



# Idaho State University

## POLICIES AND PROCEDURES

### Emergency Management

#### ISUPP 9010

#### *POLICY INFORMATION*

**Policy Section:** *Public Safety*

**Policy Title:** *Emergency Management*

**Responsible Executive (RE):** *Public Safety Director*

**Sponsoring Organization (SO):** *Public Safety*

**Dates: Effective Date:** *May 17, 2018*

**Revised:** *N/A*

**Review Date:** *May 2021*

## I. INTRODUCTION

This policy establishes the framework within which Idaho State University (ISU) prepares for, responds to, recovers from and mitigates against the effects of all-hazards emergencies that could affect the life safety, health, property/environment and general welfare of its students, faculty, staff, visitors and families.

## II. DEFINITIONS

- A. **Building Coordinator:** A University employee who has a defined role in the building's campus emergency and disaster Preparedness (i.e., maintaining the building's emergency action plan, conducting fire drills for the building, acting as a liaison with Public Safety during an emergency).
- B. **Clery Act** (the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; 34 CFR 668.46(b)(13): As it pertains to this policy, the Clery Act requires every Title IV institution, without exception, to have and disclose emergency Response and evacuation procedures that would be used in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The emergency Response and evacuation

requirements are intended to ensure that institutions sufficiently prepare for an emergency situation on campus, that they are testing these procedures to identify and improve any weaknesses and that they have considered how they will inform the campus community and other individuals, such as parents and guardians, in the event of an emergency.

- C. **Command Staff:** As part of ISU's IMT, The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the IC. They may have an Assistant or Assistants, as needed.
- D. **Continuity of Operations Plans:** Delineates mission essential functions, alternative facilities, delegation of authority, succession of authority, access to records, communication systems and processes, devolution, and reconstitution as relates to maintaining critical operations during and after an emergency.
- E. **Emergency Management Committee:** Analyzes plans designed to respond to emergencies and evaluates their effectiveness for disaster Mitigation, Preparedness, Response, and Recovery for ISU. The following departments are represented on the Committee: Public Safety, Facilities Services, Environmental Health and Safety, General Counsel/Risk Management, Student Affairs, Disability Services, Information Technology Services, Marketing and Communications, Academic Affairs, and representatives from Idaho Falls and Meridian.
- F. **Emergency Operations Center Manager:** Responsible for directing and managing the EOC, establishing objectives and strategies in coordination with the IC, approving requests for ordering or releasing resources through mutual aid and providing support to the four (4) other ICS functions under General Staff.
- G. **Emergency Manager:** Designated by the Director of Public Safety to help administer the ISU EMP for the Department of Public Safety, in coordination with the ISU EMC.
- H. **Emergency Management Program:** Comprised of the various structures, tools, and protocols for the management of emergencies.
- I. **Emergency Operations Plan:** Assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency, e.g., the fire department; sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; describes how people and property will be protected in emergencies and disasters; identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions for use during Response and Recovery operations; and identifies steps to address Mitigation concerns during Response and Recovery activities.

- J. **General Staff:** A group of personnel in ISU's IMT organized according to function and assisting the Incident Commander and EOC Manager in planning and executing the established objectives and priorities based on the nature of the incident, available resources, and University policy.
- K. **Incident Commander (IC):** The person with overall responsibility at the incident or event. He or she determines objectives and priorities based on the nature of the incident, available resources, and University policy. The IC will vary depending on the level of emergency.
- L. **Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.
- M. **Incident Management Team:** A group that responds to an emergency. In ISU's case, it is the Command Staff and General Staff support teams for the Incident Commander.
- N. **Mitigation:** Preventing future emergencies or minimizing their effects.
- O. **National Incident Management System (NIMS):** NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. NIMS provides a consistent nationwide framework and approach to enable government at all levels (Federal, State, tribal, and local), the private sector, and nongovernmental organizations (NGOs) to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of the incident's cause, size, location, or complexity.
- P. **Preparedness:** The state of being prepared to handle an emergency.
- Q. **President's Executive Policy Group:** Provides policy and support to the IC and EOC Manager with official executive actions, liaison to other agencies, and representation to the community and elected officials, as practical. Members of the President's Executive Policy Group will consist of the Administrative Council.
- R. **Response:** Responding safely to an emergency.
- S. **Recovery:** Recovering from an emergency.

### III. POLICY STATEMENT

An emergency is an incident or set of incidents, natural or human caused, that requires responsive actions to protect life, property, environment, and critical systems.

It is the policy of ISU to:

- A. Take appropriate measures to swiftly and effectively respond to emergencies with the foremost goals of preserving life, protecting University property and research, and restoring University business and operations as quickly as possible;
- B. Minimize the impact of emergencies;
- C. Maximize the effectiveness of the campus community in responding to and recovering from emergencies; and
- D. Provide for the continuity of essential operations during and after emergencies.

ISU's Emergency Management Program (EMP) requires the University to have a comprehensive all-hazards Emergency Operations Plan (EOP) which encompasses the four (4) strategic pillars of emergency management: Preparedness, Mitigation (Prevention), Response, and Recovery. ISU's EMP will also include Continuity of Operations Plans (COOP). To that end, the ISU Department of Public Safety will:

- A. Integrate the four (4) strategic pillars;
- B. Establish an emergency Response organization structure based on the Incident Command System (ICS) that is capable of responding to all hazards, both physical and non-physical, to which the University may be exposed;
- C. Outline Response roles and responsibilities to provide a framework that reflects National Incident Management System (NIMS) principles and processes and allows ISU to coordinate with local, state and federal emergency agencies during emergencies and disasters;
- D. Coordinate and maintain liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations, and the surrounding community;
- E. Coordinate inter-jurisdictional mutual aid;
- F. Provide for the future development and maintenance of subordinate unit/facility-based EOP's;
- G. Establish requirements for the development and execution of annual training exercises to include ISU first responders and local, state and federal stakeholders;

- H. Assist the President's Executive Policy Group with the declaration of an emergency and activation of the EOP;
- I. Prescribe best practices, contingency plans and standard operating procedures for emergency operations;
- J. Prescribe the role of Building Coordinators, faculty, staff and students relative to emergencies and disasters;
- K. Coordinate and provide appropriate levels of training to administration, faculty, and staff to ensure that individuals, based on their campus roles and responsibilities, are adequately trained in emergency management and incident Response concepts and principles thereby maintaining compliance with core national emergency Response standards found in NIMS;
- L. Prescribe procedures for the use, operation and maintenance of the ISU Emergency Notification System;
- M. Follow Clery Act regulations as it pertains to emergency Response and evacuation procedures, emergency notification procedures and conducting exercises.
- N. Include appendices for specific guidelines, emergency resource directories, and other documents, as needed.

#### **IV. AUTHORITY AND RESPONSIBILITIES**

The EMP is organized as follows:

- A. The ISU Department of Public Safety is responsible for administering the ISU EMP in coordination with the ISU Emergency Management Committee (EMC) and will coordinate campus emergency Preparedness, Mitigation, and Response and Recovery efforts with them. Additionally, the Department of Public Safety acts as the primary liaison between the University and other government emergency management agencies (city, county, state). The Department of Public Safety will centralize all campus-wide emergency plans, training and exercises.
- B. The Director of Public Safety will oversee ISU's EMP program. The Director of Public Safety will designate an Emergency Manager to be responsible for overall development and coordination of the program.
- C. The EMC will analyze the plans designed to respond to emergencies and evaluate their effectiveness for disaster Preparedness, Mitigation, Response, and Recovery at ISU.
- D. The President has the overall authority to commit necessary University resources before, during, and after emergencies.

- E. The President's Administrative Council (Administrative Council) is responsible for providing policy and support to the Incident Commander (IC) and Emergency Operations Center Manager (EOC Manager) with official executive actions, liaison to other agencies, and representation to the community and elected officials, as practical.
- F. As part of ISU's Incident Management Team (IMT) The Command Staff is responsible for public affairs, health and safety, and liaison activities within the incident command structure and support the IC. The IC directs the Command Staff. The Command Staff is made up of the Public Information Officer, Liaison Officer and the Safety Officer.
- G. As part of ISU's IMT, The General Staff provides situational awareness and other pertinent information to the IC during an emergency. This team shall execute the emergency-related objectives determined by the IC and shall establish Response strategies and tactics, deploy resources, and initiate the Recovery process. The EOC Manager directs, sets policy and provides support to the General Staff under the IMT. The IMT's General Staff includes the "Operations Section," "Planning Section," "Logistics Section" and "Finance/Administration Section."
- H. Departments, divisions, colleges, and other entities will develop plans for preventing, responding to, and recovering from emergencies within their organizations and facilities (i.e., continuity plans, emergency action plans).