Emergency Response Planning Management Plan

Prepared by:
Environmental Health and Safety

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EHS# 3

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1. Purpose and Scope
The purpose of this document is to describe the Emergency Response Planning (ERP) program at Boston University (BU), 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. Definitions
- **Boston University (BU):** the Charles River (CRC) and Medical (BUMC) Campuses.

- **Building Safety Coordinator Program:** Building Safety Coordinators will be identified to work closely with representatives from Boston University’s Environmental Health and Safety, Public Safety, and Facilities departments. The Building Safety Coordinator works with these representatives on safety issues inside their workplace building in order to coordinate, communicate, promote and achieve the highest level of safety and compliance inside all Boston University Facilities.

- **Crisis Action Teams (CATS):** The Crisis Action Team acts as a college, school or department liaison team at the local level during a large-scale emergency. The CAT will communicate their situation and needs to the Incident Command staff. The CAT is comprised of the leadership of a college, school or department. These teams will have specific job action sheets and responsibilities that will be reviewed during initial training and annual refresher training.

- **Continuity of Operations Plan (COOP):** The purpose of university wide COOP Planning is to mitigate the effects of a man-made, technological, or natural disaster. Using an all-hazards approach, the plan ensures that regardless of the event, essential functions will continue to operate and services will continue to be provided to the extent possible.

- **Emergency Management Planning Committee (EMPC):** A committee that meets on each campus to discuss relevant emergency management issues and act as the liaisons to their colleges, schools and departments on emergency preparedness issues.

- **Hazard Vulnerability and Risk Assessment:** An annual Hazard Vulnerability and Risk Assessment, based on the Campus Safety, Health and Emergency Management Association Hazard Vulnerability Assessment (HVA) model, is conducted with members of the Emergency Management Planning Committee.
- **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 BU, as well as for the National Emerging Infectious Diseases Laboratories (NEIDL). This exercise program will consist of drills (plans and procedures), exercises (tabletop and full-scale), and the development and execution of an after-action report and corrective improvement plan(s).

- **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 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.

3. **References**

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

3.1. **Regulations**

3.1.1. **Federal Regulations**

- Homeland Security Presidential Directives (HSPD) #5, National Incident Management System
- Department of Health and Human Services (DHHS), 42 CFR, Part 73.14, Select Agent Incident Response
- United States Department of Agriculture (USDA), 7 CFR, Part 331.14, Select Agent Incident Response
- United States Department of Agriculture (USDA), 9 CFR, Part 121.14, Select Agent Incident Response
- Centers for Disease Control (CDC), Morbidity and Mortality Weekly Report (MMWR), 12/6/2002
- CDC, Biosafety in Microbiological and Biomedical Laboratories (BMBL), 5th Edition
- Higher Education Opportunity Act

3.1.2. **State Regulations**

- Massachusetts Department of Public Health (MA DPH), Exposure to Select Agent or Toxin
3.1.3. City Regulations
- Massachusetts Department of Public Health, Theft, Loss or Release of Select Agent or Toxin
- Boston Public Health Commission (BPHC), Biological Laboratory Regulations, 9/19/2006
- Boston Fire Department (BFD), Laboratory Registration Ordinance, 2007
- Boston Fire Department, Fire Prevention Code, 86-1

3.2. Other Standard Operating Procedures (SOPs)
- Boston University Environmental Health and Safety Policy Manual
- Boston University Emergency Response Plan–Charles River Campus (CRC)
- Boston University Emergency Response Plan–Medical Campus (MED)
- National Emerging Infectious Diseases Laboratory Emergency Response Plan
- Boston University Medical Campus Integrated Contingency Plan
- Boston University Charles River Campus Integrated Contingency Plan

3.3. Supplementary Documents
None.

4. Roles & Responsibilities
Each office at Boston University has different roles and responsibilities to fulfill in the event of an emergency incident.

Emergency Response Planning Division:
- 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 for BU.
- 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 automatic notification system.
- Maintaining the WebEOC Incident Management System.
- Coordinate the Building Safety Coordinator Program
Incident Commanders:
The most senior, qualified Boston University official will serve as the on-scene Incident Commander (IC). In cases in which an incident rises to a Phase B or C and the need for an extended response and coordination effort by the Boston University Command Center (BUCC) is required, the BUCC Incident Commander will assemble the Incident Command Response Team to mitigate major emergencies at BU.

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

NEIDL Administration:
The NEIDL Administration consists of the director, the associate directors, and the core leadership. The NEIDL administration works together to implement a culture of safety and emergency response to ensure that research is conducted safely.

Boston Medical Center Emergency Preparedness:
BU’s Emergency Response Planning (ERP) 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):
- EHS consists of five divisions: Research Safety (Responsible Official), Radiation Protection (Radiation Safety Officer), Environmental Management, Campus and Clinical Safety (Safety Officer), and Emergency Response Planning.
- Upon notification, members of these directorates would respond on-scene and, depending on the nature of the incident, assume incident command or support the incident commander at an Emergency Response Phase A or B incident. This allows members to assess the situation, coordinate the response with off-site emergency responders, and keep university leadership aware of the incident situation.
- Upon escalation and subsequent activation of the command center, EHS staffs serve on the Incident Command team.
- Environmental Health and Safety will communicate with regulatory agencies as required in accordance with the EHS Notification Matrix (attached).

Facilities Management & Planning (FMP):
Facilities Management & Planning responds to direct facility- or utility-type incidents (e.g., power outages and water leaks) or to indirect incidents (e.g., laboratory incidents requiring HVAC shutdown) on either campus. FMP is equipped to send personnel immediately to the scene of an 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, including the Boston University Police Department are part of the initial response team for emergency incidents. The first arriving officer makes an assessment of the situation and communicates that assessment to the dispatch. A Public Safety supervisor will initiate further response, determine the emergency phase-level, and make appropriate notifications. As with Facilities Management and Planning, Public Safety may produce SITREPs (situation reports) to document and share information about incidents with relevant personnel.

5. Special Requirements
The special requirements are as follows:

5.1. Equipment and Supplies
1. Emergency response equipment, including Positive Air Powered Respirators (PAPRs) and Personal Protective Equipment (PPE)
2. Emergency Response Team Radios
4. Incident Command Vests
5. Laptop Computers (dedicated to ERP operations)

5.2. Safety
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. The trainings include:
- Introduction to BU Emergency Response
- Continuity of Operations Program Planning (COOP)
- NEIDL Specific Emergency Response
- WebEOC Incident Management System
- Introduction to Incident Command System
- Introduction to National Incident Management System
- BU Alert Notification System
- Boston University Command Center Operations

5.4. Personal Protective Equipment (PPE)
Emergency Response Planning operations require compliance with all applicable BU safety policies and procedures implemented through Environmental Health and Safety. PPE will be in the form of outer garments, Tyvek suits, gloves, boots, and a breathing apparatus appropriate for the agent and risk-level.
5.5. Medical Surveillance
EHS staff members are expected to participate in a rotating on-call schedule in order to respond to various emergencies on campus, including hazardous materials incidents. To this end, ERP staff also participates in a medical surveillance program through the Research Occupational Health Program (ROHP).

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

7. Applicability
All BU affiliated locations.

8. Procedures and Instructions
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. Building operation and maintenance, the BUPD, 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 city, state, and federal environmental regulations.

Procedures can be found in the Boston University and NEIDL Emergency Response Plans listed above. Additionally, all procedures can be found in the two main Boston University Command Centers (BUCC) and laptop computers carried by Emergency Response Planning personnel.

9. Post-Incident Critiques and Plan Updates
Following every declared emergency (regardless of 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, one or more Corrective Improvement Plan(s).

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.

10. 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.

11. Records Management
Emergency Response Planning records are maintained by the Emergency Response Planning Division office in their original paper form and are also stored electronically in the ERP archives or in the Research Information Management System (RIMS).

12. SOP Revision History

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<th>Changes Made</th>
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<td>N/A</td>
<td>None, Original Version</td>
<td>2-12-2010</td>
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<td>V.2</td>
<td>Section 4</td>
<td>Deletion of Executive Vice President and replacement with Incident Commanders</td>
<td>11-22-2011</td>
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<td>V.3</td>
<td>Throughout</td>
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<td>V.5</td>
<td>Section 2</td>
<td>Added definitions for Building Safety Coordinator Program, Crisis Action Teams and Emergency Management Planning Committee</td>
<td>06-27-2013</td>
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<td>V.5</td>
<td>Section 4</td>
<td>Added bullet for Building Safety Coordinator Program</td>
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