



UNIVERSITY POLICY ES-06.02-08/22

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Emergency Management

RESPONSIBLE OFFICE: University Police Department

I. Purpose:

Florida Board of Governors Regulation 3.001 requires the development and maintenance of emergency management policies, a comprehensive emergency management plan, and a continuity of operations plan for the University. Additionally, the regulation requires that each university shall designate an emergency management contact and alternate. Finally, the regulation requires that the University shall cooperate with other federal, state, and local agencies as further delineated in the regulation.

II. Definitions:

Continuity of Operations Plan (“COOP”): A plan that ensures the provision of essential services during a wide range of potential emergencies. These plans are intended to cover short-term operations during situations that may make a university building, group of buildings, or critical systems unusable.

Comprehensive Emergency Management Plan (“CEMP”): A plan that establishes uniform procedures for the effective coordination of actions to prevent (when possible), prepare to, respond to, recover from, and mitigate the effects of natural, technological, and man-made disasters that might affect the health, safety, or general welfare of the University campus and/or employees, students, and visitors. The CEMP includes assignments of lead and support responsibilities within the emergency management framework to key University personnel.

Emergency Operations Plan (“EOP”): A plan that provides policies and procedures for the coordination of communications within the University and between the University, the media, and the public in the event of an emergency. Emergencies may include fires, bomb threats, acts of terrorism, natural disasters, or major crimes.

III. Policy:

It is the policy of the University of West Florida to protect the University community and the physical assets of the University, as well as ensure continuity of operations, during and following all types of emergency situations whether they are natural or man-made. To this end, policies, programs, and procedures will be put in place that enables the University to effectively respond to and recover from all manner of emergency situations. The University's Police Department ("UPD") has the primary responsibility for developing and maintaining the EOP. The University's Office of Environmental Health and Safety ("EH&S") has primary responsibility for maintaining the University's COOP.

A. Contact and Liaison

The Chief of Police is designated as the UWF Emergency Management Contact ("EMC"). The EMC will serve as the liaison on emergency management issues for the University with the Board of Governors and other governmental entities involved in emergency response activities. The EMC is responsible for the overall coordination of emergency management activities for the University of West Florida, including the CEMP and COOP plans. The UPD Captain will serve as the alternate for the EMC.

B. Emergency Operations Plan

1. UPD is responsible for the development and maintenance of the EOP and will assist individual departments with the development of and annual review of their departmental plans consistent with the requirements of the EOP.
2. EOPs must be reviewed on an annual basis and revised as necessary.
3. The EOP will be made available for general distribution to the campus community.

C. Continuity of Operations Plan

1. EH&S will be responsible for the development and updating of the COOP and will assist individual departments to develop and update departmental plans consistent with the requirements of the COOP.
2. The COOP will have limited distribution due to the sensitive nature of the information included.

D. Cooperation with Other Governmental Entities and Agencies

The University will work cooperatively in conjunction with the State Division of Emergency Management, Escambia County, the Escambia County Emergency Operations Center, and any

other relevant governmental entity or agency to coordinate with and provide support during a hurricane or other disaster. The University shall sign the Statewide Mutual Aid Agreement. Further, the University’s cooperation may include, but not be limited to, utilization of University property for use as a shelter.

IV. Procedures:

The VP Finance & Administration, using EH&S and UPD, will assist with developing and maintaining campus procedures that outline roles and responsibilities related to response actions to be taken during crisis situations.

Approved by: DocuSigned by: Martha Saunders **Date:** 08/29/2022
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Dr. Martha D. Saunders

Authority: §252.365, Fla. Stat., Emergency coordination officers; disaster-preparedness plans
§252.385, Fla. Stat., Public shelter space
Fla. BOG Reg. 3.001, Emergency Management
Chapter 1001, Florida Statutes, K-20 Governance
Public Law 93-288, as amended, 42 U.S.C. 5121, et seq, the Robert T. Stafford
Disaster Relief and Emergency Assistance Act
Public Law 107-609, Homeland Security Act of 2002
Public Law 106-390, Disaster Mitigation Act of 2000
Chapter 9G-6, F.A.C., Review of Local Emergency Management Plans

History: Created April 2015; revised 08/29/2022