



**KOPS = PLANS**

# Emergency Operations Plan

F E B R U A R Y

# 2024



JOHNSON COUNTY  
COMMUNITY COLLEGE

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## Letter of Promulgation

Johnson County Community College (JCCC) is committed to protecting the welfare of its community members as well as its intellectual property and facilities. For this reason, JCCC has developed the *Emergency Operations Plan*. With this plan, the College strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from their inevitable occurrence.

We can best prepare to meet the enormous challenges that emergencies present by working together. As such, the *Emergency Operations Plan* includes a chain of command that establishes the authority and responsibilities of campus officials and staff members. The plan also requires departments to designate emergency leaders who will have the authority to make modifications in emergency procedures and commit resources to emergency management efforts, as necessary.

The plan is written with explicit interest in the welfare and safety of the students, faculty, staff, and visitors. In accordance with Homeland Security Presidential Directive (HSPD) 5, all JCCC departments that have responsibilities/functions delineated in this plan will use the National Incident Management System (NIMS). NIMS allows and ensures proper coordination between local, state, and federal organizations in emergency response. Furthermore, the Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

Pursuant to the authority of the Board of Trustees, this *Emergency Operations Plan*, its attachments, appendices, and annexes are adopted as Policy upon declaration of an emergency. Each administrator, department chair, director and functional supervisor is directed to take necessary actions to implement it by developing written internal procedures that detail support required by the plan and then maintain preparedness to quickly put the plan into action.

This plan, when used properly and updated regularly, will assist JCCC personnel in accomplishing their primary responsibilities: life safety, incident stabilization and property preservation. This plan and its provisions will become official when it has been signed and dated below by the concurring JCCC officials and hereby gives authority and responsibility to JCCC officials to perform their duties, as indicated in this plan, before, during and after an incident.

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

February 2024

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Interim President

Plan Born: February 2024

**Record of Distribution**

<b>Name</b>	<b>Title</b>	<b>Agency</b>	<b>Method of Distribution (Electronic or Hard Copy)</b>	<b># Of Copies</b>	<b>Date of Delivery</b>
<a href="http://list.jccc.edu">http://list.jccc.edu</a>	webserver		Electronic		4/4/15
<a href="https://isg.jccc.edu">https://isg.jccc.edu</a>	webserver		Electronic		6/1/18
<a href="https://isg.jccc.edu">https://isg.jccc.edu</a>	webserver		Electronic		6/15/19
<a href="#">Shared Site</a>	Teams/SharePoint	JCCC	Shared S <a href="https://jccedu.sharepoint.com/:w:/r/sites/IncidentResponse/site">https://jccedu.sharepoint.com/:w:/r/sites/IncidentResponse/site</a>		11/19/21
All EPG & IRT Members	EOP	JCCC	Hard Copy		6/15/19
EOC Locations	EOP	JCCC	Hard Copies	5 each at 4 EOC's = 20 copies	2/22
EOC Location	EOP Final 2023	JCCC	Hard Copies	5 each at 4 EOC's = 20 copies	12/23
IRT SharePoint Site/CMT SharePoint Site in TEAMS	EOP Final 2023	JCCC	Electronic		12/2023
EOP – 2023 Version	Bold Planning Solutions	JCCC	Electronic		12/2023
All EPG & IRT Members	EOP	JCCC	Hard Copy		12/2023

## Record of Changes

CHANGE #	PAGE NUMBER(S)	DATE OF CHANGE	CHANGE MADE BY	SUMMARY OF CHANGES
1	(1)	5/1/18	EM	Letter of Promulgation
2	8	5/1/18	EM	EM Phased Approach
3	Throughout	5/1/18	EM	Every 2 years for update
4	Annex ( )	5/1/18	EM	Infectious to communicable
5	Annex ( )	5/1/18	EM	Disability to Functional needs
6	Throughout	5/1/18	EM	Positions and Contacts updated
7	11	5/1/18	EM	Risk Assessment 2017/18
8	16	5/1/18	EM	Current KS Weapons Statute
9	Annex N	5/1/18	EM	Added Dispensing Site Plan
10	All Annexes	11/2016-5/2017	EM	All Annexes reviewed and minor updates per Planning team
11	Appendix I	2/2017	EM	NEW BIT Plan
12	Appendix D	1/2017	EM	Added ICS Fill-in Chart - Forms
13	(1)	6/1/19	EMD	Letter of Promulgation
14	(9)	6/1/19	EMD	National Prep Goal
15	(9)	6/1/19	EMD	Core Capabilities
16	(33)	6/1/19	EMD	Deactivation of EOC
17	Annex	6/1/19		BIT Updated Plan
18	Annex N	6/1/19		Updated Site Dispensing Plan
19	Annex E	6/1/19	EMD	Campuswide Evacuation
Major Rewrite	Throughout plus 3 new Annexes	12/2023	EMD	Major rewrite of entire Plan, New Annexes, and reorganization of EPG, IRT, Incident Notification Protocol, EOC Function role adjustments- See saved redlined copy dated 12/2023 for all documented changes. - See Update Summary Presentation presented to Cabinet on 12/12/23.





# SECTION 1:

## Introduction

### Emergency Operations Plan





## **SECTION 1: INTRODUCTION**

### **Emergency Management at JCCC**

#### **Vision**

Johnson County Community College strives to establish and maintain a disaster-resilient College in which the safety and security of students, faculty, staff, and visitors is paramount.

#### **Mission**

The Office of Emergency Management and named Crisis Management Team Members mitigates, prepares for, responds to, and recovers from incidents and emergencies that affect the campus community. Functions of the Department and associated teams include:

- Identifies and assesses potential hazards and vulnerabilities that could affect the College.
- Prepares, keeps current, and distributes campus emergency response plans.
- Coordinates resources before, during and after an incident or emergency.
- Provides College leadership, guidance, and support during an incident or emergency.
- Coordinates and communicates with College constituents and local, state, and federal agencies in emergency planning and response.

#### **Emergency planning program benefits**

- Protection of life, property, the environment, essential services, and critical facilities
- Reduced vulnerability and exposure to future crisis and disaster events
- Diminished post-crisis economic hardship for the campus and community
- Reduced short-term and long-term recovery and reconstruction costs
- Quicker resumption of College functions, including education (academic continuity), business systems and services
- Increased cooperation and communication within the community through the planning process, exercises, and training
- Support for the College mission and strategic plan

## Guiding Principles

Support JCCC's mission of changing lives through learning, embracing student success, supporting the College's innovative spirit, community leadership and continuous improvement by aligning emergency management planning efforts with the mission by continuously refining the following approaches:

- ❑ **Collaboration** – create and sustain a governance model that advocates and supports an inclusive team atmosphere, builds consensus, and facilitates communication.
- ❑ **Comprehensiveness** – achieve an all-hazards planning methodology that takes into consideration all phases, all stakeholders, and all impacts relevant to incidents and crisis events.
- ❑ **Coordination** – synchronize emergency activities to accomplish a common purpose and common goals.
- ❑ **Integration** – establish unity of effort among all levels of administration and segments of the campus and local community.
- ❑ **Prevention** – anticipate future threats and take preventive and preparatory measures to build a disaster-resilient college.
- ❑ **Risk-driven Improvement** – apply sound risk management principles in assigning priorities and resources.

## What is Preparedness?

### National Preparedness Goal

Preparedness, essentially, is having a secure and resilient community—one that has the capabilities to withstand the threats and hazards that pose the greatest risk.

The Federal Emergency Management Agency (FEMA) National Preparedness Goal defines what it means for the whole community to be prepared for all types of disasters and emergencies. The goal is succinct:

**“A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.”**

These risks may include natural disasters, disease pandemics, chemical spills and other manmade hazards, terrorist attacks and cyber attacks.

This same definition applies to communities and jurisdictions at any level (local, state, tribal, etc.).

Notice that there is an underlying premise in this description of preparedness: if you have the capabilities to manage the greatest, worst-case probable situation, you will also be prepared to handle lesser incidents—the routine and less-than-catastrophic incidents that make up most of emergency management.

**The key is building and sustaining capabilities at all levels.**

## Mission Areas and Core Capabilities

**Mission Areas** are comprised of the capabilities required for achieving the function at any time (before, during, or after an incident) and across all threats and hazards.

The five Mission Areas include:

- **Prevention:** The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. As defined by PPD-8, the term “prevention” refers to preventing imminent threats.
- **Protection:** The capabilities necessary to secure the homeland against acts of terrorism and human-caused or natural disasters.
- **Mitigation:** The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.
- **Response:** The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
- **Recovery:** The capabilities necessary to assist communities affected by an incident to recover effectively.

## Five Phases of Emergency Management

- Prevention
- Preparedness
- Response
- Recovery
- Mitigation



Source: FEMA

## Core Capabilities

There are 32 core capabilities identified in the National Preparedness Goal (<https://www.fema.gov/national-preparedness-goal>) and is intended to assist everyone who has a role in achieving all of the elements in the Goal.

The **Core Capabilities** by mission area:

- Distinct critical elements necessary to meet the National Preparedness Goal.
- Essential for the execution of each Mission Area.
- Developed and sustained through the combined efforts of the whole community.



Prevention		Protection		Mitigation		Response		Recovery	
Planning									
Public Information and Warning									
Operational Coordination									
Intelligence and Information Sharing				Community Resilience			Infrastructure Systems		
Interdiction and Disruption				Long-term Vulnerability Reduction			Critical Transportation		
Screening, Search, and Detection				Risk and Disaster Resilience Assessment			Environmental Response/Health and Safety		
Forensics and Attribution		Access Control and Identity Verification		Threats and Hazards Identification			Fatality Management Services		
		Cybersecurity					Fire Management and Suppression		
		Physical Protective Measures					Logistics and Supply Chain Management		
		Risk Management for Protection Programs and Activities					Mass Care Services		
		Supply Chain Integrity and Security					Mass Search and Rescue Operations		
							On-scene Security, Protection, and Law Enforcement		
							Operational Communications		
							Public Health, Healthcare, and Emergency Medical Services		
							Situational Assessment		
							Economic Recovery		
							Health and Social Services		
							Housing		
							Natural and Cultural Resources		

Figure 2. Core Capabilities, Organized by Mission Area

Source: FEMA

### JCCC’s Emergency Operations Plan

JCCC’s Emergency Operations Plan outlines policies and procedures for managing incidents that may threaten the health and safety of students, faculty, staff, and visitors at JCCC; harm College property or reputation; or disrupt College academics, programs, and services.

Emergencies can occur at any time without warning. A plan such as this one allows the College to respond more effectively and efficiently in a crisis, coordinate its response and enhance its recovery effort.

This plan applies to a broad range of potential emergencies, including but not limited to severe weather, fires, explosions, the release of hazardous materials, infectious disease, extended power outages, incidents of violence and other events that may affect the life and safety of persons or facilities or the reputation of JCCC.

### Purpose of the Plan

The overall purpose of this plan is to present procedures and protocols for responding to emergency conditions at JCCC and managing the process of restoring College operations.

The plan addresses the immediate requirements for an incident, which may or may not rise to the level of an emergency declaration, and in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, faculty, staff, visitors, and the campus community.
- Manage communications and information regarding emergency operations and campus safety.
- Provide and analyze information to support decision-making and action plans.
- Provide essential services and operations.
- Manage College resources effectively in an emergency situation.

The plan outlines the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency or disaster. It supplements procedures currently in place for the day-to-day management and operation of JCCC.

### Scope of the Plan

This plan outlines how JCCC, including faculty, staff, students, visitors, and the campus community will respond to an incident or emergency situation. The plan establishes the basic framework for critical incidents and emergency management.

The Emergency Operations Plan is stored electronically in Microsoft Teams Crisis Management Team SharePoint Site for redundancy and Cloud back-up. Hard copies of the plan are also maintained at each Emergency Operations Center (EOC). A copy of all final plans are also stored in Bold Planning Solutions software. A public version of the plan is available on the College website.

Because this plan does not cover the needs of every area in the College, individual divisions and departments should create supplements to this plan to support their own needs. Each division is expected to develop and maintain its own internal response plan as well as employee contact lists in case of an emergency. It is also the responsibility of each division and department to ensure its plans are up to date. Copies of department and division plans should be shared with the Mission Continuity and Risk Management Department.

College activities operating in off-campus locations owned or managed by entities other than JCCC (such as West Park) must also coordinate their emergency response with the relevant property management organization.

### Objectives of the Plan

**The objectives of this plan are to:**

- Organize incident and emergency response structures.
- Provide clear and easy-to-follow guidelines and checklists for the most critical functions.
- Create an easy-to-follow format so users can quickly determine their roles, responsibilities, and primary tasks.
- Link and coordinate processes, actions, and the exchange of critical information into an efficient and real-time operation.

**Establish structures for communications and information management.**

- Set up a central point of communication both for the receipt and transmission of urgent information and messages.
- Establish official channels of contact for the College during incidents and emergencies when normal channels are interrupted.
- Provide full-service communication for voice, data, and operational systems.
- Collect disaster information for notification, public information, documentation, and post-incident analysis.
- Provide a basis for training staff in emergency response practices and procedures.

**Establish decision-making processes.**

- Determine through a clear decision-making process the level of operation and extent of emergency control and coordination that should be activated when incidents and emergencies occur.

**Provide structure for operations during incidents and in an emergency.**

- Use College resources efficiently to implement a comprehensive and efficient response.
- Be prepared through the Emergency Operations Plan for the possibilities and eventualities of incidents rising to the level of emergencies.

**Position the College for optimal recovery.**

- Prepare to resume normal operations as soon as possible.
- Provide documentation and information support for JCCC response and to federal disaster assistance programs.

**JCCC Mission Continuity Plan – (Not included in this Plan)**

The JCCC Mission Continuity Plan contains procedures and guidance to ensure the execution of essential functions in the event of a disruption, and the relocation of selected personnel and functions of any essential facilities as required. The Mission Continuity Plan is housed separately and authored by the Mission Continuity & Risk Management Department.

**JCCC Disaster Recovery Plan – (Not included in this Plan)**

The JCCC Disaster Recovery Plan contains the non-technical recovery activities that need to be conducted in support of any disaster recovery operation. The Disaster Recovery Plan is document is housed separately and authored by the Mission Continuity & Risk Management Department.

**Enterprise Risk Assessment**

Since 2012, JCCC has conducted an annual Risk Assessment which surveys the President's Cabinet and the Crisis Management Team. The results of the survey are used as a guide to emergency preparedness and help prioritize mitigation efforts, exercise, and training needs. The Risk Assessment process is coordinated by the Mission Continuity & Risk Management Department.

## **Definition of an Incident**

An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Source: FEMA

## **Definition of an Emergency**

Any incident, whether natural, technological, or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Source: FEMA

An emergency may result in a declaration of a state of emergency for the College. Declaration of emergency may be issued by the College President or designated Executive in Charge.

## **Definition of a Disaster**

A disaster is an occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries.

Source: FEMA

A disaster may result in a declaration of a state of emergency for the College. Declaration of emergency may be issued by the College President or designated Executive in Charge.

## **Levels of an Emergency**

JCCC categorizes emergencies into four response levels according to severity, potential impact, resource requirements, EOC activation level, and the level of assistance or support required from external emergency services.

### JCCC Incident/Emergency Level Matrix

Levels of an Incident/Emergency	Description	Estimated Duration	Incident Activation	EOC Activation Level
<p>Level 1: A <b>high impact</b> incident/disaster or imminent threat.</p> <p>Examples: Major weather event, terrorism, active shooter, pandemic, earthquake, building collapse, mass casualty.</p>	Entire campus and/or surrounding community (Wide spread damage)	> 48 Hrs	Activate Incident Activation Protocol	<b>Full</b> EOC activation including IRT, EPG, and CMT. May require 24/7 shifts and staffing.
<p>Level 2: A <b>medium impact</b> incident or potential threat.</p> <p>Examples: Structure fire, long term power outage, substantial network or systems outage, multi-fatality incident, hazmat, severe storm, civil disorder, or an external emergency that may affect College resources.</p>	Sizable portions of the campus community	8 – 48 Hrs	Activate Incident Activation Protocol	<b>Partial or Full</b> EOC activation including certain IRT and certain CMT positions staffed.
<p>Level 3: A <b>low impact</b> incident that is quickly resolved with existing college resources or limited outside help.</p> <p>Examples: Odor complaint, localized chemical spill, small fire, short term power disruption, network or systems failure, water leak.</p>	Localized department or building incident	< 8 Hrs	Activate Incident Activation Protocol	IRT activation (virtual or physical). Likely <b>no</b> EOC activation.
<p>Level 4: <b>Routine Operations</b></p> <p>Examples: Graduations, campus high profile events, weather monitoring event.</p>	Normal daily operations and campus events monitoring.	As needed	Activate Incident Activation Protocol	EOC may be activated with EM personnel virtually or physically for weather or event monitoring.
<p><b>Virtual EOC Activation (VEOC):</b> When a physical activation is not possible due to environmental or safety conditions, hazards, after hours or the EOC is inaccessible or damaged. Phone and web based tools will be used to Collaborate, Communicate and Coordinate.</p>				

***An emergency at levels 1-3 will be debriefed at the conclusion for the purpose of review, training, and future enhancement of this Plan.***

## Laws and authorities

### Emergency Preparedness Regulations & Standards

Category	Name	Common Name	Authority	Description
<b>FEDERAL</b> Department of Homeland Security/FEMA	Robert T. Stafford Disaster Relief and Emergency Act, 42, USC § 5121 et seq		<a href="#">Robert T. Stafford Disaster Relief and Emergency Act, 42 U.S.C. § 5121 et seq</a>	It is the intent of the Congress, by this Act, to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from such disasters.
	Federal Emergency Management Agency (FEMA)		<a href="#">Title 44 CFR, Federal Emergency Management Agency, Department of Homeland Security</a>	FEMA’s mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. Congress’ intention was to encourage states and localities to develop comprehensive disaster preparedness plans, prepare for better intergovernmental coordination in the face of a disaster, encourage the use of insurance coverage, and provide federal assistance programs for losses due to a disaster.
	HSPD-5 Homeland Security Advisory System		<a href="#">Homeland Security Presidential Directives</a>	The United States has a long and valued tradition of welcoming immigrants and visitors. But the attacks of September 11, 2001, showed that some come to the United States to commit terrorist act, to raise funds for illegal terrorist activities, or to provide other support for terrorist operations, here and abroad. It is the policy of the United States to work aggressively to prevent aliens who engage in or support terrorist activity from entering the United States and to detain, prosecute, or deport any such aliens who are within the United States.
	HSPD-3 Homeland Security Advisory System		<a href="#">Homeland Security Presidential Directives</a>	The Nation requires a Homeland Security Advisory System to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. Such a system would provide warnings in the form of a set of graduated "Threat Conditions" that would increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert. This system is intended to create a common vocabulary, context, and structure for an ongoing national discussion about the nature of the threats that confront the homeland and the appropriate measures that should be taken in response. It seeks to inform and facilitate decisions appropriate to different levels of government and to private citizens at home and at work. (January 2008)
	National Incident Management System		<a href="#">National Incident Management System (October 2017)</a>	The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.
	National Response Framework		<a href="#">National Response Framework (October 2019)</a>	This National Response Framework (NRF) is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

Category	Name	Common Name	Authority	Description
<b>FEDERAL</b> Environmental Protection Agency	<a href="#">Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 42 USC § 9601 (hazardous releases liability)</a>		<a href="#">40 C.F.R. § 307</a>	Establishes prohibitions and requirements concerning closed and abandoned hazardous waste sites; Provides for liability of persons responsible for releases of hazardous waste at these sites; and establishes a trust fund to provide for cleanup when no responsible party can be identified.
	<a href="#">Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116</a>		<a href="#">40 C.F.R. § 370</a>	Requires the establishment of state/tribe emergency response commissions (SERCs/TERCs), which are responsible for coordinating certain emergency response activities and for appointing local emergency planning committees (LEPCs). Requires facilities to notify the SERC and LEPC of the presence and/or release of any extremely hazardous substance. All information submitted pursuant to EPCRA regulations is publicly accessible, unless protected by a trade secret claim.
	<a href="#">Clean Water Act, 33 USC §1311 (effluent limitations)</a>		<a href="#">40 C.F.R. § 122.41</a>	Establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters. Facilities are governed by local wastewater pretreatment standards issued by local wastewater treatment plants.
	<a href="#">Chemical Facility Anti-Terrorism Standards Executive Order 13563 and 12866</a>		<a href="#">6 C.F.R. § 27</a>	This rule establishes risk-based performance standards for the security of the nation’s chemical facilities. It requires covered chemical facilities to prepare Security Vulnerability Assessments, which identify facility security vulnerabilities, and to develop and implement Site Security Plans, which include measures that satisfy the identified risk-based performance standards.
<b>FEDERAL</b> Department of Labor/OSHA	29 CFR 1910 Occupational Safety and Health Act of 1970	OSHA	<a href="#">29 CFR 1910.38</a>	Entities subject to OSHA must have a written emergency action plan kept in the workplace and available for employee review upon request, as required under OSHA standards.
	<a href="#">Americans with Disabilities Act 42 U.S.C. §§ 12101-12213</a>	ADA	<a href="#">28 C.F.R. § 36</a>	Although the Americans with Disabilities Act (ADA) does not require employers to have emergency evacuation plans, if organizations covered by the ADA opt to have such plans, they are required to include people with disabilities
<b>FEDERAL</b> Department of Health & Human Services/FDA	<a href="#">Public health Security and Bioterrorism Preparedness and Response Act, 42 CFR, Part 73</a>		<a href="#">18 U.S.C. § 175b</a>	All colleges and universities that possess select agents, which are certain biological agents and toxins, need to register with the Secretary of the U.S. Department of Health and Human Services. Requires prompt notification of the release of a select agent outside of the biocontainment area, or of theft or loss of a select agent. The university must also deny access to the agents/toxins by restricted persons.
	<a href="#">Resource Conservation Recovery Act (RCRA), 42 USC §6901</a>		<a href="#">40 C.F.R. § 260</a>	Gives the EPA authority to control hazardous waste – generation, transportation, treatment, storage, and disposal. If the University is a hazardous waste generator it must: •Certify there is a program in place to reduce quantity and toxicity of waste to the degree economically practicable; Establish record-keeping practices for waste generated; Use appropriate containers and labeling practices for storage, transport, or disposal, and use a manifest system. If the university is a small quantity generator, it must provide to the EPA every year setting out quantities and nature of waste generated, how disposed, efforts to reduce volume and toxicity, and changes in volume and toxicity achieved. Underground Storage Tank training must be conducted every 7 years.
<b>FEDERAL</b> Department of Agriculture	<a href="#">Agricultural Bioterrorism Protection Act of 2002, 7 USC § 8401</a>		<a href="#">7 C.F.R. § 331</a> <a href="#">9 C.F.R. § 121</a>	In accordance with the Agricultural Bioterrorism Protection Act of 2002, we are amending and republishing the list of select agents and toxins that have the potential to pose a severe threat to animal or plant health, or to animal or plant products.

Category	Name	Common Name	Authority	Description
<b>FEDERAL</b> Department of Education	<a href="#">Title IX of the Education Amendment of 1972, 20 USC §§ 1681-1688</a>	Title IX	<a href="#">28 C.F.R. §§ 42.201-42.215</a> <a href="#">34 C.F.R. § 106</a> <a href="#">45 C.F.R. §§ 86.1-86.9</a>	Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment. Any grievance records relating to a Title IX violation or complaint must be retained for 7 years.
	<a href="#">Clery Act, 20 USC § 1092(f); Campus SaVE Act</a>	Clery Act	<a href="#">34 C.F.R. § 668.41</a> <a href="#">34 C.F.R. § 668.46</a>	As an institution receiving federal financial aid, JCCC must keep information about crime on and near its respective campuses and provide an annual report (including crime statistics, security measures and policies, and where crimes should be reported) to all students, employees, and the Department of Education. Must report compliance with the Campus SaVE Act in Annual Security Reports beginning October 1, 2014.
	<a href="#">Campus Sex Crimes Prevention Act (§ 1601 of the Victims of Trafficking and Violence Protection Act of 2000) Public Law No. 106-386 (Title VI)</a>		<a href="#">34 C.F.R. § 668</a>	The Campus Sex Crimes Prevention Act requires sex offenders who are required to register under state law to provide notice of enrollment or employment at any institution of higher education (IHE) in that state where the offender resides, as well as notice of each change of enrollment or employment status at the IHE. In turn, this information will be made available by the state authorities to the local law enforcement agency that has jurisdiction where the IHE is located.
	<a href="#">Higher Education Opportunity Act Public Law No. 110-315, 20 U.S.C. § 1092</a>			Section 488 requires exit counseling to borrowers by institutions to include information on repayment plans, debt management, and forbearance programs, among other specific information. Requires institutions to provide comprehensive information on the terms and conditions of loans and borrowers' responsibilities prior to loan disbursement to a first-time borrower. Information shall be provided in simple and understandable terms and may be provided: during an entrance counseling session conducted in person; on a separate written form provided to the borrower that the borrower signs and returns to the institution of higher education; or, online, with the borrower acknowledging receipt of the information. Institutions of higher education are encouraged to provide entrance counseling through interactive programs that test borrowers' understanding of the terms and conditions of their loans. Effective August 14, 2008, the University must disclose publicly in a readable and comprehensible manner its transfer of credit policy, which must include criteria regarding transfer of credit and a list of institutions with which it has established an articulation agreement
	<a href="#">20 U.S.C. § 1232g</a>	FERPA	<a href="#">34 C.F.R. § 99</a>	The University must provide students the right to inspect their education records and obtain written consent to release the records to anyone other than school officials, authorized government personnel, in connection with financial aid, in an emergency, or for other specifically allowed purposes.

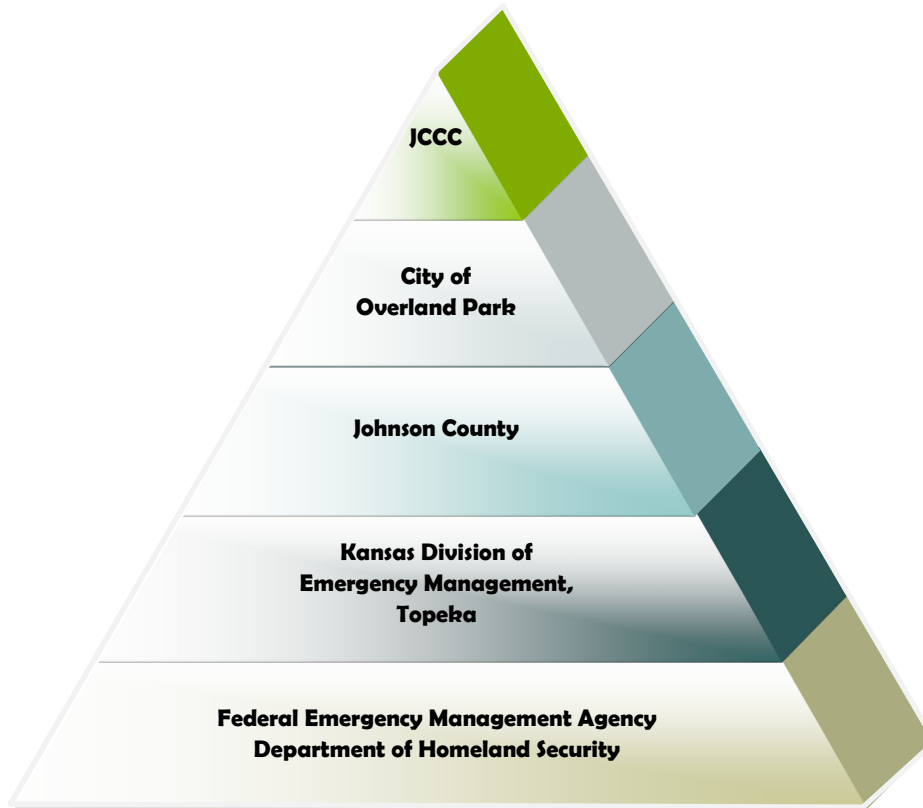


Category	Name	Common Name	Authority	Description
<b>KANSAS</b>	Public Law No. 110-315		<a href="#">KSA 48-945</a>	Declaration of state of emergency; exemption of drivers of utility service vehicles from certain requirements. (a) Upon application by any utility, the division of emergency management may declare a state of emergency in all or any part of the state whenever conditions exist which constitute an emergency, as defined in 49 CFR 390.5, as in effect on the effective date of this act or such later version as adopted by rules and regulations of the state corporation commission pursuant to K.S.A. 66-1,129, and amendments thereto
	KSA 48-905a - Establishes Division of Emergency Management in Adjutant General's office		<a href="#">KSA 48-905a</a>	Division of emergency management, establishment. (a) The division of emergency preparedness within the office of the adjutant general is hereby abolished and there is hereby established within the office of the adjutant general a division of emergency management. To the extent provided in this act, all of the powers, duties, and functions of such division of emergency preparedness are hereby transferred to and conferred and imposed upon the division of emergency management. The division of emergency management and the powers, duties and functions thereof shall be administered, by the adjutant general, who shall be the chief administrative officer thereof, under the supervision of the governor.
	KSA 48-907 - Duties of Adjutant General for emergency preparedness		<a href="#">KSA 48-907</a>	Powers and duties of adjutant general. For the purposes of administering the division of emergency management and the powers, duties, and functions thereof.
	KSA 48-924 - Governor's responsibility in disasters		<a href="#">KSA 48-924</a>	Disasters; responsibilities of governor; state of disaster emergency.
	KSA 48-926 - Division of Emergency Management shall prepare and maintain a state disaster emergency plan		<a href="#">KSA 48-926</a>	State disaster emergency plan; rules and regulations.
	KSA 48-928 - Duties of Division of Emergency Management		<a href="#">KSA 48-928</a>	Duties of division of emergency management
	Executive Order 05-03, Establishes the National Incident Management System as the state standard for incident management		<a href="#">Executive Order 2005-03</a>	The President of Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity;
	KSA 75-7c01 et seq, Kansas Personal and Family Protection Act		<a href="#">Kansas Personal and Family Protection Act, KSA 75-7c01 et seq</a>	

Category	Name	Common Name	Authority	Description
<b>JOHNSON COUNTY COMMUNITY COLLEGE</b> Safety and Security Policies	Safety and Security Policy 610.00		<a href="#">Safety and Security Policy 610.00</a>	1) support a safe and secure environment in all buildings and grounds owned, leased, and operated by JCCC; 2) promote safety, emergency preparedness and business continuity through policy development and programing; 3) provide appropriate types and levels of security at College events and activities and 4) safeguard the College's property and assets.
	Infectious Disease Policy 611.00		<a href="#">Infectious Disease Policy 611.00</a>	The purpose of this Policy is to prevent the spread or outbreak of communicable or infectious diseases, and it will be interpreted and administered in order to protect the health and well-being of the campus community.
	National Incident Management System Policy 620.00		<a href="#">National Incident Management System Policy 620.00</a>	Emergency Preparedness ensures the NIMS approach is incorporated into the College's emergency management practices to help the College community prepare for, respond to, recover from, and reduce the effects of incidents and potential incidents, whether they are intentional, accidental, or natural.
	Animals on Campus Policy 630.00		<a href="#">Animals on Campus Policy 630.00</a>	Johnson County Community College endeavors to provide a safe and healthy learning environment. The uncontrolled or unsupervised presence of animals on campus compromises this environment.
	Parking and Personal Transportation Policy 640.00		<a href="#">Parking and Personal Transportation Policy 640.00</a>	Responsibility for finding a legal parking space rests with the motor vehicle operator. Individuals who do not comply with campus parking regulations will be cited for the violation (ticketed) and vehicles may be towed. JCCC cannot be responsible for property damage or stolen property from campus parking areas. Individuals are encouraged to take measures to secure their vehicles and all other property in the campus parking areas from theft, damage, or other loss.
	Sexual Misconduct Policy 650.00		<a href="#">Sexual Harassment Policy 650.00</a>	Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following: (1) an employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); or (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or (3) Sexual Assault (as defined in the Clery Act), Dating Violence, Domestic Violence, or Stalking (as defined in the Violence Against Women Act (VAWA)).
	Weapons Policy 660.00		<a href="#">Weapons Policy 660.00</a>	The purpose of this Policy is to promote a safe and secure community college and learning environment. JCCC prohibits the possession or use of Weapons on Campus and at Off-Campus Activities, other than as set forth in the Policy.

## **Coordination with Local, County and State Agencies**

JCCC will coordinate with local, county and state agencies as appropriate under the circumstances of an emergency. Emergency coordination is shown below:



## **Planning Assumptions**

JCCC’s Emergency Operations Plan (and supplemental division plans) considers what the college would do in worst-case conditions like these:

- People may be injured or killed.
- Emergency support services such as police and fire are unable to respond promptly or at all.
- Critical utilities such as water, electricity, or telephone or information systems may be interrupted.
- Buildings and structures may be damaged.
- College personnel may be unable to get to or from their homes.
- Contact with family and friends may be interrupted.
- Suppliers may not be able to deliver materials.

The succession of events in an emergency is not predictable. Therefore, this plan serves only as a guide and may require modifications to meet the requirements of a specific emergency. The plan does not limit the use of good judgment and common sense in matters not foreseen or covered by its elements.

## Activation of the Plan/College State of Emergency

A declaration of a state of emergency is necessary for the Plan to be fully activated and become Policy.

The authority to declare a campus state of emergency is granted to the College President or the designated Executive in Charge.

If a state of emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the impacted area(s) or building(s).

When activated, the Emergency Operations Plan supplements the College's administrative policies and procedures and serves as an emergency manual describing how to direct operations and staff assignments, procure and allocate resources, and restore normal services and operations. Division/department heads establish appropriate procedures within their work units to facilitate the implementation of the emergency plan.

During an emergency, users should follow and complete the tasks on the checklists contained in Section 3 of this plan, following the procedures and processes they have set in place for dealing with emergency situations. The lists will then be retained on file as official records of the emergency situation.

## Plan Distribution

All members of the Executive Policy Group, Incident Response Team and the Crisis Management Team receive copies of the Emergency Operations Plan (hard copy and/or electronic). A public version of the EOP is available on the College website.

Copies of the Plan, including all appendices and annexes, are also kept in the JCCC Police Department, the Emergency Operations Centers and at off-site locations for use during training or in an actual emergency as well as electronically in the secure CMT SharePoint/Teams site.

## Plan Maintenance and Review

JCCC's Emergency Operations Plan was first drafted in 2013/2014 and updated in 2015, 2019 and 2024.

The Emergency Operations Plan will be reviewed, and updated regularly. Operational Annexes will be reviewed by functional departments regularly or as major re-writes are necessary.

Interim revisions may be made when one of the following occurs:

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

Plan changes, updates, and revisions are the responsibility of the Emergency Management Director, who will ensure that any changes are distributed accordingly. The Emergency Management Director may update, correct, or amend any information contained within the appendices or annexes of this plan, as required. Any changes to the Plan must be reviewed and approved by the JCCC Chief of Police, the Executive Vice President for Finance and Administrative Services, and the College President.

Members of the Executive Policy Group, Incident Response Team and the Crisis Management Team will receive refresher training on the Plan at least once per year.

At least one test per year will include a drill (test of a single procedure), an exercise (test of coordination of efforts), or a measurable goal and follow-up activities designed to obtain and review feedback. The test will also publicize the College's emergency procedures and indicate whether or not the exercise is announced or unannounced. Emergency notification systems will be tested at least once per semester (Spring and Fall).

# SECTION 2:

## ESTABLISHMENT AND ACTIVATION OF THE **E**MERGENCY **O**PERATIONS **P**LAN AND THE **E**MERGENCY **O**PERATIONS **C**ENTER

### Emergency Operations Plan





## **SECTION 2: Establishment and Activation of the Emergency Operations Plan (EOP) and the Emergency Operations Center (EOC)**

### **Establishment and Activation of the EOP and the EOC/VEOC (Virtual Emergency Operations Center)**

#### **Activation of the Emergency Operations Plan/Emergency Operations Center**

JCCC's Emergency Operations Plan and the EOC/VEOC are to be fully activated when an emergency declaration is made the College President or the designated Executive in Charge.

An emergency's type and size will dictate whether all or some EOC roles are activated. The Office of Emergency Management will perform team activation messaging. Once the team has been notified of the emergency, the EOC Director role will assume leadership and command, thereby implementing Emergency Operations Center (EOC)/VEOC activation if needed. When in doubt, the EOC should always be activated because it is much easier to close down an EOC versus ramp up when critical actions are escalating. These emergency delegations include the understanding that those activated as part of the Incident Command System structure may be required to drop some or all of their daily work assignments. Generally, the EOC is activated under Levels 1 and 2.

An EOC Activation form will be completed with authorizations each time the EOC is activated.

**VIRTUAL EOC (VEOC) ACTIVATION** – Depending on the situation, the EOC Director may activate all or part of its members virtually instead of the traditional method which requires personnel to report to a physical EOC. This may include phone conference bridge calls, text groups, virtual meetings via internet and other technology tools. Various factors such as timing, the safety of access, or the level of the crisis may require a virtual activation utilizing a combination of Internet-based collaboration tools (Teams & Zoom) and/or telephone conference bridge calls. This activation may occur when physical activation is not possible due to environmental or safety concerns, or damage to or inaccessibility of the EOCs.



## President Succession of Authority

In the absence of the College President, these positions serve as the **Executive in Charge** (in the order shown below), with authority to act in the President's place:

1. Executive Vice President, Provost
2. Executive Vice President, Finance and Administrative Services
3. Vice President, Strategic Communications and Marketing
4. Vice President, Information Services/Chief Information Officer
5. Vice President, College Advancement & Government Affairs
6. Vice President, Workforce Development & Continuing Education

A current list of the names and contact information for the individuals listed above are included in Appendix B. An updated wallet card list is distributed regularly to all Crisis Management Team members.

## Incident Response Team (IRT)

The Incident Response Team was formed in 2019 to serve as a 24x7 on-call Response Team to any college incident, which has not resulted in a declaration of an emergency and activation of the EOP.

The Incident Response Team Members are the Director Emergency Management, Executive Vice President - Provost, Executive Vice President - Finance and Administrative Services, Vice President-Public Information Officer, and Vice President-General Counsel. **The IRT (or any IRT member) is to be notified by Dispatch, the Technical Support Center, or any Incident Owner any time an incident (life safety, health and safety, facility related, technology, hazard, or potential hazard) is reported.**

The IRT uses a variety of communication mechanisms including a team texting group, telephone conference bridge, Microsoft Teams, or phone calls to keep all team members apprised of the situation. When a law enforcement, facilities, or technology incident occurs, it may be necessary to expand the team (Extended IRT – Facilities, Law Enforcement, Information Services) with additional subject matter experts for operational updates. If a law- enforcement-sensitive issue exists, only Law Enforcement will be added to the team communications.

- Briefings/incident summaries should be sent to applicable stakeholders, applicable crisis management team members, and the President.
- Emergency Management staff are responsible for preparing incident summaries and records of tasks assigned and actions taken.
- The President is responsible for communication with the Cabinet and/or Board of Trustees Chair, as appropriate.

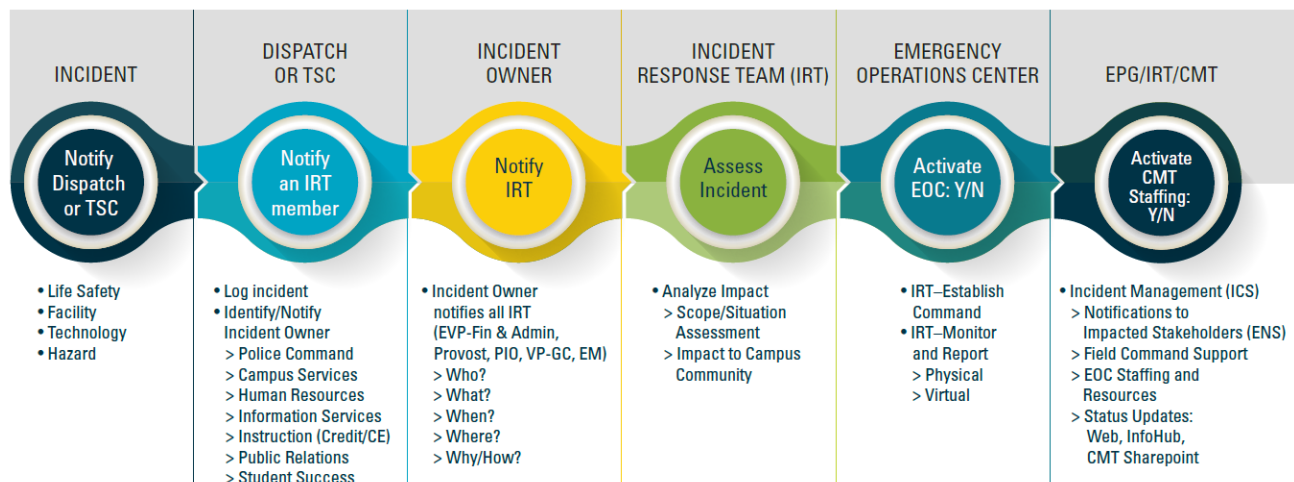
The Incident Response Team (IRT) is responsible for:

- Monitoring incidents for potential escalation and developing initial situational assessments.
- Coordinating response activities across divisions and departments.
- Providing situation reports, updates, and recommendations to the President, who is responsible for communication with the President’s Cabinet and/or Board of Trustees Chair as appropriate, including recommendations to the President when emergency operations may need to be activated.
- Serving as the initial emergency operations center response team prior to the EOC officially being activated or any additional members being added.

If necessary, the IRT is authorized to take immediate action upon receiving notification of an incident prior to assembling a full EOC response.

When an incident occurs, the Incident Response Team follows the incident activation protocol described below and portions necessary for the scope of response.

### Incident Activation Protocol



### JCCC INCIDENT ACTIVATION PROTOCOL

3/2023

<b>CMT</b> Crisis Management Team	<b>ICS</b> Incident Command System
<b>EM</b> Emergency Management	<b>IRT</b> Incident Response Team
<b>ENS</b> Emergency Notification System	<b>MC</b> Mission Continuity/Risk Management
<b>EOC</b> Emergency Operations Center	<b>OPS</b> Operations
<b>EPG</b> Executive Policy Group	<b>PIO</b> Public Information Officer
<b>EVP</b> Executive Vice President	<b>TSC</b> Technical Support Center
<b>GC</b> General Counsel	<b>VP</b> Vice President

## Response Priorities

Following are the College's priorities when responding to an incident or emergency situation (the order of priority may change, depending on the situation):

- Life safety – protection of lives and care of the injured
- Protection of property from further damage
- Communication to students, faculty, staff, the campus community, and the media
- Restoration of critical utilities
- Containment of hazards – protection of college students, faculty, staff, and the campus community
- Protection of the environment
- Support to employees and volunteers on site
- Protection of academic work-in-progress documentation and on-site files
- Restoration of networks and information systems
- Prevention of loss and damage to high-value assets
- Damage assessment, cleanup, and occupancy of buildings
- Health and safety of the learning environment
- Restoration and resumption of college classes and activities

## Executive Policy Group (EPG)

The Executive Policy Group (EPG) provides executive leadership to the College during emergency operations.

Members of the Executive Policy Group include:

- President
- Special Assistant to the President and the Board of Trustees
- Executive Vice President, Provost
- Executive Vice President, Finance and Administrative Services
- Vice President, Strategic Communications and Marketing – PIO (Liaison for EPG to/from EOC)
- Vice President and General Counsel
- Vice President, Human Resources
- A Scribe may be identified to document actions taken
- Note: Other individuals may be activated as subject matter experts/incident owners as support resources are needed.

## Duties and Responsibilities of the EPG

Members of the EPG provide executive leadership and guidance regarding policies, procedures, and preparedness during an emergency situation. The EPG may also assist with planning, protocols, training/exercises, and evaluation of revisions to the Emergency Operations Plan.

### Upon declaration of an emergency by the College President or the designated Executive in Charge and activation of the EOC, the EPG's primary responsibilities are to:

- ❑ Notify and inform key College constituents and stakeholders, including the **President's Cabinet and Board of Trustees**, or other key entities as appropriate (the board of regents, the JCCC Foundation Board and possibly elected officials).
  - *President to serve as the active role in Trustee Communications, specifically with Board Chair. If President is unavailable to communicate with Board Chair, the Public Information Officer would ensure consistent messaging.*
  - *Cabinet will receive communications as appropriate from the EPG and be asked to provide divisional leadership throughout the incident (e.g., COVID response (move to virtual), Active Shooter (follow ALICE protocols, account for employee location/safety)).*
- ❑ Issue directives regarding the overall status of the College, programs, and operations.
- ❑ Provide direction for the resumption of operations.
- ❑ Coordinate policy matters within the College, as needed.

### Actions the EPG might take include:

- ❑ The EPG may issue an executive declaration of a disaster at JCCC and communicate this officially to key constituents. The EPG may also issue official statements, orders, or notices to support the college's emergency response and recovery operation as managed by the Crisis Management Team.
- ❑ The EPG provides direction and vision to the College and the CMT for the recovery of programs as well as post-event plans for restoration.
- ❑ If the emergency is contained or as it lessens, the EPG may appoint representative(s) to be the 24-hour contact to the EOC. The full EPG may be reconvened if needed for emergency business or for regular status reports.
- ❑ The EPG provides official contact to the Mayor's office, City Council, Governor's office, and elected officials to petition state and federal disaster assistance programs for the College.
- ❑ The EPG provides official contact with the Trustees and elected officials to petition state and federal disaster assistance programs for the College.
- ❑ When the emergency has subsided, the EPG may review the post-incident debriefing report from the EOC and determine long-term policies, if necessary.

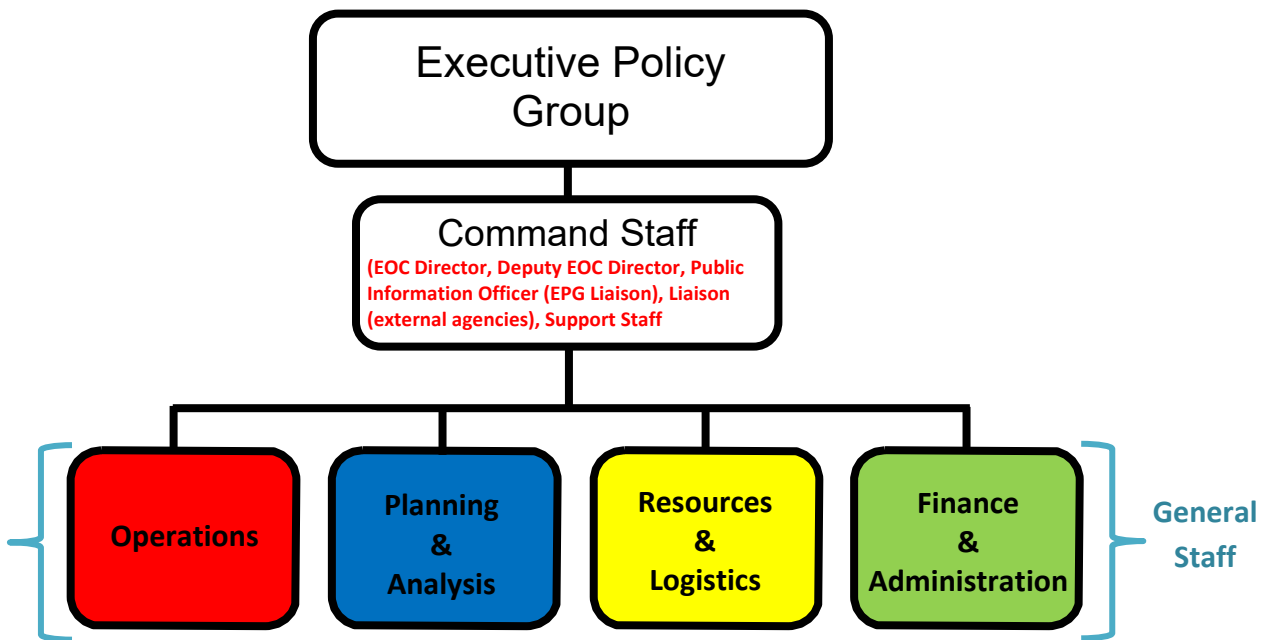
## Incident Command System (ICS)

The incident command system is a tactical response system that is primarily implemented at the site of an emergency and used for emergency response.

The College’s Emergency Operations Plan outlines a strategic response focused on the same principles, with response functions performed in an Emergency Operations Center (EOC). In the EOC, strategic support decisions are made by the Crisis Management Team (CMT) members assigned critical functions. In an emergency, there will be a liaison between Incident Field Command and the EOC.

## Incident Command

JCCC has officially adopted the National Incident Management System (NIMS) as the basic structure for responding to all emergencies (Board Policy 620.00). A key component of this structure is the Incident Command System (ICS), which enables specialized responders representing multiple jurisdictional areas to work together effectively and efficiently. The ICS uses a five-section structure as shown in the diagram below.



Field Team: The ICS Field Team is activated when incidents require first responders in the field. The Field Team is typically comprised of members from Campus Police, Campus Services, and Information Services. Field activation is determined by the Incident Commander or by the size, type, and complexity of the incident.

Under this system, the Field Incident Commander has overall responsibility for responding to emergencies and disasters when an emergency scene exists. For on-campus emergencies, JCCC’s Police Chief may serve as the Field Incident Commander or name a designee as Incident Command. However, in a major emergency, an Incident Commander may also be from either the Overland

Park Police or Fire Department, working in conjunction with JCCC's Police Chief (Unified Command Structure).

The Incident Commander will establish an incident command post near the scene of the emergency. Depending on the circumstances, this may be inside a building or at an outside location. The purpose of the command post is to provide a single on-scene location for command and control purposes and damage assessment. Operational decisions relative to the emergency response will be coordinated from the command post. Subcommand posts may be established for the purpose of directing specific functions, such as evacuation or medical services including triage, mutual-aid responder staging, or media staging.

Incident Command will work with the Command Team of the Emergency Operations Center (EOC), which will be structured as that shown above, for purposes of instruction, status reports and requests for support.

If needed, staging areas may be established at a location away from the emergency but within a reasonable distance of it. Because a staging area serves as a collection point for responding personnel, equipment and other resources that may be needed for the emergency response, it should be located near a roadway on hard surfaces. The incident commander will appoint a staging area supervisor who is responsible for the security of the area as well as maintaining an accurate log of the resources available there. Resources will be dispatched from the staging area to the area of the emergency as directed by the command post. The Staging Area will maintain contact with both the Command Post and the EOC. A Media Staging Area may also need to be quickly identified in many circumstances in coordination with the Public Information Officer/EOC.

The Field Incident Commander, in consultation with the EOC, makes any decision to evacuate an area or the campus, EPG approval may or may not be able to be requested based on life safety.

When the EOC is activated under this structure the EOC Director and Command Team has overall responsibility for EOC activation and operations. When necessary, additional staff may be assigned the responsibility for managing the four subordinate functional sections.

### **Crisis Management Team (CMT)**

When an emergency situation is declared, the Crisis Management Team (CMT) implements the Emergency Operations Plan. The Crisis Management Team is made up of response team members that can be called upon individually or as a group to lead, assist, or support emergency operations and college response. The CMT is comprised of primarily senior administrative personnel representing functional areas of the college that would have critical responsibilities for executing the EOP. Members of the CMT staff the Emergency Operations Center physically or virtually to perform the overall support functions and action strategies of the emergency response. Each member of the CMT is responsible for preparing contingency plans to accomplish the EOC function he or she must perform.

For any given incident, it might not be necessary for all members of the CMT to be part of the response and recovery effort. The Emergency Operations Center Director will advise the members of the CMT when and where they need to report based on the emergency and what support functions need activated.

Members of the CMT may delegate some of the responsibilities and functions to staff in their departments or divisions for additional support/research. Each member of the CMT should also have 2 backup people who can perform his or her function in the member's absence. (For example, when days run long in a major emergency situation, weary members of the CMT may need to call in a backup person who can perform the functions for a while. EOC shifts should average 8 to 10 hours and should not extend beyond 12 hours.) See Appendix A for primary and alternate CMT function assignments. JCCC plans crisis team function membership three people deep.

CMT members are responsible for evaluating information from various sources during an actual emergency and advising the Command Team on appropriate actions. Team members are responsible for the review, discussion, advisement, and recommendation for approval of the action plan(s) developed in response to an emergency.

Representatives from the divisions listed below comprise the CMT and should be prepared to perform the functions listed in the EOC.

### **Primary Crisis Management Team Members**

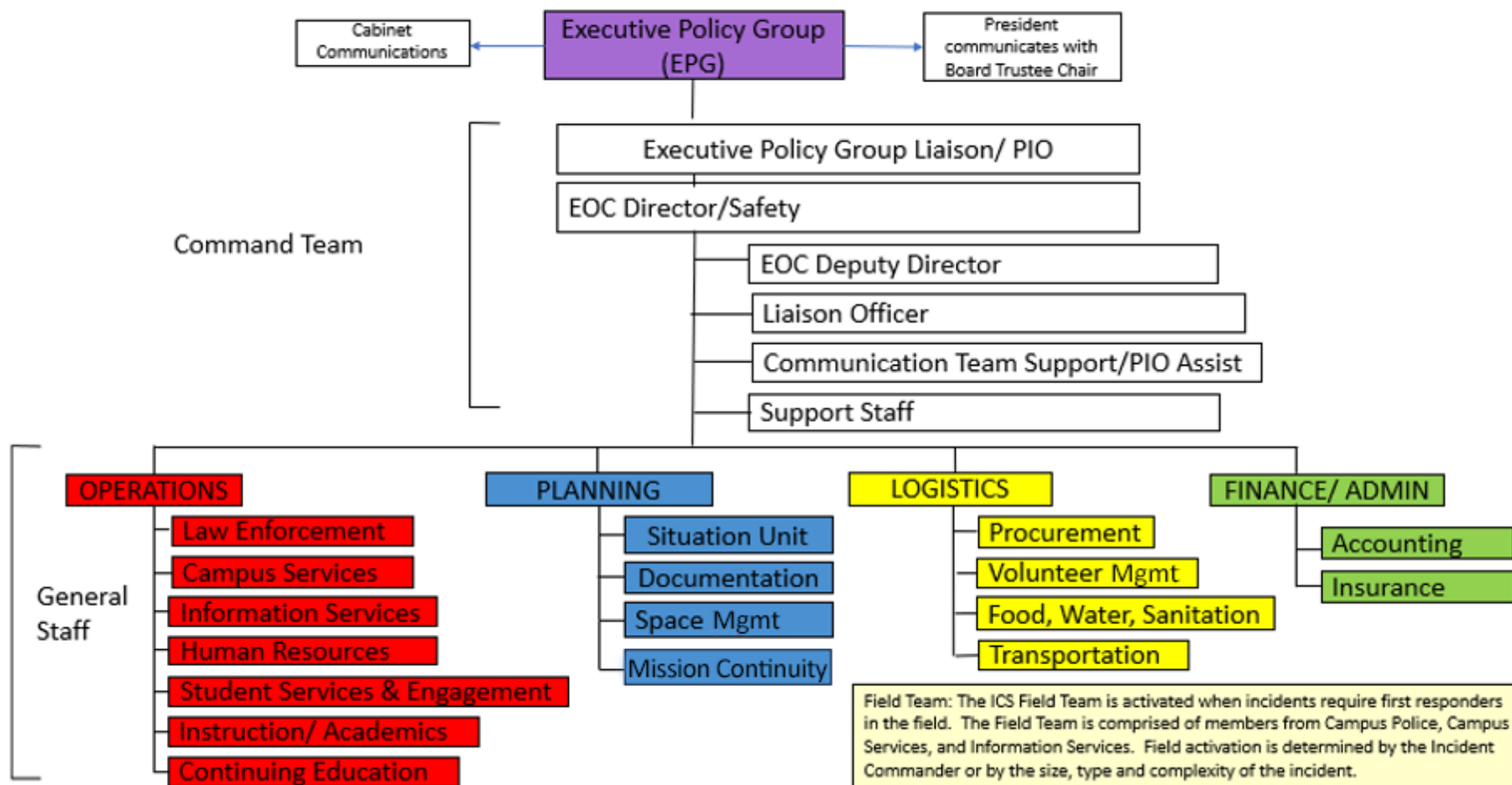
- Emergency Management: EOC management, emergency communications, operations coordination
- Mission Continuity and Risk Management: EOC management, recovery operations, insurance
- JCCC Police: Public safety and law enforcement
- Strategic Communications & Marketing: PIO, communications, website support, social media
- Campus Services: Facilities, environment, health and safety, transportation, hazmat
- Student Success and Engagement: Student support
- Human Resources: Human resources, employee support, volunteer management
- Information Services: IS support services, disaster recovery

### **Crisis Management Team – Extended team**

- Police extended, Dispatch Communication Center
- Office of General Counsel
- Instruction: academic coordination
- Continuing Education: non-credit coordination
- Procurement Services – procurement, travel, resources/logistics
- Finance: finance administration, emergency accounting
- Auxiliary Services: resources and logistics, food services
- Information Services extended, Information Security, Access Control
- Student Services extended, IISS, Counseling
- Athletics
- Hiersteiner Child Development Center
- Campus Services extended, housekeeping, hazmat
- Human Resources extended
- Grants
- International Education
- Space Management

A current list of the names and appropriate contact information for the divisional representatives on the CMT are in Appendix B (current wallet card information regularly provided).

### JCCC Emergency Operation Center Functions





## Emergency Operations Center (EOC)

Members of the CMT staff the Emergency Operations Center (EOC) to respond in an emergency situation when activated. Activation requires declaration of an emergency by the College President or designated Executive in Charge.

### The EOC has these priorities:

- Support incident command, which is functioning at the site of the emergency, with college resources as required to assist in the response, recovery, and mitigation of the situation. Support functions such as notifications, public information, media relations, resource acquisition, record keeping, etc., are best handled by the CMT in the EOC.
- Maintain essential services to be the best extent possible for unaffected areas of the College.
- Monitor, inform and alert by identifying potential problems and providing prompt *notification to students, employees, and the campus community.*
- Verify and document response by creating mechanisms to verify the steps taken to respond to the emergency and preserving a record of the actions taken to protect people and facilities.
- Coordinate recovery and restoration, particularly as emergency services complete mitigation of the situation and transfer command of the scene back to the College.

### The EOC has these responsibilities:

- Implement JCCC's Emergency Operations Plan in whole or in part in response to an impending, potential, or existing emergency.
- Maintain communication with the Field Incident Commander (if applicable).
- Coordinate and direct College resources needed to mitigate the effects of an emergency.
- Ensure that the EOC is staffed appropriately, usually by the CMT or its designees, to respond to the emergency situation.
- Advise the EPG on the status of the emergency.
- Ensure the provision of essential resources and services to support emergency response activities.
- Coordinate any services provided by outside agencies.

- Designate an EOC Director.
- Ensure that Strategic Marketing and Communications is kept informed and up to date to facilitate the flow of information to the media, the College community, and the campus community.
- Coordinate, if necessary, the evacuation of students, staff, contractors, and visitors who may be at risk in an emergency.
- Recommend temporary suspension of classes or programs.
- Recommend temporary closure of all or a portion of the College campus.
- Ensure essential services are maintained to the best extent possible in unaffected areas of the College.
- Coordinate the full recovery and restoration of College programs and infrastructure.
- Authorize specific departments and work groups to focus on specific problems related to the emergency, as required.
- Authorize expenditures needed to respond to the emergency. Provide for cost accounting and facilitate cost recovery.
- Maintain an operation log(s) detailing EOC decisions and activities.
- When the emergency subsides, deactivate the Emergency Operations Plan, informing everyone who was notified of its activation.
- Conduct and participate in a debriefing meeting. Generate an after-action report and make recommendations for improvement of the Emergency Operations Plan, EOC operations and the coordination of field emergency operations.

These are the functions the CMT will perform in the EOC (the functions are explained in more detail in the checklists that comprise Section 3 of this plan):

**Executive Policy Group**

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**Emergency Operations Center (EOC) Command Team**

- EOC Director/Safety/Deputy EOC Director
- Executive Police Group Liaison/PIO
- Liaison (external agencies)
- Communication Team Support/PIO Assist
- Support staff

**General Staff below:**

**Operations**

- Law Enforcement
- Campus Services
- Information Services
- Human Resources
- Student Services & Engagement
- Instruction/Academics
- Continuing Education

**Planning**

- Situation Unit
- Documentation
- Space Mgmt
- MC

**Logistics**

- Procurement
- Volunteer Mgmt
- Food, Water, Sanitation
- Transportation

**Finance and Administration**

- Accounting
- Insurance

## Setting up and operating the Emergency Operations Center

The EOC serves as the coordination point for JCCC's response and recovery activities. The EOC is the location where members of the CMT gather to support incident command activities and needs, share information, provide advice, and input for major decisions, and implement the desired strategic response actions in a coordinated and effective way.

Only EPG, IRT, CMT, liaisons and support staff have access to the EOC. Members of the media are not allowed into the EOC; neither is anyone who has not been authorized by the incident commander or the EOC Director.

### EOC Locations

When the CMT activates the Emergency Operations Plan, team members will be advised of the location of the EOC and asked to report there. These are possible locations for the EOC:

- XXXXX – RESTRICTED CONTENT – XXXXX
- XXXXX – RESTRICTED CONTENT – XXXXX
- XXXXX – RESTRICTED CONTENT – XXXXX
- XXXXX – RESTRICTED CONTENT – XXXXX

The EOC Director will contact the administrative support staff assigned the task of setting up the EOC, which should be operational within one hour of activation of the Emergency Operations Plan.

**Upon arrival at the EOC, each CMT member will:**

- Sign in.
- Check telephone/communications device(s).
- Open a personal log, either handwritten or on a computer.
- Contact department and obtain a status report.
- Attend an initial briefing.
- Participate in planning the initial emergency response and subsequent activities.
- Relay EOC decisions to his or her department and/or areas of responsibility.
- Continue participation in the EOC operations cycle.

**Upon leaving the EOC, each CMT member will transfer authority to a replacement:**

- No CMT member can leave their EOC shift without having a replacement who will assume the responsibilities. The replacement must be briefed before the member leaves.
- Each member must sign out and indicate where he or she can be reached.

The primary means of communication during an emergency are VOIP college phones, cellphones, and radios. In the event that phones, cellphones, and radios are inoperable, then "runners" will be used to transmit messages.

Each function will maintain a record of all emergency-related activities performed in the EOC. The record will reflect the hours worked and resources expended in response to the emergency as well as actions taken, and personnel assigned.

In addition, a log will be maintained that reflects all significant events and actions taken in the EOC, including a communications log that reflects the time and date of every significant communication to and from the EOC, whom the communication was received from/sent by, to whom it was directed, its nature and any resulting EOC action.

## **EOC Activation**

The Emergency Operations Center (EOC) will be fully activated when an emergency is declared by the College President or designated Executive in Charge. The CMT team and other personnel having duty assignments in the EOC will report to their assigned locations upon notification of the EOC activation.

The CMT is responsible for supporting the activities of field personnel necessary to maintain and restore operations both during and after an emergency situation. These personnel are led by the EOC Director and Command Team and are supported by the operations, planning, logistics and finance/administration sections.

Absent an emergency declaration, the EOC may also be “partially” activated for monitoring efforts only, at the discretion of the Emergency Management Director, as described below.

## **EOC Activation Levels**

From time-to-time advance notification may be available on pre-planned or hazardous events that could affect operations, health, and safety of campus personnel and students or cause degradation of quality of life. Maintaining 24-hour vigilance at full EOC staffing levels for potential or minor events is not feasible due to the impact of continued alert status of personnel and the impact of routine operations. To address this need, the EOC may operate in three modes to address a varying level of event probability and severity and maintain flexibility for the EOC manager to address needs as they arise.

### **Normal Operations/Steady State/Monitoring**

- Activities when no incident or specific risk or hazard has been identified.
- Routine watch and warning activities.
- Monitoring of high-profile events or mass gatherings. Activated for monitoring of cameras, weather, as a readiness state measure.

During normal operations (steady state), emergency management personnel maintain operational readiness by monitoring and assessing potential threats and hazards; conducting routine and ongoing coordination with other departments and agencies; developing and executing plans, training, and exercises; and maintaining facilities and equipment.

### **Enhanced Steady-State/Partial Activation**

- Certain CMT team members are activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident.

### **Full Activation**

- EOC team is activated, including personnel from all assisting agencies, to support the response to an emergency or credible threat.

## EOC Operations Cycle

During the emergency, CMT members will come together at regularly established times to report their departmental status as well as immediate needs, called incident briefings. The frequency of meetings is determined by the Incident Commander and the EOC Director and should reflect the pace of the emergency.

It is essential that every member, representing each area of responsibility, be heard from during this process. The CMT is a team, so the actions taken by one, or the lack of action by another, may have a significant effect upon the response.

The discussion should include problems, questions, planning, resource requests and any other relevant information the CMT can use to make timely informed decisions as a group. Once the meeting is completed, the members should contact their departments (if authorized) and relay any relevant information or directives that come out of the CMT briefing meeting.

After the meeting, CMT members should prepare for the next scheduled meeting by gathering information and following up to ensure that decisions are being implemented. All phone or radio communication to the CMT should occur before or after the CMT meetings so there is minimal interruption.

### As an example, a cycle for EOC meetings might be:

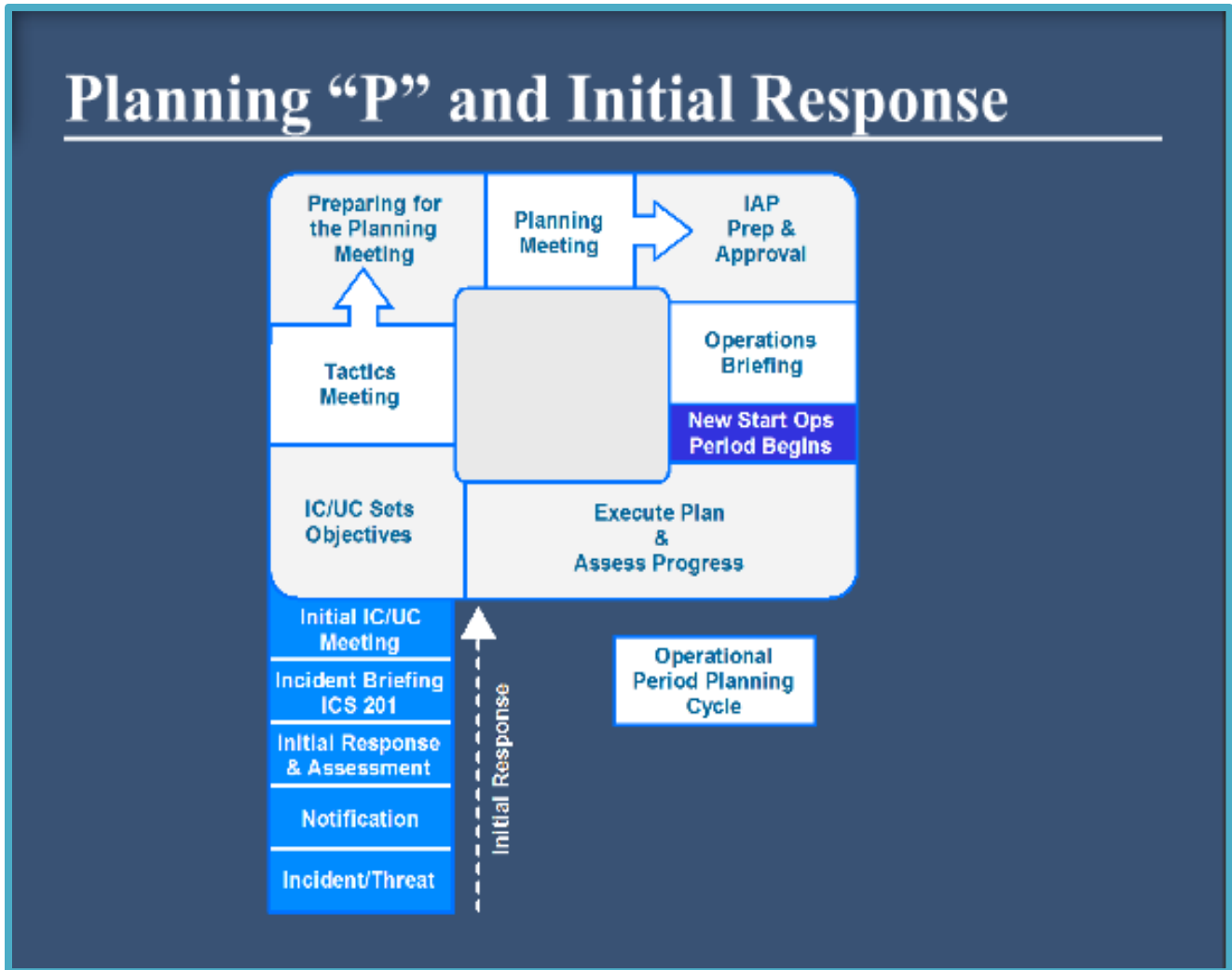
- The Command Team and Section Coordinators meet at the top of the hour.
- The meeting lasts 20 minutes for updates and action plans.
- Each CMT member has 5 minutes to organize his or her thoughts and activities. Then each CMT member has 35 minutes to carry out assigned duties and implement action plans.
- EPG is provided the consolidated briefing/common operating picture.
- The CMT meets again at the top of the next hour.

All members of the CMT will communicate information and decisions approved within the EOC to staff in their respective departments, who may be gathered in one area or deployed to various areas throughout campus. CMT members will bring forward information, plans, comments, and suggestions from those staff members to assist in decision-making and strategic planning in the EOC.

## Deactivation

The EOC Director deactivates EOC staff as circumstances allow, and the EOC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the EOC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. EOC leadership may phase deactivation depending on mission needs. EOC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating. EOC planners normally include after-action review and improvement planning as part of the deactivation planning process.

The Planning “P” cycle shown in the diagram below is the EOC model to follow.







Emergency Operations Plan  
FEBRUARY  
**2024**

Emergency Operations Plan  
FEBRUARY  
**2024**



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