

### **85.3 Emergency Command Post**

- **85-3-1 Responsibility for Establishing Command Post**
- **85-3-2 Field Emergency Command Post**
- **85-3-3 General Emergency Command Post**
- **85-3-4 Conference Room**

**1. Responsibility for Establishing Command Post.** When a major emergency or disaster occurs, or is imminent, it shall be the responsibility of the Eastern New Mexico University-Roswell (ENMU-Roswell) Security/Safety Officer to set up and staff an appropriate Emergency Command Post if so directed by the President or his/her designee.

**2. Field Emergency Command Post.** If the emergency involves only one building or a small part of the campus, a Campus Security vehicle is to be placed as near the emergency scene as is reasonably possible. The Security/Safety Officer or a Campus Security officer is to staff the command post at all times or until the emergency ends. Field Emergency Command Post equipment shall include:

- A. Barricades, barrier tape/ropes, and signs for the scene.
- B. Cellular phone.
- C. A first aid kit (or kits).
- D. A campus telephone directory and a local telephone directory.

**3. General Emergency Command Post.** If a state of emergency is declared, the Command Post shall be set up in a location determined by the Security/Safety Officer.

**4. Conference Room.** If a state of emergency is declared, a conference room with facilities for the emergency teams or the media crews, and with multiple telephones and electrical appliances may be desirable.