

## PUBLIC SAFETY POLICY LETTER

TO: All Members of the University Community

2004:01

DATE: October 1, 2004

### HOMELAND SECURITY AND EMERGENCY RESPONSE

**I. Definitions.** As used in this policy, the following terms shall have the meanings indicated:

A. "Homeland Security" means the preparation for and carrying out of all emergency functions under the authority of the United States Department of Homeland Security, for protection against and to mitigate the injury and damage resulting from natural or man-made disasters or disorder.

B. "Director" means the Director of Emergency Management appointed pursuant to this subpart.

C. "Disaster" means an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause, including fire, flood, snow, ice, windstorm, wave action, oil spill, water contamination requiring emergency action to avert danger or damage, utility failure, hazardous peacetime radiological incident, major transportation accident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military or paramilitary action; events categorized as CBRNE events from the US Department of Homeland Security. Riots or other civil disorders are not within the meaning of this term unless they directly result from and are an aggravating element of the disaster.

D. "Emergency" shall mean a condition resulting from a disaster, riot or other civil disorder which cannot be handled by normal operating personnel and facilities.

**II. Responsibility for Emergency Management; Appointment of Director of Emergency Management and Assistants.** The President shall be responsible for emergency management within the University. The President shall appoint a Director of Emergency Management and such assistants as are deemed necessary by the President. These appointments shall be additional duty assignments to existing personnel, and it is the intent of this subpart that emergency management and disaster assignments shall be as nearly consistent with normal duty assignments as possible.

**III. Powers and Duties of the President in the Event of a Disaster, Riot or Civil Disorder.** In the event of a disaster, riot or civil disorder on campus, the President, or in the President's absence or inability to serve, the President's designated representative, shall have authority to:

- A. Request that the Governor or other appropriate official declare a state of emergency within the campus of the University.
- B. Place in effect the Emergency Response and Disaster Control Plan required by this subpart.
- C. As soon as may be reasonable thereafter, convene the Board to perform its constitutional and supervisory functions as the situation may demand.
- D. Request that the State, its agencies or State political subdivisions send aid or other assistance if the situation is beyond the control of the regular and emergency University forces.
- E. Waive procedures and formalities otherwise required by this Code, or by resolution or policy of the Board, pertaining to the performance of public works, the entering into of contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase and distribution with or without compensation of supplies, materials, and facilities, and the appropriation and expenditure of public funds.
- F. Promulgate such emergency regulations as may be deemed necessary to protect life and property and conserve critical resources. Such regulations may be invoked when necessary for tests of emergency response and disaster plans. All such regulations shall be subject to approval by the Board as soon as reasonably practicable subsequent to promulgation and shall not usurp the authority of the Governor or other public officials under State law.

#### **IV. Additional Powers and Duties of the President.**

- A. The President, or his or her designated representative, through the Director of Emergency Management, shall maintain general supervision over planning and administration for emergency management organization and the execution of the emergency response and disaster plans. The President shall coordinate emergency response activities and make emergency assignments of emergency response duties and emergency response forces in order to meet situations not covered in the normal duties of such forces.
- B. The President, or his or her designated representative, may take all necessary action to conduct tests of the emergency response and natural disaster plans.
- C. When a state of emergency has been declared or the University Emergency Response and Disaster Control Plan placed in effect, the President, or his or her designated representative, shall assemble and utilize emergency response forces and prescribe the manner and conditions of their use.

D. The President, or his or her designated representative, shall designate a line of succession among department heads to carry out the power and duties of the President under this subpart in the event of the President's absence or inability to serve.

**V. Powers and Duties of the Director of Emergency Management**

A. The Director of Emergency Management shall be the executive head of emergency management, and shall have responsibility for the organization, administration and operation of the emergency management and disaster control organization within the University, subject to the direction and control of the President or his or her designated representative.

B. The Director shall be responsible for informing members of the campus community regarding all phases of emergency management. The Director shall work closely with the Office of Public Affairs to provide information about homeland security, natural disasters and other emergencies.

C. The Director shall be responsible for the development of an Emergency Response and Disaster Control Plan and, upon adoption of the Plan, shall be responsible for implementation and revision of the Plan so as to maintain it in a current state of readiness at all times.

D. The Director shall coordinate all activities for emergency response and disaster control, and shall maintain liaison and cooperate with all other interested and affected agencies, both public and private.

E. The Director shall coordinate the recruitment and training of volunteer personnel and agencies to augment the personnel and facilities of the University for emergency response purposes.

F. The Director may issue proper insignia and papers to emergency response workers and other persons directly concerned with emergency management.

**VI. Emergency Response and Disaster Control Plan.** As soon as practicable, a comprehensive Emergency Response and Disaster Control Plan shall be adopted by resolution of the Board upon the recommendation of the President. In the preparation of this Plan, as it pertains to University organization, it is the intent that the services, equipment, facilities and personnel of all existing University departments and agencies shall be utilized to the fullest extent possible. When approved, it shall be the duty of all University departments and agencies to perform the functions and duties assigned by the Plan and to maintain their portion of the Plan in a current state of readiness at all times.

**VII. Conflicting Ordinances, Policies, Rules, Orders and Regulations Suspended.** At all times when the orders, rules, and regulations made and promulgated pursuant to this subpart shall be in effect, they shall supersede all other ordinances, policies, rules,

orders and regulations and other provisions of the University, insofar as the latter may be inconsistent therewith.

Cross Reference

Board Policy, Subpart 8-4, *Homeland Security and Emergency Response*

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