

Emergency Management Plan (Updated: August 25, 2008)

The purpose of the Saint Mary's College of California (SMC) Emergency Management Plan is to provide guidelines for responding to emergencies resulting from fire, floods, storms, earthquakes, hazardous materials and other threats to human safety. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan.

This Plan is promulgated under the authority of the President of Saint Mary's College of California. It includes a crisis communication plan outlining procedures for notification to the campus community, the media and the general public.

Individual academic and administrative units are responsible for developing unit-specific emergency plans to maintain continuity of business, instruction, or research operations in order to respond to and recover from an emergency as quickly as possible.

Scope

In the event of an emergency, SMC personnel and equipment will be utilized to accomplish the following priorities in a safe, effective, and timely manner:

Priority 1: Protection of life and safety

Priority 2: Maintenance of life support and preliminary assessment of immediate damages

Priority 3: Restoration of general College operations

Incidents which may require response and notification include:

Watch: A potential incident or event that may affect the campus over several days, such as storms. This classification will be made by the Director of Public Safety in consultation with the Vice President of Communications.

Warning: A potential incident or event that may affect the campus over a 24 hour period; for instance, a power outage the cause of which has not been determined. This classification will be made by the Director of Public Safety in consultation with the Vice President of College Communications. Incidents that require notification but do not involve immediate material consequences, such as a medical emergency involving a Cabinet member, will be classified by the President and/or Provost in consultation with the Vice President for College Communication.

Level 1: Minor emergency. Small scale, localized problem confined to a single space such as a chemical spill or localized power outage. Does not require evacuation of large numbers of people. The emergency can be managed using on-site resources. Major procedures incorporated in the Plan typically would not be activated for a Level 1 event. This classification will be made by the Director of the Department of Public Safety in consultation with the Executive Director of the Physical Plant. No College-wide action would be required.

Level 2: Major Emergency. A more serious event that requires activation of the Emergency Management Team (though not necessarily the establishment of the Emergency Operations Center). Affects more than one localized area. May require a large-scale evacuation and include the need for off-campus emergency response resources such as the fire department to effectively control the situation. It also is an event or activity with the potential to negatively affect the reputation or credibility of the College, and/or may result in cessation of normal business operations. Major components of the Plan could be partially or fully activated, as required. This classification will be made by the President or Provost in consultation with the President.

Level 3: Disaster. A campus-wide event causing significant property damage or injuries. A large-scale emergency such as a strong earthquake that poses a major threat to life and property. Outside emergency response resources would be used and all procedures of this Plan would be activated. A College state of disaster may be declared during a Level 3 emergency. In the event of an evacuation, designated building coordinators and residence hall directors/assistants will guide building occupants to predetermined evacuation locations on campus. (Information about the building coordinators can be found at: <http://www.stmarys-ca.edu/news-and-events/BuildingCoordinators.html>). If it is necessary to evacuate the entire campus, the College will coordinate closely with the Town of Moraga and the Contra Costa County Office of Emergency Services. This classification is made by the President or Provost in consultation with the President.

Emergency Notification

The Office of College Communications will notify the campus community of an emergency through mass e-mails, by telephone when possible and via newly installed digital signage located in a variety of locations on campus. In addition, an Emergency Status web page on the College website will be activated. In the event of a major emergency affecting the campus, the following methods can be employed to gain information:

Call the main campus telephone number, (925)631-4000 for information on the status of the Saint Mary's College campus such as interruption of classes, closure of buildings etc.

Consult the SMC website at www.stmarys-ca.edu.

Management of Emergency Operations

Assessment — An individual who encounters a potential incident or emergency situation should immediately contact Public Safety at (925) 631-4282. The individual should also contact his or her immediate supervisor. The Director of Public Safety, after deploying the appropriate emergency resources, will contact the President of the College, the Provost, or the Vice President for College Communications, who will decide whether to convene the Emergency Response Team.

Emergency Policy Group — College officials appointed by the President to advise and assist in making major emergency-related policy decisions and implementing emergency procedures which can be found at: <http://www.stmarys-ca.edu/emergency/>. During regular operations, the group meets quarterly to discuss emergency preparedness. This group may also convene as the **Emergency Response Team**, which determines the scope of an emergency and advises the Policy Group and the President. The Response Team also establishes response strategies and tactics,

deploys resources, and initiates the recovery process. Other officials may be added depending upon the nature of the emergency.

The Emergency Policy Group and Response Team are composed of:

Vice President for College Communications - Serves as the Emergency Response Team Leader, acting as the liaison to the President and Provost. The Emergency Response Team Leader may confer emergency related responsibilities to the Vice President for Finance and/or the Director of Public Safety. Responsible for the coordination of all internal and external communications to faculty, staff, students, and the general public during an emergency. Provides for all media and news related information issued through the Office of College Communications. This includes information posted to the College web site and emergency telephone systems. Provide information to and coordinates communication to alumni with the Vice President for Development.

Provost - Provides direction and coordination of all faculty matters and instructional facilities during an emergency, including decisions concerning cancelling or resuming classes. Coordinates the notification process to the Vice Provosts and academic deans.

Vice President of Finance – Provides information regarding campus operations to the Emergency Management Team and President. Provides support for continuity of business functions.

Executive Director of the Physical Plant – Provides information regarding campus facilities to the Emergency Management Team and President. Provides support for continuity of facilities functions.

Director of Human Resources – Provides support for human resource elements of staffing, notification, and recovery. Coordinates the notification process with Vice President for College Communications.

Vice Provost for Student Affairs– Provides support to all affected areas of student affairs including housing, student clubs and organizations, events and conferences, and the student health center.

Chief Technology Officer – Responsible for maintaining the central data and computing infrastructure, assessing the operational status of computing services, directing restoration of central computing and networking infrastructure, and, as needed, establishing alternate means of computing services to support the priorities of the Emergency Management Team.

Director of Public Safety -- Provides incident response information to the President, Provost, and VP for College Communications. Supports the activation and maintenance of the EOC.

Director of Athletics – Provides support to NCAA, club, and intramural sports and summer camps.

President – Executes all decisions as outlined in the Plan and acts as the liaison to the Board of Trustees

Once an emergency has been classified, the following steps will be taken:

The Vice President for College Communications will issue a statement describing what has happened, actions the campus community should take to protect themselves, steps the senior staff is taking, law enforcement involvement, and when and where the community can expect further updates.

Once the President or his designee approves the statement, it will be disseminated in as many of the following ways as practically possible:

- Posted on College home page

- Posted on smcgaels.com

- Distributed to the campus community through e-mail.

- Available on the main campus telephone.

- Posted at the entrances to campus residence halls and academic buildings.

- Posted at the Brousseau Hall atrium and/or courtyard.

- Distributed by phone or e-mail to news media.

All media inquiries will be directed to the spokesperson designated by the VP for College Communications. The Emergency Response Team Leader will decide whether to activate the **Emergency Operations Center (EOC)**. The EOC will be located in Brousseau Hall.

The College's response efforts could last for hours, days or even weeks depending on the severity of the event and how long it takes to restore normal operations. When conditions have stabilized and normal College operations can resume, the Plan will be deactivated by the Emergency Response Team Leader based upon advice and recommendations from members of the Team and external participants, as appropriate. An official announcement will be disseminated by the VP for College Communications.

Ongoing Emergency Preparedness

The College is conducting ongoing planning sessions with the Town of Moraga and others for coordinated response and communication in the event of emergency situations.

To prepare for their unique roles and responsibilities in an emergency, academic and administrative units will be required to prepare a unit-specific, written emergency and business continuity plan that addresses how each will prepare for and continue business and instructional functions in response to an emergency.

For information about emergency preparedness, go to: <http://www.stmarys-ca.edu/emergency/>

Saint Mary's College of California Emergency Contacts

- Saint Mary's College main number (925) 631-4000

- Public Safety (925) 631-4282

- Student Life (925) 631-4235

- Facilities (925) 631-4286