

MEMORANDUM

To: Division and unit leaders, essential personnel, and all others with emergency roles
From: Adam Hasner, President
Date: March 16, 2026

Ref.: (a) University Policy 3.4.1 (Emergency Management)
(b) Comprehensive Emergency Management Plan (CEMP)
(c) Unit Emergency Response Plan
(d) Unit Continuity of Operations Plan (COOP)

Emergency planning at Florida Atlantic University is an institutional responsibility and operational priority. Florida Statutes, Florida Board of Governors Regulations, and accreditation standards require the University to maintain and implement comprehensive emergency plans.

University Policy 3.4.1, *Emergency Management* (<https://www.fau.edu/policies/>), establishes expectations for emergency management activities across all divisions and units. Division leaders are responsible for understanding their roles and responsibilities under this policy and ensuring their teams understand their roles before beginning or updating unit-level planning efforts.

The University's Comprehensive Emergency Management Plan (CEMP) provides an overarching framework for prevention, preparedness, response, continuity, and recovery across all mission areas. All divisions and units are expected to review the CEMP and applicable annexes at: <https://www.fau.edu/emergency/planning/plans/index.php>

Required Unit Planning

All Florida Atlantic University units are required to create or update both a:

- Unit Emergency Response Plan (UERP)
- Unit Continuity of Operations Plan (UCOOP)

All plans must utilize the most recent template and be completed and submitted to the Department of Emergency Management (DEM) no later than May 15, 2026.

DEM Support:

DEM provides structured support to help units meet planning requirements. Support options include:

- A published schedule of virtual unit planning overview sessions covering requirements, structure, and expectations. In addition, on-demand self-paced recorded training.
- One-on-one support upon request, including facilitated planning workshops or

document review.

Planning resources, templates, and support access are available at:

<https://www.fau.edu/emergency>

Direct links:

- Unit Emergency Planning Webpage - <https://www.fau.edu/emergency/planning/unit-planning/>
- Request for One-on-One Unit Planning Session Request Form - <https://veoci.com/v/p/140998/workflow/ust36c2488gy>

Plan Submission Process

All unit emergency plans must be submitted through the Unit Plan Submission Portal:

<https://veoci.com/v/p/187173/workflow/5vrcrgncspeu>

All submitted unit plans must use the most recent template developed by DEM.

Upon submission, DEM will conduct a compliance review to confirm use of the most recent template and inclusion of required elements. Plans that use old templates or omit required components will be rejected with identified deficiencies and may be resubmitted once corrected.

Following the compliance review, DEM will conduct a content review and provide recommendations to strengthen clarity, alignment with university-level plans, and operational effectiveness. Incorporation of recommendations supports continuous improvement and institutional resilience.

Planning Considerations:

When developing or revising plans, units must ensure:

- Divisions/Units with direct roles in university-wide emergency operations, as identified in the CEMP, align plans with university-level frameworks and coordinate with Emergency Operations Team (EOT) representatives.
- Units with indirect roles ensure their plans support overall University response and continuity objectives.
- Divisions/Units with indirect roles must ensure their plans support the University's overall emergency operations and continuity objectives.
- Divisions/Units must ensure that essential personnel are clearly designated, understand their responsibilities before, during, and after emergencies, and have current essential personnel letters on file. Vendors and contractors providing critical

services must be identified as non-FAU essential personnel. Additional guidance is available at: <https://www.fau.edu/emergency/planning/essential-personnel/>

- Workplace emergency planning is critical, but personal and home preparedness are equally important. Leaders are encouraged to discuss personal preparedness with their teams, particularly with essential personnel.

The safety of our students, faculty, staff, and visitors remains our highest priority. Thank you for your leadership and commitment to maintaining a prepared, resilient, and responsive university.

Questions regarding University or unit emergency planning may be directed to the Department of Emergency Management at em@fau.edu.

Be Prepared, Be Safe, Be Owl Ready!