

Hazard Matrices and Department Responsibilities

The University of Central Arkansas Police Department has overarching responsibility for coordinating the university's response to threats, hazards, and emergencies. In addition to UCAPD, UCA departments have responsibilities for each identified threat, hazard, or emergency and they are expected to coordinate their activities with UCAPD and other departments. The departments selected for inclusion in the UCA EOP Hazard Matrices section are those believed to be most likely involved in a wide variety of potential threats, hazards, and emergencies.

UCAPD, in coordination with the UCA Emergency Response Team, is responsible for identifying key management personnel, alternate personnel, and alternate facilities to conduct operations, based on hazard analyses. Each campus department will be responsible for identifying its own key personnel with backups and alternates for each position. UCAPD is also responsible for developing and maintaining an emergency contact list that will be used to notify key university personnel when a serious threat, hazard, or emergency exists. Each department will develop its own departmental contact list that will be used by each department to alert its own personnel.

Hazard Matrix Functions – The following definitions apply to the functions in the hazard matrices that follow in this section.

Incident Command	Comprised of representatives from UCA departments and/or external agencies that will take charge of an incident and provide command and control until the incident is resolved.
Evacuation	These departments will facilitate evacuations on specific campus buildings or, possibly, the entire campus.
Access Control	These departments will control building and area access using electronic and manual locking systems. Access may also be controlled with physical barriers.
Traffic/Crowd Control	UCAPD will provide assistance with traffic and crowd control in instances where this function is required.
Notifications	These departments will make on-campus notifications about the threat, hazard, or emergency, as well as notifications to those groups and organizations that will provide support to the incident.
Public Information Officer (PIO)	In most incidents, public information about incidents will come from a Public Information Officer (PIO) from one or more of the following departments: UCAPD, University and Government Relations, or the Conway Fire Department.
Documentation	For any incident, there is a need for documentation of damages, expenses, etc. Each department will be responsible for collecting documentation pertaining to its particular role in the incident and submitting that information to the Department of Finance and Administration, which will assess this documentation and submit it as appropriate.
Procurement	The departments assigned to procurement activities will have the authority to make large or continuing purchases throughout the incident. It is expected that these departments have budgetary authority and pre-established contracts to complete their mission.

University of Central Arkansas Emergency Management Plan
Hazard Matrices and Department Responsibilities

Medical Operations	These departments will be responsible for triage, care of ambulatory patients, and transport of the injured to medical facilities. These departments will establish casualty collection points and set up temporary care and morgue facilities as needed.
Communications	Telephone, radio, and data communications devices and systems will be maintained, distributed, and utilized by the departments enumerated in the matrices.
Fire Suppression	The Conway Fire Department will be responsible for all fire suppression and Emergency Medical System (EMS) related activities and services for all incidents.
Rescue Operations	With the exception of the active shooter matrix, the Conway Fire Department will be responsible for coordinating rescue operations for all incidents. In the case of an active shooter incident, UCAPD will facilitate rescue operations.
Shelter Operations	Short- and long-term sheltering of students living on campus. The Department of Housing and Residence Life will be responsible for coordinating and procuring shelter for these students.
Flood Control	For various situations including in-building and natural disaster exterior flooding, the department enumerated in the matrices will coordinate responses to flooding conditions.
HAZMAT Operations	Though the Conway Fire Department will be the lead agency in any major hazardous materials (HAZMAT) incident, the departments indicated will be part of the Unified Incident Command.
Damage Assessment	Departments with responsibility for buildings and structures on campus will provide assessments on the damage to buildings and make decisions on the safety of their structures.
Facilities Coordination	Departments identified in this function will determine how and when buildings will be used, repaired, and reopened; they will also take control over all aspects of building management for their particular structures.

For the matrices included on the following pages, the above Hazard Matrix Functions are listed on the vertical axis and the below selected UCAPD departments are listed on the horizontal axis. The following legend will apply to the matrices:

UCAPD	University of Central Arkansas Police Department
FD	Conway Fire Department
PP	Physical Plant
HRL	Department of Housing and Residence Life
IT	Information Technology Department
PUR	Purchasing Office
FIN	Financial Services
SS	Student Services
SHS	Student Health Services
ARA	Aramark/Campus Dining Services
MR	Media Relations

Tornado

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Flood

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Airplane Crash

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Structural Collapse

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Disease Outbreak

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Civil Disorder

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Utility Failure

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Power Failure

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Telecommunications Failure

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Major Fire

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Extreme Weather

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Terrorist Threat

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Hazardous Materials Incident

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Earthquake

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Active Shooter

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Public Assembly Emergency

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											

Hostage Situation

	UCAPD	FD	PP	HRL	IT	PUR	FIN	SS	SHS	ARA	MR
Incident Command											
Evacuation											
Access Control											
Traffic/Crowd Control											
Notifications											
PIO											
Documentation											
Procurement											
Medical Operations											
Communication											
Fire Suppression											
Rescue Operations											
Shelter Operations											
Flood Control											
HAZMAT Operations											
Damage Assessment											
Facilities Coordination											