

## **85.5 Administrative Responsibilities**

- **85-5-1 President**
- **85-5-2 Administrators, Deans and Directors**
- **85-5-3 Supervisors**
- **85-5-4 Note of Importance**

**1. President.** As stated in previous parts of this manual the President, or their designee, as the Incident Commander, shall be responsible for the overall direction of Eastern New Mexico University-Roswell (ENMU-Roswell) emergency operations.

**2. Administrators, Deans and Directors.** Every director of an administrative unit has the following general responsibilities prior to and during any emergency:

**A. Emergency Preparedness.** Responsibilities for emergency preparedness shall include:

1. Distribution of building evacuation information to all employees with follow-up discussions, on-the-job training or explanation as required.
2. Allowance of time for training employees in emergency techniques such as fire extinguisher usage, first aid, CPR and building evacuation procedures.
3. Any needed liaison with the Safety/Security Officer or Campus Security for assistance.
4. Appointment of a specific person as building coordinator for every activity under their control.

**B. Emergency Situations.** Responsibilities in emergency situations shall include:

1. Informing all employees under their direction of the emergency condition.
2. Evaluation of the impact the emergency has on their activity and taking appropriate action, which may include ceasing operations and initiating building evacuation.
3. Maintenance of emergency telephone communications with appropriate officials (in the case of a state of emergency, the Emergency Resource Team).

**3. Supervisors.** The responsibilities of each supervisor shall include:

**A.** Education of their students and/or employees concerning ENMU-Roswell emergency procedures as well as evacuation procedures for their building and/or activity.

**B.** Informing their students and/or staff of emergency and initiating emergency procedures as outlined in this manual.

**C.** Evaluating, surveying and estimating their assigned building facility or activity in order to determine the impact a fire, tornado, earthquake or other emergencies could have on their facility.

**D.** Reporting all safety hazards to the Physical Plant, the Safety and Loss Control Committee and to the Safety Officer; promptly initiating work orders allowing Physical Plant to reduce hazards and minimize accidents.

**4. IMPORTANT:** All students, staff and faculty shall be informed of the need to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken.