

FAU Emergency Planning 2008 Annual Update

Planning and preparedness are essential to timely response and recovery. Florida Atlantic University is mandated by the State of Florida to maintain up-to-date emergency plans. Florida Statutes further dictate an “all-hazards” approach to its emergency plans. Therefore all units must submit updated COOP documents, including addendums, such as, the hurricane-specific procedures and protocols.

This year all 2008 plans must be submitted electronically to the Emergency Management Coordinator, ssookhoo@fau.edu **no later than June 2nd, 2008**. An annual report on the “State of University Emergency Preparedness” will be compiled and sent to the President’s office no later than June 16th, 2008.

Guidelines for COOP Update

There are no format changes required for the 2008 COOP documents. This year, the COOP template guide has been revised to be a more in-depth guide. For the COOP template and template guide, please visit the EH&S website under Emergency Planning and Response.

Infectious Disease Outbreak Response Guide

In the event of any infectious disease outbreak, including an influenza pandemic, Florida Atlantic University will play an integral role in protecting the health and safety of students, employees and their families. For the past two years, COOP writers were asked to prepare an Infectious Disease Outbreak Response addendum to the COOP. For those yet to add this addendum to the COOP, use the blank pandemic addendum template located on the EH&S website at www.fau.edu/facilities/ehs under the Emergency Planning and Response link. There is also a template guide for reference as a tool to develop the addendum located on the same website.

Building Safety Personnel Program

Last July, the University Safety Committee formed a sub-committee to address the Building Supervisors Program to ensure program efficiency and efficacy. The sub-committee members included satellite campuses’ Administrators, University Police and Division of Facilities personnel. The task at hand was to evaluate the current program, propose recommendations based on the evaluation, and implement changes.

Program evaluation revealed the following:

1. The Building Supervisor role, in some cases, needed to be filled by individuals who could designate more time to this essential position.
2. The administrative and planning element of the program needed to be addressed to a greater degree.

3. Policies, procedures and training needed to be enhanced.
4. Role of alternates needed to be enhanced.
5. Recognition needed to be given to the program and key personnel.

Several changes have been made to this program:

1. Name change to encompass all assigned safety personnel: Building Safety Personnel Program
2. Change in 2 group system of Building Supervisors and Emergency Coordinator to 3 group program of:
 - a. Building Safety Administrator: new position created. (Planning)
 - b. Building Safety Supervisor: same as Building Supervisor
 - c. Building Safety Representative: same as Emergency Coordinator.
3. Job descriptions were created or modified based on the 3 group system.
4. Policies, procedures, training elements and schedules were devised.
5. Key personnel recognition program implemented.

Crisis Action Guide

This is a hazard specific approach to response for emergencies. It is a handy tool that should be read and implemented in all units and departments. This year, the guide has been updated and other emergency events' responses addressed. Please access the guide on the Emergency Information webpage at <http://www.fau.edu/admin/EmergencyInformation.php>.