Century College
Emergency Operations Plan

Public Version
Personal/Confidential information has been redacted

Last Review Date:
May 8th, 2019
## Verification and Plan Approval

<table>
<thead>
<tr>
<th>Position</th>
<th>Printed Name</th>
<th>Signature of Approval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>College President</td>
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<tr>
<td>Vice President of Academic Affairs</td>
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<td>Vice President of Finance and Administration</td>
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<td>Vice President of Enrollment Management and Student Affairs</td>
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<td>Associate Vice President/Chief Information Officer</td>
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<td>Chief Human Resource Officer</td>
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<td>Director of Marketing and Communication</td>
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<td>Physical Plant Manager</td>
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<tr>
<td>Director of Public Safety</td>
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Basic Plan

Purpose
Century College’s emergency operations plan informs the internal and external community for the following reasons:

A. Continue to operate and carry out emergency functions; and to the extent possible
B. 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
   • National security events
Specific hazards include, but are not limited to:
   • Floods
   • Fires
   • Tornadoes
   • Blizzards
   • Droughts
   • Releases of hazardous materials
   • Emergency levee failures
   • Pipeline leaks
   • Explosions
   • Other man-made disasters and those involving criminal offense

Emergency Operations Plan (EOP) Objectives
The Century College EOP provides the framework to:
   • Maximize the protection of lives and property.
   • Ensure that Century College can survive and continue to provide essential services during and beyond any disaster.
   • Support local units of government and first responders where possible and in accordance with state and local requirements.
   • Establish training and exercise standards, plan maintenance, and other preparedness activities for the college community.
   • Ensure that all state and federal government emergency planning requirements are met within the guidelines provided.

Introduction
The Century College Emergency Operations Plan is divided into two major parts: 1) an “all hazards” basic plan; and 2) annexes on specific emergencies along with supporting standard operating procedures (SOP)/appendices. This plan is for Emergency Operations supported by the Continuity of Operations Plan (COOP), which outlines and guides recovery of lost critical functions, programs and processes.

1. **Basic Plan:** The “all hazards” basic plan focuses on the assignment of emergency responsibilities and general operating guidelines, focused primarily on parties responsible for overall incident management responsibility.
2. **Annex:** An Annex outlines the general process and responsibilities for carrying out Emergency Service Functions (ESFs). These are outlined in the National Response framework and the Century College 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 response on our campus by outlining the response structure, emergency response team and emergency operations center activities.
- **Annex C:** Public Information: Emergency information, joint public information, public awareness campaigns and media education processes.
- **Annex D:** Accident/Damage Assessment: Describes assessment team make-up, activities, equipment, forms for documenting damage and loss due to the incident.
- **Annex E:** Search and Rescue: Not typically an institution function but should be used to capture the missing student process and procedures.
- **Annex F:** Health Protection: Not typically within the capability of a campus but used as a source of health protection guidelines, preventive and emergency protective action recommendations and contamination control protocols. Typically will hold information on local health bureau, contact information, Health Alert Network monitoring responsibility and other health related information.
- **Annex G:** Medical Services: Not typically within the capability of a campus but used as a source of medical resource information such as local hospitals, ambulance services, etc. Also used to map out potential triage, mass casualty and staging areas for medical services on campus.
- **Annex H:** Fire Protection: Not typically within the capability of a campus but used as a source of reference and contact information within the local community. Can include specific information for fire scenarios on campus.
- **Annex I:** Evacuation/Traffic Control/Security: Should outline evacuation, shelter-in-place, run-hide-fight, or relocation within a facility or campus, liaison with law enforcement, transportation sources and security of evacuated areas.
- **Annex J:** Mass Care, Housing, and Human Services: Not typically within the capability of a campus but should contain 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 campus communities.
- **Annex K:** 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 L:** Public Works and Utilities Restoration: Not typically within the capability of a campus but used to identify major utility suppliers, perhaps schematics and maps of major utility lines and establishment of major systems (i.e. HVAC, water, power, natural gas, fuel, etc.).
- **Annex M:** Environmental Hazard Response: Not typically a capability of a campus but used as a resource for spill procedures, contact information for environmental clean-up, environmental protection, long-term environmental recovery, hazardous materials and environmental cleanup.
- **Annex N:** Resource Management: Outline campus controlled resources and the resource request processes for system resources and resources through the local Emergency Operations Center.
- **Annex O:** Radiological Exposure Control: Not typically within the capability of a campus but used to identify responsibilities for radiological exposure control if applicable.
- **Annex P:** Pandemic Influenza Supplement: Identifying and defining preparedness policy and procedures for pandemic influenza or other disease outbreaks.
Appendices: Appendices supplement and support Annexes. These are very specific and often procedural in nature. These are checklists or processes and procedures directed toward specific threats or scenarios. These also include local procedures and policies.

Emergency and Response Responsibilities

A. Institution President
   - Act as, or appoint, an Incident Commander ensuring all safety, liaison, public information and command and control functions are fulfilled or delegated.
   - Responsible for emergency preparedness, planning, response, recovery, hazard mitigation and continuity of operations activities for Century.
   - Informs the system office of response and recovery efforts at the campus regarding impact and response actions.
   - Oversees emergency response and recovery of the campus from an enterprise perspective.
   - Assigns oversight of the campus emergency management program to the Director of Public Safety as a point of contact for day-to-day emergency management planning, operations, and coordination.
   - Ensures recovery of campus functions and requests support for the campus from the system office or appropriate agencies.
   - Assigns Emergency Operations Team (EOT) members of sufficient discipline, training and authority to manage any crisis, emergency, or disaster at the campus.

B. Vice President for Academic Affairs:
   - Maintains educational process integrity through interface with campus ASA functions, other members of the Emergency Operations Team and divisions and units.
   - Assists campuses in recovery of educational process and/or transition to alternative learning strategies.
   - Serves on or provides representation to the EOT.

C. Vice President for Finance & Administration:
   - Acts as designated responsible party in the absence of the President.
   - Assists in assessing and projecting costs of events or providing support to the campus during emergency response and recovery operations.
   - Oversees all financial aspects of responses including: management of funds, payroll, projected or potential project costs, contract solicitation or approval, and any other financial requirements at the campus in support of emergency and recovery operations.
   - Provides assistance in assessment where required.
   - Ensures purchase orders and contracts are open and flexible to finance operational needs during emergencies.
   - Primary liaison to local county or state emergency operations centers.
   - Serves on or provides representation to the EOT.

D. Vice President of Enrollment Management and Student Affairs:
   - Maintains student services process integrity and campus functions.
   - Provides team information, including but not limited to, list of enrolled student in aggregate, class rosters of students and schedules of students should these be required.
   - Assists campuses in recovery of educational process and/or transition to alternative learning strategies.
   - Serves on or provides representation to the EOT.
E. Associate Vice President for Information Technology and Administrative Services:
- Implements the Information Technology Disaster Recovery Plan as required to ensure all of the services, accessibility and connectivity are restored.
- Plans for redundancy of essential operation files to ensure College continuity of operations can resume remotely or in a restored site.
- Provides Local Area Network (LAN) services to include Conference Room/ITV support, PC/printer support and mapping, wireless/Eduroam and Star Alert support.
- Provides specific and priority LAN support and services to the Emergency Operations Team/Center and ensure connectivity and access to required services.
- Serves on or provides representation to the EOT.
- Provides IT technician(s) to support EOT operations and EOC set up.

F. Director of Marketing and Communications:
- Oversees the Public Information and Government Relations aspects of response and recovery operations for campus emergency and recovery operations.
- Serves as spokesperson for the College when directed by the President.
- Serves on or provides representation to the EOT.

G. General Counsel: (Staffed by the MinnState College and University System Office)
- Provides legal advice and counsel to the Incident Commander and the EOT staff.
- Provides legal advice and counsel to the campus President and their emergency operations team during campus emergency response, post response and recovery operations.
- Serves on or provides legal representation to the EOT.

H. Director of Facilities:
- Ensure adequate facilities are ready for use in the short- and long-term continuity of operations; coordinate repairs of problems that reduce or preclude operational capabilities.
- Maintain liaison with all service providers, building management, other sections, unit or campus regarding facilities issues.
- Provide situation status updates to the EOT.
- Provide engineering services and expertise to the Incident Commander or campus as required.
- 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.
- Coordinates with Finance to ensure funds are allocated for use of private sector engineers, architects and contractors as required.
- Arrange and assist with set-up of temporary relocation facilities if necessary.

I. Director of Security/Emergency Manager:
- Provides advice and counsel to the Incident Commander and assists in establishing system emergency operations center if required.
- Manages the information flow and notification of senior executive personnel and recommend appropriate actions for the response to and recovery from emergencies affecting the institution or campus.
- Acts as the liaison between the institution and local Law Enforcement/First Responders and/or local Emergency Management personnel during state wide or regional emergencies affecting the institution or campus.
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- Ensures satellite sites and those not collocated on an institution campus have emergency procedures and notification links to the institution for support.
- Assists the IC with the establishment, management, and activities of the Emergency Operations Center (EOC).
- 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 campus.

J. Director of Human Resources
- Maintain communication with employees and establish temporary agreements as required.
- Provides a list of all active employees scheduled for work and maintains staffing records.
- Obtain additional temporary human resources as required.
- Process compensation and claim benefits.
- Consult on employee health and safety issues.
- Maintain continuation of pay and benefits.
- Provide critical incident and post incident stress management.

Concept of Operations
Century 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. First responder agencies have the primary responsibility for meeting the immediate health and safety needs of citizens in the event of a major emergency/ disaster. These include, but are not limited to the emergency managers of Washington and Ramsey Counties.

During any event, the President acts as the Incident Commander unless otherwise not available. In that case the alternate resumes responsibility for this role. By definition, an Incident Commander is the individual with decision-making authority who provides overall leadership for incident response, delegates authority to others, and takes general direction from agency administrators or officials. For Century College, this responsibility will follow the Succession of Command.

Incident Command Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Initial Incident Commander</th>
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<tbody>
<tr>
<td>President</td>
<td>Primary</td>
</tr>
<tr>
<td>Vice President of Finance &amp; Administration</td>
<td>Alternate</td>
</tr>
<tr>
<td>Vice President of Academic Affairs</td>
<td>In Turn</td>
</tr>
<tr>
<td>Vice President of Enrollment Management and Student Services</td>
<td>In Turn</td>
</tr>
<tr>
<td>Associate Vice President of Information Technology &amp; Administrative Services</td>
<td>In Turn</td>
</tr>
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Emergency Operations Team

<table>
<thead>
<tr>
<th>President</th>
<th>Incident Commander (IC)</th>
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<tbody>
<tr>
<td>Vice President of Finance &amp; Administration</td>
<td>Incident Commander (IC)</td>
</tr>
<tr>
<td>Vice President of Academic Affairs</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Academic Dean</td>
<td>Alternate Command Staff</td>
</tr>
<tr>
<td>Vice President of Enrollment Management and Student Services</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Student Affairs Dean</td>
<td>Alternate Command Staff</td>
</tr>
<tr>
<td>Associate Vice President of IT &amp; Admin Services</td>
<td>Command Staff</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Assistant Director of Human Resources</td>
<td>Alternate Support Staff</td>
</tr>
<tr>
<td>Director of Marketing and Communications</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Web Content Manager</td>
<td>Alternate Support Staff</td>
</tr>
<tr>
<td>Director of Public Safety</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Lead Campus Security Officer</td>
<td>Alternate Support Staff</td>
</tr>
<tr>
<td>Safety Administrator</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>Support Staff</td>
</tr>
<tr>
<td>Physical Plant Supervisor</td>
<td>Alternate Support Staff</td>
</tr>
<tr>
<td>Director of Technical Operations</td>
<td>Support Staff</td>
</tr>
<tr>
<td>General Counsel</td>
<td>Support Staff</td>
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For additional Incident Command System (ICS) positions for Century College refer to Annex B – Incident Management/Emergency Operations Center

Emergency Operations Centers (EOC) (redacted confidential information)

The EOC is the physical location from which the Emergency Operations Team functions. Any conference room or office space on- or offsite can be identified and utilized, for partial EOT activation depending on the emergency situation and scope, and for meetings which are short in duration and do not require extended or coordinated responses. In most cases, the president or Incident Commander, or designee acting as Incident Commander, will designate a meeting location for the Emergency Operations Team. In case of evacuation from a site, the crisis team should convene at the following locations and move to an appropriate meeting location determined by the location of the emergency:

On-campus locations for the Century College Emergency Operations Center:
- **Primary Location:**
- **Backup Location:**

Offsite location:
- **Local or State Emergency Operations Centers (redacted confidential information)**

Emergencies affecting the local jurisdiction are managed by the Emergency Operations Center for that municipality/county:
- Ramsey County Emergency Management/EOC:
- Washington County Emergency Management/EOC:
- State Emergency Operations Center:
- Minnesota Duty Officer: 
Notification and Activation
When facing a crisis situation, employees will follow procedures in the emergency procedures flip chart, which includes notification to the Public Safety Department during any potential crisis or emergency situation. The Public Safety Department will notify the College President, who will determine if an emergency or crisis situation requires the response and activation of the Emergency Operations Team. In the event of emergency operations team activation, the subsequent notification and activation procedures will be followed:

1. **Notification of Internal Team**: If the President or Incident Commander chooses to call together the Emergency Operations Team, team participants will be informed by telephone utilizing the cabinet directory, managed by the office of the President and will convene at a location designated by the President or, in case of a site evacuation, at the predetermined team meeting location.

2. **Notification of Others Affected**: If deemed needed by the President/Incident Commander), the Emergency Operations Team will determine the next course of action, including notification of employees, students, Minnesota State College and University system office (System Office), county and/or city officials, immediate neighborhoods or other constituencies. Notification to the College may include one or all of the following: e-mail, STAR ALERT, paging system, postings on doors and/or phone calls.

3. **Reporting and Activation**: Emergencies impacting Century College will follow the processes and procedures outlined in Annex A – Warning and Notification and Annex B – Incident Management/Emergency Operations Center
   a. Emergencies affecting Century College require reporting of the incident to the system office. However, it is assumed that the college administration, led by the President, will exercise direct command and control of the campus response. The system office will provide support and assistance in a coordination and advisory capacity.
   b. Notification from the campus EOT to the system office should be made by contacting (redacted confidential information):
      i. System Director of Public Safety and Compliance at:
         • Cell: [redacted]
         • Office: 651-201-1790
      ii. Minnesota State Emergency Preparedness and Security Manager at:
         • Cell: [redacted]
         • Office: 651-201-1797
Training and Exercises

The EOT and support personnel will be appropriately trained inclusive of exercises conducted to familiarize EOT members of EOP procedures and develop working relationships with other EOT members. These include, but are not limited to the following:

**Training:** Members of the Century College EOT should receive training according to the following chart:

<table>
<thead>
<tr>
<th>EOT NIMS/ICS Training Requirements</th>
<th>IS – 100 On-line</th>
<th>IS-200</th>
<th>IS-700</th>
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<tbody>
<tr>
<td>Personnel who may serve as an incident commander</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<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>
</tr>
<tr>
<td>Personnel serving as a Public Information Officer for Century College</td>
<td>X</td>
<td>X</td>
<td></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>X</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>
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Members of the Century College EOT MUST complete the following training courses:

(http://training.fema.gov/EMIWeb/IS/is100HE.asp)

- **IS-100.c** ICS 100, Introduction to 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 the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

- **IS-200.b** 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.

- **IS-700.b** This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents.

**Exercises:** The institution will no less than annually conduct a tabletop exercise or walk-through exercise of the EOP to familiarize EOT members of 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.
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Plan Authorities
This Plan was 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 A: Warning and Notification

This ANNEX provides an overview of the general procedures whereby Century College key officials are notified and the Century College students, faculty and staff are warned, of any emergency/disaster.

**Basic Notification Process**

![Diagram of Basic Notification Process]

**Initial Emergency Notification**

- During business hours, initial emergency notification will be made via any or all of the emergency notification systems from the Public Safety Department Personnel. In an extreme emergency, these notification systems may be activated remotely. Students, employees and guests should follow all directions they receive over the emergency messaging system.
  - Emergency Messaging Systems include:
    - Fire Alarm System
    - Live Paging System (Fire System Public Address)
    - Telephone Notification System
    - Alertus Desktop Notification System
    - StarAlert (Email, Text Messaging, and Social Media notifications)
  - The College President is responsible for follow up notifications to the campus community during business hours.
- During non-business hours, the Public Safety Department is notified by the alarm company, fire department or 911 dispatch with information that an event has occurred. The Public Safety Department notifies the College President that an event has occurred, and advises and execute additional notifications as appropriate or directed. The Star Alert system is activated accordingly.
- Annex C (Public Information) will be utilized (at a minimum) to assist with notification.
Notification of Emergency Operations Team

- The College President will decide if the Emergency Operations Team is required and who on the team requires notification. The President also determines the location of the EOC to be used for assembly, if necessary.
- Once the decision has been made that the EOT must be assembled and where, it is recommended that the person making that decision direct activation of Star Alert for the EOT and any other notification necessary by whatever means available at the time.
- All members of the EOT will be opted into the Star Alert system, and placed into a separate Star Alert group that can be initiated by any member of the team. Each member should also carry the home numbers (and any other contact information) of the other team members as a backup means of communication.
- The emergency management coordinator will assist in whatever way possible to coordinate and facilitate the notification, assembly process and accountability for the EOT.

Follow up notification and communication:
The Incident Commander (IC) is responsible for approving all follow up messages. Notifications and messages will follow this annex, associated appendices, and Annex C, Public Information. As conditions evolve, including de-escalation and ‘all-clear’ messaging, multiple means of communication may be used to provide information and direction to students, faculty, staff and impacted parties:
- Campus Fire System
- StarAlert
- Campus Email
- Telephone notification system
- Alertus
- Emergency web site: www.century.edu
- Institution Facebook page: https://www.facebook.com/Century-College-188808971422/
- Institution Twitter account at: www.twitter.com/centurycollege
- Radio and TV news media
Appendix 1: STARAlert System Operation

This APPENDIX outlines procedures for creating and sending messages through the Blackboard Connect emergency notification system.

**Emergency notification system operations (redacted confidential information):**

The Director of Public Safety or Lead Campus Security Officer, in coordination with Public Safety Officers, may initiate the College’s emergency mass notification processes during extremely violent or hazardous incidents that pose immediate danger or threat to the health and safety of campus community members wherein Public Safety personnel need to notify campus community members immediately in order to reduce the likelihood of casualties or injuries.

Confirmation of a violent, hazardous incident or dangerous situation involving an imminent threat to the health and/or safety of students or employees typically involves the response and assessment of Public Safety Officers, college officials, local law enforcement, or emergency responders. As previously stated, notification will occur for these types of incident situations as described unless the notification will compromise efforts to assist a victim(s) or contain, respond to, or otherwise mitigate the emergency.

Upon confirmation of an emergency, the following personnel have been trained and have credentials to prepare and send emergency messages via the emergency notification systems listed above:

<table>
<thead>
<tr>
<th>Position</th>
<th>Office</th>
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<tr>
<td>Vice President of Finance &amp; Administration</td>
<td>W3203</td>
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<td>Associate Vice President of Information Technology</td>
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<td>Public Safety Director</td>
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<tr>
<td>Director of Marketing &amp; Communication</td>
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Procedures for Sending Emergency Notifications through Blackboard Connect (redacted confidential information):

[Redacted confidential information]
Appendix 2: Campus Notification to System Office

As outlined in the Basic Plan, campus emergency operations teams and Emergency Preparedness Coordinators notify the system office of incidents and emergencies on campus. The following is the detailed information and types of incidents and timeframes for reporting. While not all-inclusive, it lists the primary incidents that could require a larger response than the campus has the capability to manage, additional resources or expertise, or tracking and follow-up by the system office.

**Campus Reporting Procedure (redacted confidential information):**

1. The Emergency Operations Team (EOT) will notify system Public Safety and Compliance Unit (PSCU) that an event has occurred.
2. During emergencies, the campus EOT will call the Director, PSCU at [redacted] or Emergency Preparedness and Security at [redacted].
3. Once notified of the emergency, PSCU will notify the Chief of Staff, Associate Vice Chancellor for Facilities, Vice Chancellor for Finance (in-turn) for action or follow-up.
# Appendix 3: Emergency Operations Team Notification (personal phone numbers redacted)

## Incident Command Staff Names and Numbers

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work #</th>
<th>Cell #</th>
<th>Home #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelia Millender</td>
<td>President</td>
<td>651-779-3342</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pat Opatz</td>
<td>Vice President of Finance &amp; Administration</td>
<td>651-779-3279</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jenni Swenson</td>
<td>Vice President of Academic Affairs</td>
<td>651-779-3493</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pakou Yang</td>
<td>Vice President of Enrollment Management and Student Affairs</td>
<td>651-779-3288</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Rohleder</td>
<td>Associate Vice President/Chief Information Officer</td>
<td>651-779-3496</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Emergency Operations Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Work #</th>
<th>Cell #</th>
<th>Home #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin Hageman</td>
<td>Student Affairs Dean</td>
<td>651-773-1780</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monica Ramirez</td>
<td>Academic Dean</td>
<td>651-779-3235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Nienaber</td>
<td>Director of Human Resources</td>
<td>651-779-5837</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tana Hostetter</td>
<td>Assistant Director of Human Resources</td>
<td>651-779-3989</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Stumne</td>
<td>Director of Marketing and Communications</td>
<td>651-779-3918</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teresa Callies</td>
<td>Web Content Manager</td>
<td>651-773-1725</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Philipp</td>
<td>Director of Public Safety</td>
<td>651-779-5834</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nate Mens</td>
<td>Lead Campus Security Officer</td>
<td>651-444-2153</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Wriskey</td>
<td>Safety Administrator</td>
<td>651-747-4001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Houfer</td>
<td>Director of Facilities</td>
<td>651-747-3992</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Morris</td>
<td>Physical Plant Supervisor</td>
<td>651-779-3203</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leif Jordahl</td>
<td>Director of Technical Operations</td>
<td>651-773-1735</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 4: Cabinet Directory (Redacted)
Annex B: Incident Management/Emergency Operations

This ANNEX outlines procedures for Century College to organize in alignment with the National Incident Management System (NIMS) and the Incident Command System (ICS) to respond to emergencies affecting the campus(es), collocated locations and other institutions as applicable. The below chart outlines the basic ICS organizational structure for establishing the Emergency Operations Team (EOT) and responding to emergencies.

**Concept of Operations:**
The emergencies affecting the institution and requiring a formal response and organization are many and varied. In general, the President or the designated senior staff member responsible for the campus will determine the appropriate level of initial response. They will also determine if and where the institution EOT is required to assemble. Appendix 1 to Annex B outlines the decision process for assembling the EOT. Appendix 2 to Annex B is a checklist for analysis and determining emergency scope, necessity of EOT, and other critical functions within the first 30-60 minutes of the response.
Emergency Operation Center (EOC) (redacted confidential information):

The scope and impact of the emergency may require a creation of an EOC for the institution EOT to work. Location of the institution EOC will differ based on the location of the emergency and the level of response required. The EOC may be established within the geography of the campus or at an off-site location. It is not possible to forecast all of the possible events so the following locations have been selected as potential locations for the Century College EOC.

Potential locations for the Century College Emergency Operations Center:

- On-campus locations for the Century College Emergency Operations Center:
  - **Primary Location:**
  - **Backup Location:**

- Offsite location:
  - [Redacted]

The institution EOC should be equipped with communications systems, materials and equipment for the campus EOT to work efficiently and effectively. While the scope of the emergency will dictate specific requirements, the following should be considered when establishing the EOC:

- Local Area Network connectivity for EOT members (multiple)
- Telephone connectivity for EOT members (multiple)
- Laptops or desktop computers for EOT members with appropriate plans, checklists and software (multiple)
- Conference capability (audio/video)
- White boards w/accessories or poster easels
- Projector
- Administrative supplies
- Access to basic needs utilities
- Tables and chairs to accommodate all EOT members
- FAX and copy machine access
Appendix 1: Emergency Operations Team Activation Decision Tree

1. EVENT
   - Is EOT required?
     - NO
     - Division/Department/Unit will manage
     - YES
       - Activate EOT Full/Partial
         - Consult General Counsel/Public Affairs/System Office
       - Is Primary EOC Available
         - YES
           - EOT Assembles at Alternate EOC (Annex B)
         - NO
           - Is Alternate EOC Available
             - YES
               - EOT Assembles at Alternate EOC (Annex B)
             - NO
               - COOP Officer begins establishing off site operations if appropriate and required
Century College
Emergency Operations Plan

Appendix 2: Institution ICS Structure

President

Incident Commander

EOC Manager

General Counsel

PIO

Liaison

EOC Support Staff

Operations
ASA
HR
IT
Office Services
Security/Staff

Planning
ASA
Facilities
Finance
HR
IT
General Counsel
Office Services
Staff

Logistics
Contracting
Facilities
HR
General Counsel
Office Services
Staff

Admin/Finance
Contracting
Finance
HR
Office Services
Staff
Appendix 3: Emergency and Crisis Response Checklist

1. **What are the facts?** Assume first reports are partially incorrect if not wrong.
2. **What is the threat to people?** Initiate emergency procedures to protect them.
3. **Notify emergency responders** – establish liaison function.
4. **Determine size and scope** of the incident.
   - Can/should campus remain open (fully or partially) or, should the campus be closed?
5. **Designate an Incident Commander (IC)** for the campus response.
6. **Determine and distribute initial emergency information** to campus community.
   - What happened?
   - What should they do? – This may be different for each campus group (Student, Faculty, and Staff).
   - When/where can they get more information?
7. **Determine if the campus Emergency Operations Team (EOT) needs to be assembled.**
   - **Determine time and place to assemble** Emergency Operations Center (EOC):
     - Primary or alternate Emergency Operations Center (EOC)?
     - Other location?
   - **Notify/recall the Emergency Operations Team (EOT) on when and where to meet.**
     - Ensure they sign in at Emergency Operations Center (EOC) and are assigned responsibilities.
     - Begin documentation process.
8. **Incident Commander (IC) provides initial briefing to Emergency Operations Team (EOT).**
   - Provide summary of situation and all known facts.
9. **Notify system office** – Request assistance or resources if needed.
10. **Establish Public Information Officer (PIO) function.**
    - Appoint spokesperson/prepare initial news release.
    - Coordinate with local PIO if established.
11. **Account for status of students, faculty, and staff** if necessary.
12. **Assign group to review Continuity of Operations (COOP) plan** and begin developing strategy.
13. **Assess damage to infrastructure and operations.**
    - Facility – including utilities and property
    - Information Technology
    - Academic
    - Human resources
14. **Develop response and recovery priorities based on damage assessment** – establish objectives.
    - Determine realistic goals based on recommendations of Emergency Operations Team (EOT).
    - Monitor human resource considerations.
    - Keep campus community informed.
    - Coordinate activities with local authorities/system office as necessary.
15. **Plan for recovery of critical functions** and re-establish educational process.
16. **Document activities, costs, expenditures, lessons learned** for After Action Review.
Annex C: Public Information
This ANNEX outlines procedures to disseminate public information during an emergency/event.

Public Information Decision Flowchart
Century College
Emergency Operations Plan

**Spokesperson:**
The only officials authorized to originate public information releases regarding the colleges response to an emergency/disaster is the President/Incident Commander for Century College or his/her designee.

- These individuals have access to all information necessary to develop news releases. They will work closely with the Public Information Officer (PIO) located in the local Emergency Operating Center (EOC) or Joint Information Center (JIC) if established.
- The local, county, or state Public Information Officers (PIO) may establish a Joint Incident Command (JIC), where news releases will be given and agencies including Century College can forward their information for release. If this function has been established by the local jurisdiction, then the local PIO has sole release authority for all information.

**Responsibilities:**
The Public Information Officer (PIO) will relay information as needed to the official spokesperson, and will arrange for the spokesperson to release the information to the media.

- If the emergency involves the surrounding local jurisdiction(s) then all messages and news releases must be coordinated through the local jurisdiction(s) PIO.
- The Public Information Officer (PIO) will be responsible for arranging rumor control at the local Emergency Operations Center (EOC) or Joint Information Center (JIC).
- The Public Information Officer (PIO) will be responsible for the preparation of materials for the visually impaired, hearing impaired and non-English speaking groups.
Appendix 1: Preparing Spokesperson

What to do when a reporter calls:
- Always contact your agency’s appointed public information officer (PIO) before answering a reporter’s questions or agreeing to an interview

Your PIO will help you determine:
- The reporter’s angle
- The reporter’s deadline
- Whether to grant an interview
- Who has already been interviewed on this subject
- What has already been said about the subject
- When and where the interview will take place
- The topics to be covered and length of the interview
- Who the audience is (this is not the reporter)
- Key messages for the audience

Prepare for the interview:
- To prepare for the interview, if you are chosen to provide one, meet with your PIO
- Relax. You can control the interview
- Practice your answers – keep responses short and to the point
- Think of examples to answer questions
- Practice repeating key information

During the Interview:
- Invite your PIO to attend the interview
- Relax
- Repeat key messages early and often. Tie answers back to the information you need to convey
- Answer questions only within your area of expertise
- Stick to the agreed-upon subject. If the reporter goes off the subject, simply keep reiterating your key messages
- Don’t repeat negatives – respond by refocusing on the information you need to convey
- It’s OK to say, “I don’t know”, or “I’ll find out”
- Do not be afraid of silence. It can be very effective in helping you control the interview
- There is no such thing as off the record!
- Be honest

After the interview:
- Keep your PIO in the loop – he or she will help you follow up on information requests
- Evaluate how well you shared your primary messages
- Evaluate the accuracy of the piece and discuss it with your PIO
Annex D: Damage Assessment

Accident/Damage Assessment: describes assessment team make-up, activities, equipment, forms for documenting damage and loss due to the incident. To assess damage to campus property the following team will be assembled and dispatched at the earliest and safest convenience:

<table>
<thead>
<tr>
<th>Office</th>
<th>Title</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>Associate Vice President of Technology</td>
<td>Technology infrastructure and equipment</td>
</tr>
<tr>
<td>Facilities</td>
<td>Facilities Director</td>
<td>Buildings, grounds, &amp; equipment</td>
</tr>
<tr>
<td>Risk Management</td>
<td>Purchasing/Auxiliary Services Supervisor</td>
<td>State Liaison/Insurance</td>
</tr>
<tr>
<td>COOP Officer</td>
<td>Public Safety Director</td>
<td>Relocation if necessary</td>
</tr>
</tbody>
</table>

OR

For a campus emergency or disaster, the system EOT may form a team, and dispatch to the campus at their request, to assess damage and assist in the recovery of that institution. The team can be made up of:

- Facilities
- Project Managers
- Risk Assessment
- Emergency Management and Security
- Environmental Health
- Occupational Safety and Health
- Others as required
Appendix 1: Damage Assessment Form

**DAMAGE ASSESSMENT REPORT**

- Date/Time Reported: ________________________________________________
- Name of Person Placing Initial Alert: __________________________________
- Estimated Time of Arrival at Disaster Site: _____________________________
- General Description of Disaster: ______________________________________
  ___________________________________________________________________
  ___________________________________________________________________
  ___________________________________________________________________

**External Support Requirements:**

- Fire: _______________________________________________________________
- Police: ______________________________________________________________
- Security Guards: _____________________________________________________
- Personnel Agency: ____________________________________________________

<table>
<thead>
<tr>
<th>ITEM - Property</th>
<th>Damage Level</th>
<th>Extent of Damage</th>
<th>Estimate Recovery Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM - Structure</th>
<th>Damage Level</th>
<th>Extent of Damage</th>
<th>Estimate Recovery Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**DAMAGE LEVEL KEY:** 1=AFFECTED  2=MINOR  3=MAJOR  4=DESTROYED
### Appendix 2: Facility Damage Assessment Report

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>RESOURCES REQUIRED</th>
<th>ESTIMATED COMPLETION TIME/DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Assess damage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-site survey of main structures including supports, walls and roof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate re-usability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify further inspections required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advise insurance company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immediately secure damaged location or wait for permanent site restoration</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Assess non-structural damage</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-site survey of all non-structural facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to power, lighting, heating, cooling and ventilation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to internal partitioning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to doors, windows and floors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to decoration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to fixtures and fittings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine damage to furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate recovery period prior to re-occupation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex E: Missing Student Procedure

Century College does not have search and rescue capability. This annex serves to outline the Missing Student Procedure.

**Procedure**

Follow the procedures below when notified of a missing student:

1. If a member of the campus community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being.

2. Members of the campus community who become aware of a missing student must report the incident to Public Safety Office immediately (651-747-4000). Century College will enlist the aid of the appropriate law enforcement agency having jurisdiction.

3. Concurrently, Century College officials will endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts will be established.

4. If located, verification of the student’s state of health and intention of returning to campus will be made. When and where appropriate a referral will be made to: Counseling Department, Student Services and/or Health Services.

5. If not located, notification of the designated contact person(s) within 24 hours of receiving the initial report is made to determine if they know the whereabouts of the student. Notification can be made sooner than 24 hours if circumstances warrant. Appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. Century College will cooperate, aid and assist the primary investigative agency in all ways prescribed by law.

6. Reports of missing students should be made directly to the Public Safety Department immediately. In addition, students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may access this information. If a student does not provide a contact person, Century College will make the appropriate contact with law enforcement regarding the missing person investigation.

7. The Vice President for Enrollment Management and Student Affairs must notify the parent or guardian of any student less than 18 years of age who is not emancipated in addition to any contact person designated by the student. In addition, Century College Public Safety will notify law enforcement of anyone covered by this section within 24 hours of receiving the report.
Annex F: Health Protection

Century College does not have any internal public health function. The institution will assist or support local and/or state response where capable.

Minnesota Department of Health (MDH):
MDH has specific responsibilities for the statewide management of health protection services following a major disaster, including:

A. Provide guidance on protective action levels and medical assistance to state and local authorities in areas affected by a natural disaster or accidents/incidents involving hazardous materials (chemical and radiological) and/or highly infectious disease agents (biological). In cooperation with other state agencies, MDH will develop procedures to accomplish this and conduct in-service training, including development of fact sheets, to maintain this capability.

B. Provide advice and technical assistance on the delivery of health protection services and critical medical services to medical providers in areas affected by a natural disaster or accidents/incidents involving hazardous materials (chemical and radiological), and infectious disease agents (biological).

C. Assess long-term health implications of an incident/accident involving human exposure to hazardous materials (chemical and radiological) and/or highly infectious agents (biological) and establish protocols for managing consequences into the future.

D. Century College: The President (or designee) will coordinate and consult with local County Health Boards and MDH for access, dissemination, and information regarding health risks and alerts to students/faculty/staff. Recommendations and guidelines will be followed and given the widest possible dissemination throughout the campus community when made available.
Annex G: Medical Services
To provide an overview of how the health/medical care needs of Century College students, staff and faculty would be met in the event of a major disaster.

Responsibilities:
A. Injured persons would be transported to the closest area hospital. Should additional hospitals be needed, the campus will follow the local mass casualty plan.

B. Emergency medical services will normally be the responsibility of local government and/or the private sector. State assistance will be made available when warranted by the nature and/or scope of the disaster/emergency. The local ambulance service would be used to transport and track victims.

C. Emergency mortuary operations would be coordinated by the local or county coroner.
Century College
Emergency Operations Plan

Annex H: Fire Protection
Century College relies on local and county first responders for fire suppression and response. If such an event should occur then all other annexes regarding a campus emergency/disaster will apply. All prevention regulations and procedures can be found in the state and national fire codes. Emergency procedures are posted throughout campus.
Century College
Emergency Operations Plan

Annex I: Traffic Control Evacuation/Security
To clarify how traffic control, evacuation and security would be carried out should it be required due to an emergency, disaster or a serious accident/incident.

Traffic Control
Century College has no jurisdiction to manage the traffic on Highway 120 (Century Ave). All traffic control will be managed by local law enforcement or the Minnesota Department of Transportation.

Jurisdiction to Order and Evacuation
The following parties or organization have the authority and jurisdiction to order an evacuation of Century College

A. Governor of Minnesota
B. Minnesota State Colleges and Universities System Chancellor
C. College President
D. Public Safety Department
E. Minnesota State Patrol
F. Washington County Sheriff’s Office
G. Ramsey County Sheriff’s Office
H. White Bear Lake Police Department
I. Mahtomedi Fire Department
J. White Bear Lake Fire Department

Evacuation Map
The primary evacuation response will be to evacuate to the opposite campus that is not affected by the emergency situation. In the event of a total campus wide emergency, the map below shows the initial temporary evacuation locations in the event that both campuses need to be immediately evacuated.
Coordination
Century College will coordinate with the following local officials while recommending evacuation and developing necessary procedures, based on the specific emergency:

- College President
- Washington County Sheriff’s Office
- White Bear Lake Police Department
- Ramsey County Sheriff’s Office
- MN State Patrol

The institution or system office officials working with the local police and county sheriff’s department, other institutions/campuses, possibly third party contractors, etc, will coordinate security of the evacuated area.
Annex J: Mass Care, Housing and Human Services

To identify mass care, housing and human services available for assistance during a disaster affecting the institution.

The following government departments/private sector agencies are normally responsible for ensuring that the congregate care needs of disaster victims are met if a local or regional disaster occurs:

1. Emergency housing - American Red Cross
2. Emergency feeding - American Red Cross
3. Emergency clothing - American Red Cross
4. Counseling - American Red Cross
5. Emergency Medical - Advanced Life Support Units

For community or region wide events (involving the campus or not) campus resources may be requested or utilized to support operations. Operations will be coordinated through the local EOC and agencies, normally as part of a Unified Command. This support will be coordinated through the campus president or designee to the EOC. If support is requested and provided, then expenditures will be tracked by the providing campus in the event that reimbursement is available or to justify expenditures.

If campus facilities and resources are anticipated to be used as part of a local or regional response, Joint Powers Agreements (JPA) are required to establish responsibilities among the agencies involved. It is the responsibility of the campus presidents, their designees and/or the campus emergency preparedness coordinator to establish, manage and administer these Joint Powers Agreements. JPAs should be reviewed annually, and amended, as necessary or required by law and policy.
Annex K: Debris Management
To describe how debris clearance would be accomplished following a disaster involving Century College campus.

**Responsibilities:**
The institution’s contractor or local or county public works department will clear debris from the campus right-of-way following a disaster. The primary goal is to restore traffic and highway safety on the campus roadway system.

Century College does not assume responsibility for removal of debris from property not owned by the campus.

Debris would be disposed of at appropriate sites.

The County and State Highway Department may assist local jurisdictions with debris clearance upon request from appropriate local authorities. This assistance will be limited to available resources so as not to jeopardize County or State responsibilities. Requests for assistance on campus should be made through the local EOC.

Appropriate notifications (Minnesota Pollution Control Agency and the Local Environmental Health Services) will be made in the process of clean up and disposal of materials and debris to assure proper procedures are followed.

**Campus Debris Management:**
A listing of the major private construction contractors which have debris removal equipment should be kept by the local Century College Emergency Preparedness Coordinator.

A listing of hazardous materials clean-up contractors is located with the State Duty Officer. Their numbers can be obtained through the local law enforcement or fire officials at the emergency/disaster.
Annex L: Public Works and Utilities Restoration (redacted confidential information)

To provide an overview of how operations regarding utilities restoration, engineering, water treatment and evaluation of critical infrastructure will be conducted for Century College.

The following private sector organizations are responsible for providing utility services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td>Xcel Energy-Critical</td>
</tr>
<tr>
<td>Gas</td>
<td>Xcel Energy-Critical</td>
</tr>
<tr>
<td>Telephone</td>
<td>Allstream Tech Support</td>
</tr>
<tr>
<td>Internet</td>
<td>Minnesota State System Office</td>
</tr>
</tbody>
</table>

During a major local community or regional disaster, request for utility restoration will be prioritized by the local EOC depending on criticality of the facilities. The campus or system office representative should make requests and coordinate utility restoration through the EOC as part of a unified command.
Annex M: Environmental Hazard Response
This Annex describes planning and how Century College should respond in order to provide for the protection of life and property as the result of a hazardous materials accident.

Response to Hazardous Materials Incidents:
Century College is responsible for evaluating their individual facilities in response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) Title III, of 1986, as well as other legislation.

Divisions located within the Century College campus that use, store, manufacture or transport hazardous materials are responsible for developing procedures and training their employees to promptly determine and report that a release of hazardous materials has occurred. Minimal notification is: Local authorities (9-1-1), State Duty Officer (651-649-5451), National Response Center (1-800-424-8802), and if an injury or fatality occurs, Occupational Safety Health Agency (651-296-2116).

Century College employees who respond to hazardous materials incidents will have received training designed to help them properly respond to such incidents. At the minimum, personnel must be trained to the First Responder Awareness level, as defined in 29 CFR 1910.120 for determination that a release of hazardous materials has occurred.

Response to a Release of Hazardous Materials:
1. A hazard analysis should be conducted to determine potential populations and facilities that may be affected by a hazardous materials emergency.
2. Facilities within the campus which processes extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1910.120, or emergency action plans as specified in 26 CFR 1910.38(a) that their employees will follow in the event of a release of those materials.

Hazardous Materials Response Capabilities:
1. The local fire departments have primary responsibility for responding to hazardous materials incidents.
2. First Responders should identify which hazardous materials are involved by referring to placarding, shipping papers, or consulting Safety Data Sheets.

State Support:
Any state assistance in a hazardous materials incident will go through the State Duty Officer. Only local public safety officials are authorized to ask for state assistance.
Annex N: Resources Management
The campus president or their designated representative has full use of resources currently under their control. If additional resources are required, they can be accessed through either the system office or the local Emergency Operations Center (EOC).
Century College
Emergency Operations Plan

Annex O: Radiological Exposure Control
Century College will follow all direction from the Department of Homeland Security and Emergency Management, Department of Health, Department of Energy and any other authorities and support operations accordingly and within capability.