EMERGENCY OPERATIONS PLAN

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Contents

ACRONYMS

AAR – After-Action Report

COOP - Continuity of Operations Plan

CT – Command Team

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ICP – Incident Command Post

ICS - Incident Command System

JIC – Joint Information Center

MAA – Mutual Aid Agreement

NIMS - National Incident Management System

SECTION 1: INTRODUCTION

Flathead Valley Community College's (FVCC) Emergency Operations Plan (EOP) provides an organized management system for FVCC to follow during emergencies. It is designed as a flexible system in which the entire plan or portions of the plan may be activated, as appropriate for the situation. The EOP provides an organizational structure and procedures for the management of information, activities, and operations during an emergency. As described throughout the EOP and supporting documents, FVCC maintains programs for the prevention of, preparation for, response to, and recovery from natural, human-caused, and technology-caused disasters.

The EOP is based on the format outlined by the U.S. Department of Education's "Guide for Developing High-Quality Emergency Operations Plans" and consists of a basic plan supplemented by functional and situational annexes. The basic plan recognizes the content and role of any existing policies and procedures, identifies potential hazards to the college, and establishes the general organization and function of the Emergency Operations Center (EOC). The EOP establishes a framework of policy and guidance for the college's preparedness, response, recovery, and mitigation.

Recognizing potential hazards and managing their associated risks are major components of emergency planning. The college has established policies, procedures, and guidelines to respond to emergencies to minimize their impact and duration. An emergency is defined as a sudden or unexpected occurrence or combination of occurrences that may cause injury, loss of life, destruction of property, or interference, loss, or disruption of normal business operations that poses a threat to the campus community.

A. PROMULGATION STATEMENT

FVCC is committed to protecting the lives, safety, and welfare of its community members. This plan addresses the challenges and responsibilities of pre-event mitigation and post-event recovery, in addition to preparedness and response. It is established in accordance with state, federal, and presidential laws, statutes, and authorities for emergency management. Elements of the National Incident Management System (NIMS) and Incident Command System (ICS) are incorporated into this plan and will be implemented in the event of an emergency.

This EOP provides the framework for an effective system of comprehensive emergency management. With the knowledge that the most timely and appropriate responses can best occur when a well-documented plan has been implemented and integrated throughout FVCC, it is FVCC's expectation that all members of the college will use this document as a guide to effectively organize, coordinate, and direct available resources toward emergency response and recovery. Personnel and units assigned specific emergency responsibilities must have a working knowledge of functions and actions and be prepared to act in accordance with the EOP when emergencies occur.

The basic EOP is designed to help college employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by employees, thereby minimizing danger to our campus. FVCC's Command Team (CT) is charged with coordinating the emergency planning efforts across all college departments.

While it is impractical to develop and maintain individual plans for every possible emergency, this EOP provides general guidelines for responding to emergency events by activating decision processes, gathering decision-makers, and assembling resources to address college emergencies. This EOP is

intended to be a dynamic document that establishes a framework to guide effective response to emergencies, minimizes the impacts of emergencies, maximizes the effectiveness of college resources, and is scalable, flexible, and adaptable enough to apply to a broad range of emergencies.

B. APPROVAL AND IMPLEMENTATION

Executive authority for emergency management at FVCC resides with the College President or the president's appointed designee. This EOP was prepared by FVCC to develop, implement, and maintain a viable all-hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a broad spectrum of emergency response activities.

All employees and departments under FVCC jurisdiction shall abide by and cooperate fully with the provisions described and referenced herein when called upon to execute the plan. Any or all parts of the plan may be activated based on the specific emergency as decided by college leadership. Every member of the FVCC community should understand his or her role in emergency situations.

This plan may be activated as necessary by those with the assigned authority within this plan to respond to any emergency, or as required in the event of a local, regional or national event.

This EOP, its supporting contents, and referenced materials are hereby approved and supersede all previous plans and supporting materials, and it shall be effective immediately.

APPROVED:

August 20, 2019

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Jane A. Karas, President   Date

Flathead Valley Community College

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SECTION 2: PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

A. PURPOSE

The purpose of Flathead Valley Community College's (FVCC) Emergency Operations Plan (EOP) is to provide general guidance on how to respond to an emergency or disaster.

For normal day-to-day operations, the college provides services through a variety of administrative departments and operating units. However, in times of extreme emergency, widespread disruption, and life-threatening crises, critical functional units of the college must work together under a central coordination to protect and preserve. The highest priorities of life, safety, property, and restoration become the interim mission of FVCC. The FVCC Emergency Operations Center (EOC) is the key central communications function that will connect the various functional units with decision-makers and needed support.

While it serves the entire college, this plan is a management guide for those with key assignments and responsibilities during emergency activations. It supports those who manage emergencies on campus, keeps the business side of the college functional, and restores college activities in academic learning and public service.

This EOP is not the end of FVCC's emergency planning. Individual employee and department preparedness, coordination with first responders, continued training, and testing the plan through mock scenarios are some of the future steps anticipated.

This document was developed in alignment with the 2013 version of the Federal Emergency Management Agency (FEMA) "Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education." It also incorporates elements from the 2010 version of the FEMA "Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans" and the Department of Homeland Security National Incident Management System (NIMS).

The college has established the following priorities to be recognized during every phase of emergency management:

- Protect the health and safety of students, faculty, staff, and guests;
- Provide essential services and operations to maintain business and academic continuity;
- Manage the college's resources appropriately to support response and recovery efforts;
- Protect college property, critical infrastructure, and assets; and
- Communicate information to all college stakeholders in a time-appropriate manner.

This plan does not supersede or replace any FVCC policies, plans, or practices for college safety, management of hazardous materials or handling of sensitive information. The EOP supplements existing documentation with general guidance, temporary command structures, and critical information to support emergency management activities when they occur on campus.

B. SCOPE

This EOP is designed to address natural and human-caused hazards that could adversely affect the college. It describes the fundamental policies, strategies, and general concept of operations to be used to control the emergency or disaster from its onset through the recovery phase.

This EOP applies to all FVCC-owned property and to all college personnel participating in mitigation, preparedness, response, and recovery efforts. The EOP also recognizes external partner agencies and organizations that may be requested to provide assistance or conduct operations in the context of actual or potential emergencies at FVCC. Since an incident or event affecting FVCC may also impact the surrounding community, the EOP shall also support the emergency efforts of Flathead County and the City of Kalispell.

It is the responsibility of all FVCC department personnel to read and understand the EOP, implement and integrate departmental procedures and emergency management activities in support of the EOP, and participate in training exercises. The Command Team (CT) is available to assist, consult, and help coordinate emergency operations planning at the department or unit level upon request.

The EOP outlines the expectations for college personnel, roles and responsibilities, direction and control systems, internal and external communications, and training and maintenance of the EOP.

C. SITUATION OVERVIEW

Flathead Valley Community College is a public, two-year, coed, and residential community college located within the municipality of Kalispell, Montana at 777 Grandview Dr., Kalispell, Montana 59901. The FVCC main campus is bound by Grandview Avenue on the south, Hutton Ranch Shopping Center on the north, the Stillwater River on the east, and Highway 93 on the west. The approximately 230-acre campus contains 14 buildings ranging in style from a one-story administration building to a multi-story College Center building.

The residence hall consists of 124 beds in one- and two-bedroom apartments with kitchens.

Most of the academic buildings are located on the western quarter of campus. In addition to the main campus, the college owns much of the adjacent property.

The Lincoln County Campus (LCC) is located within the municipality of Libby, Montana at 225 Commerce Way, Libby, Montana. The LCC campus is bound by the Libby Plaza Apartments to the north, Commerce Way to the east, Highway 2 on the south, and Hamann Ave. residential housing on the west. The western border property line separates the City of Libby and Lincoln County. The 3.05-acre campus consists of one 30,000-square-foot, handicap-accessible single-story building which houses administrative offices, nine classrooms, an art room, science lab, and three computer laboratories.

The building is situated on the southernmost section of the property with over an acre of open space beyond the parking lot to the north.

Both Kalispell and Libby campuses depend on outside agencies for resources, including police and fire department services, critical public utilities, mass care and hospital emergency services, and special tactical response needs.

Hazards

The EOP is an all-hazards plan and applies to all types of hazards that could threaten the college, its occupants, and the surrounding community.

- Hazards fall into three general categories:
- Natural Hazards – natural threats such as severe weather, fire, flood, earthquake, and epidemic.

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- Technological Hazards – technological or industrial threats such as cybersecurity issues, radiological or hazardous materials release, and utilities disruption.
- Human-Caused Hazards – deliberate, intentional human actions to threaten or harm others, including criminal or terrorist acts, school violence, or bombings.

D. PLANNING ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These planning assumptions base emergency planning on the worst-case conditions.

The following assumptions were made in the development of this plan and must remain a real consideration during the application of the plan or any component within:

- The EOP serves as a guidance document and practical guide that can be modified, adjusted, and/or dynamically applied to an emergency or disaster as the situation dictates.
- The EOP emphasizes the responsibility of college officials to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.
- Relationships among key internal and external college stakeholders should be established prior to an emergency or disaster, specifically among the CT and personnel from emergency response and management agencies.
- Individual college departments should develop and implement plans required to meet the needs of specialized academic, administrative, or operational environments. It is recommended that these departmental plans be attached as functional annexes to this plan.
- A critical incident, emergency, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.
- It is assumed that disaster contingencies will vary in scope and intensity, from an incident where the devastation is isolated and limited, to one that is wide-ranging and extremely devastating. For this reason, planning efforts are made as general as possible to allow latitude in their application.
- Assistance from other jurisdictions is expected to supplement the efforts of the college in an efficient, effective, and coordinated response when FVCC officials determine their own resources to be insufficient.
- The college may receive delayed response from, or be without, certain city, county, or contract emergency response personnel, and must be prepared to handle these situations until outside assistance arrives.
- During an emergency, the college should expect to receive a high volume of communications seeking information regarding the welfare of students and employees from concerned parents, relatives, spouses, friends, etc., as well as the news media. A significant surge in the number of emails and phone calls could quickly exceed system capabilities.
- Any employee of the college may be tasked with duties in support of this EOP.
- Daily operations that do not contribute directly to the college's response to an emergency may be suspended for the duration of any emergency, and those operational resources may be redirected to support the emergency response.

- FVCC will comply with the Americans with Disabilities Act (ADA), which requires that emergency procedures enable people with disabilities to evacuate and participate in all emergency and disaster-related programs together with their service animals.

Depending on the type of threat or emergency, it is possible that any combination of the following consequences may be encountered:

- Significant damage or lengthy outage of critical infrastructure, including utilities, water, information systems, and telecommunications;
- Convergence of large numbers of people at incident scenes, central locations, shelters, etc.;
- People in need of evacuation, shelter, feeding, or other emergency assistance;
- Contamination of food and/or water sources;
- Potential for civil unrest or disorder, including looting, riot/mob behavior, violence, etc.;
- Need for college response personnel to tend to the immediate needs of their own families in the initial stages of a major disaster affecting the community;
- Interruption of contact with family and homes;
- People stranded at the college due to unsafe traveling conditions;
- Significant structural damage and continuing associated risks;
- Impassible roadways, overpasses, tunnels, and bridges and lengthy service disruptions in mass transportation systems;
- Presence of local and national media requiring timely information and sharing; and
- Inability of normal suppliers to deliver materials.

SECTION 3: CONCEPT OF OPERATIONS

A. GENERAL

FVCC acknowledges that the responsibilities and functions performed during an emergency must be incident-specific. Therefore, this EOP is based on an all-hazards approach and is flexible, in that individual elements of the plan or the entire plan may be activated based on the specific emergency/incident and the decisions of senior college leadership.

FVCC's EOP outlines actions and procedures for managing a broad range of emergencies or crisis events. It does not prescribe specific actions to be taken in response to specific emergency situations. This EOP is expected to be activated whenever an emergency:

- Goes beyond the capacity of routine departmental response procedures and requires sustained response and/or institutional level strategic/policy support;
- Significantly impacts multiple campus constituencies;
- May threaten the health, safety, or welfare of campus constituents;
- Has the potential to disrupt the college's business, programs, or activities;
- Could have a negative impact on the college's physical assets; and/or
- Could negatively impact the credibility or reputation of the college.

FVCC CT personnel will immediately respond to an emergency incident occurring at the college, request additional external and internal resources as necessary to address the situation, and issue alerts and instructions as the situation warrants.

If a prolonged emergency operation occurs, the CT will coordinate support for FVCC staff, faculty, and students during and after an incident and ensure continuity of college operations.

The nature and scope of a given emergency may necessitate partial or full evacuation of buildings and/or the campus, or lockdown of campus facilities. Access to specific campus areas may be temporarily restricted. Normal operations will resume at the discretion of the College President or designated representative.

B. AUTHORITIES

Legal authority for emergency operations is granted by established federal and state laws, statutes, ordinances, executive orders, regulations, FVCC policy, and formal agreements relevant to emergencies.

C. AUTHORITY TO MAKE DECISIONS IN AN EMERGENCY

The following positions are authorized to declare a campus emergency, to determine operational priorities and personnel assignments required to facilitate emergency operations, and to activate the EOP in total or in part.

- College President
- Vice President of Academic and Student Affairs
- Vice-President/Chief Financial Officer, Finance and Administration
- Dean of Students
- Director, Facilities Operations

D. EMERGENCY OPERATIONS PRIORITIES

- Save lives and protect the health, safety, and welfare of all campus constituents, including responders and recovery personnel

- Ensure security of the college and restore a sense of order

- Protect and restore critical infrastructure and key resources

- Cooperate with law enforcement investigations as required to resolve the incident, apprehend perpetrators, and collect and preserve evidence for prosecution and/or attribution

- Protect property and mitigate damage and impact to individuals, the community and the environment

- Facilitate recovery of operations

- Protect the college's credibility and reputation

E. KEY ELEMENTS OF EMERGENCY MANAGEMENT

Emergency management involves five phases: prevention, mitigation, preparedness, response, and recovery.

Prevention

Prevention encompasses all measures taken to decrease the likelihood that an event or crisis will occur.

Mitigation

Mitigation encompasses the elimination or reduction of hazards that may cause an emergency or reduction of the consequences from unavoidable hazards. It is a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency with the intent of avoiding repetition of the situation.

Preparedness

Preparedness occurs before an emergency or disaster occurs and is intended to save lives as well as assist with response, rescue, and recovery efforts. Preparedness activities include, but are not limited to, developing and maintaining an EOP and Continuity of Operations Plan (COOP), conducting training for college personnel, and conducting periodic drills and exercises to test emergency procedures and training.

FVCC will prepare for emergencies and disasters through a variety of proactive emergency preparedness initiatives. These initiatives will communicate strategies to students, faculty, and staff regarding how to be prepared individually for all-hazard scenarios with the goal to increase resiliency and facilitate recovery.

Preparedness may include the following activities:

- Provide public information and educational materials to students, faculty, and staff via newsletters, brochures, emails, publications, websites, posters, television, radio, or any other communications medium
- Communicate emergency response plans to students via faculty on the first day of class each semester
- Develop, review, exercise, and update the EOP, including the annexes
- Test and maintain emergency resources and assets
- Provide continued training to faculty and staff in response to manmade and natural emergencies
- Assure the viability and accuracy of emergency contacts, resource and asset lists, and emergency contracts

Response

Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.

Recovery

The recovery phase includes short-term and long-term actions to resume normal operations once an emergency incident is under control or over. Examples of recovery programs include restoration of college services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities and infrastructure.

F. TYPES OF EMERGENCIES

FVCC is at risk from various emergencies and/or hazards. The following list identifies those that would pose the greatest need of an elevated response:

- Fire
- Natural disaster (tornado, wind damage, earthquake)
- Chemical spill
- Violent or criminal behavior
- Health/medical (norovirus, salmonella, influenza, COVID outbreak,)
- Utility failure
- Explosion
- Civil disturbances or demonstrations (strikes, riots)

G. LEVELS OF EMERGENCY RESPONSE

For planning purposes, the CT has established three levels of response to emergencies, based on the severity of the situation and the availability of campus resources.

MINOR EMERGENCY (Level 1)

- The functionality and operation of the college will not seriously be impacted.
- Campus resources are probably adequate and available to handle minor emergencies, but outside emergency services may be required.
- Activation of the EOC may or may not be required.

- CT members will be notified.
- EOC Staff personnel will be notified if there is a potential that the EOC will be activated.

MAJOR EMERGENCY (Level 2)

- A large portion of the college will be affected, and/or its overall operation will be disrupted.
- Campus resources may not be adequate to handle major emergencies, and outside emergency services and external assistance will generally be required.
- CT and EOC Staff personnel will be notified.
- The EOC will be activated.

DISASTER (Level 3)

- Operations of the college will be seriously impaired or halted.
- Mass casualties and severe property damage may occur.
- Outside emergency services will be required.
- Outside emergency services may be delayed in the event of an area-wide disaster.
- CT and EOC Staff personnel will be notified.
- The EOC will be activated.

H. DEPARTMENTAL RESPONSIBILITY: CONTINUITY OF OPERATIONS PLAN (COOP)

In addition to emergency response plans, each college department and/or division should prepare and maintain a COOP. The COOP basically contemplates destruction of a department or division physical setting and the reasonable measures necessary to mitigate both short-term and long-term effects of displacement.

All faculty and staff shall keep their personal and emergency contact information up-to-date in the designated Human Resources system. Academic departments should pre-plan for the potential of alternative delivery methods or abbreviated or extended academic schedules if classrooms, the campus, or other local facilities are not available for extended periods.

Other departmental responsibilities include:

- Develop and maintain a department/office emergency plan, including updated contact lists
- Gather specific emergency supplies needed for the department/office
- Train department/office employees in emergency procedures
- Implement department/office emergency plans in an emergency as appropriate

I. RESPONSIBILITIES OF EMPLOYEES AND STUDENTS

An emergency can occur at any time or place, and a disaster will affect everyone. Faculty, staff, and students should become familiar with FVCC emergency procedures, ensure they are signed up to receive Omnilert emergency alerts from FVCC, and create their own personal plans for emergencies. The measures outlined in this EOP, together with common sense, are intended to prevent injury and to minimize property damage. It is important to remember that during an emergency, individuals (including those with access and functional needs) are ultimately responsible for their own safety. All FVCC personnel should follow the directions of emergency authorities.

Employee Responsibility

All FVCC employees have a personal responsibility to know what to do before, during, and after an emergency to ensure their own personal safety. College employees should read and be familiar with safety and emergency information. Employees should know their responsibilities within their departments/offices in an emergency and determine how to communicate with coworkers and families in an emergency. They should also know the locations of emergency exits and fire extinguishers, as well as emergency phone numbers to communicate with law enforcement. All employees are responsible for reviewing, being familiar with, and implementing emergency plans, as appropriate.

Other employee duties and responsibilities include:

- Maintain updated emergency contact information in the Human Resources system and with their department heads
- Designate and train staff to carry out emergency plans
- Verify that personal contact information is complete and updated on the FVCC Omnilert notification system prior to an emergency
- Comply with all emergency directives, orders, and procedures
- Assist in directing students or fellow employees to respond to emergencies appropriately
- If identified as an essential employee or emergency management personnel, know their role and responsibilities
- Remain knowledgeable in emergency plans respective to their areas or departments
- Ensure the continuity of college operations
- Respond as directed by the CT and emergency personnel
- Safeguard important or sensitive documents or databases

Student Responsibility

Students should follow the directions of faculty, staff, and emergency personnel during an emergency and create a plan to communicate with their parents and families. Residential students should follow the directions of Residence Life staff and emergency personnel in an emergency.

Other student duties and responsibilities include:

- Verify that personal contact information is complete and updated on the FVCC Omnilert notification system prior to an emergency
- Comply with all emergency directives, orders, and procedures
- Attend training on emergency preparedness and response operations
- Remain knowledgeable of FVCC emergency procedures
- Create a personal plan for emergencies, with assistance from appropriate FVCC departments and resources

J. PLAN DEVELOPMENT AND MAINTENANCE

This EOP will be reviewed for completeness at least once per calendar year under the direction of the CT.

Major revisions or changes will be documented in the Annex A: Record of Changes. The FVCC webpage will contain the most up to date version of the EOP.

K. PLANNING FOR PEOPLE WITH SPECIAL NEEDS

Emergency management includes consideration and preparedness to accommodate people with special needs. Consideration for people with special needs will be incorporated into college and departmental level planning and response activities. Such planning will include meeting special needs for building evacuations, transporting and sheltering people with special needs, and appropriately accommodating service animals.

FVCC complies with the Americans with Disabilities Act (ADA), which states that emergency programs, services, activities, and facilities must be accessible to people with access and functional needs and may not use eligibility criteria that screen out or tend to screen out people with access and functional needs. ADA requirements include reasonable modifications to policies, practices, and procedures when necessary to accommodate persons with access and functional needs and to ensure effective communications with persons with access and functional needs throughout emergencies. The Office of Disability Support Services will appropriately address emergency plans and procedures to ensure that they are accommodating those with functional needs and complying with ADA requirements.

L. EXTERNAL REQUESTS FOR ASSISTANCE

Kalispell Campus

- Requests for emergency law enforcement assistance at the Kalispell campus should go directly to the City of Kalispell Police Department via 911.
- Requests for emergency fire services at the Kalispell campus should go directly to the City of Kalispell Fire Department via 911.

Libby Campus

- Requests for emergency law enforcement assistance at the Libby campus should go directly to the City of Libby Police Department via 911.
- Requests for emergency fire services at the Libby campus should go directly to the Libby Fire Department via 911.

Requests from external agencies for emergency support and/or use of college resources should be communicated to the CT and forwarded to the College President for concurrence. Commitment of college resources should be made with consideration for capacity, availability, duration, scope of the emergency, etc.

M. LOCAL ENTITIES AND OUTSIDE AGENCIES

When FVCC activates its EOP or EOC, the CT will notify the City of Kalispell and Flathead County emergency management agencies of the activation and nature of the situation that caused the activation.

When the City of Kalispell or Flathead County activates their EOP or EOC and the FVCC CT is notified of the situation, the college should be prepared to offer appropriate assistance.

N. LEGAL QUESTIONS / ISSUES

Legal questions/issues that arise during an emergency will be resolved by consulting FVCC legal counsel, Montana Office of the Commissioner of Higher Education legal counsel, or the Montana Attorney General's Office.

SECTION 4: ORGANIZATION, ASSIGNMENT OF RESPONSIBILITIES, AND COORDINATION

To manage emergency incidents, the college utilizes a tiered structure involving a Command Team (CT) and Emergency Operations Center (EOC) Groups. The CT serves as an advisory board for the College President and provides strategic guidance during incidents. It includes a cross-functional group of staff members that supports students, staff, faculty, and college operations during and after an emergency incident. During activation of the EOC, members of the CT may also serve in EOC positions.

The college will activate the EOC as needed for an emergency or disaster.

A. CAMPUS STATE OF EMERGENCY

A Campus State of Emergency is a declaration which usually suspends normal functions of the campus or college, alerts staff, faculty and students to change their normal behaviors, and may initiate parts of the EOP. The college would normally declare a Campus State of Emergency during a time of natural or man-made disaster.

The authority to declare a Campus State of Emergency rests with the College President or designee. If a Campus State of Emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals who have who have been assigned emergency or response duties. Only those authorized individuals will be allowed to enter the area or building affected by the incident.

B. COLLEGE CLOSURE

The basic mission of FVCC is to function as an educational institution, which necessitates the continuation of programs, classes, and activities unless there is a compelling reason not to do so. There may be times when only a specific area of the campus will require closure for the protection of certain individuals or property. There may be other times when the entire college must be closed.

The decision to close the college shall be made by the College President or acting designee, and may be based on recommendations from the CT.

The Executive Director, Communications and Marketing or designee will advise CT members of the decision to close the college (through Omnilert, telephone, or text message), and prepare a media release stating that the campus will be closed by authority of the College President. The statement should contain emergency instructions and an explanation for the closure. The media release should be issued to the following areas:

- Omnilert notification to Flathead and Lincoln County lists (text, phone, email)
- Press release to news outlets including newspapers, television, radio, and other media contacts
- Press release to "all employee" and "all student" emails for campus community
- Social media updated across platforms: Facebook, Twitter, Social Media
- Website banner updated with notifications

In the event of a college closure, the Director, Facilities Operations will have crews set up barricades to close off affected areas and post signs to notify of the closure.

C. EMERGENCY MASS NOTIFICATION

FVCC utilizes "Omnilert," a web based, mass text messaging service. Through this system, the FVCC administration can send emergency messages to actively registered students and current faculty and staff who have kept their emergency contact information up to date on the Omnilert system, via the Omnilert menu option of the Student and Faculty Portals.

Any CT member can authorize an Omnilert message. The decision to send out a message and the content of the message will depend on the incident/situation. Generally, the Executive Director, Communications and Marketing or designee will draft and issue Omnilert messages. If possible, CT members should be advised of the incident/situation prior to Omnilert messages being issued. This may not be possible in emergency situations.

In general, an Omnilert message can be issued under the following circumstances, or as part of Clery Law notification incidents. This list is not all inclusive.

- Violent criminal action
- Bomb threat / Building evacuation
- Campus closing – weather, accident, or manmade problem
- Jeanne Clery Law notifications
- Chemical spills
- Natural disaster

Procedures for issuing Omnilert messages are outlined in Annex C: Issuing Omnilert Emergency Messages.

D. EMERGENCY OPERATIONS PLAN ACTIVATION

The EOP may be activated wholly, or in part, by the College President, Vice-President/Chief Financial Officer, Finance and Administration, Vice President of Academic and Student Affairs, Dean of Students, Director, Facilities Operations, or their designees, depending on the type, scope, and magnitude of the incident.

The college may declare a Campus State of Emergency when, based on the best available information, the determination is made that the college is subject to a threat with a high probability of occurrence or expansion and that the threat has the potential to negatively impact the college community and its operations.

In an emergency, college personnel and equipment will be used as outlined by the EOP under the direction of the College President. The Director, Facilities Operations, with assistance from the Command Team Coordinator (CT Coordinator), will work with the CT and members of the college to accomplish the implementation and operation of the plan. Offices within the college responsible for developing the plan and participating in its activation are:

- College President
- Vice President of Academic and Student Affairs
- Vice-President/Chief Financial Officer, Finance and Administration
- Executive Director, Information Technology
- Executive Director, Human Resources

- Dean of Students
- Director, Facilities Operations
- Executive Director, Communications and Marketing
- Director, College Center
- Coordinator, Residence Life
- Campus Resource Officer
- Safety Committee
- Counseling Services
- Members of the staff
- Members of the faculty

E. EMERGENCY OPERATIONS PLAN DEACTIVATION

The College President, Vice-President/Chief Financial Officer, Finance and Administration, Vice President of Academic and Student Affairs, Dean of Students, Director, Facilities Operations, or their designees will be responsible for deactivating the EOP when deemed appropriate.

F. EXTERNAL DECLARATIONS OF EMERGENCY

Emergency situations that may not originate at or directly affect FVCC may be declared at the national level (by the President), the state level (by the Governor), or the local level (by city/county leaders). FVCC may activate the EOP in support of such declarations, if deemed necessary.

G. EXTERNAL ASSISTANCE

External assistance for an emergency at FVCC may be offered or arrive unannounced from any of the areas noted below. External offers for assistance will be referred to the CT (or the EOC if activated) to determine how to incorporate such resources into the emergency operation. Such assistance may include:

- External law enforcement agencies such as the Montana Highway Patrol, City of Kalispell Police Department, Flathead County Sheriff's Department, Libby Police Department, Lincoln County Sheriff's Department, etc.;
- State agencies such as the Department of Transportation, Department of Agriculture, Department of Environmental Quality, Department of Labor & Industry, Fish Wildlife and Parks, Justice Department, Public Health & Human Services, Military Affairs/ National Guard, etc.;
- Federal agencies such as FEMA, Department of Justice/FBI, Department of Agriculture, DHHS/CDC, Department of Homeland Security, etc.; and
- Government-sponsored and private-sector volunteer organizations that assist with sheltering, feeding, services for persons with disabilities, social services, health-related services, community and faith-based organizations, animal welfare and/or humane organizations, and business and industry offers for assistance.

H. EMERGENCY MANAGEMENT STRUCTURE

This section describes the responsibilities of FVCC emergency management personnel, and the framework for the direction, control, and coordination of response activities.

College President

The College President establishes the basic policies which govern the emergency management organization, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The College President serves as the Incident Commander (IC) for college-related emergencies.

The EOP is managed under the coordination of the Director, Facilities Operations and CT Coordinator. The Director, Facilities Operations is responsible for the overall supervision of the FVCC emergency management program. The CT Coordinator oversees the CT, and assists the Director, Facilities Operations with the operation of the Emergency Operations Center and other emergency management matters, as needed.

Command Team (CT)

The CT is an operational and strategic decision-making body for the college during emergency incidents. The CT will assemble at the EOC if it is activated, and support the CT Coordinator and any external agencies responding to the scene. The CT will usually not respond to the emergency site, nor will they normally manage the response at an incident site. The CT will be assembled to address an emergency and will disband when the crisis has ended and normal operating systems are in place. The CT will be called into operation as soon as practical after an emergency incident occurs which requires a coordinated college response.

The CT will be convened at the direction of the College President, Vice President of Academic and Student Affairs, Director, Facilities Operations, or CT Coordinator. If the EOC is activated, the CT will respond to the EOC ███████ ████████████, or the designated alternate location ███████████████████.

Command Team notification information is listed in Annex D: Command Team Notification.

The priorities of the CT are to:

- Define emergency policy;
- Approve overall priorities and strategies;
- Provide guidance and support to those responding to emergencies;
- Disseminate timely, accurate and appropriate information to the faculty, staff, students, parents, media, and other concerned community partners (through the Executive Director, Communications and Marketing or EOC Public Information Officer, as appropriate);
- Determine class or campus closure and reopening; and
- Plan and prioritize long term recovery.

Generally, the CT uses information and data supplied to them through the EOC to complete the above tasks.

Members of the CT include:

- College President
- Vice President of Academic and Student Affairs
- Vice-President/Chief Financial Officer, Finance and Administration
- Executive Director, Human Resources
- Executive Director, Information Technology

- Dean of Students
- Director, Facilities Operations
- Executive Director, Communications and Marketing
- Director, College Center
- Mental Health Counselor
- Campus Resource Officer
- Libby Campus Representative
- Command Team Coordinator

An overview of general responsibilities of Command Team members is outlined in Annex F: Emergency Management Responsibilities.

Emergency Operations Center (EOC)

The EOC is a centralized location to monitor and report the impact of emergencies, and from which emergency operations can be coordinated. The EOC is where management decisions, equipment prioritization, and requests for outside resources occur. The CT will operate out of the EOC ███████ ███████ or an alternate location. If an EOC location is needed off-campus, a site will be chosen depending on the type and scope of the event, as well as the agencies responding.

The EOC is the focal point for coordination, direction, and control of emergency preparedness, response, and recovery activities for the campus. It is the location to which emergency responders will report for duty and assume their roles. Emergency response activities and work assignments will be planned, coordinated, and delegated from the EOC.

The EOC will utilize Incident Command System (ICS) principles as its basic organizational methodology. According to the principles of ICS, staffing of the EOC can be scalable, depending on the need of the incident. Staffing needs will be determined by the CT immediately after the designation of an emergency level is made.

Using information and data received from the incident site, the CT and staff at the EOC will make any determinations for additional resources, such as manpower and equipment. Any operational assistance needed from outside jurisdictions will be channeled through the EOC in consultation with the CT Coordinator.

By locating the decision makers in a single facility, the EOC provides the following advantages:

A.   Centralizes Incident Management

- Provides a central point where all information related to the incident is received and analyzed, priorities are determined, strategies are developed, and critical resources are assigned to response operations;
- Provides for operations for extended periods of time;
- Enhances coordination between involved agencies;
- Minimizes disruption to campus departments not directly affected; and
- Provides a centralized location to conduct planning meetings, shift briefings, media briefings, press conferences, public information releases, and other information dissemination.

B.   Provides for Situation Status Management

- Establishes a central location for information to be gathered, analyzed, tracked, displayed, distributed, and stored;
- Provides for the verification of information; and
- Provides for immediate availability of incident information.

C.   Provides for Resource Status Management

- Establishes a single location for resources to be tracked (e.g., personnel and equipment) regarding their location and status.

The EOC will be organized into the following groups:

- Command
- Public Safety
- Facilities and Logistics
- Administration/Finance
- Student Affairs
- Human Resources
- Information Technology
- Public Information
- Health
- Outside Agencies

The EOC will remain activated until the CT no longer sees the need for its services. The EOC can remain activated through the response phase and into the longer recovery phase, if necessary.

Emergency Operations Center (EOC) Staff

The Director, Facilities Operations, with the assistance of the CT Coordinator and EOC Staff Coordinator, will be responsible for ensuring that a cadre of FVCC faculty and employees are trained to staff various support positions within the EOC. If the EOC is activated, this cadre will be responsible for establishing, staffing, and operating the EOC.

Annex H: Emergency Operations Center Organization outlines the assignment and responsibilities of EOC personnel.

I. EMERGENCY OPERATIONS CENTER ACTIVATION, OPERATION, AND DEACTIVATION

Procedures outlining the activation of the EOC and notification of EOC Staff are detailed in Annex G: Activation/Establishment of the EOC and Notification of EOC Staff

EOC organization and responsibilities are outlined in Annex H: Emergency Operations Center Organization

J. NIMS/ICS COMPLIANCE

FVCC has adopted some elements of the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive 5: Management of Domestic Incidents, to align with FVCC's administrative structure and institutional resources. NIMS provides a nationwide template

enabling federal, state, local, tribal governments, and private sector non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Use of NIMS facilitates FVCC's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

The Incident Command System (ICS) is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

College emergency management personnel should be familiar with ICS concepts in the event that they are assigned to an Incident Command Post (ICP) during a response operation.

ICS is normally structured to facilitate activities in the following functional areas:

Operations Section
The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plans. This section includes the response teams, which are teams working toward reduction of the immediate hazard and establishing situational control and restoration of normal conditions.

Planning Section
The Planning Section is responsible for collecting, evaluating, processing, and disseminating information, developing the action plan in coordination with other sections and teams, and maintaining incident documentation. In addition, this section maintains information on current and forecasted situations and status of resources.

Logistics Section
The Logistics Section is responsible for providing support for the Operations Section. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, and materials.

Administration/Finance Section
The Administration/Finance Section is responsible for all accounting and financial aspects of the disaster and any other administrative requirements. Functions under this section include accounting and FEMA documentation.

K. EMERGENCY CONTACT LISTS
The Human Resources Office will maintain official emergency contact lists of college personnel. Although the emergency contact lists are maintained electronically, provisions should be made to ensure the availability of those lists if computer systems are unavailable.

L. MULTI-JURISDICTIONAL COORDINATION
Multi-jurisdictional coordination will be facilitated through the FVCC EOC. Representatives in the FVCC EOC will maintain communication and coordination with the Flathead County EOC/Lincoln County EOC, local hospitals, and any ICPs as needed.

The FVCC EOC will fulfill a communication and coordination role in identifying and addressing emergency issues and tasks requiring a multi-jurisdictional approach. Where necessary, FVCC will

participate in briefings conducted by the Flathead County EOC/Lincoln County EOC, and college operations will be consistent with Flathead County/Lincoln County plans and procedures when applicable.

External resource requests will primarily be facilitated through communication with the Flathead County EOC/Lincoln County EOC. Additionally, the college may send a representative to the Flathead County EOC/Lincoln County EOC if necessary.

SECTION 5: COMMUNICATIONS

A. CAMPUS EMERGENCY NOTIFICATION

If possible, emergency messages will be initially drafted by the CT. The CT will identify who should receive the message and how it will be disseminated.

The college uses various communications formats to relay information about emergency situations on or affecting its campuses.

Omnilert

Omnilert is the notification system the college uses to send emergency messages to its entire community. Emergency notifications are sent via email, text (SMS), and voice (mobile and/or home phones).

Students and employees are automatically enrolled in the system with their FVCC email address. However, to receive messages pertaining to campus emergencies via text message, voice, and/or a different email address, they must sign-up and opt-in for that service.

Omnilert messages can be broadcast at the direction of any CT member or other designated individuals. If possible, CT members should be notified and provided details of the incident/situation prior to the issuance of an Omnilert message. This may not be possible in emergency situations.

Omnilert messages currently available include:

- SMS Text Message (Short Message Service)
- Voice - Plain old telephone (POT) or mobile/cell phone
- E-mail - Personal and college

Door-to-Door Notification

If safe to do so, designated college personnel (such as facilities staff) will go to specific rooms and/or wings of the campus to alert occupants to an emergency.

Additional Notification Methods

In addition to Omnilert, college departments should establish department telephone "calling trees" which could be used to provide notification as necessary.

The college also utilizes a public-address system, to provide emergency information to staff, students, and the public. The Office of Disability Support Services will appropriately address emergency notification procedures to ensure that they are accommodating those with functional needs and complying with ADA requirements

B. PUBLIC INFORMATION OFFICER (PIO)

The Executive Director, Communications and Marketing or designated Public Information Officers (PIO) will work with the CT to disseminate incident-related information to the college community and the public.

The PIO will work as part of a unified public information officer group during any large-scale incident affecting the college and neighboring jurisdictions which requires a multi-agency response.

The PIO will be the primary point-of-contact for media inquiries regarding campus emergencies and incidents.

No employee of the college is authorized to speak to the media on behalf of the college without explicit approval from the College President or designee.

C. EMERGENCY COMMUNICATIONS SYSTEMS

FVCC's existing communications network, consisting of telephone and computer facilities, serves the initial and basic communications needs for emergency operations. Landline circuits, when available, serve as the primary means of communication, with other communication systems available for backup. Additionally, the college relies heavily on computer, web-based, and cellular communications platforms for disseminating information to students and employees during and regarding emergencies. The college will continue to explore alternate means of communications, such as radios, SAT phones, etc.

D. PUBLIC RELATIONS/COMMUNICATIONS

Official communications from the college regarding emergencies may only be released to the media by the Marketing and Communications Department, the College President, or designees. No other departments or individuals should deal with or respond to the media without the prior approval of the College President, Executive Director, Communications and Marketing, or PIO.

With the understanding that information and circumstances change and evolve throughout the course of an emergency, the Executive Director, Communications and Marketing will provide, to the extent reasonably possible given the circumstances, appropriate, accurate, timely, and consistent information about emergencies to the campus community, external stakeholders, and public entities during an emergency.

All information should be developed in consultation with the EOC and the PIO. Such communications will be issued through the college web page and other dissemination channels as appropriate, and include pertinent information such as the status/ progress of the emergency, college response efforts, and business operational issues.

E. COMMUNICATIONS WITH POLITICAL ENTITIES

Communications with political entities, such as members of Congress, the State Legislature, the Governor's Office, etc., will be made or coordinated through the College President's Office.

F. COMMUNICATIONS INFRASTRUCTURE

The Executive Director, Information Technology, the Director, Facilities Operations, and their staff are responsible for maintaining the operability of communications systems for the EOC in preparation for and during an emergency, e.g., maintaining wired and wireless connectivity for computer systems, internet access, telephone systems, audio-visual, etc.

G. COMMUNICATIONS BETWEEN THE EOC AND RESPONSE ORGANIZATIONS

The EOC must maintain communications with the first responders and external response agencies, (e.g., Red Cross.) The CT and EOC Staff members will have access to landlines, cellular phones, and the internet as available on campus.

SECTION 6: ADMINISTRATION, FINANCE, AND LOGISTICS

A. ADMINISTRATION

In order to create a historical record of emergency response activities to improve procedures and develop mitigation strategies, each EOC group will document the actions taken during the emergency operation of the EOC. Group leaders should ensure that individuals are designated to accomplish this responsibility during activation of the EOC. Responsibilities of these positions include the collection of logs and action plans created during the emergency, internal and external entities involved, resources expended, etc. This information, when combined with the post-incident assessment, or after-action report, will form the official incident record. The post-incident assessment will be conducted and documented in an after-action report.

The after-action process is outlined in Annex J: After-Action Report.

B. FINANCE

The goal of the college during emergency situations is to effectively protect lives, preserve college property, and restore academic and other programs of the college through the effective use of college, community, and government resources. While the Administration/Finance group of the EOC is responsible to account for expenditures made through the EOC, the Vice-President/Chief Financial Officer, Finance and Administration is ultimately responsible for aggregating the overall costs incurred during an emergency requiring a substantial college response effort. This financial information should include expenditures made by entities (internal and/or external) in addition to the EOC and will be utilized to support reimbursement efforts, insurance claims, and requests for future emergency budgeting, etc.

Expenditures will be tracked on forms as prescribed and provided by the Vice-President/Chief Financial Officer, Finance and Administration to capture eligible costs for potential reimbursement. The Vice-President/Chief Financial Officer, Finance and Administration will also inform responding agencies and local officials about the cost recovery process and how to document costs incurred during the response and recovery operations.

The Vice-President/Chief Financial Officer, Finance and Administration, working in collaboration with the Flathead County Attorney, is responsible for aspects of property and liability insurance coverage for FVCC. Insurance considerations may influence disaster preparedness, mitigation, response, and recovery efforts.

The Vice-President/Chief Financial Officer, Finance and Administration shall ensure the responsible oversight and documentation of all costs and financial considerations of the emergency incident, including future payments, payment of personnel costs, and cost recovery. Responsibilities may include, but are not limited to:

- Secure materials, equipment and contractors needed during the emergency;
- Oversee necessary contract and mutual aid negotiations;
- Track personnel and equipment time;
- Plan and document the necessary evidence (both written and photographic) for financial cost recovery following the incident;
- Financial and cost analysis;

- Ensure the continuation of all payroll and purchasing functions; and
- Plan for the resumption of normal campus operations and recovery focus.

C. LOGISTICS

The Director, Facilities Operations will coordinate logistics requirements. Important logistical functions include:

- Procurement
  - o Coordination with local jurisdictions and private contractors to identify sources for equipment, establish equipment rental agreements, and process all administrative requirements associated with equipment rental and supply contracts.
- Utilities
  - o Coordination with campus utility providers to assist in mitigation and recovery efforts.
- Mission Essential Personnel
  - o Most of the Facilities staff are considered mission-essential personnel and required to assist during emergencies.

SECTION 7: PLAN DEVELOPMENT, MAINTENANCE, AND TRAINING

A. PLAN DEVELOPMENT
Responsibility for development of this EOP resides with the CT, under direction of the Director, Facilities Operations.

B. PLAN DISTRIBUTION
The CT shall determine the extent of the distribution of the EOP; however, the plan should be distributed to those individuals, departments, agencies, and organizations tasked within the EOP. Copies of the EOP made available to the public should have sensitive operational and response information redacted.

C. PLAN MAINTENANCE
The CT will review this EOP and its supporting documents annually. All units tasked in the plan are responsible to provide updates and changes to the Director, Facilities Operations prior to the CT review meeting.

All major plan revisions or changes will be documented in Annex A: Record of Changes. The most up to date version of the EOP will be posted on the FVCC webpage.

D. TRAINING
Training is an integral part of emergency preparedness and response. College leadership and key personnel should be trained in specific emergency management subject matter to improve the college's overall preparedness and to ensure that college personnel can efficiently and effectively integrate into Incident Command structures utilized by emergency response agencies.

Relevant training shall be determined by the CT. All college personnel tasked with emergency management responsibilities should receive FEMA training to include IS-100.HE: Introduction to the Incident Command System for Higher Education Certification, and IS-700: National Incident Management System (NIMS) Certification.

Other training that emergency management personnel should receive includes:

- ICS-300: Intermediate ICS for Expanding Incidents
- G-367: Emergency Planning for Campus Executives

Upon approval and implementation of the EOP, and no less than biennially, the Director, Facilities Operations, with assistance from the CT Coordinator, shall schedule training for members of the CT, EOC Staff, and other pertinent college administrators on requirements of the EOP. This training should also include an overview of NIMS and ICS as they have been adapted to align with FVCC's administrative structure and institutional resources.

All individuals assigned to fulfill EOC responsibilities (and at least one backup person per position) will receive training in ICS, the role of the EOP, functioning of the EOC, and a basic understanding of the responsibilities of EOC groups. The Director, Facilities Operations and the CT Coordinator will monitor this training requirement.

E. DRILLS & EXERCISES

The Director, Facilities Operations will schedule an annual training exercise to include the CT, EOC Staff, other pertinent college administrators, and, if appropriate, representatives from external response agencies related to the specific exercise scenario. The training exercise should increase familiarity and practical experience with the EOP, test critical response components of the EOC, and confirm that personnel are adequately trained to perform their assigned duties. The exercise shall include a post-training assessment (after-action) to document lessons learned for improving the college's preparedness and response to emergencies and implementing changes in procedures, resources, training, etc., as needed.

FVCC will also conduct additional exercises, to include drills and full-scale exercises, as necessary. The training and drills should include scenarios such as basic building evacuations (fire drills), emergency notification tests, and shelter-in-place drills.

FVCC will participate in exercises conducted by external partners, such as Flathead County Emergency Management and law enforcement agencies, to include community-wide drills and exercises. FVCC may also invite external partners to observe, participate in, and evaluate campus-specific exercises.

Individual departments and other FVCC entities tasked with responsibilities under this EOP are responsible for training pertinent personnel and maintaining appropriate preparedness to adequately respond during an emergency.

GLOSSARY

AAR – after-action report

Administration/Finance Group – individuals at the emergency operations center responsible for all finance, emergency funding, cost accountability functions, and supervising financial and contracting services for emergency or disaster operations

After-action report (AAR) – retrospective analysis of the management or response to an incident, exercise or event used to document the college's involvement and help identify lessons learned and corrective actions

Campus State of Emergency - a declaration that usually suspends normal functions of the campus or college, alerts staff, faculty and students to change their normal activities, and may initiate parts of the Emergency Operations Plan

Clery Law – federal statute requiring colleges and universities to notify students and employees whenever there is a threatening situation, so that they can protect themselves from harm

Command Team (CT) - a cross-functional group of staff members that serves as an advisory board for the college president and provides strategic guidance during incidents

Continuity of Operations Plan (COOP) – a plan that contemplates destruction of a department or division physical setting, and reasonable measures to mitigate both short-term and long-term effects of displacement

COOP – Continuity of Operations Plan

CT – Command Team

Disaster (Level 3) - an emergency that seriously impairs or halts the operations of the college

Emergency - a sudden or unexpected occurrence or combination of occurrences that may cause injury, loss of life, destruction of property, or the interference, loss, or disruption of normal business operations that poses a threat to the campus community

Emergency Operations Center (EOC) - a centralized location to monitor and report the impact of emergencies, coordinate emergency operations, make management decisions, and request outside resources

Emergency Operations Center Staff - a cadre of FVCC faculty and staff members trained to man various support positions within the EOC

Emergency Operations Plan (EOP) – the emergency management plan that provides the framework for an effective system of comprehensive emergency management and establishes a framework of policy and guidance for the College

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

Facilities and Logistics Group – individuals at the emergency operations center responsible for coordinating the procurement and provision of resources and support for response and recovery operations

Health Group – individuals at the emergency operations center responsible for supporting and managing tasks related to the health, medical and counselling needs of the College community during and after an emergency

ICP – incident command post

ICS – Incident Command System

Incident Commander - the person responsible for all aspects of an emergency response – the College President during college-related emergencies

Incident Command Post (ICP) – on-scene location used by first responders to command, communicate, coordinate, and control an emergency incident

Incident Command System (ICS) - a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure

Information Technology Group – individuals at the emergency operations center responsible for supporting employees throughout an emergency and providing employees with the resources they may need to respond and recover

JIC – Joint Information Center

Joint Information Center (JIC) – a central location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions

MAA – mutual aid agreement

Major Emergency (Level 2) - any actual or potential incident or emergency that affects a large portion of the College or disrupt its overall operation

Memorandum of Understanding (MOU) - an agreement between the college and another party

Minor Emergency (Level 1) - any actual or potential incident or emergency that will not seriously impact the functionality and operation of the College

Mitigation – activities to eliminate or reduce hazards that may cause an emergency, or reducing the consequences from unavoidable hazards

MOU – memorandum of understanding

Mutual Aid Agreement (MAA) - an agreement between the college and another agency to lend assistance across jurisdictional boundaries, particularly during an emergency

National Incident Management System (NIMS) - a nationwide template enabling federal, state, local, tribal governments, and private sector non-governmental organizations to work together effectively and

efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity

NIMS – National Incident Management System

Omnilert emergency alerts - a web based, mass text messaging service utilized by the college to send emergency messages to registered students, faculty, and staff

PIO – Public Information Officer

Preparedness - occurs before an emergency or disaster occurs, and is intended to save lives as well as assist with response, rescue, and recovery efforts

Prevention - all measures taken to decrease the likelihood that an event or crisis will occur

Public Information Group – individuals at the emergency operations center responsible for providing response to inquiries from the public relative to the disaster, accrediting bona fide members of the news media operating on campus, and establishing media coordination

Public Information Officer (PIO) - the primary point-of-contact for media inquiries regarding campus emergencies and incidents

Public Safety Group – individuals at the emergency operations center responsible for the development and execution of specific emergency responses

Recovery - short-term and long-term actions to resume normal operations once an emergency incident is under control or over

Response - activities intended to resolve a situation while minimizing casualties and property damage

Student Affairs Group – individuals at the emergency operations center responsible for supporting students and their families throughout an emergency and providing them with resources they may need to respond and recover

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Annex A: Record of Changes

Change #	Date of Change	Change Entered By	Brief Summary of Changes

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Annex B: Authorities

This Emergency Response Plan (EOP) is promulgated under the authority of the FVCC College President, FVCC Policy, MCA 10-3-40, and the below listed statutes and legislation.

Federal

- Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended
- The Disaster Relief Act of 1974, PL 93-288 as amended
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended by PL 100-707
- Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance
- Executive Order (EO) 12148 of July 20, 1979, as amended
- EO 12472 of April 3, 1984, Assignment of National Security and Emergency Preparedness Telecommunications Functions http://www.ncs.gov/library/policy_docs/eo_12472.html
- EO 12656 of November 18, 1988, Assignment of Emergency Preparedness Responsibilities. https://www.fas.org/irp/offdocs/EO12656.htm
- Federal Preparedness Circular 8, June 22, 1989, Public Affairs in Emergencies
- Homeland Security Presidential Directive 5, February 28, 2003, Management of Domestic Incidents http://www.fas.org/irp/offdocs/nspd/hspd-5.html
- Higher Education Opportunity Act (PL-110-315), August 14, 2008
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), December 09, 2008

State

- Title 10, Chapter 3 of Montana Code Annotated (MCA) http://leg.mt.gov/bills/mca_toc/10_3.htm
- Montana Emergency Response Framework (MERF) 2012 http://montanadma.org/sites/default/files/MERF_2012_v1.2_0.pdf

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Annex C: Issuing Omnilert Emergency Messages

FVCC utilizes "Omnilert," a web-based, mass text messaging service. Through this system, the FVCC administration can send emergency messages to actively registered students and current faculty and staff who have kept their emergency contact information up to date on the Omnilert system, via the Omnilert menu option of the Student and Faculty Portals.

 Omnilert messages currently available include:

- SMS Text Message (Short Message Service)
- Voice - Plain old telephone (POT) or Mobile/Cell phone
- E-mail - Personal and college

Any Command Team member can authorize an Omnilert message. The decision to send out a message and the content of the message will depend on the incident/situation.

Procedures for Issuing Omnilert Messages

1. If possible, emergency messages should be pre-authorized by a member of the Command Team (CT).

2. CT members who become aware of an incident requiring an Omnilert message will identify who should receive the message and how it will be disseminated

3. Contact the Executive Director, Communications and Marketing or alternate to issue the alert. If the CT member is knowledgeable of the Omnilert system, they can issue the alert.

4. If an Omnilert emergency message is issued, pre-designated alerts can be used when relevant, or the CT member or the Executive Director, Communications and Marketing or alternate will draft and issue an appropriate message.

5. If possible, CT members should be advised of the incident/situation prior to Omnilert messages being issued to others. This may not be possible in emergency situations.

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Annex D: Command Team Notification

When an emergency occurs requiring the notification of the Command Team (CT), the following should take place:

1. CT members who become aware of an incident requiring CT notification will initiate contact of other CT members via Omnilert, text messages, phone-tree, etc.

2. That CT member can either initiate the contact of other CT members, or contact the Executive Director, Communications and Marketing or alternate to make CT notifications.

3. Once notified, the Director, Facilities Operations and CT Coordinator or their alternates will:

- Evaluate the need to activate the Emergency Operations Center
- Issue further guidance to CT members regarding the situation and requirements regarding their response

4. Once initial response decisions are made, CT members will be given guidance on how and where to respond.

Command Team notification information is listed in Annex E: Command Team Notification List

There is a significant possibility that an emergency may occur before or after regular college business hours, or on a holiday or weekend when college offices are closed. While the structure of this plan remains the same, its implementation may vary depending upon available resources and staffing until the proper personnel can be notified. Until that time, officials/individuals of highest rank who are available at the time should take responsibility for initiating the emergency response. These individuals should seek to follow, as nearly as possible, the guidelines of this plan, while simultaneously attempting to notify and update senior officials of the situation.

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Annex E: Command Team Notification List

SECTION	NAME	TITLE	CONTACT
Executive	Jane Karas	President	Ext. 3801 or 3800 Home ▮ Cell ▮
Executive	Chris Clouse	Vice President, Academic and Student Affairs	Ext. 4326 Cell ▮
Finance	Beckie Christiaens	Vice President, Admin and Finance	Ext. 3808 Cell ▮
Operations/Planning Faculty	Mike Skinner	Command Team Coordinator	Ext. 3870 Cell ▮
Operations/Planning	Ryan Pitts	Director of Paramedicine	Ext. 3901 Cell ▮
Facilities/Logistics	Calvin Pippin	Director, Facilities Operations	Ext. 3988 Cell ▮
Public Information	Allison Linville	Executive Director, Communications and Marketing	Ext 3668 Cell ▮
Students	Kelly Murphy	Dean of Students	Ext 3812 Cell ▮
Counseling	Mandee Pancheri Johnson	Counselor	Ext. 3886 Cell ▮
Human Resources	Karen Glasser	Executive Director, Human Resources	Ext. 3841 Cell ▮
Information Technology	Duane Anderson	Executive Director, MIS/IT	Ext. 3818 Home ▮ Cell ▮
Operations/Planning	Cory Clarke	Campus Resource Officer	Ext. 4815 Cell ▮
Lincoln County Campus	Megan Scott Rayome	Program Director, Lincoln County Campus	EXT (406) 293-2721 Cell ▮ Emer. Cell ▮
College Center	Matt Laughlin	Director, College Center	EXT TBD Cell ▮

Campus Emergency Line (406)270-4555 (In case of emergency on the FVCC campus)

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Annex F: Emergency Management Responsibilities

This annex provides an overview of the broad roles and responsibilities of Command Team (CT) members and others before and during an emergency response situation.

College President

The College President acts as the highest level of campus authority during an emergency, crisis, or disaster, and leads the CT in making critical policy decisions regarding the college's response and recovery.

Responsibilities:

- Lead the CT
- Serve as Incident Commander during college-related emergencies
- Hold ultimate authority for strategic decisions during an emergency
- Provide final authorization for decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations

Command Team Coordinator

The CT Coordinator will determine the nature and extent of the emergency and keep the CT apprised throughout the duration of the event.

Responsibilities:

- Participate as a member of the CT
- Assist the Director, Facilities Operations in maintaining and revising the Emergency Operations Plan (EOP)
- With the assistance of the Emergency Operations Center (EOC) Staff coordinator, coordinate the training and staffing of EOC Staff personnel
- Provide assistance to the Director, Facilities Operations to organize and conduct emergency management training and exercises
- Designate an alternate(s) who could assume the duties of CT Coordinator during activation of the EOC

During activation of the EOC:

- Coordinate the notification and response of CT personnel
- Implement the opening and staffing of the EOC
- Determine initial condition and extent of the emergency, response criteria, and potential for escalation
- Coordinate the collection and dissemination of intelligence information
- Provide continuous updates of emergency conditions as situations escalate or de-escalate
- Make recommendations for action by other EOC groups at the EOC
- Maintain liaison with or staff the City of Kalispell or Flathead County/Lincoln County EOC, when requested

Vice President of Academic and Student Affairs

Responsibilities:

- Participate as a member of the CT
- Develop and maintain an Academic and Student Affairs intra-departmental plan to meet emergencies
- Perform the duties of Academic and Student Affairs Group Leader during activation of the EOC
- Designate an alternate(s) who could assume the duties of Academic and Student Affairs Group Leader during activation of the EOC
- Provide updated emergency contact lists of Academic and Student Affairs personnel to the Human Resources Office
- Engage faculty in emergency preparedness activities such as developing pertinent plans, training, drills, and exercises
- Develop and maintain a list of equipment and supplies needed to meet academic and student affairs requirements during emergency situations
- Develop plans and procedures to safeguard important or sensitive documents or databases related to academic and student affairs during and after an emergency

During activation of the EOC:

- Oversee establishment of the Academic and Student Affairs Group at the EOC
- Communicate with faculty during an emergency
- Work with the CT to determine academic continuity efforts needed in an emergency
- Act as primary alternate in the College President's absence
- Assign staff resources to provide the EOC with required academic and student affairs support
- Assume responsibility for decisions concerning the cancellation, rescheduling, or relocation of classes, tests, and other programs interrupted by an incident
- Provide academic and student affairs policy guidance
- Serve as lead representative in matters related to academic interface with CT operations and academic issues
- Ensure that logs are maintained of significant events related to academic and student affairs matters during an emergency
- Work with the CT to assess the emergency's effects on academic areas

Director, Facilities Operations

The Director, Facilities Operations is responsible for overall supervision of the FVCC emergency management program. Additionally, the Director, Facilities Operations and facilities management personnel will provide logistics and facilities support during an emergency and will be part of the damage assessment team estimating initial damage costs as well as planning for permanent repairs.

Responsibilities:

- Participate as a member of the CT
- Coordinate the immediate notifications and other mass notification systems when imminent threats to the safety of students, faculty, and staff are recognized
- Lead and document post-incident performance reviews

- Develop and maintain a Physical Facilities intra-departmental plan to meet emergencies
- Perform the duties of Facilities and Logistics Group Leader during activation of the EOC
- Designate an alternate(s) who could assume the duties of Facilities and Logistics Group Leader during activation of the EOC
- Provide updated emergency contact lists of Physical Facilities personnel to the Human Resources Office
- Develop and maintain a list of equipment, supplies, tools, and machinery needed to meet physical facilities and logistics requirements during emergencies
- Maintain a list of external/contracted resources that might be required during an emergency, and coordinate contingency contracts to facilitate rapid emergency response
- Develop plans to obtain equipment, supplies, machinery, etc. from outside vendors
- Develop plans to equip the EOC with required voice services and facilitate establishment of those services at the EOC when necessary
- Develop plans to equip the EOC with required logistical support
- Develop plans and procedures to safeguard important or sensitive physical facilities related documents or databases during and after an emergency

During activation of the EOC:

- Oversee establishment of the Facilities and Logistics Group at the EOC
- Assign staff resources to provide the EOC with required facilities and logistics support
- Coordinate damage assessment, including assessing physical structures, utilities, and other infrastructure on campus and other FVCC properties
- Coordinate cost estimates of damage
- Coordinate the repair and/or restoration of college buildings, infrastructure, and property
- Maintain and coordinate repairs of utilities on campus
- Conduct debris assessments, clearance, removal, and disposal operations as necessary
- Maintain efforts to keep campus roads passable and functional during emergencies
- Provide for the operation of installed and portable generators, including refueling and maintenance, for emergency power to areas requiring such during an emergency
- Coordinate resources, including heavy equipment and extra personnel, for response and recovery operations, as needed
- Provide logistical support for the EOC
- Dependent on conditions, designate and identify key personnel, including trade/skill sets to remain on campus to maintain facilities
- In coordination with the CT, mobilize forces to assist in coping with preparation, response, and securing from an emergency
- Coordinate requests for collection and delivery of personnel and supplies
- Assure isolation of emergency areas through control of gas, water, power, and sanitation
- Have access to building floor plans, schematics, and mechanical drawings of buildings
- Assist in preparing and securing buildings, and remove outside items and banners, as required
- Provide for clean-up efforts after the emergency
- Coordinate response to utility emergencies (e.g., downed power lines)
- Coordinate custodial services to buildings operating during an emergency event

- Assist in barricading and physically isolating designated areas
- Provide additional vehicles as required
- Coordinate temporary emergency repairs to facilities to prevent additional damage and to secure buildings
- Maintain documentation, including photographs and itemized materials lists, on all temporary emergency repairs, as necessary
- Assist outside agencies including state and local governments, Red Cross, and disaster-relief agencies that may request the use of the FVCC campus for parking, staging, temporary sheltering, etc.
- Establish liaison with non-governmental agencies and develop plans for assistance with nutritional needs, shelter, etc.
- Coordinate the management of available parking and assign space for media and other non-essential personnel
- Ensure that logs are maintained of significant events related to facilities and logistics services during emergencies
- Consider the use of contractual voice services to facilitate the college through the recovery period until permanent systems can be restored

Executive Director, Human Resources

Responsibilities:

- Participate as a member of the CT
- Develop and maintain a Human Resources intra-departmental plan to meet emergencies
- Perform the duties of Humans Resources Group Leader during activation of the EOC
- Designate an alternate(s) who could assume the duties of Human Resources Group Leader during activation of the EOC
- Facilitate information resources for employees during and after the emergency
- Develop and maintain emergency contact lists for CT and EOC Staff personnel
- Ensure that employee data is current and accessible during emergencies
- Develop and maintain a list of equipment and supplies needed to meet human resource requirements during emergency situations
- Develop plans and procedures to safeguard important or sensitive human resources related documents or databases during and after an emergency

During activation of the EOC:

- Oversee establishment of the Human Resources Group at the EOC
- Ensure availability of emergency contact lists of college personnel in both electronic and non-electronic form
- Account for employees following an emergency
- Assign staff resources to support the EOC and provide required administrative and clerical support
- Coordinate with the EOC Public Information Officer on communications to employees regarding emergency information and situation updates
- Continue essential business functions for employees, such as payroll and benefits

- Provide for processing payroll on the established schedule utilizing off site alternatives if necessary
- Implement leave policies and procedures associated with the emergency, such as a college closing
- Provide guidance on human resource policy issues which arise because of emergencies
- Implement procedures for employee death notifications, if necessary
- Ensure that logs are maintained of significant events related to human resources services during an emergency
- Depending on the impact of an incident on employees' ability to return to work, evaluate methods in which employees may receive assistance from the college until they can fully return to work

Executive Director, Information Technology

Responsibilities:

- Participate as a member of the CT
- Develop and maintain an Information Technology (IT) intra-departmental plan to meet emergencies
- Perform the duties of Information Technology Group Leader during activation of the EOC
- Designate an alternate(s) who could assume the duties of Information Technology Group Leader during activation of the EOC
- Provide updated emergency contact lists of Information Technology personnel to the Human Resources Office
- Recommend/provide alternative remote locations from which essential business functions such as payroll, student registration data, accounts payable, and purchasing can be conducted if the data and telephone infrastructure at the main campus is rendered inoperable
- Recommend/provide alternative and redundant communication methods
- Develop and maintain a list of equipment and supplies needed to meet IT requirements during emergency situations
- Develop plans to equip the EOC with required data, audio-visual, and IT services, and facilitate the establishment of those services at the EOC when necessary
- Develop plans and procedures to safeguard important or sensitive IT related documents or databases during and after an emergency
- Manage operation and maintenance of the FVCC Omnilert system.

During activation of the EOC:

- Oversee establishment of the Information Technology Group at the EOC
- Coordinate the continuation of IT, communications, and audio-visual services support throughout the emergency
- Assign staff resources to provide IT, audio-visual, telephone, and data services to the EOC
- Provide information regarding the operational status of IT networks and systems, as necessary
- Support emergency operations by providing IT and telecom functions for emergency response and recovery
- Provide expertise on IT issues caused by or resulting from the emergency

- Assist in recovering data lost or damaged because of a disaster, to the extent possible
- Provide technical advice and assistance to faculty and staff regarding the protection, relocation, or deactivation of electronic and IT equipment
- Maintain, to the extent possible, voice and data communications throughout an event to designated buildings
- Ensure that logs are maintained of significant events related to Information Technology during an emergency
- Consider the use of contractual data services to facilitate the college through the recovery period until permanent systems can be restored

Executive Director, Communications and Marketing

Responsibilities:

- Participate as a member of the CT
- Develop and maintain a Marketing and Communications intra-departmental plan to meet emergencies
- Perform the duties of Public Information Group Leader during activation of the EOC
- Designate an alternate(s) who could assume the duties of Public Information Group Leader during activation of the EOC
- Provide updated emergency contact lists of Marketing and Communications personnel to the Human Resources Office
- Develop procedures to make emergency notifications to CT members, EOC Staff, faculty, and staff
- Develop and maintain a list of equipment and supplies needed to meet the requirements of the Marketing and Communication Department during emergency situations
- Develop plans and procedures to safeguard important or sensitive marketing and communications related documents or databases during and after an emergency

During activation of the EOC:

- Oversee establishment of the Public Information Group at the EOC
- Assign staff resources to provide the EOC with necessary marketing and communications support
- Serve as the college spokesperson designated to make statements on behalf of the college
- Disseminate appropriate information to college and external communities before, during, and after an emergency
- Coordinate with other responding agencies to develop, disseminate, and monitor public information messages for the college
- Establish liaison with the news media for dissemination of information as requested by the College President and the CT
- Release information to the media pertaining to opening/closure of the college and other information as necessary
- Provide media updates as often as needed
- Prepare news releases for approval and release to the media
- Establish and maintain a Joint Information Center (JIC), as needed

- Contact and communicate with local, state, federal, and other government entities about the emergency
- Provide guidance on marketing and communications policy issues which arise because of emergencies
- Ensure that logs are maintained of significant events related to marketing and communications services during an emergency
- Advise the CT of news and media reports concerning the extent of the crisis affecting the campus

Vice-President/Chief Financial Officer, Finance and Administration

Responsibilities:

- Participate as a member of the CT
- Develop and maintain an Administration and Finance intra-departmental plan to meet emergencies
- Perform the duties of Administration and Finance Group Leader during activation of the EOC
- Designate an alternate(s) who could assume the duties of Administration and Finance Group Leader during activation of the EOC
- Provide updated emergency contact lists of Administration and Finance personnel to the Human Resources Office
- Maintain vendor relationships and secure new vendors to assist in response and recovery as necessary
- Develop and maintain a list of equipment and supplies needed to meet administration and finance requirements during emergency situations
- Develop plans to provide the EOC with required administrative and financial support
- Coordinate the establishment of Memorandums of Understanding (MOU) and Mutual-Aid Agreements (MAA) for logistical, support, and assistance requirements during emergency situations
- Develop plans and procedures to safeguard important or sensitive administration and finance related documents or databases during and after an emergency

During activation of the EOC:

- Oversee establishment of the Administration and Finance Group at the EOC
- Provide financial resources in the EOC to procure, secure, distribute, and account for resources and supplies necessary to respond to or recover from the emergency
- Assign staff resources to provide the EOC with required administrative and financial support
- Ensure that logs are maintained of significant events related to administration and finance services during an emergency
- Provide guidance on administration and finance policy issues which arise because of emergencies
- Maintain finance, accounting, and purchasing processes for the college and provide enhanced or specific services during an emergency
- Document financial costs of emergency response and recovery operations
- Work with state agencies, FEMA, etc., on reimbursement processes, as applicable.

- Provide the appropriate accounting structure to ensure that emergency management expenditures are properly documented
- Ensure that appropriate fiscal reports are prepared and submitted as required
- Ensure necessary accounting data is captured and submitted to the appropriate agencies, including but not limited to FEMA
- Provide documentation of damage prior to making temporary or permanent repairs for insurance and FEMA reimbursement

Dean of Students

Responsibilities:

- Participate as a member of the CT
- Develop and maintain a Student Affairs intra-departmental plan to meet emergencies
- Perform the duties of Student Affairs Group Leader during activation of the EOC
- Designate an alternate(s) who could assume the duties of Student Affairs Group Leader during activation of the EOC
- Provide updated emergency contact lists of Student Affairs personnel to the Human Resources Office
- Develop an accountability system for locating students in an emergency
- Establish liaison with non-governmental agencies and develop plans for assistance with nutritional needs, shelter, etc.
- Develop and maintain a list of equipment and supplies necessary to meet student affairs requirements during emergencies
- Develop plans and procedures to safeguard important or sensitive student affairs related documents or databases during and after an emergency

During activation of the EOC:

- Oversee the establishment of the Student Affairs Group at the EOC
- Assign staff resources to provide the EOC with required student affairs support
- Coordinate with the EOC Public Information Officer regarding communications to students and their families regarding emergency information and situation updates
- Facilitate resources and care for students with access and functional needs during and after an emergency
- Implement procedures for student death notifications, if necessary
- Inform students of the emergency and actions to be taken or avoided
- Provide guidance on student affairs policy issues which arise because of emergencies
- Ensure that logs are maintained of significant events related to student affairs services during an emergency
- If the situation dictates, and in coordination with the CT, assist students who can leave campus
- Encourage students to inform their parents, family members, or significant others of their plans, including destination and mode of travel
- Plan for on-campus sheltering if evacuation and relocation of students may be impractical or impossible

- When on-campus sheltering is imminent, implement evacuation of students to designated shelter locations
- Coordinate room-to-room examination to ensure that students have departed student housing for designated shelters or other off-campus housing
- Coordinate necessary health care for on-campus students during an emergency
- Coordinate lodging and sheltering of on-campus students during an emergency
- Coordinate nutritional needs of on-campus students during an emergency
- Assist students in notifying nearest relative or guardian of whereabouts
- Depending on the impact of an incident on a student's ability to return to college, explore methods that will assist students to return, including financial incentives (loans, grants, partial tuition waiver), housing assistance for those who may have lost their homes, tutors, or other educational support to help them through a situation

Mental Health Counselor

Responsibilities:

- Participate as a member of the CT
- Develop and maintain a Counseling Services intra-departmental plan to meet emergencies
- Participate as a member of the Health Group during activation of the EOC
- Designate an alternate(s) who could assume duties in the Health Group during activation of the EOC
- Provide updated emergency contact lists of Counseling Services personnel to the Human Resources Office
- Develop and maintain a list of equipment and supplies needed to meet mental health concerns during emergency situations
- Develop plans to provide counseling services during emergencies
- Develop plans and procedures to safeguard important or sensitive mental health counseling related documents or databases during and after an emergency

During activation of the EOC:

- Oversee establishment of the Health Group at the EOC
- Assign staff resources to provide the EOC with required counseling services support
- Provide information and recommendations related to behavioral health during emergencies
- Coordinate with external partners if additional counseling staff is needed
- Coordinate counseling services for students in the event of an emergency, and enhance these services if needed
- Facilitate information for the college community regarding behavioral health aspects of an emergency, including post-traumatic stress disorder (PTSD) needs for students after an emergency, or disaster and critical incident stress debriefing (CISD) needs for emergency responders
- Establish and provide counseling services and short-term interventions for individuals and groups affected by the crisis
- Offer mediation and group facilitation as needed and/or requested
- Provide follow-up debriefing to crisis contacts

- Ensure that logs are maintained of significant events related to counseling services during an emergency

Campus Resource Officer

Responsibilities:

- Participate as a member of the CT
- Maintain up-to-date lists of emergency response agencies and points of contact
- Develop plans and procedures to coordinate the response of first responders to the college during an emergency

During activation of the EOC:

- Assist with the establishment of the Public Safety Group at the EOC
- Coordinate with law enforcement authorities to preserve law and order and maintain public safety
- Assist with coordination between first responders and the EOC
- Communicate with first responder Incident Commanders, as needed
- Provide police and law enforcement analysis and intelligence
- Communicate EOC priorities and operational information to first responders

Lincoln County Campus Representative

Responsibilities:

- Participate as a member of the CT
- Develop and maintain a Lincoln County Campus plan to meet emergencies
- Perform the duties of Lincoln County Campus Representative during activation of the EOC
- Designate an alternate(s) who could assume the duties of Lincoln County Campus Representative during activation of the EOC
- Provide updated emergency contact lists of Lincoln County Campus personnel to the Human Resources Office
- Develop an accountability system for locating Lincoln County Campus students in an emergency
- Develop and maintain a list of equipment and supplies necessary to meet Lincoln County Campus requirements during emergencies
- Develop plans and procedures to safeguard important or sensitive student affairs related documents or databases during and after an emergency

During activation of the EOC:

- Assign staff resources to provide the EOC with required Lincoln County Campus support
- Coordinate with the EOC Public Information Officer regarding communications to Lincoln County Campus students and their families regarding emergency information and situation updates
- Facilitate resources and care for Lincoln County Campus students with access and functional needs during and after an emergency
- Coordinate procedures for Lincoln County student death notifications with the EOC
- Inform Lincoln County Campus students of the emergency and actions to be taken or avoided

- Ensure that logs are maintained of significant events related to Lincoln County Campus actions during an emergency

Director, College Center

Responsibilities:

- Participate as a member of the CT
- Develop and maintain a College Center plan to meet emergencies
- Perform the duties of College Center Representative during activation of the EOC
- Designate an alternate(s) who could assume the duties of College Center Representative during activation of the EOC
- Provide updated emergency contact lists of College Center personnel to the Human Resources Office
- Develop and maintain a list of equipment and supplies necessary to meet College Center requirements during emergencies
- Develop plans and procedures to safeguard important or sensitive documents or databases during and after an emergency

During activation of the EOC:

- Assign staff resources to provide the EOC with required College Center support
- Ensure that logs are maintained of significant events related to College Center actions during an emergency

While not members of the CT, the following personnel also have emergency response responsibilities:

Emergency Operations Center Staff Coordinator

Responsibilities:

- Ensure that materials and supplies necessary to operate the EOC are maintained in a state of readiness for conversion and activation when needed
- Assist the Director, Facilities Operations and CT Coordinator with the recruiting and training of EOC Staff personnel

During activation of the EOC:

- Establish and provide internal management of the EOC
- Coordinate the availability of supplies, communications and other equipment
- Establish and provide assistance to the EOC groups as necessary
- Establish and oversee EOC communications flow
- Establish and oversee staff registration as they appear for work shift
- Provide assistance to EOC Staff as they begin working at their positions

Emergency Operations Center Staff

The EOC Staff is responsible for establishment of the EOC and staffing their assigned EOC positions.

Coordinator, Residence Life

Responsibilities:

In conjunction with the Dean of Students, the Coordinator, Residence Life will:

- Develop and maintain a Residence Life intra-departmental plan to meet emergencies
- Participate as a member of the Student Affairs Group at the EOC
- Provide updated emergency contact lists of Residence Life personnel to the Human Resources Office
- Develop and maintain a list of equipment and supplies needed to meet residence life requirements during emergencies
- Develop procedures for emergency notification, alternate housing, and meals for residents of on-campus housing during emergencies, and facilitate those services through the EOC

During activation of the EOC:

- Assist on-campus residents with housing, shelter, and associated support services during and after an emergency as needed
- Provide guidance on available housing and shelter resources
- Coordinate with Dining Services to maintain appropriate food service for on-campus students
- Provide information to on-campus students regarding operation of food service facilities, and facilitate the delivery of food to residence halls as necessary
- Facilitate resources and care for on-campus students with access and functional needs during and after an emergency
- Ensure that logs are maintained of significant events related to residence life services during an emergency

Manager, Dining Services

Responsibilities:

- Develop and maintain a Dining Services intra-departmental plan to meet emergencies
- Provide updated emergency contact lists of Dining Service personnel to the Human Resources Office
- Develop a plan of operation that is functional without use of electric power, refrigeration, gas, water, etc.
- Develop and maintain a list of equipment and supplies needed to meet food services concerns during emergency situations
- Develop plans to obtain necessary supplies to provide provisions as needed
- Coordinate the ability to obtain additional food and supplies, including ice and water, from local or out of state vendors for extended periods of time

During activation of the EOC:

- Provide ongoing food service for campus residents, employees, and others who remain on campus during an emergency and/or food service in support of an emergency operation as needed

- Coordinate with the Dean of Students and the Vice-President/Chief Financial Officer, Finance and Administration to provide for the nutritional needs of on-campus students and essential employees in times of emergency
- Coordinate with the EOC to provide staff necessary to provide food services support
- Coordinate with government or nongovernment organizations, such as the Red Cross, to provide food services for campus residents, employees, and others who remain on campus during an emergency, if college resources are not sufficient
- Ensure that logs are maintained of significant events related to Dining Services during an emergency

Legal Counsel

Responsibilities:

- Provide legal advice to the CT prior to and throughout an emergency or disaster
- Interpret and ensure compliance with applicable laws and regulations

Student Health Clinic

Responsibilities:

- Inform and guide the CT in assessing and planning for possible epidemics and incidents that could affect large numbers of individuals
- Participate as a member of the Health Group at the EOC
- Provide updated emergency contact lists of Student Health Clinic personnel to the Human Resources Office

During activation of the EOC:

- Participate as a member of the Health Group in the EOC
- Assign staff resources to provide the EOC with required student health support
- Coordinate with external partners if additional medical staff is needed
- Coordinate health services for students and college emergency response personnel during an emergency, and enhance these services if needed
- Coordinate with the EOC to provide necessary health services support

Annex G: Activation/Establishment of the EOC and Notification of EOC Staff

The Emergency Operations Center (EOC) will be activated when necessary to facilitate the college's response and subsequent recovery from any emergency. Any member of the Command Team (CT) is authorized to activate the EOC.

When the decision has been made to activate the EOC:

1. The CT Coordinator or individual activating the EOC will contact the Executive Director, Communications and Marketing or alternate, to initiate notification of the CT and EOC Staff personnel and provide further guidance regarding their response.

2. Notification will be made via Omnilert, telephone, or text
   * Command team notification information is listed in Annex E: Command Team Notification List
   * EOC Staff notification is listed in Annex I: Emergency Operations Center Staff Notification List

3. When the EOC is activated, CT and EOC Staff personnel will normally be advised to report to ██ ██.

4. If the campus is secured and access is limited, CT members and EOC Staff will be advised where they should gain entry to the campus.

5. Personnel responding to the EOC must be properly identified prior to being allowed access to the campus EOC.

6. If ████ is unavailable, CT members and EOC Staff personnel will be advised to report to an alternate EOC site.

7. CT members should report to the CT Coordinator at the established EOC location, as soon as possible. If other CT members arrive before the CT Coordinator or alternate, they can begin to coordinate CT activities.

8. The CT Coordinator will ensure that CT members and EOC Staff personnel assume or are assigned designated roles, as needed. CT alternates should be notified in case a follow-on shift will be needed.

9. EOC Staff personnel should report to the EOC Staff Coordinator at the established EOC location, as soon as possible. If other EOC Staff personnel arrive before the EOC Staff Coordinator or alternate, they can begin to make EOC Staff assignments.

10. The EOC Staff Coordinator will assign EOC Staff personnel to EOC positions or other designated roles, as needed. EOC Staff personnel alternates should be notified in case a follow-on shift will be needed.

11. If designated CT members and EOC Staff personnel do not respond to the EOC in a reasonable amount of time, alternates should be notified to respond.

12. Whenever the college activates the EOC for a Major Emergency (Level 2) or Disaster (Level 3) response, notification will also be made to Flathead County Emergency Management and to appropriate agencies for the City of Kalispell.

There is a significant possibility that an emergency may occur before or after regular college business hours, or on a holiday or weekend when college offices are closed. While the structure of this plan remains the same, its implementation may vary depending upon available resources and manpower until the proper personnel can be notified. Until that time, officials/individuals of highest rank who are available at the time should take responsibility for initiating the emergency response. These individuals should seek to follow, as nearly as possible, the guidelines of this plan, while simultaneously attempting to notify and update senior officials of the situation.

EOC Setup

- Upon EOC activation, CT and EOC Staff members will report to the facility and initiate setup of equipment. Supplies, forms, and equipment are kept in the EOC supply room.
- General setup responsibilities include:
  - Ensure that the EOC is accessible
  - Ensure that adequate furniture, fixtures, telephones, and space are available
  - Locate EOC supplies in supply room
  - Remove the EOC entry/exit log sheet and ensure personnel sign in as they arrive
  - Establish a manned EOC entry/exit station at the entrance to the EOC
  - Set up and test telephones, printers, fax machines, copy machines, and other logistical supplies that may have been in storage pending EOC activation
  - Connect computers to network - EOC team members should bring their assigned FVCC laptops to the EOC
  - Set up emergency management aids and tools including:
    - General message board
    - Whiteboards
    - Flip charts
  - Post communications information (incoming telephone numbers, incoming fax machine numbers, Media Briefing Center number, etc.)
  - Establish a "quiet space" where EOC personnel can take a break and make private calls
  - Continue to monitor EOC operations and logistical needs during the time the EOC is operational
  - Schedule EOC operations so that 24-hour coverage is provided as required by the situation

Establishing an Alternate EOC

Depending on the dynamics of an incident, it may be necessary to relocate to another location to perform the EOC functions. The incident may either disrupt the functionality of the primary EOC or it may jeopardize the safety of staff working at the primary EOC. The alternate EOC location ███████. If this location is damaged or unsafe, a determination will be made by the CT as to another appropriate

location. EOC personnel should arrange for the transfer of needed supplies and equipment to the alternate EOC location.

This includes:

- Computers, printers, copy machines
- Communications equipment
- Audio-visual equipment
- Maps, displays, and whiteboards
- EOC forms
- Binders with EOC activation information
- Any documents already compiled by EOC personnel

Notifications will be made to EOC personnel and external agencies of the new location for the EOC. Most forms and procedures will be able to be accessed from the FVCC website location.

Security for EOC Access

Access to the EOC will be controlled at a desk immediately outside ████████████, or the alternate EOC location. Prior to being allowed access, personnel must show their identification and sign in. When leaving the EOC, personnel will sign-out.

Incident Documentation

It is important that the incident be properly documented from the beginning of the incident and continued until the EOC is deactivated. EOC activity logs should be provided for each EOC position to record:

- Time and information for pertinent telephone calls made and received
- Time and information for actions requested and taken
- Other general notes and information.

Additional documentation will be provided by message forms documenting messages received and sent by EOC personnel, maps generated to support the incident, damage assessment forms, and media releases developed by the EOC or received from other sources.

Shift Changes

During incidents where response and recovery efforts span multiple days, the EOC Group Leaders will evaluate the situation and define necessary shift changes (e.g., 8 or 12 hours). Each EOC group is responsible for identifying and notifying its relief for the oncoming shift. At every shift change, outgoing EOC personnel will brief the incoming personnel relieving them. This briefing should include a review of the most recent operational period action plan, significant changes in the response strategy identified by the CT, and response actions taken by specific departments.

Deactivation and Demobilization of the EOC

The College President or designee, advised by the CT, will determine when to deactivate the EOC and transition to normal campus operations. The process of demobilizing includes demobilizing all units, documenting the incident in preparation for requests for state/federal disaster recovery funds, and documenting the incident in preparation for the After-Action Report (AAR) and updates to college plans and procedures. To accomplish this:

The Command Team will notify groups when they are no longer required in the EOC

- All staff must ensure that any open actions not yet completed will be handled after the deactivation
- All staff must ensure that all required forms or reports are completed prior to deactivation and have copies made of all logs, reports, messages, and any other documents used and received in the EOC
- The EOC Staff Coordinator will ensure that supplies and equipment are restocked and returned to the storage location and secured
- An official notification will be sent to all involved internal and external participants that the EOC is deactivated

This action signifies the transition from the response phase to the recovery phase. Prior to deactivation, the CT will assign staff to a Disaster Recovery Group (DRG) to establish the short-term recovery goals that facilitate long-term recovery. The recovery plan should address the following:

- The recovery effort goals
- The recovery organization's structure, including the roles of the college, the government, the public, and business and not-for-profit organizations involved in the recovery process
- Short-term recovery operations, such as debris removal and volunteer and donations management
- Temporary shelter and housing, permanent housing
- Economic recovery
- Environmental recovery
- Infrastructure recovery
- Financial and community resources
- Social and psychological aspects of recovery

Communications between the EOC and Response Organizations

The EOC management team must maintain communications with first responders, departments, external agencies such as the Red Cross, and other constituents. EOC members will have access to landline and cellular phones and the Internet.

Annex H: Emergency Operations Center Organization

A fully capable emergency operations center (EOC) is an essential element of a comprehensive emergency management system, and is necessary to ensure continuity of operations at FVCC. The EOC is a facility designated for managing an emergency event. It is where the college Command Team (CT) and emergency management staff make decisions to allocate and coordinate resources, provide incident communications coordination, and direct the overall disaster emergency response.

This procedure only provides a framework for response and is not intended to limit the actions needed for an efficient and effective response. Depending on the scale of the event, this procedure could also provide support to Flathead County Emergency Management, the State of Montana, and federal response activities during a state of emergency or disaster declaration by those authorities. By locating the decision makers in a single facility such as the EOC, the following advantages are realized:

A. Centralizes Incident Management

- Provides a central point where all information related to the incident is received and analyzed, incident priorities are determined, strategies are developed, and critical resources are assigned to response operations
- Provides for operations during extended periods of time
- Enhances coordination between involved agencies and provides for the efficient and effective use of all modes of communications available for the incident
- Minimizes disruption to campus departments not directly affected
- Provides a centralized location to conduct planning meetings, tactics meetings, shift briefings, media briefings, press conferences, public information releases, and other information dissemination

B. Provides for Situation Status Management

- Establishes a central location for information to be gathered, analyzed, tracked, displayed, distributed, and stored
- Provides for the verification of information
- Provides for immediate availability of incident information

C. Provides for Resource Status Management

- Establishes a single location for resources to be tracked (e.g., personnel and equipment) regarding their location and status.

A centralized emergency operations center facilitates policy making, coordination, and control of response resources in an emergency/disaster situation. FVCC will normally manage emergency/disaster operations from the EOC. Field and on-scene operations will normally be controlled from Incident Command Post(s) which will be located near the emergency/disaster scene, and will usually be managed by first responder personnel. The EOC should have the capability to communicate with the necessary local, state, and federal agencies needed in times of emergency.

Close coordination must be maintained between FVCC, the City of Kalispell/Libby, Flathead/Lincoln County, and any established ICPs to identify special considerations, secondary threats, and available resources.

EOC Location

The primary campus EOC is ███████████████████████████████. The facility is a designated, but not a dedicated, EOC facility. The EOC Staff Coordinator shall ensure that supplies are maintained in a state of readiness for activation of the EOC. The EOC serves as the centralized location where college emergency management staff will report for duty and assume their roles in the EOC. Emergency response activities and work assignments will be planned, coordinated, and delegated from the EOC.

If the primary EOC cannot be used, the EOC will be established at an alternate location. The alternate EOC location will be designated based on the nature of the event and available space.

EOC Organization & Assignment of Responsibilities

The EOC will be organized, as needed, into the following major functional groups:

1. Command Team

2. Public Safety

3. Facilities and Logistics

4. Administration/Finance

5. Student Affairs

6. Human Resources

7. Information Technology

8. Public Information

9. Health

10. Outside Agencies

This configuration allows the management of an emergency to be conducted within the same organizational structure that day-to-day operations are conducted at the college.

If it becomes necessary for the college to establish an ICP at the scene of the emergency, the techniques and organizational structure utilized by the Incident Command System (ICS) will be adopted.

EOC Personnel

College President

The College President is the chief executive officer of the college and is responsible for the entire operation of the college. The College President will serve as the Incident Commander during college-related emergencies. The responsibility for overall direction and control of emergency response operations rests with the College President and the CT.

Command Team (CT)

The CT Coordinator will be responsible for the staffing and operation of the CT at the EOC.

The primary responsibilities of the CT include:

- Receiving, evaluating, and analyzing all emergency information in order to make policy level decisions
- Fiscal authorization
- Strategic policy and direction for recovery and resumption of normal operations
- Review public information statements and releases

* Command Team roles and responsibilities are outlined in Annex F: Emergency Management Responsibilities.

Public Safety Group

Depending on their availability, the Campus Resource Officer will assist with the operation of the Public Safety Group at the EOC, but individual public safety agencies will be responsible for the staffing and operation of their own personnel at the Public Safety Group.

The Public Safety Group is responsible for the development and execution of specific emergency responses. This includes all activities directed toward the reduction of the immediate hazard, establishing control, and restoration of college operations. This group consists of those external agencies that are responsible for public safety and carrying out response activities such as law enforcement, emergency medical services, hazardous materials response, and firefighting. The individual, external public safety agencies at the EOC receive and evaluate requests for assistance and resources, establish priorities, and relay operational status and requirements to the CT. The overall responsibility of this section is to coordinate with field operations of front-line responders.

Facilities and Logistics Group

The Facilities and Logistics Group Leader will be responsible for the staffing and operation of the Facilities and Logistics Group at the EOC.

The Facilities and Logistics Group coordinates the procurement and provision of resources and support for response and recovery operations.

The primary responsibilities of the Facilities and Logistics Group include:

- Procurement of personnel, equipment, supplies, lodging, transportation, and food necessary to conduct the emergency response and recovery
- Procurement and delivery of all resources to support EOC and field operations

- Establishment of emergency contracts for services and equipment

Administration and Finance Group

The Administration and Finance Group Leader will be responsible for the staffing and operation of the Administration and Finance Group at the EOC.

The Administration/Finance Group is responsible for all finance, emergency funding, cost accountability functions, and supervising financial and contracting services for emergency or disaster operations.

The primary responsibilities of the Administration and Finance Group include:

- Maintain vendor relationships to assist in response and recovery as necessary
- Maintain finance, accounting, and purchasing processes for the college and provide enhanced or specific services related to the emergency
- Prioritize and maintain essential business functions
- Document expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting
- Develop documentation to support state or federal disaster assistance applications.

Student Affairs Group

The Student Affairs Group Leader will be responsible for the staffing and operation of the Student Affairs Group at the EOC.

The Student Affairs Group is responsible for supporting students and their families throughout an emergency and providing them with resources they may need to respond and recover. All tasks related to supporting students during and after an emergency will come through the Student Affairs Group.

The primary responsibilities of the Student Affairs Group include:

- Assist on-campus residents with housing and shelter and associated support services during and after an emergency
- Communicate with off-campus students regarding post-disaster needs and services
- Provide guidance on available housing and shelter resources
- Coordinate with Food Services to maintain appropriate food service for on-campus students, as required
- Provide information to on-campus students regarding food service facilities, and facilitate the delivery of food to residence halls if necessary
- Consider implementing an accountability system for locating students
- Coordinate with the Public Information Group on communicating with students and their families regarding emergency information and situation updates
- Coordinate with the Health Group to maintain health and counseling services for students in the event of an emergency, and enhance these services if needed
- Facilitate resources and care for students with functional needs during and after an emergency
- Provide information and resources to parents and families regarding students during and after an emergency
- When necessary, establish a parent/family reception center to assist parents and families in receiving appropriate notifications and information

- Implement procedures for student death notifications, if necessary

Human Resources Group

The Human Resources Group Leader will be responsible for the staffing and operation of the Human Resources Group at the EOC.

The Human Resources Group is responsible for supporting employees throughout an emergency and providing employees with the resources they may need to respond and recover. In general, all tasks related to supporting employees during and after a disaster will come through the Human Resources Group.

The primary responsibilities of the Human Resources Group include:

- Facilitate employee safety during and after the emergency
- Account for employees following an emergency
- Coordinate with the Public Information Group on communications with employees regarding emergency information and situation updates
- Communicate with employees regarding post-emergency needs and services
- Continue essential business functions for employees, such as payroll and benefits
- Coordinate counseling and other behavioral health services to employees
- Implement leave policies and procedures associated with the emergency such as a college closing
- Implement procedures for employee death notifications, if necessary

Information Technology Group

The Information Technology Group Leader will be responsible for the staffing and operation of the Information Technology Group at the EOC.

The Information Technology Group is responsible for supporting and managing the College's information technology (IT) infrastructure throughout an emergency. All tasks associated with supporting the IT infrastructure during and after an emergency will come through the IT Group.

The primary responsibilities of the Information Technology Group include:

- Coordinate the continuation of IT services and support
- Provide the EOC with information regarding the operational status of IT networks and systems
- Provide IT, audio-visual, telephone, and data services to the EOC and other college entities
- Support emergency operations by providing IT and telecom functions for emergency response and recovery
- Provide expertise on IT issues caused by or resulting from the emergency

Public Information Group

The Public Information Group Leader will be responsible for the staffing and operation of the Public Information Group at the EOC.

The Executive Director, Communications and Marketing or designee serves as official spokesperson for the college. It is FVCC policy that all external communications regarding official college business will be issued through the FVCC Communications Office.

The Public Information Officer (PIO) is the liaison to the news media and provides news releases and other information as approved by the CT. The PIO provides response to inquiries from the public relative to the disaster, accredits bona fide members of the news media operating on campus, and ensures that media coordination is established, as required.

The primary responsibilities of the Public Information Group include:

- Disseminate appropriate information to the college and external communities before, during, and after an emergency
- Coordinate with other EOC Groups and the CT to develop, disseminate, and monitor public information messages for the college
- Facilitate information to and requests from media outlets as needed
- Establish and maintain a Joint Information Center (JIC) if needed
- Communicate with local, state, federal, and other government entities about the emergency
- Provide for rumor control through the use of news releases and social media

Health Group

The Health Group Leader will be responsible for the staffing and operation of the Health Group at the EOC.

The Health Group is responsible for supporting and managing tasks related to the health, medical and counselling needs of the college community during and after an emergency. All tasks related to supporting members of the FVCC community for health, medical, and counseling needs during and after an emergency will come through the Health Group.

The primary responsibilities of the Health Group include:

- Provide information and recommendations during public health emergencies
- Provide health services and resources, including medical and mental health, for college students and employees
- Coordinate operations and programs specific to public health such as mass vaccination clinics and alternate medical treatment sites, in response to public health emergencies
- Facilitate information and education for the college community regarding health aspects of an emergency.

Outside Agencies

During an emergency, the college will contact external agencies as necessary. These external agencies may have authorities, expertise, capabilities, or resources that may be required to support emergency operations.

Annex I: Emergency Operations Center Staff Notification List

Coordinator - Emily JENSE	███████
Amelia WARD	███████
David EVANS	████████████████
Morgan RAY	███████

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Annex J: After-Action Report

The completion of an After-Action Report (AAR) is a part of the college's reporting process. It is used to document the college's involvement in an incident or event to help identify lessons learned and corrective actions. It will typically be utilized after a major emergency or disaster incident.

Protection of AAR Information

The information gathered in the AAR is considered "For Official Use Only" (FOUO) and should be handled as sensitive information. These documents should be safeguarded, handled, transmitted, and stored in accordance with appropriate security procedures. Reproduction of these documents, in whole or in part, without prior approval from a member of the CT is prohibited.

Dissemination

The AAR will be disseminated only on a need-to-know basis. It should be stored in an area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

Purpose of AAR

AAR documents serve the following important functions:

- Provide a source for documentation of response activities
- Identify problems/successes during emergency operations
- Analyze the effectiveness of the college's response components
- Describe and define a plan of action for implementing improvements
- Emphasize the improvement of emergency management at all levels
- Provide a vehicle for documenting system improvements and a work plan for implementing these improvements
- Assist with coordination of the after-action report process when multiple agencies/jurisdictions are involved in the emergency

Responsibility for AAR

The CT is responsible for initiating the AAR process.

AAR Documentation

Documentation actions need to be initiated in the early stages of an emergency.

Adequate documentation:

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for reimbursement eligibility

Documentation should include materials from the planning function and the entire emergency organization.

Recommended documentation includes:

- Action plans developed to support operational period activities
- Forms used in the college Incident Command System (ICS)

- Activity logs and journals
- Written messages
- Function and position checklists
- Public information and media reports
- Emergency Operations Plan (EOP)

AAR Preparation

Compile the results of surveys, critiques, and workshops

Identify and contact key agencies involved in the incident (including primary response agencies and secondary or support agencies) to solicit input for the AAR.

Options may include:

- Prepare an incident-oriented survey to distribute to key agencies.
- Conduct interviews with agency personnel when the initial data gathering process has been completed
- Conduct a workshop with key representatives of involved emergency response agencies. The workshop should focus on fact- finding and gathering of pertinent information related to emergency response and recovery activities.
- Prepare final AAR and forward it to the CT

Sample AAR Outline

The AAR should follow this structure, but can be adapted to the situation:

Introduction and Background

- Administrative handling instructions

Table of Contents

Part I: Executive Summary

- Mission/objectives
- General description
- Dates, locations, and major participants
- Significant issues Limitations
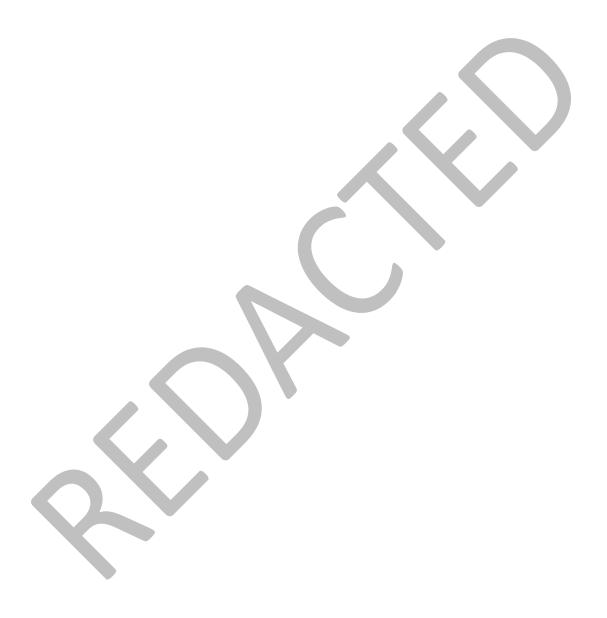
Part II: Lessons Learned

- Observations
- Discussions
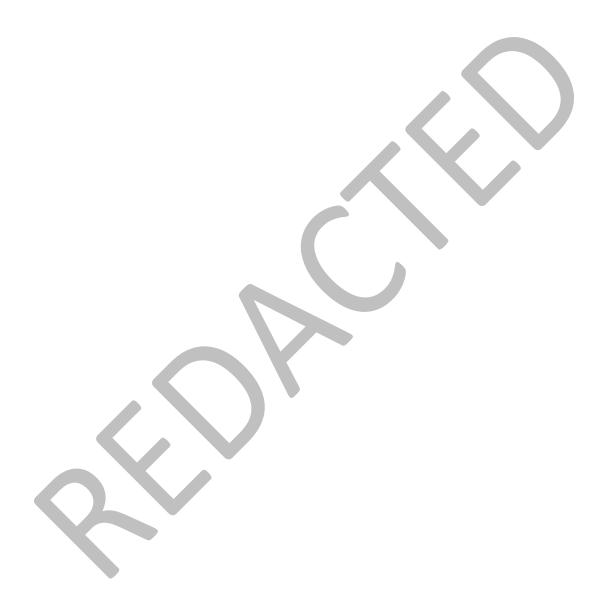- Lessons learned
- Recommended actions
- Comments

Part III: Events

- Chronology of events

- Operations plan
- Standing operating procedures
- Analysis of capabilities

Part IV: Conclusion

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Annex K: General Emergency Procedures

Reporting an Emergency

1. Report all emergencies immediately to 911

2. Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555

3. Be prepared to provide the following information:

- Type of emergency (e.g. medical, fire, traffic accident, active shooter, hazardous materials spills, tornado).
- Location of the emergency, including the physical address, campus, building, and room number.
- Brief description of the situation, such as what happened, how large the fire is, number of victims (if known), etc.
- In the event of a shooting or other act of violence, the last known location and description of the perpetrator(s).
- Your name, phone number, and location.

Emergency Response Guide

Each classroom, office, or work area is equipped with an Emergency Response Guide which lists the most common types of responses to an emergency.

Preparing for Emergencies

Emergencies can happen at any time. All staff, faculty, and students should take personal responsibility for themselves and prepare for emergency situations before they happen by taking the following measures:

- Review emergency procedures, guides, and the Emergency Operations Plan (EOP).
- Identify primary and secondary evacuation routes from the building.
- Know the locations of designated shelter areas on campus.
- Know the location of emergency exits, fire extinguishers, and Automated External Defibrillators (AEDs), if applicable.
- Verify that all personal emergency contact information is updated and readied to receive FVCC Omnilert emergency notifications and alerts.

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Annex L: Evacuation and Shelter Procedures

Designated Rally Points for Evacuation:

1. Blake Hall, Business & Social Science rally at the Arboretum (the treed area behind Blake Hall)

2. Learning Resource Building and Ross Hall rally at Parking Lot P, between Highway 93 and Learning Resource Center

3. Founders Hall and Occupational Trades Buildings rally in the grassy area between the road and BSS parking lot

4. Wachholz College Center and Early Childhood Center rally at the tennis courts

5. Broussard Building rally in the grassy area near Grandview Drive

6. Lincoln County Campus rally at—the grass lot along the Northwest corner of the LCC parking lot.

General Building Evacuation Procedures

When the building fire alarm sounds, or when directed by a college official to evacuate, all occupants will leave the building through the nearest exit. Designated personnel may remain behind to assist other occupants or emergency responders.

- Treat fire alarms as actual emergencies and not drills, except during active shooter situations.
- Quickly gather personal belongings such as coats and car keys.
- Leave the building immediately in a calm, orderly manner through the nearest available exit.
- Before entering stairwells, especially during a fire, check the door to see if it is hot or whether there is smoke. If either condition exists, use another exit.
- If there is no one behind you, close doors as you leave.
- Listen for and follow instructions.
- Assist individuals with functional impairments who may need help evacuating.
- Stay together in a group with your class or work section if possible. Instructors must account for all students. Supervisors must account for all employees in their work sections.
- If away from your workstation, follow the instructions given by building emergency coordinators, report to the designated area, and check in with a building emergency coordinator in that area.
- Move (and remain) at least 300 feet away from the building, if possible, to the upwind side.
- Do not return to the building or move to another side of the building unless told to do so by emergency personnel.

Faculty and Staff Responsibilities

- If possible, keep students together in a group during the evacuation and stay with them.
- Account for all students present upon reaching the evacuation point.

- Immediately report any students you believe to be missing to emergency responders, law enforcement or fire department.

Directed Building Evacuation (Non-Fire Emergency)

Directed evacuation is used to get occupants out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package or a hazardous material spill, or if usual evacuation routes are blocked.

Directed evacuation procedures are the same as general evacuation procedures.

Instructions for a directed evacuation will be provided via the public-address system or other appropriate communication.

Building Evacuation for People with Disabilities

People with disabilities or mobility impairments should plan for emergencies by developing an evacuation strategy and sharing it with staff, faculty, and fellow students who can assist them with evacuation. Those with service animals should practice evacuating so that their service animal becomes familiar with both primary and alternate evacuation routes.

Some individuals with mobility impairments utilize special equipment such as wheelchairs, braces, or crutches to move around the campus. Others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently.

During an emergency, those persons requiring assistance should be consulted regarding their needs prior to assisting them. The suggestions listed below may vary depending on the emergency and the needs of the person requiring assistance.

To evacuate people with mobility impairments:

- Assist and accompany them to an evacuation site, if possible.
- Use a sturdy chair (or one with wheels) to move the person.
- Help carry the individual to safety, if possible.
- If unable to assist a person with mobility impairment, notify emergency responders.

To evacuate people using wheelchairs:

- Consult the individual before moving him/her.
- Individuals at ground floor locations may be able to exit without help.

To assist people with visual impairment:

- Announce the type of emergency.
- Take directions from the individual about how best to guide him/her.
- Tell the person where you are going and what obstacles you encounter.
- When you reach safety, ask if further help is needed.

To alert people with hearing impairment:

- Turn lights on/off to gain a person's attention.
- Indicate directions with gestures.

- If time permits, write a note with evacuation directions.
- Escort the person out of the building if requested to do so.

To assist people with service animals:

- A service animal may become hesitant or confused during an emergency. Discuss how to best assist the person with a disability if this should occur.

Building Evacuation Signage

Emergency exits are to be physically marked by illuminated EXIT signs or similar indicators over each doorway.

Emergency exits are to be indicated on floor plan maps located in hallways at each campus.

Campus Evacuation

A campus evacuation is used to get students, faculty and staff off campus due to a serious emergency in the area.

- When leaving campus, drive with caution and follow directions from emergency personnel.
- Do not block access/egress for emergency vehicles.

Shelter

Building occupants may be directed to shelter for situations such as severe weather or an outside hazardous material spill. The nature and location of the incident will determine the extent of shelter-in-place actions.

- In all instances, be prepared to evacuate the building or relocate to another area within the building.
- Listen for instructions via the public-address systems, and follow the direction of college or first responder personnel.

General Shelter Procedures

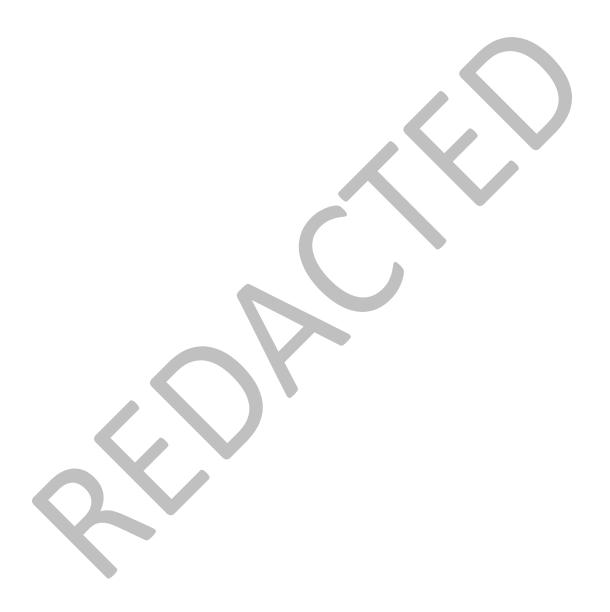For incidents involving hazardous materials outside the building:

- Close doors and windows.
- Seal doors and windows with tape if available.

For severe weather:

- If safe to do so, close blinds and curtains on exterior windows.
- Move away from exterior windows.
- If possible, seek shelter in a lower-level interior room with no windows, restroom, etc.

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Annex M: Severe Weather

Severe weather can include high winds, thunderstorms, lightning, hail, floods, extreme heat or cold, blizzards, or other weather events that have the potential to create safety hazards or cause property damage. Staff, faculty, and students should monitor weather conditions and take appropriate precautions as necessary.

Terminology:

- Watch: Issued when conditions are favorable for the development of severe weather. During a watch, review weather safety guidelines and be prepared to seek shelter.
- Warning: Issued when a hazardous weather event is occurring, or is imminent and can pose a threat to life and property. Seek shelter immediately.

In the event of severe weather conditions, the college will announce shelter in place or evacuation procedures over all available notification systems.

If sheltering in place for an imminent severe weather event:

- Do not leave a hardened structure.
- If in a modular, prefabricated, or temporary structure, get to the closest hardened structure immediately.
- Move away from windows and toward interior rooms.
- Take cover in a Designated Shelter Area if available.

    If a Designated Shelter Area is not available, seek cover in a space that:

    o Is located in the interior of a hardened structure.
    o Is on the lowest level of the building.
    o Does not have windows or skylights.
    o Is not in a long corridor spanning the structure (wind tunnel effect)

Avoid using landline telephones.

Remain in the building until the storm passes.

Report damage to campus facilities by calling (406) 212-3066.

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Annex N: Tornado

Students, staff, and faculty are encouraged to personally monitor weather conditions, the National Weather Service reports, and campus emergency notifications.

Tornado Watch:

The National Weather Service issues a tornado watch when weather conditions are favorable for possible formation of tornadoes.

Actions to take:

- Students, staff, and faculty should remain alert for approaching storms and monitor radio, internet, and television reports for current weather information.
- Anyone located in a temporary or modular building on campus should consider moving into a permanent structure until the threat has passed.

Tornado Warning:

The National Weather Service issues a tornado warning when a tornado has been sighted in the area or is indicated by weather radar. Take shelter immediately.

Actions to take:

- Follow directions issued by the college through its emergency notification systems
- Do not leave a permanent structure.
- People in modular, prefabricated, or temporary structures should immediately get to the closest permanent structure.
- Move away from windows, doors, exterior walls, hallways, and open areas.
- Evacuate upper levels and lobby areas.
- Stay away from lobbies, walkways, other large glassed-in areas, and large open areas with a long roof span such as auditoriums.
- If a Designated Shelter Area is not available, move to an interior room or hallway on the lowest level of the building. Avoid long corridors that span the structure. If possible, get under a sturdy piece of furniture.
- Assist those with functional impairments or disabilities.
- Close fire doors in hallways.
- Do not evacuate unless instructed to do so.
- If instructed to evacuate, follow evacuation procedures.
- Remain in place for at least 15 minutes until the threat has passed.

If you are outside of the building and a tornado is approaching:

- Get out of your vehicle. Do NOT stay in your vehicle, and NEVER try to outrun a tornado.
- Move into a permanent building if there is time to do so safely.
- If you can't make it to a building, lie flat in a nearby ditch or depression until the tornado has passed.
- Do not get under an overpass or bridge - you are safer in a low, flat location.

After a Tornado:

If the building has suffered structural damage, evacuate immediately. If you cannot evacuate or are trapped, call 911.

- Follow directions of college officials and emergency responders.
- Stay clear of damaged areas.
- Beware of fallen debris, exposed electrical lines, downed power lines, and gas leaks.
- Stay with your group and account for everyone.
- Administer first aid to the injured.

Annex O: Flood

Monitor area radio, internet, and television reports, as well as a NOAA Weather radio for flood warnings, reports of flooding in progress, or other critical information from the National Weather Service.

Terminology:

Flash Flood or Flood WATCH: Flash flooding or flooding is possible within the designated watch area. Be alert.

Flash Flood or Flood WARNING: Flash flooding or flooding has been reported or is imminent. Take necessary safety precautions at once.

Urban or Small Stream ADVISORY: Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.
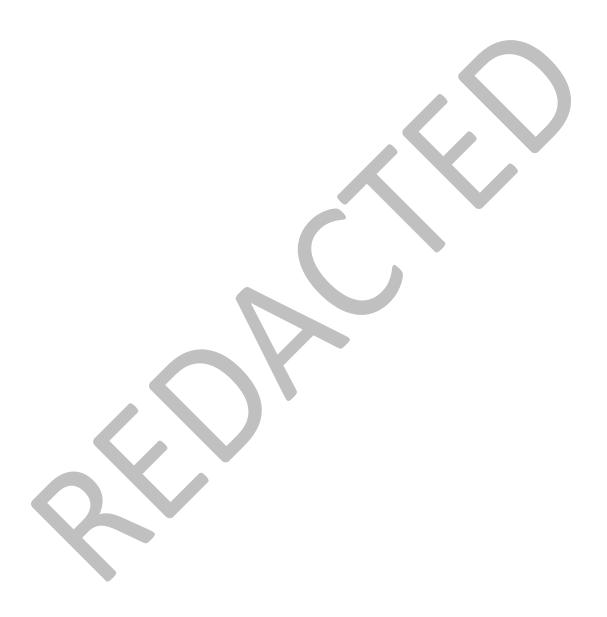
Leaving Campus during Flood Conditions:
- Avoid areas subject to flooding – dips in the road, low spots, washes, etc.
- Do not attempt to cross flowing streams or flooded roadways. The roadbed may not be intact under floodwaters.
- If the water on the roadway is ankle-deep or greater, turn around and find another route, or find a safe location to wait out the storm and/or flooding.
- NEVER drive through flooded roadways.
- If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.

Flooded Building on Campus:
- Call 911 and then call the Campus Incident Number at (406) 270-4555.
- Relocate to an upper floor and await instructions from emergency personnel.
- Assist those with functional impairments who may need assistance.
- If time allows, move records and equipment up off the floor onto shelves and tables to prevent damage from minor flooding.
- If the building is evacuated, do not return to the building until notified to do so by a college official.

After a Flood:
- Verify that electrical equipment has been checked and dried before returning to service.
- Facilities personnel will report damaged utilities to appropriate authorities.
- Use bottled drinking water until the water supply system has been inspected and is operating normally.
- Restock any emergency supplies used.

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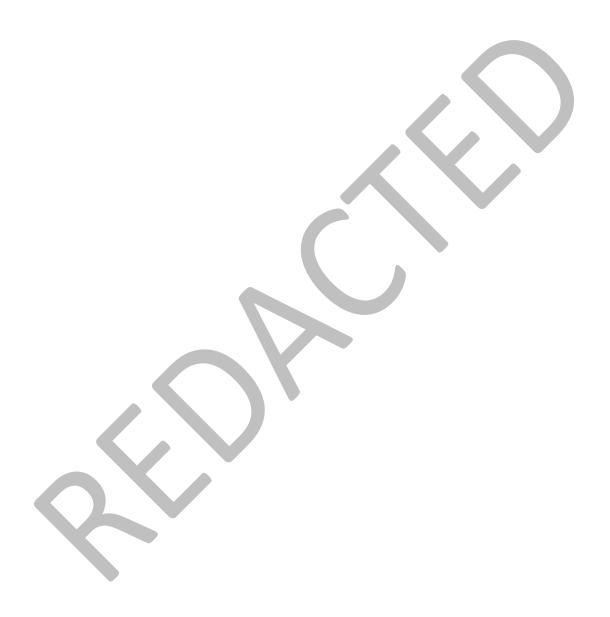
Annex P: Earthquake

- In the event of an earthquake, stay inside.
- Do not leave the building until the shaking has stopped and it is safe to leave.
- Take cover under sturdy furniture such as work tables and desks. If there isn't a table or desk near you, cover your head and crouch in an inside corner of the building.
- Do not use elevators.
  - Stay near the center of the building.
  - Stay away from glass and windows and anything that could fall, such as lighting fixtures.
  - Do not run through or near buildings where there is danger of falling debris.

After the Earthquake:

- Evacuate the facility.

Designated Rally Points for Evacuation:

1. Blake Hall, Business & Social Science rally at the Arboretum (the treed area behind Blake Hall)

2. Learning Resource Building and Ross Hall rally at Parking Lot P, between Highway 93 and Learning Resource Center

3. Founders Hall and Occupational Trades Buildings rally in the grassy area between the road and BSS parking lot

4. Wachholz College Center and Early Childhood Center rally at the tennis courts

5. Broussard Building rally in the grassy area near Grandview Drive

6. Lincoln County Campus rally at—the grass lot along the Northwest corner of the LCC parking lot.

- Stay out of damaged buildings, as aftershocks may cause them to collapse.
- Provide first aid to injured people. For medical assistance, call 911 from any campus phone or available cell phone.
- Stay with your class or workgroup.
- Wait at a safe area (at least 300 feet away from any building) until you receive further instructions from emergency personnel.
- Expect aftershocks. These can occur in the first hours or even months after the earthquake.
- If outside, stay in the open, away from buildings and utility wires.

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Annex Q: Hazardous Materials Incident

A hazardous material incident may occur at any time. The incident may be on campus or nearby, such as a transportation accident involving railroad, highway, aircraft, or an industrial accident.

Report any incident involving hazardous materials on or near the FVCC campus immediately.

Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555.

Provide as much information as possible, to include:

- Location of the incident.
- Material involved (if known), or identifying placards or shipping labels.
- Amount of hazardous material involved.
- How many people may have been affected.
- Whether the area has been evacuated.

Campus response procedures for a hazardous material incident will vary according to the location of the incident, the quantity and type of chemical involved, time of day, day of the week, and weather conditions.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building.
- Relocate to another location within the building, or to another building.
- Remain inside the building until the situation is stabilized.
- Evacuate the campus.

In the event of evacuation, staff, faculty, and students will be directed to the safest evacuation route based on:

- Wind direction
- Chemical runoff
- Traffic congestion:
  - o Time of day
  - o Day of the week

When evacuating because of a hazardous materials incident:

- Remain upwind of the incident, and monitor shifts in wind direction.
- Do not enter the hazardous or contaminated area for ANY reason, including rescue.
- Secure the scene if you can safely do so to keep others out of the hazardous area.
- Avoid contact with spilled hazardous materials or empty containers.
- Avoid inhalation of fumes, smoke, and/or vapors, even if no dangerous materials are known to be involved, or gases or vapors appear harmless.
- Assist those with functional impairments.

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Annex R: Transportation Accident/Crash

Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555

Depending on the type and location of a crash on or near a campus, students, staff, and faculty may be directed to:
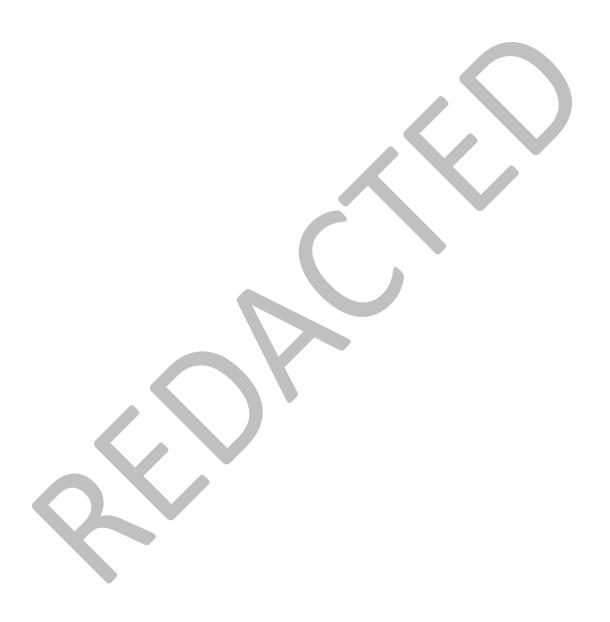
- Evacuate the building.
- Relocate to another location within the building, or to another building.
- Remain inside the building until the situation is stabilized.
- Evacuate the campus.

During the incident:

- Avoid the crash site.
- Keep roads and driveways clear for emergency responders.
- Be aware of the potential for secondary fires and explosions.
- Disturb crash debris only to assist victims, and only if it is safe to do so.

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Annex S: Facilities Emergencies

If any facilities or utility emergency threatens the immediate safety of you or others, call 911.

This could include the following:

- Severe gas leak
- Downed power lines
- Severe architectural damage

If a facilities emergency does not pose an immediate 911 emergency, call (406) 212-3066, or the Campus Incident Number (406) 270-4555.

A facilities emergency includes, but is not limited to, the following:

- Mechanical failure of objects required for a safe working environment, such as elevators, heating/cooling systems, etc.
- Water problems of any kind
- Strange odors throughout the building
- Any broken windows or glass
- Stuck or inoperative doors
- Power outages
- Phone outages

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Annex T: Fire/Fire Alarm

If You Discover a Fire or Smell Smoke:
- Sound the alarm by activating a fire alarm pull station and evacuate the building
- If there is no alarm in the building, notify other occupants by knocking on doors and shouting "FIRE" as you leave the building
- As soon as you can, and when it is safe to do so, call 911
- Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555
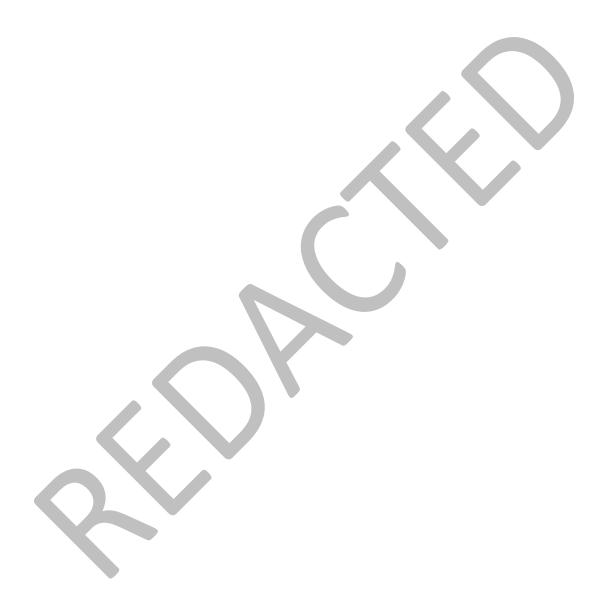- If the fire is small and you are comfortable doing so, use a fire extinguisher to put it out

If you encounter smoke:

- Find another exit if possible
- Stay low under the smoke, and keep your nose and mouth covered
- Do not open doors that are hot to the touch
- When evacuating, stay with the group from your area

Designated Rally Points for Evacuation
1. Blake Hall, Business & Social Science rally at the Arboretum (the tree area behind Blake Hall)

2. Learning Resource Building and Ross Hall rally at Parking Lot P, between Highway 93 and Learning Resource Center

3. Founders Hall and Occupational Trades Buildings rally in the grassy area between the road and BSS parking lot

4. Wachholz College Center and Early Childhood Center rally at the tennis courts

5. Broussard Building rally in the grassy area near Grandview Drive

6. Lincoln County Campus rally at—the grass lot along the Northwest corner of the LCC parking lot

- Once outside, stay clear of emergency vehicles and personnel
- Do not go back into the building for any reason until the fire department declares it safe to do so

If You Cannot Evacuate or Are Trapped
- Close doors between you and the fire and/or smoke
- Seal door cracks and cover vents to keep out smoke
- Call 911. Tell the dispatcher the location where you are trapped
- Signal firefighters from a window if possible

If Your Clothes Catch Fire

- Stop where you are
- Drop to the ground and cover your face with your hands
- Roll over and over to smother the flames

Fire Alarm Sounding

Fire alarms will be treated as actual emergencies until officially determined otherwise (except in active shooter situations).

When the fire alarm sounds:

- Stay calm.
- Evacuate the building at once by moving quickly, but in an orderly manner, to the nearest exit.
- Do NOT use wheelchair lifts.
- Move away from the building(s) as quickly as possible.
- Move at least 300 feet away from the building.
- Assist people with disabilities who may need help evacuating.

If you encounter smoke:

- Find another exit if possible.
- Stay low under the smoke, and keep your mouth covered.
- Do not open doors that are hot to the touch.
- Stay with the group from your area during evacuation.

Once outside, stay clear of emergency vehicles and personnel.

Do not go back into the building for any reason until authorized to do so by the fire department or campus authorities.

Designated Areas for Evacuation

1. Arboretum – tree behind Blake Hall

2. Parking lot between Highway 93 and Learning Resource Center

3.

Fire Extinguisher Operation

Use a fire extinguisher to put out a fire ONLY if:

- The fire is no larger than a trash can
- There is an extinguisher nearby, AND
- You feel confident about using a fire extinguisher to put out the fire.

How to Use a Fire Extinguisher (small fires only)

- Check the fire extinguisher to make sure it is appropriate for the type of fire. Class A-B-C extinguishers, located throughout the FVCC campus, are suitable for most fires.
- Check the pressure gauge. The needle should be in the GREEN section of the gauge.
- Remove extinguisher from its cabinet or bracket.

- Use the acronym PASS to operate:

    P   Pull the safety pin, breaking the plastic tab, and discard it.

    A   Aim the nozzle at the base of the fire.

    S   Squeeze the handle to discharge the dry chemical powder.

    S   Sweep the nozzle back and forth across the base of the fire. \

- Use the entire contents of the fire extinguisher. If the fire does not go out after emptying the extinguisher, evacuate immediately.
- When the fire appears to be out, back away, as it may flare up again. Do NOT turn your back to a fire.

Annex U: Medical Emergencies

Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555.

Stay calm. The dispatcher may ask you for the following information:

- The patient's exact location
- Nature of the illness or injury
- Your name and phone number
- Whether the patient is conscious or unconscious
- If the patient is breathing
- Do not hang up until told to do so

Keep the patient still, quiet, calm, and as comfortable as possible. Let him/her know help is on the way.

Do NOT move the patient unless there is an imminent danger to life or safety.

Assign someone to stay with the patient until emergency medical personnel arrive, and disperse bystanders.

To avoid exposure to blood and fluids, use disposable gloves, if possible.

If trained and comfortable doing so, administer first aid.

- Control serious bleeding by keeping the victim seated or lying down, and apply direct pressure with a clean cloth.
- If the wound is severe or the victim has large blood loss, have the victim lie down and elevate feet, if possible.
- For injuries involving the head and neck, keep the victim from standing or moving around.
- If the patient is not breathing and has no pulse, administer CPR until an Automated External Defibrillator (AED) can be applied.
- Keep the patient warm by covering him/her with a blanket or coat.
- Do not attempt to transport the patient to a medical facility. Wait for emergency responders to arrive.

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Annex V: Active Shooter

Active shooter incidents are unpredictable and evolve quickly. A shooter will not stop firing until their objectives have been met or they are engaged by law enforcement. Each situation is different and will change rapidly. Staff, faculty, and students must be responsible for their own safety until additional law enforcement and first responders are available to provide assistance.

Law enforcement officers responding to the incident will first focus on containing/eliminating the threat.

If you observe an active shooter or armed intruder incident, when it is safe to do so, call 911

There are three options during an active shooter incident:

- Run (get out)
- Lock (lockdown)
- Fight (prepare to defend take out)

Run (Get Out)

- Leave the area if it is safe to do so, moving away from the shooter's location.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Prevent people from entering an area where an active shooter may be.
- Call 911 as soon as it is safe to do so.

Lock (Lockdown)
- Hide in an area out of the shooter's view, and behind large items that provide concealment and protection from gunfire.
- Block entry to your hiding place and lock the doors.
- Do not trap or restrict your options for movement, if necessary.
- Turn off lights, computer monitors, and radios.
- Close blinds.
- Silence all cell phones and pagers.
- Stay calm, quiet, and out of sight.
- Unless you are in imminent danger from fire, ignore any fire alarms sounding but stay aware of your surroundings. Active shooters may pull fire alarms to shoot people as they exit the building.
- If you are in a safe location and not in harm's way, do not leave your hiding place until directed to do so by law enforcement officials.
- Keep your hands in plain view at all times for police officers.
- Follow the directions exactly and carry nothing that could be mistaken for a weapon.

Fight (Prepare to Defend /Take Out)
- As an absolute last resort, and only when in imminent danger, attempt to disrupt and/or incapacitate the shooter.
- Throw items and improvise weapons from available objects.

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- Hit, kick, or tackle the shooter if close enough.
- Act with physical aggression.
- Commit to your actions.

What to expect from emergency responders:

- The first responding law enforcement officer(s) will not stop to aid the wounded or injured. Their primary mission is to contain the threat.
- Medical and rescue teams will begin treatment of the injured only after the area is declared safe by law enforcement personnel.
- Law enforcement may relocate building occupants to a safe area, or may instruct occupants to remain where they are.

After the incident:

- After evacuation, you may be taken to a holding area for medical treatment, interviewing, and/or counseling.
- Law enforcement personnel may detain you as a witness to the incident.
- You may be asked to provide statements to law enforcement right away, or later.
- The entire area will be treated as a crime scene.
- Once you have been evacuated, you will not be allowed to re-enter the building.
- Information will be released to the FVCC community as soon as possible.

Annex W: Lockdown and Lockout Procedures

A lockdown may be ordered for a human threat such as an active shooter. In a lockdown situation, all exterior doors to a building are secured and occupants are expected to remain inside.

- Facilities and maintenance personnel will lock exterior doors to campus buildings in the event of a lockdown.
- Responding first responders will have access to building keys from Knox Boxes on the exterior of the buildings.
- Stay calm.
- Remain in classrooms or offices. If in a common area, stay away from windows and doors.
- Lock interior doors and barricade them if possible.
- Do not allow anyone access once the doors are locked, as this may compromise the safety of those inside.
- Do not allow anyone to talk their way inside, as he/she may be the suspect or may be coerced by the suspect outside of your view.
- Wait for further instructions and do not allow anyone to leave until given the "all clear" signal or message.
- If you are unable to find a secure room, consider self-evacuation from the building.
- Individuals who may be on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).

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Annex X: Criminal Activity

Call 911

Then, if it is safe, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555.

Criminal activity may include, but is not limited to:

- Assault
- Burglary
- Robbery
- Theft
- Use or possession of illegal drugs or alcohol on campus
- Illegal possession of a weapon on campus
- Vandalism

Provide as much information as possible to the dispatcher, including:

- **Suspect Description**
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)

- **Suspect Vehicle**
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
  - Time and location of activity.

Do NOT attempt to detain the suspect.

Ask any witnesses to remain until law enforcement arrives.

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Annex Y: Robbery

Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555.

- Stay calm.
- Do as the robber says, and give them what they want.
- Discreetly activate the panic alarm if one is available.
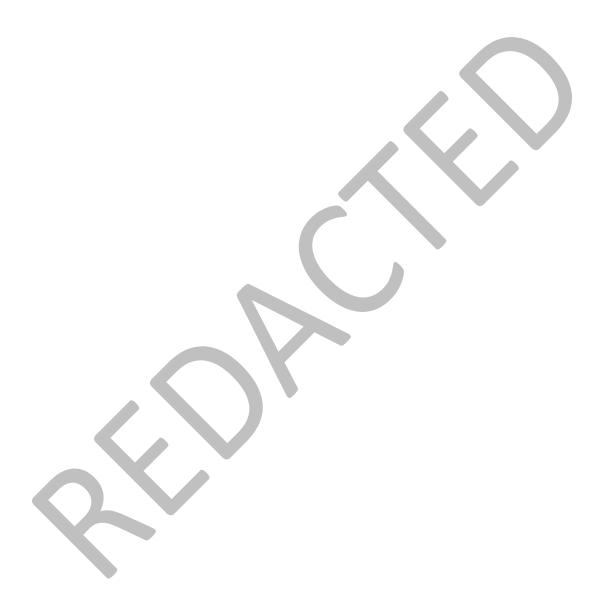- Try to get the best possible physical description of the robber:
    - Race
    - Sex
    - Height
    - Weight
    - Hair color
    - Identifying marks such as tattoos or scars
    - Top clothing (jacket and/or shirt)
    - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also try to obtain any vehicle description that may assist police with locating the suspect:
    - Make
    - Model
    - Color
    - License plate state and number
    - Identifiable decals or markings on the vehicle

Do NOT attempt to detain the person.

Ask any witnesses to remain until law enforcement arrives.

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Annex Z: Abduction
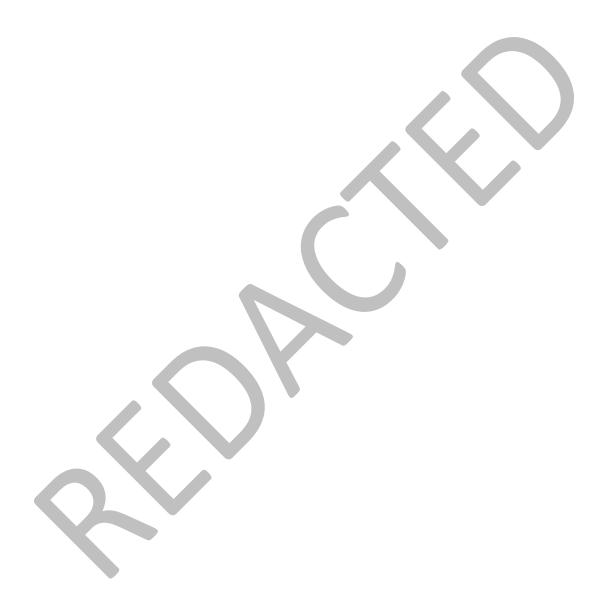
Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555.

Provide as much information as possible, including:

- **Victim description:**
  - Name
  - Sex
  - Age
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)

- **Suspect description:**
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)

- **Suspect vehicle:**
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
  - Time and location of abduction.

Do NOT attempt to detain the person.

Ask any witnesses to remain until law enforcement arrives.

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Annex AA: Sexual Assault

Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555.

If the suspected assailant is still in the area, get a physical description and provide it to police:
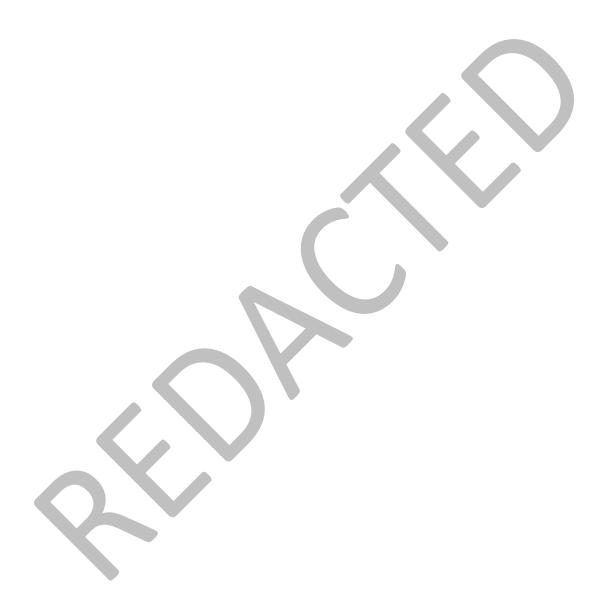
- Race
- Sex
- Height
- Weight
- Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)

If possible, also provide any vehicle description that may assist police with locating the suspect:

- Make
- Model
- Color
- License plate state and number
- Identifiable decals or markings on the vehicle

Do NOT attempt to detain the suspected assailant.

Take the victim to a quiet area and ask him/her to remain until the arrival of police.

Assign a staff member to stay with the victim.

Calmly explain to the victim that showering or cleaning up before a police officer makes contact will compromise or destroy evidence.

Ask any witnesses to remain until law enforcement arrives.

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Annex BB: Civil Disturbance/Riot

Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident Number at 406-270-4555.

In the event of a civil disturbance, contact law enforcement to identify the area where the incident is occurring.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building
- Relocate to another location within the building, or to another building
- Remain inside the building until the situation is stabilized
- Evacuate the campus.

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Annex CC: Suspicious Packages or Letters

All staff and faculty members who handle mail should be familiar with the indicators of a suspicious package or letter. Everyone should be diligent in reviewing mail for anything suspicious or harmful such as explosives, chemical, or biological agents.

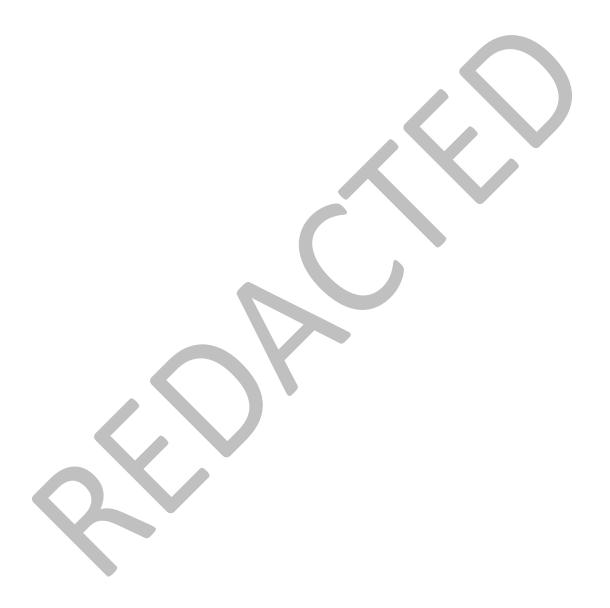If you receive a suspicious package or letter, do not panic.

Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558, or the Campus Incident number at 406-270-4555.

Move away from the item.

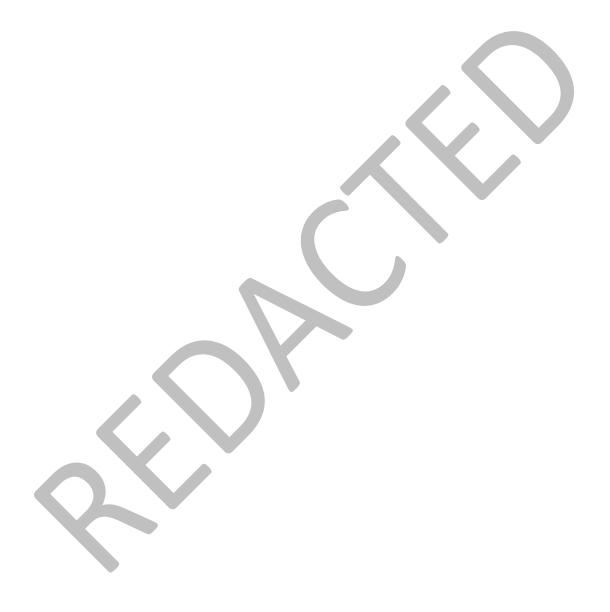DO NOT OPEN, SHAKE, HANDLE, OR INVITE OTHERS TO EXAMINE THE ITEM.

Leave the room and close the door, or section off the area to prevent others from entering.

Wash your hands with soap and water to prevent spreading any contaminants.

Campus authorities or emergency personnel will assess the situation and determine subsequent actions to be taken, to include requesting a Hazardous Materials team if necessary.

Suspicious Package Indicators:

- Unexpected delivery from someone unfamiliar to you or from a foreign country
- No return address, or one that cannot be verified as legitimate
- No postmark (may indicate hand delivery)
- Marked with restrictive endorsements such as "Personal," "Confidential," or "Do Not X-ray"
- Postage irregularities including excessive postage, no postage, or unusual stamps
- Badly typed, misspelled, or poorly written addresses and markings
- Protruding wires or aluminum foil
- Strange odors
- Discoloration or oily stains
- A city or state in the postmark that doesn't match the return address
- The item is of unusual weight given its size; lopsided or oddly shaped; rigid; uneven; soft spots; or bulges
- Crystals, powder, or powder-like substance leaking from package
- Ticking or other unusual sound
- Marked with threatening language
- Inappropriate or unusual labeling
- Excessive packaging material such as masking tape and string
- Misspelling of common words
- Addressed to someone no longer with the college or outdated
- Incorrect titles or title without a name
- Not addressed to a specific person

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Annex DD: Suspicious Person/Item

Call 911 for any of the following occurrences:

- Any physical danger to yourself or others.
- Any threats made to yourself or others.
- Any theft of personal or college property.

Suspicious Person

If there is someone in your area who appears not to belong (looks lost, looks out of place, etc.), if you are comfortable doing so, ask if you can help the person.

If the person does not have a legitimate purpose for being there, and it is not a 911 emergency, call the Campus Resource Officer at 406-407-1558 or the Campus Incident Number at 406-270-4555.

If the suspicious person is still in the area, get a physical description and provide it to police:

- Race
- Sex
- Height
- Weight
- Hair color
- Identifying marks such as tattoos or scars
- Top clothing (jacket and/or shirt)
- Bottom clothing (pants, shorts, shoes, etc.)

If possible, also provide any vehicle description that may assist police with locating the suspicious person:

- Make
- Model
- Color
- License plate state and number
- Identifiable decals or markings on the vehicle

Do NOT attempt to detain the person.

Ask any witnesses to remain until law enforcement personnel arrives.

Suspicious Item

Call 911 from any campus phone or available cell phone if a suspicious item poses a physical danger to yourself or others.

If there is an item in your area that appears not to belong, and it is not a 911 emergency, call the Campus Resource Officer at 406-407-1558 or the Campus Incident Number at 406-270-4555.

Move away from any suspicious item prior to calling law enforcement.

Do NOT touch any package or item that appears out of place, abandoned, or otherwise suspicious.

Move away from the item and notify law enforcement.

Annex EE: Bomb or Violent Threats

Each bomb or violent threat that is directed at any campus facility will be evaluated and responded to as a legitimate and real threat to the college. The safety and well-being of students, staff, and faculty will be paramount. The college's goal will be to resolve the situation and return to normal operations at the earliest possible time with minimal disruption.

Response procedures will vary with each threat. Deviations to standardized procedures are expected based on variations of the threat, the specificity of the threat, and the threatened location.

Threat Received Via Telephone

Enter all aspects of the call on the Bomb Threat Reporting Form. Bomb threat forms are available through the building emergency coordinators. Bomb threat forms can also be used for other types of threats received via telephone.

Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558 or the Campus Incident Number at 406-270-4555.

Report the incident to the building coordinator for further instructions.

Students, staff, and faculty may be ordered to evacuate the building in the event of a credible threat.

Threat Received Via Text Message or Social Media

Call 911

Then, if it is safe to do so, have someone call the Campus Resource Officer at 406-407-1558 or the Campus Incident Number at 406-270-4555.

Read the threat message to the 911 dispatcher exactly as written.

Report the identity of the sender, the date and time the text message or email was received, who the message is intended for, who received copies, and the subject line from the email message.

Do not respond to the sender.

Do not delete the threat message.

Print a copy of the threat message, if possible.

Meet with responding officers to provide any additional information or answer any questions they may have regarding the email.

Report the incident to the building emergency coordinator for further instructions.

Employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.

Evacuation

Any evacuation ordered due to a threat is mandatory.

Designated Rally Points for Evacuation

1. Blake Hall, Business & Social Science rally at the Arboretum (the tree area behind Blake Hall)

2. Learning Resource Building and Ross Hall rally at Parking Lot P, between Highway 93 and Learning Resource Center

3. Founders Hall and Occupational Trades Buildings rally in the grassy area between the road and BSS parking lot

4. Wachholz College Center and Early Childhood Center rally at the tennis courts

5. Broussard Building rally in the grassy area near Grandview Drive

6. Lincoln County Campus rally at—the grass lot along the Northwest corner of the LCC parking lot.

All occupants of the area being evacuated should immediately move towards a safe exit and remain outside the area until emergency responders determine it is safe to re-enter.

Students should take all personal property with them.

Staff and faculty will inspect for, but not disturb, unusual objects as they depart classrooms and work areas.

Notify emergency personnel of any suspicious or unusual object.

Do NOT touch, move, or tamper with any suspicious item.

Students, staff, and faculty will assemble at least 500 feet from the building, or at a designated location.

Do NOT use cell phones or portable 2-way radios within 300 feet of a building suspected of containing an explosive device.

Don't re-enter the building until notified by emergency personnel.

If it is determined that a sweep for evidence/devices is necessary, employees may be asked to conduct a sweep (with authorized police personnel) in areas where they are most qualified to identify items that do not belong.

Bomb Threat Call Checklist

Questions to Ask Caller	Exact Wording of Threat
1. When is bomb going to explode?	
2. Where is it right now?	
3. What does it look like?	
4. What kind of bomb is it?	
5. What will cause it to explode?	
6. Did you place the bomb?	
7. Why?	
8. What is your address/Where are you?	
9. What is your name?	

Sex of caller	Age	Race	Length of call

CALLER'S VOICE

Calm	Laughing	Lisp	Accent
Angry	Crying	Raspy	Familiar
Excited	Normal	Deep	Deep breathing
Slow	District	Ragged	
Rapid	Slurred	Clearing throat	
Soft	Nasal	Cracking voice	
Loud	Stutter	Disguised	

BACKGROUND SOUNDS

Street noises	House noises	Factory	Aircraft
Restaurant	Motor	Machinery	Animal Noises
Voices	Animals	Office Machinery	Other
PA System	Music	Railroad	

THREAT LANGUAGE

Well-spoken (educated)	Foul	Incoherent
Irrational	Taped Message	Read by threat maker

OTHER REMARKS

Telephone number where call was received:

Caller ID of incoming call:

Annex FF: Infectious Disease/Pandemic Preparedness

A pandemic is a global outbreak of infectious disease. Pandemics are determined by how the diseases spread, and not the number of deaths they cause. Historically, pandemics have included diseases such as cholera, plague, and various strains of influenza.

Pandemics occur when a new virus emerges and spreads across the world. Because the virus is new, there is little or no immunity in the human population and the virus can spread quickly from person to person.

Pandemic-causing viruses have three characteristics in common:

1. The ability to reproduce and spread rapidly. Infected individuals unknowingly incubate the disease and spread it to others.
2. The ability to mutate rapidly. The potential for a virus to naturally mutate after release into the population is higher for pandemic viruses than for other influenzas.
3. They cause a "second wave" of victims, often among healthcare workers and others who are working to contain the outbreak.

Although seasonal flu epidemics strike every year, a pandemic influenza or other pandemic disease could result in a crippling effect on the FVCC community. The FVCC Pandemic Preparedness Annex provides guidance for employee and student actions before, during, and after a pandemic in order to minimize the effects of a pandemic on the College and maintain essential operations.

Definitions

There is a difference between an epidemic and a pandemic.

- **Epidemic** - The Federal Emergency Management Agency (FEMA) defines an epidemic as "a disease occurring suddenly in humans in a community, region or country in numbers clearly in excess of normal." Seasonal flu outbreaks can be considered epidemics if the outbreak is widespread.
- **Pandemic** - A pandemic is global. FEMA defines pandemic as a "worldwide outbreak of a disease in humans in numbers clearly in excess of normal."

The following information from the U.S. Department of Health and Human Services summarizes the differences between seasonal flu and pandemic influenza.

Seasonal Flu	Pandemic Flu
Happens annually; usually peaks in January or February	Rarely happens (three times in 20th century)
Usually some immunity built up from previous exposure	People have little or no immunity due to lack of previous exposure to the virus
Usually only people at high risk (children and infants; pregnant women; seniors; people with health conditions or disabilities) are at risk of serious complications	Healthy people may be at increased risk for serious complications
Health care providers and hospitals can usually meet public and patient needs	Health care providers and hospitals may be overwhelmed
Vaccine available for annual flu season	Vaccine probably unavailable in early stages of a pandemic
Adequate supplies of antivirals are usually available	Effective antivirals may be in limited supply
U.S. seasonal flu-associated deaths over 30 years (ending 2007) ranged from about 3,000 to about 49,000 per season.	Number of deaths could be high in the U.S. and worldwide
Symptoms include fever, cough, runny nose, and muscle pain	Symptoms may be more severe and necessitate hospitalization
Usually causes minor impact on the general public; some schools may close; sick people encouraged to stay home	May cause major impact on the general public, including widespread travel restrictions and school or business closings
Manageable impact on domestic and world economy	Potential for severe impact on domestic and world economy

In recent years, pandemics have most commonly involved various strains of influenza, but it's important to remember that pandemics can involve diseases other than influenza.

Pandemic Effects

Once sustained person-to-person transmission of the disease begins, a pandemic can spread rapidly. According to the Centers for Disease Control and Prevention (CDC) and FEMA, the following effects can be assumed during a pandemic influenza:

- Susceptibility to the pandemic virus will be universal.
- An estimated 30 percent or more of the overall population will contract the virus.
- Illness rates will be highest among school-aged children (about 40 percent).

- An average of 20 percent of working adults will become ill.
- Rates of employee absenteeism may range from 20 to 40 percent due to:
  - Employee illness
  - Caring for ill family members
  - Fear of infection, and/or
  - Mandates issued by local health department
- A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic. Multiple waves (periods where community outbreaks strike across the country) of illness will likely occur with each lasting two to three months.
- Vaccines and antiviral medication may be in short supply initially.
- Many more deaths may occur than with a seasonal flu outbreak.
- Survivors may develop severe psychological issues as they mourn the loss of friends and family.
- All sectors of the economy may be disrupted.
- Medical facilities may be overwhelmed, and medical supplies could be in short supply.
- Emergency responders may be affected.
- Some components of infrastructure may not function due to absence of critical personnel.

Pandemic Phases

The United States government has developed six phases of pandemic preparedness, response, and recovery in conjunction with the World Health Organization's (WHO) six pandemic phases. These phases may not proceed in a linear fashion depending on the geographical location of the outbreak and the speed with which the disease spreads.

Since pandemics have historically developed over time frames ranging from weeks to months, or even one to two years, it's not possible to definitively estimate how long each pandemic phase will last.

The following chart outlining WHO pandemic phases and concurrent U.S. Government (USG) pandemic response phases is included for reference.

	WHO	DESCRIPTION	USG
Inter-Pandemic Period	1	New domestic animal outbreak in at-risk country	0
	2		
Pandemic Alert Period	3	Suspected human outbreak overseas	1
	4	Confirmed human outbreak overseas	2
	5		
Pandemic Period	6	Widespread human outbreaks in multiple locations overseas	3
		First human case in North America	4
		Spread throughout United States	5
		Recovery and preparation for subsequent waves	6

Pandemic Planning Assumptions

For FVCC planning purposes, the following assumptions are made regarding a pandemic event that affects the Flathead Valley region:

- The College will likely experience high rates of absenteeism among students and employees.
- The College may have to minimize on-campus operations and/or enact work-from-home strategies due to limited staffing.
- Federal, state, and/or local health agencies may issue mandates that include closure of schools, cancellation of public events and gatherings, and shutdown of public transportation systems.
- Staffing issues may persist for months and may require alternative work schedules and modified

Activation of FVCC Pandemic Preparedness Annex

The Command Team will coordinate with the Student Health Clinic, the Flathead City County Health Department, and Residence Life staff to activate the FVCC Pandemic Preparedness Annex based on information and direction received from federal, state, and local emergency management and public health agencies.

The College may enact pandemic prevention measures at the discretion of the Command Team, Student Health Clinic, and College Executive Leadership. Such actions may be taken in the absence of any directive from federal, state, or local emergency management or public health agencies.

All College employees and students are expected to comply with actions outlined in this Pandemic Preparedness Annex in the interest of limiting the spread of infectious disease and minimizing loss of life due to a pandemic.

Organization for Planning

The Command Team coordinates emergency preparedness plans for the entire College. Members of the Executive Staff should develop plans and procedures for their departments to implement the requirements of this annex, the Emergency Operations Plan, and other directives of the Command Team.

College-Wide Preparatory and Response Actions

This section summarizes actions that students and employees will take during the different phases of a pandemic as defined by the U.S. federal government (USG).

The geographic location of the initial outbreak, as well as direction received from the Flathead City County Health Department, state, and federal public health agencies will determine the initiation and progression of these phases.

The preparedness and response actions listed in this plan are general guidelines developed from best practices in pandemic planning. FVCC Executive Staff may direct actions above and beyond what is listed in this plan based on pandemic dynamics or guidance received from local, state, or federal public health authorities.

Infection Control Measures

One of the best ways to combat the spread of any contagious disease is by employing diligent infection control measures to prevent or minimize exposure to the disease during all pandemic phases. Such measures should include, but are not limited to:

- Encourage influenza vaccinations for students, staff, and faculty prior to/during each flu season.
- Educate the College community on preventing the spread of the virus, recognizing symptoms, and staying home when ill via email, signage, newsletters, and social media.
- Encourage frequent hand washing by students, staff, and faculty via email, signage, newsletters, and social media.
- Post signs in bathrooms reminding students, staff and faculty to wash their hands.
- Promote usage and locations of hand sanitizer and sanitizing wipes or sprays for workspaces and classrooms.
- Provide anti-bacterial hand sanitizer to all personnel who interact with the public or outside personnel and encourage frequent use.
- Distribute awareness and prevention information to the College community via email, signage, newsletters, and social media and emphasize the importance of sanitary practices to prevent the spread of viruses.
- Ensure all soap dispensers are filled with antibacterial soap.
- Ensure all personnel have access to anti-bacterial hand sanitizer. Identify work schedules to be used during limited staffing due to illness or select campus closures.
- Purchase protective gloves (latex or hypo-allergenic) for employees who request them.
- Use anti-bacterial wipes on frequently touched surfaces.
- Encourage employees to use doors with automatic openers and have them use their elbow rather than hand to activate.
- Adopt protective measures (masks, disinfectant, etc.) as recommended by public health officials.
- Discontinue off-site meetings and outreach activities (utilize distance technologies where available).
- Explore options for work at home solutions with remote access.
- Limit meetings to avoid cross-contamination by potentially infected employees.
- Limit or reduce travel to off-campus locations to reduce risk of exposure.
- Postpone or cancel non-essential meetings, gatherings, and activities.
- Destroy all inter-campus envelopes; do not allow envelopes to be re-used.

Inter-Pandemic Period (USG Phase 0; WHO Phases 1-2)

Scenario: New domestic animal outbreak in at-risk country; suspected human outbreak overseas

College Status: College will function normally.

Actions:

- The Command Team and Student Health Clinic will monitor the situation via informational releases from the Federal Emergency Management Agency, the Centers for Disease Control and Prevention, local health departments, and other relevant sources.

- The Command Team will review the Pandemic Preparedness Annex and Emergency Operations Plan and update them as necessary.
- The Command Team will coordinate training and exercise of the pandemic plan.

Pandemic Alert Period (USG Phase 1-2; WHO Phases 3-5)

Scenario: Confirmed human outbreak overseas

College Status: College will function normally. Pre-event assessment and planning.

Actions:

- The Command Team and Student Health Clinic will continue to monitor the overseas situation via informational releases from the Federal Emergency Management Agency, the Centers for Disease Control and Prevention, local health departments, and other relevant sources.
- The Command Team and Student Health Clinic will review the FVCC Pandemic Preparedness Annex and Emergency Operations Plan and update them as necessary.
- The Command Team and Student Health Clinic may convene for situational briefings and to begin planning for possible suspension of classes on campus and/or campus closure.
- Executive Staff will:
  - Identify essential functions. Identify and inform essential/key personnel.
  - Review contractors, suppliers, vendors, and other businesses that support essential functions, and implement standing agreements for back-up as necessary.
  - Ensure readiness of staff telework and alternate work schedule arrangements.
  - Review and test communications mechanisms and procedures for notifying staff, faculty, students, and external stakeholders of changes in operations, work or academic schedules, etc.
  - Update routine and emergency contact information for all employees, email distribution lists, and calling trees.
  - Ensure academic divisions develop plans for "traditional" courses to move online/be aggregated with online sections, as well as course completion options for students.
  - Test, review, and update vital records, databases.
  - Ensure pandemic planning measures are discussed with students, on-site contract workers and employees, particularly custodial and facilities staff.
  - Ensure pandemic planning measures are implemented by Residence Life personnel.
  - Urge ill staff, faculty, and students to stay home or to go home.
  - Encourage all employees to review the FVCC Pandemic Preparedness Annex and FVCC Emergency Operations Plan.
  - Coordinate purchase of hand sanitizer, sanitizing wipes, or sprays for workspaces and classrooms.
  - Ensure frequent sanitization of restrooms, kitchen areas and furniture.
- The Command Team will coordinate with Marketing and Communications to:
  - Update FVCC website with latest pandemic information.
  - Encourage staff, faculty, and students to wash hands often through messages distributed via email, social media, and posters in restrooms.
  - Encourage staff, faculty, and students to use sanitizing wipes or sprays to frequently disinfect keyboards and phones.

- Educate staff, faculty, and students on symptom recognition.
- Human Resources will review procedures and protocols as they apply to a pandemic situation, to include but not limited to:
  - Workplace flexibility, including telework
  - Payroll and absence policies
  - Hiring and termination policies
  - Employees who fall ill, or are suspected of being ill, while at work
  - Returning previously ill, non-infectious employees to work
  - Replacement of employees who are unable to return to work
  - Psychological and social needs of employees
- Assess extra supply needs for essential personnel.
- Travel and cancelations policies should be solidified, based on characteristics of the disease, and how it is transmitted. Follow all CDC recommendations for group travel as well as college-sponsored travel. Consideration should be given to:
  - People from affected areas attending large gatherings
  - Continuation of intramurals, student groups, conferences, overnight trips to infected areas, and events that bring in people from heavily infected areas

Pandemic Period (USG Phases 3-5; WHO Phase 6)

Scenario: Widespread human outbreak overseas and in North America

College Status: College will function normally until the point that campuses must close due to insufficient personnel or mandate from public health officials.

Depending on the severity and duration of the pandemic, its effects on personnel, or mandates from federal, state, and local agencies, one or more of the following actions could occur during a pandemic crisis:

- Some or all classes moved online.
- Temporary or full suspension of classes.
- Cancellation of some or all classes.
- Partial closure of campuses with limited classes and activities.
- Closure of campuses to students and non-essential personnel.
- Limited operations using essential personnel only.
- Full closure of all campuses.
- The College will begin to cancel or postpone non-essential activities that bring large groups together (e.g., lectures, theatre performances, conferences) in a manner consistent with health department recommendations.
- Residence Life staff should identify any students who would not have a place to go if residence halls shut down.
- College vehicles will be sanitized between uses.

Actions:

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- The Command Team and Student Health Clinic will continue to monitor the overseas situation via informational releases from the Federal Emergency Management Agency, the Centers for Disease Control and Prevention, local health departments, and other relevant sources.
- The Command Team and Student Health Clinic will convene for situational updates, planning, and execution of appropriate emergency management actions as the situation changes.
- During closure of the college, custodial and maintenance personnel will implement infection control measures in all public areas, residence halls, bathrooms, and Early Childhood Center will be sanitized according to OSHA/CDC guidelines.
- Implement alternative work arrangements (e.g., job sharing, flexible work schedules, telework) as directed by college leadership, or as determined by absenteeism rates.
- Each division or department will report the status of its employees for the purpose of monitoring workforce levels.
- The Command Team will coordinate with Marketing and Communications to post updates and announcements to the FVCC website, issue emergency notifications as appropriate to students, employees, and the College community, and send press releases to local media.
- Prepare for employee and student counseling for fear, grief, and financial impact.
- Assess extra supply needs for essential personnel and order necessary supplies and protective equipment.
- Academic divisions will implement plans for "traditional" courses to move online/be aggregated with online sections, as well as course completion options for students.
- Departments and divisions will implement work from home strategies for employees in the event of a full campus closure.
- The Student Health Clinic will evaluate/treat patients according to recommendations by the CDC, the Flathead City County Health Department, and Kalispell Regional Healthcare.
- Communicate preparatory actions to college employees.
- Develop academic policy responses given likely disruption schedule.
- Implement mandatory sick leave procedures for those who are symptomatic and/or infected to decrease possibility of transmission and minimize spread of the virus.
- Any students with a documented case will be instructed to notify the Dean of Student Affairs, and employees will be directed to call Human Resources.
- Have designated staff cross-trained so that human resource needs are covered during absences.
- Designated essential personnel will continue to work completing essential tasks.

Isolated cases in the college community:

- Students who are experiencing sickness will be advised to go to the Student Health Clinic (or their health care provider). Employees who are experiencing sickness will be advised to go to their health care provider.
- The infected person must have documentation from the health care provider stating that they are no longer contagious in order to return to class and/or work.
- Students who are showing symptoms, but awaiting test results, will not be permitted to attend classes or work on campus. If they reside in a residence hall, they will be asked to stay in their apartment. Employees who are showing symptoms, but awaiting test results, will not be permitted to work on campus.

- Student Support Center staff may provide outreach to isolated students.

Faculty will arrange to email class materials or post materials on Eagle Online to isolated students.

Recovery and Preparation for Subsequent Waves (USG Phase 6)

College Status: If closed, the College reopens, and classes resume. Return to normal operations as soon as is practical.

Actions:

- The Command Team will coordinate reopening of campuses at the direction of FVCC Executive Staff.
- Departments and divisions will prepare for re-opening.
- The Command Team will coordinate with Marketing and Communications on messaging for campus re-opening, resumption of classes, and availability of counseling resources for students, staff, and faculty.
- Division and Department heads will address staffing issues.
- Facilities Operations will assess and restore utilities as necessary, restart appropriate electronic equipment in all buildings, and assess, sanitize, and repair property.
- The Command Team will coordinate an After-Action Review of the pandemic response process and coordinate changes to the FVCC Pandemic Preparedness Annex or Emergency Operations Plan as necessary.