



## **PART I**

# **AUTHORITY AND ORGANIZATION FOR RESPONSE TO EMERGENCIES**

### **I. GENERAL**

The Emergency Operations Plan and subsequent annexes describes the university's emergency response to cope with hazards that threaten the campus. It describes the concept of operations for response to potential emergencies and delineates the roles and responsibilities of university departments, divisions and external agencies that help protect lives and property on campus.

### **II. ORGANIZATION**

The Associate Vice President for Administration has overall authority for emergency response planning and will be aided by the Committee for University Risk, Emergencies, and Safety (CURES). The CURES Emergency Committee shall consist of these individuals or their designees:

- Associate Vice President for Administration (Chair)
- Assistant Vice President/Chief Facilities Officer
- Assistant Vice President/Chief Information Officer
- Assistant Vice President for Marketing
- Chief of the University Police
- Vice President & General Counsel
- Director of Environmental Health and Safety

- Executive Director of Student Affairs
- Associate Provost/Assistant VP for Undergraduate Studies
- Director of Athletics
- Director of Student Health Center
- Dean of Students
- Director of Human Resources
- Chief Procurement Officer
- City of Greeley Office of Emergency Management
- Weld County Office of Emergency Management

The committee shall convene regularly to review, refine, and expand the Emergency Operations Plan, individual response plans, draft a multi-year training and exercise plan, and coordinate joint exercises with external partners.

### **III. EMERGENCY ORGANIZATION**

Depending on the nature of the emergency, the response on campus will involve subject matter experts in several departments and divisions of the university. Each department/division having response authority or responsibility has its own emergency functions in addition to their normal day-to-day duties. The emergency functions usually parallel or complement normal daily functions.

The National Incident Management System will be utilized in the implementation of this plan, specifically, the Incident Command System (ICS) for all levels of response to control operations at the site of the incident of significance, emergency, or disaster. This standardized “command” system is flexible and can adapt to a wide variety of small or large-scale emergencies on campus.

The Associate Vice President for Administration is identified as the sole liaison between the operational units in the field and the Cabinet. All communications and information sharing between the Cabinet and units in

the field will be coordinated between the Incident Commander and the Associate Vice President for Administration during an emergency.

If the emergency will extend into multi operational periods, the Associate Vice-President for Administration will appoint an assistant, unaffiliated with response, to serve as liaison in their absence. This is not the same scenario as identified in Succession of Authority, as the assistant should not be an individual named in Succession of Authority.

#### **IV. SUCCESSION OF AUTHORITY**

In the absence of the Associate Vice President for Administration, Senior Vice President for Finance & Administration will assume the role of liaison to the Cabinet depending on the nature of the emergency.

#### **V. EMERGENCY OPERATIONS PLAN (EOP)**

This EOP accommodates a wide range of emergency situations, from relatively minor to large-scale incidents/events. Since specific response action and activity will vary with the severity and complexity of the emergency, judgment based upon the circumstances is necessarily exercised by those responsible for response services. Disruption to the normal function of the university may occur during an emergency, including the possible closure of buildings and limitations of access to various campus locations.

The EOP is designed in three segments (see graphic below). The core document (Part I-III) or Basic Plan describes the overall structure, assignment of responsibilities, and general guidance for the overall management of emergencies.

The Incident Response Annexes are specific guidelines that support Incident Command and critical functions outside of the command footprint.

The EOC Operational Support Annexes are specific guidelines for operating the EOC and primary management positions within the EOC structure.

