I. PURPOSE & INTENT

Preventing, protecting against, mitigating, responding to, and recovering from, all hazards which threaten the safety and security of the University of South Florida System (USF System) population and assets is a primary concern. This Policy provides the framework to minimize or eliminate risk to people and property and standardize emergency management operations for the USF System.

II. DEFINITIONS

A. **Institution:** Per the [USF System Board of Trustees Policy 07-001](#), The USF System is comprised of three separately accredited institutions: USF, USF St. Petersburg, and USF Sarasota-Manatee. USF consists of the main research campus in Tampa, which includes its College of Marine Science in St. Petersburg, and USF Health.

B. **Emergency Notification:** A notification triggered by an event that is currently occurring on or immediately threatening the campus – used for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near the campus.

C. **Timely Warning:** A warning triggered by crimes that have already occurred but represent an ongoing threat – issued for any Clery committed crime on the USF System’s Clery geography that is reported to USF System campus security authorities or a local law
enforcement agency and is considered by the USF System to represent a serious or continuing threat to students and employees.

D. **National Incident Management System (NIMS):** Per the Federal Emergency Management Agency, NIMS is “a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards – regardless of cause, size, location, or complexity – in order to reduce loss of life, property and harm to the environment” (2015).

E. **Incident Command System (ICS):** Per the Federal Emergency Management Agency, ICS is “a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure” (2015).

### III. STATEMENT OF POLICY

Officials accountable for Emergency Management are:

A. **USF System President:**

1. Provides the assurance that the USF System maintains compliance with all applicable federal, state and local requirements related to emergency management, including Continuity of Operations planning.

2. Maintains the authority to close all or portions of USF System properties.

3. Promotes, communicates and supports emergency management programs and initiatives throughout the USF System.

4. Chairs the USF System’s Executive Policy Group (EPG).
5. Delegates to the Chief Operating Officer (COO), authority for the development, implementation, and management of the USF System Emergency Management and Continuity of Operations programs.

B. The Chief Operating Officer:

1. Provides resources to support emergency management initiatives, programs and emergency operations.

2. Promotes, communicates and supports emergency management programs and initiatives throughout the USF System.

3. Delegates to the USF Vice President for Administrative Services, authority for the development, implementation, and management of the USF System Emergency Management and Continuity of Operations Program.

4. Delegates to Regional Chancellors, operational and administrative authority for the regional institution’s Emergency Management program that addresses a multitude of hazards that threaten the regional institution’s population and assets, in coordination with the System-wide Emergency Management program.

C. The Vice President for Administrative Services:

1. Provides leadership and guidance in the implementation of emergency management initiatives across the USF System.

2. Provides resources to support the USF System Emergency Management initiatives, programs and emergency operations.

3. Delegates to the USF Assistant Vice President for Facilities Management responsibility for the management of the USF System Emergency Management program.
D. **Regional Chancellors:**

1. Provide resources to support emergency management initiatives, programs, and emergency operations at regional institutions.

2. Promote, communicate, and support emergency management programs at institutions.

3. Chair the institution’s Regional Policy Group.

4. Provide resources, personnel, and support as needed to the USF System and regional institution Emergency Management programs to plan for, respond to, recover from, and mitigate against all hazards which threaten personnel and assets.

5. Delegate to the appropriate Regional Vice Chancellor operational and administrative authority for the regional institution’s Emergency Management program that addresses a multitude of hazards that threaten the institution’s population and assets.

E. **The Assistant Vice President for Facilities Management:**

1. Directs and monitors all activity relative to the University’s all-hazard disaster prevention, protection, mitigation, response, and recovery programs.

2. Assumes leadership position under emergency conditions through direction and management of the University’s Emergency Operations Center.

3. Provides guidance, makes recommendations, and coordinates approval through the USF System EPG for all Emergency Operations Plans (EOP).

4. Provides recommendations to USF System leadership to minimize risk.

5. Activates emergency preparedness, response, and recovery operations for significant crises and disasters.
6. Provides resources to support the implementation of exercises designed to test emergency plans and operations.

7. Delegates to the USF Emergency Manager operational implementation of the USF System Emergency Management program.

F. Regional Vice Chancellors:

1. Direct and monitor all activity relative to the institution’s all-hazard disaster planning, prevention, protection, mitigation, response, and recovery programs, in partnership with the AVP for Facilities Management.

2. Design regional emergency management and continuity of operations plans in compliance with the USF System Emergency Management program.

3. Identifies a designee for operational implementation of the regional Emergency Management program, in partnership with the USF System Emergency Manager.

G. USF System Emergency Management:

The USF Emergency Manager shall develop, implement and maintain the USF System Emergency Management program. The Emergency Manager shall:


2. Coordinate and manage the development and maintenance of academic and business Continuity of Operations (COOP) Plans across the USF System, with designated individuals from USF System institutions/entities and locations.
3. Collaborate with designated individuals from System institutions/entities and locations to develop, direct, communicate, and manage USF System emergency preparedness education campaigns for all students, faculty and staff.

4. Serve as the conduit and liaison between all USF System institutions/entities and locations in the interest of public safety and asset protection to ensure the academic and business practices of the USF System endure during crises and disasters.

5. Develop, identify, and coordinate emergency preparedness training for USF System officials responsible for implementing emergency management initiatives and conducting emergency operations.

6. Acquire, analyze, and validate all-hazard information and intelligence which threatens or is likely to threaten USF System personnel and assets.

7. Evaluate, propose, coordinate, and implement new systems and procedures to warn USF System personnel of hazards which may cause imminent harm, when practical.

8. Coordinate emergency preparedness, response, and recovery operations for significant crises and disasters.

9. Ensure compliance with all applicable federal, state and local requirements related to emergency management.

H. Senior Vice Presidents, Vice Presidents, Deans, Directors, and Departmental Chairpersons, Managers and Supervisors at All USF System Locations Shall:

1. Disseminate management program information throughout their areas of responsibility to increase public safety and emergency preparedness awareness and minimize risk.

2. Coordinate with designated individuals from System institutions/entities and the USF Emergency Manager in the development and implementation of efficient
academic/business continuity plans and procedures which assist System institutions and locations in safely maintaining the academic and business practices, and recovering from crises and disasters.

3. Provide resources and support as needed to the USF System Emergency Management program to plan for, respond to, recover from, and mitigate against all hazards which threaten personnel and assets.

4. Coordinate with designated individuals from USF System institutions and the USF Emergency Manager in the development of emergency procedures and COOP plans to safely maintain academic and business practices and recover from crises and disasters.

5. Complete appropriate training as indicated in the USF System CEMP.

6. Act in accordance with established USF System and regional campus public safety and emergency management processes, procedures, and plans to minimize risk and prevent loss of life.

IV. APPLICABILITY & AUTHORITY

State University System of Florida Board of Governors Regulations, Campus Emergency Management (BOG 3.001) and University Board of Trustees Powers and Duties (BOG 1.001), outline the requirements of campus emergency management programs and the responsibility for campus safety and emergency preparedness, respectively. Chapter 252, Florida Statutes provides the general provisions for the State Emergency Management program while Section 943.0312, Florida Statutes outlines provisions for Florida’s Regional Domestic Security Task Force and the Florida Domestic Security Strategy.

V. EMERGENCY PLANS

A. Comprehensive Emergency Management Plan:
1. The Emergency Manager shall develop and maintain the USF System CEMP, a comprehensive, system-wide all-hazards plan designed to guide emergency operations at the University.

2. The USF System CEMP shall be developed in accordance with the criteria provided by the Florida Division of Emergency Management and national guidelines, as applicable.

3. USF System locations/entities shall provide information to the Emergency Manager, as needed, to support development and maintenance of the USF System CEMP. The CEMP shall include a basic-plan, outlining the System-wide emergency operations strategy and operational- and incident-specific annexes, as necessary. Each USF System institution shall develop and maintain an EOP that shall serve as a core component of the USF System CEMP.

4. EOPs should communicate an all-hazards approach which accounts for the full range of unique hazards that threaten their unique location.

5. EOPs shall be developed in accordance with the criteria provided by the Emergency Manager in coordination with designated individuals from USF System institutions/entities and locations.

B. Continuity of Operations Plans:

1. USF System institutions shall develop and maintain a COOP Plan in accordance with the criteria provided by the Florida Division of Emergency Management and national guidelines, as applicable.

2. The COOP Plan should contain sub-plans for each academic, research and business process and/or function of the campus which, if disrupted or compromised, jeopardize normal business processes of the institution.
3. Continuity of Operation Plans shall be developed in accordance with the criteria provided by the Emergency Manager in coordination with designated individuals from USF System institutions/entities and locations.

4. The collective set of individual plans shall serve as the USF System COOP Plan.

VI. EMERGENCY WARNING AND NOTIFICATION

A. Hazard and Incident Reporting:

All personnel shall immediately report to local law enforcement or public safety official any information pertaining to any incident which has occurred, threatens to cause harm, compromises public safety, or jeopardizes the safety, security, academic or business practices of USF System institutions/entities and locations.

B. Warning and Notification Systems:

USF System institutions shall employ timely warning and emergency notification systems and processes to safeguard all personnel and assets against all hazards. Additionally, timely warnings are to be issued by all USF System institutions/entities, and locations.

1. Timely warnings and emergency notifications are issued to afford personnel the opportunity to take protective actions and increase public safety awareness against threats. USF System institutions/entities and locations shall immediately issue timely warnings whenever situations arise, either on or off campus, which in the judgment of designated USF System public safety officials or University Police constitute a serious or continuing threat. USF System institutions and locations shall immediately issue emergency notifications upon confirmation of an emergency or dangerous situation on campus that poses an immediate threat to the health or safety of the campus population. Near-campus emergency notifications may be issued when an incident meets the following criteria: the incident is a violent crime (as defined by the Florida Department of Law Enforcement) that constitutes an imminent threat to the campus community, and is within campus police jurisdiction (including the 1,000 ft. perimeter) of a Clery Act
defined campus. Appropriate systems will be used to notify students, employees, tenant facilities, and visitors of the impacted campus community. Emergency notifications may be made through text- messaging, indoor/outdoor applications, and/or web-based mediums.

2. USF System institutions, in consultation with USF Emergency Management, shall establish local criteria and procedures for activating their unique warning and notification systems. Information pertaining to the usage of system-wide and institution based timely warning and emergency notification processes shall be made publicly available to all personnel in the Annual Security and Fire Safety Reports and contained within Emergency Operations Plans. The emergency notification systems shall be tested once per semester and tests may be announced or unannounced.

3. Instances where issuing a notification would compromise efforts to assist a victim, contain the emergency, respond to the emergency or mitigate the emergency, are not subject to emergency notification.

4. In order to enhance and expand emergency messaging for the USF System, USF System owned and managed computers must run the standard emergency alerting desktop software where possible. These computers include but are not limited to faculty and staff office machines, open use labs, technology enabled classroom/conference room PCs, and managed laptop devices. Appropriate leadership may grant limited exceptions on a case by case basis.

a. Digital displays operating in public spaces at USF Tampa, must adhere to the USF Digital Display Signage Standard, maintained by IT and the University Technology Standards Board. The devices must have the ability to accept and display emergency notifications issued by public safety officials.

b. Public Address Systems, including but not limited to indoor and outdoor applications, should have the ability to integrate with USF’s central Emergency
Notification System and should follow the Emergency Notification Systems Standard Operating Procedures.

VII. **CRISIS AND DISASTER MANAGEMENT**

The USF System shall utilize the components of the National Incident Management System, including the Incident Command System, as the foundation for the management of crises and disasters which compromise, jeopardize, threaten or significantly disrupt academic and business practices of the institution. USF shall also adhere to federal, state and local government laws and established regulations, policies and standards.

When, in the opinion of the President, Chief Operating Officer and/or Vice President for Administrative Services, closely coordinated management of a significant or unique event, crisis or incident is necessary for the affected System institution(s) and location(s); multi-departmental and multi-agency coordination will occur through a partial or full activation of the affected USF System Emergency Operations Center (EOC). The President and/or Regional Vice Chancellors maintain the authority to activate Emergency Operations Centers at Regional Institutions.

EOC location, staffing and configuration shall be established in such a manner that best supports crisis and disaster management activities, relative to the threat, hazard, and need of field operations.

Crisis/Disaster Management shall occur as outlined in the USF System CEMP.

*Current Responsible Office: Administrative Services*

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.*

History: New 2-7-12, Amended 8-24-16 (technical).