1. Purpose and Scope

The purpose of this document is to describe the Emergency Response Planning program at Boston University and to define the interactions, roles, and responsibilities of the Emergency Response Planning Division with respect to other BU departments.

The Emergency Response Planning Division coordinates a comprehensive emergency management program that encompasses (1) a full range of leadership and governance structures designed to prevent, prepare for, respond to, and recover from any threat, emergency, or disaster that could disrupt the university’s educational program and support operations; (2) policies, procedures, plans, and internal and external outreach strategies; and (3) multi-year strategic planning. Emergency Response Planning is a division of Environmental Health and Safety (EHS).

2. References

The Emergency Response Planning Division is responsible for ensuring BU and BMC compliance with a number of regulations, standards, and best practices, including but not limited to those listed below.

2.1. Regulations

2.1.1. Federal Regulations
- HSPD#5, National Incident Management System
- DHHS, 42 CFR, Part 73.14, Select Agent Incident Response
- DOA, 7 CFR, Part 331.14, Select Agent Incident Response
- DOA, 9 CFR, Part 121.14, Select Agent Incident Response
- CDC, MMWR, 12/6/2002
- CDC, BMBL, 5th Edition
- Higher Education Opportunity Act

2.1.2. State Regulations
- Massachusetts Department of Public Health, Exposure to Select Agent or Toxin
- Massachusetts Department of Public Health, Theft, Loss or Release of Select Agent or Toxin
2.1.3. City Regulations
- Boston Public Health Commission, Biological Laboratory Regulations, 9/19/2006
- Boston Fire Department, Laboratory Registration Ordinance, 2007
- Boston Fire Department, Fire Prevention Code, 86-1

2.2. Other SOPs
- Boston University Environmental Health and Safety Policy Manual
- Boston University Emergency Response Plan–Charles River Campus
- Boston University Emergency Response Plan–Medical Campus
- National Emerging Infectious Diseases Laboratory Emergency Response Plan
- Boston University Medical Campus Integrated Contingency Plan
- Boston University Charles River Campus Integrated Contingency Plan

3. Definitions

- Incident Command System (ICS): ICS provides a flexible core mechanism for coordinated and collaborative incident management, including complex incidents with national implications (such as an emerging infectious disease or a bioterrorism attack).

- National Incident Management System: this system provides a flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

- Homeland Security Exercise and Evaluation Program: An annual comprehensive Training and Exercise Program–based on the Homeland Security Exercise and Evaluation Program (HSEEP) model– has been instituted for both the Charles River and Medical campuses at BU as well as for the National Emerging Infectious Diseases Laboratories (NEIDL). This exercise program will consist of drills (plans and procedures); exercises (tabletop exercises, full-scale exercises); and the development and execution of an after-action report and corrective improvement plans.

- Hazard Vulnerability and Risk Assessment: An annual Hazard Vulnerability and Risk Assessment, based on the Kaiser-Permanente HVA model, is conducted with members of the Emergency Management Planning Committee.
4. Roles and Responsibilities

Emergency Response Planning Division is responsible for:

- Developing, implementing, and maintaining a comprehensive emergency management program for BU and the NEIDL;
- Conducting a yearly Hazard Vulnerability and Risk Assessment for BU and participating in the Hazard Vulnerability and Risk Assessment for the NEIDL;
- Developing emergency response plans for BU;
- Assisting schools, colleges, and departments at BU with the development of site-specific emergency plans;
- Developing an Incident Command Response Team framework on both the Charles River and Medical campuses;
- Providing training in emergency management to BU staff in the areas of emergency response and incident command;
- Monitoring potential and ongoing threats against BU and the NEIDL;
- Developing Continuity of Operations Plans for BU schools, colleges, and departments;
- Serving as a liaison between public sector emergency management and response agencies and BU;
- Maintaining the BU Emergency Response Communication System automatic notification system; and
- Maintaining the WebEOC Incident Management System.

Office of the Executive Vice President (EVP)

The EVP and the Vice Presidents of Administration and Operations serve as Incident Commanders and assemble the Incident Command Response Team to mitigate major emergencies at Boston University. The Command Staff consists of the Safety Officer (Research Compliance/EHS), the Security Officer (Public Safety), Information Officer (Corporate Communications/Media Relations) and Academic Affairs Officer (Provost). The General Staff consists of the Planning Chief (Emergency Response Planning), the Logistics Chief (Facilities), and the Administration and Finance Chief (Human Resources or Finance). The Operations Chief is incident dependent.

Research Compliance
The Associate VP for Research Compliance is the institutional official responsible for notifying regulatory officials when appropriate and/or required.

**NEIDL Administration**

Consisting of the Chief Operating Officer, the Director, and the Core Leadership, the NEIDL Administration works together to implement a culture of safety and emergency response to ensure safe research.

**Boston Medical Center Emergency Preparedness**

This office works closely with the Boston Medical Center’s Coordinator of Emergency Preparedness in emergency response planning, systems development, training, and exercise design.

**Environmental Health and Safety**

EHS consists of five divisions: Research Safety (Responsible Official); Radiation Protection (Radiation Safety Officer); Environmental Management (Environmental Officer); Campus and Clinical Safety (Safety Officer); and Emergency Response Planning (Emergency Management Director).

Upon notification, members of these directorates would respond on-scene, and, depending on the incident nature, would assume or support incident command at an Emergency Response Phase A and B, thereby assessing the situation, coordinating the response with off-site emergency responders, and keeping University leadership aware of the incident situation.

Environmental Health and Safety will communicate with regulatory agencies as required in accordance with the EHS Notification Matrix (attached).

**Facilities Management & Planning (FMP)**

Responding to direct facility- or utility-type incidents (e.g., power outages, water leaks) or to indirect incidents (e.g., laboratory incidents requiring HVAC shutdown) on both campuses, Facilities Management and Planning...
are able to send personnel immediately to the scene of the incident for a hands-on assessment of the situation. While monitoring the building automation systems, and receiving reports from the field, FMP technicians can transmit either a SITREP (situation report) on the Charles River Campus or an emergency alert declaration at the Medical Campus.

Public Safety

The Department of Public Safety and the Boston University Police Department are part of the initial response to emergency incidents on both the Medical and the Charles River campuses. The first arriving officer makes an assessment of the situation and radios that assessment back to the dispatcher and supervisor, who then initiate the proper response, determine the emergency phase level, and make appropriate notifications. As with the Facilities Department on the Charles River Campus, Public Safety and the BUPD may produce SITREPs (situation reports) to document and share information about incidents with relevant personnel.

5. Special Requirements

5.1. Equipment and Supplies Required

- Emergency response equipment, including Positive Air Powered Respirators (PAPRs) and Personal Protective Equipment (PPE)
- Emergency Response Team Radios
- NOAA Weather Radios
- Incident Command Vests
- Dedicated Laptop Computers

5.2. Safety Requirements

Emergency Response Planning operations require compliance with all applicable BU safety policies and procedures implemented through Environmental Health and Safety.

5.3. Training

Emergency Response Planning provides training to the BU community, including:

- Introduction to BU Emergency Response
- Continuity of Operations Program Planning
- NEIDL Specific Emergency Response
5.4. Personnel Protective Equipment (PPE)
Emergency Response Planning operations require compliance with all applicable BU safety policies and procedures implemented through Environmental Health and Safety. This PPE would be in the form of outer garments, Tyvek suits, gloves, boots, and breathing protection appropriate for the agent and risk level.

5.5. Medical Surveillance
Staff members in Emergency Response Planning receive annual Hazardous Materials physical examinations through Occupational Health Center or the Research Occupational Health Program.

5.6. Other Prerequisites
5.6.1. Communications Systems
- BU Emergency Response Command System – Send Word Now
- WebEOC Incident Management System – ESI911
- 800 mgHz radio system

6. Applicable Locations
All BU locations.

7. Procedures
In general, the Emergency Response Planning Division provides guidance, oversight, and training to help departments in the event of an emergency.

Responding to emergencies is a team effort and the Emergency Response program can only be administered through cooperation between the Emergency Response Planning Division and the various other departments at BU and BMC. Building operation and maintenance, the BU Police Department, Student Health Services, and many other campus units and activities require input and direction from the Emergency Response Planning Division in order to ensure compliance with a variety of environmental regulations.
Procedures are found in the various Boston University and NEIDL Emergency Response Plans that have been listed above. All procedures are found in the two main Boston University Command Centers and laptop computers carried by Emergency Response Planning staff.

8. **Post-Incident Critiques and Plan Updates**

Following every declared emergency (regardless of the emergency level) or following a campus-wide drill or exercise, Emergency Response Planning shall convene an After Action Meeting with the Incident Commander and representatives of both Boston University and off-site emergency response departments.

Following current emergency response best practices, Emergency Response will produce a written After Action Report and also, based on the lessons learned from the incident, a Corrective Improvement Plan.

Any and all changes to the Boston University Emergency Response Plan and individual hazard-specific emergency response plans shall be distributed to the BU Incident Command Response Team and responding departments. Each program is responsible for ensuring that appropriate corrective actions have been developed and implemented to prevent the reoccurrence of such incidents.

9. **Forms**

Forms and signage exist for a variety of Emergency Response Planning processes. The attached Emergency Response Planning functional chart further illustrates the disciplines within the division.

Forms also exist for incident command and management operations, including but not limited to the standard Incident Command System.

10. **Records Management**

Emergency Response Planning records are maintained by Emergency Response Planning in their original paper form and stored electronically in the ERP Division or in the Research Information Management System.

11. **SOP Revision History**
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