

4-OP-E-5 Emergency Management

Responsible Executive: Finance and Administration

Approving Official: Vice President for Finance and Administration

Effective Date: ~~May 10, 2022~~-TBD

Last Revision Date: New, January 1, 2014, Amended 5/10/2022, _____

I. Introduction

- **Objective**
- To establish and maintain a framework by which the University prepares for, responds to, recovers from, and mitigates against the effects of a wide range of emergencies and disasters that could adversely affect the health, safety, and/or general welfare of its students, faculty, staff, visitors, and families.

This policy [establishes a designated Emergency Management Section within the Florida State University Public Safety Department that is empowered with the authority to administer the Emergency Management Program. serves as the administrative foundation for the Florida State University Emergency Management Program.](#) This policy outlines the delegation of authority for Program implementation and the Program’s primary administrative responsibilities. This policy does not serve to outline’s roles and responsibilities during emergency operations; rather, such information is outlined in the Florida State University Comprehensive Emergency Management Plan and other emergency plans, policies, and procedures developed and maintained by departments across the University.

- **Overview**
- The Florida State University Emergency Management [Program Section](#) facilitates the University's all-hazards emergency framework that drives preparedness, response, recovery and mitigation actions for a variety of emergency conditions. This is accomplished by a multi-~~faceted~~[faceted](#) approach that includes engaging internal and external higher, lateral and subordinate stakeholders in plan development, training, exercises, outreach and activation of the emergency operations center.

With any crisis, it is understood that a state of emergency may need to be declared to respond to an event that has occurred or to free up campus resources to prepare for an impending hazard’s impact. The authority to declare a campus state of emergency rests

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with the University President or designee in cooperation with the Florida Board of Governors and State officials.

II. Policy

- **Authority and Responsibility** - Officials accountable for emergency management are:

1. FSU President:

1. Provides assurance that FSU complies with applicable federal, state and local requirements related to emergency management.
2. Maintains the authority to declare a campus state of emergency.
3. Maintains the authority to close all or portions of FSU properties.
4. Promotes and supports FSU emergency management programs and initiatives.

5. Delegates to the Senior Vice President of Finance & Administration the authority for the development and management of FSU Emergency Management programs.

5.6. In the absence and unavailability of the FSU President, the above authorities will be delegated to the Provost and Executive Vice President for Academic Affairs, or the President's designee.

2. Senior Vice President for Finance & Administration:

1. Provides resources to support Emergency Management initiatives, programs and emergency operations.
2. Promotes and supports FSU Emergency Management programs and initiatives.
3. Chairs the Executive Policy Group (EPG), charged with protective action decision-making and prioritizing emergency objectives.
4. Delegates to the FSU Associate Vice President of Public Safety the authority for the development and management of FSU Emergency Management programs.
5. Delegates to leadership of satellite and regional campuses and properties the operational and administrative authority to address the hazards that threaten the campuses' population and assets, in

Commented [AW3]: It may seem minor, but I would say "absence and unavailability" as that is what the President's delegation states. Mere absence from campus or even state or country would not trigger unless President was not available to make timely needed decision

accordance with the University-wide Emergency Management program.

5.6. In the absence and unavailability of the Senior Vice President for Finance and Administration, the above authorities will return be delegated to the FSU President or be delegated to the Senior Vice President's designee.

Commented [AW4]: Again, maybe minor semantics but the authority is really being undelegated; it is returning. Same on others below

3. Assistant Vice President for Public Safety and Chief of Police:

1. Provides leadership and guidance in the implementation of emergency management initiatives across all FSU locations.
2. Provides resources to support FSU Emergency Management initiatives, programs and emergency operations.
3. Co-chairs the Executive Policy Group and provides updates to the EPG on the response actions under their purview. -
4. Activates emergency preparedness, response, and recovery operations for significant crises and disasters.
5. Delegates to FSU Emergency Management Director operational implementation of the FSU Emergency Management program.

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5.6. In the absence and unavailability of the Assistant Vice President for Public Safety, the above authorities will return be delegated to the Senior Vice President for Finance and Administration or be delegated the Assistant Vice President's designee.

4. FSU Emergency Management Director:

The FSU Emergency Management Director shall develop, implementexecute and maintain the FSU Emergency Management program in coordination with emergency management stakeholders. The Emergency Management Director shall:

1. Develop, maintain, implement, and coordinate the Comprehensive Emergency Management Plan (CEMP).
2. Coordinate and manage the development and maintenance of Continuity of Operations (COOP) Plans across FSU, with designated individuals from FSU university units.

3. Collaborate with stakeholders to develop, direct, communicate, and manage FSU emergency preparedness education campaigns.
4. Develop, identify, and coordinate emergency preparedness training for FSU officials responsible for implementing emergency management initiatives and conducting emergency operations.
5. Acquire, analyze, and validate all-hazard information and intelligence that threatens or is likely to threaten FSU personnel and assets.
6. Evaluate, propose, coordinate, and implement new systems and procedures to warn FSU personnel of hazards that may cause imminent harm, when practical.
7. Coordinate emergency preparedness, response, and recovery operations for significant events and disasters.
8. Provide protective action recommendations to the Executive Policy Group.
9. Ensure compliance with all applicable federal, state and local requirements related to emergency management.

9-10. In the absence and unavailability of the Emergency Management Director, the above authorities will return be delegated to the Assistant Vice President of Public Safety or their designee.

5. Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Deans, Directors, Managers and Supervisors shall:

1. Disseminate emergency management program information throughout their areas of responsibility to increase public safety and emergency preparedness awareness and minimize risk.
2. Develop and implement:
 1. Supplemental plans, procedures and operational guidelines consistent with the CEMP as necessary.
 2. Continuity of operations plans and procedures which assist FSU campuses and locations in safely maintaining their academic and business practices and recovering from significant events and disasters.

3. Provide resources and support as needed to the FSU Emergency Management program to plan for, respond to, recover from, and mitigate against all hazards which threaten personnel and assets.
4. Complete appropriate training as indicated by FSU Emergency Management.
5. Act in accordance with established FSU public safety and emergency management processes, procedures, and plans to minimize risk and prevent loss of life.

- **Emergency Plans**

1. **Comprehensive Emergency Management Plan:**

1. The Comprehensive Emergency Management Plan (CEMP) serves as the official emergency operations plan (EOP) of Florida State University.
2. The CEMP defines the roles, responsibilities, and relationships of internal University departments, as well as external agencies and entities not normally associated with daily University operations but hold a role in disaster response.
3. The CEMP applies to all campuses, facilities, and programs administered by Florida State University regardless of location or purpose. Individual campuses, facilities, and programs are required to develop supplemental EOPs, procedures and operational guidelines consistent with the [tenets of the CEMP](#).
4. The CEMP shall include a [basic-planbasic plan](#), outlining the University-wide emergency operations strategy, and operational and incident-specific [annexesvolumes](#), as necessary.
 1. Departments identified in the CEMP with emergency [support functional \(ESF\)](#) roles are required to develop and maintain subordinate plans, response policies and implementing procedures consistent with their responsibilities.
 2. Departments are assigned [ESF-emergency](#) roles based on their capability, resources and subject matter expertise.

5.—The CEMP is revised every three years.

2. Continuity of Operations Plans

Continuity of Operation Plans shall be developed in accordance with the criteria provided by the Director of Emergency Management in coordination with designated individuals from FSU campuses/entities and locations. 4-OP-E-10 Continuity of Operations Planning (COOP) [/policies-and-procedures/general-university/continuity-operations-planning-coop](#)

3. Warning and Notification

FSU campuses shall employ timely warning and emergency notifications to safeguard all personnel against hazards. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using multiple interoperable delivery methods.

4. Crisis Management

FSU shall utilize the components of the National Incident Management System, including the Incident Command [and Emergency Support Function Systems](#), as the foundation for the management of crises and disasters which compromise, jeopardize, threaten or significantly disrupt academic and business practices of the institution. FSU shall also adhere to federal, state and local government laws and established regulations, policies and standards.

Activation of the Emergency Operations Center (EOC) occurs at the direction of the [VP of Finance & Administration](#), AVP of Public Safety [and Emergency Management Director](#). EOC location, staffing and configuration shall be established in such a manner that best supports crisis and disaster management activities, relative to the threat, hazard, and/or needs of field operations.

Commented [CS6]: Under the responsibilities and authorities of the AVP of Public Safety section it states, "Activates emergency preparedness, response, and recovery operations for significant crises and disasters." The EOC activation falls within these activities.

5. Post Incident Analysis

4- [An incident is not considered concluded until an after-action report is complete. After action reports allow the university to document what occurred during the response, identify successes, capture lessons learned and recommend improvements to strengthen future response. All university stakeholders have a responsibility to participate in the after-action process and complete improvement plan assignments in a timely manner.](#)

III.& Legal Support, Justification, and Review of this Policy

- [Chapter 1001, Florida Statutes, K-20 Governance](#)
- [Chapter 252, Florida Statutes, Emergency Management](#)
- [BOG 3.001 Campus Emergency Management](#)
- [Public Law 93-288, as amended, 42 U.S.C. 5121, et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act](#)

Policy will be reviewed as needed but at least every five years for needed update.

