Policy

UNIVERSITY POLICY ES-06.03-12/25

TO: The University of West Florida Community

FROM: Interim President Manny Diaz, Jr.

SUBJECT: Emergency Management

RESPONSIBLE OFFICE: Department of Emergency Management

I. Purpose:

Florida Board of Governors Regulation 3.001 requires that each state university develop and maintain emergency management policies, a Comprehensive Emergency Management Plan, and a Continuity of Operations Plan. 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.

It is the policy of the University of West Florida (the "University") 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 . To this end, policies, programs, and procedures enable the University to effectively respond to and recover from all manner of emergency situations.

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.

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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:

A. Contact and Liaison

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

B. Emergency Operations Plan

1. Emergency Management 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. The Emergency Management Director will be responsible for the development and updating of the COOP and will assist individual departments to develop of and annual review of 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.

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Approved by: Signed by: Manny Diaz 5C95CD42CF4D42C... **Date:** 12/08/2025

Interim President Manny Diaz, Jr.

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 August 2022 and December 2025

Last Review: December 2025