

ESF #12: SAFETY & SECURITY

Primary Department	Support Department	External Agencies
<p>Executive Director of Operations Phone: 406-447-6926 Cell: 617-446-3691</p> <p>Director of Crisis & Emergency Management Phone: 406-447-6382 Cell: 406-461-0635</p>	<p>HC Facilities and Maintenance Department</p> <p>Director of Crisis & Emergency Management Phone: 406-447-6382 Cell: 406-461-0635</p> <p>HC Emergency Management Advisory Team</p> <p>Helena College Information Technology Department</p> <p>Marketing, Communications, and Alumni Relations</p>	<p>Local Law Enforcement Agencies</p> <ul style="list-style-type: none"> - Helena Police Department - Lewis & Clark Co. Sheriff's Office - Montana Highway Patrol <p>City/County Agencies</p> <ul style="list-style-type: none"> - Helena-Lewis and Clark County Communications Center - L&C Department of Disaster & Emergency Services - Helena Fire Department Phone: 406-447-8472 <p>Private/Public Sector</p> <ul style="list-style-type: none"> - Armed/Unarmed Security Companies; i.e., Securitas - Burdick's Locksmith - Security Alarm System(s) <p>UM Affiliate Campuses</p> <ul style="list-style-type: none"> - University of Montana-Missoula Associate VP for Campus Preparedness & Emergency Response Paula Short: 406-546-3839 - MT Tech Security: Erik Castle: 706-255-9210 - MT Tech Dean of Students Joe Copper: 906-231-3724

12.1 Purpose

A) This ESF lists the internal and external departments responsible for safety and security actions that may take place in an emergency.

B) This ESF Annex assigns responsibilities and provides coordination between Helena College and local law enforcement agencies operating during an emergency or disaster that immediately affects Helena College properties. This coordination is to ensure the safety of all campus users, maintain law and order, and the protection of property and facilities.

12.2 Scope

A) This ESF provides a mechanism for coordinating Helena College personnel and resources to support local law enforcement efforts in an emergency.

B) The scope includes normal Helena College responsibilities such as ordering and executing lockdowns, shelter in place, and evacuation procedures to protect our community members from hazardous or dangerous situations. Procedures for these actions can be found in the All-Threat Hazard Annex section.

C) Additionally, the scope includes third party security companies and/or local law enforcement responsibilities such as;

- (i) The movement of people away from hazardous or dangerous situations.

- (ii) Limiting or restricting access to hazardous areas.

- (iii) Providing traffic control.

- (iv) Search and Rescue operations.

- (v) Security of facilities and supplies.

D) The Helena College Emergency Management Team will be activated to respond and/or support safety and security needs.

E) The Chief of Police (or designee) should function as the law enforcement IC for emergencies, disasters, and catastrophic events occurring within the city limits.

F) A law enforcement-oriented emergency, disaster or catastrophic event is any large-scale emergency where the maintenance of law and order is the primary focal point, i.e., active shooter incidents, hostage or terrorist activity, riot and civil disturbance.

12.3 Situation

A) Emergency Conditions and Hazards

- 1) Helena College may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.

- 2) See Helena College's All Threat/Hazard Annexes for a description of potential emergencies.

- 3) Helena College does not have on-campus residential living, or a designated food/catering service designed to provide meal services on a day-to-day basis. However, both campus locations are equipped with an electronic building access control system that can lock doors on a schedule or instantly by pushing a button. Helena College also has surveillance/security cameras installed around both campuses that focus on entry points and parking lots.
- 4) Helena College does not have an internal or external security or law enforcement department specifically dedicated to either of the two campus locations.
- 5) The city of Helena, County of Lewis and Clark is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, can damage infrastructure, structures and lifelines that may rapidly overwhelm the capacity of city and/or county agencies to assess the disaster and respond effectively to basic and emergency human needs.
- 6) During any type of disaster or large-scale emergency, law enforcement officers may be faced with a tremendous challenge of overwhelming demands of providing help and assistance to the public. The stress of high emergency call volume with physical constraints, such as fatigue, sight of death and destruction, impassible roadways from flooding, angry citizens, looting, rescue needs, and a multitude of injured victims often appear to be an endless battle with the disaster. The law enforcement services may have increased demands placed on their agencies and with high expectations of success.

12.4 Assumptions

- A) University resources may become quickly overwhelmed.
- B) Communication systems may fail during a major incident.
- C) Backup systems will be available but may take time to activate.
- D) Shortfalls can be expected in both support personnel and equipment.
- E) The capabilities of local law enforcement agencies may be quickly exceeded.
- F) The availability of resources will have a profound effect on agencies' ability to perform tasked activities.
- G) State and federal assistance may not be immediately available.

12.5 Concept of Operations

A) General

- 1) The Emergency Operation Plan provides overall guidance for emergency planning.
- 2) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the EOC or incident scene.
- 3) In time of an emergency or disaster, law enforcement agencies are called upon to perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, neutralizing a threat, providing emergency medical services, traffic control and enforcement of emergency traffic regulations.

4) Any member of the campus community who becomes aware of a potential or existing emergency that threatens life or safety has the responsibility to call 911 and report the situation.

5) If time allows and when safe to do so, the next call should be made to a Helena College official in the following priority:

Supervisor On-Call------(406) 447-6991
Executive Director of Operations -----(617) 446-3691
Facilities Director -----(406) 475-4931
Dir. of Crisis and Emergency Manager----- (406) 461-0635
Dean/CEO -----(406) 750-2460

6) Dependent upon the type and severity of the emergency, the decision to lockdown, shelter-in-place, or evacuate the building(s) should be made within the first 30-60 seconds of being notified of a potential emergency or actual emergency occurring.

7) On-going safety and security decisions will be made depending on situational change dictated by the emergency or disaster itself.

8) Department Headers and Area Managers are responsible for accounting for members under their supervision.

9) Faculty members are responsible for accounting for all students or guests in their respective areas of responsibility.

B) Organization

1) National Incident Management System concepts will be used for all incidents.

2) Incident or Unified Command will be used by responding departments.

3) When requested ESF personnel will report to the EOC or the ICP and use the EOP to activate and operate during an incident or event.

4) In general, the Executive Director of Operations or the Director of Crisis and Emergency Management will be assigned as the liaison with local law enforcement or third-party security companies and positioned at the Incident Command Post or Emergency Operations Center.

C) Notification

1) If ESF-12 needs to be activated the Dean/CEO or designee, will contact the Executive Director of Operations or agencies listed in this annex to report to the EOC.

2) The Dean/CEO, Executive Director of Operations, or the Director of Marketing, Communications and Alumni Relations are the points of contact for all emergency warning notifications.

(i) Helena College Regroup Emergency ALERT Notification System will normally be activated at their discretion.

(ii) If life safety is in jeopardy, the Emergency Manager/Incident Commander can direct Helena College Regroup Emergency ALERT Notification System.

3) The Emergency Manager or designee will notify other key personnel as required.

4) Request for resources normally comes to the Emergency Operations Center (EOC), if activated. If the EOC is not activated, a request should be sent to the on-scene Emergency Manager/Incident Commander for coordination between the Emergency Management Advisory Team and Incident/Unified Command.

D) Direction, Control and Authority to Act

1) The Incident Command System (ICS) is used by Helena College personnel to respond to emergencies and disasters. During the emergency response phase, all responders will report to the designated Incident Commander at the Incident Command Post.

2) Do not self-deploy to the incident scene. Wait to be contacted or try to contact the Emergency Operations Center for guidance and direction.

(i) Do **not** call the Helena-Lewis and Clark County Communication Center unless you have critical information to report.

E) Actions

1) Preparedness

(i) Coordinate and participate in the development and presentation of training courses and exercises for ESF-12 personnel.

(ii) Develop and maintain an updated list of resources that could be requested in an emergency.

(iii) Maintain an updated list of personnel (at least one primary and one back up individual) that can be called to the EOC, as needed.

(iv) Identify which department may supply a roster or list of faculty, staff, or students who may have been in the building or area when the disaster occurred. This same roster/list will help ESF-9 and ESF-12 personnel when it comes time to account for our community members.

(v) Coordinate and maintain an updated list of on campus and off campus assembly sites and locations.

(vi) Develop agreements with private area resources that could be used to augment local law enforcement or security firm duties and responsibilities.

(vii) Conduct ongoing tests of the electronic building access system and mass communication systems.

2) Response

(i) Ensure first responders are contacted and responding when appropriate.

- (ii) Determine the best course of action regarding life and personal safety; Lockdown vs. Shelter-in-Place vs. Evacuation.
- (iii) Issue Mass Notification Alert Communications to all students, staff, and faculty.
- (iv) When directed, obtain, prioritize and allocate available resources to ensure EOC is quickly activated.
- (v) Collect roster/list of faculty, staff, and students that may have been onsite or in the immediate area of the disaster site.
- (vi) Assign ESF-12 member to liaison with the on-scene law enforcement incident commander.
- (vii) Collect/provide building floor plans to the on-scene SAR incident commander.
- (viii) Coordinate emergency information for public release through EOC, Emergency Manager & Dean/CEO.

3) Recovery

- (i) Continue to render support when and where required if emergency conditions exist.
- (ii) Participate in after-action briefings and develop after-action reports.
- (iii) Make necessary changes in this ESF Annex and supporting plans and procedures/guidelines
- (iv) Initiate a financial reimbursement process for these activities when such support is available.
- (v) Ensure that ESF-12 team members, or their agencies maintain appropriate records of costs incurred during the event.
- (vi) Demobilize resources when appropriate.

4) Mitigation

- (i) Participate in the hazard identification process and identify and correct vulnerabilities in the safety and security function.
- (ii) Develop safety programs, to include disaster situations, and present them to the public.

12.6 Responsibilities

A) Primary Department

- 1) Prioritize mission requirements in support of ESF 12, and potentially other ESFs, activated by an emergency or disaster.

- 2) Serve as the lead agency for ESF-12, supporting the response and recovery operations after activation of the EOC.
- 3) Work with the EOC Team to rapidly assess the situation and take appropriate actions to activate and support safety and security operations at the scene(s).
- 4) Assess the need to request external law enforcement or security resources.
- 5) Provide a liaison for safety and security needs to local law enforcement or third-party security companies.
- 6) Recommend lockdowns, shelter-in-place, or evacuation orders in the best interest to protect life, personal safety, and protection of property.
- 7) Control vehicle/foot traffic, routes, and accountability of students, staff, faculty, and guests of the campuses.
- 8) Control re-entry into controlled or evacuated areas.
- 10) Assist in identifying personnel and resources to support this Annex.
- 11) Work with support agencies to keep this Annex up to date.

B) Support Departments

- 1) Develop, maintain, and update plans and procedures for use during an emergency.
- 2) Identify, train, and assign personnel to staff ESF-12 when the University EOC is activated.
 - (i) At a minimum, the National Incident Management System ICS-100, ICS-200, IS-700, and IS-800 online classes should be completed by assigned personnel. In addition, ICS-300 and ICS-400 in-residence training must be completed by designated leadership positions.
- 3) Support the primary department as needed.
- 4) Perform other emergency responsibilities as assigned.
- 5) Provide ongoing status reports as requested by the ESF-12 Coordinator.
- 6) Document all costs and expenses associated with response and recovery activities taking care to separate disaster-related work from daily work if state or federal reimbursement becomes available.