3.3.17 Kentucky Community and Technical College System Emergency Response/Crisis Management Policy

3.3.17.1 Purpose

It is the purpose of this policy to establish the criteria for Emergency Response and Crisis Management Plans that are to be maintained by all KCTCS Colleges and the System Office. The National Safety Council recommends that all facilities have a written response plan, including procedures for emergencies that are most likely to occur at the facility. OSHA standards require a planned response for every facility. Homeland Security Presidential Directive 5 requires State Agency implementation of the National Incident Management System (NIMS). The KCTCS Board of Regents has adopted the NIMS and authorized the KCTCS President to implement it through development of a Crisis Management Plan which is applicable and consistent across the System.

For the purpose of this policy, a **crisis** is defined as any unplanned event that can cause deaths or significant harm to employees, students, or the public or that can shut down business, disrupt operations, cause physical or environmental damage, or threaten the institution's financial standing or public image. The **crisis** may take the form of an **emergency** requiring immediate action to save lives and protect property.

OSHA standards require the following:

- Facilities must have an Emergency Response Plan that addresses the actions employees must take to assure their collective safety during an emergency.
- The Emergency Response Plan must include information on applicable emergency procedures for general evacuation, fire reporting, medical emergencies, bomb threats, tornado safety, notification procedure for deaths, hazardous material releases, earthquakes or structural failure, armed robbery, and media-related events.
- All employees (including employees who are new to a facility) must be trained to respond to various emergencies that may occur. Employees must be notified whenever there are major changes to the procedures.

3.3.17.2 Emergency Response and Crisis Management Team

The System Office, each College, and each campus shall have an Emergency Response and Crisis Management Team in place, appointed by the KCTCS President, the College President, or Campus Director as appropriate for each location. The System Office team shall include, at a minimum, the KCTCS President, Legal Counsel, Chancellor, Vice Presidents, System Director of Human Resources, System Director of Facilities Management, Director of Safety, the Chief Information Officer and any others that may be deemed appropriate. The College team shall include, at a minimum, the College President, the Chief Business Officer, the Chief Student Affairs Officer, a representative of Human Resources, the Safety Officer, and the Public Information Officer. The team

for each extended Campus location will be determined by the Campus Director in consultation with the College President. Each team shall name one member as Coordinator and one as Assistant Coordinator. A subgroup of each team will be identified to meet quarterly to assess any need for updates or revisions to the plan.

3.3.17.2.1 Responsibilities of the Emergency Response and Crisis Management Team

- Develop the Emergency Response and Crisis Management Plan for each location, including coordination with local emergency response agencies.
- The Plan will address recovery and restoration resources and options in the event of a major loss.
- Designated team members shall receive NIMS and Community Emergency Response Team (CERT) training as recommended by the Federal Department of Homeland Security.
- Carry out training and drills as required.
- Respond to any emergency and initiate appropriate immediate response.
- Inform and consult with System Office administration during crisis response and recovery efforts.
- Review and approve crisis related information in conjunction with the System Office of Marketing and Public Relations to be communicated on- and off-campus, to all appropriate constituencies: students, parents, faculty, staff, and media.
- Coordinate crisis response and recovery efforts.
- Supervise cooperative crisis response and recovery efforts with appropriate outside agencies.
- Conduct a post-crisis evaluation of the College's performance during crisis response and recovery efforts and recommend changes to the College’s crisis management procedures.
- Review the College crisis plan during each academic year in order to reduce the College's vulnerability in a crisis.

3.3.17.3 Emergency Response and Crisis Management Plan

Components of an Emergency Response and Crisis Management Plan are based on identified potential emergencies which may be expected to occur at a particular campus, based on a the findings of a Hazard Assessment or Risk Evaluation. The Crisis Management Team at each Campus shall develop a written Emergency Response and Crisis Management Plan based upon an annual risk assessment evaluation. The Emergency Response and Crisis Management Plan will include the following:

- Risk Assessment and Evaluation

A plan of action for each Risk determined to be a possibility, including at a minimum, the response to each of the following; general evacuation, fire, bomb threats, severe weather, including the threat of tornados, medical emergencies including pandemic flu outbreak, hazardous materials, violent or threatening behavior (see related KCTCS Workplace Violence Policy).

- A training program, including scheduled drills.
- A crisis communications plan.
- Names, titles, phone numbers, addresses and e-mail addresses of Crisis Management Team members, trained first aid providers on campus, and local emergency service providers, including fire, local police, State police, ambulance, and Division of Environmental & Emergency Management.
- A Recovery and Restoration Plan outlining resources and strategies available to aid recovery efforts from major events regarded as possibilies during risk assessment.
- A readily accessible and quickly refenced "flip chart" of Emergency procedures for distribution to faculty, staff and students.

The Emergency Response and Crisis Management Plan for each College or Campus may be an adaptation of the "Crisis Management Planning Guide" developed by a workgroup of System Office and college personnel or may be developed independently but be consistent with this policy and the Planning Guide. College plans shall be reviewed and certified by the System Office team.

4-30-99	8-26-03; 5-31-06	8-26-03; 5-31-06
Approval Date	Date(s) of Last Review	Date(s) of Last Revision *(Include all dates in chronological order)*

(SIGNED)	5-31-06	(SIGNED)	5-31-06
Recommended by	Date	President, KCTCS	Date