

### **I. Purpose**

The purpose of this policy is to ensure that the College is prepared for and can respond to, and recover from an emergency, whether it is naturally occurring or human-caused, to mitigate the immediate and the long-term impacts to the College's operations.

### **II. Scope**

This policy applies to all employees, students, contractors, guests, and visitors.

### **III. General**

The College Emergency Preparedness program will align with Presidential Policy Directive 8 (PPD-8) and the Michigan Emergency Management Act, PA 390 of 1976, as amended. In keeping with the aforementioned guidance, Lansing Community College will apply the concepts and principles of the National Incident Management System (NIMS) and the Incident Command System (ICS), which provides a standardized approach for incident management, regardless of cause, size, location, or complexity.

The Emergency Preparedness Planning Team (EPPT) is charged with assisting the Director of Emergency Management in the development and maintenance of the College's Emergency Operations Plan, Continuity of Operations Plan, and Training and Exercise Plan.

#### **Emergency Operations Plan (EOP)**

The Emergency Operations Plan will be built around comprehensive, ongoing assessment of the College's unique physical, social, and environmental characteristics, including the geographic location of the campuses, the number and types of buildings, and the availability of campus and community resources. The plan will provide for the access and functional needs of the whole college community.

The plan will meet the requirements of all applicable laws to include but not limited to:

- US Department of Labor, Occupational and Safety Health Act of 1970
- Michigan Occupational Safety and Health Administration, General Industry Safety and Health Standards
- National Fire Protection Association Standards
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

#### **Continuity of Operations Plan (COOP)**

The Continuity of Operations Plan (aka business continuity plan) will help ensure essential functions continue during an emergency and its immediate aftermath. Essential functions include but are not limited to business services such as payroll

and purchasing, internal and external communications, enterprise computing systems, facility mechanical, electrical, and plumbing systems, safety and security, and continuity of teaching and learning.

**Training and Exercise Plan (TEP)**

The Training and Exercise Plan supports the EOP and COOP by establishing core training objectives and frequency of trainings, drills, and exercises to ensure that students, employees, and on-site business partners understand their roles, responsibilities, and expectations.

**IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Administrative Services or his/her designee.

Adopted: 11/19/2007 (original: Emergency Management)

Revised: 9/15/08, 12/17/2018 (renamed: Emergency Preparedness)