



Minnesota State Colleges and Universities
System Procedures
Chapter 5 – Administration
Procedures associated with Board Policy 5.24

5.24.3 Emergency Management

Part 1. Purpose

To provide the basic framework for planning, training, exercising and responding to, and recovery from emergencies.

Part 2. Authority

Policy 5.24 Safety and Security Compliance requires colleges, universities, and the system office to create, implement, and monitor appropriate plans, programs, procedures, and training consistent with applicable legal and professional standards, regulations, and available resources to promote the safety and security of individuals and system property.

Part 3. Objectives

College and university campuses and the system office shall have emergency operations plans to:

1. Protect students, faculty, staff, the public, and the local environment from the effects of hazards;
2. Continue to operate to the extent possible;
3. carry out emergency functions to protect, conserve, allocate, and coordinate scares system and state resources during emergencies; and return the institution to normal academic and business operations.

Subpart A. The Emergency Operations Plan (EOP) Objectives are to:

1. Integrate the four phases of emergency management - Preparedness, Mitigation, Response, and Recovery into a format consisting of a basic plan, annexes, appendices, and support plans;
2. Establish overall Emergency Operations Team (EOT) responsibilities;
3. Establish an Incident Command System (ICS) structure in accordance with the National Incident Management System (NIMS) protocol;
4. Provide for the development and maintenance of facility-based emergency operations procedures;
5. Establish requirements for the development and execution of annual training exercises;
6. Prescribe the declaration of an emergency and activation of the plan;
7. Prescribe the role of faculty, staff, and students relative to emergencies and disasters,
8. Prescribe procedures for the use, operation, and maintenance of the Star Alert Emergency Notification System;

9. Include appendices for specific guidelines, emergency resource directories, etc., as needed; and
10. Include processes procedures, contact information, and liaison functions to work with local authorities, system office personnel, and other state agencies and entities.

Subpart B. Emergency Operations Plan Template

Colleges and universities and the system office must use the EOP template found on the Public Safety & Compliance Sharepoint site at:

<https://connect.mnscu.edu/sites/pscscu/SitePages/Home.aspx>

Subpart C. Reporting and Review Requirements

Emergency Operations Plans must be reviewed annually by each college or university. Reviews must be done by the campus Emergency Operations Team. Reviews can be accomplished through drills, walk-through scenarios, tabletop exercises, functional exercises, or full scale exercises. EOPs must be submitted to the system office Public Safety and Compliance Unit for initial review or whenever there are changes or updates as a result of the annual review.

Part 4. Definitions

Basic Plan

The Basic Plan focuses on the assignment of emergency responsibilities and general operating guidelines.

Annexes

An annex outlines the general process and responsibilities for carrying out Emergency Service Functions (ESFs) outlined in the National Response framework and the State of Minnesota Emergency Operations Plan.

Appendices (Appendix)

Appendices supplement and support annexes. They are very specific and typically procedural in nature.

Supporting Plans

The EOP is for emergency preparation and response and it is supported by a separate Continuity of Operations Plan for recovery of the disaster or emergency and can be implemented either partially or fully. The Continuity of Operations Plan (COOP) must identify:

1. Key critical processes/functions
2. Internal and external dependencies
3. Acceptable downtime for each process or function
4. A process to maintain or resume critical processes/functions to minimize the negative impact of an emergency/disaster

Colleges and universities and the system office must use the COOP template found on the Public Safety & Compliance Sharepoint site at:

<https://connect.mnscu.edu/sites/pscu/SitePages/Home.aspx>

Part 5. Training

Training on emergency procedures must be provided to all faculty, staff and students. Emergency Operation Team (EOT) members must be trained at a minimum to IS-100HE, Introduction to the Incident Command System for Higher Education and 200, ICS for Single Resources and Initial Action Incidents. Individuals with specific ICS position responsibilities during emergency operations should be trained in those specific responsibilities.

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Date of Last Review:

Date and Subject of Amendments:

No additional HISTORY