



Procedure Number: **OPS – 041**  
Procedure: **Emergency Response**  
Date Adopted:  
Last Revision:  
References: Emergency Operations Plan  
Approved By: Kenneth A. Willett, Director for Office of Public Safety

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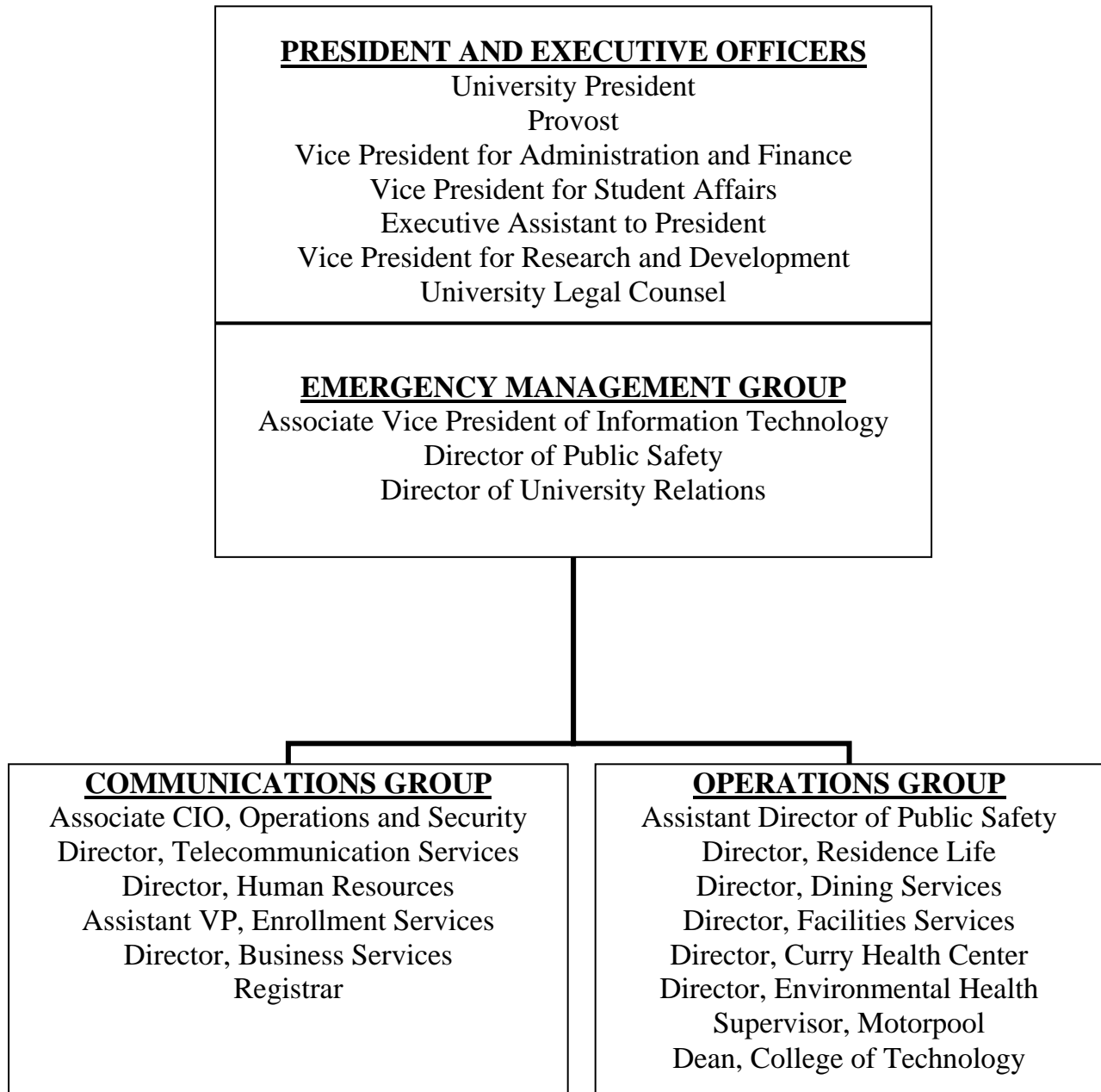
PROCEDURES by which Emergency Plan is Implemented

- A. The President will activate the University Emergency Operations Plan upon the occurrence or imminent threat of an emergency/disaster. (If the Governor activates the Plan through a declaration of emergency, it shall remain in effect until terminated by the Governor.)
- B. See Chart C for Emergency Response Sequence Chart.
- C. Following a declaration of an emergency, the President will activate the University Emergency Management Organization (EMO) to provide centralized control and coordination of the emergency response, designate a Director of Operations, and identify the Emergency Operations Center (EOC) (Policy B and Procedure D, below).
- D. The President will identify the location of the (EOC) from among the following:
  - 1. Primary – President’s Conference Room, University Hall
  - 2. Secondary – Conference Room in Building 32, Physical Plant
  - 3. Alternate – Mansfield Library, Room 102
  - 4. Alternate – Conference Room in Gallagher Business Building
- E. In pursuance of the Plan, the EMO will:
  - 1. Recommend operational guidelines;
  - 2. Provide overall coordination of disaster response and recovery;
  - 3. Maintain liaison with the City, County, State, and federal governments (where applicable); originate emergency message to Missoula Emergency Activation Notification System (MEANS);
  - 4. Recommend protective actions based on advice of emergency response forces;
  - 5. Recommend request for additional disaster assistance;
  - 6. Exercise responsibility for public warning and information;
  - 7. Establish and supervise a Public Information Center to disseminate new releases to the media;
  - 8. Establish a system for handling public inquiry;
  - 9. Provide for the health and safety of persons and property, including emergency assistance to victims; and
  - 10. Assure a 24-hour information center, assessing information and relaying it to key decision makers.

- F. In pursuance of the Plan, the Directors of Public Safety, Facilities Services, and others as appropriate, will develop and use procedures for emergency communication, and University Relations will develop and use procedures appropriate for public communication, with support from the Associate Vice President for Information Technology.
- G. In pursuance of the Plan, the Director of Facilities Services will systematically determine and appraise the nature and extent of loss, suffering, or harm resulting from a disaster or incident; provide information to the EMO; coordinate the use of both public and private engineering facilities, equipment, and supplies; perform heavy rescue operations; clear and remove debris; maintain transportation routes and provide for the emergency warehousing, distribution, and transportation of supplies, equipment, and personnel; provide emergency power and water supply; coordinate with utility companies; and coordinate engineering/safety inspections and demolition of unsafe structures.
- H. In pursuance of the Plan, the Environmental Health Officer will oversee a hazardous materials response system, including monitoring, detecting, analyzing, and reporting hazards and providing defensive and protective recommendations, and coordinating site cleanup.
- I. In pursuance of the Plan, the Director of Public Safety will support evacuation and sheltering procedures through housing and food services, control ingress and egress to emergency and disaster area(s) and enforce curfew restriction, perform rescue and first aid, and provide evacuation, traffic control, and security personnel.
- J. In pursuance of the Plan, and upon notice of need, the President will request assistance from the City of Missoula Fire Department for Fire Services.
- K. In pursuance of the Plan, the Director of Student Health Services will publicize and enforce health safety measures; coordinate the use of all health personnel, transportation, and equipment for emergency medical and health services; coordinate environmental health/sanitation operations; coordinate the investigation and control of communicable diseases; coordinate emergency mortuary services; coordinate crisis counseling; coordinate critical incident and debriefing teams for victims as well as workers; and assist fire personnel with triage duties.
- L. In pursuance of the Plan, the Director of Human Resources will coordinate all agencies providing human services; provide food and clothing to the displaced population and emergency workers; establish and operate shelters and reception centers as appropriate; coordinate development of evacuation and emergency routes, provide transportation for emergency workers, evacuees, and the public; and coordinate missing person assistance, aid to people with disabilities, and family notification.
- M. In pursuance of the Plan, the Director of Human Resources will work with the Vice President for Student Affairs to ensure that the services mentioned in Procedure L (above) are made available to all students and their families.
- N. See Chart D for Emergency/Disaster Function and Agency Assignments.

**CHART A:** Emergency Management Organization for The University of Montana-Missoula  
Emergency Operations Plan.

## **EMERGENCY MANAGEMENT ORGANIZATION**



**CHART B:** Emergency Action Level Classification System for The University of Montana-Missoula Emergency Operations Plan

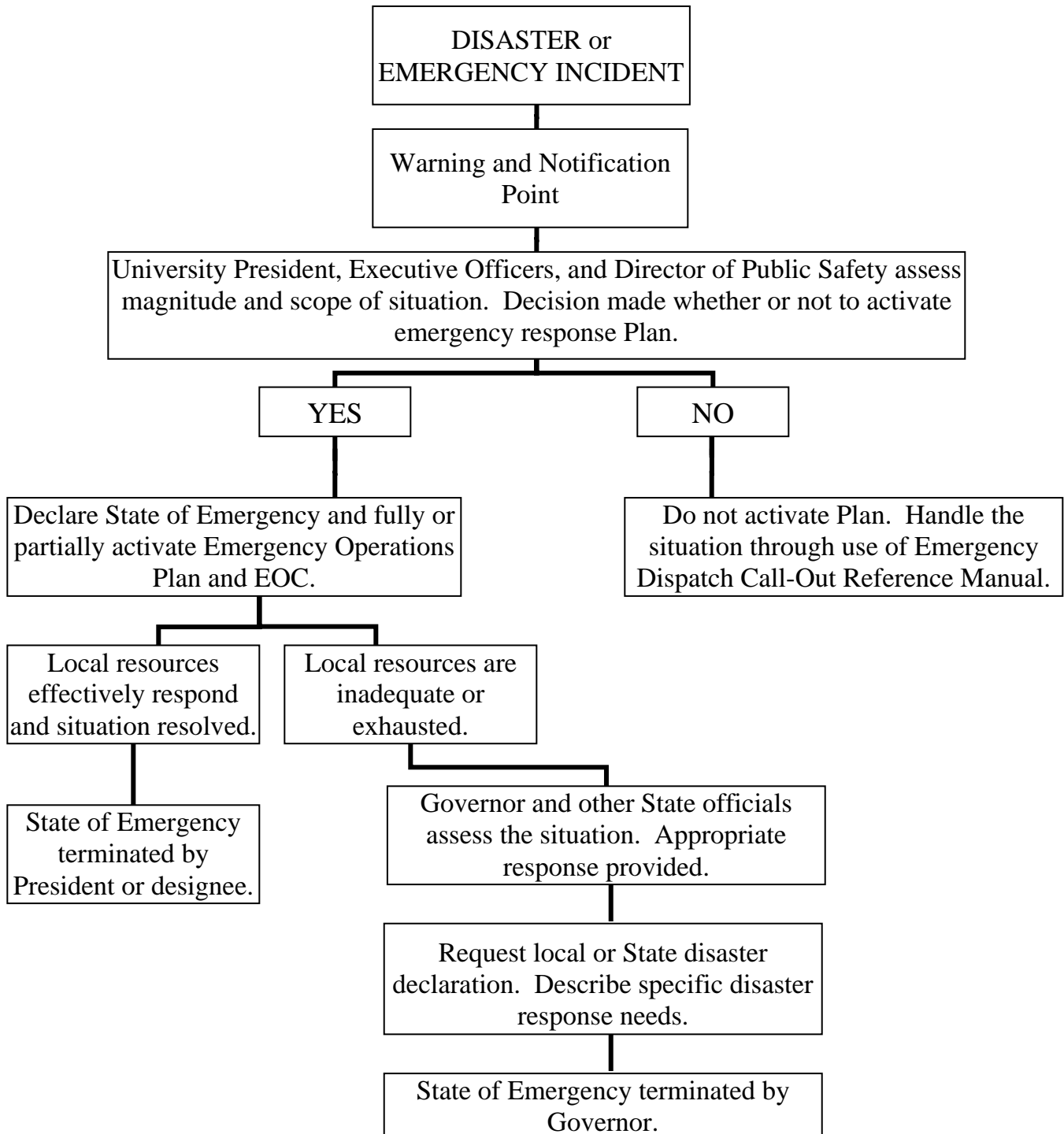
## EMERGENCY ACTION LEVEL CLASSIFICATION SYSTEM

FEDERAL	STATE	LOCAL
<u><b>ENEMY ATTACK</b></u>	<u><b>NATURAL DISASTER</b></u> Earthquake Snow/Ice Storm Flood Tornado Wildland Fire	<u><b>TECHNOLOGICAL DISASTER</b></u> Major Structure Fire Bomb Threat Chemical Accident Epidemic Hostage Situation
RECON 4	WATCH	MINOR INCIDENT
RECON 3	WARNING/ALERT	ALERT
RECON 2 / RECON 1	LIMITED EMERGENCY	COMMUNITY EMERGENCY
ATTACK	COMMUNITY EMERGENCY	COMMUNITY EMERGENCY
POST ATTACK	RECOVERY/ RE-ENTRY	RECOVERY/ RE-ENTRY

This classification system for emergencies/disasters establishes levels of incidents. Initiating conditions at each level act to trigger specific emergency actions by response personnel.

**CHART C:** Emergency Response Sequence for The University of Montana- Missoula Operations Plan.

**EMERGENCY RESPONSE SEQUENCE CHA**



**CHART D: Emergency/Disaster Function and Agency Assignments for The University of Montana-Missoula Emergency Operations Plan.**

**EMERGENCY/DISASTER FUNCTION AND AGENCY ASSIGNMENT CHART**

AGENCY	E X E C U T I V E O F F	E M R G M G T G R P	U N I V. R E L A T I O N S	A S S E S S M E N T	I T	E N V I R O H E A L T H	P U B L I C S A F E T Y	C U R R Y H E A L T H	F A C I L I T I E S S V C S	H R S
Animal and Pest Control								P		
Assistance Request	P	S		S	S					
Clothing										P
Communications			P		S	S	S		S	
Crisis Counseling								P		
Damage Assessment					S		P	S	S	
Debris Clearance									P	
Disease Control								P		
Emergency Operations Center		P			S					
Evacuation Options	S	S				S	P		S	
Evacuation Operations		S			S		P		S	
Emergency Power/Water									P	
Food Supply										P
Fire and Rescue							P		S	
Hazmat Operations						P	S	S		
Health, Sanitation and EMS								P		
Heavy Rescue and Search							P		S	
Interagency Coordination	S	P								
Law & Order							P			
Map Plotting				P					P	
Mass Casualty Treatment								P		
Media Coordination			P		S					
Mortuary Services								P		
Notification of Officials		S	P		S		S			
Plan Activation	P	S								
Public Information			P		S		S			
Reception/Registration										P
Report Preparation				P						
Security					S		P			S
Shelter							S	S		P
Status Updates	S	S	S	P	S		S			
Supplies									P	S
Traffic Control				S			P		S	
Transportation				S					P	S
Warning			S		S		P			
Water Supply								S	P	S

P = Primary Responsibility

S = Support Responsibility