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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 ~~response of responsibility of departments and individuals to be prepared for potential Incidents and the University during such an event, which shall be referred to as an "incident."~~ ~~University's plan to respond to Incidents on campus.~~ In ~~cases~~ ~~the case~~ of a weather-related emergency, this policy may supplement [UAP 3435 \("Inclement Weather"\)](#).

This policy ~~describes the responsibilities of~~ ~~applies to all~~ staff, faculty, and students at ~~the University entities in Albuquerque during an incident.~~ ~~Although this policy is specifically designed for, excluding the Albuquerque campus, in 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 ~~UNM West, the UNM Health Sciences Rio Rancho campus,~~ main campus Emergency Operations Center personnel are ready to provide support and technical assistance (see also Section ~~23.1~~ below); ~~as needed, in conjunction with local emergency response teams and local resources.~~

2. ~~Emergency Control~~ 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.](#)

23.24. 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. ~~Any Departments, and other University department that identifies a need for a plan specific sub-units are required to its operation must work with the UNM create, maintain and exercise annually an Area Emergency Manager to assure that its plan~~ [Plan \(AEP\). AEP guidance and coordination is coordinated and updated with the University's EOP. available from the Environmental Health & Safety Department \(EHS\).](#)

Branch campuses and [UNM West 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 ~~Emergency Operations Center~~ (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 ~~respond~~ [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 ~~the EOC will be~~ 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. ~~Both~~ [The Emergency Manager will designate both](#) a primary EOC and back-up location ~~have been designated.~~

[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.](#)

~~Activation of the EOC may occur under any of the following circumstances:~~

- ~~the size of the incident requires logistical support beyond that available on scene;~~
 - ~~the incident is of long duration; or~~
- ~~the magnitude of the incident requires external resources or implementation of unified command.~~

2.4. Emergency Declaration and Immediate Response

~~Individuals who encounter an emergency situation should take immediate steps to protect themselves, notify nearby endangered people, and call 911 to initiate the University's emergency response systems. If the UNM Police Department determines that the situation may become an incident, it will notify the Senior Vice President for Finance and Administration (or designee). The Chief of Police and the Senior Vice President for Finance and Administration will immediately decide if an incident will be declared.~~

~~If an incident is declared, the Senior Vice President for Finance and Administration will notify the University President and the EOP will be implemented. Depending on the nature of the incident, the Police will notify the appropriate individuals listed in the EOP.~~

3.3.4.1. Director of EOC and Authority to Allocate Resources

The University President has designated the ~~Senior Vice President for Finance and Administration~~ [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 ~~EOC Director~~ [EOD designated for an Incident](#) is authorized to implement whatever measures are necessary to protect life and property from the effects of an ~~i~~ncident. 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 ~~i~~ncident. Only the University President can modify the ~~EOC Director's~~ [EOD's](#) emergency control orders.

3.4. Emergency Management Committee

The UNM Emergency Management Committee (EMC) is chaired by the ~~Senior Vice President for Finance and Administration~~ [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 ~~i~~ncident.

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.](#)

3. Work Schedules During Emergency

~~The effectiveness of UNM emergency control depends upon the total support and rapid response of all personnel. The EOC Director will determine which employees play a critical role in emergency control and which employees are required to leave their worksite for safety reasons. These decisions are made on a case-by-case basis and may affect only a portion of the University. Employees not affected by the incident will remain at their normal duty stations and follow their normal work schedules.~~

4.3.1. Critical Employees Essential Personnel

Employees designated as critical are expected to give their full support and attention to emergency control. They will be paid for hours worked, including overtime for non-exempt employees if forty (40) hours per work week is exceeded. In addition, to acknowledge their dedication and support both exempt and non-exempt employees will be granted additional compensatory time off, at the straight time rate, for actual hours worked during the incident. Compensatory time taken in such cases is not considered time worked for overtime compensation purposes. If, due to the nature of the incident, compensatory time cannot be taken in accordance with the time limits listed in Section 2.3 of UAP 3310 ("Compensatory Time"), an extension may be approved by the cognizant dean, director, or department head.

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.

3.2. Non-critical Employees Required to Leave the Work Site

Employees required to leave their worksite for safety reasons will report their time off as paid administrative leave. This time is not considered time worked for overtime compensation purposes. Employees on previously approved sick or annual leave or on a shift assignment or working in an area not affected by the incident are not eligible for the paid administrative leave.

54. Final Exam Week 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. If emergency control is enacted during final exam week resulting in the cancellation of an exam, instructors may elect one of the following options:

- Assign as final grades the current grades that students have going into final exam week.
- Make provisions for students whose exams are canceled to contact them for the re-scheduling of a make-up exam or alternative arrangements.
- As a last resort, choose to assign incomplete grades.

4. 5. Clery Act Notifications

Separate from, and partially overlapping with, the University's incident response procedures for emergency control, as appropriate, the University must issue Emergency Notifications (Alerts) and Timely Warnings (Advisories) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (Clery Act). For more information, see UAP 2745 ("Clery Act Compliance").

5.1. Emergency Notification (Alert)

Under the Clery Act, an Emergency Notification (Alert) notifies the UNM Main and UNM West campus community of any significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees. Emergencies should be reported to the UNM Police Department by calling 911.

Once an emergency has been reported to the UNM Police Department, the on-call UNMPD Command Staff individual will make the determination to activate an Emergency Notification (Lobo Alert). The on-call individual may use the assistance of the University Communications and Marketing Department (UCAM) in crafting the wording of the message for the UNM community.

~~UNM branch campuses will have a designated person to activate their Emergency Notifications (Alerts), in accordance with their own campus protocols. UNM Police can provide assistance with the LoboAlerts System as needed.~~

~~Some examples of Emergency Notifications (Alerts) could include:~~

- ~~● Approaching extreme weather~~
- ~~● Armed intruder~~
- ~~● Bomb threat~~
- ~~● Explosion, fire, or gas leak~~
- ~~● Serious health-related outbreak~~
- ~~● Riot~~
- ~~● Terrorist incident~~

~~Testing of the Emergency Notifications (Alerts) process occurs periodically, as follows:~~

- ~~● The UNM siren system, email, text, social media and UNM webpages will be tested once every semester to test functionality.~~
- ~~● UNM will conduct an emergency exercise once every four years using alternating locations across campus, which will include first responders who would typically respond to emergency situations.~~
- ~~● UNM will conduct tabletop exercises of emergency responses every year, with the exception of the year that the live exercise is implemented.~~
- ~~● UNM will evaluate these exercises upon their completion to understand their effectiveness and evaluate the goals of each test.~~

~~5.2. Timely Warning (Advisory)~~

~~When a Clery Act crime is committed within the University's Clery geography and the situation poses a serious or continuing threat, the UNM Police Department will issue a Timely Warning (Advisory) to promote safety and aid in the prevention of similar crimes on the UNM Main or UNM West campus. The Timely Warning (Advisory) should include appropriate information as soon as it becomes available, such as location, crime, description of subject (if known), and any other pertinent details that will promote safety and aid in the prevention of similar crimes. Additional updates may be issued as the situation evolves.~~

~~UNM Branch Campuses will have a designated person to activate their Timely Warning (Advisory) procedures, according to their own campus protocols. The UNM Police Department can provide assistance with the Lobo Advisory System as needed.~~

~~To require a Clery Act Timely Warning (Advisory), an incident must:~~

- ~~● Involve a Clery Act crime;~~
- ~~● Occur within the Clery Geography, which includes:
 - ~~○ On campus (buildings on the Albuquerque Campus);~~
 - ~~○ Non-campus (buildings not reasonably contiguous to the Albuquerque Campus, but which are leased or owned by the University of New Mexico); and,~~
 - ~~○ Public property (public property that is immediately adjacent to the Albuquerque Campus).~~~~
- ~~● Be reported to a campus security authority (see Section 4 of UAP 2745) or local police authority; and,~~

- ~~Represent a serious or continuing threat to the students and employees on campus.~~

~~The determination of a “serious or continuing threat” is made by the on-call Command Staff individual at the UNM Police Department. Once the determination of a serious and continued threat has been made, the on-call Command Staff individual will activate the Timely Warning (Lobo Advisory) and may use the assistance of UCAM in crafting the wording of the message for the UNM community.~~

~~A decision as to whether to issue a timely warning and to what segment of the UNM community to advise, will be made on a case-by-case basis in light of all the facts surrounding a crime, including:~~

- ~~The location of the crime~~
- ~~The seriousness or violent nature of the crime~~
- ~~Whether there is still a continued threat to the UNM community~~
- ~~The nature of the threat, whether it is a general or specified threat~~

~~A Timely Warning (Advisory) might not be issued if it could compromise the apprehension of a suspect.~~

6. 5.3. Methods of Communication Emergency Messaging

~~UNM employees and students are automatically enrolled to receive emergency messages via the UNM e-mail and Lobo Alerts systems. UNM will use the following methods for providing emergency messaging~~ Emergency Notification (Alert) and Timely Warning (Advisory) notices:

- ~~UNM E-Mail: To provide faculty, staff, and students with Emergency Notifications (Alerts) and Timely Warnings (Advisories)~~
- ~~UNM Web Page: To provide information about Emergency Notifications (Alerts) and Timely Warnings (Advisories)~~
- ~~Lobo Alerts (an emergency texting system): To provide information about Emergency Notifications (Alerts) and Timely Warnings (Advisories); all UNM employees and students are automatically enrolled in this 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; community 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 Questions or comments 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) may be addressed to the Clery Compliance Officer.~~

6. Points of Contact

~~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. Questions or comments regarding the University’s Emergency Notifications and Timely Warnings under the Clery Act may be addressed to the Clery Compliance Officer.~~

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](#)