


Name of Policy: Institutional emergency management		 Effective date: August 14, 2023 Original effective date: July 28, 2008	
Policy Number: 3364-60-04			
Approving Officer: President			
Responsible Agent: Director of Environmental Health and Radiation Safety			
Scope: All University of Toledo campuses			
Keywords: EPA, CDC, OSHA, NFPA, DOT, FEMA, DHS, mitigation, preparedness, recovery			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The university of Toledo shall have an emergency operations plan. The university shall make every safe and reasonable effort to provide continuous service during emergency conditions (natural or other disasters, or loss of certain utilities, for example) or mass casualty event.

(B) Purpose of policy

To optimize the university’s ability to mitigate, prepare, respond and recover from an emergency situation. The policy also meets mandates set forth by local, state, and federal governments and relevant regulatory agencies including but not limited to the joint commission, environmental protection agency (EPA), centers for disease control and prevention (CDC), occupational safety and health administration (OSHA), national fire protection association (NFPA), department of transportation (DOT), federal emergency management agency (FEMA) and department of homeland security (DHS).

(C) Development of a plan

The institution, in conjunction with the community, shall develop a comprehensive emergency operations plan and procedures to deal with internal and external

emergencies affecting the operation of the university. The plan shall address activities of mitigation, preparedness, response and recovery and have an all hazards approach based on the national incident management system (NIMS).

(D) Mitigation

Steps will be taken by the university of Toledo to determine the most likely emergency scenarios that could affect institutional day to day operations and provision of services in efforts to lessen their severity if they should occur.

(E) Preparedness

Content experts on campus shall come together to determine those means by which the university of Toledo can put into place procedures and individual plans based on the initial risk assessment to pre-plan and pre-stage equipment related to effective response/drills/training and education, including but not limited to, the following scenarios:

- (1) Large scale disaster internal or external to the university
- (2) Severe weather situations
- (3) Large scale utility outages (i.e. water emergency, electric, information technology, etc.)
- (4) Bomb and other threats of weapons violence
- (5) Evacuation situations
- (6) Chemical, radioactive, or biological contamination incidents
- (7) Fire situations
- (8) Threats to individuals or groups including missing persons
- (9) Terrorism events
- (10) Medical emergencies including infectious disease outbreak
- (11) Supply chain disruption
- (12) Additionally, safety and health programs, plans and procedural guidelines can be found at www.utoledo.edu/depts/safety related to the above scenarios.

(F) Response

The initiation and notification of a response to an emergency situation shall be in accordance with the designed plans and procedures. Any response efforts will be guided by the NIMS and an incident commander will lead the response. Response efforts should address the following issues:

- (1) Preservation of life and property
- (2) Preserving and collecting evidence
- (3) Rescheduling, modifying, temporarily discontinuing, or cancelling services or events

- (4) Initiating business continuity efforts to reestablish provision of vital university services
- (5) Staff support activities (i.e. housing, transportation, incident stress debriefing)
- (6) Family support activities
- (7) Logistics related to critical supplies
- (8) Security including crowd and traffic control
- (9) Communication both internally and externally
- (10) Possible establishment of alternate sites to provide services and transportation of staff and supplies to site

(G) Recovery

The plan or procedure should allow for the re-establishment of normal operations after the emergency situation has concluded. Furthermore, procedures for a proper evaluation and critique of the response to the emergency shall also be conducted to allow for implementation of constructive changes to the plan.

(H) Training

In compliance with FEMA guidelines, the director of environmental health and radiation safety, or designee, will determine university of Toledo employee training requirements for emergency preparedness and management. The level of training is determined by the position of responsibility and likely role the employee may have during a disaster or campus state of emergency.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Gregory Postel, MD President</p> <p>Date: August 14, 2023</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>Director of Environmental Health and Radiation Safety</i> 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: <i>July 28, 2008</i></p> <p>Review/revision date: <i>May 28, 2009</i> <i>September 23, 2011</i> <i>September 1, 2012</i> <i>March 31, 2014</i> <i>July 26, 2017</i> <i>July 9, 2020</i> <i>August 14, 2023</i></p> <p>Next review date: <i>August 14, 2026</i></p>
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