

**Emergency Planning Team  
Briefing Notes**



Prepared for Lane Community College Facilities Council  
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## Executive Summary

This briefing paper describes the recent evolution of the Emergency Planning Team, major responsibilities and accomplishments, areas still in development, and future outlook. Services, mission, and established goals are also included in this document.

## Current Emergency Planning Team (EPT)

The current Emergency Planning Team has changed substantively from its former organization (Emergency Response Team) in several ways. First, the name represents an all-hazard, all-threat preparation strategy that includes, planning, preparation, implementation, and response to emergency situations on campus.

The former Emergency Response Team typically addressed issues on a more reactionary basis with limited planning and deliberateness.

The new Emergency Management Director, Jace Smith, was appointed in November of 2013. This appointment was made after the Vice-President of College Services inquired about the responsibility and plan for compliance with state fire drill requirements.

One of the first objectives of this Director was to engage the Emergency Response Team in a thoughtful and deliberate strategic planning activity.

This process delivered several outputs including:

- 1) A mission statement: *The mission of the Emergency Planning Team is to: promote, encourage and foster the preparedness of Lane Community College's students, faculty, staff, and visitors in the event of an emergency or disaster.*
- 2) A name change for the organization (as mentioned previously, to Emergency Planning Team, EPT)
- 3) Work goals for the team
- 4) Action steps utilized to support and accomplish the goals
- 5) Increased involvement by all team members
- 6) Incorporation of students on the EPT

## Current Operational Status

### Team Composition

-PIO Office	-Executive Leadership Team
-Public Safety	-Downtown Campus
-Facilities	-Florence Campus
-Human Resources	-Student Government and/or Student-at-Large
-Health Clinic	-Information Technology

The team functions through a shared responsibility model. All members contribute expertise and support identified goals as well as ongoing work identified by the Director of Emergency Management.

The EPT meets every other week and routinely accomplishes the following work activities:

- 1) **After Action Reviews** of all major incidents such as: power outages, telecommunications/IT failures, gas leaks, access control failures (system-wide), fires, facility flooding
- 2) **After Action Reviews** of major drill activities such as: Annual Earthquake and Violent Actor drills
- 3) **Presentations by guests** (typically community partners) on emergency planning, community/other agency response plans. Past guests have included: County Emergency Manager, Red Cross representative, Chief of Public Safety LTD, C-CERT, HAZMAT, and Fire Drill officers from Public Safety, et al).
- 4) **Attendance at quarterly Lane County Preparedness Coalition meetings** (various members attend as deemed useful)
- 5) **Goal/Task Accomplishment Reviews** to ensure that work is aligned with strategic goals/plan
- 6) **Emergency Response**, team members routinely respond to campus emergency situations and provide assistance and leadership to primary responders *and in particular* provide thoughtful measured support for emergency communication and media response.
- 7) **Agreements (IGAs/MOUs)** development of mutual aid partnerships and agreements such as: American Red Cross, Community Organizations Active in Disaster (COAD), and other community entities
- 8) **Policy and Procedure Review, Development and Revision**, including: annual revision of the College's Emergency Plan, revision of the College Emergency Resource Guide for team members, review for input on the campus emergency manuals, feedback and information for emergency related websites including (but not limited to): Emergency Preparedness at Lane (lanecc.edu/epal) website.
- 9) **Drill Participation and Support**, members are required and requested to attend routine drills and to provide feedback about the response protocols as observers.
- 10) **Emergency Infrastructure**, EPT provides guidance and recommendations for campus emergency infrastructure. Recent work includes contributions and feedback on the development of an alternative Lane Alert notification system, mass notification system for public (outside) campus areas, continued work on weaknesses and vulnerabilities in campus emergency communication infrastructure, etc.

#### Notable Accomplishments

EPT has accomplished much within the past two years.

- Comprehensive check of all fire safety systems on all campuses
- Successful management of real emergencies including gas leak building 16, fire in building 12, tornado incident, and the grass fire that happened in July
- Establishment of emergency radio system for campus emergencies
- Establishing a training standard for all EPT members (ICS Training from FEMA)
- Training, Funding, and Establishment of more robust C-CERT
- Participation in the disaster drill at Eugene Municipal Airport

- Establishment of relationship with County organization (COAD, Community Organizations Active in Disaster)
- Support for the development of a Hazardous Material Team

In addition, members have sought out additional training opportunities that directly support LCC strategic goals related to safety.

- Members trained in FEMA ICS 300 and 400 Incident Command Development
- Membership in the Oregon Emergency Management Association
- Formal training in Earthquake and Flood response and hazards
- Membership in local and national response networks

#### Financial Information

EPT has a budget of \$3000 for emergency equipment, C-CERT tools, training, and membership fees.

Funds are utilized for a variety of items including cones, emergency vests, C-CERT training equipment, phone/laptop chargers, emergency operations expenses, and publications.

#### Future Objectives of Emergency Management

1. Continued development of policies and procedures to enhance and maintain integrity of emergency response protocols
2. Continued work to identify and mitigate weaknesses in current response strategies
3. Continued financial support of C-CERT and advocacy of new resources for the newly developed HAZMAT team
4. Development and execution of a full-scale active shooter drill with local law enforcement agencies
5. Leadership in supporting and encouraging leaders to complete online FEMA training courses, 100 and 200
6. Continued development of interagency partnerships, especially NGOs to provide support and assistance to LCC in the event of a disaster.

#### Summary Information

The EPT is producing positive results with minimal personnel and budget. Major changes in operational tempo, responsiveness, goal attainment, compliance, and policies/procedures have already been realized by this group. In addition, community alliances, incorporation of lessons learned, and a constant review of all-hazards/all-threats help ensure that this group is meeting or exceeding the challenges posed to the Lane Community College community.

  
LCC - Director of Emergency Management