

EOP Part 4 – Command, Control and Coordination

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Declaring a College State of Emergency

The College President has the authority to declare a College State of Emergency. This declaration activates the TVAT with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the College President is unavailable, the Provost may declare a College State of Emergency and activate the TVAT.

Once the College President has been notified of a major emergency incident, they should assess the situation to determine if a College State of Emergency needs to be declared. The following questions should be asked to assist in assessing the situation.

1. Are lives threatened?
2. Is there significant property damage?
3. Has a campus state of emergency been declared?
4. Are standard college operations departments able to manage the incident?
5. Are specialized emergency services needed? (i.e. Bomb Squad, SWAT, HazMat)
6. Are significant outside mutual aid services needed from the City, County or State?
7. Are college operations and/or events severely impacted?

If a College State of Emergency is declared, the TVAT is activated and the Aims Incident Commander is responsible for the proper and expeditious handling of major college emergencies according to the guidelines set forth in this EOP.

The Aims Incident Commander will provide the overall leadership for a college-wide response and set college-wide priorities. All personnel assigned to a TVAT will come under the authority of the Aims Incident Commander. College personnel not assigned a specific crisis management responsibility are required to take action as directed by the College TVAT.

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Emergency Operations Center

During a declared College emergency, the Aims Incident Commander will identify a specific need for the TVAT to meet and begin directing response actions and assigning emergency responsibilities. Activation of the EOC requires notification of the President's office and the Senior Administrator of Learning and Organizational Development. The Emergency Operations Center is located in the Fireside lounge in Ed Beaty hall. Also available during campus related emergencies are conference rooms, large meeting rooms, and a video conference room all contained within the EOC.

Campus Emergency Response Kits for Law Enforcement, Medical or Fire Departments

The Aims Department of Campus Safety & Security is responsible to collaborate with the local emergency response agencies that serve and protect the College. Even though collaboration and communication are priorities to Aims and its partners and every effort is taken to familiarize local emergency response personnel with each campus, This EOP was

developed under the assumption that some responders will be dispatched to a college emergency with limited knowledge about the campus layout.

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Campus Security is required to maintain an emergency response kit to be distributed to the local emergency response agencies during a declared emergency. At a minimum the kits should include the following items:

- One set of keys to campus buildings.
- One Card Key Door Access Card.
- One Campus Security radio.
- Aims Computer logon and password [emergency use].
- One flash drive with PDF version of campus floor plans.
- One paper copy of campus floor plans.
- One copy of instructions on how to access internal Aims communication systems.