



PART III

EMERGENCY RESPONSE PROCEDURES, DUTIES AND RESPONSIBILITIES

I. GENERAL

This plan for response to emergencies will be implemented, in whole or in part, immediately upon the determination that a Condition 2 or Condition 3 incident is imminent or in progress. The basic plan has been kept brief and general to afford response personnel flexibility in its application. Annexes specific to each response unit are included at the end of this plan to guide individual responders.

A. Threat Assessment

Since many emergencies can be anticipated prior to their actual occurrence, control efforts can be facilitated by identifying potential threats. Once potential threats are identified, mitigation strategies may include training of personnel assigned to threat areas, preplanning emergency response, practice using response plans and equipment, and review of practice sessions. Additional assessment strategies may include identification of groups which may disrupt University functions as well as adverse weather conditions which may limit or preclude University operations.

B. Warning and Recall Systems

The University Police Communications Center will be used to begin the recall of off-duty personnel necessary to staff the Emergency Management Center and to respond to the emergency. Each member of the Emergency Response Committee will have a list of personnel to notify.

C. Field Command Posts

A University Police field command post may be established by the Operations Unit near the scene of the emergency by the first officers arriving at the site, focusing efforts directly on control of the

emergency. The field command post may be co-located with the Union Colony Fire/Rescue Incident Command Center. The field command post will identify resources needed at the scene and communicate these needs to the Emergency Management Center. The Emergency Management Center will obtain the requested resources and direct their deployment. Under certain circumstances, the Emergency Management Center may mobilize and deploy resources on its own initiative, keeping the field command post advised of such action as appropriate.

D. Establishment of the Emergency Management Center

The Emergency Management Center is the primary location for managing response resources. The Emergency Management Center will be activated for critical situations as needed, and will continue operations for the duration of the emergency. The Emergency Management Center will initially be located in the Parsons Hall Training Room, but may relocate as needed to take advantage of larger rooms, better telephone communications or other factors not anticipated by this plan.

E. Emergency Management Center Responsibilities

The Emergency Response Committee will report to staff the Emergency Management Center immediately upon being notified of an imminent or existing emergency. The general duties, but not all potential duties, of each member of the Emergency Management Center staff are listed below:

1. **Executive Director**
 - a. Directs and controls the University Emergency Management Organization.
 - b. Establishes priorities and allocations for distribution and utilization of available University resources.
 - c. Ensures that authenticated information is released to the public.
 - d. Ensures that contact and coordination is maintained with local, state and federal agencies involved.
2. **Incident Commander** has complete responsibility for the incident command staff and incident management (Annex A, C, F, I) Specific duties include:

- a. Implement the emergency response plan.
 - b. Initiate staff alert and recall efforts.
 - c. Provide overall leadership for incident response.
 - d. Take general direction from Executive Director of Emergency Management.
 - e. Direct all activities and functions until delegated to other authority.
 - f. Manage safety of operations.
 - g. Provide information services to all stakeholders.
 - h. Establish and maintain liaison with other agencies.
 - i. May assign a deputy commander and scribe to assist as necessary.
3. **Liaison Officer** assists the Incident Commander by serving as the point of contact for agency representatives who are helping to support the operation (Annex I, A,H, J, F, M)
Specific duties include:
- a. Identify problems between supporting agencies.
 - b. Participate in planning meetings by providing status updates on current resources, resource limitations and capabilities of those responding.
 - c. Direct transportation and maintenance/repair of facilities.
 - d. Procure materials and personnel from internal and external resources.
 - e. Coordinate requests for emergency material assistance.
 - f. Advise the Executive Director of Emergency Management concerning emergency powers and responsibilities.

- g. Determine legality of the decisions and actions of the Emergency Response Committee.
 - h. Coordinate legal matters with local, state and or federal authorities.
4. **Safety Officer** advises the incident commander of issues regarding safety in the field. Works closely with the operations section to ensure safety of all field personnel (Annex C, E) Specific duties include:
- a. Maintain active presence in the disaster/recovery zone.
 - b. Advise the incident commander on issues related to hazards and safety, including threats to environment (HAZMAT concerns, radiological monitoring).
 - c. Make sure all responders in the field are performing under safe conditions.
 - d. Coordinate removal of all possible safety hazards.
5. **Public Information Officer** advises the Incident Commander on issues related to information dissemination and media relations (Annex B) Specific duties include:
- a. Serve as the primary contact for anyone who wants information about the incident.
 - b. Advise incident commander on information dissemination and media relations.
 - c. Coordinate site location for all press release updates.
 - d. Obtain information from and information to planning section.
 - e. Serve external and internal audiences.
 - f. Obtain information from and provide information to community and media.
6. **Planning Chief's** unit works closely with the Incident Commander to manage the planning process and compile

the incident action plan (Annex G, L, I) Specific duties include:

- a. Gather, analyze and disseminate information and intelligence.
- b. Manage required technical specialists and identify their primary assigned location.
- c. Maintain resource status.
- d. Develop alternative strategies.
- e. Provide documentation services.
- f. Prepare the demobilization plan.
- g. Conduct check-in activities and maintain the status of all resources.
- h. Collect and analyze information on the current situation.
- i. Prepare and maintain the situation displays and summaries.
- j. Develop maps and projections.
- k. Provide duplication services, including the written Incident Action Plan.
- l. Maintain and archive all incident-related documentation.
- m. Assist in ensuring that resources are released from the incident in an orderly, safe and cost-effective manner.
- n. Provide special expertise useful in incident management and response.
- o. Organize and implement damage assessment capability.
- p. Plan and coordinate recovery operations.

- q. Plan for reconstruction of University grounds/facilities.
7. **Operations Chief's** unit is typically one of the first organizations to be assigned to the incident and is instrumental in developing and implementing the strategy and tactics to carry out the incident objectives (Annex A, C, D, F, I, M) Specific duties include:
- a. Organize, assign and supervise tactical field resources.
 - b. Tend to have the most available resources.
 - c. Supervise air operations and resources needed for staging areas.
 - d. Direct and coordinate all incident tactical operations including deployment of search and rescue efforts, investigations and perimeter control.
 - e. May employ multiple staging areas and special organizations.
 - f. Maintain span of control by organizing field resources into divisions, groups, and branches.
8. **Logistics Chief's** unit is responsible for providing resources and services required to support comprehensive incident activities (Annex A, D, F, H, I, K, L, M). Specific duties include:
- a. Develop portions of Incident Action Plan and forward them to Planning section.
 - b. Contract for and purchase of goods and services needed in the field/at incident site.
 - c. Coordinate deployment of major resources including; emergency communications, food, shelter, facilities, ground support/transportation, medical support.
 - d. Prepare and support the Incident Communication Plan (ICS form 205).
 - e. Distribute and maintain communications equipment.

- f. Supervise the incident communications center including supervision of personnel alert and recall efforts and all necessary internal or external communications.
- g. Ensure adequate communications over the incident.
- h. Develop the medical plan (ICS form 206).
- i. Provide first aid and light medical treatment, coordinate services via NCMC, other hospitals and the coroner's office.
- j. Prepare procedures for a major medical emergency.
- k. Arrange for counseling services.
- l. Supply food and potable water.
- m. Obtain equipment and supplies to operate food service facilities.
- n. Assist in determining the type and amount of supplies needed to support the incident.
- o. Order, receive, store, and distribute supplies.
- p. Service nonexpendable equipment.
- q. Place all resource orders.
- r. Maintain inventory of supplies and equipment.
- s. Set up and maintain facilities, shelter including possible relocation of on-campus residents.
- t. Arrange to feed/clothe those relocated off campus.
- u. Provide on campus shelter facilities as required by the City and County Emergency Plans.
- v. Provide managers for base and camps.
- w. Provide facility security and maintenance services (sanitation, lighting).

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- x. Prepare the transportation/evacuation plan.
 - y. Arrange for activities and document the fueling/maintenance of ground resources.
 - z. Arrange for transportation of personnel, supplies, food, and equipment.
9. **Finance and Administration Chief's** unit's primary focus is event financial and cost analysis (Annex G, J, M). Specific duties include:
- a. Manage contract negotiations.
 - b. Track incident personnel and equipment time.
 - c. Process claims for accident and injuries.
 - d. Coordinate with Logistics to ensure necessary resources are procured.
 - e. Administer all financial matters pertaining to vendor contracts, leases, fiscal agreements.
 - f. Collect all costs data.
 - g. Perform cost effectiveness analyses.
 - h. Provide cost estimates.
 - i. Make cost saving recommendations.
 - j. Prepare after action damage and loss reports and other records necessary to document losses and expenses incurred.
 - k. Apply for local, state, federal financial assistance.

F. Mobilization of University Resources

Additional University resources will be identified and mobilized as needed by the appropriate Emergency Management Center staff such as: radiation expertise, heavy equipment and operators,

supplementary radio equipment (e.g., Housing & Residence Life and the University Center radios), etc.

G. Mobilization of Non-University Resources

Mutual aid pacts and state statutes provide for mobilization of additional resources such as the Colorado State Patrol, other city and county law enforcement agencies, the Colorado Bureau of Investigation, the Colorado National Guard and federal agencies such as the Federal Bureau of Investigation, Bureau of Alcohol, Tobacco and Firearms, etc. The City of Greeley Emergency Response Plan may also be implemented in support of University emergency control, as well as the Weld County Emergency Management Center.

H. Termination of Emergency Response Operations

De-escalation or termination of emergency response will normally involve two (2) phases. The first phase will be the determination by the appropriate staff of the Emergency Management Center that the emergency is under control. The second phase is the recovery phase where the emergency scene, or a portion of the scene, is secured for safety or investigative reasons. Access to the emergency scene is controlled and limited to investigative, maintenance and recovery personnel.

The Executive Director for Emergency Management, or in the absence of the Executive Director, the Incident Commander, will advise appropriate persons displaced or disrupted by the emergency when the facility or area, or portion thereof, can be entered and normal operations resumed. Displaced or disrupted persons will also be told what, if any, access control measures are being imposed and why, and other such recovery and reconstruction plans and requirements that are known. Upon control or termination of the emergency response, the Emergency Management Center may cease operations.

I. Recovery Operations

Prior to the termination of the emergency, a Damage Assessment and Recovery team consisting of representatives from Facilities Management and Construction Services, Risk Management, the Office of the Controller, Environmental Health and Safety and the University Police will focus its attention on recovery operations. Recovery operations may include such activities as assessment and monitoring site or area hazards, cleaning debris, ensuring that

all utilities are functional, repairing structural and cosmetic damage, removal of barricades or cordons and any other steps necessary to restore the area of the emergency to normal operations.

J. Critique of Emergency Response

Representatives from the University Police, Facilities Management, and each member of the Emergency Response Committee involved in the emergency will critique the response separately with their operations staff within one (1) week following the termination of the emergency. The Incident Commander will call a meeting of all appropriate individuals to review the incident response and make recommendations or changes to the Emergency Response Plan as needed.

K. Post Incident Assessment

An after action report, including problem areas and recommendations for improving the Emergency Response Plan will be compiled by the Incident Commander and forwarded to the Executive Director for Emergency Management within a month of the emergency.