



## OFFICE OF THE PRESIDENT

Florida Atlantic University

### MEMORANDUM

**To:** Emergency plan writers, Building Safety Personnel and all others with emergency duties

**From:** Mary Jane Saunders  
President

**Date:** November 7, 2011

**Re:** Emergency Plans, Building Safety Personnel Program, FAU Alert, Crisis Action Guide.

In accordance with Florida Statutes, Florida Atlantic University is required to prepare emergency plans, addressing preparedness, response, recovery, and mitigation actions, to be used in the event any type of emergency affects university operations.

All FAU units are required to create and/or update Emergency Response Plans (ERP) and Continuity of Operations (COOP) Plans **no later than January 31<sup>st</sup>, 2012**. These plans should be submitted electronically to the Emergency Management Coordinator at [ssookhoo@fau.edu](mailto:ssookhoo@fau.edu). Please visit the Emergency Planning webpage at <http://www.fau.edu/facilities/ehs/safety/Emergency-Planning.php> for tools, templates and other information regarding both plans.

**Training to complete both plans will be offered on an as requested basis. Please send requests for training to the Emergency Management Coordinator at [ssookhoo@fau.edu](mailto:ssookhoo@fau.edu).**

Building Safety Administrators, Safety Supervisors (including alternates), and Safety Representatives are responsible for ensuring that EH&S has current contact information for all Building Safety Personnel. Current contact information should be submitted electronically to the Emergency Management Coordinator, [ssookhoo@fau.edu](mailto:ssookhoo@fau.edu) no later than **February 29<sup>th</sup>, 2012**.

FAU employs several methods to disseminate emergency information, collectively referred to as **FAU Alert**. Please visit the Environmental Health and Safety website at [www.fau.edu/ehs](http://www.fau.edu/ehs) for detailed information on FAU Alert and share this information with your staff, students, and the University community at large.

Visit <http://www.fau.edu/admin/EmergencyInformation.php> to access the most current version of the Crisis Action Guide and incorporate this information into your emergency planning efforts.

Workplace emergency planning is essential; however, home-based emergency planning is equally important. I urge you to create and revise family emergency plans.

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.

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*