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 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 USF.

II. DEFINITIONS

A. **USF**: Per the [USF Board of Trustees Policy 07-001](#), USF is comprised of three campus locations: 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.


C. **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.

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

F. **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 President:**
   1. Provides the assurance that USF 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 properties.
   3. Promotes, communicates and supports emergency management programs and initiatives throughout USF.
   5. Delegates to the Senior Vice President for Business and Financial Strategy, authority for the development, implementation, and management of USF Emergency Management and Continuity of Operations Programs.

B. **The Senior Vice President for Business and Financial Strategy:**
   1. Provides resources to support emergency management initiatives, programs and emergency operations.
   2. Promotes, communicates and supports emergency management programs and initiatives throughout USF.
3. Delegates to the USF Vice President for Administrative Services, authority for the development, implementation, and management of the USF Emergency Management and Continuity of Operations Program.

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

C. The Vice President for Administrative Services:
   1. Provides leadership and guidance in the implementation of emergency management initiatives across USF.
   2. Provides resources to support USF 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 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 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 USF’s all-hazard disaster prevention, protection, mitigation, response, and recovery programs.
   2. Assumes leadership position under emergency conditions through direction of the USF Emergency Operations Center.
   3. Provides recommendations to USF leadership to minimize risk associated with human-caused, natural, and technological hazards.
4. Activates emergency preparedness, response, and recovery operations for significant crises and disasters for USF.

5. Delegates to the USF Director of Emergency Management operational implementation of the USF Emergency Management Program.

F. Regional Vice Chancellors:

1. Direct and monitor all activity relative to the institution’s all-hazard disaster 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 Emergency Management Program.

3. Identifies a designee for operational implementation of the regional Emergency Management Program, in partnership with the USF Director of Emergency Management.

G. USF Emergency Management:

The USF Director of Emergency Management shall develop, implement and maintain the USF Emergency Management Program. The Director of Emergency Management shall:


2. Coordinate and manage the development and maintenance of academic and business Continuity of Operations (COOP) Plans across USF, with designated individuals from USF campuses/entities and locations.

3. Collaborate with designated individuals from campuses/entities and locations to develop, direct, communicate, and manage USF emergency preparedness education campaigns for all students, faculty and staff.

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

5. Develop, identify, and coordinate emergency preparedness training for USF 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 personnel and assets.

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

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

9. Serve as the single point-of-contact to coordinate incident management system implementation.

10. Chair the USF Critical Incident Planning Group.

11. 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 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 USF campuses/entities and the USF Director of Emergency Management in the development and implementation of efficient academic/business continuity plans and procedures which assist USF campuses 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 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 campuses 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 CEMP.

6. Act in accordance with established USF 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. CRITICAL INCIDENT PLANNING GROUP

USF shall maintain an advisory group to the Emergency Management Program titled the Critical Incident Planning Group (CIPG). This group shall be chaired by the USF Director of Emergency Management and provide input in the preparation, implementation, evaluation, and revision of the Emergency Management Program. The group shall be composed of personnel representing departments that retain a responsibility in the planning for and support of emergency operations. The group shall meet with a frequency as determined by the chair either in person or virtually. Positions represented on the CIPG shall be noted in USF CEMP.

VI. EMERGENCY PLANS

A. Comprehensive Emergency Management Plan:

1. The Director of Emergency Management shall develop and maintain USF CEMP, a comprehensive, University-wide all-hazards document designed to guide emergency operations at the University.

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

3. USF campuses/entities shall provide information to the Director of Emergency Management, as needed, to support development and maintenance of USF CEMP. The CEMP shall include a basic-plan, outlining the University-wide emergency operations strategy and operational and incident-specific annexes, as necessary. Each USF campus shall develop and maintain an EOP that shall serve as a core component of the USF 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 Director of Emergency Management in coordination with designated individuals from USF campuses/entities and locations.

B. **Continuity of Operations Plans:**

1. USF campuses 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 Director of Emergency Management in coordination with designated individuals from USF campuses/entities and locations.

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

VII. 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 campuses/entities and locations.

B. **Warning and Notification Systems:**

USF campuses 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 campuses/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 campuses/entities and locations shall immediately issue timely warnings whenever situations arise, either on or off campus, which in the judgment of designated USF public safety officials or University Police constitute a serious or continuing threat. USF
campuses and locations defined as campuses under the Jeanne Clery Disclosure of
Campus Security Policy and Campus Crime Statistics Act 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 campuses, 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 University-wide and campus based timely warning
and emergency notification processes shall be made publicly available to all personnel in
the Annual Security and Fire Safety Reports and should also be 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 USF, USF 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 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.

VIII. CRISIS AND DISASTER MANAGEMENT

USF 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 designated members of the University’s Executive Policy Group, the AVP for Facilities Management, or the Director of Emergency Management, closely coordinated management of a significant or unique event, crisis or incident is necessary for the affected USF campuses and location(s); multi-departmental and multi-agency coordination will occur through a partial or full activation of the affected USF Emergency Operations Center (EOC). The President and/or Regional Vice Chancellors maintain the authority to activate Emergency Operations Centers at USF Campuses.

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 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), 7-29-19 (technical).