

Date: December 19, 2019

Subject: UMD Emergency Response and Evacuation Procedures

To UMD Students, Staff, and Faculty:

On December 18th, 2019, the UMD leadership team, members of the UMD Police Department, the Office of Environmental Health & Safety, U of M Emergency Management and the U of M system administrative safety partners conducted a tabletop exercise that tested how the Duluth campus and system campus's would be evacuated and respond in the event of an emergency. The exercise provided an opportunity to test emergency operations plans and helped ensure that the University is prepared to respond to emergencies.

Notification of the evacuation exercise to University students, faculty, and staff is a requirement of the federal Clery Act. The act further requires notification of the University's emergency response and evacuation procedures, which are listed below. For more information on emergency preparedness and procedures, go to the emergency preparedness link on the UMD website:

<http://www.d.umn.edu/emergency/>

For more information on the Clery Act, go to the U.S. Department of Education's Higher Education Center website: <http://www2.ed.gov/admins/lead/safety/campus.html>

Emergency Response:

The University's Emergency Operations Plan includes information about evacuation guidelines, incident priorities, performance expectations, and operating status parameters. The University conducts emergency response exercises each year, such as tabletop exercises, full scale exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. In addition to the campus emergency operations plan, all campus critical operating units, as identified in University policy, have developed and maintain operational continuity plans for their staff and areas of responsibility. Please see the following link for more information on Emergency Evacuation Procedures: <https://champ.d.umn.edu/emergency-evacuation>

The University of Minnesota Duluth Police Department (UMDPD) and Environmental Health & Safety personnel have received training in the National Incident Management System (NIMS) and the Incident Command System (ICS). When a serious incident causes an immediate threat to the campus, the first responders to the scene are often the UMDPD, the Duluth Fire Department, or local Emergency Management staff. These first responders typically work together to manage the incident. Depending on the nature of the incident, other University of Minnesota Duluth departments and other local, state, or federal agencies could be involved in the emergency response.

General information about the emergency response and evacuation procedures for the University of Minnesota Duluth are publicized on our website as part of the institution's Clery Act compliance efforts. Information about the campus Emergency Operations Plan and departmental Operational Continuity Plans are available by contacting the UMD Police Department or the U of M Department of Emergency Management.

All members of the University of Minnesota Duluth community are encouraged to notify the UMDPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, employees, and/or visitors on campus. The UMDPD has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the UMDPD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose an imminent threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Notification to the UMD Community of an Immediate Threat:

In the event of a significant emergency or dangerous situation that poses an immediate threat to members of the University of Minnesota Duluth community, the University has several methods for communicating information quickly. The situation will dictate which of the following notification methods are used:

- Local News Media Outlets
- UMD Website Home Page ([www.d.umn.edu](http://www.d.umn.edu))
- SAFE-U, the University's Text Message Emergency Notification System
- E-mail
- Social Media
- Tone-Alert Radio System
- Outdoor Warning System
- Telephone and Fax Tree
- Posted Emergency & Digital Signage
- On-Site Public Safety Personnel

The St. Louis County Emergency Communications Center receives information from various people on campus via 911 calls. If an emergency or dangerous situation posing an immediate threat to the health or safety of some or all members of the UMD community is reported, UMDPD will be notified and dispatched to it. UMDPD will make appropriate initial notifications. For incidents that require broader notification, administrators will collaborate with the Office of University Marketing and Public Relations to determine the content of the notification, and will use some or all of the aforementioned systems to communicate the threat to the UMD community.

Thank you and have a safe and successful academic year!

Sincerely,

Your UMDPD