

## Policies and Regulations

### NEPN Code: EBCA-R/STI

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#### Support Services

#### Emergency Management Program

##### Definitions

“STC Emergency Operation Plan” - A document that establishes and outlines the campus planned response to an emergency. The campus plan must be compliant with both the National Incident Management System as developed by the Department of Homeland Security, and the Incident Command System (ICS).

“Emergency Operations Center (EOC)” - A physical location at which the emergency management team convenes to establish and execute response strategies and tactics, deploy resources, implement mitigation measures and initiate the recovery process.

“Incident Command System (ICS)” - The nationally used standardized on scene emergency management concept specifically designed to allow user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

“National Incident Management System (NIMS)” - A system mandated by the Homeland Security Presidential Directive/HSPD - 5 that provides a consistent nationwide approach to enable all government, private-sector, and non governmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity, and to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

“Training Record” - Documentation of training for employees, including employee name or other identifier, training dates, type(s) of training, training providers, and attendee sign-in sheets.

The president is responsible for the implementation and maintenance of an emergency management program on campus and for ensuring the following management activities are accomplished in support of the emergency management program:

1. Designate a primary, secondary and tertiary person with responsibility for campuswide emergency management.

2. Establish and equip a functional campus EOC consistent with NIMS, and ICS guidelines.
3. Develop a STC Emergency Operations Plan. On an annual basis or more frequently as needed, the plan should be reviewed, updated, and distributed to the emergency management team members and others as identified by the campus. Documentation of review, update and distribution must be in the form of a signed and dated written acknowledgement that is attached to the master emergency plan.
4. Train campus community on the NIMS compliant campus plan to include, at a minimum;
  - a. Overview training of every employee within one year of employment.
  - b. Specialized training annually for employees designated either as building coordinator or building floor marshal, EOC team member, or member of the campus emergency management team. Specialized training includes, but is not limited to, NIMS, ICS and crisis response.
  - c. Training records for all campus training shall be kept by STC administration.
5. Conduct administrative review of the campus multi-hazard/preparedness plan annually or more frequently as needed. Testing of simulated emergency incidents and emergency communications, including the periodic testing of mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event:
  - a. Tabletop – Informal discussion of simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility. Testing of at least one hazard event should be done once a year.
  - b. Drill – Single emergency response function, single agency involvement, often a field component. Testing should be done at least once a year.
  - c. Functional Exercise – Policy and coordination personnel practice emergency response, stressful, realistic simulations, takes place in real time, emphasize emergency functions, EOC is activated. Testing should be done every other year.
  - d. Full scale Exercise – Takes place in real time, employees treat real people and use emergency equipment in the field, coordinates many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions, EOC is activated, and produces a high stress environment. Testing should be done every five years; however activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.
  - e. Campus building evacuation drills – Conducted at least annually or more frequently as needed.

At the completion of each exercise or simulated emergency incident, full documentation of test results and lessons learned shall be documented in the form of a Corrective Action Plan or After Action Report, reviewed with the campus emergency management team, and maintained by the emergency manager or emergency coordinator. Such reports will be made available to Sioux Falls School District Risk Management upon request. Activation of the EOC in response to an actual emergency or disaster will count as training in meeting the requirements of this section provided such emergency is well documented and discussed with the campus emergency management team.

6. Develop a roster of campus resources and contracts for materials and services that may be needed in an emergency situation including equipment, emergency power, communications, food and water, satellite and other mobile phone numbers, and update at least annually or as needed. The "updated as of date" should appear on each roster. Campus resources should be typed in accordance with NIMS guidelines to ensure compatibility of resources with other agencies. Resource typing includes its category, kind, and type.

7. Continually communicate the Plan to the campus community in a variety of methods through public education (e.g., web-posting of the basic Plan, excluding response procedures, including active-shooter/terrorist responses plans) or other mechanisms for dissemination of hazard planning materials.

8. Once a year by December 1 or more frequently as needed, provide the Sioux Falls School District Risk Manager at the Instructional Planning Center (IPC) a roster of emergency management team personnel as well as their designated back-up essential to the operation of the campus emergency management programs. The roster shall include name, office and emergency telephone numbers, including satellite phone numbers. These lists will be kept confidential and used only in emergency situations.

9. Support the Emergency Coordination working group, which is an advisory body for STC system wide emergency management. The working group is a multidiscipline committee appointed by the president comprised of staff from administration, facility maintenance, academic, security, and housing and charged, in part, with studying and proposing solutions to system wide issues such as emergency communications, mutual assistance protocols, and training.

10. On an annual basis or more frequently as needed, interact and coordinate comprehensive emergency management activities with appropriate city, county, operational area, state, federal government and private agencies to increase the readiness of STC. Attendance can be verified by meeting minutes, which should be kept for a minimum of two years.

STC Policy

stiBoard Action:

approved: 06-24-13

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