85.11 Training and Preparedness

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1. Appropriate Preparedness. For the safety of its students and staff, Eastern New Mexico University-Roswell (ENMU-Roswell) shall provide such emergency preparedness as is reasonably available without undue interference with its normal and effective operation, which includes many diverse group and personal activities. Such preparedness shall include the following:

A. The Emergency Response Manual (ENMU-Roswell P & P Manual, Section 85) shall be published and distributed in sufficient numbers to enable all administrative and supervisory staff to use it as a training tool.

B. An Emergency Procedures pamphlet shall be widely distributed, including distribution to all new students and new employees.

C. The telephone numbers to call for emergency police, fire, medical and other services shall be published, posted, and distributed in a manner designed to enable all students and staff to have those numbers available to them.

D. ENMU-Roswell shall have emergency training available for administrative, instructional, and residence units; though the scheduling of training must be left to each unit.

2. Training Sources. The primary source of training for emergency preparedness is the Emergency Response Manual, and a review of that document may prove sufficient for most administrative, academic, and residence units. Other sources of emergency training include:

A. Campus Security.

B. The Office of the Loss Control Coordinator.

C. The Office of Human Resources.

D. The Physical Plant.

E. The Safety Office.

3. Amount of Training.

A. Awareness of the basic emergency response guidelines provided in the Emergency Response Manual is the goal of emergency training for students and staff. An opportunity for creating such awareness shall be provided annually or as deemed necessary by the President ENMU-Roswell, and each administrative, instructional, and residence unit shall provide the opportunity for such training.

B. New employees shall be made aware of the basic emergency response guidelines provided in the Emergency Response Manual at the time of their new employee orientation.

4. Emergency Telephone Number Cards. Each administrative unit shall inform its employees of telephone numbers to use in an emergency. The Director of Housing should so inform students living in the residence hall.

5. Administration and Governance. Responsibilities for emergency training and preparedness shall be as follows:

A. The administration shall follow the same lines of authority as does the general administration of ENMU-Roswell.

B. With regard to governance:

1. The Safety and Loss Control Committee shall:

    a. Review the Emergency Response Manual periodically and make appropriate recommendations for revisions to the Emergency Response Committee.
    b. Review other emergency preparedness matters as they arise and make recommendations to the appropriate administrative offices and governance bodies.

2. The Administrative Team shall consider such emergency preparedness matters as are referred to it by the Emergency Response Committee and make appropriate recommendations to the Administrative Council or other governance bodies regarding those and other emergency preparedness matters.

3. The Administrative Team shall consider the recommendations of the Emergency Response Committee and of the Administrative Council and act appropriately on those and other emergency preparedness matters.