

## **121-10 EMERGENCY OPERATION PLAN (EOP)—PROCEDURE**

### **1. PURPOSE**

Coordinate use of College and community resources to protect life and property immediately following or during an emergency that affects the operation of the College.

### **2. PROCEDURE**

1. The *EOP Operation Manual* covers:
  - a. Phases of the Emergency Operation Plan
  - b. Definitions of emergencies
  - c. Personnel that will comprise the Emergency Response Team
  - d. Implementation process
  - e. General response guidelines
  - f. Attachments
2. All employees will be required to comply with the *Manual*.
3. The *Manual* will be activated when an adverse event takes place that may interrupt continuity of College operations.
4. The *Manual* applies to all personnel, buildings, and grounds owned, operated, or controlled by the College, including peripheral areas adjoining College property.
5. The EOP sets priorities in the following order:
  - a. Saving lives
  - b. Protecting property
  - c. Restoring operations
  - d. Assisting the community (when applicable)
6. The President determines when to actuate the EOP and the Executive Director of Facilities, Security Supervisor, or designees carry out the plan.

### **3. BACKGROUND**

1. References: none
2. Revision history: 05/06/2003, 06/20/2006, 05/27/2009, 02/19/2010 (reformatted)
3. Legal review: none
4. Sponsor: Facilities

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