

“Event-Ready” Principles & Practices

A campus/medical center is considered ‘event-ready’ when a progressive and pro-active approach is taken to prevent, mitigate, prepare for, respond to, and recover from any adverse event or disruption. The goal is a disaster-resistant and disaster-resilient institution with effective crisis and consequence management capability. Necessary elements include:

- Full-time dedicated emergency/continuity manager(s) oversee a comprehensive campus-wide “all-hazards” preparedness program.
- Emergency/continuity managers collaborate and coordinate with all relevant campus stakeholders including faculty, staff, and students, and key campus departments to advocate a team atmosphere, facilitate communication, build consensus, and achieve a common purpose. A broad-based program advisory committee is convened regularly.
- Preparedness programs are risk-driven based on analysis of the most probable risks, hazards, and losses that may occur locally. A hazard mitigation strategy and plan is developed and implemented based on this comprehensive risk assessment.
- Executive leadership supports and is actively engaged in preparedness activities and exercises. Executive line of succession and emergency delegations of authority are established.
- Continuity plans are developed by all campus units that conduct teaching, research, and patient care, and by all units that perform mission-critical support functions, using the “UC Ready” online software tool. Action items in these plans are tracked to ensure completion and plans are updated annually. Disaster Recovery plans and procedures are in place for critical IT systems/networks. Vital records are safeguarded.
- Incident Command System/Hospital Incident Command System (ICS/HICS) are incorporated into emergency operations plans and standard operating procedures, and are used to manage emergency incidents and activities. An Emergency Operations Center (EOC)/Hospital Command Center (HCC) is maintained. Resource management and logistics processes and capabilities are established. Key campus emergency responders/response teams, EOC personnel, and senior executives are trained in SEMS/NIMS/ICS/HICS commensurate with their roles and responsibilities.
- Mutual aid agreements are established. Campus public safety agencies and emergency/continuity managers collaborate and coordinate with local and regional mutual aid agencies, as well as with the other UC campuses/medical centers, establishing a systemwide readiness framework.
- Organized, integrated, and coordinated systems, policies, and procedures are in place to communicate timely and accurate information to the campus community before, during, and after a crisis. Systems are in place and periodically tested. A Crisis Communication Plan is established that defines roles, responsibilities, delegations, and lines of authority.
- Annual exercises are conducted and evaluated, and corrective actions implemented as needed.
- An emergency preparedness and hazard awareness educational program is implemented for the entire campus community, including faculty, staff, and students.