

# Harvard University Emergency Management Program Overview

## Program Purpose

To establish an integrated and flexible system for responding effectively to hazards of all types and severity levels that affect Harvard emphasizing:

- Protection of the health and safety of students, faculty, staff and visitors,
- Preservation of academic and intellectual capital,
- Protection of vital infrastructure and other physical assets, and
- Restoration of the University's normal operations as quickly as possible.

## Program Description

The University's Emergency Management (EM) program is based within Campus Services' Environmental Health & Safety (EHS) department. Emergency Management works with other central departments including the Harvard University Police Department (HUPD), Harvard Public Affairs & Communications (HPAC), University Health Services (UHS), and others to coordinate the University's emergency mitigation, planning, preparedness, response, and recovery efforts. Emergency Management provides direct support to Harvard's schools and departments both in planning for and responding to emergencies.

EM has designed an emergency management structure that is scalable to the needs of the emergency consisting of Local Emergency Management Teams (LEMTs), Emergency Support Functions (ESFs), and a university-wide Crisis Management Team (CMT). The LEMT is called upon in all emergency situations to provide local leadership and implement University policies, where necessary. The schools and departments are supported by the ESFs, consisting of University central resources. In the event of a campus-wide emergency, executive leadership is provided by the Crisis Management Team (CMT), led by the Executive Vice President.

## Services

### *Planning*

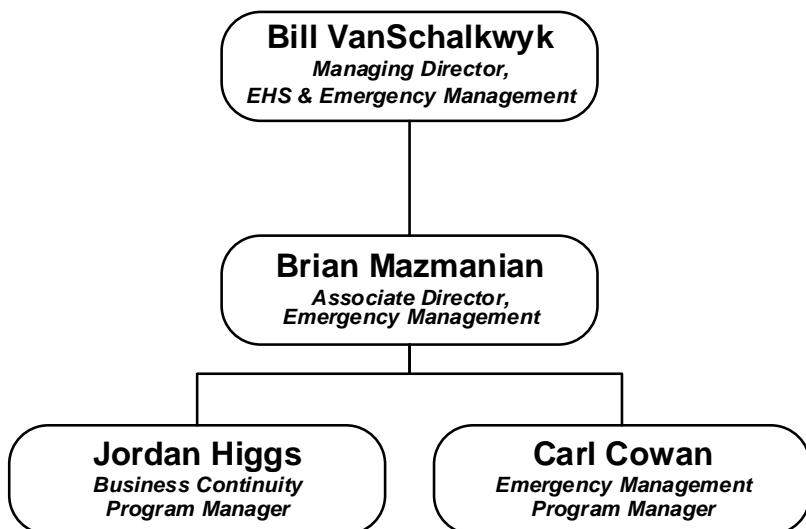
- **Emergency Management Plan (EMP) Creation**
  - University-wide planning for and documentation of the University Emergency Management Plan.
  - Support to local planning efforts around the development of school and department-specific EMPs.
- **Business Continuity Planning (BCP)**
  - Coordination of University-wide Business Continuity Workgroups.
  - Support to schools' and departments' in the development of local Business Continuity Plans.
  - Management of Harvard's business continuity planning online system, Fusion Framework System.
- **Severe Weather Planning & Monitoring**
  - Development of planning tools to support schools' and departments' decision-making regarding local and university-wide responses to severe weather events.
  - Representation of the University on National Weather Service (NWS) statewide planning conference calls. Monitoring of news outlets regarding severe weather effects. Harvard in one of three universities in MA to be recognized by the NWS as a Storm Ready University.
  - Leadership of the University's Climate Change Resiliency Working Group.

- **Mass Casualty / Family Assistance Planning**
  - University-wide planning to support families as well as the larger University community following mass casualty events.
- **Emergency Shelter Management Planning**
  - Development of the University's Emergency Shelter Management Plan.
  - Support to LEMTs in their preparedness efforts for emergency sheltering.
- **Pandemic Planning**
  - Campus-wide planning for pandemic events and support to LEMTs in their pandemic planning.
- **Training – Course Listing (some courses in development):**
  - Harvard Emergency Management Overview
  - WebEOC Overview
  - Emergency Shelter Operations
  - Family Information & Assistance During Mass Casualty Incidents
  - Business Continuity Planning
- **Exercise and Drill Creation and Facilitation**
  - Exercises and drills are customized to the specific needs of the requesting group.
- **Campus Services Risk Management**
  - Oversight of risk assessments and mitigation plans for Campus Services departments.

**Response & Recovery**

- **Emergency Responder Notifications & Communications**
  - Manage information dissemination through WebEOC and Emergency Management CA listservs.
- **Emergency Management Teams Support/Coordination**
  - Manage coordination between the LEMTs, ESFs and CMT.
- **After Action Review (AAR) Facilitation**
  - Conduct AARs following emergency relief operations to identify strengths and weaknesses in order to improve for future operations.

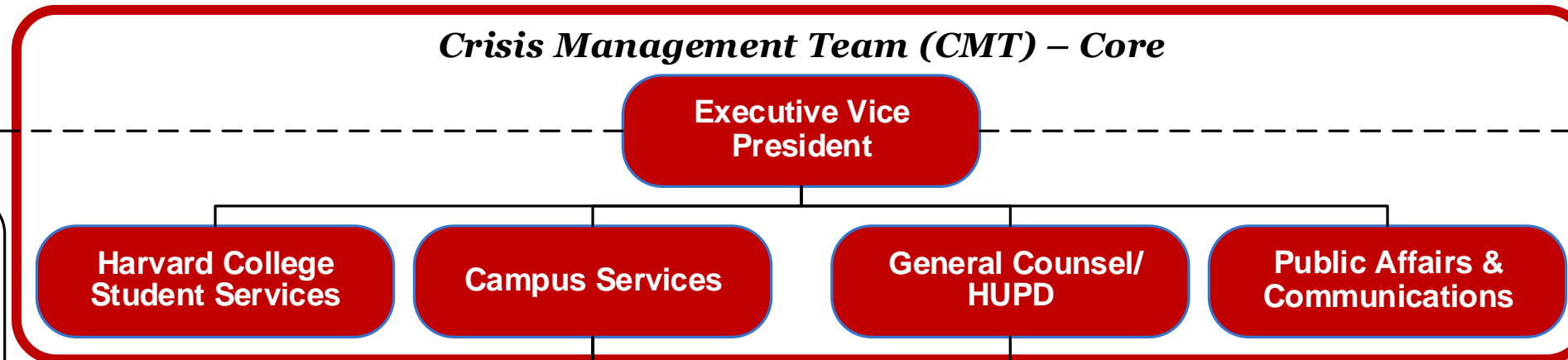
**Organization Chart**



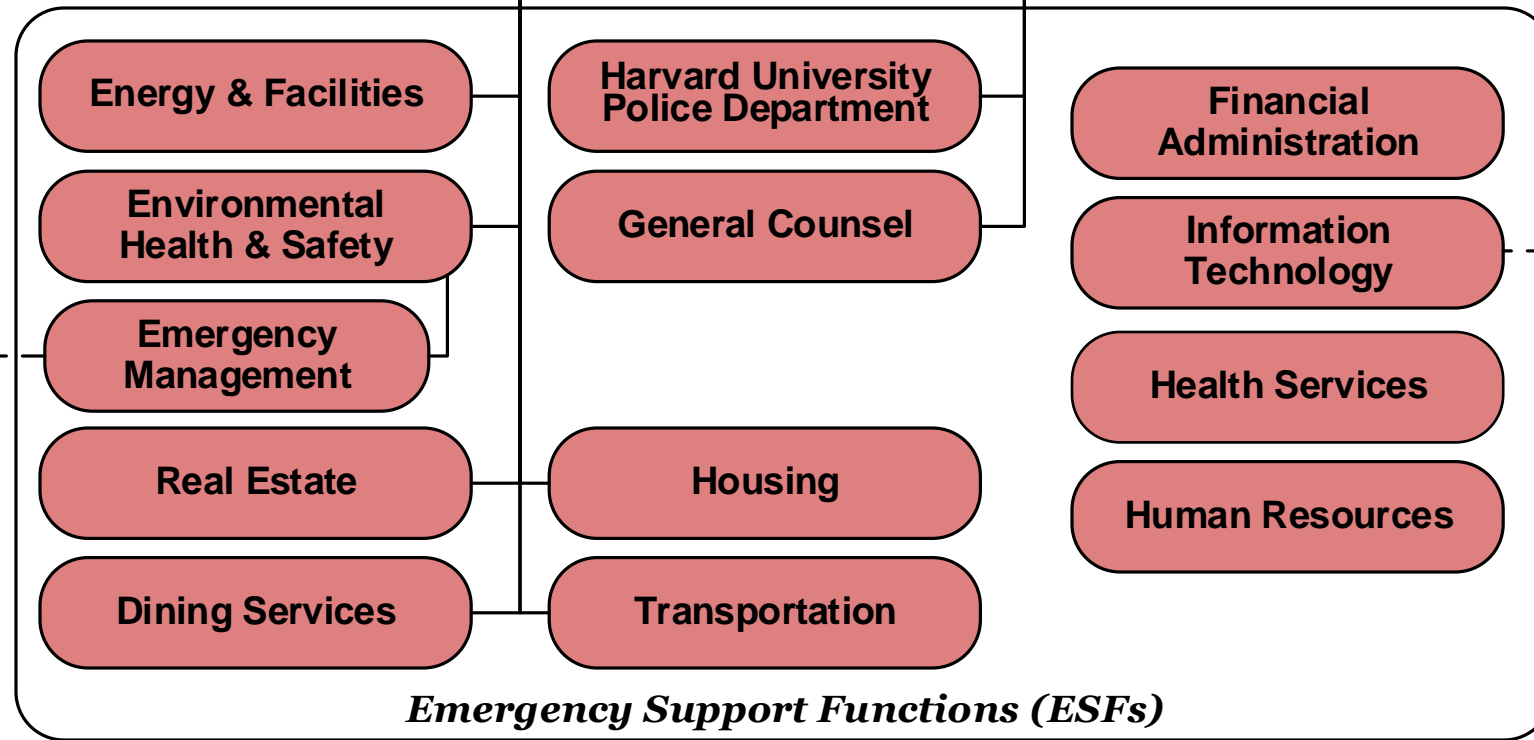
# HARVARD UNIVERSITY EMERGENCY MANAGEMENT RESPONSE STRUCTURE

*Added to the CMT during an emergency based on actual / potential impacts to the school(s)*

*Incorporated by the CMT Leader into the emergency response during an incident as needed*



- Faculty of Arts & Sciences (FAS)
- FAS: Harvard College
- FAS: Paulson School of Engineering & Applied Sciences
- Graduate School of Design
- Graduate School of Education
- Harvard Business School
- Harvard Divinity School
- Harvard Kennedy School
- Harvard Law School
- Harvard Medical School
- Harvard School of Dental Medicine
- Harvard TH Chan School of Public Health
- Radcliffe Institute
- Administrative / Executive Deans*



*Coordination with LEMTs*

*International emergency coordination*

- Alumni Affairs & Development
- Central Administration
- Capital Projects
- IT Security
- International
- IEMT
- Office of the Provost
- Governing Boards
- Strategy & Programs
- CMT – Incident Specific**

