

# **Colorado School of Mines Emergency Management Plan**

## **Purpose of the Plan**

This Emergency Management Plan (EMP) has been designed as a strategic plan to provide the administrative



## **Levels of Response to Campus Conditions**

**Media events must be properly addressed**

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

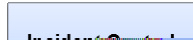
**Operational requirements must be sustainable**

During any incident which is perceived to require operations for longer than twenty-four hours, at the discretion of the CSM President, impacted personnel shall be assigned to appropriate shifts with cancellation of vacations, holidays, or



# **Incident Command and Incident Management**

CSM Organization – Incident Control Team





### **Information Technology Section Staff**

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

Coordinator – Chief Information Officer (CSM)

- Communications Liaison

CCIT Designated Staff

### **Student Life Section Staff**

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

Coordinator – Student Life Coordinator

- DirectorCg



### **Additional Command Staff Positions**

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

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

## **The Emergency Notification System (ENS)**

**The Initial Responses to a Reported Emergency**

**Key Personnel (ENS) Notification Procedure**

In the event that the CSM Director of Public Safety (or his/her representative) becomes aware of information as to a potential or actual emergency occurring that may re

## **Deactivation of Emergency Incident Operations**

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

### **Incident Documentation**

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

- Provide a basis to assess the emergency and evaluate the response
- Identify areas where campus preparedness activities worked well and those areas that need improvement
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## **General Campus Guidelines**

### **Written Operational Procedures shall be devised and maintained**

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

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

### **Duties of Building/Facility Managers**

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

#### **Develop an Emergency Action Plan**

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

- Procedures for reporting a fire or other emergency
- Procedures for emergency evacuation, including the type of evacuation and exit route assignments
- Procedures for employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
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Building evacuation information shall be distribute