

# SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

## Policy Manual

**SUBJECT:** Chain of Command

**NUMBER:** Policy I-03

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A chain of command is established to ensure prompt response to situations requiring immediate action in the event that the University President is not immediately available.

The following individuals, in the order listed, will be in charge and responsible for making decisions that require immediate action to provide for the safety or security of the campus, students or employees.

1. Vice President for Academic Affairs and Provost
2. Vice President for Student Development and Dean of Students
3. Vice President for Finance and Administration
4. Vice President for Research
5. Vice President of Human Resources
6. Director of Facilities and Risk Management
7. Director of Athletics

In the event of an emergency, the order listed above may change based on the Incident Command Structure required for the response in accordance with the University's Emergency Management Plan.

The university will at all times have at least one individual in the above list available via cell phone and within a thirty-minute commute time from the University. If a situation arises in which all individuals in the above list are out of the area, the following personnel can be designated to serve as the on-campus representative as long as one person in the chain of command is available via cell phone.

- Assistant Dean of Students and Director of Residence Life
- Counselor
- Environmental Health and Safety Manager
- Associate Provost for Academic Administration
- Director of Marketing and Communications

SOURCE: Aug. 2004; Office of the VP for Business and Administration, Jan. 2011; Office of the President: October 2013, December 2014, January 2017