

EOP Part 6 – Functional Annexes

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EOP Part 6, Annex 1 – Rapid Assessment of an Incident Initial Incident Identification

GOAL:

Quickly identify the two most critical steps in the emergency response process: incident identification and threat assessment.

OBJECTIVE:

This EOP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff or visitors. This notification is the first step in the activation of this EOP and emergency response. When in doubt or if a non-life threatening emergency has potential to become more dangerous, always resolve in favor of notification.

- If students, faculty, staff, or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 9-1-1 and Campus Security.
- A non-life threatening emergency should be immediately reported to Campus Security.

COURSES OF ACTION:

The local 9-1-1 Public Safety Access Point will dispatch the appropriate resources to the incident scene. The first responding School Resource Officer is responsible for safely assessing the scene for threats, report known threats to other responding officers and confirm the emergency severity and type to the dispatcher.

1. Hazard Type

- What is the hazard? (room fire, tornado)
- What is the impact to Aims? (minor, major, disaster)
- What is the potential for the situation to worsen?
- Is the situation under control?

2. Life Safety / Property Protection

- What is the potential for death?
- What is the potential for serious injury? What is the potential for minor injury?
- What is the potential for damage?
- What is the potential for disruption to normal course of business?

3. Once the appropriate college personnel are notified of an incident, the threat assessment process begins. College personnel must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements of information should be used to assist in the threat assessment process:

- Type of incident / Location of incident / Time of incident.
- Information received from local law enforcement, fire rescue agencies, and from Aims Campus Security personnel on scene.