



# Presidential Memorandum #56

(3rd Revision)

Original Issue Date: July 25, 1979  
1st Revision Date: July 1, 1982  
2nd Revision Date: June 1, 1997

March 21, 2000

**Subject: Emergency**

## Policy Purpose

The purpose of this memorandum is to establish policy for the implementation prior to, during, and following a major emergency or disaster such as hurricane, tornado, earthquake, flood, fire, sink hole, hazardous or nuclear material release, epidemic, long term power outage, civil disorder, and criminal threats. This policy becomes effective when a disaster occurs that is not covered by an Executive Order but requires the closing of one or more buildings on one or more Florida Atlantic University campuses.

## Policy

It is the policy of Florida Atlantic University to protect faculty, staff, students, visitors, and property from the effects of a major natural or man-made disaster to the extent possible with available resources. Furthermore this policy requires the Executive Committee to establish specific procedures that define personnel authorities and responsibilities during all phases of an emergency (mitigation, response, and recovery). These procedures must be updated and practiced, at least annually, for maximum effectiveness.

The President, or designee, in the event of an emergency or disaster has the authority to close one or more campuses of Florida Atlantic University with notification to the Chancellor. The President, or designee, will meet with the Executive Committee to provide instructions in order to insure maximum coordination. The University Police and Environmental Health and Safety will provide technical assistance.

The Executive Committee is responsible: 1) to develop specific procedures in an emergency for prompt notification to the areas under their supervision, 2) to develop pre- and post-emergency plans and 3) to identify critical operations and minimum requirements for their operation. Each building supervisor and/or department chair is responsible to assist in the development of and adherence to emergency plans and to notify building and department occupants. All personnel within the University Community are responsible to respond to an emergency by following the applicable plans and procedures.

*All members of the University Community are responsible, within the limits of their abilities, to assist those individuals requiring assistance prior to, during, or after an emergency. Normally, assistance is in the form of notifying emergency workers of the location of these individuals or by actually providing guidance to safe areas.*

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Anthony James Catanese  
President and Professor

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