

# EMERGENCY RESPONSE PLAN

## Purpose

The purpose of this policy is to ensure that the University:

- Prepares for and responds effectively to an emergency situation through the appropriate use of University and community resources
- Provides a framework for enhancing the safety and security of its operations;
- Mitigates the long-term effects of an emergency on its operations and mission.

## Preamble

An emergency is an unplanned event or incident, which can cause death or significant injury to employees, students, visitors, or the public or that can shut down operations, cause physical or environmental damage, or threaten the University's public image.

Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. The Emergency Response Plan is the cornerstone of this process and provides for a coordinated response and a clear line of command.

## Policy

### *Structure and General Responsibilities*

#### **The Emergency Response Team**

The Emergency Response Team (ERT) is created under the authority of the president and is responsible for overseeing the development, implementation, and maintenance of the Emergency Response Plan and for the effective overall management of an emergency.

Members of the ERT include, but are not limited to:

**Emergency Director:** Director of Finance

**Incident Coordinator:** Director of Career Services

**Safety Officer:** Facilities Manager

**Public Information Officer:** Chief Operating Officer

**Operations Officer:** Law Enforcement Program Director

#### **The ERT shall:**

- Review and evaluate the University's Emergency Response Plan
- Initiate and coordinate one annual emergency exercise or simulation and evaluate the response
- Issue directives and protocols as appropriate
- Modify the Emergency Response Plan as required
- Submit an annual report to the Safety Committee

Manage emergencies as outlined in this policy and in accordance with the Emergency Response Plan

## **Team Activation**

The activation of the ERT will result in the emergency director and incident coordinator implementing the incident command structure as identified below:

### **Emergency Director**

The emergency director heads the ERT and is responsible for convening the team or some portion of its members.

### **Incident Coordinator**

The incident coordinator will be responsible for the front-line management of the emergency including the development of incident objectives and managing all incident operations.

### **Safety Officer**

The safety officer will develop and recommend measures to the ERT for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations.

### **Public Information Officer**

The PIO is responsible for communicating with the public, media, and/or coordinating with other agencies, as necessary, with incident-related information requirements.

### **Operations Officer**

The operations section is responsible for managing tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. Incidents can include acts of terrorism, fires, floods, hazardous material spills, earthquakes, hurricanes, tornadoes, public health and medical emergencies, and other incidents requiring an emergency response.

### **University President**

The president will give visible presence to relay information to faculty, staff, students, and the general population. The University President is Sheryl DeWalt

## **Emergency Situations**

### *General*

In the event of an emergency, the emergency director shall initiate selected or University-wide response plans and any related communication plans as required.

The ERT shall be called upon as deemed necessary by the emergency director. If required, a meeting may take place in a Command Post Center, a designated location that will, to the extent possible, be equipped with the technology and information required. The location will be largely dependent on the location and nature of the emergency.

Where police or fire officials are involved, they have the responsibility to take jurisdiction over all activities. The incident coordinator shall manage the deployment of University resources.

The University's Chief Operating Officer shall coordinate the University Emergency Communication Plan, including relations with the media. Any required University notifications or cancellations shall be reviewed with the University's VP of Enrollment and must be approved by the emergency director.

## **Advance Notification**

In the event that there is advance warning of an impending emergency:

- ⌋ The emergency director shall be contacted and shall initiate whatever response plan he or she deems necessary
- ⌋ Key University personnel shall be informed
- ⌋ The incident coordinator shall contact emergency response services if necessary
- ⌋ The Emergency Communication Plan shall be activated if necessary

## **Post Incident**

During the post-emergency phase, the ERT shall:

- ⌋ Debrief and continue communication, as required, to the University community, the general public, and the media
- ⌋ Coordinate ongoing support activities as required
- ⌋ Consider the need for post-emergency commemorative events and implement them as required
- ⌋ Record events and prepare permanent records
- ⌋ Assess any required changes to the Emergency Response Plan