

LANSING COMMUNITY COLLEGE EMERGENCY MANAGEMENT POLICY

I. Purpose

The purpose of the emergency management policy is to provide for the mitigation, preparedness, response, and recovery from natural and technological emergencies, threats to the campus, threats or incidents in the surrounding community which impact the College, and incidents of terrorism affecting Lansing Community College; to establish a department for this purpose; to provide for the coordination and utilization of all resources in an emergency or disaster; and to provide a means through which the President, or designee, and Board of Trustees may exercise authority and discharge responsibilities vested in them by this policy and Michigan Compiled Laws, Sections 30.401 et seq. or Act No. 390 of the Public Acts of 1976, as amended.

II. Scope

When circumstances within the property governed by Lansing Community College indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property exists, the President, or designee, may declare a Campus state of emergency. Such a declaration shall be forwarded to the Chief Executive Official of the local government entity where the emergency or disaster occurs, and be promptly filed with the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the Board of Trustees.

If the President, or designee, invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the Board of Trustees for one or more emergency meetings in accordance with the open meetings act to perform its normal governing duties as the situation demands, and will report to that body relative to emergency activeness. Nothing in this policy shall be construed as abridging or curtailing the powers of the Board of Trustees unless specifically provided herein.

III. General

A) Definitions

As used in this policy:

Act means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.

Disaster is an incident whose nature and impact may or could extend beyond the College and may disrupt not only operations and functions of the institution, but also those of surrounding communities, including but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic/pandemic, air contamination, drought, infestation, explosion, or hostile military or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

District Coordinator means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, emergency management division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.

Disaster relief force means all departments of Lansing Community College, volunteer personnel and equipment, police officers and employees, and all other persons or groups of persons or equipment identified in the Lansing Community College Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a Campus state of emergency or disaster.

Emergency means any incident which disrupts the orderly operations of Lansing Community College or its institution missions, and includes the build-up activities prior to an actual disaster. As defined by the Robert T. Stafford Act, 42 U.S.C. 5131, an emergency is (further) defined as: "Absent a Presidentially declared emergency, any incident, human-caused or natural that requires responsive action to protect life and property."

Emergency Management Director means the Director of Emergency Management & Safety Services (EMSS) Department who is designated to coordinate all matters pertaining to emergency management within the College.

Emergency management program means a program established to coordinate mitigation, preparedness, response to and recovery from activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed Emergency Management Coordinator/Director and meets the program standards and requirements as established by the Department of State Police, Emergency Management Homeland Security Division. Lansing Community College has established an Emergency Management Program. The Emergency Management Director is the person designated to address all matters pertaining to emergency management within the College.

Emergency operations plan means the plan developed and maintained by Lansing Community College for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.

Campus state of emergency means a declaration by the President, or designee, authorizes certain actions as described in this policy.

Unified Command Team (UCT) represents the Command function as defined by the National Incident Management System (NIMS). At Lansing Community College, this team is comprised of the Emergency Management Director and other key leaders (as determined by the nature of the emergency incident).

Vital records means those records that contain information needed to continue the effective functioning of Lansing Community College and divisions and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation, including information related to emergency management actions during a campus state of emergency.

B) Emergency Management Director; Emergency Management & Safety Services Department

There is established a department of Emergency Management & Safety Services within the Administrative Services Division for the purpose of coordinating all emergency and pre-disaster mitigation, preparedness, response and recovery activities within the College. The Director of Emergency Management & Safety Services shall have responsibility for the organization, administration, and operation of the office, subject to the direction and control of the

President, or designee,. In his/her absence, the Lansing Community College Chief of Police, or the Emergency Management & Safety Services Safety Program Manager will assume the duties as prescribed by this policy and the emergency operations plan.

C) Emergency Management Director duties

The Emergency Management Director will act at the direction of the President, or designee, in the coordination of activities during times of emergencies and disasters.

The Emergency Management Director shall comply with the standards and requirements as established by the Department of State Police, Emergency Management Division, under the authority of the act in accomplishing the following:

- a) Direct and coordinate the development, revision, and distribution of Lansing Community College Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- b) Specify divisions or departments which must provide an annex to the plan or otherwise cooperate in its development.
- c) Identify departments and personnel to be included in the emergency operations plan as the disaster relief force.
- d) Coordinate the development and maintenance of a College resource manual.
- e) Coordinate the recruitment and utilization of volunteer personnel to augment College resources for emergency management purposes.
- f) Assure the Emergency Management Program meets eligibility requirements for state and federal aid.
- g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the College and to test the adequacy of the Emergency Operations Plan.
- h) Through public information programs, educate the employees and students as to actions necessary for the protection of life and property in an emergency or disaster.

- i) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- j) Coordinate the College emergency management activities with those of the city, township, county, state, federal, and adjacent jurisdictions, as applicable to the circumstances.
- k) Coordinate all emergency preparedness activities, including maintaining primary and alternate emergency operations centers.
- l) Identify mitigation opportunities within the College and encourage departments/divisions to implement mitigation measures.

The Emergency Management Director shall supervise the activities of the Emergency Management & Safety Services Department on a continuous basis. With the advice and consent of the President, he/she shall formulate, review and approve policy and operational guidelines for this department as needed.

D) President, or as designated in Section I, duties include:

- 1) The President shall do one or more of the following under a Campus state of emergency:
 - (a) Direct the Emergency Management Director to implement the Emergency Operations Plan.
- 2) The President may do one or more of the following under a Campus state of emergency:
 - (a) Relieve College employees of normal duties and temporarily reassign them to other duties.
 - (b) Direct the overall disaster relief effort, including the disaster relief force, in accordance with the Emergency Operations Plan.
 - (c) Notify employees, students, and the public to recommend in-place shelter or evacuation protective measures.
 - (d) Request a state of disaster or emergency declaration from the governor as described in Section E, "Campus State of Emergency Declaration".

(e) When obtaining normal approvals would result in further injury or damage, the President may, until the Board of Trustees convenes, waive procedures and formalities otherwise required pertaining to the following:

(i) For a period of up to 7 days appropriate and expend funds.

(ii) For a period of up to 7 days make contracts, obtain and distribute equipment, materials, and supplies for disaster purposes.

(iii) Employ temporary workers.

(iv) Purchase and distribute supplies, materials, and equipment.

(v) Make, amend, or rescind policies or rules necessary for emergency management purposes which supplement a rule, order or directive issued by the Governor or a state agency. Such a policy or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.

E) Campus State of Emergency Declaration

If a disaster or emergency occurs that has not yet been declared to be a state of disaster or state of emergency by the Governor, and the President, or designee, determines that the situation immediate action is needed to control the emergency affecting the College, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the College. The Emergency Management Director shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Director, shall assess the nature and scope of disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief. Notification shall also be sent to the Chief Executive Official of the local government entity where the emergency or disaster occurs.

F) Volunteers, appointment of

Each College division, department, entity of Lansing Community College is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective division, department, entity of Lansing Community College through which the appointment was made, and may be reimbursed for all actual and necessary travel and subsistence expenses.

G) Right of Disaster Relief Force

In accordance with the policy, personnel of the disaster relief force while on duty shall have the following rights:

- i) As employees of the College, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- ii) If they are not employees of the College be entitled to the same rights and immunities as are provided for by law.

H) Liability

As provided for in the act and this policy, and to the extent allowed by the Community College Act, the College, or the agents or representatives of the College, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act or omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he/she may otherwise be entitled to under the worker's compensation law, any pension law, or act of Congress will not be effected as a result of said activity.

- (a) As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the College the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster

related function during a declared Campus state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.

I) Temporary Absence of President

During the temporary absence of the President from the College or the inability of the President to perform the duties of the office, the designee shall act in his/her place for the purpose of performing emergency duties of the President.

The President shall designate, in writing, the name(s) and title(s) of the designee(s). This designation shall be considered permanent, unless rescinded by letter to the designee(s) and the Emergency Management Director.

IV. Responsibility

The President and the Emergency Management Director are responsible for implementation of this policy.

Failure to follow this policy may result in disciplinary action up to and including termination of any administrative personnel not complying fully, and in sanctions of any Board trustee who does not comply or circumvents the policy.

Adopted November 19, 2007, Amended: 9/15/08