

Yale University All-Hazard Emergency Operations Plan Outline

- I. Introduction
- II. Purpose
- III. Concept of Operation-
 - a. The concept of operations section describes what tasks will be performed during an emergency, how those tasks will be accomplished?, who is responsible during the initial response, ongoing operations and closing?. It will also describe how the department integrates with the overall University response, dependencies etc. This section also provides clear statements of the functions of all elements within your department.
 - b. Includes Notification Procedures
 - c. Physical Communication Methods
 - d. Evacuation/ relocations
 - e. Recovery
- IV. Activation of the Emergency Plan
 - a. What are the levels of activations? What are the circumstances/ triggers that determine how you will proceed?
- v. Assumptions-
 - a. A planning assumption is a positive statement about contingent conditions expected to exist at the time that a disaster response plan is executed. It is **not** a statement of fact or regulation. Assumptions are used to facilitate planning when information is either unavailable or uncertain. The planning assumptions section contains a list of the conditions that have a significant impact on the success of the plan. Seldom, if ever, can effective planning be accomplished without making such assumptions. (example, resources will be limited so therefore, our department must be as self sufficient as possible)
- VI. Jurisdiction and Demographics-
 - a. The demographics section contains a summary of all pertinent information about the population being served. It may include descriptions, distributions and unique characteristics, age distribution, number of people with disabilities, languages spoken and other significant factors.
 - b. The Jurisdiction contains information on the physical structures. The types and total number of housing structures and units. Unique characteristics of the buildings (i.e. community rooms).

VII. Risk Assessment/ Hazard Analysis –

This analysis identifies the key or unique hazards that may occur, outlines the risk that the hazards may pose, assesses the potential impact of the hazard and describes the potential expected demands on the department and its constituents. This section may be completed as an annex, with an overall summary provided here. The goal is to present essential, relevant data to the users of the plan, while affording the opportunity to use the historic data including frequency and severity of past events by location. Most importantly, include in this section a discussion of the impact and probability of likely disasters on both locally (building property), within the city and regionally.

In this section, all vital infrastructure information should be discussed that, if threatened, could affect the Yale Community these may include:

- Interstate highways, local highways, bridges
- Bus lines, railroad lines, airports, seaports
- Pipelines and major electrical transmission lines

It is important to note that the hazard and impact analysis is a valuable process in both developing disaster response plans and identifying the actions necessary to prepare for actions to mitigate future disaster losses.

VIII. Assets

- a. What assets are on hand to support an emergency?
- b. What shortfalls do you have?
- c. How are they going to be met?
- d. Who are is responsible and what is the process of procuring assets in an emergency?
- e. Financial Authority

IX. Partners- (Internal, External)

- a. Agreements (hotels, hostels, etc)
- b. Dependencies (New Haven FD, Fire Marshalls)
- c. Commitments

X. Education, Training and Exercise

- a. Personal Disaster Preparedness- training for students, faculty and staff. What is your plan to communicate the importance of being prepared?
- b. Training your staff and faculty on the EOP.
- c. The plan should be reviewed and updated on an annual basis. If significant changes occur, the plan will be reviewed and updated on a more frequent basis.
- d. A list of the entities that have a copy of the plan should also be maintained in order to ensure they have the most recent copy of the plan.

- e. The plan must also be exercised yearly so that it is always fresh in the minds of your staff and faculty.

xI. Summary

Examples of possible appendixes

- Map and Directions
- Evacuation and Temporary Housing
- Residential Facilities Managed by University Properties
- Emergency Contacts
- Student, faculty, staff, family support