All Hazards Emergency Operations Plan

New Mexico State University Las Cruces Campus and Doña Ana Community College-Espina Campus

March 1, 2024

**Prepared by the NMSU Emergency Planning Committee
in coordination with NMSU entities:**

Central Administration Response Team
Environmental Health Safety & Risk Management
Facilities Operations
Fire Department
Information and Communication Technologies
Police Department
New Mexico Department of Agriculture
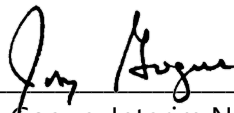Marketing & Communications

Preface and Approval to Implement

This document constitutes the All Hazards Emergency Operations Plan for the NMSU Las Cruces campus and DACC-Espina campus. Herein referred to as the "LC AHEOP" or the "Plan" throughout this document. It has been prepared by the New Mexico State University (NMSU) entities previously listed, pursuant to NMSU Policy 16.00 and Administrative Rules and Procedures 16.10. This March 1, 2024 Plan supersedes all previous versions; it also serves as the pertinent annex to (or section in) the City of Las Cruces/Doña Ana County All Hazards Plan, and any other such plans that rely upon it.

The LC AHEOP consists of nine sections and eight appendices, as indicated in the following table of contents. The appendices contain detailed personal contact and lines of succession, tactical and procedural information and protocols, which may be updated periodically, without the approval of the NMSU President.

Signed: _____   Date: _3/14/24_____
       Jay Gogue, Interim NMSU President

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I. PURPOSE

This Plan provides the approach to emergency management utilized at NMSU. It is not intended to be a step-by-step, detailed plan that lists every possible action that can be taken. Instead, it is designed to be a guiding document for Las Cruces and DACC-Espina campus administrators and emergency response personnel for the handling of major incidents and disasters. (It also may serve as a template for the other NMSU System components to assist them in the preparation of their emergency operations plans.) The Plan establishes a framework within which these administrators and responders work in order to ensure coordination, communication, and cooperation in times of crisis. It also establishes the relationships between, and responsibilities of, the various entities involved.

All major units at the Las Cruces and DACC-Espina campuses (e.g., colleges, departments, or other units) are required to prepare and maintain the following separate emergency planning documents.

Unit-Level Emergency Action Plans: These plans are intended to address exit and safety responses of unit-level personnel to hazards such as natural disasters, fires, hazardous material spills, and active killers. The goal of these plans is to move unit-level personnel and those in the area (to include students and visitors) to safety as quickly as possible; they are not intended to address actual response to the threats presented by said hazards. A component of a unit-level emergency action plan must be notification of emergency response personnel and communication within the unit.

Lines of Succession: All units will maintain a listing of who is in charge, along with a line of succession of two or more additional people, if possible. Contact information for said individuals must be readily available, and the line of succession and contact information will be communicated within each unit and to the next level of supervision.

Contact and Communication Plans: These plans identify the mechanism to be used for contacting unit personnel in the event a disaster takes place outside of business hours. This may include use of telephone trees, email, personal visits to homes, etc. (NOTE: Communication during an emergency should be addressed within the Unit-Level Emergency Action Plan.)

Continuity of Operations (COOP) Plans: These plans identify the key missions carried out by the unit, identifies mechanisms for continuing to meet/achieve them during or after a disaster and a very important list of essential positions and their functions.

Assistance in developing these plans is available from the Emergency Planning Committee. In addition, public safety entities at NMSU are expected to maintain policies, procedures, and guideline manuals for their personnel that provide proper guidance in both daily and emergency situations.

II. PLAN AUTHORITY

This Plan is developed in accordance with the authority granted to the Board of Regents of New Mexico State University by the New Mexico Constitution (Article XII, Section 13) and state statute (21-8-3 NMSA 1978 et seq.)[1] to control and manage the University. By policy, the Board of Regents has delegated the authority to manage the daily operations of the University, including authority to approve emergency planning documents, to the NMSU President who has in turn authorized personnel in certain departments to take those actions necessary for mitigating, preventing, preparing, responding, and recovering to/from emergencies and disasters.

For satellite facilities or campuses, the person in charge of such facility has full authority to take those actions necessary to preserve life during an emergency, to include evacuation of buildings and requesting assistance from local public safety agencies without need to first obtain authorization, however, the NMSU President must be notified immediately. Formal declarations of emergency must still come from the NMSU President or the President's designee.

(A listing of additional statutes and references related to emergency plans and management is contained in Appendix B.)

III. DECLARATION OF EMERGENCY

The NMSU President is authorized to declare a state of emergency and/or a disaster at NMSU or any of its sections or divisions as is deemed appropriate. Such a declaration shall invoke all agreements and plans (to include the City of Las Cruces/Doña Ana County All Hazards Plan and/or the State of New Mexico All Hazards Plan) necessary and appropriate for resolving the pending crisis. When the President is not available, the line of succession for said office shall be followed, with all such individuals having the authority to declare a disaster or emergency in the absence of the President.

IV. EMERGENCY MANAGEMENT STRUCTURE

NMSU utilizes the National Incident Management System (NIMS) and its subcomponent, the Incident Command System, as its crisis management model. This provides not only for a consistent approach in how incidents are managed within NMSU, but also facilitates the ability to coordinate with regional, state, and national plans in the event the incident requires utilization of those resources.

NMSU will comply with federal and state training in this area. Personnel with a direct role in emergency preparedness, incident management, and those who may reasonably be expected to be called upon for emergency management decisions during an emergency must complete

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[1] 21-8-3 NMSA 1978, et seq.: The management of said college [university] and experiment station, the care and preservation of all property, of which such institution shall become possessed, the erection and construction of all buildings necessary for the use of said college [university] and station, and the disbursement and expenditure of all moneys provided for by this act, shall be vested in a board of five regents.

the appropriate NIMS course(s). Training is available both online and in person at https://training.fema.gov/nims/ and https://www.preparingnewmexico.org/.

The NMSU Chief of Police and the NMSU Fire Chief (or their respective designees) are responsible, as appropriate depending upon the type of emergency, for acting as the incident commander on the scene of disasters and emergencies (See Section V). They are authorized to conduct evacuations, shelter in place, close buildings, block roads, and take other such actions as are necessary for the immediate preservation of life and property. They may also request mutual aid pursuant to written agreements with other agencies without the need for a presidential declaration. In addition, they are authorized to activate the Central Administration Response Team ("CART") and the City of Las Cruces/Doña Ana County Emergency Operations Center in support of their emergency operations.

The NMSU System CART (also serves as the NMSU Las Cruces/DACC-Espina CART) is available to assist in long-term management (consequence and recovery) of emergencies. The NMSU System CART led by the President includes positions listed in Las Cruces/DACC-Espina CART along with the respective Presidents from the affected campuses. NMSU System CART's primary responsibility is to make disaster/emergency consequence and recovery management decisions relating to major incidents affecting more than one component of the NMSU system.

The NMSU Las Cruces/DACC-Espina CART is led by the President and includes positions listed in Las Cruces/DACC-Espina CART. The NMSU Las Cruces/DACC-Espina CART's primary responsibility is to make disaster/emergency consequence and recovery management decisions relating to major incidents affecting Las Cruces/DACC-Espina campuses.

The CART Resources groups responsibilities are associated with service respective to their departmental function. These departments respond to both the NMSU System CART and the Las Cruces/DACC-Espina CART. The CART Resources members may function as Incident Commander, Emergency Responder or as a part of the active resolution of the emergent circumstances, and to provide information to the CART when feasible and as requested.

Any member from the CART's two distinct groups may convene the CART, as that member deems necessary.

NMSU Las Cruces/DACC-Espina CART
    President
    Provost and Chief Academic Officer
    Chief of Staff
    Vice President Finance and Business Services
    Vice President Student Success
    Associate Vice President Marketing and Communications
    Chief Legal Affairs Officer
    Chancellor of the NMSU System Community Colleges

CART Resources

Finance and Business Services
Aggie Health and Wellness Center
President's Office
Assistant Vice President of Government
    and Community Relations
Athletics
Environmental Health Safety & Risk
    Management
Equity, Inclusion & Diversity
Housing and Residential Life

Human Resource Services
Information Communication Technologies
International and Border Programs
Facilities and Services
Fire Department
Marketing & Communications
Police Department
Student Life
Vice President Research, Creativity & Economic
    Development

V. INCIDENT COMMAND

Responsibility for management and incident command during an emergency at NMSU Las Cruces, DACC-Espina campus is broken down as follows:

Police Department – Responsible for strategic and tactical plan development and management of incidents that involve:
Traffic crashes
All crimes
Known or suspected criminal involvement (including terrorist incidents)

Fire Department – Responsible for strategic and tactical plan development for the management of incidents that involve:
Fires and/or facility damage
Mass casualty incidents
Heavy or confined space rescue
Hazardous materials incidents
Medical incidents unified command

Facilities and Services – Responsible for strategic and tactical plan development and management of utility outages.

While a single incident commander normally handles the command function at an incident, when appropriate, such as when an incident overlaps areas of responsibility, a unified command structure may be utilized. This would be when representatives of multiple departments, offices, or individuals share in the command process. Such a structure may also be appropriate when responsibility for an incident is shared with off-campus jurisdictions or agencies.

During an incident, the designated Incident Command, as appropriate, is responsible for duties such as the following:

- Scene safety;
- Direction and control of on-scene response to the event and management of emergency resources committed to the incident;
- Warnings and advisories to people near the incident; and
- Determination and implementation of evacuations, sheltering in place, closing of buildings or roads that are necessary to protect life and/or property.

VI. ROLES OF PRESIDENT AND CART

The NMSU President (or President's designee) is responsible for the following:

- Establishing objectives, policies, and priorities for safety at NMSU prior to an event (in order to guide the preparation, prevention, and response activities of emergency response personnel and others involved in the process);
- Obtaining and allocating resources in accordance with the objectives, policies, and priorities set forth;
- Leadership of the NMSU System CART;
- Coordination of various units within the University in response to a major incident or disaster;
- Determination of cancellation of classes or closing of the University; and
- Declarations of disaster and/or requests for assistance from other governmental entities.

In addition to the above, the CART is responsible for the following:

- Disaster consequence and recovery management including but not limited to continuity of operations for the University;
- Community-wide warnings and information;
- Resource support for the incident; and
- Tracking of employees and students relocated by the incident.

VII. COMMUNICATION WITH THE COMMUNITY

A critical component of any emergency management plan is the dissemination of information to the community. The timely distribution of accurate information and guidelines serves multiple purposes, including helping citizens protect themselves from hazards, keeping people away from emergency scenes, and controlling rumors. NMSU has been utilizing a multi-tiered approach to reach the largest possible audience in the shortest period of time. It is important to understand that no single system can reach the entire populace of the University. Each of the tools below have individual limitations (such as there are no telephones inside classrooms to receive telephone emergency messages, and some professors do not allow students to bring cell phones into classrooms where they might receive text emergency messages). NMSU will exercise discretion on the best method of notification based on the circumstances of the emergency.

The following are the methods currently in place at NMSU:

Emergency Response Personnel (PUSH): There will be direct communication from the personnel on scene to those in the immediate area. This may be face-to-face, or via a public address system (which is in all of the police vehicles). While limited in range and reach, this provides the most immediate communication between responders and those in the area.

NMSU Faculty and Staff Responsible For Areas (PUSH): Emergency responders may also ask those responsible for a particular area (such as Resident Assistants in Housing and Residential Life) to provide additional information and take particular measures. The actual measures recommended will depend on exactly what is happening (gunman, fire, bomb threat, hazardous

material spill, etc.), but may include evacuating an area, moving to an area of refuge, or sheltering in place.

Emergency Notification System (PUSH/PULL): This is a multi-faceted notification system that allows either the on-scene NMSU responders or authorized University personnel to send an emergency message. This system can send voice phone messages, cell phone text messages and email messages almost simultaneously. An emergency notification system has been in place on Las Cruces and DACC-Espina campus since 2003, and has been used in many emergency responses.

EMail System (PUSH): Campus-wide emails may be used to provide information to all students, faculty, and staff.

NMSU Website (PULL): In the event of an emergency, an alert message may be deployed onto NMSU home web page. At some time, the type of incident may warrant a complete "tear-away" and replacement of the Home Page to display only Emergency Notifications.

NMSU Call Line (PULL): NMSU also operates a call-in line (646-1000) that can be used to post information for the public to call in and receive. This line utilizes a recorded message format that can used to provide status and update information. It can provide similar information as the website, without the need to have computer access.

News Media (PUSH): The news media are used to push out information via newspaper, Internet, radio and television. A number of public information officers in the region have participated in a Southern New Mexico Public Information Officers Association since 2006 in order to provide coordinated media releases, joint information center operations, and backup support to each other. Some of these individuals can also activate the Emergency Alert System (that replaced the Emergency Broadcast System in 1997) to generate emergency tones and messages on local radio and television stations.

ADAPt (PULL): The Alternate Disaster Answering Point has been operational since March 2, 2007. This system differs from the above communication methods, as it is a call-in system designed to allow the University to answer a large volume of incoming telephone calls. This is a critical component of emergency communication, as it provides a mechanism for the community to contact the University and emergency management personnel to ask questions, provide information, or obtain further direction. This system is also identified as a key asset for regional use during disasters based on requests from the Office of Emergency Management.

Digital Signage (PUSH):   There are approximately 40 digital signs located internal to some buildings on the NMSU Las Cruces campus that are tied to the Emergency Notification Systems that are activated when NMSU places an emergency message on https://www.nmsu.edu/.

VIII. READINESS AND RESPONSE LEVELS

READINESS
A community prepared for emergencies is most likely to be able to recover from a disaster. As a result, University offices and officials are strongly encouraged to notify all employees and students under their control of how to obtain assistance in an emergency (such as calling 911), how to reduce their chances of being involved in an emergency (such as avoiding driving through arroyos with flowing water), and what to do in common emergency situations (such as evacuation of buildings, use of fire extinguishers, and review of unit-level emergency plans). There are a variety of courses available on the campus to assist in this endeavor (https://safety.nmsu.edu/). NMSU Emergency Planning and Preparedness website is a quick reference guide to prepare for emergencies (http://emergencyplanning.nmsu.edu/).

Additional emergency planning information is available at http://safety.nmsu.edu/emergency-information/.

Public safety entities on the campus are also expected to be prepared to carry out their assigned missions. All personnel should be properly trained in the roles they might reasonably be expected to fill and/or the duties they might carry out.

Equipment provided by the University should be maintained in proper working order, and employees should regularly practice with or actually use it. Whenever items may be required that are not normally available, the public safety entities should have a mechanism for locating and obtaining (often through mutual aid agreements or the Emergency Operations Center for Doña Ana County) the equipment or resources necessary.

RESPONSE LEVELS
Incidents can develop quickly, or they may build up over a period of time. Response to each differs, as the amount of time available in which to make decisions and take actions is significantly different. Recognizing this, the following are the response levels in use at NMSU:

NORMAL Conditions
At this level, emergency response personnel carry out their normal duties. Notification of an incident may be received through a telephone call (generally 911) into the Emergency Dispatch Center. Units will be assigned to respond to and handle the incident as appropriate, and an Incident Command Post may be established at or near the scene. Limited assistance from other jurisdictions or agencies may be requested pursuant to mutual aid agreements. CART personnel may be assembled to be briefed on a situation at this level, but will not need to take any official action.

EVENT Conditions
A number of special events are held at the University. When an event is scheduled, representatives from all involved departments (to include police and fire) engage in developing a plan for safely handling the event. This may involve obtaining assistance from other jurisdictions or agencies, closing roads, buildings, or parking lots, or other such action as is necessary to make the event as safe as is reasonable based on the information available. As with the normal condition level, CART personnel may be briefed on situations taking place at this level, but will generally not need to take any official action as a group.

WATCH Conditions

When information is received that indicates an extraordinary hazard to the University community may exist (such as severe weather, a violent criminal in the area, etc.), emergency response personnel and the CART may go into a "watch" condition. At this level, personnel are tasked with monitoring the situation continuously (such as weather radar, water levels, or indications of violence), informing CART, and preparing messages that can be sent out if circumstances change. A general advisory may be sent out to the community to make them aware of the situation and prepare them to be ready to take action should the situation change. During this level, receipt of 911 calls is not necessary to learn about the overall emergency since the appropriate officials are already aware of it. However, 911 calls to report specific problems (such as people who are ill or injured) may still be appropriate.

WARNING Conditions

At this level, there is information that there is a direct threat to or near the University, and a high degree of alert is involved. Warnings are generally issued to the community with specific directions on what to do (e.g., seek shelter). Depending on the amount of time available beforehand, the CART may already be assembled and able to assist in this process. If not, emergency response personnel will be responsible for all actions, decisions, and primary notification necessary until such time as the CART can be assembled and briefed.

EMERGENCY Conditions

When a large-scale disaster or emergency actually takes place (e.g., the event warned about transpires), actions need to be taken to respond to and control the situation(s). Multiple events may be taking place simultaneously, and/or a large number of buildings or people may be involved. Priority during such incidents must be preservation of life whenever possible, followed by stabilization or rescue of property. Actions that place lives in danger (such as people jumping into flood waters to try to save property) should be avoided. Continual contact with the community through whatever means are still available should be utilized at this level to continue to offer guidance and support.

INCIDENT TYPES/LEVELS

Each incident can be classified based on its magnitude or scale. In turn, this allows emergency response personnel to quickly identify the number and types of resources that might be needed to respond to and handle the emergency. The following types/levels are based on the ICS-200 course by FEMA, and are utilized by NMSU and surrounding entities:

Type 5: At this level, the incident can be handled by the agency/agencies responding from within the jurisdiction. These are handled within a few hours (a single operational period), and are generally considered the "normal" activities of an agency (such as a traffic stop or arrest). Generally, incident command positions are not identified and filled at this level.

Type 4: Incidents at this level require more resources, but are still able to be handled by the resources within the community. They may take longer, but on-scene operations are still completed within one operational period. Higher level incident command positions may be needed for this level of incident. An example is a serious crime where investigators must be called to help process a crime scene and collect evidence.

Type 3: At this level, local resources are overwhelmed and assistance from surrounding communities is needed to respond to the incident. This may be handled simply through mutual aid agreements, or it may involve activation of the Emergency Operations Center (EOC).

Activation at this level may require a declaration of a disaster by the local community (in this case, the NMSU President). Incident command positions are filled at this level.

Type 2: Incidents of this magnitude overwhelm local communities, regardless of mutual aid, and activation of state resources and operations center is necessary. Activation at this level requires a disaster declaration both by the local community, as well as the county.

Type 1: Incidents at this level require assistance from surrounding states either through Emergency Management Assistance Compacts (EMACs), or through request for and activation of federal resources (such as the Federal Emergency Management Agency). Activation at this level generally requires a declaration of emergency by the Governor.

IX. PLAN DEVELOPMENT AND MAINTENANCE

The NMSU President's Advisory Emergency Planning Committee assists in the coordination of Plan review and regular maintenance with the following NMSU entities:
- Central Administration Response Team (CART)
- Environmental Health Safety & Risk Management
- Facilities Operations
- Fire Department
- Information and Communication Technologies
- Police Department
- Marketing and Communications
- Procurement Services
- International and Border Programs
- Auxiliary Services
- Dean of Students
- General Counsel
- New Mexico Department of Agriculture
- Alamogordo Community College
- Doña Ana Community College
- Grants Community College
- Arrowhead Research Park

At a minimum, this Plan shall be reviewed every two years. Substantive changes require approval from the NMSU President. Annexes and appendices contain personal, tactical information, and operational procedures, which may be updated as needed, and which updates shall not require the President's approval, unless a change substantively affects a provision in Sections I through X of the Plan.

Once approved, this Plan shall be distributed to the Board of Regents, the University President, Vice Chancellor & Chief Operating Officer, Provost & Chief Academic Officer, DACC campus President, Vice Presidents and Deans or equivalents. It should also be made available to the University community (without the appendices containing responder sensitive information) through the University's emergency management website (http://emergencyplanning.nmsu.edu/) and copies shall be placed in key locations (e.g., Emergency Operations Center (EOC) for Doña Ana County, NMSU Environmental Health Safety & Risk Management, Police and Fire Departments).

X. APPENDICES

APPENDIX A

Line of Succession for President

The following is the line of succession for the position of President of New Mexico State University, effective February 2024:

1. NMSU President
2. Provost and Chief Academic Officer
3. Vice President Finance and Business Services
4. Vice President Student Success
5. Vice President Research, Creativity and Economic Development

During normal operations when the NMSU President is out of town or on leave, the next highest person available on campus is authorized to act on the behalf of the President for routine business decisions.

During a major emergency or disaster when the President is unavailable, the line of succession shall be followed in order until a person in the line is available. Said individual is authorized to make all decisions necessary on behalf of the University during the emergency, to include emergency and disaster declarations.

Should the NMSU President no longer be able to perform duties due to mental incapacity or death, the next highest person available in the line of succession shall become Acting NMSU President. The person shall remain in that position with full authority of office until such time as the Board of Regents meet and appoint a person as Acting or Interim NMSU President.

Contact information for the Line of Succession for the Central Administration Response Team (CART) is contained on the Command/Control/Communications Emergency Guide. The guide is managed by the Environmental Health Safety & Risk Management office. The information is confidential and shall be released only on a need-to-know basis.

APPENDIX B
Select New Mexico Statutes Relating to Public Purchases and Property

13-1-127. Emergency procurements
    A. The state purchasing agent, a central purchasing office or a designee of either may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances. A written determination of the basis for the emergency procurement and for the selection of the particular contractor or vendor shall be included in the procurement file. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.

    B. An emergency condition is a situation which creates a threat to public health, welfare or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:
        (1) the functioning of government;
        (2) the preservation or protection of property; or
        (3) the health or safety of any person.

    C. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.

13-1-128. Sole source and emergency procurements; content and submission or record
All central purchasing offices shall maintain, for a minimum of three years, records of sole source and emergency procurements. The record of each such procurement shall be public record and shall contain:
    A. the contractor's name and address;
    B. the amount and term of the contract;
    C. a listing of the services, construction or items of tangible personal property procured under the contract; and
    D. the justification for the procurement method.

13-1-191. Bribes; gratuities and kickbacks; contract reference required
All contracts and solicitations therefore shall contain reference to the criminal laws prohibiting bribes, gratuities and kickbacks.

13-5-3.1. Public buildings; compliance with the national flood insurance program
A building that receives state appropriations for its construction or that is repaired or improved with state appropriations in an amount greater than fifty percent of the building's value before the repair or improvement shall comply with standards of the national flood insurance program and Section 3-18-7 NMSA 1978.

APPENDIX C

Emergency Message Development and Restricted Distribution Guides

CRISIS COMMUNICATIONS

OUTLINE OF MESSAGE:
- Message type (e.g., Emergency, Notice, Advisory, etc.)
- Message from
- Date and time of message
- Target audience
- Brief description of incident (what's happening)
- What target audience should do
- When and how updates will be available at time, place

CONSIDERATIONS:
- Keep it simple
- Keep to the facts
- Keep the message consistent
- Keep to the outline

BE PREPARED TO ANSWER THESE QUESTIONS:
- Are my family and I safe?
- What can I do to protect myself and my family?
- Who is in charge here?
- What can we expect?
- Why did this happen?
- Were you forewarned?
- Why wasn't this prevented?
- What else can go wrong?
- When did you begin working on this?
- What does this information mean?

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APPENDIX E

Tactical Communications Plans

Crisis Communications: Tools, Targets, Responsibilities

Tools (Responsibility)	Students (DS)	Faculty (PCAO)	Staff (DVP)	Parents (DS)	Media (MARCOM)	Alumni (AO)	General Public (MARCOM)	Gvmt Officials (GR)	Regents (P)	Deans (PCAO)	Branch Campuses (CCC)
Emergency Notification System (text, voice, e-mail) (Police)	X	X	X						X	X	X
NMSU Home Page (MARCOM)	X	X	X	X	X	X	X	X	X	X	X
Campus Monitors (ICT)	X	X	X								
NMSU News Facebook/Twitter (Police/MARCOM)	X	X	X	X	X	X	X		X	X	X
News Release (MARCOM)					X						
* Email in addition to ENS (Various)	X	X	X			X	X	X	X	X	X
*Safety News (EH&S)	X	X	X								
* Hotline: Student (DS)	X										
* Hotline: Regular (MARCOM)	X	X	X							X	X
* Personal Call (Various)								X	X		X
*ABCD (MARCOM)		X	X							X	X
* 646-1000 phone line (MARCOM)	X	X	X	X	X	X	X	X	X	X	X
* Flyers	X	X	X							X	

Responsibility: P- President; DS-Dean of Students; PCAO-Provost/Chief Academic Officer; DVP- Divisional VP; AO- Alumni Office; GR-Govt-Relations; CCC-Chancellor of Community Colleges (updated on 1/3/24) *** Not used routinely, only as needed.**

APPENDIX F

Incident Specific Action Plans and Checklists

    i.   Fire Emergency

   ii.   Bomb Threat

  iii.   Hazardous Weather

  iv.   Hazardous Materials Release

   v.   Active Killer

  vi.   Utility Outage

 vii.   Communicable Disease

viii.   Social Distancing

Fire Emergency   Appendix F (i)

Any person discovering a fire should perform the following actions regardless of the size of the fire:
1) Alert other building occupants by activating the building fire alarm;
2) Have someone go to a safe location and call 911 to report the fire; and
3) Designate someone to meet the Fire Department upon their arrival and show them where the fire is located.

The below listed actions outline the appropriate occupant, Fire Department, and institutional response to a fire:

Responsible Party	Actions
Emergency Action Leader/ Department Head/ Affected Principal Investigator	☐ Call 911 to report fire ☐ Implement emergency action plan and evacuate building ☐ Activate the building fire alarm ☐ Assemble and account for personnel and students ☐ Standby for further instructions ☐ Implement continuity of operations and recovery plan
NMSU Fire Department **Incident Commander**	☐ Respond per Fire Department Standard Operating Procedures/Guidelines ☐ Establish Incident Command, investigate, ensure fire is out and stop loss ☐ Provide medical assistance as needed ☐ Determine cause and origin by conducting fire investigation ☐ If cause of fire is suspicious or might be intentional, notify Police for joint criminal investigation ☐ Notify the CART and provide updates as appropriate ☐ Conduct initial damage assessment ☐ Activate mutual aid plan ☐ Activate the DAC Emergency Operations Center (EOC) if area resources are close to depletion ☐ Designate NMSU Liaison to DAC EOC ☐ Recommend appropriate prevention measures

Responsible Party	Actions
Facilities Operations	☐ Upon request of Incident Command, shut off utilities and/or air handlers to affected area if they present potential for additional damage or compromise of safety. Restore when feasible ☐ Make repairs or arrange for outside contractor ☐ Evaluate structural integrity ☐ Perform damage assessment to determine feasibility of entry ☐ Arrange for alternate utility systems, if necessary
NMSU Police	☐ Complete police report on all fires ☐ Conduct criminal investigation if cause of fire is suspicious or might be intentional ☐ Provide evidence processing and storage facilities ☐ Report criminal investigation findings to Fire Chief and District Attorney ☐ Establish a hard perimeter (fence) around affected building(s) ☐ Maintain 24-hr perimeter security ☐ Conduct security escorts inside affected building(s) ☐ Assist with evacuation and access control ☐ Provide for traffic control ☐ All listed support and investigation
Marketing and Communications	☐ Get a situation status briefing from Incident Commander ☐ Draft internal and external announcements ☐ Disseminate announcements using one or all of the following tools: all campus email, NMSU web site and phone hotline (6-1000), Emergency Notification System ☐ Handle media calls and news releases ☐ Manage changes to NMSU web site ☐ Establish a Media Relations Center to handle ongoing media needs (Joint Information Center)

Responsible Party	Actions
Environmental Health Safety & Risk Management	☐ If chemicals or radiation released, estimate amount and contact appropriate agencies as required ☐ Assist department personnel or provide hazmat clean-up ☐ Contact NM OSHA if there is an employee fatality, hospitalization, or amputation. Report must be made within eight hours of incident ☐ Provide Incident Command with hazmat inventory for affected area ☐ Provide support for hazard assessment ☐ Provide monitoring equipment to Fire personnel to evaluate presence of volatile organic compounds and air quality to assess time for a downgrade in respiratory protection ☐ Evaluate area to assess hazmat clean-up needs ☐ Arrange for hazmat cleanup through contracted vendor or other agencies ☐ Document damage and initiate insurance claims.
Information and Communication Technologies	☐ Restore affected computing and communication systems ☐ Set up alternate computing and communications systems as needed
Auxiliary Administration— Dining Services	☐ Provide dining services for rescue workers as needed
Aggie Health and Wellness Center	☐ Provide medical assistance as needed ☐ Alert hospitals to possibility of casualties ☐ Arrange for counseling services ☐ Set up Field First Aid Stations as needed

Responsible Party	Actions
CART	☐ Receive notification of incident ☐ Activate CART to assemble ☐ May designate one Liaison between the Incident Commander and CART ☐ Evaluate information on the institutional effects of the incident ☐ Notify Deans and Dept. Heads of decisions impacting their buildings ☐ Identify essential functions and set priorities for re-establishing continuity of operations ☐ Relocate essential functions if possible ☐ Provide oversight for family notifications, if appropriate ☐ If necessary, authorize a temporary suspension of classes, campus evacuation, or closure
Procurement	☐ Issue emergency purchase order if needed
Housing and Residential Life	☐ Arrange for alternate housing if fire is in a residential facility

Responsible Party	Actions
Emergency Action Leader/Dept Head	☐ Police contacts caller for more information Follows Police directives ☐ Assist with searches and coordination of building/facility users, as needed ☐ Evacuate building or facility prior to arrival of Police, if appropriate
NMSU Police Incident Commander	☐ Police respond to location and contacts caller for more information ☐ Assess incident ☐ Develop Incident Action Plan, including: - whether or not to evacuate; - notifications necessary; - standby of other agencies ☐ Conduct a search of building for device ☐ Clear scene for resumption of normal activity or escalate to Level 3 ☐ Notify CART Command ☐ Determine if circumstances warrant full response or downgrading to Level 2 ☐ Check for secondary devices ☐ Request assistance from Doña Ana County (DAC) Sheriff's Department Bomb Squad, ATF, FBI, etc. ☐ Obtain additional resources necessary (including Fire and EMS), possibly via the DAC/City of Las Cruces Emergency Operations Center (EOC) ☐ Advise CART if DAC Emergency Operations Center is activated ☐ Develop Incident Action Plan with Bomb Squad and other appropriate agencies/individuals ☐ Conduct render-safe and evidence collection activities as necessary ☐ Clear scene for resumption of normal activity or recovery ☐ Authorize a de-activation or reduced operations for the EOC
NMSU Fire Department	☐ If requested, stage in preparation for fire and rescue operations and assist with unified command as needed

Responsible Party	Actions
Environmental Health Safety & Risk Management	☐ If requested, prepare for chemical or radiological involvement
Facilities Operations	☐ Standby to shut down appropriate utilities to building ☐ Assist with traffic barricades ☐ Provide heavy equipment or other services as requested ☐ Restore utilities at end of event
CART	☐ Receive updates from Police Dept via Emergency Notification System (ENS) ☐ President's discretion to assemble ☐ Evaluate information on the institutional effects of the incident and set priorities as appropriate ☐ If necessary, authorize a temporary suspension of classes, campus evacuation, or closure ☐ Notify Deans and Department heads of decisions ☐ Coordinate communications to respective areas of responsibility ☐ Provide oversight for family notifications if appropriate
Marketing and Communications	☐ Obtain information from Police Emergency Notifications ☐ Draft initial internal and external announcements ☐ Update NMSU homepage as necessary ☐ Handle media calls and news releases in coordination with the Incident Commander ☐ Establish a Joint Information Center with appropriate agencies to handle ongoing media needs

Responsible Party	Actions
Information and Communication Technologies (ICT)	☐ Assist with special communications needs ☐ Provide telecom information to assist PD with investigation ☐ Maintain IT services for unaffected areas ☐ Assist with data and phone linkages to off-campus public safety ☐ Support modifications to NMSU website
Housing and Residential Life	Arrange for alternate services as necessary
Auxiliary Administration—Dining Services	Arrange for alternate services as necessary

NOTE: If a bomb should detonate, initiate procedures for Hazardous Materials Release.

Hazardous weather events include heavy rains, flooding, high winds, hail, and tornados. When a hazardous weather event occurs, it can place lives and property in danger. It is the responsibility of every person, whether student, employee, or visitor, to take care of their own safety. This includes remaining alert to possible danger, evaluating options, making appropriate decisions, and taking necessary actions to protect themselves. Hazardous weather events usually have a large area of impact, affecting others. As such, every person is encouraged to help others in the area by spreading warning messages, helping others seek/obtain shelter, and assisting with first aid and basic rescue.

The following is the risk assessment for common hazardous weather events at the NMSU Las Cruces campus:

Weather Event	Risk	Comments
Drought/High Heat	Moderate	Frequent occurrence each summer; can impact fire danger
Flood/Flash Flood	Moderate	The western section of campus is within the 50 year flood plain, with the last witnessed large scale flooding in 2010 and roadway flooding in 2016. More extensive flooding occurred over this area in 1935.
Hail	Moderate	Small hail occurs seasonally, but hail ≥ 1" only occurs every 5-10 years
Heavy rain	Moderate	While a semi-arid environment, heavy localized rains are common, particularly during monsoons. These can lead to flooding.
High Winds	Moderate	Many older buildings may not have been specifically constructed to handle high winds. Large trees have been blown over or had limbs snapped by strong winds.
Lightning	Moderate	Frequently accompanying summer thunderstorms, lightning presents a risk to those outdoors, including outdoor concerts and sporting events.
Fog	Low	Occurring less than a dozen times per year, and evaporating quickly; fog still presents traffic hazards.
Ice Storm	Low	While generally not affecting power distribution on campus, ice storms may cause loss of electricity from EP Electric due to overhead transmission lines breaking prior to entry on campus.
Snow/Blizzard	Low	While risk of blizzards are low, any appreciable snowfall can cripple the area due to unpreparedness by the populace and lack of specialized equipment.
Tornados	Low	There have been several F0 tornados within 50 miles of the Las Cruces campus.

RESPONSIBILITIES:

The following responsibilities are established for hazardous weather emergencies at NMSU:

☐ **Animal Care:** College of Agriculture Consumer and Environmental Sciences are primarily responsible for the care of animals owned by the University. During hazardous weather, the Deans shall ensure University animals are properly sheltered, evacuated, fed, and/or treated as necessary.

☐ **Communications Systems:** Information and Communication Technologies (ICT) is responsible for maintaining University communications systems, to include telephone and computer networking. Following a hazardous weather disaster, ICT shall prioritize restoration of services to those areas responsible for life safety and incident management.

☐ **Damage Assessment:** Damage assessment is the responsibility of a team that includes Risk Management, Facilities and Services, the NMSU Police Department, the NMSU Fire Department, and the National Weather Service (NWS). Rapid formation of damage assessment teams should be done early during a hazardous weather emergency, with findings reported to the Central Administration Response Team for use in consequence management. If National Weather Service personnel are unable to participate immediately in the damage assessment, damage findings will be sent to the Santa Teresa office of the National Weather Service as soon as possible by either telephone, email, or a combination thereof. Whenever possible, live video feeds from security and traffic control cameras should be shared with NWS personnel for the purpose of assessing damage within the range of said cameras. Additional video and/or photos should be sent electronically to the NWS office as they become available.

☐ **Death Notifications:** In the event of loss of life due to a hazardous weather disaster, the NMSU Police Department shall be responsible for coordinating notification of next of kin. When circumstances allow, attempts shall be made to have the notification done in person by either a representative of the University or a trained police officer or counselor from an appropriate jurisdiction. See Section G, Protocols for Dealing with Life Threatening Injury or Illness for University Students, Faculty and Staff—NMSU Las Cruces. EHS&RM will contact NM OSHA if there is an employee fatality, hospitalization, or amputation. Report must be made within eight hours of incident.

☐ **Debris Management:** The removal of debris (to include downed trees) is the primary responsibility of Facilities and Services. As soon as practical after a hazardous weather event, debris removal should first be concentrated on areas necessary to support search and rescue efforts, to include clearing ingress and egress routes needed by first responders.

☐ **Electricity:** Provision of electricity, to include provision of emergency power, is the primary responsibility of Facilities and Services. Departments with special needs that might be impacted by extended power outages are responsible for coordinating with Facilities and Services in advance of any hazardous weather disaster in order to be identified and prioritized appropriately for power restoration.

☐ **Emergency Operations Center Activation:** Either the Central Administration Response Team or Incident Commanders may activate the Doña Ana County/City of Las Cruces Emergency Operations Center when resources beyond those normally available to the University are

needed during a hazardous weather incident. Activation shall be accomplished by calling the on-duty Emergency Manager via one of the authorized emergency services dispatch centers.

Inclement Weather Continued   Appendix F (iii)

☐ **Evacuation:** Evacuation of facilities due to hazardous weather, to include identification of traffic routes, is the primary responsibility of the NMSU Police Department. When circumstances allow sufficient time, the Central Administration Response Team may take over this responsibility.

☐ **Hazardous Materials:** Inspecting and/or ensuring the security of hazardous materials is the primary responsibility of each Department owning the materials. If releases of hazardous materials have taken place due to a hazardous weather event, EHS&RM shall coordinate with NMSU Fire and Police services to ensure life safety, as well as make arrangements for cleanup.

☐ **Mass Care:** In the event evacuation of housing is necessary due to a hazardous weather disaster, the Department of Housing and Residential Life shall be responsible for coordinating with the Office of Emergency Management and other support agencies to identify sheltering and care options. Consideration should be given to keeping families intact, provision of mental health services, and referrals for basic needs (to include food, water, and clothing).

☐ **Monitoring:** The responsibility for monitoring weather warnings rests primarily with the Emergency Dispatch Center. Those departments with specific risks due to the nature of their daily operations (such as the Golf Course being at higher risk of lightning and Special Events hosting outdoor events) shall also be responsible for monitoring weather conditions and identifying hazards specific to their areas.

☐ **Psychosocial and Crisis Support and Intervention:** The responsibility for coordinating campus-wide psychosocial support after a hazardous weather disaster shall rest with Aggie Health and Wellness Center. Specialized support (such as for first responders) may be coordinated by the individual agencies through resources normally available to them.

☐ **Search and Rescue:** Search and rescue responsibilities will vary depending on the specific hazard encountered. In general, the NMSU Fire Department will be responsible for coordinating all heavy rescue efforts.

☐ **Storm Spotters:** NMSU personnel trained as storm spotters may be activated by the NMSU Police Department to assist in monitoring approaching hazardous weather. This activation shall be accomplished from lists maintained by the NMSU Police Department or through a request made to the National Weather Service. Storm spotters outside the employ of the NMSU Police Department are acting as authorized volunteers unless otherwise stipulated in the activation.

☐ **Warnings:** The Emergency Dispatch Center is primarily responsible for using the Emergency Notification System to warn the campus community of hazardous weather. The specific tools selected, the content of the message, and the timing of delivery shall be based on

policies and procedures issued by the NMSU Chief of Police. The NMSU Police Department is also responsible for notifying appropriate campus administrators regarding hazardous weather events.

☐ **Water:** Facilities and Services are responsible for maintaining and restoring domestic water service and fire water service to facilities. In the event of a hazardous weather disaster, Facilities and Services shall coordinate with the Central Administration Response Team to prioritize restoration of interrupted water services.

Hazardous Materials Release   Appendix F (iv)

Minor hazardous materials releases may include localized incidents, e.g., chemical, biological or radiological spill or release isolated in a room with no exposure potential to other building occupants, or chemical spill to a drain.

Moderate hazardous materials releases may include spills or gaseous releases with exposure potential to affect entire building, its occupants or cause campus area environmental contamination. A spill of Reportable Quantity as defined by EPA 550-B-12-003 October 2012 (https://www.epa.gov/emergency-response) is reported to NM State Police Emergency Response Officer (ERO) and handled at the local level based on local response capabilities.

Major hazardous materials releases include incidents affecting several buildings or which creates exposure potential affecting much of campus, such as: a gaseous release from a train or truck tanker. Large spill exceeding the local hazmat response capability which requires additional outside resources. Level 3 incidents will be reported to The NM State Police ERO.

Person receiving information about a spill or leak of hazardous materials should request the following information:

1. The location of the spill or release (research explosion, pressure release, gas leak);

2. The identity of the spilled material(s), if known;

3. The approximate quantity released and/or size of area affected;

4. Whether there has been any personal contamination resulting from the incident;

5. Whether any of the hazardous material has entered a drain;

6. Whether there are any related hazards present (i.e., fire, power failure, etc.); and

7. Location of where caller will be and a phone number.

The below actions should be taken based on the type of incident that is occurring and may not be required for every incident.

Responsible Party	Actions
NMSU Fire Department **Incident Commander**	☐ Assess incident ☐ Alert or evacuate others in the area(s) affected where indicated ☐ Activate Incident Command System ☐ Notify CART command ☐ Notify Environmental Health, Safety and Risk Management (EHS&RM) if release is chemical, radioactive or if specialized assi is needed (e.g., mercury spill) ☐ Notify Biological Safety Officer (BSO) in Research Compliance for biological agent release or (potential) exposure ☐ Direct EHS&RM to report incident/release to appropriate agencies ☐ Generate Action Plan with EHS&RM or may contact City/County Fire Haz Mat team ☐ Contact State Police ERO ☐ Use notification systems to warn to seek shelter indoors. ☐ Order evacuation or shelter in place ☐ Contact City/County Fire Haz Mat team and activate DAC Emergency Operations Center (EOC) ☐ Advise activation of DAC EOC to CART command and delegate a liaison to the DAC EOC ☐ Formulate and Implement Incident Action Plan ☐ Get situation briefings from Operations, assess University status
NMSU Police	Contact Facilities and Services if chemical released to drain. ☐ Contact NMSU Fire Department and EHS&RM ☐ Assist with evacuation, if necessary ☐ Send notifications/alerts ☐ Control access to area(s) and traffic, as needed ☐ Post building closure signs/tape ☐ Provide emergency dispatching support, as needed ☐ Contact other law enforcement agencies as needed ☐ Bring in staff to assist in securing area

Responsible Party	Actions
CART Liaison	☐ Receive updates/assessment from Incident Command ☐ Coordinate communications with Marketing and Communications (MARCOM) ☐ Update CART ☐ Activate CART ☐ Communicate potential institutional effects of the incident. ☐ Advise CART on response options.
CART	☐ Receive updates from CART Liaison ☐ Evaluate information on the institutional effects of the incident and set response priorities as appropriate. ☐ Contact Dept. Head for input ☐ Notify Deans and Department heads of decisions. ☐ Provide oversight for family notifications if appropriate.

Responsible Party	Actions
Emergency Action Leader/Department Head/Affected PI	☐ Follow hazardous spill procedure ☐ Notify Environmental Health Safety & Risk Management (EHS&RM) if release is chemical, radioactive or if specialized assistance is needed (e.g., mercury) ☐ Notify Biosafety Officer in Research Compliance Office for biological agent release ☐ Alert or evacuate others in the area(s) affected ☐ Call 911 to report an emergencyComplete spill report and send to EHS&RM ☐ Assists with evacuation or shelter in place. ☐ Provides information on processes and subject matter expert
Marketing and Communications	☐ Get a situation status briefing from Incident Command or CART Liaison ☐ Draft internal and external announcements for NMSU web site banner or tear away page ☐ Disseminate announcements using notification tools ☐ Handle media calls and news releases ☐ Establish a Media Relations Center to handle ongoing media needs

Responsible Party	Actions

Environmental Health Safety & Risk Management	☐ Determine if anyone was exposed or contaminated needing additional treatment
	☐ Obtain Safety Data Sheet
	☐ Assist with clean-up and decontamination of spilled materials and the affected area(s) as needed
	☐ Evaluate the cleaned and decontaminated area prior to opening the area(s) for re-occupancy, when requested
	☐ Document and report the incident to internal and external entities as appropriate
	☐ Provide technical resources to IC
	☐ Contact Expert Team, Faculty or Dept. Heads as needed
	☐ Contact outside agencies:
	  • Contract Haz Mat responders for spill cleanup and/or decontamination
	  • City of LC Waste water if hazardous materials have entered a drain
	  • NM Emergency Response Commission National Response Center, NM Environmental Department, Nuclear Regulatory Commission if reportable quantities of hazardous materials were involved in the leak or spill
	☐ Generate clean up action plan (may be performed in-house or by an emergency spill response contractor)
	☐ Contact NM OSHA if there is an employee fatality, hospitalization, amputation. (Report must be made within eight hours of incident)
	
	☐ Assist HazMat team as needed with technical resource
	
	☐ Assist State and Federal agencies with causation investigation with technical expertise
	
	☐ Help arrange technical contractor with cleanup and remediation
	☐ Help assess damage and/or major contamination to buildings and campus areas

Responsible Party	Actions
Research Compliance Office Biosafety Officer For Biological Releases and Biohazards	☐ For biological release, determine if anyone was exposed or contaminated needing additional treatment ☐ Obtain and disseminate Biosafety in Microbiological and Biomedical Laboratories agent description ☐ Assist with cleanup and decontamination of spilled materials and the affected area(s) as needed ☐ Evaluate the cleaned and decontaminated area prior to opening the area(s) for re-occupancy when requested ☐ Document and report the incident to internal and external entities as appropriate ☐ Provide technical resources to IC ☐ Contact Expert Team, Faculty or Dept. Heads as needed. ☐ Coordinate with EHS&RM for contact with outside agencies: • City of Las Cruces Waste Water if detrimental biohazardous materials have entered a drain • OSHA if there is a fatality or if three or more employees are hospitalized. (Contact must be made within eight hours of incident) ☐ Generate cleanup action plan (may be performed in-house or by an emergency spill response contractor) ☐ Contact Haz Mat responders for spill cleanup and/or decontamination ☐ Assist Haz Mat team as needed with technical resource ☐ Assist State and Federal agencies with causation investigation with technical expertise ☐ Help arrange technical contractor with cleanup and remediation ☐ Help assess major contamination to buildings and campus areas

Active Killer on Campus   Appendix F (v)

For purposes of this document any confirmed or perceived threat of an active killer on campus is automatically at Level 3 or higher.

Responsible Party	Actions
Emergency Action Leader/Department Head/Dean	☐ Direct personnel in danger area to leave, if possible ☐ Follow directions of responding police officers ☐ Coordinate with CART regarding impact on personnel, facilities, and closures

NMSU Police—Responding Officers	☐ Locate and neutralize the threat as quickly as possible
	    • obtain assistance from other agencies
	    • develop contact and search teams
	    • coordinate with bomb squad for suspected IEDs
	☐ Coordinate with the Fire Department to establish Rescue Task Forces (RTF) in order to rescue/treat victims
	    • RTF should include appropriately equipped/trained fire personnel and assigned police personnel dedicated to the safety and security of the RTF
	☐ Coordinate with the Fire Department to establish a casualty collection point in a safe area outside of the hot zone
	☐ Coordinate with Fire Department to begin treatment and transportation of live victims to safe zone
	☐ Isolate and secure crime scene
	☐ Request the establishment of a reunification center and advise criminal investigators and appropriate resources of the location.
	☐ Begin criminal investigation

Police Administration, Incident Commander	☐ Make campus-wide notifications regarding the crisis ☐ Notify & communicate with CART ☐ Initiate Incident Command System ☐ Formulate & implement Incident Action Plan ☐ Activate regional Emergency Operations Center ☐ Make media releases specific to the crisis ☐ The NMSU Police Department personnel may request the NMSU Fire Department to initiate Unified Command and serve as the incident commander until the threat can be neutralized and a police supervisor can be freed up to take over that role.

Responsible Party	Actions
NMSU Fire – Responding Personnel	☐ Assume initial incident command if requested to do so by Police Department personnel. ☐ Coordinate with the Police Department to establish Rescue Task Forces (RTF) in order to rescue/treat victims • RTF should include appropriately equipped/trained fire personnel and assigned police personnel dedicated to the safety and security of the RTF ☐ Coordinate with the Police Department and EMS providers to establish a casualty collection point in a safe area outside of the hot zone ☐ Begin treatment and transportation of live victims to the casualty collection point
CART Liaison	☐ Receive information from Incident Commander ☐ Advise CART on response options.
CART	☐ Evaluate institutional effects of the incident ☐ Establish institutional priorities ☐ Direct the actions of the CART ☐ Determine need to temporarily suspend classes, close campus, etc. ☐ Ensure services are provided to: Victims and their families (notification, transportation, housing, media relations, counseling, funeral arrangements, etc.) ☐ General community (counseling, memorial services, etc.) ☐ Follow direction from CART Command ☐ Identify impacts of event on University for decision making ☐ Support requests from Police Incident Commander for resources
Marketing and Communications	☐ Manage changes to NMSU web site ☐ Get a situation status briefing from Incident Commander or CART Liaison ☐ Write and record bulletins and updates on the NMSU Home page and Hotlines (6-1000) ☐ Establish a Media Relations Center to handle ongoing media needs specific to the consequence management and administrative response. Monitor news reports (make corrections in next news cycle)

Active Killer on Campus Continued   Appendix F (v)

Responsible Party	Actions
Medical Services (NMSU Fire Department, Aggie Health and Wellness Center)	☐ NMSU Fire Department provide on scene medical assistance ☐ Aggie Health and Wellness Center provides medical assistance as needed
Environmental Health, Safety & Risk Management	☐ Contact OSHA if there are fatalities, or if three or more employees are hospitalized (call must be made within eight hours of incident)
Housing and Residential Life	☐ Arrange for alternate housing for students if necessary
Auxiliary Administration—Dining Services	☐ Arrange for tentative alternate dining services, if necessary ☐ Arrange for logistical support to police and CART
Purchasing & Materials Management	☐ Document any damage and initiate insurance claims
Information and Communication Technologies (ICT)	☐ Arrange for emergency IT support as needed

Updated: June 2022

Utility Outage   Appendix F (vi)

For purposes of this document the following definitions will be used:

Level 1 - Reduction of service expected to be two hours or less to building(s)
Level 2 - Reduction of service expected to last from two to eight hours to building(s)
Level 3 - Reduction of service expected to last longer than eight hours to a major portion of the NMSU/DACC-Espina

Responsible Party	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
Emergency Action Leader/Dept Head/Dean	☐ Will provide building information as needed ☐ Will standby for further instructions ☐ Identify any non-functioning emergency lighting needing repair	☐ Activates the phone tree to notify others of actions to suspend or move operations. ☐ Lab personnel will initiate internal emergency shutdown procedures, and then evacuate building ☐ Will assist in evacuations	☐ Implement departmental continuity of operations plan
Facilities Operations **Incident Commander**	☐ Determine building(s)/area(s) affected ☐ Notify NMSU Police Department ☐ Determine cause of failure ☐ Make necessary repairs ☐ Check or provide emergency generators and/or emergency lighting systems	☐ Formulate and implement Emergency Action Plan ☐ Get situation briefings from operations groups. Assess University status ☐ Update the CART ☐ Arrange for emergency power as necessary	☐ Activate Incident Command System Appoint Incident Commander ☐ Activate DAC Emergency Operations Center ☐ Advise CART of activation of DAC Emergency Operations Center ☐ Authorize a de-activation or reduced operations of the Emergency Operations Center

Responsible Party	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
NMSU Police	☐ Notify CART ☐ Notify building monitor /dept head for each impacted building/area ☐ Control access to affected areas	☐ Dispatch NMSU Fire Department if building evacuation procedures are necessary ☐ Post signage in evacuated buildings ☐ Provide security for unoccupied facilities	☐ Coordinate campus evacuation
NMSU Fire Department	☐ Initiate elevator evacuation procedure if necessary		
Environmental Health Safety & Risk Management	Not applicable	Not applicable	Not applicable
Marketing and Communications	Not applicable	☐ Get a situation status briefing from Incident Commander ☐ Draft internal and external announcements ☐ Disseminate announcements using one or all of the following tools: all campus email, NMSU web site and phone hotline (646-1000), Emergency Notification System ☐ Handle media calls and news releases	☐ Manage changes to NMSU website ☐ Establish a Media Relations Center to handle ongoing media needs (Joint information center)
Housing and Residential Life	Not applicable	☐ Arrange for alternate services as necessary.	☐ Same as Level 2

Responsible Party	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
CART	☐ No action necessary – information only	☐ Receive updates from Facilities Command ☐ Notify Deans and Department heads of decisions that impact their affected building(s)/area(s)	☐ Evaluate information on the institutional effects of the incident and set response priorities as appropriate ☐ If necessary, authorize a temporary suspension of classes, campus evacuation, or closure ☐ Receives assessment about the incident from the Incident Commander ☐ Evaluate the institutional effects of the incident. Advise Executive Management on response options ☐ Notify Deans and Department heads of decisions ☐ Provide oversight for family notifications if appropriate
Auxiliary Administration—Dining Services	Not applicable	☐ Arrange for alternate services as necessary.	Same as Level 2
Purchasing & Material Management	Not applicable	☐ Document damage and initiate insurance claims as necessary	Same as Level 2
Information and Communication Technologies (ICT)	Not applicable	Not applicable	☐ Set up alternate communication systems as needed

Communicable Disease   Appendix F (vii)

<u>For purposes of this document the following definitions will be used:</u>

Level 1 – Sustained human-to-human transmission of a communicable disease (seasonal flu, emerging disease); Routine local operations not affected; possible international travel advisories, Center for Disease Control recommends isolation of the ill

Level II – Emerging disease with sustained human to human transmission at a local level; impacts routine operational capability; Public Health recommend social distancing, travel warnings, self-isolation for those with illness and persons with high risk (immune- compromised, pregnancy, asthma, morbidly obese)

Level III – Unusually high local absenteeism (faculty, staff, students); Public Health recommendation to suspend schools & public gatherings; International travel restrictions

	Plan Incident Response Level		
	Level 1	**Level 2**	**Level 3**
Incident Response Level Criteria	***INDICATORS:*** ☐ Minimal immediate hazard to students, faculty and staff ☐ Can be resolved with minimal outside agency assistance ***NMSU SYSTEM ACTIONS:*** Intense Planning and Preparation; evaluate mitigation strategies based on perceived threat	***INDICATORS:*** ☐ High immediate hazard to students, faculty and staff ***NMSU SYSTEM ACTIONS:*** Implement Mitigation Strategies; coordinate with outside agencies	***INDICATORS:*** ☐ Significant percentage of students, faculty and staff infected or ill ☐ Requires substantial coordination with emergency operations centers ***NMSU SYSTEM ACTIONS:*** Actively Evaluate Suspension of Classes/Events; only essential employees report for work
Communicable Disease Planning Committee	☐ Assess threat and implement appropriate Level 1 Communicable Disease Response activities ☐ Update continuity of operation plans—to include all member departments	☐ Assess threat and implement appropriate Level 2 activities ☐ Plan for recovery in post-communicable disease period	☐ Communicable Disease Planning Committee is released when CART is activated

Communicable Disease Continued

Responsible Party	Level 1	Level 2	Level 3
Communicable Disease Steering Committee (Aggie Health & Wellness Center Exec. Director, Campus Medical Director, EHS&RM Exec. Director, Fire Chief, Police Chief, Biosafety Officer, News & Media Relations Director)	□ Advises CART of Communicable Disease (CD) status and response activities to current level of threat – review CDR Plan □ Recommend Medical Officer to CART □ Joint review of plans with NMSU and Dona Ana County Health Department guidelines for on-campus mass dispensing site (POD). □ MOUs to provide POD first responders. □ Escalate communications (educational campaign, self-protection information, hand washing, promote seasonal flu vaccination, promote voluntary isolation of sick) □ Select technical expert spokespersons for internal and media communications □ Develop Level 2 communications	□ Activates CART, if not already convened □ Issue Level 2 communications (protocol for suspected cases, preparations for social distancing) □ Develop Level 3 communications □ Develop post-communicable disease communications (medical clearance, recovery) □ Alert departments to report high volume absenteeism through Dean and VP level officials	□ Issue Level 3 communications (self-protection, social distancing, etc.). □ Coordinate internal messages and news releases with Marketing/ Communications (MARCOM)

Medical Incident Command: Fire Chief; Aggie Health & Wellness Center Exec. Director, Medical Director, Medical Emergency Services/Safety Officer	☐ Advises CART on distribution of medicines and vaccine (review Advisory Committee on Immunization Practices/Center for Disease Control and National Vaccine Advisory Committee recommendations) ☐ Gather information on number of suspected cases on campus and in Doña Ana County (DAC) ☐ Solidify Medical Reserve personnel designation	☐ Establish Medical Incident Command (authority to make medical directives) ☐ Coordinate with CART Command and update with new information ☐ Coordinates response with NMSU Health Services and Dona Ana County Health Department. ☐ Contact with City of Las Cruces/Doña Ana County Office of Emergency Management (OEM) to evaluate need to activate Emergency Operations Center ☐ Act as point of contact for Office of Emergency Management	☐ Gather number of cases on campus and in County; report to CART Command ☐ Directs operations ☐ Activation of Emergency Operations Center, if not already open ☐ Advise CART Command routinely of updates

Responsible Party	Level 1	Level 2	Level 3
Fire Department **Unified Medical Incident Command**	☐ Review COOP for any changes needed ☐ Training of personnel specific to disease and infection control ☐ Maintain Personal Protective Equipment (PPE) stockpile for 30-60 day duration ☐ Offer vaccinations to personnel (if available)	☐ Establish Medical Incident Command (authority to make medical directives) ☐ Coordinate with CART Command and update with new information ☐ Coordinates response with NMSU Health Services and Dona Ana County Health Department. ☐ Contact with City of Las Cruces/Doña Ana County Office of Emergency Management (OEM) to evaluate need to activate Emergency Operations Center ☐ Act as point of contact for Office of Emergency Management ☐ Distribute PPE for Fire Dept	☐ Directs operations ☐ Activation of Emergency Operations Center, if not already open

Responsible Party	Level 1	Level 2	Level 3
Police Department	☐ Review COOP for any changes needed ☐ Intensive re-training of personnel on plan, practice with PPE ☐ Review PPE stockpile, need supplies for a 30-60 day duration ☐ Training of personnel specific to disease and infection control ☐ Offer vaccinations to personnel (if available) ☐ Ensure all personnel are fit-tested on various respirators	☐ Distribute PPE to PD staff ☐ Training of Volunteers ☐ Act as a point of contact for Office of Emergency Management ☐ Assist NMSU departments with final plans to close offices and buildings ☐ Liaison with NMSU Health Centers, EHS&RM, Fire and CART to ensure implementation of NMSU plan ☐ Alter dispatch protocols ☐ Point of Distribution management (both open and closed)	☐ Establish perimeters around designated facilities ☐ Institute ID/credentialing of critical NMSU personnel ☐ Activate Call Center to support Joint information center ☐ Alter crime responses to handle changes brought on by public health emergency ☐ Traffic Management ☐ Institute suspicious death investigation protocols ☐ Assist with implementation of People Tracker system ☐ Coordinate and deploy volunteers ☐ Assist with special duties at Regional Strategic Stockpile site, Point of Distributions, convoy escorts, crowd management, Public Information Officer, etc.

Communicable Disease Continued   Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
Aggie Health & Wellness Center (AH&WC)	☐ Provide health education on illness prevention and infection control ☐ Train personnel on COOP Plan for AH&WC ☐ Promote/Give seasonal influenza vaccinations ☐ Review PPE & N95 needs; inventory ☐ Essential personnel receive N95 fit testing. (Aerosol-producing procedure will require an N95.) ☐ Order/stockpile self-care items and essential supplies	☐ Activate Medical Command Center—Fire Department Joint Incident Command ☐ Review/Modify (as needed) COOP Plan ☐ Just in time training for NMSU Medical Volunteer Staff ☐ Actively provide self-care instructions via patient visits, web, Hotline, media ☐ Essential personnel receive PPE and N95s	☐ Cancellation of routine care operations-social distancing ☐ Triage dispensing of flu care kits ☐ Illness surveillance – daily report to MIC ☐ Essential personnel report to work ☐ Daily report cases to Incident Command ☐ Provide health services to remaining students in NMSU residences, family housing and off campus housing

Responsible Party	Level 1	Level 2	Level 3
	☐ Initiate web/communication health advisories in collaboration with EHS&RM/Marketing and Communications ☐ Expand Communicable Disease information on web site ☐ Develop vaccination and surge care plans ☐ Review AH&WC plan with Department of Health (DOH) ☐ Complete Memorandum of Understanding (MOUs) for vaccination PODS of Center for Disease Control (CDC) identified groups ☐ Develop telephone and patient care triage protocols ☐ Develop self-care, patient/care giver guidelines	☐ Telephone and flu clinic triage implemented ☐ Daily report suspected cases to Medical Incident Command & communication briefings ☐ Employee Assistance Center/Counseling Center provides counseling services ☐ Review guidelines for on-campus mass dispensing site (POD); prepare to implement ☐ Activate emergency communications plans for timely distribution of information ☐ Provide vaccination based on CDC guidelines (if available) ☐ Activate surge care plan ☐ Mobilize supplies, facilities, and staff for acute illness surge ☐ Intensified facility cleaning/waste disposal by Facilities & Services staff	☐ Establish Aggie Care satellite facility (if students have been consolidated based on illness) ☐ Provide residential visits for ill students ☐ Assist DOH with investigation of suspected cases and contact tracing. ☐ EAP/Counseling Center provides counseling services

Responsible Party	Level 1	Level 2	Level 3

Central Administration Response Team (CART)	☐ Provide budget for central supply and regular distribution of hand sanitizer
	☐ Ensure departments develop continuity of operations plans
	  o for academic functions
	  o for administrative functions
	  o for essential services
	☐ Consider travel restrictions for university sponsored business, research, instruction based on current conditions
	☐ Declare Chief Medical Officer
		☐ CART Command/CART activated as needed
		☐ Evaluate communicable disease effects; reevaluate response plan and priorities.
		☐ Review succession plan for NMSU leadership
		☐ Consider modification, postponement or cancelation of large social gatherings/activities
		☐ Consider modification of workplace schedules & practices – Communicable Disease Social Distancing, including telecommuting (temporary work from home)
		☐ Allow for academic flexibility
		☐ Provide for redistribution of vaccines to other campuses (Grants, Alamogordo)
		☐ Implement travel restrictions or prohibition, if applicable
		☐ Evaluate need to facilitate recovery of personnel on authorized travel, as needed
		☐ Consider alternate commencement location outdoors
			☐ What functions will continue?
			☐ Consider short term suspension of classes and related evacuation of residence halls and housing
			☐ Consider further modification of work place schedules to maintain mission critical academic and business operations.
			☐ Consider suspension of experimental research
			☐ Essential functions continued via telecommuting
			☐ Plan for post-communicable disease recovery and resumption of normal NMSU operations
			☐ Plan for revised instruction calendar and completion of the session.

Responsible Party	Level 1	Level 2	Level 3
Auxiliary Administration— Dining Services	☐ Review department plan for continuity of operations ☐ Identify suppliers and alternates for Level 3 meals ☐ Assess Personal Protective Equipment needs and stock pile ☐ Plan for delivery / pick up of Level 3 meals. Identify alternate suppliers. ☐ Reinforce education on infection control to your areas ☐ Establish MOU's for meals and alternate housing	☐ Order and stock Level 3 supplies	☐ Provide Level 3 meals to students and employees who remain on campus
Business & Finance	☐ Review department plan for continuity of operations ☐ Reinforce education on infection control to your areas		☐ To allow staff to work from home, consider allowing off-campus access to financial planning, budgets and payroll information systems
College of Health, Education & Social Transformation— School of Nursing, Social Work, Health Services	☐ Review college continuity of operations plan ☐ Essential personnel working in clinic treating ill need to be fit tested for N-95 respirators ☐ Reinforce education on infection control to your areas – using educational posters	☐ NMSU Health Care Volunteer Staff continues receiving ongoing and just-in-time- training ☐ Participate in NMSU Health Care Volunteer Staff when activated ☐ Coordinate with essential personnel ☐ Continues education re: infection control in your area (educational posters)	☐ Activate telephone system to notify faculty, staff, and students to stay home if there are symptoms present ☐ If classes are to continue, , hand soap in each work area, adequate air circulation, minimize personal contact ☐ Continue working with essential personnel

DACC Health Occupations	☐ Review departmental continuity of operations plan ☐ Provide list of volunteers for NMSU Medical Volunteer Staff and fit test those in high risk operations with N-95 respirators ☐ Reinforce education on infection control to your areas	☐ NMSU Medical Volunteer Staff just-in-time training	☐ If activated, participate in NMSU Medical Volunteer Staff

Responsible Party	Level 1	Level 2	Level 3
Environmental Health Safety & Risk Management	☐ Assist Dept Heads with developing their departmental COOP ☐ Review COOP for any changes needed ☐ Follow Personal Protective Equipment (PPE) guidance from Center for Disease Control ☐ Develop on-line N-95 respirator safety ☐ Re-Fit respirator test for EHS&RM and medical personnel ☐ Maintain PPE stockpile for 30-60 day duration for EHS&RM high risk personnel ☐ Promote hand washing & sneeze etiquette in Employee Safety training ☐ Review cleaning procedures with custodial department manager and supervisors ☐ Plan for increased volume of infectious waste ☐ Reinforce education on infection control to EHS&RM staff	☐ Distribute PPE to EHS&RM personnel at high risk ☐ Identify minimum staffing required and schedule for essential functions ☐ Introduce administrative controls for EHS&RM operations to reduce exposure ☐ Liaison with Communicable Disease (CD) Steering Committee and CART to ensure implementation of NMSU CDR plan	☐ Arrange for additional medical waste pickups ☐ Update EHS&RM Communicable Disease web site

Facilities Operations	☐ Review department plan for continuity of operations ☐ Train housekeepers for hygiene and cleaning of personal contact surfaces (e.g., doorknobs) ☐ Order /stockpile disinfecting housekeeping supplies ☐ Assess Personal Protective Equipment (PPE) needs for essential personnel with high risk and keep 30-60 day duration stock available ☐ Custodial identified to clean high risk clinical areas need appropriate PPE ☐ Reinforce education on infection control to your areas	☐ Personnel cleaning clinical facilities receive PPE ☐ Intensive cleaning of medical facilities ☐ Review Point of Distribution (POD) Guidelines	☐ If POD is activated, provide appropriate resources ☐ Change housekeeping procedures to prioritize essential personnel areas, remaining students/families, and cleaning of personal contact surfaces

Communicable Disease Continued

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Responsible Party	Level 1	Level 2	Level 3
Housing and Residential Life	□ Review department plan for continuity of operations, identify essential personnel and inform and train them on plan □ Communicate with students as appropriate: All Students – General communication with plan overview – Social distancing information – Information on infection control/ flu preparation □ Train all staff on hygiene, Level 3 plans, and symptom recognition □ Intensive re-training of staff on all aspects of plan □ Reinforce education on infection control to your areas □ Essential staff practice with Personal Protective Equipment (PPE) □ Plan to consolidate ill students	□ Essential personnel receive PPE (barrier protection) □ Establish mass communication procedures □ Vaccination based on Center for Disease Control guidelines □ Disseminate self-care education materials, patient caregiver guidelines □ Communicate social distancing, illness plans (bulletin boards, list serves) □ Consolidate ill students to create distance from well students	□ Close residence hall: students asked to prepare to leave campus upon emergency closure □ Community management plans take effect □ Prepare specified facilities to receive new residents □ Support families, international students, and others who were unable to leave (continue to maintain facilities, provide appropriate activities, information distribution, etc.) *Estimate 3000 residents remain on Las Cruces campus in housing facilities*

| Human Resources | ☐ Review department plan for continuity of operations
☐ Advise on HR aspects of "NMSU Communicable Disease Social Distancing "
☐ Inform campus of procedures for teleworking, social distancing and essential personnel
☐ Discuss with departments plans for providing substitutes for essential personnel
☐ Reinforce education on infection control to your areas
☐ Consider flexible sick leave arrangements | ☐ Remind campus wide essential personnel of their duties and responsibilities.
☐ EAP directs employees to counseling services
☐ HR & NMSU Aggie Health & Wellness Center
– surveillance/tracking procedure for reporting of high volume absenteeism from classroom or workplace
☐ Implement HR aspects of "Communicable Disease Social Distancing Policy" | ☐ To allow work from home for HR staff, consider allowing off-campus access to HR information systems
☐ Gather employee absenteeism data
☐ EAP directs employees to counseling services |

Communicable Disease Continued
Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
Information & Communication Technologies (includes tele-communications)	☐ Review department plan for continuity of operations ☐ Review IT needs for increased telecommuting and distance learning ☐ Facilitate and support the development of distance learning. ☐ Plan for general information (non-health) call center ☐ Reinforce education on infection control to your areas	☐ Assist with implementation of distance learning ☐ Work with Marketing Communications to disseminate information ☐ Act as back up to EHS&RM to make sure web pages are updated and Communicable Disease information is efficiently disseminated	☐ Support distance learning ☐ Support general information (non-health) call center, if implemented ☐ If Point of Distribution is activated, provide appropriate resources

International and Border Programs	☐ Review department plan for continuity of operations ☐ Issue advisories for students, faculty and staff planning international travel ☐ Issue advisories for students, faculty, staff and visitors arriving from affected regions ☐ Review policies and procedures for recalling students from affected regions ☐ Reinforce education on infection control to your areas	☐ Advise, communicate with overseas students, faculty and staff	☐ Continue to advise, communicate with overseas students, faculty and staff. ☐ When possible, support overseas students, faculty and staff who are unable to return. ☐ Support international student, faculty and staff remaining on campus ☐ Notify government agencies (see Appendix Gii.) as appropriate or as mandated by federal regulation concerning the welfare of NMSU-sponsored non-immigrants. ☐ Refer to IBP Crisis Management Plan

Responsible Party	Level 1	Level 2	Level 3
Marketing and Communications	☐ Develop or review departmental continuity of operations plan with three-deep roster for successors and identify essential functions and personnel ☐ Draft internal and external announcements ☐ Disseminate announcements using one or all of the following tools: all campus email, NMSU web site, Everbridge and phone hotline (6-1000) ☐ Reinforce education on infection control to your areas	☐ Establish media relations center (or remote access) to handle ongoing media needs ☐ Obtain situational status briefing from Medical Incident Command	Continue media relations using remote capabilities
Procurement Services	☐ Require business continuity plans as part of contracts that support essential functions ☐ Review departmental continuity of operation plan ☐ Procure and stockpile consumable supplies for health and hygiene, if budget given by Biosafety Officer ☐ Reinforce education on infection control to your areas	☐ Review contracts that support essential functions to ensure COOP and impacts on NMSU essential services ☐ Verify continuity of supply chain	☐ Support emergency procurement

Responsible Party	Level 1	Level 2	Level 3

Provost, Office of	☐ Develop /review departmental plan for continuity of operations with lines of succession and identify essential personnel and inform them of their responsibilities
	☐ Provide education on infection control to your areas
	☐ Support distance learning
	☐ Identify trigger and action points that prompt NMSU to
	  o refund tuition or other financial contingencies,
	  o closure and evacuation of campus and student resident halls and housing
		☐ Implement "NMSU Communicable Disease Social Distancing Policy" including telecommuting where possible for academic instruction
		☐ Direct academic departments on student absenteeism and allowed make up (to keep ill from attending class)
		☐ Allow for academic flexibility	

Student Affairs	☐ Ensure students have access to health education on flu prevention and infection control ☐ Review departmental plan for continuity of operations ☐ Reinforce education on infection control to your areas	☐ Ask students to plan leaving campus if classes are suspended ☐ Assist with family notification	☐ Communicate with parents and families ☐ Communicate with students/families remaining in Las Cruces ☐ Communicate death notices

Responsible Party	Level 1	Level 2	Level 3
All Department Heads and Unit Directors	☐ Develop continuity of operations plan with three-deep roster for successors and identify essential functions and personnel ☐ Instructional departments plan for distance learning where possible ☐ Build capacity to conduct essential operations temporarily through "work from home" and obtain approvals to do so ☐ Instructional departments consider plans for student absenteeism and allowance for make up ☐ Review contagious disease awareness and mitigation strategies with staff (symptoms, self-isolate if ill, hygiene and increased cleaning common areas) ☐ Report high volume absenteeism through Dean and VP level officials	☐ Monitor campus communications and disseminate information ☐ Plan to implement social distancing and other mitigation strategies ☐ Prepare to activate continuity of operation plans – review with staff ☐ Work out student absenteeism and allowed make up (to keep ill from attending class) ☐ Allow for academic flexibility ☐ Report high volume absenteeism from classroom or workplace through Dean and VP level officials	☐ Implement "NMSU Communicable Disease Social Distancing " including telecommuting where possible ☐ Activate departmental continuity of operation plans to maintain essential functions
Dona Ana Public Health Department (DoH)	☐ Train Medical Reserve Corps ☐ Review NMSU plans ☐ Authorize Memorandum of Understanding (MOU's)	☐ Coordinate communications ☐ Provide Point of Distribution (POD) supplies for vaccination	If vaccine or antivirals are to be distributed via POD: ☐ Supply volunteers ☐ Offer use of on-campus sites
Department of Health POD Resources, including limited dispensing of medicines to essential personnel	POD Resources, including limited dispensing of medicines to essential personnel (POD means "Point of Distribution" - a site for the mass dispensing of medicines)	☐ Prepare to activate POD and provide appropriate resources	If vaccine or antivirals are to be distributed via POD: ☐ Activate on-campus mass dispensing site ☐ POD first responders must report ☐ Provide appropriate resources ☐ Adjust procedures and notification if limited dispensing
Las Cruces Hospitals			☐ Alternate care facilities established ☐ Care for critically ill students

Social Distancing Guidelines

Appendix F (viii)

(For communicable disease outbreaks in the workplace)

In the event of an influenza pandemic or other communicable disease situation, The University may implement these social distancing guidelines to minimize the spread of the influenza and other communicable diseases among the staff.

During the work day, employees are requested to:
1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, video conferencing and the Internet to conduct business as much as possible, even when participants are in the same building.

2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.

3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.

5. Bring lunch and eat at your desk or away from others (avoid lunch rooms and crowded restaurants).

6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside activities
Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Telecommuting
Managers will determine which, if any, employees may work from home and encourage all employees who are able to telecommute to do so. Please refer to the Telecommuting Policy.

APPENDIX G

Recovery Guidelines

i. Protocols for Dealing with Life Threatening Injury or Illness for University Students, Employees and Guests

ii. International Crisis Management Plan

iii. Disaster Reentry of Buildings or Areas

iv. All Hazards Continuity of Operations Plan (CoOP)

Protocols for Dealing with Death, Life Threatening Injury or Illness for University Students, Employees and Guests—NMSU Las Cruces and DACC-Espina campuses

Principle

Incidents that involve the death or serious injury/illness of a member of our organization deserve proper handling for any number of reasons. The organization has a moral and ethical responsibility to its members to handle these types of situations with appropriate respect, dignity and consideration for the rights of all. We also have certain legal obligations that need careful consideration in such circumstances. Proper handling will take into consideration federal and state laws that define individual rights to privacy in student and health related matters.

To insure that notifications are properly made and professionally handled, the Emergency Planning Committee will develop training opportunities for those individuals that may find themselves with the duty and burden of carrying out these duties.

Response Modes

There are four response modes that must be considered:
1. Emergency contact to notify appropriate parties;
2. Immediate response to provide presence and assist family;
3. Response to provide presence and assist internal colleagues, fellow students or coworkers; and
4. Post event assistance in dealing with University related matters.

Emergency Contact to Notify Appropriate Parties

The University will attempt to contact appropriate next of kin or designated emergency contacts as soon as practical and possible after learning of such events. Contact information currently resides in several areas of the campus. The primary source is the emergency contact data base and is accessed by the NMSU Police Department. Housing and Residential Life also maintains an emergency contact list for students living on campus. The Human Resources department has access to emergency contact information for employees of the campus. Individual departments and units may also maintain or have knowledge of appropriate emergency contact information.

Departments or individuals that learn of the death or serious injury/illness of an individual described by this protocol shall notify the Police Chief or designee as soon as possible. The Police Chief or designee shall bear the responsibility for notifying other internal NMSU entities of the incident.

Students – The Dean of Students (DOS) or Vice President for Student Affairs/ Enrollment Management (VPSAEM) or their designee bear primary responsibility for emergency contact on all student related incidents regardless of location of residence. The Department of Housing and Residential Life has shared responsibility related to residents of campus, but should coordinate with the DOS or VPSAEM in all cases.

Protocols for Dealing with Death, Life Threatening Injury or Illness for University Students, Employees and Guests—NMSU Las Cruces and DACC-Espina campuses Continued   Appendix G (i)

<u>Faculty / Staff</u> – The NMSU Police Department bears primary responsibility for emergency contact on all faculty/staff related incidents. This will be done in coordination with Human Resources.

<u>Faculty / Staff / Student Employee</u> – Environmental Health and Safety bears primary responsibility for reporting to New Mexico OSHA within eight hours all work related fatalities. EHS&RM must report within 24-hours all work related inpatient hospitalizations, amputations or losses of an eye.

<u>University Guests</u> – The NMSU Police Department bears primary responsibility for emergency contact on all non-University affiliated personnel involved in incidents that occur within the context of the physical campus or University lands. This will be done in coordination with Police Chief.

<u>Response to Provide Assistance Immediately as well as Post Event Assistance</u>

<u>Students</u> – The Dean of Students is the primary point of contact established for all interactions with the student and/or their family or designated emergency contacts. This office will serve as the conduit through which all internal information, questions and requests are channeled. This office will insure that adequate University representation is provided at the hospital or location to which family or emergency contacts gather. The role of this on scene representative will be to insure communications and information flow in both directions, notifying both parties on status and circumstances as they unfold. Dean of Students will serve to insure that all assistance is given to post event actions needed to close out or address University related matters.

(NOTE: If the student resides on campus, the Director of Housing and Residential Life will coordinate with the VPSAEM or Dean of Students due to the additional special issues related to the housing arrangement.)

<u>Faculty / Staff</u> – The Office of Human Resources is the primary point of contact established for all interactions with the employee and/or their family or designated emergency contacts. If appropriate, an organizational representative who may have personal knowledge of the family / next of kin will assist. In many cases this organizational representative offers the family the friendly face that they know and trust to assist them during this difficult time. Human Resources will serve as the conduit through which all information, questions and requests between the family and the University are exchanged.   Human Resources will ensure that all assistance is given to post event actions needed to address and finalize University related matters.

<u>Non-Student Residents</u> – The Department of Housing and Residential Life and the University Police Department may both be points of contact in the event of the death of a person who resides on campus but has no other direct affiliation with the institution. They will coordinate on the sharing of information and the providing of support or assistance. Additionally, they shall evaluate the impact on others associated with the decedent, such as a student spouse, and provide appropriate support and referrals for that person/people.

<u>Guests</u> – The NMSU Police Departments is the primary point of contact established for all interactions with the University guest or their next of kin. The office will serve as the conduit through which all information, questions and requests are channeled. This office will insure that adequate University representation is provided at the hospital or location to which family or emergency contacts gather. The role of this on scene representative will be to insure communications and information flow in both directions, notifying both parties on status and circumstances as they unfold.

Communications to Non-Involved Parties

Marketing and Communications will be the primary point of responsibility for managing the release of information on such incidents to both internal and external noninvolved Parties. In some cases involving criminal investigations, the NMSU Police Department may be called upon to release information pertaining to ongoing criminal investigations. In such cases it is proper for coordination of statements between Marketing and Communications and the University Police Department to occur prior to release of any public statement.

Response to Provide Presence and Assist All Involved—Victim Services

In addition to the above mentioned areas regarding notification and assistance related to University business, a person with a life threatening injury or illness and the family of someone who has died may need additional services related to travel, lodging, food, counseling, and legal services (e.g., restraining orders, registering for victim compensation fund reimbursement, appearing in court as a witness, etc.).

The NMSU Police Department's Victim Services Coordinator will serve as a liaison to the victim and/or their family in order to facilitate access to as many services as possible. The assistance and support from a number of other individuals and departments on campus may also be necessary to ensure the victim or survivors are treated and supported appropriately. The Victim Services actions may be in addition to the actions taken by other parts of the University as enumerated above.

International travel information, printed and verbal, contains information for faculty and students about health and safety issues related to international travel. Adherence to this information, along with appropriate behavior, caution, and common sense, can prevent many crisis situations. The Office of International and Border Programs (IBP) is prepared to make changes on short notice should a situation arise in-country that causes serious concern.

Prospective international travelers from NMSU will be provided relevant information in advance of the trip that includes:

- The phone number of the NMSU Emergency Dispatch Center (1-575-646-3311) as the single-point-of-contact

- How to register with the US Department of State's Smart Traveler Enrollment Program (STEP):

  https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html

- Any current travel advisories or warnings from the US Department of State:

  https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/

- The process that should be followed if the traveler encounters an emergency while abroad; and

  https://travel.state.gov/content/travel/en/international-travel/emergencies.html

- Information on how to report any crimes encountered while abroad.

Course of Action

In the event of an emergency while abroad, the faculty/staff member, on-site coordinator, and/or student should:

- Contact the appropriate local authorities (e.g., US Embassy, police, medical personnel, etc.) to begin the local action necessary to handle the situation; and

- Contact the NMSU Emergency Dispatch Center to start the NMSU assistance process.

Upon receipt of a call for emergency assistance from an NMSU traveler while on an international trip, the Emergency Dispatch Center will:

- Gather basic information from the traveler regarding the situation, the traveler's safety status and a way to call back or otherwise communicate with the traveler;

- Connect the caller with the corresponding victim services staff or other university official who is able to provide direct services to support the traveler;

- Ensure the traveler is safe, or provide information on how to get to safety, and provide instructions on how to contact the appropriate U.S. Consulate in order to get help if needed.

- Report the incident to the NMSU Police Department Command Staff for any further assistance and crime statistic reporting

- Notify a representative from IBP following a phone list provided (below)

Conditions Requiring Crisis Management

Emergency Dispatch Center will contact the staff of International and Border Programs and the Office of Education Abroad under the following circumstances:

- Serious illness, injury or death.

- Emotional or psychological stress that appears to require removal from the situation or professional attention.

- Being the victim of a crime—theft, assault, rape, harassment, etc. or being accused of committing a crime.

- A situation in-country arises that cause serious concern, i.e., a political uprising or a natural disaster.

Contacts

US State Department:

- State Department Switchboard: 202-647-4000. Call this number and ask for the country desk.

- Overseas Emergency: 202-647-5225

- Consular Affairs 202-647-3600. After Hours Duty Officer 202-647-1512

Disaster Reentry of Buildings or Areas   Appendix G (iii)

Emergency Response Functions

Only authorized emergency response personnel are allowed into a structure while Emergency Response Functions (ERFs) are being completed due to an incident/disaster. The ERFs will address emergency assessment, hazard operations, population protection, and incident management to mitigate the hazards and prepare for the Emergency Support Functions (EFSs) and the Short-Term Recovery Phase.

ESFs will include, but are not limited to, investigation of the incident, hazard assessment, utilities hazard mitigation, and structural analysis. ESFs will be a collective effort completed by the Incident Safety Officer, the NMSU Arson, Explosion and Bombing Investigation Team (AEBIT), NMSU Environmental Health Safety & Risk Management (EHS&RM), NMSU Mechanical, Electrical and Plumbing Services (MEP), and a structural engineer from Facilities and Services (FS) Project Development.

Key members in the ESFs phase will produce an in-depth safety plan to address the needs in the Short-Term and Long-Term Recovery Phases and the Recovery Support Functions (RSFs). Once the Safety Plan is completed, it will be turned over to Incident Command (IC) who will verify the plan's contents and sign-off on the plan as the first step to transfer authority and responsibility of the scene over to the Recovery Management Team (RMT).

Recovery Support Functions

The RMT membership at a minimum will be made up of a project manager, a safety officer, a security officer, and a building representative. The RMT will be in-charge of the Short- and Long-Term Recovery Phases which will lead into stabilization and finally re-occupancy of the structure. IC will transfer responsibility to the RMT only when ERFs have ceased, and ESFs will not be compromised. The RMT is responsible for knowing, adjusting, and implementing the Safety Plan.

RMT is responsible to limit entry to those individuals which have been identified as critical to the restoration operation or mitigation of hazards.   Furthermore, additional requirements will be put in place by the RMT to ensure the safety of people and property, and possible requirements for being escorted. All individuals entering the structure during the recovery phases must be approved by the RMT, log-in/log-out for scene personnel accountability, and must be properly trained and equipped based on the hazards present.

Once IC transfers responsibility to the RMT the Short-Term Recovery Phase can start. RMT will categorize and prioritize personnel to be allowed into the facility based on the need to stabilize or restore services, salvage equipment and information, and start recovery. The RMT will than start the planning of Restoration and Re-Occupancy Segments as part of the Long-Term Recovery Phase.

Re-Occupancy

Re-occupancy will be established once it is confirmed the structure meets accepted Building Code, Fire Code, and NMSU standards deemed by the Associate Vice President of Facilities and Services.

Disaster Re-entry of Buildings or Areas Continued Appendix G (iii)

SAFETY CHECKLIST

The following checklist is designed to facilitate "just-in-time" training of employees and others that are part of the Short-and Long-Term Recovery Phases. The RMT may modify so personnel are properly equipped and injury is avoided. As each item is verified based on the needs of the situation encountered, it should be checked off. Upon completion, the form should be signed by the employee and turned into the Safety Officer prior to entering the facility.

Clothing and Personnel Protective Equipment (PPE)

❑ Wear sturdy shoes, long sleeves, and long pants.
❑ Appropriate level of PPE will be worn; such as hard hat, leather gloves, safety glasses or goggles and watertight boots. Wear an N-95 (or higher) dust respirator if mold is present due to water damage. Wear rubber boots, rubber gloves and gobbles during cleanup or an area affected by the backflow of sewage.
❑ If debris is present and there is the risk of injury to the feet in the case of cleanup work, then shoes and boots with steel toe protection are required.
❑ Have insect repellants available. Use as appropriate.
❑ When using bleach or other cleaners, follow the instructions on the package. Wear eye, hand and face protection as appropriate and have plenty of clean water available for eyewash and other first aid treatments.
❑ Use portable flashlights for illumination. Have a spare light source on hand.
❑ Wear reflective vests.
❑ Properly wash and disinfect PPE after use as per manufacturer's specifications.

Reentering Buildings or Areas

❑ Conduct a preliminary inspection to verify stability before entering a flooded or formerly flooded building.
❑ Conduct a preliminary inspection to verify stability before operating vehicles over roadways or surfaces in a flooded or formerly flooded area.
❑ Work in buildings during daylight hours, if the electricity is off and there are no lights.
❑ Leave the building immediately if shifting or unusual noises are heard that signal that the structure may fall or if the scent of gas is detected or a gas leak is suspected.
❑ If gas is detected, evacuate the building and contact the Police Department at 911. Tell your supervisor. Do not turn on lights, light matches, smoke or do anything that could cause a spark. Do not return to the building until told that it is safe to do so.
❑ Report any obvious hazards such as downed power lines, frayed electrical wires, gas leaks or spilled chemicals.
❑ Report un-caged pets or animals including snakes/reptiles. Do not touch or attempt to catch or secure.

Electrical Hazards

❑ Do not touch downed power lines or any object or water that is in contact with such lines.
❑ Treat all power lines as energized until electricians determine that lines have been de-energized.

- ❑ Beware of overhead and underground power lines when clearing debris. Extreme caution is necessary when moving ladders and other equipment near overhead power lines to avoid inadvertent contact.
- ❑ If damage to an electrical system is suspected (for example, if the wiring has been under water, burning insulation is smelled, wires are visibly, frayed, or there are sparks), then have the electrical system in the building turned off and follow lockout/tag-out procedures before beginning work.
- ❑ Never turn power on or off or use an electric tool or appliance while standing in water.
- ❑ Electrical equipment such as extension cords, lights, etc. must be designed for wet locations as needed and must be undamaged. All electrical equipment must be grounded or double insulated. Use Ground-Fault Circuit Interrupters (GFCIs) for all wet locations.

Hazardous Materials Released

- ❑ If there are broken or spilled containers of hazardous materials or chemicals, notify NMSU Environmental Health Safety & Risk Management—by calling NMSU Police Department at 911 and advise them of the location.
- ❑ Do not move or touch the containers. If possible, open a window to assist with ventilation. If there is a chemical fume hood in the room and the electricity is on, open the front sash to the hood to aid in ventilation. Closed the door to the room. Place a temporary sign on the door for identification.

Equipment

- ❑ Use equipment as per manufacturer's specification. Never use generators or other gasoline, diesel, propane, or natural gas equipment inside the building.
- ❑ Fuel must be stored in approved safety cans. Use the proper PPE with the equipment as per manufacturer's specifications.

Fire Safety

- ❑ Have at least two portable fire extinguishers available and know how to use them. These may be the existing extinguishers inside a building.
- ❑ Call 911 if any of the following is noted:
    - o The fire alarm system is sounding, flashing or the fire alarm panel is beeping.
    - o An automatic sprinkler head is flowing water or pipes are leaking water.
- ❑ If a fire is discovered, follow the acronym ESCAPE – Evaluate the situation, Stop others from entering the area, Close the door to the room or area on fire and leave, Activate the alarm (if operational), Phone NMSU at 911, and Evacuate other rooms as you leave.

Hygiene

- ❑ Upon exiting the facility, wash thoroughly with soap and water.
- ❑ If you have any open cuts or sores that were exposed to floodwater, wash them with soap and water and seek medical care.
- ❑ If you were injured while inside, seek appropriate medical treatment, to include any vaccinations (e.g., tetanus) and submit a First Report of Incident to your supervisor.
- ❑ Wash all clothes used during cleanup in hot water and detergent. Wash separately from uncontaminated clothing.

I, _____, hereby acknowledge that I have reviewed the information contained above and understand the proper use of personal protective equipment and measures. I agree to follow safety protocols and to adhere to any special instructions provided by incident command personnel. I will notify the Recovery Management Team of any dangerous conditions I discover inside and will immediately leave the facility until the situation is made safe for re-entry.

SIGNATURE: _____   DATE: _____ TIME: _____

Appendix G (iv)

All Hazards – Continuity of Operations Plan (CoOP)

Instructions: All NMSU departments and units may use this form to complete a Continuity of Operations Plan (COOP) - to describe how your department will operate during a long term emergency and recover afterwards to be fully operational. Feel free to augment this template to meet your needs. For guidance, go to http://safety.nmsu.edu/emergency-information/ or contact Environmental Health Safety & Risk Management at ehs@nmsu.edu or 575-646-3327.

Department/Unit			
Plan Development	**Developer**		**Date Plan Updated**
Head of Operations	**Name**	**Phone Number**	**Alt Phone Number**
Email address			

A: Background Information for Emergency Planning

No one can predict when an emergency might happen or how severe it will be.   It is prudent to plan for one, especially since these plans can be applied to any major emergency that could threaten the health and safety of the campus community or disrupt University programs and essential operations. This plan should address any kind of emergency that is severe enough to impact the NMSU community including an infectious disease epidemic, severe weather events, fires or explosions, hazardous materials releases, extended utility outages, floods, terrorism or mass casualty events.

In the event of an emergency, NMSU will have four objectives:

- Protect life and health
- Safeguard our critical infrastructure (support, facilities and operations)
- Continue functions essential to university operations
- Resume normal teaching, research and service operations as soon as possible

B: Your Department's Objectives

Considering your department's unique mission, describe your teaching, research and service objectives:

C: More Information Regarding Your Department

Please note below information for your department's contact.

COOP Contact	Name	Phone Number	MSC #
Email address			
Department Location			

Please indicate below the principle nature of your department's operations (check all that apply):

❑ Instruction   ❑ Student life support

❑ Laboratory research   ❑ Research support

❑ Other research   ❑ Facilities support

❑ Administration   ❑ Other (describe) _____

D: Emergency Communication Systems

All NMSU employees are responsible for keeping informed of emergencies by monitoring news media reports, NMSU's web home page, by calling the NMSU Emergency Hotline (575-646-1000), email and phone alert messages. To rapidly communicate with your employees in an emergency, we encourage all departments to prepare and maintain a call tree.

Note below the system(s) you will use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

❑ Phone   ❑ Email   ❑ Text messaging

❑ Call tree   ❑ Departmental web site   ❑ Pager

❑ Instant messaging   ❑ Other (describe) _____

E: Emergency Access to Information and Systems

If access to your department's information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, Canvas, off-site data backup, backup files on flash drives, hard copies, Smart phone or use of alternate email systems (e.g., Yahoo, Gmail).

Describe how your department will respond to the destruction of critical data. List essential functions that will need to have remote access to systems and individual's authorized to perform temporary but critical "work from home." Identify what critical data and records are backed up, whether the backup is stored on-site or off-site. Simulate a failure scenario that tests the ability to recover "lost" critical data.

All Hazards –CoOP Continued   Appendix G (iv)

F: Your Department's Essential Functions

    Below list your department's functions that are essential to operational continuity and/or recovery. Identify position title and position number which is responsible for each essential function. List primary personnel and alternate personnel and make sure that alternates are sufficiently cross-trained to assume responsibilities.

Essential Function:			
	Primary	**Alternate**	**Second Alternate**
Position Number:			
People Responsible:			
Phone Numbers:			
Essential Function:			
	Primary	**Alternate**	**Second Alternate**
Position Number:			
People Responsible:			
Phone Numbers:			
Essential Function:			
	Primary	**Alternate**	**Second Alternate**
Position Number:			
People Responsible:			
Phone Numbers:			
Essential Function:			
	Primary	**Alternate**	**Second Alternate**
Position Number:			
People Responsible:			
Phone Numbers:			

Sections F and G contain the list of your department's key personnel and leaders - those responsible for the above essential functions. The Head of Operations and each primary person listed in an essential position are your department's primary **Essential Personnel.**   In an emergency, essential personnel are expected to report to work unless directed by supervisor or public safety authorities not to report for health and safety reasons.

G: Your Department's Leadership Succession

List the people who can make operational decisions if the head of your department or unit is absent.

	Position Number	Name	Phone Number	Alt Phone Number
Head of Operations				
First Successor				
Second Successor				
Third Successor				

H: Key Internal (Within NMSU) Dependencies

All NMSU departments rely on ICT, Payroll, Purchasing, Business & Finance, Fire, Police, Human Resources and Facilities & Services. List below the other products and services upon which your department depends and the internal NMSU departments or units that provide them.

Dependency (product or service) :	
Provider (NMSU department):	
Dependency (product or service) :	
Provider (NMSU department):	
Dependency (product or service) :	
Provider (NMSU department):	
Dependency (product or service) :	
Provider (NMSU department):	
Dependency (product or service) :	
Provider (NMSU department):	
Provider (NMSU department):	
Dependency (product or service) **:**	
Provider (NMSU department):	
Dependency (product or service) **:**	
Provider (NMSU department):	
Dependency (product or service) **:**	
Provider (NMSU department):	

I: Key External Dependencies

List below the products, services, suppliers and providers upon which your department depends. We recommend that you encourage them to prepare continuity of operations plan.

Dependency (product or service):		
	Primary	**Alternate**
Supplier/Provider		
Phone Numbers		
Dependency (product or service):		
	Primary	**Alternate**
Supplier/Provider		
Phone Numbers		
Dependency (product or service):		
	Primary	**Alternate**
Supplier/Provider		
Phone Numbers		
Dependency (product or service):		
	Primary	**Alternate**
Supplier/Provider		
Phone Numbers		

J: Mitigation Strategies

Considering your objectives, dependencies and essential functions, describe below the steps you can take now to minimize the impact of various types of crises on your operations. For example, you may wish to **stock up on your critical supplies and develop contingency work-at-home procedures**. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions.

K: Exercising Your Plan & Informing Your Staff

Share your completed Plan with your staff. Hold exercises to test the Plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates.

❑ Staff orientation meeting   ❑ Emergency communication test

❑ Call tree drill   ❑ Offsite information access test

❑ Tabletop exercise   ❑ Unscheduled work at home day

❑ Interdepartmental exercise   ❑ Emergency assembly drill

❑ Other drill (describe) _____

Exercise Dates
Staff Distribution Date

L: Recovery

Describe your plan to fully resume operations as soon as possible after the crisis has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, absenteeism, the use of earned time off, and emotional needs.

M: Special Considerations for Your Department

Describe here any additional or unique considerations that your department may face in an emergency.

All Hazards –CoOP Continued   Appendix G (iv)

N: For Events Impacting the Region consider Home Emergency Planning for Individuals and Families

Employees, students and their families should plan for any type of emergency that could impact them in their home, apartment or residence hall. Don't wait—an emergency can occur at any time. Past experience has taught us that employees may not show up for work if they are concerned for the safety and security of their families. We recommend that your employees receive the following information, available on at http://www.flu.gov/pandemic/index.html and the Ready.Gov Website at http://www.ready.gov/.

❑ Guide for Individuals and Families   ❑ Emergency Contacts Form
❑ Family Health Information Sheet
❑ Planning Checklist for Individuals and Families

O: CoOP Submission

Thank you for completing your department's All Hazards Continuity of Operations Plan (COOP). Please submit this Plan to your Dean or Vice President for approval and authorization of essential positions within your department/unit.

Dean/VP name:	Title:
Dean/VP signature:	Date submitted:

Send an electronic copy of the signed/approved CoOP to EHS&RM Executive Director pwagner@nmsu.edu.

EHS&RM date received: _____

Date EHS&RM submitted to HRS: _____

Contingency Plan Summary
Environmental Management Facility

The following is a summary of New Mexico State University (NMSU) Environmental Management Facility (EMF) Contingency Plan which describes an organized, planned, and coordinated course of action to be followed to minimize hazards to human health and/or impact to the environment in the event of a fire, explosion, or any unplanned sudden or non-sudden release of hazardous waste or hazardous materials from the EMF. The EMF Contingency Plan has been written to meet the requirements contained in 40 CFR 265, Subpart D, "Contingency Plan and Emergency Procedures."

The EMF is used as the primary collection point for hazardous chemical, radioactive, biological, and universal wastes generated on the NMSU Las Cruces campus and Doña Ana Community College-Espina campus. The NMSU Environmental Health Safety & Risk Management Department (EHS&RM) operates the EMF, which is located at 1635 Standley Drive. Wastes brought into the EMF are characterized, bulked into larger transportation containers (55-gallon drums), and temporarily stored before being picked up for disposal by authorized waste processors. As waste is received, it is segregated by hazard class and stored in individual bays/rooms within EMF.

The attached facility layout shows the location of different categories of waste (flammables, poisons, acids, etc.). The types and quantities of waste in the facility vary over time but up to 50 drums (55-gallon) of waste may be in the EMF at any one time.

If a significant hazardous material incident occurs at EMF, then the full Contingency Plan will be implemented. EHS&RM will request additional emergency response assistance from the NMSU Fire and Police Departments by dialing 911. Additional procedures, response, and notifications to an incident will then transfer from the EMF Contingency Plan to the <u>NMSU All Hazards Emergency Operations Plan.</u> This provides not only for a consistent approach in how incidents are managed within NMSU, but also facilitates the ability to coordinate with regional, state, and national plans in the event the incident requires utilization of those resources.

The wide variety of chemical waste produced on campus and ultimately centrally stored at the EMF leads to a wide variety of potential incidents. The key focus of staff implementing the Contingency Plan is protecting people's health, safety and the environment. When additional assistance is needed, the NMSU Las Cruces campus Fire Department and Police Department will be contacted. The NMSU Fire Department will assume incident command for fire and hazardous materials emergency response.
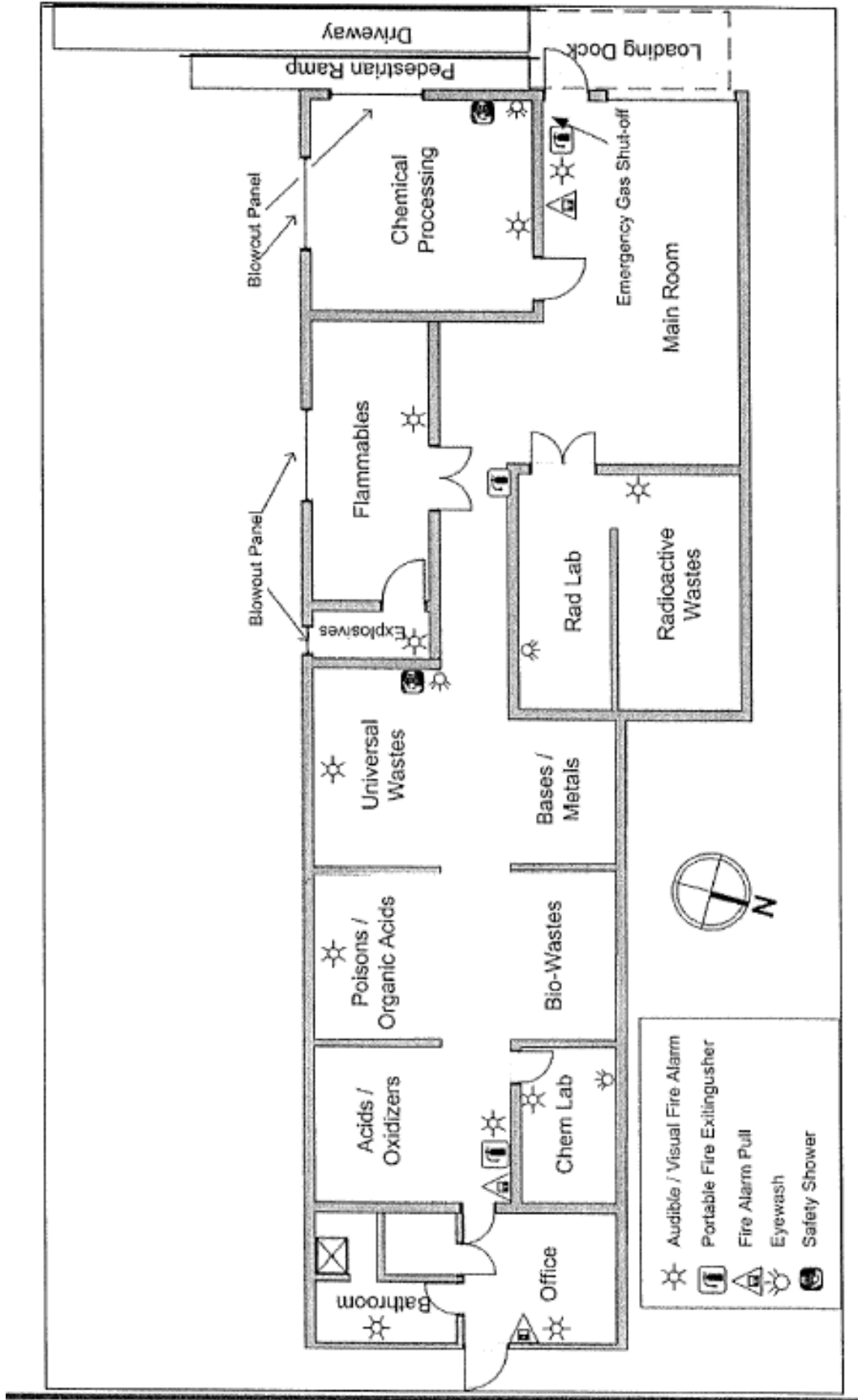
Appendix I Glossary of Terms and Abbreviations

The following terms and abbreviations are either used in this plan, or are common to the emergency management industry. They are contained here to provide a ready reference for those who may not use them on a daily basis, as well as to insure common understanding of meaning.

Business Contingency Planning: The process of identifying hazards, vulnerabilities, and capabilities (together deemed to be risks) and determining actions to be taken to minimize the risks during a disaster in order to maximize the potential for the business to successfully recover. Often, this process is a balancing act between risk and the cost of minimizing/eliminating the risk (a cost-benefit determination). Generally, this is the same as contingency planning, but specific to a business. See also, business continuity.

Business Continuity: This term is frequently favored in the private sector and refers to the process undertaken to develop a plan for ensuring the long-term survival and economic success of an organization after a disaster. It is often used interchangeably with the terms business resumption and continuity of operations. The result of the process is a disaster or emergency management plan. Business continuity planning generally is seen as having a start, but never an end, as the plan developed must be continually tested, evaluated, and updated.

Business Impact Assessment/Analysis (BIA): The systematic evaluation of potential impacts resulting from various events or incidents. It consists of identifying the potential risks, evaluating the possible impact/costs to the organization, and usually methods of addressing these risks. It is through a BIA that an organization understands it vulnerabilities.

Business Recovery: This is the final phase of disaster management and refers to those measures taken in order to return the business to a successful and acceptable level of operation. See also, recovery.

Business Resumption: This term is frequently used in the information technology industry to refer to the process undertaken to develop a plan for ensuring the long-term survival and economic success of an organization after a disaster. It is often used interchangeably with the terms business resumption and continuity of operations. The result of the process is a disaster or emergency management plan.

Capability: The ability to task resources against a risk in order to stop or reduce the loss of life or property. *See also*, risk.

CART: Central Administration Response Team

Civil Defense: A system developed during the Cold War era (1950's - 1980's) to help citizens prepare for and respond to a disaster. The term has been replaced with emergency management.

Glossary of Terms and Abbreviations Continued   Appendix I

Contingency Planning: The process of identifying hazards, vulnerabilities, and capabilities (together referred to as risks) and determining actions to be taken to minimize the risks during a disaster in order to maximize the potential for the business to successfully recover. Often, this process is a balancing act between risk and the cost of minimizing/eliminating the risk (a cost-benefit determination). Generally, this is a broader term than business contingency planning, as it may apply to governmental or other organizational entities.

Continuity of Government (COG): This term refers to the ability of a government to continue to be able to provide services to its populace. This may range from life-safety services, such as first responders, to social programs. Included within COG is the establishment of a line of succession for decision-making (often much deeper than might exist for a private corporation), as well as a continuity of operations plan for essential services.

Continuity of Operations (COOP): This term is frequently favored in public sector organizations and refers to the process undertaken to develop a plan for ensuring the ability to resume supplying critical functions/services during a crisis, as well as ensuring the long-term survival of an organization after a disaster. It is often used interchangeably with the terms business resumption and continuity of operations. The result of the process is a disaster or emergency management plan.

Crisis Management: This is the practice of preventing, responding to, and recovering from an adverse event (e.g., a disaster). This term tends to be used by private businesses, and is generally interchangeable with the term emergency management. The end goal of crisis management is to ensure the longevity/survivability and economic success of the organization.

Crisis-Prepared: This is the term used to describe when an organization has integrated crisis/emergency management into their operations to ensure resiliency and survivability. Contrast with crisis-prone.

Crisis-Prone: This is the term used to describe when an organization has either fragmented or no crisis management plan or capability. Such an organization has a high probability (relatively) of collapse/failure during a disaster. Contrast with crisis-prepared.

Critical: A term often used to describe something as being essential or very important. The use of the terms implies that loss of whatever is being described (e.g., a critical infrastructure) will result in the inability to carry out essential functions and/or the inability to achieve its mission. See also mission critical function and mission critical process.

Criticality: A term used to categorize the level of importance a particular process has in the ability of the organization to carry out its mission. Ratings of criticality often are high, moderate, and low, though some organizations use ratings of critical, essential, and important.   Criticality may also be expressed as a factor of time, and represent how quickly a process or function must be restored after a disaster. As such, importance may be classified as Tier 1 (functions that must be restored immediately), Tier II (those that must be restored within 72 hours), and Tier III (those which can be restored after 72 hours without significant adverse impact).

Disaster Management: This is the practice of preventing, responding to, and recovering from an adverse event (e.g., a disaster). This term is generally interchangeable with the terms crisis management and emergency management.

Disaster Preparedness: Those measures taken in order to get ready to respond to and recover from an adverse event (e.g., a disaster). This includes obtaining equipment, developing plans, conducting exercises, training personnel, etc. This is one of the four phases of emergency management, and is often simply called preparedness. This term is most commonly used by private organizations/business.

Disaster Plan: The measures that are pre-identified to be taken during a disaster in order to minimize the loss of life, property, and processes. Generally, these are written down and may be referenced based on specific hazards (such as an earthquake), but they may also include a philosophy and guiding principles that are not hazard-specific (an "all-hazards" approach). May also be called an emergency operations plan.

Disaster Recovery: This is the final phase of disaster management and refers to those measures taken in order to return the entity (e.g., community) to an acceptable level of operation and normalcy. *See also*, recovery.

Disaster Recovery Plan: The measures that are pre-identified to be taken during a disaster in order to return the organization to an acceptable level of operation while minimizing the consumption of resources (to include people, time, and money). Generally, this will guide the organization/personnel during the recovery phase. May also be referred to as a continuity of operations plan.

Emergency Management: This is the practice of preventing, responding to, and recovering from an adverse event (e.g., a disaster). This term tends to be used by governmental organizations, and is generally interchangeable with the term crisis management. Contemporary emergency management has four parts: Mitigation, Preparedness, Response, and Recovery.

Emergency Management Plan: This is the document/practice/plan that provides guidance and direction in handling the actual emergency. The senior management or leadership of the organization generally uses it to guide them in decision making during the crisis.

Emergency Management Team: This refers to those individuals identified as key in helping coordinate response to an emergency. Those on the emergency management team are frequently the people in charge of critical units within the organization (and essential support functions), and they may have specific training and practice in handling emergencies.

Emergency Operations Center: This refers to the location where the emergency management team monitors the situation, makes decisions, and tasks resources. Generally, the emergency operations center will have basic essentials such as telephones, computers, televisions, and work space. It must be noted that in the public sector, the Emergency Operations Center may be a multi-agency coordination center, where resources are requested, identified, coordinated, and dispatched. In such case, the decision-making may not occur within the Emergency Operations Center, but rather be handled by the incident commander(s) (often located closer to the scene).

Emergency Preparedness: Those measures taken in order to get ready to respond to and recover from an adverse event (e.g., a disaster). This includes obtaining equipment, developing plans, conducting exercises, training personnel, etc. This is one of the four phases of emergency management, and is often simply called preparedness. This term is most commonly used by governmental entities.

Emergency Response Functions (ERFs): Are the basic principles of emergency planning and mitigation, and outlines the process of assessing the emergency response organization's ability to perform four basic functions—emergency assessment, hazard operations, population protection, and incident management.

Emergency Support Functions (EFSs): Are the grouping of certain capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following catastrophic incidents.

Excess Capacity: This refers to the amount of extra capacity a piece of equipment or a company has above what is required to carry out normal functions. Excess capacity may be seen as a waste of resources, or it can be planned in order to handle a surge (such as a call center being able to handle a heavier-than-normal load during a disaster).

Exposure: The result of introducing something of value (a person or property) to a hazard (such as falling debris). *See also*, risk.

First Responder: A term used to refer to those resources (usually police, fire, and emergency medical) immediately deployed in response to an adverse incident. First responders will generally be equipped to address routinely encountered incidents, but generally have limited resources to be able to handle larger, more complex incidents. In such incidents, specialized resources (such as a hazardous materials team, an urban search and rescue team, or a special response team) may be brought in to take over the management of the incident.

Hazard: An event (such as a tornado) that has the potential to adversely impact people or property. A primary hazard is generally the main event (e.g., a hurricane), while a secondary hazard (such as falling debris) is something that results from the primary hazard.

Home Rule: A system wherein local governments are given authority (either constitutionally or through legislation) to regulate purely local matters and to amend their own charters. This system of delegation of authority is common in many parts of the United States and is the result of the inability of state governments to effectively manage local issues.

Hot Site: This term refers to a location that is maintained in a constant state of readiness to take over functions should a primary site fail. It is intended to provide virtually zero return to objective time.

Incident Safety Officer: Works as a support officer for the Incident Commander at an emergency scene. The Safety Officer may perform the following functions: prepare a site-specific Safety and Health Plan, identify and cause correction of occupational safety and health hazards, continuously monitor workers for exposure to safety or health hazardous conditions, and alter, suspend, evacuate or terminate activities that may pose immanent safety or health danger to the workers.

Infrastructure: The underlying resources that must be present in order to allow functions and processes to be carried out. Common critical infrastructures include electricity, transportation systems, pipelines, telecommunications, etc. The National Response Plan identified a list of critical infrastructures for the nation.

Insurance: The practice of passing off the potential liability of loss from a risk to someone else in exchange for a fee. The insurance provider will generally base the fee charged on an actuarial study that examines the potential frequency and severity of loss a potential incident might cause.

Long-Term Recovery: The process through which a community or region that experiences a major disaster or emergency returns to its pre-disaster condition or better.

Mirrored: This term refers to the practice of making exact and real time copies of data (usually on a computer hard drive or server). The purpose of the mirrored data is to be able to provide redundancy in the event the primary data storage equipment is damaged or lost.

Mission Critical Function: This refers to a key function that is central to an organization's ability to carry meet its primary goals (to include existing). Thus, if a mission critical function cannot be performed, the organization cannot fulfill its mission. *See also*, mission critical process.

Mission Critical Process: This refers to a key process that is central to an organization's ability to achieve its primary function/mission. Thus, if a mission critical process cannot be completed, the organization cannot fulfill its mission. See also, mission critical function.

Mitigation: A measure(s) taken to reduce exposure to or consequences from a risk that is not event-specific. For example, elevating a building above flood stage reduces exposure to all potential floods and is a permanent, long-term approach. This is one of the four phases of emergency management. Contrast with prevention.

National Response Framework (NRF): The guiding template that establishes the roles, responsibilities, and relationships between federal, state, and local resources during a disaster. It replaced the National Response Plan on March 22, 2008. Significant components of the NRF include a heavier emphasis on preparedness than was contained in the NRP, as well as the allowance of federal resources to respond to a disaster without request from a state when it is obvious that state and local resources are overwhelmed.

National Response Plan (NRP): The guiding document that identifies the relationships between federal, state, and local resources during a disaster. Developed after 9/11/2001, the NRP was replaced by the National Response Framework on March 22, 2008.

Plan: The written document that contains the policies and procedures used to guide the emergency management team during a crisis.

Preparedness: Those measures taken in order to get ready to respond to and recover from an adverse event (e.g., a disaster). This includes obtaining equipment, developing plans, conducting exercises, training personnel, etc. This is one of the four phases of emergency management.

Prevention: The event-specific measure(s) taken to reduce the impact from a risk (such as moving valuables to the second floor of a house during a flood). Generally, prevention is a short-term approach to risk reduction. This contrasts with mitigation.

Privatization: The process of having private businesses/organizations carry out functions traditionally within the realm of the government. Often, privatization is pursued in order to achieve greater efficiency or to remove obstacles. There are various perspectives on the issue of privatization, with some viewing it as a trend toward global control by corporations and others seeing it as salvation for resource-strapped governments, with a myriad of views in between.

Recovery: The returning of processes (or a community) to a state of normalcy following a disaster. This may take hours, days, months, or years depending on the damage done by the event. This is one of the four phases of emergency management, and the actions taken during this phase are sometimes referred to as consequence management (to differentiate with crisis management during the response phase). The recovery phase may begin at the conclusion of the response phase, or it may (and often does) overlap with the latter portions of the response phase.

Recovery Strategy: The specific steps to be taken after an adverse event in order to return a process to its normal level of functioning.

Recovery Support Functions (RSFs): Are the grouping of certain capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to protect lives, property and the environment, restore services and infrastructure during Short-Term and Long-Term Recovery Phases following catastrophic incidents.

Redundancy: This term refers to having multiple means of providing something such that if the primary means fails, the secondary can take over. In terms of electricity, redundancy is often achieved through the use of uninterruptible power supplies and stand-by generators should the power from the main electrical grid be lost.

Resource: An item (person, piece of equipment, funding, etc.) that is available and can be brought to bear to address a need. During a disaster, most initial resources are those provided locally (such as first responders), with outside resources (such as state and federal) being released/deployed hours or days later.

Response: Event-specific measures taken in order to reduce or stop the loss of life and property. Generally, this starts with detection or notification of the event, dispatching of resources, taking action to resolve the event or its impact, and the recovery of the resources. An example is the "response" by fire fighters to a structure fire (starts with an alarm, fire fighters are dispatched to the scene; they put out the fire, and then return to their station to be ready for the next event). This is one of the four phases of emergency management, and is sometimes referred to as crisis management (as opposed to consequence management during the recovery phase).

Responsible Person: Is defined as individual(s) who have the authority to direct the management and policies of or make major decisions for a business or organizational entity.

Restoration: Returning a physical structure, essential government or commercial services or a societal condition back to a former or normal state of use through repairs, rebuilding or reestablishment.

Return To Objective (RTO): This is the amount of time that lapses between an adverse event and the return to normal (or acceptable) functioning. Depending on the organization and the process, this may be expressed in terms of minutes, hours, or days.

Risk: The potential adverse impact when people and/or property are exposed to a primary or secondary hazard. Risk is a function of hazard, exposure, vulnerability, and capability.

Glossary of Terms and Abbreviations Continued   Appendix I

Risk Analysis: The process of identifying risks to a business or organization (such as loss of power). Organizations will vary in their susceptibility to a given risk based on reliance upon the impacted infrastructure/resource and the availability of alternatives (to include redundancy and alternate routes/ paths).

Risk Assessment: This is a final product of a risk analysis and a business impact analysis, showing how each risk relates to organizational continuity.

Risk Management: This term generally refers to the identification of risks and a means of reducing exposure to the risk. For most entities, this is generally treated as a function of obtaining insurance (to pass the risk to someone else in exchange for a monetary fee). However, proper risk management includes taking other measures (such as mitigation) that reduce the exposure (and will also reduce the cost of insurance).

Safety Officer: May perform the following daily functions: prepare a site-specific Safety and Health Plan, identify and cause correction of occupational safety and health hazards, continuously monitor workers for exposure to safety or health hazardous conditions, and alter, suspend, evacuate or terminate activities that may pose immanent safety or health danger to the workers.

Security Officer: Is a person who is charged to protect property, assets, or people by maintaining a high visibility presence to deter illegal and inappropriate actions, observing (either directly, through patrols, or by watching alarm systems or video cameras) for signs of crime, fire or disorder; then taking action and reporting any incidents to emergency services as appropriate. They also perform access control at building entrances and vehicle gates and ensure that employees and visitors are accounted for and display proper passes or identification before entering the facility.

Self-Insured: This term refers to an organization that has assumed fiscal responsibility for paying out losses/claims should an adverse incident occurred. This is in contrast with obtaining outside insurance and paying someone else to accept the risk. Self-insurance may be warranted when the cost of obtaining outside coverage is simply too high, when outside coverage simply is not available, or when the organization feels it can mitigate some risks and manage others in a way that is more cost effective. Many governmental entities are self-insured to a certain level, at which point an outside "umbrella" or catastrophic policy starts to provide coverage (thereby accepting lower risks but passing off risks that exceed the level the organization is willing to accept).

Short-Term Recovery: Phase of recovery which addresses the health and safety needs beyond rescue, the assessment of the scope of damages and needs, the restoration of basic infrastructure and the mobilization of recovery organizations and resources including restarting and/or restoring essential services for recovery decision-making.

Stabilization: The process by which the immediate impacts of an incident on community systems are managed and contained.

Unfunded Mandate: This is a process whereby a higher level of government (such as the federal government over a state) establishes a requirement but does not provide resources (particularly money) to meet the requirement. Often, such requirements are tied to the ability of the subordinate

government to continue to receive other funding already provided (often in an unrelated or marginally related area). An example is the now defunct requirement of the federal government for states to set maximum speed limits on highways at 55 miles per hour, with the threat of losing highway maintenance and development funding.

Uninterruptible Power Supply (UPS): This refers to a battery-powered system that constantly monitors the electrical power provided by the main grid and takes over to provide power to downstream resources (such as lighting and computers) should the grid-provided power be of unacceptable quality (or in case it is lost all together). UPS are usually employed as a means of achieving redundancy, and may serve either a single piece of equipment or be scaled up to supply power to multiple pieces of equipment (such as a rack of servers or even an entire building). The amount of time a UPS will provide power is a function of its capacity (how much power it has stored) and the load (power requirements) of the equipment that is running off of it.

Vulnerability: The extent to which something (e.g., a process) is susceptible to a given hazard once exposed.