and discharge passengers at the nearest, safest intersection.
2. Night Ride service suspension
  - a. The Community Safety Manager will monitor road conditions during inclement weather, and determine if the service will be suspended.
  - b. In general, service will be suspended when the Uptown campus is closed.
  - c. If a closure is announced during the operating times for NightRide, efforts will be made to provide service to all calls already scheduled. No further requests for service will be taken.
  - d. If service is suspended, the information will be posted on the NightRide Twitter feed, and a recorded message placed on the 556-RIDE phone line.

**UNIVERSITY OF CINCINNATI**

## WEATHER-RELATED POLICY & PROTOCOLS:

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### Why The University Closes

When inclement weather threatens the safety of the University of Cincinnati community, the Director of Public Safety may declare an emergency closing. It is possible that only some campuses of the university may close.

The following units (described in University Rule [3361:30-16-01](#)) are never closed, no matter what the status of the rest of the university.

- College of Medicine;
- University Police;
- Hoxworth Blood Center;
- Office of Residence Life/Housing units;
- Utility plants;
- Emergency maintenance operations;
- Any research unit where the integrity of the research must be preserved;
- Service units that routinely operate on a seven day per week, twenty-four hour per day service schedule.

Students at the Academic Health Center should follow their college's inclement weather plan. University Hospital, UC Health, and related patient care units are not affected by this notice. Please visit [www.UCHealth.com](http://www.UCHealth.com) for information about University of Cincinnati Physicians' offices and UC Health hospitals.

### How the University Communicates A Closing

If the university is closed due to inclement weather, the following media are used to communicate the closing:

- If the closing is announced during the day, it will be communicated via UC's voice warning system in the buildings.
- An email will be sent to everyone with an active UC email account. If you forward your email, make sure that forwarded messages get through.
- An emergency message will be posted to UC's homepage at <http://www.uc.edu>.
- The voicemail message at UC's main telephone number, 513-556-6000, will be changed to announce the closing.
- The voicemail message at UC's campus-status telephone number, 513-556-3333, will be

changed to announce the closing.

- A text message will be sent to everyone who has not opted out of the service. The University of Cincinnati offers a text messaging service to alert students, faculty and staff members about any campus closings and other emergencies.  
See <https://ucdirectory.uc.edu/EmergencyTextMessaging.asp>
- A text message, tweet, or email will be sent to everyone who signs up for UC's Campus Safety Network . Find a link here: <http://www.uc.edu/publicsafety/records-reports/advisories.html>
- UC social media will carry closing information via Twitter ([@uofcincy](#) or [@UCEmergency](#)) and via Facebook (<https://www.facebook.com/uofcincinnati>)
- The message will be sent to Cincinnati news media for broadcast or posting to station Web sites.

### **How the University Communicates It Is Open**

If the university is open:

- There will be no change to the homepage, no email or text message, no notice via the media, and the main telephone number will operate as usual.
- The voicemail message at UC's campus status telephone number, 513-556-3333, will report that UC is open.

### **What You Can Do To Prepare**

There are a variety of steps you can take now to prepare for inclement weather:

- Make sure you haven't opted out of emergency text messages.  
See <https://ucdirectory.uc.edu/EmergencyTextMessaging.asp>
- Make sure you are following the university's [official Twitter](#) and [Facebook](#) pages.
- If you commute, familiarize yourself with bus routes and other alternative transportation. When the snow falls, it may be better to leave the driving to a professional.
- If you walk to campus, be aware that everyone does not clean sidewalks as well as the UC Facilities team. You may need to use an alternate path.
- If you are a student, clarify the expectations of your faculty: When are absences excused and not? How can assignments be made up? How will your faculty let you know if they are unable to meet the class?
- If you are a member of the faculty, give guidance to your students. How will weather affect assignments and deadlines? How will you accommodate snow days? How must students communicate their inability to travel? How will you let students know you are unable to travel?
- If you are responsible for a university service, how will you notify your clients of your status?

- If you are responsible for a university event, how will you handle cancelations, refunds and rescheduling?

Remember: This is Cincinnati. During the winter, it snows. A little preparation now will help you when the flakes inevitably fall.