

**New Mexico State University
University Board Establishment Form**

Official Name: Emergency Planning Committee

Effective Date:

Authorized By: Regents Policy
NMSU President
EVP/Provost

Type of Board: Standing
Ad Hoc

Scope of Impact: NMSU Las Cruces
NMSU System

General Purpose:

To study, recommend, and implement coordinated emergency preparedness and response activities for the NMSU System. The committee will plan and coordinate for potential emergent conditions brought on by both natural and manmade situations that potentially place university system personnel or assets in harm's way. Such incidents consist of, but are not limited to weather, fire, criminal acts, and hazardous materials.

Specific Authority/Duties:

1. Serves in an advisory capacity to NMSU System Chancellor regarding potential emergent situations, including, but not limited to, review and recommendations regarding the content and administration of the university's [All Hazards Operations Plans](#), as well as the distinct, multi-agency, [Doña Ana County All Hazard Mitigation Plan](#);
2. Serves in an advisory capacity to the NMSU System Chancellor regarding administration of [Policy 2.25, Emergency Preparedness](#) and other emergency response protocols.
3. Serves in advisory capacity to the Associate Vice President of Information Technology relating to issues pertaining to the administration of [Policy 2.38.1.1.8, Emergency Notification](#).
4. Serves collectively, or through its individual members, as a resource to the various NMSU campuses, departments and other units regarding the development and application of their respective All Hazards Operations Plans;
5. Develops and coordinates the execution of, as well as after-action-review of NMSU System and/or campus wide training exercises and scenarios, in preparation for potential, actual emergencies;

6. Conducts post-critical incident reviews with pertinent personnel, in order to facilitate improvement in the university's emergency and administrative responses;
7. Acts collectively, or through its individual members, to coordinate with other NM agencies, municipalities, local public bodies and the community on issues involving public safety, including but not limited to emergency preparedness training, risk and loss mitigation, and emergency response to catastrophic events;
8. Acts collectively, or through its individual members, to coordinate with administrative bodies on campus charged with responsibility for university health and safety, including but not limited to the 1) Communicable Disease Preparedness Committee, 2) University Safety Committee, 3) Institutional Biosafety Committee, 4) University Radiation Safety Committee, 5) Institutional Review Board; as well as with each NMSU component or department/unit, as requested, regarding its emergency plans required by Policy 2.25.
9. Develops and recommends the adoption, or revision, of university policies and/or protocols;
10. Takes other action as may be directed by the NMSU Chancellor.

Membership and Co-Chairs: The members are appointed based upon job position and expertise; at the discretion of the NMSU System President, additional members may be appointed. Members may designate an alternate if they cannot attend, and may also ask members from their respective staff to participate as needed to assist in the proper functioning of the committee. A representative from the Office of General Counsel participates and provides guidance to the committee upon request.

The committee shall be co-chaired by the Associate Vice-President for Facilities and Services and either the NMSU Chief of Police, the NMSU Fire Chief, or the Executive Director for Environmental Health and Safety, as may be rotated amongst them at the close of each fiscal year.

The membership includes:

Permanent Co-Chair:

Associate Vice-President for Facilities and Services

Co-Chair, Rotated Annually Between the Following Members:

University Fire Chief

University Police Chief

Executive Director for Environmental Health and Safety

Members:

Assistant VP for Auxiliary Services

Associate VP for University Communications

Director News and Media Relations

Executive Director Facilities and Services

Associate VP for Information and Communication Technologies
Deputy Chief Information Officer
Dean of Students
NM Department of Agriculture Director/Secretary or designee
Associate Provost for International and Border Programs or designee
Doña Ana Community College President or designee
Alamogordo Community College President or designee
Grants Community College President or designee
Carlsbad Community College President or designee
Facility Manager for Arrowhead
General Counsel or designee

Office Providing Administrative Support:

Facilities and Services provides administrative support.

Guidance Relating to Meetings:

The committee strives to hold standing meetings on the fourth Thursday of each month; the co-chairs convene and lead the meetings.