

Emergency Management Plan

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Executive Summary

A. PURPOSE

The Emergency Management Plan (EMP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of college and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

B. SCOPE

This plan is a college-level plan that guides the emergency response of college personnel and resources during an emergency situation. It is the official emergency response plan of the College and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Management Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies (Paragraph F).

The College will cooperate with the Office of Emergency Management, State, County and City Police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

C. MISSION

The College will respond to an emergency situation in a safe, effective and timely manner. College personnel and equipment will be utilized to accomplish the following priorities:

- Priority I:** Protection of Human Life
- Priority II:** Support of Health & Safety Services
- Priority III:** Protection of College Assets
- Priority IV:** Maintenance of College Services
- Priority V:** Assessment of Damages
- Priority VI:** Restoration of General Campus Operations

D. ASSUMPTIONS

This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- 1.** An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- 2.** The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- 3.** An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- 4.** Disasters may be community-wide. Therefore it is necessary for the College to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

E. TYPES OF EMERGENCIES

There are three levels or types of emergencies:

LEVEL 1 – MINOR INCIDENT. A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the College. The Emergency Management Plan would not be activated.

LEVEL 2 – EMERGENCY. An Emergency is defined as a serious event that completely disrupts one or more operations of the College. Multiple College resources are involved; the Emergency Management Plan is activated to the extent necessary.

LEVEL 3 – DISASTER. A Disaster is defined as a very serious event that seriously impairs or halts the operations of the College. The Emergency Management Plan is fully activated.

F. INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of the Incident Command System at the College facilitates the College's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

1. Key Principles of the Incident Command System

- Modular organization based on activating only those organizational elements required to meet current objectives
- Common terminology applied to organization elements, position titles, facility designations and resources
- Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits
- Comprehensive resource management for coordinating and inventorying resources for field responses
- Integrated communication so that information systems operate smoothly among all response agencies involved
- Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists
- Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

2. Designation of College Incident Commander

It is essential to all emergency response planning and action that a single College Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur.

G. DECLARATION OF EMERGENCY

In case of any type of campus emergency, the Campus Safety Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Chief of Security, who should communicate with the College Incident Commander. After reviewing the emergency situation, a decision will be made by the College Incident Commander on a plan of action and whether or not to contact the President and activate the Emergency Management Plan.

H. OVERVIEW OF ORGANIZATION

The College's Emergency Management Plan consists of three major elements:

- **Emergency Management Team**
- **Incident Response Team**
- **Unit Plans with supporting Response Plans**

Coordination of various campus departments' Emergency Management Plans (Unit Plans) will occur through an Incident Command Structure as described above.

1. The Emergency Management Team (EMT)

The Emergency Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The Emergency Management Team is also responsible for the review and approval of the Emergency Management Plan.

The members of the Core EMT (a subset of the full EMT) are notified at the discovery of an incident and decide together as a group the level of action required.

2. The Incident Response Team (IRT)

The Incident Response Team (IRT) is activated, at a level based on the type and nature of the incident, to respond to any emergency situation. The College Incident Commander heads the Incident Response Team.

3. Unit Plans with Response Plans

Many individual departments, schools, etc. ("Units") of the College will develop Unit Plans to identify key personnel and define specific responsibilities (Section IV). As necessary Unit Plans will be augmented by Response Plans to address specific situations. Response Plans can be organized at the discretion of the Unit.

a. Critical Unit Plans

Each area identified as part of the IRT is determined to have critical responsibilities on a College-wide basis during emergency situations. Each organizational unit identified on the Incident Response Team is to develop a Unit Plan. As necessary Unit Plans will be augmented by Response Plans to address specific situations.

b. Special Unit Plans

Several Units have been determined to have critical responsibilities on an internal Unit basis during emergency situations. Each designated Special Unit is to develop a Unit Plan. As necessary Special Unit Plans will be augmented by Response Plans to address specific situations.

c. Other Unit Plans

College departments, schools, etc. that are not defined as a Critical Unit or Special Unit are considered to be an Other Unit.

I. INDIVIDUAL ROLES

1. Role of the President

This plan is promulgated under the authority of the President of the College. All decisions concerning the discontinuation of college function, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the College Incident Commander and the Emergency Management Team, the President shall be responsible for declaring a major institutional emergency.

2. Role of the College Incident Commander

The College Incident Commander is a senior member of the Emergency Management Team and is in charge of the Incident Response Team. The College Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation and initiation of the Core EMT communication.

3. Role of the Emergency Management Plan Coordinator

The Emergency Management Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Plan Coordinator consults directly with the College Incident Commander during an actual emergency.

4. Role of the Core Emergency Management Team

The Core Emergency Management Team is made up of members of the Emergency Management Team. The Core EMT is responsible for determining the level of emergency when notified by the Incident Commander and initiating a response.

5. Role of Faculty and Staff

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action. All Faculty and Staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems (hurricanes, winter storms, floods, etc.).

5. Role of Students

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently.* Students should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

** Faculty, Staff and Students should also be able to execute Emergency Lockdown and other safety procedures as outlined in the Incident Response Plan.*

Organization

The College's Emergency Management Plan consists of four major elements:

- **Core Emergency Management Team**
- **Emergency Management Team**
- **Incident Response Team**
- **Unit Plans with supporting Response Plans**

A. EMERGENCY MANAGEMENT TEAM (EMT)

1. Responsibilities

The Emergency Management Team is an assemblage of College officials appointed by the President to advise and assist in making emergency-related policy decisions. A principal responsibility for the Emergency Management Team is to keep managers focused on the right set of priorities in a crisis situation. Accordingly, the responsibilities of this body include:

- Gather and analyze conditions throughout the College
- Allocate and direct distribution of resources to accomplish the purposes of this EMP
- Request needed resources that are unavailable internally from available outside resources
- Responsibility for final plan approval and for final policy decisions.

2. Membership

Emergency Management Team Members are as follows:

Core Emergency Management Team Members

- Dean of Students
- Director of Campus Safety
- Director of the Health Center
- Vice President for Alumni Affairs & Communications
- Director of Environmental Health and Safety
- Director of Strategic Projects
- Director of Media Relations

Table 2.1 – Emergency Management Team Members

- President
- Vice President for Finance & Treasurer
- Dean of Students
- Director of Campus Safety
- Vice President of Alumni Affairs and Communications
- Director of Facilities Management
- Dean of Faculty & Vice President for Academic Affairs
- Director of Information Technology
- Director of Human Resources
- Director of Campus Dining, Chartwells
- Associate Dean of Students
- Vice President for College Advancement
- Dean of Admissions and Financial Aid
- Director of Health Center
- Director of Campus Life
- Director of Athletics
- Director of Environmental Health and Safety
- Director of Strategic Projects

3. Structure

The Emergency Management Team is organized in a “committee-type” structure chaired by the Vice Presidents of the College.

B. INCIDENT RESPONSE TEAM (IRT)

1. Responsibilities

At the direction of the College Incident Commander, the Incident Response Team (IRT) is responsible for Emergency Management Plan (EMP) execution during an emergency situation. The Incident Response Team reports directly to the Emergency Management Team via the College Incident Commander. The IRT is comprised of management personnel representing areas of the College that have critical EMP execution responsibilities as follows:

Table 2.2 – Areas of Critical Responsibility

<ul style="list-style-type: none">• Academic Affairs• Buildings and Grounds (Facilities)• Campus Safety• Communications Mather Front Desk• Environmental Health & Safety• Finance & Administration• Food Service (Chartwells)• Health Center• Human Resources• Information Technology• Residential Life (Campus Life)• Student Services

2. Membership

The Incident Response Team includes both primary and alternate members. Primary members are management personnel who are familiar with their unit’s planning responsibilities. Alternate members are also management personnel who are familiar with their unit’s planning responsibilities. Alternate members direct and execute their Unit Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members need to be knowledgeable of overall EMP operations. Members must also be available during a crisis situation. IRT Members and IRT Alternate Members are identified on the next page. IRT Members and/or IRT Alternate Members are required to attend annual Plan Exercises organized by the Emergency Management Plan Coordinator.

3. Structure

The Incident Response Team is organized under Incident Command System headed by the College Incident Commander.

C. UNIT PLANS/RESPONSE PLANS

Each area identified with critical or special responsibilities is required to develop and maintain a Unit Plan. A Unit is a department, school or other defined entity of the College. A Unit Plan identifies emergency preparation, coordination and response activities for the Unit. The Unit Plans address the assignment of roles described in the following Section IV and, as necessary, identify existing Response Plans that provide guidance and procedures for specific response activities (i.e. bomb threats, civil disturbance, winter storm, etc.).

All Unit Plans have a common structure and format. All Unit Plans are filed with and secured by the Emergency Management Plan Coordinator. Unit Plans must be reviewed and updated annually or more frequently as necessary. Electronic copies are maintained on the College Intranet and hardcopies are secured at the EOC. Copies of supporting Response Plans are also maintained at the EOC.

Some Units have major EMP responsibilities and may have Unit Plans that are more detailed than other Units. Unit Plans are classified as follows:

1. Critical Unit Plans

Each area identified as part of the IRT is determined to have critical responsibilities on a College-wide basis during emergency situations. Each organizational unit identified on the Incident Response Team is required to develop a Unit Plan. As necessary Unit Plans will be augmented by Response Plans to address specific situations.

2. Special Unit Plans

Several units have been determined to have critical responsibilities on an internal unit basis during emergency situations. Each Special Unit is required to develop a Unit Plan. As necessary Special Unit Plans will be augmented by Response Plans to address specific situations. Special Unit Plans are identified as follows:

Table 2.4 – Special Unit Plans

3. Other Unit Plans

College departments, schools, etc. that are not defined as a Critical or Special Unit Plan are considered to be an Other Unit Plan. Other Unit Plans are encouraged, but are not required, to develop Unit Plans.

D. MEMBERS WITH CRITICAL RESPONSIBILITIES

1. College Incident Commander

The College Incident Commander is a senior member of the Emergency Management Team. The Incident Response Team reports directly to the College Incident Commander who in turn communicates directly with the President and the Emergency Management Team.

The College Incident Commander is in charge of the Incident Response Team. The College Incident Commander is the individual responsible for the command and control of all aspects of the emergency response. The College Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. Clearly the College Incident Commander must have the authority and ability to make quick decisions in an emergency situation.

In his/her absence, only members of the Emergency Management Team can be designated as the College Incident Commander with authorization to fully activate this Emergency Management Plan.

2. Emergency Management Plan Coordinator

The Emergency Management Plan Coordinator is responsible for the maintenance of the Emergency Management Plan. This individual is a key member of the Incident Response Team and must be thoroughly familiar with the Emergency Management Plan. During an emergency the Emergency Management Plan Coordinator consults directly with College Incident Commander and documents the College response to an event.

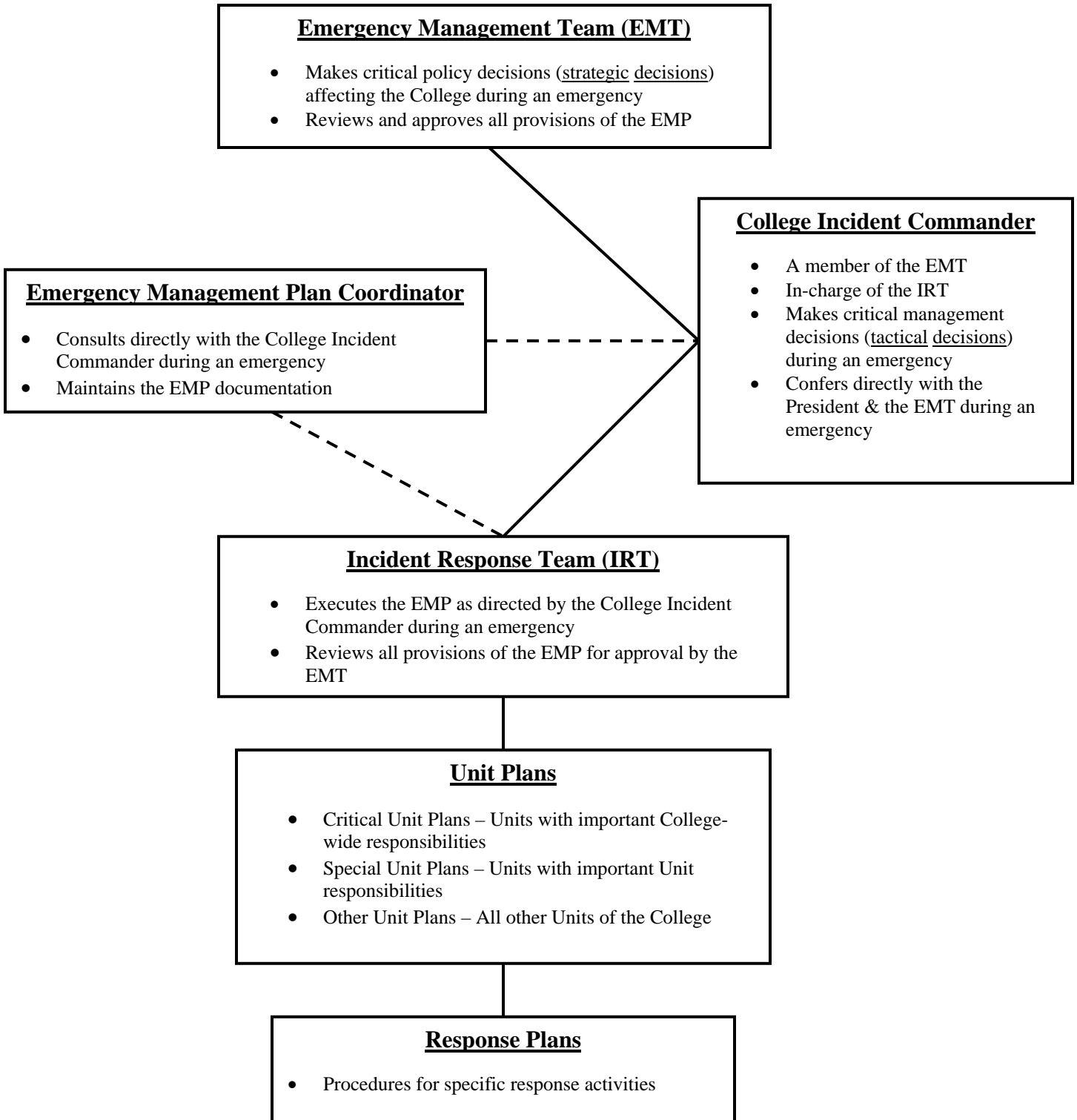
Emergency Management Plan Coordinator maintains the Emergency Management Plan by performing regular updates to the documentation and by reviewing the required updates made to the Unit Plans. The Emergency Management Plan Coordinator will arrange for annual meetings of the Emergency Management Team and the Incident Response Team. The Emergency Management Plan Coordinator will also arrange for periodic Plan Exercises (at least one Plan Exercise per year).

Emergency Management Plan Coordinator should be knowledgeable of emergency management professional practices. As such he/she should read professional literature, participate in related activities of the local Office of Emergency Management, attend professional seminars and, ideally, obtain professional credentials.

E. OVERALL ORGANIZATION

The following chart illustrates the Emergency Management Plan organization.

**Chart 2.1 – EMP Organization
Relationships and Primary Responsibilities**



Plan Activation & Operation

A. LEVEL OF RESPONSE

In responding to any emergency it is important for the College Incident Commander to classify severity or level of the event. This plan utilizes the following definitions:

Level 1 – Minor Incident. A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the College. Examples would be a contained hazardous material incident, or a limited power outage. The initial responders and/or Campus Safety typically handle the situation.

The College Incident Commander may be notified, but the Emergency Management Plan is not activated (neither the Emergency Management Team nor the Incident Response Team respond).

Level 2 – Emergency. Any incident, potential or actual, which seriously disrupts the overall operation of the College. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Campus Safety cannot handle the situation.

The College Incident Commander is notified and the Emergency Management Plan is activated and outside support services may be required.

A major emergency requires activation or partial activation of the Emergency Management Plan (the Incident Response Team is assembled and the Emergency Management Team is consulted). Several Unit Plans respond and outside emergency services may also be involved.

Level 3 – Disaster. Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. Examples would be a hurricane, a damaging tornado or other community-wide emergency. The event would likely disable college operations for at least 24 hours and outside emergency services would not always be available.

In some cases, large numbers of Student, Staff and Faculty casualties and severe property damage may be sustained. A Disaster requires activation of the Emergency Management Plan (the Incident Response Team is assembled and the Emergency Management Team is consulted). Most if not all Unit Plans respond and outside emergency services will likely be involved.

Table 3.1 - Expected Impact

Scope	Level – 1	Level – 2	Level – 3
College Activities	Minimal and localized. Most College activities not impacted	Significant. College activities localized shutdown	Very Significant. College activities shutdown for a period of time
Faculty, Staff and Students	Site-specific localized impact. - Injuries possible	Site-specific or general impact with possible disruptions. Injuries possible	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern
Media Coverage	None expected	Limited local coverage	Local, regional and possible national coverage
Public & Government Concern	Limited	Potential exists for an embarrassing situation. Government agencies may investigate	Potential exists for an embarrassing situation and government investigations or hearings
IRT involvement	Limited or none	Conditionally involved	Actively involved
EMT involvement	Probably none	Consulted as needed	Consulted regularly and actively involved

B. PLAN NOTIFICATION AND ACTIVATION

1. Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with Campus Safety. Campus Safety serves on a continuous 24/7/365 basis and is always available to receive emergency communications from variety of official and public sources, including:

- National Warning System
- National Weather Service (NWS)
- Emergency Broadcast System (EBS)
- State Police
- Local Police, Fire and Emergency Medical Services
- College communication systems
- Emergency telephone calls

Other entities, notably Facilities, will monitor developing weather systems. Such activity however, does not mitigate the responsibility of Campus Safety to serve as the central communications point for all campus threats including weather related emergencies which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.).

2. Notification

Campus Safety has overall responsibility for alerting the appropriate parties. Accordingly, initial responders should always contact Campus Safety immediately. Initial responders may also contact other appropriate entities – such as the Fire Department if a fire breaks out.

In case of any type of emergency, the Campus Safety Shift Supervisor (supervisor in charge) should follow Campus Safety standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Director of Campus Safety (the College Incident Commander). No one else should attempt to contact the College Incident Commander for purposes of notification. If there is doubt that the College Incident Commander has been contacted then Campus Safety should be contacted for clarification. Campus Safety will have a list of the Emergency Management Team members and telephone contact information. If the College Incident Commander is not available, Campus Safety will have the priority list of College Incident Commanders and continue to make telephone calls until contact is made.

3. Plan Activation

Plan activation begins at the discretion of the College Incident Commander upon the receipt of information of an emergency event or threat of an emergency. Based on the Campus Safety report, and information obtained from other appropriate entities, the College Incident Commander will declare the level of the emergency and activate the Emergency Management Plan to the extent necessary to control the situation.

Upon activation, the College Incident Commander will contact the Core Group of the Emergency Management Team by utilizing the InstaCom System to send a conference call notification. The College Incident Commander and the additional members of the Core Group on the conference call shall review the circumstances of the emergency and determine the appropriate response.

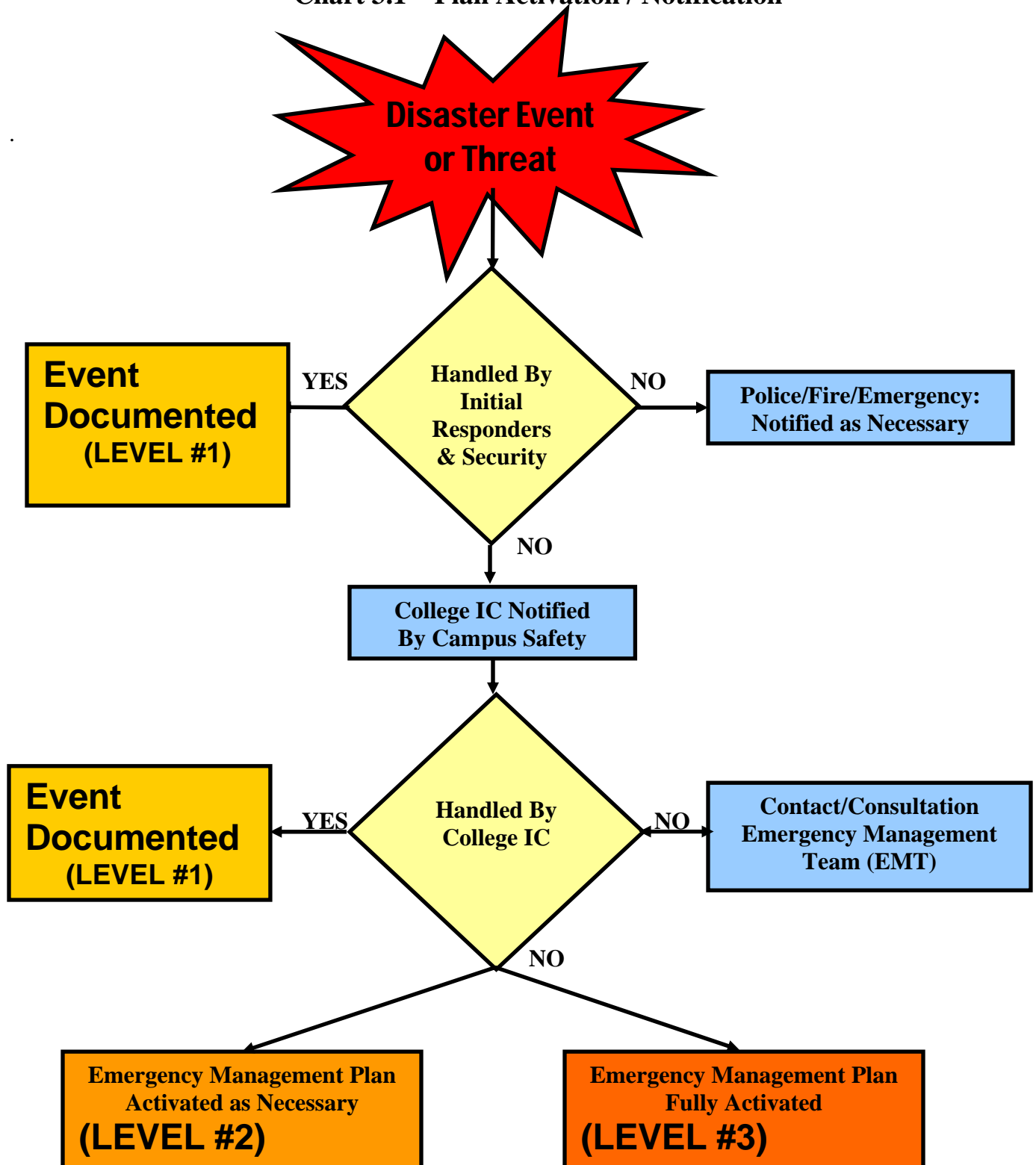
4. Warning

Should it be deemed necessary to warn the college community of an impending threat or emergency situation, the Core Group of the Emergency Management Team is designated to direct the College Communications Center (Campus Safety) to activate warning resources and activities. The College Communications Center will broadcast emergency messages via the InstaCom System network as the Core Group deems appropriate. In public spaces, Campus Safety officers will use megaphones to relay emergency information. In buildings equipped with public address systems, building officials can use these systems as directed by Campus Safety.

If either an Emergency or a Disaster (Level 2 or 3) is declared, the Emergency Management Plan will be activated. Upon declaration of an Emergency or Disaster, the Incident Response Team Members needed to respond will be notified and should report immediately to the designated command center location. Emergency Management Team Members will also be notified, they should report as needed and as available. Notifications to the Incident Response Team and Emergency Management Team will be accomplished via messages sent through the InstaCom System.

Predictable events, such as a certain meteorological storms, are treated differently from emergency incidents. Facilities is designated to monitor these events on a 24/7/365 basis. The Director of Facilities or his/her designate will contact the College Incident Commander via Campus Safety as necessary.

Chart 3.1 – Plan Activation / Notification



C. COMMAND POSTS

1. Emergency Command Post

In an isolated emergency (typically a Level 2 Emergency) the College Incident Commander and all summoned Incident Response Team Members will report directly to the Emergency Command Post (ECP). Emergency Management Team Members will also be contacted and may also be present.

The ECP is a designated area near the site of the emergency but located a safe distance from and generally upwind of the emergency site. The College Incident Commander will direct response activities and work assignments from the ECP.

2. Emergency Operations Center

In a campus-wide emergency (typically a Level 3 Disaster) the College Incident Commander and all summoned Incident Response Team Members will report in the Emergency Operations Center (EOC). Emergency Management Team Members will also be contacted and may also be present.

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Incident Response Team and the Emergency Management Team may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

The primary EOC is located at:

[removed from public view]

If the primary EOC is inaccessible the backup EOC on campus will be located at:

[removed from public view]

Incident response team members who are not required to gather at the EOC but are required to come to campus should gather in:

[removed from public view]

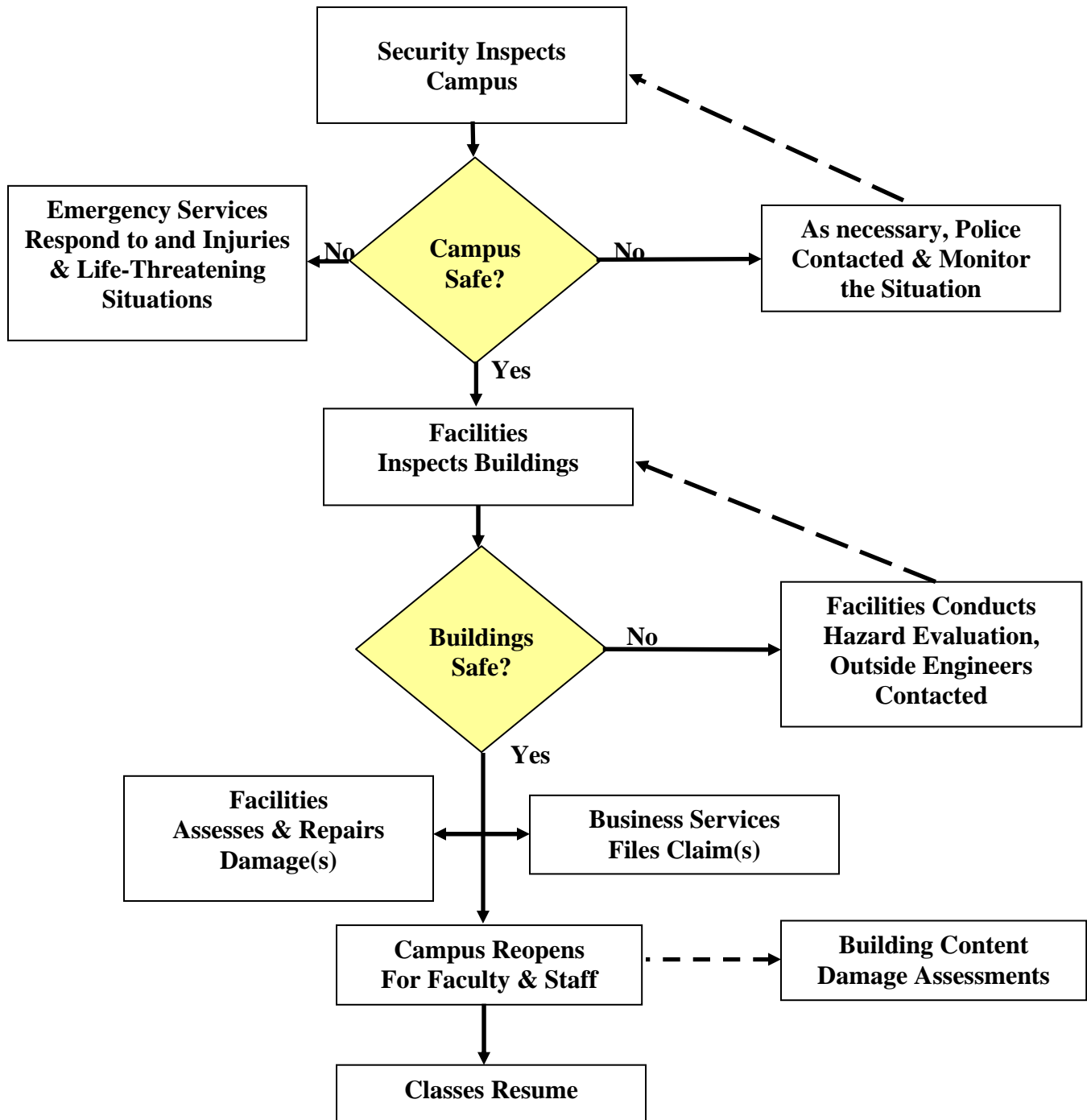
If the both EOCs are inaccessible the backup EOC off campus will be located at:

[removed from public view]

D. CAMPUS RECOVERY

After a Disaster where College operations have been shut down the entire campus environment may be dangerous. As illustrated in the following table the first recovery step is to secure the campus and then to secure all College facilities. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal College operations.

Chart 3.2 - Campus-Wide Emergency Recovery Steps



Role of Organizational Units

A. REQUIREMENTS OF ALL UNIT PLANS

Unit Plans prepared by all College Units (Departments, Schools, etc.) shall be consistent with the guidelines established in this Emergency Management Plan. Each Unit shall, as appropriately directed, execute that portion of their Unit Plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency. Deans, directors, department heads and other responsible parties shall at a minimum develop and maintain procedures to accomplish the following:

1. Identify the individuals and alternates to whom the specific responsibilities are assigned:
 - a. Unit Plan Execution / Emergency Response.
 - b. Unit Plan Maintenance – all Units are required to provide the Emergency Management Plan Coordinator with an updated Unit Plan every year.
 - c. Identify a Unit Plan Emergency Management Team.
 - d. Identify a Command Post and alternate location where everyone can meet during a crisis situation. The Command Post will need to have sufficient room, chairs, workspace, telephone access and flipchart or blackboard.
2. Develop procedures for communicating within the Unit.
 - a. Current emergency call roster for the Team Members.
 - b. Contact list for all Unit Faculty and Staff.
3. Identify all life safety threats. Be certain that all Faculty and Staff review and understand the safety procedures defined in the Incident Response Plan.
4. Identify important assets and how to protect them in an emergency situation.
 - a. Assets include physical items of value and data information.
 - b. Assign individuals (or other units) to secure physical assets.
 - c. Assign individuals to be responsible for vital records.
 - d. Assist with building content damage assessments.
5. As appropriate identify disaster-specific Response Plans to maintain and restore services that are critical to the College.
6. Identify and document (contact names, location, telephone numbers, email address, etc.) subcontractors, suppliers and service providers that may be needed in an emergency situation.
7. Identify critical reliance on other Units.
8. Provide training for new hires as necessary.
9. Communicating assignments to all employees.

Unit Emergency Functions

The following roles are assigned to organizational Units with critical or special functions:

A. ADMISSIONS/FINANCIAL AID

- Develop a plan for setting up operations elsewhere on campus or off campus
- Maintain a list of items necessary to restart operations

B. ATHLETICS

- Develop and maintain plans for crowd control during athletic events
- Develop plan for evacuating athletic facilities during athletic events
- Together with Campus Safety develop plans for ensuring that no weapons or dangerous materials are present during any athletic event
- Develop emergency plan to use athletic facilities as a shelter during and after an emergency

C. BUILDINGS AND GROUNDS

- Provide appropriate access to buildings and grounds
- Develop and maintain building evacuation plans
- Provide for the structural security of buildings
- Provide utility services and, as necessary, shut down utility services
- Provide for emergency water and sanitation
- In the event of a pending emergency, secure the campus grounds and building envelopes
- Distribute supplies to Faculty and Staff to secure building contents
- Clearance of debris removal of debris
- Conduct building damage assessments / determine if buildings are safe
- Repair buildings
- Monitor weather conditions on a continual basis
- Maintain the Emergency Operations Center
- Facilitate emergency procurement of goods and services
- Collect & analyze damage assessment reports
- Evaluation of damaged assets

D. CAMPUS SAFETY

- Preserve law and order, and campus security
- Monitor and disseminate warnings and threats
- Provide traffic and crowd control
- Direct evacuation efforts
- Control access to buildings and scene of the disaster
- Interface and coordinate with Local, County and State Police entities to implement mutual assistance agreements
- Maintain the Communications Center on a continuous basis
- Provide for emergency transportation of students
- Provide for emergency transportation and/or parking for essential personnel

E. COMMUNICATIONS/MATHER FRONT DESK

- Coordination of all information disseminated to the press and the public.
- Provide for a consistent “one-voice” to the news media and all other interested parties.
- Provide for rumor control and emergency communications.
- Assign specific individuals (primary & alternate) to disseminate information, specify emergency response steps and maintain contact with the following:
 - News media (TV, Newspapers, etc.)
 - Government agencies and civil authorities
 - Financial relationships
 - Faculty and Staff
 - Students
 - Parents
 - College Emergency Hotline
- Develop emergency plan to use the student center as a shelter during and after an emergency

F. DEVELOPMENT

- Develop a plan for setting up operations elsewhere on campus or off campus
- Maintain a list of items necessary to restart operations

G. ENVIRONMENTAL HEALTH & SAFETY (EHS)

- Assist in damage assessment and building condition reports
- Maintain information on the content and location of radiological, chemical, biological and fire safety hazards
- Provide for emergency response to HAZMAT release

H. FACULTY

- Develop procedures to communicate with and account for teaching faculty in emergency situations
- Develop plans to identify alternate facilities where College activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities
- Identify and prioritize critical support services and systems
- Identify and ensure recovery of critical assets
- Develop plans to reschedule classes
- Assist with identification of alternative locations for critical housing and academic functions
- For special assets (research animals, environmental sensitive materials, etc.) develop backup plans for electrical and other required basic services
- Provide a list of classroom assignments including the names of professors and class participants

I. FINANCE AND ADMINISTRATION

- Together with Human Resources, maintain the continuity of Payroll Processing Services
- Ensure that emergency funds are available for expenditure as college priorities change during periods of crisis
- Provide ongoing legal advice
- Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions
- Provide for emergency transportation of students
- Maintain Mail Service operations
- Assess the value of College property – buildings, building contents and other College assets
- Secure appropriate insurance
- Documentation and submission of claims.
- Collect & analyze damage assessment reports
- Evaluation of damaged assets

J. FOOD SERVICE

- Provide for emergency food service operations

K. HEALTH CENTER

- Maintain medical services to sick or injured students
- Provide information related to epidemics and quarantine

L. HUMAN RESOURCES (HR)

- Together with Finance & Administration, maintain the continuity of Payroll Processing Services
- Maintain the continuity of critical Employee Benefit Services
- Provide for employee counseling
- In a post disaster community-wide disaster:
 - Assess Faculty and Staff availability
 - Assist with the appropriation of personnel
 - Assist Faculty and Staff with survival needs – food, water, shelter, etc.
 - Assist employees with work recovery needs – psychological help, day care center, local transportation, time off for personal needs, etc.
- List of Staff in each building

M. INFORMATION TECHNOLOGY (IT)

- Maintain the operation of voice, intranet, data, video and wireless communications services
- Develop policy to provide for the coordination of radio and telephone systems
- Implement proper backup controls and redundancies to maintain critical services
- Properly document all hardware and its configuration; develop a plan for hardware replacement and setup
- Develop adequate information security controls
- Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location
- As necessary develop and maintain a plan to perform critical applications at a remote site

N. LIBRARY

- Identify and assist with the evaluation of library assets – books, collections, etc.
- Develop plans and procedures to protect critical library assets

WATKINSON MUSEUM

- Identify and assist with the evaluation of museum assets – art works, collections, etc.
- Develop plans and procedures to protect critical museum assets

O. REGISTRAR

- Develop a plan to handle registration problems and issues created by the emergency
- Assist with the development of a plan to reschedule and relocate classes
- Maintain the ability to produce academic transcripts upon request
- Develop a plan for setting up operations elsewhere on campus or off campus
- Maintain a list of items necessary to restart operations

P. Residential Life and Student Services

- Implement a comprehensive program for emergency shelter for students currently housed in the on-campus facilities
- Coordinate with local agencies and support organizations to provide shelter alternatives for off campus students.
- Provide student crisis counseling services
- Develop procedures to communicate with and account for students in emergency situations
- List of students in each building
- Assist with the identification of alternative locations for critical housing and academic functions

Section VI

Glossary

Emergency Command Post (ECP). The ECP is a designated area near the site of the emergency in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

Emergency Management Plan (EMP). The EMP is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College. (a/k/a Emergency Preparedness Plan, Disaster Response Plan, Disaster Recovery Plan, Business Continuity Plan, Business Continuation Plan)

Emergency Management Plan Coordinator. The Emergency Management Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Plan Coordinator consults directly with the College Incident Commander during an actual emergency.

Emergency Management Team (EMT). The EMT is an assemblage of College officials appointed by the President to advise and assist in making emergency-related policy decisions. The EMT is also responsible for the review and approval of the Emergency Management Plan.

Emergency Operations Center (EOC). The EOC serves as the centralized, well-supported location in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

Incident Command System (ICS). The ICS is a modular emergency management system designed for all hazards and levels of emergency response. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management.

Incident Response Team (IRT). The IRT is comprised of senior level management representing areas of the College that have critical EMP execution responsibilities. At the direction of the College Incident Commander, the IRT executes the Emergency Management Plan during an emergency. (a/k/a Emergency Response Team, Disaster Response Team, Crisis Response Team)

InstaCom System. The InstaCom System is a suite of communication services from 3n (National Notification Network, LLC). The College's InstaCom System allows authorized officials to send emergency messages to specific individuals, groups, or all users via voice and text messages on a variety of devices including landline phones, cellular phones, and e-mail accounts that are either College-owned or personal according to the registration preferences of College members. In addition, the InstaCom System provides a "conference bridge" that connects various message recipients on a live conference-call.

Response Plans. Response Plans are attached to Unit Plans to address specific situations where the Unit has important functions. Response Plans can be organized at the discretion of the Unit.

Unit. A Unit is a department, school or other defined entity of the College.

Unit Plan. A Unit Plan identifies emergency preparation, coordination and response activities for the Unit. Each area identified with critical or special responsibilities is required to develop and maintain a Unit Plan.

College Incident Commander. The College Incident Commander is a senior member of the Emergency Management Team and is in charge of the Incident Response Team. The College Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation. (a/k/a Director of Emergency Management, Chairman of the Incident Response Team).

College Communications Center. The central telecommunication facility that receives and disseminates emergency information. Campus Safety/Police/Public Safety would typically maintain this facility on a 24/7/365 basis.

College Emergency Hotline. A telephone number where Faculty, Staff, Students and other interested parties can access emergency information.

ATTACHMENT A
3n InstaCom Instructions