MEMORANDUM

TO: Emergency plan writers and all others with emergency duties

FROM: John W. Kelly, President

DATE: January 26, 2015

REF: (a) University Policy 1.14 Emergency Management
    (b) 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 that address preparedness, response, recovery, and mitigation actions, to be used in the event of any type of emergency 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 role(s) and responsibilities and share these policies with your staff, as well.

All FAU units are required to create or update Emergency Response Plans (ERP) and Continuity of Operations (COOP) Plans no later than March 27, 2015. These plans should be submitted electronically to the Department of Emergency Management at em@fau.edu.

Please visit the Emergency Management website at http://www.fau.edu/emergency/unitplan2Jlp.php for tools, templates and other information regarding both plans. Given the reorganization and restructuring within the University over the past year, be sure to incorporate these changes into your plans, accordingly.

Visit http://www.fau.edu/emergency/crisisactionguide.php to access the most current version of the Crisis Action Guide and incorporate this information into your emergency planning efforts as appendices to your plans.

Assistance with completing both plans will be offered on an as requested basis. Please send requests for assistance to the Department of Emergency Management at em@fau.edu.

FAU employs several methods to disseminate emergency information, collectively referred to as FAU Alert. Please visit the Department of Emergency Management website at http://www.fau.edu/emergency/universityalerts.php for detailed information on FAU Alert and share this information with your staff, students, and the University community at large.

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.

Point of contact is Mr. Kevin Orsak, Director of Emergency Management, (561)297-3755, korsak@fau.edu.

777 Glades Road, P.O. Box 3091, Boca Raton, FL 33431-0991 • tel: 561.297.3450 • fax: 561.297.2777

Boca Raton • Dania Beach • Davie • Fort Lauderdale • Jupiter • Treasure Coast

An Equal Opportunity/Equal Access Institution