

auxiliary services section IV

AR

4.1 maricopa emergency management system (mems)

Purpose

The National Incident Management System (NIMS) sets forth to establish a common set of criteria for disaster/emergency management and business continuity programs. This standard also provides disaster and emergency management and business continuity programs the criteria to assess current programs or to develop, implement, and maintain aspects for prevention, mitigation, preparation, response, and recovery from emergencies.

Under the authority of the Chancellor of the Maricopa County Community College District (MCCCD), the mission of the Maricopa Emergency Management System (MEMS) is to develop, implement and maintain federally compliant, District-wide plans that comply with NIMS.

Background

Upon review of the MCCCD's emergency operations and business continuity plans, the Chancellor formally charged a group with the task to identify potential actions to be undertaken to improve the disaster/emergency management and business continuity plans, as well as to facilitate the implementation of those measures. This project was named the Maricopa Emergency Management System (MEMS).

Since MEMS' creation, the MCCCD has been engaged in a comprehensive and systemic effort to improve processes and protocols for the prevention, preparedness, planning, and response to emergencies. Prior to this effort, each college and the District Office handled emergency operations planning independently.

Approach to Emergency Management

MEMS will utilize the "All Hazards Approach" to emergency management. The all hazards approach involves managing the large range of possible effects of risks and emergencies. This concept takes into consideration that a large range of risks can cause similar problems and such measures as warning, evacuation, medical services, and recovery will be required during and following emergencies. Many risks will, however, require specific response and recovery measures and will require specific prevention and mitigation measures.

Responsibilities

The Chancellor shall possess the authority to declare a state of emergency for any site with the Maricopa County Community College District. The Chancellor shall insure compliance with NIMS.

The Chancellor and the Chancellor's Executive Council shall be charged with the overall responsibility to develop, implement, and maintain a written emergency operations plan and a written business continuity plan for the District Office departments and colleges, respectively.

The plans, which will be prepared using templates created by the MEMS Team, will address all elements and best practices of emergency management including risk assessment, incident prevention, mitigation, resource management and logistics, mutual aid/assistance, planning, incident management, communications and warning, operational procedures, facilities, training, exercises, evaluations, and corrective actions, crisis communication and public information, and finance and administration.

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The MEMS team will coordinate and provide guidance to each college and District Office department which will comply with the practices prescribed by the plans. Additionally, the MEMS team will support the plans through training, exercises, and evaluations and will disseminate lessons learned from exercises and events. Annual Review for Effectiveness

Each college and the District Office shall submit its Emergency Operations Plan and its Business Continuity Plan to the MEMS Team for review and approval by February 1 of every year. Each college and the District Office shall report key performance indicators to the MEMS Team by February 1 of every year. These reports should highlight what the colleges and the District Office are doing, what remains to be done, and what additional assistance and resources are needed.

The MEMS Team shall submit an annual report to the Chancellor and the Chancellor's Executive Council that summarizes the colleges' and the District Offices' progress towards meeting their emergency operations and business continuity program goals and objectives for the previous year as well as goals and objectives for the coming years. This report shall be submitted by April 1 of each year.

ADOPTED May 7, 2010 per the approved process for Administrative Regulations

Regulation Replaced the former Emergency Management Planning and Guide

AMENDED through the Administrative Regulation approval process, August 18, 2008

ADOPTED April 9, 2001 per the approved process for Administrative Regulations

Regulation replaced the former Civil Defense & Planning Guide