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:	February 2023

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 President of Student Affairs/Dean of Students
- Vice President for Administration and Auxiliary Services

- Vice President for Enrollment Services and Student Success
- Associate Vice President/Chief Human Resources Officer
- Chief Communications Officer
- Chief of Police
- Chief Information Officer
- Director of Emergency Management (staff)

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, which is chaired by the Director of Emergency Management, shall include the following:

- Director of Emergency Management (chair)
- Police Captain, Lieutenant, or Sergeant designated by the CNU Chief of Police
- Assistant Vice President of Student Affairs
- Associate Dean of Students
- Associate Vice President for Auxiliary Services
- Director of Procurement Services
- Director of Environmental Health, Safety and Risk Management
- Academic Dean designated by the Provost
- Assistant Vice President for Enrollment Services and University Registrar
- Director of Athletics
- Director of Facilities Management
- Director of Human Resources Operations
- University Comptroller
- Director of Grounds
- Director of Housing
- Director of Building Operations
- Associate Director for Enterprise Services
- Associate Director of ITS Systems and Support & Deputy CIO
- Executive Director of the Ferguson Center
- Executive Director of the Torggler Fine Arts Center
- Chair of the Faculty Senate, or designee
- Director of Residence Life
- Executive Director of Health and Counseling Services
- Content Specialist

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.

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 staff to the EPG and Chair of the 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 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 December 3, 2021.
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 23, 2023

G. NEXT REVIEW DATE: Spring 2024