

Ave Maria University

Emergency Management Plan

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Emergency Management Team

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Appendices:

National Incident Management System (NIMS)
Emergency Support Functions (ESFs)
Role of Organizational Units
Critical Operations Roles and Responsibilities
Glossary of Terms

Additional Attachments:

Critical Operations Plans
Special Unit Plans
Building/Area Emergency Plans
Natural Disaster Annex
Terrorism Annex

I. PURPOSE

The Emergency Management Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Through the use of annexes, this Emergency Management Plan addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from an incident. These include emergency instructions and references in a concise format for the individuals designated to manage University resources.

II. SCOPE

This plan outlines the preparation, response and recovery of university personnel and resources for emergency situations. The Emergency Management Plan is consistent with established practices relating to coordination of emergency response actions. This plan incorporates the use of the National Incident Management System (NIMS) to facilitate coordination between responding agencies. The University will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

III. MISSION

The University will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety and Basic Care Services
- Priority 3: Protection of University Assets
- Priority 4: Maintenance of University Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of General Campus Operations

IV. ASSUMPTIONS

This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- a. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- b. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- c. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- d. Disasters may be community-wide. Therefore it is necessary for the University to prepare for and carry out disaster response and short-term recovery operations in conjunction with local resources.

V. TYPES OF EMERGENCIES / LEVELS OF RESPONSE

There are three levels or types of emergencies:

- **LEVEL 1 – MINOR INCIDENT:** A Minor Incident is defined as a local event with limited impact, which does not affect the overall functional capability of the University. Planning and response is carried out at a limited local level (e.g. on a lab or room basis). The Emergency Management Plan would not be activated.
- **LEVEL 2 – EMERGENCY:** An Emergency is defined as a serious event that significantly disrupts one or more operations of the University. Multiple University resources are involved; the Emergency Management Plan would be activated to the extent necessary.
- **LEVEL 3 – DISASTER:** A Disaster is defined as a very serious event that seriously impairs or halts the operations of the University. The Emergency Management Plan is fully activated.

(table included on next page)

Expected Impact (Table V-1)

Scope:	Level 1	Level 2	Level 3
University Activities	Minimal and localized. Most University activities not impacted.	Significant. Localized shutdown of University activities.	Very significant. University activities shutdown for a period of time.
Faculty, Staff, and Students	Site-specific localized impact. Injuries possible.	Site specific or general impact with possible disruptions. Injuries possible.	General impact with probable disruptions. Injuries and possibly fatalities are a serious concern.
Media Coverage	None expected or limited local coverage.	Local/regional coverage.	Local, regional, and possible national coverage.
Public & Government Concern	Limited.	Potential exists for an embarrassing situation. Government agencies may investigate prevention, response, and/or recovery efforts.	Potential exists for an embarrassing situation and government investigations or hearings.
EOT	Limited or none.	Conditionally involved.	Actively involved.
EMT	Probably none.	Consulted as needed.	Consulted regularly and actively involved.

VI. RESPONSE PROTOCOL

The operational aspect of the University Emergency Management Plan is based upon the National Incident Management System (NIMS) (see Appendix I-1). NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of NIMS at the University facilitates the University’s ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Some of the kinds of incidents and events that would be managed through NIMS are listed below:

- Fires, HAZMAT, and multi-casualty incidents.
- Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
- Search and rescue missions.
- Significant transportation accidents.
- Major planned events (celebrations, parades, concerts, etc.).

VII. ORGANIZATIONAL COMPONENTS

The University's Emergency Management Plan consists of seven major elements:

- Executive Management Team (EMT)
- Emergency Operations Team (EOT)
- Emergency Support Functions
- Critical Operations Plans
- Special Unit Plans
- Building/Area Emergency Plans
- Response Annexes (Natural Disaster/Terrorism)

- i. **The Executive Management Team (EMT).** The Executive Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The EMT is also responsible for the review and approval of the Emergency Management Plan.
- ii. **The Emergency Operations Team (EOT).** The Emergency Operations Team (EOT) is activated, based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event. The University Incident Commander heads the Emergency Operations Team. The Incident Commander has responsibility for overall management of the incident and must be fully qualified to manage the incident. The President of the University has designated the Director of Safety and Security as the University Incident Commander.
- iii. **Emergency Support Functions (ESF).** Emergency management of incidents occurring within Collier County, including Ave Maria University, is dictated in the Collier County Comprehensive Emergency Management Plan. This plan uses a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. As such, the resources of local response agencies, including those of Ave Maria University, will be used extensively in the stabilization and recovery effort. Appendix I-2 lists those agencies that have been designated by Collier County as ESF lead agencies, and those departments/divisions that have been designated by Ave Maria University as ESF lead agencies within the university structure. By virtue of this designation, AMU lead divisions/departments will be expected to contribute those resources necessary within their respected emergency support function to the response and recovery effort.
- iv. **Critical Operations Plans.** Each area identified as part of the EOT is determined to have critical responsibilities on a University-wide basis during emergency situations. Responsibilities include either direct management or Emergency Support Functions (ESF). Each organizational unit identified on the Emergency Operations Team is to develop a Critical Operations Plan. As necessary, Critical Operations Plans will be augmented by Response Plans to address specific situations.

In addition, several specific units outside of those defined as part of the EOT have been determined to have critical responsibilities during emergency situations. Each of these units will also develop a Critical Operations Plan to address their specific responsibility.

The following areas are identified to have critical responsibilities on a University-wide basis during emergency situation. Each organizational unit listed in Table VII-2 is required to develop a Critical Operations Plan. As necessary, Critical Operations Plans will be augmented by Response Annexes to address specific situations.

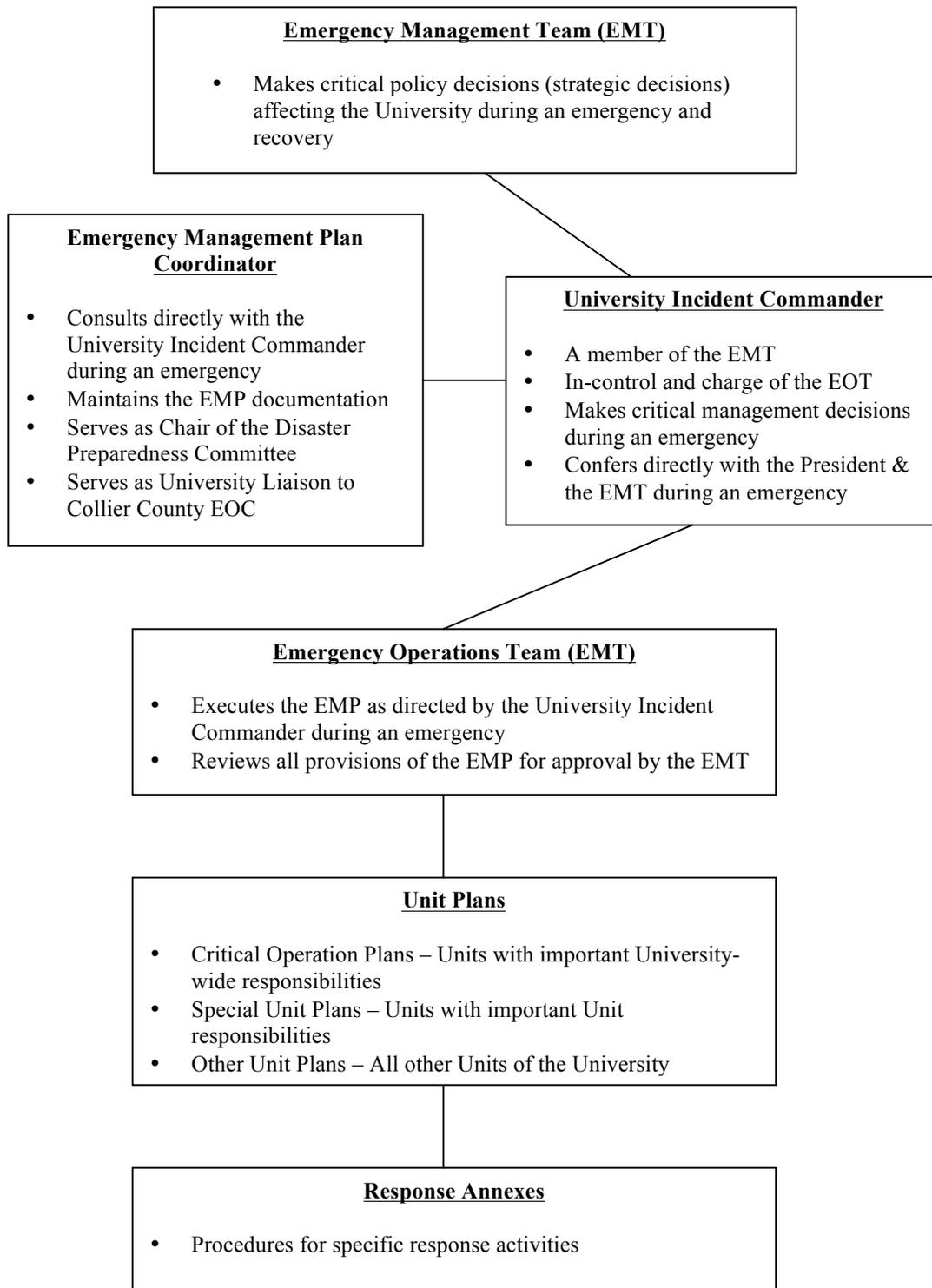
Critical Operations Unit Plans (Table VII-2)

Department of Safety and Security	
Department of Physical Plant	Environmental Health and Safety
Collier County Sheriff	Human Resources
Office of University Relations	Office Student Life
University Business Office	Facilities Planning and Construction
University Controller	Department of Systems and Engineering

- v. **Special Unit Plans.** Several units have been determined to have critical responsibilities on an internal unit basis during emergency situations. Each Special Unit is required to develop a Unit Plan. As necessary Special Unit Plans will be augmented by Response Annexes to address specific situations. Special Unit Plans are required from the following Units: {*NONE YET SPECIFIED*}
- vi. **Building/Area Emergency Plans.** These are building or area specific plans developed to reduce the risk of life or property loss through preparation for foreseeable events. The Director of Safety and Security develops these plans.
- vii. **Response Annexes.** Individual functional areas within the University will develop Response Plans to specific types of incidents (i.e. terrorism, natural disaster, etc.) to identify key personnel and define specific responsibilities and procedures to mitigate the specific threat.

(table included on next page)

EMP Organization, Relationships, and Primary Responsibilities (Table VII-3)



VIII. DECLARATION OF EMERGENCY

The primary responsibility for monitoring emergency threats and events resides with the University Safety and Security Department. Ave Maria University Security operates on a continuous 24/7/365 basis and is always available to receive emergency communications from variety of official and public sources. In any type of emergency, the AMU Security officer in charge should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Director of Safety and Security. If the Director of Safety and Security is not available, AMU Security will follow established order of succession procedures.

Based on information obtained from appropriate entities, the University Incident Commander will initially declare the level of the emergency and may activate portions of the Emergency Management Plan to the extent necessary to control the situation.

Full plan activation begins at the discretion of the University Incident Commander upon the receipt of information of an emergency event or threat of an emergency. In case of any type of campus or declared local, state or federal emergency, a decision will be made by the University Incident Commander on a plan of action and whether to contact the President and activate the Emergency Management Plan.

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated command center as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response.

Should it be deemed necessary to warn the university community of an impending threat or emergency situation, the Department of Safety and Security is designated to maintain the University Communications Center with authority to activate alert warning resources and activities. Based on the initial report, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency.

The Department of Safety and Security has overall responsibility for coordinating and alerting the appropriate parties. DSS will maintain a list of the Executive Management Team members and telephone contact information.

If either an Emergency or a Disaster (Level 2 or 3) is declared, the Emergency Management Plan will be activated. Upon declaration of an Emergency or Disaster, the Emergency Operations Team Members needed to respond will be notified and should report immediately to the designated command center location. Executive Management Team Members will also be notified and report as needed and as available.

In a major event (typically Level 2 or 3 events) the University Incident Commander and all summoned Emergency Operations Team Members will report to the University Emergency Operations Center (EOC) or other specific location as directed. Executive Management Team Members will also be contacted and may also be present.

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Emergency Operations Team and the Executive Management Team may gather and assume their role. Response activities and work assignments will be planned, coordinated, and delegated from the EOC.

The primary EOC is located at the Central Utility Plant (CUP).

IX. ROLES AND RESPONSIBILITIES

- a. **University President.** This plan is promulgated under the authority of the President of the University. All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the University Incident Commander and appropriate members of the Executive Management Team, the President or his designee shall be responsible for declaring any major institutional emergency.
- b. **Executive Management Team.** The Executive Management Team (EMT) is comprised of the University President and his direct reports.

The EMT's role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, the long-term effects of the incident and the needs to restore the University to normal operations (continuity of operations planning and recovery management). The EMT would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization. Accordingly, the responsibilities of this body include:

- i. Responsible for final plan approval and for final major policy decisions.
- ii. Allocate and direct distribution of resources required to reduce identified vulnerabilities.
- iii. Allocate and direct distribution of resources required to accomplish the purposes of this EMP.
- iv. Request needed resources from outside resources that are unavailable internally.
- v. Delegate necessary authorities for incident stabilization and protection of life and property.
- vi. Identify critical business functions that must quickly be restored and maintained.
- vii. Review needs and allocate resources required in the 24-96 hour range to complete stabilization and commence the recovery process for a 30-day period.
- viii. Determine long-term (greater than 30 days) effects the incident may have on the University and how these can be managed.

- ix. Monitor the recovery process to ensure the recovery is proceeding according to plan and to provide guidance/assistance as needed.
- x. Ensure the Incident Commander is functioning in a responsible manner. This process should be undertaken through joint briefings between the EMT and the Incident Commander.

Many incidents require a multi-agency and/or multi-jurisdictional response. Members of the EMT must be aware of how Incident Command System and interagency (regional) Multi-agency Coordination Systems functions to ensure cooperative response efforts.

Executive Management Team Members *(Table IX-4)*
To be established winter planning meeting.

Division	Position	Name
Office of the President	President	
Administration	Senior Vice President	
Business Affairs	Vice President	
General Counsel	Vice President	
Student Life	Vice President	
University Relations	Vice President	

- c. **University Incident Commander.** The Incident Commander is in charge of the Emergency Operations Team. The Incident Commander is the individual responsible for the command and control of all aspects of the emergency response. The Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources.

The Incident Commander is responsible for keeping the EMT informed and up-to-date on all important matters pertaining to the incident. The Incident Commander, or designate in his/her absence, has authorization to fully implement the operational aspects of this Emergency Management Plan.

- d. **Emergency Management Plan Coordinator.** The Emergency Management Plan Coordinator is the Vice President for Systems and Engineering. The Plan Coordinator is a member of the Emergency Operations Team and is responsible for the preplanning coordination of the Emergency Management Plan and its annexes. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.
- e. **Emergency Operations Team.** The Emergency Operations Team (EOT) is organized under Incident Command System headed by the Incident commander. Under the direction of the University Incident Commander, the EOT is responsible for Emergency Management Plan execution during an emergency situation. The EOT reports directly to the Incident Commander. The EOT is comprised of senior management personnel representing

functional areas of the University that have critical Emergency Management Plan execution responsibilities. Members are responsible for ensuring that their functional area has a Critical Operations Plan and necessary resources to execute their plan.

The Emergency Operations Team includes both primary and alternate members. Alternate members direct and execute their Critical Operations Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members must be knowledgeable of overall Emergency Management Plan operations. Members must also be available during a crisis situation.

It should be noted that, for any given incident, it might not be necessary for all members of the EOT to be part of the incident stabilization and recovery effort. The Incident Commander will be responsible for notifying members of the EOT when their services are needed.

The team members are responsible for evaluation of information from various sources during an actual event and providing advisement to the Incident Commander and the President (via the Incident Commander) on appropriate actions requiring their decision.

Team members are responsible for the review, discussion, advisement and recommendation for approval of the Emergency Management Plan.

Areas of Critical Responsibility / Emergency Operations Team Members *(Table IX-5)*
TBD during winter planning meeting.

- f. **Faculty and Staff.** Faculty members are seen as leaders by students and their staff and should be prepared to direct their students to assembly areas in the event of an emergency. Every member of the Faculty and Staff should be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

All Faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems (hurricanes, floods, etc.).

X. CAMPUS RECOVERY

After a disaster where University operations have been shut down the entire campus environment may be dangerous. The first recovery step is to secure the campus and then to secure all University facilities. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal University operations. Information is provided to University Relations for dissemination throughout the recovery process.

Campus-wide Emergency Recovery Steps (Table X-6)

