

ESF #5: EMERGENCY MANAGEMENT

Primary Department	Support Department	External Agencies
<p>Director of Crisis & Emergency Management Donaldson Campus 1115 North Roberts Helena, MT 59601 Phone: 406-447-6382 Cell: 406-461-0635</p>	<p>HC-EMAT Emergency Management Advisory Team</p> <p>HC Emergency Management Advisory Team</p> <p>Information Technology Dept.</p> <ul style="list-style-type: none"> • Donaldson Campus 1115 North Roberts 004/115 Helena, MT 59601 • Airport Campus 2300 Airport Road, 109F Helena, MT 59601 <p>HC Facilities & Maintenance Department</p> <p>Marketing, Communications, and Alumni Relations</p> <p>HC Academic Impact Unit</p>	<p>Local Law Enforcement Agencies</p> <ul style="list-style-type: none"> - Helena Police Department - Lewis & Clark Co. Sheriff's Office <p>City/County Agencies</p> <ul style="list-style-type: none"> - Helena-Lewis and Clark County Communications Center 3425 Skyway Drive Helena, MT 59602 - L&C Department of Disaster & Emergency Services - Helena City Public Works - L&C Co. Public Works - East Helena Public Works - L&C Public Health Dept. <p>State Agencies</p> <ul style="list-style-type: none"> - MT State Dept of Disaster & Emergency Services - Montana Department of Transportation <p>Private/Public Sector</p> <ul style="list-style-type: none"> - MT Power - Fiber - Telephone - Construction/Utility Companies <p>UM Affiliate Campuses University of Montana-Missoula Associate VP for Campus Preparedness & Emergency Response Paula Short: 406-546-3839</p>

5.1 Purpose

The purpose of *Emergency Support Function (ESF) #5: Emergency Management* is to develop a proven system that collects, analyzes, and shares information about a potential or actual emergency or disaster, enhance the response and recovery activities by the Helena College Leadership team in coordination with local, state, and federal resources. The Emergency Manager supports overall activities for incident management and to maintain the Emergency Operations Center (EOC) in a state of readiness.

This ESF lists the internal and external departments responsible for the coordination of emergency management actions that may take place in an emergency.

5.2 Scope

- A. The Director of Crisis and Emergency Management will manage the Helena College Emergency Operation Center, including the EOC activation process.
- B) ESF-5 includes the development and maintenance of Emergency Operation Plans, Emergency Action Plans, and Incident Action Planning.
- C) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

5.3 Situation

- A) Emergency Conditions and Hazards
 - 1) Emergencies or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government.
 - 2) Helena College may periodically experience emergency and/or disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - 3) See Helena College's All Threat/Hazard Annexes for a description of potential emergencies.
 - 4) Helena College does not have on-campus living or a designated food/catering service designed to provide meal services on a day-to-day basis. Both campus locations close and lock at designated times through the week.

5.4 Assumptions

- A) There will be an immediate and continuing need to collect, process and disseminate situational information, to identify urgent response requirements during a disaster (or the threat of one) and to plan for continuing response, recovery and mitigation activities.
- B) Assessment of damage impacts and EOC operations may be delayed due to minimal staffing.
- C) During the early stages of an event little information will be available and the information received may be vague and inaccurate, verification of this information and caution can delay response to inquiries.
- D) Reporting from the local government to the EOC will improve as the event matures.
- E) Reporting of information may be delayed or non-existent due to damaged telecommunications infrastructure.

- F) College resources will be quickly overwhelmed.
- G) Backup systems will be available but may take time to activate.
- H) Shortfalls can be expected in both support personnel and equipment.
- I) State and federal assistance may not be immediately available.

5.5 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) External representatives within the EOC should work to meet the information expectations of the EOC Command and General Staff. This may include delivering & receiving periodic reports from field representatives such as; law enforcement, fire, medical, and private entities such as Montana Power.
- 4) The Planning Support Section or Planning Section manages the information received in the EOC. This section is responsible for collecting, analyzing, verifying, reporting, and displaying current information. This information may be utilized as action plans are developed.
- 5) Information should be shared by posting status boards, making announcements, routing messages to other members of the staff, and preparing periodic situation reports.

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 ICP and use the EOP to activate and operate during an incident or event.
- 4) The Crisis and Emergency Management Director serves as the EOC Emergency Manager.

C) Notification

- 1) If ESF-5 needs to be activated the Dean/CEO, Executive Director of Operations or designee will contact the department 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 point of contact for all emergency warning notifications.
 - (i) Helena College Regroup Emergency ALERT Notification System will normally be activated on their direction.

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

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, requests 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) Maintain and update the Emergency Operation Plan, Appendices, Emergency Support Functions, and All Threat/Hazard Annexes. Helps develop Building/Department Emergency Action Plans and Incident Action Plans as necessary.

(ii) Coordinate and attend emergency and disaster related training and exercises. Build bridges with internal and external stakeholders and local community first responder units.

(iii) Establish and maintain an Emergency Public Information Program to disseminate information to the Helena College community members regarding personal safety or survival, emergency response actions, situational updates, and recovery plans.

(iii) Develop and maintain a list of possible resources that could be requested in an emergency.

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

(v) Develop procedures to document costs for any potential reimbursement.

2) Response

(i) Collect, display, and document the information provided to the EOC staff, this documentation is necessary for the recovery process.

- (ii) Assess the information provided and share it with the appropriate EOC representatives.
- (iii) Assess the information provided and develop and recommend action strategies.
- (iv) Request special information from local governments and volunteer organizations, as necessary.
- (v) when directed, obtain, prioritize and allocate available resources to ensure EOC is quickly activated.
- (vi) When requested by the Emergency Manager or designee, responding personnel will report to the Emergency Operation Center or Incident Command Post before being assigned tasks.
- (vii) Coordinate emergency information for public release through the EOC Emergency Manager, Dean/CEO, and Public Information Officer.

3) Recovery

- (i) Continue to gather information, prepare and distribute as needed. Review PIO statements for accuracy.
- (ii) Assist the Emergency Management Advisory Team, as needed.
- (iii) Coordinate assistance as needed by the Incident Commander and/or the Emergency Management Advisory Team, as appropriate.
- (iv) Create and coordinate an Ad Hoc Recovery Task Force to assist with recovery phase and Business Continuity purposes.
- (iii) Ensure that ESF-5 team members, or their agencies maintain appropriate records of costs incurred during the event.

5.6 Responsibilities

A) Primary Department

- 1) Serve as the lead agency for ESF-5, supporting the response and recovery operations after activation of the EOC.
- 2) Identify, train, and assign personnel to staff ESF-5 when the College EOC is activated.
- 3) At a minimum, the National Incident Management System ICS-100, ICS200, 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.

4) General Responsibilities

- (i) Maintain the Emergency Operation Plan to include; activation, notification, and general operating actions.

(ii) Maintain plans and procedures for providing timely information and guidance to the public in time of emergency (Regroup Emergency Notification Alert System.)

(iii) Test and exercise plan and procedures.

(iv) Conduct outreach, mitigation, and prevention programs for internal and external stakeholders.

(v) Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.

B) Support Departments

1) Develop, maintain, and update Emergency Action Plans and Procedures for use during an emergency.

2) Identify, train, and assign personnel to staff ESF-5 when the College EOC is activated.

(i) At a minimum, the National Incident Management System ICS-100 and IS-700 online classes should be completed by assigned personnel.

3) Support the primary department as needed.