A. Documented Plans

Regis University maintains two documented plans that provide official directives, processes, and procedures. There are three quick reference guides for the user community.

- <u>Emergency and Crisis Management Plan</u> (EMERGENCY AND CRISIS MANAGEMENT PLAN (ECMP)) for effective response to and management of emergency situations that may credibly occur at the University. (Copies to Senior Leaders, Support Groups)
- <u>Business Continuity Plan</u> (BCP) for maintenance and recovery of business functions critical to the University mission. (Copies to Senior Leaders, Support Groups and Department Heads)
- Community Quick Reference Guides:

Classroom Guide (Will be placed in each classroom)
Employee Guide (Will be given at Employee Orientation)
Emergency Management Website at www.regis.edu
(Monthly Safety Messages encouraging employees to visit the site

All requests for Emergency and Crisis Mangament Plan (ECMP) should be in writing to the Associate Vice President of Auxiliary and Business Services.

B. Critical Incident Management Response Process

The response to any serious incident is summarized by the **Response Chart**, (Figure 1) and is predicated by the following

a. Incident Occurs

Once an incident occurs, Campus Safety, will assess the situation and inform the Campus Safety Supervisor, and depending on the level of severity, the Director of Campus Safety.

b. Priorities are reviewed and type of incident is established Incidents will be categorized into one of five types with **Type 1** being the most severe **Type 3** may require assembling the **Regis Crisis Management Team**, (CMT) which will be determined by the **Incident Commander (IC).** This team is comprised of key support roles in the University and is further described in Section III- Crisis Management Team Operations

Five Types of Emergencies

Emergency	Definition	Time Span	Examples
Type 5	One or two single resources are needed and only the Incident Commander is activated. This would be handled with routine processes	Incident is contained within the first operational period and often within a few hours after resources arrive on scene. Campus Safety completes a "Campus Safety Incident Report".	Vehicle accident Injured person
Type 4	Several single resources are required to mitigate the incident and usually the Incident Commander and routine support services are notified.	Limited to one operational period in the control phase. Campus Safety completes a "Campus Safety Incident Report".	These types of incidents would be reported directly to Physical Plant (PP), Information Technology Services (ITS) and/or Public Safety (Fire, Police).
Type 3	When capabilities exceed initial attack, the appropriate Incident Command Supervisor and the Regis Crisis Management Team will be activated.	The incident may extend into multiple operational periods and a written Incident Action Plan may be required for each operational period.	Severe Weather Bomb Threats /Explosions Hostage Situation /Violent Incidents Weapon On Campus Civil Protests Fires / Hazardous Materials Incident Infrastructure Failures
Type 2	Regional and/or national resources are required to safely and effectively manage the operations.	The incident is expected to go into multiple operational periods. A written Incident Action Plan is required for each operational period.	Multiple Tornados in the community
Type 1	National resources are required to safely and effectively manage the operations.	The incident is expected to go into multiple operational periods. A written Incident Action Plan is required for each operational period.	Wildfire

C. Type 3 Emergencies

The Emergency and Crisis Management Plan (ECMP) has been designed to provide support to Regis University during a TYPE 3 emergency. The Emergency and Crisis Management Plan

(ECMP) provided basic procedural guidelines necessary to cope with incident of a TYPE 3 scale. A credible emergency is an occurrence that presents a sufficient risk to the University (i.e., likely to occur on a frequent enough basis and with the potential for an unacceptable loss or impact, in spite of preventive controls in effect) that a pre-established response procedure is warranted to mitigate the effects of the occurrence. Formal procedures are in place for response to credible emergencies, either as part of this EMERGENCY AND CRISIS MANAGEMENT PLAN (ECMP) or as freestanding documents. The current list of credible emergencies is:

Credible Incidents of Type 3 Scale

- Fire/Explosion
- Hazardous Material Release
- Vehicular Accident On-Campus (any vehicle) and Off-Campus (University owned vehicles or private vehicles on University business)
- Security Occurrence Occurrences requiring law enforcement response
- Civil Disorder On or Off-Campus occurrences that may affect University operations due to their type and location
- Bomb Threat
- Hostile Intruder Active shooter, terrorist, homicide bomber
- Utility Interruption Above a specified threshold
- Information Technology (IT) System Interruption/Failure Above a specified threshold
- Injury/Illness Above a specified threshold
- Communicable Disease Above a specified threshold, including pandemic
- Emotional/Psychological Event Above a specified threshold
- Severe Weather Tornado and Blizzard
- Flood/Earthquake

Items considered in the development and application of this list includes:

- Multiple emergency categories may occur simultaneously (e.g., a fire with injuries) or an emergency may evolve from one emergency category to another (e.g., individual illness becomes a communicable disease response).
- An emergency may be global or localized in its effect (e.g., IT or utility interruptions).
- An occurrence may need to exceed a severity threshold before it is considered an emergency (e.g., a minor vehicle accident with no injuries versus a serious accident, or a psychological concern resolved via counseling versus a suicide attempt response).

D. Internal Response Levels

Three response levels are in effect for internal response organizations:

- a. First Response Organizations that respond to the scene of the emergency or initiate other actions immediately upon receipt of first notification of an emergency. These organizations typically interact with external response organizations, evaluate conditions first-hand to determine response needs, and provide resources and expertise necessary to resolve the emergency.
- b. Second Response Organizations that respond to the scene of the emergency or initiate other actions upon notification by a First Response Organization. These organizations typically provide necessary resources and expertise beyond the capabilities of the First Response Organizations. Second Response Organizations may receive the first notification of an emergency, at which time they will go on a standby status and monitor the status of the emergency.

- c. Recovery Organizations that initiate immediate and short-term actions to return conditions to an acceptable level after an emergency. Depending on the type and severity of emergency, the recovery activities may restore facilities, systems, and operations to either full or partial functionality, or may stabilize conditions without restoring functionality. Longer-term activities to maintain and recover functionality, particularly for critical business systems, are beyond the scope of the recovery process and are addressed in the Business Continuity Plan (BCP).
- D. The Emergency and Crisis Management Plan (ECMP) Plan for Type 3 Incidents
 Once the incident is identified and the severity assessed the plan is executed. The Incident
 Commander (IC) identifies on and off campus resources to respond to the incident. During all the incidents, the Incident Commander (IC) has ultimate decision-making authority.

1. Incident Occurs				
Severe Weather	Flood	Blizzard		
Criminal Acts Against Univerity Persons or Properties				
Bomb Threats Fire/Explosions Hostage Situations	Violent Inc Weapon C Terrorist F	On Campus		
Urban-Disruption City-Wide Incident				
Civil Protest Fires Hazardous materials Utiltiy Interruption				
Infastructure- Above Threshold				
Utility Interruption- IT System Interruption/Failure				
Miscellaneous Incidents- Above the Threshold				
Emotional /Psychological Event Communicable Disease/ Pandemic Vehicular Accident - On or Off Camus				



3. Execute Action Plan **Execute Plan** Director of Campus Communication Assessment of **Crisis Management** Invoke Chain of Safety Address the Plan Team (CMT) Incident Command or designee Support Areas: Displaced Regs Incident Gathers at the Regis Incident Commander Emergency Address Human University Relations Support Areas: Commander **Operations Center** (RIC) Life Campus Safety Campus Safety (EOC) Information Physical Plant or Campus **Technology Services** Officer or Campus Support Areas Associate Locations: Resident Life Associate Regis Room Auxiliary and Campus Safety Carroll Hall RM 140 **Business Services** Auxiliary and If external resources, **Business Services** Campus Associate Public Safety, is Library RM 417 called to support Student Health Physical Plant they would become **Network Operations** Services the Incident O'Connell Hall RM 8 Resident Life Commander (IC). If Counseling & no external support Personal Dev. services are needed Student Health RIC becomes IC. Services **Human Resources** Finance Budget Counseling and Personal Developement



E. Crisis Management Team (CMT)

For emergency situations that cannot be readily resolved through implementation of pre-established response procedures, a **Crisis Management Team (CMT)** will be activated. **The Crisis Management Team (CMT)** is made up of the University's senior management and is supported by department directors/managers, deans of schools/colleges, and other management and staff having necessary expertise.

The Crisis Management Team (CMT) convenes in a pre-designated Emergency Operations Center (EOC) and obtains information from the Regis Incident Commander (RIC) at the emergency scene and other sources appropriate to the specific emergency. Utilizing input and guidance provided by support teams in the Emergency Operations Center (EOC) the Crisis Management Team (CMT) will:

- Provide additional resources necessary for resolution of the emergency,
- Coordinate communications with regulatory agencies, media, the public, the campus community, and other stakeholders,

- Initiate recovery and business continuity activities, and
- Address other issues that are beyond the authorities or capabilities of internal organizations responding to the scene of the emergency.

Criteria for activation of the CMT and procedures for CMT operations are found in SectionIII- Crisis Management Team Operations.

F. Crisis Communication Plan

The purpose of this crisis communication plan is to develop, maintain and when necessary, to implement, an effective, efficient and flexible process for disseminating timely and accurate information to the Regis University internal and external communities.

The rapid timely release of accurate information regarding an accident, incident, natural disaster, emergency, controversial issue or any crisis is in the best interest of Regis University, its community, and the surrounding community.

Because every crisis is different, every communication response will require differing responses as well. This plan provides a general guideline and establishes communication protocols to ensure campus officials and communicators are familiar with procedures and their specific roles relating to crisis communication response at Regis University.

Once University leadership determines that a crisis situation exists that requires a communication response, the crisis communication plan will be implemented immediately by the Office of University Relations, as directed by the Associate Vice President for University Relations through coordination with the University President, Provost, Vice President for Administration, or designated Vice President.

G. Authority to Declare University State of Emergency

The President of the University, or designee, is authorized to declare a campus STATE OF EMERGENCY and will sever as the University's lead authority through the duration of the incident.

If a STATE OF EMERGENCY is declared, it may become necessary to restrict access to specific areas on campus to authorize individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.