

MINNESOTA STATE BOARD OF TRUSTEES
Agenda Item Summary Sheet

Name: Joint Board of Trustees and Leadership Council

Date 07/25/2018

Title: College and University Emergency Planning and Management

Purpose (check one):

- | | | |
|---|---|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input checked="" type="checkbox"/> Information | |

Brief Description:

The colleges and universities of Minnesota State utilize the National Incident Management System (NIMS), as well as guidance from the Department of Homeland Security (DHS) and Department of Education (ED) for planning for and responding to and recovering from emergencies as part of their responsibility for the safety and health of our students, faculty, staff and visitors and to support local jurisdictions in response to and recovery from community and regional disasters and emergencies.

Presenters:

Brian Yolitz - Associate Vice Chancellor, Facilities

**BOARD OF TRUSTEES
MINNESOTA STATE**

BOARD INFORMATION

College and University Emergency Planning and Management

INTRODUCTION

The colleges and universities of Minnesota State are entrusted with providing a safe and healthy learning environment for the students, faculty, staff and visitors who study, work, live and visit on campus. With this responsibility comes the need to prepare for, and if necessary, respond to emergencies on and around campus. While not tasked nor expected to be highly trained, medical, fire protection, or law enforcement first-responders, campus leaders play a vital role between the occurrence of an emergency incident on campus and the arrival of professional first responders by providing critical communication and direction to the campus community. In addition, campuses may well be called upon as a resource in support of a community response to a local or regional emergency.

Each Minnesota State college and university has developed its own emergency plans and procedures under the overall guidance of board policy and procedure. Campus plans utilize the National Incident Management System (NIMS) Incident Command System (ICS) in responding to a disaster or emergency as called for by the governor’s executive order. In addition, Minnesota State follows guidance from the Department of Homeland Security (DHS) and Department of Education (ED) by implementing the concepts, principles and practices associated with the National Incident Management System (NIMS).

BACKGROUND

National Guidance: In 2008, the DHS and ED released guidance for emergency planning and management entitled *NIMS Implementation Activities for Schools and Higher Education Institutions (HEIs)*. Key activities within this guidance are:

- Adopting NIMS concepts, procedures, and processes
- Institutionalizing the Incident Command System (ICS) for managing all emergency incidents
- Maintaining emergency management or operations plans
- Training key personnel
- Promoting mutual aid relationships and agreements
- Participating in all-hazard exercises

While this guidance is specific to schools and institutions participating in the ED's Readiness and Emergency Management for Schools (REMS) and Emergency Management for Higher Education (EMHE) Discretionary Grant Program, it is recommended for all schools and higher education institutions.

Minnesota State Guidance: Board Policy 5.24 *Safety and Security Compliance* calls for, among many things, each college and university and the system office to create plans, programs, procedures, and training to promote the safety and security of individuals and system property in the area of emergency management.

System procedure 5.24.3 *Emergency Management* provides the basic framework for planning, training, exercising and responding to, and recovering from emergencies. The procedure relies upon the framework outlined in the DHS guidance. It calls for colleges and universities and the system office to have emergency operations plans (EOP) to outline institutional plans for preparing for, responding to, and recovering from natural or manmade emergencies and disasters. It also outlines training requirements particularly for emergency operations team (EOT) members and key campus leaders.

Minnesota State Tools and Resources: In coordination with college and university emergency managers, the system office has put in place a series tools and resources to support campus preparation for, response to, and recovery from emergencies and disasters. These include:

- System standard alert notification system (Star-Alert)
- Planning templates:
 - a. Emergency Operations Plan (EOP)
 - b. Continuity of Operations Plan (COOP)
- Emergency preplanning, response, and recovery checklists
- Table top exercise scenarios
- Training resources:
 - a. Department of Homeland Security
 - b. Minnesota State staff
- Campus staff assistance visits

Communication Strategies: Communication both internal to a campus and with local first-responders, as well as with the system office and state and federal agencies, is critical to campus response and recovery from an emergency. When notified of the threat of or an actual occurrence of an emergency event or situation, campus leaders provide warning or response direction to the local campus community through the Minnesota State Star-Alert system (text and voice messaging). This can be supplemented with public address system announcements and computer network pop-up messaging. Depending on the event or situation, local first responders are summoned. The campus emergency operations team (EOT) and incident commander are mobilized to manage campus response actions to include ongoing campus community communications and coordinate and support first responders.

As soon as practicable, the president will notify the office of the chancellor of the incident and any details that may be available. Depending on the severity of the event or situation and impacts to student, faculty, staff or campus/visitor lives and/or Minnesota State property, the board will be notified and kept apprised as the event or situation unfolds.

In addition, the office of the chancellor informs key cabinet and system office staff. These may include the office of general counsel; marketing and communication; vice chancellors of academic and student affairs, human resources, information and technology, and finance; government relations; facilities/emergency preparedness; and others. They in turn reach out to their campus or institutional contacts to offer support and subject matter expertise. Communication and support continue until the event or situation is resolved.

CONCLUSION

Acting upon the responsibility for the safety and health of our students, faculty, staff and visitors and to be responsive to the needs of their local communities, the colleges and universities of Minnesota State utilize the National Incident Management System (NIMS), as well as guidance from the Department of Homeland Security (DHS) and Department of Education (ED) for planning for and responding to and recovering from emergencies.