

## Section 5

# Plan Oversight

This section explains the oversight structure of the plan. To ensure that the plan is responsive to the needs of the entire university community, many university units must be involved in its maintenance and implementation. A clear oversight structure will help coordinate these groups and ensure that the plan implemented.

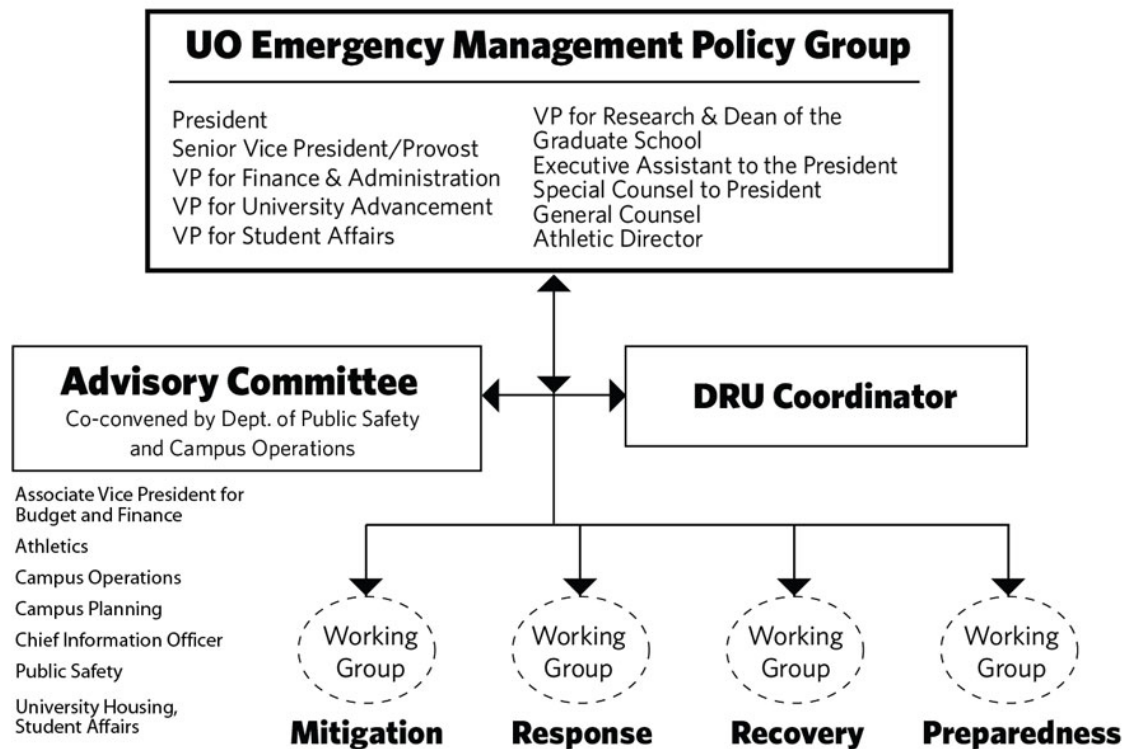
### Plan Adoption

After the plan is adopted via resolution by the UO Emergency Management Organization Policy Group, the University of Oregon will be responsible for submitting it to the State Hazard Mitigation Officer at Oregon Emergency Management. Oregon Emergency Management will then submit the plan to the Federal Emergency Management Agency (FEMA–Region X) for review. This review will address the federal criteria outlined in FEMA Interim Final Rule 44 CFR Part 201. Upon acceptance by FEMA, the University of Oregon will gain eligibility for the Pre-Disaster Mitigation Grant Program, and Hazard Mitigation Grant Program funds.

### Oversight Structure

The proposed oversight for an Integrated Emergency Management program is divided into four key components. The UO Emergency Management Policy Group (EMO) that provides university oversight and guidance. The Advisory Committee, a representative group of administrative and auxiliary units, ensures that the plan is integrated into existing university policies and programs. The Working Groups ensure that the plan is implemented and carry out the actions defined in the plans. The Disaster Resistant University Coordinator serves as day to day manager and staff to the Advisory Committee and working groups providing essential coordination, communication, and technical oversight on all elements of the program.

**Figure 5.1: Plan Oversight Structure**



### **UO Emergency Management Organization Policy Group**

The established University Emergency Management Organization Policy Group (EMO) provides leadership for the university during an emergency situation. This group is responsible for making decisions about full or partial closure of the university and for coordinating and communicating with elected officials from other government agencies during the emergency. It will provide high level oversight and guidance for the implementation of all emergency management related plans. Two times per year, the Advisory Committee will brief the EMO about emergency management activities on campus and the implementation of pertinent plans.

### **Advisory Committee**

The Advisory Committee is responsible for oversight and guidance the implementation of the mitigation plan. This committee, comprised of directors of many administrative units that have an expressed role or responsibility for any element in the emergency management phases (e.g. response, recovery, preparedness, and mitigation), reports to the University Emergency Management Organization Policy Group. Additionally, the Advisory Committee will invite a representative from the City of Eugene emergency management program to be part of the committee. UO central administration will appoint members to this

group. The Department of Public Safety and Campus Operations will hold the title of Co-Convener and will ensure that the committee regularly meets and achieves its objectives.

### **Committee Responsibilities**

The roles and responsibilities of the Advisory Committee include:

- Report to the Emergency Management Organization Policy Group;
- Oversight and periodic evaluation and update on current university emergency management plans (e.g. Emergency Operations Plan and Natural Hazards Mitigation Plan) in accordance with the prescribed maintenance schedule defined in each plan;
- Oversight on the development of other emergency management plans for campus (e.g. business continuity plan, post disaster recovery plan, etc);
- Prioritize and implement plan action items;
- Develop and coordinate ad hoc and/or standing working groups as needed;
- Recommend funding for hazard risk reduction projects; and
- Serve as the campus evaluation committee for funding programs such as Pre-Disaster Mitigation Grant Program and the Hazard Mitigation Grant Program funds.

The Advisory Committee will meet four times each year to perform its duties and will enlist the help of other university staff to serve on working groups to implement certain projects.

### **Members**

The following units will comprise the Advisory Committee:

- Associate Vice President for Budget and Finance
- Athletics
- Campus Operations
- Campus Planning
- Chief Information Officer
- Department of Public Safety
- University Housing, Student Affairs

### **Co-Conveners**

The Department of Public Safety and Campus Operations will serve as co-conveners/co-chairs of the Advisory Committee. In this role, they call meetings to order at scheduled times or when issues arise (e.g., when

funding becomes available or following a major natural hazard event), work with the DRU Coordinator to develop meeting agendas, and secure time on the EMO agendas for briefings.

### **Working Groups**

Whereas the Advisory Committee provides oversight and guidance on the plans, the working groups are responsible for carrying out the plan's defined action items, plan updates and development, training and plan drills, and outreach activities. Advisory committee members will appoint staff to the working groups on an as needed basis to carry out specific projects.

### **Disaster Resistant University Coordinator**

The proposed operational and management structure will not get implemented without campus wide support and a specific person or group assigned to coordinate and ensure its implementation. The DRU Coordinator will complete the following tasks:

- Convene the Advisory Committee meeting and coordinate dates, times, locations, agendas, and member notification;
- Document outcomes of Committee meetings;
- Serve as a communication conduit between the University Emergency Management Organization (EMO) Policy Group, the Advisory Committee and key plan stakeholders;
- Identify emergency management related funding sources for natural hazard mitigation projects;
- Tie mitigation, response and recovery benchmarking to other campus benchmarking, such as sustainability;
- Collaborate with other Disaster Resistant Universities to share best practices;
- Conduct outreach and awareness campaigns for students, staff, faculty and the administration;
- Document successes and lessons learned; and
- Develop of grant proposals for implementation of the plans actions items.