FAU FLORIDA ATLANTIC UNIVERSITY ***Division of Administrative Affairs***	**Department of Emergency Management** **Policy #3** **Use of EOC During Non-Activation Periods** **Effective: 1/11/2022** | **Revised: N/A**

1. PURPOSE:

1.1. Facilitate the non-activation use of the Emergency Operations Center (EOC) by units that are not charged with administrative oversight of the facilities to ensure operational readiness, support of Florida Atlantic University's Division of Administrative Affairs, and promotion of wise and innovative allocation of resources.

2. POLICY STATEMENT:

2.1. To fulfill this policy, Florida Atlantic University will:

2.1.1. Charge the Department of Emergency Management (DEM) with administrative oversight of the EOC rooms.

2.1.2. Develop and outline rules and procedures involving the EOC for non-activated support use.

2.2. This policy takes into consideration that many emergencies require the activation of the EOC without warning.

2.3. This policy is intended to comply with all applicable local, state and federal laws and regulations including but not limited to, U.S. Public Law 110-315, Higher Education Opportunity Act (HEOA), Code of Federal Regulations (34CFR), and University Policy 1.14 (Emergency Management).

3. CONCEPTS & DEFINTIONS:

3.1. *Emergency Operations Center: The physical facility from which centralized and coordinated multi-unit support and resource procurement to tactical incident management occur. The following building/rooms make up the EOC to include the immediate hallway:*

3.1.1. CO-69, Room 110
3.1.2. CO-69, Room 117
3.1.3. CO-69, Room 118

3.2. *Responsible Individual: An individual who is a member of a Department under the auspices of the Division of Administrative Affairs that, requests a reservation of the EOC for the use of a meeting or lecture-style instruction session.*

3.3. *Responsible Department: The department that bears responsibility, such as fiscal, for issues that arise resulting from a responsible individual under their auspices reserving and utilizing the EOC during non-activation periods.*

3.4. *EOC Admin: Those individuals that have been assigned a role and responsibility to support EOC operations during activations as well as support the overall management and coordination for non-activation usage. They are collectively and individually referred to as EOC Admin. EOC Admin may include representation from the Department of Emergency Management, Facilities Management, Administrative Affairs IT, and other divisional*

units.

4. RESPONSIBILITIES:

4.1. *EOC Oversight:* Administrative oversight for the EOC is assigned to the Department of Emergency Management.

4.1.1. The Department of Emergency Management is responsible for solidifying the combination of facilities, equipment, personnel, and procedures which provide for a functional, effective, and efficient EOC.

4.1.2. The Department of Emergency Management is responsible for ensuring the operational readiness of the EOC and developing processes and procedures which decrease setup and activation time. This includes implementing procedures during non-activation use to streamline potential activation periods.

4.2. *EOC Oversight Support:*

4.2.1. *EOC Admin*: EOC Admin serve as ambassadors and representatives and may assist units with questions regarding non-activation usage. Designated representatives for each operational area of users may be identified by

4.3. *EOC Usage*: Appropriate utilization of the EOC during non-activation periods as outlined in this policy falls to the following individuals or groups:

4.3.1. The Responsible Individual shall be responsible for the use of the room during the reserved period and will be held accountable for ensuring their group adheres to all established policies, rules, and procedures.

4.3.2. The Responsible Department whom which the Responsible Individual reports to, is liable for all associated outcomes of the use of the EOC which includes but is not limited to fiscal impacts for required clean up (which exceeds normal wear), repair of damages, and/or the replacement cost for furniture, equipment, technology, and so forth.

5. PROCEDURES

5.1. *Room Usage:* On a day-to-day basis— when not in an activation state— the EOC may be used to support the mission of FAU's Division of Administrative Affairs for meetings and lecture-style instruction sessions. All usage of the room must be represented by and coordinated through a member of a Department under the auspices of the Division of Administrative Affairs.

5.1.1. All day-to-day activities within these rooms will be immediately suspended if an emergency occurs that requires the activation of the EOC.

5.1.2. The EOC may only be used for meetings and lecture-style instruction sessions. The EOC may not be used for activities which include, but are not limited to:

- High-liability training such as defensive tactics (to include Rape Aggression Defense training), cardiovascular conditioning, and other similar trainings or activities.
- Lethal or non-lethal weapon training, certification, or other related activities.
- As a storage, holding facility, or space to clean or perform maintenance on equipment.
- Parties, events, or other extracurricular activities.

5.1.3. The primary point of contact on EOC reservations during non-activation periods shall be a

member of a Department under the auspicious of the Division of Administrative Affairs and be considered the Responsible Individual.

5.1.4. Urgent use of the rooms that prompts a waiver of the request process may be available as an exception. At a minimum, notification must be provided to the Director, Emergency Management. Failure to provide notification and/or abuse of this exception may be considered non-adherence to rules, policies, and procedures.

5.2. *Non-adherence to rules, policies, and procedures:* All associated rules, policies, and procedures surrounding use of the EOC during non-activation are intended to safeguard EOC readiness for activation and operational use. Failure to adhere to the established rules, policies, and procedures may result in, but not limited to, the following for a Responsible Individual or Responsible Department:

5.2.1. Revocation of approved use.

5.2.2. Denial of subsequent application for future use.

5.2.3. Assumption of fiscal responsibility for clean-up, repairs, and/or replacement costs.

5.2.4. Memorandum to immediate supervisor, Director, and/or Vice President.

6. REFERENCES:

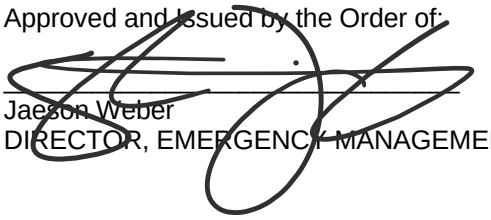
6.1.1. U.S. Public Law 110-315, Higher Education Opportunity Act (HEOA) and Code of Federal Regulations (34CFR)

6.1.2. University Policy 1.14 – Emergency Management

End of Policy

* THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC

Approved and Issued by the Order of:



DATE: 1/11/2022

Jaeson Weber
DIRECTOR, EMERGENCY MANAGEMENT

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POLICY MAINTENANCE SECTION

Last Revision Date:	N/A
Last Revision By:	N/A
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Record of Changes:

Date	Change	Prompts change to	Review By	Other/Notes