

## EMERGENCY RESPONSE & COMMUNICATION UNIT INFORMATION

1. Provide Department or Program (UNIT) name and the Division that the Department is housed in.
2. Provide names and contact information for the UNIT's CORE – Emergency Preparedness and Response Team. Minimum of 3 and maximum of 7 staff within your UNIT. Establish a COMMAND HEIRARCHY rank within your UNIT. The COMMAND HEIRARCHY is the priority order that your staff will respond. 1 = Highest, 7 = Lowest.
3. Submit info to Student Affairs Emergency Response & Communication Plan Coordinator at [jtodd@unm.edu](mailto:jtodd@unm.edu) or Johnson Center Room 1102, MSC04 2600 or online at [https://forms.unm.edu/forms/eprt\\_form\\_emergency\\_response\\_form](https://forms.unm.edu/forms/eprt_form_emergency_response_form).

### UNIT


**DEPARTMENT**
**DIVISION**

### CORE – Emergency Preparedness and Response Team

COMMAND HEIRARCHY	NAME	TITLE	MOBILE NUMBER	EMAIL
1			( ) _____ - _____	
2			( ) _____ - _____	
3			( ) _____ - _____	
4			( ) _____ - _____	
5			( ) _____ - _____	
6			( ) _____ - _____	
7			( ) _____ - _____	

[https://forms.unm.edu/forms/eprt\\_form\\_emergency\\_response\\_form](https://forms.unm.edu/forms/eprt_form_emergency_response_form)

## DEFINITION OF TERMS

<b>EPRT</b>	Emergency Preparedness and Response Team
<b>ERCP</b>	Emergency Response and Communication Plan
<b>APP</b>	 Application - GroupMe™ or similar application used to electronically communicate with all UNITS.
<b>OWNER</b>	Department that ORIGINATES the message.
<b>UNIT</b>	Department or Program that has subscribed to the ERCP. Part of the GROUP.
<b>CORE</b>	Individuals within each department that are assigned to the EPRT.
<b>GROUP</b>	All Departments or Programs that have subscribed to the ERCP.
<b>COMMAND HEIRARCHY</b>	Ranking of CORE staff in each UNIT that will receive and act on the original MESSAGE.
<b>UNIT POINT OF CONTACT</b>	Highest ranked staff to receive the MESSAGE then coordinate that UNIT's response.
<b>MESSAGE</b>	Sent via the APPLICATION to the CORE with assigned LEVEL OF URGENCY.
<b>LEVEL OF URGENCY</b>	Expected response from each UNIT.
• <b>URGENT</b>	Immediate attention or response required.
• <b>ATTENTION</b>	High level of importance but immediate action not required. Be on standby.
• <b>FYI</b>	Information only. Action not required.
<b>CLOSE THE LOOP</b>	Announcement sent out to CORE from all UNITS when situation has normalized.

## Emergency Response & Communication Plan

The Student Services' Emergency Response and Communication Plan was developed to provide departments with a tool to distribute electronic messages to all units within Student Affairs and other subscribed divisions or units at the University of New Mexico.



All Emergency Preparedness and Response Team CORE members must install the GroupMe APP on their smart phone. The EPRT Coordinator will send all CORE members an invitation to join the Student Affairs Emergency Response and Communication GROUP. The request will come from AVPSS EPRT. The APP is available for both iOS and Android. For more information about GroupMe and to download the APP please visit [www.groupme.com](http://www.groupme.com).

### SUBSCRIBE

Visit [recsvcs.unm.edu](http://recsvcs.unm.edu).  
Click on About Us in the Menu Bar  
or call 277-3739.

### CONTACT

Emergency Response Coordinator  
505-277-3739 • [jtodd@unm.edu](mailto:jtodd@unm.edu)  
UNM Johnson Center Room 1102

