

## INTRODUCTION

This Crisis Action Guide was developed by the Florida Atlantic University Safety Committee in an attempt to provide pertinent information for the University Community to respond to an emergency or crisis. Since no document can include every possible event, if a crisis occurs and you need assistance, please call either 561-297-3500 or 911 for assistance and/or response.

## AUTHORITY AND RESPONSIBILITIES

The President or designee (normally the Provost, then the Senior VP of Finance and Chief Operating Officer) is ultimately responsible for the health and safety of University students, faculty, staff and visitors, as well as the protection of University property. Additionally, Presidential Memorandum #85 further states, that all of us share in the responsibility for safety at Florida Atlantic University.

The President or designee has the authority to declare an emergency and close, or partially close one or more campuses of Florida Atlantic University. The President or designee also has the authority to end the state of emergency and reopen part or all of the University sites and campuses.

Presidential Memorandum #56 directs each member of the Senior Staff to develop specific emergency procedures outlining responsibilities during an emergency. In the event of a major emergency the Vice President of the Division of Facilities and University Architect or designee (normally the Director of Environmental Health & Safety) becomes the Director of Emergency Operations Center.

## NOTIFICATION AND ALERT

**Potential disaster warnings such as; hurricanes, tornados, other severe weather, terrorism, toxic clouds, and civil disturbances** are received from local and state emergency management agencies, and/or local media. Once in receipt of the information, the President or designee with consultation and technical advice from applicable sources will decide on the applicable response. **Campus emergencies such as; bomb threats, explosions, utility failures, violent crimes, fires, medical emergencies, terrorism,** are normally reported directly to the University Police, Environmental Health and Safety, and/or Physical Plant who relay the information, if necessary, to the appropriate member of the President's Senior Staff or designee, who then reports to the President, or designee, for a decision on the proper response.

Depending on the nature of the emergency, some or all of the individuals on the notification tree will be alerted. The administrative notification tree consists of all individuals listed on the University organizational chart plus the University Police and EH&S. Each University Division/Department should prepare and then follow their specific notification tree directives. If the emergency requires extensive, decision making, or command and control that cannot be accomplished by routine measures, the Emergency Operations Center is activated. The Director of Emergency Operations classifies the emergency and the appropriate contact personnel are notified.

Florida Atlantic University also disseminates information to the university community through FAU Alert. FAU Alert is system that uses the internet, tone and voice warning systems, telephone call out, text messaging, media, hotline, mass e-mail and building safety personnel and others as tools for information dissemination.