

Section:	II.3.7	
Title:	College Emergency Response Team (CERT)	
Effective Date:	January 3, 2023	
Approved By:	Vice President for Operations	
Responsible Unit:	Vice President for Operations (609) 771-3274; posluszd@tcnj.edu	
Related Documents:	<ul style="list-style-type: none"> • College Emergency Response Team Operations Manual • New Jersey Executive Order number 284 • New Jersey Office of Emergency Management Directive NJOEM-4 (2022) • Federal Emergency Management Agency (FEMA) Guide for Developing High Quality Emergency Operations Plans for Institutions of Higher Education • Federal Emergency Management Agency (EMA) Guide for Comprehensive Preparedness (CPG) 201 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	January 3, 2023	New policy; Initial Release

I. INTRODUCTION

The purpose of this policy is to establish a College Emergency Response Team (CERT) for The College of New Jersey.

Within this framework, the college will provide a comprehensive plan to measure risk so that it is in a better position to mitigate and prepare before an emergency occurs. This is an ongoing process that requires the knowledge and insight of key decision makers from the college.

Risk and vulnerability must be continually assessed. Policy and procedures will be formulated with the input of this group in order to provide guidance to the college before, during, and after critical events.

II. DEFINITIONS

1. College Emergency Response Team (CERT) - The College Emergency Response Team (CERT) is a collaborative effort of college decision makers who measure risk, and coordinate and manage a response to an emergency at any time. CERT is flexible in any emerging situation and provides guidance and leadership before, during, and after critical events
2. Emergency Operations Plan - A course of action for accomplishing objectives during an emergency for threats, hazards, and specific functions. Courses of action address the what, who, when, where, why, and how for each threat hazard and function.
3. Threat and Vulnerability Assessment - A risk assessment that identifies potential hazards and analyzes what could happen if a hazard occurs. There are numerous hazards to consider. For each hazard there are many possible scenarios that could unfold depending on timing, magnitude, and location of the hazard.
4. Incident Command System (ICS) - A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
5. National Incident Management System (NIMS)- A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

6. Continuity of Operations (COOP)- A functional annex providing procedures to follow in the wake of an incident where the normal operations of the school are severely disrupted. This is sometimes also referred to as Business Continuity planning.
7. Responsible Unit- Division of Operations/Emergency Preparedness Coordinator.

III. POLICY

A. Purpose of CERT

- a. The College of New Jersey is committed to following the National Incident and Management System (NIMS), as well as Incident Command System (ICS) for critical events that occur on campus. NIMS and ICS are recommended organizational and response functions that are promulgated by the Federal Emergency Management Agency (FEMA).
- b. CERT is a core planning and decision-making team that prepares for and responds to emergency situations. Its function will guide the updating and functionality of the Emergency Operations Plan and college Continuity of Operations plans. The team also considers vulnerabilities on campus and measures risk in order to mitigate emergency events. Consideration during discussions will focus on prevention, mitigation, preparedness, response, and recovery planning.
- c. Coordination of training regarding critical events is another key component of CERT. Training scenario's will be discussed between group members in order to arrive at the most pertinent and relative training opportunities available. This includes the use of table top, functional, and full-scale exercises.
- d. The team will have the responsibility for the overall operations of the campus during an emergent event and is able to provide immediate operational decisions when required. The team shall serve and represent the interests of students, staff, faculty, families with disabilities, and others with access and functional needs, as well as those from diverse racial, ethnic, linguistic, and religious backgrounds.

- e. Members of CERT will staff the Emergency Operations Center during critical events, depending on their availability and the severity of the event that may require a member's direct involvement.
- f. CERT team members will be approved with the input of College administrators including the president and the president's cabinet.
- g. CERT meetings and briefings will be chaired by the Emergency Preparedness Manager. The co-chair will be the Associate Director of Campus Police.
- h. The Emergency Preparedness Manager will schedule monthly meetings for the group, schedule special meetings if required, and will be the central point of information dissemination and planning for the team.
- i. The primary tasks of planning for emergency events and information that will be discussed during monthly meetings include:
 - i. Identifying threats and hazards on the college campus;
 - ii. Measuring the risk posed by the identified threats and hazards;
 - iii. Information from members of the college including students, staff, and faculty regarding hazardous conditions;
 - iv. Information gleaned from local, county, state, and federal agencies to identify threats and hazards;
 - v. Discussion and development of training opportunities;
 - vi. Planning and updating Continuity of Operations Plans.
- j. An operation manual will be developed and maintained by the Emergency Preparedness Manager to provide guidance and recommendations related to CERT functional procedures.

B. Areas of Responsibility

- a. The CERT team shall include the following members of the College of New Jersey:
 - i. Chief of Staff to the President and Secretary to the Board of Trustees;
 - ii. Provost and Vice President of Academic Affairs;
 - iii. Vice President of Operations;
 - iv. Associate Vice President of Facilities;

- v. Associate Director of Campus Police;
- vi. Emergency Preparedness Manager;
- vii. Assistant Vice President for Student Affairs and Dean of Students;
- h. Associate Vice President for College Advancement and CC&MO;
- ix. Assistant Vice President Student Services;
- x. Director of Auxiliary Services;
- xi. Academic Dean chosen by the Provost.

C. Policy Review

This policy and the operations manual will be reviewed periodically by the Emergency Preparedness Manager to ensure that it is current with state and federal law, as well as established procedures on the handling of critical events. This review will be ongoing, but must be completed by the fifth year of issuance.