



## OFFICE OF THE PRESIDENT

Florida Atlantic University

### MEMORANDUM:

To: Disaster emergency plan writers, building safety personnel and all others with emergency duties

From: President Frank T. Brogan 

Date: April 27, 2009

Re: Disaster emergency plans, building safety personnel program, FAU Alert, Crisis Action Guide

In accordance with Florida Statutes, Florida Atlantic University is required to prepare and maintain emergency preparedness and post-disaster response and recovery plans.

One aspect of disaster emergency planning is Continuity of Operations Planning (COOP). To date, all units have been asked to create and update COOP plans each year. This plan addresses unit recovery should the unit's facilities be rendered inoperable by an emergency event. This year, its format has been revised to better match FFEMA guidelines. For the COOP template and guide, please visit:

<http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php>

Unit COOP plans will be due by **June 1, 2009**. I will personally monitor the completion of these plans on a timely basis.

**EH&S will offer COOP workshops, so please visit [www.fau.edu/ehs](http://www.fau.edu/ehs) and click on the "Training" link to learn more or to sign up.**

In the coming months, units will be asked to complete another aspect of emergency planning. While COOP plans address post-event planning for resuming critical operations when a unit's primary facilities are rendered inoperable, Unit Emergency Response Plans (UERPs) will address pre-event planning as well as immediate response and recovery efforts designed to deal with an emergency event up to the point where COOP plans would take over if necessary. More information about Unit Emergency Response Planning will be forthcoming.

Workplace disaster emergency planning is essential; however, home-based disaster emergency planning is equally important. I urge all individuals, especially those involved in all aspects of preparedness, response recovery and mitigation efforts here at the University, to create or revise their own family disaster emergency plans.

Each Building Safety Person, Administrator, Supervisor (including alternate) and Representative is responsible for ensuring that the comprehensive list of contact information (including work, cell and home numbers and office location) that is kept by EH&S is up-to-date. Please submit this information electronically to Sharlene Sookhoo, Emergency Management Coordinator ([ssookhoo@fau.edu](mailto:ssookhoo@fau.edu)), **no later than May 15, 2009**.

I encourage you to take this opportunity to become reacquainted with **FAU Alert** by visiting the Environmental Health and Safety website at [www.fau.edu/ehs](http://www.fau.edu/ehs). Please share this information with your unit staff and those you serve.

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The Crisis Action Guide has been updated and can be accessed by visiting the Emergency Information page at <http://www.fau.edu/admin/EmergencyInformation.php>. It is necessary to include the guide in your unit disaster emergency planning. Building safety supervisors are required to include the most current version in their safety binders.

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.