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INTRODUCTION

The Duluth campus is the second largest within the University of Minnesota system. The main (upper) Duluth campus is located within the City of Duluth, inside a residential area and is composed of more than 50 buildings on 244 acres.

The University of Minnesota Duluth (UMD) also holds a number of outlying properties and offices including the original (lower) campus, Glensheen Mansion, Limnological Laboratory, Research Farm, Natural Resources Research Institute, Coleraine Minerals Research Laboratory, FENS Research Facility, Northland Advanced Transportation Systems Research Lab, Research and Field Studies Center, Center for Economic Development and others.

PURPOSE

The purpose of this plan is to outline the process of how the University of Minnesota Duluth will manage major emergencies, with the aim of preserving life safety; preventing, minimizing and repairing damage to University property; and ensuring continuity of operations so essential services may continue.

This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response and critical support services, and provides a management structure for coordinating and deploying essential resources.

The UMD campus adheres to an all-hazards concept for emergency planning, where all emergencies are different with unique issues, but the response is consistent. This plan sets forth the operational fundamentals that will be used to manage response activities in the event of an emergency.

SCOPE

Tornadoes, floods, blizzards and other natural disasters can affect the University of Minnesota Duluth. In addition, major emergencies such as transportation accidents, explosions, accidental releases of hazardous materials and national security emergencies pose a potential threat to health and safety on all university campuses. A comprehensive emergency plan is needed to ensure the protection of the students, employees and public from the effects of these hazards. This plan may be activated during the following incidents:

- Tornadoes
- Blizzards
- Fires
- Hazardous material releases
- Civil unrest
- Terrorism and other national security emergencies
- Floods and other natural disasters
This plan may be activated in response to a regional or national crisis that impacts the University system. Any major emergency that affects our students, faculty, and staff community is considered a campus emergency.

**Emergency Operations Plan Management**

The University of Duluth Chancellor or appointed Officer of the Day, along with the Chancellor’s Cabinet, and their respective staffs, will assist in coordination of emergency operations. The Chancellor or Officer of the Day will be the contact point for Division of Homeland Security and Emergency Management (HSEM) and the Federal Emergency Management Agency (FEMA). The UMD Department of Police Director and/or staff from the Environmental Health and Safety Office may serve as staff advisor(s) to the Chancellor/Officer of the Day, and may be designated as contact point for HSEM or FEMA.

The UMD Emergency Operations Plan will be maintained and updated by the Office of the Vice Chancellor for Finance and Operations, under a cooperative effort with the relevant campus departments and their Vice Chancellor offices. The University of Minnesota Duluth will comply with Minnesota Division of Homeland Security and Emergency Management, Federal Emergency Management Agency (FEMA), and Public Law 99-499 (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises can be obtained by contacting the Office of the Vice Chancellor for Finance and Operations.

At least once annually the UMD Department of Police (UMDPD) will schedule a tabletop or full-scale exercise to test the planning and operational components of the UMD Emergency Operations Plan. This training may be conducted by UMDPD, or in conjunction with the Environmental Health & Safety Office, the University’s Department of Emergency Management, or local police or fire departments. Exercises may be coordinated with other emergency response agencies to fulfill requirements of those participating agencies.

The Chancellor or his/her designee or successor, as chief policymaker for the campus has the authority to alter this operations plan during the course of an emergency to the extent that it is deemed necessary. The University President may assume that right in any emergency that is deemed to affect the University system and not just the UMD campus.
Legal Basis and Reference

Public Law (PL)
- Federal Civil Defense Act, as amended (50 USC 2251 et seq.), 1950
- Disaster Relief Act, PL 93-288, as amended (42 USC 5121 et seq.), 1974
- Superfund Amendment and Reauthorization Act (also known as the Emergency Planning and Community Right to Know Act), PL 99-499, 1986
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, as amended (42 USC 5131 et seq.), 1988
- Disaster Mitigation Act, PL 106-390, 2000

United States Code (USC), Title 42, Public Health and Welfare
- Chapter 68, Disaster Relief
- Chapter 116, Emergency Planning and Community Right-To-Know (EPCRA)

Minnesota Statutes
- Chapter 12, Emergency Management
- Chapter 88.04, Firebreaks, Prevention of Fires
- Chapter 103E.705, Subd. 7, Drainage Repair and Construction After a Disaster
- Chapter 103F.155, Flood Protection Plans
- Chapter 115E.06, Good Samaritan
- Chapter 138.17, Subd. 8, Emergency Records Preservation
- Chapter 273.123, Reassessment of Homestead Property Damaged by a Disaster
- Chapter 299A.48-52, Minnesota Hazardous Materials Incident Response Act
- Chapter 299F.091-099, Community Emergency Response Hazardous Substance Protection Act
- Chapter 299J, Office of Pipeline Safety
- Chapter 299K, Hazardous Chemical Emergency Planning and Response.

Record of Revision

BASIC PLAN

Authentication

The University of Minnesota Duluth Emergency Operations Plan has been reviewed and approved by the following:

Chancellor: ___________________________________________________________________ 7/16/14

Executive Vice Chancellor for Academic Affairs: ___________________________________________________________________ 7/17/14

Vice Chancellor for Student Life: ___________________________________________________________________ 7/14/14

Vice Chancellor for Finance & Operations: ___________________________________________________________________ 7/16/14

Chief of Staff, Chancellor’s Office: ___________________________________________________________________
ANNEX A- WARNING AND NOTIFICATION

Administration

Purpose

To provide an overview of the responsibilities and the procedures whereby the notification of key University of Minnesota Duluth (UMD) officials and the warning of the general public, students and employees are accomplished.

Responsibilities

Chancellor/Officer of the Day

The Chancellor, or in his/her absence a Chancellor’s Cabinet member identified as Officer of the Day, has the responsibility and authority to implement the Emergency Operations Plan and provide overall policy direction of UMD resources during an emergency situation. Emergency operations include coordination of campus and community resources to save lives, protect property and provide for the continuity of UMD operations.

The Chancellor or Officer of the Day will be notified by the identifying party or his/her Vice Chancellor or the Department of Police when an incident has occurred of which s/he should be aware, without regard to whether s/he must respond. The Chancellor or Officer of the Day will carry a cell phone or other device capable of receiving phone calls and text messages. This contact information will be available to the UMD Department of Police and Chancellor’s Cabinet which would allow for contact 24 hours/day, seven days per week.

The Chancellor/Officer of the Day, in conjunction with the on-scene Incident Commander, determines the emergency level and makes response decisions.

Emergency Communications

The Chancellor/Officer of the Day, in conjunction with emergency response personnel, will direct the need for emergency communications. UMD External Affairs and UMD Information Technology Systems and Services (ITSS) will coordinate on the communication approach taken. Both units will be represented in the Emergency Operations Center (EOC) should it need to be activated.

External Affairs is the central communications office at the University of Minnesota Duluth, and is responsible for communicating in a timely and accurate manner with people both internal and external to UMD.
Imminent Threat

In the event of a potential emergency or dangerous situation that poses an imminent threat to members of the UMD campus community, the University will immediately notify the campus. The situation will dictate which of the following notification methods are used. These include information in the media; online at the UMD home page at www.d.umn.edu; through TXT-U, the University’s text message emergency notification system; and through e-mail; tone-alert radios; phone and fax trees; outdoor warning system; digital signage, social media and posted emergency notices on the entrances and exits to buildings’ and by on-scene public safety personnel.

In these cases, the Chief Law Enforcement Officer or designee has the authority to immediately activate the emergency notification system. This authorization supersedes any established structure or chain of command relating to emergency warning and notification at the University of Minnesota Duluth as outlined in this and other annexes of the University of Minnesota Duluth Emergency Operations Plan.

Notification

In Level 1 or 2 situations, emergency response personnel, Chancellor/Officer of the Day, or a designated representative will directly notify the collegiate dean, director or department head of units affected by the emergency. The campus levels of emergency are outlined in Annex B.

In Level 3 or 4 situations, these deans, directors, department heads have specific requirements:

- **Level 3** or if not specified – Gather information about the status of their college or reporting unit and provide information to the EOC within 12 hours of the declaration. In some cases, those units directly affected by the emergency may be asked to report sooner.

- **Level 4** – Gather information about the status of their college or reporting unit and report it to the EOC within 3 hours of the declaration of emergency. Follow-up reports are needed at 6 hours, 12 hours and 24 hours after the declaration. Thereafter, a daily report on the status of the college or reporting unit is needed until emergency operations are terminated.

- “**Status**” includes reporting on the overall ability to perform the mission of the college or reporting unit (including business and teaching functions), lost data; physical damage; personnel issues.
Warning Systems

Students, faculty and staff will learn emergency information through the following means:

Alarms

In all campus buildings, alarms will sound in the event of a fire. Most are basic tone alarms but there are a number of voice systems (an alarm followed by verbal instructions). During remodeling, alarm systems are systematically being upgraded to the newer voice alarm system. Beyond that, older building alarms are being replaced as the opportunity presents itself. **Note:** These systems are all activated separately by building.

**Voice Fire Systems List (eff. 11/18/11)**

<table>
<thead>
<tr>
<th>Bldg.</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>528</td>
<td>Humanities</td>
</tr>
<tr>
<td>532</td>
<td>Bagley</td>
</tr>
<tr>
<td>535</td>
<td>Voss Kovach</td>
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<tr>
<td>535A</td>
<td>Civil Engineering</td>
</tr>
<tr>
<td>540</td>
<td>Montague</td>
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<td>541G</td>
<td>Ianni Hall</td>
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<tr>
<td>550</td>
<td>AB Anderson</td>
</tr>
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<td>551</td>
<td>Marshall Performing</td>
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<td>553</td>
<td>Darland</td>
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<tr>
<td>554</td>
<td>Malosky Stadium</td>
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<tr>
<td>561</td>
<td>WW Field House</td>
</tr>
<tr>
<td>566</td>
<td>Education</td>
</tr>
<tr>
<td>590</td>
<td>Chester Park</td>
</tr>
</tbody>
</table>

**Planned Expansion (eff. 11/18/11)**

<table>
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<tr>
<th>Bldg.</th>
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</thead>
<tbody>
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<td>502</td>
<td>Research Lab</td>
</tr>
<tr>
<td>549</td>
<td>Lake Superior Hall</td>
</tr>
<tr>
<td>527</td>
<td>Heller Hall</td>
</tr>
</tbody>
</table>

**Digital signage**

There are digital signs in the following buildings that are capable of delivering an emergency message: Residence Hall Dining Center, Kirby Plaza, Bohannon Hall, Cina, Ianni Hall, Kirby Student Center, Labovitz School of Business and Economics, Kathryn A. Martin Library, Montague Hall, Weber Music Hall, and Chester Park. These signs typically display content from local departmental owners. In the event of an emergency, there is a quick and easy web interface that allows for one emergency message to override all of the content on these signs. Designated Emergency Communicators have been given access and trained to activate this emergency message.
University Email

University email is the official system of communication with students and may be used for specific emergency situations. The Rave TXT-U system is the preferred method for sending email to all campus faculty, staff, and students.

Outdoor Emergency Sirens

There is 100% Duluth emergency siren coverage for the population of the UMD campus and other properties within Duluth. This warning system is designed for outdoor warnings only; individuals are encouraged to have weather alert radios for complete indoor coverage. See Appendix 1 in this annex for a map and site listing of the Duluth siren coverage areas.

There is one (1) voice-type (non-weather) emergency siren on campus, installed February 2013, which provides 100% campus coverage. See Appendix 2 for the positioning and decibel range of this siren.

For the UMD campus, the St. Louis County 9-1-1 Communications Department is the County Warning Point.

For the UMD campus, the UMD Police Department is responsible for relaying warnings and notifications according to established procedures.

Phones

ITSS has the ability to send broadcast voicemail, leaving a recorded message in all campus voicemail boxes, but the phone instrument message-waiting lights are set to not light. It is possible to light the message-waiting lights, but is not currently being done because only 48 users can simultaneously be logged into the system. If all phones light and all employees attempt to log in, the majority will not get through and will receive a “system is currently busy” message. At present, the best scenario is a combination of some users getting the voicemail message and passing it along by word-of-mouth.

Tone Alert Radios

Sixty-five emergency alert radios have been strategically placed in selected offices across campus, to ensure maximum coverage. This alert radio will sound an alarm tone in the event of a county- or city-wide alert. The radio tone is activated by the Chancellor (or designated representative) or the Director (or designee) of the UMD Police Department in the event of severe weather or other civil emergency. The tone will be followed by a voice message explaining the nature of the emergency (e.g. tornado warning, required evacuation). Personnel in offices with the radios are instructed to listen carefully to the tone alert radio’s message and then pass along the warning to their constituencies and offices nearby.
There is a test of the tone alert radio system at 1 p.m. on the first Wednesday of every month, at that same time as the City of Duluth sirens.

**TXT-U**

The TXT-U subscription has been changed to an opt-out system. All students, faculty and staff who have valid cell numbers listed in their demographic information will receive emergency text alerts on their cell phones via the TXT-U notification system. Campus leadership and other emergency responders will receive more detailed messages via this system in an emergency (Appendix 3). TXT-U can also be used to send email, put an emergency message on the UMD web site and post messages on UMD’s Facebook and Twitter accounts.

**Other Methods**

Weather-related closings and other emergencies are available on the UMD Snow and Emergency Hotline (726-SNOW). They will also be announced by placing an announcement on the UMD home page and on the Emergency Closings webpage. In the case of a severe emergency, where it is necessary to reach the maximum number of people immediately, the entire UMD website would be replaced with a single page containing emergency information.

In some cases, the main UMD webpage, SNOW hot line, and outside news media will be used to alert the campus or broader community of emergencies. The External Affairs Twitter account (UMNDuluthNews) will also be used to send messages to followers.
ANNEX A- WARNING AND NOTIFICATION

Operations

Guidelines for Warning and Notification

- In an emergency that threatens safety, health or life, notifications to affected students, faculty and staff must begin at once.

- Any facilities-related emergencies that might be reported to Building Systems Automation Control (BSAC) are transmitted to 9-1-1.

- The 9-1-1 dispatcher will dispatch on-duty officer to the scene. The officer will assess the situation, request assistance as deemed necessary, and notify the UMD Police Department (UMDPD) Director or designee.

- The UMDPD Director or designee will notify the Chancellor/Officer of the Day.
  - The Chancellor/Officer of the Day will work with External Affairs and ITSS to issue emergency notifications, as needed.

- The responding police officer(s) will request dispatcher to provide information to the State Duty Officer* for inclusion in any Emergency Alert System (EAS) notifications. UMD does not have the capability to activate the EAS. (*Note: See Annex B, Appendix 2)
ANNEX A- WARNING AND NOTIFICATION

Resources

Appendix 1 - Duluth Siren Map and Location Coordinates

Appendix 2 - Positioning/Decibel Range, On-campus Sirens

Appendix 3 - Campus Personnel Receiving Detailed Leadership & Emergency Responder Texts
Annex A, Appendix 1 – Duluth Siren Map & Location Coordinates
<table>
<thead>
<tr>
<th>Siren #</th>
<th>Location</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Minnesota Ave &amp; 9th St</td>
<td>46.77553</td>
<td>-92.09173</td>
<td>Voice</td>
</tr>
<tr>
<td>#2</td>
<td>Minnesota Ave &amp; Lafayette Park</td>
<td>46.75160</td>
<td>-92.07170</td>
<td>Voice</td>
</tr>
<tr>
<td>#3</td>
<td>Minnesota Ave/Park Point</td>
<td>46.73314</td>
<td>-92.05396</td>
<td>Voice</td>
</tr>
<tr>
<td>#4</td>
<td>W 3rd St &amp; N 10th Ave W</td>
<td>46.77914</td>
<td>-92.11431</td>
<td>Voice</td>
</tr>
<tr>
<td>#5</td>
<td>Superior St &amp; 26th Ave W</td>
<td>46.76218</td>
<td>-92.13048</td>
<td>Voice</td>
</tr>
<tr>
<td>#6</td>
<td>W 6th St &amp; N46th Ave W</td>
<td>46.74773</td>
<td>-92.16192</td>
<td>Voice</td>
</tr>
<tr>
<td>#7</td>
<td>Grand Ave &amp; S 67th Ave W</td>
<td>46.72881</td>
<td>-92.18352</td>
<td>Voice</td>
</tr>
<tr>
<td>#8</td>
<td>Grand Ave &amp; Riverside</td>
<td>46.71161</td>
<td>-92.20666</td>
<td>Voice</td>
</tr>
<tr>
<td>#9</td>
<td>Grace St. &amp; 90th Ave W</td>
<td>46.68708</td>
<td>-92.21339</td>
<td>Voice</td>
</tr>
<tr>
<td>#10</td>
<td>Commonwealth Ave &amp; House St</td>
<td>46.66749</td>
<td>-92.22638</td>
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<tr>
<td>#11</td>
<td>W 5th St &amp; 131st Ave W</td>
<td>46.66137</td>
<td>-92.27349</td>
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<tr>
<td>#12</td>
<td>N11th Ave E &amp; E 2nd St</td>
<td>46.79890</td>
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<tr>
<td>#13</td>
<td>Congdon Park Dr &amp; E Superior St</td>
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<tr>
<td>#14</td>
<td>Colorado St &amp; N47th Ave E</td>
<td>46.83641</td>
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<td>Voice</td>
</tr>
<tr>
<td>#15</td>
<td>Lester River Rd/Golf Course</td>
<td>46.84530</td>
<td>-92.00190</td>
<td>Voice</td>
</tr>
<tr>
<td>#16</td>
<td>Old North Shore Rd &amp; Pleasant Ave</td>
<td>46.85506</td>
<td>-91.97911</td>
<td>Voice</td>
</tr>
<tr>
<td>#17</td>
<td>McDonnel Rd &amp; Hwy 61</td>
<td>46.87142</td>
<td>-91.95230</td>
<td>Voice</td>
</tr>
<tr>
<td>#18</td>
<td>East Skyline and Hockey Rink</td>
<td>46.85548</td>
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<td>#19</td>
<td>Claymore &amp; Lockaire</td>
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<tr>
<td>#23</td>
<td>N Blackman and Arrowhead Rd</td>
<td>46.82224</td>
<td>-92.12147</td>
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<tr>
<td>#24</td>
<td>3112 Norton Rd</td>
<td>46.84023</td>
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<tr>
<td>#25</td>
<td>Venture Ave &amp; Airport Rd</td>
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<td>#26</td>
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<tr>
<td>#27</td>
<td>W Arrowhead &amp; Swan Lake Rd</td>
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<td>-92.15001</td>
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<tr>
<td>#28</td>
<td>E Palm and Kissel Ave</td>
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<tr>
<td>#29</td>
<td>Morris Thomas &amp; Chambersburg Ave</td>
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<tr>
<td>#30</td>
<td>Vinland &amp; W Skyline</td>
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<tr>
<td>#31</td>
<td>Anchor St &amp; Boundary Ave</td>
<td>46.73880</td>
<td>-92.21644</td>
<td>Rotating</td>
</tr>
</tbody>
</table>
Annex A, Appendix 2 – Positioning/Decibel Range, On-campus Siren
ANNEX A – WARNING AND NOTIFICATION

Authentication

Annex A – Warning and Notification has been reviewed and approved by the following:

Director, UMD Police Department

Director, UMD Office of External Affairs

Director, UMD Information Technology Systems & Services

Director, UMD Department of Facilities Management
ANNEX B - DIRECTION AND CONTROL

Administration

Purpose

The purpose of this annex is to outline who has the responsibility for activating emergency procedures at the University of Minnesota Duluth and to establish the criteria under which emergency procedures are activated.

Responsibilities

Chancellor/Officer of the Day

The Chancellor, or in his/her absence, a Chancellor’s Cabinet member identified as the Officer of the Day, has the responsibility and authority to implement this emergency plan, provide overall policy direction, and coordination of University of Minnesota Duluth resources during an emergency.

Assisting the Chancellor/Officer of the Day will be the Chancellor’s Cabinet, the Director of the UMD Police Department or designee, and the Environmental Health and Safety Office.

Level of Emergency

The Chancellor/Officer of the Day, in conjunction with the on-scene Incident Commander (IC), assigns an emergency level to the emergency depending on the incident’s nature and uses this information as a guideline to make decisions about the campus’ response to an emergency:

Level 4:
An unusual occurrence outside of the standard operations of the affected department, but which warrants administrative notification.

Level 3:
A localized emergency affecting an individual department, building or small geographical area.

Level 2:
A major emergency that disrupts sizable portions of the Duluth (upper) campus, NRRI, Glensheen or Lower Campus building or grounds. These situations may require assistance from external organizations.

Level 1:
An emergency involving some portion of the Duluth campus and the surrounding communities.
These emergency levels are guidelines only, and are intended to assist in classifying the situation and providing for the administrative response. The designated level may change as emergency conditions intensify or ease.
ANNEX B- DIRECTION AND CONTROL

Operations

Emergency Operations Center (EOC)

In the event of a Level 1 or Level 2 emergency, the Chancellor/Officer of the Day may activate the Emergency Operations Center (EOC). The EOC receives and processes information and supports the on-scene Incident Commander. The EOC for the Duluth campus is located in the Administrative Conference Room of the Darland Administration Building (Room 520, 1049 University Drive, Duluth).

The back-up EOC is located at the AMSOIL Arena (350 Harbor Drive, Duluth) in the UMD Bulldog Players’ lounges and offices. This space has a private entrance and parking on 5th Avenue West, near Harbor Drive. There is extensive phone and data communication capacity, both wired and wireless, and there is a telecom room (HC1) with expansion space available. The complex (AMSOIL Arena / Duluth Entertainment & Convention Center) has been designated as a State mega shelter with extensive congregate care space, ample food service capabilities, and emergency generation capable of providing enough electricity to run the entire complex (elevators excluded). There is a large bay, door #14 near the UMD entrance, able to handle busses and with a power station suitable for a mobile command post. An off-site set of keys providing access are secured in locked storage at the UMD Key Shop. The 24-hour engineer contact number for the AMSOIL/DECC facility is 348-9102.

Alternate space could be available, although not yet designated, at the Natural Resources Research Institute (5013 Miller Trunk Hwy., Duluth). Additionally, the University’s Mobile Command Post could be used as a tertiary EOC location. The EOC is activated at the direction of the Chancellor/Officer of the Day and remains so until s/he deactivates it.

This plan containing critical contacts, resources, and maps, is stored at the EOC, and a copy is also stored at the back-up EOC. The UMD Department of Police, Information Technology Systems and Services, Environmental Health and Safety Office (EHSO), and the Office of the Vice Chancellor for Finance and Operations all assist the Chancellor’s Office and Facilities Management in maintaining the EOC facility, data, contact information, equipment and supplies. These same staff will coordinate to organize the back-up EOC if necessary.

The EOC will communicate with emergency response organizations and critical facilities through a variety of methods. Cell phones, land lines, computers, email, pagers, TXT-U, emergency radios, and 800 MHz radios may be used depending on the need.

The EOC can operate in a 24-hour-a-day format. Phone and data communication, both wired and wireless, are available in the EOC. The EOC building has bathrooms, access to a kitchen and other meeting rooms. A power generator would be available for back-up power for the EOC building if needed.
The EOC has two levels of security. The first level is the card access to the building and the second is the card access into the EOC itself. UMD Facilities Management can control the individual access in both levels.

**Criteria for Activation**

The EOC will be fully activated and staffed when an emergency situation occurs on University property which represents a significant threat to life and property and involves a coordinated response of the University, community response agencies and/or outside partners. This is determined by the level of emergency, which is outlined on B-1. The EOC may be partially activated in response to a threat or potential threat to the safety of university residents such as severe weather or a hazardous material incident that is beyond the capabilities of field operations.

**Responsibility for Activation**

The Chancellor/Officer of the Day is responsible for activation of the EOC. In the event of a major emergency, all EOC staff (or a designee) are expected to report to the EOC.

**Staffing of the EOC**

Each department assigned an emergency function should be represented in the EOC and its representative should be familiar with the duties to be performed. Departments should make an effort to provide backup personnel to rotate through the EOC position assigned, and should also arrange for their staff support as needed.

**EOC Staff**

When the EOC is formally activated, representatives of departments with emergency responsibilities and other various departments are assigned to the center as needed. The Chancellor/Officer of the Day is the chair of the EOC. In addition to the entire Chancellor’s Cabinet (Chancellor’s Chief of Staff, Executive Vice Chancellor for Academic Affairs, Vice Chancellor for Finance and Operations, Vice Chancellor for Student Life, Vice Chancellor for Advancement, Director of External Affairs, Faculty Fellow for Strategic Planning), departments assigned to staff the EOC include:

- UMD Police Department (UMDPD)
- UMD Health Services
- UMD Facilities Management (FM)
- UMD Information Technology Systems & Services (ITSS)
- UMD Environmental Health and Safety Office (EHSO)

Other departments who may have assigned staff to the EOC include:

- UMD Business Services
- UMD Human Resources & Equal Opportunity

Outside entities that may be requested to assign staff to the EOC include:
Local Fire and Law Enforcement
Volunteer Agencies

The Chancellor/Officer of the Day may request representation at the EOC by other departments as needed. While UMD maintains a separate emergency plan and local EOC, the Twin Cities EOC may also convene to coordinate an institutional response to emergencies at UMD.

EOC Support

Supporting the operations within the EOC will be the following departments:

- UMD Police Department (UMDPD)
- UMD Information Technology Systems & Services (ITSS)
- UMD Facilities Management (FM)
- Public Safety Emergency Communications Center (PSECC)
  - This University department can provide assistance in access control and video surveillance around the University. The emergency related tasks they can provide are:
    - Providing real-time video images of 50-60 points around the campus, fed into the EOC
    - Monitor alarm points around the University
    - Assist in technical issues specific to computer and software for the security monitoring system

- Annex Holders
  - Annex holders are persons responsible for ensuring that senior personnel within their departments carry out these responsibilities. The heads of the departments specified in the annexes are required and responsible to ensure the following are in place to facilitate the completion of the functions detailed in the annexes:
    - all necessary Standard Operating Guidelines (SOGs),
    - plans,
    - checklists,
    - guidelines,
    - training, etc.

Annex holders must ensure these documents are up-to-date as part of their annual review of their annexes.

Certain departments are tasked within this plan with specific responsibilities during emergency operations. The basics of these responsibilities are outlined in annexes to this plan.
Closings

In cases where a situation poses a serious risk to the health, safety or security of the campus community, research animals or other mission critical assets, the University of Minnesota Duluth campus, portions of campus or individual or multiple buildings may be closed. The Chancellor/Officer of the Day will determine when a situation warrants a closure (e.g., adverse weather conditions, hazardous material release, terrorism, or other threat.)

Emergency Operations Center (EOC) Deactivation

When emergency conditions stabilize and the campus can resume normal operations, the Chancellor/Officer of the Day will deactivate the EOC. S/he will disseminate an announcement using the appropriate emergency information and notification system(s).

If the incident requires an extension of some emergency services, the Chancellor/Officer of the Day will appoint appropriate work groups to coordinate those continuing activities. These activities may include ongoing repairs and their staging; academic or administrative space adjustments; support services for impacted students, faculty, or staff; or community relief efforts.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is designed to provide on-scene incident management during an emergency.

The National Incident Management System (NIMS) shall be used as the means by which response and recovery responders structure and manage emergency incidents at the University of Minnesota Duluth, pursuant to the University Policy: NIMS at the University of Minnesota, Presidential Homeland Security Directive No. 5, the Superfund Amendments and Reauthorization Act (SARA Title III) and OSHA. All campus responders and supervisors shall be trained in NIMS and Incident Command System as designed by the Federal Emergency Management Agency (FEMA) and shall implement it during emergency incidents. The first tier components of the NIMS structure are: command, finance, logistics, operations and planning.

NIMS functions are standardized and modular; and in general, individuals will staff several positions:

Incident Commander (IC)

The initial campus IC on the scene will be the University of Minnesota Duluth Police Director or designee. Depending upon the nature of the incident, Environmental Health & Safety Office representative, the Health Services Director, the Duluth Fire Chief or even the Director of Facilities Management may serve as IC. This person will work closely with the Fire Department IC and/or other personnel as appropriate. On-scene Incident Command will delegate or defer to other University personnel as appropriate to the situation.
**Liaison Officer**  
The Department of Emergency Management will assist in providing resource coordination between government agencies, and the private sector. The UMD Police Department will provide this service in the absence of DEM staff.

**Public Information Officer (PIO)**  
The Director of External Affairs will serve as Public Information Officer during emergencies. The PIO will respond to the scene to handle requests from the media and ensure the timely and coordinated release of information. The PIO will work in close coordination with the IC and other University departments.

**Operations Officer**  
The person most directly knowledgeable about the situation will fill the operations role. Typically, this will be UMDPD for law-enforcement issues (e.g. bomb threats), EHSO for hazardous materials issues, FM for facility failures, etc.

**Planning Officer**  
If the incident is large enough to require a separate planning officer, the Chancellor/Officer of the Day will designate a Planning Officer to coordinate development of strategic plans for coping with the situation.

**Emergency Responsibility Assignments**  
The following chart contains a summary of emergency responsibility assignments. Heads of the various University departments are responsible for carrying out the assignments shown in this chart. The responsibilities indicated in the chart have been assigned a code letter: “P”, “S”, or “C”:

- “P” indicates primary operational responsibility, which means the official or agency is in charge of and responsible to make provision for, that function.
- “S” indicates support responsibility, which means the department so assigned will, if possible, support and assist the official or department that has primary or coordination responsibility for that function.
- “C” indicates coordination responsibility, and is assigned when several departments have partial responsibility, but no one official/department has obvious primary responsibility. This will frequently be the situation when non-government agencies are involved.

Only one “P” or “C” can be assigned per function, and a minimum of one “S” should be assigned for each function.
## Emergency Responsibility Assignments

Code: P = Primary, S = Support, C = Coordination

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>RESPONSIBLE DEPARTMENT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification and Warning</td>
<td>Chancellor/Officer of the Day — P</td>
<td>The Chancellor/Officer of the Day, in conjunction with UMDPD or EHSO</td>
</tr>
<tr>
<td></td>
<td>UMDPD, EHSO, External Affairs — C</td>
<td>will direct the need for emergency communications, except in the case</td>
</tr>
<tr>
<td></td>
<td>ITSS — S</td>
<td>of imminent threat when UMDPD will direct emergency communications.</td>
</tr>
<tr>
<td>Direction and Control</td>
<td>Chancellor/Officer of the Day — P</td>
<td>The on-scene IC has primary direction</td>
</tr>
<tr>
<td></td>
<td>UMDPD, EHSO, External Affairs — S</td>
<td>and control responsibility.</td>
</tr>
<tr>
<td>Emergency Public Information</td>
<td>External Affairs — P</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Resources &amp; Equal Opportunity, Affected Depts. —</td>
<td></td>
</tr>
<tr>
<td></td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Search and Rescue (specific to</td>
<td>UMDPD — P</td>
<td></td>
</tr>
<tr>
<td>lost students)</td>
<td>Duluth Fire Dept., Duluth Police Dept., St. Louis County</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sheriff — S</td>
<td></td>
</tr>
<tr>
<td>Health/ Medical</td>
<td>UMD Health Services— P, C</td>
<td>UMD physicians and nurses are also a part of the area-wide plans for</td>
</tr>
<tr>
<td></td>
<td>Community Emergency Services — S</td>
<td>medical response to emergencies.</td>
</tr>
<tr>
<td></td>
<td>EHSO — S</td>
<td></td>
</tr>
<tr>
<td>Evacuation, Traffic Control and</td>
<td>UMDPD — P</td>
<td>This situation may require assistance</td>
</tr>
<tr>
<td>Security</td>
<td>Local Law Enforcement &amp; Fire - S</td>
<td>from outside agencies. UMDPD will request the assistance.</td>
</tr>
<tr>
<td></td>
<td>Housing — S</td>
<td></td>
</tr>
<tr>
<td>Fire Response</td>
<td>Duluth Fire Department — P</td>
<td>UMD does not have fire response or</td>
</tr>
<tr>
<td></td>
<td>UMDPD—C, S</td>
<td>large Hazmat capabilities.</td>
</tr>
<tr>
<td></td>
<td>EHSO —C, S</td>
<td></td>
</tr>
<tr>
<td>Damage Assessment</td>
<td>Building Code Official — P</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilities Management — S</td>
<td></td>
</tr>
<tr>
<td>Congregate Care</td>
<td>Housing, Food Services—P</td>
<td>Each department will have primary</td>
</tr>
<tr>
<td></td>
<td>Health Services — S</td>
<td>responsibility in its respective area of</td>
</tr>
<tr>
<td></td>
<td>Red Cross— S</td>
<td>Congregate Care.</td>
</tr>
<tr>
<td></td>
<td>Salvation Army—S</td>
<td></td>
</tr>
<tr>
<td>Debris Clearance</td>
<td>Facilities Management — P</td>
<td>Off campus assistance from either private or government sources will</td>
</tr>
<tr>
<td></td>
<td></td>
<td>be determined by FM.</td>
</tr>
<tr>
<td>Utilities Restoration</td>
<td>Facilities Management — P</td>
<td>Off campus assistance from either private or government sources will</td>
</tr>
<tr>
<td></td>
<td></td>
<td>be determined by FM.</td>
</tr>
<tr>
<td>Radiological/</td>
<td>EHSO —P</td>
<td></td>
</tr>
<tr>
<td>Hazardous Materials Protection</td>
<td>Duluth Fire Department—S</td>
<td></td>
</tr>
<tr>
<td>Operational Continuity</td>
<td>All Operational Units</td>
<td></td>
</tr>
</tbody>
</table>
FUNCTION | RESPONSIBLE DEPARTMENT | REMARKS
--- | --- | ---
Acts of Terrorism | All agencies with emergency response capabilities (i.e. FBI) — P UMDPD — C, S | City, County, State, and Federal agencies have responsibilities and will respond to police request.
Finance | UMD VC for Finance & Operations— P University CFO/Treasurer — S | |
General Counsel | Office of the General Counsel— P | |
Information Technology | ITSS— P | Off campus assistance from either private or government sources will be determined by ITSS.
Pan Flu | UMD Health Services—P Community Emergency Services — S | Off campus assistance from either private or government sources will be determined by Health Services.

The roles of campus or University departments that have specific assignments under this plan are outlined in the Annexes to this plan. The role of all other campus personnel is to carry out the order in an orderly and timely fashion.

**Recovery**

**Plan Re-Assessment**

Immediately following the cessation of Level 2 or Level 1 emergency operations, members of the EOC, will prepare an After Action Review to determine steps to analyze and evaluate the effectiveness of the response. The results of these evaluations and analyses will help determine whether portions of the Emergency Plan must be modified as a result of the emergency experience. The group will then prepare written “After Action Review Report” summarizing post-event observations and coordinate the appropriate Emergency Plan revisions.

**Cost Recovery**

If appropriate, the Chancellor/Officer of the Day will appoint an "Emergency Cost Recovery Work Group." The composition of the Work Group will be related to the nature and magnitude of the emergency, but will include a core membership representing the following areas:

- UMD Executive Vice Chancellor for Academic Affairs
- UMD Vice Chancellor for Finance and Operations
- UMD Vice Chancellor for Student Life
- UMD Facilities Management
- UMD Business Services
- UMD Human Resources and Equal Opportunity
UMD Environmental Health & Safety Office

The University’s Department of Emergency Management (DEM), FEMA, and/or other agencies will distribute additional materials and guidance documents as needed. Also, in the event of an emergency, DEM will coordinate any federal funds available.

Each college and department is required to maintain records of all personnel and “hard” costs they incur during emergency situations.

**Operational Continuity Activities**

All departments critical to the University’s continued operation shall establish formal Operational Continuity Plans, per [University Policy: Operational Continuity Planning](#)
ANNEX B - DIRECTION AND CONTROL

Resources

Appendix 1 – Plan Development, Maintenance and Training

The University of Minnesota Director of DEM is the University’s liaison to the various emergency management groups and committees nationally, within the state and within the University. The Director serves as the planning coordinator for the University’s Emergency Management Policy Committee. The Director has responsibility for the development, maintenance and promulgation of the plan.

Specifically, the Director of the Department of Emergency Management is responsible to:

1. Ensure that all required planning elements are present, up-to-date and meet federal and state standards
2. Develop strategies and recommendations for incorporating changes in planning requirements made by federal, state, county and local authorities
3. Mediate and coordinate the review and acceptance of the plan by the appropriate authorities
4. Audit the plan and its annexes to obtain verification that procedures exist and are up-to-date for carrying out tasks assigned to the various departments
5. Design and conduct training for annex holders, emergency response personnel, etc., in NIMS and other skills needed to carry out the plan
6. Design and coordinate exercises

The Emergency Operations Plan will be reviewed and updated annually, or more frequently, if necessary. The annual update of the plan will commence in January of each year. Comments and changes to the Annexes are to be returned to the Department of Emergency Management by April 30 of each year. Drafts of changes will be submitted to the Emergency Management Policy Committee (EMPC) and the Annex holders on or prior to the last business day of June. The updated plan will be circulated by the start of the academic year.

Input, comments and questions about the plan should be submitted to the Department of Emergency Management at dem@umn.edu.

The Officers of the Day, EMPC members and emergency response staff attend training in NIMS, and will be made aware of the details of this plan, and other emergency procedures.
Appendix 2 – Operational Policies and Assumptions

The Minnesota Duty Officer is a 24/7 function of the State of Minnesota Department of Public Safety, Division of Emergency Management. The Minnesota Duty Officer will coordinate requests for State, County and Federal emergency response support. The State Duty Officer telephone number is: 1-800-422-0798 (outside the Minneapolis/St. Paul metro area), and (651) 649-5451 (within the Minneapolis/St. Paul metro area)

Records necessary for the continuity and recovery of operational and business functions of the University are the responsibility of the various operating units, departments, colleges, etc. Back up and protection of data are required by University-wide Policy Securing Private Data, Computers and other Electronic Devices
Appendix 3 – County, State and Federal Support

The University of Minnesota Director of DEM will be responsible for assisting the University in obtaining any state or federal government resources that may be needed as a result of an emergency. In carrying out this responsibility, the Director will contact the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management regional program coordinator. The regional coordinator can provide technical information and assistance.

Homeland Security and the Minnesota Department of Emergency Management maintains the Minnesota Emergency Operations Plan. This document outlines the State’s legally required coordination and assistance role in regards to operations within the University’s jurisdiction.

Each county, city and town in which the University has a campus or other holding maintains an Emergency Operations Plan. These documents outline the legally required coordination and assistance.
Appendix 4 – Emergency Response Capabilities

The University of Minnesota relies on outside agencies for response to fire, large Hazmat spills and most emergency medical services. However, internal departments do respond to emergencies and receive training for such response as required by law.

Departmental Capabilities

**Police Department**
At a minimum, all University of Minnesota Duluth police officers receive annual Hazardous Materials Awareness-level training that meets or exceeds OSHA requirements. All sworn personnel also receive all training required for licensure by the Minnesota POST Board. UMDPD training information is available from the UMDPD Director. UMDPD contact info: 218-726-7000 or umdpd@d.umn.edu

**Hazardous Materials Response Team**
UMD emergency coordinators from Environmental Health and Safety are all trained at the incident command level.

The Duluth Fire Department first responding fire personnel are trained at least to the first responder operations level with a commander trained at the hazardous material technician level, and access to a Hazmat Chemical Assessment team.

All personnel with emergency response roles receive training or orientation to the National Incident Management System (NIMS).

At a minimum, exercises will be conducted on an annual basis. However, should actual emergency situations occur that result in substantial activation of this plan, the exercise for that year may be waived.
Appendix 5 – Mutual Aid Agreements

The University of Minnesota Duluth Police Department maintains mutual aid agreements with local and state law enforcement agencies. Details of these agreements are available from the Police Director, 287 Darland Administration Building, 1049 University Drive, Duluth, MN 55812, umdpd@umn.edu, 218-726-7000.

The University of Minnesota Duluth does not operate its own fire services. The campus and Duluth properties are protected by the Duluth Fire Department. The Natural Resources Research Institute building is protected by the Hermantown volunteer fire department. The Coleraine Minerals Research Laboratory is protected by the Coleraine Fire Department.

Primary ambulance response is provided by Gold Cross ambulance services and supported by Duluth Fire Department EMT teams at each fire hall.
# Appendix 6 – EOC Assignments
(SEE ALSO PAGES B8-9)

<table>
<thead>
<tr>
<th>Role</th>
<th>Tasks</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC Director/ Senior Official</td>
<td>Chancellor’s Authorized Representative. Chair of the EOC</td>
<td>Officer of the Day in Chancellor’s absence or upon appointment.</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Contact with responding agencies, outside governmental agencies, on-scene command post</td>
<td>UMDPD Police Director and/or EHSO Representative</td>
</tr>
<tr>
<td>Operations Officer</td>
<td>Coordinate resources in support of the on-scene incident command</td>
<td>UMDPD Police Director</td>
</tr>
<tr>
<td>Logistics Officer</td>
<td>Coordinates supply and support resources for both responders and affected populations</td>
<td>Director of Facilities Management</td>
</tr>
<tr>
<td>Planning Officer*</td>
<td>Coordinate development of strategic plans for coping with the situation</td>
<td>Vice Chancellor for Finance &amp; Operations or unit that is most thoroughly familiar with the specific type of emergency situation</td>
</tr>
<tr>
<td>Finance Officer</td>
<td>Tracking costs and purchases</td>
<td>Vice Chancellor for Finance &amp; Operations</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Coordinate all information released</td>
<td>Director of External Affairs</td>
</tr>
</tbody>
</table>

All other EOC staff performs their normal tasks in support of the EOC. The roles in this table establish areas of oversight. These leaders will need information, input and assistance from the other EOC staff.

*If the emergency involves biological terrorism or disease outbreak, the Planning Officer will be the Director of Health Services or his/her designee.
Appendix 7 – Emergency Ops Table of Organization

This chart reflects the fact that the Chancellor or Officer of the Day requires direct input and advice from subject-matter experts during emergency operations.
Appendix 8 – Emergency Management and Civil Defense
Resolution

A resolution providing for emergency management, civil defense, protective measures, and promotion of safety, health, and welfare measures at the University of Minnesota prior to, during and following a disaster or emergency, the Board of Regents of the University of Minnesota does ordain:

Whereas there exists the possibility of the occurrence of disasters of unprecedented size and destructiveness resulting from enemy attack (nuclear or conventional), sabotage or other hostile action, and:

Whereas there exists the ever present possibility of flood, tornado, earthquake, or other natural disasters, and in order to ensure that preparations of the University will be adequate to deal with such disasters, and generally to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of the University of Minnesota, it is hereby found and declared to be necessary:

To provide for the formulation and necessary periodic updating of the University of Minnesota Emergency Plan and Training Program to meet the requirements of the University of Minnesota Emergency Services;

To establish a University of Minnesota Emergency Management Organization to be known as the University of Minnesota Office of Emergency Management as required and needed to implement the University of Minnesota Emergency Plan as adopted in 1968 and to include any and all subsequent amendments;

To provide for the exercise of necessary powers to commit personnel and other resources during civil defense emergencies and at the time of natural disaster;

To appropriate funds to implement and support such actions as outlined and described in the University of Minnesota Emergency Plan.

To coordinate with the State of Minnesota and its political subdivisions all plans and programs and to utilize to the maximum extent all available resources to minimize the effects of such disaster.

This resolution shall take effect upon its passage. Adopted by the Board of Regents this 11th day of March 1976.

Reviewed: 

[Signature]
Secretary, Board of Regents
University of Minnesota

April 1984,
December 1995

The December 1984 Review caused minor changes. The word “Preparedness” was changed to “Management” in four sentences. The change was made to be consistent with the Federal Government (Federal Emergency Management Agency, FEMA) and the State of Minnesota (Division of Emergency Management). The changes were made in consultation with the Secretary, Board of Regents.
Appendix 9 – Board of Regents Policy on Health and Safety

The Board of Regents Policy: *Health and Safety* (enacted in 1994, revised 2005 and 2011) has

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HEALTH AND SAFETY

**SECTION I. SCOPE.**

This policy provides for the health and safety of the University of Minnesota (University) community.

**SECTION II. DEFINITIONS.**

**Subd. 1. Health and Safety.** *Health and safety* encompasses personal security; public safety; emergency preparedness; public health; workplace safety; protection of environmental, physical, and monetary resources; and safe and healthful facilities.

**SECTION III. GUIDING PRINCIPLES.**

The following principles shall guide the health and safety of the University community:

(a) The University seeks to provide a safe, secure, and healthy environment in which members of the University community can achieve their educational, research, outreach, service, and employment goals.

(b) The University is committed to providing a safe environment for members of the University community who participate in events or use resources, facilities, and services.

(c) The University is committed to monitoring and addressing emerging health and safety issues.

**SECTION IV. IMPLEMENTATION.**

**Subd. 1. Mutual Responsibility.** Members of the University community shall comply with applicable health and safety policies, procedures, and laws in order to fulfill their mutual responsibilities for achieving excellence in health and safety. Supervisors have responsibility for the activities of those people who report to them.
Subd. 2. Delegation of Authority. The president or delegate shall maintain administrative policies and procedures and implement programs to promote and advance safe, secure, and healthy property and programs.

Subd. 3. Compliance. The University shall comply with all applicable health, safety, and environmental laws, regulations, and requirements.

ANNEX B - DIRECTION AND CONTROL

Authentication

Annex B – *Direction and Control* has been reviewed and approved by the following:

[Signature]

Director, UMD Police Department          Date: 04/02/14

[Signature]

Environmental Health & Safety Office     Date: 04/02/14