



<b>SUBJECT:</b> EMERGENCY MANAGEMENT	<b>Effective Date:</b> 4-7-14	<b>Policy Number:</b> 1.14	
	<b>Supersedes:</b> Policy 4.1.1	<b>Page</b> 1	<b>Of</b> 4
	<b>Responsible Authorities:</b> Vice President, Executive Operations Assistant Vice President, Public Safety		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all members of the university community, including all faculty, staff, students, volunteers, contractors, and visitors at all FAU campuses, sites, and facilities. Campuses, facilities and sites co-located with other organizations have special considerations and relationships that may affect policy implementation.

**POLICY STATEMENT:**

It is the policy of Florida Atlantic University to protect its human and physical assets and ensure continued operations during and after all manner of emergencies, whether natural or man-made, by implementing appropriate emergency management policies, plans, and procedures designed to ensure the University’s ability to effectively respond to and recover from emergencies.

This policy is intended to comply with all applicable local, state and federal laws and regulations including, but not limited to, Florida Statute Title XVII, Chapter 252.365; U.S. Public Law 110-315, Higher Education Opportunity Act (HEOA), Title 34, Code of Federal Regulations; and Florida Board of Governor’s Regulation 3.001. In the absence of specific regulatory mandates for particular situations, best emergency management practices shall be followed.

This policy provides the foundation and authority for all emergency management standards, plans, programs and procedures University-wide. Emergency management responsibilities apply to all units.

## **DEFINITIONS:**

*Executive Policy Group:* This group is comprised of leaders of the University's key emergency management units as designated by the President.

*Emergency Operations Team:* This group is comprised of key response units within the University.

*Executive Leadership Team:* This group is comprised of senior administrative officials of the University as designated by the President.

*Supervisor:* An individual who assigns or oversees work tasks of faculty, staff, or students and ensures the work is carried out correctly. For the purposes of this Policy, a supervisor does not necessarily need to have the responsibility to conduct performance evaluations or participate in any other personnel functions. For the purposes of implementing this Policy, faculty/instructors are supervisors of students and Deans/Department Chairs are supervisors of faculty/instructors.

*Unit:* An entity or group of entities that share similar essential functions, which can be a division, department, college, office or center.

## **PROCEDURES:**

### **a. The President**

In an emergency situation, the President or designee shall implement the appropriate emergency plans and meet with the Executive Leadership Team to provide instructions to ensure maximum coordination. The President or designee, in the event of an emergency event or threat, shall exercise the authority to close one or more campuses of Florida Atlantic University, if deemed appropriate, with notification to the Chancellor of the State University System.

### **b. Executive Policy Group (EPG)**

This group shall provide guidance and make decisions in response to emergency situations/events. This group shall determine how, when, and what to communicate to the University community during emergencies. It shall provide counsel and advice to the President and provide direction to the Emergency Operations Team on emergency-related policy making such as closing facilities, moving services to alternate locations, suspending academic and support service activities, and resuming normal operations.

### **c. Emergency Operations Team (EOT)**

This team provides situational awareness and other pertinent information to the EPG. This team shall execute the emergency-related policies determined by the EPG and shall establish response strategies and tactics, deploy resources, and initiate the recovery process.

**d. Department of Emergency Management**

This department shall be responsible for coordinating and facilitating emergency planning, preparedness, response and recovery activities within the University and with appropriate governmental and non-governmental agencies and organizations.

**e. Emergency Management Advisory Committee**

This committee shall be responsible for assisting the Department of Emergency Management in developing emergency management policies, plans and procedures requiring multiple-unit coordination in all areas of emergency management: planning, mitigation, response and recovery within the University.

**f. FAU Alert Committee**

This committee shall be tasked with overseeing the University's emergency alerting policies, procedures, and alert system components, which are used to notify the University community in the event of an emergency situation. This committee shall be responsible for evaluating and recommending the implementation of alerting systems as well as specifying requirements and parameters for alerting systems with an eye toward compatibility with existing systems.

**g. University Community**

1. Each employee and/or student shall immediately report a potential or actual emergency event or threat to the appropriate authorities (such as University Police or 911 call center) and to their immediate supervisor/housing official or designee.
2. All members of the University community shall provide, within the limits of their abilities, assistance to those individuals requiring it, during or after an emergency. Normally assistance is in the form of notifying emergency responders of the location of these individuals or by providing guidance to safe areas.
3. All employees and students shall respond to an emergency event or threat according to applicable plans and procedures.

**h. Campus and Organizational Units**

1. Each vice president, dean, director, department chair, and supervisor shall oversee emergency preparedness efforts in their respective units and provide assistance in emergency response and recovery efforts as directed.
2. All University units are required to have Emergency Response Plans and Continuity of Operations Plans. Some University units may also be required to have additional or more specific plans in place such as Pandemic Flu Plans and Stadium Emergency Operations Plans, as deemed appropriate. At a minimum, all plans shall address the following items:
  - i. Preparing for emergency events; updating notification trees, identifying and stocking emergency supplies etc.;
  - ii. Evacuating and sheltering-in-place procedures in an emergency and for response to fires, bomb threats, chemical spills, hurricanes, etc.;

- iii. Assessing damage to facilities and equipment and resources; and
  - iv. Activating continuity of operations plans and performing mission essential functions either at the primary or an alternate site.
3. All plans must be consistent with upper-level plans and must adhere to current templates. Each unit is responsible for reviewing and testing plans at least annually.
  4. Unit heads shall ensure that their staffs are knowledgeable regarding their units' emergency plans and procedures.
  5. Unit heads shall determine the extent to which their units should participate in emergency management programs such as the Essential Personnel Program and shall provide appropriate representation as necessary or required.

More information regarding specific procedures and emergency group designations can be found by visiting the University's [Emergency Management](#) website.

**INITIATING AUTHORITY:** Vice President for Executive Operations

POLICY APPROVAL  
(For use by the Office of the President)

Policy Number: 1.4

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Stacy Volnick

*Policies and Procedures  
Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Elizabeth Rubin

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Dr. John Kelly

Executed signature pages are available in the Office of the General Counsel