

BSU/NTC

Campus

Emergency Management

Overview

10OCT2017

Table of Contents

BACKGROUND AND PURPOSE..... 3

PLAN MAINTENANCE 3

PLAN APPLICABILITY..... 3

BSU/NTC EMERGENCY MANAGEMENT STRUCTURE..... 4

 Emergency Policy Executive 4

 Emergency Management Team 4

 Emergency Operations Team..... 4

 Emergency Operations Center 4

 Bemidji State University Emergency Plan Organizational Responsibilities 5

BSU/NTC EMERGENCY RESPONSE LEVELS..... 10

EMERGENCY WARNINGS AND NOTIFICATIONS..... 10

 Notification Methods: 10

PUBLIC INFORMATION..... 12

BUILDING EMERGENCY PREPAREDNESS PLANS 12

EMERGENCY PROCEDURES GUIDE 16

PANDEMIC PLANNING 18

Closed Pod Mass Dispensing Plan..... 18

Personal Safety Education 18

BACKGROUND AND PURPOSE

Bemidji State University/Northwest Technical College (BSU/NTC) has developed an all-hazards emergency plan to facilitate an appropriate and professional response to emergencies that occur on the BSU/NTC campuses. The plan has been developed and will be implemented, when needed, in accordance with standard procedures established through the National Incident Management System (NIMS), the Federal Emergency Management Administration and the National Response Plan. The Incident Command System (ICS) will be used when implementing the plan and managing any emergency incident on the BSU/NTC campuses.

The ultimate goals of the plan are:

- To protect students/faculty/staff, the public, and the environment, from the effects of emergencies impacting the University;
- To continue BSU/NTC operations, to the extent possible; and
- Return BSU/NTC to normal operations as soon as possible.

A secondary purpose of this plan is to facilitate coordination of BSU/NTC emergency response operations with Federal, State, Minnesota State Colleges and Universities (MnSCU) and local resources, in the event of a major emergency/disaster.

PLAN MAINTENANCE

The BSU/NTC Director of Public Safety is responsible for maintaining the Campus Emergency Plan and reviewing it at least annually, or as directed by the Emergency Policy Executive.

PLAN APPLICABILITY

Emergencies that take place on BSU/NTC campuses may affect only one individual, one building, or all of one or both campuses. Although the plan addresses many types of emergencies that could occur, not all emergencies will require activation of all of the components of the plan.

The major emergencies or disasters that can pose significant threats to public safety and/or health at BSU/NTC fall into four general groups:

- Natural disasters;
- Technological emergencies;
- Civil emergencies; and
- National security events.

Specific hazards within these groups include but are not limited to:

- Long term utility failures
- Fires;
- Tornadoes;
- Blizzards;
- Releases of hazardous materials;
- Gas leaks/explosions;
- Extended widespread computer/information technology failure;
- Work force depletion due to epidemic, strikes, etc.; and
- Other man-made disasters and those involving criminal offense.

BSU/NTC EMERGENCY MANAGEMENT STRUCTURE

BSU/NTC emergency management responsibilities are assigned to administrators, directors, managers and key staff. The BSU/NTC emergency management structure is comprised of four main components:

- The Emergency Policy Executive
- The Emergency Management Team (EMT)
- The Emergency Operations team (EOT); and
- The Emergency Operations Center (EOC)

Emergency Policy Executive

The BSU/NTC president is the Emergency Policy Executive. The Emergency Policy Executive has ultimate responsibility for all BSU/NTC emergency management functions, including mitigation, planning, response, and recovery. The Emergency Policy Executive declares a Campus State of Emergency when required and is the highest level of University authority during an emergency.

Emergency Management Team

The EMT is comprised of senior administrators and the Communications and Marketing Director, who serves as the BSU/NTC Public Information Officer (PIO). The EMT is responsible for the “big picture” and establishes policy and supports the University Incident Commander (IC) by allocating resources and by interfacing with the community, the media, outside response organizations and regulatory agencies. The EMT determines the short- and long- term effects of an emergency on the University, can order the evacuation or shutdown of the facility and issues press releases.

An Emergency Management Team Leader is selected by the team on an ad hoc basis, depending on the specific emergency.

Emergency Operations Team

The Emergency Operations Team consists of directors, managers and key staff. The EOT has primary responsibility for managing emergency incidents. A member of the EOT will serve as the Incident Commander (IC) for BSU/NTC’s response. Other members will be responsible for incident operations, planning, logistics, and finance, as needed. The EOT oversees the technical aspects of the response and is responsible for front-line management of the incident, for tactical planning and execution, for determining whether outside assistance is needed and for relaying requests for internal resources or outside assistance through the Emergency Management Team. Members may also be assigned to the Emergency Operation Center.

Emergency Operations Center

The Emergency Operation Center (EOC) is the designated physical location where the EMT meets and carries out its activities. One primary site and two alternate sites have been designated to serve as the EOC. Other sites may be used as an EOC, based on the discretion of the Emergency Policy Executive.

EOC sites may be used as a center of operations by the EOT. In such a case, the site will be designated as the Incident Command Post (ICP).

Bemidji State University Emergency Plan Organizational Responsibilities

Emergency Policy Executive

President, Bemidji State University/Northwest Technical College	Responsible for establishing the basic policies that govern the campus Emergency Management Organization, declares a Campus State of Emergency when required and is the highest University authority during an emergency.
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Emergency Management Team

Emergency Policy Executive BCU/NTC President or his designee	Responsible for the overall governance of the Campus. Establishes the Emergency Plan as University policy. Declares a state of campus emergency. Highest University authority during any declared campus emergency.
Emergency Management Team Leader	The Emergency Management Team will select a member of the team as a leader based on the specific emergency. The team leader will act as a liaison between the Emergency Management Team and the Emergency Policy Executive and Emergency Operations Director. The Emergency Policy Executive may also appoint the Emergency Team Leader for any specific emergency, or may elect to assume that position.
Vice President for Finance and Administration	The Vice President for Finance and Administration is responsible for the development of the Campus Emergency Plan and directs the recovery process, prioritizes salvage operations, establishes a target date for resuming normal operations, and advises the Management Team regarding all financial matters. Assumes the responsibilities of the Emergency Policy Executive in his/her absence. Second level of University authority during any declared campus emergency.
Provost and Vice President for Academic and Student Affairs	Responsible for all academic related issues during an emergency, including matters relating to class relocation, class scheduling and faculty concerns. Also is responsible for all student issues, including communication with parents, during and after a campus emergency. Works with the Public Information Officer, the Director of Residential Life and Student Life Director in dealing with parents and families of students affected by a campus emergency. Through the Student Center for Health & Counseling, develops a team of professional counseling staff that may be called upon to provide critical stress debriefing for students, faculty and staff that may be affected by the campus emergency. Develops a policy and procedure for student accountability.

Emergency Management Team - Continued

<p>Vice President of Academic Affairs for Northwest Technical College</p>	<p>Responsible for coordination of emergency procedures at the Northwest Technical College.</p>
<p>Public Information Officer Director of Communications and Marketing</p>	<p>This position works with the Emergency Management Team and the Emergency Operations Team regarding the release of information regarding an emergency incident. This position will provide timely release of information to the campus community, media services and the general public. Coordinates with the local community and regional PIOs and EOCs. The President must authorize any statements regarding an emergency, prior to their release.</p>

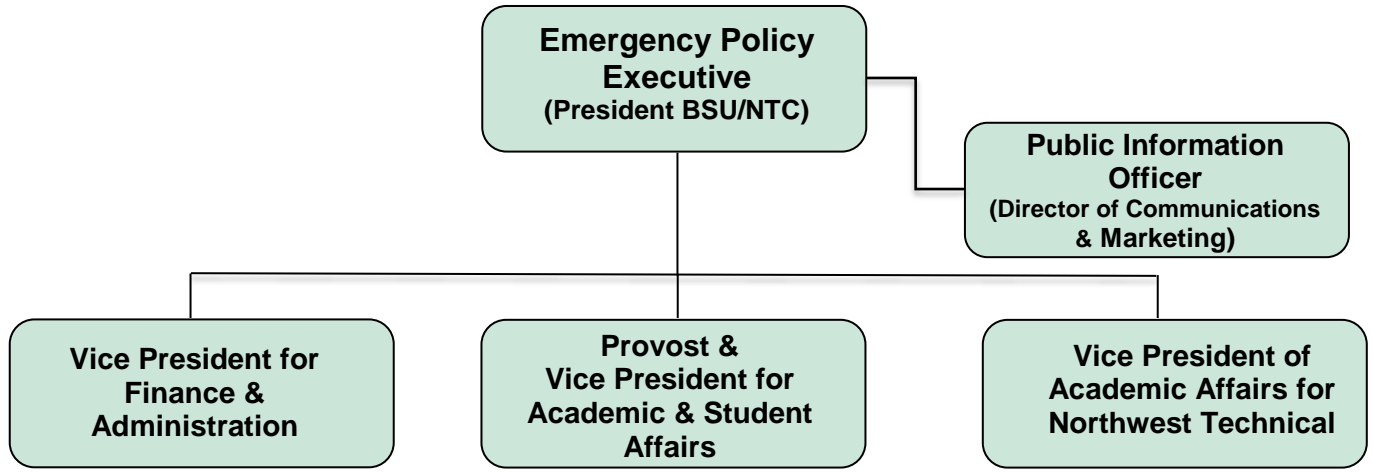
Emergency Operations Team

Emergency Operations Center Director	Director, Public Safety or designee	Oversees and coordinates activities in the Emergency Operations Center.
Housing and Resident Facilities Representative	Director, Residential Life	Provides analysis of available campus living space. Works with campus food service director regarding available food supplies and disbursement procedures. With Student Development and Enrollment, directs parental and/or next of kin notification for student injuries or fatalities resulting from a campus emergency and arranges for Critical Stress Debriefing for affected resident students. Coordinates off campus alternative housing, as needed. Works with the Vice President for Student Development and Enrollment to create a procedure to account for students evacuated from a residence hall during a campus emergency.
Damage Assessment and Debris Management Representative	Physical Plant Director	Coordinates the collection of information to determine the severity of damage caused by the emergency. Implements the inspection and closing of damaged campus buildings. Develops a working group of specialists to assist with the assessment and inspection of buildings. Arranges for inspections of campus facilities, emergency construction or repairs, and debris clearance from roadways. Works with the Director of Logistical Services to expediently procure needed materials, equipment and other external resources necessary to facilitate the repair and restoration of affected campus buildings.
Health and Counseling Representative	Director of Student Center for Health & Counseling	Coordinates with local medical providers to provide care for affected student population. Arranges for professional counseling critical stress debriefing for students.
Environmental Health & Safety Representative	Coordinator, Environmental Health & Safety	Assesses safety and health hazards related to incidents and develops mitigation plan. Coordinates with emergency responders on hazardous materials incidents impacting campus.
Northwest Technical College Representative	Vice President of Academic Affairs for, Northwest Technical College	Northwest Technical College representative on EOT and is responsible for coordination of emergency response on the NTC campus.

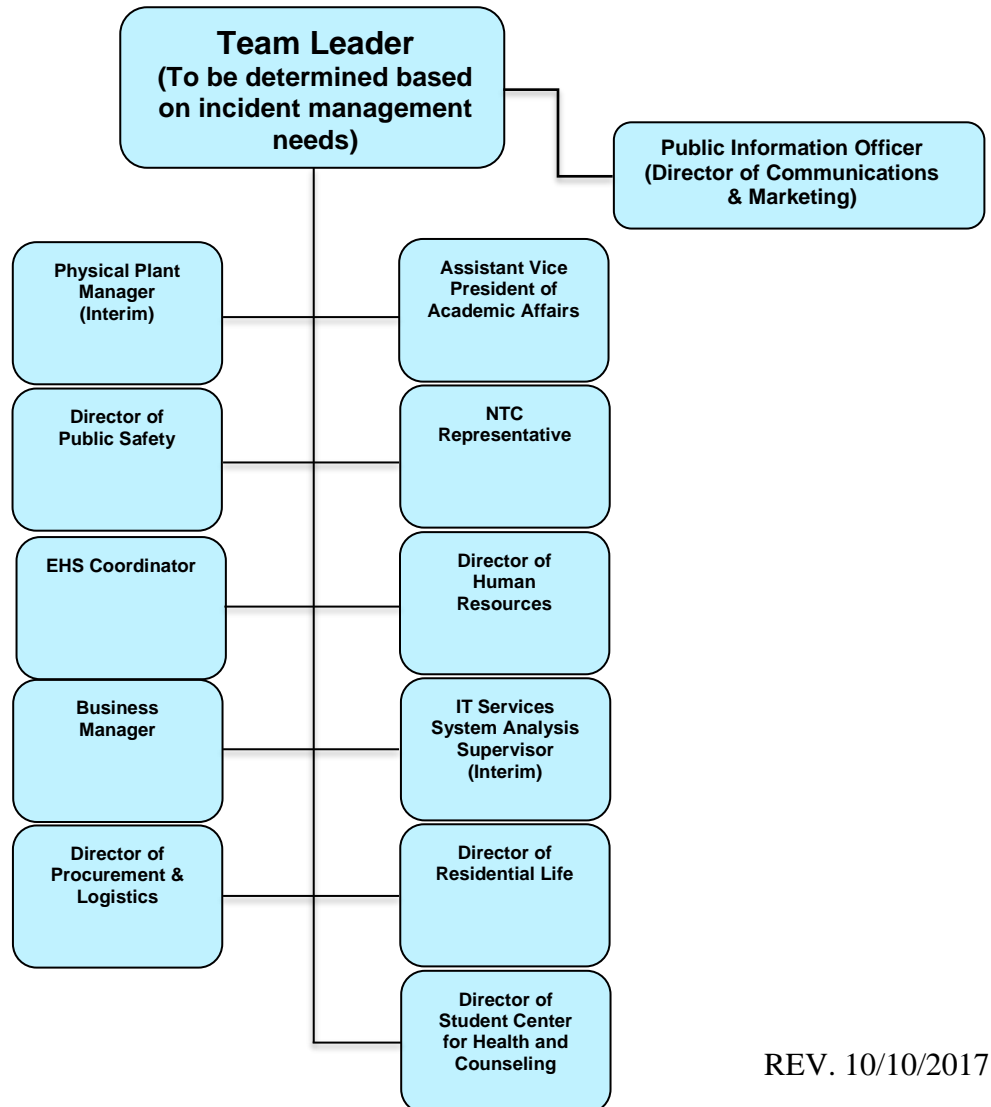
Utility Service Representative	Chief Engineer	Directs the restoration of essential utilities and coordinates temporary utility services. Develops a campus plan for the shutdown, repair or alteration of building environmental systems that are affected by a campus emergency. Works closely with the Director of the Physical Plant during the inspection and closing of damaged campus buildings. Identifies electrical and heating system damages that may present a danger to emergency response personnel and/or building occupants.
Resource Representative	Business Manager	Monitors and documents all expenses associated with emergency operations. At the direction of the Administrative Vice President, prepares and submits financial documentation required by FEMA for reimbursement purposes if there has been a federal emergency declaration.
Procurement and Logistics Representative	Director of Procurement and Logistics Representative	Procures and delivers essential resources to support implementation of the emergency plan.
Human Resources Representative	Human Resources Director	Advises on employee and management issues including labor contract provisions affected by emergency incidents. Arranges for Critical Incident Stress Management Debriefing and counseling for affected employees, as needed.
Academic Affairs Representative	Assistant Vice President of Academic Affairs	Advises on incident impacts to University's academic programs and mission.

Bemidji State University/Northwest Technical College Emergency Management Organization Chart

EMERGENCY MANAGEMENT TEAM



EMERGENCY OPERATIONS TEAM



BSU/NTC EMERGENCY RESPONSE LEVELS

BSU/NTC's response to emergencies is based on the magnitude of the emergency. The plan establishes three levels of emergency to guide the initial response action.

Level 1 - A minor incident that is quickly resolved with internal resources or limited help.

- *The BSU/NTC Emergency Operations Team is **NOT** activated in Level 1 situations.*

Level 2 - A major emergency that impacts portions of the campus, and that may affect mission-critical functions or life safety.

- *A subset of the Emergency Management Team determines the magnitude of the emergency.*
- *The Emergency Operations Center may be opened.*

Level 3 - An emergency that involves the entire campus and surrounding community.

- *The Emergency Management Team assembles and the EOC is opened.*

EMERGENCY WARNINGS AND NOTIFICATIONS

Notifications of emergencies affecting the BSU/NTC campuses will be accomplished using a combination of the following methods:

Notification Methods:

1. Active broadcast:
 - City/County Public Warning Sirens
 - Local Radio and Television Broadcasts and The Bemidji Pioneer Newspaper
 - Campus Informer™ wireless emergency public warning system
 - Beltrami County CodeRED® rapid emergency notification service
 - NOAA Weather Radio All Hazards Alert System
 - Building Fire Alarm Systems
 - Air Horn signal for interior shelter notification
 - Public address systems at sporting events and similar gatherings
 - BSU Public Safety patrol vehicle public address equipment
2. Passive Broadcast:
 - Unmoderated faculty staff e-mail
 - Emergency alert/notification on BSU web site home page (www.bemidjistate.edu).
3. Individual Messaging:
 - Blackboard Connect™ cell phone and text messaging
 - Two-way radios carried by maintenance staff and Public Safety staff
 - Public Safety's telephone emergency notification call list

Further information about the cancellation of classes or closure due to emergencies is included in the following memo. This information is distributed at least annually.

Memo to BSU/NTC Employees Regarding Weather Related and Other Emergency Closings of Bemidji State University/Northwest Technical College

DATE: October 9, 2017

TO: All Bemidji State University and Northwest Technical College Employees

FROM: Karen Snorek, Vice President for Finance and Administration

SUBJECT: Weather-Related and Other Emergency Closings of Bemidji State University and Northwest Technical College

If a weather-related or other emergency is declared by the President, the decision to close or cancel classes will be communicated to employees via the web or e-mail. Weather related announcements will be posted on the BSU homepage (www.bemidjistate.edu) and NTC home page (www.ntcmn.edu). We will also use the e-mail feature of the Blackboard Connect system.

Announcements will also be made through the following media. These media will be notified with the closure and reopening times:

RADIO

KBUN 1450 AM
 KKBJ 1360 AM
 KBSB 89.7 FM
 KB101 101.1FM
 KCRB 88.5 FM
 KGHS 104.1 FM
 KNBJ 91.3 FM
 KKEQ 107.1FM
 KKCQ 96.7 FM
 KAXE 91.7 & 105.3FM
 KDCK 97.5 FM
 KKBJ 103.7FM
 KKZY 95.5 FM
 KOZY 101.3 FM
 WBJI 98.3 FM

TV

KSTP/KSAX, Minneapolis - Alexandria
 KVLV/KVRR/KXJB, Grand Forks - Fargo
 WDIO/KBJR, Duluth
 KBSU, Bemidji State University
 KARE, Minneapolis/St. Paul
 KAWE, Lakeland Public TV
 WCCO, Minneapolis/St. Paul

Other Bemidji Pioneer.

Employees may also be notified directly through processes established by their respective Vice President's or Dean's Office. Employees should rely only on the web and media notices, which specifically address Bemidji State University or Northwest Technical College. Closures announced by the Commissioner of Minnesota Management & Budget do not apply to Bemidji State University/Northwest Technical College employees. In the event of a closure, employees should not report to work and will remain in pay status. Only employees whose positions have been determined to be "essential" will be required to work. Those persons will be notified under separate cover.

An alternative to a total closure of the Bemidji State University/Northwest Technical College is the cancellation of classes only. In this event, employees are expected to report for regularly scheduled work hours unless arrangements have been made through the supervisor for approved leave.

Please direct any questions regarding closure to Public Safety, 755- 3888; questions on policies regarding closure can be directed to the Human Resources Office, 755-3966.

PUBLIC INFORMATION

Only the BSU/NTC President and Chancellor for the Office of the Chancellor or their designees are authorized to originate public information releases in response to an emergency/disaster.

BUILDING EMERGENCY PREPAREDNESS PLANS

Building emergency preparedness plans describe procedures and actions that will be taken to prepare for and respond to emergencies affecting campus buildings. The plans include considerations unique to the building or its departments or work areas such as, location of relocation sites, special security concerns, occupants with special needs, location of shelter in place sites, presence of hazardous materials or equipment, and operations critical to life and safety or the University's mission.

Information common to all the plans includes:

Internal Shelter Site

Employees will move to the internal shelter site designated in the building emergency preparedness plan during tornado warnings, other severe weather conditions or other emergencies where leaving the building is unsafe.

Persons unable to evacuate should seek shelter in a room or corridor, avoiding doors, windows and exterior walls, and take cover under sturdy furniture or other items or structures that will offer protection.

The accountability contact person will report to BSU Public Safety any people believed to still be in the building and unable to evacuate.

External Assembly Point

Employees will move to the external assembly point designated in the building emergency preparedness plan during fire alarms and other emergencies where it is unsafe to remain in the building.

Persons unable to evacuate should move into a room as far away from the hazard as possible. Close the door and seal the bottom if smoke or hazardous material penetration is possible. If possible, call or take other actions to notify emergency responders of your location.

The accountability contact person will report to BSU Public Safety any people believed to still be in the building and unable to evacuate.

Shelter In-Place Sites

These are suggested locations that are believed will offer adequate safety and protection where occupants unable to evacuate during an emergency can take shelter until emergency responders can assist them. However, conditions, hazards, and other conditions existing at the time of the emergency must be considered when deciding where to take shelter.

Contact Persons' Roles

Department/Work Area Representative: This person will collaborate with the Building Representative and BSU Public Safety representatives to coordinate the development and implementation of emergency preparedness plans specific to a department or work area in the building. The department contact will also facilitate maintaining the department plan current and reviewing it at least annually.

Accountability Coordinator: This person will survey persons reporting to an internal shelter site or external assembly point to determine if it is known if anyone remains in the building. They will report information about people unable to evacuate to BSU Public Safety.

Contact Points

Building and department contact points are reliable phone contacts that can be used to provide emergency notification to a building and/or department or work area, if the primary notification systems fail or it is inappropriate to use them. Emergency notification through the contact point must enable dissemination of the emergency information to the rest of the area and activation of the emergency preparedness procedures. The contact point must be active at all times the building or work area is normally occupied. Contact point phone numbers should be set to forward to another active number, during periods it will not be staffed.

A copy of the front page of the Building Emergency Preparedness Plan form follows on the next page.

Bemidji State University
Building Emergency Preparedness Plan

Building: _____ **Department:** _____ **Room(s):** _____

Preparation Date: _____

Building Emergency Information

E-911 Address	
Internal Shelter Site	
External Assembly Point	
Shelter In-Place Sites	

Emergency Numbers

Fire/Police /Ambulance	911
BSU Public Safety	3888
Physical Plant	3988

Building Representatives

Role	Name	Office	Phone #	Cell#
Department/Work Area Representative (Primary)				
Department/Work Area Representative (Alternate)				
Accountability Coordinator (Primary)				
Accountability Coordinator (Alternate)				

Contact Points

Building Contact Phone	
Department Contact Phone	

BSU Campus Building Relocation Sites – 10/9/2017

Area	Internal Relocation Site	External Assembly Point
A.C. Clark Library	Lowest Level	Beaux Arts/Terrace Lounge
AIRC	Near Great Room Hallway	Bensen
Alumni House	Basement Area	David Park House
Bangsberg Hall	Basement/1st floor hallways & rooms without outside window & doors	Hobson Union, Lower
Bensen Hall	Tunnel to Birch Hall	AIRC
Birch Hall	Tunnel to Bensen Hall (Ed-Arts)	AIRC
Bridgeman	Tunnel to Bensen	AIRC
Cedar Hall	Tunnel to Decker Hall	Walnut
Central Receiving & Maintenance (CMB)	CMB Central Hallway	Oak Hall
David Park House	Basement	Alumni House (Sauer House)
Decker Hall	Tunnel to Bensen	AIRC
Deputy – All Floors	1st floor hallway & rooms without outside windows & doors	Bangsberg Theater, Recital Hall, Lobby
Hagg-Sauer	Room 100	Hobson Union, Lower
Heating Plant	Lowest Level (Away From Windows)	Hobson Union, Lower
Hobson Memorial Union	Adjoining tunnels	Bangsberg Theater, Recital Hall, Lobby
Linden Hall	Tunnel to Decker Hall	Rec Center
Memorial Hall	Tunnel to Bensen	Beaux Arts/Terrace Lounge
Oak Hall	Tunnel to Walnut	Walnut
Phy. Ed	Tunnel to Pine	Walnut
Pine Hall	Tunnel to Decker Hall	Walnut
Rec. Center	Tunnel to Pine	Walnut
Sattgast Hall	Tunnel to Student Union	Hobson Union, Lower
Student Health Services (Cedar)	Tunnel to Decker Hall	Walnut
Tamarack Hall	Tunnel to Walnut	Rec. Center
Walnut Hall – All Floors	South Tunnel	Rec. Center

EMERGENCY PROCEDURES GUIDE

The BSU Campus [Emergency Procedures Guide](#) is a quick reference to the initial actions individuals should take in response to various emergency situations on campus. The actions listed in the guide should be considered guidelines that are intended to help you prepare for reasonable responses to the types of incidents included in the guide. However, each emergency situation is unique. The actual actions taken will depend upon and be influenced by the specific circumstances of the incident.

The building E-911 address should be given for any request for emergency responders. They are listed in the table on the next page.

External and internal relocation sites have been designated for each building, to be used if a building evacuation is necessary. The relocation sites are listed on the previous page.

All employees need to be familiar with the campus emergency procedures, as well as any additional procedures or responsibilities included in the building emergency plans for their work area. Please be sure this information is available to all student employees, GAs, Adjuncts, temporary and intermittent employees, and all other employees assigned to your department or work area, especially those who have specific responsibilities as part of your building emergency plan.

The guide can be downloaded in PDF format

at http://www.bemidjistate.edu/offices/environmental_health_safety/files/BSU_Emergency_Procedures_Guide_2013.pdf

Please contact BSU Environmental Health & Safety or Public Safety if you have any questions about the Emergency Procedures Guide.

911 ADDRESSES for BSU/NTC CAMPUSES – 7/28/2015

American Indian Resource Center	1620 Birchmont Dr. NE
Bangsberg Hall	1330 Birchmont Dr NE
Baseball Stadium	101 19 th Street NE
Bensen Hall (Formerly Education/Arts)	1600 Birchmont Dr NE
Birch Hall	
A Wing	1701 Birchmont Dr NE
B Wing	1703 Birchmont Dr NE
Bridgeman Hall	1512 Birchmont Dr NE
Cedar Apartments	1925 Birchmont Dr NE
Central Maintenance Building	124 23 rd Street NE
Chet Anderson Stadium	1514 Birchmont Dr NE
C V Hobson Memorial Forest	10054 Birchmont Beach Rd NE
David Park House (BSU Foundation)	1501 Birchmont Dr NE
Decker Hall	1717 Birchmont Dr NE
Deputy Hall	1400 Birchmont Dr. NE
Gillette Recreation Fitness Center	1801 Birch Lane NE
Glas Scholars House	1609 Birch Lane NE
Hagg-Sauer Hall	1502 Birchmont Dr NE
Heating Plant	401 14 th Street NE
Hobson Memorial Student Union	
Lower	1422 Birchmont Dr NE
Upper	1420 Birchmont Dr NE
John Glas Field House	220 19 th Street NE
Laurel House (Honors House)	1521 Birchmont Dr NE
Library, A.C. Clark	1510 Birchmont Dr NE
Linden Hall	
A Wing	1805 Birchmont Dr NE
B Wing	1807 Birchmont Dr NE
Memorial Hall	1406 Birchmont Dr NE
NTC	905 Grant Ave. SE
NTC SET Center	808 Paul Bunyan Dr SE
Oak Hall	
A Wing	314 23 rd Street NE
B Wing	316 23 rd Street NE
C Wing	318 23 rd Street NE
OPC (Boat House) – Diamond Point Park	1710 Birchmont Dr NE
Pine Hall	2005 Birchmont Dr NE
Sattgast Hall	1408 Birchmont Dr NE
Sauer House (BSU Foundation)	1509 Birchmont Dr NE
Switch Gear Building	315 17 th Street NE
Tamarack Hall	410 19 th Street NE
Walnut Hall	331 19 th Street NE

PANDEMIC PLANNING

BSU/NTC has developed a supplement to the All-Hazards plan to specifically address the response to a pandemic event. The Pandemic supplement details the roles and responsibilities of departments and individuals in preparing for, responding to, and recovering from a pandemic that impacts BSU/NTC operations. A pandemic response will be carried out under the same management structure described in the All-Hazards plan. The Emergency Management Team and the Emergency Operations Team routinely monitors pandemic alert levels and will implement actions indicated in the plan as needed, in conjunction with recommendations and directives from the Centers for Disease Control, Minnesota Department of Health, MnSCU, and local authorities.

CLOSED POD MASS DISPENSING PLAN

Bemidji State University (BSU) has entered into a Memorandum of Understanding (MOU) with the Beltrami County Public Health Nursing Service to serve as a Closed Dispensing Site (CDS) to distribute prophylactic medicine to BSU and Northwest Technical College (NTC) students and employees during a declared public health emergency. Selected BSU/NTC employees and students will be trained to operate the CDS.

PERSONAL SAFETY EDUCATION

Mitigation of potential hazards is an integral component of BSU/NTC emergency management and preparedness activities. As part of that effort, the BSU Department of Public Safety hosted a “Safe Campus Presentation” for faculty and staff, given by Bemidji Police Officer Tom Charboneau in February 2014. A video of the presentation is available to the BSU/NTC community can be accessed by selecting the “Video” link in the side bar menu on the at the BSU Department of Public Safety web site at <http://www.bemidjistate.edu/offices/safety/>.

NOTE: The personal safety education videos on the Department of Public Safety web site are currently unavailable while the site is being updated.