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# **Administrative Policies and Procedures Manual - Policy 6130: Emergency Control**

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Authorized by RPM 7.14 ("Risk Management and Insurance")

Process Owner: University Emergency Manager

## **1. General**

The University of New Mexico has an obligation to conduct its educational, business, clinical, and support activities on a regular basis and will remain open unless conditions exist that endanger the University community or impact the ability to operate. Such conditions are considered an "Incident" for purposes of this policy. This policy describes the responsibility of departments and individuals to be prepared for potential Incidents and the University's plan to respond to Incidents on campus. In the case of a weather-related emergency, this policy may supplement [UAP 3435 \("Inclement Weather"\)](#).

This policy applies to all staff, faculty, and students at the University, excluding the University of New Mexico Hospital and the University's affiliated entities. In the event of an emergency at any of the branch campuses or at the UNM Health Sciences Rio Rancho campus, main campus Emergency Operations Center personnel are ready to provide support and technical assistance (see also Section 3.1 below), as needed, in conjunction with local emergency response teams and local resources.

## **2. Definitions and Acronyms**

**AEP** - Area Emergency Plan developed by each department or unit of the University.

**Clery Act** - The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act that, among other matters, requires the University to give timely warnings of crimes that represent a threat to the safety of students or employees.

**EHS** - Environmental Health & Safety Department of the University.

**EMC** - Emergency Management Committee of the University.

**EOC** - Emergency Operations Center for the University.

**EOD** - Emergency Operations Director of the EOC, designated for an Incident.

**EOP** - Emergency Operations Plan for the University.

**Incident** - a condition, event or occurrence that endangers the University community or impacts its ability to operate.

**ICS** - Incident Command System, a standardized approach to the command, control and coordination of emergency response.

**NIMS** - National Incident Management System, a guide provided by the Federal Emergency Management Agency that the University relies upon when working with the government and the private sector in preventing, protecting against, mitigating and responding to and recovering from incidents.

**NRF** - National Response Framework, a guide for how the United States responds to emergencies and disasters.

## 3. Emergency Control

The University will conduct incident response in accordance with national standards, such as those established by the [National Incident Management System \(NIMS\)](#), the [National Response Framework \(NRF\)](#), and the [Incident Command System \(ICS\)](#). Employees assigned to participate in emergency response shall participate in training applicable to their role within six (6) months of assignment.

### 3.1 Declaration of State of Emergency

The President is authorized to declare a state of emergency pursuant to Regents' Policy Manual – Section 3.2: Authority in an Emergency.

### 3.2. Emergency Operations Plan (EOP)

To minimize the adverse effects of an Incident, the University has developed an Emergency Operations Plan (EOP) to serve as the framework for incident response. The EOP will be implemented when the University or its surrounding community has been subjected to an Incident that exceeds, or has a negative impact on, the resources normally available.

The UNM Emergency Manager coordinates, maintains, and exercises the EOP. Departments, and other University sub-units are required to create, maintain and exercise annually an Area Emergency Plan (AEP). AEP guidance and coordination is available from the [Environmental Health & Safety Department \(EHS\)](#).

Branch campuses and satellite locations shall maintain an EOP and work with the UNM Emergency Manager to coordinate and integrate their plans with the University's EOP.

### 3.3. Emergency Operations Center (EOC)

The UNM Chief of Police, Executive Vice President for Finance and Administration (EVPFA) or Emergency Manager can activate the EOC if they determine that the reported or discovered situation may become an Incident. Activation of the EOC may occur if the Incident:

- has an adverse effect on the health or safety of the campus community;
- adversely effects day-to-day operations;
- requires logistical support beyond that available on-scene; or
- requires external resources or implementation of unified command.

Support of incident response under the [Incident Command System](#) will be centralized in an (EOC). The primary role of an EOC is to bring together all relevant information about the Incident in one place, organize that information into a useful format, and facilitate the coordination of resources needed to support the response to the incident. The EOC will be located away from the areas of highest activity so as to avoid interference with their operations, yet close enough to provide reasonable access to current information. The EOC is equipped with redundant forms of communication, capable of twenty-four (24) hour operations, and secured from unauthorized access. The Emergency Manager will designate both a primary EOC and back-up location.

Questions or comments regarding incident response during an emergency may be addressed to the [UNM Emergency Manager](#) through the UNM Police Department (505) 277-2241.

### **3.3.1. Director of EOC**

The University President has designated the EVPFA as the primary EOC Director of the Emergency Operations Center (EOD). Upon activation of the EOC, the EOD will notify the University President and the UNM Hospital Emergency Manager.

The EOD designated for an Incident is authorized to implement whatever measures are necessary to protect life and property from the effects of an Incident. This includes the commitment and use of University personnel, equipment, and financial resources, and calling for assistance from other organizations or governmental entities, as may be required to cope with the Incident. Only the University President can modify the EOD's emergency control orders.

### **3.4. Emergency Management Committee**

The UNM Emergency Management Committee (EMC) is chaired by the Emergency Manager and composed of representatives appointed by the chair from major areas of the University. The Committee meets regularly to review incidents, plans, exercises, and provides recommendations to help ensure that the University is prepared to deal with any Incident.

### **3.5. Immediate Response**

Individuals who encounter an emergency situation should take immediate steps to protect themselves, notify nearby endangered people, and initiate the University's emergency response system by calling:

911 or  
the UNMPD at 505-277-2241

NOTE: 911 calls from a cellular phone in the Albuquerque metropolitan area are initially routed to the Albuquerque Police Department, not the UNMPD.

## **4. Essential Personnel**

Each department or unit shall identify essential personnel who are critical to the operation of the unit or whose absence from duty could endanger the operations, safety or well-being of the University. Each Area Emergency Plan (AEP) shall be accessible to the EOC and the EOD Director in the event of an Incident. Employees may be deemed to be essential at any time.

## **5. Impact on Academic Programs and Activities**

The decision to cancel classes or close the University is made by the President, or the President's designee. If an incident is declared that interrupts academic programs and activities, students and faculty will be provided with guidance as to continued class instruction and activities during and following resolution of an Incident.

## **6. Emergency Messaging**

UNM employees and students are automatically enrolled to receive emergency messages via the UNM e-mail and Lobo Alerts systems. UNM uses the following methods for providing emergency messaging:

- UNM E-Mail
- UNM Web Page
- Lobo Alerts (emergency texting system):
- Lobo Guardian (RAVE Guardian smart phone app)

- UNM Sirens (strategically placed warning sirens): To warn the campus community of a current or impending emergency situation affecting outdoor space. Community members should get indoors immediately, shelter in place and look for further information through Lobo Alerts, UNM E-mail, or the UNM Web Page

For information regarding the University's Emergency Notifications and Timely Warnings or other obligations under the Clery Act, refer to UAP 2745: Clery Act Compliance, or [The Clery Act :: Compliance, Ethics & Equal Opportunity | The University of New Mexico \(unm.edu\)](#).

## 7. References

RPM 3.2: Authority in an Emergency

UAP 2745: Clery Act Compliance

UAP 3435: Inclement Weather

UAP 6110: Environmental Health and Safety

Homeland Security Presidential Directive 5

Homeland Security Presidential Directive 7