

# Christopher Newport University Policy

## Policy: University Emergency Response Oversight Policy

### Policy Number: 1035

Executive Oversight:	Chief of Staff
Contact Office:	Vice President for Facilities and Campus Operations
Frequency of Review:	Annually
Date of Last Review:	July 2025

#### A. PURPOSE

This policy establishes the Emergency Policy Group (EPG) and the Emergency Management Team (EMT) and provides for response to emergencies affecting the campus as a part of Christopher Newport University's commitment to provide a safe environment for students, faculty, staff and visitors.

#### B. POLICY STATEMENT

Christopher Newport University shall take all reasonable and necessary steps to prepare for, respond to, and recover from an emergency event occurring on or near university property and/or significantly impacting students, faculty and staff. The Emergency Policy Group shall be responsible for leading these efforts and shall be assisted by the Emergency Management Team as necessary.

#### C. DEFINITIONS

**Emergency Event:** Any anticipated or unanticipated event in which the lives of people on campus, substantial university assets, and/or normal business operations may be at risk of loss, injury, disruption or damage and which requires a coordinated university response to mitigate, manage and recover from possible consequences.

**Emergency Policy Group:** The administrative unit responsible for preparation, response, and recovery when an emergency event is anticipated or occurs. Members of the EPG will staff the Emergency Operations Center (EOC) when activated. The EPG shall consist of the following:

- Chief of Staff (Ex Officio)
- Vice President for Facilities and Campus Operations (Chair)
- Provost
- Vice President of Student Affairs/Dean of Students

- Vice President for Enrollment, Student Success, and Institutional Effectiveness
- Sr. Associate Vice President/Chief People Officer
- Assistant Vice President for External Relations
- Chief Financial Officer
- Chief Communications Officer
- Chief of Police
- Chief Information Officer
- Director of Emergency Management
- Instructional Faculty Representative

**Emergency Management Team:** Individual staff responsible for implementing the directions of the EPG in preparation for, immediate response to, or sustained recovery from an emergency event. The EMT shall include the following:

- Director of Emergency Management - Chair
- University Police – Commander Police Captain, Operations
- University Police – Commander Police Captain, Services
- University Comptroller
- Assistant Director of Digital Content
- University Marketing Director
- Director of Building Operations
- Director of Facilities Operations and Maintenance
- Director of Facilities Planning and Sustainability
- Fire & Life Safety Coordinator
- Director of Residence Life and Housing Administration
- Executive Director of Counseling and Health Services
- Executive Director of Ferguson Center
- Executive Director of Torggler Center
- Executive Director of University Events
- Director of Athletics
- Director of Human Resources Operations
- Director of Grounds
- Associate Director of Grounds
- Director of Environmental Health, Safety, and Risk Management
- Executive Director for Auxiliary Services
- Director of Procurement Services
- Director of Planning and Budget
- Associate Vice President of Students Affairs
- Associate Vice President for Enrollment Services and University Registrar
- Assistant Vice President for Facilities and Campus Operations
- Freeman Center Building Manager
- Associate Director of Athletics

## **D. PROCEDURES**

### **1. Roles and Leadership**

#### **a. *University President***

The President is the decision authority and shall make final decisions concerning preparedness, response, recovery and communication in an emergency event. The President shall receive recommendations for response, recovery and communication in an emergency situation from the EOC via the Chief of Staff.

#### **b. *EOC Director***

The Chief of Staff shall assume duties as the EOC Director upon activation of the Emergency Operation Center. The EOC Director shall direct the university's response to and recovery from an emergency event. The EOC Director shall report and respond to the President. In the absence of the Chief of Staff, the Vice President for Facilities and Campus Operations shall assume this role.

#### **c. *EPG Chair***

The Vice President for Facilities and Campus Operations shall chair the Emergency Policy Group. The Chair of the EPG shall report and respond to the President concerning emergency mitigation and preparedness actions. The Chief of Staff will be a voting, ex officio member of the EPG.

### **2. Policy Development**

In addition to staffing the Emergency Operations Center during emergencies, the EPG is tasked with developing and recommending major policy and procedural changes related to emergency preparedness planning. Any proposed policies or policy provisions shall be considered by the University Policy Group for submission to the President for approval.

### **3. Training Requirements**

In order to effectively manage emergency events, EPG members shall be trained in appropriate systems and structures necessary for the successful coordination of response efforts. Necessary systems include the National Incident Management System (NIMS) and the Incident Command System (ICS). EMT members must also be trained in ICS.

The EPG is responsible for ensuring that the University meets federal, state and local requirements for preparedness by participating in practice exercises.

### **4. Continuity of Operations**

The Director of Emergency Management is responsible for reviewing, updating and maintaining the University's Continuity of Operations (COOP) plan and the Crisis Emergency Management Plan (CEMP). The Director of Emergency Management shall provide the COOP and CEMP to the EPG annually for the purpose of review and comment.

## **E. REFERENCES**

CNU Board of Visitors Resolution 1, Crisis and Emergency Management Plan and Emergency Operations Plan, dated June 7, 2024.

CNU Continuity of Operations Plan (COOP)

CNU Crisis Emergency Management Plan (CEMP)

## **F. APPROVAL AND REVISIONS**

**Approved By:** Policy Committee, December 14, 2016

**Revision 1:** Policy Committee, October 18, 2017

**Revision 2:** Policy Committee, May 15, 2019

**Revision 3:** Policy Committee, January 14, 2021

**Revision 4:** Policy Committee, February 2023

**Revision 5:** Policy Committee, August 19, 2024

**Revision 6:** Policy Committee, July 8, 2025

## **G. NEXT REVIEW DATE:** Spring 2026