




FLORIDA ATLANTIC UNIVERSITY

Office of the President

MEMORANDUM

To: Division and unit leaders, essential personnel, and all others with emergency roles
From: Stacy Volnick, Interim President 
Date: February 06, 2023

Ref.: (a) University Policy 1.14 (Emergency Management)
(b) Comprehensive Emergency Management Plan (CEMP)
(c) Unit Emergency Response Plan
(d) Unit Continuity of Operations Plan (COOP)

Emergency planning at FAU is of critical importance. Florida Statutes and FL Board of Governors' Regulations require the University to prepare emergency plans to be used in any emergency affecting university operations. Additionally, the University's accrediting body – the Southern Association of Colleges and Schools (SACS) – has standards that include emergency operations and procedures.

University Policy 1.14 (<https://www.fau.edu/policies/files/1.14%20Emergency%20Management.pdf>) sets the expectations for all emergency management efforts at the University. Division leaders, understand your and your staff's roles and responsibilities and ensure that your staff understands their role(s) as well before beginning your planning efforts.

The University's Comprehensive Emergency Management Plan (CEMP) was adopted to provide the framework and guidance throughout all mission areas of emergency management. The goal is to coordinate university resources to prepare for and prevent potential emergencies whenever possible and deal efficiently with the effects of these events when they do occur; to respond to save and protect lives and protect infrastructure, resources, and the environment; to continue critical functions and essential services and to promote a means to recover and resume normal University operations. Several annexes that address critical emergency functions have also been developed, such as Situation Assessment, Crisis Communications, and Debris Management. All divisions and units should familiarize themselves with this content:

<https://www.fau.edu/emergency/planning/plans/index.php>

All FAU units are required to create or update their Unit Emergency Response Plans (UERP), and Unit Continuity of Operations (UCOOP) Plans no later than **March 24, 2023**. Assistance with completing both plans will be conducted by the Department of Emergency Management (DEM) on an as-requested basis. Please visit the DEM website at www.fau.edu/emergency to access unit planning documents, unit plan templates, to submit your completed plans, as well as to view more information, or request assistance. The following are direct links:

- Unit Emergency Planning – <https://www.fau.edu/emergency/planning/unit-planning/>
- Unit Planning Assistance Request Form – <https://veoci.com/v/p/140998/workflow/ust36c2488gy>
- Unit Plan Submission Portal – <https://veoci.com/v/p/form/u2qne3pnf3dv>

When developing or revising plans, there are a few key aspects that must be considered:

- All divisions and/or units that play a direct role in university-wide emergency operations, as indicated in the CEMP, need to ensure that their division/unit plans and efforts align with the University-level plans and annexes and incorporate all appropriate elements. Work with division staff who are Emergency Operations Team (EOT) members to accomplish this.
- All divisions and/or units that play an indirect role in university-wide emergency operations must ensure that their division/unit plans and efforts support University emergency operations.
- In the event of severe weather conditions or emergencies, the University may suspend normal operations and/or cancel classes. If this occurs, all units and employees deemed essential must remain at or report to their campuses as soon as conditions reasonably permit. Please ensure that all appropriate staff is designated as essential, understand their roles before, during, and after emergencies, and have an updated essential personnel letter. Vendors and contractors that provide critical services to the University need to be included as Non-FAU essential personnel. To learn more, visit <https://www.fau.edu/emergency/planning/essential-personnel/>.
- Workplace emergency planning is essential; however, home-based emergency planning is equally important. I urge you to discuss this critical planning piece with your staff and reporting units, particularly essential personnel.

The safety of the University's employees, students, and visitors is extremely important. I thank you for the efforts that you have made and continue to make in support of this mission.

Should you have any questions on University or unit planning or require additional information, please contact the Department of Emergency Management at em@fau.edu.

Let's all Be Prepared, Be Safe, Be Owl Ready!