

Campus Emergency Response Implementation Plan

April 2016

To improve MtSAC campus emergency readiness and response, the following tasks will be coordinated by Safety and Risk Management:

- Completion of NIMS required Emergency Operations Plan, EOP, elements.
- Identification, coordination and exercise of campus Field Support and Emergency Response teams.
- Development and Exercise of Disaster and Campus Recovery, and Continuity of Operation Plans.

Completion of NIMS required Emergency Operations Plan, EOP, elements

	Task	With Assistance from:	Est. Target Date	Status/ Completion Date
	Completion of the following required EOP documents and plans:	West Coast Consulting and:	12/2016	West Coast hired 04/11/2016
1.	Policy Group protocols for emergency declaration and EOC activation.	Cabinet, Public Safety, PIO, EOC Director, SME and Safety/Risk Mgmt.	7/2016	
2.	Emergency coordination with local agency and resource needs list	Safety/Risk Mgmt. and EOC Director/Staff.	7/2016	
3.	Emergency response teams and campus staff (DSW) notification, recall and mobilization protocols	Human Resources, Classified 262 and 651, Public Safety, EOC Director, and Safety/Risk Mgmt.	7/2016	
4.	Hazardous Materials Area Plan	Safety/Risk Management	8/2016	
5.	Disability Functional Access and Needs (ADA) Population Emergency Plan	DSPS and other affected departments and programs.	8/2016	
6.	Emergency Standard Operating Procedures (SOPs)	Public Safety, EOC Director, SME and Safety/Risk Mgmt.	10/2016	

Identification, coordination and exercise of campus Field Support and Emergency Response teams

	Task	With Assistance from:	Est. Target Date	Status/ Completion Date
1.	Purchase of emergency response equipment storage containers and supplies.	Safety/Risk Mgmt., EOC staff, and campus.	6/2016 On-going	Supplies recommended by EOC staff/ campus.
2.	Develop 2 year campus drill and field exercise schedule.	Health and Safety Committee and Instruction	6/2016	
3.	Complete update to EOC staff (ICS) Section function and responsibilities. (EOP requirement)	EOC staff, EOC director, SME and Safety/Risk Mgmt.	6/2016	Documents were revised during EOC training.
4.	Identify campus field support team functions and responsibility during an emergency.	West Coast Consulting, EOC director, Public Safety, Classified 262/651	7/2016	
5.	Develop field support and response team coordination and communication	West Coast Consulting, EOC director, Public Safety, and Safety/Risk Mgmt.	7/2016	

	with ICP/ and EOC (EOP requirement)			
5.	Recruit, train and exercise campus field support teams. (EOP requirement)	Safety/Risk Mgmt., Classified 262/651, Public Safety, EOC director and affected departments.	7/2016 On-going	
6.	Develop EOC and Policy Group training and table top exercise plan.	Cabinet, Public Safety PIO, SME, Health and Safety Committee and Safety/Risk.	8/2016	

Development and exercise of campus Recovery and Continuity of Operation Plans

	Task	Method/Plan	With Assistance From:	Target Date	Status/ Completion Date
1.	Develop disaster recovery phase organization, damage assessment, documentation and after-action protocols/structures.	EOP requirement. Consultant will guide development of disaster recovery plan.	West Coast, Safety/Risk Mgmt., Facilities, EOC Director, SME.	Fall 2016	
2.	Identify and develop campus recovery objectives and continuity of operation plan elements for essential campus operations and services.	Health and Safety will oversee process with assistance from SME, Safety/Risk and essential departments and personnel.	Health and Safety Committee, Safety/Risk, and affected department, programs and personnel.	Fall 2017	
3	Identify resources and support needed to recover essential campus operations and services in the event of a major disruption.	Based on recovery objectives and COOP elements, determination will be made by H&S and affected departments/personnel	Health and Safety Committee, Safety/Risk Mgmt., SME and affected departments.	Spring 2017	