

## VI-13.00 -- POLICY ON CAMPUS EMERGENCY PLANNING, PREPAREDNESS, AND RESPONSE

(Approved by the Board of Regents, September 5, 2008; Amended April 21, 2017)

USM institutions are required to develop and maintain a campus emergency management program to prepare its campus community in the event of an emergency or incident, mitigate measures to reduce loss of life and property, respond to and recover from emergencies, and maintain campus mission essential functions. Campus emergency management and safety and security programs should focus on the protection of individuals, but must also address facilities, information technology security and infrastructure, business functions, and academic and research continuity.

### 1. Leadership & Organization

#### A. Responsibility

1. The president of the USM institution or director of an USM regional center must designate an individual who oversees campus emergency planning, prevention, preparedness, response, recovery, continuity of operations, and safety and security.

#### B. Emergency Management Groups

##### 1. Senior Leadership

- a) The senior leadership of each USM institution must meet as needed to review program and incidents, develop strategy, prioritize actions, and provide policy and administrative guidance.

##### 2. Emergency Preparedness Committee

- a) The emergency preparedness committee is comprehensive and representative of mission critical functions across campus, i.e. public safety/police, facilities management, information technology.

- b) The emergency preparedness committee should meet regularly to support emergency planning, to include reviewing and updating the emergency operations plan and other campus emergency plans, review training and exercise needs, discuss and identify trends and new threats.

##### 3. Behavior Assessment Team

- a) Each USM institution should have a permanent multi-disciplinary behavioral assessment team(s) to review referrals and reports and to take appropriate action on potentially distressed or disturbed members of the campus community, including students, staff and faculty.

##### 4. Building Coordinators

- a) Each USM institution should have and utilize facility and building coordinators, building emergency response teams, or other approaches to ensure the safety and security in each building on campus in the event of an emergency.

### 2. Preparedness & Planning (Prevention & Protection)

#### A. Planning Requirements

1. Each USM institution must meet the following planning criteria:
  - a) Be supported by the USM institution senior leadership
  - b) Consider all threats and hazards
  - c) Provide for the access and functional needs

- d) Consider all settings and all times
- e) Consider the individual preparedness of students, faculty, and staff
- f) Meet the requirements of all applicable laws
- g) Establish clear lines of authority for overseeing and managing emergency incidents and responding to emergencies
- h) Address language access
- i) Consider local, state, and federal emergency planning
- j) Must be based on the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS)
- k) Must be a collaborative and inclusive process
- l) Include current contact information
- m) Consider evacuation planning and shelter in place

## B. Campus Plans

### 1. Emergency Operations Plans

- a) Each USM institution must have emergency operations plans (EOPs). These plans should follow federal guidance in The Guide for Developing High-Quality Emergency Operations Plan for Institutions of Higher Education (2013). They should be developed and reviewed by the emergency preparedness committee or similar committee that is comprehensive and represents the campus community (staff, students, and faculty). The EOPs should be guided by leadership at the top level of the university, and reflects unique institutional characteristics such as location, size, and population.
- b) These plans should be reviewed, evaluated, and updated biannually by the emergency planning committee and approved by the USM institution's senior leadership. Review and evaluation should include hazard vulnerabilities, scope, practices, and effectiveness.

### 2. Continuity of Operations Plan

- a) Each USM institution should have a Continuity of Operations Plan (COOP) for the continuation of mission essential functions in the case of an incident with a long-range impact on the campus, including business operations and academic and research programs.
- b) Plans should include continuation of information technology (IT) services, communications, and essential business functions in the immediate aftermath of an incident.

## C. Training & Exercises

### 1. Each USM institution must:

- a) Provide regular and appropriate training for the campus community (including key emergency response staff, staff, faculty, and students) on emergency preparedness, behavioral assessment, and response plans.
- b) Conduct exercise and evaluation regularly of the campus emergency operations plan and other campus emergency plans.

- 2. Exercises should include a variety of tabletop exercises, drill, and full-scale exercises.
- 3. Exercises should be based on top hazards faced by the institution and given priority.

## 3. Risk Assessment & Mitigation

- A. Each USM institution should:
  - 1. Conduct an annual risk assessment that reviews a comprehensive range of threats, including natural disasters, hazardous materials, terrorism, violent crime, and pandemic diseases, and identifies the top hazards faced by the campus and those that could result in a significant loss of life and property.
  - 2. Have a mitigation plan to identify the top threats and hazards, mitigation actions (both short-term and long-term actions).
  - 3. Have a plan for the appropriate mitigation actions for top hazards, including both short-term and long-term incident planning.

4. Response

- A. EOC
  - 1. Each USM institution must have an emergency operations center (EOC) to collect and analyze data, coordinate resources, and to have situational awareness for specified emergencies and incidents.
  - 2. The EOC must be properly staffed.
  - 3. EOC staff should be properly trained in EOC operations and have the appropriate authority to carry out actions.
  - 4. The EOC should be equipped with the appropriate resources, technology, network, and communications, i.e. internet, radios, landline phones, satellite phones.

5. Recovery

- A. Each USM Institution should have a recovery plan that will address capacity building, economic function, and infrastructure necessary to restoring the mission of the institution.

6. Direction, Control, and Coordination – External

- A. Each USM institution should:
  - 1. Coordinate with local, state, and federal government and agencies in creating and implementing the emergency operations plan. This includes, but is not limited to: police, fire, emergency management, utility providers, and healthcare providers.
  - 2. Establish and maintain current cooperative relationships, which may include memorandum of understanding (MOUs), mutual aid agreements (MAAs), and other agreements with other USM institutions and external organizations, as necessary
  - 3. Coordinate with appropriate local and state emergency responders, including communication systems to be used in the case of a serious incident or major disaster.

7. Communications

- A. Each USM institution must:
  - 1. Have and maintain both operational communication, as well as external communications with the public for warnings and notifications.
  - 2. Have redundant and varied communication systems of warnings and notifications before, during and after an incident.
  - 3. Have a comprehensive communication plan that will advise the campus community of the threat or incident and the necessary protective actions to take

4. Have a comprehensive communications plan for communicating with the campus, surrounding communities, the USM office, Board of Regents, families, and media in the case of an emergency incident;
5. Advise, involve, and solicit feedback from students on issues of campus safety and security and emergency preparedness.

8. Accreditation

- A. Each USM institution should:
  1. Strive to achieve and maintain continual accreditation for the campus police force.
  2. Institutions who have not achieved accreditation should have a plan to achieve accreditation for the campus police force as established by the professional law enforcement accrediting organization.
  3. The campus emergency management program should be established based on standards and guidelines that are set by FEMA, CALEA, IACLEA, EMAP, and other professional emergency management organizations. Best practices include accreditation for the program through EMAP.

9. Reporting and Accountability

- A. Each USM institution should maintain an updated campus emergency operations plan in accordance with the BOR Policy VI-13.00 and the plan should be available for review by USM or USM Internal Audit.
- B. USM internal audit reviews will include an assessment of the institutional emergency operations plans to ensure the plans are in compliance with BOR Policy VI-13.00.