Annex L- General Counsel- Administration

Purpose

To provide an overview of how legal considerations and decisions are made during a disaster at the University of Minnesota Campuses.

Responsibilities

A. Primary – Legal guidance at the University of Minnesota is the responsibility of The Office of the General Counsel. All legal issues will be coordinated through the Legal Officer in the EOC.

B. Supporting – Other University Legal Officers will support the overall operations and ensure accountability of University assets. Outside agencies may choose to consult with their own legal counsel in lieu of using the University’s Legal Officer.

Communications

Communications regarding legal issues will be coordinated through the EOC. If there are Legal Officers in the field, cell phones will be utilized for communications.
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Annex L- General Counsel- Operations

I. Notification

If it appears that emergency legal authorizations may be needed, EOC should notify the General Counsel.

Legal Officer, or the first subsequent official to respond, will make an assessment of the impact to the University and legal consideration for the disaster.

II. Preparation

1. It is the responsibility of the General Counsel or the designated successor to the EOC to be, at all times, familiar with the University of Minnesota Emergency Operations Plan.
2. The General Counsel shall regularly review the University’s Emergency Operations Plan and update the General Counsel annex to the plan as needed, including lines of succession in the Office of General Counsel in relation to the EOC. Contact information for all staff to the EOC shall be kept current at all times. All changes or amendments shall be immediately sent to the Department of Emergency Management for updating and tracking.
3. The University’s General Counsel shall develop and maintain a contact list of legal counsel for all other local, state and federal agencies that may have concurrent or similar jurisdiction in the event of a disaster.
4. The University’s General Counsel shall ensure that all staff on the line of succession to the EOC is equipped with the necessary communications equipment so that immediate contact can be made with the appropriate staff person.

III. Responsibilities

Upon activation of the EOC, the University’s General Counsel or designated successor to the EOC shall:

1. Immediately report to the location of the EOC, or remain on an on-call status, as directed by the contact from the EOC, and upon arrival at the EOC, designate a departmental area of operation for staff;
2. Immediately determine the level of General Counsel staff necessary to assist in carrying out the responsibilities of the Office of the General Counsels in relation to the activation and operations of the EOC, and notify such staff of the disaster situation and plan for further action; and
3. Provide legal advice, or other advice as requested, to the Officer of the Day, the Director of Emergency Management and the EOC staff, or their designated successors to the EOC, regarding issues that arise during a disaster, including but not limited to, quarantine or other personal restriction issues, inter-jurisdictional authority issues, the interplay of the University’s EOC with all other local, state, interstate or federal government agencies.
4. Coordinate a “Declaration of Emergency” with the County Emergency Manager in accordance with MSS Chapter 12, Sample Declaration of an Emergency

Annex L- General Counsel- Resources
### Office of the General Counsel

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<td>Mark Rotenberg</td>
<td>General Counsel</td>
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