

## **SECTION II:**

# **EMERGENCY RESPONSE MANAGEMENT PLAN ACTIVATION**

## **SECTION II: EMERGENCY RESPONSE MANAGEMENT PLAN ACTIVATION**

### **A. Cabinet**

The President of the College serves as the head of the Cabinet which activates for an emergency or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on the campus of the college at a time when the President is absent from the campus, the authority to take all necessary and appropriate actions on behalf of the President is hereby delegated to the following managers in the order listed below:

1. Vice President of Administrative Services
2. Vice President of Academic Affairs
3. Vice President of Student Services

NOTE: For a civil disturbance situation only, the Vice President of Student Services is hereby delegated the authority to take all necessary and appropriate actions on behalf of the President:

- (1) When neither the President nor any of the managers listed above can be contacted within a reasonable period of time, given the immediacy and other circumstances of the threatened or actual civil disorder.
- (2) When an actual civil disorder is in progress, and immediate action is necessary to protect persons or property from further injury or damage.

### **B. College Emergency Operations Center (EOC)**

During incidents and emergency conditions in which the immediate activation of the EOC is needed, the following management positions may activate this plan and the College's EOC, and serves as the Incident Commander:

- Vice President of Administrative Services
- Vice President of Academic Affairs
- Vice President of Student Services

### **C. College Emergency Operations Center (EOC) – Roles and Responsibilities**

Emergency response management requires the establishment of an Incident Command Team comprised of the most important or critical functions at the College. Consistent with the International Emergency Management Standard of

the Incident Command System, the College's Emergency Operations Center organization plan follows a modified three-unit (team) structure as the basis for organizing emergency planning and response. The three teams are:

- (1) Management
- (2) Administration
- (3) Planning

- The College's emergency response organization is based on these units, as shown on the organizational chart in Figure II - A. (See Page 18)
- A description of the positions and responsibilities of the EOC are provided in Section III-A – Incident Management Functions, Section III-B Administrative Staff Functions, and Section III-C EOC Planning Functions.
- General overviews of duties for each position are also in Section 3 of this plan. The responsibilities listed define work in the EOC and do not address emergency response operations or business resumption functions, which are not managed at or from the EOC.
- Appendix A lists definitions and acronyms.
- Appendix B identifies specific evacuation plans for each building.
- Appendix C lists job descriptions for key positions.

## D. College Emergency Operations Center (EOC) – Organization

### 1. Incident Command Assignments

The following assignments will be made in the event of a major incident requiring the Incident Command System to be activated. Other duties will be assigned as necessary.

<b>INCIDENT COMMANDER</b>	Cabinet
<b>PUBLIC INFORMATION OFFICER:</b>	Community Relations Coordinator
<b>LIAISON OFFICER:</b>	Student Success Manager
<b>SAFETY OFFICER:</b>	Campus Safety Officer
<b>OPERATIONS CHIEF:</b>	Human Resources Director
<b>PLANNING SECTION CHIEF:</b>	Director of Facilities
<b>LOGISTICS SECTION CHIEF:</b>	Financial Aid Officer
<b>TRAUMA TEAMS:</b>	Nursing Staff

### 2. Incident Commander Alternates:

*First Alternate Incident Commander / Emergency Coordinator:*

<i>Eric Stasak</i>	<i>Vice President of Administrative Services</i>
--------------------	--

*Second Alternate Incident Commander / Emergency Coordinator:*

<i>Terri Armstrong</i>	<i>Vice President of Academic Affairs</i>
------------------------	---

*Third Alternate Incident Commander / Emergency Coordinator:*

<i>Julie Murray-Jensen</i>	<i>Vice President of Student Services</i>
----------------------------	---

*Alternate Incident Commander / Emergency Coordinator - Evenings:*

<i>Dennis Narron</i>	<i>Campus Safety Officer</i>
----------------------	------------------------------

#### **E. College Emergency Operations Center (EOC) – Required Training**

All personnel assigned to the Incident Response Team should to be trained in FEMA ICS100 (and/or ICS 200) standard response protocol.

All of the individuals listed on Page 13, Paragraph D.2., are qualified to act as Incident Commander in the event of an emergency until the responding agency can assume command. They are listed in order of responsibility.

#### **F. Emergency Notification**

In order to provide “timely notification” of campus emergencies Klamath Community College has put in place a system which:

1. Sends a text message to the cell phone of all students, staff and faculty who have voluntarily agreed to receive these messages.
2. Sends an email to all faculty and staff workstations on campus.
3. Sends an email to all addresses of students, staff and faculty who have voluntarily agreed to receive these messages.

The Incident Command Team will authorize the emergency notification and will approve the content of the message. The Public Information Officer (PIO) or a member of the Incident Command Team will provide the message to the Director of Information Services or his appointed representative for transmission. Depending on the circumstances the PIO may also be directed to contact radio and television stations to relay the message.

Depending on the type of emergency the Incident Command Team and/or the Incident Commander may dispatch personnel throughout the College to deliver the message to all classrooms, work spaces and public areas in person.