

Comprehensive Emergency Management Plan (CEMP)

Version

May 2021

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Approval and Promulgation

It is the policy of Florida Atlantic University to protect its human and physical assets and ensure continued operations during and after all manner of emergencies, whether natural or human-caused, by implementing appropriate emergency management policies, plans, and procedures designed to ensure the University's ability to effectively prepare for, respond to, recover from and mitigate emergencies.

This plan applies to all members of the university community, including all faculty, staff, students, volunteers, contractors, and visitors at all FAU campuses, sites, and facilities. While no plan can completely prevent a dangerous situation or emergency, good plans carried out by knowledgeable and well-trained people can and will reduce losses. The plan establishes the emergency organization structure, specific policies, general procedures, and provides a coordination platform for the various emergency staff and service elements, for emergency operations University-wide. Campuses, facilities, and sites co-located with other organizations have special considerations and relationships that may affect plan implementation.

Detailed within the plan is the framework for coordination and full mobilization of university assets. Personnel and departments assigned specific emergency tasks must be proficient in understanding the roles and actions described herein. Departments not tasked with specific emergency tasks or functions are also required to conduct emergency planning to ensure a rapid and decisive continuation of normal university operations.

This plan is intended to comply with all applicable University, local, state, and federal laws and regulations. In the absence of specific regulatory mandates for particular situations, best emergency management practices shall be followed.

The Department of Emergency Management is authorized to amend the CEMP in order to maintain operational consistency, implement corrective action and enhance the document or apply other appropriate changes.

This promulgation shall be effective upon signing and remain in force until amended or rescinded by further promulgation.



Dr. John Kelly
President, Florida Atlantic University

5/19/21
Date

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Record of Changes

Modifications and/or revisions to the Florida Atlantic University - Comprehensive Emergency Management Plan are recorded below.

Change #	Date	Section/Page(s)	Description	Authorized By

Records of all contacts receiving an initial copy of the approved Comprehensive Emergency Management Plan are recorded below.

Date	Group/Department/Agency	Recipient Name	Recipient Title
X/XX/2021	Palm Beach County Emergency Management Division		Director
X/XX/2021	St. Lucie County Emergency Management Division		Emergency Operations Manager
X/XX/2021	Broward County Emergency Management Division		Director
X/XX/2021	Florida Division of Emergency Management, Bureau of Preparedness		State Continuity Program Manager/ EMAC Branch Deputy Director
X/XX/2021	Palm Beach State College		Director, Security and Risk Management
X/XX/2021	Broward College		Associate Vice President of Safety, Security & Emergency Management

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I. Introduction

Florida Atlantic University (also referred to as FAU or Florida Atlantic) is a public university founded in 1964 in Boca Raton, Florida with five partner campuses located in the Florida cities of Dania Beach, Davie, Fort Lauderdale, Jupiter, and in Fort Pierce at the Harbor Branch Oceanographic Institute. FAU belongs to the 12-campus State University System of Florida. It is accredited by the Southern Association of Colleges and Schools and offers more than 180 undergraduate and graduate degree programs within its 10 colleges in addition to a professional degree from the College of Medicine. Programs of study cover arts and the sciences, medicine, nursing, accounting, business, education, public administration, social work, architecture, engineering, and computer science. FAU has been classified a "Research University - High Research Activity" by the Carnegie Foundation for the Advancement of Teaching. The University has changed dramatically since its opening in 1964. There are more than 30,000 students from all 50 states, every county in Florida and more than 180 countries attending classes on six campuses spread across 120 miles (193 km) and more than 3,200 faculty and staff. Its annual operating budget is \$703 million dollars, and it generates an annual economic impact for the region that exceeds \$6.3 billion.

FAU - Boca Raton Campus

FAU's main and largest campus is located in Boca Raton. It sits on 650 acres with approximately 127 buildings. More than 70 percent of FAU's 30,000 students take classes at this location and the majority of the University's 180+ degree programs are based here. It houses nearly 4,000 students, athletic and recreational facilities, art galleries, a café/movie theater complex, stadium, ecological preserves, pre-kindergarten through 12th grade educational programs and facilities, and more.

Infrastructure includes University-owned and maintained electrical, water and sewer distribution systems that utilize both above-ground conduits and underground tunnel systems.

The Research Park is home to approximately 20 companies that employ nearly over 1000 people at an average salary of \$68,000. The park's regional economic impact stands at \$643 million annually. Over

100 student interns are employed by research park and Technology Business Incubator (TBI) and collaborative efforts between FAU's faculty and the research park are increasing.

FAU - Broward Campuses

FAU's three Broward locations support the overall mission of the University by providing access to high-quality, complete undergraduate and graduate degree programs to residents of Broward County and the region. Each of the Broward sites – Dania Beach, Davie, and Fort Lauderdale – has a special focus.

- FAU's Dania Beach and Sea Tech Research Institute is located between the Atlantic Ocean and the Intracoastal Waterway in Dania Beach. This research center provides expanded opportunities for the Department of Ocean and Mechanical Engineering. Graduate students greatly benefit from carrying out research and design projects directly in an ocean environment in the areas of acoustics, marine vehicles, marine materials, and nanocomposites, among others. FAU Dania Beach builds on five decades of excellence at FAU, which established the nation's first ocean engineering program in 1965.
- FAU's Davie location works in close partnership with Broward College (BC) and other educational institutions and place a high priority on offering the complete upper-division portion of high demand undergraduate degree programs. Graduate programs in education, business and nursing are available on the Davie campus as well. The campus is located on BC's central campus. It includes more than 335,000 square feet of classrooms, teaching and research laboratories, along with the shared-use, 112,000-square-foot FAU/BC library and other support facilities such as a student Wellness Center and a multiservice Student Union. The campus hosts the innovative Teaching and Leadership Center and is the base of operations for FAU's Everglades research and restoration efforts. In addition, the Davie campus is home to the Florida Center for Environmental Studies (CES), creating a nexus of scientific endeavors that support Florida's unique ecosystem.
- FAU's downtown Fort Lauderdale campus is part of an evolving, dynamic urban community within two towers. The Florida Atlantic University/Broward College Higher Education Complex houses the School of Architecture, College of Business Executive masters in Accounting programs, the Small Business Development Center, The Florida Public Archaeology Network at FAU, Upward Bound, and the College for Design and Social Inquiry's Institute for Design and Construction. The Reubin O'D Askew Tower houses the MetroLAB, an exhibition space for

collaborative research and community engagement, amongst other units. This space features the work of students, faculty and selected guest artists.

FAU Jupiter - John D. MacArthur Campus

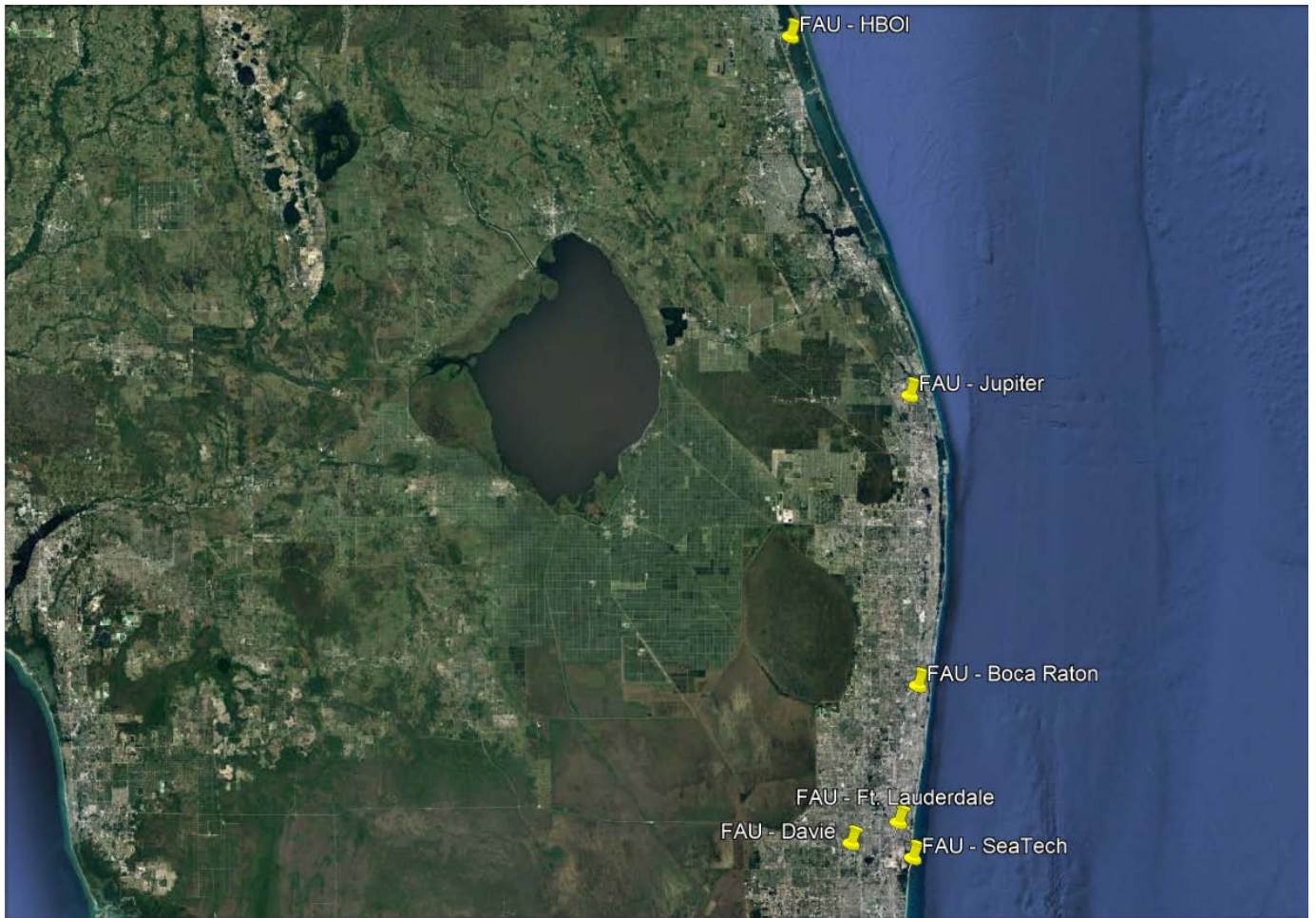
This campus is part of a 2,300-acre, mixed-use planned community called Abacoa, in Jupiter. This campus is the permanent site for FAU's northern Palm Beach County operations, including the Harriet L. Wilkes Honors College. The campus currently occupies approximately 45 acres and includes 18 buildings, totaling more than 333,000 square feet. Facilities include classroom/office buildings, scientific research buildings, a library, a 500-seat auditorium, residence halls, a dining hall, a museum building and a central utility plant. Recreational facilities include a soccer field, a swimming pool, and tennis, disc golf, volleyball, and basketball courts. Scripps Florida's 350,000-square-foot, three-building complex is located on the eastern end of the campus. The campus is also home to the Max Planck Florida Institute for Neuroscience, which is the Max Planck Society's 80th institute worldwide and its first in the United States.

The campus offers courses and programs of the colleges of Arts and Letters, Design and Social Inquiry, Education and Science as well as the Harriet L. Wilkes Honors College at Florida Atlantic University. This is a four-year, residential college and the first public honors institution in the United States to be built from the ground up.

FAU - Harbor Branch Oceanographic Institute

FAU's Harbor Branch Oceanographic Institute (HBOI), located in northern St. Lucie County, is a state-of-the-art research facility that provides an ideal setting for marine science research and teaching. HBOI is dedicated to exploring the world's oceans, integrating the science and technology of the sea with the needs of humankind. HBOI is involved in research and education in biological, chemical, environmental and marine sciences; marine biomedical sciences; marine mammal conservation; and aquaculture and ocean engineering.

Figure 1. Map of FAU's Campuses



A. Purpose

The purpose of the Florida Atlantic University Comprehensive Emergency Management Plan (CEMP) is to provide the framework and guidance throughout all five phases 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; and to promote a means to recover and resume normal operations and continue critical functions and essential services of the University. In all these efforts, the University will continue to mitigate as many hazards as possible to promote a disaster resilient community.

The CEMP, as developed under the leadership by the Department of Emergency Management, guided by input from the Emergency Management Advisory Group (EMAG), and approved by the University President, serves as the pinnacle emergency plan for the institution and supersedes previous versions. The document is applicable to all agencies, organizations, departments, and personnel that aid or conduct operations in the context of actual or potential emergencies that may affect the University. All other emergency plans that fall under the auspices of the University, including unit-specific plans, should be congruent with the CEMP to facilitate a common approach.

B. Scope

The CEMP applies to all major campuses and University sites: Boca Raton Campus, Broward Campuses, John D. McArthur Campus, Harbor Branch Oceanographic Institute. FAU does share property with partner entities, such as Boca Raton Regional Hospital, Gumbo Limbo, Research Park at FAU, etc. Unit emergency plans are required for these sites and FAU will work with its partner agencies to provide needed support during emergencies that affect operations that fall under the auspices of FAU at those locations. This plan will also be activated as appropriate for emergencies involving operations occurring under the auspices of the University regionally, nationally, and internationally. This plan provides the framework for all other institutional plans, including campus-specific emergency operations plans and unit emergency plans.

This plan addresses coordination and management of emergency preparedness, response, recovery and mitigation operations and various emergency functions carried out by identified divisions, departments, offices and emergency and incident management teams.

C. Plan Organization

Basic Plan

The basic plan describes the framework for preparedness, response, recovery, and mitigation activities for University. It establishes the emergency organizational and administrative structure and overall strategic approach to managing emergencies. It is intended to be flexible and adaptable to address all aspects of an emergency as it evolves and move through the phases.

Emergency Support Function Annexes

Emergency support function annexes supplement the Basic Plan and focus on critical operational functions and the courses of action developed to carry them out. They provide a basic understanding of the units and responsibilities associated with each of the emergency support functions. These functions (Table 1.) are described separately but they occur concurrently or consecutively.

Table 1. Functional Group & Team Description

	Functional Group	Function Group Description
Strategy Team	Coordination Group	Coordinates and executes duties & activities that support overall management of emergencies
	Compliance Group	Coordinates and executes duties & activities that support safety and compliance when managing emergencies
	Communications/ Public Information Group	Coordinates and executes duties and activities in support of public information services to all target groups when managing emergencies
Operations Team	Public Safety Group	Coordinates and executes duties and activities in support of public safety services when managing emergencies
	Infrastructure Group	Coordinates and executes duties and activities in support of facilities and communications infrastructure management & services when managing emergencies
	Transportation Group	Coordinates and executes duties and activities in support of site and facility access when managing emergencies
Research Operations & Human Services Team	Research Group	Coordinates and executes duties and activities in support of research subject care and research operations when managing emergencies
	Health Group	Coordinates and executes duties and activities in support of public health/medical health-related services when managing emergencies

	Student & Family Affairs Group	Coordinates and executes duties and activities in support of student services when managing emergencies
	Employee Group	Coordinates and executes duties and activities in support of faculty and staff services when managing emergencies
Resource Management Team	Accounting & Cost Recovery Group	Coordinates and executes duties and activities in support of financial services when managing emergencies
	Resource Procurement Group	Coordinates and executes duties and activities in support of procurement and resource management services when managing emergencies

Incident or Hazard Specific Annexes

Incident or Action annexes to the CEMP describe the specific or unique courses of action that University units and external partner agencies may take involving particular threats and hazards that affect the University. These annexes are based on special requirements not common to other hazards/threats or the addressed in the Emergency Support Function annexes to perform the function adequately in the face of a particular high-priority hazard/threat, and on regulatory considerations that may require extensive, detailed planning that is inappropriate for inclusion in the functional annex.

The campus Emergency Operations Plans (EOPs) will describe in further detail the hazard and threats particular to each campus and the special requirements to effect emergency operations in the face of these high-priority hazards and threats, not addressed in this Basic Plan or the Incident or Action Annexes.

Incident Support Plans

Incident Support Annexes (ISAs) support the response to emergencies and disasters. They include delve into procedural elements that augment procedures outline within emergency support function annexes and other plans.

Attachments

These provide supplemental information to the plan in support of the basic plan and annexes.

D. Situation Overview

A comprehensive, all-hazards approach to all phases of an emergency is critical because:

- The organizational structure and governance of a higher education institution is unique due to the complex enterprises that it operates, such as academic programs, such as research, business, and operations, athletics, transportation, on-campus housing, etcetera.
- Governance is highly varied, complex, and widely dispersed, therefore decision-making can be slowed.
- Higher educational institutions are amongst the most regulated due to these complex enterprises. Programs must comply with state and federal laws and accrediting body policies.
- The University population and target audience is dynamic and changes from day to day, semester to semester, and year to year.
- FAU operates six campuses that are spread across 120 miles of Florida's Gold and Treasure coasts,
 - Each location falls within a different municipality.
 - 3 locations fall within Broward County, 2 within Palm Beach County, 1 within St. Lucie County
 - The geographic and topographic footprint and integration with the surrounding communities varies from location to location.
 - Co-location with other educational institutions
 - Most sites are open access with near-round-the-clock activity.
- The University serves distinct populations, including international populations, day-care, and kindergarten through Grade 12.
- Faculty, staff, and students operate under the auspices of the University worldwide.
- The University houses integrated facilities such as the stadium, performing arts center, movie theatre, research entities, including Scripps Florida Research Institute and Max Planck Florida Institute for Neuroscience, etcetera.

This approach includes maintaining a hazard and threat analysis and a capabilities assessment followed by a gap analysis and development of strategies to overcome shortfalls.

1. Hazard and Threat Analysis & Risk and Consequence Assessment

This is the process by which FAU sets the foundation for the University's emergency management program. It is comprised of the following elements:

- Hazard or threat identification: identification of potential hazards and threats
- Risk or Vulnerability Assessment: assessment of the level of risk or vulnerability associated with that hazard or threat.
- Consequence assessment: measurement of the effects of the hazard or threat across several mission/functional areas/core capabilities and across varying levels of severity.

The hazards or threats are identified and measured across several sets and intensity-grades risk to determine risk exposure:

- Current state: potential of hazards or threats to be perilous.
- Historical probabilities of occurrence: frequency of occurrence
- Supporting or enhancing environmental conditions: environmental or man-made conditions that may support or enhance the probability of occurrence.
- Mitigating circumstances: environmental conditions or actions that aid in the reduction of the impact.

Hazards and threats identified within local, state, and federal agencies of emergency management will be included and weighted appropriately, as access to support and resources from regional, state or federal entities may be delayed if the emergency is broad reaching.

Consequence assessments will be performed against each risk exposure to identify the scope of repercussions. These are weighted according to severity and scope and range from:

1. Impact to life safety
2. Impact to resources: facilities and infrastructure, including Critical Infrastructure and Key Resources (CIKR)
3. Impact to essential functions and services, include necessary dependencies.
4. Impact to the environment
5. Impact to financial affairs/budget/economy
6. Impact to regulatory/legal/accreditation requirements and contractual obligations

7. Impact to University reputation

Any campus-focused plans will include tailored operations and protocol according to specific hazard and vulnerability assessments and consequence assessments. Respective county analysis and assessment will be incorporated. Sites without specific hazard and vulnerability assessments and risk and consequence assessments will defer to the respective county analysis and assessments, and plan appropriately. Co-located sites will collaborate with their partners on emergency management initiatives, including planning, exercises, etcetera, while retaining the right to operate and function according to University policy and direction.

2. *Capability Assessment*

Florida Atlantic University's takes a holistic approach to managing emergencies through preparedness and protection, response, recovery, mitigation, and prevention efforts that target our University community of students, faculty, staff, and resources and infrastructure. This is achieved through building, sustaining, and improving individual, unit, campus and university readiness and resilience. FAU incorporates the principles described in the *National Preparedness Goal* and National Planning Frameworks set forth by the Federal Emergency Management Agency (FEMA).

Preparedness is hinged on 5 mission areas:

- Prevention: avoiding or stopping a threat
- Protection: creating safer, more secure conditions
- Mitigation: lessening the loss of life and property from future disasters
- Response: quickly saving lives, protecting property and the environment, and meeting the basic needs in the aftermath of an emergency
- Recovery: timely restoration of, strengthening and revitalization of functions – critical and non-critical affected by an emergency

Each mission area consists of core capabilities that the University must execute. These capabilities are met through building, sustaining, and improving individual, unit, campus and university readiness and resilience through planning, training and exercise, community collaboration, public outreach, and education.

By identifying capability targets that are applicable and appropriate to the University community and sites, given on-going hazard and vulnerability assessments and risk and consequence assessment, the University is able to direct resources and personnel to effect a comprehensive, all-hazards/threat approach to all phases of an emergency.

Executing these capabilities according to defined targets is described in the functional and hazard-specific annexes of the CEMP. Due to inadequate resources, the University relies on local, county, state, and national entities and institutions of higher education, other external agencies, private partnerships, and mutual aid to assist in the execution of capabilities.

Table 2. Core Capabilities by Mission Area

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Safety and Compliance				
Procurement and Accounting				
Intelligence & Information Sharing		Community Resilience	Infrastructure Systems	
Screening, Search and Detection		Long-term Vulnerability Reduction	Research Operations and Animal Care	
Forensics & Attribution	Access Control & Identity Verification	Risk and Disaster Resilience Assessment	Critical Transportation	Economic Recovery
	Cybersecurity	Threats & Hazard Identification	Environmental Response/Health and Safety	Health and Social Services
	Physical Protective Measures		Facility Management Services	Housing
	Risk Management		Fatality Management Services	Natural and Cultural Resources
	Supply Chain Integrity and Security		Fire Management Suppression	Instructional Continuity
			Logistics and Supply Chain Management	Athletics
			Mass Care Services	

			Mass Search and Rescue Operations	
			On-scene Security, Protection, and Law Enforcement	
			Operational Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Assessment	

*Higher Education specific

3. Gap Analysis and Development of Strategies to Overcoming Shortfalls

The University determines the areas of improvement by identification and measurement, as appropriate, of anticipated shortfalls. This is done by comparing analyses and assessments to set or determined requirements and/or target capabilities. This drives the development and implementation of emergency management strategies, program, policy, plans and procedures to address or eliminate shortfalls.

E. Planning Assumptions

The following are aspects of the nature of and emergency and/or the effects of scope, complexity and severity that are treated as true for the purposes of developing the Comprehensive Emergency Management Plan (CEMP).

- Timing and escalation: A disaster may occur with little or no warning, at any time, and may escalate rapidly affecting the University's or physical and technological infrastructure, core mission areas or operations.
- Scope of effects:
 - a. University:
 - i. Significant loss of life or serious injury may result depending on the incident location, and response time from emergency response agencies.
 - ii. Critical University utilities, communications and infrastructure systems may be interrupted and for extended periods of time.
 - iii. Disruption of core mission such as academics and research may occur and for extended periods of time.

- iv. Facilities, grounds, and roadways maybe severely damaged, destroyed, or impassable and this may persist for extended periods of time.
 - b. Surrounding community: Disaster effects may extend beyond university boundaries, and vice versa, and the surrounding environs to any FAU campus or site may experience casualties, property loss, disruption of normal life support systems, and loss of economic, physical, and social infrastructure.
- Plans and preparedness:
 - a. The succession of events in any emergency are not fully predictable as disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, thus increasing the difficulty of plan development. Therefore, this CEMP and any related plans devised prior to or at the time of the event, will serve primarily as a guide, and may require modifications to meet the specific circumstances of the emergency.
 - b. An emergency or disaster on any of FAU's campuses is likely to call upon some University resources to perform roles and responsibilities that are different from their normal daily operations. Special planning, training, exercise, and equipment may be necessary to fulfil these non-traditional roles.
 - c. University colleges, departments and units will maintain specific emergency plans relevant to their areas and operations, and train appropriate personnel regarding plans and procedures. These plans must take into consideration and align with campus and University-level plans.
 - d. The ability of the surrounding community to effectively respond and recover will significantly impact the University's recovery, therefore it is incumbent upon the University to prepare for and carry out response and short-term recovery in conjunction with regional or national partnerships, as well.
- Managing a disaster or significant emergency:
 - a. Disasters will be managed at the university/campus level. The university will utilize its own resources until exhausted or the response and recovery efforts are beyond its capabilities.

- b. Florida Atlantic University is a public, state university. It is considered, by the State of Florida, to be a state agency. Through the Department of Education via the Board of Governors, the University is represented on the State Emergency Response Team (SERT) and has direct access to the State Emergency Operations Center (SEOC) and its resources. However, given that the doctrine is that all disasters are local, close coordination with municipal and county entities is essential.
 - c. Requests for assistance will be submitted to the SEOC with local coordination with municipality and county entities, other higher education institutions, and through mutual aid agreement channels.
 - d. The University EOC will be staffed and operated as the situation dictates. The Incident Command System will be employed at the scene and the Incident Command Post(s) will be staffed and operated as the situation dictates.
 - e. Resource management, including mission assignment, deployment, and demobilization, will be coordinated through the University EOC when activated during emergency situations.
 - f. Unofficial response groups, the public, and outside resources may hinder response and recovery efforts. Response and recovery services will be coordinated as a university/campus-wide effort.
 - g. Disasters occurring regionally, nationally, or internationally affecting operations, including personnel, under the auspices of the University will require enhanced or significant coordination with external entities.
- Availability of resources and personnel:
- a. As resources are limited at partner campus locations and sites, these will require response and recovery assistance from the main campus and/or unaffected partner campuses.
 - b. University essential personnel may be affected as well and may not be able to perform critical duties.
 - c. Access to the University's sites may be hindered or crippled, thwarting the return of essential personnel to assist with response and recovery efforts.

- d. Disaster relief from county, state or other outside agencies may take up to 72 hours or more to arrive and there may be competition for resources as an emergency or a disaster may additionally affect residents within close proximity to the University's sites.
- Effective communication:
- a. Communication systems are most often overwhelmed or disrupted following a major or significant emergency.
 - b. Effective, timely and accurate communication and information dissemination is critical.
 - c. The accurate assessment of received information and its timely dissemination or reporting will facilitate those affected to take appropriate actions and negate the spread of unfounded rumors, panic, and the effects of misinformation.

II. Concept of Operations



Figure 2. Phases of Emergency Management

The emergency management organization and structure at Florida Atlantic University is applicable to all phases of the emergency management cycle (Figure 2.) regarding any actual or potential hazard or threat that is imminent, affecting or has the potential to affect the University community. The overall approach is designed to promote and apply best practices and national standards of emergency management as appropriate.

A. Non-Emergency Conditions

1. Daily Operations

- Florida's State University System, which includes the 12 state universities, is overseen by the Florida Board of Governors (BOG) – a 17-member board established to serve as the statewide governing body for the system. BOG members include 14 voting members appointed by the governor, as well as the Florida Commissioner of Education, the Chair of the Advisory Council of Faculty Senates, and the president of the Florida Student Association.
- Florida Atlantic University is governed by a thirteen-member board of trustees, six of whom are appointed by the governor, five by the Board of Governors in addition to the student body president and the president of the University Faculty Senate. The gubernatorial and Board of Governors appointees must be confirmed by the Florida Senate. The trustees are responsible for cost-effective policy decisions appropriate to the university's mission, the implementation and maintenance of high-quality education programs, the measurement of performance, the reporting of information and the provision of input regarding state policy, budgeting, and education standards.
- The President and Executive Leadership Team (ELT), which consists of all Vice Presidents –Financial Affairs, Athletics, Research, Public Affairs, Legal Affairs, Student Affairs & Enrollment Management, Advancement, Academic Affairs, and Administrative Affairs – effect the policy and advance the mission as set forth by the BOT.
- Executive Leadership Team reporting units manage day-to-day business functions and operationalize the policy and strategic goals and initiatives set by the ELT.

2. Threat/Hazard Monitoring and Managing Incidents

- Units such as law enforcement, facilities and grounds, mental and behavioral health, and environmental health and safety, perform day-to-day monitoring to identify potential hazards and threats, and analyze impact to the University. Units have the responsibility to report to the University's 24-hour warning point and to their leadership if a situation or incident has the potential to affect or is affecting safety, University resources, the

environment or will disrupt the basic operating environment, academic, research, business and other essential services and functions, including necessary dependencies.

- Units will manage incidents that can be managed with normal staffing of the unit or emergency or essential responder entities within the University using existing University resources. Collaboration amongst units may need to occur but disruption to site/campus activity is minimal. This will be done in accordance with regulations, laws, statutes, and other governing body policies and guidelines. Mutual aid under these conditions or circumstances do not warrant a declaration of a campus/university state of emergency.

3. Mitigation and Prevention

Hazard mitigation planning is a systematic process for identifying and implementing actions to reduce or eliminate loss of life, property, and function due to natural and man-made hazards. It involves conducting University hazard and threat analysis & risk and consequence assessments, then identifying and implementing strategies to lessen or prevent the hazard or threat from occurring or affecting the University community to the initial extent. Mitigation and prevention planning occurs at various levels within the University:

- All University units have hazard/threat mitigation and prevention in mind to reduce the impact on operations and functions, such as
 - Auxiliary enterprises that provide a substantial amount of financial support and services to the University community.
 - Public safety, facilities and infrastructure, computing, data and communications infrastructure, risk management, environmental health and safety enterprises that provide critical basic operating services.
 - Academic and academic support units whose services range from providing instruction and instructional continuity to faculty interests such as coursework, papers, books, and specimen collections and a wealth of disciplinary knowledge.
 - Student-related services and support units that oversee programs tailored to the wellbeing of students and their academic and career success.
 - Research and sponsored programs that facilitate the University's research enterprise and substantial research investment.

- Financial management of University funding to ensure effective and efficient use of University dollars, procure services and goods, and human capital to effect FAU's mission.
- Planning bodies exist at many levels within the University that may share an interest or have jurisdiction regarding hazard/threat mitigation, such as
 - Emergency Management Advisory Group
 - University Safety Committee
 - Behavioral Assessment/Intervention Teams (BAT/BIT)
 - Diving and Boating Safety Committee
 - University Faculty Senate
 - Institutional Biosafety Committee
 - Travel Safety and Security Subcommittee

These bodies (committees, councils, groups, etcetera) share a common focus that is campus or University-wide in scope.

- StormReady® University: Approximately 98 percent of all presidentially declared disasters are weather related, leading to around 500 deaths per year and nearly \$15 billion in damage. The National Weather Service's StormReady® Program began in 1999 to help communities validate their communication capabilities and safety skills needed to respond to severe weather. StormReady® communities are better prepared through improved planning, education, and awareness programs. While no community is storm proof, being StormReady® does help save lives. FAU became a StormReady® University in 2008 and has maintained the designation. Qualifying criteria include:
 - A 24-hour warning point and Emergency Operations Center.
 - Redundant methods of receiving severe weather warnings and the ability to alert the University community.
 - A system that monitors local weather conditions.
 - Promoting readiness through community education and awareness.
 - A formal hazardous weather plan, which includes training severe weather spotters and conducting emergency exercises.
- FAU is a member of the counties' Local Mitigation Strategy Working Group. This group consists of representatives from municipal, county, state and federal agencies, schools and

universities, hospital, and private industry as a community initiative to develop and execute an ongoing strategy for reducing the community's vulnerability to identified natural, technological and human caused hazards. The strategy provides a rational managed basis for considering and prioritizing hazard-specific mitigating options and developing and executing sound, cost effective mitigation projects. This provides a basis for justifying and soliciting local, state, federal and other funding to support the mitigation initiatives and projects.

B. Emergency Conditions

1. On-scene management of the incident will adhere to National Incident Management System principles and guidelines.
2. Once notified of an actual or potential emergency, the University President or designee will utilize the CEMP and activate emergency response and emergency support functions as outlined in the Plan. This will also include activation of the University's Emergency Operations Center and other actions as appropriate.
3. Upon activation of the Emergency Operations Center (EOC), emergency operations across organizational units of the University will be coordinated through the EOC to fulfill the functions and roles as described in the plan or as appropriate. The University Emergency Operations Center will assist in or dictate the activation and of partner campus emergency operations and sites.
4. The Emergency Operations Center (EOC) will be staffed as the according to the needs to effectively manage an emergency throughout its lifecycle. This will include representation by or establishment of communication channels with external agencies and partners.
5. Requests regarding the University's unmet needs from external entities will follow established protocols.
6. The CEMP is designed to be a guide to emergency operations and a decision-making tool University-wide.

C. Environmentally Sensitive Areas and Wildlife Habitats

Some of FAU's campuses contain or abut environmentally sensitive areas and wildlife habitats. Efforts will be made to conduct emergency operations away from and caution and care exercised when conducting operations adjacent to these areas. If this is not possible, due to the nature, complexity, scope

or magnitude of impacts of the emergency or incident, the University will involve the appropriate regulatory entities, as necessary.

D. Levels of Incidents/Emergency

- **Monitoring/Routine Incident:** These are involving the day-to-day monitoring by university units (law enforcement, facilities and grounds, mental and behavioral health, environmental health and safety, weather, etc.), identifying potential hazards and threats and analyzing impact to the University. It can also be an incident that can be managed by normal staffing of emergency or essential responder entities within the University using existing University resources. Collaboration amongst units may need to occur but disruption to site/campus activity is minimal. An Incident Command Post may be activated but not all sections are needed. The Emergency Management Team (EMT) is not activated or placed on standby. The Emergency Operations Center is not activated beyond the Department of Emergency Management staff or other appropriate staff for enhanced monitoring involving incidents that have the potential to escalate. Continuity of operations/recovery operations are typically not activated. Operationally, this definition translates into a Level 4 or 3 activation of the Emergency Operations Center (See Section IV. Direction, Control, and Coordination; A. University Emergency Operations Center)
- **Minor Incident:** These incidents with notable deployment of university resources. These do not demand a full response from the Emergency Management Team and only select functions are activated depending on the nature and severity of the event. Continuity of operations/recovery operations are relegated to one or more FAU sites but not University-wide. Some functions are disrupted for 12 hours to a few days. Operationally, this definition translates into a Level 3 or 2 activation of the Emergency Operations Center (See Section IV. Direction, Control, and Coordination; A. University Emergency Operations Center)
- **Major Incident:** These incidents with significant deployment of university resources. Type 1 and 2 incidents overwhelm most or all University resources and local, state and/or federal assistance is required. These are typically 24-hour operations, involving the recall of most essential personnel and emergency responders moving to 12-hour shifts. All emergency support functions of the University's Emergency Management Team are activated, and the Emergency Operations

Center is fully operational. There may be more than one on-scene management site or Incident Command Post. Continuity of operations and recovery may extend into weeks. Most, if not many, functions impacted. Operationally, this definition translates into a Level 2 or 1 activation of the Emergency Operations Center (See Section IV. Direction, Control, and Coordination; A. University Emergency Operations Center)

E. Plan Activation and Declaration of an Emergency

The decision and authority to declare a University or Campus State of Emergency rests solely with the University President or designee. The Executive Policy Group (EPG) of the Emergency Management Team (EMT) provides guidance to the President regarding the need for the declaration. During a state of emergency, normal University/campus operations are suspended and measures necessary to meet the emergency and, to the extent possible, safeguard persons and property will be enacted.

The mission essential functions and/or priorities and objectives of Florida Atlantic University when facing an emergency are as follows:

- Protect the health and safety of the university community affected by the emergency,
- Stabilize or resolve the incident(s), including providing basic care services,
- Protect the facilities, infrastructure, and the environment,
- Minimize disruption to, maintain or restore operations including the basic operating environment, academic, research, business and financial, and other essential services and functions, including necessary dependencies,
- Restore or resume normal University operations and activities in a timely manner.

For any Florida Gubernatorial or United States Presidential declaration of an emergency that affects or has the potential to affect any University site, the University will initiate appropriate measures to meet the emergency and, to the extent possible, enact measures to safeguard persons and property, under the aforementioned declaration, if a University emergency declaration has not been executed. In the absence of a University emergency declaration a Florida Gubernatorial or United States Presidential declaration of an emergency for the University's service area may be used for cascading enabling drivers.

III. Organization and Assignment of Responsibility

The organizational structure consists of several components to effect emergency management operations during all emergencies. This consists of on-scene and off-scene/no-scene management of the emergency (Table 3.). This structure is implemented University-wide:

Table 3. On-scene and Off-scene Emergency Management Components

	On-scene Incident Command	Off-scene/No-scene – Emergency Operations Center	Off-scene/No-scene – Policy Group
Description	<ul style="list-style-type: none"> • A local or tactical incident management organization established to enable timely, effective, and coordinated operations by integrating a combination of facilities, equipment, personnel, services, procedures, and communications to achieve incident objectives • Organized by Incident Command System 	<ul style="list-style-type: none"> • A central location for inter-unit, campus, and interagency coordination and decision making to support incident management • Organized by Emergency Support Functions 	<ul style="list-style-type: none"> • Senior University officials for support of the incident and emergency through their collective resources, strategy development and policymaking
Personnel	<ul style="list-style-type: none"> • Command & support staff (if necessary) 	<ul style="list-style-type: none"> • Director, support staff, Teams and Groups 	<ul style="list-style-type: none"> • President and senior administration officials
Typical Functions	<ul style="list-style-type: none"> • Manages the incident(s) • Provides information to the decision-makers regarding all important matters related to the incident 	<ul style="list-style-type: none"> • Provides support & resources to manage incident(s) according to functional areas. 	<ul style="list-style-type: none"> • Allocate resources in support of all functions • Develop strategies and contingency plans
EM Phase	Response, early/initial Recovery	All phases	All phases

Other	<ul style="list-style-type: none"> • Incident commander is responsible for overall management of the incident in either a single or unified command structure 	<ul style="list-style-type: none"> • Link between ICP and EPG 	<ul style="list-style-type: none"> • May establish the priorities for resources among incidents • Harmonize policies, and provide strategic guidance and direction to support emergency management activities
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A. Executive Policy Group (EPG)

This group consists of President or designee and selected senior administrative officials of the University as designated by the President or designee as the emergency situation dictates. This policy group provides direction, policy and strategy for emergency operations for the University. It is comprised of the leaders of the University’s key emergency operations units:

- President
- Vice President – Academic Affairs and Provost
- Vice President – Administrative Affairs and Chief Administrative Officer
- Vice President – Financial Affairs and Chief Financial Officer
- Vice President – Student Affairs and Enrollment Management
- Vice President – Legal Affairs
- Vice President – Research
- Vice President – Public Affairs
- *Additional Vice Presidents, Deans or other unit leaders can be added at the discretion of the President, on a temporary, ad-hoc basis depending on the nature of, severity of and consequences associated with the emergency.*

Tasks performed by the Policy Group are as follows:

- Upon notification of an emergency or threat that requires strategic, financial, operational or policy decisions, the Chief Administrative Officer will initiate a meeting of the EPG.
- Once convened, the EPG will provide guidance to mitigate or address the immediate impacts to safety and provision of basic care, operations (research, academics, business, facilities, grounds and infrastructure, environment), legal status or finances, brought about by the actual or potential incident size/scope, intensity, immediacy, and duration.

- The EPG may call upon subject matter experts or support personnel as appropriate to offer consultation to aid in decision-making.
- The EPG will establish and maintain regular, ongoing communications with the University's Board of Trustees (BOT), Board of Governors (BOG), Governor and other officials as appropriate.
- The EPG will establish and maintain communications and contact with the EOC Director for situation updates and to disseminate policy and decisions to be acted upon/effected.
- The EPG will reconvene as appropriate to develop strategy and policy to mitigate or address forecasted or future impacts to safety and provision or facilitation of medical and behavioral health, continuity of operations (research, academics, business, facilities, grounds and infrastructure, environment), legal status or finances, and recovery efforts.

B. Director of Emergency Management

The Director of Emergency Management serves as the principal manager for emergency operations. Board of Governors Regulation 3.001 "Campus Emergency Management" directs each University to establish an appoint an individual to carry out the provisions of emergency management programming. The Director, or in the Director's absence, the Coordinator of Emergency Management, is designated as the emergency manager for the University. In this capacity, the Director is directly and responsible for:

- Organization, administration, and operation of the Department of Emergency Management, the Emergency Operations Center, and other related operational facilities.
- Coordination of activities, services, and programs for emergency planning, response, recovery, and mitigation as well as continuity of activities throughout the University.
- Maintaining liaison with state, federal, and other local emergency management agencies.
- Development and maintenance of operational planning for emergency response.
- Ascertaining the requirement of the University to implement emergency response operations including review and approval of university emergency operations plans and procedures.
- Promulgating a timeline for units to submit emergency operations plans for review and approval by the Department of Emergency Management.
- Instituting training programs and public information programs.
- Taking all preparatory steps necessary, including the partial or full emergency mobilization of Units in advance.

- Taking measures to carry into effect any request from Units, municipalities, counties, the State Division of Emergency Management, or federal agencies for appropriate emergency management activity.

C. Emergency Operations Team (EOT)

This team provides recommendations to the Executive Policy Group (EPG) and “operationalizes” the policy and strategy set forth by the EPG through all phases of an emergency. The EOT is activated based on the nature, severity, and complexity of the emergency. It consists of emergency support functions led by primary or lead units with additional resources, proficiencies, competencies, and information provided by supporting units. Members are subject matter experts for the areas they represent and have authority or delegated authority to facilitate and coordinate tasks to effect emergency operations.

Tasks performed by the EOT are as follows:

- Upon notification of an emergency or threat that requires notable or significant deployment of university resources, the EOC Director will convene the EOT as appropriate. Depending on the severity and complexity of the emergency, EOT members will be asked to report or be placed on standby to report as the emergency evolves or progresses.
- The EOT will initially be convened in a physical location or virtually depending on the emergency. This may change throughout the course of the emergency.
- EOT representatives will assist in set-up, reorganizing, and demobilization of the Emergency Operations Center (EOC) as needed.
- EOT representatives serve as liaisons to the departmental, divisional, or small-unit operations centers and liaise with external agencies and partners as appropriate.
- The EOT continuously gathers information from and disseminates information and tasks, as appropriate, to the Incident Management Team(s) (IMT) and the departmental/divisional/unit emergency operations group(s), regarding the actual or potential incident size/scope, intensity, immediacy and duration, impacts to safety and provision of basic care, operations (research, academics, business, facilities, grounds and infrastructure, environment), legal status or finances, impact on ongoing or planned events, and additional resources or technical assistance needed to respond and recover. This common operating picture or situational awareness is then analyzed,

presented to the Executive Policy Group (EPG) for policy and decision making, and utilized to forecast or predict future impacts.

- This team determines which segments of the University's target audience need to be alerted or provided with crisis communications regarding the emergency and will establish and maintain these communications throughout the life cycle of the emergency as appropriate.
- EOT members should be prepared to fulfill their roles and prepare their places of work or residences, in accordance with the emergency at hand. They must consider any limitations or challenges, such as geographical, physical, organizational; and maintain and have ready Go-To-Kits, equipment, plans, and other necessities to effectively liaise and serve.
- A sub-group of the EOT is the Campus Emergency Coordination Center (CECC) representatives. These individuals are located on FAU's partner campuses and aid EOT members to coordinate partner campus-specific emergency operations. They report to the Coordination & Planning emergency support function and perform the following tasks:
 - Set up, ready and break down the partner campuses' Emergency Coordination Center locations as directed by the Coordination & Planning emergency support function.
 - Assist with partner campus-specific coordination efforts before, during and after an emergency in support of emergency operations and the EOT, as appropriate.
Provide situation status updates regarding partner campus-specific emergency operations to the Coordination & Planning emergency support function, as required.

D. Team Leads

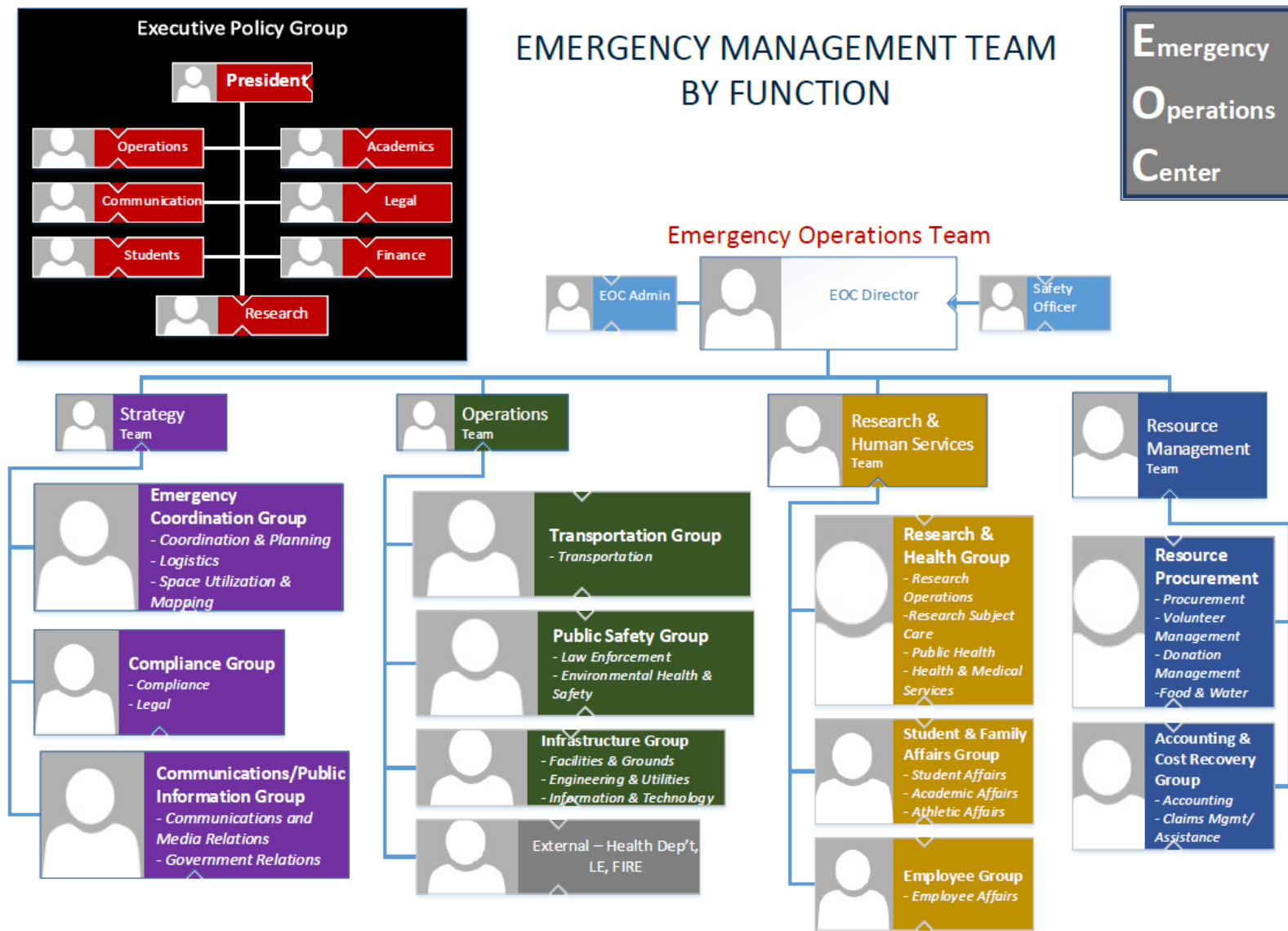
As required, the CEMP assigns a team lead responsible for increased coordination of Emergency Support Functions (ESFs) by team. A team lead is designated because they either have a statutory responsibility to perform such a function, or through its programmatic or regulatory responsibilities, the unit may have developed the necessary expertise to lead the group/functions assigned. In some cases, a portion of the unit's mission may be like the mission of the group/function; therefore, the skills required to lead and organize the team in a response to a disaster can be immediately translated from the daily functioning of the group.

A team lead is an individual imparted with significant authorities, roles, resources, or capabilities for their assigned group/function. The team lead has ongoing responsibilities throughout the preparedness, response, recovery, and mitigation phases of incident management. The team lead has the responsibility of synchronizing all ESFs within their group to ensure that missions are accomplished, and resources are maximized. Team leads report to the Emergency Operations Center Director. While the operational responsibilities of each team lead are outlined in supporting annexes, some universal responsibilities of a team lead include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination among their assigned team.
- Maintaining ongoing contact with assigned ESFs.
- Conducting periodic meetings, conference calls, and collaboration sessions to ensure operational readiness.
- Ensuring each assigned ESF is staffed upon activation of the EOC and ensure continual coverage based on the level of activation.

Team leads are designated by the Director of Emergency Management and are identified in the *FAU CEMP -ESF Annex*. If circumstances warrant a permanent change in a designation to a team lead (beyond a singular incident), the designated team lead shall send a memorandum to the Director of Emergency Management, with a copy to the new ESF or unit, describing the reason for the change. Upon approval by the Director of Emergency Management, the modification will be reflected in the annex and the new team lead shall coordinate any new authorities, responsibilities, and procedures.

Figure 3. Emergency Operations Team Structure by Emergency Support Function



E. Emergency Support Functions

Emergency support functions are derived from the capabilities that need to be performed, met, or attained to effectively manage emergencies. Representatives from lead units comprise the EOT and serve within the University EOC. They lead the coordination of tasks associated with the emergency support function that they represent to ensure capabilities are met. This includes coordinating with external agencies and partners for additional support, resources, capabilities, guidance, and direction as appropriate, agreed upon or necessary. This structure is implemented University-wide for standardization of managing emergencies. The emergency support functions and respective lead and supporting units are illustrated in the table below.

Table 4. Emergency Support Functions and Corresponding Internal/External Units

	Emergency Support Function	Lead Unit	Supporting Units	External Agency/Partners
Emergency Coordination Group	Coordination & Planning	Emergency Management	All	Local, County, State and DEM/EOC, Partner Institutions
	Logistics	Emergency Management	All	N/A
	Space Utilization & Mapping	Space Utilization	All	
Compliance Group	Compliance	University Compliance Officer	All	Regulatory Agencies, Response Agencies and Service Providers, BOG
	Legal	General Counsel	All	Regulatory Agencies, Response Agencies and Service Providers, BOG
Communications/ Public Information Group	Crisis Communications and Media Relations	Public Affairs, FAU Alert System Authorizers, FAU Alert System Operators, Emergency Management	All	Media
	Government Relations	Governmental Affairs	All	BOG, state and local representatives, Governor's Office

Public Safety Group	Law Enforcement	FAU Public Safety	ALL, University Warning Point	Local, State and Federal Emergency Responders, and Law enforcement, Fusion Center, Joint Task Force, other local, state, and federal Public Safety Agencies, Local, state and federal Victims Assist. Programs, and Non-Governmental Victim's Services Organizations
	Environmental Health & Safety	Environmental Health and Safety	Facilities Management, FAU Public Safety, Research	Fire Rescue, Dept. of Environmental Protection, Florida Wildlife Conservation, Bureau of Radiation Control and other Local, State and Federal entities
Infrastructure Group	Facilities & Grounds	Physical Plant	All, Capstone	Municipal Public Works, Contractual Partners, other Local, State and Federal entities
	Engineering & Utilities	Facilities Management		Municipal Public Works, Florida Power and Lights, Service Providers, other Local, State and Federal entities
	Information & Technology	Office of Information Technology	Facilities Management, others as appropriate	Telecommunications and Data Infrastructure Entities and Service Providers
Transportation Group	Transportation	Parking and Transportation, Facilities Management	Athletics, all appropriate support units	Transit Authority, Other Local, State, and Federal entities
Research Group	Research Operations	Research	Research Operations, Veterinary Services,	Regulatory and Accreditation Bodies

			EH&S, Facilities Management	
	Research Subject Care	Research	Veterinary Services, EH&S, Facilities Management	Regulatory and Accreditation Bodies
Health Group	Health and Medical Services	Health and Wellness Services, Environmental Health and Safety	Owls Care, College of Medicine, College of Nursing, Public Safety, Student Affairs, Human Resources	Community Health Partners, Emergency Medical Services, Local and State Health Department, Centers for Disease Control, National Institutes of Health, World Health Organization, Service Providers
	Public Health	Environmental Health & Safety – Public Health	Public Safety, Human Resources, Student Affairs	Community Health Partners, Emergency Medical Services, Local and State Health Department, Centers for Disease Control, National Institutes of Health, World Health Organization, Service Providers
Student & Family Affairs Group	Student & Family Affairs	Student Affairs	Public Safety, Business Services, Academic Affairs, Legal Affairs	Student Housing Partners (Capstone), Service Providers
	Academics	Academic Affairs	All Support Units, A.D. Henderson, Karen Slattery Daycare Center	Department of Education, Palm Beach County School District, SACSCOC
	Athletic Affairs	Athletics	Student Affairs, Other Support Units as Appropriate	NCAA
Employee Group	Employee Affairs	Human Resources	All	Service Providers, Employee Assistance Program, Department of Labor, other Federal and State Agencies

Accounting & Cost Recovery Group	Accounting	Controller	All	Division of Financial Services, Board of Governors
	Cost Recovery	Environmental Health & Safety - Risk	All	Insurance Providers, Federal Emergency Management Agency, Division of Risk Management
Resource Procurement Group	Procurement	Purchasing	All	Division of Financial Services, Board of Governors, Service Providers
	Volunteer Coordination	SAEM, Weppner Center	All	American Red Cross, Volunteer Florida, other Local and State Programs
	Donation Management	University Foundation, Business Services	All	As appropriate
	Food & Water	Business Services	Procurement, Emergency Accounting, Donation Management	Service Providers, Private Industry

F. Incident Management Team (IMT)

This team contains, stabilizes or resolves the on-scene incident(s) and manages the field operations associated with that process. The Incident Management Team (IMT) carries out direct, tactical operations using pre-established procedures to manage the incident from the time the incident occurs until the requirement for management and operations is no longer needed. It is an organized group consisting of appropriate internal and external emergency responders, essential responders (staff, students, service providers, faculty, etcetera) and other support personnel assigned to manage an incident. It is organized according to the Incident Command System (ICS) that sets forth a standardized structure (Figure 5.) for the management of hierarchies to control communications, safety, facilities, equipment, personnel, and funding that is scalable and flexible to address incident complexity and severity. Multiple incidents require multiple teams.

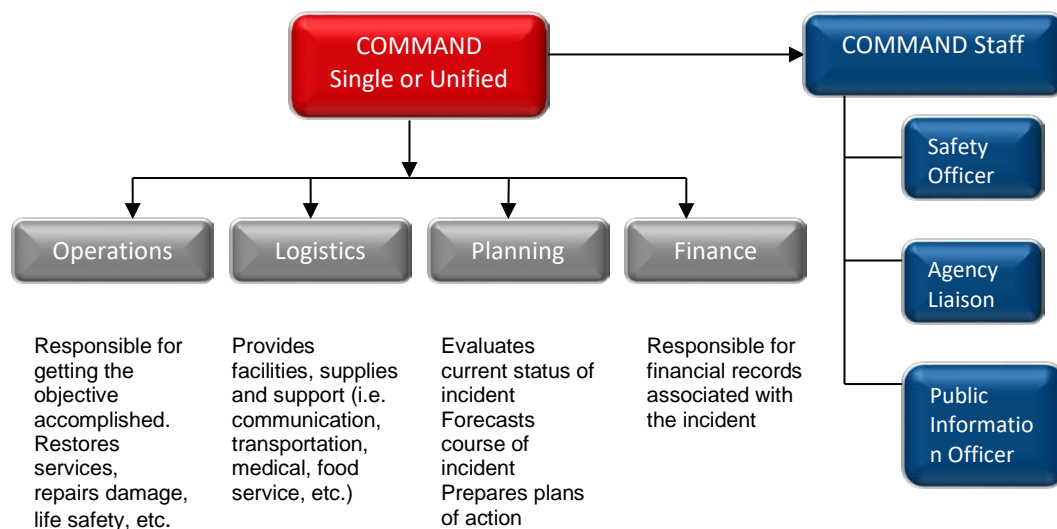
Given the complex enterprises and governance structure that comprises higher education and, by extension, FAU, the IMT is organized by University campus or site. However, incidents may overwhelm an FAU campus' capabilities and resources. Due to the predominantly centralized organizational structure of the University, capabilities and resources can be easily shared amongst any of FAU's campuses or sites.

Tasks performed by the IMT(s) are as follows:

- Upon discovery or confirmation of an emergency or threat, assume command and management of the incident. The most qualified person(s) will be appointed incident commander(s) for single or unified command to provide overall leadership in support of incident management and emergency response activities.
- This team will continuously assess the nature, severity and complexity of the incident and activate appropriate personnel to manage the incident.
- Single or unified command will maintain span of control and a clearly defined chain of command, unity of command and transfer of command throughout the course of the incident.
- The IMT will establish and maintain contact with the EOC, if activated, or Department of Emergency Management, and continuously provide information using standard protocols regarding incident specifics, such as incident size/scope, intensity, immediacy and duration, impacts to safety and provision of basic care, operations (research, academics, business, facilities, grounds and infrastructure, environment), legal ramifications, impact on ongoing or planned events, and additional resources or technical assistance needed to manage the incident.
- This team will establish objectives, set priorities, and formulate and execute tactical and action plans to mitigate, stabilize or resolve the incident in accordance with policy and direction set by the Executive Policy Group (EPG) and support and resources provided by the Emergency Operations Center (EOC).
- This team will utilize and maintain operational locations and support facilities and manage associated resources (personnel, equipment, supplies) in support of incident management and emergency response activities.
- This team will facilitate communications using an integrated, interoperable approach and coordinate the process of information and intelligence gathering, sharing, and managing throughout the course of the incident.

- IMT personnel should be prepared to fulfill their roles and prepare their places of work or residences, in accordance with the incident(s) at hand. They must consider any limitations or challenges, such as geographical, physical, organizational; and maintain and have ready resources, equipment, plans, and other necessities to effectively stabilize, mitigate or resolve the incident(s).

Figure 4. Incident Command Structure



G. Additional Internal Key Individuals or Groups

As outlined in University Policy 1.14 (Emergency Management), there are additional key individuals and groups that contribute to holistic management of emergencies, such as:

- University President or designee exercises final authority with regards to decisions involving a suspension of normal operations for any FAU campus or site and holds the authority to declare a University State of Emergency. The order of succession should the President be unavailable is as follows:
 - Co-Presidential Team
 - Academics: Provost and Chief Academic Officer
 - All Other Functions: Vice President of Administrative Affairs and Chief Administrative Officer

- Emergency Management Advisory Group: Assists in the development of University and campus-level emergency management programmatic elements.
- Department of Emergency Management: Facilitates administrative oversight for the University's emergency management program.
- Organizational Units: Develop and maintain unit emergency plans that are consistent with campus and University plans, ensure that their staff are knowledgeable regarding unit plans, identify and designate staff who are critical to performing essential functions for their unit the University as a whole, and enact unit emergency plans when appropriate or necessary.
- Essential Personnel: Perform essential functions for their units and the University at large. This program is overseen by the Employee Affairs ESF.

H. External Partners and Entities

FAU maintains partnerships and coordination with several external entities to effect preparedness, response, recovery and mitigation efforts and operations. These partners will be called upon as necessary during a significant emergency or dangerous situation to assist. This is done through the Emergency Support Functions. They range from local resources, such as municipal law enforcement, fire rescue, and public works and utilities to county resources, such as county emergency management departments, health departments, law enforcement and transit systems, to state resources such as Florida Division of Emergency Management, the Department of Environmental Protection, partner institutions of the State University System, to federal resources such as Federal Bureau of Investigations, the Centers for Disease Control and Prevention, National Weather Service and the National Hurricane Center.

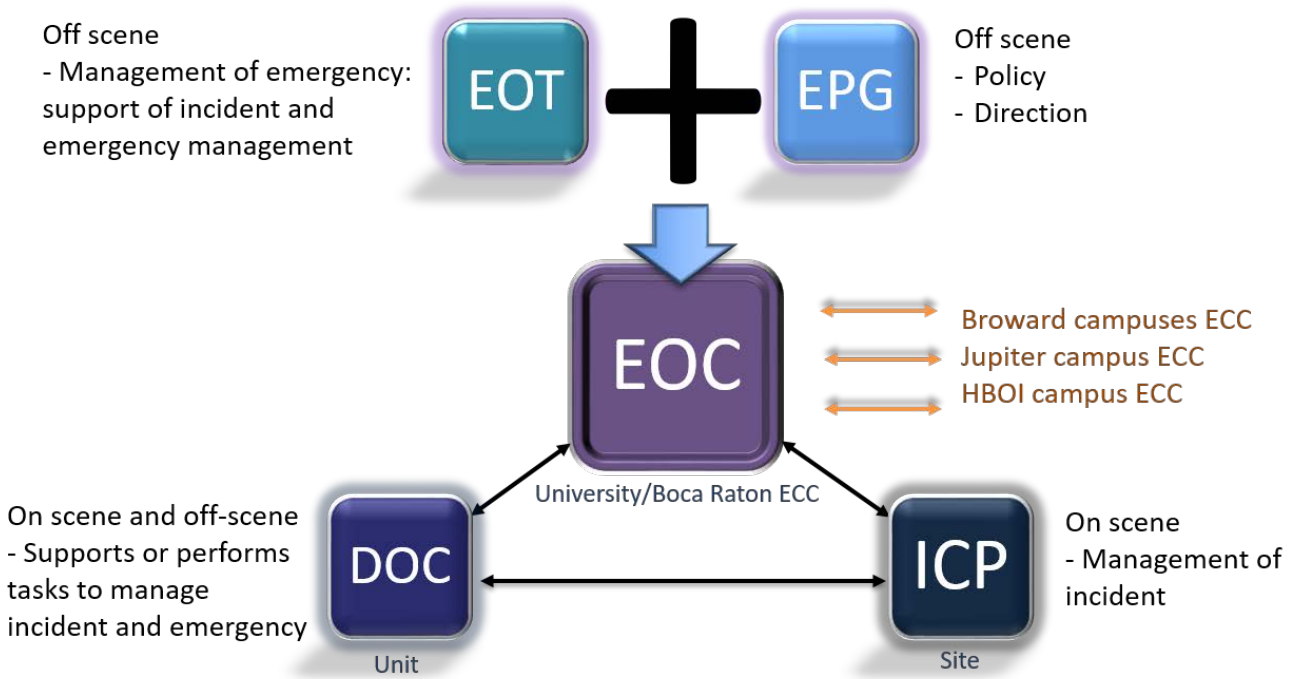
Private partnerships, mutual aid, and service providers such as vendors and contractors also serve during emergency operations as needed.

IV. Direction, Control, and Coordination

To achieve a holistic means to the management of emergencies; FAU assumes a multi-pronged approach that must span all phases. The University does this using the Incident Command System (ICS) for on-scene incident management, Departmental/Divisional/Unit Operations Centers (D/U OC), and Multi

Agency Coordination Centers (MACS), namely, the University’s Emergency Operations Center (EOC), and Campus Emergency Coordination Center (ECC) (Figure 6).

Figure 5. Emergency Coordination



A. University Emergency Operations Center (EOC)

The University Emergency Operations Center (EOC) is a physical facility or virtual space from which the provision of centralized and coordinated multi-unit support and resources to tactical incident management occurs. Through the Emergency Support Functions, University EOC staff share, collect, and disseminate information; support resource needs and requests, including allocation and tracking; and coordinate plans and determine the current and future needs to stabilize and resolve the emergency. Additionally, personnel support public information, crisis communications and emergency notification; liaise with partners as needed; and support the policy and legal needs of the on-scene and off-scene/no-scene components of the emergency.

The EOC Director will facilitate and coordinate the escalation/de-escalation of activation levels of the EOC upon direction from the President or designee.

i. University EOC Activation Levels

As the emergency grows in size, scope and complexity, the EOC activity grows to meet the needs for support and coordination. The University EOC will escalate activation levels for an emergency on any campus depending on the nature, severity and complexity and the ability of campus units to contain, stabilize and resolve the incident and manage the emergency. University EOC activation levels are intended to align with Broward, Palm Beach and St. Lucie Counties’ Department of Emergency Management’s and the Florida Division of Emergency Management’s EOC Activation Levels as appropriate. *Table 5. EOC Activation Levels* provides a reference framework, however actual staffing is on the discretion of the Emergency Operations Center Director.

Table 5. EOC Activation Levels

Activation Level		Description
4	Normal Operations/ Monitoring	<ul style="list-style-type: none"> • Normal day-to-day monitoring by university units (law enforcement, facilities and grounds, mental and behavioral health, environmental health and safety, weather, etcetera.) and university warning point of world, national, regional, and local news; regional weather forecasts and space forecasts to identify potential hazards and threats and analyzing impact to the University. • Incidents that can be managed by normal staffing of emergency or essential responder entities within the University using existing University resources. Collaboration amongst units may need to occur but disruption to site/campus activity is minimal. • EOC not staffed. Campus Emergency Coordination Center(s) not staffed.
3	Enhanced Steady State/ Monitoring	<ul style="list-style-type: none"> • Incidents that have the potential for escalation or special events prompt this level of activation. University Warning Point, Department of Emergency Management and/or other University unit personnel are actively monitoring and assessing the incident/event. • These can generally be resolved in a brief period and with a small number of resources. • Notifications are made to appropriate University units and appropriate support organizations and/or service providers, that may be required to take appropriate action as part of their everyday responsibilities. • EOC may be staffed with EOC Director, EOC Admin. Campus Emergency Coordination Centers (CECCs) may be staffed with emergency administrative personnel. If a CECC is staffed, it is required establish and maintain communications with the University EOC.
2	Partial	<ul style="list-style-type: none"> • Potential or actual incidents that require or will require notable to significant deployment of university resources. These do not demand a full response from the Emergency Management Team (EMT): Strategy Team is fully activated for emergency coordination, safety and compliance and communications/public information functions and only select other Emergency Support Functions are activated as appropriate. EMT representatives not asked to report for duty are placed on standby. • Campus Emergency Coordination Center(s) (CECC) activated to manage the incident and/or provide support and resources to other University campuses or sites.

		<ul style="list-style-type: none"> • The Executive Policy Group convened initial meeting for immediate or impending strategic, financial, operational or policy decisions based on present or forecasted conditions. • The EOC may be operational 24-hours per day.
1	Full	<ul style="list-style-type: none"> • Imminent or actual incidents requiring significant deployment of university resources. Most or all University resources are overwhelmed and local, state and/or federal assistance is required. • Typically, 24-hour operations, involving the recall of most essential personnel and emergency responders moving to 12-hour shifts. All emergency support functions of the University's Emergency Management Team and EPG are activated and the EOC is fully operational and expected to be activated for an extended period of time. • Most or all Campus Emergency Coordination Center(s) (CECC) activated to manage the incident and provide support and resources to other University campuses or sites.

B. Incident Command Post (ICP)

When on-scene management is needed to stabilize and resolve an incident at any FAU site, an Incident Command Post will be established using the principles of the Incident Command System (ICS). This ICP will house the Incident Management Team (IMT), described earlier in this plan. The ICP will be established at or near the scene of an incident as permitted to ensure the safety of the IMT. It will be clearly marked to all representatives of the IMT. The activities of the post will be coordinated or directed by an Incident Commander (IC) or Unified Command (UC). The IC/UC comprise the most qualified individual(s) to oversee the management of the incident. The ICP through the IC/UC will establish and maintain communications with the University EOC using standards protocols and procedures until the incident is stabilized and resolved and the IMT and incident operations are demobilized. Multiple incidents on the same site/campus or multiple sites/campus will require multiple ICPs.

C. Department, Division, Unit Operations Centers

Units within the University effect or support preparedness, response, recovery, mitigation, and prevention activities. Each unit is responsible for their unit personnel safety and protection of their resources and facilities. They are required to maintain emergency plans that address preparedness, response, and recovery, to include continuity of operations. The Emergency Operations Team (EOT) representatives liaise with their respective unit leadership to provide resources and support to manage

emergencies. Critical and key unit personnel comprise the Incident Management Teams (IMTs), Emergency Management Team (EMT), staff the Campus Emergency Coordination Centers (CECCs) and fulfill the core capabilities throughout the lifecycle of an emergency.

D. ICP-EOC Coordination

Once an ICP or ICPs are established for on-scene incident management, the Incident Commander will establish and maintain communications with the Emergency Support Function - Law Enforcement within the Emergency Operations Center. Vice versa the Emergency Support Function - Law Enforcement will establish and maintain communications with the Incident Command Post(s). For an incident occurring on a partner campus, or incidents occurring concurrently on multiple campuses, the Emergency Support Function - Law Enforcement for the Emergency Operations Center will establish and maintain communications with the respective ICP(s). Additionally, for concurrent incidents on multiple partner campuses, the Emergency Support Function - Coordination & Planning within the University EOC will establish and maintain communications with the respective CECC(s).

E. Multijurisdictional Coordination

The University, via the Emergency Support Function - Governmental Affairs of the EOT, will establish and maintain communications with the Board of Governor's Liaison of the Florida State Emergency Response Team (SERT) and the respective county Emergency Operations Centers (EOCs) regarding situation updates, the incident or emergency as it relates to multijurisdictional agency coordination, and resource requests. The Emergency Coordination Group will provide support to the Emergency Support Function - Governmental Affairs as appropriate.

V. Information Collection, Analysis, and Dissemination

A. Information Collection and Analysis

1. Normal Operating Conditions

Under normal operating conditions, the Department of Emergency Management monitors and gathers information as it relates to potential emergencies. This information is collected from various sources, such as monitoring systems, such as weather station and lightning prediction systems; internal units, such as law enforcement, facilities and grounds, mental and behavioral health, environmental health, and safety, etcetera; external units such as local, state, federal agencies, and local community partners. DEM analyzes the information and shares it with appropriate stakeholders. Information sources and types are varied and include security threats, weather conditions, infrastructure work, planned utility outages, public health, special events, etcetera.

Units such as facilities and grounds, mental and behavioral health, environmental health and safety, etcetera effect day-to-day monitoring to identify potential hazards and threats and analyze impact to the University. Units have the responsibility to report to the University's 24-hour warning point and to their leadership if a situation or incident has the potential to affect or is affecting safety, University resources, the environment or will disrupt the basic operating environment, academic, research, business and other essential services and functions, including necessary dependencies.

2. Emergency Conditions

Under emergency conditions and an ICP is set up, it is the responsibility of the Incident Command (single or unified) to gather and analyze all on-scene information as it related to management of the incident and relay to the Emergency Operations Center (EOC) for situational awareness and to achieve a common operating picture.

When the EOC is activation level is elevated to Enhanced Monitoring, Partial or Full, information is ongoing from on scene from the ICP(s), unit/division/departmental operation centers (DOCs), and Campus Emergency Coordination Centers (CEECs) to maintain situational awareness and provide necessary preparedness, response, and recovery actions to manage the emergency.

B. Information Dissemination

1. *Emergency Notification and Alerting*

It is University policy to immediately notify the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate or potential threat to the health or safety of students or staff affecting or that can affect FAU's campuses, unless issuing a notification will worsen or compromise efforts to contain the emergency.

These messages are intended for those who can be or are being affected by the emergency or dangerous situation and need to take temporary protective actions. The University employs many modalities to notify the University community, collectively branded as "FAU Alert".

FAU will issue emergency alerting messages as outlined in the Emergency Notification and Alerting Annex.

2. *Crisis Information*

Crisis communications consists of information regarding suspension of normal university operations that have come about because of the dangerous situation or emergency. These include event or class cancellations or rescheduling, reduction or suspension of business operations, reduction of research operations, restrictions to a campus or site access, etcetera. These communications are intended for various audiences within the University community and extend beyond to those who need emergency notification and alerting information to take temporary actions to protect life safety and resources.

The Division of Public Affairs serves as the lead for coordinating the dissemination of crisis information during an emergency.

VI. Communications

A. University Units

Multiple University units (Athletics, Student Affairs, Facilities Management, A.D. Henderson University School, etcetera) utilize UHF radios to communicate for day-to-day operations. These radios can also be

harnessed during emergency for communications within the unit and to provide situational awareness within the EOC.

Satellite phones are also utilized by some units should all other forms of communication be rendered inoperable. University units are also equipped with this communication system.

Landline telephones, facsimile machines, network/internet/wireless-based applications, including virtual meeting platforms are also utilized.

B. FAU's Police Department

FAU's Police Department (FAUPD) utilizes a P25 Trunked Radio System that allows for interoperable communications amongst public safety agencies. This system is governed through inter-local agreements with user agencies and all subscribers on the system are programmed to provide interoperable communications with municipal and county public safety agencies, as well as through the statewide mutual aid channels. Zoned or regional channels are also utilized to enhance the timely and effective emergency response to hazards or threats.

FAU PD maintains a 24/7 secondary Public Safety Answering Point (PSAP) at the Boca Raton Campus. The PSAP coordinates communications with FAU PD units, answers and routes service calls and monitors fire, security and duress alarms and surveillance equipment. Emergency 911 calls originating from Boca Raton Campus are answered by Boca Raton Police Department (BRPD) first, then, depending on the nature of the call, pushed to FAU's PSAP or kept within BRPD. All other campuses and sites 911 calls are routed to the respective municipalities for municipal emergency response.

C. University Warning Point

The University's 24-hour a day, 7 days a week Warning Point is located within FAUPD on the Boca Raton campus. The same facility houses the secondary PSAP for the campus. It serves the as communication point for Broward, Palm Beach and St. Lucie counties as well as the State Watch Office regarding initial reporting of incidents and emergencies.

D. University EOC

The University EOC is equipped with FAU-supported internal landlines (digital and analog) and external vendor landlines, satellite phones, cable TV, video-conferencing and virtual meeting platforms to receive information and to establish and maintain communications with partner CECCs, on scene incident management and the EPG.

Key EPG members such as the President, Vice President of Administrative Affairs, Vice President of Public Affairs, Vice President of Student Affairs are assigned communication channels to effect emergency operations decision-making and strategizing.

VII. Training, Education and Exercises

A. Training and Education

The Department of Emergency Management conducts individual, unit and campus/University preparedness, planning and safety training throughout the year. Training programs are designed to address the unique needs of the area or requestor and the potential hazards or threats that may be faced.

Several departments University-wide offer safety and security training to the University community, such FAU's Police Department, Office of Information Technology, Division of Research, Human Resources, and Environmental Health and Safety. These training programs are designed to the unique needs of the target audience and their operations.

B. Exercises

The University is committed to maintaining an exercise program given that the more a plan is practiced, and stakeholders are trained on the plan, the more effectively they will be able to act before, during, and after an emergency to lessen the impact on life and property. Exercises provide opportunities to practice with community partners including first responders and local emergency management as well as to identify gaps and weaknesses in the plan and policy.

The Department of Emergency Management participates in and hosts exercises throughout the year. Hosted exercises utilize the Department of Homeland Security’s National Planning Scenarios which serves as the basis for defining the tasks and capabilities needed to perform those tasks that may be required to successfully prepare for prevent, protect against, respond to, and recover from a wide range of threats and hazards. These exercises range from unit level to University-level and involve internal and external stakeholders as appropriate. An after-action review is conducted to identify areas of improvement or gaps in capabilities that need to be addressed.

Several departments University-wide conduct or participate in unit or external exercises. These exercises serve as means to measure their performance against target capabilities, to then identify areas of improvement or gaps and to implement corrective action plans to remedy these deficiencies.

VIII. Administration, Finance and Logistics

A. Administration

1. *Public Records Law*

Florida Atlantic University is a public institution of higher education and is subject to the “Public Records Law” which dictates such matters. The statute provides that any records made or received by any public agency during official business are available for inspection, unless specifically exempted. Some records are exempt from mandatory disclosure requirements, such as emergency plans.

2. *Documentation of Costs (Reimbursable and Non-Reimbursable)*

Documentation of costs is vital for cost recovery purposes and to track the cost of an emergency and related emergency actions to manage it.

- Each University unit is responsible for accurately tracking and documenting all expenses and employee time associated with preparation, response, recovery, or mitigation actions with regards to emergencies. All purchases should follow purchasing guidelines set forth by the University. These expenses should always be tracked for the University to monitor costs incurred by the emergency and, if applicable, in obtaining federal or insurance reimbursement. Appropriate guidance will be provided to units as the situation warrants.

- All emergency support functions are responsible for accurately tracking and documenting all expenses related to preparation, response, recovery, or mitigation actions with regards to emergencies and submitting these to the Accounting & Cost Recovery Group.
- The Emergency Support Function - Procurement is responsible for procuring or assisting in the procurement of all commodities and services needed to contain, stabilize or terminate the emergency. This group will provide guidance related to contracts, purchases and expenses related to the emergency.
- The Employee Group provides guidance related to tracking and documenting employee time related to the emergency and supports the collection of this information for the Accounting & Cost Recovery Group.
- The Emergency Support Function - Emergency Accounting is responsible for the financial management and reporting of activities undertaken to prepare for, respond to, and recover from emergency events, for tracking estimated losses and analyzing financial impacts to University and functions throughout the life cycle of an emergency.
- The Emergency Support Function - Claims Management & Assistance is responsible for providing guidance regarding tracking and documenting all reimbursable costs throughout life cycle of the emergency event, collecting the documentation of all reimbursable costs throughout the lifecycle of the emergency event as well as coordinating and managing insurance, liability, and federal disaster assistance claims.
- Campus Emergency Coordination Centers (CECCs) can either work through the various emergency support functions within the University EOC or through the Emergency Support Function - Coordination & Planning to provide tracked and documented reimbursable costs.
- The IMT through Incident/Unified Command will provide documentation and tracking of personnel and resource use to manage the incident. This will be submitted to the Accounting and Cost Recovery Group.

3. Incident Action Plan (IAP)

An Incident Action Plan (IAP) is an organized course of events that addresses all phases of on scene incident management within a specified time. An IAP is necessary to effect successful outcomes in any situation, especially incident management operations, in a timely manner. The planning process may

begin with the scheduling of a planned event, the identification of a credible threat, or the initial response to an actual or impending event. The process continues with the implementation of the formalized steps and the staffing required to develop a written IAP.

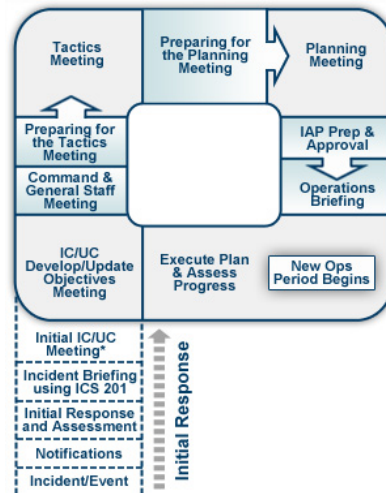


Figure 6. Incident Action Plan Development/Revision Process

Incident Action Planning starts with identifying the strategy to contain or terminate the incident and stabilize conditions. The strategy is broad in nature and defines what must be done. Once the strategy has been defined, tactics are selected. Tactics are the operations that need to be completed to accomplish the strategy. They are measurable in both time and performance. Included in the IAP are support actions that may be necessary to make the plan operable. IMT members work with their own teams and confer with others to carry out the tactics. It is necessary to assess the effectiveness of the plan throughout the course of the incident and modify as appropriate based on current conditions to improve the effectiveness of the plan. Information must be gathered from the IMT throughout the course of the operational period and at the end of an operational period and analyzed to make the necessary plan modifications.

For short-term events, where only a few units are engaged actively in a simple incident, the IAP is developed in the mind of the IC. The IAP includes the strategy and tactics for the incident as well as the supporting operations that must occur. The IC must ensure that operating resources and managers know the overall strategy. This information is conveyed when orders are issued to arriving emergency responders and other IMT personnel. For events, that tend to be larger in scope, complex incidents of long duration, the IAP must be written down. The plan is developed for the next operational period with

input from attendees and is placed in writing with an understanding of the goals and objectives to be accomplished. Additional planning meetings are scheduled on a frequency dictated by the needs of the incident. Modifications to the IAP are then made and distributed.

The IC will establish communications with the EOC in a timely manner and maintain communications to share the IAP and its modifications as the incident and emergency evolves and is managed, and to request resources.

4. After-Action Report (AAR)

After significant emergencies, usually requiring a Level 2 activation of the EOC or at the request of the Vice President of Administrative Affairs, the Department of Emergency Management will facilitate and coordinate an after-action review process. This involves the participation and input of appropriate stakeholders to describe the incident, and identify strengths, weaknesses, and gaps regarding the management of the emergency. As a result of this, an improvement plan is developed to outline strategies for corrective actions and the responsible parties/units to implement such actions. The objective is to improve operational readiness and resilience and may include changes to policy, plans and procedures, training or retraining staff, procurement of commodities or contractual services, the establishment of mutual aid and other agreements, etcetera. These improvements to the achievement target capabilities will be incorporated and tested in mitigating strategies such as exercises.

B. Finance

1. Procurement

In an emergency declared by the University President or designee, FAU's Regulation 6.008 3(b) 1. Emergency Purchases, supplemental to the Florida Board of Governors Purchasing Regulation 18.001(3) regarding competitive solicitations, gives the President or designee the authority to waive the competitive solicitation process for the procurement of goods or services if it is determined a delay in procurement would cause an immediate danger to the public health, safety or the welfare of person(s), animal(s), the preservation or protection of property, or the continuance of a vital University function. With this written waiver, the Procurement Department and Procurement support function is permitted

to proceed with the procurement of commodities or contractual services without a competitive solicitation. The emergency purchase shall be limited to the purchase of the type of items and quantities needed, or for a period sufficient to meet the immediate threat and shall not be used to meet long-term requirements.

2. Cost Recovery

The Emergency Support Function - Claims Management & Assistance manages the claims assistance and reimbursement process with the help of all emergency support functions and units.

The two main avenues of assistance are:

- Federal Disaster Assistance: Robert T. Stafford Disaster Relief and Emergency Assistance Act, constitutes the statutory authority for most disaster response and recovery activities involving the federal government. To activate federal resources and assistance, the governor of the State of Florida must first respond to the emergency event and execute the state's emergency response plan before requesting a presidential declaration under the Stafford Act. The governor must certify in writing that the magnitude of the event exceeds the state's capability to respond and that supplemental federal assistance is necessary. In the absence of a specific request, the president may provide accelerated federal assistance where it is necessary to save lives or prevent severe damage.

- State Risk Management Trust Fund: Florida Statute Chapter 284, Part I, requires the Division of Risk Management to self-insure all state-owned buildings and contents through the State Risk Management Trust Fund (the "Fund"). All State of Florida agencies, including FAU, insure their buildings and contents through the Fund. The Fund assesses state agencies an annual premium, provides coverage for reported locations, and pays claims for property losses due to covered perils. Covered perils for which coverage is provided include fire, lightning, explosion, windstorm, hail, smoke, aircraft or vehicles, riot or civil commotion, sinkhole collapse and flood.

Costs incurred from an event that prompts a state of emergency declaration by the Governor followed by a disaster declaration by the President of the United States of America may be eligible for

reimbursement. Proper record keeping and documentation of expenses is critical for reimbursement purposes.

C. Logistics

All University units are responsible for coordinating, allocating, and managing resources necessary to contain, stabilize and terminate the emergency – these include essential or emergency personnel, subject matter experts, equipment, supplies, and facilities.

The Emergency Coordination Group of emergency support functions will, for an emergency that affects any campus (when there is an on-scene component) and when deemed necessary for no-scene emergencies, determine the level of support and resources needed to contain, stabilize, and terminate the emergency.

The Resource Procurement Group of emergency support functions will work with all other applicable emergency support functions and units to procure resources. These resources and assistance can come in many forms such as current inventories at the campus affected or from other partner campuses, the private sector, mutual aid, local, county or state assistance, donations of goods or services and volunteers.

The University participates in mutual aid agreements with local response agencies and all SUS (State University System) institutions have entered into a mutual aid agreement for counseling services and resources.

Should the University exhaust its ability to effectively manage an emergency, requests for assistance can be made to the respective county's EOC. During significant emergencies where the SEOC increased its activation level, the University can request assistance through the Board of Governor's representative on the SERT. Additionally, the University is a signatory to the Statewide Mutual Aid Agreement (SMAA), that allows for written or oral requests for assistance during a significant emergency or disaster.

IX. Plan Development and Maintenance

The Department of Emergency Management facilitated the development of the plan with participation from the Emergency Management Team. The Plan was written to be consistent with the State of Florida

Comprehensive Emergency Management Plan and respective counties' comprehensive emergency management or emergency operations plans. Federal guidance and standards were also utilized in developing the Plan to facilitate interagency coordination.

Revisions to this Plan will be on an "as needed" basis following actual events, exercises, revisions or additions to governing laws or regulations, or periodic review of Plan sections by the Emergency Management Team. The Plan will undergo formal review by the Department of Emergency Management with consultation from the Emergency Management Advisory Group (EMAG) every 5 years.

X. Authority and References

Florida Atlantic University's policy – University Policy 1.14 (Emergency Management) establishes the authority for the development and implementation of this plan.

The following laws, standards and regulations were used to provide the requirements, further authority, and guidance to develop this plan and its format:

1. University
 - a. University Policy 1.14 (Emergency Management)
 - b. Essential Personnel Policy (Human Resources Department)
 - c. University Habitat Management Plan
 - d. University Master Plan – Objective 1D, GOP 13 - Conservation
2. Local
 - a. Palm Beach County Comprehensive Emergency Management Plan (CEMP)
 - b. Broward County Comprehensive Emergency Management Plan (CEMP)
 - c. St. Lucie County Emergency Operations Plan
3. State:
 - a. Florida Statutes (F.S.):
 - i. Chapter 23, Florida Mutual Aid Act
 - ii. Chapter 252, Emergency Management
 - iii. Chapter 768, Good Samaritan Act
 - iv. Chapter 553.80, Building Construction Standards

- v. Chapter 119, Public Records
 - b. Florida Administrative Code (F.A.C.):
 - i. 27P, Division of Emergency Management
 - ii. State University System of Florida, Board of Governors' Regulation 3.001, Campus Emergency Management
 - c. Documents:
 - i. Florida Comprehensive Emergency Management Plan (CEMP)
- 4. Federal
 - a. Public Law:
 - i. 100-707, The Stafford Act
 - ii. 101-542, Student Right-To-Know and Campus Security Act
 - iii. Homeland Security Presidential Directive 5, National Incident Management System
 - iv. Homeland Security Presidential Directive 8, National Preparedness
 - v. Americans with Disabilities Act (ADA) of 1990 as amended
 - vi. Higher Education Opportunity Act (HEOA), 2008
 - vii. National Flood Insurance Program
 - b. Documents:
 - i. Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101, Version 2, Developing and Maintaining Emergency Operations Plans
 - ii. National Planning Frameworks
 - iii. U.S. Department of Homeland Security Target Capabilities List
- 5. Industry Best Practices
 - a. Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education
 - b. International Association of Campus Law Enforcement Administrators (IACLEA) - Campus Emergency Operation Planning Guide
 - c. National Fire Protection Association (NFPA) 1600, Standard on Disaster/Emergency Management and Business Continuity Programs

Appendix 1 – Declaration, University State of Emergency

DECLARATION – UNIVERSITY STATE OF EMERGENCY

WHEREAS, FLORIDA ATLANTIC UNIVERSITY emergency policies and procedures empower the President or authorized representative to declare a University State of Emergency, when the University has been affected by the emergency or disaster; and

WHEREAS, the President of Florida Atlantic University or his/her designee has determined:

That conditions of peril to the safety of persons and property and the environment have arisen caused by _____, commencing on or about _____, on the date of _____, warranting the necessity for, and declaration of, a University State of Emergency, until further notice.

NOW, THEREFORE, IT IS HEREBY DECLARED AND ORDERED that:

1. That a state of emergency is declared for All campuses and sites For the following campus(es) or site(s): _____ and shall be deemed to continue to exist until its termination is declared by the President or authorized representative of Florida Atlantic University;
2. That the University's emergency plans and appropriate campus(es)' and/or site(s)' plans have been implemented, in particular to include:
 - Suspension of normal academic operations: _____
 - Activation of emergency accounting and procurement procedures
 - Implementing essential personnel protocols and procedures
 - Suspension of other functions and operations: _____
3. That any and all units with a role in emergency operations are hereby ordered to implement emergency procedures as applicable, or take whatever prudent actions are necessary to protect the health, safety, and welfare of the Florida Atlantic University community and prevent damage to University property and the environment;
4. That this proclamation shall take effect immediately from its issuance.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Florida State University System Board of Governors, and local and state entities, as appropriate.

President or authorized representative

Date

Acronyms

ADA – Americans with Disabilities
BAT/BIT – Behavioral Assessment/Intervention Teams
BC – Broward College
BOG – Florida Board of Governors
BOT – Board of Trustees
BRPD – Boca Raton Police Department
CDC – Center for Disease Control and Prevention
CECC – Campus Emergency Coordination Center
CEMP – Comprehensive Emergency Management Plan
CES – Florida Center for Environmental Studies
CIKR – Critical Infrastructure and Key Resources
CPG – Comprehensive Preparedness Guide
D/U OC – Departmental/Divisional/Unit Operations Center
DEM – Department of Emergency Management
Dep’t – Department
ECC – Emergency Coordination Center
EH & S – Environmental Health and Safety
ELT – Executive Leadership Team
EMAG – Emergency Management Advisory Group
EMT – Emergency Management Team
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
EOT – Emergency Operations Team
EPG – Executive Policy Group
FAC – Florida Administrative Code
FAU – Florida Atlantic University
FAU Alert – Florida Atlantic University Alert

FAU PD – Florida Atlantic University Police
FEMA – Federal Emergency Management Agency
FL – Florida
FPL – Florida Power and Lights
FWC – Florida Fish and Wildlife Conservation
HazMat – Hazardous Material
HEOA – Higher Education Opportunity Act
HR – Human Resources
IACLEA – International Association of Campus Law Enforcement Administrators
IAP – Incident Action Plan
IC – Incident Commander
ICP – Incident Command Post
ICS – Incident Command System
IMT – Incident Management Team
LE – Law Enforcement
MACS – Multi Agency Coordination Centers
NFPA – National Fire Protection Association
NIH – National Institutes of Health
OIT – Office of Information Technology
P25 – Project 25
PSAP – Public Safety Answering Point
SACSCOC – Southern Association of Colleges and Schools
SEOC – State Emergency Operations Center
SERT – State Emergency Response Team
SMAA – Statewide Mutual Aid Agreement
SUS – State University System
TBI – Technology Business Incubator
UC – Unified Command
UHF – Ultra High Frequency

WHO – World Health Organization