Christopher Newport University Policy

Policy: University Emergency Response Oversight Policy
Policy Number: 1035

Executive Oversight: Vice President for Finance and Planning/CFO
Contact Office: Vice President for Finance and Planning/CFO
Frequency of Review: Annually
Date of Last Review: January 2021

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 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. The EPG shall consist of the following:

- Vice President for Finance and Planning/CFO (Chair)
- Chief of Staff
- Provost
- Vice Provost for Undergraduate Education
- Vice President of Student Affairs/Dean of Students
Vice President for Administration and Auxiliary Services
Vice President for Enrollment Services and Student Success (new addition)
Chief Communications Officer
Chief of Police
Chief Information Officer
Director of Emergency Management

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:

- Police Captain, Lieutenant, or Sergeant designated by the CNU Chief of Police
- Associate Dean of Students for Campus Life
- Associate Dean of Students for Leadership & Student Development
- Associate Vice President for Auxiliary Services
- Materiel Management Director
- Environmental Health & Safety Manager
- Academic Dean designated by the Provost
- Director of Athletics
- Director of Human Resources
- University Comptroller
- Director of Grounds
- Building Managers
- Associate Director for Enterprise Services
- Associate Director of ITS Systems and Support
- Executive Director of the Ferguson Center
- Executive Director of the Fine Arts Center
- Chair of the Faculty Senate, or designee
- Director of Residence Life
- Director of Counseling and Health Services
- Assistant Director of Communications-Editorial and Content Strategy

D. PROCEDURES

1. Roles and Leadership

a. Decision Authority
The President shall make final decisions concerning response, recovery and communication in an emergency event. The President shall receive recommendations for response, recovery and communication in an emergency situation from the EPG via its Chair. In the absence of the President, the Vice President for Finance and Planning/CFO shall assume this role, to be followed by the Chief of Staff, the Vice President of Student Affairs, and the Provost. Are VPSA and Provost independent or are the co-chair at this point?
b. **Chair**
The Vice President of Finance and Planning/CFO shall chair the Emergency Policy Group. The Chair of the EPG shall report and respond to the President concerning emergency planning, response, and recovery. In the absence of the Vice President for Finance and Planning/CFO, the Chief of Staff shall assume this role, to be followed by the Vice President of Student Affairs, and the Provost.

c. **Emergency Response and Recovery**
The Chair of the EPG shall direct the university’s response to and recovery from an emergency event. The Director of Emergency Management serves as facilitator to the EPG and EMT.

2. **Policy Development**

   In addition to managing emergency events, the EPG is tasked with developing and recommending major policy and procedural changes related to emergency 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 will 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 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

G. NEXT REVIEW DATE: Spring 2022