

MONTCLAIR STATE
UNIVERSITY

Office of the President

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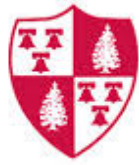
Memorandum for the Record:

This memorandum certifies that the governing board of Montclair State University adopted on July 27, 2017, an institutional Emergency Operations Plan (EOP) and that the EOP is guided *PL 2011 c.214*. Montclair State University agrees to review, update and submit this certification every five years, unless an emergency incident occurs at Montclair State University, in which case the EOP shall be reviewed immediately and recertified by its governing board.

A handwritten signature in black ink that reads "Susan A. Cole".

President Susan A. Cole

July 27, 2017



MONTCLAIR STATE

UNIVERSITY

EMERGENCY OPERATIONS PLAN



July 2017

MONTCLAIR STATE UNIVERSITY EMERGENCY OPERATIONS PLAN

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APPROVAL AND IMPLEMENTATION

The Montclair State University Emergency Operations Plan has been reviewed and approved by the Montclair State University Board of Trustees for immediate implementation by the following individuals. This plan supersedes and rescinds all previous versions of this document.

Dr. Susan A. Cole, President
Montclair State University

7/27/17
07/27/2017

Paul M. Cell, Chief of Police
Montclair State University Police Department

7/27/17
07/27/2017

Matthew D. Gallup,
Director of Emergency Planning
Montclair State University Police Department

7/27/17
07/27/2017

D.

DISTRIBUTION LIST

1. University President
2. Chief of Police
3. Director of Emergency Planning
4. Emergency Management Team Members
5. Emergency Operations Center
6. Each individual responsible for a functional Annex
7. Passaic County Office of Emergency Management
8. Essex County Office of Emergency Management
9. New Jersey State Police – Office of Emergency Management
10. Montclair State University Police Communications Desk
11. New Jersey Governor’s Office

LETTER OF PROMULGATION

This Montclair State University Emergency Operations Plan (EOP) describes the duties and responsibilities of designated individuals, departments, agencies, and volunteer organizations in the event of a disaster. The plan directs individuals and organizations to provide guidance, relief, and assistance as necessary to mitigate, prepare for, respond to, and recover from the effects of a disaster that might or has occurred at Montclair State University. The plan is designed to explicitly protect the welfare and safety of faculty, staff, students and visitors to the University. It provides the opportunity for the University community to be better prepared for and to quickly recover from an emergency, thereby saving lives, resources and University assets. In accordance with Homeland Security Presidential Directive (HSPD) 5, all University agencies or departments who have responsibilities delineated in this EOP will use the National Incident Management System (NIMS), including the Incident Command System. NIMS insures proper coordination between local, state, and federal agencies in responding to an emergency.

Pursuant to the authority of the Board of Trustees of Montclair State University and my authority as the President of the University, this Emergency Operations Plan, its attachments, appendices, and annexes are adopted as policy. All administrators, department chairs, directors, or functional managers delegated responsibilities pursuant to this plan, are hereby directed to take the necessary actions to familiarize themselves with this EOP and to be prepared to carry out their responsibilities. This plan replaces all previous emergency operations planning documents, and anyone in possession of an old plan should return it to the Director of Emergency Planning for destruction.

The University Chief of Police and the Director of Emergency Planning are designated as the responsible officials to coordinate, implement, and supervise emergency operations on behalf of the President, and other administrative officers of the University. The Director of Emergency Planning is empowered to coordinate with other local, state, and federal emergency operations agencies in the event of emergencies that may require implementation of this plan.

Dr. Susan A. Cole, President
Montclair State University

07/27/2017

II. AUTHORITY:

1. Federal:

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC§ 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act 2002
6. Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002

2. *State of New Jersey*

1. N.J.S.A 18A
2. Directives issued by the New Jersey State Office of Emergency Management Directives 61, 74, 79, 84, 100, 101, 102, 103 and 104.
3. University Regulations

III. PLAN DEVELOPMENT AND MAINTENANCE:

A. Annual review

The Emergency Operations Plan will be reviewed annually and will be updated and revised as appropriate.

B. Maintenance of Plan

Interim revisions will be made in the following circumstances:

1. A change in university site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the Emergency Operations Plan
2. A material change in response resources
3. An incident occurs that requires a review
4. Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan
5. New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan

IV. INTRODUCTION

The Montclair State University Emergency Operations Plan identifies natural and man-made emergencies that may impact the campus community. It details the response procedures that campus officials should follow in case of an emergency. All departments within the Montclair State University community should become familiar with this plan. As appropriate, they should formulate their own specific action plans and emergency operations checklists to complement this plan, and submit a copy to the Director of Emergency Planning for review and approval.

This Emergency Operations Plan is intended for the main campus as well as any and all locations that are leased, owned or managed by Montclair State University.

University emergency operations will be conducted within the framework of University policies and procedures. Any deviation from the Emergency Operations Plan will be with the approval of the University administrators directing and/or coordinating emergency operations. An Emergency Executive Group co-chaired by the Chief of the Montclair State University Police and the Director of Emergency Planning, shall meet every two years to review the University's Emergency Operations Plan for necessary updates and revisions. During alternate years, all requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Director of Emergency Planning for evaluation. All changes recommended by the Director of Emergency Planning will be submitted for approval in writing to the President and, if approved, shall be included in the plan.

Montclair State University has over 21,000 students with more than 5,000 students residing on campus. Montclair State University's main campus is located in Essex and Passaic Counties on 250 acres within Little Falls and Montclair Townships as well as the City of Clifton. Within the campus boundaries, Floyd Hall Enterprises manages two facilities that include the Yogi Berra Stadium hosting a minor league baseball team and an ice arena that hosts numerous ice related sporting events. Montclair State University also has a School of Conservation located in Branchville, New Jersey located in Sussex County. This Emergency Operations Plan is intended for the main campus as well as any and all locations that are leased, owned or managed by Montclair State University.

V. PURPOSE:

A. Various federal and state laws require the University to have an emergency plan. The plan is intended to protect lives and property, and to maintain an environment suitable for the orderly conduct of education. Since an emergency may strike without warning, this plan is designed to be flexible and assist the University community in answering three basic questions:

“What should I do?”

This plan describes the overall operational concepts relative to readiness for emergency response and recovery.

“How should I do it?”

This plan describes the Incident Command System (ICS) and the National Incident Management System/ Standardized Emergency Management System (NIMS), which is the management system used to cope with an emergency.

“What should I know?”

This plan outlines the general actions and information necessary to managing emergency response situations.

This plan is an all hazard approach to emergency management and covers natural disasters, technological disasters, and national security crises.

VI. SITUATION:**A. General Description**

1. Montclair State University is one square mile in size and is an academic community with residential housing, academic/ classroom facilities, administrative and service facilities, recreational and athletic facilities, research facilities, agricultural areas and undeveloped preserves. The campus is surrounded by developed residential, commercial, and light industrial areas.

2. The University is located in northeastern Essex County and in southern Passaic County. University property extends into the following municipalities: the Township of Montclair, the Township of Little Falls, and the City of Clifton.
3. During the academic year (September through May) the University has a residential population of more than 5,000 people and a workday population of 21,000. During the months of May through August there is a reduced resident population of approximately 2,000 and a workday population of approximately 6,000 (faculty, students, and staff).
4. Primary land transportation routes that pass through or are adjacent to the Montclair State University campus include the following:
 - a. Route 46
 - b. Route 3
 - c. Valley Road
 - d. Normal Avenue
 - e. Clove Road
 - f. Yogi Berra Drive
 - g. Long Hill Road
 - h. Webster Road
 - i. College Avenue
 - j. New Jersey Transit CSX Rail line

B. Identified Hazards

Hazards which may affect Montclair State University include but are not limited to:

1. Severe Weather
2. Localized flooding
3. Power failures
4. Hazardous Materials incidents
5. Civil disturbances/disorder
6. Major fires/explosions

7. Public health incidents (Pandemics)
8. Improvised Explosive Devices/ Bomb Threats
9. Transportation Accidents
10. Active Shooter/ Terrorist Attacks

C. ASSUMPTIONS:

1. The Emergency Operations Plan is based on a realistic approach to the problems likely to be encountered by the University during a major emergency. The plan assumes that:
 2. An emergency can occur at any time of the day or night, weekends or holidays, with little or no warning.
 3. Since events in an emergency are not predictable, this EOP can serve only as a guide and may require modification to meet the requirements of the emergency or disaster.
 4. This EOP assumes that circumstances may prevent city, county or federal emergency assistance from being available for 72 hours or more.

VII. SCOPE:

- A. The Emergency Operations Plan applies to all Montclair State University personnel (faculty, staff, students, and visitors) and all buildings, grounds and satellite properties owned, leased, and operated by the University.
- B. For example, this plan applies to the satellite campus in Branchville and properties in Clifton and Bloomfield.

C. PLAN PRIORITIES:

1. To protect persons and address the needs of survivors

2. To protect property
3. To provide public information
4. To restore essential services and instruction

VIII. LEVELS OF EMERGENCIES:

- A. The Montclair State University emergency response will be based on the severity of the event and the availability of local resources. Generally, response to a major emergency will progress from local to regional to state to federal involvement.
 1. Level 1 - A Level 1 emergency is an event that occurs on the main campus or satellite properties and is managed from the scene or at University Police Headquarters. The event can be handled with existing University resources or limited outside agency assistance. A Level 1 emergency is usually a single or one-dimensional event of limited duration with little or no impact on University operations. The Emergency Operations Center (EOC) is not activated. All responders coordinate via established telephones, radio systems and dispatch centers. A campus state of emergency is generally not proclaimed.
 2. Level 2 - A Level 2 emergency is an event involving some or all of the University that may require resources, assistance, and / or coordination with city, county, or state agencies. Level 2 emergencies are most likely multi-hazard situations. The Emergency Operations Center may or may not be activated. A campus state of emergency might be proclaimed.
 3. Level 3 - A Level 3 emergency is a situation involving the entire campus and possibly the surrounding community. Immediate resolution of the emergency is beyond the resource capabilities of the University and requires resources, assistance, and coordination with local, county and state agencies. Level 3

emergencies are generally multi-hazard, and outside help may not be immediately available. The Emergency Operations Center is activated. A campus state of emergency is proclaimed.

4. Level 4 - A Level 4 emergency is a catastrophic situation involving the entire campus and surrounding community. Immediate resolution of the disaster is beyond the resource capabilities of the University and local, county and state resources and will require federal resources. Level 4 emergencies are multi-hazard, and outside help may not be immediately available. The Emergency Operations Center is activated. A campus state of emergency is proclaimed.

IX. OPERATIONS AND CONTROL

A. Operational Concepts

1. Emergency Management Chain of Command

- a. The University President is ultimately responsible for the University's overall response to emergencies. The President has designated the Chief of Police and the Director of Emergency Planning as the responsible officials to coordinate, implement, and supervise emergency operations. The Chief of Police will serve as the primary emergency manager and will assume charge of all emergency situations. The Director of Emergency Planning will serve as the number two University officer-in-charge and will serve as emergency manager in the absence of the Chief of Police.
- b. Normal day to day operations including most limited emergencies occurring on the grounds of Montclair State University shall be the responsibility of the respective vice presidents.

- c. Should a public safety emergency arise that requires a significant multi-department response, the Director of Emergency Planning will activate the Emergency Management Team (EMT). This team is comprised of administrators and department heads whose organizations have emergency response functions or resources. The Director of Emergency Planning will coordinate the response efforts of the various team members.
 - d. During emergencies requiring the activation of the EMT, administrative department heads will remain in charge of their respective departments.
2. Actions Implemented During Periods of Increased Risk
1. During periods of heightened risk, initial emergency direction and control will emanate from the University Police Department. If it becomes necessary to activate the EMT, an Emergency Operations Center (EOC) will be established at the Abbott and Costello building on the second floor. If the EOC needs to be relocated then University Police Headquarters or the Little Falls Police Department EOC can be utilized.
 2. During periods of heightened risk, the Emergency Management Team or designees will perform the following actions:
 1. Alert university officials of potential hazards
 2. Ascertain recall duty status and availability of personnel
 3. Recall personnel to report to their respective University departments for standby
 4. Brief department employees and/or volunteers on the potential impending hazard
 5. Check university emergency equipment
 6. Deploy department personnel into affected areas
 7. Determine need for 24 hour staffing

3. Incident Command System

The University Police Department and Emergency Services and other departments with essential emergency response functions follow the National Incident Command System (NIMS)/Incident Command (ICS) format for managing emergencies and are expected to maintain training and knowledge in its use.

4. Reduction of Routine Services

During emergency situations, there may be a reduction and/or elimination of normal public services provided by University departments (e.g., instruction, support services, transportation and special events) for safety reasons or to allow personnel and resources to be redirected to emergency operations.

5. University State of Emergency

a. In the event of a severe emergency condition the University President may declare a University State of Emergency, generally after consulting with the Chief of Police (or Director of Emergency Planning in the absence of the Chief of Police), Incident Commander, and the President's Executive Council.

b. When a University State of Emergency is declared, all known parameters relating to the emergency shall be included in the emergency declaration:

1. Specific instructions to the University Community
2. Reduction of public services
3. Restrictions of traffic flow
4. Evacuations
5. Diversion of University resources
6. Requests for municipal, county, or state assistance

- c. Upon declaration of a University State of Emergency, University resources will be coordinated by the Director of Emergency Planning.
- d. Upon declaration of a University State of Emergency, the appropriate municipal and county Office of Emergency Management will be notified.
- e. Termination of a declaration of a University State of Emergency will be made by the University President; release or redirection of University resources back to normal operations will be coordinated by the University Director of Emergency Planning through the Emergency Management Team.
- f. In the event of an emergency situation requiring external assistance beyond routine mutual aid from local municipalities, the University Emergency Manager (with permission from the University President) will follow the formal chain of command and contact the appropriate municipal and county Offices of Emergency Management to ask that a statutory State of Emergency be declared.

B. Phases of Emergency Management

There are four primary phases of emergency management: Mitigation; Preparedness; Response; and Recovery.

1. **Mitigation (Phase 1)** - Activities that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of an emergency are examples of mitigation. Specific hazard mitigation plans are prepared following a federally declared emergency. They reflect the current risk analysis and mitigation priorities specific to the declared emergency. Mitigation planning also includes a review of ways to eliminate or reduce the

impact of future emergencies. Once an event has occurred, the University may be involved in complying with the hazard mitigation requirements under “Federal Hazard Mitigation Funding Section 406”.

2. **Preparedness (Phase II) Normal Operations** – This Emergency Operations Plan is considered to be in effect at all times to provide authorization to accomplish essential emergency preparedness activities. The preparedness phase involves activities undertaken in advance of an emergency in accordance with State and Federal Higher Education requirements. These activities will provide operational capabilities and improve effective response to disasters. The actions listed below are all examples of the planning activities conducted under this phase:
- a. Developing and revising emergency plans and hazard analyses
 - b. Writing mutual aid operational plans
 - c. Training response personnel, including the training and assignment of University Health Center staff in emergencies that may require additional EMS resources
 - d. Improving public information and communications systems
 - e. Conducting exercises to validate the planning process

Those individuals and departments assigned emergency responsibilities will participate in developing and maintaining current standard operating procedures and checklists for the support of the EOC. Elements of these procedures include:

- f. Provision to support, maintain, staff, direct and control University resources during the time of a major emergency.
- g. Specific actions that will be assumed by staff and designated successors during emergency situations.
- h. Circumstances under which successor authorities would become effective, and when they would be deactivated. Current department personnel notification/recall rosters procedures and the means to implement them, including a communication system

to implement call-out rosters for personnel assigned to the EOC, support functions and first responders.

- i. Establishment of a system for communication to the EOC, University Police Department dispatch and Facilities Services dispatch/work order control center, and to manage organizational resources, response field personnel and maintain contact with the EOC during emergencies.
- j. Developing mutual aid and other support agreements with appropriate local and state agencies and vendors.
- k. Reporting of damage assessment information (casualties, damage observations, evacuation status, chemical exposure, etc.) to the EOC during an emergency. Support of cleanup and recovery operations following emergencies.
- l. Training of assigned response staff and campus volunteers to augment emergency personnel.
- m. Taking appropriate action to increase readiness as a crisis begins to develop. These actions will be designed to increase the University's ability to respond effectively to an emergency.
- n. Increasing their readiness for an emergency upon the issuance of a credible, long-term prediction or advisory that could impact the county or state (e.g., hurricane or other weather emergency), or a rapidly deteriorating international situation that could lead to a possible attack upon the United States.

Actions to be accomplished during this phase include but are not limited to:

- o. Inspections of critical facilities
- p. Reviewing and updating of emergency plans and Standard Operating Procedures documents
- q. Briefing President's Executive Council
- r. Updating resource lists
- s. Mobilizing resources
- t. Testing warning and communications systems
- u. Creating accurate, timely, emergency public communications

v. Recruiting of additional staff and Disaster Service Workers

3. **Response (Phase III) Pre-Impact** - When the Montclair State University Emergency Management and/or University Police Department recognize the likelihood of a pending emergency, actions will be taken to save lives and protect property. The appropriate Montclair State University Emergency Operations Plan level of response will be determined to meet the pending emergency. If the situation warrants, or upon notification from the State Office of Emergency Management, a full emergency will be declared. Other actions will include:

- a. Disseminating warning, emergency public information, and other advice and action instructions to the public
- b. Surveying and evaluating the emergency situation
- c. Marshaling, allocating, and positioning personnel and equipment
- d. Mobilizing necessary resources
- e. Activating the Emergency Operations Center (EOC) using established guidelines
- f. Evacuating the campus community if necessary

Immediate Impact - During this phase, emphasis is placed on saving lives, gaining control of the situation, and minimizing the effects of the emergency. Immediate response actions will be taken by Montclair State University emergency responders and may include mutual aid, local, county and state operational area responders. Other actions will include:

- a. Activating Incident Command Posts and the EOC
- b. Issuing emergency instructions to the campus community
- c. If an emergency occurs without warning, the EOC will be activated as rapidly as conditions permit. If a Montclair State University emergency is declared, the cities and townships of Clifton, Montclair and Little Falls will be notified and may be requested to proclaim a local emergency.

- d. Conducting evacuation and/or rescue operations as required

Sustained Emergency - As the emergency continues, assistance will be provided to victims and efforts will be made to reduce secondary damage. County or statewide mutual aid may be provided to assist with these efforts, and response support facilities may be established. Resource requirements will continually change to meet the needs of the incident. Other actions will include:

- a. Providing for the care and treatment of casualties
- b. Identifying any deceased and treating injured individuals
- c. Providing for the mass care (food, lodging, etc.) needs of displaced persons

Response to Levels of Emergency:

- a. Level I Response - Decentralized Coordination. This management mode is operative under normal conditions, in which emergency situations are responded to by usual management procedures and local resources are adequate. The EOC is not activated and any inter-unit coordination (e.g., fire, paramedic, police, etc.) is accomplished through the EOC and attached communication center.
- b. Level II Response - Centralized Coordination. This mode of operation is used for emergency responses that require several functional units within the plan to be activated. In these situations, key EOC personnel will meet in a central location to provide emergency coordination. Their activities include but are not limited to:
 1. Establishing a situation assessment function
 2. Establishing a public information function
 3. Determining resource requirements and coordinating resource requests
 4. Establishing and coordinating the logistical systems necessary to support emergency services

- c. Level III and IV Responses – These levels require the highest degree of interagency coordination and discretion. This mode of operation will be utilized following a major emergency. In this situation, the EOC will be activated and all coordination and direction, including interagency coordination, will be accomplished through the EOC. Incident emergency management systems (to the extent practicable) would report to and receive direction from the EOC.
4. **RECOVERY (Phase IV)** - At the onset of an emergency, action will be taken to enhance the effectiveness of recovery operations. Recovery is both a short-term activity intended to return vital operations to service, and a long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities, including the acquisition of assistance for affected persons, coordinated through joint county, state and federal disaster assistance centers in the area.

If major damage has occurred, the recovery aspects of this plan will be implemented to coordinate planning and decision-making for recovery and reconstruction efforts. These may include:

- a. Maintaining effective communication with the community
- b. Implementing health and safety measures
- c. Protecting, controlling, and allocating vital resources
- d. Restoring or activating essential facilities and systems
- e. Enforcing police powers in controlling the campus locations
- f. Establishing access controls, erecting traffic barricades, etc.

X. DECLARATION OF A UNIVERSITY STATE OF EMERGENCY

The declaration of a University state of emergency is required when the University is the only entity affected by an emergency. If the cities/townships of Clifton, Montclair or Little Falls, declare an emergency, then the Emergency Operations Plan may be activated without the University proclaiming a University

state of emergency. A declaration of a University state of emergency provides the University with the authority to:

1. Receive mutual aid from local, county, state and/or federal resources
2. Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans and agreements
3. In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements
4. Requisition necessary personnel and material of any department or agency
5. Issue orders and regulations necessary to provide for protection of life and property
6. Issue orders and regulations imposing curfew
7. Conduct emergency operations without facing liabilities for performance or failure of performance

XI. CONTINUITY OF OPERATIONS

- A. In the event that the President is not present or is disabled, the authority and responsibility to activate the Emergency Operations Plan shall follow this chain of succession:
 1. University President/ Chief Executive Officer
 - a. Provost/Vice President for Academic Affairs
 - b. Vice President for Student Development and Campus Life
 - c. Vice President for University Facilities
 2. Emergency Managers
 - a. Montclair State University Chief of Police
 - b. Montclair State University Captain of Police
 - c. Director of Emergency Planning
 - d. Designee of the Chief of Police

B. Functional Annex Line of Succession

The person responsible for each annex (emergency functional area) must also establish a line of succession and ensure that personnel in functional areas, as well as the Emergency Managers, are kept informed of that line of succession.

C. Reporting procedures to other Levels of Government

1. Requests for resources and Information

- a. During times of emergency all University administrative department heads shall direct and coordinate all resource requests through the Emergency Management Operations Team. The Emergency Management Operations Team will prioritize all University resource requests and respond to them or direct the request to the appropriate governmental authorities.
- b. All resource requests that exceed university capability will be directed to the appropriate municipal, county, state or Federal Office of Emergency Management.

D. Notification of EOC Activation

When the University Emergency Operations Center (EOC) is activated the following agencies and administrators, depending on the scope and severity of the emergency, shall be notified.

1. Executive Emergency Management Group

- a. President
- b. Provost/Vice President for Academic Affairs
- c. Vice President for Student Development and Campus Life
- d. Vice President for University Facilities
- e. Vice President of Finance and Treasurer
- f. Vice President for Human Resources
- g. Vice President for University Advancement
- h. Vice President for Information Technology
- i. Chief of Staff

- j. University Counsel
2. Emergency Management Team
 - a. Chief of Police
 - b. Director of Emergency Planning
 - c. Director of Emergency Medical Services
 - d. Dean of Students (or designee)
 - e. Director of Environmental Health and Safety
 - f. Director of Media Relations
 - g. Director of University Health Center
 - h. Director of Parking and Transportation Services
 - i. VP for University Facilities (or designee)
 - j. Director of Residence Life
 - k. Director of Fire Safety
 - l. President of Student Government Association
- E. Protection of Vital Records in an Emergency
1. Responsibility for Protection of Vital Records

The University shall have and shall implement policies to protect and preserve vital records in an emergency
 2. Types of Vital records

Vital Records are those non-replaceable records of the University for which there may be a future need and shall include but not limited to:

 - a. Student and employee records
 - b. Financial/budget records
 - c. Risk management related records
 - d. Facilities records
 - e. Public safety records
 - f. Facilities blueprints

XII. ADMINISTRATION and LOGISTICS

A. Reports, Records, and Event Log

1. Accurate detailed records of all actions taken in an emergency are essential for use in designing future improvements, training emergency personnel, and settling possible litigation. Therefore, each department head and/or person responsible for an emergency function will keep accurate detailed reports of actions taken during an emergency, and forward these reports to the Director of Emergency Planning as soon as possible following their creation.
2. The Director of Emergency Planning is responsible for records and reports received from or passed to the county or other levels of government and for starting and maintaining a significant events log of the emergency.

B. Records of Expenditures

1. Each department head is responsible for maintaining records of their department's expenditures related to an emergency and for ensuring that these expenditures records are forwarded to the appropriate University office for processing.
2. The Director of Emergency Planning is responsible for the records of expenditures associated with the general operation of the Emergency Management Team and the Emergency Operations Center.

C. Mutual Aid

1. There are verbal mutual aid agreements with:
 - a. Little Falls Township
 - b. Montclair Township
 - c. City of Clifton
 - d. Passaic County Sheriff's Department
 - e. Passaic County Office of Emergency Management
2. Montclair State University recognizes the Operational Area Concept under NIMS and accepts that the Operational Area for the main campus

includes Little Falls Township and the City of Clifton in Passaic County, and Montclair and Bloomfield Townships in Essex County. For the New Jersey School of Conservation in Branchville, the Operational Area is Sussex County and requests for mutual aid will be made through the Branchville Police Department.

- a. Upon receiving mutual aid, the University is responsible for logistical support of reporting personnel.
- b. Requests for coordination of mutual aid support during large scale emergencies will normally be accomplished through established channels at the municipal and county Emergency Management Offices. The request should specify applicable information, such as:
 1. Amount and type of resources needed
 2. Reporting time and location
 3. The operational and organizational personnel reporting structures
 4. Access routes
 5. Estimated duration of operations

XIII. EMERGENCY MANAGEMENT TRAINING AND EXERCISES

- A. The main objective of Montclair State University's Office of Emergency Management planning is efficient and timely response during emergencies. A good plan is a first step toward that objective.
- B. Planning alone will not guarantee preparedness. Training is essential to assure that emergency operations personnel are ready to respond effectively. Emergency management training records will be kept for a minimum of seven years.
- C. To ensure proper training of personnel, the University will conduct the following levels of training:
 1. NIMS and ICS overview training of appropriate new administrative staff within one-year of employment

2. Specialized training annually for employees designated either as a Building Marshal/Monitor or EOC team member.
3. Emergency simulation exercises that permit personnel the opportunity to become thoroughly familiar with the procedures, facilities and systems used in emergency situations. These exercises will be carried-out in several forms.
4. Tabletop Exercises which are informal discussions of a simulated emergency that are useful for evaluating plans and procedures and for resolving questions of coordination and responsibility. Testing of at least one hazard event will be conducted each year.
5. Drills, which are a single emergency response function, with single agency involvement, and often have a field component such as evacuation from a building. Drills will be conducted at least once a year.
6. Functional Exercises, which allow policy and operations personnel to practice emergency response with stressful and realistic simulations. They take place in real time, emphasize emergency functions and include activating the Emergency Operations Center. Functional Exercises will be conducted at least every other year.
7. Full Scale Exercises or commensurate activities, which are the most complex type of exercise, take place in real time, employ people and use emergency equipment. They involve the coordination of different agencies, including testing of mutual aid and assistance agreements, test emergency functions, the EOC is activated and the situation may be stressful. Testing will be conducted at least every two (2) years. Activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.

XIV. CAMPUS EMERGENCY EQUIPMENT

- A. Certain extraordinary emergencies, such as a major earthquake or hurricane with local or regional impact, could require the campus emergency management operations to operate without outside assistance for a period of time (i.e., 72 hours or greater).

- B. The Director of Emergency Planning is responsible for assuring that necessary equipment and supplies be in place and in operational order and that Memorandums of Understanding are in place with local vendors to provide access to additional needed resources.
- C. A complete roster of emergency resources, supplies, and equipment shall be contained in the University Emergency Operations Center.

XV. RESPONSIBILITIES

- A. When a University emergency reaches proportions that cannot be handled by routine measures, the President or designee may activate the Emergency Operations Plan in accordance with the Incident Command System. The ICS is designed to be flexible and to accommodate situations of varying severity.

(Detailed responsibilities are located in the EOC Annex of this Emergency Operations Plan)

- B. Emergency Operations Center Executive –University Chief of Police.
 - 1. Oversees emergency operations activities and serves as the link between the President and Executive Council and the Emergency Operations Center and the Emergency Management Team.
 - 2. Recommends policies regarding emergencies prior to an emergency
 - 3. Works through the President in approving and authorizing recovery operations within the context of the emergency

- C. Emergency Operations Center Manager - OEM Director

The University Emergency Manager is responsible for implementing this plan and directing the emergency response. At Montclair State University the Director of Emergency Planning serves as the coordinator of the Office of Emergency Management.

- D. Public Relations – Associate Vice President of Communications and Marketing
Coordinates public communication of emergency activities in consultation with the President and Executive Council
- E. Safety Officer - Director of Environmental Health and Safety
Advises on all matters relative to the operational safety of incident personnel and ensures the coordination of safety issues across multi-agency efforts
- F. Operations Section Coordinator - Chief of University Police
Responsible for coordinating the activities of the Operations Section, including:
- a. *Law Enforcement* – Provides support for field activities such as law enforcement, traffic control, evacuations, access to hazardous areas; coordinates with local fire and police agencies; supports rescue and first aid response
 - b. *Director of Fire Safety*- Provides support for field activities such as fire and search and rescue coordination; coordinates with local fire agencies; supports rescue and first aid response
 - c. *Director of University Health Center* – Provides support for mass casualty field activity; coordination between temporary casualty care facilities and transportation of casualties; requests assistance of University Health Center staff for emergency medical services in the absence of off-campus mutual aid services
 - d. *Vice President of University Facilities* – Provides support for facilities and utilities; and supports law enforcement and fire service personnel in access and perimeter control
- G. Planning Section Coordinator – AVP of Communication and Marketing or Designee
Responsible for coordinating the activities of the Planning Section, including:

- a. *EOC Message Center* - Gathers information and produces situation status reports, damage assessment and weather predictions
- b. *Documentation* – Maintains all event records, and assists with writing operational period action plans

H. Logistics Section Coordinator – AVP for University Facilities or designee

Responsible for coordinating the activities of the Logistics Section, including:

- a. *Facilities Maintenance* – Provides logistical support for field activities related to the repair and restoration of essential structures and utilities, facility access and perimeter control
- b. *Supplies/Movement* - Provides resources and support services for emergency operations

I. Finance Administration Section Coordinator – AVP for Finance

Responsible for coordinating all Finance Section personnel, including:

Procurement/Contracts - Tracks expenses and prepares reports for local, state and federal authorities for documentation and potential reimbursement

J. Human Resources Coordinator- AVP of Human Resources

Assigns staff in accordance with Montclair State University policy, oversees tracking and recorded time expended by emergency personnel

K. Liaison Officers – SDCL Managers

Responsible for coordinating campus emergency liaisons, as needed, including:

- a. *Housing Liaison* – Director of Residence Life
Communications link between the EOC and the Residence Life staff that provides food and emergency shelter to the campus community

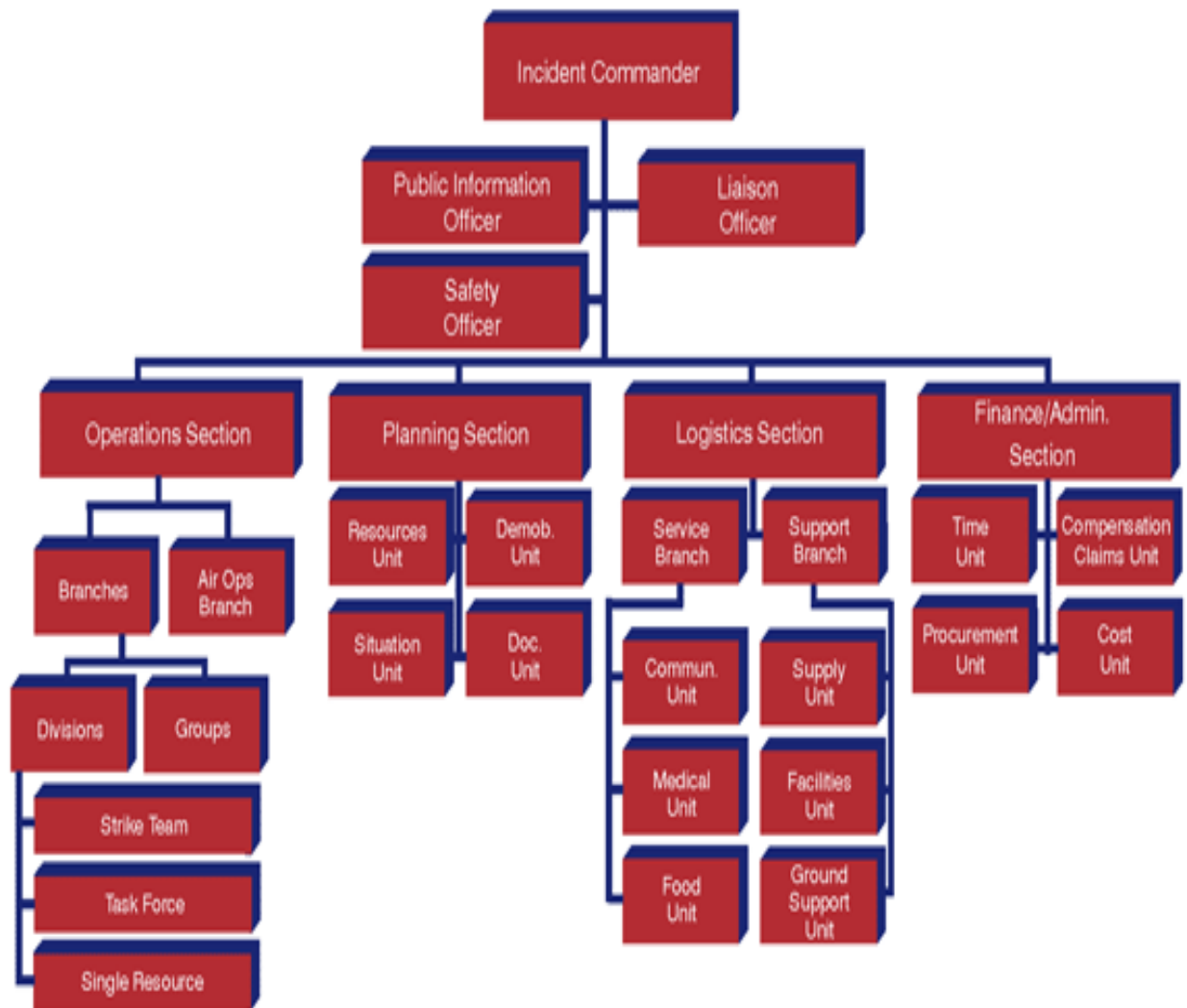
- b. *Student Affairs Liaison* – Director of Student Communications
Communications link between the EOC and students. Responsible for vital communications between students and families
- c. *Academic Affairs Liaison* – AVP for Academic Affairs or designee
Communications link between the EOC and Academic Affairs, which is responsible for maintaining and/or restoring the academic process
- d. *Psychological Counseling Liaison* – Director of CAPS
Communications link between the EOC and Counseling and Psychological Services including their support for the community, first responders and victims

XVI. EOC STAFF CALL IN PROCEDURES

- A. Report of an actual or suspected emergency may come from a variety of internal or external sources. All such reports should be forwarded immediately to the University Police Department and / or the University's Office of Emergency Management.
- B. The Montclair State University Police Department will have and utilize its formal protocols to analyze the situation and, if appropriate, to declare an emergency and to activate the UPD Phone Tree in the following order:
 - UPD Sergeant
 - UPD Lieutenant
 - UPD Captain
 - UPD Deputy Chief
 - UPD Chief of Police
 - UPD Director of Emergency Planning
 - Members of the Emergency Management Team

Any step in this procedure may be skipped if timely response to an emergency requires it.

Emergency Management Organization Chart



XVII. Glossary of Terms:

DEP	Director of Emergency Planning
EAS	Emergency Alert System
EMRAD	Emergency Management Radio
EMS	Emergency Medical Service
EPA	Environmental Protection Agency
EPI	Emergency Public Information
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FCC	Federal Communication Commission
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
NAWAS	National Attack Warning System
NIMS	National Incident Command System
NJDEP	New Jersey Dept. of Environmental Protection
NJOEM	New Jersey Office of Emergency Management
NWS	National Weather Service
OEM	Office of Emergency Management
PIO	Public Information Officer
RADEF	Radiological Defense
RACES	Radio Amateur Civil Emergency Service
EHS	Environmental Health and Safety
UPD	University Police Department
SOP	Standard Operating Procedure
SPEN	Statewide Police Emergency Network