



EMERGENCY OPERATIONS PLAN

Eastern New Mexico University



Department of Public Safety

Emergency Management | Police and Investigative Services | Safety and Loss Prevention

LETTER FROM THE CHANCELLOR

The Eastern New Mexico University System is committed to providing a safe and secure learning and working environment for our students, faculty, staff and visitors.

We are committed to emergency preparedness initiatives and this Emergency Operations Plan is a demonstration of our dedication and commitment. Helping to keep members of our community safe and secure is a high priority. This effort requires a continued commitment to emergency preparedness. Emergency operations plans are a critical part of our continued effort to guide the ENMU System in planning for, responding to and recovering from incidents that may affect us.

We are proud and fortunate to be surrounded by outstanding first responders which include various security divisions, police departments, fire departments and emergency medical services. They provide the services vital to maintaining a safe living and learning environment, but they must have the support of the citizens of our community in order to do their jobs. I urge all members of the ENMU System to examine this Emergency Operations Plan and other emergency preparedness information related to your areas as we rededicate ourselves to the never-ending task of maintaining a safe and secure environment.

Each member of our campus communities is responsible for taking reasonable measures to prepare themselves for an emergency. Individual preparedness is a fundamental step in meeting our commitment to fellow students, faculty, staff and visitors. Well thought out and implemented emergency and continuity plans can significantly enhance the safety of our campus community as well as our ability to sustain operations during disruptive incidents.

Please familiarize yourself with the roles and responsibilities associated with this plan. Those with leadership roles within this plan should be particularly mindful as our success in responding in times of crisis will largely depend on you.

Sincerely,

Dr. James Johnston | ENMU System Chancellor

LETTER FROM THE CHIEF

This Emergency Operations Plan provides valuable information regarding emergency preparedness and resources. Emergency Operations Plans are necessary to keep our campus community aware and informed. Natural disasters, emergencies and disruptive events may impact the operations of the Eastern New Mexico University System at any time or place. Our campus communities and their leadership must take proactive steps to prepare themselves collectively and individually for these events. Emergency events can take many forms, including severe weather, utility failures, industrial accidents, hazardous material spills, public health emergencies and violent or disruptive human actions that negatively impact the mission of the ENMU System.

Preparing for emergency incidents requires comprehensive and structured preparedness. We can never guarantee that such incidents will never occur or result in the loss of life or property, but careful planning will better enable us to mitigate their destructive effects and respond to disruptions appropriately, effectively and expeditiously. This Emergency Operations Plan addresses our response to emergencies by taking an all-hazards approach based upon available resources. This plan is only a part of the preparedness process, individuals and organizations within the ENMU System must take reasonable efforts to prepare for emergencies.

Divisions, departments, offices and units should familiarize themselves with information in this plan. Individuals should familiarize themselves with emergency response resources and other preparedness resources such as those made available by the Federal Emergency Management Agency and the Department of Homeland Security.

With community partnerships and a shared commitment, we can help to make the ENMU System a safe and secure environment for everyone. The ENMU Department of Public Safety is committed to community partnerships and dedicated to providing excellent public service.

Respectfully,

Bradley D. Mauldin | ENMU Chief of Police

REVISION HISTORY

RECORD OF CHANGES AND APPROVAL

Date	Page/Section	Revision Description
07/22/24	2,9,11,12,15,16	Update Chancellor letter, Update titles due to university restructuring, FEMA course identification.

This Emergency Operation Plan (EOP) has been reviewed by the ENMU president and subsequently approved by the ENMU Board of Regents as an item of University governance. Emergency Support Functions (ESFs) associated with this EOP are considered confidential documents and shall only be released to Incident Management Teams and their specific members.

ENMU President

Date

ENMU Board of Regents President

Date

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INTRODUCTION

Purpose

The Eastern New Mexico University Emergency Operations Plan (ENMU EOP) describes how the University prepares for and responds to emergencies, addresses all types of hazards, and establishes policies, methodology, responsibilities, and operations designed to effectively and efficiently address the needs of ENMU during a planned event and unplanned incident. It is intended to be a “living document” that will reflect the continually evolving environment at ENMU with each update.

The primary objectives of the EOP are to:

- contribute to the pre-planning of events hosted at ENMU;
- contribute to the protection of life, property, and the environment;
- contribute to the safety of students, faculty, staff and visitors;
- minimize disruption of University operations and activities;
- mitigate damage and casualties in the event of an unplanned event;
- effectively manage the response operations to an emergency affecting ENMU;
- effectively work with internal resources and external partners during emergency operations;
- restore the University to normal operations.

Scope

This EOP applies to all personnel, divisions, departments, and offices on property owned, operated, or controlled by the ENMU System and its branch campuses, as applicable. This plan addresses coordination and management of emergency preparedness, response, recovery and mitigation operations, and various emergency functions carried out by identified divisions, departments, offices, and incident management teams.

Concepts in this plan apply to any event or incident when the health, safety, or security of students, faculty, staff, or visitors could be threatened. Since ENMU is vulnerable to a variety of natural and human-caused hazards, this plan takes an all-hazards approach. The concepts in this plan can be used for all incidents that may affect University operations.

ENMU embraces the individual differences of our students, faculty, staff, and visitors. Some members of the campus community have access and functional needs which may require certain accommodations. Divisions, departments, and offices will plan for People with Access and Functional Needs (PAFN) accommodations during emergency preparedness, response, recovery, and mitigation efforts.

The ENMU Department of Public Safety (ENMU DPS) developed this EOP in collaboration with University representatives, stakeholders and emergency management professionals. The roles and responsibilities of identified parties are included in this plan.

Training and exercises should be regularly conducted in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) guidelines to ensure University capabilities. Professional development opportunities related to emergency management are readily available to all ENMU employees. All personnel are responsible for facilitating their own professional development related to emergency management. This professional development may be supplemented by resources from the ENMU DPS.

Training and exercises should be conducted on a regular basis to ensure University capabilities. Emergency Support Function Coordinators, Primary Departments, and Incident Management Teams are responsible for supporting emergency management and public safety efforts, conducting exercises and facilitating training to assist in ENMU's preparation for, responses to, and recovery from incidents that may affect the University.

Campuses, Education Centers and Other Locations

ENMU has a variety of campuses, facilities, and academic programs in New Mexico. Branch campuses also operate under the auspices of ENMU-Portales as a system. The branch campus' president, positional equivalent, or their designee are responsible for appropriate planning, conducting training, and conducting exercises to assist in the preparations for, responses to, and recovery from incidents that may affect the branch facility.

Emergency operations at the various campuses, education facilities, and other ENMU locations will be managed at each location within their respective jurisdiction, capabilities, and resources. Response and recovery efforts for each location will be carried out in accordance with the location's specific operations and protocols.

Capabilities, resources, and the need for additional assistance will vary depending on the location. If an incident exceeds the capabilities of a particular campus, education facility or other ENMU location, other University divisions, departments, offices, or units from the main campus may be sent to provide additional resources as requested.

For more information regarding our branch campuses:

ENMU Roswell

roswell.enmu.edu

ENMU Ruidoso

ruidoso.enmu.edu

EMPLOYEE TRAINING

The Federal Emergency Management Agency (FEMA) provides training resources free of charge. These resources can be located at training.fema.gov.

Professional development and pre-planning are critical to emergency preparedness. ENMU has determined that a minimum of the following coursework is necessary to assist with acceptable standards of preparedness.

Training for Faculty/Staff/Student Employees

(Employees not responsible for the direct supervision of personnel)

- IS-100.c: Introduction to the Incident Command System, ICS 100
- IS-907: Active Shooter: What You Can Do

Training for First-Line Supervisors/Mid-Level Managers

(Supervisors/Managers responsible for personnel under deans or directors in the University Organizational Chart)

- IS-100.c: Introduction to the Incident Command System, ICS 100
- IS-200.c: Basic Incident Command System for Initial Response
- IS-700.b: An Introduction to the National Incident Management System
- IS-800.d: National Response Framework, an Introduction
- IS-907: Active Shooter: What You Can Do

Training for Command and Executive Officials

(Supervisors/Managers responsible for personnel at the level of dean/director and above in the University Organizational Chart)

- IS-100.c: Introduction to the Incident Command System, ICS 100
- IS-200.c: Basic Incident Command System for Initial Response
- ICS-300: Intermediate ICS for Expanding Incidents (offered in class only)
- ICS-400: Advanced ICS Command and General Staff-Complex Incidents (offered in class only)
- IS-700.b: An Introduction to the National Incident Management System
- IS-800.d: National Response Framework, An Introduction
- IS-907: Active Shooter: What You Can Do

Steps to Access Training

To access the courses listed above, employees should complete the following steps.

STEP 1: Register for FEMA Student Identification Number at <https://cdp.dhs.gov/femasid> (please note: the https:// preceding the URL is required).

STEP 2: Register for and Complete Online Coursework at the FEMA Online Training Site: Training.FEMA.gov/is/

STEP 3: Print certificate(s) of completion and provide to the Office of Human Resources (Human Resources places certificates in employee's personnel file).

CONCEPT OF OPERATIONS

Overview

University divisions, departments, and offices respond to emergencies by using pre-established standard operating procedures. When incidents increase in magnitude, additional resources and coordination may be required to support emergency response and recovery efforts.

ENMU operations are guided by the National Incident Management System (NIMS), as established by the Federal Emergency Management Agency (FEMA). NIMS provides a nationwide template enabling federal, state, local, and private sector non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from incidents regardless of cause, size, or complexity. Two components of NIMS are the Incident Command System (ICS) and Emergency Support Functions (ESF).

Consistent with NIMS, ENMU's operations incorporate the basic structure of the ICS while making necessary adjustments and incorporating emergency support functions to meet the unique needs of the University. ICS is the model tool for command, control, and coordination of a response, and it provides a means to coordinate the efforts of the University and external partners as they work toward the common goal of stabilizing an incident and protecting life, property, and the environment. ESFs organize University capabilities to coordinate internal emergency response and recovery operations.

Roles and Responsibilities

The University has identified various divisions, departments, offices, units, and personnel that have a role in emergency preparedness, response, and recovery operations and have specific responsibilities to meet the needs of an incident. Responsible parties are listed below, along with a brief description of their respective roles and responsibilities for the University.

These parties coordinate emergency efforts through the ENMU-established organizational structure. As needed, Incident Management Teams will be activated and become responsible for overseeing the University's strategic and tactical-level activities during emergency response and recovery efforts.

ENMU divisions, departments, offices, and individuals not listed in this plan may be requested to participate in these efforts as needed.

Board of Regents

The Board of Regents is the highest governing body of the ENMU System. The legislature has expressly given the board the power to sue parties and make contracts, to hire the ENMU System Chancellor and determine his or her compensation, to approve general areas of curriculum including new programs, and to approve compensation for University employees. The title to all property belonging to the University is vested in the board.

Chancellor

The chancellor of the ENMU System serves as the president of the ENMU main campus (ENMU-Portales) and is responsible for the overall leadership, management, and operations of Eastern New Mexico University and ENMU branch campuses. The president of ENMU-Portales reports directly to the Board of Regents.

Vice President for Academic Affairs / Provost

The Provost who is also the vice president for academic affairs serves as the second in command of the ENMU-Portales (Main) campus and oversees campus operations in the absence of the president. The Office of the Vice President for Academic Affairs is responsible for the operations of the academic colleges, schools, and programs. The deans of the colleges and schools report directly to the vice president for Academic Affairs. The vice president for Academic Affairs also oversees other programs and offices associated with academics including Distance Learning, academic innovation efforts, and the library, Office of the Registrar, and the Office of Institutional Research. In addition, the vice president for academic affairs oversees the KENW Broadcast Center and First-Year Experience Program.

Vice President for Administration & Finance / System CFO

The vice president for Business Affairs serves as the chief financial officer (CFO) for ENMU-Portales and provides coordination for business affairs across the ENMU System. The vice president for Business Affairs has primary responsibility for the management and administration of ENMU's financial, fiscal, human, property and compliance resources. This includes the Business Office, Department of Public Safety, Physical Plant, Department of Purchasing, Office of Human Resources, and Office of Inventory Control. The vice president for Business Affairs reports directly to the president of ENMU-Portales.

Vice President of Student Affairs and Enrollment Management

The vice president for Student Affairs has primary responsibility for the management, personnel and administration of all areas within the division of Student Affairs and Enrollment Management. These areas include: Enrollment Services, Financial Aid, Counseling and Career Services, Advising Center, Campus Life, Dining Services, Health Services, Multicultural Affairs, Housing and Residence Life, Accessibility Resources and Testing, the Testing Center, and other student support services. The vice president for Student Affairs reports directly to the president of ENMU-Portales.

Vice President for Advancement & Public Relations

The vice president for advancement and public relations is responsible for marketing, public relations, and coordinating public information. The vice president for advancement and public relations oversees the offices of Communication Services, Duplicating Services, and Alumni Affairs. The vice president for advancement and public relations reports directly to the president of the ENMU-Portales campus.

Executive Director of IT / System CIO

The vice president for technology/system CIO also has primary responsibility for the management and administration of Information Technology Services. This executive director reports directly to the vice president for Administration and Finance. The vice president for technology/system CIO serves as the chief information officer for the ENMU-Portales, ENMU-Roswell, and ENMU-Ruidoso campuses. The CIO manages all information technology and telecommunications.

Executive Director of Planning & Policy / System Human Resources Director

The executive director for Planning and Analysis (EDPA) coordinates University policy creation, review, and revision; the preparation of various institutional reports for the state; and strategic planning for the University. The Office of Planning and Analysis oversees the assessment and student learning outcomes activities. This executive director also oversees all operations related to human resources for the ENMU-Portales campus and provides coordination for human resources matters across the ENMU System. The executive director reports directly to the president of ENMU-Portales.

Chief of Police

The Department of Public Safety (ENMU DPS) manages University law enforcement personnel, investigative services, safety considerations, loss prevention, safety compliance, and other public safety operations for students, faculty, staff, and visitors. This includes emergency preparedness, response, and recovery efforts, as well as occupational and environmental health activities. ENMU DPS reports to the vice president for Business Affairs. The department's authority is derived from state law and is commissioned by the ENMU Board of Regents.

Director of Purchasing

The Department of Purchasing has been established to administrate a system of central purchasing for the University. This department ensures University compliance with applicable New Mexico purchasing statutes and regulations concerning emergency procurements.

Director of Housing and Residence Life

The director of Housing and Residence Life has primary responsibility for the management and administration of the Department of Housing and Residence Life including all residential facilities owned and operated by ENMU. Additionally, the director of Housing and Residence Life oversees all University adjudication proceedings. The director of Housing and Residence Life reports directly to the vice president for Student Affairs

Director of Physical Plant

The Physical Plant is the service organization responsible for maintaining and operating the University's building services, custodial services, grounds, motor pool, and mechanical services. The director of the Physical Plant reports directly to the vice president for Business Affairs.

Associate Vice President of Advancement and Public Relations

The Office of Communication Services manages media relations, social media, the ENMU website, MyENMU Portal content, Duplicating Services, and publications. Communication Services also oversees emergency communication to the ENMU campus, the Portales community, and regional and national audiences. Communication Services is responsible for assisting with the activation of Everbridge and/or Alertus emergency notification systems, contacting the media, sending email notifications, posting information on social media, and posting emergency information on the portal and website. Communication Services reports to the Vice President of Advancement and Public Relations.

Incident Management Teams (IMT)

The three Incident Management Teams: Leadership Group (LG), Response Management Group (RMG), and Communications Group (COMM) are responsible for overseeing the University's strategic and tactical level activities during emergency response and recovery efforts.

Emergency Support Functions (ESFs)

ENMU organizes University capabilities into 13 ESFs that coordinate University emergency preparedness, response and recovery operations. Each ESF identifies primary and support divisions, and departments and offices responsible for ensuring operational capabilities. The University will activate appropriate ESFs to support incident needs.

Designated Employees

The Office of Human Resources will provide guidance to divisions, departments, and offices to assist in identifying and informing employees prior to an emergency that their job responsibilities include fulfilling a specific critical function within their area of responsibility during a University closure or emergency and will provide support during response and recovery operations as needed. This also may apply to contracted service providers.

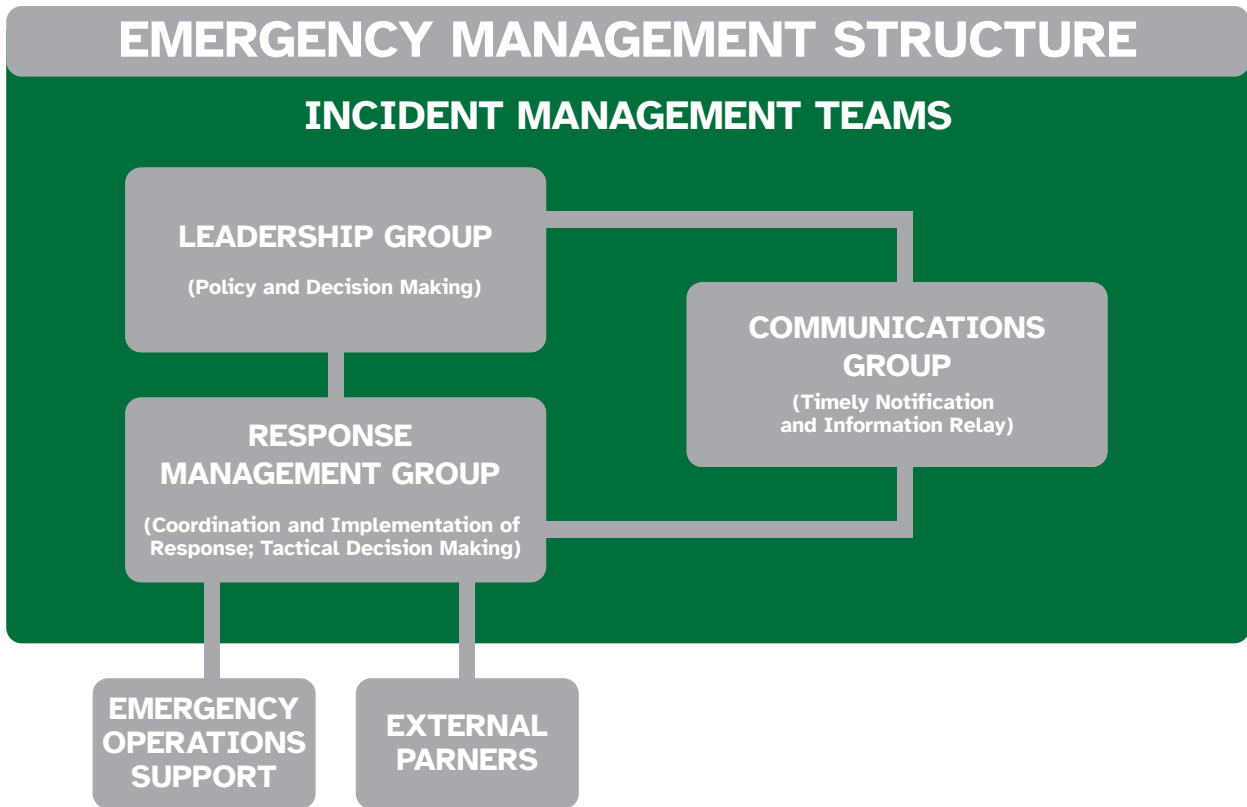
Emergency Management Structure

The University’s Incident Management Teams are responsible for overseeing the University’s strategic and tactical-level activities during emergency response and recovery efforts.

Incident Management Teams include:

- Leadership Group (LG)
- Response Management Group (RMG)
- Communications Group (COMM)

Each member represents his or her division, department, or office and may task his or her respective unit, emergency support functions, and designated employees to assist in emergency response and recovery efforts. Incident Management Teams may request assistance from external partners, service providers, and suppliers for additional support.



Leadership Group

The Leadership Group (LG) is the strategic-level Incident Management Team responsible for policy and decision making that helps protect life, property, and the environment while limiting vulnerability and damage to the University during an incident. LG members respond to concerns of the Office of the President and the Board of Regents.

Members of the LG are:

- President of ENMU-Portales
- Vice President for Academic Affairs
- Vice President for Business Affairs/System CFO
- Vice President for Student Affairs
- Executive Director of IT / System CIO
- Executive Director of Planning & Policy / System Human Resources Director

Response Management Group

The Response Management Group (RMG) is the tactical-level Incident Management Team responsible for tactical decision making, coordinating, and implementing the University's response within its members' respective divisions, departments, or offices. The group collects and disseminates information regarding the incident, provides advice to the LG, and ensures the continuity of each member's area of responsibility.

Members of the RMG optimize the overall response by understanding each other's intentions and coordinating actions. Members of the RMG include the following personnel, positional equivalent, their designee or proxy:

- Chief of Police
- Director of the Physical Plant
- Director of Human Resources
- Assistant Vice President for Student Affairs and Residence Life
- Director of Campus Life
- Director of Purchasing

Communications Group

The Communications Group (COMM) is the Incident Management Team responsible for timely notification and communication with media outlets. One of their primary objectives is to gather, sort, and disseminate relevant information to the LG and RMG to assist in their decision making process. COMM will provide a University spokesperson(s) who will serve as public information officers (PIOs), arrange timely press conferences, and develop unified statements and press releases to communicate to the ENMU community and public at large.

Reference Emergency Support Function (ESF) B: Emergency Notification, ESF I: Information Technology and Telecommunications and ESF L: Public Information and External Affairs for additional information.

COMM assists with the dissemination of information through the Office of Communication Services and/or the Emergency Operation Center (EOC), utilizing a variety of tools and partners, including but not limited to the University’s website (enmu.edu), email, Everbridge, Alertus, and social media. Members of COMM include the following personnel, positional equivalent, their designee, or proxy:

- Associate Vice President of Advancement and Public Relations
- Public Safety Support Specialist (Emergency Dispatcher)
- Manager of Network and Client Services

Emergency Operations Support

Incident Management Teams will first rely on University capabilities and resources for preparedness, response, and recovery efforts by using emergency support functions and designated employees. Service providers, mutual aid, and state emergency declaration may be used to augment response capabilities and resources.

Emergency Support Functions: Emergency preparedness, response, and recovery operations are organized under Emergency Support Functions (ESF). The appropriate ESF will be activated to support response and recovery efforts. There are 13 ESFs with identified primary ENMU-Portales divisions, departments, offices, or units listed in the following table. *For additional information, see Emergency Support Functions A through M.*

ENMU branch campuses are highly encouraged to develop their own ESFs.

	Emergency Support Function	ESF Coordinator/Primary Department
ESF A	Shelter-In-Place and Evacuation	Department of Public Safety
ESF B	Emergency Notification	Office of Communication Services
ESF C	Infrastructure, Utilities and Damage	Physical Plant
ESF D	Fire and Hazardous Material Response	Department of Public Safety
ESF E	University EOC and Coordination	Department of Public Safety
ESF F	Mass Care and Human Services	Department of Public Safety
ESF G	Resource Management and Procurement	Purchasing
ESF H	Health and Medical Services	Office of Student Affairs
ESF I	Information Technology and Telecommunications	Information Technology Services
ESF J	Law Enforcement and Security	Department of Public Safety
ESF K	Continuity of Operations and Recovery	Department of Public Safety
ESF L	Public Information and External Affairs	Office of Communication Services
ESF M	Special Events and Circumstances	Department of Public Safety

ESF coordinators, primary departments and support organizations assigned to ESFs have underlying duties and responsibilities. Those underlying responsibilities are listed in the following pages, and in each ESF.

Coordinators and Primary Departments

The coordinator and primary department(s) for an emergency support function operating under the auspices of the ENMU System will:

- oversee the ESF and those providing emergency operations support;
- notify appropriate ENMU staff and external partners as needed;
- establish and maintain communication to and from Incident Management Teams;
- organize response actions, utilizing Incident Management Teams;
- coordinate tasks and manage assignments;
- staff the Emergency Operations Center (EOC), including additional shift employees, if necessary;
- determine the need for and obtain additional resources.
- communicate resource needs to others;
- collect and disseminate incident information;
- coordinate efforts with branch campuses, local, state, federal, and external partners as appropriate;
- maintain and update Emergency Support Function Annex as necessary;
- provide regular status updates to Core Staff through the appropriate chain of command;
- provide adequate and continued professional development for staff operating under their control.

Support Organizations

Support organizations for an emergency support function operating under the auspices of the ENMU System will:

- provide support to the coordinator, primary departments, and respective Incident Management Team;
- begin and maintain an activities log of incident-related information and actions during an emergency;
- track all damage, time, resources used, expenses, and actions taken during an emergency;
- gather information from those providing emergency operations support;
- provide status updates, incident information, and resource requests to the primary unit.

Designated Employees: Incident Management Team members will notify designated employees in the event of an emergency that their assistance is needed to support response and recovery operations. Designated employees will fulfill specific critical functions as needed.

Service Providers and Suppliers: Service providers and suppliers used in incident response and recovery operations should be pre-identified, pre-approved, and pre-contracted. Some incidents may require resources that ENMU has not pre-identified or pre-contracted. Resource procurement will be made in accordance with ENMU procurement policies and procedures unless the director of Purchasing and the vice president for Business Affairs approve an exception. The Business Office provides assistance in the procurement and management of needed resources.

For additional information, see Emergency Support Function G: Resource Management and Procurement.

External Partners

During incident response efforts, ENMU will respond using available University resources first. If the incident affects more than ENMU or exceeds the capabilities of the University, additional support and coordination may be requested from district, local, state, federal, and other partner entities.

Strategic partners include but are not limited to the New Mexico Department of Health, Roosevelt General Hospital, La Casa Family Health Center, Portales Communications Center, City of Portales Public Works, Portales Police Department, Portales Fire Department, Roosevelt County Sheriff's Office, and New Mexico State Police. These partners are specific to ENMU operations within the City of Portales; other ENMU branch locations will have comparable relationships with their own local and state emergency management partners.

ENMU may use mutual aid agreements to obtain additional assistance and/or resources when the needs of the incident have overwhelmed the capabilities of the University. Many relationships and agreements exist with Roosevelt County and are necessary for operations.

ENMU maintains an emergency management committee that strongly influences policy and decision making at the University. This committee is open to external partners.

Mitigation and Preparedness

Mitigation and preparedness actions are taken in advance of an emergency to prepare for and minimize the potential impacts caused by incidents at campuses, education facilities or other ENMU locations. Mitigation efforts include enforcing health and safety conditions, building codes, fire codes, planning for land use, training, and education of the University population on the need for mitigation and implementing infrastructure enhancement measures to reduce a hazard's impact. It also includes proper special event planning and staffing.

Preparedness activities consist of almost any pre-emergency action that will improve the safety or effectiveness of an emergency response. Preparedness activities have the potential to save lives, substantially reduce costs associated with civil liability, reduce property damage, and enhance individual and community control over the subsequent emergency response. These actions are taken to protect the lives, property, and the environment of ENMU students, faculty, staff, and visitors.

Preparedness actions include the development, participation, and facilitation of trainings and exercises with Incident Management Teams and various ENMU divisions, departments, offices, or units. ENMU will coordinate mitigation and preparedness efforts with the local jurisdictions and external partners as necessary.

The Department of Public Safety, in addition to other University offices, administers a variety of programs designed to help educate the ENMU community on emergency preparedness. Personal preparedness information is distributed to students, faculty, staff, and visitors at various events on campus including freshmen orientation. Additional information is available on the ENMU website at enmu.edu/DPS. The University also offers a variety of collegiate courses related to emergency planning and management. The Federal Emergency Management Agency (FEMA) offers a free online training program that can be found at Training.FEMA.gov. Please take advantage of these valuable resources; we encourage you all to take a vested interest in your safety and the safety of others.

Preparedness is important at all levels of the University. Each division, department, office, or employee should take the following preparedness actions:

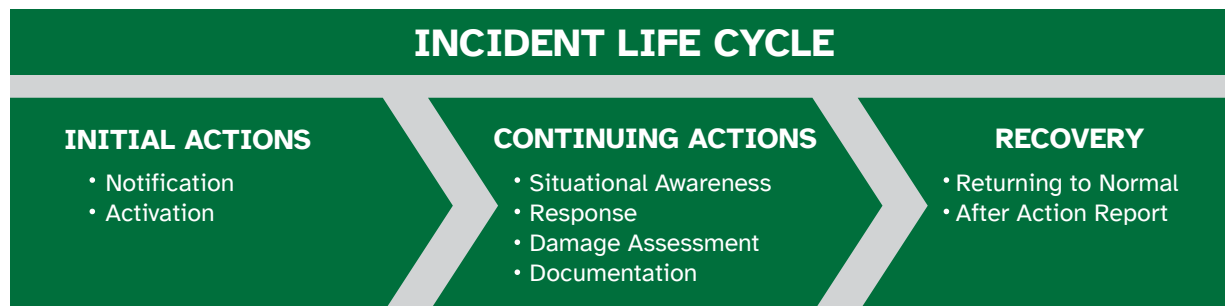
- Regularly review emergency preparedness information with staff and faculty.
- Implement an emergency plan that includes evacuation, shelter-in-place, continuity of operations, and emergency communications considerations.
- Train staff and faculty on emergency plans.
- Identify employees who have job responsibilities that include fulfilling a specific critical function within their area of responsibility during a University closure or emergency and inform them of this responsibility on an annual basis.
- Routinely backup critical data and important documents.
- Procure and maintain necessary emergency supplies and items.
- Maintain a list of pre-identified, pre-approved, and pre-contracted service providers and suppliers.
- Coordinate with other divisions, departments, and offices as needed.
- Routinely test and exercise planning efforts.
- Take initiative to plan for the safety of yourself and others in the event of an emergency.

INCIDENT LIFE CYCLE

During an emergency affecting ENMU, the University will respond consistent with the Incident Life Cycle. This cycle includes three phases that provide guidelines for emergency operations:

- Initial Actions
- Continuing Actions
- Recovery Operations

Actions included in each Incident Life Cycle phase may not necessarily be completed in sequential order and may sometimes be undertaken concurrently.



Initial Actions

Preparation

All members of the campus community should stay knowledgeable about emergency management, emergency planning, and up-to-date on emergency alerts. ENMU may utilize Everbridge, and/or Alertus systems. ENMU encourages the campus and Portales communities to elect to receive emergency alerts and update personal contact information with the university regularly. ENMU also encourages registration for Code Red Alert, a notification program facilitated by the City of Portales at enmu.edu/CodeRed. These systems provide information in the event of such things as University closures, inclement weather, or emergency events.

Notification

ENMU DPS will likely be the first to receive notification of an incident. Some incidents can be resolved with normal response capabilities while others may require additional resources or coordination. Incidents escalate to emergencies when life, property, or environment of the ENMU community is threatened.

If emergency response efforts require more than the normal response capabilities of the University, ENMU DPS will appropriately dispatch personnel (Response Management Group Activation) and notify the Office of Communications Services (Communications Group Activation) and the Chief of Police.

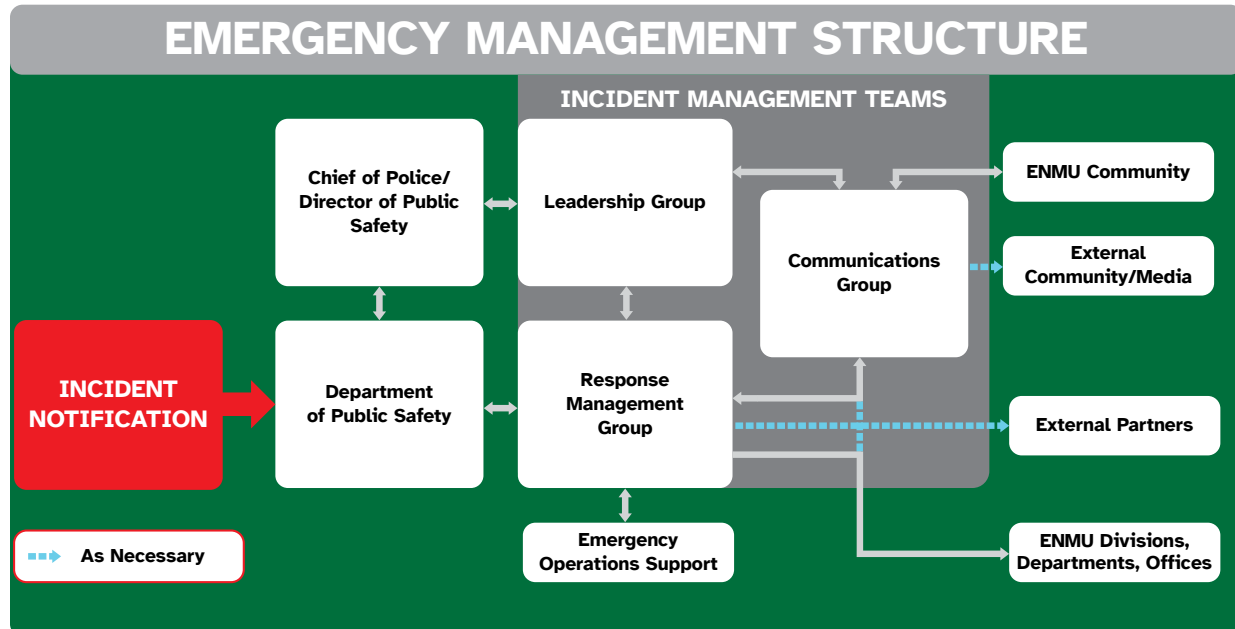
The Office of Communication Services will issue a brief timely notification.

The Chief of Police will notify the vice president for Business Affairs (Leadership Group Notification). This responsibility will fall on the Public Safety Support Specialist in the event the Chief of Police is one of the first responders to the emergency.

The vice president for Business Affairs will notify members of the Leadership Group (Leadership Group Activation) as needed.

The RMG and LG will work with the Communications Group to develop ongoing messages to be released to the ENMU community and as needed, the media and external community.

Additional information regarding ENMU's communications systems is included in Emergency Support Function B: Emergency Notification.



Activation

Any individual member of the Leadership Group can activate the Leadership Group (LG). The president and members of the LG will determine the need for activation of the Response Management Group (RMG), Communications Group (COMM), and the University Emergency Operations Center (EOC).

However, individual Leadership Group members have the authority to activate the RMG, COMM, and EOC if the need arises. Certain incidents may involve circumstances of such a nature that the Incident Management Teams are immediately activated by ENMU DPS or implication. Such incidents include, but are not limited to:

- Bomb Threats
- Active Threat/Shooter Reports
- Tornado Warning
- Extensive Hazardous Material Spill

When Incident Management Teams are activated, the Leadership Group (LG) will notify Incident Management Team members of their activation and when, where, and how to report. Options include convening in the University Emergency Operations Center located at ENMU-Portales, which would be accessible through virtual communication (e.g., conference calls, emails, video conferences, etc.).

Refer to Emergency Support Function E: University Emergency Operations Center and Coordination for additional information.

The Department of Public Safety will work with the Leadership Group and the vice president for Business Affairs to assess the need for activating ESFs. ENMU DPS will inform the RMG of any ESF activations. RMG members will provide their respective divisions, departments, offices, or units with information regarding the emergency and their role in response and recovery.

Continuing Actions

Situational Awareness

Situational awareness is the ability to identify, evaluate, and monitor activities and information throughout the incident. Those providing emergency operations support provide information to members of the RMG through their respective division, department, office, or unit representatives; the RMG communicates pertinent information to the LG and COMM. Decisions regarding further actions depend on available situational awareness information.

Response

Response operations may differ depending on the nature of the incident. The actions listed may not necessarily be required and will occur based on incident needs.

Once incident notifications occur, Incident Management Teams may be activated. The LG makes necessary policy decisions, and the RMG makes necessary tactical response decisions. COMM communicates with members of the ENMU community and media.

Incident Management Team members may require their divisions, departments, offices, units, emergency support functions, and designated employees to assist in emergency response operations. Those involved in emergency operations support provide incident-related information to the RMG and support operations throughout the recovery phase. The LG/RMG determines the need for continued response efforts and initiation of recovery efforts. COMM continues to communicate to the public and ENMU community as needed.

Damage Assessment

Following the onset of an incident, the ESF Coordinator, Primary Departments, and Supporting Organizations are responsible for carrying out damage assessments in accordance with the roles and responsibilities outlined in *Emergency Support Function C: Infrastructure, Utilities and Damage Assessment*. Damage assessments are used to quickly determine and report the location, severity, and nature of damage. Incident Management Teams use damage assessment and utility disruption information to coordinate response and recovery efforts for the University.

Documenting Damage, Time, Resources Used, Expenses and Actions Taken

Record keeping in real-time is vital for effective emergency response and recovery efforts. During emergency response and recovery, each division, department, office, and unit involved in the response is responsible for keeping detailed records of all damage, employee time, payroll information, resources used, expenditures, procurement activities, contracts, actions taken, and other relevant information. Documentation should begin as soon as response efforts start and continue until recovery operations are complete. Incident Management Teams may request collected information at any time during response and recovery operations.

Records and reporting for financial tracking and reimbursement purposes follow ENMU-established protocols and procedures unless the vice president for Business Affairs approves an exception. The Business Office provides financial services and manages the documentation and tracking of expenses related to University emergency response and recovery efforts.

For additional information, see Emergency Support Function G: Resource Management and Procurement.

Recovery Operations

Returning to Normal

Following an incident, it is the goal of the University to return to normal as quickly as possible. Recovery operations consist of both short-term and long-term activities.

- Short-term recovery includes damage assessment and the return of essential functions, such as utilities, emergency services, and essential business activities, to minimum operating standards.
- Long-term recovery activities include repairs and reconstruction that may last for months or years. If long-term recovery efforts are needed, plans will be developed to address specific needs due to that particular emergency and University priorities.

Refer to Emergency Support Function K: Continuity of Operations and Recovery for additional information.

During recovery, the University relies on University capabilities and resources to restore normal operations first. Service providers and suppliers used in recovery operations should be pre-identified, pre-approved, and pre-contracted.

Some recovery operations may require resources ENMU has not pre-identified or pre-contracted. In this case, resource procurement is made in accordance with current ENMU procurement policies and procedures unless the vice president for Business Affairs approves an exception. Purchasing provides assistance in the procurement and management of needed resources.

For additional information regarding service providers and suppliers, see Emergency Support Function G: Resource Management and Procurement.

After Action Report

Following an incident, ENMU DPS may write an After-Action Report to identify operational successes, areas for improvement, and other key issues affecting the management of the incident. Development of this report includes feedback from divisions, departments, offices, and units involved in response and recovery efforts. This report is used to improve plans and procedures for future response operations.

PLANNING ASSUMPTIONS

The ENMU System developed this EOP to prepare for emergency response efforts with the following assumptions:

- ENMU System campuses will maintain a current and well-communicated EOP to manage emergency operations.
- An incident may occur at any time of the day or night, weekend or holiday, and with little or no warning.
- The succession of events in an incident is not predictable.
- Published operational plans may require modifications in order to meet the requirements of an emergency.
- ENMU System campuses are exposed to a variety of natural and human-caused hazards that have the potential to disrupt the community and cause damage.
- Incident Management Teams will be able to oversee and manage University emergency response and recovery efforts.
- Incidents affecting the ENMU System campuses may also impact the surrounding community.
- It is necessary for the ENMU System campuses to prepare for and carry out emergency response and recovery operations in conjunction with external partners.
- ENMU-Portales divisions, departments, offices, units, and personnel are responsible for the designated emergency support functions as outlined in this plan.
- ENMU System branch campuses will utilize this plan as a foundational template to develop their own Emergency Support Functions (ESFs).

HAZARDS

HAZARDS

ENMU System campuses are vulnerable to both natural and human-caused hazards. The ENMU System has taken into consideration these risks in the development of this all-hazards-based plan. Listed below are some of the most likely hazards:

- Severe Weather (e.g., thunderstorms, winter storms, flooding, extreme heat, tornadoes)
- Medical Emergencies
- Fires
- Special Events
- Government Activities
- Public Health Emergencies
- Utility Failures
- Hazardous Material and Chemical Spills
- Suspicious/Unusual Packages
- Violence/Active Threats
- Bomb Threats
- Cyber Attacks
- Riot Conditions

PLAN DEVELOPMENT AND MAINTENANCE

The Department of Public Safety is responsible for the development and maintenance of this EOP. The EOP will be reviewed on an annual basis and updated as needed. Each division, department, office, or unit mentioned in the plan is responsible for providing ENMU DPS with updated information as appropriate.

Revisions may be made based on operational and regulatory changes, best practices, and corrective actions identified through exercises or emergency activations and assessment processes.

ACRONYMS

AAR	After Action Report
AED	Automated External Defibrillator
COMM	Communications Group (ENMU)
DHS	Department of Homeland Security
DOH	Department of Health (NM)
DPS	Department of Public Safety (ENMU)
ENMU	Eastern New Mexico University (ENMU-Portales and ENMU System unless otherwise specified)
EMS	Emergency Medical Services (Portales Fire Department)
EMT	Emergency Medical Technician (Portales Fire Department)
EOC	Emergency Operations Center (ENMU)
EOP	Emergency Operations Plan (ENMU)
EPC	Emergency Planning Committee (ENMU)
ESF	Emergency Support Function (ENMU)
FEMA	Federal Emergency Management Agency
FEMS	Fire and Emergency Medical Services (Portales Fire Department)
HS	Health Services (ENMU or Contracted Provider)
ICS	Incident Command System
ITS	Information Technology Services (ENMU)
LEPC	Local Emergency Planning Committee (Roosevelt County)
LG	Leadership Group (ENMU)
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NM DPS	New Mexico Department of Public Safety
NMSP	New Mexico State Police
PAFN	People with Access and Functional Needs
PPD	Portales Police Department
RCSO	Roosevelt County Sheriff's Office
RCDC	Roosevelt County Detention Center
RMG	Response Management Group (ENMU)

DEFINITIONS

After Action Report	A report used for the review of incidents, events, actions, and operations that occur as a result of an emergency, documenting the lessons learned from the emergency.
Emergency	An occurrence, whether natural or human-caused, intentional or accidental, that threatens the life, property, and environment of the ENMU community, disrupts normal University operations and warrants immediate action. A “large-scale emergency” (sometimes termed a “disaster”) is caused by an incident that requires aid beyond the local resource capability. <i>See Incident</i>
Emergency Management	The organized analysis, planning, decision-making, assignment, and coordination of resources to the mitigation of, preparedness for, response to, or recovery from, an emergency of any kind, whether from attack, human-caused, or natural sources.
Emergency Operations Center (EOC)	The location where members of the Leadership Group, Response Management Group, and Communications Group convene and manage the incident.
Emergency Operations Plan (EOP)	A document that focuses on how an organization will respond to emergencies and planned events. The plan states the method for taking coordinated action to meet the needs of an emergency situation.
Emergency Support Function (ESF)	A systematic approach for coordinating incident response and recovery efforts across the University’s divisions, departments, offices, and units. University organizations identified in this Emergency Operations Plan are organized to support critical functions.
Event	A planned function, possibly involving several University stakeholders, community members, and external partners.
Federal Emergency Management Agency (FEMA)	At the federal level of government, the Federal Emergency Management Agency is involved in mitigation, preparedness, response, and recovery activities. The Federal Emergency Management Agency, in conjunction with state government, provides planning assistance, training events, exercise programs, and research on the latest mitigation measures. Additional information may be found at FEMA.gov .
Incident	An occurrence that may be planned or unplanned that may affect University operations or escalate to an emergency by threatening the life, property or environment of the ENMU community. <i>See Emergency.</i>

Incident Commander (IC)	The leader of the emergency response field operations. The IC will be filled by the individuals with the most knowledge and experience regarding related field operations.
Incident Command System (ICS)	A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by organizational or jurisdictional boundaries.
Incident Management Teams	The three Incident Management Teams: Leadership Group (LG) , Response Management Group (RMG) , and Communications Group (COMM) are responsible for overseeing the University's strategic and tactical-level activities during emergency response and recovery efforts.
Mitigation	Actions taken to prepare for and prevent the possible effects of an emergency to the University.
National Incident Management System (NIMS)	The national standard used for the management of emergencies. The system is applicable and adaptable to all levels of incidents and responding agencies, organizations, and jurisdictions. Additional information may be found at FEMA.gov/nims .
People with Access and Functional Needs (PAFN)	Individuals who have additional needs before, after, or during an incident in functional areas such as communication, transportation, supervision, medical care, and maintaining independence. The PAFN population is not limited to just those with physical disabilities, but also includes others such as those with medical needs, those with service or support animals, the non-English speaking, children, or those without transportation.
President	Refers to the president of ENMU-Portales unless otherwise specified.

PUBLIC NOTICE RELATED TO INSPECTION OF RECORDS

The ENMU System recognizes that every person has the right to inspect public records in the state of New Mexico. This “Base EOP” has been drafted to be made readily available to the public. Emergency Support Functions (ESFs) associated with this EOP are not available for public release as they contain tactical response plans or procedures prepared for or by the state, or a political subdivision of the state, the publication of which could reveal specific vulnerabilities, risk assessments or tactical emergency security procedures that could be used to facilitate the planning or execution of a terrorist attack in accordance with the provisions of 14-2-1A.(7) NMSA 1978.

Additionally, ESFs are considered confidential documents and shall only be released to Incident Management Teams and their specific members.