

## ***SECTION XI***

### **DISASTER REPORTING RESPONSIBILITIES**

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## **DISASTER REPORTING RESPONSIBILITIES**

### **I. DISASTER REPORTING**

In the event of a campus emergency requiring the assistance of outside community resources, such as police, fire, rescue, or utility companies, a command post will be established in the Conference Room of Campus Safety. If this location is inaccessible, the Director of Campus Safety will determine an alternate location. Alternate locations will be the 49er Conference Room in the Campus Center, if the Campus Center building is damaged, then we will use Telecommunications Room 026 in Olin.

### **II. OUTSIDE ASSISTANCE**

When outside assistance is requested, a Campus Safety officer(s) should proceed to campus entrance roads for the purpose of:

- A. Directing emergency response vehicles to the disaster scene.
- B. Informing the responders as to the location of the command post.
- C. Keeping out curiosity seekers and unnecessary persons.

Campus Safety officer(s) should have flashing lights and barricades to establish a road block and only let emergency vehicles enter.

### **III. COLLEGE PERSONNEL AREAS OF RESPONSIBILITY**

In order to provide maximum preparation and efficient emergency response, appropriate personnel shall be designated to assume responsibility for various aspects of implementation of the Emergency Operations Plan (E.O.P.)

- A. Plan Advisor and Plan Coordinator Director of Campus Safety

As the person primarily responsible for the protection of campus personnel and properties, the Director of Campus Safety shall serve as advisor for the E.O.P. by consulting with local police, fire, and first responder agencies, and by utilizing information from appropriate safety organizations and other campus protection agencies. The Director of Campus Safety shall periodically review the E.O.P. and recommend revisions as needed.

- B. Plan Executive – President (or designee)

In the event of E.O.P. activation, the President of the College shall serve as plan executive, and as

such will be responsible for communication with trustees and for major decisions needing executive authority.

C. Plan Coordinators

The following shall be designated as plan coordinators and shall be responsible for maintaining preparation for and supervision in the event of E.O.P. activation.

1. Physical Operations Coordinator – Director of Physical Plant. The Director of Physical Plant shall be responsible for the coordination of all work efforts in and around the disaster site and/or the maintaining of normal facility operations during the disaster situation.
2. Student Care Coordinator – Vice President for Student Affairs and Dean of Students. The Vice President for Student Affairs and Dean of Students shall be responsible for the coordination of all necessary services for student shelter, safety, and communications.
3. Academic Operations Coordinator – Provost and Dean of the Faculty. The Provost and Dean of the Faculty shall be responsible for the coordination of all necessary administration of educational services, faculty communication, and class relocation.
4. Public Relations Coordinator – Vice President for Marketing and Communication. The Vice President for Marketing and Communication Relations shall be responsible for the coordination of all media relations, and all other inquiries and/or contacts with the public. Also responsible for notification to alumni or other necessary personnel.
5. Insurance/Purchasing Coordinator – Vice President for Finance. The Vice President for Finance shall be responsible for the coordination of necessary services for relations with insurance carriers, advice to disaster victims, and procurement of necessary items for E.O.P. services.
6. Environmental Liability Coordinator – Manager of Environmental Health and Safety. The Manager of Environmental Health and Safety will be responsible for determining the presence of reportable spill quantities and possible overexposures to hazardous materials. Once a determination has been made, the appropriate emergency response contractor and or government agency will be contacted if needed.

#### IV. PLAN ACTIVATION AND RESPONSE

A. Initial Response to Emergency and Disaster

Following established procedures, Campus Safety shall be the first response team to any campus emergency that poses real or threatened danger to college personnel or property. The Campus Safety office shall contact needed police, fire, and ambulance services according to established policy.

B. E.O.P. Activation and Personnel Notification

1. In any event that a situation, in the judgment of the Director of Campus Safety, poses a threat, the President (or designee) and appropriate Plan Coordinators specified above will be notified. If the incident poses a major threat to a large number of College personnel and/or a large amount of campus property, they will activate the E.O.P. and coordinate notification of appropriate administrators and coordinators.

2. Initial notification of E.O.P. personnel will include the specific location and nature of the disaster, actions already being taken, and recommended actions for each E.O.P. administrator and coordinator. Appropriate coordinators will use preplanned methods for contacting their personnel.

**NOTE:** It is conceivable that some disasters will not necessitate active participation by all coordinators (a property disaster may not affect students), but all coordinators will be advised so that maximum preparation for needed participation can be maintained.

3. Upon notification of E.O.P. activation, administrators and coordinators shall immediately respond to the Emergency Operations Center.

C. Emergency Operations Center Response Agencies

The Director of Campus Safety shall consult with the responding St. Peter police, fire, and ambulance officers for the purpose of establishing an E.O.C. for responding personnel.

V. **SPECIFIC FUNCTIONS OF COORDINATORS AND STAFF**

A. In the event of plan activation, the following areas of responsibility shall be assumed by the various coordinators and their staff, all of whom shall have a prearranged emergency callout procedure.

1. Physical Operations Coordinator

Campus Safety As first responders to the site of the emergency, Campus Safety officers shall provide initial site security and preventive patrol in the area to prevent complications or malicious activity. The Director of Campus Safety (at the E.O.C.) shall coordinate the activation of off duty officers as needed to provide for adequate site protection and response to other campus emergencies.

2. Mechanical

The Director of Physical Plant shall coordinate emergency repairs at the emergency site, with priority being given to restoring services essential to life safety. Evaluation and commendations for major repair and renovation shall be made to the Physical Operations Coordinator.

3. Facilities Management Operations

The Director of Physical Plant shall coordinate with other physical operations crews to provide site damage surveys, recommendations concerning emergency repairs, and coordination with outside contractors and utility companies.

4. Director of Residential Life

In the event of an emergency that renders one or more residences unsafe or unfit for residency, alternate locations for temporary housing for students affected by the emergency will be permitted.

B. Academic Operations

1. Class Relocation

In the event of an emergency that allows for academic activities to continue, coordination shall be made which will relocate classes from areas that are rendered unsafe or unfit for occupancy. Appropriate communication of such contingencies shall be accomplished according to the emergency communications system described above, and through coordination with the Physical Operations Coordinator and staff.

C. Public Relations

1. Media Relations

The Vice President of Marketing and Communication shall be available to provide a public information service to the press, and shall be the "official voice" of the College throughout the emergency. All media inquiries shall be directed to the Vice President of Marketing and Communication, and all official communications for the public from E.O.P. personnel shall be forwarded to the Vice President of Marketing and Communication for appropriate dissemination.

2. Public Inquiries

To assist the College switchboard, personnel shall be available to handle all inquiries and complaints from the public. Any and all telephone calls requiring official response or information concerning emergency status shall be forwarded to the College Relations Coordinator's staff.

## VI. COOPERATIVE CONTINGENCY PLANNING

A. In addition to the various responsibilities outlined in Sections IV and V, the various Coordinators shall plan together to outline actions to be taken in the event of E.O.P. activation, including the following areas:

1. Residence/Classroom Relocation

The Director of Physical Plant shall make recommendations for relocation of classrooms, public assembly areas, and/or residences should the need arise. The academic operations and residential life coordinators shall provide complete information of needed facilities as part of the planning process.

2. Business Operations

The Director of Physical Plant shall make recommendations for relocation of various business operations. The plan director shall delegate responsibility to appropriate parties for planning needs of workspace and record keeping.

3. News Releases

The Vice President of Marketing and Communication shall establish a method for receiving and dissemination of news to the media and to the public. All E.O.P. area coordinators shall give regular reports through the Emergency Operations Center.

4. Emergency Medical Service

Health Services shall either provide a staff of trained emergency medical personnel at the disaster scene (for purposes of triage and emergency treatment), and/or shall cooperate fully with Campus Safety officers, St. Peter police, fire, and EMS personnel. Authority shall be established to prevent overlapping or conflicting procedures concerning immediate treatment of injured personnel.

5. Closing the College

Criteria shall be established by the Vice President and Assistant Vice President of Marketing and Communication, with appropriate authority lines, to determine if the emergency is of sufficient seriousness to warrant partial or full closing of the College. The following status situations shall be used:

- a. **Status I EARLY OFFICE CLOSING.** Should weather or other threatening conditions exist, offices shall close early to allow employees to reach their homes safely. Evening classes cancelled. Students in College residences not affected.
- b. **Status II CLASS CANCELLATION/OFFICE CLOSING.** Should

weather or other disaster situation exist, such that normal College operation cannot continue, classes, offices, and all public events shall be closed and/or cancelled. Students in College residences not affected.

c. **Status III "COLLEGE CLOSED"**. Should a disaster situation exist, such that the majority of campus is affected for a prolonged period of time, and such that essential life safety services cannot be provided, the College shall be deemed "closed." Students shall be evacuated from all residences, with temporary shelter provided until transportation to permanent/alternative residences can be arranged.

6. Other contingencies requiring pre planning by more than one area coordinator.