

# MANUAL OF PROCEDURE

---

<b>PROCEDURE NUMBER:</b>	1590	<b>PAGE</b> 1 of 7
<b>PROCEDURE TITLE:</b>	College Crisis Management	
<b>STATUTORY REFERENCE:</b>	FLORIDA STATUTES: Title XVII, Chapter 252, Parts 1 – IV, Emergency Management; Title XLVIII, Chapter 1001, Part III, Florida College System Institutions. FEDERAL LAW: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended in 2013; Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, 34 CFR 668.46(b)(13)	
<b>BASED ON POLICY:</b>	I-40 Emergency Response Responsibilities, I-1 Administration and Organization of Miami Dade College Policy Manual Approval, V-8 Operations and Maintenance of College Facilities, and I-70 Communication with the Public	
<b>EFFECTIVE DATE:</b>	December 20, 1971	
<b>LAST REVISION DATE:</b>	June 30, 2023	
<b>LAST REVIEW DATE:</b>	<del>June 30, 2023</del> ; March 15, 2024	

## I. PURPOSE

To provide a crisis management structure in the event of a major emergency impacting Miami Dade College at one or more of the campuses; to define a major emergency; to standardize the notification process of a major emergency; to describe the process of declaring a campus state of emergency and activating a Campus Crisis Management Team; and to describe the process of declaring a college state of emergency and activating the District Crisis Management Team.

## II. CRISIS MANAGEMENT

The Office of Emergency Management is responsible for preparing the College and all campuses, extension and auxiliary centers for all potential major emergencies. The Office of Emergency Management is managed by an Assistant Vice Provost (AVP) who reports to the College Provost. The following procedures detail the College's crisis management system. The goal is to provide a system to utilize College resources to prepare for all potential major emergencies; respond to save lives and protect property if a major emergency should occur; and promote a means to recover from and resume the normal mission and critical business functions of the College.

## III. CRISIS MANAGEMENT PLANS

### A. Miami Dade College – Comprehensive Emergency Management Plan

The College will develop and maintain a College Comprehensive Emergency Management Plan (CEMP) in accordance with the State of Florida CEMP and the Miami-Dade County CEMP. The College CEMP will set forth the guidelines to be followed in the event of a major college emergency. The Assistant Vice Provost (AVP) of Emergency Management is responsible for developing the College CEMP and providing the appropriate College personnel with a copy. The AVP of Emergency Management is responsible for updating the College CEMP at intervals not to exceed two years.

## B. Campus Emergency Operations Plans

Each Campus will develop and maintain an Emergency Operations Plan (EOP) in accordance with and included within the College CEMP. The Campus EOP will set forth the guidelines to be followed in the event of a major campus emergency. The Director/Senior Director of Campus Administration will work with the AVP of Emergency Management to develop a Campus EOP. The Directors/Sr. Directors of Campus Administration are responsible for providing the appropriate campus personnel with a copy of the Campus EOP. The Directors/Sr. Directors of Campus Administration and the AVP of Emergency Management shall review the Campus EOP as needed but not to exceed two years.

## IV. CRISIS MANAGEMENT STRUCTURE

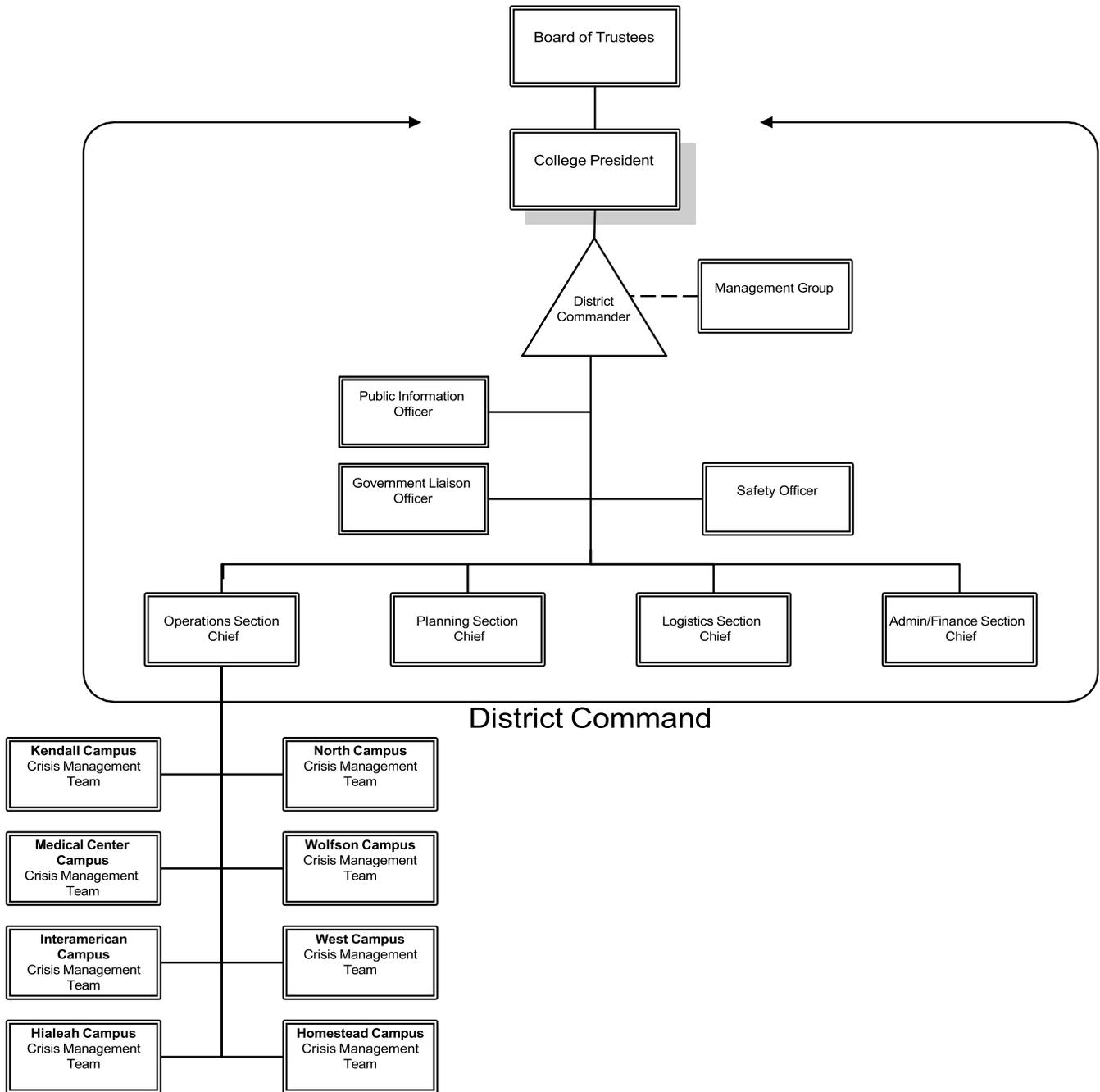
In accordance with Homeland Security Presidential Directive – 8 (PPD-8), Miami Dade College has adopted the U.S. Department of Homeland Security's National Incident Management System (NIMS) and Incident Command System (ICS). Miami Dade College will utilize ICS in response to a declared state of emergency. The College has also adopted the National Response Framework (NRF) and the National Preparedness Goals (NPG) to formulate the College CEMP and other responding documents to mitigate, prepare for, respond to, and recover from a declared emergency.

### A. District Crisis Management Team

The Office of Emergency Management will develop and maintain a District Crisis Management Team consisting of college employees that are assigned specific emergency roles and responsibilities (See chart below). The roles and responsibilities of the District Crisis Management Team will be defined in the College CEMP.

The District Crisis Management Team will, at a minimum, consist of a District Incident Commander, Management Group, Public Information Officer, Governmental Liaison Officer, Safety Officer, Planning Section Chief, Logistics Section Chief, and Administration/Finance Section Chief. The District Crisis Management Team is required to have a primary and an alternate person for each position.

The District Crisis Management Team is responsible for supporting a campus with appropriate college-wide resources, as needed, during a declared campus state of emergency. In the event of a declared college state of emergency, where multiple campuses are impacted by an emergency, the District Commander is responsible for prioritizing the allocation and directing the response of college-wide resources.

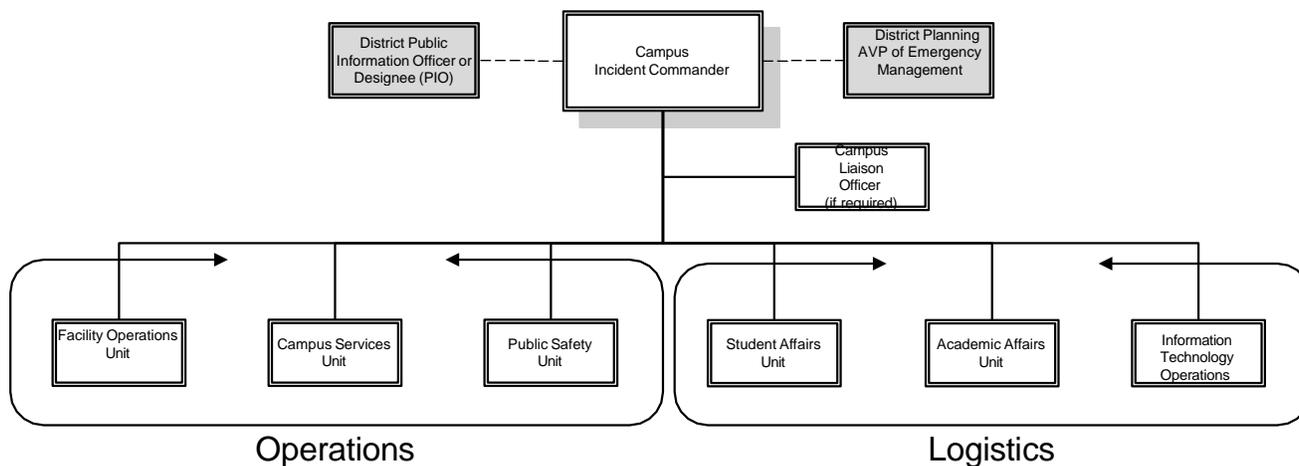


**B. Campus Crisis Management Teams**

Each campus will develop and maintain a Campus Crisis Management Team consisting of college employees that are assigned specific emergency roles and responsibilities (See chart below). The roles and responsibilities of the Campus Crisis Management Team will be defined in the Campus EOP.

A Campus Crisis Management Team will, at a minimum, consist of a Campus Incident Commander, Public Safety Group Supervisor, Student Affairs Group Supervisor, Academic Affairs Group Supervisor, Campus Services Group Supervisor, Facilities Operations Group Supervisor, and an Information Technology Operations Group Supervisor.

Each Campus Crisis Management Team is required to have a primary and an alternate person for each position. Larger campuses may add a Campus Liaison Officer position to serve as a liaison for auxiliary locations and/or non-college entities located on campus. Smaller campuses may consolidate positions that can be handled by one person due to the size of the campus.



## V. PROCEDURE

### A. Major Emergency

A major emergency is defined as a confirmed incident that threatens life/safety on a campus and/or severely impacts normal campus/college operations. While it is impossible to itemize all situations or combinations thereof, which would require notification, the incidents below are representative of the type and severity, which qualifies. When doubt exists or if a minor emergency has potential to become more dangerous, always resolve in favor of notification and follow the notification procedure:

1. Shooting on campus property or within 1000 yards of campus property;
2. Bomb and/or improvised explosive device found or explodes causing major damage/injuries/death on campus property or within 1000 yards of campus property;
3. Death of a college student, employee or visitor on campus property or within 1000 yards of campus property;
4. Critical illness and/or life-threatening injury of a college student, employee or visitor on campus property or within 1000 yards of campus property;
5. Civil disturbance, demonstration, and/or riot with violence or threat of violence on campus property or within 1000 yards of campus property;
6. Major fire on campus property or within 1000 yards of campus property;
7. Dangerous chemical or hazardous materials spill on campus property or within 1000 yards of campus property;
8. Severe weather incidents (excluding hurricanes) impacting the campus. Examples of severe weather related incidents include tornados, flash floods, and severe lightening;
9. Subject with hostage and/or barricaded subject on campus property;

10. Bomb threat on campus property;
11. Any threat of violence that may cause injuries and/or death on campus property;
12. Warning from the National Weather Service of any severe weather incidents (excluding hurricanes) issued for the specific area where the campus is located.

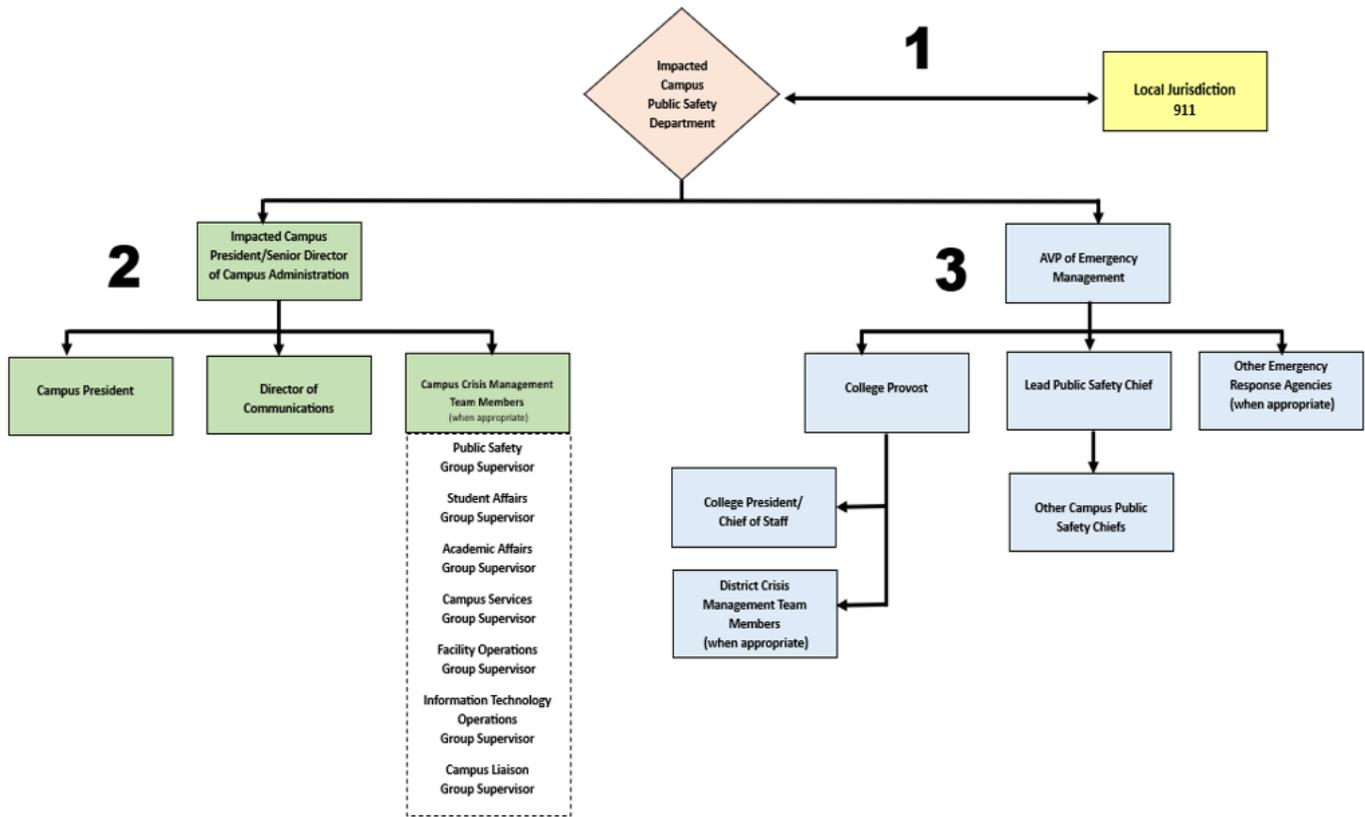
In accordance with the Clery Act [34 CFR 668.46(g)], the institution is required to immediately notify the campus community upon confirmation of an imminent threat to include but not limited to the list aforementioned.

## B. Major Emergency Notifications

The local 911 Public Safety Access Point should always be notified first of all major emergencies occurring on a Miami Dade College campus. After the local 911 Public Safety Access Point has been notified, all major emergencies should immediately be reported to the Campus Public Safety Department. The procedure below is for internal college notifications after the appropriate local law enforcement and fire rescue departments have been notified.

The Campus Public Safety Department will be notified of all major emergencies by either the local 911 Public Safety Access Point or a member of the campus community. The Campus Public Safety Department is responsible for notifying their Director/Sr. Director of Campus Administration and the Miami Dade College AVP of Emergency Management of all major emergencies occurring on their campus. The Director/Sr. Director of Campus Administration and the AVP of Emergency Management are responsible for any additional notifications based on the below notification key and chart.

1. Local Jurisdiction 911
2. Director/Sr. Director of Campus Administration
  - 2.1. Campus President
  - 2.2. College Director of Communications
  - 2.3. Campus Crisis Management Team Members (when appropriate)
3. AVP of Emergency Management
  - 3.1. College Provost
    - 3.1.1. College President and/or Chief of Staff
    - 3.1.2. District Crisis Management Team Members (when appropriate)
    - 3.1.3. College Director of Communications (PIO)
  - 3.2. Lead Public Safety Chief
    - 3.2.1. Other Campus Public Safety Chiefs
  - 3.3. Other Emergency Response Agencies (when appropriate)



C. Declaring a Campus State of Emergency

The Campus President and/or designee has the authority to declare a campus state of emergency. This declaration activates the Campus Crisis Management Team with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. In the absence of the Campus President, the Director/Sr. Director of Campus Administration may declare a campus state of emergency and activate the Campus Crisis Management Team. Once the Campus President and/or Director/Sr. Director of Campus Administration of the impacted campus have been notified of a major emergency incident, they should assess the situation to determine if a campus state of emergency needs to be declared. The following questions should be asked to assist in assessing the situation.

1. Are lives threatened?
2. Is there significant property damage?
3. Are standard campus operations departments able to manage the incident?
4. Are significant local emergency response services needed? (i.e., Fire Rescue, Police Department, Emergency Medical Services)
5. Are immediate assistance and coordination needed from multiple District resources?
6. Are campus operations and/or events severely impacted?

If a campus state of emergency is declared, the Campus Crisis Management Team is activated and the Incident Commander is responsible for the proper and expeditious handling of major campus emergencies according to the guidelines set forth in the Campus EOP. All personnel assigned to a Campus Crisis Management Team will come under the authority of the Campus Incident Commander. Campus personnel not assigned a specific crisis management responsibility are required to take action as directed by the Campus Crisis Management Team.

In the absence of the Campus President and the Director/Sr. Director of Campus Administration , the College Provost can declare a campus state of emergency and activate the Campus Crisis Management Team. The College Provost can designate a Campus Incident Commander until the Campus President or Director/Sr. Director of Campus Administration is available to assume command.

D. Declaring a College State of Emergency

The College President and/or designee has the authority to declare a college state of emergency. This declaration activates the District Crisis Management Team with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. In the absence of the College President, the College Provost may declare a college state of emergency and activate the District Crisis Management Team.

Once the College President and/or College Provost have been notified of a major emergency incident, they should assess the situation to determine if a college state of emergency needs to be declared. The following questions should be asked to assist in assessing the situation.

1. Are lives threatened?
2. Is there significant property damage?
3. Has a campus state of emergency been declared?
4. Are standard college operations departments able to manage the incident?
5. Are specialized emergency services needed? (i.e., Bomb Squad, SWAT, HazMat)
6. Are significant outside mutual aid services needed from the City, County or State?
7. Are college operations and/or events severely impacted?

If a college state of emergency is declared, the District Crisis Management Team is activated and the District Incident Commander is responsible for the proper and expeditious handling of major college emergencies according to the guidelines set forth in the College CEMP. The District Incident Commander will provide the overall leadership for a college-wide response and set college-wide priorities.

All personnel assigned to a District Crisis Management Team will come under the authority of the District Incident Commander. College personnel not assigned a specific crisis management responsibility are required to take action as directed by the College Crisis Management Team.

	03/15/2024
<b>PRESIDENT</b>	<b>DATE</b>