EMERGENCY MANAGEMENT PROGRAM OVERVIEW

Harvard’s Emergency Management program works with all Harvard schools and departments in the development of plans and preparedness initiatives to effectively respond to and recover from hazards of all types and severity levels.

STRUCTURE

Environmental Health & Safety (EH&S) 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. EH&S provides direct support to Harvard’s schools and departments both in planning for and responding to emergencies 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.

The University 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. See Attachment 1 for a chart of Harvard’s emergency management structure.

SCOPE OF SERVICES

Planning

- Development of Emergency Management Plans and Procedures
  - 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 plans.

- Business Continuity Planning (BCP)
  - Coordination of University-wide Business Continuity Steering Committee and Workgroups.
  - Support to schools’ and departments’ in the development of local Business Continuity Plans.
  - Management of Harvard’s business continuity planning online system (Harvard Ready).

- 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.
• **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**
  o Development of the University’s Emergency Shelter Management Plan.
  o 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.

• **Emergency Management & Response Training** for Harvard personnel, affiliates and partners.

• **Exercise and Drill Creation and Facilitation** customized to the specific needs of the requesting group.

**Response & Recovery**

• **Emergency Responder Communications** – Coordinate with the University Operations Center on emergency messaging to schools’ and departments’ emergency management and response personnel.

• **Emergency Management Teams Support/Coordination** – Connect and support school, department and University-wide emergency management groups.

• **After Action Review (AAR) Facilitation** – Conduct AARs following emergency relief operations to improve future emergency responses.

**CONTACT**

Nick Hambridge, Associate Director of Emergency Management: (617) 384-5789, nick_hambridge@harvard.edu