

Colorado School of Mines Emergency Management Plan

Purpose of the Plan

This Emergency Management Plan (EMP) has been designed as a strategic plan to provide the administrative procedures necessary to manage most campus emergencies. The College's overall ability to respond to an emergency also will rely upon tactical and business continuity plans developed by individual departments.

The purpose of any plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; to establish responsibilities necessary to performing these functions; to prevent, minimize and repair damage; and to ensure continuity of operations so that essential services may continue to be provided to the Institution and its clients.

This plan assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources.

Scope of the Plan

Numerous natural or man-made disasters and hazards can affect the Institution and pose an actual or potential threat to public health and safety on the campus. A comprehensive emergency plan is needed to insure the protection of students, employees and the public from the effects of critical incidents and emergencies.

This plan may be activated in response to a regional or national crisis that affects the CSM system. Any emergency that affects our students, faculty, and/or staff community is considered a CSM emergency.

This plan is designed to enable faculty, staff, and students to successfully cope with campus critical incidents and emergencies. This plan, while primarily local in scope, is intended to be able to support a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including mitigation, preparedness, response, and recovery.

An EMP may be activated during any of the following incidents, which may include, but are not limited to:

- Active Shooters
- Aircraft incidents
- Bombs
- Chemical, Biological, Radiation, Nuclear, Explosive (CBRNE) incidents
- Civil Disorder and Disturbances
- Cyber Attacks
- Earthquakes
- Explosions
- Fires
- Floods
- Hostage Situations
- Medical Emergencies: Severe or Mass Casualty Incidents
- Snow Emergencies
- Structural Collapses
- Tornadoes
- Utility Emergencies
- Others

Emergency Management Plans should:

- Include a risk assessment that would ideally address threats, consequence, and vulnerabilities
- Be developed in coordination with State and local community partners (law enforcement, fire personnel, local government, public and mental health agencies, etc.)
- Include establishment or adoption of an Incident Command System (ICS)
- Be communicated to the campus community
- Be in alignment with the Federal National Incident Management System (NIMS)
- Include the use of exercises, drills, and training; and
- Be a "living document," continuously reviewed, practiced, and updated

Introduction

Statement of Policy

This Plan is a comprehensive administrative plan for the protection of life and property on this campus. It is compatible with the doctrines and methods expressed in the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Plan (NRP), Homeland Security Presidential Directive-5 (HSPD-5), and Homeland Security Presidential Directive-8 (HSPD-8), and other similar directives.

Plan Applicability

The policies and procedures contained in this plan will be followed by any administrator, faculty member, or staff member, whose position and/or duties are expressly addressed or are implied by this Plan. Campus emergency operations will be conducted within the framework of the policies and procedures of the federal National Incident Management System (NIMS), the federal National Response Plan (NRP), and all applicable local, state, county, and federal laws, ordinances, and regulations.

Plan Implementation

Whenever an emergency affecting the campus reaches such proportions that it cannot be handled by routine measures, the CSM President, or his/her designee may declare a State of Emergency and shall trigger implementation of this Plan by a designated Incident Commander (IC).

Procedural Flexibility

Since any emergency may occur suddenly and without warning, this Plan must be flexible enough to accommodate conditions as they occur. While most incidents are handled on a daily basis by a single jurisdiction at the local level, there are important instances in which successful domestic incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency responder disciplines. These instances require effective and efficient coordination across an often broad spectrum of organizations and activities.

Once a critical incident begins to evolve, the Incident Commander shall be continuously mindful of the possibility that CSM resources and capabilities may be overwhelmed. If so, the IC shall so apprise the CSM President of this fact, or the possibility thereof, so that a request for additional assistance can be forwarded promptly to municipal, county, or state authorities in a timely and effective manner.

Exceptions to Plan Functions and Responsibilities

Any exceptions to Plan policies and procedures may only be conducted after the approval from the Incident Commander or his or her designee is obtained.

Plan Changes and Recommendations

The promulgation and maintenance of this Plan is the responsibility of the Director of Public Safety as directed by the CSM President. Requests for procedural changes and other recommendations will be submitted in writing to the Director of Public Safety for review and finalization.

After Action Reports

Immediately after the conclusion of emergency operations concerned with a critical incident, crisis, or disaster, the Incident Control Team Leader shall initiate the preparation and publication of an After Action Report (AAR).

The AAR shall be written by the Director of Public Safety with the assistance of any other section of the Incident Control Team, as required. AAR documents shall be submitted within 30 days of termination of incident operations.

The AAR shall detail all facts and circumstances known about incident causation, the quality and nature of the response effort, and the incident resolution. In addition, the AAR shall determine both deficiencies and highlights that occurred during the resolution of the incident and shall make recommendations about

planning, training, and operational needs and improvements that could enhance the efficiency of future responses.

Each original AAR shall be retained on file within the office of the Director of Public safety.

Levels of Response to Campus Conditions

An emergency is defined as: "Absent a Presidentially declared emergency, (is) any incident(s) human-caused or natural that requires responsive action to protect life and property."

In addition, the following four definitions are provided to assist Incident Managers and/or building managers to plan for or respond to predicted or existing campus conditions:

Normal Campus Conditions (No Emergency)

When normal campus conditions exist, no unusual response or planning activities are necessary.

Critical Incident (Minor Emergency)

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the institution. A critical incident causes significant disruption to the subgroups which they affect, but do not disrupt overall institutional operations. During a critical incident an Incident Command Post (ICP) may be established as determined necessary by the CSM Chief of Police or his or her designee.

Crisis (Major Emergency)

A crisis or major emergency is any event which disrupts the orderly operations of the Institution or its institutional missions. A crisis affects all facets of the institution and often raises questions or concerns over closing or shutting down the institution for any period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of an ICP and may require an Emergency Operations Center (EOC). Major policy considerations and decisions will usually be considered by the CSM administration during a crisis.

Disaster (Severe Emergency)

A disaster is an event whose nature and impact extends beyond the Institution and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the Institution might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation and outside emergency services and resources will be essential. In all cases of a disaster, an ICP and an EOC will be activated, and appropriate support and operational plans will be executed.

General Assumptions

The CSM EMP can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis, or disaster. Therefore, the following general assumptions can be made:

An Emergency may occur at any time

A critical incident, crisis, or disaster may occur at any time of the day or night, on weekends or holidays, and with little or no warning.

Most Incidents are handled locally

Almost all incidents are handled locally, but some incidents may require the support and resources of local, county, state, federal governments, and/or private institutions, and other entities.

Incident plans must be flexible

The succession of events in any incident are not fully predictable, therefore, this EMP and any Incident Action Plan (IAP) devised prior to or at the time of the event, will serve primarily as a guide or checklist, and may require modifications in the field to mitigate injuries, damages and/or to recover from the incident.

Outside resources or assistance may be delayed

An emergency or a disaster may additionally affect residents within close proximity to CSM, therefore city, county, state, and federal emergency services or resources may not be immediately available. In such cases, a delay in the delivery of effective off-campus emergency services may typically be expected for a period of up to 48 -- 72 hours.

Media events must be properly addressed

Any incident that is likely to result in media coverage should be promptly reported to Director of Communications. The accurate assessment of received information and its accurate reporting to all will negate the spread of unfounded rumors, panic, and the effects of misinformation.

Operational requirements must be sustainable

During any incident which is perceived to require operations for longer than twenty-four hours, at the discretion of the CSM President, impacted personnel shall be assigned to appropriate shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.

Communications are likely to be disrupted or compromised

During an emergency or disaster, there is a likelihood of the disruption of communications due to damage to related infrastructure or by the burdens placed on communications systems due to high levels of usage. This is especially true of cellular telephones. Prior agreements with cellular companies should be in place to secure usable operating channels during any emergency by arranging for Wireless Priority Service (WPS).

Declaration of a Campus State of Emergency (CSOE)

The decision to declare a Campus State of Emergency (CSOE) rests solely with the CSM President or his or her designee, unless the crisis conditions necessitate immediate declaration by the Director of Public Safety with no time to notify the President. Upon notification of a critical incident or emergency by the Director of Public Safety, if the President decides that a CSOE declaration is necessary, he or she shall inform the Director of Public Safety, who will then set into motion certain notifications, pre-planned by the institution.

Involvement of the CSM Police (CSMPD) is required

Whenever conditions are present that meet the definition of a crisis or disaster, or whenever a CSOE is declared by the University President, CSMPD and CSM administration will immediately place into effect procedures that are designed to meet the emergency by safeguarding persons and property and maintaining the overall functioning of the institution.

On-duty CSMPD personnel shall immediately consult with the CSM Chief/Director of Public Safety regarding the emergency and shall initially follow any notification procedures outlined in this Plan.

Persons on campus must be controlled

During a CSOE, only registered students, faculty, staff, and their affiliates (i.e., persons required by employment) are authorized to enter or remain on campus. Persons who cannot present proper identification (such as a student or employee identification card or other suitable identification showing that they have a legitimate purpose on campus) will be directed to leave the campus. Unauthorized persons remaining on campus may be subject to expulsion, detention, or arrest in accordance with applicable laws.

Nonessential persons shall be restricted from the Incident Site

Only faculty, staff, and student volunteers who have been assigned to Incident Control duties or who have been issued a CSM Emergency Identification Pass (EIP) by CSMPD will be allowed to enter the immediate incident site.

Terrorist Acts: Since any terrorist incident is a criminal act, the incident site is to be managed as a crime scene that requires the collection and preservation of evidence and other procedural requirements that are critical to the performance of a criminal investigation. Acts of terrorism require notification of the FBI.

Communications and Media Relations duties

Effective communications plays a critical role during any emergency. In almost all emergencies, the Institution will need to communicate with internal audiences, including students, faculty, and staff. Depending on the severity of the situation, it is likely that the Institution will need to communicate with external media sources and through them to wider audiences.

All media inquiries should be directed to the Public Information Coordinator (PIO). It is important that information provided to outside media persons be coordinated through PIO to ensure consistency concerning communications about the status of the Institution during a critical incident or emergency. If the incident involves entities from other jurisdictions, the external communications function of the PIO shall be coordinated through an established Joint Information Center (JIC).

Mutual Aid Agreements

CSM maintains Mutual Aid Assistance agreements with appropriate law enforcement agencies, details of which can be obtained from the Office of the President and/or Legal Services. The campus is protected by the Golden Fire Department.

Primary ambulance services are provided by EMS services licensed by the state EMS Regulatory Board (EMSRB).

All mutual aid agreement contracts are to be retained by the Office of Legal Services with copies distributed to all affected police, fire, and EMS agencies as well as to other appropriate court and regulatory agencies, and other entities.

All such agreements may be placed into effect by the IC during an incident after consultation with the Office of the CSM President.

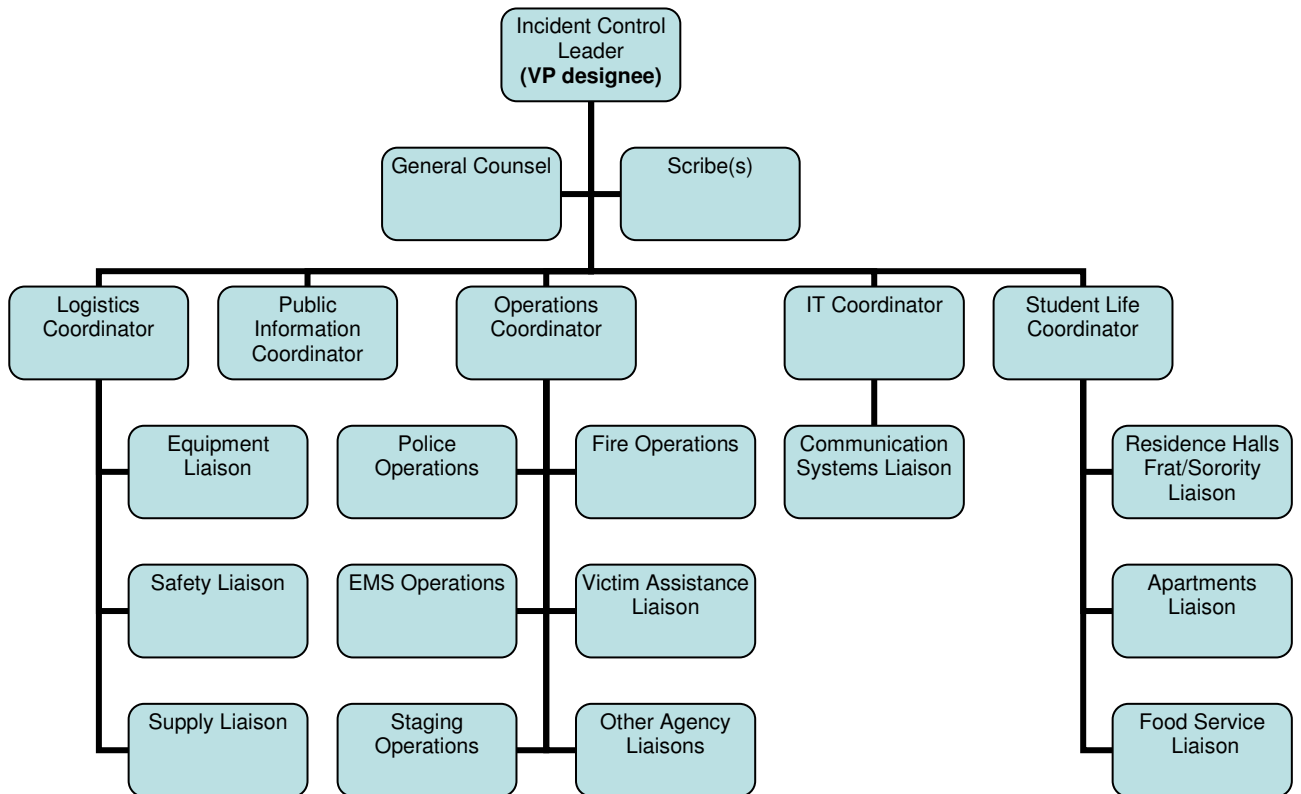
Other Notifications

It is critical that adjoining jurisdictions be notified whenever an incident has actual or potential impact on residents, buildings, traffic, or otherwise has an impact on civic health or well being. The PIO, in coordination with the IC, shall determine when and by what methods to appropriately issue timely warnings, emergency alerts, and other informational releases to key government officials, community leaders, emergency management response agencies, volunteer organizations, and any other persons and entities essential to mounting a coordinated response to the incident.

Sufficient factual information should first be gathered and evaluated for accuracy to minimize the effects of spreading false rumors and misinformation, prior to disseminating any release of information.

Incident Command and Incident Management

CSM Organization – Incident Control Team



Incident Control Team (ICT)

The Incident Control Team (ICT) team will consist of those individuals responsible for managing an emergency incident and its coordination on-campus, including overall command, coordination of contributing agencies, the ordering and releasing of resources, and release of information pertaining to the incident.

Incident Control Leader:

Vice President designated by the CSM President.

Operations Coordinator:

Director of Public Safety or designee

Logistics Coordinator:

Director of Facilities Management

Public Information Coordinator:

Director of Communications

IT Coordinator:

Director CCIT

Student Life Coordinator:

Director of Housing

General Counsel

CSM General Counsel

Scribes

Assigned as needed

Typically, the Director of Public Safety will be either the on-scene Incident Commander (at the ICP) or will be a member of the CSM ICT. The Operations Staff will consist primarily of those individuals representing outside agencies, particularly those monitoring on-going Incident activities and involved in carrying out/directing actions necessary for controlling the Incident.

The ICT will be established in a room designated as the ICT Emergency Operations Center (EOC), equipped with the necessary communications and other materials necessary to manage the Incident. (An alternate EOC will be designated in the event the primary is within the area of the Incident).

Operations Section Staff

The Operations Section shall serve in a direct support capacity to the Incident Control Team. The Operations Coordinator will be in direct communication with the on-scene Incident Commander and provide liaison with the following functions:

- Police Operations
- Fire Operations
- Medical Operations
- Agency Representatives
- Psychological Victim Assist.
- Staging Operations

Once the ICT EOC has been activated, The Operations Coordinator will respond to the EOC.

Logistics Section Staff

The Logistics Section Staff shall serve in a direct support capacity to the Incident Control Team. This team will consist primarily of those individuals representing internal CSM offices responsible for securing necessary supplies, providing staging areas, insuring internal and external communications networks are maintained, etc. in support of the Incident Control Team. They will be supervised by the Logistics Coordinator. The Logistics Section Staff shall include, but is not necessarily limited to the following individuals:

Coordinator – Director of Facilities Management

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| • Supply Liaison | Designated by Director of Facilities Management |
| • Equipment/Maint. Liaison | Designated by Director of Facilities Management |
| • Safety Liaison | Director, Environmental Safety and Health |

The Public Information Staff

Preparedness and training for emergency media communications procedures shall be conducted under the direction of the **Director of Communications acting as the Public Information Coordinator (PIO)**.

The PIO will coordinate all communications functions during a CSOE. Using information provided by others, the PIO will provide timely information on the status of the Institution and information regarding any emergency measures being undertaken. If required, the CSM PIO will function through the Joint Information System (JIS) to permit coordinated PIO services whenever subordinate to joint or area command functions.

Communication methods may include:

- Text messages
- E-mail messages
- Voicemail messages
- Web-based messages
- Establishment of an emergency phone center
- Emergency signage
- News releases to the media
- News conferences for the media

CSM has two basic guidelines to observe in any emergency incident:

- Only authorized spokespersons such as the CSM President or his or her designee, or the Director of Communications will meet or talk with the media
- Only factual information is released; no speculation is to be offered

Additional Guidelines

- All executive and supervisory personnel are required to report emergencies to the police. They also should be reminded not to discuss the situation and instruct their subordinates not to discuss the situation with anyone, on behalf of the Institution
- The President, other senior administrators, and the Director of Communications are to be immediately informed of an existing emergency. Complete details are to be made available to these officials
- The President and the Director of Communications and any other appropriate personnel involved shall confer and decide on appropriate actions
- All calls from the news media are to be referred directly to the Director of Communications.

Information Technology Section Staff

The IT Section Staff shall serve in a direct support capacity to the Incident Control Team. This team will consist primarily of those individuals representing internal CSM offices responsible for securing necessary computer, telecommunication, and networking services and supplies, ensuring internal and external communications networks are maintained, etc. in support of the Incident Control Team. They will be supervised by the IT Coordinator. The IT Section Staff shall include, but is not necessarily limited to the following individuals:

Coordinator – Chief Information Officer (CSM)

- Communications Liaison
- CSM Manager of Networking

Student Life Section Staff

The Student Life Section Staff shall serve in a direct support capacity to the Incident Control Team. This team will consist primarily of those individuals representing internal CSM offices responsible for on campus student housing and securing necessary supplies, providing staging areas, lockdowns and communication to residents, etc. in support of the Incident Control Team. They will be supervised by the Student Life Coordinator. The Student Life Section Staff shall include, but is not necessarily limited to the following individuals:

Coordinator – Director of Facilities Management

- Residence Hall, Fraternity/Sorority Liaison
- Apartment Liaison
- Food Liaison
- Assistant Director of Housing
- Apartment Life Director
- Manager, CSM Food Services

Optional Positions on the ICT

The Safety Coordinator (SC) – if needed

The **Director of Environmental Health and Safety, acting as the Safety Coordinator (SC)**, monitors incident operations and advises the ICT on all matters related to operational safety, including the health and safety of emergency response personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management. The SC is, in turn, responsible to the ICT for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiple agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations.

The Finance/Administration Section Coordinator – if needed

When there is a specific need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities, a Finance/Administration Section should be established. The Finance/Administration Section includes the Compensation, Claims, Cost, Procurement, and Time Units and is headed by the **CSM Controller, acting as the Finance/Administration Section Coordinator**.

Under the ICS, not all agencies will require every facet of assistance. In large, complex scenarios involving significant funding originating from multiple sources, the Finance/Administrative Section is an essential part of ICS.

In addition to monitoring multiple sources of funds, this Section Chief must track and report to the IC the financial "burn rate" as the incident progresses. This allows the IC to forecast the need for additional funds before operations are negatively impacted. This is particularly important if significant operational assets are provided under contract by private sector suppliers.

The Finance/Administration Section Coordinator may also need to monitor cost expenditures to ensure that statutory rules which apply are met. Close coordination with the Planning Section and Logistics Section is essential so that operational records can be reconciled with financial documents. Note that, in some cases, only one specific function may be required (e.g., cost analysis), which a technical specialist assigned to the Planning Section could provide.

The Finance/Administration Section Coordinator will determine, given current and anticipated future requirements, the need for establishing specific subordinate units. In some of the functional areas (e.g., procurement), an actual unit need not be established if it would consist of only one person. In such a case, a procurement technical specialist would be assigned in the Planning Section. Because of the specialized nature of finance functions, the Section Coordinator should come from the agency that has the greatest requirement for this support. This Section Coordinator may also have an assigned deputy.

Additional Command Staff Positions

Additional Command Staff positions may be necessary depending on the nature and location of the incident, and/or specific requirements as established by the IC. For example, legal counsel may be assigned directly to the Command Staff to advise the IC on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access.

Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the IC in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bio-terrorism event.

The Emergency Notification System (ENS)

The Initial Responses to a Reported Emergency

Each emergency occurring on-campus shall be reported immediately to CSM Police via Golden Police Dispatch at 911. Upon receiving notification of a reported emergency, the CSMPD shall initiate the following chronology of events:

- 1. Dispatch a Public Safety Officer to the Scene**
One or more police officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis, or disaster
- 2. Dispatch Appropriate EMS/Fire Services**
CSMPD shall request appropriate assistance from Fire or Emergency Medical Services personnel.
- 3. Dispatch Facilities Management Staff**
CSMPD shall request appropriate assistance from the Office of the Director of Facilities Management once an emergency or disaster has been identified as one that affects CSM buildings or other infrastructure in a manner that requires DFM corrective action.
- 4. Contact the Chief/Director of Public Safety**
CSMPD will immediately contact the Chief of Police/Director of Public Safety or designee.
- 5. The Chief shall contact CSM President**
The Chief of CSMPD shall immediately contact one of following persons in the following descending order of preference:
 - CSM President
 - CSM Executive Vice President/Provost
 - CSM Senior Vice President for Finance and Administration
 - CSM Vice President for Student Life

Assignment of Emergency Status

After consulting with the CSM President or a designee, the CSMPD Director of Public Safety will assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification System (ENS), if appropriate:

Critical Incident (Minor Emergency)

During a Critical Incident or Minor Emergency, ENS may be activated. Incident Command staff members may not necessarily meet as a group, but will be still be advised of conditions. An Incident Command Post (ICP) may be established.

Crisis (Major Emergency)

During a Crisis or Major Emergency, ENS will be activated. Command Staff members shall report as directed by the Chief/Director of Public Safety. An EOC may be activated at an approved location. An Incident Command Post (ICP) shall be established.

Disaster

During a Disaster, the ENS will be activated. All Incident Control Team members shall report to the ICP or Emergency Operations Center (EOC) as directed. If a primary site is not available, an alternate ICP or EOC site will be established by the Chief/Director of Public Safety.

Key Personnel (ENS) Notification Procedure

In the event that the CSM Director of Public Safety (or his/her representative) becomes aware of information as to a potential or actual emergency occurring that may require activation of the Emergency Management Plan and/or sending an Emergency Alert, he/she will immediately communicate that information to the CSM President (or his/her designated representative). A decision will then be made as to the appropriate action(s) to be taken.

If the decision is made to activate the Emergency Management Plan:

- The CSM President will designate a Vice President as the Incident Control Team Leader, considering the population/facilities most affected by the incident and the preparation of the Vice Presidents available. The president will notify the Incident Control Team Leader.
- The CSM President will notify the Public Information Coordinator and the Chief of Staff;
- The Chief of Staff will notify the ICT members first, followed by members of the Executive Committee and appropriate academic staff and faculty members.
- The Director of Public Safety will contact the individual designated as Incident Control Team Leader, establish the Emergency Operation Center and act as the Incident Control Team Leader until the arrival of the designated Vice President.
- The Public Information Coordinator, after coordinating with the CSM President as to what changes should be made to previously developed text messages, will activate the Mines Emergency Alert System.
- All other Vice Presidents and Executive Committee members will notify their administrative staff members as they deem necessary to maintain the Business Continuity Plan

Responding to ENS Notification

The Emergency Notification System (ENS) is only activated upon the direct order of the CSM President or designee.

The following members of the Incident Control Team will report to the EOC as directed or shall remain on Stand-By status if directed.

- CSM Vice President designated as the ICT Leader
- CSM Director of Public Safety
- CSM Director of Communications
- CSM Director of Facilities Management
- CSM Chief Information Officer
- CSM Director of Housing
- General Counsel

President's Executive Committee: During an emergency those campus activities not directly related to the emergency will be managed by the President's Executive Committee in accordance with normal operating procedures and the Business Continuity Plan. The Executive Committee consists of the President, the Executive Vice President/Provost and the Vice Presidents of Research, Strategic Enterprises, Finance and Administration, Student Life, University Advancement, and Human Resources as well as the CSM General Counsel, Director of Alumni Relations, and the Chief of Staff. If any of those are unable to attend Executive Committee meetings called during the period of the emergency, they will designate a representative to attend. Communication will be maintained between the President and the Incident Control Team Leader to facilitate any additional support (e.g., personnel, financial, authority, legal advice) needed for the Incident Control Team to mitigate the emergency.

Emergency Notification of the Campus Community (Mines Emergency Alert - MEA)

During any critical incident or emergency, the CSM Incident Control Team will use several methods of communication to disseminate information to the campus community. This is known as the MEA (Mines Emergency Alert) System. The methods will include, but not be limited to, these devices:

Communication methods may include:

- Text messages
- E-mail messages
- Voicemail messages
- Web-based messages
- Establishment of an emergency phone center
- Emergency signage
- News releases to the media
- News conferences for the media

This notification will take place immediately upon confirmation of a significant emergency or dangerous situation involving immediate threat to the health or safety of students or staff occurring on campus unless notification will compromise efforts to contain the emergency. Notification will only be delayed if there is a professional determination by law enforcement that issuing the notice would put the community at greater risk.

Deactivation of Emergency Incident Operations

At the close of Incident Operations, the Incident Commander will notify the Operations Section Coordinator to begin the stand-down phase of operations according to the procedures developed as part of the Incident Action Plan for that incident.

Incident Documentation

Each participating department, section, building, or function manager/supervisor is responsible for documenting all activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each emergency response entity will retain documents associated with its activities during the response. These documents, although local in origin, will be based primary on the formats and purposes devised for federal ICS forms for the following purposes:

- Provide a basis to assess the emergency and evaluate the response
- Identify areas where campus preparedness activities worked well and those areas that need improvement
- Verify all emergency related expenses and document efforts to recover such expenses
- Assist recovery in the event of litigation

All documents, status sheets, daily logs, and forms shall be kept along with all financial records and photographs related to the emergency. The Finance/Administration Section Coordinator shall request documentation, including post-incident reports, from any responding agency that participated in the incident response.

Emergency Facilities

Whenever a critical incident, crisis, or disaster occurs or is imminent, it shall be the responsibility of the on-duty CSMPD personnel to set up and staff an Incident Command Post (ICP) and/or an Emergency Operations Center (EOC), as appropriate. In addition, regular CSM Police facilities are to be fully staffed and operational at all times during the incident.

Incident Command Post (ICP) – near scene

A CSM Police vehicle or other suitable vehicle may be used as an Incident Command Post (ICP). The ICP is to be located as close to the emergency scene as possible to enhance tactical control. At least one uniformed officer is to staff the ICP at all times until tactical operations terminate. A small stationary office with a desk, chairs, and a telephone may also be established as near to the scene as may be determined necessary by the Chief/Director of Public Safety. The ICP may be maintained in addition to any EOC at the discretion of the Chief of CSMPD.

During the selection of any stationary ICS location, an alternate site should also be selected, in the event that relocation of the ICS is required due to safety concerns or other reasons.

ICP Equipment List

The following types and quantities of equipment suitable for an ICP should be considered for staging as required:

- Barricades, barrier tape, and signage for the scene
- Portable hand radios (minimum of two) with spare batteries
- Portable public address system unit
- First aid kit
- Campus telephone directory, a State Government Telephone Directory, and a local Telephone Directory to include Yellow Pages sections
- Three copies of the CSM EMP
- Flashlights (minimum of 10) with extra batteries
- Cellular Telephone(s) and extra batteries and/or charging capabilities
- High Visibility Vests (10)
- Command Post Location Marker or other suitable means of ICP identification, and
- Campus Maps/Area Maps.

CSM Emergency Operations Center (EOC) for the Incident Control Team (ICT)

If any incident exceeds or is likely to exceed available campus capabilities and resources, an Emergency Operating Center (EOC) will be established at the GRL Conference Room. If this location is unsuitable or unavailable, the CSMPD Chief shall select another location and shall so inform the CSMPD commander. At least one uniformed police officer is to staff the EOC at all times until the incident is resolved.

During the selection of any stationary EOC location, an alternate site should also be selected, in the event that relocation of the EOC is required due to safety concerns or other reasons. This space is activated at the direction of the CSMPD Director of Public Safety and remains so until the ICT decides to deactivate it.

EOC Equipment List

The following types and quantities of equipment suitable for an EOC should be considered for staging as required:

- All equipment contained within an ICP, plus
- An emergency power source (gas generator & fuel sufficient for an initial 72 hour period)
- Tables, desks and chairs sufficient to accommodate IC Staff and all support staff, to include a refrigerator and coffee maker
- Copy machine

- Two-way radio base station, battery operated AM/FM radio and a television
- Telephone equipment as follows:
 - Dedicated lines for Incident Commander use (min. of 2)
 - Dedicated lines for Incident Command Staff use (min. of 2)
 - Cellular telephones (min. of 3)
- Sanitary facilities
- Campus maps, drawings/blueprints of buildings, HVAC systems, etc.
- Computer work station and printer that has network capabilities
- Pads, envelopes, writing implements and other office supplies
- A Fax machine with broadcast capabilities
- Cots suitable for temporary sleeping areas.

Staging Areas

One or more staging areas for arriving off-campus responders, equipment, and other resources shall be established by the Director of Facilities Management. For operations of the Incident Command Staff, a permanent conference room with facilities for emergency response elements that is designed to accommodate multiple telephone and/or electrical devices shall be established. In the event this established facility is not available, another suitable alternate site shall be chosen.

Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident.

Media Center/Joint Information Center (JIC)

If a campus incident is expected to last for more than eight hours, a site for a media center/Joint Information Center (JIC) will be established. Parking adjacent to these facilities will be reserved for media and staff vehicles.

The media center/JIC will include space for the media reporters, a podium, a multimedia box, backdrop, and appropriate signage. If a JIC is established, the site should contain enough space for meeting rooms and have the capacity to support JIC operations.

Campus Telephone Center

At the direction of the Director of Communications, a Campus Telephone Center will be established. The telephone phone center will be used to answer inquiries from students, employees, and relatives regarding the nature and consequences of the emergency.

General Campus Guidelines

Written Operational Procedures shall be devised and maintained

The head of each campus department or organization with emergency response duties and functions shall prepare and maintain current written Standard Administrative Procedures, Standard Operating Guidelines, resource lists, checklists, and other documentation as may be required to support the operations of those organizations during critical incident or emergency operations.

The oversight for this requirement shall be devised and implemented by the Department Head or a designee as soon as practical.

Duties of Building/Facility Managers

Each Building Manager, who shall either act as or shall appoint a Building/Facility Safety Officer or a Safety Committee for each campus building/location under their supervision or control, has the following responsibilities prior to and during any emergency:

Develop an Emergency Action Plan

An Emergency Action Plan for each building or facility shall be developed that will include, but not necessarily be limited to, the following components, equipment, and/or functions:

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including the type of evacuation and exit route assignments
- Procedures for employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The name or job title of an employee who may be contacted by other employees for more information about the plan or an explanation of their duties under the plan

In addition, the following subject areas should be considered for inclusion in each Plan:

- Evacuation Supervisor duties
- Evacuation of disabled or special-needs persons
- Management of designated assembly areas
- Diagrams of specified building/facility exit locations and evacuation routes
- Hazardous conditions reporting and appropriate corrective procedures
- Emergency First Aid information
- Specified locations of available emergency equipment, including PPE
- Location and maintenance of adequately stocked First Aid kits
- The location and operation of fire extinguishers and other fire suppression equipment
- Lists of available emergency equipment
- Lists of personnel who would normally present within each building/facility

A revised and updated Emergency Action Plan for each building/facility should be submitted to the Director of Facilities Management for approval on the 1st day of November of each year, or more often if needed. The designated Building or Facility Safety Officer/Safety Committee may assist with plan formulation or revision, as required.

The Emergency Action Plan for each building and facility should be as concise as possible. Each Department/Division within a specific building shall have at least one copy of the Emergency Action Plan for their building/facility prominently displayed within each major or significant workspace area.

Review Emergency Action Plans

Each Building/Facility Manager must review the Emergency Action Plan with each employee or student covered by the plan:

- When the plan is developed or the employee/student is initially assigned to the building or facility
- When the employee or student's responsibilities under the plan changes
- When the plan is changed

Building evacuation information shall be distributed to all employees with follow-up discussions, on-the-job training or additional explanation as required. Contact Environmental Health and Safety for assistance.

Sufficient time shall be taken to train each employee in emergency techniques such as fire extinguisher use, First Aid, and/or CPR and emergency evacuation procedures. The Office of Environmental Health and Safety will be consulted for training support services.

Other Building/Facility Manager Duties

- Report every emergency to CSM Police at 303-273-3333
- Serve as the primary contact person to receive emergency information from CSMPD
- Inform all building employees of any emergency conditions
- Evaluate the impact of any emergency on persons or property and take appropriate action including ceasing operations and initiating evacuation of the building or facility
- Maintain emergency telephone communications with University officials from the building or facility or from an alternate site if necessary.

Develop a Building/Facility Telephone Tree

The building manager shall develop a phone tree of both work/home/mobile phone numbers for all persons that normally work or reside in the building or facility.

General Faculty/Staff Supervisor Responsibilities

Each faculty or staff member who supervises university students or other university employees has the responsibility to:

- Educate students or employees to relevant emergency procedures including evacuation procedures for their building or facility
- Inform students and/or staff of any perceived emergency and initiate emergency procedures as prescribed within the Building/Facility Emergency Plan, CSM Employee Safety Handbook, and the EMP
- Evaluate, survey, and estimate their assigned building/facility or activity spaces to determine the potential impact of any emergency on their facility
- Report all safety hazards as soon as possible to the building manager or safety officer
- Submit a work order to reduce hazards and to minimize accidents promptly to the Building Manager or Director of Facilities Management.

IMPORTANT: Inform students, staff, and faculty to conform to building evacuation guidelines during an emergency and to report to an appropriate assembly area outside the building for a head count.

Deans, Department Heads, Other Campus Employee Duties

Each University Dean and Department Head will develop and implement a business continuity plan for each of their respective areas of responsibility.

It is the responsibility of every campus employee to become familiar with the Emergency Action Plan for his/her work area(s) and to read CSM Employee Safety Handbook.

Annual Training

Training will be conducted on at least an annual basis for all designated first responders. This training will include tabletop exercises and other contextual training. The Director of Public Safety, as appropriate, will supervise and coordinate such training.

Exercises and Evaluations

The Director of Public Safety shall develop a program of periodic evaluation and training that is a threat- and performance-based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction.