

***Rochester Community and Technical College***  
**Emergency Operations Plan**



**Campus Wide Planning Guide**

SECURITY DATA  
NON-PUBLIC

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NON PUBLIC



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**PLAN:**

**I. Purpose**

Rochester Community and Technical College needs an emergency plan for the following reasons:

- A. To continue to operate and carry out emergency functions; and
- B. To protect students/faculty/staff, the public, and the environment, from the effects of hazards to include, but not limited to:
  - Natural disasters;
  - Technological hazards;
  - Civil emergencies; and
  - National security events.
- C. Specific hazards include but are not limited to:
  - Floods;
  - Fires;
  - Tornadoes;
  - Blizzards;
  - Droughts;
  - Releases of hazardous materials;
  - Emergency levee failures;
  - Pipeline leaks;
  - Explosions; and
  - Other human-made disasters and those involving a criminal offense.

**II. Introduction**

The RCTC Emergency Operations Plan divided into two major parts: 1) an all-hazard basic plan; and 2) annexes on specific emergencies along with supporting standard operating guidelines/appendices.

This plan is for Emergency Operations and supported by the Continuity of Operations Plan, which outlines and guides recovery of lost critical functions, programs, and processes.

- A. **Plan:** The basic plan focuses on the assignment of emergency responsibilities and general operating guidelines. It is directed primarily at the parties responsible for overall incident management responsibility, such as the President and appointed designees.
- B. **Annex:** An Annex outlines the general process, and responsibilities for carrying out Emergency Service Functions (ESFs) describes in the National Response Framework and RCTC's Emergency Operations Plan (EOP).

**Annex A:** Notification and Warning: Alert-notification/warning of emergencies on campus, including active, passive and individual messaging.

**Annex B:** Incident Management: Coordination of internal and external emergency/disaster responses on the RCTC campus outlining the response structure, emergency response team and emergency operations center activities.

**Annex C:** Directives on a framework for Campus Safety Captains.

**Annex D:** Public Information: Emergency information, joint public information, public awareness campaigns and media education processes.

**Annex E:** Accident/Damage Assessment: Describes assessment team make-up, activities, equipment, forms for documenting damage and loss due to the incident.

**Annex F:** Search and Rescue: Missing student process and procedures.

**Annex G:** Health Protection: Health protection guidelines, emergency protective action recommendations, and contamination control protocols. *(Not typically within the capability of a college campus but used as a source of the medical resource.)*

**Annex H:** Medical Services: Local hospitals and ambulance services to assist in potential triage, mass casualty and staging areas for medical services on campus. *(Not typically within the capability of a college campus but used as a source of medical services.)*

**Annex I:** Fire Protection: Source of reference and contact information within the local community. Can include specific information for fire scenarios on campus. *(Not typically within the capability of a college campus but used as a source of reference.)*

**Annex J:** Evacuation/Traffic Control/Security: Outlines evacuation, shelter-in-place, or relocation within the RCTC campus, liaison with law enforcement, transportation sources and security of evacuated areas.

**Annex K:** Mass Care, Housing, and Human Services: Identification of sheltering, sources of providing food and water for extended periods of time if necessary, Red Cross/other sources of assistance, identification of crisis counseling for the RCTC campus community. *(Not typically within the capability of a college campus but used as a source of reference.)*

**Annex L:** Debris Management: Identify resources and processes for debris management, contact information of immediate disaster assistance in the area of restoration, refuse removal, staging areas, etc.

**Annex M:** Public Works and Utilities Restoration: Identifying major utility suppliers, schematics, and maps of the main utility lines and the establishment of major systems (i.e., HVAC, water, power, natural gas, fuel, etc.).

**Annex N:** Environmental Hazard Response: Resources for spill procedures, contact information for environmental clean-up, environmental protection, long-term environmental recovery, and hazardous materials and environmental clean-up.

**Annex O:** Resource Management: Outlines campus controlled resources and the request processes for RCTC resources through the local Emergency Operations Center.

**Annex P:** Radiological Exposure Control: To identify responsibilities for radiological exposure control if applicable. *(Not typically within the capability of a college campus but used as a source of reference.)*

**Annex Q:** Pandemic Influenza Supplement: Identifying and defining preparedness policy and procedures for pandemic influenza or other novel disease outbreak.

**Annex R:** Weather Operations: Identifies the process when the campus is experiencing inclement weather.

- C. Appendices:** Appendices supplement and support Annexes. These are very specific and often procedural in nature. They include checklists or processes and procedures directed toward specific threats or scenarios.

### III. Emergency and Response Responsibilities

#### A. Board of Trustees

1. (Through the Chancellor) is responsible for all emergency preparedness, planning, response, recovery, hazard mitigation and continuity of operations activities for the Minnesota State system at large.
2. Will provide overall strategic policy guidance and advice and counsel to the Chancellor during emergency events and crisis as well as during recovery.

#### B. Chancellor

1. Is responsible for emergency preparedness, planning, response, recovery, hazard mitigation and continuity of operations activities for the system office and ensuring system campuses and sites similarly prepared.
2. Will keep the Board of Trustees informed of response and recovery efforts at the system office and system campuses regarding impact and response actions.
3. Will oversee emergency response and recovery of the system office and system campuses from an enterprise perspective.
4. Has assigned oversight of the system emergency management program to the Public Safety and Compliance Unit as a point of contact for day-to-day emergency management planning, operations, and coordination.
5. Will ensure recovery of system functions and respond to requested support to the campus or campuses involved.
6. Will act as, or appoint an Incident Commander ensuring all safety, liaison, public information and command, and control functions are fulfilled or delegated.
7. Will assign Emergency Operations Team (EOT) members of sufficient discipline, training, and authority to manage any crisis, emergency, or disaster at the system office and provide support to colleges and universities.

**C. RCTC President**

1. Is responsible for emergency preparedness, planning, response, recovery, hazard mitigation and continuity of operations activities for RCTC.
2. Ensures the system office is informed of intervention and recovery efforts at the campus regarding impact and response actions.
3. Oversees emergency response and recovery of the campus from an enterprise perspective.
4. Has assigned oversight of the RCTC emergency management program to the Vice President of Student Affairs and Enrollment Management as a point of contact for day-to-day emergency management planning, operations, and coordination.
5. Ensures recovery of RCTC functions and responds to requested support from other colleges involved.
6. Appoints an Incident Commander ensuring all safety, liaison, public information and command, and control functions are fulfilled or delegated. The Executive Vice President, VP of Academic Affairs, and VP of Finance and Facilities has been assigned Incident Command responsibilities. These responsibilities may be shifted depending on the scope and nature of the incident or incidents.
7. Appoints Emergency Operations Team (EOT) members of sufficient discipline, training, and authority to manage any crisis, emergency, or disaster at the college.

**D. Executive Vice President:**

1. Will keep the President apprised of the situation and ongoing response and recovery efforts during RCTC's campus emergencies.
2. Will assist in notification processes and coordinate the schedule and activities of the President.
3. Will act in a liaison capacity between the President and the EOT regarding the coordination of emergency response and recovery processes.

**E. Vice President of Finance and Facilities:**

1. Assists in assessing and projecting costs of events and provides support to RCTC campus during emergency response and recovery operations.
2. Oversees all financial aspects of responses including management of funds, ensure payroll, projected or potential costs, contract solicitation or approval, and any other financial requirements for campus emergency and recovery operations.
3. Provides assistance in assessment where required.
4. Serves on or provides representation to the EOT.

**F. Chief Information Officer of Technology (CIO):**

1. Implements the Information Technology Disaster Recovery Plan as required to ensure all of the above and previous services, accessibility and connectivity are restored.
2. Provides Local Area Network (LAN) services to include VMWare access, Conference Room/ITV support, PC/printer support and mapping, wireless/Starlan and RCTC Emergency Alert support.
3. Provides specific and priority LAN support and services to the Emergency Operations Team/Center and ensures connectivity and access to required services.
4. Serves on or provides representation to the EOT.
5. Provides an IT technician(s) to support EOT operations and EOC set up.

**G. Vice President of Student Affairs and Enrollment Management:**

1. Maintains educational process integrity through an interface with campus SA functions, other members of the Emergency Operations Team and divisions and units.
2. Assists campus in the recovery of the educational process and transition to alternative learning strategies.
3. Serves on or provides representation to the EOT.

**H. System General Counsel:**

1. Provides legal advice and counsel to the campus President and emergency operations team during campus emergency response and recovery operations.
2. Provides representation to the EOT.

**I. Director of Communications and College Relations:**

1. Oversees the Public Information and Government Relations aspects of response and recovery operations for the RCTC campus emergency and recovery operations.
2. Serves on or provides representation to the EOT.

**J. Physical Plant Director:**

1. Ensures adequate facilities are ready for use; coordinates repairs of problems that reduce or preclude operational capabilities.
2. Maintenance liaison with all service providers, building management, other sections regarding facilities issues.
3. Provides situation status updates to the EOT.
4. Provides engineering services and expertise to the Incident Commander as required.
5. Participates in initial and detailed follow-up damage assessment efforts in coordination with the Damage Assessment Team.
6. Coordinates the use of private sector engineers, architects, and contractors as required.
7. Arranges and assists with the set-up of temporary relocation facilities if necessary.



**K. Campus Security Coordinator:**

1. Provides advice and counsel to the Incident Commander and assist in establishing the emergency operations center if required.
2. Manages the information flow and notification of senior executive personnel and recommends appropriate actions for the response to and recovery from emergencies affecting the college.
3. Acts as the liaison between the institution and local Law Enforcement/First Responders and local Emergency Management during local emergencies impacting the College/campus.
4. Ensures satellite sites and those not collocated on campus have emergency procedures and notification links to the college for support.
5. Assists the IC with the establishment, management, and activities of the RCTC Emergency Operations Center (EOC).
6. Manages RCTC's emergency management exercise program by developing, facilitating, evaluating and following up on exercises, drills, and tests of the emergency management program at the college.

**IV. EOP Objectives**

The Rochester Community and Technical College EOP provide the framework for:

1. Maximizing the protection of lives and property.
2. Ensuring that RCTC can survive and continue to provide essential services.
3. Supporting local units of government where possible and by state requirements.
4. Establishing training and exercise standards, plan maintenance, and other preparedness activities.
5. Ensuring that all state and federal government emergency planning requirements are met.

**V. Concept of Operations**

Rochester Community and Technical College will use and comply with the National Incident Management System (NIMS) guidelines and requirements in any emergency response. See **Annex B: Incident Management/ Emergency Operations Center**. Local government agencies have the primary responsibility for meeting the immediate health and safety needs of citizens in the event of a major emergency/ disaster.

- A. During an event, an Incident Commander must be staffed.** By definition, an Incident Commander is the individual with decision-making authority that provides overall leadership for incident response, delegate's authority to others, and takes general direction from agency administrators or officials. For RCTC, this responsibility will follow the Succession of Command.

<i>Position</i>	<i>Initial Incident Commander</i>
President	Primary
Executive Vice President of Academic Affairs	Alternate
Vice President, Student Affairs and Enrollment Management	In Turn
Vice President, Finance, and Facilities	In Turn
Chief Human Resource Officer	In Turn

## B. Emergency Operations Team

President	Incident Commander (IC)
Executive Vice President of Academic Affairs	Incident Commander/(IC)
Vice President, Finance, and Facilities	Command Staff
Vice President, Student Affairs and Enrollment Management	Command Staff
Director, Human Resources	Command Staff
Director of Campus Security	Command Staff
General Counsel Office	PIO/Command/General Staff
Director, Communications and College Relations	General Staff
Physical Plant Director	General Staff
Others as needed	

For additional Incident Command System (ICS) positions for RCTC refer to **Annex B** – Incident Management/Emergency Operations Center

## C. Emergency Operations Centers (EOC)

The EOC is the physical location from which the Emergency Operations Team functions. Any conference room or office space can utilize for partial EOT activation depending on the emergency and scope, for meetings, which is, brief and do not require extended or coordinated responses. Incident Commander will designate a meeting location for the crisis team. In the case of evacuation from a site, the crisis team should convene at the following locations and move to an appropriate meeting location:

### 1. Potential locations for the RCTC (EOC):

- A. Main Campus SS209
- B. Heintz Center H1433
- C. Sports Center SC248

Offsite locations are:

- A. To be located
- B. To be located

**D. Local or State Emergency Operations Center**

Emergencies are affecting the local jurisdiction managed by the Emergency Operations Center for that municipality/county.

City of Rochester Emergency Management/EOC:	507-328-2824 (business hours)
City of Rochester Emergency Manager: Ken Jones	
Olmsted County Emergency Management/EOC:	507-328-6100 (business hours)
Olmsted County Emergency Manager: Mike Bromberg	

**VI. Notification and Activation**

- A. Detection/Notification of Emergency Personnel/Crisis Team:** When facing a crisis, employees will follow procedures in the emergency operation procedures handbook, including contacting an Administrator. They will evaluate each situation and, when appropriate, notify the President or designee, who will determine the need to call together the core crisis team and other team participants. If an employee becomes aware of a crisis that does not require him/her to contact the President, the employee will inform the Executive Vice President immediately. The Executive Vice President will evaluate the situation and, when appropriate, notify the President, who will determine the need to call together the core crisis team and other team participants.
- B. Notification of Internal Team:** If the President or Incident Commander chooses to call together the crisis team, team participants will be informed by telephone and will convene at a location designated by the President or, in the case of a site evacuation, at the predetermined team meeting location.
- C. Notification of Others Affected:** Once convened (or prior, if deemed needed by the President/Incident Commander), the emergency operations team will determine the next course of action, including notification of employees, students, state, county and city officials, neighborhood or other constituencies. The notification may include e-mail, RCTC Emergency ALERT, active emergency messaging system, and postings on doors and phone calls.
- D. Reporting and Activation:** Emergencies affecting RCTC will follow the processes and procedures outlined in **Annex A** – Warning and Notification and **Annex B** – Incident Management/Emergency Operations Center
1. Emergencies affecting RCTC require reporting of the incident to the system office. It assumed that the President would exercise direct command and control of the campus response. The system office will provide support and assistance in a coordination and advisory capacity.
  2. The RCTC, emergency operations team, will notify system Public Safety and Compliance Unit (PSCU) through the process outlined below or may refer to system guideline 5.24.2.5-Incident Reporting. PSCU will forward the information and make additional notifications to other divisions and departments within the system office.
  3. Notification from the campus EOT to the PSCU is made through a variety of methods:

4. During emergencies, the campus EOT will call 651-201-1810. During regular business hours, the EOT can also directly call the Director, Public Safety and Compliance at 651-201-1790 or the Emergency Preparedness Manager at 651-201-1797.
5. A copy of a report form can be emailed to [incidentresponse@so.mnscu.edu](mailto:incidentresponse@so.mnscu.edu). This mode should be used for providing incident details, requests for assistance and follow-up information.

## VII. Training and Exercises

To be most effective, the EOT and support personnel should be appropriately trained, and exercises should be conducted to familiarize EOT members of EOP procedures and develop working relationships with other EOT members. These include:

**A. Training:** Members of the Rochester Community and Technical College EOT should be selected for training according to the following chart:

EOT NIMS/ICS Training Requirements	IS – 100HE On-line	IS-200	IS- 300/400	Additional FEMA Courses
Personnel who may potentially respond to a local or county Emergency Operations Center to represent RCTC in decision making or to commit resources or assets to a regional or state-wide emergency.	X	X	X Optional	X Optional
Personnel is serving as a Public Information Officer for RCTC.	X	X		X Optional
Personnel that will perform primary or alternate EOT staff and support. Others as deemed appropriate by the President.	X	X		
Personnel who may organize and respond to assist RCTC in managing a disaster or emergency.	X	X	X Optional	X Optional

### B. Members of the RCTC EOT MUST complete the following training courses:

1. **ICS-100.HE** Introduction to the Incident Command System. ICS-100, for Higher Education, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course uses the same objectives and content as other ICS courses with higher education examples and exercises.

<http://training.fema.gov/EMIWeb/IS/is100HE.asp>

2. **ICS-200** ICS for Single Resources and Initial Action Incidents. ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

This course is best accomplished through traditional classroom instruction and practical application. The system EPSM is responsible for developing, conducting, maintaining and scheduling the system version of this course.

3. **ICS-300** Intermediate ICS for Expanding Incidents. ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.
4. **ICS-400** Advanced ICS. This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300.

**Additional FEMA Courses:**

1. **E/L-950** All-Hazards Incident Commander. This course is designed to provide State and local-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective incident commander on an all-hazards incident management team (AHIMT). These responsibilities fall into two categories: (1) responding to the incident and command needs of the incident; and (2) effectively fulfilling the position responsibilities of an incident commander on an AHIMT. Exercises, simulations, discussions and a final exam enable students to process and apply their new knowledge.
2. **E/L 952** All-Hazards Public Information Officer. This course is designed for a public information officer (PIO) assigned to an incident as a member of an AHIMT, local incident management teams (IMT), as well as for the PIO assigned to an incident as an assistant PIO in a variety of capacities. This course will help students develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced function to concentrate training on the fundamental duties and responsibilities of PIO in an all-hazards environment. The course material does not assume or require experience as a PIO but also is not a basic PIO course.
3. Exercises, simulations, discussions and a final exam enable students to process and apply their new knowledge.
4. **E/L 954** All-Hazards Safety Officer. This course is designed to provide State and local level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective safety officer on an AHIMT. These responsibilities fall into two categories: (1) responding to the incident and the safety needs of the incident; and (2) effectively fulfilling the position responsibilities of a

safety officer on an AHIMT. Exercises, simulations, discussions and a final exam enable students to process and apply their new knowledge.

**C. Exercises:**

RCTC will no less than annually conduct a tabletop exercise or walk-through exercise of the EOP to familiarize EOT members to their roles, responsibilities, and associated emergency procedures. RCTC may also participate in system office emergency response exercises or exercises conducted by state and local agencies to prepare and assess response activities between these organizations. A debriefing and After Action Report (AAR) will be conducted at the conclusion of each exercise to determine if there are any plan deficiencies and identify best practices and lessons learned. Designated campus representatives will assume the responsibility for ensuring that exercise deficiencies are corrected.

**VIII. Plan Authorities**

This Plan has been developed with assistance and guidance provided by the Minnesota Division of Homeland Security and Emergency Management (HSEM), the Federal Emergency Management Agency (FEMA) and the System Office. References and laws that this plan takes into account include:

- A. U.S. Public Law 93-288, as amended. (Robert T. Stafford Act)
- B. Federal Response Plan (for Public Law 93-288, as amended)
- C. Homeland Security Presidential Directive 5 (HSPD-5) Management of Domestic Incidents
- D. Homeland Security Presidential Directive 8 (HSPD-8) National Preparedness
- E. NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs 2004 Edition
- F. Minnesota Statutes, Chapter 12, as amended
- G. Governor's Executive Order is assigning emergency responsibilities to state agencies.
- H. Minnesota State Colleges and Universities Policy 1A.10 Long Term Emergency Policy