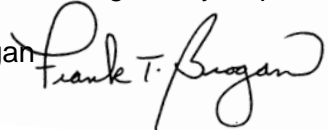


## **MEMORANDUM**

To: COOP writers, Building Safety Supervisors and all others with emergency duties

From: Frank T. Brogan  
President



Date: May 21, 2008

Re.: COOP, Building Safety Personnel program, Crisis Action Guide, FAU Alert.

In accordance with Florida Statutes, Florida Atlantic University is required to prepare Continuity of Operations Plans (COOP) in the event of any emergency that affects university operations. Unlike our existing emergency or hurricane plans, continuity plans are designed to continue the university's essential operations to 30 days after an emergency event and must follow a prescribed format.

Please incorporate review comments on last year's COOP into the 2008 plan. A revised COOP template guide has been provided and can be accessed at <http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php>. All 2008 plans must be submitted electronically to the Director of EH&S, [landowsk@fau.edu](mailto:landowsk@fau.edu) or the Emergency Management Coordinator, [ssookhoo@fau.edu](mailto:ssookhoo@fau.edu) **no later than June 1, 2008**. I will personally monitor the completion of these Plans on a timely basis.

An Infectious Disease Outbreak Response addendum was incorporated into the COOP last year. This followed the FAU designed template and addresses how units will prepare and respond to increasing levels of spread of a disease. For those departments that did not incorporate this into their plans last year, please do so this year. For more information visit the above-mentioned website for pandemic influenza resources. Additional information, such as the 2008 Emergency Planning Update, is also available on the EH&S website.

The Building Safety Personnel Program, known in the past as the Building Supervisor program, has been an important component of University safety initiatives for more than a decade. The structure of personnel in this program provides a broad network to disseminate important information before, during or after an emergency event or threat. This program can be used for mitigation, preparedness, response, and recovery activities for the university. Several changes have been made to this program, including a new 3 group system of personnel. Please visit <http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php>. Each Building Safety Administrator, Safety Supervisor (including alternate), and Safety Representative is responsible for ensuring that the comprehensive list of personnel contact information kept by EH&S is current. Please submit contact information for all electronically to the Emergency Management Coordinator, [ssookhoo@fau.edu](mailto:ssookhoo@fau.edu) **no later than June 13th, 2008**.

Everyone with emergency duties should be familiar with the Crisis Action Guide located at the bottom of the main FAU webpage under the Emergency Information link. It is a hazard specific guide to response during emergencies. The guide has been revised to address a broader array of hazards.

An essential part of an emergency plan is having adequate emergency supplies. Ensuring that your home and place of work are stocked with the goods, materials and equipment necessary during an emergency is imperative. Check your supply inventory now and stock what you need. For a guide to emergency supplies, please visit <http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php> for Emergency Management Newsletter (Sept-Oct 2007 issue).

The health, safety and welfare of our faculty, staff, students and University visitors are of utmost importance to FAU. The University has recently expanded the safety communications tools at its disposal in its **FAU Alert** cache to include:

- A reverse 911 alert system through which students, staff and faculty will be sent a phone message in case of an emergency.
- A siren and audio alert system on the Boca Raton campus that is now installed and operational.
- A text-messaging alert system that will be operational very soon.