



*North Mankato & Faribault Campuses*



**PANDEMIC FLU PLANNING**  
**July 2006**  
(Version 1.0)

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## Introduction

Planning for a major pandemic event necessitates examination of the entire campus operation. The planning process should begin with careful consideration of the essential services on the campus. Essential services are those functions that keep a campus operating. Some are services we directly control and some we depend on others to supply. Priorities may differ from institution to institution, but such things as transportation, food service, and telecommunications are examples of services we control, while power, drinking water and sanitary sewer support would normally be outside services on which we depend.

It is up to each institution to define for itself, based on its mission and priorities, its particular essential services. Some examples of what campuses would consider essential services could be: Academic Affairs, Campus Healthcare Services, Food Services, Admissions/Registrar, Financial Aid, Human Resources, Student Housing Services, Physical Plant and Facilities, International Studies and Foreign Students, Counseling, Campus Security, Business and Finance, Public Affairs and Media Relations, Legal Affairs, Environmental Health and Safety, and Telecommunications.

Each of these services should be analyzed under a variety of event scenarios ranging from minimal disruption to campus closure. Consideration of campus closure will be a difficult decision and will depend on the scenario that is creating the need for the decision. But no matter what created the need, the actual decision will be based on the answer to a single overall question: *“Can the campus maintain its essential services?”*

One type of pandemic/emergency scenario that would impact the campus’ ability to provide essential services needed to provide support for the mission of the institution is the reduction of the workforce that supports a particular essential service at a campus. Food service is an example. If a campus does not have enough staff to prepare and deliver meals, can they still meet the overall mission? What are the alternatives? Can they find temporary help? Are there employee training needs? Are there health rules that would impact the campus with a personnel reduction? If the illness becomes more prevalent, will all of the institution’s suppliers be impacted in the same way? What would occur if supplies could not move through the proper channels? If an outside food service provider is used, does the contract address the provider’s obligations? Has the provider engaged in similar planning? This type of evaluation must be done with all identified campus essential services.

Another type of situation could be a decision by a local or state authority to use the campus facilities as a state asset to accomplish a different mission, i.e. mass dispensing site, quarantine, and/or isolation sites. This is quite a different situation with a different set of concerns.

What essential services are needed to continue to support the mission of educating Minnesota while also supplying essential services to support the new mission? Even if the Governor decides to close the campus, what essential services would be required to

support the closed campus? In all cases, essential services will have to be determined and a plan developed.

## **Planning Scenarios**

We realize that there are dozens of individual scenarios that could occur and that planning for each scenario individually would not be possible. There are at least three basic scenarios that campuses could use to analyze campus essential services and to develop a plan. Even though all the scenarios will have common threads that run through them, each scenario plan will have unique characteristics that will only apply to that particular event. Modification of these three events would be site specific and a subject of further campus discussions. These three basic scenarios are:

Scenario 1: The Avian flu has reached the US transmitted from wild bird to wild bird and from wild bird to human. Transmission is made by making direct contact with the wild bird itself, its blood or body fluids, bird droppings or eating undercooked bird. (Our goal is to stay open)

Scenario 2: An outbreak of Avian flu has occurred on campus, possibly caused by multiple direct contacts with an infected bird(s). There is a 30% reduction in the work force and a large portion of the student body is sick. (Our goal is to stay open in a modified operation)

Scenario 3: The Avian flu has changed and there is significant human to human transmission. As part of the local pandemic plan or by Governor's Executive Order the campus has become an inoculation site for the region. (Our goal is to expeditiously evaluate the situation in terms of closure or significant reduction of services)

## Overall Coordinating Committee

It must be noted that although we have based our plan on the previous scenarios – each incident will manifest itself differently. While preplanning is absolutely essential, some types of response, reactions, and incident development may not be fully realized or anticipated. Having a flexible and expandible plan will be instrumental in developing a useful and appropriate response plan.

### ***Roles & Responsibilities:***

- Development and authority for the overall plan that encompasses each committee's area of responsibility.
- Integration and consistency of the College plan into state, regional, and local planning efforts for any emergency.
- Exercise College's Emergency Plan in conjunction with state, regional, and local plans.
- Development of a recovery plan.
- Work cooperatively with other MnSCU College's/Universities in planning efforts.

### **Command & Control**

- **Lines of Authority** – The President will serve as the Incident Commander, other section chiefs will be appointed which consist of members of the Administrative Team (See Appendix A). In addition the Incident Commander would coordinate with the MnSCU Multi Agency Coordination Committee. The Overall Coordinating Committee (OCC) will function under the National Incident Management System (NIMS). Each Committee Chair will have the authority to direct and control their area of responsibility. Each area of responsibility will have a specific check sheet (See Appendix B) which will detail specific duties and responsibilities assigned to that Committee. The plan will also work on incorporating the “three-deep” concept to all Incident Command System positions. .
- **Planning** - Planning and Coordination for South Central College will be facilitated and coordinated by Public Safety Custom Training Coordinators under the direction of the President's Administrative Team which will serve as the Overall Coordinating Committee
- **Coordination** – Overall Coordination will be the responsibility of the President's Administrative Team. Facilitation of the plan will be coordinated by designated Public Safety Coordinators.
- **Committees** - The following Committees Chairs were established and assigned, the individual names and contact information are contained in the “Go-Kits” as updated regularly::
  - Overall Coordination – The College President

- Academic Administration Committee – Vice President of Academic Affairs
- Operations Committee – Human Resources Director & Vice President of Operations
- Facilities Committee – Human Resources Director & Vice President of Operations
- Healthcare & Communications – Marketing Director & EMS Program Coordinator
- **Command Staff** – The Incident Commander will appoint additional staff positions to include but not limited to Safety Officer, Recorder, and Internal/External Liaison Officers. The Safety Officer will provide the Incident Commander with information relative to the safety parameters involving any emergency situation which encompasses decision making. The External Liaison Officer may be divided into two subgroups. One dealing with issues related to community response and the second dealing with interoperability issues with other MnSCU institutions. The Internal Liaison will provide the Incident Commander with information concerning College resources, and interoperability within the College involving any emergency situation. Recorder will act to create the official timeline of events on behalf of the College. Any of these positions depending on the emergency may need additional staffing.
- **Incident Command Protocol -**
  - Under certain conditions it may be advantageous for the College to establish an Emergency Operations Center (EOC). Unless prevented by extenuating circumstances the President’s Conference Room should be considered as the primary EOC with the secondary location the Administrative Conference Room on the Faribault Campus. There is connectivity between both campuses EOC’s via ITV.
  - The College will provide two strategically located incident command kits (one off-site) which would include but not limited to contact lists for students, faculty & staff, check sheets, emergency response plans, assorted tracking forms, master keys, assorted office supplies, and contact list for outside resources.
- **Evaluation –**
  - The Incident Management System operates under a cyclical loop (analyze, plan, implement, evaluate) which continually facilitates the evaluation component. Based on the evaluation components to the Incident Action Plan modifications are incorporated into the master plan. Based on an evolving incident these modifications may be temporary as continual evaluations occur.
  - The overall contents and structure of the plan will be evaluated minimally on an annual basis or as required by MnSCU, technological upgrades, infrastructure changes, or medical guidelines.
- **School Closure -** The Overall Coordinating Committee in consultation with local, regional, and other state partners will decide whether to keep the institution open for classes or to shut down altogether for a specific period of time. The ultimate decision of school closure rests with the Incident Commander unless otherwise

dedicated by the Governor's Office.. This group will also be responsible for determining essential personnel and essential services.

### Legal & Ethical Issues

- The College will take guidance from MnSCU in adhering to legal justification for any actions taken. The Incident Commander has the authority and will exercise legal and ethical decision making on a case by case basis for the continuance of College operations. Considerations may include but are not limited to contractual obligations, data practices, mission shifts of the College, and health & welfare of students, faculty and staff.

### Public Health Measures

- The Overall Coordinating Committee will be responsible for determining preplanning information, distribution of educational materials and the continuous monitoring of communication systems within the College relative to public health. Some areas of concern include but are not limited to social distancing, overseas travel restrictions, modification of normal course curriculum and school functions. The Overall Coordinating Committee will also be responsible for interaction with local public health officials. South Central College is also heavily involved in local and regional pandemic flu planning. Staff serve on both the local and regional emergency preparedness/bioterrorism committees which establishes the direct link with our other emergency preparedness partners including law enforcement, emergency medical services, local public health, emergency management, and hospitals/clinics. South Central College has been identified as a potential mass dispensing site and may be considered for a surge capacity site.

### Monitoring Incident and Prevalence

- The Overall Coordinating Committee is responsible for timely information that will allow the College to make decisions regarding all academic programs which would include foreign students, foreign exchange student programs, and all other students, faculty, and staff.

### Recovery

- The Recovery Phase begins with the onset of the emergency. Each of the individual committees including the Overall Coordinating Committee shall have within its structure a planning component. The Overall Coordinating Committee shall establish the priorities by which individual committees will structure their planning process for recovery. Based on the individual recovery plans the Overall Coordinating Committee shall establish the master recovery plan for the College.
- The specific details of any Recovery Plan will contingent on the type of emergency. Some components of the plan may include academic administrative issues, operation issues, facility issues, healthcare issues, communication issues, or other issues as required or necessary.

## Academic Administration Committee

### ***Roles and Responsibilities:***

- Develop and monitor alternative procedures to assure continuity of instruction in the event of an emergency incident.
- Insure continuity of operations for essential services.
- Monitor CDC travel recommendations and implement as needed.
- Establish a pandemic flu absence policy.

### Academic Affairs

- **Absentee Policy** – Initially will follow current policy – modifications on a case by case basis or as required. As the emergency evolves a more liberal policy regarding student absences will be developed to include a documented process. Consultation with faculty may occur as needed. In the event of school closure or designation as a Mass Dispensing Site, absentee policy will be waived.
- **On Line Courses** - Initially courses will continue under the current curriculum mode. In addition faculty may begin consideration and/or preparations for methods of on-line course instruction. On-line courses may include any method of delivery of subject materials to the students.
- **Students in Isolation/Course Participation** – Arrangements will be made on a case by case basis as appropriate.
- **Students in Quarantine/Course Participation** – Arrangements will be made on a case by case basis as appropriate.
- **Course Cancellation/Changes** – The College will articulate in multiple methods and formats that courses may be cancelled, changed or modified in the case of an emergency.

### Admissions/Registrar/Financial Aid

- **Continuity of Operations** – The College will strive in the Student Affairs Office to maintain a three deep staffing level in any recognized position. This concept of operations is applicable to all emergencies.
- **Student Financial Concerns** – Current policy will be applied initially. In the event of an emergency, financial concerns will be considered on a case by case basis. Under any type of long term campus closure, guidance will be adopted through MnSCU.
- **Student Receivables** – As student receivables diminish the budget will require modifications to meet the forecasted budgetary shortfall. Guidance and advice will be requested from MnSCU.
- **Monitoring of Student** – The College will maintain a database of emergency contact information of students. The College does not maintain student housing thus will not monitor the whereabouts of students during an emergency.

- **Recruiting/Admissions Process** – The College will follow current policy and procedures until modifications are necessary or required as dictated by the emergency. Guidance and advice will be requested from MnSCU
- **Student Financial Aid** – Current policy will be in effect until modifications are necessary as directed by MnSCU.

### International Studies & Foreign Students

- **Foreign/International Students** – Although the College does have foreign students registered, the College is not responsible for their housing.
- **International Travel** - Monitor CDC recommendations and implement as needed. This shall be inclusive of faculty, staff, and students who may be planning travel as well as those that are already at their travel destinations. Upon return from abroad travel – faculty, staff, and students may be requested to submit to health screening as appropriate.
- **International Travel Communication** - The College will communicate with families of those traveling abroad with the most current information that is available from the CDC and other sources as necessary. In the event of partnerships formed to facilitate international travel, specific contractual obligations will be reviewed and modified if necessary. The College will provide information regarding personal protective equipment to those traveling abroad.
- **Orientation Process Advisory** - The College will articulate in multiple methods and formats advisory statements for persons planning travel to affected areas, including safety and potential personal financial obligations.

### Counseling

- **Counseling Services (Onset Phase)** – The College recognizes that we have limited counseling services available which primarily deal with academic counseling and not psychological issues. Initial requests for faculty and staff will be referred to state contracted Employee Assistance Program (EAP). Until a formal plan is established within the MnSCU system, students will be referred to their academic advisor for triage. The Student Counseling Services provided will act as a clearinghouse from Academic Advisors and provide referrals to other outside agencies/assistance as needed and available.
- **Counseling Services (Event Phase)** - The College will look for direction from MnSCU and also explore possibilities of partnership with the South Central Hospital Bioterrorism Preparedness Program Mental Health Collaborative for providing mental health services.
- **Counseling Services (Recovery Phase)** – The College will take direction from MnSCU for facilitation of counseling services during the recovery phase.
- **Mode of Counseling** – Services may include various forms of delivery as the situation warrants.

## Operations Committee

### ***Role & Responsibilities:***

- Develop a recovery plan to deal with consequences of the emergency.
- Develop continuity of operations plan for maintaining essential operations.
- Establish policies for sick leave absences unique to the emergency for faculty, staff, and students.

### Food Services

- **Contracted Services** – The College only has limited contractual food services as needed. Primary food service is delivered internally and is used primarily for special functions.
- **Continuity of Food Service** – Food Service is not considered an essential service and could be limited or suspended if necessary.
- **Food Stockpile** – The Food Service has a limited supply available for use during an emergency situation. The limited supply is routinely rotated to ensure fresh stock. This also includes prepackaged plastic utensils.
- **Food Service Training** – Food Service Coordinator is certified and trained in appropriate food safety measures. The Coordinator assures other staff are appropriately trained through in-services, communication and other methods.
- **Infection Control Policies** – Food Service Coordinator assures that policies and procedures are in place for the minimization of transmittable diseases. The food service is prepared to transition from self service foods to either prepackaged or dispensed meals.
- **Supply Chain** – The Coordinator has multiple vendors. If delivery services become deficient the Food Service as deemed non-essential may be limited or suspended.

### Bookstores

- **Availability of Materials** – The Bookstore currently has on-line access for materials used in the courses provided by the College.
- **Staffing** – The Bookstore operates on a flexible work plan that allows for an increased or diminished workforce as needed in the event of any emergency.

### Business & Finance

- **Continuity of Operations** – The College Business & Finance Office operates on a three deep plan for each position and has on-line accounts payable options which also includes staff working remotely either from home or other locations (which may include another state agency).
- **Financial Impact/Payroll** – The College operates with minimal reserves and would need to have further direction and support from MnSCU.

- **Purchase of Good/Services** – The College retains a three deep plan for the authorization of purchase requests.
- **Handling of Cash** – The College would continue its normal operations until such time as precluded. The College would make appropriate arrangements to ensure continued accountability under any emergency circumstance.

## Human Resources

- **Replacement of Workers** – The College will strive to ensure the three deep concept in all positions. Positions sensitive to continuity of services have already been identified and cross trained. As alternative plans are required, some staff may be asked to assist with other duties throughout the College.
- **Authorized Leave (Onset Phase)** – Follow current contractual agreements. Discussion about future arrangements should begin with appropriate bargaining units.
- **Authorized Leave (Event Phase)** – Initially follow current contractual agreements and may need to formulate alternative plans on a case by case basis. It is anticipated that MnSCU will provide guidance and direction in dealing with these labor related issues.
- **Authorized Leave (Recovery Phase)** – Will follow guidance and direction from MnSCU.
- **Ill Workers** – The College will provide communication to all faculty, staff and student workers about signs and symptoms of the illness. Workers will be encouraged to stay at home should they experience any of the identified signs & symptoms. Deans and supervisors will be responsible for those faculty and staff that report to them to monitor their health.
- **Employee Benefits/Payroll** – Employee benefits are on-line through the State of Minnesota (DOER). Refer to Business & Finance section for further information.
- **Special Provisions** – The College will evaluate the education provided off-campus for both credit courses and custom training and will take appropriate safety precautions for faculty and staff. This will also include nursing faculty and clinical sites which because of the incident may be postponed.
- **Day Care Center** – The College will work directly with the Day Care Center to ensure that they are a part of and understand the planning process and its implications.
- **Telecommuting/Work at Home Policy** – The College does not have a policy at this time but may be created should it become foreseen as necessary. IT resources are available in a three deep capacity and would be available to assist in the set-up of telecommuting or at home work.
- **Training & Health Education** – The College is proactive in dealing with health issues through its Wellness Committee. The College will continue to provide ongoing health education and training through staff meetings, in-services, newsletters, and other appropriate formats.
- **Communication** – The College will use a multitude of formats for communication including e-mail, staff meetings, in-services, etc.

- **Emergency Contact Information** – The College will maintain an emergency database for all faculty, staff, and students.
- **Essential Personnel** – Essential Personnel are limited to the maintenance of the mechanical operations of the College or others as designated by the President.
- **Temporary Workers** – No current policy exists. In the unlikely event that temporary workers are needed we would recruit through local temporary agencies and train as needed.
- **Benefit Information** – The State of Minnesota currently provides a website that facilitates the exchange of this information.

## Technology

- **IT Staffing** – The IT Department is staffed three deep. In addition, the College has home based accessible servers which would allow IT staff to access network servers from home.
- **Increased On-Line Courses** – The IT staff will work with faculty and staff to develop unique methods of course delivery.
- **Increased On-Line Services** – The College network of servers has the capacity to expand the current on-line services.
- **Use of the Internet** – The College is currently poised to provide for an 80% level of operation from home.
- **Security Access** – The College is currently projecting to have an increased level of security access during the fourth quarter of 2006. This will allow home base access to ISRS, SEMA4, SCUPPS.

## **Facilities Committee**

### ***Roles and Responsibilities***

- Develop a continuity of operations for maintaining College.
- Develop a recovery plan to deal with the consequences of the emergency.

### Physical Plant & Facilities

- **Contact with Waterfowl** – The College has no waterfowl within its immediate vicinity.
- **Provision of Essential Services** – Essential Services are six deep between the two campuses for mechanical operations and as such the College has determined no additional expertise or licensed staff is needed. The North Mankato Campus boilers can not be operated from a remote site however the systems can be monitored from a remote site. The Faribault Campus boiler and systems operations can be operated and monitored from a remote location.
- **Isolation Areas** – It has been determined that the College will not have a need for this type of resource. Should the need arise the College does not have this capability at this time.

- **Mass Dispensing/Triage/Treatment Sites/Quarantine & Isolation** – The College (North Mankato Campus) has the potential to be a Mass Dispensing Site for Nicollet County Public Health. The College will not be a Treatment Site, Isolation or Quarantine Site under current plans with local health officials. The Faribault Campus has not been officially designated as any of the above in any emergency planning by local officials. Either of the campus sites given the nature of the emergency and the situation may be asked to serve as a community reception center.
- **Morgues** – The College has not been designated as a temporary morgue site.
- **Personal Protective Equipment (Onset Phase)** – The College will have the appropriate amount of germicidal and disinfectant supplies on hand. Currently the College stocks for a two month period of time. Standard universal precautions will be followed per normal protocol. The College currently has several vendors available to supply the needed supplies.
- **Personal Protective Equipment (Event Phase)** – The College will reinforce the standard universal precautions with all custodial staff. Supervisory staff will monitor the usage of universal precautions by custodial staff. Cleaning schedules will be evaluated and increased as necessary for identified areas. Eye wear and masks will be made available to those who request them during the cleaning of identified high risk areas.
- **Personal Protective Equipment (Recovery Phase)** – Will follow guidance and direction from MnSCU on appropriate and proper cleaning techniques needed to reopen the school.
- **Fuel Supply** – The North Mankato Campus has 12,500 gallons of diesel fuel in reserve which would last approximately 2 weeks during normal usage. The Faribault Campus has approximately 6,000 gallons of diesel fuel in reserve which would last approximately 10 days during normal usage. During an emergency and school is closed this reserve usage duration may be extended with modifications to operations (i.e. – turn heat down).
- **Secondary Facilities** – The College has not been designated as a Quarantine or Isolation Site and as such secondary building sites have not been required.
- **Line of Succession** – This line of succession is determined by licensure and seniority, among mechanical engineers.
- **Maintenance & Custodial Services**
  - Waste Pick-Up – North Mankato has a trash compactor. Faribault has trash bins – additional storage would need to be secured through another vendor. Staff will be trained in appropriate disposal of hazardous waste resulting from flu outbreak. Training will be appropriate to the job classification.
  - Cleaning of Buildings – Adequately staffed – refer to Personal Protective Equipment above.
  - Snow Removal – Completed by Maintenance staff which are adequately staffed and essential employees.
  - Emergency Weather Response – Adequately staffed
  - Securing Construction Contract Work – Contract work is generally viewed by the College as non-essential work during an emergency.

## Student Housing Services

- The College does not provide student housing as such this section is not applicable.

## Campus Security

- **On-going Campus Security** – The College does not have a security department but does use it's custodial and maintenance staff in this function during the school year. The College anticipates this would continue during any type of an emergency.
- **Special Provisions of Security** - The College has not been designated as an Isolation or Quarantine site and as such special security precautions have not been developed. On-going security should be sufficient to handle the normal security. Additionally, the College does not have a central dispatch center so security provisions are not necessary. In the event of the College closure – the College would maintain a limited security presence (with custodial and maintenance staff) and would also notify local law enforcement of College closure and security needs.
- **Integration with Local Authorities** – College officials have been involved in local emergency planning efforts resulting in integration of the College's interests and requirements in the local plan.
- **Security during Mass Dispensing** – The Nicollet County Mass Dispensing Site plan includes provisions for security during any mass dispensing.
- **Media Relations** – Follow College's Media Plan – refer to Communications Section.
- **Personal Protective Equipment** – Would be used on a limited basis. Refer to Personal Protective Equipment above.
- **Minimal Level of Security** – Depending on the emergency the College will continually evaluate the level of security needed and make modifications as required.
- **Staffing** – The College has determined that adequate resources are available for security needs.

## **Healthcare Committee**

### ***Roles & Responsibilities***

- Develop and implement infection control policies to limit the spread of any illness.
- Procure and provide infection control supplies.

## Campus Health

- **On-Going Campus Services** – The College does not have a Health Service on Campus. Should an emergency occur and health services are required, the College will refer people to local health care facilities in the area. The College will not be establishing a Health Care Clinic in this type of emergency due to the lack of health care personnel that will be needed in other hospitals and clinics. In addition there is an interagency agreement between the College and Minnesota State University, Mankato to provide services for students at MSUM if needed.
- **Communication between Local Health Departments & Hospitals** – College officials are engaged in local emergency planning efforts and have well established communication networks in place (i.e. Health Alert Network).
- **Communication with Parents** – Communication will take place primarily with the College web site which will have an emergency link on the home page. Postcards will be ready to go with information link back to College web site.
- **Pre-Event Counseling** – An informational flyer will be developed and disseminated to students during classes.
- **Internal Notification Plan** – The Overall Coordinating Committee will be responsible for communicating to all faculty, staff, and students any notifications or alerts needing dissemination. Methods will include but are not limited College wide e-mail distribution, TV monitors, posting on bulletin boards, classrooms, and doors, overhead pages, etc.
- **External Notification Plan** – The Overall Coordinating Committee will work in conjunction with state and local health departments plus local news consortium, which the College is a partner.
- **Monitoring of Signs & Symptoms of Potentially Ill** – The College will educate all faculty, staff and students regarding the signs and symptoms of the illness and their reporting requirements. Those exhibiting those signs and symptoms will be encouraged to seek medical attention. Those who have been exposed are encouraged to stay at home.

## **Communications Committee**

### ***Roles & Responsibilities***

- On-going and updated communications assessment.
- Develop communications dissemination plan.
- Develop and maintain communication plan
- Maintain redundant communication plan.
- Monitor internal and external communications and provide accurate information.

## Emergency Communications Policy

- It is always the College's intent to be forthright and timely in its communications with the college community, the media and the public at large.
- Decisions regarding this communication will be guided by due concerns for the right to privacy, personal security, legal liability, and public's legitimate right to be informed.
- All media and public inquiries will be referred without comment to the Public Relations Office. Only the official representative (President) and the alternative (as named by the Public Relations Officer) will articulate the college's position upon the authorization of and as directed by the President or the Public Relations Office.

## Communication in General

- **Media Policy** – The College has a robust policy and specifically delineates who speaks to the media. The College participates in a local media consortium which gives us additional resources during an emergency event.

## Campus Health

- Refer to Health Care Committee plan above.

## Human Resources

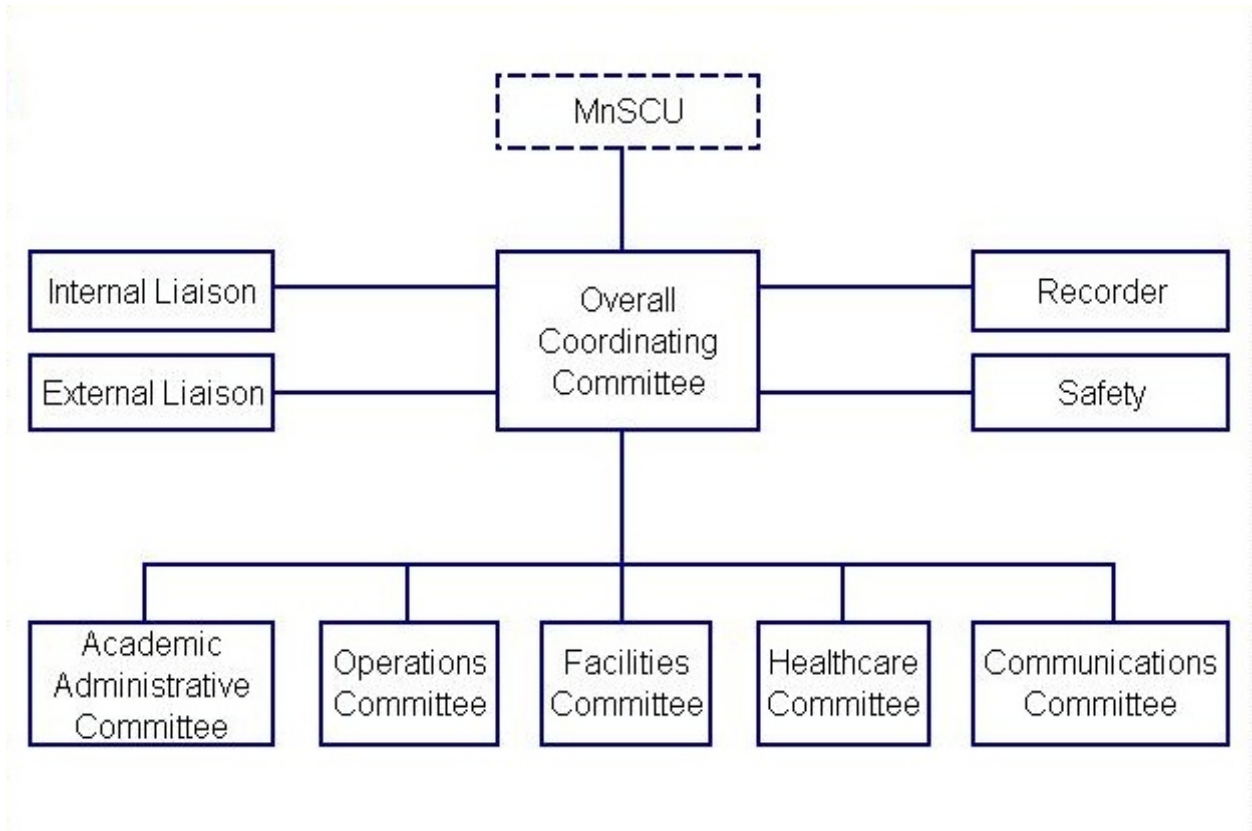
- Refer to Operations Committee/Human Resources/Benefits.

## International Studies & Foreign Students

- Refer to Academic Administration/International Studies & Foreign Students.

## Appendix A

### *Incident Command Structure*



## **Appendix B**

### ***OVERALL COORDINATING COMMITTEE CHECKSHEET***

- ✓ Initiate the Overall Coordination Committee and commence the plan.
- ✓ Establish Lines of Authority & Appoint Committee Chairs (in absence of previously established roles)
- ✓ Review Committee Roles & Responsibilities
- ✓ Establish Command Staff Positions (Recorder, Safety & Internal/External Liaison Officers)
- ✓ Establish additional staffing for key positions as indicated
- ✓ Situational Briefing is provided.
- ✓ Identify the essential elements of Incident Command (go kits, EOC, etc)
- ✓ Establish an overall incident action plan (IAP) as well as establishing individual Committee action plans.
- ✓ Identification of tasks and accountable individuals to complete the Incident Action Plans.
- ✓ Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- ✓ Establish a timely briefing and status update structure.
- ✓ Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- ✓ Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- ✓ Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

## ***Academic Administration Committee Checklist***

### **(APPENDIX B)**

- ✓ Initiate the Administrative Administration Committee and commence the plan.
- ✓ Establish Lines of Authority & Appoint Duties within their line of authority.
- ✓ Review Committee Roles & Responsibilities
- ✓ Situational Briefing is provided.
- ✓ Establish an Academic Administration Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - Academic Affairs
  - Admissions/Registrar/Financial Aid
  - International Studies/Foreign Students
  - Counseling
- ✓ Identification of tasks and accountable individuals to complete the Incident Action Plans.
- ✓ Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- ✓ Establish a timely briefing and status update structure.
- ✓ Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- ✓ Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- ✓ Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

## ***Operations Committee Checklist***

### **(APPENDIX B)**

- ✓ Initiate the Operations Committee and commence the plan.
- ✓ Establish Lines of Authority & Appoint Duties within their line of authority.
- ✓ Review Committee Roles & Responsibilities
- ✓ Situational Briefing is provided.
- ✓ Establish an Operations Committee Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - Food Services
  - Bookstore
  - Business & Finance
  - Human Resources
  - Technology
- ✓ Identification of tasks and accountable individuals to complete the Incident Action Plans.
- ✓ Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- ✓ Establish a timely briefing and status update structure.
- ✓ Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- ✓ Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- ✓ Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

## ***Facilities Committee Checklist***

### **(APPENDIX B)**

- ✓ Initiate the Facilities Committee and commence the plan.
- ✓ Establish Lines of Authority & Appoint Duties within their line of authority.
- ✓ Review Committee Roles & Responsibilities
- ✓ Situational Briefing is provided.
- ✓ Establish a Facilities Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - Physical Plant and Facilities
  - Campus Security
- ✓ Identification of tasks and accountable individuals to complete the Incident Action Plans.
- ✓ Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- ✓ Establish a timely briefing and status update structure.
- ✓ Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- ✓ Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- ✓ Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

## **Healthcare Committee Checklist**

### **(APPENDIX B)**

- ✓ Initiate the Healthcare Committee and commence the plan.
- ✓ Establish Lines of Authority & Appoint Duties within their line of authority.
- ✓ Review Committee Roles & Responsibilities
- ✓ Situational Briefing is provided.
- ✓ Establish a Healthcare Committee Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - Campus Health
- ✓ Identification of tasks and accountable individuals to complete the Incident Action Plans.
- ✓ Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- ✓ Establish a timely briefing and status update structure.
- ✓ Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- ✓ Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- ✓ Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.

## **Communications Committee Checklist**

(APPENDIX B)

- ✓ Initiate the Communications Committee and commence the plan.
- ✓ Establish Lines of Authority & Appoint Duties within their line of authority.
- ✓ Review Committee Roles & Responsibilities
- ✓ Situational Briefing is provided.
- ✓ Establish a Communications Committee Incident Action Plan (IAP). Consideration shall be given to the following areas:
  - General Communications
- ✓ Identification of tasks and accountable individuals to complete the Incident Action Plans.
- ✓ Establish a reporting system for monitoring progress and completion of above identified Incident Actions Plans.
- ✓ Establish a timely briefing and status update structure.
- ✓ Incorporate a system whereby an evolving emergency allows for the timely modification of the current Incident Action Plans.
- ✓ Establish a communication tool to disseminate updated and/or modified Incident Action Plans.
- ✓ Consideration of updated information may force modification in the current Incident Action Plan and may necessitate a change in the overall mission.