Emergency Management Framework (Public Version)
University of North Dakota
January 2011
President Robert Kelley

The University of North Dakota at Grand Forks is committed to protecting the welfare of its community members as well as its research, intellectual property and facilities. Responsibility for emergency response and recovery has been delegated to the University of North Dakota subject to the laws of the state of North Dakota and the policies, rules and regulations of the State Board of Higher Education. The University of North Dakota Emergency Operations Plan (EOP) describes the responsibilities and duties of campus personnel, departments, agencies, and nongovernmental organizations in event of an incident.

While primarily focused on the response phase, this plan is a guide to the University for emergency management and coordination of all phases of emergency response in order to minimize the impacts of disasters and incidents, to protect people and property, and to restore any interruptions to the University's primary missions, education and research.

The University of North Dakota can best prepare to meet the enormous challenges emergencies present by working together. Thus, the University expects individual departments to develop their own detailed plans to effectively organize, coordinate, and direct available resources toward emergency response and recovery. As a result the EOP includes a chain of authority that establishes the responsibilities of campus officials and staff members.

The EOP is designed to help university employees respond appropriately when emergency conditions exist. Although events are unpredictable, this plan allows for immediate response procedures thereby minimizing danger to the campus and students.

Every member of the University of North Dakota should understand his or her role in emergency situations. Please review this plan so you can protect our campus should an emergency or disaster happen.

Thank you,
January 2011

In order to preserve and advance the University of North Dakota, a stable and secure infrastructure of services and administration is essential. For normal day-to-day operations, the University provides these services centrally and through administrative structures in its schools, departments and operating units. However, in times of extreme emergency, widespread disruption and/or life-threatening crises, critical functional units of the University must work together under central coordination to protect and preserve its students, staff and assets. The highest priorities of life, safety, property, and restoration become the immediate mission of the University. The University Operations Center is the key central communication node that will connect the various functional units with decision-makers and assistance.

Founded on the priorities and operational concepts of emergency management, the plan has been prepared primarily for the people who will use it. While it serves the University as a whole, the plan is a management guide for those with key assignments and responsibilities during emergency functions. It supports those who manage emergencies on campus and who must keep the business side of the University functional. It also supports those who must restore University activities in research, teaching or instruction, and public service.

This EOP is not the end of emergency planning, it is just the beginning. The University will continue to train, plan and exercise for emergencies. Our focus will be on department preparedness and enhancing relationships with city, county and state first responders.

President Robert Kelley
President and Chief Executive Officer
The University of North Dakota
The disclosure of information in this plan could compromise the security of essential equipment, services, and systems of the University of North Dakota or otherwise impair the University of North Dakota’s ability to carry out essential emergency responsibilities. Distribution of the University of North Dakota EOP with associated annexes/appendices in its entirety is limited to those University of North Dakota personnel who need to know the information in order to successfully activate and implement the plan.

Portions of this plan and associated annexes/appendices contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act. See 5 U.S.C. §552, 41 C.F.R. Part 105-60.

Any decision to disclose information in the plan and associated annexes/appendices outside the University of North Dakota or to withhold information in this plan and annexes/appendices from a non-institution requester, must be coordinated with the Director of Public Safety/ Chief of Police.

Personnel must maintain the physical security of the plan and associated annexes/appendices whether in printed or electronic form. Dissemination of certain sections of the UND EOP and associated annexes/appendices is prohibited unless prior approval is received.
PLAN AUTHORITY AND DISTRIBUTION

Plan Authority

The University of North Dakota EOP is written and maintained under the authority of the Vice President for Finance and Operations.

Date of Effect

As the Vice President for Finance and Operations of this University, I direct that this plan shall be in full force and effect as of 12:01 A.M. on the first day of the month following the date of the last signing of this instrument, as evidenced by the signatures affixed below.

This plan will be reviewed and revised if necessary at least annually from the date of effect.

This Emergency Operations Plan (EOP) has been reviewed and approved by:

Alice Brekke, UND Vice President for Finance & Operations

Date 2/24/14

Eric Plummer, Director of Public Safety/Chief of Police

Date 2/14/14

Terry Wynne, Associate Director for Safety

Date 2/10/14

Michael Lefever, Interim Emergency Manager

Date 2/10/14

Reviewed:

Date 8/20/15

Mike Lefever, Associate Director for Emergency Management

Revised 8/20/15
The Office of Emergency Management will provide a copy of the plan with updates to the following groups:

**Distribution List of Plan Holders**

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Revised 8/20/15
NOTE: This plan goes through continuous changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in this plan. The University of North Dakota EOP does not go through a formal annual review process, but rather makes incremental changes, modifications and adjustments as conditions change. By posting these changes on the Emergency Management website, the most up-to-date version of this plan is instantly available to the University of North Dakota and partner responders 24/7.

The public version of this plan can be found on the Emergency Management website under Campus Emergencies.
SECTION 1

Introduction, Purpose, Concept of Operations and Incident Command System (ICS), Laws and Authority, Planning Assumptions, Plan Objectives, National Incident Management System (NIMS), Levels of Emergency, Plan Activation, Emergency Authority, Line of Authority for the Operations Center (OC), Plan Usage, Plan Review & Critical Incident Planning.

Introduction

The University of North Dakota Emergency Operations Plan (EOP) is designed to provide the guidance for coordinated response to minor emergencies, major emergencies, and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency functions established at the University.

Disaster can strike anytime, anywhere. It can take many forms – a blizzard, tornado, flood, epidemic, fire, hazardous material spill, an act of nature, or an act of terrorism. It can build over a number of days or weeks, or can hit suddenly without warning. A variety of emergencies caused by these acts of nature or mankind result in loss of life, property and income; cause human suffering; and can disrupt normal campus functions.
Phases of Emergency Management

This plan addresses emergency preparedness activities that take place during all four phases of emergency management: mitigation, preparedness, response, and recovery.

Mitigation

The University of North Dakota will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone’s responsibility. Colleges, departments, and offices must develop plans and procedures to assist in the overall implementation and maintenance of

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this emergency plan. Preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities;
- Emergency planning, including maintaining Emergency Operations Plan (EOP), its annexes and appendices;
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies;
- Conducting periodic drills and exercises to test emergency procedures and training; and
- Emergency Messaging.

**Response**

The University of North Dakota strives to respond to emergency situations effectively and efficiently. The focus of most of this plan – its associated annexes/appendices and plans – is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.

**Recovery**

If a disaster occurs, UND will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the university community and provide for the basic needs of the public. Long-term recovery focuses on restoring the University to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, government, and other public institutions. Examples of recovery programs include temporary housing, restoration of university services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

During crisis, the University requires special programs and procedures to address the needs of emergency operations and recovery management. Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Moreover, although it is based on a worst-case scenario and provides for the critical functions and roles of the University during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency. The overall priorities of the university during a disaster are the protection of lives, valuable research, property, campus, local community, and the environment. The overall objective is to
respond quickly to emergency conditions and manage the process of restoring University academics, research programs, and services.

**Purpose of the Plan**

This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The University established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Protect and save the lives of students, employees, and the public,
- Provide essential services and operations,
- Manage immediate communications and information regarding emergency operations and campus safety,
- Manage University resources effectively in emergency operations, and
- Provide and analyze information to support decision-making.

**Concept of Operations and Incident Command System (ICS)**

This plan provides the organized management system for UND to follow during emergencies. It is designed as a flexible system in which part or all of the plan and associated annexes/appendices and plans may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical functions and roles of the University during a response and sets the stage for an effective transition to short- and long-term recovery. UND’s all-hazard EOP is considered a management tool, in that it provides overall organization and general procedures for the management of information, activities, and operations during an emergency. Emergency response is based on the Incident Command System (ICS), the management structure adopted throughout the United States and internationally, and a requirement of the State of North Dakota and various U.S. Department of Homeland Security Presidential Decision Directives and NIMS guidance. This approach to emergency management is based on a five-section structure and the sections, or teams, contain functional positions for each critical operation of the University during an emergency. It provides for a smooth transition to restoration of normal services and the implementation of programs for recovery. The benefits of the ICS process are:

- **History**
  - Thirty-year history of successful implementation for emergency response management in the field
  - Ten-year history as the International (Global) Standard for Emergency Management organization
Proven Best Practices in Emergency Management

- Flexibility in application – allows for scale-up, scale-down and transition
- Team-based, bundled and linked processes and cross-functional efficiency within the organization
- Easy-to-understand for the users
- Action oriented – focuses on results and output
- Starts and stops – designed for rapid deployment and smooth de-activation
- Wide application to unique settings

Aligned with Adjacent and Contiguous Agencies

- Standardized functions
- Standardized processes
- Follow State of North Dakota guidelines

Laws and Authorities

Federal

- Emergency Planning and Community Right-to-Know Act, 42 USC, Chapter 116
- Emergency Management and Assistance, 44 CFR
- Homeland Security Act 2002
- National Incident Management System
- National Response Framework
- Nuclear/Radiological Incident Annex of the National Response Plan
- Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 42 U.S.C § 9601 (hazardous substances releases and liability).
- Clean Water Act, 33 U.S.C § 1311 (effluent limitations)
- Resource Conservation Recovery Act (RCRA), 42 U.S.C § 6901 (requires proper management of hazardous waste).
• Public Health Security and Bioterrorism Preparedness and Response Act, 42 U.S.C § 201.
• Agricultural Bioterrorism Protection Act of 2002, 7 U.S.C § 8401, (addresses possession, use and transfer of biological agents and toxins).
• Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120

- North Dakota Century Code
  - 37-17, Civil Defense
  - 37-17.1, Emergency Services
  - 37-17.3, State Radio Broadcast System
  - 37-17.4, Uniform Emergency Volunteer Health Protection Act

**Planning Assumptions**

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions. For the University of North Dakota, severe weather hazards pose the most probable threat of emergency conditions. Using the severe weather model, the following planning assumptions were incorporated into this plan:

- The safety of students and the continuity of their education are paramount.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater based radio systems, cellular telephones and information systems.
- A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.
- Any employee of the University of North Dakota may be tasked by this plan.
- The local police and fire departments will respond where support agreements or mutual aid agreements exist.
- Regional and local services may not be available.
- Major roads, overpasses, bridges and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- Conditions may be unsafe to travel off campus and people may become stranded at the University.
- The University will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus, from the Campus EOC while emergency conditions exist.
• Communications and exchange of information will be one of the highest priority operations at the campus Emergency Operations Center.
• Emergency conditions that affect the campus will likely affect the surrounding community, including the city of Grand Forks and Grand Forks County proper.
• The University President or designee can declare a Campus State of Emergency (CSOE)

Scope

The purpose of this section is to establish an organizational structure and procedures for response to major emergencies. It assigns the roles and responsibilities for the implementation of the Plan during an emergency following the incident command system model. This EOP has been prepared to address all types of emergencies affecting the University of North Dakota community in a coordinated and systematic manner. University of North Dakota is committed to supporting the welfare of its students, faculty, staff and visitors. This EOP is designed to maximize human safety and preservation of property, minimize danger, restore normal operations of the university, and assure responsive communication to all appropriate parties. This EOP envisions the cooperative efforts of many groups internal and external to the university. When outside emergency resources respond, University of North Dakota authorities will coordinate the emergency response with the local, county, state or federal emergency response officials, and will provide technical and facility support. All questions should be directed in writing to the AVP for Public Safety/Chief of Police.

Plan Objectives

1. Organization

This plan, associated annexes/appendices, and plans will:

• Provide guidelines for the most critical functions during an emergency response;
• Provide an easy-to-follow format in which users can quickly determine their roles, responsibilities, and primary tasks; and
• Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response, in which all entities have access to the emergency response process and know what is going on at the University.

2. Communications and Information Management

This plan, associated annexes/appendices, and plans will:

• Serve as the basis of communications both for receipt and transmission of urgent
information and messages;
- Serve as the official point of contact for the University during emergencies when normal channels are interrupted;
- Provide 24-hour, comprehensive communication services for voice, data and operational systems;
- Collect and collate all disaster information for notification, public information, documentation and post-incident analysis; and
- Provide a basis for training staff and organizations in emergency response management.

3. Decision Making

This plan, associated annexes/appendices, and plans will serve as a reference for:
- Determining the level of response and extent of emergency control and coordination that should be activated when incidents occur, through a clear decision process.

4. Response Operations

This plan, associated annexes/appendices, and plans will provide guidelines for:
- Utilizing university resources to implement a comprehensive and efficient emergency management response team, and
- Continuously preparing a proactive emergency response management action plan, for the possibilities and eventualities of emerging incidents.

5. Recovery Operations

This plan, associated annexes/appendices, and plans will supply guidelines for:
- Transitioning response operations over to normal management processes as able;
- Supporting business resumption plans and processes, as needed, during restoration phases; and
- Providing documentation and information support to the FEMA disaster assistance program.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a structured plan used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and/or terrorist attacks at the local, state, and federal levels of government. The 2003 presidential directive

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HSPD-5 required all federal agencies to adopt NIMS and to use it in their individual domestic incident management and emergency, preparedness, response, recovery, and mitigation programs and activities. The directive also required federal departments to make adoption of NIMS by state, tribal, and local organizations a condition for federal preparedness assistance and in applying for federal grant assistance.

The University of North Dakota has adopted NIMS as its system of preparing for and responding to disaster incidents, and direct all incident managers and response organizations within the University of North Dakota to train, exercise and use these systems in their response operations. The duties associated with the campus NIMS oversight include the identification of University personnel who will need to be trained; creation of appropriate training levels for identified University faculty and staff; providing campus training opportunities; and oversight with all duties associated with recordkeeping. A campus-wide NIMS training plan was developed to organize the tasks and objectives associated with all the campus NIMS objectives.

The University of North Dakota EOP is part of the overall campus and community emergency preparedness efforts. The plan and procedures contained herein are subject to and compliant with NIMS and ICS.

**Levels of Emergency**

Emergency conditions vary with each incident and activation. As a guide, five levels of emergency are specified, as follows
Level 5
- The incident can be handled with one or two single resources with up to six personnel.
- Command and General Staff positions (other than the Incident Commander) are not activated.
- No written Incident Action Plan (IAP) is required. Refer to Appendix.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. Examples include: a vehicle fire, an injured person, or a police traffic stop.

Level 4
- Command Staff and General Staff functions are activated only if needed.
- Several resources are required to mitigate the incident.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings and ensure the complexity analysis and delegation of authority are updated.
- No IAP is required, but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans with objectives and priorities.

Level 3
- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- A Level 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved or an expanding incident until transition to a Level 1 or 2 team.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Level 2
- This level of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Level 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command and general staffing.
- Most or all of the Command and General Staff positions are filled.
- A written IAP is required for each operational period.
Many of the functional units are needed and staffed.
Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
The agency administrator is responsible for the incident complexity analysis, agency administrator briefings and the written delegation of authority.

Level 1
- This level of incident is the most complex, requiring national resources to safely and effectively manage and operate.
- All Command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1000.
- Branches need to be established.
- The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Plan Activation

This plan identifies the management structure, key responsibilities, emergency assignments, and general procedures to follow during emergency conditions.

The plan and associated plans are activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems, and property
- Provide essential services
- Temporarily assign university staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources

Emergency Authority

The President of the University serves as the head of the President’s Executive Council which activates whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on the UND campus—at a time when the President is absent from campus—the authority to take all necessary and appropriate actions on behalf of the President is
hereby delegated to the following University administrators (in the order listed below). Such authority is delegated to the highest ranked University officials on the list with whom the Operations Center is able to contact:

1. Provost and Vice President of Academic Affairs
2. Vice President for Finance and Operations
3. Vice President for Student Affairs

**NOTE:** For a civil disturbance or time-critical situation only, The AVP for Public Safety/Chief of Police or, in the AVP’s absence, the Assistant Chief of Police or, the on-duty Police Supervisor, is hereby delegated the authority to take necessary and appropriate actions on behalf of the President when:

1. Neither the President nor any of the University officers listed above can be contacted within a reasonable time, given the immediacy and other circumstances of the threatened or actual civil disorder.
2. An actual civil disorder is in progress and immediate action is necessary to protect persons or property from further injury or damage.

**Line of Authority for the Operations Center**

During incidents and emergency conditions in which the expanded activation of the Operations Center is needed, the following positions may activate this plan and the expanded Emergency Operations Center (EOC):

1. President
2. Vice President for Academic Affairs and Provost
3. Vice President for Finance and Operations
4. AVP for Public Safety/Chief of Police
5. Emergency Manager
6. Assistant Chief of University Police Department

**Plan Usage**

This plan is established as a supplement to the University’s administrative policies and procedures. Under activation and implementation, it serves as an emergency manual setting forth the authority to direct operations, direct staff assignments, procure and allocate resources, and take measures to restore normal services and operations.

Users are to follow and complete the checklists and procedures in the annexes/appendices (referenced in this plan), associated Continuity of Operations Plan (COOP) during an

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emergency operation, training activations, and exercises. The documentation and forms are then retained on file as official records of the emergency, training and/or exercise. Users are also encouraged to supplement this plan, associated annexes/appendices, and plans with additional individual materials and information required for emergency operation and recovery.

This plan is designed to be updated as needed. An after-action session will be conducted to identify lessons learned and areas of improvement to the University’s emergency plan and processes. The annex/appendix procedural checklists and forms are to be reviewed and revised each time they are reprinted for electronic update and distribution.

**Plan Review & Critical Incident Planning**

The Emergency Management Team (EMT) will regularly review, update and revise the Emergency Operations Plan, associated annexes and appendices.

The EMT is responsible for periodic assessments of the University’s vulnerability to specific threats, including but not limited to, bomb threats, active shooter, stalking, environmental hazards and natural disasters. This group will develop procedures to respond to individual threats based on the NIMS.

The Emergency Management Team is responsible for implementation of the Continuity of Operations Plan to recover and restore partially or completely interrupted critical functions of the University within a predetermined time after a disaster or extended disruption.

The EMT and Emergency Manager will implement and maintain a system for identifying the locations and kinds of critical resources available at all jurisdictional levels. Resources are defined as personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations. A current list of these resources will be housed with the Emergency Manager.

Members of the Emergency Management Team can be found in Appendix.
SECTION 2

Types of Events, Disaster Resistant University, UND Operations Center (OC), Hazards Situations and Assumptions, Levels of Assistance

Types of Events

Tornadoes, floods, blizzards and other natural disasters can affect the University of North Dakota. In addition, major disasters such as transportation accidents, explosions, accidental releases of hazardous materials and national security emergencies pose a potential threat to public health and safety on the campus. Terrorist events involving Weapons of Mass Destruction (WMD) are also a threat. A comprehensive emergency plan, associated annexes/appendices, a Continuity of Operations Plan is needed to insure the protection of the students, employees and public from the effects of these hazards.

The following list contains some of the potential emergencies the university addresses in emergency management planning, and is not all-inclusive:

Building Systems

- Telephone/ Telecomm Failure
- Campus-wide Utility Outage
- Limited Utility Failure
- Campus-wide IT Failure
- Limited IT Failure
- Structural Failure
- IT Attack

Evacuation

- Planned Events
- Evacuation
- Shelter-In-Place

Fire Emergencies

- Minor Fire
- Major Fire
- Explosion
Hazardous Material
- Hazardous Material Release (Toxic Cloud)
- Chemical/Bio White Powder Spill/Exposure
- Radiation Exposure

Interpersonal Emergencies
- Sexual Assault
- Stalking
- Relationship Violence
- Missing Student
- Travel Abroad Accident

Medical Emergencies
- Injury
- Communicable Disease Outbreak
- Death or Homicide
- Food Poisoning

Terrorism
- National Level Terrorism
- Local Level Terrorism

Threat of Violence
- Bomb Threat
- Campus Violence
- Weapons
- Vandalism
- Hostage Situation

Transportation Accidents
- Auto Accident
- Aircraft Collision with Building

Weather Emergencies
- University Closure
- Flooding
- Ice / Snow Storm/ Blizzard
- Tornado/Severe Weather

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Disaster Resistant University

The Disaster Resistant University (DRU) project is a planning initiative where universities develop a hazard mitigation plan like cities, counties and states, with a mission to promote campus disaster planning, mitigation, response and recovery. In the last decade, disasters have affected university and college campuses with disturbing frequency, sometimes causing death and injury, but always imposing monetary losses and disruption of the institution’s teaching, research, and public service. Damage to buildings and infrastructure and interruption to the institutional mission can result in significant losses that can be measured by faculty and student departures, decreases in research funding and increases in insurance premiums. These losses could have been substantially reduced or eliminated through comprehensive pre-disaster planning and mitigation actions. Hazard mitigation is accepted as good practice and many government jurisdictions now require it. Higher education institutions have an interest on many levels to become more disaster-resistant. Administrators, faculty and staff are realizing that improving their campus’ resistance to disaster will not only protect their own lives and those of their students, it will also safeguard the campus’ instruction, research and public service.

UND Operations Center (OC)

The Operations Center is the physical location at which the coordination of information and resources to support campus incident management activities normally takes place. The OC is a centrally located facility/node with a fulltime staff that is trained to notify and deploy university resources to an incident. It is also responsible for pushing and pulling information from the incident site to local responders and University leadership.

Extensive thought and planning has gone into identifying appropriate capabilities that would be required in an Operations Center (OC) in order to respond to a large-scale emergency. Proximity to leadership on campus, communication and technology requirements, computer support, facility size and security, emergency power supply and parking concerns were considered in designing a campus facility to be used for an OC. In the event the primary location is unavailable, a secondary location has been identified as Twamley.

Emergency Operations Center (EOC)

An Emergency Operations Center (EOC) can be established for the coordination of all emergency responses, especially more complex or large scale incidents requiring additional resources and the involvement of government agencies. It also plays a critical role in support of the on-scene response. The EOC will be located at the Operations Center or at its alternate site in
Levels of Assistance

Local Assistance

If the University of North Dakota’s resources are inadequate to meet the needs of an emergency situation, the University will request assistance from Grand Forks, Grand Forks County, and the State of North Dakota. All external assistance furnished to the University is intended to supplement university resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, the University must request assistance from the City of Grand Forks and Grand Forks County before requesting state assistance.

State Assistance

Requests for assistance from the City of Grand Forks, Grand Forks County, and the State of North Dakota should be made to the Grand Forks County EOC. In essence, state emergency assistance to local governments begins at the local level. The Grand Forks County EOC Coordinator will forward requests for assistance that cannot be satisfied by local resources within the area to the state for action.

Federal Assistance

If resources required to control an emergency situation are not available within the city and county, the governor of North Dakota may request assistance from other states pursuant to a number of interstate compacts. In this instance the governor may also request assistance from the federal government through the Federal Emergency Management Agency (FEMA).

- For major emergencies and disasters for which a presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The National Response Framework (NRF) describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

- FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration, and the

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Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration.
SECTION 3

Emergency Support Functions (ESF), Emergency Notification, Drills and Exercises, Mutual Aid Agreements

Emergency Support Functions (ESF)

During a response, ESFs are a critical mechanism to coordinate functional capabilities and resources provided by federal, state, and local governments along with nongovernmental organizations. ESFs may be selectively activated and not all incidents result in the activation of ESFs.

Support for the University of North Dakota Emergency Management Team is comprised of both on-campus and off-campus elements in each of the designated emergency support functions that follow:

ESF 1 – Transportation

The purpose of ESF 1 is to provide coordination and management of transportation systems and infrastructure assets to support emergency operations. This support includes:

- Monitoring and reporting status of and damage to the transportation system and infrastructure as a result of the incident;
- Processing all transportation assistance requests and tasks received in the Grand Forks County Emergency Operations Center and/or UND Operations Center;
- Prioritizing transportation resources for the movement of people, materials and services;
- and
- Performing necessary actions to assist with recovery operations.

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</table>

ESF 2 – Communications

The purpose of ESF 2 is to provide coordination of local actions to be taken to assure the provision of required communications support to local disaster personnel. Restoration of essential communication systems is coordinated by ESF 2, and additionally plans, coordinates, and assists in communications support to Grand Forks disaster response elements. It provides a structure to

Revised 8/20/15
coordinate communications assets (equipment and services) locally, plus state, voluntary and other resources, including military and private sector.

<table>
<thead>
<tr>
<th>UND Lead Department</th>
<th>Ops Center /UND Police Department/Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GF City Lead Department</td>
<td>Grand Forks City Police/911 Center</td>
</tr>
<tr>
<td>State Agency</td>
<td>NDDES/HS State Radio</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>Federal Communications Commission (FCC)</td>
</tr>
</tbody>
</table>

**ESF 3 – Public Works and Engineering**

The purpose of ESF 3 is to provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster. Public Works resources under the authority of ESF 3 will be used to perform or assist with the following:

- Debris clearance and providing emergency ingress/egress to affected areas;
- Clearing, repair or construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment and supplies;
- Emergency restoration of critical public services and facilities;
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety; and
- Provide technical assistance and damage assessment.

<table>
<thead>
<tr>
<th>UND Lead Department</th>
<th>Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>GF City Lead Department</td>
<td>Grand Forks Public Works/ Engineering Inspections</td>
</tr>
<tr>
<td>State Agency</td>
<td>N.D. Department of Transportation</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>U.S. Army Corps of Engineers</td>
</tr>
</tbody>
</table>

**ESF 4 – Firefighting**

The purpose of ESF 4 is to provide coordination of support services to firefighting activities as part of disaster response. Firefighting activities consist of:

- Managing firefighting assets;
- Detecting and suppressing fires;
- Mobilizing and coordinating of personnel, equipment and supplies;
- Interfacing with ESF 8 (Health and Medical), ESF 9 (Search and Rescue) and ESF 10 (Hazardous Materials); and
- Interfacing with State ESF 4 representative.
**ESF 5 – Emergency Management**

The purpose of ESF 5 is to compile, analyze and coordinate the overall information and planning activities in the UND EOC in support of disaster response and recovery operations.

<table>
<thead>
<tr>
<th>UND Lead Department</th>
<th>UND Police and Operations Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>GF City Lead Department</td>
<td>Grand Forks City Fire Department</td>
</tr>
<tr>
<td>State Agency</td>
<td>North Dakota Fire Marshal</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>Department of Agriculture, Forest Service</td>
</tr>
</tbody>
</table>

**ESF 6 – Mass Care, Housing, and Human Services**

The purpose of ESF 6 is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding and the bulk distribution of coordinated relief supplies. It also is the lead for collecting and providing information on victims to family members and coordinating voluntary assistance.

<table>
<thead>
<tr>
<th>UND Lead Department</th>
<th>Office Emergency Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>GF City Lead Department</td>
<td>Grand Forks City EOC</td>
</tr>
<tr>
<td>State Agency</td>
<td>NDDES/HS State Radio</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>Federal Emergency Management Agency (FEMA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UND Lead Department</th>
<th>University Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>UND Support Department</td>
<td>UND Food Services</td>
</tr>
<tr>
<td>City Lead Department</td>
<td>Grand Forks City Health Department</td>
</tr>
<tr>
<td>State Agency</td>
<td>North Dakota Department of Health</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>U.S. Department of Health and Human Services</td>
</tr>
<tr>
<td>Additional Support</td>
<td>Grand Forks Chapter of the American Red Cross</td>
</tr>
</tbody>
</table>

**ESF 7 – Logistics Management and Resource Support**

The purpose of ESF 7 is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts related to disasters. ESF 7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial phase after a disaster. This support includes locating, procuring and issuing UND resources, personnel, heavy equipment, generators and transportation of such in coordination with ESF 5.

Revised 8/20/15
ESF 8 – Public Health and Medical Services

The purpose of ESF 8 is to coordinate the health and medical resources required to respond to local public health and medical needs prior to and following a significant event. ESF 8 provides the means for:

- A public health response;
- Triage;
- Treatment and transportation of victims of emergency/disasters;
- Assistance in the evacuation of victims out of impacted area(s);
- Immediate support to hospitals and other health care facilities;
- Provision of emergency mental health counseling for individuals and the community; and
- The re-establishment of all health and medical systems.

ESF 9 – Search and Rescue

The purpose of ESF 9 is to provide lifesaving assistance in search and locate operations for missing persons in rural or urban areas after a disaster. Federal capabilities include specialized Urban Search and Rescue Teams that work in structure collapse environments.

ESF 10 – Hazardous Materials

The purpose of ESF 10 is to coordinate response to and recover from an actual or potential discharge and/or release of a hazardous material resulting from a disaster.

Revised 8/20/15
**ESF 11 – Agriculture and Natural Resources**

The purpose of ESF 11 is to ensure the safety and security of the commercial food supply:

- Identify, procure and distribute food, bottled beverages, and supplies;
- Support the provision for sanitary food storage, distribution, and preparation during emergencies or disasters, and/or acts of terrorism, affecting animals, production agriculture, and the food sector;
- Assist agriculture in an outbreak of a highly infectious/contagious or economically devastating animal/zoonotic disease, or a highly infective exotic plant disease, or an economically devastating plant pest infestation;
- Assist production agriculture, animal industry, aquaculture, the seafood industry, and wildlife adversely affected by a disaster, either natural or man-made; and
- Conserve, rehabilitate, recover and restore natural, cultural, and historic properties prior to, during and after a man-made or natural disaster.

<table>
<thead>
<tr>
<th>UND Lead Department</th>
<th>UND Office of Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Lead Department</td>
<td>Grand Forks Fire Department</td>
</tr>
<tr>
<td>State Agency</td>
<td>N.D. Department of Health</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>U.S. Environmental Protection Agency</td>
</tr>
</tbody>
</table>

**ESF 12 – Energy**

The purpose of ESF 12 is to provide coordination of emergency power to support emergency response and recovery operations, and to normalize campus functions. ESF 12 includes electric power, distribution systems, fuel and emergency generators. ESF 12 will work closely with local, state and federal agencies, including energy offices, suppliers and distributors.
ESF 13 – Public Safety and Security Services

The purpose of ESF 13 is to provide for the safety and security of faculty, staff and students impacted by the disaster, and to assist responders with law enforcement services. Services may include directing traffic, providing security at shelters, distribution sites or triage sites, security consultation and planning, dignitary protection and other law enforcement and security-related services.

<table>
<thead>
<tr>
<th>UND Lead Department</th>
<th>UND Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Lead Department</td>
<td>Grand Forks Public Works</td>
</tr>
<tr>
<td>Additional Support</td>
<td>Local Power Companies</td>
</tr>
<tr>
<td>State Agency</td>
<td>Department of Commerce</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>Department of Energy</td>
</tr>
</tbody>
</table>

ESF 14 – Long-Term Community Recovery and Mitigation

The purpose of ESF 14 is to provide the implementation procedures for public assistance and hazard mitigation following a presidential declaration of an emergency or major disaster in North Dakota. This includes the ongoing effort to lessen the impact disasters have on people’s lives and property through such items as damage prevention and flood insurance.

<table>
<thead>
<tr>
<th>UND Lead Department</th>
<th>UND Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Lead Department</td>
<td>Grand Forks Police Department</td>
</tr>
<tr>
<td>State Agency</td>
<td>North Dakota Highway Patrol</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>Department of Justice</td>
</tr>
</tbody>
</table>

ESF 15 – External Affairs

The purpose of ESF 15 is to provide a coordinated approach for collecting, analyzing and disseminating information during an emergency or disaster to keep the public, elected officials and media informed on appropriate actions to take and response and recovery activities prior to, during and following an emergency or disaster.

<table>
<thead>
<tr>
<th>UND Lead Department</th>
<th>Emergency Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Lead Department</td>
<td>Mayor’s Office</td>
</tr>
<tr>
<td>State Agency</td>
<td>NDDES/HS State Radio</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>U.S. Department of Health and Human Services</td>
</tr>
</tbody>
</table>

Revised 8/20/15
<table>
<thead>
<tr>
<th>UND Lead</th>
<th>University &amp; Public Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Lead Department</td>
<td>Grand Forks Public Information Center</td>
</tr>
<tr>
<td>State Agency</td>
<td>NDDES/HS State Radio</td>
</tr>
<tr>
<td>Federal Agency</td>
<td>Federal Emergency Management Agency</td>
</tr>
</tbody>
</table>
Emergency Notification

Because of the number of students, faculty, staff and visitors at the University, as well as the assorted locations and events in which they are engaged (sporting events, classrooms, laboratories, dining halls, concerts, physical activities, etc.) identification of a single notification system that will reach everyone every time is difficult. To further complicate matters, the University of North Dakota’s distributed locations make the use of one primary emergency notification system even more complex.

The University of North Dakota cannot ensure that every faculty member, staff, and student will be notified of every building or campus-wide emergency. An open campus with over 240 buildings situated on 547 plus acres with a transient and diverse population creates a difficult challenge when attempting to notify the entire campus community regarding a crisis situation. Problems arise when technology fails due to unforeseen circumstances or human error occurs in the activation phase of the existing emergency notification systems in place on-campus.

UND-Alert is the University of North Dakota’s campus-wide emergency notification system. UND-Alert was established to improve UND’s ability to communicate prior to, during, and after emergencies. UND students, faculty and staff with a valid ID number must register a phone number and email address to receive emergency alerts by email, telephone, or text. The system can push out thousands of messages within minutes. More information about UND-Alert registration and a comprehensive list of frequently asked questions may be found on the UND-Alert website.

UND-Alert will only be used when there is a severe threat to public safety and health of the entire campus. This is especially prudent when the threat has not been contained or controlled, and when immediate action is required on the part of the recipient group(s), (e.g. chemical spills impacting public health, tornado warnings, active shooters, etc.). UND-Alert activation policies exist for the UND campus, and the other ten North Dakota University System colleges and universities.

Other than two full system tests conducted every calendar year, this system will only be used for emergencies requiring immediate action on the part of the UND community. The UND Emergency Management website will be utilized during emergencies to provide additional information. The UND Emergency website is not intended to be a primary emergency notification tool during a campus-wide emergency. However, it will be useful in providing more detailed instructions and other pertinent information to the campus community.
UND EMERGENCY NOTIFICATION METHODS

<table>
<thead>
<tr>
<th>Alert System</th>
<th>Uses</th>
<th>Type of Warnings</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>UND-Alert</td>
<td>Campus-wide emergency requiring immediate action</td>
<td>Phone calls, text messages</td>
<td>Operations Center/Safety</td>
</tr>
<tr>
<td>UND Emergency Website</td>
<td>Provide additional information</td>
<td>Web-based</td>
<td>Operations Center</td>
</tr>
<tr>
<td>UND E-mail</td>
<td>Warnings, Emergencies and Updates</td>
<td>E-mail</td>
<td>University &amp; Public Affairs</td>
</tr>
<tr>
<td>Blackboard Connect</td>
<td>Warnings, Emergencies and Updates</td>
<td>E-mail</td>
<td>Operations Center</td>
</tr>
<tr>
<td>UND Channel 3</td>
<td>Emergency Messages</td>
<td>Captures the screen and displays information</td>
<td>Operations Center</td>
</tr>
<tr>
<td>Police Car public address systems</td>
<td>Emergency Information</td>
<td>Emergency Information</td>
<td>UND Police Department</td>
</tr>
<tr>
<td>FM-Radio</td>
<td>Issue emergency statements</td>
<td>Radio/ Voice Station (KFJM-FM 90.7)</td>
<td>Prairie Public</td>
</tr>
<tr>
<td>Outdoor Sirens</td>
<td>Emergency Information</td>
<td>Audible outdoor siren</td>
<td>Operations Center</td>
</tr>
<tr>
<td>NOAA Weather Radio</td>
<td>National, state and local hazards</td>
<td>Voice and tone</td>
<td>National Weather Service</td>
</tr>
</tbody>
</table>

**Drills and Exercises**

Building evacuation and sheltering drills are mandatory for student housing and encouraged for other University of North Dakota buildings. If building occupants wish to have a drill, the Building Safety and Security Representative and/or Building Safety Committee (BSC) may coordinate the drill and document it. All buildings and departments are encouraged to participate in the annual campus-wide exercise. The Office of Emergency Management can assist in departmental planning, implementation and evaluation of any drills that building personnel wish to undertake in their building. Certain types of drills (lock-down, shelter in place, unannounced drills other than fire drills, etc.) require advanced planning and technical assistance, and should only be developed with assistance from, and consultation with, Emergency Management personnel. Fire and severe weather drill evaluation forms are available for use on the Emergency Management website. Although the use of the drill evaluation forms are not mandatory, the forms may be useful in tracking and improving building drills from year to year.

Revised 8/20/15
UNd leadership and departments regularly participate in tabletop exercises and emergency drills on-campus, in the community and with state officials. Typically, a full-scale live simulation will be held on-campus during the year to test predetermined response objectives in order to better prepare campus and local responders for real emergencies. The Office of Emergency Management regularly designs and orchestrates these full-scale simulations and recruits volunteers from the campus and local community to serve as role players during the exercise. All exercises are conducted utilizing standard NIMS and ICS principles. In addition, comprehensive after action reviews are completed for each campus drill, tabletop exercise, and full-scale simulation.

**Mutual Aid Agreements**

Since the University of North Dakota’s main campus is located within Grand Forks County and the City of Grand Forks, the University is included in the Local Emergency Operations Planning and receives assistance through a Mutual Aid Agreement. Discussions with the Emergency Management Coordinator for Grand Forks County regarding a Memorandum of Understanding (MOU) have indicated that a MOU is not necessary between UND and Grand Forks County in order to continue to receive emergency management services.

For special emergency response teams and circumstances that fall outside the typical emergency response to citizens of Grand Forks, MOU's Letter of Understanding and Mutual Aid Agreements have been established. The University maintains mutual aid assistance agreements with appropriate law enforcement agencies, details of which can be obtained from the Office of the Vice President for Finance and Operations.

Mutual aid agreements are retained by the participating department on campus and the Office of Emergency Management maintains a copy on file. Existing agreements with local emergency response partners include the following:

- Grand Forks Police Department/UND Police Department MOU
- Grand Forks City Fire Department MOU (fire services)
- Altru Ambulance services
- Altru Hospital Emergency Room services
- American Red Cross

Revised 8/20/15
SECTION 4

Building Safety and Security Representative (BSSR) Program, Building Emergency Action Plan (BEAP)

Building Safety and Security Representative (BSSR) Program

The University of North Dakota recognizes the importance of providing threat assessments, information, training, and resources to promote the safety of all students, faculty, staff, visitors, and security of campus facilities. In order for UND to provide appropriate and timely safety and security information and response to its campus, each organizational unit is required to designate a primary safety and security representative (BSSR) for each occupied University building.

An occupied building is defined as facilities where UND students, faculty, staff and visitors frequently congregate, even in small numbers. BSSR designations are not required for sheds, storage facilities, greenhouses, bus and equipment sheds, UND leased property devoid of UND tenants and similar facilities that are typically visited only occasionally, or for short periods of time during the day.

Safety and security representatives are responsible for:

- Serving as the 24/7 emergency point of contact regarding safety and security issues affecting their building;
- Developing emergency operations plans for their building (in conjunction with UND’s Emergency Manager);
- Executing and evaluating emergency drills coordinated by the UND’s Emergency Manager;
- Receiving and monitoring emergency communications from campus safety units and disseminating relevant information throughout the building;
- Providing appropriate training for students, faculty and staff in their building using Train-the-Trainer materials provided by campus safety units;
- Addressing and coordinating safety and security-related actions through the appropriate administrative authority;
- Ensuring building safety and health concerns are reported to the appropriate administrators;
- Coordinating with their departmental Information Security Liaison regarding information security issues;
- Coordinating building activities and training with laboratory, radiation and other safety personnel, as appropriate; and
- Serving on campus safety and security committees.
When members of one organizational unit occupy several buildings, different representatives should be designated for each building whenever feasible. Safety and security representatives must be able to respond quickly to emergency situations occurring in specific buildings. When one building is occupied by several different organizational units, affected administrators may agree to designate a single representative for all building occupants (even if they are not in the same organizational unit) or multiple representatives may be designed to act on behalf of each occupying department. However, coordination among building representatives will be crucial to ensure all building occupants are represented.

Each primary representative should have at least one designated backup. Departments may specify multiple backups, as warranted, to ensure emergency messages can be received and acted upon at all times. Ideally, safety and security representatives will have authority to approve emergency building maintenance and repair work orders for the buildings they represent.

The Office of Emergency Management collects and maintains a list of safety and security representatives (BSSR’s) and their emergency contact information. This list can be accessed only by the UND Operations Center, UND Police Department, Office of Safety, and Residence Services to notify representatives of relevant safety and security alerts and emergency information. Requests for updating safety and security representative information should be handled without delay to ensure effective emergency responses.

UND is committed to making the main campus and outlying facilities as safe as possible for students, faculty, staff and visitors. Many steps have been taken to enhance the institution’s emergency preparedness and response capabilities. Although UND is fortunate to have a number of specialized units dedicated specifically to emergency management and response, it is impossible for these departments to plan and respond to such a large and distributed campus without assistance at the building and individual level. Currently there are a multitude of safety and security partners in many campus buildings (i.e., lab safety, health and safety concerns). However, until now these efforts have not been coordinated. BSSRs will serve as an extension of the existing emergency preparedness and response agencies and will coordinate all safety and security-related issues for their buildings. They will help prepare all individuals who study or work in their buildings to respond appropriately during an emergency situation. Having designated BSSRs will eliminate duplication of effort in building level planning and reduce confusion when an emergency occurs.

The Office of Emergency Management coordinates the BSSR program. This includes orientation, training, maintaining emergency contact information and providing assistance with emergency plans, drills and educational materials. Other emergency response units may also engage BSSRs in emergency planning, crime prevention, and other safety and security measures.
BSSRs serve as the 24/7 emergency point of contact regarding safety and security issues affecting their building. A primary function is to develop, in conjunction with the Office of Emergency Management, an emergency action plan for their building. The building emergency action plan will be synchronized with both the Continuity of Operations Plan. In the case of an actual emergency in their building, BSSRs will activate the emergency plan and serve as the primary point of contact for emergency personnel throughout the incident. They also organize the building safety and security team, execute and evaluate emergency drills, and receive and monitor emergency communication from the Operations Center and campus safety units. They will disseminate relevant information throughout the building. BSSRs conduct or coordinate training related to emergency management and response for students, faculty and staff in their building. They coordinate all building safety and security actions through established administrative channels, including issues related to safety and health concerns, information security and laboratory and other safety issues. BSSRs may also be asked to serve on campus wide safety committees.

Administrators (department heads, deans, or vice presidents) with authority over specific buildings designate BSSRs. When multiple departments occupy the same building, several administrators may collectively agree on the designation of the primary and backup BSSRs. Although it is possible to name multiple primary representatives for the same building, it is not recommended. There should be one lead person with multiple backups for each campus building whenever possible.

**Building Emergency Action Plan (BEAP)**

The purpose of the University of North Dakota Building Emergency Action Plan (BEAP) is to provide a programmed and consistent response from units when conditions arise requiring an emergency response. Situations which require implementation of this plan includes, but are not limited to:

- Medical Emergencies
- Chemical Spills
- Fire / Explosion
- Utilities Interruption
- Natural Disasters
- Acts of Violence

The goal of the BEAP is to minimize disruption to the department’s academic mission during times of disaster. In order to meet this goal, building staff must be prepared, trained, available and willing to respond to major emergency situations with the resources of the BSSR Team.

Revised 8/20/15
The BEAP will provide the basis for training people to respond appropriately in major emergency situations. It is impossible to cover every type of emergency. An “all hazards” approach is utilized based on historical references regarding past emergencies. The BEAP outlines the process and lists the resources available so that a person who is familiar with the plan may react properly. It is paramount that building personnel familiarize themselves with their specific Building Emergency Action Plan prior to an emergency occurring in their building.

BSSRs are responsible for developing the BEAP for their building(s). The building emergency action plan is designed for any major emergency that may arise within the department. There may be some campus emergencies that are directed under other authority that have limited impact on the department, but for which the department may need to be prepared to implement this plan.
**SECTION 5**

List of Plan Acronyms, Definitions

**List of Plan Acronyms**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAR</td>
<td>After-Action Report (or Reviews)</td>
</tr>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
</tr>
<tr>
<td>BEAP</td>
<td>Building Emergency Action Plan</td>
</tr>
<tr>
<td>BSSR</td>
<td>Building Safety and Security Representative</td>
</tr>
<tr>
<td>BSC</td>
<td>Building Safety Committee</td>
</tr>
<tr>
<td>CAT</td>
<td>Cities Area Transit</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CSOE</td>
<td>Campus State of Emergency</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DRU</td>
<td>Disaster Resistant University</td>
</tr>
<tr>
<td>EM</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
</tr>
<tr>
<td>EMT</td>
<td>Emergency Management Team</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
</tr>
<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>Hazmat Hazardous</td>
<td>Material</td>
</tr>
<tr>
<td>HSPD</td>
<td>Homeland Security Presidential Directive</td>
</tr>
<tr>
<td>HVAC</td>
<td>Heating, Ventilation and Air-Conditioning</td>
</tr>
<tr>
<td>IC</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>JIC</td>
<td>Joint Information Center</td>
</tr>
<tr>
<td>LEOP</td>
<td>Local Emergency Operations Plan</td>
</tr>
<tr>
<td>NDDES</td>
<td>North Dakota Department of Emergency Services</td>
</tr>
</tbody>
</table>

Revised 8/20/15
Definitions

Building Emergency Action Plan (BEAP)

The emergency action plan each building is required to complete utilizing the BEAP template, BEAP checklist and associated forms. (Also referred to as a BEAP Template until completed.)

Building Safety and Security Representative (BSSR)

A representative selected by a dean, department head or director to serve as the building coordinator for emergency planning, safety and security activities. Each occupied UND building should have one primary BSSR and can have multiple backup BSSR representatives. Backup BSSRs are often drawn from each department that occupies the building and may be a part of the Building Safety Team.

Building Safety Committee (BSC)

The BST is comprised of representatives from each department in the building. The BST should utilize the BEAP checklist in developing their initial emergency plan.

Campus State of Emergency (CSOE)

An emergency or disaster that exceeds UND’s ability to handle due to lack of resources, equipment and/or personnel.

Continuity of Operations Plan (COOP)

An all-encompassing term covering both disaster recovery planning and business resumption planning. This planning mainly addresses the restoration of infrastructure and services while recovering from a significant disruption.

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Disaster Resistant University

This project is a planning initiative where universities develop a hazard mitigation plan like cities, counties, and states. The mission is to promote campus disaster planning, mitigation, response, and recovery.

Emergency Operations Plan (EOP)

An EOP is the “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Support Functions (ESFs)

There are 15 Emergency Support Functions that align categories of resources and provide strategic objectives for use. They are critical mechanisms to coordinate functional capabilities and resources provided by federal departments and agencies.

Federal Emergency Management Agency (FEMA)

Federal agency responsible for preparing for, responding to, and mitigating disasters, both natural and man-made.

Homeland Security Presidential Directive-3 (HSPD-3)

Created a Homeland Security Advisory System to inform all levels of government and the public to the current risk of terrorist acts.


Management of Domestic Incidents - This document directed the development and administration of the National Incident Management System (NIMS).


Created to provide for effective and timely deliverance of federal assistance to state and local governments. Also supports efforts to ensure First Responders are prepared to respond to major events, especially terrorist attacks.
Incident Command System (ICS)

ICS is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Mitigation

The part of emergency management intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards.

National Incident Management System (NIMS)

NIMS is a system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from, domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

Operations Center (OC)

An Operations Center is the physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. It also supports day-to-day operations of the University.

Stafford Act

The most widely known authority under which assistance is provided for major incidents. It authorizes the President to provide financial and other assistance to support response, recovery, and mitigation efforts following a presidential emergency or major disaster declaration.
Standard Operating Procedure (SOP)

Written organizational directive that establishes or prescribes specific operational or administrative methods to be followed routinely for the performance of a designated operation or actions (i.e., management processes that describe chronological steps to follow and decisions to make in carrying out a task or function).