

Volume 2 - APPENDIX 5 (RISK MANAGEMENT & SAFETY) TO ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)

INTRODUCTION

Risk Management & Safety (RM&S) is a service and support unit within Business Affairs with institutional oversight responsibility for most areas of environmental health and safety, and the coordination of state provided insurance coverage for property, liability and worker's compensation.

OBJECTIVES

1. Establish RM&S responsibilities within the BCDR Plan.
2. Provide support to all units with planning efforts to identify hazards, implement safety procedures, prevent loss, and train staff.
3. Assist during and following emergency events to mitigate damage, restore operations, and coordinate insurance recovery.
4. Provide emergency response guidance to the campus community. (see University of Arizona Emergency Response Guide – attached)

PLAN ORGANIZATION

This Appendix is written to identify the responsibilities of RM&S in the event of a Level 4 or Level 5 threat or incident as defined in the UA Campus Emergency Response Plan (CERP). The succeeding paragraphs identify this unit's procedures and requirements that are in place to cope with a major emergency.

CONTINUAL READINESS ACTIVITIES

1. Identify and assign individual responsibilities within RM&S.
2. Conduct and participate in regular review of the CERP and RM&S responsibilities.
3. Conduct training and evacuation drills to prepare the campus community for their response to emergency events.
4. Establish and maintain RM&S staff communication plan - departmental, and with other critical units.
5. Establish and maintain inventory of emergency equipment.
6. Assist UA units with emergency planning and readiness efforts.
7. Review major events at other locations to learn from their experience and to maintain current knowledge of trends in emergency planning.

PRE-DISASTER PERIOD (time permitting)

1. If the pending incident is a RM&S issue, request mobilization of the UACERT and report to Incident Commander (IC) for assignment.
2. Mobilize RM&S staffing necessary to provide support for the event.

3. Test communications and emergency equipment.
4. Determine probable scope of event and anticipated damage level.
5. Work with IC to define an anticipated perimeter of impacted areas so that security can be established and post-disaster re-entry can be properly managed.
6. Assess potential hazards, and provide health and safety expertise to IC as requested to protect response personnel, and faculty, staff, students and the public as needed.
7. Identify critical assets vulnerable to damage, work within ICS framework to prioritize and implement protective measures.
8. Notify State Risk Management of pending significant loss event.

DISASTER IMPACT PERIOD

1. Perform pre-disaster tasks as time permits.
2. Maintain presence and communication with CERT and IC.
3. Continue hazard assessment and adjust safety and health recommendations to IC as warranted by changing conditions.
4. Coordinate with CERT and IC to define when the event is over.

POST-DISASTER RECOVERY PERIOD

1. Immediate (within first 24 hours)

- a. Coordinate with IC and response agencies to assess hazards, update perimeter of impacted area, and restrict re-entry.
- b. Define health and safety procedures, minimum protective equipment, and qualifying criteria for all personnel re-entry into impacted areas.
- c. Monitor health and safety risks in impacted areas, report to IC, and adjust entry protocol as warranted by changing conditions.
- d. Begin collection of data to characterize the extent of loss.
- e. Assist IC with prioritization of which operations need to be resumed first to mitigate further loss.

2. Intermediate (24 hours - two weeks post-disaster)

- a. Continue ongoing hazard evaluation and adjustment of impacted area entry criteria as conditions change and improve.
- b. Notify State Risk Management with preliminary assessment of the scope of the impact, property losses, human loss and injury, level of disruption, loss of revenue, and high priority areas for recovery.
- c. **ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)** Make required verbal and written notification to regulatory agencies of those issues that require incident reporting such as a hazardous materials release, employee injuries/fatalities, etc.
- d. Continue to collect and organize loss documentation. Assist insurance claims personnel and regulatory agency personnel with site access and information.
- e. Participate in debriefing with response agencies and UA units to assess incident response and plan implementation.
- f. Remain available until IC and UACERT are deactivated for this event.

3. Long Term (greater than two weeks post-disaster)

- a. Identify post-disaster hazards or unsafe conditions that cannot be easily or quickly corrected and develop recommendations for corrective action, and continuing restricted entry to authorized personnel only.
- b. Negotiate settlement of insurance claims for loss of UA property and business interruption.
- c. Track losses by unit, and disperse claims proceeds accordingly.

STAFFING REQUIREMENTS

In the event of a Level 4 or 5 campus emergency, and provided there is time, RM&S may initially mobilize all available staff to the Incident Command Post for briefing, assignments, and scheduling. Based on the nature and scope of the event, the primary RM&S emergency coordinator may mobilize less than the complete staff, or may release personnel from the scene as specific needs for manpower and expertise become better defined.

At least one designated RM&S emergency coordinator will be locally available by telephone or pager at all times.

NECESSARY SUPPLIES AND CRITICAL EQUIPMENT

RM&S will maintain the following necessary supplies and critical equipment for immediate availability during a Level 4 or 5 threat or incident.

1. Communications equipment - cell phones and two way radios with UAPD and TFD frequencies installed.
2. Hazmat response equipment as listed in the RCRA Contingency Plan.
3. PPE necessary for up to Level B entry to a hazardous environment.
4. Industrial hygiene measurement equipment and supplies.
5. Laptop computer that is equipped for wireless internet and email access.
6. Digital cameras, computer discs, tape recorders, as well as notepads and pens, all to be used for documentation.
7. Written and electronic safety and health reference information - MSDSs, Tomes Micromedix passwords, other IH references
8. Vehicles for moving people and supplies.
9. Building floor plans with descriptions of building systems and infrastructure for HVAC, plumbing, electrical, and gas, written hazardous materials inventories, UA, state, and regulatory agency contact lists.
10. Access to a valid Purchasing Card.

TELEPHONE LISTS

RM&S will maintain a current list of all departmental staff with home phones, addresses, email, cell phones, and pagers as applicable. Information will be updated as staff changes occur and key information will be produced as a wallet-sized card with contact information for each staff member to carry with them.

RM&S will also maintain written copies of the UA emergency contacts list as prepared by the UACERT, and will keep this information with the necessary equipment and critical supplies described in Section D. above.

PROCESS CALL LISTS

If RM&S staff are unavailable, alternate contacts for critical processes are identified below:

Worker's Compensation Claims

Contact Arizona State Risk Management (602) 542-2182 (Phoenix)

Property Insurance Claims

Contact Arizona State Risk Management (520) 628-6700 (Tucson)

EXTERNAL CONTACTS

Arizona State Risk Management (602) 542-2182

Arizona Department of Environmental Quality (800) 234-5677

ADEQ 24 hour duty officer (602) 390-7894

Arizona Division of Occupational Safety and Health (ADOSH)

Tucson Office (520) 628-5478

Arizona State Fire Marshal (520) 628-6920 (Tucson)

Pima County Office of Emergency Management (520) 798-0600

Arizona Department of Emergency Services (602) 231-6346

US Environmental Protection Agency - Region IX (800) 300-2193

EXTERNAL DEPENDENCIES

Arizona State Risk Management provides insurance coverage for the University of Arizona for property, liability and worker's compensation. Although not necessarily a critical dependency during a crisis, the statutory insurance coverage administered by State Risk Management is a critical component in the process of financial recovery following a loss event.

INTERNAL COMMUNICATIONS

RM&S relies primarily on cell phones and pagers, which are issued to key staff for internal communications. A wallet card listing all RM&S staff with home, cell, and pager numbers is updated regularly and distributed internally.

RM&S contact information is on file with the UAPD Dispatch Center, and at least one staff member is available at all times for emergency response.

EMERGENCY RESPONSE GUIDE

Emergency guidance on a variety of topics has been distributed to the campus community in the form of a flip chart. The information from this chart is attached to this Appendix, and includes the following topics:

1. Emergency Response Guide - Notification Procedures
2. Personal Injury
3. Radiation Spill
4. Chemical Spill
5. Biological Spill
6. Fire

7. Bomb Threats & Suspicious Objects
8. Suspicious or Threatening Parcels & Letters
9. Utility Failure
10. Resource Directory