MEMORANDUM

To: Division and unit leaders, essential personnel, and all others with emergency roles
From: Dr. Stacy Volnick, Interim President
Date: February 07, 2024

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 emergency operations and procedures
standards.

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) 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 29, 2024. 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](http://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/](https://www.fau.edu/emergency/planning/unit-planning/)
- **Unit Planning Assistance Request Form** - [https://veoci.com/v/p/140998/workflow/ust36c2468gy](https://veoci.com/v/p/140998/workflow/ust36c2468gy)
- **Unit Plan Submission Portal** - [https://veoci.com/v/p/form/4u2s5ay2vkn5](https://veoci.com/v/p/form/4u2s5ay2vkn5)

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 providing critical services to the University must be included as Non-FAU essential personnel. To learn more, visit [https://www.fau.edu/emergency/planning/essential-personnel/](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 paramount. 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](mailto:em@fau.edu).

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