

All Hazard Planning

BACKGROUND

In March 2016, the Executive & Audit Committee approved a model for developing action plans to mitigate the top risks that may hinder OSU's ability to achieve the objectives outlined in Strategic Plan 3.0. Each of the identified top risks was assigned to a Board committee based on alignment with the committee charter and workload. Through this process, the university identified all hazard planning as a top risk for the university. The Executive & Audit Committee provides oversight of the university's action plan for mitigating this risk.

PROGRESS REPORT AND NEXT STEPS

At the October 2017 meeting, staff will highlight key actions over the past year to mitigate this risk and discuss the focus areas for the coming year. A summary of actions and performance is provided in Attachment 1.

**Oregon State University
University Risk Management
2016-17 Priorities
All Hazard Planning**

Board Oversight Committee	Risk Topic	University Goal	Type(s) of Risks to be Prevented	Risk Owner(s)	Primary Risk Mitigation Strategy(ies)¹	Risk Mitigation Team
Executive & Audit Committee	All Hazard Planning	Create a safe environment for the OSU community through preparedness and swift and effective response to emergencies	Operational (safety), Compliance, Financial, Reputational	Provost, VP for Finance and Administration (VPFA)	Reduce, Share/Insure, Accept	Emergency Management, Chief Risk Officer, Director of Department of Public Safety, Vice President for Finance & Administration, Chief Compliance Officer
Mitigation Plan						
Objectives to Achieve Goal	Actions to Satisfy Objectives			Status Report		
1. Develop and implement updated university Emergency Operations Plan (EOP)	a. Seek approval and adoption of the EOP by the Provost and VPFA b. Convene a university committee to update the EOP c. Create a communication protocol for the EOP			a. Complete. The university EOP was accepted and signed by the Provost and VPFA on January 4, 2016. b. In process. The university has identified offices to participate on the committee, but it has not been formed yet. c. In process. A communication protocol for the EOP is in development.		

¹ Definitions of mitigation strategies:

Avoid: Discontinue the activities that present unacceptable risk
 Share/Insure: Transfer the risk through insurance programs

Reduce: Implement controls, practices, programs to lessen the risk
 Accept: Proceed with the activity because the benefit outweighs the risk

<p>2. Institute training on emergency protocols</p>	<p>a. Establish and implement a list of baseline trainings for OSU emergency personnel and the OSU Incident Management Team (IMT).</p> <p>b. Establish and implement outreach communications to inform all OSU staff and students of proper procedures in emergencies.</p>	<p>a. Complete. Emergency Management developed a baseline training curriculum which was approved by the Incident Management Team on 6/22/2017. The training consists of FEMA Incident Command System (ICS) modules intended to meet the requirement to comply with National Incident Management System (NIMS) standards.</p> <p>b. Complete and ongoing. Communication systems and processes have been established to alert campus of emergencies and imminent threats. Additional communications have been developed to address non-emergency information on life safety and security issues.</p>
<p>3. Implement and maintain effective emergency programs</p>	<p>a. Conduct emergency drills of major disaster events at OSU locations</p> <p>b. Conduct emergency drills for non-disaster events at OSU locations</p>	<p>a. Complete and ongoing. Emergency Management has established a schedule of drills, including tabletop and live action exercises. Major exercises have been conducted at OSU locations including Bend, Corvallis and Newport, and occur annually.</p> <p>b. Complete and ongoing. Building-level evacuation drills are performed according to established schedules.</p>
<p>4. Raise awareness of all relevant parties</p>	<p>a. Conduct survey of employees and students regarding plans, protocols, and training drills</p>	<p>a. In process. An initial survey of the campus community was conducted in April, 2017. Emergency Management is developing programs tailored to address issues revealed by the survey.</p>

Performance Metrics			
Metric	Current Measure	Goal	Comments
1. Number of OSU emergency personnel and OSU IMT trained. (The IMT is composed of key OSU personnel responsible for operational management during an emergency and reports situational status to OSU Executive Administration)	Percentage of IMT trained	100%	<ul style="list-style-type: none"> • 86% of existing team • 23% of new members (11 new members since 7/1/17)
2. Number of training drills	Clery required	Surpass Clery drill requirements and include Bend, Corvallis and Newport.	<p>Each OSU campus conducted at least one required drill in the 2016-2017 academic year.</p> <p>Additional Drills Conducted:</p> <ul style="list-style-type: none"> • 8 exercises conducted by Emergency Management Office • 1 exercise by Clery Compliance Mgr • 35 evacuation/fire drills
3. Number and schedule of awareness notices distributed	Two per month	100%	Emergency Management published 24 awareness notices (twice monthly) and special bulletin publications as needed.
Plan Review and Report Schedule			
Action	Oversight Group	Completion Date or Frequency of Action	Comments
Provide Status Report	Campus Compliance Executive Committee	Quarterly	In advance of the annual report to the Executive & Audit Committee
Approval of plan	Provost, VPFA	Winter 2017	
Discuss annual progress report	Cabinet	Annually	In advance of the annual report to the Executive & Audit Committee
Review annual progress report; schedule educational and discussion items as identified in the committee's annual work plan	Executive & Audit Committee	Annually	