

EMERGENCY MANAGEMENT

Reason for Policy

To establish an emergency management system that will direct emergency planning, mitigation, response, and recovery activities at the College.

Definition

A *college emergency* is an unplanned event that (a) significantly disrupts normal operations or poses a serious threat to persons or property, (b) cannot be managed by routine response and (c) requires a quick and coordinated response across multiple departments or divisions.

Policy Statement

- A. It is essential that administration, faculty, staff, and students are prepared to act in a responsible and coordinated manner when faced with college emergencies. Therefore, the President will authorize an emergency plan that will guide the college community through emergency situations.
- B. A College Emergency Planning Committee (“CEPC”), appointed by the President, shall be responsible for directing emergency preparedness, mitigation, response, and recovery efforts including the development and updating of an emergency plan to guide the campus community in the event of a college emergency.
- C. The President shall designate Unit/Division Emergency Coordinators, who will be responsible for both their unit’s adherence to the emergency plan and the communication of information related to emergency situations.
- D. The college emergency plan shall be consistent with the emergency management systems at the municipal, County and State levels and will provide reasonable provisions for the protection of lives and health of college students, employees, and guests, to minimize damage to and loss of college property and assets, and for restoring normal college operations as rapidly as possible.
- E. The President, or designee, shall have the authority to close the College or any part of it in the event of a college emergency.
- F. Annually, the President ensures and reports to the Board that the following activities take place:
1. Updating the emergency plan.
 2. Departmental training on the emergency plan.
 3. A review of all identified hazards and possible mitigation options.
 4. Exercises and/or drills related to the emergency plan.
 5. Meetings with municipal, County and State emergency management personnel to coordinate emergency communication systems and exchange information.

Approved: Board of Trustees
September 21, 2006