OBJECTIVES FOR COVID-19 RESPONSE:

The University of Oregon (UO) fully activated its Incident Management Team (IMT) on February 28, 2020, to monitor and respond to an outbreak of a respiratory disease caused by a novel coronavirus. “The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).”

University of Oregon - Incident Management Team

The IMT is a group of trained individuals from across campus who are tasked with managing the logistical, fiscal, planning, operational, safety, and campus issues related to any and all incidents/emergencies, including infections disease outbreaks and pandemic.

The UO follows the Incident Command System (ICS). ICS is the emergency management structure and framework established by the Federal Emergency Management Agency (FEMA) for emergency response. Using ICS at the UO allows the members of the IMT to coordinate across both academic and administrative units and departments, all schools and colleges, and the Eugene campus and satellite campuses through a common organizational structure. The hierarchical ICS system and chains of communication adapt to rapidly evolving incidents like COVID-19 response.

Part of the ICS protocol is to establish objectives for managing a particular situation or incident. For COVID-19, the UO IMT the current objectives are:

1. Protect the health of all students, faculty, staff, and guests of the University of Oregon from the potential health impacts of COVID-19 both domestically and internationally.
2. Develop risk mitigation strategies to reduce the impact of potential illness on campus through the update of elements of the existing Pandemic Plan.
3. Keep the campus informed of new developments, travel warnings, CDC guidance, and actions the university is taking to prepare.
4. Assess the financial impacts of the COVID-19 illness to campus and identify potential financial risk mitigation steps.
5. Monitor and evaluate supply chain to ensure that critical supplies and equipment can be sourced to maintain enterprise essential functions.
6. Fully prepare for spring term: Expand both academic and research continuity, develop financial scenarios, and develop strategies for residence halls.

About the IMT structure:

The IMT is made up of over 50 people from many departments across campus. Typically, the UO IMT is comprised of two groups: 1) Emergency Operations Center team, made up of the individuals who serve in distinct leadership roles and 2) Operational field teams, consisting of individuals who will be deployed on campus or remotely to take action in support of the goals for the overall response. The type and size of the incident will dictate whether all or some of the IMT members are activated.

On January 28, 2020, the IMT was partially activated for COVID-19 response. That team focused on issues around international travel and situational monitoring. On February 27, 2020, the full IMT was activated and expanded beyond

our normal structure to include over 150 people, some of whom are standing members of the IMT and others who have been added to lend their operational expertise to this particular response. This expanded team is working around the clock on preparedness, mitigation and response to the outbreak. The command staff reviewed and updated the UO’s current pandemic plan and developed strategies in partnership with local and state public health authorities from across the state to address the evolving COVID-19 situation.

Components of the IMT structure are determined by the Incident Commander based on the size, type, and complexity of the incident. Our current staffing operational and tactical structure for the COVID-19 IMT is as follows:

- President’s Policy Group
- Command Staff: Incident Commander and Deputy Incident Commander
- Central Communications
- Planning Section Chief
- Operations (OPS) Section Chief and Deputy Chief and their respective Operations sections:
  - OPS – Academic Continuity
  - OPS – Research Continuity
  - OPS – Information Technology
  - OPS – Human Resources
  - OPS – Medical & Health Center
  - OPS – Housing Quarantine & Mitigation Plan
  - OPS – Facilities
  - OPS – Travel
  - OPS – Athletics Events
  - OPS – Events
  - OPS – Satellite Campuses
- Logistics Section Chief
- Finance Section Chief
- Safety Officer
- Liaison Officers, including the vice presidents’ Chiefs of Staff

The UO IMT also has local, state, and national connection points:

- Local (both Eugene and Portland campuses) and the Oregon Health Authority
- Oregon State-wide Higher Education COVID-19 Virtual Coordination Center
- Centers for Disease Control and Prevention (CDC)
- National Disaster Resilient Universities (DRU) Network

IMTs use a set of well-developed core plans that provide the foundation for the team to address multiple complex and evolving situations. At UO, these plans include the Emergency Operations Plan (EOP) and, in the case of the COVID-19 outbreak, the Pandemic Plan (an annex to the EOP). The plans allow for flexible proactive and active postures in matters unforeseen and/or not covered by the elements of the plans.