

I. Purpose

To provide for the establishment of a college emergency preparedness and management program that is aligned with the National Preparedness System as defined by the National Preparedness Goal, authorized by the U.S. Presidential Policy Directive (PPD) 8 of 2011 and the Michigan Emergency Management Act, Public Act 390 of 1976 as amended. This policy also provides for the establishment of a college business continuity program, including continuity of college administration that is aligned with the U.S. Department of Homeland Security (US-DHS), Federal Emergency Management Agency (FEMA) Federal Continuity Directive 1, and follows the guidance of the FEMA Continuity Guidance Circular.

II. Scope

An emergency or disaster can happen at any time. To ensure the resiliency of the college and its ability to respond to and recover from an emergency or disaster, the college must prepare by developing a robust college-wide strategy to prevent, protect, mitigate, respond to and recover from identified threats, hazards, and vulnerabilities. The scope of this policy is to ensure comprehensive emergency preparedness and management system exist. The system shall be developed by cross-functional college contributors; supported by executive leadership; regularly and methodically communicated, practiced, maintained, and involve both internal and external stakeholders.

III. General

This policy identifies the components necessary for the establishment and maintenance of a comprehensive Emergency Preparedness and Management Program, inclusive of continuity of operations.

A. Emergency Management Department

There is an established department of Emergency Management within the Administrative Services Division for the purpose of developing and coordinating all emergency and pre-disaster prevention, mitigation, preparedness, response, and recovery plans, processes, procedures, and activities within the college. The department shall have a dedicated Director of Emergency Management and Preparedness.

B. Declaration of Emergency

If a disaster or emergency occurs that has not yet been declared to be a state of disaster or state of emergency by the Governor or appropriate local authority, and the President, or the President's designees, determines that the situation necessitates immediate action outside of the college's and the local jurisdiction's available resources to help control the emergency affecting the College, the

President or the President's designees may request the Governor declare that a state of disaster or state of emergency exists at the College in accordance with Public Act 390 of 1976, as amended. The Emergency Management Director shall immediately contact the Michigan State Police/Emergency Management and Homeland Security District Coordinator. Notification shall also be sent to the Chair of the LCC Board of Trustees and Chief Executive Official of the local government entity where the emergency or disaster occurred or is occurring.

C. Emergency Preparedness

The following plans shall be developed, finalized, and promulgated as part of the emergency preparedness process. These plans, along with communicating and practicing the associated processes and procedures on a regular basis, will help to build emergency response resiliency into the college organization and community.

1. Threat, Hazard, and Vulnerability Risk Assessment (THVRA)

Every 3-5 years, the program shall review and (re)assess the current threat, hazard, and vulnerability landscape of the college. A subsequent report or plan will be published and disseminated to the college community. Portions of this report may be considered confidential and must be protected. This assessment/analysis informs all other preparedness plans. Other aspects to be addressed as part of the THVRA consequence analysis are, but are not limited to:

a) Mitigation Program/Plan

The Mitigation Plan outlines ways threats, hazards, and vulnerabilities can be mitigated to reduce the loss of life and property by lessening the impact of disasters and it lists possible prioritized solutions based on core capabilities.

b) Prevention and Protection Program/Plan

A program will be developed to prevent and protect the college from threats and vulnerabilities, in line with the National Preparedness Goal.

2. Emergency Operations Plan (EOP) with functional and procedural annexes.

The Emergency Operations Plan (EOP) describes how people and property will be protected from all hazards (as identified by the THVRA) and what core capabilities (as defined by the National Preparedness Goal) are necessary to ensure an effective response and recovery. Specifically, the EOP identifies personnel, equipment, facilities, supplies, and other resources available, within the jurisdiction or by agreement with other jurisdictions, for use during response and recovery operations.

3. Continuity of Operations Plan (COOP)

The Continuity of Operations Plan (aka business continuity plan) will help ensure essential college functions continue and vital records are maintained during an emergency and its immediate aftermath. Essential functions include but are not limited to business services such as payroll and

purchasing, internal and external communications, enterprise computing systems, facility mechanical, electrical, and plumbing systems, safety and security, and continuity of teaching and learning. The COOP plan will list, define, and prioritize the College's essential functions.

Each department shall develop and maintain its own COOP plans which are considered as annexes to the top-level COOP plan. Information Technology Services (ITS) maintains and executes the (IT) Disaster Recovery Plan for the College. This is a separate but related continuity plan.

4. Continuity of Administration Plan (COA)

Continuity of Administration (COA) is designed to ensure that essential college functions continue to be performed before, during, and after an emergency or threat.

COA is intended to preserve the statutory and legal authority of elected board members and executive leadership. The primary components of the COA Plan are the order of succession (i.e., in the event of a vacancy in office or a position holder dies, resigns, or is otherwise unable to perform the functions and duties of that pertinent position) and delegation of authority (i.e., those delegated to continue with authoritative decision making in the place of those who are unable to do so.)

5. Recovery Plan

The Recovery Plan shall assess the needs of the recovery process or phase by executing a recovery planning process, which helps to determine which tasks and actions best support the College's future vision, goals, and priorities in the short-term, mid-term and long-term following a disaster or emergency incident.

6. Multi-Year Training and Exercise Plan (MYTEP)

The Multi-Year Training and Exercise Plan (MYTEP) supports all other emergency preparedness plans by establishing core training objectives and regular frequency of training, drills, and exercises to ensure that students, employees, and on-site business partners understand their roles, responsibilities, and expectations. The college will seek to include community and government stakeholders when possible and feasible. Evaluations, after action reviews, and a robust corrective action program are essential elements of the college's MYTEP.

D. Emergency Response & Planning Teams

The following Collegewide teams shall be established and trained to ensure robust preparedness and response of college constituents at every level and across the breadth of the college organization.

1. Incident Management Team (IMT)

The College shall apply the concepts and principles of the National Incident Management System (NIMS) and the Incident Command System (ICS),

which provides a standardized approach for incident management and response, regardless of cause, size, location, or complexity. The LCC IMT will be developed and integrated into this program.

2. Building Emergency Response Teams (BERT)

The primary function of the College Building Emergency Response Teams (BERT) will be to augment LCC Emergency Preparedness efforts, to help ascertain situational awareness during an emergency, and to be the interim first line of response until the expert first responders arrive. A coordinator shall be assigned for each building.

3. Emergency Management Policy Team (EMPT)

The EMPT serves as the overall emergency program directional leadership and approval authority. The EMPT endorses or promulgates final plans listed in this policy to the college community, as well as, acts as a guiding advisory council during times of emergency or disaster. The EMPT can be considered as either preparedness or a response team depending on the nature of the business at hand.

4. Emergency Preparedness Planning Team (EPPT)

The EPPT is responsible for helping to develop, review, revise, and maintain the college's Emergency Operations Plan and related annexes.

5. Continuity of Operations Planning Team

The Continuity of Operations Planning Team is responsible for helping to develop, review, revise, and maintain the college's Continuity of Operations Plan and Continuity of Administration Plan.

E. Standard Operating Procedure

Procedures associated with the Emergency Preparedness and Management Program are outlined in a Standard Operating Procedure.

IV. Responsibility

The execution and maintenance of this policy are delegated to the Executive Director of Administrative Services or designee.

Adopted: 11/19/2007 (Emergency Management)

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