



## CAMPUS EMERGENCY RESPONSE PLAN (CERP) DOCUMENT ORGANIZATION

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### HOW TO USE THIS PLAN

The Campus Emergency Response Plan is organized into five (5) sections as follows:

#### Section One:

- President Shelton's Promulgation Letter
- Table of Contents
- Document Organization
- Introduction
- Volume II begins with the Business and Disaster Recovery Plan (BDRP) basic document.

#### Section Two:

- The second section contains Volume I, the **Campus Emergency Response Plan** (CERP) basic plan. It is the overarching document, which outlines the overall purpose, definitions, emergency operations structures, key responsibilities and operational guidelines and procedures to be applied when emergency situations occur.

#### Section Three:

- Contains Volume II, the **Business Continuity and Disaster Recovery Plan** (BCDR). This plan with 9 Annexes is directed at handling longer term emergencies (natural or man-made) whose impact is severe enough to disrupt the conduct of the UA mission. The BCDR Plan outlines responsibilities; emergency response priorities; Emergency Response/Operations Center locations, equipment and supplies; and recovery operations procedures. The plan also identifies 13 key operational UA support areas and related personnel positions, which contribute in specific ways to the overall accomplishment of the University mission. If a disaster occurs, these elements, if at all possible, would continue their mission of providing support to UA units within their capability. The general plans for continued provision of support, in the event of a major catastrophe or a minor incident which escalates into a major catastrophe, are outlined in 13 Appendixes to Annex E, Planned Response Activities, UA Operational Support Areas.

The detailed plans are retained at the unit or locations of the point of contact person that is responsible for the content and execution of the operational support.

- **Annex A** contains the Mission Functions Dependencies Assessment Summary and related appendixes.
- **Annex B** outlines the responsibilities of the Campus Emergency Response Team (CERT).
- **Annex C** indicates the responsibilities of the Incident Commander.
- **Annex D** indicates the equipment and supplies that are to be maintained at each Emergency Response/Operations Center location.
- **Annex E** identifies and outlines the UA operational support areas that are available to provide services/support to the University Community in time of emergencies, both natural and contrived.

The Appendixes to Annex E are:

**Appendix 1**, Academic Operations, focuses on the continued operation of the academic activities of the colleges.

**Appendix 2**, Police and Security, is designed to minimize any disruption of essential life and safety services provided to the Campus Community by UAPD.

**Appendix 3**, Student Affairs, focuses on the safety, well being and customer service needs of students both on and off campus.

**Appendix 4**, Financial Services, is designed to maintain the financial integrity of the University. This includes maintaining a capability to conduct timely employee payroll operations, manually or with the use of computers.

**Appendix 5**, Risk Management and Safety, orients on providing risk management support to units, mitigating damage, restoration operations and coordination of insurance recovery.

**Appendix 6**, Human Resources, is geared towards ensuring safety of the faculty and staff, minimizing disruptions due to staffing interruptions and mitigating damage to the HR Information system.

**Appendix 7**, Communications, Computing and Information Technology/Business Systems; focuses on minimizing the adverse effects of a disaster on University operations by insuring the availability of critical communications, computing and information technology services.

Appendix 8, Facilities Management, is designed to ensure that in the event of a disaster, facilities maintenance and management support to include damage assessment is available to both the main campus and AHSC.

**Appendix 9**, Emergency/Crisis Communications, is directed at responsibilities and procedures for maintaining open lines of communications between The University Campus Community and the local community to provide accurate and timely information and assistance.

**Appendix 10**, Medical Services, is focused on a coordinated, flexible medical assistance plan which makes maximum utilization of University resources (Campus Health, AHSC) and those of UMC, UPI or local agencies, as available, in support of the Campus Community.

**Appendix 11**, Museums/Valued Collections, provides a coordinated plan representing a consortium of 13 University units, because many of these units house priceless and historic collections. The plan's focus is on personnel safety, security, preservation, priorities, quick response to preclude damage to collections/valued items and recovery procedures.

**Appendix 12**, Procurement and Contracting Services Plan, focuses on maintaining the integrity of the University's ability to purchase goods and services after an emergency. The plan includes the use of pre-approved contracts with a wide variety of vendors, which will allow units to purchase critical items directly from vendors or through the Procurement Department in rapid fashion.

**Appendix 13**, Information Warehouse Office, focuses on maintaining daily backup of critical UA data through the use of on-site equipment tapes and a "hot" office site server thereby providing a fairly high assurance of data availability.

**Annex F** outlines the Federal Government's disaster process and disaster programs.

**Annex G** lists the members of the Business Continuity and Disaster Recovery Committee, which is responsible for the plan.

**Annex H** provides the operational concept for recovery activities.

**Annex J** provides a contact list of personnel and agencies whose support would be critical to the University in the event of an emergency, if outside assistance is required.

**Section Four:**

- Contains Volume III, addressing **Presidential Succession and travel concerning cabinet members.**

**Section Five:**

- Contains Volume IV, addressing the issue of **Pandemic Planning and Continuity of Operations** in the event a pandemic or other serious medical issue affects the campus.

**Section Six:**

- Contains Volume V, addressing the **National Incident Management System (NIMS)** the national standard for domestic emergency management and the University of Arizona's acceptance of NIMS on the campus.