I. Purpose

The purpose of this policy is to establish a university-wide emergency management program. The emergency management program will provide the framework with which the university will reduce vulnerability to hazards, develop capabilities to manage incidents, and build resiliency to recover from incidents effectively.

II. Policy

The University shall maintain an emergency management program that complies with federal and state emergency management statutes, directives, and best practices. The emergency management program shall include university-wide prevention, protection, mitigation, preparedness, response, continuity and recovery activities, and support related department and university community-level activities, for all hazards that threaten life, property, operations, and the environment.

III. Roles and Responsibilities

A. President

The President retains final authority and responsibility for the emergency management program. The President provides visible leadership support, endorsement, and engagement throughout the program.

B. Vice President of Business and Finance

The Vice President is responsible to the President for the administration of university operations. The Vice President delegates the authority for the day-to-day administration of the emergency management program to the Director of Emergency Management.

C. Director of Emergency Management

The Director of Emergency Management maintains an Office of Emergency Management, which oversees the administration of the emergency management program. The Director shall be responsible for coordinating and facilitating prevention, protection, mitigation, preparedness, response, continuity and recovery activities within the university and with
appropriate governmental and non-governmental agencies and organizations. In addition, the Director is responsible for chairing the University’s Emergency Management Advisory and Planning Committee, and leading the Emergency Management Team.

D. Emergency Management Advisory and Planning Committee
The Emergency Management Advisory and Planning Committee shall be responsible for assisting the Office of Emergency Management in evaluating the emergency management program, supporting program activities, and recommending improvement actions to university leadership as necessary. In addition, the Committee shall assist the Office of Emergency Management in maintaining the Comprehensive Emergency Management Plan (CEMP), which guides the implementation of specific emergency management activities.

E. Executive Policy Group
The Executive Policy Group is led by the University President and includes, but is not limited to, members of the President’s Cabinet. The Executive Policy Group is responsible for supporting the emergency management program by assisting the President before, during and after incidents by providing policy guidance, strategic direction, and delegation of authority to the Emergency Management Team.

F. Emergency Management Team
The Emergency Management Team is responsible for supporting the emergency management program by implementing incident management strategy and tactics and coordinating university resources as necessary.

The Emergency Management Team is led by the Director of Emergency Management and shall include, but not be limited to staff from: Office of Public Safety; Information Technology Services; Facilities Services; Environmental Health and Safety; Health Services; Counseling Center; Housing and Residence Life; Auxiliary Services; Student Affairs; Finance and Business Services; Financial Accounting; Procurement; Internal Audit, Risk & Compliance; University Communications and Marketing; Athletics; International Programs and Services; Student Accessibility Resources Center; Dining Services; and Center for Wildlife Education and research animal care specialists.

G. University Community
All employees of the university shall follow recommended protective actions when necessary and, within the limits of their abilities and training, assist others during emergencies. Assistance may be in the form of facilitating recommended protective actions and/or notifying public safety or other emergency response agencies of threatening conditions and incidents.

IV. Administration

A. Compliance and Administration of Federal and State Directives
It will be the responsibility of the Office of Emergency Management to maintain compliance and to ensure that the University’s emergency management program is as effective as possible.

The emergency management program will adhere to federal and state statutes and industry standards. This may include, but is not limited to, guidance from the Code of Federal Regulations (CFR), Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), U.S. Department of Education, Jeanne Clery Act, Americans with Disabilities Act, National Fire Protection Association (NFPA), American National Standards Institution (ANSI), and the Emergency Management Accreditation Program (EMAP).

B. Comprehensive Emergency Management Plan (CEMP)

The university shall maintain a CEMP to guide the implementation of specific emergency management functions such as, but not limited to, the operational coordination and operational communication among and between the Executive Policy Group and Emergency Management Team in preparation for, response to, and recovery from all hazards, threats and incidents

V. Exclusions

There are no exclusions or exceptions to this policy.