**Office of the President**

**University Policy**

DRAFT 03-13-12

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBJECT:**  EMERGENCY MANAGEMENT | **Effective Date:** | **Policy Number:** | |
|  |  | 4.1.1 | |
|  | **Supersedes:** | Page | Of |
| PM 56 | 1 | 4 |
| **Responsible Authorities:** | | |
| President  Sr. Vice President, Financial Affairs  Vice President, Facilities | | |

**APPLICABILITY/ACCOUNTABILITY**:

This policy applies to all members of the university community, including all faculty, staff, students, volunteers, contractors, and visitors at all FAU campuses, sites, and facilities. Campuses, facilities and sites co-located with other organizations have special considerations and relationships that may affect policy implementation.

**POLICY STATEMENT**:

It is the policy of Florida Atlantic University to protect its human and physical assets and ensure continued operations during and after all manner of emergencies, whether natural or man-made, by implementing appropriate emergency management policies, plans, and procedures designed to ensure the University’s ability to effectively respond to and recover from emergencies.

This policy is intended to comply with all applicable local, state and federal laws and regulations including, but not limited to, Florida Statute Title XVII, Chapter 252.365; U.S. Public Law 110-315, Higher Education Opportunity Act (HEOA), Title 34, Code of Federal Regulations; Florida Board of Governor’s Regulation 3.001; and Florida Atlantic University Policy 4.1.2. (University Environmental Health and Safety Policy). In the absence of specific regulatory mandates for particular situations, best emergency management practices shall be followed.

This policy provides the foundation and authority for all emergency management plans and programs University-wide. Emergency management responsibilities apply to all units.

**DEFINITIONS:**

*Emergency Executive Group:* This group is comprised of the President and the Senior Staff of the University.

*Emergency Executive Team:* This group is comprised of the President, Senior Staff and key response units within the University.

*Senior Staff:* This group is comprised of senior administrative officials of the University as designated by the President.

*Supervisor:* An individual who assigns or oversees work tasks of faculty, staff, or students and ensures the work is carried out correctly. For the purposes of this Policy, a supervisor does not necessarily need to have the responsibility to conduct performance evaluations or participate in any other personnel functions. For the purposes of implementing this Policy, faculty/instructors are supervisors of students and Deans/Department Chairs are supervisors of faculty/instructors.

*Unit:* An entity or group of entities that share similar essential functions, which can be a division, department, college, office or center.

**PROCEDURES:**

1. **The President**

The President or designee, in the event of an emergency event or threat, has the authority to close one or more campuses of Florida Atlantic University with notification to the Chancellor of the State University System.In an emergency situation, the President or designee will implement the President’s Emergency Response Plan and meet with the Senior Staff to provide instructions to ensure maximum coordination. The Senior Staff includes leaders of the University’s key emergency management units. The University Police Department and Department of Environmental Health and Safety (EH&S) will provide technical assistance.

1. **Executive Emergency Group (EEG)**

This group provides leadership and makes decisions in response to emergency situations/events. This group determines how, when, and what to communicate to the University community during emergencies. It provides counsel and advice to the President and provides direction to the Executive Emergency Team on emergency-related policy making such as closing facilities, moving services to alternate locations, suspending academic and support service activities, and resuming normal operations.

1. **Executive Emergency Team (EET)**

This team provides situational awareness and other pertinent information to the EEG. This team executes the emergency-related policies determined by the EEG and establishes response strategies and tactics, deploys resources, and initiates the recovery process.

1. **FAU Alert Committee**

This committee, a sub-committee of the University Safety Committee, is tasked with overseeing the University’s emergency alerting policies, procedures, and alert system components, which are used to notify the University community in the event of an emergency situation. This committee is responsible for evaluating and recommending the implementation of alerting systems as well as specifying requirements and parameters for alerting systems with an eye toward compatibility with existing systems.

1. **University Community**
2. Each employee and/or student shall immediately report a potential or actual emergency event or threat to the appropriate authorities (such as University Police or 911 call center) and to their immediate supervisor/housing official or designee.
3. All members of the University community are responsible within the limits of their abilities to assist those individuals requiring assistance prior to, during or after an emergency. Normally assistance is in the form of notifying emergency responders of the location of these individuals or by providing guidance to safe areas.
4. All employees and students shall respond to an emergency event or threat according to applicable plans and procedures.
5. **Campus and Organizational Units**
6. Each vice president, dean, director, department chair, and supervisor shall oversee emergency preparedness efforts in their respective units and provide assistance in emergency response and recovery efforts as directed.
7. All University units are required to have Emergency Response Plans and Continuity of Operations Plans. Some University units may also be required to have additional or more specific plans in place such as Pandemic Flu Plans and Stadium Emergency Operations Plans.  Details regarding these plans may be found on the [EH&S web site](http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php). At a minimum, all plans should cover the following items:
   1. Preparing for emergency events; updating notification trees, identifying and stocking emergency supplies etc.;
   2. Evacuating and sheltering-in-place procedures in an emergency and for response to fires, bomb threats, chemical spills, hurricanes, etc.;
   3. Assessing damage to facilities and equipment and resources; and
   4. Activating continuity of operations plans and performing mission essential functions either at the primary or an alternate site.
8. All plans must be consistent with upper-level plans and must adhere to current templates. Each unit is responsible for reviewing and testing plans at least annually.
9. Unit heads shall ensure that their staffs are knowledgeable regarding their units’ emergency plans and procedures.
10. Unit heads shall determine the extent to which their units should participate in emergency management programs such as the Building Safety Personnel Program and the Essential Personnel Program and shall provide appropriate representation as necessary or required.

**INITIATING AUTHORITY:** Vice President for Facilities and University Architect

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICY APPROVAL

(For use by the Office of the President)

Policy Number: \_4.1.1\_\_

*Initiating Authority*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Policies and Procedures*

*Review Committee Chair*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*President*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_