

University of Missouri Extension Emergency Management Guidance

(Updated 3/2011)

Introduction

Disaster can affect every aspect of a community, as well as our state and nation. Disasters also impact University of Missouri Extension offices, employees and programs.

Regardless of size or impact, all disasters are local events, and thus it falls upon the local community and non-governmental organizations to manage events when they occur. MU Extension is a key resource for the public, emergency services and public officials because of the unique relationship it maintains with each community. The Community Emergency Management Program is a central point for MU Extension emergency management functions, including mitigation programs, preparedness activities and recovery issues.

Background

The University of Missouri has long been involved in emergency management activities through campus-based programs and local extension centers. As a result of its response to the 1990 Iben Browning earthquake scare and to the large-scale floods of 1993 and 1995, the University has been recognized as a valuable resource to statewide emergency management. Since 1993, University of Missouri Extension has been, by Executive Order of the Governor, a full member of the Government, Faith-based & Community Partnership which is responsible for enhancing “Missouri’s ability to plan and prepare for, mitigate against, respond to and recover from disasters so that all Missourians ... may be assisted and empowered in their recovery.” MU Extension is responsible for providing the partnership with research-based information on mitigation, preparedness, disaster management, and recovery information. MU Extension faculty and staff are also key participants in local Community Organizations Active in Disasters (COADS) and their sub committees like Long Term Recovery Committees and faith-based initiatives. We are also a full partner with the Missouri Department of Natural Resources in the State Plan for Drought.

The Community Emergency Management Program (CEMP) supports MU Extension’s 21st Century Strategic Direction and the U.S. Department of Agriculture’s goals by providing emergency management education for field faculty; developing special programs; enhancing federal, state and local partnerships; leading planning and policy development; and preparing MU Extension for its role in emergencies and disasters. The CEMP also is charged with making MU Extension itself disaster-resilient and responsive to the state’s needs in times of disaster.

The CEMP is a collaborative effort between MU Extension’s Community Development Program and the Fire and Rescue Training Institute. The CEMP Web site contains valuable information on all aspects of emergency management, and all employees are encouraged to review the site regularly. The URL is: <http://extension.missouri.edu/cemp/>

Purpose

This document has been approved by the Director of MU Extension and provides guidance to all MU Extension faculty and staff on ways they may engage in emergency management activities, both internally and externally. It is meant to provide direction on how all MU Extension personnel can enhance internal emergency preparedness and support larger external efforts by local, state and federal agencies. This document is considered general guidance to all employees and supports MU Extensions' disaster plans and policies.

MU Extension administration, faculty and staff must be flexible, innovative and involved in all phases of emergency management activity. Service to the people of Missouri is MU Extension's mission, and there is rarely a time when citizens need MU Extension's unique assistance and expertise more than when disasters strike our state and communities.

Faculty and Staff Responsibilities

All MU Extension faculty and staff should be aware of the hazards they face as individuals, families and as members of the community, and they should prepare themselves, their families and their workplace or schools for a potential emergency or disaster.

MU Extension also has an obligation to assist communities with programs that reduce the risk or impact from hazards, heighten states of readiness and provide recovery assistance when emergencies or disasters occur. Individuals and all MU Extension programs must examine their activities and seek ways to incorporate the principles and practices of sound emergency management in collaboration with local organizations and local emergency management authorities.

Within each MU Extension region there are regional and county office disaster plans and a regional emergency team that is trained to serve as the primary regional support during emergencies and disasters. These teams are appointed by regional directors and programmatically function under the name of the Community Emergency Management Program (CEMP). The CEMP is a named program that falls within the Community Development program. In addition, all MU Extension employees, administrators, campus faculty, and regional faculty and staff have important roles in the four functions related to emergency management. These functions include mitigation, preparedness, response and recovery. The responsibilities are outlined below by their function and location within the system.

Mitigation

Mitigation is any activity conducted to reduce or eliminate a hazard or a risk condition posed by a hazard.

1) Administration

- a. Encourage and promote mitigation activities at all levels and for all programs within MU Extension.
- b. Support regional and county office requests to conduct mitigation activities within the regional and county offices to make them more disaster-resilient (support in terms of resources and/or finances on a case-by-case basis).
- c. Support development and distribution of mitigation research and educational programming.
- d. Support requests from regional directors and faculty to become involved in mitigation programming or community mitigation activities.

2) Campus-based faculty and staff

- a. Support regional and county office requests to conduct mitigation activities within regional and county offices to make them more disaster resilient.
- b. Support development and distribution of mitigation research and educational activities within every major program area.
- c. Support requests from regional directors and faculty to become involved in mitigation programming at the community or regional level.
- d. Support all campus efforts to conduct mitigation activities on campus and within campus buildings or programs.

3) Regional and county faculty and staff

- a. Encourage and promote mitigation within all program areas.
- b. Conduct mitigation activities within regional and county offices to make them disaster resilient.
- c. When working with communities, include mitigation strategies and concepts within consultations and educational programs.
- d. Consult with regional CEMP team members and the CEMP program coordinator on how to incorporate disaster mitigation into all program areas.
- e. Participate with community partners in mitigation activities.
- f. Be an advocate for mitigation measures and risk reduction strategies whenever feasible.

4) Regional CEMP teams

- a. Encourage and promote mitigation activities at the regional and county level.
- b. Conduct mitigation activities within regional and county offices to make them disaster resilient.
- c. When working with communities, include mitigation strategies and concepts within consultations and educational programs.
- d. Work directly with the CEMP coordinator to develop and distribute mitigation information and educational packages that focus on the hazards most prevalent in the region.
- e. Provide feedback to the CEMP coordinator on informational and educational needs regarding mitigation.
- f. Provide feedback to the CEMP coordinator on local mitigation opportunities or actual activities within the region.

- g. Provide support and guidance to other regional faculty on how they can integrate hazard mitigation programs and activities into their programmatic areas.
- h. Provide support and guidance to other regional faculty and staff on how they can integrate hazard mitigation ideas into their personal lives.
- i. Participate with community partners in mitigation activities.
- j. Be an advocate for mitigation measures and risk reduction strategies whenever feasible.

5) Community Emergency Management Program

- a. Encourage and promote mitigation activities at all levels and all programs within MU Extension.
- b. Assist all elements of MU Extension with mitigation strategies for campus-based and regional/county offices.
- c. Provide informational and educational materials related to mitigation to field faculty and communities as requested.
- d. Act as the MU Extension liaison with the State Emergency Management Agency (SEMA) and the Federal Emergency Management Agency (FEMA) mitigation programs.
- e. Be an advocate for mitigation measures and risk reduction strategies whenever feasible.
- f. Actively participate in the Extension Disaster Education Network (EDEN).

Preparedness

Preparedness includes any activities undertaken to prepare for emergencies and disasters.

NOTE: *The keystone activities in preparedness are planning, training and exercises. Since the attacks of September 11, 2001 a new comprehensive national strategy has been put into place by several Homeland Security Presidential Directives. These directives have created and defined the National Incident Management System (NIMS). NIMS has within it specific training and credentialing requirements for all individuals and disciplines that directly respond to or support emergency incidents. Some of these training requirements apply to MU Extension employees, especially any member of the State and regional CEMP teams.*

1) Administration

- a. Encourage and promote disaster preparedness activities at all levels and for all programs within MU Extension.
- b. Encourage and promote emergency planning for all extension offices and program areas.
- c. Encourage and promote that all employees to seek out training from all legitimate sources.
- d. Encourage the purchase of National Oceanic and Atmospheric Administration (NOAA) Weather Radios for all offices.
- e. Encourage and support all MU Extension employees to prepare their homes and families for potential emergencies or disasters.
- d. Maintain an emergency fund to support MU Extension efforts during emergencies and disasters.
- e. Support regional and county offices as they conduct preparedness activities within the regional and county offices to include planning, training and exercising.
- f. Support development and distribution of preparedness research and educational programming.

- g. Support and promote participation in EDEN and maintain a constant and strong presence within EDEN by MU Extension.
 - h. Encourage and promote participation in campus and community planning, training and exercises by all extension personnel.
 - i. Support faculty and staff in the development and maintenance of Community Organizations Active in Disasters COADs.
 - j. Review this guidance and other emergency plans annually for needed changes.
 - k. Enroll in the MU Alert mass notification program.
- 2) **Campus-based faculty and staff**
- a. Encourage and promote preparedness within all program areas.
 - b. Support regional and county office as they conduct preparedness activities within the regional and county offices to include planning, training and exercising.
 - c. Encourage and promote that all employees to seek out training from all legitimate sources.
 - d. Encourage the purchase of National Oceanic and Atmospheric Administration (NOAA) Weather Radios for all offices.
 - e. Support development and distribution of preparedness research and educational programming.
 - f. Conduct preparedness activities within Extension program offices to include office plans, training and exercises.
 - g. When working with communities, include preparedness strategies and concepts within consultations and educational programs.
 - h. Participate in campus-based disaster-preparedness planning, training, drills and exercises.
 - i. Support faculty and staff in the development and maintenance of Community Organizations Active in Disasters COADs.
 - j. Enroll in the MU Alert mass notification program.
- 3) **Regional and county faculty and staff**
- a. Encourage and promote preparedness within all program areas.
 - b. Encourage and promote individual and family preparedness for homes, offices and schools.
 - c. Conduct preparedness activities within regional and county offices to include office plans, training and exercises.
 - d. Encourage the purchase of National Oceanic and Atmospheric Administration (NOAA) Weather Radios for all offices, homes and businesses.
 - e. Support faculty and staff in the development and maintenance of Community Organizations Active in Disasters COADs.
 - f. Participate in community disaster-preparedness planning, training, drills and exercises.
 - g. When working with communities, include preparedness strategies and concepts within consultations and educational programs.
 - h. If interested, enroll in the MU Alert mass notification program.
- 4) **Regional CEMP teams**
- a. Encourage and promote preparedness activities at the regional and county level.

- b. Complete NIMS online training courses IS 700, IS 100 & IS 800 (optional) through FEMA's independent study program.
- c. Attend trainings provided by SEMA, FEMA, American Red Cross and other affiliated and support organizations.
- d. Conduct preparedness activities with regional and county offices.
- e. Assist regional offices with emergency planning, training and exercises.
- f. When working with communities, include preparedness strategies and concepts within consultations and educational programs.
- g. Work directly with the CEMP to develop and distribute preparedness information and educational packages that focus on hazards most prevalent in the region.
- h. Support and participate in the development and maintenance of COAD.
Participate in regional and community disaster-preparedness planning, training, drills and exercises.
- i. Participate in emergency management In-Service Education opportunities (professional development).
- j. Provide feedback to the CEMP coordinator on informational and educational needs regarding preparedness.
- k. Provide feedback to the CEMP coordinator on local preparedness opportunities and activities conducted within the region.
- l. Encourage regional and county offices to request and use the FEMA Safe Room trailer display.

5) Community Emergency Management Program

- a. Encourage and promote preparedness activities at all levels and for all programs within MU Extension.
- b. Encourage and promote that all employees to seek out training from all legitimate sources.
- c. Assist all elements of MU Extension with preparedness strategies for campus-based and regional/county offices.
- d. Develop emergency management In-Service Education opportunities (professional development).
- e. Support faculty and staff in the development and maintenance of COADs.
- f. Provide informational and educational materials related to preparedness to field faculty and communities as requested to include the FEMA Safe Room trailer display.
- g. Conduct training and exercises as required or requested.
- h. Act as the MU Extension liaison with SEMA and FEMA preparedness programs.

Response

Activities undertaken by organizations during or immediately following an emergency or disaster to save lives, protect property and the environment.

NOTE: *Extension is not involved in direct emergency response. Our priority role is internal to life safety issues for employees, visitors in our offices, participants in our programs and our families. MU Extension serves as an educational organization that supports effective and*

efficient response from local response organizations. Once first responders have completed their role, MU Extension will then participate in and support recovery efforts.

All MU Extension personnel should take the following steps in responding to an emergency or large-scale disaster:

1. Take all watches and warnings seriously and react appropriately. Set the example.
2. Get to a place of safety when needed or when requested by authorities.
3. Listen to the Emergency Alert Systems (EAS) broadcast(s) and follow the guidance/directives of local, state or federal officials.
4. At home, ensure that your family is safe and secure; attend to the needs of your own family first. Stay off the telephone unless there is an urgent need.
5. At the office, attend to emergency needs of employees or visitors.
6. Engage in hazard or risk-control measures as necessary (e.g., first aid, utility control, small-fire suppression, sandbagging). Call 911 ONLY if needed.
7. Size up the situation, and make timely decisions about evacuation, relocation and employee safety.
8. Support local response organizations and the community if possible and as appropriate.
9. Report the event to the appropriate regional office, MU Extension administration and the CEMP coordinator.

Recovery

Short-term and long-term recovery efforts are those activities undertaken to return lives, systems, infrastructure and the environment to their pre-disaster condition.

1) Administration

- a. If directly affected, conduct recovery activities so that operations can return to normal in the shortest time possible.
- b. Support regional and county office requests for resources to support recovery efforts internally and externally.
- c. Ensure proper staffing is available to assist communities and organizations with recovery. This may require reassigning faculty and staff to disaster recovery work and temporarily moving them to support affected regions that are not their normal office location.
- d. Support recovery efforts by faculty and staff with emergency funding as needed.
- e. Support development and distribution of recovery research and educational programming.
- f. Support requests from the CEMP coordinator to support field operations of MU Extension faculty and staff within any program area.
- g. Support the efforts of the CEMP regional emergency teams.

2) Campus-based faculty and staff

- a. If directly affected, conduct recovery activities so that operations can return to normal in the shortest time.

- b. Support regional and county office requests for resources to support recovery efforts internally and externally.
 - c. Ensure proper staffing is available to assist communities and organizations with recovery. This may require reassigning faculty and staff to disaster recovery work and temporarily moving them to support affected regions that are not their normal office location.
 - d. Support development and distribution of recovery research and educational programming.
 - e. Support requests from the CEMP coordinator to support field operations of MU Extension faculty within any program area.
 - f. Support the efforts of the CEMP regional emergency teams.
- 3) **Regional and county faculty and staff**
- a. Conduct recovery activities within regional and county offices, and return to normal operations in the shortest time.
 - b. Support the efforts of the regional CEMP emergency teams.
 - c. Ensure proper staffing is available to assist communities and organizations with recovery. This may require reassigning faculty and staff to disaster recovery work and temporarily moving them to support affected regions that are not their normal office location.
 - d. Stockpile and organize public information materials needed for recovery from all hazard types, and distribute as necessary. The necessary information is at the CEMP Web page: <http://extension.missouri.edu/cemp/>
 - e. Continue working with communities and recovery organizations.
 - f. Provide support for staff release or reassignment of time, depending on specific needs as determined by the disaster.
 - g. Be prepared to work with the CEMP team members and local organizations to convene or develop the local COAD by following the organizing protocols.
- 4) **Regional CEMP teams**
- a. Conduct recovery activities within regional and county offices.
 - b. Respond to requests from regional directors to assist offices, communities or organizations with recovery issues. Be prepared to temporarily relocate to another office to support disaster recovery efforts for affected community(s).
 - c. Work with the CEMP coordinator and local organizations to convene or develop the local COAD or Long Term Recovery Committee by following the organizing protocols.
 - d. MU Extension may have a presence at state and federal disaster recovery centers to provide educational information to individuals using the centers.
 - e. Make requests for additional resources as necessary through the regional office and the CEMP coordinator.
 - f. Continually report to regional directors and the CEMP coordinator about progress and emergent issues.
 - g. Work directly with the CEMP coordinator to develop and distribute recovery information and educational packages that focus on the recovery issues most urgent in the region.
 - h. Provide feedback to the CEMP coordinator on potential future informational and educational needs regarding recovery.

- i. Be prepared to follow the “Missouri Organizing Protocols for Community Disaster Recovery Mechanism.”
- j. Conduct an After Event Review (AER), and submit to regional director’s office and the CEMP coordinator.

5) Community Emergency Management Program

- a. Work directly with the administration, program directors and the regional directors to support the efforts of the regional emergency teams and any MU Extension recovery activities.
- b. Post recovery information electronically as soon as possible so it can be accessed via the Web.
- c. Act as recovery advocate for needed resources and support from all campuses and disciplines (academic or research).
- d. Keep the media and other MU Extension offices informed about extension efforts during recovery.
- e. Keep SEMA, FEMA and all partners informed about extension efforts during recovery.
- f. Provide informational and educational materials related to recovery to field faculty and communities as requested.
- g. Relocate to affected areas to support MU Extension efforts.
- h. Act as the MU Extension liaison with SEMA and FEMA recovery programs.
- i. Act as liaison for regional and national efforts through EDEN.

Conclusion

To all MU Extension faculty and staff, this guidance should be taken seriously! The actions described herein should be considered as valid and critical to our continuum of effort as we strive to improve our internal and external emergency management activities and programs in support of the citizens of Missouri.

Signed

Dated

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