



Emergency Operations Plan

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Purpose, Scope, Overview, and Assumptions

The Harvey Mudd College (HMC) Emergency Operations Plan (EOP) serves as the principal framework for preventing, preparing for, mitigating, responding to, and recovering from emergencies or disasters that affect the College. The plan ensures an integrated and coordinated response to incidents that threaten life, disrupt operations, or impact the broader campus community.

Providing a safe, healthy, and inclusive learning and working environments for all students, faculty, and staff is of critical importance. Emergencies often arise with little or no warning; therefore, it is essential that HMC proactively plans to safeguard human life, sustain academic and research continuity, and protect institutional assets and infrastructure.

This EOP is grounded in the principles and practices outlined in the *2024 FEMA Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education*, the *National Incident Management System (NIMS)*, and California's *Standardized Emergency Management System (SEMS)*, all of which utilize the Incident Command System (ICS) as a standardized approach to command and coordination.

HMC's 45-acre campus includes more than 23 buildings—spanning academic, administrative, residential, and dining functions—and supports over 1,000 students, faculty, and staff. The College is vulnerable to a wide range of hazards, including but not limited to earthquakes, wildfires, plane crashes, hazardous material releases, utility and information technology failures, acts of violence, and public health crises.

In alignment with best practices, this plan reflects a commitment to equity, accessibility, trauma-informed response, and continuity of operations.

This EOP is based on the following assumptions:

- Emergencies may occur at any time, with little or no advance notice.
- The Claremont Colleges Services Campus Safety will typically be the first responder, assessing the situation and coordinating additional resources as needed.
- Depending on the nature and scale of the event, local police, fire, and EMS may assume command, with HMC staff providing support and coordination.
- A community-wide emergency (e.g., regional disaster or public health emergency) may delay response times from off-campus agencies.
- Communication and decision-making processes must account for accessibility, language diversity, and technology limitations in an emergency.

Concept of Operations

This Emergency Operations Plan establishes clear policies, procedures, and an organizational framework for all departments and personnel during emergencies. The plan is designed to be scalable, flexible, and adaptable, allowing partial or full activation depending on the type and severity of the incident.

The plan's foundation is built upon an all-hazards approach, meaning it can be applied across a broad spectrum of incidents—natural or human-caused—and can be used during planned events that may escalate into emergencies.

The immediate goals of this EOP are:

- Protection of Life and Safety
- Incident Stabilization
- Protection of Assets and the Environment
- Preservation of the Academic Mission
- Continuity and Recovery of Academic and Operational Functions

Emergency incident types are classified into four levels:

Emergency incidents are classified according to the severity of their actual or potential impact on life safety, operations, property, and the College community. The Incident Commander, in consultation with the Incident Management Team, is responsible for determining the appropriate incident type and may elevate or reduce the classification as circumstances change.

- **Type 1:** Limited impact; routine departmental response. Minor incidents managed internally by Campus Safety with no significant hazard to people or property.
 - *Examples:* Minor incidents requiring a routine response, such as non-serious injuries, localized equipment issues, brief utility outages, or similar events with limited operational impact.
- **Type 2:** Moderate operational impact; increased coordination. Incidents with minimal hazard that may disrupt operations but do not pose significant risk to life or property.
 - *Examples:* Severe weather alerts, fire alarms, extended HVAC outages, smoke but no danger to the campus. Incidents that may disrupt normal operations or raise safety concerns requiring increased monitoring, coordination, or response, but that do not pose a significant threat to the campus community.
- **Type 3:** Significant safety or operational impact; expanded response and external coordination. Incidents that have broader safety implications and require coordination with external agencies.
 - *Examples:* Credible bomb threats, major IT system failures (according to the CIS HMC Data Classification Availability Levels), localized fires. Incidents or events with elevated campus-wide implications to safety or operations that require coordinated response efforts, heightened emergency management activities, and collaboration with external agencies or significantly impact critical College functions.
- **Type 4:** Severe or widespread impact; exceeds campus capabilities and requires extensive external support. Major emergencies that significantly endanger health and safety, cause widespread damage, and require extensive external support.
 - *Examples:* Active shooter situations, structural collapse, major fires, earthquakes, or mass casualty events. Incidents with severe or widespread impacts on people,

property, infrastructure, or operations that require extensive external support and coordination.

Organization and Assignment of Responsibilities

All members of the Harvey Mudd College (HMC) community play an important role in preparing for and responding to emergencies. A clear and coordinated structure is essential to ensure timely, effective, and inclusive emergency management across all departments and stakeholders.

The College's emergency response structure is based on the Incident Command System (ICS), supported by the National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS). This ensures a consistent framework for communication, coordination, and leadership during complex events.

In Type 3 and Type 4 emergencies, the Emergency Operations Center (EOC) will be activated, and leadership responsibilities will fall to designated teams:

- **Incident Management Team (IMT)** – Responsible for strategic oversight and critical decisions during emergencies.
- **Incident Support Team (IST)** – Provides operational and logistical support to ensure effective execution of response activities.

Incident Management Team (IMT) Members:

- President
- Senior Vice President, Chief Operating Officer and Chief Financial Officer (SVP)
- Vice President for Communications and Marketing / Chief Communications Officer
- Vice President for Academic Affairs and Dean of the Faculty
- Vice President for Student Affairs and Dean of Students
- Vice President for College Advancement
- Vice President for Admission and Financial Aid
- Chief of Staff and Secretary to the Board
- Assistant Vice President – Chief Human Resources Officer or Assistant Vice President for Facilities and Maintenance to serve as EOP Coordinator.

Incident Support Team (IST) Members:

(Note: IST Members may vary based upon operational, planning, logistical, and administrative support required. Additional campus roles may be added based upon the circumstances.)

- Chief Information Officer and Vice President for Computing and Information Services
- Director of Public Relations
- Emergency Preparedness and Safety Manager
- Executive Director of Admission
- Senior Associate Dean for Faculty and Strategic Initiatives
- Senior Associate Dean for Student Success

- Senior Director for Dining Services

The roles and responsibilities of the IMT and IST, along with the EOP Coordinator, are defined in further detail below.

Incident Management Team (IMT)

The Incident Management Team (IMT) provides strategic oversight, command direction, and critical decision-making during emergencies. This role is grounded in the ICS responsibilities assigned to the Incident Commander and the overall IMT structure. The Incident Commander is responsible for establishing priorities, determining incident objectives and strategies, establishing the ICS organization needed to manage the incident, approving the Incident Action Plan, coordinating Command and General Staff activities, approving resource requests, authorizing information release to the media, ensuring after-action reports are completed, and ordering demobilization as needed.

The IMT also ensures that key command functions are carried out through Command Staff, including public information, safety, and interagency liaison. The source identifies the Public Information Officer, Safety Officer, and Liaison Officer as Command Staff positions established to support the Incident Commander in these critical areas.

Incident Support Team (IST)

The Incident Support Team (IST) provides operational, planning, logistical, and administrative support to ensure effective execution of response activities. This role aligns with the ICS General Staff functions described in the source document: Operations, Planning, Logistics, and Finance/Administration.

The **Operations function** is responsible for managing tactical operations, assuring the safety of tactical operations, developing the operations portion of the Incident Action Plan, supervising execution of operations, requesting additional resources to support operations, and maintaining close contact with command and involved agencies.

The **Planning function** is responsible for collecting and managing incident-relevant operational data, supervising preparation of the Incident Action Plan, compiling and displaying incident status information, establishing information requirements and reporting schedules, conducting planning meetings, reporting significant changes in incident status, and overseeing preparation of the Demobilization Plan.

The **Logistics function** is responsible for providing facilities, transportation, communications, supplies, equipment maintenance and fueling, food services for responders, medical services for responders, and all off-incident resources. The EOP Coordinator also identifies support requirements, requests additional resources as needed, and oversees development of communications, medical, and traffic plans as required.

The **Finance/Administration** function, when activated, is responsible for managing the financial aspects of an incident, including cost analysis, compensation and claims, time records, obligation documents, and coordination with agency administrative personnel on financial matters. The source notes that not all incidents require a Finance/Administration Section; it is activated when agencies have a specific need for finance services.

EOP Coordinator

The EOP Coordinator provides program coordination and continuity oversight for the College's Emergency Operations Plan. HMC materials state that the Emergency Operations Plan (EOP) establishes the organizational structure for emergency response and defines the roles and responsibilities of departments and individuals during an emergency. In addition, HMC documents describe responsibility for overseeing the EOP, planning and coordinating emergency preparedness initiatives, maintaining and updating the plan, and providing or coordinating emergency preparedness and safety training for managers and supervisors. Based on those materials, the EOP Coordinator role may be described as responsible for maintaining the plan, coordinating revisions, supporting training and exercises associated with the EOP, incorporating lessons learned and best practices into plan updates, and helping ensure that emergency roles, procedures, and documentation remain current and aligned across the institution.

Relationship Between the Roles

The IMT provides the overall command structure, strategic priorities, and major incident decisions. The IST provides the functional support needed to execute the response effectively through operations, planning, logistics, and finance/administration functions. The EOP Coordinator supports the institution's overall preparedness framework by helping maintain the Emergency Operations Plan, coordinating updates and implementation support, and promoting readiness before, during, and after incidents. This structure is consistent with the ICS distinction between command functions and support functions, while also reflecting HMC documents that position the EOP as the overarching framework for emergency roles and responsibilities.

Additional roles may be added or reassigned as needed based on the nature of the incident.

To ensure alignment with emergency best practices and continuity efforts, Facilities and Maintenance maintains Building Evacuation routes for academic HMC building structure, including accommodation spaces for individuals with disabilities or unique research environments. Information regarding Building Evacuation routes is available by contacting the Facilities and Maintenance office at facilities@hmc.edu or 909.621.8226.

Direction, Control, and Coordination

HMC's emergency response operations follow a clearly defined chain of command rooted in the Incident Command System (ICS), which provides a scalable and adaptable framework for response coordination. The EOC serves as the central hub for direction, control, and coordination during emergencies requiring enhanced communication, decision-making, and multi-unit response.

Key ICS Components Include:

- Incident Commander (IC): Usually the President or designee, with authority to lead all aspects of incident response.
- Command Staff: Includes Safety Officer, Public Information Officer (PIO), and Liaison Officer.
- General Staff Sections:
 - Operations Section: Executes tactical response actions.

- Planning Section: Maintains situational awareness, documents the response, and develops action plans.
- Logistics Section: Supports personnel, supplies, and equipment.
- Office of Financial Affairs: Tracks expenses, contracts, and personnel records.

Visual organizational charts and ICS role descriptions are included in the appendix and posted in the EOC for rapid reference.

Redundant assignments and alternates are pre-identified for all critical ICS roles to ensure continuity during staff absences or rotating shifts.

The College will coordinate with TCCS Campus Safety, mutual aid agencies, and government partners to ensure interoperability, and when required, shift to a Unified Command structure that integrates multiple agencies under a common set of objectives.

Information Collection, Analysis, and Dissemination

Effective emergency management relies on timely, accurate, and accessible information to support informed decision-making. Members of the Incident Management Team (IMT) and Incident Support Team (IST) are responsible for gathering, validating, and sharing critical operational information throughout the duration of an emergency.

This information may include, but is not limited to:

- Real-time situational data (e.g., incident status, weather conditions, threats to life or infrastructure)
- Building-specific maps, floorplans, and GIS overlays
- Functional, hazard-specific, and policy annexes
- Department Emergency Action Plans (DEAPs)
- Community impact assessments
- Local and regional emergency response guidance

All team members must be familiar with the information relevant to their roles and responsibilities as outlined in the EOP. Interdepartmental cooperation is essential, and all members of the HMC community are expected to support efforts to retrieve, share, and validate emergency-related information when requested.

Information will be distributed via the HMC Emergency Google Drive. A centralized document repository will ensure that all EOC participants, including backups or alternates, have access to the most up-to-date materials, even if primary personnel are unavailable.

For Type 3 or 4 emergencies, departments may conduct real-time presence checks or campus-wide surveys to account for personnel on-site. Digital options may be coordinated and communicated by the CIS Department, as needed.

To ensure ongoing situational awareness, the Planning Section of the ICS will compile and disseminate Situation Reports (SitReps) at regular intervals. These reports will include verified incident updates, resource status, projected developments, and any urgent needs or actions.

Communications

Clear, timely, and coordinated communication is essential during an emergency. The safety of the HMC community depends on effective dissemination of instructions and updates, and access to accurate and accessible information.

The HMC Crisis Communication Plan, developed by the Office of Communications and Marketing (OCM) , is the primary communication plan to be followed in the event of an emergency. As part of that plan, the OCM staff will be ready to serve as a Crisis Communications Team for internal and external communications. In order to disseminate accurate and appropriate information to HMC's various publics promptly, the Office of Communications and Marketing will:

1. Provide all communications staff members with a set of standing assignments (including back-ups) in the event of a declared emergency;
2. Make every reasonable effort to ensure that the team possesses at all times the working technical infrastructure needed to handle and disseminate information in most foreseeable circumstances and through various media;
3. Maintain communication contingency plans appropriate for a range of emergency scenarios;
4. Maintain readily accessible contact lists of HMC officials, TCC public information officers, and the media, available to staff members on paper and on office computers and laptops;
5. Keep available, both in-office computers and out-of-office laptops, prepared text for releases and messages concerning the operations of the College's emergency plan, in order to facilitate the development of early statements and messages; and
6. Maintain an up-to-date HMC fact sheet and list of core messages;
7. Maintain photographic and video equipment to carry out historic documentation.

In the event of an emergency, individuals should first move to a safe location and immediately contact Campus Safety at (909) 607-2000 or dial 9-1-1 for external emergency services.

The HMC Emergency Response Guide (ERG) is posted in classrooms, residence halls, and common areas throughout campus. It includes practical instructions on protective actions and contact points for a variety of emergency types.

The initial emergency notification will most likely come through the Campus Safety Office. Campus Safety follows a standardized protocol that includes alerting the Dean on Call, or other identified campus contacts, who will work with the Assistant Vice President of Campus Safety to determine the severity and response level. For Type 3 and Type 4 emergencies, this includes assessing the need to activate the Emergency Operations Center (EOC).

Once confirmed, notifications will be issued using the Mudd Alert system, which sends emergency messages via:

- Text message (Opting in is a requirement)
- Email
- The following notification will be sent in alignment with the HMC Crisis Communication Plan, “[How To](#)” section:
 - College website banner alerts
 - Social media (when applicable)
 - Digital signage and public address systems, if available

HMC’s communications team, operating under the ICS Public Information Officer (PIO), will ensure that all messaging is:

- Accurate and approved
- Clear, concise, and action-oriented
- Translated or adapted for accessibility when appropriate (e.g., alternate languages, visual/ADA formats)
- Aligned with legal and institutional guidelines

Subsequent updates to the campus community and external stakeholders (e.g., media, family members, regulatory bodies) will be coordinated through the EOC Communications Team. TCCS is the liaison between external neighbors (e.g., CPD) and will relay pertinent information to all of TCCS consortium members if information is received externally. Pre-approved message templates for common emergency scenarios are maintained in the EOP Annex and Mudd Alert system.

- Clarification Protocol: In the event a TCCS alert is issued and the scope is unclear, HMC will send a follow-up Mudd Alert to confirm whether HMC is affected and provide specific instructions. HMC has the ability to send separate Mudd Alerts to our community as necessary, for clarification and additional community guidance.
- Rapid Acknowledgment Protocol: If confirmed facts are not yet available, HMC will issue interim communications acknowledging the emergency, summarizing known information, and other relevant details.
- TCCS manages the mass notification system. At their discretion they may notify the campus.
- Intercollegiate Coordination: As needed, HMC representatives of TCC Intercollegiate groups (e.g., members of BFAC, HRC, ADC, SDC, FMC) will coordinate with each other to ensure consistent messaging and shared updates across institutions.

Training and Exercises

All Harvey Mudd College emergency personnel must maintain a level of training appropriate to their assigned roles under the Emergency Operations Plan (EOP). This includes familiarity with the principles of the Standardized Emergency Management System (SEMS), the

National Incident Management System (NIMS), the Incident Command System (ICS), and emerging best practices in crisis response and trauma-informed emergency management.

- **Shelter-in-Place Definition:** Training materials and annexes will include a clear definition of 'shelter-in-place' and building-specific expectations.
- **Training Delivery Expansion:** The College will supplement email-based training with video tutorials, live refreshers, and links to e-learning modules.

The Office of Human Resources, in partnership with the Emergency Planning Committee, will oversee and document participation in required training. To ensure institutional readiness, role-based training will be delivered using a tiered model:

- **Annual Refresher Training:** Delivered through a combination of live, virtual, and on-demand learning platforms.
- **Equity and Accessibility in Emergency Response:** Training to ensure inclusive, accessible planning and trauma-informed communication.
- **Leadership Safety Training via [FEMA](#):**
 - **FEMA Course ICS-100 and ICS-700:** Required for all faculty and staff with assigned emergency responsibilities.
 - **FEMA Course ICS-200, ICS-300/400:** Required for Incident Management Team (IMT) and Incident Support Team (IST) leaders.

Emergency drills and exercises are essential for testing campus readiness and reinforcing critical response procedures. These activities provide the opportunity to identify strengths and areas for improvement in a risk-free environment. Exercises are conducted regularly and may involve internal departments, other Claremont Colleges, and local public agencies.

The following formats will be utilized:

- **Tabletop Exercise:** Informal discussion-based scenarios designed to evaluate decision-making and coordination; conducted at least annually.
- **Drill:** Tests a single function or activity (e.g., evacuation, fire response, shelter-in-place); conducted at least once per academic year.
- **Functional Exercise:** Real-time simulation involving activation of the Emergency Operations Center (EOC) and coordinated operations; conducted at least every five years.

After each exercise, a formal After-Action Report (AAR) will be completed and shared with the Emergency Planning Committee. The AAR will include observations, lessons learned, and corrective actions, which will be tracked and addressed in plan updates and future training cycles.

Administration, Finance, and Logistics

To ensure continuity of operations and effective incident response, all College procurement, financial, and human resources policies remain in effect during emergencies—unless suspended under a declared local, state, or federal emergency.

Harvey Mudd College maintains pre-established mutual aid agreements (e.g., TCC agreements developed by the Academic Deans Committee and the Business Financial Affairs Committee) and vendor contracts with The Claremont Colleges Services (TCCS), nearby institutions, and essential suppliers. These agreements ensure the College can rapidly obtain resources and personnel in the event of a large-scale emergency or prolonged recovery period.

Key administrative responsibilities within the Division of Campus Operations include:

- **Emergency Procurement:** Guidelines for expedited purchasing of supplies, equipment, or services essential to life safety or mission continuity.
- **Temporary Staff Reassignment:** Procedures for temporary role reassignment, modified duties, and the use of trained volunteers.
- **Volunteer Management:** Ensuring appropriate policies and or risk management waivers are in place to protect the college with campus volunteers.
- **Financial Tracking:** Real-time tracking of expenses, labor hours, contracts, and supplies using standardized resource tracking forms and digital systems.
- **Reimbursement Readiness:** Maintenance of documentation needed for FEMA, Cal OES, or insurance claims.

All policies and procedures in support of these functions shall be developed, regularly reviewed, and included in relevant Finance and Logistics Annexes to this EOP. Department heads are responsible for familiarizing their staff with these protocols and ensuring that essential records are retained and accessible during emergencies.

- **Emergency Lock Testing:** Facilities will conduct quarterly testing of door locking mechanisms and emergency access systems to ensure readiness.
- **Emergency Card Access Deactivation:** In coordination with Campus Safety and the AVP for Facilities and Maintenance (or designee), protocols will support immediate deactivation of specific ID card access in threat situations.

Plan Development and Maintenance

The Harvey Mudd College Emergency Operations Plan (EOP) and its associated annexes are living documents, designed to evolve with institutional needs, lessons learned, and external guidance. The plan is reviewed and updated on a regular basis to ensure its continued relevance, accuracy, and effectiveness.

The Assistant Vice President – Chief Human Resources Officer (AVP-CHRO) is responsible for the coordination, revision, and dissemination of the EOP. In partnership with the Emergency Planning Committee, the AVP-CHRO will oversee plan updates based on:

- Outcomes and corrective actions identified during emergency drills, exercises, and after-action reports
- Feedback from Incident Management Team (IMT), Incident Support Team (IST), and community stakeholders
- Changes in leadership, organizational structure, or facility use
- Updates to federal, state, or local emergency management requirements (e.g., FEMA, NIMS, SEMS, Cal OES)
- Innovations in emergency planning, such as the integration of equity-based practices, inclusive communication protocols, and cyber incident response

Annual Review Cycle

- The EOP and all annexes will be reviewed annually to determine critical updates that may be needed and the EOP all annexes will undergo a comprehensive review at least every five years.
- Any significant revisions will be documented in a revision log, and updates will be made in consultation with the appropriate Cabinet members and re-promulgation as needed.

Version control and change tracking will be maintained by the Office of Human Resources through a centralized document repository available to the Emergency Preparedness and Safety Leadership Team to ensure all stakeholders are working from the most current and approved plan.

Support Annexes

Support annexes provide detailed guidance for implementing specific operational functions under this Emergency Operations Plan. These annexes are designed to support flexibility and cross-functional coordination during complex emergencies.

Annexes address either a functional area (e.g., evacuation, communications, recovery) or a specific threat or hazard (e.g., active shooter, earthquake, cyberattack). Each annex outlines:

- The purpose and scope of the function or hazard
- Responsible departments or roles
- Key actions, timelines, and coordination requirements
- Communications protocols and decision-making authorities
- Resource and equipment needs
- Accessibility and equity considerations

While the annexes are presented as standalone documents, many functions occur concurrently during an emergency and may be interdependent. To minimize duplication, overlapping actions (e.g., reunification following evacuation) are referenced rather than repeated.

Types of Annexes:

- Functional Annexes include core operations such as evacuation, sheltering, communications, emergency medical response, continuity of operations (COOP), and recovery.
- Threat- and Hazard-Specific Annexes focus on the College's highest-risk scenarios, such as active shooter incidents, severe weather, wildfires, public health emergencies, and cyberattacks.
- Policy and Compliance Annexes detail legal requirements, mutual aid agreements, training standards, and administrative procedures.

All annexes are reviewed and updated in conjunction with the main EOP. Responsible parties must ensure that their respective annexes remain consistent with institutional protocols and current regulatory guidance.

List of Terms and Acronyms

Precise definitions of emergency management terminology are essential for consistency in communication, coordination, and understanding across all levels of response. The following terms and acronyms are specific to the Harvey Mudd College Emergency Operations Plan (EOP) and reflect current federal, state, and institutional guidance.

Annexes:

Supporting documents that provide detailed procedures for specific functions or hazards in support of the EOP.

- Functional Annexes: Address operational functions (e.g., evacuation, sheltering, recovery).
- Threat- and Hazard-Specific Annexes: Address response to specific scenarios (e.g., earthquake, pandemic, active shooter).

Campus Safety:

The Claremont Colleges' Campus Safety provides first response services, protection of persons and property, law enforcement coordination, and 24/7 safety escort support for students, faculty, staff, and visitors. If an individual with accommodations (e.g., motorized chair) requires support, TCCS will assist the individual to the fullest extent possible.

COOP (Continuity of Operations Plan):

A functional annex outlining procedures to maintain or restore essential services and academic operations during and after a disruption.

Drill:

A supervised, focused activity used to practice and evaluate a single emergency response function or task, such as building evacuation or shelter-in-place procedures.

EOC (Emergency Operations Center):

The central command and control facility used by the IMT and IST to coordinate resources, decision-making, and communications during an emergency.

ERG (Emergency Response Guide):

Printed quick-reference guide posted across campus summarizing recommended protective actions by hazard type, emergency contacts, and evacuation procedures.

Evacuation Coordinator (EC):

An HMC employee trained to assist with evacuation procedures by helping community members evacuate the building, supporting persons with access and functional needs, and conducting headcounts and check ins at designated evacuation assembly areas.

Exercise:

An emergency simulation used to train personnel, assess plans, and improve response capabilities in a safe, no-risk setting. Types include tabletop exercises, drills, functional exercises, and full-scale simulations.

FEMA (Federal Emergency Management Agency):

A federal agency responsible for coordinating nationwide disaster preparedness, mitigation, response, and recovery efforts.

ICS (Incident Command System):

A standardized, scalable structure used to manage incidents of any size or complexity through designated roles, chain of command, and shared objectives.

IC (Incident Commander):

The individual with overall responsibility for managing the response to an incident. May delegate roles and activate specific ICS sections as needed.

IMT (Incident Management Team):

Senior HMC administrators responsible for strategic oversight and policy-level decisions during Type 3 or 4 emergencies.

IST (Incident Support Team):

Operational staff supporting the IMT in logistics, planning, communications, and tactical response coordination.

HVAC:

Heating, Ventilation, and Air Conditioning systems.

Lockdown:

A lockdown means secure yourself inside a room or building due to an immediate threat inside or very near the area. Use when a threat is inside or poses immediate danger (e.g., armed intruder or violent individual).

Logistics:

The function of acquiring and managing supplies, services, facilities, personnel, and equipment necessary to support incident operations.

Mitigation:

Actions taken to eliminate or reduce the long-term risk to human life and property from natural or human-caused hazards.

Mudd Alert (Everbridge):

HMC's official mass notification system that sends emergency messages via text and email to community members. Note: The current Mudd Alert process requires an opt-in to receive text message notifications.

NIMS (National Incident Management System):

A nationwide framework enabling all levels of government, the private sector, and non-governmental organizations to work together to prevent, respond to, recover from, and mitigate incidents.

Operations Section:

The ICS section is responsible for tactical response activities, including implementing the Incident Action Plan and managing frontline operations.

Planning Section:

Responsible for collecting and analyzing incident data, developing the Incident Action Plan, and maintaining situational awareness and resource status reports.

PIO (Public Information Officer):

The designated individual who coordinates the release of official information to the public and media during an incident.

Prevention:

Activities aimed at stopping an incident from occurring, such as threat assessment protocols, physical security enhancements, and behavioral intervention strategies.

Protection:

Sustained actions that safeguard people, infrastructure, systems, and information from threats or hazards (e.g., cybersecurity protocols, building access controls).

Recovery:

Short- and long-term efforts to restore campus operations, infrastructure, and the academic environment following an incident.

Response:

Immediate actions taken to address the effects of an incident, including lifesaving efforts, evacuations, and incident stabilization.

Risk and Vulnerability Assessment:

An evaluation process used to identify and prioritize potential hazards and their likely impact on campus facilities, populations, and operations.

Run-Hide-Fight:

Run-Hide-Fight is a personal safety framework for responding to an active threat when law enforcement is not immediately available. It is not an order, but a decision-making model that individuals may use based on their circumstances.

- Run: Safely leave the area if you can do so without increasing risk.
- Hide: If you cannot escape, secure yourself and conceal your presence.
- Fight: As a last resort, take action to stop the threat if your life is in immediate danger.

Safety Officer:

A member of the ICS Command Staff responsible for identifying and mitigating hazards to responders and ensuring operational safety.

SEMS (Standardized Emergency Management System):

California's emergency response structure that integrates state and local agencies into a unified, scalable system for managing incidents.

Shelter in Place:

Shelter in Place means stay inside your current building or nearest safe structure to protect yourself from an external hazard. Use when a hazard is outside the building (e.g., severe weather, hazardous material release, poor air quality, nearby police activity).

SitRep (Situation Report):

A regularly updated document that summarizes the current status of an incident, including key developments, resource needs, and response actions.

Vulnerabilities:

Attributes of the physical campus, infrastructure, or operations that increase susceptibility to harm from identified threats or hazards.

Approval & Revisions

This plan was approved by the President's Cabinet on August 16, 2017.
Updates made and approved in September 2026.