

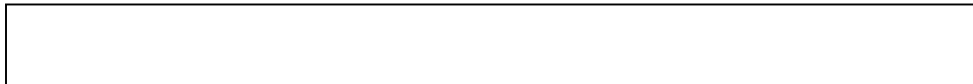
# All Hazards Emergency Operations Plan

New Mexico State University Las Cruces Campus  
and Doña Ana Community College-Espina Campus

August 23, 2018

Prepared by the NMSU Emergency Planning Committee  
in coordination with NMSU entities:

Central Administration Response Team  
Environmental Health Safety & Risk Management  
Facilities Operations  
Fire Department  
Information and Communication Technologies  
Police Department  
Marketing & Communications



**NM  
STATE**

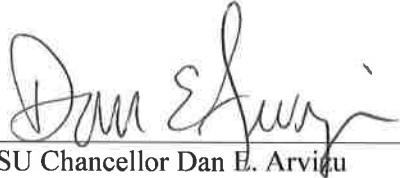
Be **BOLD**. Shape the Future.  
**New Mexico State University**  
nmsu.edu

# Preface and Approval to Implement

This document constitutes the All Hazards Emergency Operations Plan for the NMSU Las Cruces campus and DACC-Espina campus. It will be referred to as the "LC AHEOP" or the "Plan" throughout this document. It has been prepared by the New Mexico State University (NMSU) entities previously listed, pursuant to NMSU Policy 16.00 and Administrative Rules and Procedures 16.10. This August 23, 2018 Plan supersedes all previous versions; it also serves as the pertinent annex to (or section in) the City of Las Cruces/Doña Ana County All Hazards Plan, and any other such plans that rely upon it.

The LC AHEOP consists of nine sections and eight appendices, as indicated in the following table of contents. The appendices contain detailed personal contact and lines of succession, tactical and procedural information and protocols, which may be updated periodically, without the approval of the NMSU Chancellor.

Signed: \_\_\_\_\_



NMSU Chancellor Dan E. Arvizu

Date: \_\_\_\_\_

# Communicable Disease

# Appendix F (vii)

For purposes of this document the following definitions will be used:

Level 1 – Sustained human-to-human transmission of a communicable disease (seasonal flu, emerging disease); Routine local operations not affected; possible international travel advisories, Center for Disease Control recommends isolation of the ill

Level II – Emerging disease with sustained human to human transmission at a local level; impacts routine operational capability; Public Health recommend social distancing, travel warnings, self-isolation for those with illness and persons with high risk (immune- compromised, pregnancy, asthma, morbidly obese)

Level III – Unusually high local absenteeism (faculty, staff, students); Public Health recommendation to suspend schools & public gatherings; International travel restrictions

	Plan Incident Response Level		
	Level 1	Level 2	Level 3
<b>Incident Response Level Criteria</b>	<p><b>INDICATORS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimal immediate hazard to students, faculty and staff</li> <li><input type="checkbox"/> Can be resolved with minimal outside agency assistance</li> </ul> <p><b>NMSU SYSTEM ACTIONS:</b> Intense Planning and Preparation; evaluate mitigation strategies based on perceived threat</p>	<p><b>INDICATORS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> High immediate hazard to students, faculty and staff</li> </ul> <p><b>NMSU SYSTEM ACTIONS:</b> Implement Mitigation Strategies; coordinate with outside agencies</p>	<p><b>INDICATORS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Significant percentage of students, faculty and staff infected or ill</li> <li><input type="checkbox"/> Requires substantial coordination with emergency operations centers</li> </ul> <p><b>NMSU SYSTEM ACTIONS:</b> Actively Evaluate Suspension of Classes/Events; only essential employees report for work</p>
Communicable Disease Planning Committee	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess threat and implement appropriate Level 1 Communicable Disease Response activities</li> <li><input type="checkbox"/> Update continuity of operation plans—to include all member departments</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess threat and implement appropriate Level 2 activities</li> <li><input type="checkbox"/> Plan for recovery in post-communicable disease period</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicable Disease Planning Committee is released when CART is activated</li> </ul>

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
<p>Communicable Disease Steering Committee (Aggie Health &amp; Wellness Center Exec. Director, Campus Medical Director, EHS&amp;RM Exec. Director, Fire Chief, Police Chief, Biosafety Officer, News &amp; Media Relations Director)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advises CART of Communicable Disease (CD) status and response activities to current level of threat – review CDR Plan</li> <li><input type="checkbox"/> Recommend Medical Officer to CART</li> <li><input type="checkbox"/> Joint review of plans with NMSU and Dona Ana County Health Department guidelines for on-campus mass dispensing site (POD).</li> <li><input type="checkbox"/> MOUs to provide POD first responders.</li> <li><input type="checkbox"/> Escalate communications (educational campaign, self-protection information, hand washing, promote seasonal flu vaccination, promote voluntary isolation of sick)</li> <li><input type="checkbox"/> Select technical expert spokespersons for internal and media communications</li> <li><input type="checkbox"/> Develop Level 2 communications</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activates CART, if not already convened</li> <li><input type="checkbox"/> Issue Level 2 communications (protocol for suspected cases, preparations for social distancing)</li> <li><input type="checkbox"/> Develop Level 3 communications</li> <li><input type="checkbox"/> Develop post-communicable disease communications (medical clearance, recovery)</li> <li><input type="checkbox"/> Alert departments to report high volume absenteeism through Dean and VP level officials</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Issue Level 3 communications (self-protection, social distancing, etc).</li> <li><input type="checkbox"/> Coordinate internal messages and news releases with Marketing/ Communications (MARCOM)</li> </ul>
<p>Medical Incident Command: Fire Chief; Aggie Health &amp; Wellness Center Exec. Director, Medical Director, Medical Emergency Services/Safety Officer</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advises CART on distribution of medicines and vaccine (review Advisory Committee on Immunization Practices/Center for Disease Control and National Vaccine Advisory Committee recommendations)</li> <li><input type="checkbox"/> Gather information on number of suspected cases on campus and in Doña Ana County (DAC)</li> <li><input type="checkbox"/> Solidify Medical Reserve personnel designation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish Medical Incident Command (authority to make medical directives)</li> <li><input type="checkbox"/> Coordinate with CART Command and update with new information</li> <li><input type="checkbox"/> Coordinates response with NMSU Health Services and Dona Ana County Health Department.</li> <li><input type="checkbox"/> Contact with City of Las Cruces/Doña Ana County Office of Emergency Management (OEM) to evaluate need to activate Emergency Operations Center</li> <li><input type="checkbox"/> Act as point of contact for Office of Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gather number of cases on campus and in County; report to CART Command</li> <li><input type="checkbox"/> Directs operations</li> <li><input type="checkbox"/> Activation of Emergency Operations Center, if not already open</li> <li><input type="checkbox"/> Advise CART Command routinely of updates</li> </ul>

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
<p>NMSU Fire Department</p> <p><b>Unified Medical Incident Command</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review COOP for any changes needed</li> <li><input type="checkbox"/> Training of personnel specific to disease and infection control</li> <li><input type="checkbox"/> Maintain Personal Protective Equipment (PPE) stockpile for 30-60 day duration</li> <li><input type="checkbox"/> Offer vaccinations to personnel (if available)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish Medical Incident Command (authority to make medical directives)</li> <li><input type="checkbox"/> Coordinate with CART Command and update with new information</li> <li><input type="checkbox"/> Coordinates response with NMSU Health Services and Dona Ana County Health Department.</li> <li><input type="checkbox"/> Contact with City of Las Cruces/Doña Ana County Office of Emergency Management (OEM) to evaluate need to activate Emergency Operations Center</li> <li><input type="checkbox"/> Act as point of contact for Office of Emergency Management</li> <li><input type="checkbox"/> Distribute PPE for Fire Dept</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Directs operations</li> <li><input type="checkbox"/> Activation of Emergency Operations Center, if not already open</li> </ul>
<p>Police Department</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review COOP for any changes needed</li> <li><input type="checkbox"/> Intensive re-training of personnel on plan, practice with PPE</li> <li><input type="checkbox"/> Review PPE stockpile, need supplies for a 30-60 day duration</li> <li><input type="checkbox"/> Training of personnel specific to disease and infection control</li> <li><input type="checkbox"/> Offer vaccinations to personnel (if available)</li> <li><input type="checkbox"/> Ensure all personnel are fit-tested on various respirators</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute PPE to PD staff</li> <li><input type="checkbox"/> Training of Volunteers</li> <li><input type="checkbox"/> Act as a point of contact for Office of Emergency Management</li> <li><input type="checkbox"/> Assist NMSU departments with final plans to close offices and buildings</li> <li><input type="checkbox"/> Liaison with NMSU Health Centers, EHS&amp;RM, Fire and CART to ensure implementation of NMSU plan</li> <li><input type="checkbox"/> Alter dispatch protocols</li> <li><input type="checkbox"/> Point of Distribution management (both open and closed)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish perimeters around designated facilities</li> <li><input type="checkbox"/> Institute ID/credentialing of critical NMSU personnel</li> <li><input type="checkbox"/> Activate Call Center to support Joint information center</li> <li><input type="checkbox"/> Alter crime responses to handle changes brought on by public health emergency</li> <li><input type="checkbox"/> Traffic Management</li> <li><input type="checkbox"/> Institute suspicious death investigation protocols</li> <li><input type="checkbox"/> Assist with implementation of People Tracker system</li> <li><input type="checkbox"/> Coordinate and deploy volunteers</li> <li><input type="checkbox"/> Assist with special duties at Regional Strategic Stockpile site, Point of Distributions, convoy escorts, crowd management, Public Information Officer, etc.</li> </ul>

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
Aggie Health & Wellness Center (AH&WC)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide health education on illness prevention and infection control</li> <li><input type="checkbox"/> Train personnel on COOP Plan for AH&amp;WC</li> <li><input type="checkbox"/> Promote/Give seasonal influenza vaccinations</li> <li><input type="checkbox"/> Review PPE &amp; N95 needs; inventory</li> <li><input type="checkbox"/> Essential personnel receive N95 fit testing. (Aerosol-producing procedure will require an N95.)</li> <li><input type="checkbox"/> Order/stockpile self-care items and essential supplies</li> <li><input type="checkbox"/> Initiate web/communication health advisories in collaboration with EHS&amp;RM/Marketing and Communications</li> <li><input type="checkbox"/> Expand Communicable Disease information on web site</li> <li><input type="checkbox"/> Develop vaccination and surge care plans</li> <li><input type="checkbox"/> Review AH&amp;WC plan with Department of Health (DOH)</li> <li><input type="checkbox"/> Complete Memorandum of Understanding (MOUs) for vaccination PODS of Center for Disease Control (CDC) identified groups</li> <li><input type="checkbox"/> Develop telephone and patient care triage protocols</li> <li><input type="checkbox"/> Develop self-care, patient/care giver guidelines</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate Medical Command Center—Fire Department Joint Incident Command</li> <li><input type="checkbox"/> Review/Modify (as needed) COOP Plan</li> <li><input type="checkbox"/> Just in time training for NMSU Medical Volunteer Staff</li> <li><input type="checkbox"/> Actively provide self-care instructions via patient visits, web, Hotline, media</li> <li><input type="checkbox"/> Essential personnel receive PPE and N95s</li> <li><input type="checkbox"/> Telephone and flu clinic triage implemented</li> <li><input type="checkbox"/> Daily report suspected cases to Medical Incident Command &amp; communication briefings</li> <li><input type="checkbox"/> Employee Assistance Center/Counseling Center provides counseling services</li> <li><input type="checkbox"/> Review guidelines for on-campus mass dispensing site (POD); prepare to implement</li> <li><input type="checkbox"/> Activate emergency communications plans for timely distribution of information</li> <li><input type="checkbox"/> Provide vaccination based on CDC guidelines (if available)</li> <li><input type="checkbox"/> Activate surge care plan</li> <li><input type="checkbox"/> Mobilize supplies, facilities, and staff for acute illness surge</li> <li><input type="checkbox"/> Intensified facility cleaning/waste disposal by Facilities &amp; Services staff</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cancellation of routine care operations-social distancing</li> <li><input type="checkbox"/> Triage dispensing of flu care kits</li> <li><input type="checkbox"/> Illness surveillance                             <ul style="list-style-type: none"> <li>– daily report to MIC</li> </ul> </li> <li><input type="checkbox"/> Essential personnel report to work</li> <li><input type="checkbox"/> Daily report cases to Incident Command</li> <li><input type="checkbox"/> Provide health services to remaining students in NMSU residences, family housing and off campus housing</li> <li><input type="checkbox"/> Establish Aggie Care satellite facility (if students have been consolidated based on illness)</li> <li><input type="checkbox"/> Provide residential visits for ill students</li> <li><input type="checkbox"/> Assist DOH with investigation of suspected cases and contact tracing.</li> <li><input type="checkbox"/> EAP/Counseling Center provides counseling services</li> </ul>

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
<p>Central Administration Response Team (CART)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide budget for central supply and regular distribution of hand sanitizer</li> <li><input type="checkbox"/> Ensure departments develop continuity of operations plans               <ul style="list-style-type: none"> <li><input type="checkbox"/> for academic functions</li> <li><input type="checkbox"/> for administrative functions</li> <li><input type="checkbox"/> for essential services</li> </ul> </li> <li><input type="checkbox"/> Consider travel restrictions for university sponsored business, research, instruction based on current conditions</li> <li><input type="checkbox"/> Declare Chief Medical Officer</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> CART Command/CART activated as needed</li> <li><input type="checkbox"/> Evaluate communicable disease effects; reevaluate response plan and priorities.</li> <li><input type="checkbox"/> Review succession plan for NMSU leadership</li> <li><input type="checkbox"/> Consider modification, postponement or cancelation of large social gatherings/activities</li> <li><input type="checkbox"/> Consider modification of workplace schedules &amp; practices – Communicable Disease Social Distancing, including telecommuting (temporary work from home)</li> <li><input type="checkbox"/> Allow for academic flexibility</li> <li><input type="checkbox"/> Provide for redistribution of vaccines to other campuses (Grants, Alamogordo, Carlsbad)</li> <li><input type="checkbox"/> Implement travel restrictions or prohibition, if applicable</li> <li><input type="checkbox"/> Evaluate need to facilitate recovery of personnel on authorized travel, as needed</li> <li><input type="checkbox"/> Consider alternate commencement location outdoors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> What functions will continue?</li> <li><input type="checkbox"/> Consider short term suspension of classes and related evacuation of residence halls and housing</li> <li><input type="checkbox"/> Consider further modification of work place schedules to maintain mission critical academic and business operations.</li> <li><input type="checkbox"/> Consider suspension of experimental research</li> <li><input type="checkbox"/> Essential functions continued via telecommuting</li> <li><input type="checkbox"/> Plan for post-communicable disease recovery and resumption of normal NMSU operations</li> <li><input type="checkbox"/> Plan for revised instruction calendar and completion of the session.</li> </ul>

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
Auxiliary Administration— Dining Services	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review department plan for continuity of operations</li> <li><input type="checkbox"/> Identify suppliers and alternates for Level 3 meals</li> <li><input type="checkbox"/> Assess Personal Protective Equipment needs and stock pile</li> <li><input type="checkbox"/> Plan for delivery / pick up of Level 3 meals. Identify alternate suppliers.</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> <li><input type="checkbox"/> Establish MOU's for meals and alternate housing</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Order and stock Level 3 supplies</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide Level 3 meals to students and employees who remain on campus</li> </ul>
Business & Finance	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review department plan for continuity of operations</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> To allow staff to work from home, consider allowing off-campus access to financial planning, budgets and payroll information systems</li> </ul>
College Health & Social Services— School of Nursing, Social Work, Health Services	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review college continuity of operations plan</li> <li><input type="checkbox"/> Essential personnel working in clinic treating ill need to be fit tested for N-95 respirators</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas – using educational posters</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> NMSU Health Care Volunteer Staff continues receiving ongoing and just-in-time- training</li> <li><input type="checkbox"/> Participate in NMSU Health Care Volunteer Staff when activated</li> <li><input type="checkbox"/> Coordinate with essential personnel</li> <li><input type="checkbox"/> Continues education re: infection control in your area (educational posters)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate telephone system to notify faculty, staff, and students to stay home if there are symptoms present</li> <li><input type="checkbox"/> If classes are to continue, , hand soap in each work area, adequate air circulation, minimize personal contact</li> <li><input type="checkbox"/> Continue working with essential personnel</li> </ul>
DACC Health Occupations	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review departmental continuity of operations plan</li> <li><input type="checkbox"/> Provide list of volunteers for NMSU Medical Volunteer Staff and fit test those in high risk operations with N-95 respirators</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> NMSU Medical Volunteer Staff just-in-time training</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If activated, participate in NMSU Medical Volunteer Staff</li> </ul>



## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
Environmental Health Safety & Risk Management	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist Dept Heads with developing their departmental COOP</li> <li><input type="checkbox"/> Review COOP for any changes needed</li> <li><input type="checkbox"/> Follow Personal Protective Equipment (PPE) guidance from Center for Disease Control</li> <li><input type="checkbox"/> Develop on-line N-95 respirator safety</li> <li><input type="checkbox"/> Re-Fit respirator test for EHS&amp;RM and medical personnel</li> <li><input type="checkbox"/> Maintain PPE stockpile for 30-60 day duration for EHS&amp;RM high risk personnel</li> <li><input type="checkbox"/> Promote hand washing &amp; sneeze etiquette in Employee Safety training</li> <li><input type="checkbox"/> Review cleaning procedures with custodial department manager and supervisors</li> <li><input type="checkbox"/> Plan for increased volume of infectious waste</li> <li><input type="checkbox"/> Reinforce education on infection control to EHS&amp;RM staff</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute PPE to EHS&amp;RM personnel at high risk</li> <li><input type="checkbox"/> Identify minimum staffing required and schedule for essential functions</li> <li><input type="checkbox"/> Introduce administrative controls for EHS&amp;RM operations to reduce exposure</li> <li><input type="checkbox"/> Liaison with Communicable Disease (CD) Steering Committee and CART to ensure implementation of NMSU CDR plan</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange for additional medical waste pickups</li> <li><input type="checkbox"/> Update EHS&amp;RM Communicable Disease web site</li> </ul>
Facilities Operations	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review department plan for continuity of operations</li> <li><input type="checkbox"/> Train housekeepers for hygiene and cleaning of personal contact surfaces (e.g., doorknobs)</li> <li><input type="checkbox"/> Order /stockpile disinfecting housekeeping supplies</li> <li><input type="checkbox"/> Assess Personal Protective Equipment (PPE) needs for essential personnel with high risk and keep 30-60 day duration stock available</li> <li><input type="checkbox"/> Custodial identified to clean high risk clinical areas need appropriate PPE</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Personnel cleaning clinical facilities receive PPE</li> <li><input type="checkbox"/> Intensive cleaning of medical facilities</li> <li><input type="checkbox"/> Review Point of Distribution (POD) Guidelines</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If POD is activated, provide appropriate resources</li> <li><input type="checkbox"/> Change housekeeping procedures to prioritize essential personnel areas, remaining students/families, and cleaning of personal contact surfaces</li> </ul>

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
Housing and Residential Life	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review department plan for continuity of operations, identify essential personnel and inform and train them on plan</li> <li><input type="checkbox"/> Communicate with students as appropriate: <u>All Students</u> <ul style="list-style-type: none"> <li>– General communication with plan overview</li> <li>– Social distancing information</li> <li>– Information on infection control/ flu preparation</li> </ul> </li> <li><input type="checkbox"/> Train all staff on hygiene, Level 3 plans, and symptom recognition</li> <li><input type="checkbox"/> Intensive re-training of staff on all aspects of plan</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> <li><input type="checkbox"/> Essential staff practice with Personal Protective Equipment (PPE)</li> <li><input type="checkbox"/> Plan to consolidate ill students</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Essential personnel receive PPE (barrier protection)</li> <li><input type="checkbox"/> Establish mass communication procedures</li> <li><input type="checkbox"/> Vaccination based on Center for Disease Control guidelines</li> <li><input type="checkbox"/> Disseminate self-care education materials, patient caregiver guidelines</li> <li><input type="checkbox"/> Communicate social distancing, illness plans (bulletin boards, list serves)</li> <li><input type="checkbox"/> Consolidate ill students to create distance from well students</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Close residence hall: students asked to prepare to leave campus upon emergency closure</li> <li><input type="checkbox"/> Community management plans take effect</li> <li><input type="checkbox"/> Prepare specified facilities to receive new residents</li> <li><input type="checkbox"/> Support families, international students, and others who were unable to leave (continue to maintain facilities, provide appropriate activities, information distribution, etc.)</li> </ul> <p style="text-align: center;"><i>Estimate 3000 residents remain on Las Cruces campus in housing facilities</i></p>
Human Resources	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review department plan for continuity of operations</li> <li><input type="checkbox"/> Advise on HR aspects of "NMSU Communicable Disease Social Distancing "</li> <li><input type="checkbox"/> Inform campus of procedures for teleworking, social distancing and essential personnel</li> <li><input type="checkbox"/> Discuss with departments plans for providing substitutes for essential personnel</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> <li><input type="checkbox"/> Consider flexible sick leave arrangements</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remind campus wide essential personnel of their duties and responsibilities.</li> <li><input type="checkbox"/> EAP directs employees to counseling services</li> <li><input type="checkbox"/> HR &amp; NMSU Aggie Health &amp; Wellness Center           <ul style="list-style-type: none"> <li>– surveillance/tracking procedure for reporting of high volume absenteeism from classroom or workplace</li> </ul> </li> <li><input type="checkbox"/> Implement HR aspects of "Communicable Disease Social Distancing Policy"</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To allow work from home for HR staff, consider allowing off-campus access to HR information systems</li> <li><input type="checkbox"/> Gather employee absenteeism data</li> <li><input type="checkbox"/> EAP directs employees to counseling services</li> </ul>

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
Information & Communication Technologies (includes tele-communications)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review department plan for continuity of operations</li> <li><input type="checkbox"/> Review IT needs for increased telecommuting and distance learning</li> <li><input type="checkbox"/> Facilitate and support the development of distance learning.</li> <li><input type="checkbox"/> Plan for general information (non-health) call center</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist with implementation of distance learning</li> <li><input type="checkbox"/> Work with Marketing Communications to disseminate information</li> <li><input type="checkbox"/> Act as back up to EHS&amp;RM to make sure web pages are updated and Communicable Disease information is efficiently disseminated</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Support distance learning</li> <li><input type="checkbox"/> Support general information (non-health) call center, if implemented</li> <li><input type="checkbox"/> If Point of Distribution is activated, provide appropriate resources</li> </ul>
International and Border Programs	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review department plan for continuity of operations</li> <li><input type="checkbox"/> Issue advisories for students, faculty and staff planning international travel</li> <li><input type="checkbox"/> Issue advisories for students, faculty, staff and visitors arriving from affected regions</li> <li><input type="checkbox"/> Review policies and procedures for recalling students from affected regions</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advise, communicate with overseas students, faculty and staff</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to advise, communicate with overseas students, faculty and staff.</li> <li><input type="checkbox"/> When possible, support overseas students, faculty and staff who are unable to return.</li> <li><input type="checkbox"/> Support international student, faculty and staff remaining on campus</li> <li><input type="checkbox"/> Notify government agencies (see Appendix Gii.) as appropriate or as mandated by federal regulation concerning the welfare of NMSU-sponsored non-immigrants.</li> <li><input type="checkbox"/> Refer to IBP Crisis Management Plan</li> </ul>

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
Marketing and Communications	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop or review departmental continuity of operations plan with three-deep roster for successors and identify essential functions and personnel</li> <li><input type="checkbox"/> Draft internal and external announcements</li> <li><input type="checkbox"/> Disseminate announcements using one or all of the following tools: all campus email, NMSU web site, Everbridge and phone hotline (6-1000)</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish media relations center (or remote access) to handle ongoing media needs</li> <li><input type="checkbox"/> Obtain situational status briefing from Medical Incident Command</li> </ul>	Continue media relations using remote capabilities
Procurement Services	<ul style="list-style-type: none"> <li><input type="checkbox"/> Require business continuity plans as part of contracts that support essential functions</li> <li><input type="checkbox"/> Review departmental continuity of operation plan</li> <li><input type="checkbox"/> Procure and stockpile consumable supplies for health and hygiene, if budget given by Biosafety Officer</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review contracts that support essential functions to ensure COOP and impacts on NMSU essential services</li> <li><input type="checkbox"/> Verify continuity of supply chain</li> </ul>	<input type="checkbox"/> Support emergency procurement

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
Provost, Office of	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop /review departmental plan for continuity of operations with lines of succession and identify essential personnel and inform them of their responsibilities</li> <li><input type="checkbox"/> Provide education on infection control to your areas</li> <li><input type="checkbox"/> Support distance learning</li> <li><input type="checkbox"/> Identify trigger and action points that prompt NMSU to               <ul style="list-style-type: none"> <li><input type="checkbox"/> refund tuition or other financial contingencies,</li> <li><input type="checkbox"/> closure and evacuation of campus and student resident halls and housing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Implement "NMSU Communicable Disease Social Distancing Policy" including telecommuting where possible for academic instruction</li> <li><input type="checkbox"/> Direct academic departments on student absenteeism and allowed make up (to keep ill from attending class)</li> <li><input type="checkbox"/> Allow for academic flexibility</li> </ul>	
Student Affairs	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure students have access to health education on flu prevention and infection control</li> <li><input type="checkbox"/> Review departmental plan for continuity of operations</li> <li><input type="checkbox"/> Reinforce education on infection control to your areas</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ask students to plan leaving campus if classes are suspended</li> <li><input type="checkbox"/> Assist with family notification</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with parents and families</li> <li><input type="checkbox"/> Communicate with students/families remaining in Las Cruces</li> <li><input type="checkbox"/> Communicate death notices</li> </ul>

## Communicable Disease Continued

## Appendix F (vii)

Responsible Party	Level 1	Level 2	Level 3
All Department Heads and Unit Directors	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop continuity of operations plan with three-deep roster for successors and identify essential functions and personnel</li> <li><input type="checkbox"/> Instructional departments plan for distance learning where possible</li> <li><input type="checkbox"/> Build capacity to conduct essential operations temporarily through "work from home" and obtain approvals to do so</li> <li><input type="checkbox"/> Instructional departments consider plans for student absenteeism and allowance for make up</li> <li><input type="checkbox"/> Review contagious disease awareness and mitigation strategies with staff (symptoms, self-isolate if ill, hygiene and increased cleaning common areas)</li> <li><input type="checkbox"/> Report high volume absenteeism through Dean and VP level officials</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor campus communications and disseminate information</li> <li><input type="checkbox"/> Plan to implement social distancing and other mitigation strategies</li> <li><input type="checkbox"/> Prepare to activate continuity of operation plans – review with staff</li> <li><input type="checkbox"/> Work out student absenteeism and allowed make up (to keep ill from attending class)</li> <li><input type="checkbox"/> Allow for academic flexibility</li> <li><input type="checkbox"/> Report high volume absenteeism from classroom or workplace through Dean and VP level officials</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Implement "NMSU Communicable Disease Social Distancing " including telecommuting where possible</li> <li><input type="checkbox"/> Activate departmental continuity of operation plans to maintain essential functions</li> </ul>
Dona Ana Public Health Department (DoH)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Train Medical Reserve Corps</li> <li><input type="checkbox"/> Review NMSU plans</li> <li><input type="checkbox"/> Authorize Memorandum of Understanding (MOU's)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate communications</li> <li><input type="checkbox"/> Provide Point of Distribution (POD) supplies for vaccination</li> </ul>	<p>If vaccine or antivirals are to be distributed via POD:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Supply volunteers</li> <li><input type="checkbox"/> Offer use of on-campus sites</li> </ul>
Department of Health POD Resources, including limited dispensing of medicines to essential personnel	<p>POD Resources, including limited dispensing of medicines to essential personnel (POD means "Point of Distribution" - a site for the mass dispensing of medicines)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare to activate POD and provide appropriate resources</li> </ul>	<p>If vaccine or antivirals are to be distributed via POD:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activate on-campus mass dispensing site</li> <li><input type="checkbox"/> POD first responders must report</li> <li><input type="checkbox"/> Provide appropriate resources</li> <li><input type="checkbox"/> Adjust procedures and notification if limited dispensing</li> </ul>
Las Cruces Hospitals			<ul style="list-style-type: none"> <li><input type="checkbox"/> Alternate care facilities established</li> <li><input type="checkbox"/> Care for critically ill students</li> </ul>

# **Social Distancing Guidelines**

**(For communicable disease outbreaks in the workplace)**

## **Appendix F (viii)**

In the event of an influenza pandemic or other communicable disease situation, The University may implement these social distancing guidelines to minimize the spread of the influenza and other communicable diseases among the staff.

### **During the work day, employees are requested to:**

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, video conferencing and the Internet to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunch rooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

### **Outside activities**

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

### **Telecommuting**

Managers will determine which, if any, employees may work from home and encourage all employees who are able to telecommute to do so. Please refer to the Telecommuting Policy.

## Appendix G (iv)

# All Hazards – Continuity of Operations Plan (CoOP)

---

**Instructions:** All NMSU departments and units may use this form to complete a Continuity of Operations Plan (COOP) - to describe how your department will operate during a long term emergency and recover afterwards to be fully operational. Feel free to augment this template to meet your needs. For guidance, go to <http://safety.nmsu.edu/emergency-information/> or contact Environmental Health Safety & Risk Management at ehs@nmsu.edu or 575-646-3327.

<b>Department/Unit</b>			
<b>Plan Development</b>	<b>Developer</b>		<b>Date Plan Updated</b>
<b>Head of Operations</b>	<b>Name</b>	<b>Phone Number</b>	<b>Alt Phone Number</b>
<b>Email address</b>			

### A: Background Information for Emergency Planning

No one can predict when an emergency might happen or how severe it will be. It is prudent to plan for one, especially since these plans can be applied to any major emergency that could threaten the health and safety of the campus community or disrupt University programs and essential operations. This plan should address any kind of emergency that is severe enough to impact the NMSU community including an infectious disease epidemic, severe weather events, fires or explosions, hazardous materials releases, extended utility outages, floods, terrorism or mass casualty events.

In the event of an emergency, NMSU will have four objectives:

- Protect life and health
- Safeguard our critical infrastructure (support, facilities and operations)
- Continue functions essential to university operations
- Resume normal teaching, research and service operations as soon as possible

### B: Your Department's Objectives

Considering your department's unique mission, describe your teaching, research and service objectives:

--



### C: More Information Regarding Your Department

Please note below information for your department’s contact.

<b>COOP Contact</b>	<b>Name</b>	<b>Phone Number</b>	<b>MSC #</b>
<b>Email address</b>			
<b>Department Location</b>			

Please indicate below the principle nature of your department’s operations (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Instruction         | <input type="checkbox"/> Student life support   |
| <input type="checkbox"/> Laboratory research | <input type="checkbox"/> Research support       |
| <input type="checkbox"/> Other research      | <input type="checkbox"/> Facilities support     |
| <input type="checkbox"/> Administration      | <input type="checkbox"/> Other (describe) _____ |

### D: Emergency Communication Systems

All NMSU employees are responsible for keeping informed of emergencies by monitoring news media reports, NMSU’s web home page, by calling the NMSU Emergency Hotline (575-646-1000), email and phone alert messages. To rapidly communicate with your employees in an emergency, we encourage all departments to prepare and maintain a call tree.

Note below the system(s) you will use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Phone             | <input type="checkbox"/> Email                  | <input type="checkbox"/> Text messaging |
| <input type="checkbox"/> Call tree         | <input type="checkbox"/> Departmental web site  | <input type="checkbox"/> Pager          |
| <input type="checkbox"/> Instant messaging | <input type="checkbox"/> Other (describe) _____ |   |

### E: Emergency Access to Information and Systems

If access to your department’s information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, Canvas, off-site data backup, backup files on flash drives, hard copies, Smart phone or use of alternate email systems (e.g., Yahoo, Gmail).

Describe how your department will respond to the destruction of critical data. List essential functions that will need to have remote access to systems and individual’s authorized to perform temporary but critical “work from home.” Identify what critical data and records are backed up, whether the backup is stored on-site or off-site. Simulate a failure scenario that tests the ability to recover “lost” critical data.

## F: Your Department’s Essential Functions

Below list your department’s functions that are essential to operational continuity and/or recovery. Identify position title and position number which is responsible for each essential function. List primary personnel and alternate personnel and make sure that alternates are sufficiently cross-trained to assume responsibilities.

<b>Essential Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>Position Number:</b>			
<b>People Responsible:</b>			
<b>Phone Numbers:</b>			
<b>Essential Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>Position Number:</b>			
<b>People Responsible:</b>			
<b>Phone Numbers:</b>			
<b>Essential Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>Position Number:</b>			
<b>People Responsible:</b>			
<b>Phone Numbers:</b>			
<b>Essential Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>Position Number:</b>			
<b>People Responsible:</b>			
<b>Phone Numbers:</b>			

Sections F and G contain the list of your department’s key personnel and leaders - those responsible for the above essential functions. The Head of Operations and each primary person listed in an essential position are your department’s primary **Essential Personnel**. In an emergency, essential personnel are expected to report to work unless directed by supervisor or public safety authorities not to report for health and safety reasons.

# All Hazards –CoOP Continued

# Appendix G (iv)

## G: Your Department’s Leadership Succession

List the people who can make operational decisions if the head of your department or unit is absent.

	Position Number	Name	Phone Number	Alt Phone Number
<b>Head of Operations</b>				
<b>First Successor</b>				
<b>Second Successor</b>				
<b>Third Successor</b>				

## H: Key Internal (Within NMSU) Dependencies

All NMSU departments rely on ICT, Payroll, Purchasing, Business & Finance, Fire, Police, Human Resources and Facilities & Services. List below the other products and services upon which your department depends and the internal NMSU departments or units that provide them.

<b>Dependency</b> (product or service) :	
<b>Provider</b> (NMSU department):	
<b>Dependency</b> (product or service) :	
<b>Provider</b> (NMSU department):	
<b>Dependency</b> (product or service) :	
<b>Provider</b> (NMSU department):	
<b>Dependency</b> (product or service) :	
<b>Provider</b> (NMSU department):	
<b>Dependency</b> (product or service) :	
<b>Provider</b> (NMSU department):	
<b>Dependency</b> (product or service) :	
<b>Provider</b> (NMSU department):	
<b>Dependency</b> (product or service) :	
<b>Provider</b> (NMSU department):	
<b>Dependency</b> (product or service) :	
<b>Provider</b> (NMSU department):	

### I: Key External Dependencies

List below the products, services, suppliers and providers upon which your department depends. We recommend that you encourage them to prepare continuity of operations plan.

<b>Dependency</b> (product or service):		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service):		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service):		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service):		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		

### J: Mitigation Strategies

Considering your objectives, dependencies and essential functions, describe below the steps you can take now to minimize the impact of various types of crises on your operations. For example, you may wish to **stock up on your critical supplies and develop contingency work-at-home procedures**. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions.

## K: Exercising Your Plan & Informing Your Staff

Share your completed Plan with your staff. Hold exercises to test the Plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates.

- Staff orientation meeting
- Call tree drill
- Tabletop exercise
- Interdepartmental exercise
- Other drill (describe) \_\_\_\_\_
- Emergency communication test
- Offsite information access test
- Unscheduled work at home day
- Emergency assembly drill

<b>Exercise Dates</b>
<b>Staff Distribution Date</b>

## L: Recovery

Describe your plan to fully resume operations as soon as possible after the crisis has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, absenteeism, the use of earned time off, and emotional needs.

## M: Special Considerations for Your Department

Describe here any additional or unique considerations that your department may face in an emergency.

**N: For Events Impacting the Region consider Home Emergency Planning for Individuals and Families**

Employees, students and their families should plan for any type of emergency that could impact them in their home, apartment or residence hall. Don't wait—an emergency can occur at any time. Past experience has taught us that employees may not show up for work if they are concerned for the safety and security of their families. We recommend that your employees receive the following information, available on at <http://www.flu.gov/pandemic/index.html> and the Ready.Gov Website at <http://www.ready.gov/>.

- Guide for Individuals and Families
- Family Health Information Sheet
- Planning Checklist for Individuals and Families
- Emergency Contacts Form

**O: CoOP Submission**

Thank you for completing your department's All Hazards Continuity of Operations Plan (COOP). Please submit this Plan to your Dean or Vice President for approval and authorization of essential positions within your department/unit.

Dean/VP name:	Title:
Dean/VP signature:	Date submitted:

**Send an electronic copy of the signed/approved CoOP to EHS&RM Executive Director [kadoolit@nmsu.edu](mailto:kadoolit@nmsu.edu).**

EHS&RM date received: \_\_\_\_\_

Date EHS&RM submitted to HRS: \_\_\_\_\_