Regis University Emergency Operation Plan (EOP)

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1.0 Basic Plan

Letter of Promulgation

Regis University (RU) is committed to protecting the safety, security, and welfare of its Main Campus, Extension Campuses, and community members. This Emergency Operations Plan (EOP), herein referred to as the Plan, was developed to provide RU a means to mitigate, prepare for, respond to, and recover from emergencies.

In accordance with the Homeland Security Presidential Directive (HSPD) – 5, the Plan incorporates National Incident Management System (NIMS) concepts and principles, and utilizes the Incident Command System (ICS) for management of emergency events. The Plan provides the opportunity for RU's community to better prepare for and to quickly recover from disasters. Thus, the Plan provides RU with a means to minimize the impact of an incident while saving and maximizing the effectiveness of the University's resources.

Faculty, staff, and students are encouraged to continue their on-going efforts in emergency preparedness, planning, and training in order to enhance disaster response and recovery. Those receiving the Plan shall review and become committed to the Plan's goal for protecting the welfare of the University's community. The Plan will become effective immediately after the final approval by the RU President.

Regis University	**Approval Date**
President	
Vice President and Chief Finance Officer	
Risk Management Committee, Chair	

Approval and Implementation

This is Regis University's EOP. You have received a copy of the Plan because you have important responsibilities during an emergency, incident, or disaster. Please read this document immediately, and re-read it periodically, so that you are thoroughly familiar with the contents of the Plan and fully understand your specific role.

The Plan set forth in this document is designed to rapidly and efficiently mobilize the University's resources, both personnel and equipment, to meet an emergency that may confront RU. The effectiveness of this Plan is dependent upon the full and rapid response of all personnel. In the event that RU is faced with an emergency, the Campus Safety Director, acting under the guidelines of this Plan, will react to the emergency to save lives and property, and recover rapidly to minimize disruption of normal activity. Each member of the RU community who has a part in these important tasks will give this matter his or her full and complete attention and support.

This Plan shall be activated under the following circumstances:

- When ordered by the President of the University.
- When the Vice President and Chief Financial Officer and Campus Safety Director deems it necessary to declare a campus emergency for the purpose of safeguarding the lives and property of the RU community.
- When governmental officials proclaim a State of Emergency that affects the University, either locally, city-wide, regionally, or statewide.
- When a Presidential declaration of a National Emergency is made.

Vice President and Chief Finance Officer	Approval Date

Record of Changes

This Plan will be staffed, revised, exercised, readopted, and reissued annually. All updates to this document must be tracked and recorded utilizing the form below. It is the responsibility of the Risk Management Committee Chair to distribute revised plans to individuals and organizations which have received previous versions of this Plan as identified in the Record of Distribution.

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Record of Distribution

The Record of Distribution will be used to prove that those tasked within the Plan have acknowledged receipt, reviewed, and accepted the Plan. Distribution to the public can also be listed, but the Plan must be "clean" or without any sensitive or personal information.

Date	Agency/Department	Name/Title of Recipient	How Distributed (electronic or hard copy)

1.1 Purpose, Scope, Situation Overview, and Assumptions

1.1.1 Purpose

This document constitutes the Emergency Operations Plan for RU. This Plan is to be implemented to deal with emergencies and disasters, and is intended to protect lives and property through effective use of available manpower and resources during emergency operations. It is placed into operation whenever a natural or manmade emergency or disaster, affecting the University reaches proportions where such a situation cannot be controlled by routine measures.

This Plan incorporates the ICS organizational structure for handling major emergencies which disrupt normal operations of the University such as, but not limited to: tornadoes, floods, winter storms, chemical spills, and other potential disasters.

The overall Plan begins with the end state of the emergency in mind. The purposes of the Plan are:

- Protect the lives and property of the RU community and to preserve the orderly continuity of RU functions through coordination between departments and local first responders.
- To establish a mutual understanding of authority, responsibilities, and operations of RU personnel during emergencies and disasters.
- To establish an emergency organization in order to direct and control operations during the emergency situation by assigning responsibilities to specific entities.
- To provide a basis for the conduct and coordination of emergency operations and the management of resources during emergencies and disasters.
- To provide contingencies for major potential disasters that may affect RU.

This Plan consists of the basic plan, annexes, and appendices. The basic plan provides an overview of RU's approach to emergency response and operations. It explains the policies, organization, and tasks that would be involved in response to an emergency. The Emergency Support Functions (ESF) annexes focus on detailing the specific responsibilities, tasks, and operational actions to complete a specific emergency operations function; while the hazard-specific annexes focus on special planning or response needs generated by the subject hazard. The appendices give definition to the terms and acronyms used throughout the plan, and are the location for supporting figures, maps, and forms.

1.1.2 Scope

This Plan and all its contents apply to the entire University's campuses and community. Personnel or partners who have a role will have access to and be knowledgeable of the Plan. **Nothing in this Plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this Plan**.

1.1.3 Situation Overview

1.1.3.1 Main Campus, Extension Campuses and Off-site Housing

Regis University has over 12,641 students and more than 2,754 faculty and staff . The University is continuing to increase the number of students, and consequently faculty and staff positions are also added. The University is a private non-profit institution.

Regis University's main campus is located in northwest Denver amid a pleasant residential neighborhood. Two blocks south is Interstate 70, an east-west traffic corridor. The Lowell Campus is situated atop the highest point in the City and County of Denver overlooking much of the northeast metropolitan area with views to the Rocky Mountains.

The main campus of Regis University includes 24 buildings across 81 acres. Satellite properties such as intramural fields, camps, and other off-site locations comprise an additional 890 acres.

The University operates 8 residence halls that house over 800 students.

Some lands and properties of the University covered by this plan are not contiguous with the geographic boundaries listed above, such as:

Colorado Springs Campus
DTC Campus
Interlocken at Bromfield Campus
Loveland Campus
Thornton Campus
Pomponio Apartments
Theme Houses

The University is exposed to many hazards which have the potential to disrupt normal operations within the University and local community, or cause damages and/or casualties.

The University experiences population surges at numerous times during the year for specific events such as graduation and other cultural events that are hosted on campus from time to time.

The University is exposed to many hazards, all of which have the potential for disrupting both the mission and service rendered to faculty, staff, students and visitors. A hazard is defined as any action that may cause damage or create casualties within the boundaries and jurisdiction of the University or its non-contiguous sites. University officials, emergency management practitioners and staff, conducted a hazard analysis for the purpose of determining risk. A hazard analysis was used to construct a vulnerability checklist to determine the highest hazard risk existing to which planning and mitigation activities should be directed.

The University has rated the following as the top hazards to which Regis University is most vulnerable and the plan and annexes will focus on these hazards. These hazards are not in order

of priority.

1.) Fire
2.) Hazardous material spills (in a facility or on a highway)
3.) Weather-related events, i.e., tornadoes, wind, and winter storm
4.) Active Shooter/Violence
5.) Flooding
6.) Pandemic or Disease Outbreak
7.) Bomb Threat or Explosion
8.) Cyber Attacks
9.) Hostage Situation

1.1.3.2 Hazards

The Risk Management Committee and the President's Cabinet identified the following hazards in which RU has vulnerability.

Severe Weather

- Windstorms
- Hailstorms
- Winter Storms
- Tornadoes
- Flooding

Earthquakes

- Earthquake

Chemical Spills

- Chemical Spills: Chemicals are transported and used throughout the University. The presence of chemicals on RU property presents the risk of personnel, students, and visitors coming in contact with these substances. There is a potential for a chemical spill to occur.

Hazardous Gas Leaks

- Hazardous Gas Leak: A leak of natural gas from a pipe may occur on campus and the gas can explode when exposed to a flame or spark. Tankers traveling on interstate close to the University could also create an explosion or gas leak. Thus, a leak can potentially cause injury, death, or damage to property.

Fires

- Fires: Fires can be intentionally started, or initiated by several hazards such as drought, lightning, earthquakes, hazardous material spills, etc.

Threat of Harm/Criminal Activity

- Threat of Harm/Criminal Activity: Criminal activity such as burglary, theft, use of alcohol/narcotics, simple assault, or threats of harm are most likely to occur on campus. In compliance with the Clery Act, RU reports criminal acts; further information on stats is located in the Annual Campus Security Report.

Bomb Threats

- Bomb Threats: A bomb threat is usually a verbal or written threat that indicates an explosive or incendiary device which will detonate causing death, injuries, and/or property damage..

Gunshots Heard/Workplace Violence

- Gunshots Heard/Workplace Violence: There have been multiple cases of active shooters at schools across the United States. Active shooters have the potential to create mass casualties in a very short amount of time. Active shooters also bring a myriad of weapons such as explosives, edge weapons, and chemicals that may be designated as a decoy or add to more casualties.

Medical Emergency

- Medical Emergency: A medical emergency may occur from a simple incident involving one individual, to a disaster involving multiple people.

Utility Failure

- Utility Failure: A utility failure can happen at any time and involves a disruption to the normal operations of electricity, water, gas, and telephone.

Cyber Attack

- Cyber Attack: A cyber-attack comes in many forms; hacker damage, cyber business interruption, cyber extortion, internet media liability or privacy/network security.

1.1.4 Assumptions

- Severe weather, including flash floods, tornadoes, high winds, heavy snow, ice storms, and other weather related emergencies or natural disasters will continue to occur annually in the Denver, Colorado region.
- Safety of human life will take precedence over protecting animals during incidents.
- The resources of local and state government may not be readily available to RU officials to cope with emergencies and disasters affecting RU.
- RU could be subjected to more than one disaster at a time.

- An emergency or disaster can occur at any time day or night, weekends or holidays, with little or no warning.
- Since events in an emergency or disaster are not predictable, this plan will serve only as a guide and may require modification to meet the requirements of the emergency or disaster.
- Basic services, including electrical, water, natural gas, telecommunications, and other information systems may be interrupted.
- Diesel fuel for generators may run out.
- Buildings, other structures, and equipment may be damaged.
- Normal suppliers may not be able to deliver goods.
- Incidents relating to the storage and transportation of chemicals will continue.
- Industrial accidents involving the release of hazardous materials will continue to require the services of local emergency responders.
- Sabotage and criminal activity could disrupt response efforts.
- Civil unrest will require intervention by local and state agencies.
- This Plan will be staffed, revised, exercised, readopted, and reissued annually or as needed.

1.2 Concept of Operations

1.2.1 General

The Plan is based on four phases of emergency management:

- Prevention/Mitigation
- Preparedness
- Response
- Recovery

Mitigation

RU will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation is a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Mitigation activities strengthen facilities and RU against potential hazards by eliminating or reducing the chance of occurrence or the effects of a disaster. Examples of mitigation activities include:

Action
Conduct routine maintenance on equipment such as generators, fire extinguishers, and smoke and carbon monoxide detectors.
Identify potential hazards and take steps to remedy them (e.g., remove dead/rotting trees and branches, fasten shelves securely to walls, etc.).
Post shelter “in place” signage and evacuation plans in high traffic areas of University buildings.
Limit chemical storage areas to the minimum needed and post signs.
Inspect buildings for structural defects.
Implement mitigation measures in the rebuilding of infrastructure damaged in incidents.

Preparedness

RU will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses, and developing preparation of resources are critical steps in preparing for the unexpected. Examples of preparedness activities include:

Action
Provide public information and educational materials to students, faculty, and visitors via newsletters, brochures, yearly training, websites, and other media.
Develop, review, exercise, and maintain the Plan.
Assure the viability and accuracy of emergency contact lists, resource lists, and mutual aid agreements/emergency contracts.
Alert emergency response personnel and develop a staffing pattern.
Determine any protective action measures that need to be implemented in preparation for the situation.
Provide emergency equipment and facilities.
Coordinate with non-University facilities that are within close proximity to RU's critical infrastructure and develop a communications plan for informing each other of hazardous situations that may have an impact on the other (e.g., bomb threats, active shooter, etc.).
Involve emergency responders, emergency management personnel, other local officials, and volunteer groups who assist RU during emergencies in training opportunities.
Conduct periodic exercises to test emergency plans.
Complete an After Action Report/Improvement Plan (AAR/IP) after exercises to provide the basis for a continuous improvement of this Plan.

Response

Response consists of activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident. Examples of response activities include:

Action
Preserve life, property, the environment, and the social, economic, and political structure of the community.
Establish communications. ▪ Normal methods of communication may not exist. In many disasters, cell phone and land line service is disrupted. ▪ Alternative means of communication must be developed in order to fill this void.
Establish command and control. ▪ Command and control for all emergencies and disasters at RU will be the responsibility of the RU Campus Safety personnel.
Gain situational awareness. ▪ Situational awareness must come from on-scene reports from first responders. ▪ This information is then sent to the RU Emergency Operations Center (EOC) for personnel to analyze.

Action
Notify local emergency response agencies. ▪ Upon learning of an accident or emergency on RU property, personnel shall contact appropriate local emergency response support agencies.
Determine the course of action students and personnel, impacted by the incident, should take. ▪ RU personnel shall take appropriate action to ensure that all students, personnel, and visitors remain safe while the emergency situation is being corrected.
Any inquiry for information by media sources shall be directed to contact the RU PIO Officer.
Support students, personnel, and visitors that cannot care for themselves socially, economically, and or medically.
Inspect critical infrastructures; all infrastructures shall be inspected following a disaster even if it is not believed to have been involved in the disaster itself.
Continue to support the response effort.
Resume normal day to day activities.

Recovery

If a disaster occurs, RU will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to RU and provide for the basic needs of the students, personnel, and visitors. Long-term recovery focuses on restoring RU to normal operations. While the federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, RU must be prepared to provide quick recovery to normal business operations. The long-term recovery process includes assistance to students and personnel. During the Recovery Phase, RU personnel will need to interact with many governmental agencies. It is important for RU to designate one person to interact with the officials to ensure a consistent recovery process. Examples of recovery actions include:

Action
Repair damaged infrastructure.
Conduct an after action evaluation after actual emergencies to provide the basis for continuous improvement of this Plan.
Implement any corrective actions, including changes to Plans, which are identified during the after action evaluation.

1.2.2 Emergency Declaration and Plan Activation

The decision to declare the University in a state of emergency rests with the President or his/her designee in coordination with the Vice President and Chief Financial Officer. Following a declaration of an emergency on campus the Campus Safety Director activates this Plan.

RU defines five (5) levels of EOC activation. Levels are to be used to the fullest extent possible. The Campus Safety Director determines the type and magnitude of the emergency using the levels of activation. Additionally, it is ultimately the discretion of the Campus Safety Director to identify the need to activate the EOC and to what extent the EOC is operating.

- **Level I:** This is the lowest level of incident or event and will not require deployment of more than one RU resource as a normal requirement. The incident or event is of limited duration and will be closed out within one operational period (12 hours).
- **Level II:** This is the next level of incident or event and will require a higher level of management. This level of incident or event will require multiple resources, but is not a long-term event. A limited formal activation of EOC structures may be required, but only to maintain situational awareness and adequately report actions taken by deployed assets. The incident or event is of a limited duration and will be closed out within two operational periods.
- **Level III:** This level of incident or event is of greater complexity than the previous levels and requires immediate activation of the EOC structure to manage multiple resources over an extended period of time to meet significant needs of local first responders and emergency management agencies. This will require the activation of Emergency Support Functions (ESF) representatives and have a significant impact on RU staff. The incident is of an extended duration and will be managed through three or more operational periods.
- **Level IV:** This level of incident or event will require all actions taken under a Level III plus activation of all the EOC structure. Resources will be drawn from the local agencies. The incident is of an extended duration, cannot be closed out within a clearly defined number of operational periods, and may require the activation of local management teams to supplement the EOC staff.
- **Level V:** This incident or event may be considered a catastrophic incident or of high impact that will require the full activation of all local, county, and state assets and the full integration of the EOC with federal resources. The incident is of an unknown duration and cannot be closed out within a clearly defined number of operational periods.

1.2.3 EOC Locations

RU's primary EOC is located in the Network Operation Center, NOC, at O'Connell Hall and is equipped with a backup generator. In the event the primary EOC is not functional, the EOC will be established in a location on campus that is free to perform the necessary operations of the EOC. The secondary location will be supported with emergency power and EOC resources. This location provides for a larger space that may be utilized in the event the EOC needs to remain in

operation for weeks. All activities will be monitored and coordinated from the EOC. Requests for personnel, equipment, and supplies, regardless of the source, will flow through the EOC to ensure a coordinated effort and to insure the best use of the resources needed to handle the emergency situation.

1.3 Organization and Assignment of Responsibilities

1.3.1 Organization

The organizational structure for RU consists of a University Emergency Resource Team that is broken down by this plan into the Executive Policy Team and the Emergency Operations Team.

Executive Policy Team

The Executive Policy Team consists of members of RU's highest level senior managers who are responsible for developing a strategy and overall direction of the University during an incident. They are responsible for evaluating the impact of an emergency, the long term operation of the University in terms of reputation, government regulations and service delivery. The Executive Team makes decisions based on the information and recommendations of the EOC team regarding canceling classes, closing the campus, etc. The Executive Policy Team comprises the following University personnel:

- President
- Provost
- Vice President and Chief Financial Officer
- Vice President for University Advancement
- Vice President for Enrollment Management
- Vice President for Mission
- Vice President and Chief of Staff
- Vice President and General Counsel

The President will provide direction and call the Executive Policy Team meetings. If the President is not available, the line of succession is:

- Provost
- Vice President and Chief Financial Officer

Emergency Operations Team

Members of the Emergency Operations Team consist of University officials who will make strategic operational decisions necessary to support an emergency or disaster. Members will provide staffing in the EOC to represent the primary divisions of the University. The Emergency Operations Team has the authority to assign University resources and make decisions to provide the most efficient response and recovery possible. These officials or their representatives will report to the EOC as required by the nature of the emergency. Each position shall be assigned a primary representative and designated alternate.

Emergency Operations Role	Primary Representative	Designated Alternates
Incident Commander	Director of Campus Safety	Campus Safety Designee
EOC Manager	Dean of RHCHP	Dean of Regis College
EOC Coordinator	Risk Management, Committee, Chair	
Logistics Section Chief	Dean of Students	Assistant Dean of Students
Safety Officer	Environmental Safety & Health (ESH) Staff- Physical Plant	Senior Physical Plant Staff
Public Information Officer	Communication Director	Social Media Specialist
Operations Chief	AVP, Physical Plant	Director of Operations
Finance & Administration Chief	AVP, Finance and Budget	Manager, Accounting
Planning Section Chief	AVP, Human Resources	AVP, Information and Technology Services

Immediately upon notification that the EOC is activated due to an emergency or disaster, the primary representatives of the Emergency Operations Team will report to the designated EOC. The team will coordinate with the Incident Commander (IC) and external resources, provide information to the Executive Policy Team, and maintain continuous operations until the emergency or incident is terminated.

EOC Organizational Structure

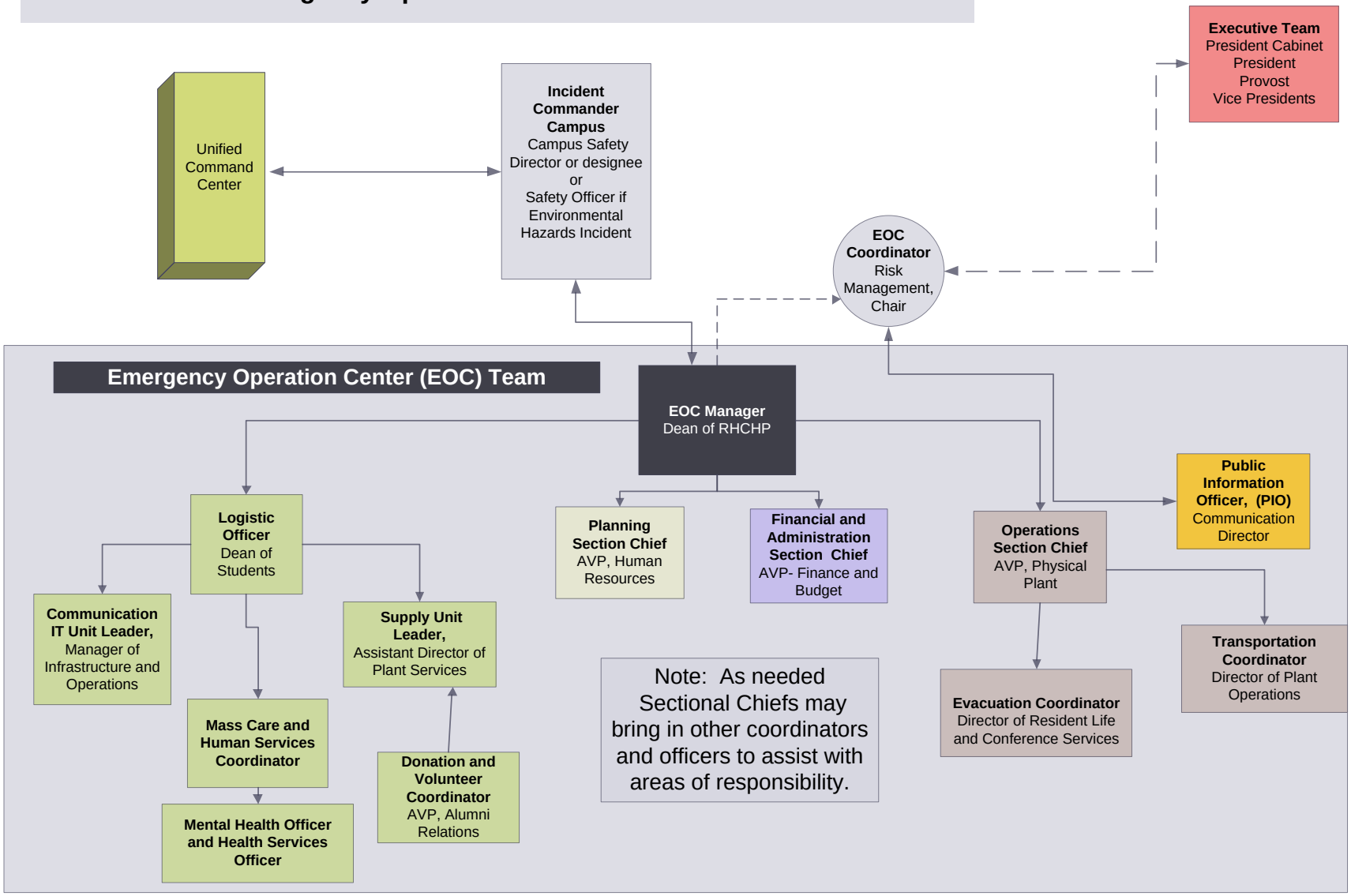
ICS and Emergency Support Functions (ESF's), will be utilized for managing emergencies and disasters on campus. ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ESFs are grouped resources and capabilities that are most frequently needed in an emergency or disaster response.

Figure 1: EOC Organizational Structure

The chart depicts an example ICS organizational structure for the University's EOC during an emergency/disaster. During incidents where the EOC is not activated, the Executive Policy Team, Campus Safety, Risk Management, Chair and Physical Plant may be working directly with the Incident Commander. The organizational structure of an incident is flexible and scalable depending on the situational needs.

Figure 1: EOC Organizational Structure

The Emergency Operation Center Functional Chart



EOC Position Descriptions

The **Incident Commander** has overall control of any incident. All decisions that reference campus evacuation, closure or restrictions, postponements and resumptions, and special circumstance personnel policies fall within the purview of the Incident Commander.

The **Emergency Operations Coordinator** (EOC) Responsible for overall emergency policy and the communication between the Incident Commander, EOC Team and Executive Policy team.

Emergency Operations Manger He/she works in the EOC Team, Operations, Logistics, Planning and Finance/Administration to ensure action plans are on target and resources are available. Communicates directly with Incident Commander to ensure EOC is supporting the emergency. Updates the EOC Coordinator on status of the incident and the operations in place to support the life, safety and property of the University.

The **Logistics Section Chief** works closely with the Operations Section Chief and obtains the required resources and the necessary supplies to support the incident, victims and their family members, the incident personnel . The Logistics Section Chief has four primary units; Resources, ITS communication systems, transportation and evacuations and human services. These resources may include but are not limited to the supply, food; communications, human service needs- mental health and medical, donations and volunteers, evacuation and transportation.

The **Planning Section Chief** has three primary units: the Documentation, Employee Support Services, and Information Collection. The Planning Section Unit devises and distributes all ICS Forms and other forms as necessary. Collection, evaluation, documentation, and use of information related to incident This section is responsible for collecting, evaluating, processing and disseminating information related to the incident or emergency, and attempting to determine future developments. Planning coordinates with Operations in the development of Action Plan.

The **Operations Sections Chief** Coordinated tactical response of all operations in accordance with EOC plan and essential support functions. Coordinating jurisdictional operations in support of tactical operations by initialing the appropriate ESFs to reduce the immediate hazard, save lives and property, establishes situational control, and restores normal campus conditions. The Operations Section has two primary units: the Situation, and Demobilization and may include technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment. It works closely who the Logistic Section Chief and Finance and Administration Section Chief to obtain the support needs for the incident, including resources. for the facilities, transportation, supplies, equipment maintenance and fueling, for incident personnel.

The **Safety Officer** is responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiple agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations.

The **Finance/Administration Section Chief** is responsible for monitoring multiple sources of funds, track and report to the EOC the financial “burn rate” as the incident progresses and monitor cost expenditures to ensure that statutory rules are met. Close coordination with the Planning Section Chief and EOC is essential so that operational records can be reconciled with financial documents.

The **Public Information Officer** will coordinate all communications functions during an incident. Using information provided by others, the PIO will provide timely information on the status of the University and information regarding any emergency measures being undertaken. Communication methods include multiple modalities.

Activities required on-scene or within the EOC for an emergency/disaster occurring on campus will require RU resources and potentially external agencies. During EOC activation, the EOC will seat ESFs that are required to assist with that particular emergency. ESFs will provide the EOC with resource support for requests. The following table indicates ESFs 1-15 and the lead and support agency responsible for each.

Emergency Support Function	Lead Agency
ESF 1 – Transportation	Physical Plant
ESF 2 – Communications	ITS
ESF 3 – Public Works and Engineering	Physical Plant
ESF 4 – Fire Fighting	Physical Plant
ESF 5 – Emergency Management	Risk Management, Chair
ESF 6 – Mass Care, Housing and Human Services	Student Life
ESF 7 – Resource Support	Student Life
ESF 8 – Public Health and Medical Services	Student Life
ESF 9 – Urban Search and Rescue	Campus Safety
ESF 10 – Oil and Hazardous Materials Response	Physical Plant – EH&S Officer
ESF 11– Agriculture and Natural Resources	Does not apply
ESF 12 – Energy	Refer to Annex ESF 3
ESF 13 – Public Safety and Security	Campus Safety
ESF 14 – Long Term Community Recovery	Risk Management Committee
ESF 15 – External Affairs	Marketing and Communication

1.3.2 Assignments of Responsibilities

In addition to the ICS functions is the important decision-making role of the Executive Policy Team. This group includes the President, the Provost, Vice President and Chief Financial Officer, Vice President and University Counsel, Vice President of Mission, Vice President , Chief of Staff, Vice President of Enrollment Management and Vice President of University Advancement.

The EOC Coordinator in the Emergency Operations Plan directs development and preparation, including policy and procures to ensure readiness of the Emergency Operations Plan. The EOC Coordinator will communicate to the Executive Policy Team the recommendations of the EOC

team during the incident. Upon completion, the EOC Coordinator will work with the EOC Manager to implement the recovery period.

President

- Declares and terminates the campus emergency in coordination with the Incident Commander.
- University President or designee serves as the head of the Executive Policy Team, directing the strategic recovery of the overall University Community.
- Determines final decisions regarding the University such as canceling classes, evacuations, closing the campus, in coordination with EOC.
- Serves as a spokesperson for the news media in coordination with Public Information Officer (PIO) Officer.
-

Provost

- Works with the Executive Policy Team directing the strategic recovery of the overall University Community.
- Monitors academic concerns during and after a disaster in coordination with EOC.

Vice President and Chief Financial Officer

- Works with the Executive Policy Team directing the strategic recovery of the overall University Community.
- Estimates the short and long-term fiscal impact of the emergency to the University in coordination with EOC

Vice President and General Counsel

- The University general council serves as a legal advisor to the Executive Policy Team and the EOC Team for contracts and regulatory guidelines.
- Monitors the liability for insurance claims and compensation requests for human and injuries or damage to property/equipment in coordination with EOC.
- Monitors document claims (witness statements, pictures, etc.)

Vice President Mission

- Serves as the spokesperson to the surrounding community.
- Serves as Manager for the Executive Policy Team, developing work schedule, breaks, etc.

Vice President, Chief of Staff

- Monitors personnel issues and concerns in coordination with EOC.
- Updates and communicates to the Board of Trustees
- Works with the Executive Policy Team directing the strategic recovery of the overall University Community.

Vice President of University Advancement

- Serves as the external affairs greeter (Mayor Office, Governor Office, etc.)
- Works with the Executive Policy Team directing the strategic recovery of the overall University Community.

Vice President of Enrollment Management

- Works with the Executive Policy Team directing the strategic recovery of the overall University Community.

1.4 Direction, Control, and Coordination

The President or designee in coordination with the Campus Safety Director or designee is ultimately responsible for activating this Plan when an emergency is declared or when the threat of an emergency/disaster is imminent.

Should there be an occurrence(s) that affects only the University; emergency operations will take place under the RU Executive Policy Team and RU EOC, with city, and county agencies supporting the operations through resource augmentation of manpower, equipment, and materials.

Should there be an occurrence that affects the University, as well as the City, emergency operations will take place under each jurisdiction's direction and control with the county wide agency coordinating the operation and resources for all affected areas.

This Plan is based on the assumption that initial emergency management response will, to the maximum extent possible, be by University personnel. Assistance that is needed will be requested by executing existing mutual aid agreements

1.5 Information Collection, Analysis, and Dissemination

RU utilizes and maintains all emergency information and data in the Campus Safety Department. Prior to the public release of data, information must be vetted; particularly criminal activity. Information regarding an incident is to be released only on a need to know basis.

1.6 Communications

1.6.1 Means of Communications

Communication during an emergency/disaster will be a priority for the University. Communication is typically transmitted via land line telephones, cell phones, radios, and computers/networks. The EOC will use telephones as the primary means of communication unless lines are rendered inoperable. Handheld radios are available if needed for emergency communications. All communications must be transmitted in plain language (clear text) to ensure that information dissemination is clear and understood by all intended recipients.

1.6.2 Notifications

In the event of a serious incident which poses an immediate threat to the health or safety of the RU community, the University sends out emergency notifications. RU has various systems in place for communicating information quickly to individuals. Some or all of these methods of communication may be activated and includes RU Alert Notification system in which emails, text messages, voice mails and RSS feeds, outdoor warning speakers, and door- to door notifications.

A. Emergency Notifications

The Campus Safety Office receives information from various offices/departments on campus, or from students, staff and faculty, who are encouraged to report all crimes and public safety related incidents to Campus Safety in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics. Regis University uses the appropriate systems to immediately notify the campus community that a dangerous situation or emergency exists involving an immediate threat to the health or safety of students and/or staff on campus and when the recipient requires immediate action.

The Office of Campus Safety confirms with the assistance of key information resources such as campus administrators, local first responders or the National Weather Service that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Regis University community. The Office of Campus Safety will then determine the content of the message and will use some or all of the systems to communicate the threat to the Regis University community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

If the Associate Vice President of Auxiliary and Business Services confirms with the assistance of key information resources such as campus administrators, local first responders or the National Weather Service that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Regis University community at any of the extension campuses, the Associate Vice President of Auxiliary and Business Services or a designee of that office will determine the content of the message and will use some or all of the systems described below to communicate the threat to the Regis University

community at affected campus(s) or to the appropriate segment of the community, if the threat is limited to a particular campus, building or segment of the population.

The university utilizes RU Alert text messaging, voice messaging, e-mail and Regis Today as its primary notification system. It may also use a siren; public address system; and face-to-face communication for emergency notification purposes. The Office of Campus Safety or the Associate Vice President of Auxiliary and Business Services will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities and first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the systems listed below, as deemed appropriate.

Note: All Campus Safety Officers have the authority to create, and send messages that pertain to life threatening emergencies. In the event that Campus Safety Officers cannot get to the resources to make a notification they will use the ITS person on-call to send the emergency warning.

B. Communication to Members of the Larger Community

Communication is a critical part of incident management. Regis University's is committed to communicating with parents and the community, during emergencies on campus.

The Communications Director serves as the central point for dissemination of accurate, coordinated and timely communications to the affected audiences, including the local government, media, private sector and the local community.

Communicating with the university community begins before an incident occurs. In the event of an emergency, parents/ guardians, media and first responders will receive clear and concise messages about the incident, what is being done, and the safety of the students and staff. Communication mediums include: email; social media channels such as Facebook, atRegisUnews twitter feed, instagram, tumblr; the Regis.edu website and designated news media. Specific media outlets include the four major Denver-market television news stations, News radio 850KOA, and Denver Post.

C. Timely Warning/Crime Alert

Timely Warnings (called a "Crime Alert") will be issued to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Director of Campus Safety (Lowell Campus) or Associate Vice President for Auxiliary and Business Services (Extension Campuses) or their designee, constitutes a serious or continuing threat to the University community. A warning will be issued as soon as the pertinent information is available. The warnings are generally written and authorized by the Director of Campus Safety (Lowell Campus), Associate Vice President of Auxiliary and Business Services (Extension Campuses) or

their respective designees. Crime Alerts are distributed via the University's RU Alert text messaging/email/phone system.

Typically, circumstances that warrant timely warning notices are crimes reported to campus safety, other campus authorities and/or the local police agency. The University has requested that the all local agencies where campuses are located to inform the University when crimes are committed on or near a campus that might pose a serious or ongoing threat to the community. Timely Warning Notices are typically issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assault, and murder/non-negligent manslaughter, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Office of Campus Safety. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Regis University community members and a crime alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the Office of Campus Safety. Cases involving property crimes will be assessed on a case-by-case basis and alerts may be sent if there is a discernible pattern of crime. The Director of Campus Safety (Lowell Campus) or Associate Vice President of Auxiliary and Business Services (Extension Campuses) or their respective designees will reviews all such reports to determine if there is a serious or on-going threat to the community and if the distribution of a Crime Alert is warranted.

Crime Alerts or Public Safety Advisories may also be posted for other crime classifications and locations, as deemed necessary. For example, Public Safety Advisories may be used to distribute security and safety information and information about crimes that do not rise to the level of requiring a timely warning notice (ex. pattern of bike thefts) or safety or crime related information that occurs in the surrounding neighborhoods, but may affect Regis community members.

Crime Alerts will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

1.6.3 National and Local Weather Stations

1.6.4 Emergency Call Boxes

RU has equipped the campus with emergency call boxes. Emergency call boxes are directly linked to Camus Safety Officers. When activated, the Campus Safety Officers will immediately know the call box location and ask the caller questions regarding the situation and respond as necessary.

1.6.5 Emergency Phones

Regis University has emergency phones that are available for community use and are located in all elevators, Pomponio Science Building hallways, and in Clarke Hall elevator lobbies.

1.6.6 Courtesy Phones

Courtesy phones are available for community use and have off campus capability for 911 emergency availability, and most are accessible 24/7.

1.6.7 Tornado Siren

At the east end of campus there is a community tornado siren and the activation alerts of possible tornado activity in the area

1.7 Administration, Finance, and Logistics

1.7.1 Administration

All assets (human resources, facility, and equipment resources) of the University will become the purview of the EOC to direct in any way to respond to an emergency.

Documentation of records is vital prior to, during, and after an incident. Records will be utilized to determine reimbursement; therefore, detailed documentation of assets is necessary. Records deemed essential should be identified, and procedures should be established for their maintenance and protection; this includes backing up electronic files. Procedures should be put in place to assure all emergency costs are easily identified.

Incident Command in the field will be instrumental in monitoring and documenting needs and requests to the EOC. Personnel in the EOC will handle and document available resources and requests as well as keep disaster records in relation to damage, expenses, time, assistance and recovery. Accounting will be necessary to keep records dealing with documentation, damages, and costs associated with the incident.

1.7.2 Agreements and Understandings

Should University resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capability. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

1.7.3 Reports and Records

Required reports will be submitted to the appropriate authorities in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at the EOC.

1.7. 4 Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

1.7.5 Compliance with Americans with Disabilities Act

All communications must address the provision of appropriate auxiliary and aids and services to ensure effective communication with individuals with disabilities ensure individuals with

disabilities are not separated from service animals and assistive devices and can receive disability-related assistance throughout emergencies.

1.7.6 Administration and Insurance Claims

Commercial insurance companies and adjustment agencies normally handle insurance claims on a routine basis. Complaints should be referred to the RU Auxiliary and Business Services. Adjustors of private insurance companies are usually dispatched to a disaster area to assist with claim problems.

1.7.9 Use of Local Firms

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms and individuals residing or doing business primarily in the areas affected.

1.8 Plan Development & Maintenance

1.8.1 Development

RU will perform a review and revision of this Plan to ensure it remains current and the revised Plan shall be adopted formally.

Drafting an emergency plan is a community effort and relies heavily on the administrators and experts in the community to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Examples of Plan participants can include:

- University President
- Deans, Directors, and Department Heads
- Campus Safety Director and Campus Safety Staff
- Physical Plant (AVP and Directors)
- Risk Management Committee
- Safety Committee Members
- University Legal Counsel
- City of Denver, Mayor's Office
- Local Police Department
- Local Fire Department
- Local Fire Rescue
- Local Hazmat

- State Police
- National Guard (NGO)

1.8.2 Use of Local Firms

1. The Risk Management Committee, Chair is the point of contact for all emergency management programs, including preparedness. In coordination with various University departments, the Risk Management Committee, Chair will ensure the following preparedness mechanisms are completed on a continual basis:

2. Plan Maintenance: The Plan should be reviewed and updated at least annually. This annual plan maintenance may be completed following the exercise schedule.

3. Emergency Management Relationships: Designated leaders of the Risk Management Committee, will maintain a positive relationship with local and state emergency agencies

4. The Emergency Operations Plan will be reviewed and updated at least annually by Risk Management Committee. A record of changes will be maintained.

5. The Risk Management Committee will meet regularly throughout the year and provide oversight for the emergency management program.

1.8.3 Departmental Responsibilities

All University Departments should continually maintain preparedness via the following actions at a minimum:

1. Review the Emergency Operations Plan and applicable annexes at least annually and provide recommendations to the Risk Management Chair or to be considered in the annual revision.
2. Compile and maintain an active call-back list with current phone numbers of all personnel within the department.
3. Provide clear lines of succession that identify personnel that may fulfill the agency head's role during a major emergency or disaster.
4. Maintain a current and comprehensive resource manual that identifies suppliers and agencies that may assist during an incident where University resources are exhausted.
5. Train employees on basic preparedness procedures and general departmental plans for responding to an emergency.
6. Establish mutual aid agreements with other local agencies and governments that may provide resources during a major emergency or disaster.
7. Provide department personnel the opportunity to participate in Incident Command System training

1.8.4 Mitigation Actions

1. Mitigation actions include activities that are designed to reduce or eliminate risks to persons or property, or to lessen the actual or potential effects or consequences of an incident. The Emergency Operations Plan does not serve as a plan for comprehensive hazard mitigation.
2. Mitigation actions may be implemented before, during, or after an incident. During post-disaster mitigation the objective is to improve conditions so they may be more resilient than pre-disaster conditions.
3. Below are some examples of hazard mitigation measures that the University may complete:

    a. Create a comprehensive hazard mitigation plan that includes a hazard inventory, vulnerability assessment, and strategies for mitigating those identified hazards.
    b. Design and construct all University buildings with mitigation measures meeting local and statues and codes to include flood protection, and fire protection. Mitigation measures should be considered when constructing and/or improving infrastructure and drainage systems.
    c. Conduct hazard mapping of the University.
    d. Create predictive modeling to protect critical assets.
    e. Document all losses due to actual incidents where hazard mitigation measures may have lessened the loss.
    f. Continually seek grant funding for hazard mitigation programs.

4. Mitigation planning is a team-based approach that should influence elements of the Emergency Operations Plan, although the intent of a mitigation plan is independent of the Emergency Operations Plan. Models such as FEMA's Disaster Resistant University provide strategies and methods for the successful implementation of an all-hazards mitigation program.

1.8.5 Recovery Actions

Recovery from a major emergency or disaster will most likely begin while response activities are still being conducted. Recovery actions involve the development, coordination, and execution of University restoration. Examples of recovery actions may include debris removal, damage assessment, and re-opening of non-critical facilities.

Damage assessment is a critical process in any disaster; additionally an accurate damage assessment is critical to obtaining reimbursement during a state or federally declared disaster. Therefore, damage assessments should begin as soon as possible.

During larger incidents, damage assessment is the responsibility Physical Plant although personnel to physically conduct the damage assessment will be provided by various departments within Administration. During the damage assessment, the damage and estimated repairs will be reported to the Emergency Operations Center.

The two elements of recovery that are reserved for the Senior Leadership include:

1. Determining when to terminate the incident.
2. Determining when to return the University to normal condition.

Each of these two elements is separate and distinct with unique implications.

1.8.7 Remedial Actions

Following each major emergency or incident, the University will conduct a debriefing to identify major weaknesses, strengths, lessons learned, and best practices. The initial debriefing should occur not less than twenty-four hours, but not more than one week following the conclusion of an incident.

Following the debriefing, the Risk Management Chair will ensure that an After Action Report (AAR) is drafted, reviewed, and distributed. Elements discussed in the AAR and debriefing(s) will be applied to improve the University's emergency management program and Emergency Operations Plan.

1.9 Authorities and References

1.9.1 Legal Authority

1. Colorado Disaster Emergency Act, 24-32-2100 *et seq*.
2. Americans with Disabilities Act
3. Title VI Civil Rights Act of 1964

1.9.2 References

1. Federal Emergency Management Agency http://www.fema.gov/
2. Denver, Mayor's Office of Homeland Security and Emergency Preparedness

If you would like to review the Functional Annex or Hazard Specific Annex please contact Susan Layton , Associate Vice President, Auxiliary and Business Services at slayton@regis.edu.