MEMORANDUM

To: Emergency plan writers, essential personnel, and all others with emergency duties

From: John W. Kelly, President

Date: April 18, 2018

Ref.: (a) Unit Emergency Response Plan
(b) Unit Continuity of Operations Plan (COOP)

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 1.14 on the Emergency Management website: 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 before beginning your planning efforts.

All FAU units are required to create or update their Unit Emergency Response Plans (UERP) and Unit Continuity of Operations (UCOOP) Plans no later than May 25th, 2018. Assistance with completing both plans will be conducted on an as-requested basis.

The UERP has undergone a significant revision to incorporate specific emergency events, such as hurricanes, tornadoes, fires, etc. with checklists and guidance for your operations and staff. Do not submit any plans based on the previous template. Please visit the Emergency Management website at http://www.fau.edu/emergency/univeristyplans.php for an updated UERP template, the existing UCOOP template and other information regarding both plans.

Completed plans must be shared with the Department of Emergency Management. Do not share these plans via email. Instead, use File Locker, the secure, encrypted file-sharing application that FAU offers: https://filelocker.fau.edu. Sign on using your FAU login and password and follow directions. Select Melonie Carmichael (mcarmichael@fau.edu) to share your plans with.
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 and have an updated essential personnel letter. 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 issues uploading the plans, any questions or require additional information, please contact the Department of Emergency Management at (561) 297-4587 or via email at em@fau.edu.

Let's all Be Prepared, Be Safe, Be Owl Ready!