



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 is 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 may 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 analysis of potential criminal incidents that may disrupt University functions as well as adverse weather conditions that may limit or preclude University operations.

B. Warning and Recall Systems

The University Police Communications Center is assigned the as the primary responsible department to begin the recall of off-duty personnel necessary to staff the Emergency Operations Center and to respond to the emergency. As the Operations Center comes on line, additional critical and support staff may be called to the center at the direction of the Incident Commander who may be at the Field Command Post or at the EOC depending on the incident.

C. Field Command Posts

A 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 Greeley Fire Department Incident Command Center. The field command post will identify resources needed at the scene and communicate these needs to the Emergency Operations Center. The Emergency Operations Center will obtain the requested resources and direct their deployment. Under certain circumstances, the Emergency Operations 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 Operations Center

The Emergency Operations Center is the primary location for managing response resources. The Emergency Operations Center is activated for critical situations as needed, and will continue operations for the duration of the emergency. The Emergency Operations Center will initially be located in the Parsons Hall Training Room, but may relocate as needed.

E. Emergency Operations Center Responsibilities

Available members of the Emergency Preparedness Review Committee, and any necessary department representatives as determined by the EPRC will report to staff the Emergency Operations 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 Operations Center staff are listed below:

1. **Chair of the EPRC**

- a. May be at the EOC or in a separate location with University Executive Staff.
- b. Is sole point of contact for Incident Commander to Executive Staff.
- c. Ensures that University Priorities are reviewed with the Incident Commander.
- d. Ensures that Incident Commander updates are communicated to Executive Staff.

2. **Incident Commander** has complete responsibility for the incident command staff and incident management. The Incident Commander may be on scene at the field command center or at the EOC depending on need. Specific duties include:
 - a. Implement the emergency operations plan.
 - b. Initiate staff alert and recall efforts.
 - c. Initially responsible for all NIMS (National Incident Management System) Command Staff Functions until assigned or staffed at EOC.
 - d. Provide overall leadership for incident response.
 - e. Direct all activities and functions until delegated to other authority.

3. **Liaison Officer** assists the Incident Commander by serving as the point of contact for agency representatives who are helping to support the operation. Specific duties include:
 - a. Identify and communicate problems between supporting agencies.
 - b. Participate in planning meetings by providing status updates on current resources, resource limitations and capabilities of those responding.
 - c. Prepare and include necessary information about agencies in the IAP.

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. 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. Specific duties include:
- a. Serve as the primary contact for anyone who wants information about the incident.
 - b. Coordinate site location for all press release updates.
 - c. Coordinate and get approval from the IC before the release of all incident-related information.
 - d. Obtain information from and provide information to community and media.
6. **Planning Section Chief's** unit works closely with the Incident Commander to manage the planning process and compile the incident action plan. Specific duties include:
- a. Gather, analyze and disseminate information and intelligence (supervise IAP preparation).
 - b. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP.
 - c. Provide information on alternative strategies (best to worst case scenarios).
 - d. Provide documentation services.
 - e. Prepare the demobilization plan.
 - f. Conduct check-in activities and maintain the status of all resources.

- g. Maintain and archive all incident-related documentation.
 - i. Assist in ensuring that resources are released from the incident in an orderly, safe and cost-effective manner.
 - j. Plan and coordinate recovery operations.
7. **Operations Section 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. Specific duties include:
- a. Organize, assign and supervise tactical field resources, directing the execution of the IAP.
 - b. Direct and coordinate all incident tactical operations including deployment of search and rescue efforts, investigations and perimeter control.
 - c. Activating and executing the Site Safety and Health Plan.
8. **Logistics Section Chief's** unit is responsible for providing resources and services required to support comprehensive incident activities. 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. Order, receive, store, and distribute supplies.
 - e. Maintain inventory of supplies and equipment.
 - f. Provide on campus shelter facilities as required by the City and County Emergency Plans per MOU's.

- g. Set up and maintain facilities, shelter including possible relocation of on-campus residents.
 - h. Arrange for transportation of personnel, supplies, food, and equipment.
9. **Finance Section Chief's** unit's primary focus is event financial and cost analysis. Specific duties include:
- a. Administer all financial matters pertaining to vendor contracts, leases, fiscal agreements..
 - 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. Collect all costs data.
 - f. 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 Operations Center staff such as: radiation expertise, heavy equipment and operators, supplementary radio equipment, 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 needs, as well as the Weld County Emergency Operations Center.

H. Essential Personnel

Other University personnel may be designated as 'essential personnel' by their supervisor and may be required to report for duty during campus emergencies.

I. 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 Operations 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 Incident Commander (or designee), 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 Operations 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. Post Incident Assessment

The Incident Commander will call a meeting of all appropriate individuals to review the incident response and make recommendations or changes to the Emergency Operations Plan as needed. An after action report, including problem areas and recommendations for improving the Emergency Operations Plan will be compiled by the Incident Commander and forwarded to the Chair of the Emergency Operations Review Committee within a month of the emergency.