

UCCS

Emergency
Operations
Plan

2025



University of Colorado
Colorado Springs



Basic Plan

The University of Colorado Colorado Springs (UCCS) Emergency Operations Plan (EOP or “Plan”) has been developed in accordance with the requirements for emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and is aligned with the National Response Framework (NRF) and National Incident Management System (NIMS). Additionally, this plan has been structured using the Federal Emergency Management Agency (FEMA) Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education to ensure a comprehensive and standardized approach to emergency preparedness.

This plan outlines the University’s procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its programs and activities. It identifies departments and individuals responsible for emergency response and critical support services and provides a management structure for coordinating and deploying essential resources. The EOP is not meant to replace individual department or division standard operating procedures; rather, it is activated when a situation overwhelms the capabilities of a single unit and requires multiple disciplines to be integrated into a unified command structure.

The EOP is written, reviewed, and amended by the UCCS Director of Emergency Management, with support and feedback from the Emergency Preparedness Advisory Committee (EPAC), which is convened and overseen by the Director within the Department of Public Safety. EPAC provides oversight and input for the University’s emergency planning process and meets regularly to advise on preparedness, response, and recovery priorities. The Director of Emergency Management is responsible for developing emergency training materials and communications, with EPAC contributing to outreach strategies and reviewing emergency planning initiatives.

All UCCS Executive Leadership, Deans, and Directors are responsible for understanding their roles within the EOP, while faculty, staff, and students are highly encouraged to familiarize themselves with this plan and make personal emergency preparations as well.

Letter of Promulgation

The safety and well-being of our students, faculty, staff, and visitors will always be a top priority for our university. It is important that our campus has an updated plan to respond in the event of an emergency that impacts our community.

With that in mind, I am formally promulgating the 2025 UCCS Emergency Operations Plan. This vital document strengthens our campus readiness, showcases our resilience, and demonstrates our commitment to fostering a culture of care, preparing not only for today, but for the unexpected moments that may arise tomorrow.

The EOP outlines the structure we follow in an emergency, from how we communicate and coordinate resources to how we restore operations and care for one another. It builds upon the National Incident Management System and aligns with state and federal guidance while remaining rooted in the needs and strengths of our UCCS community. This plan will continue to evolve in tandem with our campus as we face new challenges and opportunities together.

This plan reflects our collective responsibility to protect life, support continuity, and recover with resilience when emergencies impact our campus. It is a product of collaboration across departments, refined through feedback and guided by the principles of preparedness, equity, and continuous improvement.

Thank you for the work you do every day to make UCCS a caring and supportive environment.

Jennifer Sobanet

Chancellor

University of Colorado Colorado Springs

Approvals

This Emergency Operations Plan supersedes all previous versions of the UCCS Emergency Operations Plan and any related policies or procedures that conflict with its provisions. Any annexes, functional plans, or departmental emergency plans must align with this Base Plan. Future updates or revisions to this plan invalidate prior versions unless explicitly noted.

The University of Colorado Colorado Springs Emergency Operations Plan has been developed to ensure a coordinated response to emergencies impacting the university community. This document aligns with the National Incident Management System, the National Response Framework, and the State of Colorado Disaster Emergency Act of 1992.

All previous versions of this plan are hereby rescinded upon the approval and implementation of this document.

Jennifer Sobanet

[Jennifer Sobanet \(Aug 13, 2025 17:00:54 MDT\)](#)

Approved: Jennifer Sobanet
Chancellor

Mandy Hull

Approved: Amanda Hull
University Counsel

Diana Cooley

[Diana Cooley \(Aug 4, 2025 10:15:59 MDT\)](#)

Approved: Diana Cooley
Associate Vice Chancellor of Public Safety

Kristopher Parsons

Approved: Kristopher Parsons
Director of Emergency Management

Record of Changes

All changes are to be annotated on the master copy of the UCCS Emergency Operations Plan, maintained by the Associate Vice Chancellor of the Department of Public Safety. Notification of changes will be forwarded electronically to applicable units and incorporated into the plan during the next scheduled update.

Date Posted	Change	Page	Action By

Record of Distribution

The Record of Distribution ensures accountability and controlled dissemination of the Emergency Operations Plan. The Base Plan will be shared digitally on the UCCS website, while the full EOP, including annexes, will be distributed to designated leadership and response personnel.

Name / Title	Department / Agency	Copy Type (Printed / Digital)	Date Distributed	Distributed By
UCCS Website	Public Access	Digital	08/01/2025	Emergency Management
Chancellor	UCCS Executive Leadership	Printed & Digital	08/01/2025	Emergency Management
Vice Chancellor for Administration & Finance	Administration	Printed & Digital	08/01/2025	Emergency Management
Associate Vice Chancellor of Public Safety	Public Safety	Printed & Digital	08/01/2025	Emergency Management
Director of Emergency Management	Public Safety	Printed & Digital	08/01/2025	Emergency Management
Director of Facilities	Facilities Management	Printed & Digital	08/01/2025	Emergency Management
Fire Marshal	Public Safety	Printed & Digital	08/01/2025	Emergency Management
Environmental Health & Safety Manager	EH&S	Printed & Digital	08/01/2025	Emergency Management
Members of the University Crisis Leadership Team	Multiple Departments	Printed & Digital	08/01/2025	Emergency Management
Members of the Emergency Response Team	Multiple Departments	Printed & Digital	08/01/2025	Emergency Management
Pikes Peak Regional OEM	External Partner	Digital	08/01/2025	Emergency Management

Restricted Access: Certain annexes and operational details may have limited distribution to ensure security and operational integrity. The Record of Distribution will be reviewed annually and updated as necessary to reflect changes in personnel or agency partnerships.

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1. Purpose, Scope, Situation Overview, and Assumptions

This section defines why the plan exists, what it covers, the hazards it addresses, and the assumptions made when developing it.

1.1 Purpose

The University of Colorado Colorado Springs Emergency Operations Plan establishes a comprehensive framework for managing and coordinating emergency response and recovery efforts. The plan is designed to:

- Ensure life safety, property protection, and continuity of operations in the event of an emergency or disaster.
- Provide a clear command and control structure for emergency response using the National Incident Management System and Incident Command System (ICS).
- Align with federal, state, and local emergency management principles, including the National Response Framework, the State of Colorado Disaster Emergency Act of 1992, and FEMA's Higher Education Planning Guide.
- Define the roles and responsibilities of university leadership, departments, first responders, and emergency personnel.
- Serve as a foundation for emergency training, exercises, and continual plan improvement.
- Incorporate the Whole Community approach to emergency planning, ensuring equitable access to preparedness, response, and recovery efforts.
- Address Access and Functional Needs (AFN) by integrating inclusive strategies for individuals with disabilities, medical conditions, or other specialized needs requiring additional support.

This plan applies to all UCCS facilities, departments, and personnel and is activated when an emergency or disaster exceeds the capabilities of individual departments or requires campus-wide coordination.

1.2 Situation Overview

UCCS faces a range of potential hazards that could disrupt campus operations, impact life safety, and require coordinated emergency response efforts. These include natural, technological, and human-caused hazards, which are assessed through the Threat and Hazard Identification and Risk Assessment (THIRA) process.

1.2.1 Campus-Specific Hazards:

- Wildland-Urban Interface (WUI) Fire – UCCS is adjacent to high-risk wildfire areas, requiring evacuation and shelter-in-place plans, as well as early detection systems.
- Severe Weather Events – Winter storms, high winds, hail, flash floods, and extreme temperatures can affect campus operations and infrastructure.
- Cybersecurity Threats – Cyberattacks targeting university networks, research data, and personal information pose a growing risk.
- Hazardous Materials (HazMat) Incidents – Laboratory accidents, chemical spills, and transportation-related HazMat incidents could require specialized response.

- Public Health Emergencies – Disease outbreaks, pandemics, and biological threats necessitate coordinated health responses.
- Civil Disturbances & Protests – Demonstrations and civil unrest can require coordination with law enforcement while upholding campus policies on free speech.
- Mass Casualty Incidents – Active shooter situations, large-scale vehicle accidents, and other mass trauma events require a multi-agency response.

These hazards are continuously evaluated, and response plans are adapted to reflect emerging risks and best practices.

1.3 Planning Assumptions

The EOP is built on the following assumptions:

- Emergencies can occur at any time and may require immediate activation of the EOP.
- UCCS leadership, emergency personnel, and first responders are trained and prepared to carry out emergency responsibilities.
- Emergency notifications will be issued through multiple communication systems (e.g., RAVE Alerts, UCCS Safe App, website updates, social media).
- Mutual aid agreements exist with local, state, and federal agencies, with initial response support primarily coming from local partners (e.g., Colorado Springs Police Department, Colorado Springs Fire Department) before state and federal assets arrive.
- University operations may be disrupted, requiring the activation of Continuity of Operations (COOP) procedures.
- Students, faculty, and staff are encouraged to take personal preparedness measures and follow official emergency instructions.

The EOP will be reviewed regularly and updated as necessary to reflect evolving risks, best practices, and lessons learned from exercises and real-world incidents.

2. Concept of Operations

This section provides a general overview of how UCCS will respond to emergencies. It details the response framework, coordination efforts, and how incidents will be managed under the Emergency Operations Plan.

2.1 General Overview

The University of Colorado Colorado Springs is responsible for taking reasonable measures to protect life, property, and the environment from emergencies or disasters. The Department of Public Safety holds primary responsibility for coordinating emergency management activities, including preparedness, response, recovery, and mitigation.

The UCCS EOP provides a structured campus-wide response when:

- The capabilities of individual departments are exceeded.
- The incident requires interdepartmental coordination.
- Mutual aid assistance is needed from local or state partners.

The UCCS EOP is scalable and can be fully or partially activated based on the nature and severity of an incident.

2.2 Phases of Emergency Management

2.2.1 Mitigation

- Includes actions to prevent or lessen the impacts of disasters.
- Involves infrastructure improvements, cybersecurity measures, and risk assessments.
- Supports fire and building code enforcement, inspections, and campus retrofitting to reduce risks.

2.2.2 Preparedness

- Involves training, exercises, and emergency planning to enhance readiness.
- Ensures that departments develop internal emergency response plans that integrate with the EOP.
- Includes pre-establishing Emergency Operations Center locations, response resources, and communication systems.

2.2.3 Response

- Addresses immediate and short-term actions to protect life, property, and campus operations.
- Utilizes the Incident Command System and National Incident Management System.
- Response priorities include:
 - Life safety (evacuation, sheltering, medical aid).
 - Incident stabilization (fire suppression, hazardous materials containment, law enforcement security).
 - Property protection (utilities restoration, debris removal).

2.2.4 Recovery

- Includes short-term and long-term efforts to restore campus functions.
- Involves infrastructure repairs, continuity of operations, mental health support, and academic recovery efforts.
- Recovery may take weeks to months, depending on the scale of the incident.

2.3 Coordination with Campus Departments

Each UCCS department is responsible for supporting emergency response efforts in accordance with this EOP. Specific department roles and responsibilities are detailed in Section 4: Organization and Assignment of Responsibilities.

Departments are expected to:

- Develop internal emergency response procedures aligned with the UCCS EOP.
- Ensure personnel receive appropriate NIMS/ICS training.
- Support continuity of operations planning to maintain essential functions during disruptions.
- Further details on individual department assignments will be addressed in Section 4.

2.4 Incident Priorities

During any emergency, UCCS follows a prioritized incident management approach to ensure the most critical needs are addressed first. The priorities are:

- Life Safety – Protecting students, faculty, staff, responders, and the public.
- Incident Stabilization – Containing the situation and preventing escalation.
- Property & Infrastructure Protection – Securing facilities and preserving research/data.
- Law Enforcement & Investigations – When applicable, conducting investigations and preserving evidence.
- Continuity & Recovery – Facilitating campus-wide recovery efforts to restore normal operations.
- Equity & Accessibility – Ensuring that emergency response operations proactively consider Access and Functional Needs populations.

3. Organization and Assignment of Responsibilities

This section outlines the roles and responsibilities of university departments, external agencies, and key personnel in managing emergency response efforts. Responsibilities are assigned based on NIMS/ICS principles and align with federal, state, and local emergency management structures.

3.1 General Roles and Responsibilities

All UCCS departments and personnel have a role in emergency preparedness, response, and recovery. Departments are expected to:

- Develop and maintain internal emergency plans that integrate with the UCCS EOP.
- Assign personnel to participate in emergency management activities.
- Provide support to emergency response and recovery efforts when required.
- Ensure compliance with NIMS/ICS training requirements.
- Maintain documentation of emergency-related expenditures for potential reimbursement.
- Each department's specific responsibilities are detailed below.

3.2 University Leadership and Policy Groups

3.2.1 Chancellor and Executive Leadership Team (ELT)

- Provides strategic leadership during emergencies.
- Declares campus emergencies and approves activation of the Emergency Operations Center.
- Authorizes emergency closures, evacuations, or other critical decisions.

3.2.2 University Crisis Leadership Team (UCLT)

- Acts as the strategic decision-making group during campus-wide emergencies.
- Provides guidance on policy-level decisions, resource allocation, and long-term recovery planning.
- Works in coordination with the Emergency Response Team to ensure campus-wide situational awareness.

3.2.3 Emergency Response Team (ERT)

- Comprised of operational and tactical leaders who manage the direct response to incidents.
- Led by the Director of Emergency Management and includes representatives from Public Safety, Facilities, EH&S, IT, Risk Management, and Student Affairs.
- Coordinates immediate life safety, property protection, and response operations.

3.2.4 Emergency Preparedness Advisory Committee

- Provides ongoing oversight and recommendations for emergency planning and preparedness initiatives.
- Ensure that campus departments are engaged in preparedness activities.
- Provides input and feedback on training, exercises, and community outreach efforts, in coordination with the Office of Emergency Management

3.2.5 Floor Safety Liaisons

- Consists of volunteer representatives for designated areas within campus buildings.
- Assisting with emergency notifications and direction during evacuations and shelter-in-place events.
- Performing accountability checks for their assigned area, when safe to do so.
- Reporting hazards or unsafe conditions to Public Safety or Facilities.

3.3 Campus Recreation

- Assists in mass sheltering operations using campus gym facilities.
- Provides recreational and wellness support for students and staff during prolonged emergencies.
- Coordinates with Housing and Residence Life to ensure displaced students have resources.

3.4 Controller's Office

- Approves emergency funding for response and recovery efforts.
- Tracks financial documentation for reimbursement and resource allocation.
- Supports FEMA reimbursement processes for declared disasters.

3.5 Dining and Hospitality Services

- Ensure food and water availability during prolonged emergencies.
- Supports sheltering operations by providing meals for displaced individuals.
- Maintains food safety protocols and emergency supply management.

3.6 Emergency Management

- Serves as the primary emergency management coordinator for UCCS.
- Advises university leadership on emergency preparedness and response.
- Oversee the development of emergency plans, policies, and training.
- Develops, maintains, and implements the UCCS Emergency Operations Plan.
- Leads emergency preparedness training, exercises, and community outreach.
- Activates and manages the EOC, coordinating response efforts across departments.
- Works with local, state, and federal agencies to coordinate disaster response.

3.7 Environmental Health & Safety (EH&S)

- Manages hazardous materials, lab safety, and environmental compliance.
- Coordinates response to chemical spills, radiation incidents, and public health threats.

3.8 Event Services

- Assists in large-scale event coordination and crowd management during emergencies.
- Develop and implement event-specific emergency action plans.
- Coordinates with Public Safety and Facilities for event safety procedures.

3.9 Facilities Management

- Responsible for infrastructure repairs, debris removal, and utilities restoration.
- Supports building damage assessments and safety inspections.

- May assist in securing campus access points during large-scale evacuations or campus closures, in coordination with Parking and Transportation Services and Public Safety.

3.10 Fire Marshal

- Oversee fire and life safety systems, ensuring compliance with fire codes, inspections, and system maintenance.
- Works with Facilities to ensure fire alarm, sprinkler, and suppression systems remain operational.
- Provides fire prevention guidance and emergency evacuation planning in coordination with Emergency Management

3.11 Health and Wellness

- Provides mental health crisis support and trauma-informed care during and after incidents.
- Assists in coordinating medical services for impacted students and staff.
- Implements Psychological First Aid (PFA) training for responders to support individuals experiencing trauma.
- Supports long-term wellness and counseling resources for post-incident recovery.

3.12 Human Resources (HR)

- Ensures accountability of employees during emergencies.
- Manages emergency personnel policies, including leave and alternate work arrangements.
- Supports workforce continuity planning for essential services.
- Assists faculty and staff in accessing community health and mental health resources following critical incidents or traumatic events, in coordination with Health & Wellness and University Communications.

3.13 Information Technology (OIT)

- Ensures continuity of IT services, cybersecurity protections, and data recovery.
- Supports emergency communication systems and network resilience.

3.14 Parking and Transportation

- Assists Public Safety in managing campus evacuation routes, shuttle operations, and traffic control.
- Supports emergency transportation logistics for displaced students and staff, in coordination with Emergency Management.
- May assist in securing campus roadways and parking structures as directed by Public Safety during incidents.

3.15 Police Department (UCCS PD)

- Serves as the primary law enforcement agency during emergencies.
- Maintains campus security, coordinates evacuations, and manages crowd control.
- Provides liaison officers to work with external law enforcement agencies.

3.16 Residence Life and Housing

- Manage evacuation and sheltering for on-campus residents.

- Maintains accountability of students living in residence halls.
- Supports housing continuity plans for displaced students in prolonged incidents.

3.17 Risk Management

- Oversees campus insurance and liability mitigation efforts.
- Assists in claims management and financial recovery after incidents.
- Coordinates with legal and compliance teams on risk-related emergency considerations.

3.18 University Communications

- Manage public information, media relations, and emergency messaging.
- Works with OEM to ensure timely and accurate emergency notifications.
- Coordinates with campus leadership and Emergency Management to provide timely and appropriate communication to families of students, faculty, and staff during and after critical incidents

4. Direction, Control, and Coordination

This section establishes the framework for command, control, and coordination during an emergency, defining who has authority, when the EOC activates, and how UCCS integrates with external response partners.

4.1 Incident Command and Authority

UCCS follows the Incident Command System to ensure clear leadership and decision-making during emergencies. The designated Authority Having Jurisdiction (AHJ) depends on the type of emergency:

- UCCS Department of Public Safety leads campus security, law enforcement, and emergency coordination.
- Colorado Springs Fire Department (CSFD) has jurisdiction over fire incidents, hazardous materials, and rescue operations.
- UCCS Office of Information Technology is the leading agency for cybersecurity threats and IT disruptions.
- El Paso County Public Health leads the response for public health emergencies.
- For complex incidents, UCCS will coordinate a Unified Command (UC) structure with external agencies.

4.2 Principle of Local Control

UCCS maintains the authority for direction and control before, during, and after an emergency. This authority remains in place throughout all phases of emergency management unless external conditions necessitate a transition to a broader coordinating agency.

4.3 Incident Level Management

UCCS uses a scalable, flexible, and modular Incident Command System framework, incorporating National Incident Management System principles. This ensures a common organizational structure, supports multi-agency coordination, and allows for a rapidly expandable response when multiple jurisdictions or disciplines are involved.

4.4 Emergency Operations Center Activation

The Emergency Operations Center is activated when an incident exceeds the response capabilities of UCCS first responders. The EOC provides strategic coordination, resource management, and situational awareness.

4.4.1 EOC Activation Levels

Activation Level	Description	Example Incident
Level 1 (Full Activation)	Major campus emergency. Requires full EOC activation and multi-agency coordination.	Large-scale wildfire, active shooter, cyberattack affecting critical infrastructure
Level 2 (Partial Activation)	Significant incident requiring EOC activation but limited personnel.	Winter storm, civil unrest, power outage impacting multiple buildings
Level 3 (Monitoring/Minimal Activation)	Routine or minor incidents managed by on-duty personnel.	Localized

4.4.2 Hybrid and Virtual EOC Operations

UCCS recognizes the need for flexible emergency response coordination, including hybrid and fully virtual operations in certain scenarios. This ensures continuity of emergency management functions during incidents that limit physical presence. Virtual EOC Capabilities:

- The UCCS Emergency Operations Center may be activated in a hybrid or fully virtual format to accommodate remote operations.
- Emergency management platforms such as Microsoft Teams and RAVE may support real-time information sharing and situational awareness.

4.4.3 EOC Functions

- Manages campus-wide coordination to support incident response.
- Maintains real-time situational awareness to inform decision-makers.
- Coordinates resource requests from local, state, and federal agencies.
- Ensures timely and accurate emergency communication to the campus community.
- The Director of Emergency Management serves as the EOC Manager and ensures proper staffing for key roles, including Operations, Planning, Logistics, and Finance.

4.5 Emergency Declaration and Authority

- The Chancellor or designee may declare a UCCS emergency or disaster when conditions warrant.
- If a local disaster declaration is issued by the City of Colorado Springs or El Paso County, UCCS will align emergency operations with local directives.
- During a declared emergency, campus operations may be modified to prioritize life safety, continuity, and resource reallocation.

4.6 Local-Level Management

The City of Colorado Springs and the Colorado Springs Office of Emergency Management coordinate emergency operations that impact the broader city and surrounding communities.

- The City's response framework is outlined in the Colorado Springs Emergency Operations Plan and other local emergency management plans.
- UCCS coordinates its response with city, county, and state emergency management agencies when necessary.

4.7 External Coordination and Mutual Aid

UCCS maintains mutual aid agreements and collaborates with external agencies to enhance response capabilities.

4.7.1 Local Coordination

- Pikes Peak Regional Office of Emergency Management (PPROEM): Coordinates county-level response and resource allocation.
- Colorado Springs Fire and Police Departments: Provide fire suppression, hazardous materials response, law enforcement, and tactical support.
- El Paso County Public Health: Manages public health and pandemic-related emergencies.

4.7.2 State and Federal Support

- Colorado Division of Homeland Security and Emergency Management (DHSEM): Provides additional response resources.
- State and federal resources may be requested through the Colorado Division of Homeland Security and Emergency Management (DHSEM) when local capacity is exceeded.

5. Information Collection, Analysis, and Dissemination

This section outlines how information is gathered, analyzed, and distributed before, during, and after an emergency to support decision-making and ensure situational awareness.

5.1 Information Collection and Sources

Information is gathered from a variety of internal and external sources to support emergency operations.

5.1.1 Types of Information Collected:

- Pre-incident: Threat intelligence, weather alerts, local law enforcement briefings, Clery Act statistics.
- During an incident: Situation reports (SitReps), real-time sensor data (fire alarms, access control systems), EOC operational briefings.
- Post-incident: Recovery assessments, debriefs, and after-action reports (AARs).

5.1.2 Primary Sources of Information:

- UCCS Police Dispatch and Incident Reports
- National Weather Service (NWS)
- Pikes Peak Regional Office of Emergency Management
- Colorado Information Analysis Center (CIAC)
- Campus CCTV and Access Control Systems

5.2 Information Analysis

Collected information is analyzed to support decision-making and determine response actions.

5.2.1 Key Analytical Functions:

- Threat Assessment: Evaluating incoming intelligence for potential security threats.
- Damage Assessment: Facilities and EHS conduct evaluations to determine operational impacts.
- Resource Analysis: EOC evaluates resource needs and availability for response efforts.

5.2.2 Analysis Responsibilities:

Function	Responsible Unit
Threat intelligence	UCCS Police / CIAC
Weather monitoring	Facilities / NWS / EM / Police
Damage assessment	Facilities / EM / Risk Management
Cybersecurity Analysis	OIT

5.3 Information Dissemination and Communication

Timely dissemination of information ensures all relevant parties are informed and prepared to act.

5.3.1 Internal Communication (Campus-Wide Notifications):

- Rave Alert System (SMS, email, app notifications for emergencies)
- EOC Briefings (SitReps to UCLT, ERT, and UCCS Leadership)

5.3.2 External Communication (Partners & Public):

- Joint Information Center (JIC) (coordination with city/state agencies)
- UCCS Website & Social Media (public-facing updates)
- Local Media Outlets (press briefings, emergency updates)

5.3.3 Information Sharing Considerations:

- Sensitive information (e.g., law enforcement actions) is only shared with authorized personnel.
- Situational awareness updates are sent at regular intervals to EOC participants.
- UCCS follows the Clery Act requirements for emergency notifications and timely warnings.

6. Training and Exercises

This section outlines the training and exercise program designed to ensure the effectiveness of the UCCS Emergency Operations Plan. Training prepares personnel to respond to and recover from incidents, while exercises validate planning efforts and improve response capabilities.

6.1 Training Program

The UCCS Emergency Management training program supports the development of essential skills and understanding for individuals with responsibilities in campus emergency preparedness and response.

6.1.1 Core Training Requirements:

- **Incident Command System Training (ICS-100, ICS-200, ICS-700, ICS-800)** is recommended for all response personnel, including the Emergency Response Team and University Crisis Leadership Team.
- **ICS-300 and ICS-400** are encouraged for individuals in key leadership or supervisory roles in incident management.
- **NIMS Compliance Training** supports integration with federal, state, and local response partners.
- **Emergency Operations Center Training (e.g., G-191, ICS-2200)** is encouraged for personnel assigned to EOC roles.
- **Hazard-Specific Training** may include hazardous materials response, cybersecurity, public health, or mass casualty response.
- **Annual RAVE Alert & Communication System Training** is expected for dispatch, public safety, and leadership personnel who may issue emergency notifications. Training is coordinated by the Office of Emergency Management and involves collaboration with Public Safety, Facilities, IT, and other internal/external partners.

6.2 Exercise Program

Exercises ensure that the EOP remains effective, response capabilities are validated, and personnel are prepared for real-world incidents.

6.2.1 Types of Exercises Conducted:

Exercise Type	Description	Frequency
Tabletop Exercise (TTX)	Discussion-based scenario walkthrough to evaluate plans, policies, and procedures.	At least quarterly
Functional Exercise (FE)	Hands-on simulation testing response operations, communications, and coordination.	Annually
Full-Scale Exercise (FSE)	Large-scale multi-agency exercise with field response and EOC activation.	Every two years

Drills	Focused training on specific skills (e.g., evacuation, lockdown, shelter-in-place).	As needed
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6.3 Integrated Preparedness Planning and Evaluation

- UCCS will develop and maintain an Integrated Preparedness Plan (IPP) to align training and exercises with response priorities.
- The IPP will be reviewed and updated annually through the Integrated Preparedness Planning Workshop (IPPW) to ensure exercises are tailored to current threats and university needs.
- All exercises will follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines to ensure consistency and effectiveness.
- An After-Action Report and Improvement Plan (IP) will be generated after each exercise to document lessons learned and drive continuous improvement.

6.4 Compliance and Recordkeeping

- Exercises must meet Homeland Security Exercise and Evaluation Program standards.
- The Clery Act requires UCCS to conduct and document at least one emergency response exercise annually.
- Records of training completion and exercise participation are maintained by OEM.

7. Administration, Finance, and Logistics

This section provides an overview of policies, financial management processes, and logistical considerations to ensure a coordinated emergency response and recovery at UCCS.

7.1 Policies and Procedures

The UCCS Chancellor and Executive Leadership Team determine which policies may be temporarily modified, suspended, or adapted during an emergency.

Any temporary policy changes must be documented with:

- The specific procedures to be modified.
- The effective date and the expected return to normal operations (if known).

Departments must maintain accurate records of any deviations from standard procedures for post-incident analysis.

7.2 Financial Management

Emergencies may require rapid financial decision-making and the expenditure of large sums of University funds. This section ensures financial operations remain efficient, transparent, and accountable.

7.2.1 Key Financial Principles:

- Departments should first use their regularly appropriated funds for emergency-related expenses.
- If additional funds are needed, the UCCS Executive Leadership Team may allocate emergency reserves.
- If funding remains insufficient, the campus leadership may approve fund reallocation under a declared campus emergency.

7.2.2 Financial Documentation & Reimbursement:

All emergency-related expenses must be documented using generally accepted accounting procedures.

Departments must track financial transactions, including:

- Receipts, invoices, purchase orders, and rental agreements.
- Payroll records for emergency personnel.
- Expenditure logs for resource procurement and contractor services.

FEMA Reimbursement Guidelines apply if a federal disaster declaration is made.

UCCS Resource Management Division will coordinate reimbursement claims and financial audits.

7.3 Logistics and Resource Management

Logistical coordination ensures necessary personnel, equipment, and facilities are available during an emergency.

7.3.1 Emergency Procurement & Contracting

- Pre-existing contracts and vendor agreements should be leveraged first.
- The CU Controllers Office will facilitate expedited purchasing of emergency resources, and coordinate through the CU procurement office as needed.
- Mutual aid agreements and Memoranda of Understanding (MOUs) with local, state, and federal agencies should be pre-established.

7.3.2 Critical Resource Allocation

- The Emergency Operations Center will coordinate requests for personnel, equipment, and supplies.
- Departments must document inventory use and maintain records of resource depletion and replenishment needs.
- UCCS Facilities, Public Safety, and IT must coordinate infrastructure restoration efforts.

7.3.3 Preservation of Essential Records

Each department is responsible for safeguarding critical records, including:

- Academic & Financial Records – Student records, financial transactions, grants, and endowments.
- Emergency Response Documents – EOP, maps, MOUs, resource inventories.
- Continuity of Operations Data – IT backups, critical dates, operational continuity plans.

Records must be stored in secure locations or cloud-based backup systems to ensure accessibility.

7.4 Mutual Aid & External Support

UCCS will coordinate with external partners, including:

- Pikes Peak Regional Office of Emergency Management
- Colorado Springs Fire & Police Departments
- Colorado Information Analysis Center
- State & Federal Emergency Management Agencies
- Agreements should specify roles, responsibilities, and resource-sharing arrangements.
- UCCS may request support from other University of Colorado campuses and the CU System Office to supplement emergency response, communications, counseling services, or other campus operations during and after a critical incident. This collaboration provides additional staffing, logistical, and technical resources when local capacity is exceeded or sustained response is required.

7.5 Private & Volunteer Organization Support

- UCCS coordinates with non-governmental organizations (NGOs), including the American Red Cross and Salvation Army, to provide disaster relief.
- Private and volunteer organizations assist with sheltering, food services, and psychological support when local resources are insufficient.
- The UCCS EOC will work with local and state emergency management officials to facilitate NGO engagement.

8. Plan Development and Maintenance

This section establishes the process for maintaining, reviewing, and updating the UCCS Emergency Operations Plan (EOP). It ensures that the plan remains current, effective, and aligned with best practices, regulatory requirements, and emerging threats.

8.1 Plan Development

The UCCS EOP is developed in accordance with FEMA's Comprehensive Preparedness Guide (CPG 101) and the National Incident Management System.

The Office of Emergency Management is responsible for maintaining and updating the plan, in collaboration with campus departments and external partners.

The plan must reflect:

- Changes in policies, organizational structures, or legal authorities.
- Lessons learned from real incidents, training, and exercises.
- Advances in emergency response strategies and technologies.

8.2 Maintenance and Review Cycle

The UCCS EOP is reviewed annually, with updates made as needed.

A three-year comprehensive review cycle ensures structured updates:

- Year 1 – Review and update the Base Plan
- Year 2 – Review and update Functional Annexes
- Year 3 – Review and update Threat- and Hazard-Specific Annexes

8.3 Stakeholder Engagement in Updates

The Emergency Preparedness Advisory Committee and key UCCS stakeholders review and provide input on plan updates.

Updates are coordinated with external agencies, including:

- Pikes Peak Regional Office of Emergency Management
- Local law enforcement, fire, and emergency medical services

8.4 Plan Distribution and Version Control

The most current version of the EOP Base Plan is published digitally on the UCCS website for public access.

Full versions, including annexes, are distributed to:

- UCCS Executive Leadership Team
- University Crisis Leadership Team
- UCCS Emergency Management & Public Safety
- Key campus departments with response roles

All changes are recorded in the "Record of Changes" section of the EOP.

9. Authorities and References

This section outlines the legal and regulatory framework that may govern emergency operations at UCCS. It ensures compliance with federal, state, and local mandates while aligning with national emergency management standards.

9.1 Legal Authority

9.1.1 Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (as amended)
- Homeland Security Act and Information Sharing Act (“Patriot Act”)
- Homeland Security Presidential Directive 5 (HSPD-5): Management of Domestic Incidents
- Homeland Security Presidential Directive 8 (HSPD-8): National Preparedness
- National Response Framework (NRF), Fourth Edition, 2019
- National Disaster Recovery Framework, 2016
- National Incident Management System, 2020 Update
- Comprehensive Preparedness Guide (CPG) 101, FEMA, 2021
- Americans with Disabilities Act (ADA), 1990

9.1.2 State of Colorado

- Title 24, Article 33.5, Part 701 et. seq., Colorado Revised Statutes (Colorado Disaster Emergency Act)
- Colorado State Emergency Operations Plan
- Colorado Executive Order D 011 04: National Incident Management System Implementation
- Colorado Constitution article VIII, section 5
- University of Colorado (Title 23, Article 20, Part 1, Colorado Revised Statutes)

9.1.3 Local

- Municipal Code of the City of Colorado Springs
- El Paso County Emergency Operations Plan
- City of Colorado Springs Emergency Operations Plan
- Resolution No. 19-25 (Pikes Peak Regional Office of Emergency Management, 2019)
- Resolution No. 20-455 (El Paso County Multi-Jurisdictional Hazard Mitigation Plan, 2020)

9.1.4 University of Colorado System

- Laws of the Regents of the University of Colorado
- Regents Policy: Delegation of Authority to Chancellors for Campus Rules and Guidelines

9.2 National Incident Management System Compliance

UCCS has fully adopted NIMS as the basis for coordinating emergency operations. This includes:

- Standardized Incident Command System (ICS) roles and structures.
- Integration with state and local emergency management agencies.
- Use of resource typing and mutual aid agreements for scalable response.

9.3 Compliance with Federal and State Directives

UCCS adheres to regulatory requirements for:

- Emergency Notification & Clery Act Compliance.
- Continuity of Operations Planning per FEMA guidance.
- Threat and Hazard Identification and Risk Assessment for campus preparedness.

UCCS EOP Basic Plan

Final Audit Report

2025-08-13

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