Annex B- Direction and Control

Direction and Control

Officer of the Day (OD)

The President of the University has appointed an Officer of the Day (OD) to be responsible and with the authority to implement this emergency plan and provide overall policy direction of University of Minnesota resources during an emergency. Emergency operations include coordination of University and community resources to save lives, protect property and provide for the continuity of University operations.

The line of succession for the Officer of the Day is: The Vice President of University Services serves as the primary OD. If s/he is more than a 30-mile drive from campus, the Senior Vice President for Academic Health serves as the back-up OD. If both of these persons are absent, the Vice President for University Services will appoint a back-up OD. In addition, if an emergency lasts for an extended period, the Vice President for University Services will appoint another member of the Policy Committee to serve as OD as needed. The University Emergency Management Director will serve in a staff capacity to the Officer of the Day. The line of succession for the Emergency Management Director is the Assistant Director of Emergency Management and the Emergency Management Coordinator.

Level of Emergency

The Officer of the Day (OD), in conjunction with the on-scene Incident Commander (IC), assigns an emergency level to the emergency depending on the incident’s nature and uses this information as a guideline to make decisions about our response to an emergency:

Level 1:
An unusual occurrence outside of the standard operations of the affected department, but which warrants administrative notification.

Level 2:
A localized emergency affecting an individual department, building, or small geographical area.

Level 3:
A major emergency that disrupts sizable portions of either of the Twin Cities campuses. These situations may require assistance from external organizations.

Level 4:
A disaster involving one or both campuses and the surrounding communities.
These emergency levels are guidelines only, and are intended to assist in classifying the situation and providing for the administrative response. The designated level may change as emergency conditions intensify or ease.

**The Department of Emergency Management**

The Department of Emergency Management (DEM) provides the overall coordination of agencies during an emergency. DEM staff will take a facilitative and supportive role during an emergency.

During an emergency, DEM will:

- Provide a representative “on-scene” to assist in the coordination and provide a link between the emergency response agencies command post and the University of Minnesota departments and or the Emergency Operations Center (EOC).
- A representative will oversee the EOC and provide support to the departments represented in the EOC.

**Emergency Operations Center (EOC)**

In the event of a Level 3 or Level 4 emergency, the OD may activate the Emergency Operations Center (EOC). The EOC operates like a “nerve center” for receiving and processing information and supporting the On-Scene Commander. The EOC for the Twin Cities Campus is located at 2221 University Ave SE, Suite 140 on the Minneapolis campus. The back-up EOC is room 210/215 of the Donhowe Building. This space is activated at the direction of the OD and remains so until the OD decides to deactivate it.

A directory of critical contacts and resources, special databases and maps, and critical communications supplies are stored at the EOC. The Department of Emergency Management maintains the EOC facility and coordinates with facilities management to organize the back-up EOC if necessary. Emergency Management ensures that appropriate data, contact information, equipment, and supplies are maintained.

The EOC can operate in a 24 hour a day format. Phone and data communication, both wired and wireless, are available in the EOC. The EOC has bathrooms, access to a kitchen and other meeting rooms. Currently, there is no back-up power for the primary EOC. However, the back-up EOC does have emergency back-up power.

The EOC has 2 levels of security. The 1st level is the card access to the building and the 2nd is the card access into the EOC itself. The Department of Central Security can control the individual access in both levels.

**Criteria for Activation**

The EOC will be fully activated and staffed when a disaster occurs on University property which represents a significant threat to life and property and involves a coordinated response of University, Community response agencies and multi-levels
of government. The EOC may be partially activated in response to a threat or potential threat to the safety of university residents such as severe weather or a hazardous material incident that is beyond the capabilities of field operations.

**Responsibility for Activation**

In the event of a major emergency, the EOC staff would be expected to report to the EOC. The Officer of the day is responsible for activation.

**Staffing of the EOC**

Each department assigned an emergency function should be represented in the EOC and its representative should be familiar with the duties to be performed. The staffing list is on file with the Director of Emergency Management and in the Officer of the Day Resource Manual.

Each department should ensure adequate backup personnel to rotate through the EOC position assigned, so that no one person serves more than a 12-hour shift. Each department should also arrange for staff support as needed.

**EOC Staff**

When the EOC is formally activated, representatives of ECT and other various departments are assigned to the center. The Officer of the Day is the chairperson of the EOC and serves as the President’s authorized representative. In addition to the OD, departments assigned to staff the EOC include:

- Emergency Management
- Environmental Health and Safety
- Academic Health Center
- Facilities Management
- Information Technology
- Finance
- Local Fire and Law Enforcement
- University Police Department
- University Relations
- General Counsel
- University Public Relations
- Volunteer Agencies

The Officer of the Day may request representation at the EOC by other departments as needed. The Twin Cities Campus EOC may also convene to coordinate an institutional response to disasters at coordinate campuses. The coordinate campuses maintain separate emergency plans and local EOC's.

**EOC Support**

Supporting the technical operations within the EOC will be the following agencies.
University of Minnesota Police Department (UMPD)
UMPD staff can provide assistance in access to the internal server systems as well as IT support for the overall operations.

Department of Central Security (DCS)
The Department of Central Security (DCS) can provide assistance in access control and video surveillance around the University. The emergency related tasks they can provide are:
- Providing real time video images of the campus fed into the EOC.
- Control access to specific buildings around the University.
- Provide key support of specific buildings, officers, and areas.
- Monitor alarm points around the University
- Assist in the technical issues relating to computer and software.

Gopher Amateur Radio Club
The Gopher Amateur Radio Club is volunteer group of individuals who have technical knowledge in radio transmission and data sharing. The can provide assistance during an emergency in the following areas.
- Provide a back-up means of communication around the University campus.
- Act as a Communications Officer to a specific function in the EOC.
- Assist in the tracking of data and communications at an emergency.
- Assist in the technical issues relating to computer and software.

Annex Holders
Also, the heads of the departments specified in the Annexes, are required and responsible to ensure that all necessary Standard Operating Procedures (SOP’s), checklists, guidelines, training, etc., are in place to facilitate the completion of the functions detailed in the Annexes; and that they are up-to-date as part of their annual review of their Annexes. Annex Holders are persons responsible for ensuring that senior personnel within their Departments carry out these responsibilities.

Certain departments are tasked within this plan with specific responsibilities during emergency operations. The basics of these responsibilities are outlined in Annexes to this plan.
CHART A: Emergency Operations Table of Organization

NOTE: In the normal organization of the University, the Directors of Emergency Management and Environmental Health and Safety, along with the Chief of Police report to the Asst. VP for Public Safety. This Chart does not change reporting relationships.

Rather, this chart reflects the fact that the Officer of the Day requires direct input and advice from subject-matter experts during emergency operations.

USE OF MINNESOTA INCIDENT MANAGEMENT SYSTEM/INCIDENT COMMAND

MANDATE OF MIMS/ICS USE AND TRAINING: The Minnesota Incident Management System/Incident Command System shall be used as the means by which response and recovery responders structure and manage emergency/disaster incidents at all incidents at the University of Minnesota pursuant to the guidelines of the University Emergency Management Program and the Superfund Amendments and Reauthorization Act (SARA Title III) and OSHA. All University responders and supervisors shall be trained in the Minnesota Incident Management System/Incident Command System and shall implement it during emergency/disaster incidents.

MIMS/ICS DEFINED: The Minnesota Incident Management System/Incident Command System is designed to provide on-scene incident management during an emergency/disaster. Additional detail pertaining the MIMS/ICS structure can be referenced in the University Emergency Operations Plan, Plan Preface Annex, Terms and Definitions (EOP Plan Preface Annex Page 3) and the Minnesota Emergency Management Director’s Handbook, Section C-Programs and Polices, Section 12-
Minnesota Incident Management System. **MIMS/ICS COMPONENTS:** The first tier components of the MIMS/ICS are as follows:

- Command
- Finance
- Logistics
- Operations
- Planning

MIMS functions are standardized and modular; and in general, individuals will staff several positions:

**Incident Commander (IC)**
The initial University IC on the scene will be the University of Minnesota Police Chief or designee. This person will work closely with the Fire Department IC and/or other personnel as appropriate. On-scene Incident Command will delegate or defer to other University personnel as appropriate to the situation.

**Liaison Officer**
The Department of Emergency Management will assist in providing resource coordination between government agencies, University agencies and the private sector.

**Public Information Officer (PIO)**
A PIO will respond to the scene to handle requests from the media and ensure the timely and coordinated release of information. During emergencies, the PIO will be assigned by the Director of the University News Service, who will work in close coordination with the IC and other University departments.

**Operations Officer**
The ERS person most directly knowledgeable about the situation will fill the operations role. Typically, this will be UMPD for law-enforcement issues (e.g. bomb threats), DEHS for hazardous materials issues, FM for facility failures, etc.

**Planning Officer**
If the incident is large enough to require a separate planning officer, the ECT will be on scene. The planning function will be the responsibility of the ECT member most expert in the situation.

**Emergency Responsibility Assignments**

Chart B contains a summary of emergency responsibility assignments. Heads of the various University departments and agencies are responsible for carrying out the assignments shown in this chart. The responsibilities indicated in Chart B have been assigned a code letter: “P”, “S”, or “C”:

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B-8
“P” indicates primary operational responsibility, which means the official or agency is in charge of, and responsible to make provision for, that function.

“S” indicates support responsibility, which means the department so assigned will, if possible, support and assist the official or department that has primary or coordination responsibility for that function.

“C” indicates coordination responsibility, and is assigned when several departments have partial responsibility, but no one official/department has obvious primary responsibility. This will frequently be the situation when non-government agencies are involved.

Only one “P” or “C” can be assigned per function, and a minimum of one “S” should be assigned for each function.
## CHART B: Emergency Responsibility Assignments

Code: P = Primary, S = Support, C = Coordination

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>RESPONSIBLE DEPARTMENT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification and Warning</td>
<td>UMPD Dispatch — P&lt;br&gt;University Relations — C&lt;br&gt;Emergency Management — S</td>
<td>University Police or Emergency Management will activate Group Alert at the direction of the Officer of the Day (OD) and Emergency Procedures.</td>
</tr>
<tr>
<td>Direction and Control</td>
<td>Officer of the Day — P&lt;br&gt;UMPD, DEM — S&lt;br&gt;University Relations — S</td>
<td>On-scene, the IC has primary Direction and Control responsibility.</td>
</tr>
<tr>
<td>Emergency Public Information</td>
<td>University Relations — P&lt;br&gt;Affected Departments — S</td>
<td></td>
</tr>
<tr>
<td>Search and Rescue</td>
<td>UMPD — P&lt;br&gt;Minneapolis Fire Dept. — S&lt;br&gt;St. Paul Fire Dept. — S</td>
<td></td>
</tr>
<tr>
<td>Health/ Medical</td>
<td>Academic Health Center — P, C&lt;br&gt;Community Emergency Medical Services — P, C&lt;br&gt;Environmental Health &amp; Safety — S</td>
<td>U of M Physicians are also a part of the metropolitan-wide plans for medical response to emergencies.</td>
</tr>
<tr>
<td>Evacuation, Traffic Control, and Security</td>
<td>UMPD — P&lt;br&gt;Local Law Enforcement &amp; Fire- P&lt;br&gt;Parking and Transportation — S&lt;br&gt;Campus Life — S</td>
<td>This situation may require assistance from outside agencies. UMPD will request the assistance.</td>
</tr>
<tr>
<td>Fire Response</td>
<td>Minneapolis Fire Department — P (Minneapolis Campus)&lt;br&gt;St. Paul Fire Department — P (St. Paul Campus)&lt;br&gt;DEM- C, S&lt;br&gt;UMPD- C, S</td>
<td>The University does not have a fire response capability. Both departments have written agreements.</td>
</tr>
<tr>
<td>Damage Assessment</td>
<td>Building Official — P&lt;br&gt;Facilities Management — S&lt;br&gt;Environmental Health &amp; Safety — S&lt;br&gt;Risk Management — S</td>
<td></td>
</tr>
<tr>
<td>Congregate Care</td>
<td>Auxiliary Services- P&lt;br&gt;Counseling &amp; Consulting — S&lt;br&gt;AHC — S&lt;br&gt;BHS — S</td>
<td>Each department will have primary responsibility in its respective area of Congregate Care.</td>
</tr>
<tr>
<td>FUNCTION</td>
<td>RESPONSIBLE DEPARTMENT</td>
<td>REMARKS</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Debris Clearance</td>
<td>Red Cross - S</td>
<td>Off campus assistance from either private or government sources will be determined by Facilities Management.</td>
</tr>
<tr>
<td></td>
<td>Salvation Army - S</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilities Management — P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities Restoration</td>
<td>Networking &amp; Telecommunications Operations (NTO) - S</td>
<td>Off campus assistance from either private or government Facilities Management will determine sources.</td>
</tr>
<tr>
<td></td>
<td>Networking &amp; Telecommunications Service (NTS) — S</td>
<td></td>
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<tr>
<td></td>
<td>Facilities Management — P</td>
<td></td>
</tr>
<tr>
<td>Radiological/ Hazardous Materials Protection</td>
<td>Local Fire - P</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Environmental Health &amp; Safety — P, S</td>
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<td></td>
<td>AHC — S</td>
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<td></td>
<td>BHS — S</td>
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<tr>
<td></td>
<td>DEM- C</td>
<td></td>
</tr>
<tr>
<td>Operational Continuity</td>
<td>Appropriate Operational Units</td>
<td>Emergency Management will coordinate.</td>
</tr>
<tr>
<td>Acts of Terrorism</td>
<td>OD — S</td>
<td>City, County, State, and Federal agencies have responsibilities and will respond to police request.</td>
</tr>
<tr>
<td></td>
<td>DEM — S, C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UMPD — S</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All agencies with emergency response</td>
<td></td>
</tr>
<tr>
<td></td>
<td>capabilities (i.e. FBI) — P</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>Office of the Controller - P</td>
<td></td>
</tr>
<tr>
<td>General Counsel</td>
<td>Office of the General Counsel - P</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>Office of Information Technology - P</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Network Technology Services - P</td>
<td></td>
</tr>
</tbody>
</table>

The roles of University departments that have specific assignments under this plan are outlined in the Annexes to this plan. The role of all other University personnel is to carry out the order in an orderly and timely fashion.
Emergency Warning and Notification

Notification to the University Community
In any emergency, notifications to affected students, faculty, researchers, and staff must begin at once.

Any facilities-related emergencies that might be reported to Building Systems Automation Control are transmitted to 9-1-1.

The police dispatcher will dispatch assistance to the scene, and notify Emergency Response Staff. The dispatcher also notifies the Officer of the Day, and the ECT when directed to do so. The dispatcher will make other notifications as needed.

The police dispatcher will provide information to the State Duty Officer for inclusion in any EAS notifications. The University does not have the need or capability of activating the EAS independently.

SOP’s for these notifications are maintained at the 9-1-1 Center.

During a limited Level 2 incident, response units simply alert department managers of the situation and provide updates throughout the course of the event. (In some cases, the Public Information Officer may issue bulletins to affected units).

Notification and Responsibilities of Deans, Directors, and Other Department Heads
College-level and equivalent deans, directors and department heads who are not Annex holders also need to send and receive information in an emergency.

In Level 1 or 2 situations, ERS personnel or ECT administrators will directly notify the heads of colleges or units affected by the emergency.

In Level 3 or 4 situations, the heads of these major divisions of the University have specific requirements:

Level 3 or if not specified – Gather information about the status of their college and report it to the Planning Officer at the EOC within 12 hours of the declaration. In some cases, those units directly affected by the emergency may be asked to report sooner

Level 4 – Gather information about the status of their college and report it to the Planning Officer within 3 hours of the declaration of emergency. Follow-up reports are needed at 6 hours, 12 hours and 24 hours after the declaration. Thereafter, a daily report on the status of the college is needed until emergency operations are terminated.

“Status” includes reporting on the overall ability to perform the mission of the college (including business and teaching functions), lost data; physical damage; personnel issues.
The preferred manner of reporting is by e-mail. Assuming the e-mail infrastructure is “up” send reports to dem@umn.edu. Alternatively, fax the information to 612-627-4770. The least desirable method, and the method of last resort, is to hand deliver the report to University Relations, Room 6 Morrill Hall. If Morrill Hall is evacuated, University Relations will inform Deans, directors and department heads of an alternative drop-off site.
Notification Methods
The delivery of internal and external emergency information is planned and coordinated by the News Service within University Relations. Students, faculty, staff, and the public will learn information through the following means:

Notification lists and call-down lists
The tenants of each building are responsible for developing and maintaining vertical communications lists to “spread the word” of emergency situations throughout the building. Each University department is required to maintain procedures and lists that will enable the department to notify their staff in all facilities of emergency information 24 hours per day.

Group Alert
The University police dispatcher can activate specially designed radio receivers and provide emergency information to various geographic regions of the campus. The police dispatcher will also issue emergency warnings to the campus via telephone and tone-alert radio group alerting systems.

Pagers
The Police dispatcher can also send an alphanumeric page regarding the emergency to all members of the University community who choose to subscribe to the service.

Voicemail and E-mail
These will be used to provide regular updates of information to the University community. This information will be developed and transmitted by the University Relations Department.

News Service
The University News Service will provide local media outlets with information for broadcast.

This coordinated approach to disseminating critical emergency announcements will provide quick, reliable, and consistent information to our community and will reduce general demand on vital emergency communications lines.

In the event that emergency conditions disrupt power and telephone service, emergency information and emergency communications will be profoundly restricted. Until these systems are restored, messengers, radios, cellular phones, and ham radio will be used.
Closings and Evacuations

In severe weather cases, the Executive Vice President and Provost is the person responsible for making any closings and/or evacuation decisions after s/he consults with campus authorities. This Emergency Operations Plan does not change or otherwise affect this procedure.

The local Fire Department Incident Commander (IC) may order evacuations of any structure on the campus.

Our IC will then coordinate University efforts to comply with and assist the order. The University IC may order the evacuation of any structure if needed to provide for immediate safety needs.

In all facilities equipped with audible fire alarms, University staff, students, and faculty are expected to evacuate the building immediately. It is the responsibility of all staff and faculty to familiarize themselves with evacuation routes from their work locations and to direct others to safe routes as needed.

Only the President or the OD may make any other evacuation decision, including a decision to evacuate the entire campus.

FM and DEHS personnel will assist UMPD and community personnel with the orderly evacuation of structures.

This plan anticipates that the evacuation of structures on campus will require the assistance of personnel from the communities as well as the University. If possible, evacuation of a campus or even of a large area of a campus will be done sequentially, in order to reduce gridlock and other “infrastructure” stress.

Emergency Management has developed planning templates for each building on the campus to help them develop individual evacuation plans in compliance with OSHA regulations.
Maps of Evacuation Routes

Minneapolis Campus: Utilize surface streets to I-94, the Transitway and I-35W.
St. Paul Campus: Utilize surface streets and Transitway to Hwy. 280 via surface streets, Snelling Avenue, Larpenteur Avenue, Como Avenue and I-94.
Congregate Care

Under various scenarios, we may need to use University property for shelter or relocation centers, or we may need to evacuate persons from the campus to off-campus shelters. In both cases, community emergency personnel, the American Red Cross, the Salvation Army and/or other public or private sector providers will assist us. We will access these resources through local or county emergency management plans, and we will provide congregate care in the following manner:

The Department of Housing and Residential Life maintains emergency plans for dealing with on-campus relocation of residents.

The Child Care Center and Lab School are two areas where young children of students, staff, and faculty are cared for during business days. Both of these locations have full-scale emergency evacuation plans, pre-identified relocation sites, contracts for mass transportation, portable emergency notification lists, etc. Both locations conduct fire, tornado and evacuation drills on a regular (monthly) basis.

The local EMS providers will evacuate persons with special needs or who are unable to evacuate themselves; and Parking and Transportation Services will oversee the operation of busses equipped to transport such persons.

The Research Emergency Response Team and the Research Animal Resources department maintain procedures for the evacuation, care and – if necessary – euthanasia of research animals. Personal pets are not permitted on campus.

The Veterinary Teaching Hospital staff is responsible for the evacuation and care of animals, including companion animals, in their hospital and clinics.

The specific mass care roles of University departments are specified in the Annexes to this plan.

Similarly, the local community may contact us to request the use of University of Minnesota facilities for shelter, relocation, or other use. In an emergency situation, the Officer of the Day will make this decision. If we are contacted in advance of an emergency for pre-planning purposes, the Emergency Management Policy Committee will review the request and make a recommendation to the President.

Emergency Medical Care

We rely on outside agencies for ambulance and emergency medical services. The local ambulance providers and hospitals maintain plans for treating, transporting, and tracking victims of disaster. University Relations will interface with these agencies to track the location of injured students, staff, and faculty and communicate this information to the
families of the victims. The University PIO on the scene can obtain this information from
the Incident Commander.

Boynton Health Service and Fairview University Medical Center Emergency
Departments as well as the Academic Health Center, also anticipate that they may see
patients as the result of an emergency (particularly a smaller scale emergency or after the
fact) and have procedures in place for tracking and reporting patients.

The Minneapolis Public Health Department and the Metropolitan Medical Response
System have surveyed the Twin Cities Campus for possible mass immunization sites. The
University would not be a primary site for such activity, but the Williams Arena/Sports
Pavilion building has been identified as a possible back-up site. Should the need arise the
Emergency Management Policy Committee would examine the request to use this facility
for mass immunization.

If a disaster were to result in any deaths, the Hennepin and Ramsey County Medical
Examiners’ offices would be responsible for the handling of remains. The county
emergency plans detail mass casualty situations.

**Emergency Plan Deactivation**

When emergency conditions stabilize and we can resume normal operations, the OD
(along with the University President and Executive Vice President and Provost) will
deactivate the Emergency Plan. S/he will disseminate a formal announcement using all
emergency information and notification systems.

If the incident requires an extension of some emergency services, we will appoint special
ECT work groups to coordinate those continuing activities. These activities may include
ongoing repairs and their staging; academic or administrative space adjustments; support
services for impacted students, faculty, or staff; or community relief efforts.
**Recovery**

**Plan Re-Assessment**

Immediately following the cessation of Level 3 or Level 4 emergency operations, the Emergency Management Policy Committee will conduct a survey of ECT members and campus constituents to evaluate the effectiveness of the response. Survey results will help determine whether portions of the Emergency Plan must be modified as a result of the emergency experience. The Emergency Management Policy Committee will then prepare written “Post-Event Summary Report” summarizing post-event observations and coordinate the appropriate Emergency Plan revisions.

**Cost Recovery**

One of the final ECT actions may be to appoint an "Emergency Cost Recovery Work Group." The composition of the Work Group will be related to the nature and magnitude of the emergency, but will include a core membership representing the following areas:

- Office of the Executive Vice President and Provost
- Facilities Management
- Campus Health and Safety
- Vice President of Research
- Senior Vice President of Academic Health Center
- Office of Budget and Finance
- Office of the General Counsel
- Risk Management

Individual colleges and departments have copies of internal cost and loss documentation forms in their Department Emergency Planning Guidelines to help prepare them for the post-event claims process. The Department of Emergency Management, FEMA, and/or other agencies will distribute additional materials and guidance documents as needed. Also, in the event of disaster, Emergency Management will coordinate any federal funds available.

Each college and department is required to maintain records of all personnel and “hard” costs they incur during emergency situations.
Business Continuity Activities

All departments critical to the University’s continued operation shall establish formal Operational Continuity Plans.

The elements of each plan include:

Identification of local mission critical processes, based on the primary mission(s) and business function(s) of each unit.

Development of procedures for recovering all or part of the highest priority functions.

Determination of whether each process could be suspended or degraded — or, whether it must be fully functional.

Identification of alternate work sites or other temporary facilities for the most critical functions.

Ongoing back-up of critical data and protection of critical equipment.

Assignment of local business resumption roles, responsibilities, and authority.

Procedures for recovering impacted operations.

Criteria for returning to normal business.

Procedures and criteria for helping other departments return to normal business.
APPENDIX A: Plan Development, Maintenance, and Training

The University of Minnesota Emergency Management Director is the University’s liaison to the various emergency management groups and committees nationally, within the state and within the University. The Director serves as the planning coordinator for the University’s Emergency Management Policy Committee. The Director has responsibility for the development, maintenance and promulgation of the plan.

Specifically, the Emergency Management Director is responsible to:

1. Ensure that all required planning elements are present, up-to-date and meet federal an state standards
2. Develop strategies and recommendations for incorporating changes in planning requirements made by federal, state, county and local authorities
3. Mediate and coordinate the review and acceptance of the plan by the appropriate authorities
4. Audit the plan and its annexes to obtain verification that procedures exist and are up-to-date for carrying out tasks assigned to the various departments
5. Design and conduct training for annex holders, ECT and ERS personnel, etc in MIMS and other skills needed to carry out the plan
6. Design and coordinate exercises

This plan will be reviewed and updated as necessary, but at least once annually. The annual update of the plan will commence in May of each year and drafts of changes submitted to Emergency Management Policy Committee, the ECT and the Annex holders on or prior to the last business day of September. Input, comments and questions about the plan should be submitted to the Department of Emergency Management, 2221 University Ave SE. Suite 140, Minneapolis, MN 55414.

Comments and changes to the Annexes are to be returned by the 15th of October of each year. Final revisions will be promulgated on or before the first business day of November of each year. The Officers of the Day, ECT members and emergency response staff attend initial training in MIMS, the details of this plan, and other emergency procedures. In addition, they attend annual reviews and “refresher” training.
APPENDIX B: Operational Policies and Assumptions

The Minnesota Duty Officer (a 24/7 function of the State of Minnesota Department of Public Safety, Division of Emergency Management) will coordinate requests for State, County and Federal emergency response support. The State Duty Officer telephone number is: 1-800-422-0798 (outside the Minneapolis/St. Paul metro area), and (651) 649-5451 (within the Minneapolis/St. Paul metro area).

Records necessary for the continuity and recovery of operational and business functions of the University are the responsibility of the various operating units, departments, colleges, etc. Back up and protection of data and other operational continuity issues are required by University Policy 2.6.1.
APPENDIX C: County, State and Federal Support

The University of Minnesota Emergency Management Director will be responsible for assisting the University in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the Director will contact the Minnesota Department of Public Safety, Division of Emergency Management regional program coordinator. The regional coordinator can provide technical information and assistance.

The Minnesota Division of Emergency Management maintains the Minnesota Emergency Operations Plan. This document outlines the State’s legally required coordination and assistance role in regards to operations within the University’s jurisdiction.

Each county, city and town in which the University has a campus or other holding maintains an Emergency Operations Plan. These documents outline the legally required coordination and assistance.

The University of Minnesota Department of Emergency Management (DEM) maintains an active relationship with each of the emergency management entities above. The DEM will offer such assistance as is possible and consistent with law in the event of request for such assistance from the State, counties or cities.
APPENDIX D: Emergency Response Capabilities

The University of Minnesota relies on outside agencies for fire and most emergency medical services. However, internal agencies do respond to emergencies and receive training for such response as required by law.

DEPARTMENTAL CAPABILITIES:
At a minimum, all University of Minnesota police officers receive annual Hazardous Materials Awareness-level training that meets or exceeds OSHA requirements. All sworn personnel also receive all training required for licensure by the Minnesota POST board. UMPD training information is available from the Chief of Police (612) 624-3550.

All University of Minnesota Police Department sworn personnel receive U.S. DOJ/DOD Weapons of Mass Destruction –Anti-terrorism “Responder –Awareness Level” training. All sworn personnel also receive annual training in the use of Positive Air Pressure Respirators and other personal protective equipment for response to WMD and Hazardous Materials incidents. UMPD training information is available from the Chief of Police (612) 624-3550.

At a minimum, all University of Minnesota Emergency Medical Services volunteer personnel receive annual Hazardous Materials Awareness-level training that meets or exceeds OSHA requirements and receive other training as required by the Minnesota EMS Regulatory Board. UMEMS training schedules are available from the Emergency Services Coordinator (612) 625-8047.

At a minimum, all University of Minnesota hazardous materials response team personnel receive annual Hazardous Materials Technician training that meets or exceeds OSHA requirements. Training schedules are available from the Assistant Director/Hazardous Waste Officer (612) 626-6002.

All personnel with emergency response roles receive training or orientation to the Minnesota Incident Management System (MIMS).

At a minimum, exercises will be conducted on an annual basis. However, should actual emergency or disaster situations occur that result in substantial activation of this Plan, the exercise for that year may be waived.
APPENDIX E: Mutual Aid Agreements

The University of Minnesota Police Department maintains mutual aid agreements with local and state law enforcement agencies. Details of these agreements are available from the Chief of Police, 100 TSB, 511 Washington Avenue SE, Minneapolis, MN 55455.

The University of Minnesota does not operate its own fire services. The Minneapolis campus is protected by the Minneapolis Fire Department and the St. Paul Campus is protected under contract with the St. Paul Fire Department.

Primary ambulance response is provided by services granted Public Service Area licenses by the Minnesota EMS Regulatory Board (EMSRB). In addition, the University of Minnesota Emergency Medical Services (UMEMS) operates fixed site and BLS ambulance service for special events and is licensed by the EMSRB to provide this service on-campus. The UMEMS will be called upon to provide assistance in the event of emergency or disaster.
## APPENDIX F: EMERGENCY OPERATIONS CENTER ASSIGNMENTS

<table>
<thead>
<tr>
<th>Role</th>
<th>Tasks</th>
<th>Assigned To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC Director/ Senior Official</td>
<td>President’s Authorized Representative. Chairperson of the EOC</td>
<td>Officer of the Day – Primary = VP University Services</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Contact with responding agencies, outside governmental agencies, on-scene command post</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>EOC Manager</td>
<td>Maintenance of physical plant of EOC</td>
<td>Facilities Management Zone supervisor</td>
</tr>
<tr>
<td>Operations Officer</td>
<td>Coordinate resources in support of the on-scene incident command</td>
<td>Assistant Vice President for Public Safety</td>
</tr>
<tr>
<td>Logistics Officer</td>
<td>Coordinates supply and support resources for both responders and affected populations</td>
<td>Associate Vice President for Facilities Management</td>
</tr>
<tr>
<td>Planning Officer*</td>
<td>Coordinate development of strategic plans for coping with the situation</td>
<td>Assistant Vice President for Campus Health &amp; Safety or VP or Director most thoroughly familiar with the specific type of emergency situation</td>
</tr>
<tr>
<td>Finance Officer</td>
<td>Tracking costs and purchases</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Coordinate all information released</td>
<td>Vice President for University Relations</td>
</tr>
</tbody>
</table>

All other EOC staff performs their normal tasks in support of the Emergency. The roles in this table establish areas of oversight. These leaders will need information, input and assistance from the other EOC staff.

*If the emergency involves biological terrorism or disease outbreak, the Planning Officer will be the Senior Vice President for Health Sciences or his/her designee.
Emergency Management and Civil Defense Resolution

A resolution providing for emergency management, civil defense, protective measures, and promotion of safety, health, and welfare measures at the University of Minnesota prior to, during and following a disaster or emergency, the Board of Regents of the University of Minnesota does ordain:

Whereas there exists the possibility of the occurrence of disasters of unprecedented size and destructiveness resulting from enemy attack (nuclear or conventional), sabotage or other hostile action, and:

Whereas there exists the ever present possibility of flood, tornado, earthquake, or other natural disasters, and in order to ensure that preparations of the University will be adequate to deal with such disasters, and generally to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of the University of Minnesota, it is hereby found and declared to be necessary:

To provide for the formulation and necessary periodic updating of the University of Minnesota Emergency Plan and Training Program to meet the requirements of the University of Minnesota Emergency Services;
To establish a University of Minnesota Emergency Management Organization to be known as the University of Minnesota Office of Emergency Management as required and needed to implement the University of Minnesota Emergency Plan as adopted in 1968 and to include any and all subsequent amendments;

To provide for the exercise of necessary powers to commit personnel and other resources during civil defense emergencies and at the time of natural disaster;
To appropriate funds to implement and support such actions as outlined and described in the University of Minnesota Emergency Plan.

To coordinate with the State of Minnesota and its political subdivisions all plans and programs and to utilize to the maximum extent all available resources to minimize the effects of such disaster.
This resolution shall take effect upon its passage. Adopted by the Board of Regents this 11th day of March 1976.

Reviewed: Secretary, Board of Regents

April 1984, University of Minnesota
December 1995
The December 1984 Review caused minor changes. The word “Preparedness” was changed to “Management” in four sentences. The change was made to be consistent with the Federal Government (Federal Emergency Management Agency, FEMA) and the State of Minnesota (Division of Emergency Management). The changes were made in consultation with the Secretary, Board of Regents.

The Regents of the University of Minnesota enacted a policy for Campus Health and Safety on DATE, which further emphasized the need for Emergency Management activities for all University holdings.