Mesabi Range Community College

Emergency Operations Plan

MINNESOTA STATE

System Wide Planning Guide

SECURITY DATA
NON PUBLIC
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I. Purpose

Individual Minnesota State campuses and the system office need 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 man-made disasters and those involving criminal offense.

II. Introduction

The Minnesota State Emergency Operations Plan is 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 is supported by the Continuity of Operations Plan which outlines and guides recovery of lost critical functions, programs and processes.

A. Basic Plan: The basic plan focuses on the assignment of emergency responsibilities and general operating guidelines. It is directed primarily at parties responsible for overall incident management responsibility, such as the Chancellor, President, Provosts, and/or their appointed designees.


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 are 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/or provide support to colleges.
C. Institution President – (Interim) Michael Raich

1. Is responsible for emergency preparedness, planning, response, recovery, hazard mitigation and continuity of operations activities for the Northeast Higher Education District, and ensuring system campuses and sites are similarly prepared.
2. Ensures the system office is informed of response and recovery efforts at the institution/campuses regarding impact and response actions.
3. Oversees emergency response and recovery of the institution/campuses from an enterprise perspective.
4. Has assigned oversight of the institution/campus emergency management program to the campus Provost as a point of contact for day-to-day emergency management planning, operations, and coordination.
5. Ensures recovery of institution/campus functions and respond to requested support to the campus or campuses involved.
6. Appoints an Incident Commander ensuring all safety, liaison, public information and command and control functions are fulfilled or delegated. The campus Provost has been assigned Incident Command responsibilities. These responsibilities may be shifted depending on the scope and nature of the incident or incidents.
7. Assigns Emergency Operations Team (EOT) members of sufficient discipline, training and authority to manage any crisis, emergency, or disaster at the system office and/or provide support to colleges and universities.

D. Provost – Shelly McCauley Jugovich

1. Will keep the President apprised of the situation and ongoing response and recovery efforts during system office or campus emergencies.
2. Will assist in notification processes and coordinate the schedule and activities of the Chancellor/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, Finance and Administration – Karen Kedrowski

1. Assists in assessing and projecting costs of events or provide support to institution/campuses 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 at the system office or in support of campus emergency and recovery operations.
3. Provides assistance in assessment where required.
4. Serves on or provides representation to the EOT as needed.
F. Information Technology (Network Administrator) – Tom Pratt
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 Star Alert support.
3. Provides specific and priority LAN support and services to the Emergency Operations Team/Center and ensure 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. Academic and Student Affairs (Director of Student Support Services) – Jen Willard
1. Maintains educational process integrity through interface with campus ASA functions, other members of the Emergency Operations Team and divisions and units within the system office.
2. Leads campus in recovery of educational process and/or transition to alternative learning strategies.
3. Serves on or provides representation to the EOT.

H. General Counsel: Staffed by System Office
1. Provides legal advice and counsel to the Incident Commander and the EOT staff.
2. Provides legal advice and counsel to the campus Presidents and their emergency operations team during campus emergency response and recovery operations.
3. Provides representation to the EOT.
4. Serves on or provides representation to the EOT.

I. Marketing and Communications (Director of Communications and Marketing) – Brenda Kochevar
1. Oversees the Public Information and Government Relations aspects of response and recovery operations for the system office or in support of campus emergency and recovery operations.
2. Serves on or provides representation to the EOT.

J. Director of Facilities – Keith Perrault
1. Ensure adequate facilities are ready for use; coordinate repairs of problems that reduce or preclude operational capabilities.
2. Maintain liaison with all service providers, building management, other sections, unit or campuses regarding facilities issues.
3. Provide situation status updates to the EOT.
4. Provide engineering services and expertise to the Incident Commander or campuses as required.
5. Participate in initial and detailed follow-up damage assessment efforts in coordination with the Damage Assessment Team or with the affected campus unit if requested.
6. Coordinate the use of private sector engineers, architects and contractors as required.
7. Arrange and assist with set-up of temporary relocation facilities if necessary.
K. Safety and Emergency Management Coordinator – Gina Godeen
1. Provides advice and counsel to the Incident Commander and assist in establishing the system emergency operations center if required.
2. Manages the information flow and notification of senior executive personnel and recommend appropriate actions for the response to and recovery from emergencies impacting the institution or campuses.
3. Acts as the liaison between the institution and local Law Enforcement/First Responders and/or local Emergency Management during state wide or regional emergencies impacting the institution or campuses.
4. Ensures satellite sites and those not collocated on an institution campus have emergency procedures and notification links to the institution for support.
5. Assists the IC with the establishment, management, and activities of the system Emergency Operations Center (EOC).
6. Manages the institution emergency management exercise program by developing, facilitating, evaluating and following up on exercises, drills and tests of the emergency management program at the institution and campuses.

IV. EOP Objectives
The Mesabi Range Community College EOP provides the framework for:
1. Maximize the protection of lives and property.
2. Ensure that Mesabi Range Community College can survive and continue to provide essential services.
3. Support local units of government where possible and in accordance with state requirements.
4. Establish training and exercise standards, plan maintenance, and other preparedness activities.
5. Ensure that all state and federal government emergency planning requirements are met.

V. Concept of Operations
Mesabi Range Community College will use and comply with the National Incident Management System (NIMS) guidelines and requirements in any emergency response. 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 any 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 Mesabi Range Community College, this responsibility will follow the Succession of Command.

<table>
<thead>
<tr>
<th>Position</th>
<th>Initial Incident Commander</th>
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<tbody>
<tr>
<td>Shelly McCauley Jugovich, Provost</td>
<td>Campus Lead AND On-Call Administrator*</td>
</tr>
<tr>
<td>Jen Willard, Director of SSS</td>
<td>Alternate Campus Lead</td>
</tr>
<tr>
<td>Jodi Pontinen, Director of Financial Aid</td>
<td>In Turn Campus Lead</td>
</tr>
</tbody>
</table>
*An alternate on-call administrator will be delegated if both listed are completely unavailable for immediate assistance.*

**B. Emergency Operations Team**

<table>
<thead>
<tr>
<th>Position</th>
<th>Role</th>
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<tbody>
<tr>
<td>President, Mike Raich</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Provost, Shelly McCauley Jugovich</td>
<td>Incident Commander (IC)</td>
</tr>
<tr>
<td>Safety and Emergency Management Coordinator Gina Gould</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Director of SSS, Jen Willard</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Director of Financial Aid, Jodi Pontinen</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Director, Communications and Marketing, Brenda Kochevar</td>
<td>General Staff</td>
</tr>
<tr>
<td>Director of Facilities, Keith Perrault</td>
<td>General Staff</td>
</tr>
<tr>
<td>Counselor, Ryan Ostendorf</td>
<td>General Staff</td>
</tr>
<tr>
<td>Counselor, Kelly Bakk</td>
<td>General Staff</td>
</tr>
<tr>
<td>IT, Tom Pratt</td>
<td>General Staff</td>
</tr>
<tr>
<td>Director of Instructional Services, Mary Gorman</td>
<td>General Staff</td>
</tr>
</tbody>
</table>

**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 be utilized for partial EOT activation depending on the emergency situation and scope, for meetings which are short in duration and do not require extended or coordinated responses. In most cases, the president or Incident Commander will designate a meeting location for the crisis team. In 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 Mesabi Range Community College (EOC):
   A. Norse Conference Room - Virginia
   B. Commons Conference Room - Eveleth

   Offsite locations are:
   A. Alternate campus

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

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

- City of Virginia Police department: 218-748-7510
- City of Virginia Fire Department: 218-748-7520
- City of Eveleth Police Department: 218-744-7444
- City of Eveleth Fire Department: 218-744-4875

**VI. Notification and Activation**
A. **Detection/Notification of Emergency Personnel and EOT:** When facing a crisis situation, employees will follow procedures in the emergency procedures handbook, including contacting the Provost. The Provost will evaluate each situation and, when appropriate, notify the president. The Provost will determine the need to call together the Emergency Operations Team (EOT) and other team participants.

B. **Notification of Internal Team:** If the Provost or Incident Commander chooses to call together the EOT, team participants will be informed by cell phone and will convene at a location designated by the Provost or, in 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 provost/Incident Commander), the EOT will determine the next course of action, including notification of employees, students, state, county and/or city officials, neighborhood or other constituencies. Notification may include e-mail, Black Board Connect (STAR ALERT), VOIP, social media, postings on doors and/or limited phone calls.

D. **Reporting and Activation:** Emergencies impacting Mesabi Range Community College, will follow the processes and procedures outlined in Annex A – Warning and Notification and Annex B – Incident Management/Emergency Operations Center

1. Emergencies impacting Mesabi Range Community College require reporting of the incident to the system office. It is assumed that the administration will 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 Mesabi Range Community College Provost/Incident Commander will notify the NHED President of the emergency situation. The President will then notify system Public Safety and Compliance Unit (PSCU) through the process outlined below or you 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 can be made through a variety of methods:

4. During emergency situations 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. 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 Mesabi Range Community College EOT should be selected for training according to the following chart:

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

B. Members of the Mesabi Range Community College 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](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.

The campus Provost and President will be given the opportunity to complete the following advanced training courses:

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-hazard environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

3. **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:**
The institution will no less than annually conduct a table top exercise or walk-through exercise of the EOP to familiarize EOT members to their roles, responsibilities, and associated emergency procedures. The institution 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/or 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)
F. Minnesota Statutes, Chapter 12, as amended
G. Governor’s Executive Order assigning emergency responsibilities to state agencies.
H. Minnesota State Colleges and Universities Policy 1A.10 Long Term Emergency Policy
ANNEX: List of Programs and Policies

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 (EOP).

For full details on each of the annexes listed below, refer to their individual program and / policy documents. They are very specific and often procedural in nature. They are checklists or processes and procedures directed toward specific threats or scenarios.

Annex A: Warning and notification

Annex B: Incident Management/Emergency Operations Center

Annex C: Public Information

Annex D: Accident/Damage Assessment

Annex E: Search and Rescue

Annex F: Health Protection

Annex G: Medical Services

Annex H: Fire Protection

Annex I: Evacuation/Traffic Control/Security

Annex J: Mass Care, Housing and Human Services

Annex K: Debris Management

Annex L: Public Works and Utilities Restoration

Annex M: Environmental Hazard Response

Annex N: Resource Management

Annex O: Radiological Exposure Control

Annex P: Pandemic Influenza