



HARVEST UNIVERSITY

**Harvest University
Emergency Management Plan**

2023-2024

Promulgation Statement

As an integral part of Harvest University's (HU) mission, the institution is dedicated to fostering an educational environment that encourages learning, exploration, and active engagement. In line with this commitment, the Emergency Management Plan (EMP) is a crucial tool that enhances the preparedness and well-being of the HU campus community, including staff, faculty, and students. It unites us as a collective force, committed to building, sustaining, and enhancing our capacity to prepare ourselves for, shield against, respond to, recover from, and mitigate a wide spectrum of potential hazards.

The EMP adopts an inclusive "all-hazard approach" designed to respond methodically to emergencies arising from natural, technological, or human-induced incidents and disasters. It forms the foundational structure for safeguarding the health, safety, and property of individuals affiliated with HU, including students, staff, faculty, and visitors, during incidents or disasters. Additionally, it facilitates coordination among various agencies and jurisdictions, particularly between HU and local, state, and federal governments, as well as contracted entities. This plan formally incorporates the National Incident Management System (NIMS) principles and procedures. They are activated, wholly or partially, under the authority of HU's President, as delegated by the Harvest University's Board of Directors. HU's emergency response framework follows NIMS, a standardized model widely recognized across the United States. It utilizes the Incident Command System (ICS), the managerial framework employed by first responders within the HU community.

To effectively execute this plan, all emergency response personnel must thoroughly understand and be familiar with the procedures delineated herein. Entities with roles and responsibilities delineated within this plan are expected to develop supplementary plans and procedures that align with and support the objectives of this plan. This document serves as an official policy statement about emergency management and allocates specific roles and responsibilities to HU departments and individuals.

The HU Emergency Management Plan is hereby approved. This supersedes all previous versions of this document.

Approved: Edward Shih
Edward Shih
Facility Manager
Harvest University

5/20/2024
Date

Record of Annual Plan Review

Date	Review facilitated by:
8/14/2020	E. Shih
8/19/2021	E. Shih
8/30/2023	E. Shih
05/20/2024	E. Shih

Table of Contents

Promulgation Statement.....	2
Record of Annual Plan Review	4
Section A - Purpose & Scope, Situation and Assumptions	7
Purpose and Scope	7
Situation Overview.....	7
Hazard & Risk Assessment Summary.....	8
Assumptions	10
Phases of Emergency Management	10
Emergency Planning Structure	12
Section B - Concept of Operations	13
Declaration of a Campus Emergency.....	13
Delegations of Authority	14
National Incident Management System (NIMS).....	14
Emergency Management Plan Response Priorities	14
Incident Command System	15
Section C - Organization and Assignment of Responsibilities	16
Assignment of Responsibilities.....	16
Sections D - Direction, Control and Coordination.....	20
Incident Command Post.....	20
Emergency Operations Center.....	20
Staging Area	22
Joint Information Center	22
Section E - Emergency Notification.....	22
HU ALERT Emergency Notification System.....	22
Section F - Training and Exercise	24
Section G – Administration, Finance and Logistics.....	24
Incident Documentation	24
Minor Incident Costs.....	24
Emergency or Disaster Costs	25
Section H - Plan Development and Maintenance.....	25
Annual Plan Review.....	25
Section I - Authorities and References	26
Local Authority.....	26

State Authority 26
Federal Authority 26

Section J – Drills and Responses27
Fire Drill.....27
Tornado Drill29
Drill31

Section A - Purpose & Scope, Situation and Assumptions

Purpose and Scope

The Emergency Management Plan (EMP) is the foundational framework with an organized structure to guide responses to any incident occurring within the campus premises. The EMP's primary aim is to furnish Harvest University (HU) with direction and delineate roles and responsibilities for an extensive array of stakeholders encompassing departments, units, faculty, staff, and students throughout any incident.

The EMP operates on an inclusive "*All-Hazards Approach*," which outlines comprehensive guidelines for managing emergencies, each delineating distinct emergency management functions. The fundamental emergency management procedures detailed herein are thoughtfully crafted to contribute to the safeguarding of lives and property through the effective utilization of both on-campus and community resources. Recognizing the abrupt and unforeseen nature of incidents, the EMP's procedures are designed flexibly and are ready to adapt to contingencies of diverse types and scales. At Harvest University, the Office of Emergency Management (OEM) relies upon seamlessly integrating its emergency plans at all institutional levels. It is understood that lower levels of the organization shoulder the responsibility of immediate emergency management while coordinating the procurement of additional resources and support from higher tiers. The core objective of the Harvest University EMP is to proficiently marshal, mobilize, and orchestrate responders and personnel to oversee any incident effectively.

This EMP fully incorporates the National Incident Management System (NIMS) principles and methodologies and the Incident Command System (ICS). These management systems facilitate the alignment of Campus departments with interagency responders. HU intends to collaborate actively with esteemed entities such as the Federal Emergency Management Agency (FEMA), the U.S. Department of Homeland Security (USDHS), the Colorado Department of Homeland Security & Emergency Management, the Morgan County Office Emergency Management, the Department of State Health Services, local law enforcement agencies, health departments, fire departments, and other pertinent agencies in crafting emergency response strategies.

Notably, the EMP encompasses resources not only from the University but also from various University stakeholders. While HU's students and faculty are engaged in online distance education, the university envisions a gradual return to in-person education on campus. Consequently, seamless coordination is deemed essential, and such coordination must be meticulously established with internal and external stakeholders.

Situation Overview

Harvest University is exposed to various hazards, many of which have the potential to disrupt the campus community and significantly impact campus life and property. The Emergency Planning Committee, in conjunction with the Office of Emergency Management, performs a Hazard and Risk Assessment every five years. This assessment follows guidance outlined by FEMA for institutions of higher education.

Each hazard is evaluated based on its probability or likelihood of occurrence and potential impacts on the University. Per the guidance, the probability metric is based on the possibility that the hazard will occur in the next 15 years. Similarly, the impact value is based on assessing each hazard in six different areas per the guidance. These areas include: (1) whether the hazard has occurred on campus in the past and caused any impacts to life safety, (2) potential/future impacts to life safety, (3) extent of property damage, (4) total cost to respond, repair or replace damaged facilities, (5) duration of interruption to campus-wide activities/operations, and lastly (6) impacts to campus reputation or image. The Hazard and Risk Assessment results are summarized in the following table.

**Hazard & Risk
Assessment Summary**

HAZARD TYPE	LIKELIHOOD OF OCCURRENCE			ESTIMATED IMPACT ON THE UNIVERSITY (PUBLIC HEALTH & SAFETY, PROPERTY, OPERATIONS & REPUTATION)		
	UNLIKELY	POSSIBLE LIKELY	HIGHLY	LIMITED	MODERATE	MAJOR
Hurricane/Tropical Storm	Unlikely			Limited		
Flood/Flash Flood	Unlikely			Limited		
Extreme Temperatures	Possible			Limited		
Hazardous Material Release	Unlikely			Limited		
Construction hazards/accident	Possible			Limited		
Infectious Disease	Possible			Major		
Suicide	Unlikely			Major		
Vehicular or light rail accident	Possible			Limited		
Fire	Possible			Limited		
Civil Disturbance	Unlikely			Moderate		
Electrical/Power Outage	Possible			Moderate		
Loss of Water Supply/Contamination	Unlikely			Major		
Terrorism	Unlikely			Major		
Winter Weather/Ice Storm	Highly Likely			Limited		
Infestation (insects/animals)	Unlikely			Limited		
Drought	Possible			Limited		
Severe Thunderstorm	Highly Likely			Limited		
Cyber Attack – Compromised Systems	Possible			Moderate		
IT Infrastructure Disruption	Possible			Moderate		
Bomb Threat	Unlikely			Major		
Plane Crash	Unlikely			Major		
Hail	Possible			Limited		
Utility Infrastructure Disruption	Possible			Limited		
Cyber Attack – Denial of Service	Possible			Limited		
Active Shooter	Unlikely			Major		

Tornado	Possible	Moderate
Building Collapse	Unlikely	Major
Hostage Situation	Unlikely	Major
Earthquakes	Unlikely	Moderate
Sinkholes	Unlikely	Limited
Rail Accident	Unlikely	Moderate

Assumptions

The following listing of planning assumptions on which the plan is based:

1. Harvest University will continue to be exposed to and subject to the impact of the hazards described above, as well as any additional hazards that may develop in the future.
2. A major disaster or emergency may occur at any time and/or place. While, in many cases, information to the campus community and the implementation of preparedness measures may be possible in advance of an emergency, some emergencies may occur with little to no warning.
3. Outside assistance will likely be available in most Harvest University emergencies. However, due to the unforeseeable response times when requesting external aid, it is essential that university entities are prepared to conduct the initial emergency response independently.
4. Proper mitigation actions can prevent or reduce potential disaster-related losses. The university's capacity and readiness to respond to emergencies can be increased and enhanced through emergency planning, training of emergency responders and other personnel, and regular implementation of emergency drills and exercises.

Phases of Emergency Management

The Harvest University Emergency Management Plan will apply the phases of emergency management to include prevention, mitigation, preparedness, response, and recovery. Campus departments or units will establish their department or building response plans utilizing the Emergency Management Plan and the HU Building Emergency Response Plan Template (found here: [HU Building Emergency Response Plan Template](#)) to incorporate the development of their response plans.



A. Prevention/Mitigation

Prevention activities are an integral part of emergency management programs. The prevention and mitigation phase is intended to eradicate hazards, reduce the probability of dangers that may be related to causing an incident, or lessen the consequences of unavoidable hazards.

Campus-wide prevention and technical assistance programs include but are not limited to:

- Hazard Mitigation Planning activities
- Enhancements and mitigation projects made to campus infrastructure and facilities

B. Preparedness

Preparedness activities are conducted for students, faculty, and staff to develop campus capabilities for prevention and response that may be used in developing proactive activities.

Departments/units can develop their own department/unit-level response plans using the HU [Building Emergency Response Plan Template](#) as a reference tool.

Campus-wide preparedness programs and activities include but are not limited to:

- Presentations conducted by the Office of Emergency Management (OEM) on emergency preparedness.
- Preparedness and educational information are available at: <https://harvest.education/on-campus/office-of-emergency-management/>
- Presentation and awareness for new employee training
- FEMA Emergency Management Institute - Self-study programs and certifications <https://training.fema.gov/emi.aspx>
- Coordination with campus departments and external agencies about emergency preparedness and planning
- OEM maintains a current list of campus personnel and oversees response actions.
- Training conducted by OEM for students, faculty, and staff, including emergency responders, campus administrators, and other groups who may be assisting during incidents.
- Periodic exercises to test the EMP.

C. Response

Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities may include:

- Warning notifications and alert information
- Emergency medical services
- Law enforcement
- Campus evacuations
- Shelter in place
- Search and rescue
- Other associated emergency response functions.

D. Recovery

If an incident occurs, the campus will conduct its recovery programs, both short-term and long-term.

- Short-term recovery seeks to restore vital services to the University and provides for basic campus needs.
- Long-term recovery focuses on the restoration of the University to its normal state

The recovery process includes assistance to campus departments. Recovery programs may include temporary housing, restoration of University services, debris removal, student health services, and reconstruction of damaged roads and facilities.

Emergency Planning Structure

The HU Emergency Planning Structure is comprised of the following committees:

Executive Operations Team (EOT):

The Executive Operations Team (EOT) has the following roles regarding emergency planning: policy approval, procedure analysis, compliance-related matters, making recommendations to the University President regarding campus closure/cancellation of classes, as well as making recommendations to the University President regarding campus response/recovery efforts in the event of a campus-wide emergency. The Executive Operations Team (EOT) is responsible for the final approval of any major planning developments or changes created by the Emergency Planning Committee. The EOT is comprised of Academic Dean/Director of Facilities.

Emergency Planning Committee:

The Emergency Planning Committee aims to improve campus-wide emergency planning through campus-wide collaboration, coordination, and the development of specific emergency procedures and processes. The Emergency Planning Committee identifies areas

within the university's emergency operations that need improvement and lack coordination. In addition, the committee collaborates and participates in campus-wide emergency response and recovery planning to facilitate effective emergency operations. The committee includes representatives from various departments and divisions responsible for providing support and direction within their area of expertise and having a crucial role in emergency planning.

When required, subgroups will be developed to address specific aspects, processes, and procedures to improve campus-wide emergency operations.

Section B - Concept of Operations

This *EMP* does not replace policies for public safety, hazardous material regulations, or other emergency measures already established at the University. Instead, it supports the existing policies with an “*All-Hazards*” approach and emergency management operations structure, utilizing the National Incident Management System (NIMS) and the Incident Command System (ICS) to provide support for timely managerial focus on response operations and support a transition for recovery operations.

Declaration of a Campus Emergency

A declaration of campus emergency is an official designation intended to communicate to the University, as well as to state and local officials, that the University's normal functions and operations are interrupted and our resources cannot meet the demands resulting from the event. Only the President or his/her designee is authorized to issue a declaration of a campus emergency, which must be in written form and communicated publicly.

The Director of Facilities or designee shall immediately consult with the Senior Vice President/Academic Dean regarding the incident to assess the need for a recommendation to declare a *campus emergency* in collaboration with the Emergency Planning Committee and other emergency responders, if necessary.

This *EMP* will be promulgated under the authority of the President of the University. Decisions concerning changes to campus status (discontinuation of university functions, cancellation of classes, or cessation of operations) rest with the institution President. In the President's absence, the Academic Dean will act in his/her place concerning changes to campus status per recommendation from the Emergency Planning Committee Team. During a Declaration of a Campus Emergency, the institution's President and the Senior Vice President or designee shall immediately operate its procedures to meet the incident to the extent possible and safeguard its students, faculty, staff, and property.

Delegations of Authority

Harvest University will utilize existing Delegations of Authority authorized by the Harvest University President if needed in the event of an emergency. In addition, the President's Organizational structure currently in place will be utilized, as those individuals are trained and prepared to assume leadership roles in the president's absence.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a systematic approach to guiding all levels of government, nongovernmental organizations, and the private sector in working together to prevent, protect against, mitigate, respond to, and recover from incidents.

The National Incident Management System (NIMS) facilitates the ability of the campus to communicate and coordinate emergency management operations and actions with consistency. The fundamental principles of the National Incident Management System (NIMS) are:

- Common terminology – applied to position titles and facility designations
- Unified command structure – linked to form a single managerial structure with span-of-control
- Comprehensive resource management – to coordinate resources
- Integrated communications – ensure information systems operate smoothly among response agencies
- Generic positions - are created and individuals are trained for emergency preparedness and response roles

Emergency Management Plan Response Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the highest operational demand on this list will prevail.

- Save Lives
 - Save lives.
 - Treat the injured.
 - Warn the campus community to avoid further casualties.
 - Evacuate people from the vicinity of the emergency or shelter-in-place from the hazards.
- Incident Stabilization
 - Assess and address the issue.
 - Eliminating the threat or hazard through law enforcement response, firefighting, etc.
 - Prevent future life safety issues.

- Protect Property and Environment
 - Save property from damage or destruction.
 - Take action to prevent further loss.
 - Provide security for property.
 - Restore essential utilities.
 - Restore campus infrastructure (such as roads, telecommunications, etc.).
 - Help restore the learning environment of the campus community.
 - Provide for continuity of university operations.

The University's public safety answering point is usually the first responders to be notified of an emergency. HU Office of Emergency Management serves as the coordinating group for each of the participating departments or units in the event of any incident

Incident Command System

An Incident Command System is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be adequate. It is used for all kinds of emergencies and is applicable to small, large, and complex incidents.

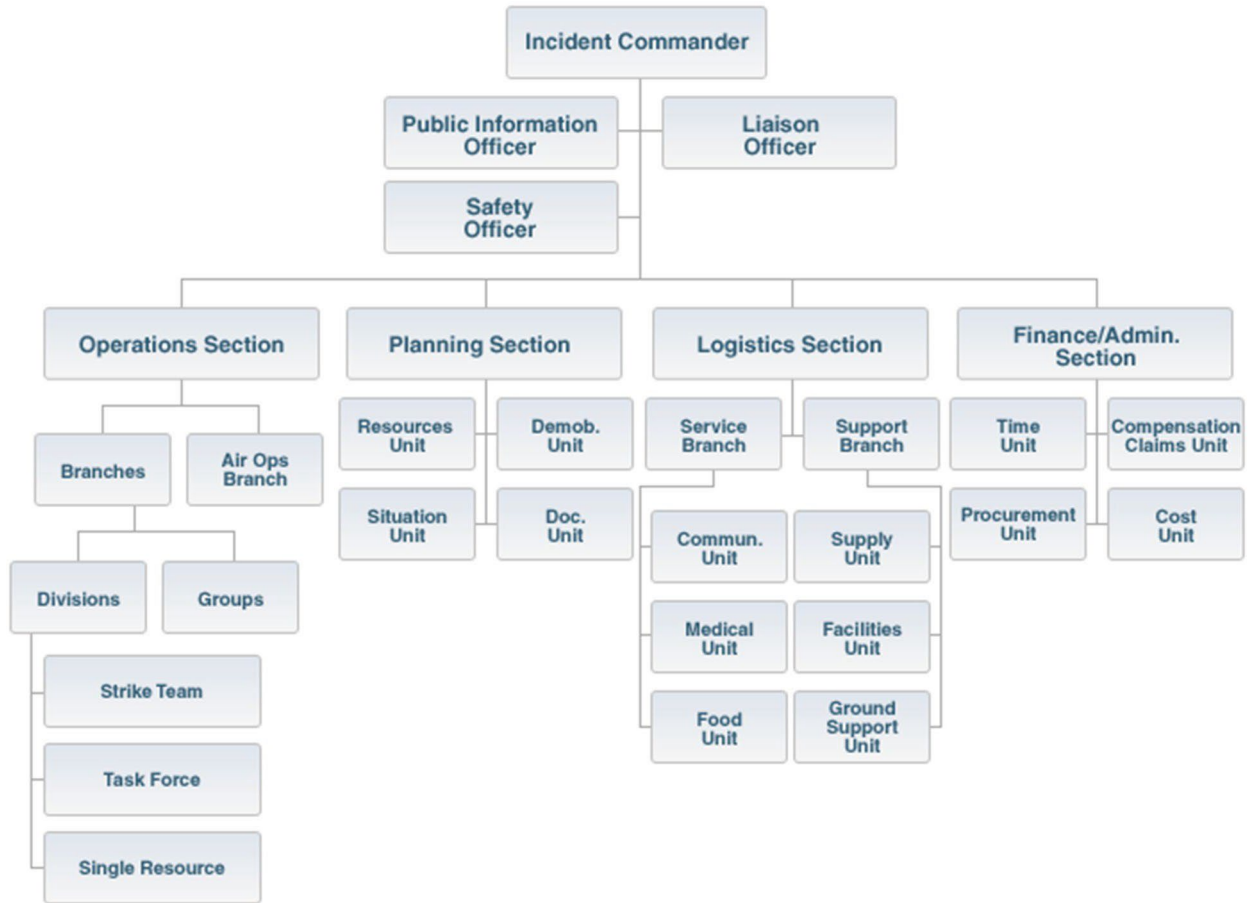
The Incident Command System (ICS) will manage emergency scenes and incidents within the University. An Incident Command System (ICS) is a management structure adopted throughout the U.S. and international communities.

ICS benefits include:

- Meeting the needs of incidents of any kind or size
- Allowing personnel from a variety of agencies to rapidly link together into a standard management structure
- Being a cost-effective system that avoids duplication of efforts
- Allowing the transfer of command from one incident commander to another to meet the severity of the incident
- Use of standardized ICS forms and the development of Incident Action Plans (IAPs) when the situation warrants

The On-Scene Incident Commander (IC) at the scene of any incident may request from the police dispatch to notify the Chief of Police or designee and others on the Emergency Planning Committee and form the Command Staff to determine whether the HU Emergency Operations Center (HUEOC) will be partially or fully activated in support of on-scene incident management. The HU Office of Emergency Management and the University Incident Commander (UIC) will identify the location of the HUEOC as needed. During an activation, the Incident Command Post will coordinate and communicate with the HUEOC regarding information and resources as required or deemed necessary. Additional information can be found in the

HUEOC Operating Manual. The campus police dispatch will notify the appropriate designated members according to the respective succession and through the established chain of command. The basic Incident Command Structure is shown below:



Section C - Organization and Assignment of Responsibilities

Assignment of Responsibilities

The roles section contains specific information and direction provided by the individual department on responsibilities during an emergency for Harvest University. The roles are reviewed annually and approved by the Emergency Planning Committee. The items listed may be done at any time to maintain the safety of the campus.

1. The University President will:
 - a. Authorize the cancellation of classes or a campus closure, if necessary.
 - b. Authorize the activation of the HU Executive Operations Team.
 - c. Provide overall direction for Harvest University.

2. Executive Operation Team (EOT) will:
 - a. Make recommendation to the University President regarding campus closure/cancellation of classes.
 - b. Provide guidance and/or advisement to the University President in order to assist in the decision-making process regarding the safety of the university.
 - c. Make recommendations to the University President regarding campus response/recovery efforts in a campus-wide emergency.
 - d. Provide the strategic implementation of the University's response and recovery efforts
 - e. Coordinate with the HU Emergency Operations Center (HUEOC) when activated.

3. Police Department will:
 - a. Serve as the initial Incident Commander during most emergency incidents.
 - b. When necessary, the Incident Commander will relocate to the EOC for an incident and/or emergency.
 - c. Distribute the initial messages from the HU ALERT System in the event of a significant campus emergency.
 - d. Make initial notifications to response partners, as necessary.
 - e. Request activation of the HUEOC, if necessary.
 - f. Request the assistance of outside response agencies, if necessary.
 - g. Ensure the safety of campus community members during an emergency.
 - h. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency.

4. Office of Emergency Management (OEM) will:
 - a. Activate the HUEOC if and when needed.
 - b. Monitor the status of the current emergency event and provide regular updates to the Executive Operations Team (EOT).
 - c. Support the Incident Commander for the emergency response by assisting with resource requests and/or coordinating with the appropriate response partners.
 - d. Liaison with Morgan County OEM, National Weather Service, and other external agencies, as necessary.

5. Fire Marshal's Office will:
 - a. Serve as the Incident Commander during fire-related emergency incidents.
 - b. Liaison with Fort Morgan Fire Department and the State Fire Marshal's Office.
 - c. Ensure the life safety of campus community members during an emergency.
 - d. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency.

6. The Dean of Students Office and Facility Coordinator will:
 - a. Provide updates to the campus community during an emergency event through available channels.

- b. Serve as the Public Information Officer (PIO) for Harvest University and, when necessary, provide a Department Liaison to assist the EOC during an incident and/or emergency.
 - c. Respond to media inquiries.
 - d. Draft emergency updates and any campus closure notices (as needed) and distribute them through the HU Alert System.
 - e. Organize and coordinate the HU Joint Information Center (JIC) when necessary.
7. Facilities/Construction Management will:
- a. Ensure that the university's recovery contract is in place at all times.
 - b. Coordinate and collaborate with the HUEOC when activated.
 - c. Work to maintain campus critical infrastructure.
 - d. Lead the damage assessment and recovery process of campus buildings.
 - e. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency.
8. Information Technology will:
- a. Coordinate and collaborate with the HUEOC when activated.
 - b. Maintain technology services supporting campus critical infrastructure, including those required for emergency communications.
 - c. Facilitate technology services required for remote access to university resources as necessary for faculty, staff and students.
 - d. Work with Facilities/Construction Management on the damage assessment and recovery process for campus buildings related to infrastructure technology components.
 - e. Identify and respond to cybersecurity incidents for the University, including liaising with external cybersecurity authorities regarding potential threats.
 - f. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency.
9. HU Dean of Students Office will:
- a. Coordinate with the OEM during a potential pandemic event and health-related response incidents.
 - b. Coordinate with Human Resources Wellness as needed.
 - c. Activate Student Health Center, CAPs, and other Health and Well-Being departments as required.
 - d. Provide guidance, coordination, and expertise as appropriate.
10. HU Dean of Students Office - Student Housing and Residential Life (SHRL) will:
- a. Train SHRL staff on emergency procedures annually.
 - b. If the campus is closed, ensure the support of individuals remaining on campus, including international students.
 - c. Assist with parent concerns.
 - d. Distribute, via listserv (building specific or all residents), specific communication to residents of the HU outside the communication distributed through HU ALERT.
 - e. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency.

11. Facilities Management team will:

- a. Ensure all electronic Camps Safety Systems, procedures and protocols are maintained during an emergency.
- b. Conduct training on all campus safety systems for all partners as related to emergency incidents (as needed).

12. Academic Affairs will:

- a. In conjunction with the Executive Operations Team, recommend to the President during an emergency that classes be canceled.
- b. Guide faculty regarding class cancellation procedures due to an emergency.
- c. Share emergency preparedness resources with faculty
- d. Coordinated the university's teaching efforts in the event of a prolonged-term disruption as a result of a significant incident.
- e. In concert with Facilities Management, address classroom accommodations, including any necessary class relocations, for the University during the recovery phase.
- f. When deemed necessary, provide a Department Liaison to assist the EOC for an incident and/or emergency.

13. EOC Department Liaisons will:

- a. Serve as a liaison between department and the EOC.
- b. Provide information and situational updates from department to the EOC
- c. Coordinate any resource needs and information sharing through the EOC
- d. Complete EOC Situation Reports and other critical communications with representative department
- e. When requested, assist the EOC with any resource requests

Sections D - Direction, Control and Coordination

Incident Command Post

The Incident Command Post (ICP) is where the primary tactical-level, on-scene incident command functions are performed and where the Incident Commander oversees all incident operations. This location may be outdoors, in a vehicle, trailer, or within a building, but it should always be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command.

Emergency Operations Center

The HU Emergency Operations Center (EOC) is the physical location where information and resources are coordinated to support incident management (on-scene operations), while the ICP focuses on command and operations.

The University will use a graduated emergency response posture that conforms to the four-tier system of readiness levels of local jurisdictions and the State of Colorado. These levels are used to communicate the University's state of readiness to internal and external response partners. As the potential severity of the incident or the demand for university resources grows, emergency response and coordination activities will increase to meet the needs. In addition, this approach is used to assess the activation of the campus HUEOC. If the HUEOC is activated, EOC Department Liaisons may be requested to respond virtually or in person at the EOC.

The HU Emergency Operations Center readiness levels are as follows:

Level 4: Normal Readiness

LEVEL 4 - NORMAL READINESS

A Level 4 incident describes localized campus incidents that may quickly be resolved with internal resources and/or limited assistance from external responders. The incident may only affect a single, localized area of the campus, and most normal University operations are not disrupted.

Level 3: Increased Readiness

LEVEL 3 - INCREASED READINESS

A Level 3 incident refers to a situation that presents a more significant potential threat than “Level 4” but poses no immediate threat to life and/or property. A Level 3 may be implemented for planning large events, gatherings, high-level dignitary presence, or an incident or situation in which threatening conditions “may” or “may never” cause adverse effects.

Level 2: High Readiness

LEVEL 2 – HIGH READINESS

A Level 2 incident refers to a situation with a significant potential and possibility of causing adverse effects to life and/or property. A Level 2 may be implemented during monitoring of large events, or a situation or event in which threatening conditions have developed, but which have not yet caused adverse effects.

Level 1: Maximum Readiness

LEVEL 1 – MAXIMUM READINESS

An emergency or disaster that is imminent or has already impacted a large portion or all of the campus community requires a broad array of university departments and outside agencies to respond.

The campus emergency levels define the magnitude of a campus incident, which allows for an assessment of the impact on the campus facility, its services, and its impact to students, faculty and staff.

Staging Area

One or more staging areas for arriving off-campus responders, as well as equipment and other resources, shall be established by the University Incident Commander. Pre-designated staging areas that could be considered will be announced as necessary and may include areas outside of the campus jurisdiction if required. The staging area should have different access routes for incoming and outgoing resources and located out of any possible line of direct hazard effects to minimize resource risk. Trained and volunteer personnel will report to the staging areas as requested or may be assigned through the HUEOC. Multiple Staging Areas may be assigned for specific needs such as medical, fire, police, etc.

Joint Information Center

If a university incident is expected to last for a prolonged period, a staging site for a media center and a Joint Information Center (JIC) will be established at an announced location(s). The University Communications PIO will coordinate the JIC activities. Parking adjacent to these facilities will be reserved for media and staff vehicles. The JIC will include space for the media, reports, a podium, a multimedia box, a backdrop, and appropriate signage.

Section E - Emergency Notification

HU ALERT Emergency Notification System

HU ALERT Emergency Notification System is Harvest University's official emergency notification system. HU ALERT Emergency Notification System is used to notify students, faculty, and staff promptly if a condition threatens the health or safety of those on campus.

HU ALERT utilizes multiple notification methods to contact students, faculty, and staff during emergencies. The HU ALERT Emergency Notification System utilizes the following channels to send emergency messages:

- The HU ALERT website: <https://harvest.education/on-campus/office-of-emergency-management/>
- E-mail
- Text Message
- HU homepage: <https://www.harvest.education>
- Digital Signage
- Outdoor Warning Sirens (if shelter-in-place action is required)

University Media Relations (HU PIOs):

The following secondary communications functions are assigned to HU PIOs from University Media Relations. These emergency functions and tasks include:

- Identify the external communication systems needed within the local area
- Develop plans and procedures for coordination of the various communications systems available external and internal.
- Respond to media inquiries.
- Determine and implement means of augmenting communications during emergencies.
- Provide updates to the campus community as directed.
- Update the main HU webpage (<https://www.harvest.education>) by distributing updates through the HU ALERT System when needed.

University Information Technology:

The following secondary communications functions are assigned to the University Information Technology. These emergency functions and tasks include:

- Maintain the HU ALERT emergency notification system to ensure that alerts are distributed when the alert system is activated.

Section F - Training and Exercise

The Office of Emergency Management maintains a comprehensive training and exercise program to enhance the University's emergency management capabilities. Based on their role in emergency preparedness and/or incident management, specific individuals require NIMS and ICS training.

In addition, Harvest University will maintain a state of readiness and test response components with annual exercises and drills. Exercises will provide opportunities to ensure adequate preparations are in place for students, faculty, and staff to respond effectively to emergencies on campus and that associated personnel are ready to perform their assigned duties.

The Office of Emergency Management will coordinate training at least annually. Collaborating with other departments, it will maintain a comprehensive training program to evaluate and test ICS capabilities and university support operations. The Office of Emergency Management will conduct tabletop exercises, simulated exercises, drills, and system testing exercises. (See Section J for the drills and response protocols)

The Office of Emergency Management will generate an After-Action Report (AAR) for large-scale exercises. Action Reports will be developed and formatted following the Department of Homeland Security Exercise Evaluation Program (HSEEP) guidelines. The Office of Emergency Management will maintain all After-Action Reports.

Section G – Administration, Finance and Logistics

Incident Documentation

Activity Logs, ICS forms, and Incident Action Plans will be maintained when the HUEOC has been activated. The HUEOC shall maintain accurate logs and records for key emergency response activities that may include:

- Tasks assigned according to the needs of the incident.
- University resource allocation
- Response requests to other local governments and to state and federal agencies
- HU internal cost of resources utilized or expended during the emergency incident activation period.
- Major commitments of resources or requests for additional resources from external sources
- Mass evacuation resource cost, campus casualties, and/or containment or termination of the incident
- To support incident objectives during an incident with multiple operational periods, ICS forms and IAPs will be utilized for purposes of operational continuity tracking and accountability of resources.

Minor Incident Costs

Departments shall maintain accurate records summarizing the use of personnel, equipment, and supplies during the emergency response incident on a day-to-day incident(s) to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

Emergency or Disaster Costs

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:

- Personnel costs, especially overtime costs
- Equipment operation costs
- Costs for leased or rented equipment
- Costs for contract services to support emergency operations
- Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

Section H - Plan Development and Maintenance

Annual Plan Review

The Emergency Planning Committee will review the EMP annually and make any necessary revisions. In addition, the Director of Emergency Management or designee will assess the effectiveness of the EMP after each training exercise or actual emergency. The review and maintenance of the EMP will be carried out as follows:

- Changes to this EMP will be made as required on the current year Record of Change table.
- Interim revisions shall be made when one or more of the following occurs:
 - A change in site or facility configuration that materially alters the information contained in the EMP.
 - Any material changes in campus response resources.
 - Internal assessments, third-party reviews, or experience in drills, exercises, or actual responses to identify significant changes that should be made to the *EMP*.
 - New laws, regulations, or internal policies that are implemented which may affect the contents or the significance of the EMP.

Changes and updates are the responsibility of the HU Office of Emergency Management and will be distributed accordingly.

- However, certain elements of the EMP, such as HUEOC rosters and the emergency contact list, will require more frequent updating.
- A copy of the Emergency Management Plan will be distributed to the Executive Operations Team.
- A copy of the Emergency Management Plan will be distributed to the Emergency Planning Committee.
- A redacted version of the plan will be posted on the Office of Emergency Management website (<https://harvest.education/on-campus/office-of-emergency-management/>) for public view.

Section I - Authorities and References

This *EMP* shall be aligned with Federal, State, and local emergency management planning and shall be consistent with established practices relating to coordination of emergency management and response.

Local Authority

Fort Morgan Police Department Policy Manual, Policy 202, Emergency Management Policy
Morgan County Pre-Disaster Mitigation 2013 Plan
Inter-local Agreements & Contracts
Inter-agency participation and training
Joint Resolution between Harvest University System components
Delegation of Authority (President and Board of Regents)
Organizational Charts

State Authority

2019-2021 Colorado DHSEM Strategic Plan [DHSEM StrategicPlan 2019-2021 bookmarked.pdf - Google Drive](#)
Colorado State Emergency Operations Plan [State EOP | Division of Homeland Security and Emergency Management \(colorado.gov\)](#)
Continuity of Operations Plan [Continuity of Operations Plan | Division of Homeland Security and Emergency Management \(colorado.gov\)](#)

Federal Authority

Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC § 5121
Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC § 1092

Emergency Management and Assistance, 44 CFR
Higher Education Opportunity Act 2008 (Public Law 110-315) (HEOA) Campus Safety
Sections Emergency Response and Evacuation procedures
Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
Homeland Security Act, 2002
Homeland Security Presidential Directive, *HSPD-5*, Management of Domestic Incidents
Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
National Incident Management System
National Response Framework

Section J – Drills and Exercises in Emergencies

Fire Drill Response

A structured response to fire alarms, including evacuation procedures, assembly points, and communication protocols, must be provided to ensure the safety of all occupants.

Scope:

This fire alarm drill response applies to all facility employees, visitors, and occupants.

Roles and Responsibilities

1. Fire Safety Officer (FSO):

- Oversees the entire evacuation process.
- Ensures that all occupants are evacuated safely.
- Communicates with emergency services.

2. Floor Manager:

- Assist in evacuating their designated floor or area.
- Check rooms and ensure no one is left behind.
- Report to the FSO once their area is clear.

3. Employees and Occupants:

- Follow the instructions of the Floor Wardens and FSO.
- Evacuate the building immediately upon hearing the fire alarm.
- Proceed to the designated assembly point.

Evacuation Procedures

1. Upon Hearing the Fire Alarm:

- Stop all activities immediately.

- Do not use elevators. Use the nearest safe stairway or exit.
- If safe, close doors behind you to prevent the spread of fire.

2. Evacuate the Building:

- Follow the posted evacuation routes.
- Assist those with disabilities or special needs.
- Do not stop to collect personal belongings.

3. At the Assembly Point:

- Gather at the designated assembly point located [Flagpole in front of building].
- Report to your Floor Warden or supervisor.
- Remain at the assembly point until further instructions are given.

4. Communication:

- Floor Wardens will report the status of their area to the FSO.
- The FSO will communicate with emergency services and provide updates to occupants.

Post-Drill Procedures

1. Debriefing:

- Conduct a debriefing session with all participants to discuss the drill.
- Identify any issues or areas for improvement.

2. Record Keeping:

- Document the date, time, and duration of the drill.
- Note any problems encountered and actions taken.

3. Review and Update:

- Review the fire alarm drill response plan periodically.
- Update the plan as needed based on feedback from drills.

Drill Schedule:

- Fire drills will be conducted quarterly to ensure preparedness.

Tornado Drill Response

Objective:

To ensure the safety of all occupants by providing a structured response to tornado warnings, including shelter-in-place procedures, designated safe areas, and communication protocols.

Scope:

This tornado drill response applies to all employees, visitors, and occupants of the facility.

Roles and Responsibilities

1. Tornado Safety Officer (TSO):

- Oversees the entire shelter-in-place process.
- Ensures that all occupants are moved to designated safe areas.
- Communicates with emergency services and provides updates.

2. Floor Wardens:

- Assist in moving occupants to designated safe areas on their floor or area.
- Check rooms and ensure no one is left behind.
- Report to the TSO once their area is clear.

3. Employees and Occupants:

- Follow the instructions of the Floor Wardens and TSO.
- Move to the designated safe areas immediately upon receiving a tornado warning.
- Remain in the safe area until an all-clear is given.

Shelter-in-Place Procedures

1. Upon Receiving a Tornado Warning:

- Stop all activities immediately.
- Move quickly but calmly to the nearest designated safe area.
- Do not use elevators. Use stairways where necessary.

2.. Designated Safe Areas:

- Safe areas are typically located on the lowest level of the building, away from windows, doors, and exterior walls. Examples include:

- Basements
- Interior hallways

- Bathrooms
- Closets
- Rooms constructed with reinforced concrete or steel

3. While in the Safe Area:

- Sit on the floor and cover your head with your arms.
- Stay away from windows and glass.
- Remain in the safe area until the TSO gives the all-clear signal.

4. Communication:

- Floor Wardens will report the status of their area to the TSO.
- The TSO will communicate with emergency services and provide updates to occupants.

Post-Drill Procedures

1. Debriefing:

- Conduct a debriefing session with all participants to discuss the drill.
- Identify any issues or areas for improvement.

2. Record Keeping:

- Document the date, time, and duration of the drill.
- Note any problems encountered and actions taken.

3. Review and Update:

- Review the tornado drill response plan periodically.
- Update the plan as needed based on feedback from drills.

Designated Safe Areas:

- Gym, stairwells, cafeteria, basement

Drill Schedule:

- Tornado drills will be conducted semi-annually to ensure preparedness.

Active Shooter Drill Response

Objective:

To ensure the safety of all occupants, a structured response to an active shooter scenario, including evacuation, lockdown procedures, and communication protocols, must be provided.

Scope:

This active shooter drill response applies to all facility employees, visitors, and occupants.

Roles and Responsibilities

1. Security Coordinator (SC):

- Oversees the entire response process.
- Communicates with law enforcement and emergency services.
- Provides updates to all occupants.

2. Floor Wardens:

- Assist in guiding occupants to safe locations.
- Check rooms and ensure no one is left behind.
- Report to the SC once their area is secure.

3. Employees and Occupants:

- Follow the instructions of the Floor Wardens and SC.
- Evacuate or lockdown immediately upon receiving an active shooter alert.
- Stay in secure locations until law enforcement provides the all-clear.

4. Security Personnel:

- Ensure all exits and safe areas are accessible.
- Assist in maintaining order and providing first aid if necessary.

Response Procedures

1. Upon Receiving an Active Shooter Alert:

- **Run:**
 - If there is a safe escape path, attempt to evacuate the premises.
 - Leave your belongings behind.
 - Help others escape if possible.

- Prevent individuals from entering an area where the active shooter may be.
- Call 911 when safe and provide information about the shooter.

- Hide:

- If evacuation is not possible, find a place to hide.
- Hide in an area out of the shooter's view.
- Lock the door or blockade the entrance with heavy furniture.
- Silence your cell phone and remain quiet.
- Hide behind large items (e.g., cabinets, desks).

- Fight:

- As a last resort, and only when your life is in imminent danger, attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the shooter.
- Commit to your actions.

2. While in Hiding:

- Remain quiet and do not open the door until law enforcement gives the all-clear.
- Keep hands visible and follow all instructions from law enforcement.

3. Communication:

- Floor Wardens will report the status of their area to the SC.
- The SC will communicate with law enforcement and provide updates to occupants.

Post-Drill Procedures

1. Debriefing:

- Conduct a debriefing session with all participants to discuss the drill.
- Identify any issues or areas for improvement.

2. Record Keeping:

- Document the date, time, and duration of the drill.
- Note any problems encountered and actions taken.

3. Review and Update:

- Review the active shooter drill response plan periodically.
- Update the plan as needed based on feedback from drills.

Drill Schedule:

- Active shooter drills will be conducted annually to ensure preparedness.