MEMORANDUM

To: Emergency plan writers and all others with emergency duties

From: John W. Kelly, President

Date: April 20, 2016

Ref.: (a) University Policy 1.14 Emergency Management
(b) Department of Emergency Management Policy #1, Essential Personnel
(c) Department of Emergency Management Policy #2, Emergency Notification and Alerting

In accordance with University Policy, Florida Statutes and FL Board of Governors’ Regulations, Florida Atlantic University is required to prepare emergency plans to be used in the event of any type of emergency that affects university operations.

If you have yet to do so, please familiarize yourself with University Policy on Emergency Management http://www.fau.edu/emergency/universitypolicies.php. Understand your and your staff’s roles and responsibilities and ensure that your staff understands their role(s) as well.

All FAU units are required to create or update Emergency Response Plans (ERP) and Continuity of Operations (COOP) Plans no later than May 29, 2016. Assistance with completing both plans will be offered on an as requested basis. This year all plans will be stored on the FAU SharePoint site which allows for secured, organized access to the information, regardless of device. Units (colleges/divisions/sections) are asked to designate a representative to collect all plans within their respective areas. All representatives need to contact the Department of Emergency Management at em@fau.edu for access to the site to upload all plans.

Please visit the Emergency Management website at http://www.fau.edu/emergency/unitplans.php for tools, templates and other information regarding both plans; such as

- Unit planning regarding specific emergency events, such as hurricanes, tornadoes, fires, etc. with tailored actions for your operations and staff. Access guidance on this at http://www.fau.edu/emergency/crisisactionguide.php.

- Keeping yourself and your staff informed before, during and after an emergency. FAU employs several methods to disseminate emergency information, collectively referred to as FAU Alert. Please visit http://www.fau.edu/emergency/universityalerts.php for detailed information.
In the event of severe weather conditions or emergency situations, the University may suspend normal operations and/or cancel classes. If this occurs, all units and employees deemed essential must remain at or report to their campuses as soon as conditions reasonably permit. Please ensure that all appropriate staff is designated as essential and understand their roles before, during and after emergencies. Changes to the policy and program will be rolled out shortly. To learn more, visit http://www.fau.edu/emergency/essentialpersonnel.php.

Workplace emergency planning is essential; however, home-based emergency planning is equally important. I urge you to discuss this critical planning piece with your staff and reporting units. The safety of the university’s employees, students and visitors is of extreme importance. I thank you for the efforts that you have made and continue to make in support of this mission.

Should you have any questions or require additional information, please contact Sharlene Sookhoo, Interim Director, Emergency Management at (561) 297-2889 or via email at ssookhoo@fau.edu.