



The University of New Mexico - Taos 2023

Emergency Management Plan

UNM-Taos Emergency Management Plan, "EMP"

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The University of New Mexico-Taos (UNM-Taos) has completed an update to the campus Emergency Management Plan (EMP) for the Klauer, Workforce Center, Civic Plaza, HIVE locations. The all-hazards plan includes key concepts for managing and coordinating all phases of potential disaster or no-notice event operations and will assist in minimizing impacts to people, property, and the environment.

The objectives of the UNM-Taos EMP are to:

- Increase awareness of various risks and hazards that could impact the campus, including but not limited to Naturally Occurring, Facility and Technological, Human-Caused, and Hazardous Materials.
- Understand the gaps and opportunities in the POETE structure of disaster preparedness: Planning, Organizing, Equipping, Training, and Exercising.
- Enhance our institutional capacity to respond to and recover from disasters or major crisis events.
- Establish a baseline from which to develop and implement training for emergency preparedness and response.
- Address the results and feedback provided in the [Campus Safety Survey](#).

The Administrative Team is responsible for approving and maintaining all updates to this Plan and is authorized to coordinate its implementation, associated planning, and other generalized preparedness activities for UNM-Taos. This promulgation shall be effective upon signing and will remain in force until amended or rescinded by further promulgation.

As most disasters occur with little to no warning and routine day-to-day resources may not be sufficient for an effective response, trained UNM-Taos faculty and staff and other professionals are tasked with implementing this plan. However, to truly meet our vision of being a disaster resilient campus of the University of New Mexico, we encourage all faculty, staff, students, and members of the community to support these efforts by:

Regularly reviewing this plan and taking responsibility for understanding its contents, including acceptance and commitment to any role that is specified in this plan.

- Attending personal preparedness training and education workshops and events
- Actively participating in regular emergency exercises, drills, and other readiness activities

PURPOSE & SCOPE

The Emergency Management Plan (EMP) is intended to establish a framework for response and recovery from any no-notice incident on campus. The EMP provides guidance for the University of New Mexico – Taos (UNM-Taos) Administrative Team including the campus Chancellor, Deans, and Directors, and it describes the roles and responsibilities for the institution, including facilities, department areas, faculty, staff, and students during an incident.

The EMP utilizes an “All-Hazards Approach” which provides broad guidelines for emergency management with specific emergency management functions. The basic emergency management procedures given here are designed to assist in the protection of lives, property, and the environment through an effective use of campus and community resources. Since an incident may happen suddenly and without warning, the procedures in the EMP are designed to be flexible to accommodate contingencies of various types and magnitudes. UNM-Taos relies on a thorough integration of its emergency plans and safety policies throughout campus, as well as an understanding that stakeholders at all levels of the organization are responsible for managing the incident and getting additional resources and assistance from the Administrative Team as well as external stakeholders. The UNM-Taos EMP was developed to assemble, mobilize, and coordinate responders and personnel with the goal of effectively managing or facilitating management of any incident.

This EMP incorporates features of the National Incident Management System (NIMS) and the Incident Command System (ICS), which facilitates campus departments integration with interagency responders.

More information on NIMS and ICS are available online:

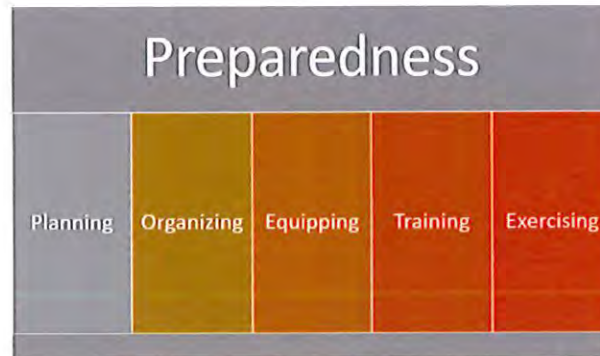
- NIMS Resources: <https://www.fema.gov/emergency-managers/nims>
- ICS Resources: <https://training.fema.gov/emiweb/is/icsresource/>

During no-notice events, UNM-Taos will collaborate with Federal, State, and local agencies, including the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM), The New Mexico Department of Health (NMDOH), The Taos County Office of Emergency Management, the Town of Taos Office of Emergency Management, local first responders, and community organizations active in disasters.

The EMP includes UNM-Taos resources as well as those of community stakeholders. UNM-Taos prioritizes meaningful and capacity-driven coordination with internal and external stakeholders. This plan applies to the UNM-Taos Campus at the Civic Plaza, Workforce, HIVE, and Klauer locations.

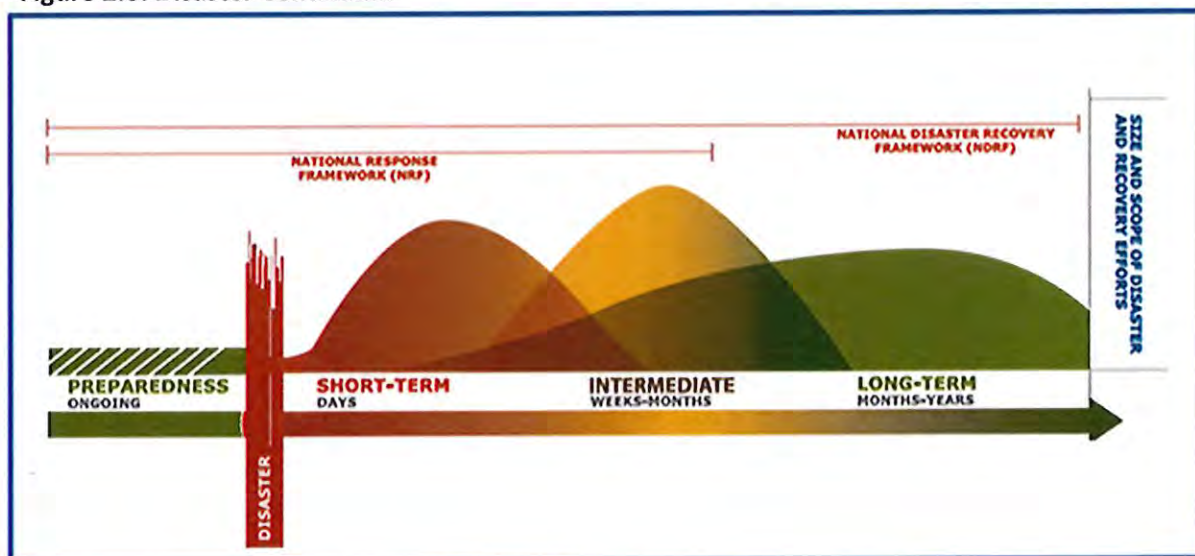
Figure 1.0:

POETE



The UNM-Taos EMP reflects UNM-Taos' commitment to disaster preparedness throughout the P.O.E.T.E cycle (Figure 1.0) – Planning, Organizing, Equipping, Training, and Exercising. Understanding that planning is one part of a comprehensive approach to whole campus and whole community preparedness, UNM-Taos engages all people within the UNM-Taos Campus community in regular preparedness activities, such as trainings and exercises, after action review and improvement planning post-incident, and regular updates to emergency preparedness plans and policies as needed.

Figure 2.0: Disaster Continuum



Disasters occur on a continuum with overlapping gradients of activity. For example, response activities may occur at the same time as short-term recovery. Response-phase activities affecting UNM-Taos may also include just-in-time preparedness trainings for staff and faculty with the goal of helping staff become better acquainted with best practices for response including NIMS and ICS core concepts. UNM-Taos' preparedness program focus lies

mainly within the preparedness and response phases. Any disaster that extends beyond one operational period would likely require involvement of UNM Albuquerque as well as significant assistance from external stakeholders such as Taos County, the Town of Taos, or first responders. The UNM-Taos Incident Management Team (IMT) will establish a Unified Command structure with external partners for the purpose of managing responses to and recovery from complex no-notice incidents.

EMP DISTRIBUTION LIST

Note: Only a limited number of hard copies of the complete plan are printed and distributed. Parties below also have access to the full electronic version in a UNM-Taos on the UNM Intranet (S: Drive).

Internal stakeholders include: the UNM-Taos Chancellor and select members of the Administrative Team (Student Success, Academic Affairs, BCAM, Student Support Services, Strategic Support Services, Human Resources, Business Operations, Facilities, and Information Technology).

External stakeholders include: Taos County Office of Emergency Management, Town of Taos Office of Emergency Management, and UNM Albuquerque Emergency Management.

RECORD OF REVISIONS

Date	Pages	Web Files	Email Distribution	Hardcopy Distribution
06-10-2026	Multiple	None	Admin Team	None

NOTE: This plan undergoes continuous change based on the results of actual events, postexercise drills, and activities and input from stakeholders tasked in this plan. UNM-Taos does not go through a formal annual plan review process, but rather makes incremental changes, modifications, and adjustments to this plan as conditions change. By posting these changes on the UNM-Taos website (*Taos.unm.edu*) the most up-to-date version of this plan is available to stakeholders. UNM-Taos engages in a formal, documented full plan review and revision process every two years, in which comments from the public, internal and external stakeholder comments are requested. Records of these revisions are maintained by UNM-Taos.

A **public** version of this plan can be found on the UNM-Taos website at:

http://taos.unm.edu/faculty_and_staff/facilities-management/security-and-safety.html

A **non-public**, full version, which includes additional restricted and/or confidential information such as phone numbers, and other more detailed procedures is available. This full version is provided on a case-by-case basis to select external stakeholders based on need. All other requests for the non-public version, must be made in writing and approved by UNM-Taos prior to release.

The University of New Mexico – Taos

Emergency Management Plan

BASIC PLAN

INTRODUCTION AND PURPOSE

The UNM-Taos Emergency Management Plan (EMP) addresses the branch campus's planned response to emergencies associated with natural, technological, and human-caused incidents/disasters. This document provides the underlying framework for protection of health and safety of the students, faculty, staff, and visitors of the UNM-Taos Campus during no-notice incidents/disasters. The Plan is intended to facilitate a model of preparedness, response, and recovery consistent with National Incident Management System (NIMS) best practices.

Disasters or no-notice events can happen suddenly, creating a situation in which the normal support services for UNM-Taos can become overwhelmed. During crises, the campus requires programs to address the needs of emergency response operations and recovery management. To address such emergencies, UNM-Taos has established an Emergency Management Plan (EMP), which provides a guideline for the management of the immediate actions and operations required to respond to an emergency or disaster, including initial recovery activities and responsibilities.

The mission priorities of UNM-Taos during a disaster are: the protection of human lives, minimizing impacts on the campus community, and protecting the campus environment.



The overall objective is to respond to disaster conditions and manage the process of restoring University business, academic and research programs, and services.

The comprehensive approach integrates the five mission areas or phases of emergency management which include:

Prevention – capabilities necessary to avoid, prevent or stop a threatened or actual natural or human-caused event.

Protection – activities devised by organizations, departments, and individuals to save lives and minimize damage from natural, technological, and human-caused, incidents/disasters.

Mitigation – sustained action to reduce or eliminate risk to people and property from hazards and their effects.

Response – immediate actions to save lives, protect property, and meet basic human needs.

Recovery – short- and long-term activities which begin after disaster impact has been stabilized and seek to restore lost functions.

PURPOSE OF THE PLAN

The purpose of the plan is to establish a comprehensive, all-hazards approach to incident management and to serve as a guide to organizational activities before, during, and after a disaster. It describes capabilities and resources, establishes responsibilities for UNM-Taos departments in all five mission areas of emergency management: Prevention, Protection, Mitigation, Response, and Recovery.

UNM -Taos has established this plan to address the immediate requirements for a major incident/disaster in which normal operations are interrupted, and immediate actions must be taken to:

- Save and protect the lives of students, staff, faculty, volunteers, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Ensure continuity of essential services and operations. Provide and analyze information to support decision-making and action plans.
- Manage campus resources effectively during an emergency response.

This plan works with existing policies and plans for safety, and known threats such as hazardous materials response, campus evacuation, severe weather, infectious disease, active shooter, and cyber threats. The Plan supplements existing procedures with a crisis management structure and provides for the immediate focus of management on response operations and the early transition to recovery operations.

LAWS AND AUTHORITIES

Below are select laws, statutes, and UNM policies that provide authority for UNM-Taos' emergency management and business continuity plans:

(Applicable) New Mexico State Statutes

- NMSA 1978 ARTICLE 10 – ALL HAZARD EMERGENCY MANAGEMENT ACT, 12-10-1 THRU 12-10-21
- NMSA 1978 ARTICLE 10B – INTRASTATE MUTUAL AID, 12-10B-1 THRU 12-10B-10

- NMSA 1978 ARTICLE 11 – DISASTER ACTS, 12-11-1 THRU 12-11-25
- NMSA 1978 ARTICLE 12 – HAZARDOUS MATERIALS EMERGENCY RESPONSE 12-12-1 THRU 12-12-30

(Applicable) Federal Statutes

- Public Law 93-288, Federal Response Plan
- Public Law 93-234, Flood Disaster Protection Act of 1973 Public Law 100-707, The Stafford Act
- Public Law 101-542, Student Right to Know
- 34, Code of Federal Regulations 668.46 Clery Act 29, Code of Federal Regulations
- Homeland Security Directive 5, NIMS
- Homeland Security Directive 8, National Preparedness Americans with Disabilities Act (ADA)
- National Flood Insurance Program
- National Response Framework
- 44 Code of Federal Regulations, (CFR) address policy and guidance for Federal Government disaster response and recovery
- FEMA Target Capabilities List
- FEMA CPG 101, Developing and Maintaining Emergency Operations Plans FEMA CPG 201, Threat and Hazard Identification and Risk Assessment

Best Practices

- IACLEA Blueprint for Campus Safety
- [NFPA 1600, Standard on Disaster/Emergency Management and Business Continuity](#)
- [NFPA 72, National Fire Alarm and Signaling Code](#)
- [International Association of Emergency Managers](#)
- [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#)
- [Emergency Management Accreditation Program, Emergency Management Standards](#)
- [Department of Homeland Security Campus Resilience Program](#)

UNM Policies

- UNM Policy 6130: Emergency Control

Individuals with Disabilities

Under the [Americans with Disabilities Act \(ADA\) of 1990](#), [Americans with Disabilities Act of 2008](#), and [Section 504 of the Rehabilitation Act of 1973](#), qualified individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations and/or equal access to programs and services.

THREATS AND HAZARDS

UNM-Taos has experienced a variety of natural, human-caused, and technological no-notice events and disasters with various cascading effects such as building or area-level closures or campus-wide closure due to pandemic resulting in a switch to remote/online learning. No-notice incidents can affect students, staff, faculty, infrastructure, and/or property directly or indirectly.

UNM-Taos' emergency planning team coordinated with UNM Albuquerque for a copy of a template *Sample Unit Emergency Plan (June 2013 Edition)* outlining University-wide threats and hazards which include:

- | | |
|-----------------------|--|
| • Fire | • Violence on Campus or in the Workplace |
| • Evacuation | • Active Shooter |
| • Shelter in Place | • Water Leak |
| • Bomb Threat | • Power Failure |
| • Suspicious backpack | • Chemical Spill |
| • Medical Emergency | |

UNM-Taos' planning team, in concert with the Administrative team, validated the threats and hazards identified in the Main Campus plan template against both a UNM-Taos campus-wide hazard assessment and a safety survey in the Fall of 2022. Relative risks for specific hazards were weighted against existing policies, on-going trainings, and other known internal and external response capabilities.

Specific threats and a general analysis of their impacts can be found in the UNM-Taos' Hazard Vulnerability Assessment (HVA) report. (**Appendix 1**)

Select findings from the UNM-Taos Hazard Vulnerability Assessment can also be found below:

UNM-TAOS HAZARD VULNERABILITY ASSESSMENT

Refer to Appendix 1: UNM-Taos Hazard Vulnerability Assessment Data

The 2022 UNM-Taos HVA data validates similar targeted hazards and risk potentials to those identified in the UNM Albuquerque template plan. Several additional lookouts or location-specific hazards were also identified, such as highlighted concerns for IT system continuity as well as the threat of wildfires -- which less of a threat in the Albuquerque metropolitan area than in Taos County, which is largely surrounded by the Carson National Forest and other wilderness areas. Also, as a non-residential campus, certain potential regional threats (like severe weather) pose an increased risk to UNM-Taos stakeholders versus campuses within more urban settings, with more resilient critical infrastructure and systemic redundancies for communication and transportation.

The goal of the planning process for the UNM-Taos EMP is to combine suggested best practice planning areas/topics from UNM Albuquerque with the planning needs of UNM-Taos' rural non-residential campus, which serves an extremely diverse population. UNM-Taos is uniquely situated in and supported by the local community as a critical community institution. In an effort to promote campus-wide disaster resilience, UNM-Taos relies on a *whole community* approach to preparedness planning in all phases from hazard assessment to plan implementation.

UNM-TAOS DISASTER COORDINATION WITH LOCAL, STATE, AND FEDERAL AGENCIES

INCIDENT NOTIFICATION AND DECISION PROCESS

The process for incident reporting and disaster coordination:

1. Notification to a member of the Administrative Team of a no-notice event
2. Notification to UNM-Taos Chancellor
3. Activation of a decision-making team called the UNMT Incident Management Team, or "IMT"
4. Decision/action on immediate lifesaving or safety-oriented actions
5. Decision/action on other immediate actions and/or activation of UNM-Taos EMP
6. Decision/action on critical needs for additional internal or external resources
7. Decision/action on internal notification to students/staff/faculty (such as with Lobo Alert).
8. Decision/action on external notifications *to response partners* (Formation of a *Unified Command* structure)

9. Decision/action on *objectives* for future actions
10. Deploy a FEMA Incident Command System “ICS” structure or ICS-like framework to staff and complete response objectives.
11. Decision/action on notification of or statements to the public (traditional and social media)
12. Upon completion of incident, demobilize response and recovery assets and collect relevant paperwork/notes and lessons learned for after action review and improvement planning.

PLANNING ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions.

The UNM-Taos EMP is based on the following planning assumptions and considerations:

- A no-notice event may occur with little or no warning and may escalate far more rapidly than UNM-Taos capabilities. The event may require outside assistance from other public and private sector partners.
- Critical community lifelines may be interrupted including: water delivery, electricity, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information & network systems and internet systems.
- (FEMA Community Lifelines: <https://www.fema.gov/emergency-managers/practitioners/lifelines>)
- The National Incident Management System and Incident Command System will be the foundation of all emergency response activities before, during, and after an incident and/or disaster.
- Initial response by UNM-Taos staff and faculty, as well as partnering agencies, will be to take actions that have the greatest lifesaving potential under the circumstances.
- Directors tasked in this document are aware of their no-notice response roles and responsibilities and will fulfill these requirements during a no-notice event. Response roles during an incident may include novel or non-traditional use of resources including staff, equipment, supplies, and skills.
- Regional and local services may be limited in capabilities or not in service. Proper implementation and understanding of these guidelines through training and exercises will reduce disaster-related losses.

- UNM-Taos campus administration function throughout all potential phases of planned events as well as disaster or no-notice event conditions.
- Responders may become casualties or victims of the disaster and experience damage to their homes and personal property.
- The EMP must be flexible and be able to function under a variety of unanticipated, complex, and unique circumstances.
- Day-to-day functions that do not contribute directly to disaster operations may be suspended for the duration of the public emergency. The efforts that would normally be required for these functions will be redirected to accomplish disaster management and response tasks.
- Effective disaster preparedness requires continual public awareness and community self-preparation, including students, staff, and faculty on an on-going basis.
- Unofficial groups of responders, the public, and outside resources may hinder the local effort. Impacts might include traffic congestion, unsolicited supplies and donations, and additional strain on degraded infrastructure.
- Incidents may cause significant damage to people, property, and the environment resulting in numerous casualties and fatalities, displaced individuals, property loss, disruption of normal life support systems, disruption of essential public services, and damage to basic infrastructure.
- No-notice events affecting the whole community often create additional challenges for access and functional needs populations as well as others often included within social vulnerability indices such as children, elders, homeless people, LGBTQIA+ people, racial and ethnic minorities, and people with limited English proficiency. These groups may be lacking in adequate resources such as food, shelter, and transportation before a no-notice incident and may be more deeply impacted as a result.

LIMITATIONS

The plan or any of its appendices, implementing instructions, or procedures are not intended to deal with every potential scenario that may occur during times of emergency, but rather to identify the organization, the processes, and the responsibilities of the respective participants who may be involved. The possibility of local resources becoming overwhelmed is a reality; the partnering agencies can only make a reasonable effort to respond based on the situation(s), information, and the resources available at the time of the disaster.

In the event of severe devastation throughout North Central New Mexico, fundamental resources such as water, food, first aid supplies, utilities, fuel, shelter, sanitation supplies, and basic survival supplies may be needed. UNM Taos, the Town of Taos, and Taos County do not have sufficient supplies and equipment on hand for an extended response.

The arrival of state and/or federal assistance may be delayed for several days or even weeks after an incident. There is no guarantee implied by this plan that perfect mitigation, preparation, response, and recovery will be possible.

The disaster response and relief activities of the UNM-Taos may be limited by:

- The ability of staff, faculty, students, and visitors to UNM-Taos to be self-sufficient for more than 72 hours without additional supplies of water, food, shelter, and medical supplies.
- Lack of public services, sewage treatment services, and regional transportation due to damage of facilities and equipment, and shortages of trained personnel. The impact of this shortage may be felt immediately because of increased need and necessity for 24-hour operation sustained over long periods of time.
- Damage to essential lifelines such as roads, utilities, and communication networks.
- The shortage of critical supplies due to reduced emergency storage capacities. There may be damage to responder communications due to equipment damage or overloading of landlines, cellular telephone lines, Satellite phone lines, and 911 centers.

EMERGENCY MANAGEMENT PLAN CONCEPT OF OPERATIONS

This plan provides the organized management system for UNM-Taos to follow during and after emergencies. It is designed as a flexible system in which a part or the entire plan may be activated, as appropriate to the situation. This plan addresses a broad spectrum of contingencies ranging from relatively minor incidents to large-scale disasters. Some emergencies will be preceded by a buildup or a warning period, providing sufficient time for appropriate officials and administration to warn the public and implement mitigation measures. Other emergencies occur with little or no advanced warning and require immediate action and efficient and coordinated mobilization and deployment of resources.

UNM-Taos 's Emergency Management Plan is considered a framework for the management of information, activities, and operations during a no-notice event. The EMP is based on a five-section structure, or teams, containing functional positions for each critical operation of the UNM-Taos during an incident. The EMP provides for a smooth transition from response to restoration of normal services and the implementation of programs for recovery.

MISSION AREAS OF EMERGENCY MANAGEMENT



Prevention – Prevention actions are those taken to avoid an incident or to intervene to stop an incident from occurring or progressing. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance, and security operations. More specific prevention actions include investigations to determine the full nature and source of the threat and the use of specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending perpetrators.

Protection – Protection consists of two components – planning and preparedness – and encompasses the full range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, response to, and recover from emergencies/disasters. Preparedness, in the context of an actual or potential incident, involves actions to enhance readiness and minimize impacts.

Protection consists of almost any pre-disaster action that will improve the safety or effectiveness of disaster response including those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. UNM-Taos will validate its level of emergency readiness through internal and external drills and participation in exercises. Exercise outcomes will be documented and used in a continuous planning effort to improve emergency readiness. This continuous planning endeavor will culminate in revisions to this plan in the constant attempt to achieve a higher state of readiness for disaster response.

Additional examples of protection activities may include:

- Implementing hazard mitigation projects (such as critical infrastructure redundancies like backup generators or communications equipment)
- Pre-determine locations for incident command posts, mobilization centers, staging areas, family reunification locations, and other facilities

- Developing and maintain emergency plans and procedures
- Providing public education and awareness
- Using risk assessment, predictive modeling tools
- Developing and implementation of continuity of operations plans

Mitigation – Mitigation activities can occur during any phase of the disaster cycle. Mitigation planning requires UNM-Taos to identify hazards that impact their respective communities and then to identify actions and activities to reduce any losses from those hazards. Mitigation activities reduce overall risks to the population and structures, while also reducing reliance on external funding from actual disaster declarations.

Key mitigation activities may include the following:

- Ongoing public education and outreach activities designed to reduce loss of life and destruction of property
- Structural retrofitting to deter or lessen the impact of incidents and reduce loss of life, destruction of property and impact on the environment.
- Maintain and develop building and area facility polices and best practice standards
- Encouraging citizens to be prepared and self-sufficient for a minimum of 24 hours

Response – Though UNM-Taos has a limited capacity to manage a response using existing internal assets, a Unified Command structure will support incident response objectives designed to minimize suffering, loss of life, property damage, and environmental impact and to speed recovery. Objectives will include initial efforts to stabilize the incident, conduct damage assessments, determine needs for emergency and short-term medical care, and return campus-wide systems to minimum operating conditions. When UNM-Taos receives information about a potential disaster, UNM-Taos will notify participating departments and other organizations under this plan and will conduct an initial assessment to determine the need to alert faculty, staff, students, and visitors and set in motion appropriate actions to reduce risk and potential impacts.

All units are responsible for tracking all costs incurred during a disaster or emergency. Detailed records of all expenses, including salaries and overtime should be maintained. Specific guidance will be disseminated to all units, post-disaster.

In coordination with external partners as part of a Unified Command effort, response activities may include:

- Support for staff, faculty and student Emergency shelter, housing, food, water
- *Public Information and Warning* and public health and safety messaging
- Removal of threats to the environment

- Restoration of critical services (natural gas, electricity, water, sewer, telephone)
- Assessing the need for further mutual aid assistance
- Securing of crime scenes, investigation and collection of evidence

Recovery – Recovery activities involve the restoration of services to the public and returning the affected area to pre-disaster conditions or improved conditions – often referred to as a “new normal”. Activities may involve both short-term and long-term plans to assist individuals and the campus community’s return to normal. Recovery programs are designed to restore institutions, and sustain recovery of campus programs.

There is no definite point at which response ends, and recovery begins. Recovery efforts will occur after the initial response phase when emergency agencies have returned to pre-disaster operations and will be integrated with day-to-day functions. Recovery programs implement mitigation measures designed to prevent future occurrences of potential damage from future incidents.

Recovery actions may include:

- Debris cleanup and removal
- Restoration of critical infrastructure (natural gas, electricity, water, sewer, telephone)
- Crisis counseling and mental health
- Repair and/or replacement of damaged public facilities
- Planning and programs for long-term campus recovery

A disaster may render certain buildings or facilities uninhabitable. The long-term closure, demolition, and reconstruction of impacted facilities should be coordinated through UNM- Facilities, Design, and Construction “FDC”. Units in affected locations may be permanently moved. Closures will require specialized plans to be developed and executed including intermediate continuity of operations planning.

BUSINESS AND ACADEMIC CONTINUITY OF OPERATIONS

Continuity of operations rely on the UNM-Taos Administrative Team to emphasize and commit the necessary resources to ensure departments can perform essential services and operations in a crisis. Area or department specific continuity plans can be developed as needed and implemented by the Administrative Team.

EMERGENCY MANAGEMENT OVERVIEW

Leadership and Delegations of Authority

Concept of Operations

This EMP does not replace policies for public safety, hazardous material regulations, or other emergency measures already established at the UNM-Taos campus or the UNM Main Campus. Instead, the EMP supports the existing policies with an “All-Hazards” approach and emergency management operations structure, utilizing NIMS and ICS to provide support for timely managerial focus on response operations and to support a transition for recovery operations.

Declaration of a Campus Emergency

EMERGENCY DECLARATION

A declaration of campus emergency is an official designation intended to communicate to UNM-Taos, as well as to state and local officials, that the Campus’ normal functions and operations are interrupted, and resources are unable to meet demands resulting from the event. Only the Branch Chancellor or their designee is authorized to issue a declaration of campus emergency. Emergency Declarations must exist in written form and be communicated publicly.

Once the Branch Chancellor or designee has declared a UNM-Taos State of Emergency, developed in consultation with the UNM-Taos IMT, this declaration and all associated directives and instructions will be conveyed to the Administrative Team. This emergency declaration should immediately be disseminated throughout the campus and up-channelled to the State and Local Emergency Operations Centers as well as UNM Albuquerque as appropriate. The Chancellor is then responsible for informing the President of UNM of the declaration and the reasons for the declaration to have such an action confirmed by the President of UNM

Upon notification of a potential disaster or no-notice event, the UNM-Taos Administrative team and other emergency responders, if necessary, will participate in the formation of a Unified Command structure with external partners will be immediately considered.

This EMP will be promulgated under the authority of the Branch Chancellor and the IMT. Decisions concerning changes to campus status (discontinuation of campus functions, cancellation of classes, or cessation of operations), rest with the institution Chancellor or authorized designee. In the Chancellor's absence, the Dean of Instruction will act in their place to make changes to campus status per recommendation from the Incident Management Team and the Administrative Team.

During a Declaration of a Campus Emergency, the Chancellor, the Dean of Instruction, the Director of Strategic Support Services, and other Directors as requested by the Chancellor shall place into immediate operation procedures to meet the incident to the extent possible and to safeguard its students, faculty, staff, property, and environment.

The Dean of Instruction has the authority to assign members from their office with emergency management roles and responsibilities in support of the EMP and other emergency management initiatives. During a declared campus state of emergency, the Dean will assume a role on the UNM-Taos IMT and be responsible for the proper and expeditious handling of the emergency in accordance with the guidelines set forth in the EMP.

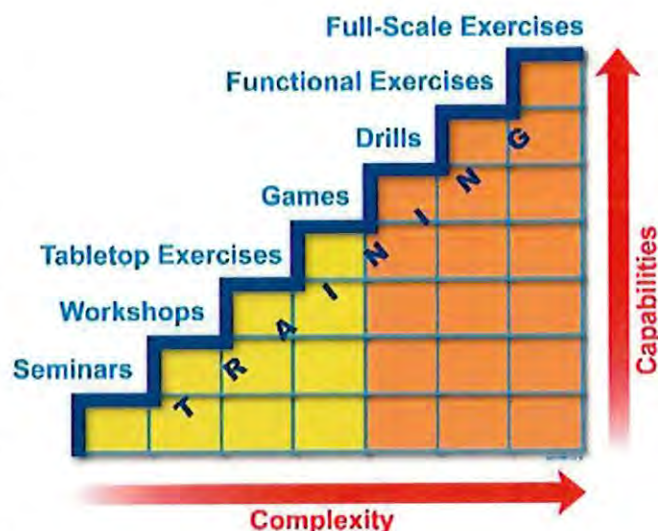
UNM-TAOS CAMPUS EMERGENCY MANAGEMENT

The UNM-Taos EMP is the overarching structural document which defines UNM-Taos Emergency Management and stakeholders of their respective roles and responsibilities. UNM-Taos Administrative Team is responsible for maintaining and revising the EMP with input from the Safety Committee. Significant UNM-Taos Emergency Management responsibilities include establishing and overseeing campus-wide mitigation, preparedness, response and recovery programs and processes, and supporting campus-level emergency management programs and processes remain the responsibility of the IMT and any appointed Administrative Team members assigned to the emergency. These directives, programs, and processes are overseen by the Emergency Management team which includes the leader of Facilities and Business Operations under the direction of the IMT and the Administrative team.

Training and Exercises

UNM-Taos Administrative Team assists units in building and improving the competencies and capabilities of UNM-Taos to prepare for, mitigate against, respond to, and recover from the potential impacts of emergencies.

UNM-Taos Administration team provides stakeholders with high-quality exercise from across the campus the opportunity to shape plans, assess and validate plans, and identify and address areas of improvement. Furthermore, exercises familiarize personnel with roles and responsibilities to strengthen communication across UNM-Taos. The exercise program focuses on delivering tools to assist in exercise design, development, conduct, evaluation, and improvement planning. UNM-Taos Emergency Management Plan utilizes the Homeland Security Exercise and Evaluation Program to plan and deliver exercises throughout the year.



UNM-Taos preparedness activities take a holistic approach to managing incidents throughout all phases of the disaster cycle to improve efforts amongst students, faculty, and staff, along with infrastructure and resources. By conducting exercises on a regular basis within individual departments and throughout the campus between multiple departments, UNM-Taos promotes teamwork, provides a way to evaluate plans and operations, and demonstrates community resilience.

Throughout the year, UNM-Taos offers several outreach engagements to increase emergency preparedness, ranging from speaking engagements, monthly Campus tours which include disaster preparedness, and table top exercises.

UNM-TAOS LEADERSHIP AND DELEGATION OF AUTHORITY

The Chancellor is responsible for ensuring the ongoing mission of the UNM-Taos Campus. The Chancellor has the authority to assign members of their staff with emergency management roles and responsibilities in support of the EMP and other emergency management initiatives. The Chancellor has the authority to declare a UNM-Taos state of emergency which then will be communicated to the President of UNM for confirmation and support. This delegation of authority represents the members of the Incident Management Team (IMT).

UNM-Taos Campus Delegation of Authority (*in order*):

1. Chancellor
2. Dean of Instruction
3. Associate Dean of Student Success

To ensure continuity of leadership and incident response capability, this delegation communicating coverage during leadership absences due to leave, travel, or work travel away from the UNM-Taos campus will be followed.

1. Minimum On-Campus Leadership Coverage - UNM-Taos maintains the practice of ensuring that at least three members of the administration team are physically present in Taos. The intention is that a minimum of three members of the Administrative Team are on or could be on Rio Grande or Klauer Campus to support daily operations and respond promptly to any incidents.
2. Incident Command Coverage During Absence Regular members of the incident command team are the chancellor, the Dean of Instruction and the Director of Student Affairs. In the event of sick leave, annual leave, or work travel outside of Taos by a member of the UNM-Taos Incident Command Team, the Chancellor will designate stand-in members to ensure full incident command coverage.
3. Notice of members of the Incident Command Team being away from campus will be announced via email the day prior to temporary changes.
4. The stand-in member(s) will be briefed on any ongoing issues by the Chancellor or their designee, another member of the incident command team.
5. Leave Notification Procedures for Administrative Team
 - a. All members of the Administrative Team who report to the Chancellor must copy both the Chancellor's Executive Assistant and the HR Manager when requesting leave from the Chancellor (including sick and annual leave).
 - b. The Executive Assistant will add the approved leave to the Chancellor's calendar for reference and planning.
 - c. If the leadership team member does not report directly to the Chancellor, their supervisor must notify both the Chancellor and their Executive Assistant once sick leave or annual leave is approved.
6. Off-Campus Conference and Travel Notification
 - a. All members of the administration team who report to the Chancellor must copy the Chancellor's Executive Assistant when requesting leave to attend conferences or work outside of Taos on UNMT business, such as attending meetings at UNM or with a UNMT partner.
 - b. If the leadership team member does not report directly to the Chancellor, their supervisor must notify both the Chancellor and her Executive Assistant once work travel is approved.

UNIT LEVEL EMERGENCY MANAGEMENT

Unit level is considered any distinct entity within UNM-Taos, including but not limited to Departments, Centers, Offices, Programs, and sub-divisions therein.

The most specific and detailed emergency management programs, processes and policies are directed, coordinated, and executed at the unit level by each unit's respective emergency management authority or unit specific leader. UNM-Taos maintains current unit-level continuity and response plans.

- Review of UNM-Taos Emergency Management Plan
- Collection and update of appropriate contact information
- Emergency supply kits to support essential service staff
- Completion of applicable NIMS, ICS, and other trainings
- Positioning, training, and readiness of emergency communication radios

UNM-TAOS INCIDENT MANAGEMENT TEAM (IMT)

The UNM-Taos Incident Management Team (IMT) has the following roles regarding emergency planning:

- Policy approval
- Procedure analysis
- Compliance related matters
- Making recommendation to the Chancellor regarding campus closure/cancellation of classes,
- Making recommendations to the Chancellor regarding campus response/recovery efforts in the event of a campus-wide emergency.

The UNM-Taos IMT is responsible for the final approval of any major planning developments or changes created by the Emergency Planning Committee. The IMT is comprised of the UNM Chancellor, the Director of Student Affairs, the Dean of Instruction and other Directors as requested by the UNM-Taos Chancellor or their designee.

Designated IMT staff can review job action sheets located within UNM-Taos shared drive. The review of the action sheets occurs annually and after activations for real response or exercise purposes.

EMERGENCY PLANNING COORDINATION

The Administrative Team is responsible for improving campus-wide emergency planning through campus-wide collaboration, coordination and the development of specific emergency procedures and processes. They are responsible for identifying areas within the campus' operations that need improvement or that lack coordination. In addition, the team collaborates and participates in campus-wide emergency response and recovery planning.

The Administrative Team includes representatives from various departments and divisions who are responsible for providing support and giving direction within their areas of expertise. When required, ad hoc subgroups will be developed to address specific aspects, processes, and procedures to improve campus-wide emergency operations.

OPERATIONAL PRIORITIES AND VULNERABLE POPULATIONS PLANNING

Certain portions of the population may have limited ability to be self-sufficient during an emergency or disaster situation. At-risk individuals are people with access and functional (accommodation) needs that may interfere with their ability to access or receive medical care or other services before, during, or after a disaster or emergency. Regardless of specific diagnosis, status, or label, the terms “access and functional needs” are defined as follows:

- Access-based needs: All people must have access to certain resources, such as social services, accommodations, information, transportation, and medications to maintain health.
- Function-based needs: Function-based needs refer to restrictions or limitations an individual may have that require assistance before, during, and/or after a disaster or public health emergency.

More information on functional and access needs populations:

(<https://www.phe.gov/Preparedness/planning/abc/Pages/atrisk.aspx>) and

(<https://www.phe.gov/Preparedness/planning/abc/Pages/at-risk-archived8nov22.aspx>)

These members of the community may have needs before, during, and after an incident in access and functional areas, including but not limited to, maintaining independence, communication, transportation, supervision, and medical care.

When considering this population and others who are at-risk, emergency management plans should consider the following:

- Communication and Public Information – Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, deaf and blind.
- Evacuation and Transportation – Evacuation plans must incorporate disability and older adult transportation providers for the purpose of identifying the movement of people with mobility impairments and those with transportation disadvantages.
- Sheltering – Care and shelter plans must address the access and functional needs of the people with disabilities and older adults to allow for sheltering in general population shelters.

- Americans with Disabilities Act of 1990, As Amended – When shelter facilities are activated, the state will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA). Refer to the ADA Checklist for Emergency Shelters, July 26, 2007, located at <http://www.ada.gov/pcatoolkit/chap7shelterchk.htm>.

The parties to this EMP understand that comprehensive emergency management is a process that involves consideration and preparedness for all individuals including those who may require additional assistance with access and functional needs. During all emergency operations, attention to those with access and functional needs will be incorporated into all operations, planning, response, and recovery activities.

UNM-TAOS AD HOC EMERGENCY OPERATIONS CENTER

UNM-Taos does not have an existing designated emergency operations center (EOC) infrastructure in place. In lieu of designated EOC structures, the UNM-Taos IMT will designate a meeting space or conference room(s) as needed to support the creation and completion of incident management and control objectives in coordination with a Unified Command supported by external response partners as needed. Just-in-time training and quick actions sheets will support the minimum ICS or ICS-like structure required to establish an ad-hoc EOC able to support necessary objectives. Both Taos County and the Town of Taos maintain the ability to support expanded EOC-type operations as needed for extended operational periods.

INCIDENT COMMAND SYSTEM (ICS)

UNM-Taos has adopted a modified ICS structure for use during response-phase activities. This structure is similar to the national ICS model. The modified ICS structure aligns to what will be used in the field response and befits an academic setting. ICS positions should **only** be staffed as needed to fulfill response or recovery objectives.

- **Incident Commander:** The individual responsible for overall management of the incident. A group of incident commanders from UNM-Taos (such as the Chancellor or Dean of Instruction) along with jurisdictional leaders such as a Fire or Police Chief form a Unified Command structure.
- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed. People serving on the UNM-Taos IMT may be assigned one or more Command Staff positions or additional staff/faculty may be recruited to serve in command staff positions as required.
- **Officer:** Officer is the ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.
- **Public Information Officer:** Responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Public Information Officer will be assigned for each incident. The Public Information Officer may have

Assistants, as necessary, and the Assistants may represent assisting agencies or jurisdictions. This role for UNM -Taos will be filled by the Director of BCAM.

Reasons to designate a Public Information Officer include:

- The presence of an obvious high visibility or sensitive incident
- Media demands for information are reducing Incident Commander effectiveness.
- Traditional or social media capabilities to acquire their own information are increasing.
- The risk of multiple sources releasing information.
- Need to alert, warn, or instruct the public.

Safety Officer: All stakeholders stress the importance of safety as both a management and an individual responsibility. In addition, the Command Staff position of Safety Officer may be assigned to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

- Though all people should be safety-minded, there is only one person tasked specifically with ensuring the safety of all response personnel. Only one Safety Officer will be assigned for each incident. The Safety Officer will correct unsafe situations by working through the chain of command. However, the Safety Officer may exercise emergency authority to directly stop unsafe acts. The Safety Officer may assign Assistant Safety Officers, as needed.

Liaison Officer: Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is the contact for agency representatives assigned to the incident by assisting or cooperating agencies. The Liaison Officer may have one or more Assistants, as needed.

Reasons to establish the Liaison Officer position at an incident include:

- When several agencies send, or plan to send, Agency Representatives to an Incident in support of their resources.
- When the IC can no longer provide the time for individual coordination with each Agency Representative.
- When it appears that two or more jurisdictions may become involved in the incident and the incident will require on-site liaison.

General Staff: The group of incident management personnel reporting to the Incident Commander or Unified

Commanders. They may have one or more Deputies, as needed. The General Staff consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. A complex UNM-Taos incident may quickly exceed internal capacity and expertise to staff General Staff positions. At the direction of the Chancellor and/or the UNM-Taos IMT, a department-specific or functional set of task assignments may be utilized in lieu of General staff assignments.

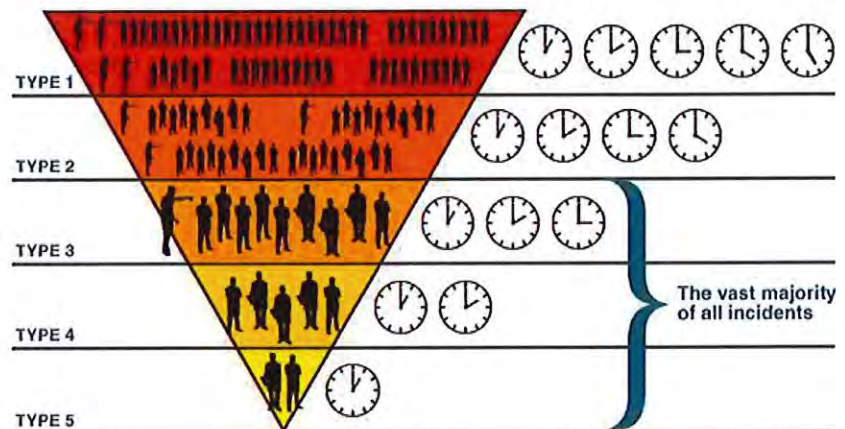
Section: The organizational level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance/Administration.

LEVELS OF DISASTER RESPONSE

Figure 3.0:

Incident Complexity

As incidents increase in the amount of time and resources needed to stabilize them, incidents are described as increasing in **complexity** from Type 5 to Type 1 – the most complex.



As a guide, these types or levels are specified, as follows:

Level 5: Routine Operations

This is a day-to-day event or incident requiring minimal coordination and assistance. The situation may be such that it can be more efficiently and effectively supported without primary IMT activation at the level of individual entity or may require minimal coordination between departments. There is no foreseen need to proclaim an emergency.

Level 4: Low Impact Incident

This slightly elevated beyond a day-to-day event or incident. This requires basic Administrative team situational awareness monitoring and periodic updates to potential UNM-Taos IMT members. In this situation an ad-hoc EOC would not be activated and only affected Department Directors would be notified to monitor the situation and provide minimal coordination between departments and Taos County or another local agency as needed. There is no foreseen need to proclaim an emergency.

Level 3: Medium Impact Incident

This is any incident requiring more than routine coordination between UNM-Taos departments or affecting more than one broad campus area such as Civic Plaza or Klauer requiring on-going situational awareness monitoring. This type of event or incident would generally involve multiple departments, local agencies, county agencies, or jurisdictions. The UNM-Taos IMT would be activated, a potential ad-hoc EOC would be considered, and a potential for a proclamation of emergency may occur.

Level 2 or 1: High Impact Incident

This is any large, complex, serious, or long-duration event or incident requiring a high degree of coordination/support, and generally involving county, state and Federal assistance. In particularly complex situations with several organizations involved, or where there is a high degree of media or public interest. The UNM-Taos IMT would be activated, a potential ad-hoc EOC would be considered, and a proclamation of emergency will be suggested. Near immediate coordination with external partners to form a Unified Command structure would be accomplished.

Level 2 or 1 incidents are extremely complex, are anticipated to be long in duration and require numerous (often expensive) resources. Often, if a level 2 or 1 incident has occurred, significant regional effects beyond UNM-Taos' campuses also factor into response objectives. UNM-Taos may anticipate extended closure of campus services as a result of these incidents.

VIRTUAL ACTIVATION – Depending on the situation, the UNM-Taos IMT and an ad-hoc EOC may be activated to include all or part of its members virtually instead of the traditional method which requires personnel to report to the ad-hoc EOC. This may include phone conference bridge calls, virtual meetings via internet and other technology tools. Various factors such as timing, the safety of access, or the level of the crisis may require a virtual activation utilizing a combination of Internet-based collaboration tools and/or telephone conference bridge calls. This activation may occur when physical activation is not possible due to environmental or safety concerns, or damage to or inaccessibility of and ad-hoc EOC space.

EMP ACTIVATION

This plan may be formally activated whenever disaster conditions exist in which normal operations cannot be performed, and immediate action is required to:

- Save and protect lives
- Coordinate internal and external communications
- Prevent damage to the environment, systems, and property
- Provide essential services
- Temporarily assign UNM-Taos employees to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff ad-hoc EOC using an ICS-like structure

RESOURCE REQUESTS DURING EMERGENCIES

Resource requests should be filled through existing contracts and mutual aid agreements. During a state of emergency, all resource requests should be initiated by the Incident Commander and communicated through the UNM-Taos IMT. If the UNM-Taos IMT or ad-hoc EOC cannot fulfill the request, the request will be sent to the Taos County Office of Emergency Management for fulfillment.

Refer to UNM-Taos EMP, *Annex 8 – Emergency Procurement*

NATIONAL INTERCOLLEGIATE MUTUAL AID AGREEMENT

The [National Intercollegiate Mutual Aid Agreement \(NIMAA\)](#) is a potential source for providing or receiving assistance disaster assistance from many other signatory universities nationwide. Voluntary participation in NIMAA will allow the UNM-Taos flexibility when evaluating the most effective and efficient means of obtaining resources during an emergency or disaster.

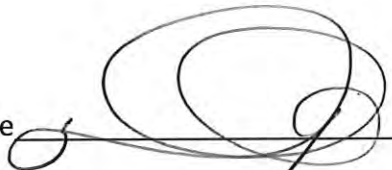
EMP MAINTENANCE

The UNM-Taos EMP is formally updated at a minimum of every 3 years from the prior promulgation date. To ensure consistency, accuracy and to reflect changes in laws, regulations, or other mandated requirements, UNM Taos Administrative Team and key stakeholders must continuously review this and other affiliated plans. All members of the Administrative Team are required to review this plan, review processes, and provide suggestions

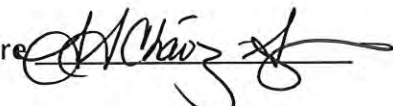
for changes prior to formal adoption. A record of all public and stakeholder plan comments, edits and suggestions shall be maintained internally by the Security and Safety officer in support of the Administrative Team. This plan maintenance process must include a schedule for monitoring and evaluating the plan periodically, as well as introducing revisions for future planning.

Between formal plan updates, UNM-Taos EM staff are authorized to temporarily amend this EMP to maintain operational consistency, implement corrective actions, and/or enhance the document to address critical operational objectives. Any temporary (off-cycle) revisions or changes must be reviewed by the UNM-Taos Emergency Planning Team and approved by the UNM-Taos Chancellor as part of the next formal revision cycle or they are rescinded and removed.

APPROVALS AND SIGNATURES PAGE

Chancellor: (Print Name) Mary Gutierrez Signature 

Dean of Instruction (Print Name): Randy Arterton Signature Randy Arterton

Associate Dean of Academic Success (Print Name): Amie Chavez Aguilera Signature 

Dir. Strategic Initiatives (Print Name): Alejandra Villalobos Signature Alejandra Villalobos

Dir. of BCAM (Print Name): Zachary Riesche Signature Zachary Riesche

Dir. of Human Resources (Print Name): Debra Martinez Signature 

IT Services Manager (Print Name): Nikki Maes Signature 

Facilities Manager (Print Name): Michael Cabral Signature 

Dir. Business Operations (Print Name): WAYNE H BEAUGIE Signature 

APPENDICES

Appendix 1: UNM-Taos Hazard Vulnerability Assessment Data

UNM - Taos - HVA
2022 Data Summary

THIS PAGE AUTO-GENERATES BASED ON USER INPUTS		Likelihood	HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	Risk
Event	Likelihood this will occur	Possibility of death or injury	Physical losses and damages	Interruption of services	Preplanning	Time, effectiveness, resources	Community Mutual Aid staff and supplies	%	
	1= Lo w 2= Moderate 3= High	1= Lo w 2= Moderate 3= High	1= Lo w 2= Moderate 3= High	1= Lo w 2= Moderate 3= High	1= High 2= Moderate 3= Low	1= High 2= Moderate 3= Low	1= High 2= Moderate 3= Low	%	
1% - 39%		No mitigation recommended							
40% - 59%		Determine as a Facility the acceptable level of risk							
60% - and above		Mitigation measures should be implemented, if available							
Human-Caused Events									
Active Shooter	1	3	3	3	3	3	3	33%	
Bomb Threat	1	1	1	1	1	2	2	15%	
Civil Disturbance	1	2	2	2	2	1	1	19%	
Cyber Attack	2	0	1	1	1	1	1	19%	
Epidemic (Internal)	1	2	0	2	2	2	2	19%	
Hostage Situation	1	2	2	2	1	1	1	17%	
Infant or Child Abduction	1	3	0	2	1	1	1	15%	
Labor Action	1	0	0	2	1	1	1	9%	
Mass Casualty Incident	1	3	2	3	3	3	2	30%	
Physical Assault/Battery	1	3	1	1	1	1	1	15%	
Robbery	2	1	1	1	1	1	1	22%	
Security Area/Door Breach	1	1	2	1	2	2	2	19%	
Vandalism	1	1	2	1	1	1	1	13%	
Other Workplace Violence	2	2	1	1	2	1	2	33%	

UNM - Taos - HVA 2022 Data Summary

Event	Likelihood	HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPAREDNESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	Risk
	<i>Likelihood this will occur</i>	<i>Possibility of death or injury</i>	<i>Physical losses and damages</i>	<i>Interruption of services</i>	<i>Preplanning</i>	<i>Time, effectiveness, resources</i>	<i>Community Mutual Aid staff and supplies</i>	%
	1= Low 2= Moderate 3= High	1= Low 2= Moderate 3= High	1= Low 2= Moderate 3= High	1= Low 2= Moderate 3= High	1= High 2= Moderate 3= Low	1= High 2= Moderate 3= Low	1= High 2= Moderate 3= Low	%
1% - 39% No mitigation recommended								
40% - 59% Determine as a Facility the acceptable level of risk								
60% - and above Mitigation measures should be implemented, if available								
Naturally-Occurring								
Dust Storm	2	1	2	1	1	1	1	26%
Earthquake	1	0	3	3	3	3	3	28%
Epidemic (External)	2	3	1	2	2	2	2	44%
Extreme Cold	2	1	2	2	2	2	1	37%
Extreme Heat	2	1	2	2	2	2	1	37%
Flooding	1	1	1	1	1	1	2	13%
Ice Storm	2	1	1	2	1	1	1	26%
Lightning	2	1	2	2	1	2	2	37%
Other Air Quality Issue	2	2	1	1	1	1	0	22%
Pandemic	3	2	1	2	1	1	2	50%
Pests/Wildlife	1	2	1	0	1	1	1	11%
Rock/Mud Slides	1	2	0	1	1	1	1	11%
Snow Storm	3	1	1	2	1	1	1	39%
Tornado	1	1	3	2	2	2	2	22%
Wildfires	3	1	1	2	2	2	1	50%
Wind Storms	2	2	2	2	1	1	2	37%
Facility & Technological								
Comms Failure (Ext)	2	1	1	2	1	1	1	26%
Comms Failure (Int)	2	0	0	1	2	3	0	22%
Electrical Failure	3	0	1	2	1	1	1	33%
Fire, Internal	1	1	2	1	1	1	1	13%
Food Safety	1	1	0	1	1	1	2	11%
Flood, Internal	1	1	1	1	1	1	1	11%
Generator Failure	1	0	1	0	2	0	0	6%
HVAC Failure	1	1	1	2	1	1	1	13%
IT/Info Failure	2	0	2	2	2	3	2	41%
Natural Gas Failure	2	1	2	2	1	1	2	33%
Sewer Failure	1	1	2	3	1	1	2	19%
Structural Damage	1	2	1	1	1	1	1	13%
Supply Shortage	2	1	1	1	1	1	3	30%
Water Failure	2	1	1	2	1	1	2	30%

ANNEXES

Whenever possible, the UNM-Taos EMP refers to existing UNM-Taos policies and procedures that can be used for no-notice events and hazard specific planning.

ANNEX 1: CAMPUS INCIDENT NOTIFICATION ANNEX

- <https://loboalerts.unm.edu/>

ANNEX 2: INFECTIOUS DISEASE POLICY

- <https://bringbackthepack.unm.edu/>

ANNEX 3: WORKPLACE VIOLENCE

- Administrative Policies and Procedures Manual - Policy 2210: Campus Violence <http://policy.unm.edu/university-policies/2000/2210.html>
- Administrative Policies and Procedures Manual - Policy 2240: Respectful Campus <http://policy.unm.edu/university-policies/2000/2240.html>
- Administrative Policies and Procedures Manual - Policy 2720: Prohibited Discrimination and Equal Opportunity <http://policy.unm.edu/university-policies/2000/2720.html>
- Administrative Policies and Procedures Manual - Policy 2740: Sexual Harassment Including Sexual Assault (Interim) <https://policy.unm.edu/university-policies/2000/2740.html>

ANNEX 4: ACTIVE SHOOTER

- <http://policy.unm.edu/university-policies/2000/2210.html>
Administrative Policies and Procedures Manual - Policy 2210: Campus Violence 9.1. Training

Departments can receive training on the identification and management of violent or potentially violent situations. The University Emergency Manager provides active shooter training. Free online training is provided through Learning Central on:

- “Campus Violence Prevention” (HSC 800-003) ○ “Active Shooter on Campus: Run, Hide, Fight” (EOD 481)

ANNEX 5: SEVERE WEATHER

- Administrative Policies and Procedures Manual - Policy 3435: Inclement Weather <https://policy.unm.edu/university-policies/3000/3435.html>

ANNEX 6: COMMUNICATION LIST

- <https://taos.unm.edu/about/faculty-staff-directory.html>

ANNEX 7: CAMPUS MAPS

- Building Maps are located in S:\PPD\pub\Buildings Info\building maps

ANNEX 8: EMERGENCY PROCUREMENT

- Emergency Procurement Procedure: S Drive: Business/ Public/ forms



Emergency Procurement Form

In rare situations, the Chief Procurement Officer may exempt a purchase from the competitive selection process when the purchase qualifies as an Emergency Procurement under NMSA 13-1-127. An Emergency Procurement is defined as a serious threat to the functioning of government, the health and safety of any person or the preservation or protection of property. This threat would typically arise from floods, fires, epidemics, riots, acts of terrorism, equipment failures

or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods.

An Emergency Procurement should not be used unless clearly necessary and justifiable. A Department must obtain approval from the University's Chief Procurement Officer in advance of an Emergency Procurement. Each Emergency Procurement form will be posted on the UNM Sunshine Portal within 3 days.

UNM Department:			
Date Emergency Occurred:		Time:	
Name & Title of Official in charge of affected department:			
Describe in detail the condition or circumstance pertaining to the emergency. Also, describe how the condition IMMEDIATELY threatens either the functioning of government, the health or safety of any person or the protection and preservation of UNM property:			
Total (or estimated) cost of providing the goods/services:			\$
List the names of suppliers and awarded amounts under the emergency procurement:			
			\$

	\$
	\$
	\$
	\$
	\$
Date Emergency Procurement was approved by UNM Chief Procurement Officer (attach written authorization from CPO) - REQUIRED:	
This report was completed by (name & title):	
Phone:	Email:
Signature:	Date:

Submit via mail, email or FAX to:

Chief Procurement Officer
 University of New Mexico Purchasing Department
 MSC 01 1240
 1 University of New Mexico
 Albuquerque, NM 87131
 FAX: (505) 277-7774
 Email: purch@unm.edu

IMPROVEMENT RECOMMENDATIONS

- Building and “area-specific” plans, such as for the Civic Plaza Drive area or HIVE.
- Just-in-time training tools or guidelines
- Quick Action sheets for faculty & staff
- Continuity of Operations Planning (IT, Business Office)
- Hazard specific Annexes (Weather, Infectious Disease, Evacuation, Critical Utility Failure)