



The University of Vermont

Policy V.5.8.3

Responsible Official: Vice President for
University Relations and Administration

Effective Date: November 7, 2016

Emergency Management Institutional Continuity

Policy Statement

The University of Vermont is committed to the safety and welfare of its faculty, staff, students and visitors; the protection of its financial and physical assets; and its continuity as an institution of higher education. To this end, UVM must be prepared to manage campus emergencies of all types, and be prepared to continue *mission essential functions* during, or resume them rapidly after, a disruption of activities due to both acts of nature and human events.

During a disaster or campus crisis, the President (or the next most senior available administrator – see *Delegation of Authority Policy*) has ultimate responsibility and authority for declaring (and ending) a “state of campus emergency,” setting direction as to how the emergency will be managed, and making key executive decisions. The President will be advised by a Policy Group of senior executives and has delegated institution-wide operational decisions to the Emergency Operations Group (EOG) composed of key administrators and led by a designated EOG Manager. The Vice President for Executive Operations shall serve as the link between the Policy Group and the Emergency Operations Group.

The University’s Emergency Operations Plan is located at:
https://www.uvm.edu/emergency/preparing_and_planning_emergencies

Reason for the Policy

The University of Vermont’s resilience is directly related to its ability to manage the unexpected by maintaining critical functions during an emergency and on a continued basis thereafter.

While the severity and consequences of an emergency cannot be predicted, effective emergency and contingency planning ensures the institution is capable of maintaining essential functions under all threats and conditions, with or without warning.

This policy details special protocols related to the management of campus disasters or crises at the University of Vermont.

Applicability of the Policy

This policy supports the following goal from the Strategic Action Plan: instilling an institutional commitment to efficiency and effectiveness.

Policy Elaboration

National Incident Management System

By resolution signed by the President of the University, UVM has adopted the National Incident Management System (NIMS), which was established in accordance with Presidential Homeland Security Directive 5 (2003) and will follow this system in managing campus emergencies and in coordinating with external emergency responders and public agencies.

Roles during an Emergency

The initial response to a campus emergency is managed in accordance with the all-hazards *Emergency Operations Plan*, and its related annexes.

When the emergency exceeds the capacity of the on-scene Incident Commander (see definitions), or the nature of the emergency requires a University-wide response, the Emergency Operations Group will be assembled under the direction of either the Vice Provost for Student Affairs, or the Associate Vice President for Administrative and Facilities Services, depending upon the nature of the emergency. The Emergency Operations Group will be supported by an on scene Emergency Management Coordinator who will provide situational updates and will integrate into the unified command.

The Vice President for Executive Operations shall serve as the link between the Policy Group (President, Provost and Vice Presidents) of senior executives and the Emergency Operations Group (see Emergency Response and Recover Plan for roles and responsibilities). The Policy Group will be assembled when needed at the call of the President to address policy issues like cancelling classes or closing the University.

During a campus crisis, the Emergency Operations Group (with the approval of the Vice President for Executive Operations) may assign staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those roles. Any department with staff who do not have specific roles to carry out during a period when a “state of campus emergency” has been declared will become part of a “pool” of reserve personnel to assist with the specific emergency.

Essential Employees

Essential employees are those individuals designated by their department head(s) to provide mission essential functions in the event of an emergency or when the University has suspended normal operations. These individuals will be expected to perform their duties and responsibilities, from either the worksite or remotely, when other individuals have been released.

Depending upon the nature of the event or due to changing circumstances, management may need to designate additional employees to perform essential work.

Emergency Shut-Down

It has been longstanding practice not to close the University when classes are in session unless requested to do so by an external governmental authority (U.S. President, Governor or Mayor) or where campus conditions preclude the provision of normal services (blizzard conditions, hurricane conditions, lack of power, campus-wide water system failure, etc.). The decision to close the University rests with the President. Employees who perform work during a campus closure will be compensated in accordance with University policy or collective bargaining agreement, as applicable.

Partial Shut-Down

Although only the President can officially “shut-down” all University activities, Deans, Vice Presidents, Directors, and Department heads have the authority to scale back staffing levels as long as they maintain basic services within their units. When a supervisor directs employees to reduce their schedules in response to a weather-related event or other emergency, the affected employees will not be required to take leave time for the reduction in their schedules.

Institutional Continuity

Responsibility for the development of the overarching UVM Institutional Continuity Plan rests with the Vice President for Executive Operations. The President is assisted by the Institutional Continuity Work Group (Chief Risk/Public Safety Officer, the Associate Chief Information Officer, and the Emergency Planning and Institutional Continuity Coordinator). Institutional continuity planning will begin with centrally managed core support functions (Human Resources, Finance, Information Technology, and Facilities) first, followed by the colleges and schools.

Responsibility for the development, maintenance and testing of continuity-focused operational plans, such as for Mission Essential Functions (see definitions) is assigned as follows:

Central Executive Operations (including all central command, coordination and communications functions, and the management of essential corporate records): *Vice President for Executive Operations*

IT Infrastructure and Systems (including campus network, centrally managed enterprise systems, and telecommunications): *Chief Information Officer*

Financial Systems (including payroll, cash management, procurement, and financial records systems): *Vice President for Finance and Treasurer*

Facilities Infrastructure (including buildings, utilities, grounds and related support services): *Vice President for University Relations and Administration*

Human Resource Systems (including talent management, employee and labor relations, benefits management and employee records): *Vice President for Human Resources, Diversity, and Multicultural Affairs*

Enrollment Management Support Services (including admissions, registrar and student financial aid): *Vice President for Enrollment Management*

Student Support Services (including the provision of housing, food, medical care and counseling): *Vice Provost for Student Affairs*

Instructional and Research Activities (including all teaching and research activities): *Deans of the various schools and colleges*

Such plans will be recorded in the centrally managed database managed by the Institutional Continuity Work Group. As units develop their operational restoration strategies, they will need to undertake a risk analysis to identify the types of threats/risks that they are likely to encounter.

University-wide institutional continuity plans (like the Pandemic Plan) will be activated by the President based on the recommendation of the Policy Group.

Individual unit continuity plans may be activated as they are needed by the unit's responsible senior official, in consultation with the Emergency Operations Group, the Emergency Manager, or the Incident Commander.

Definitions

All-Hazards: The spectrum of all hazards including accidents; technological events; natural hazards, riots, hazing and sexual assault, chemical or biological events (including a pandemic); and fires/explosions.

Continuity of Operations: An effort within individual operating units to ensure that they can continue to perform their Essential Functions during a wide range of emergencies.

Disaster Recovery: Actions intended to minimize the negative effects of a disaster and allow the organization to maintain or quickly resume mission-essential functions.

Emergency Manager: The person who leads the Emergency Operation's Group during its activation.

Emergency Management Coordinator: This position is filled by the Emergency Planning and Institutional Continuity Coordinator unless the Emergency Management Director assigns another person to the role. This role serves as on scene liaison and provides situational awareness to the EOC or EOG and provides direction and guidance to responders from the EOC or EOG.

Emergency Management Director: The Associate Vice President for Administrative & Facilities Services serves as the institution's designated Emergency Management Director where required by statute or regulation.

Incident Commander: The person at the scene of an emergency responsible for managing incident operations.

Institutional Continuity: An uninterrupted ability to provide services and support, while maintaining organizational viability, before, during, and after an event.

Mission Essential Functions: The set of organizational-level functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities.

Unified Command: Unified command is a structure of incident command used during complex incidents where multiple agency commanders work together to support the incident commander.

Procedures

To be Determined.

Forms

None

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Albert Turgeon, Chief Risk/Public Safety Officer
(802) 656-9904
albert.turgeon@uvm.edu

Mary Dewey, Director of Risk Management and Safety
(802) 656-3242
mary.dewey@uvm.edu

Julia Russell, Associate Chief Information Officer
(802) 656-4063
julia.russell@uvm.edu

Annie Stevens, Vice Provost for Student Affairs
(802) 656-3380
annie.stevens@uvm.edu

Zachary Borst, Emergency Planning and Institutional Continuity Coordinator
(802) 656-4363
emergency@uvm.edu

The Vice President for University Relations and Administration is the official responsible for the interpretation and administration of this policy.

Related Documents/Policies

Business Continuity Program Guidelines
(under development)

Delegation of Executive Authority

https://www.uvm.edu/policies/general_html/delegation.pdf

Emergency Operations Plan

https://www.uvm.edu/emergency/preparing_and_planning_emergencies

Institutional Continuity Protocol

Succession Policy

Effective Date

Approved by the President November 9, 2016