

# Shawnee State University

SUBJECT: EMERGENCY MANAGEMENT	POLICY NO. :	5.35
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	PAGE NO.:	1 OF 2
	EFFECTIVE DATE:	01/17/14
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	RESPONSIBLE OFFICER(S):	PRESIDENT/VPF&A
	APPROVED BY:	BOT

## 1.0 POLICY PURPOSE

Shawnee State University is committed to providing a safe and secure environment to those who work, study, live, and visit the campus. In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 USC § 1092(f)*, this policy serves to ensure that an Emergency Response Plan (ERP) and relevant additional safety and security protocols are adopted for the campus community.

## 2.0 SCOPE AND APPLICATION OF EMERGENCY RESPONSE PLAN

2.1 There shall be an ERP, safety procedures, and security protocols that:

2.1.1 Identify an Emergency Response Coordinator (ERC) responsible for implementing the ERP and an Emergency Response Team responsible for executing assigned roles during an emergency appointed by the President.

2.1.2 Describe specific responses to emergencies that address campus and community communication and notification, ensure availability of essential equipment, include written procedures, and provide for ongoing training for safety and security personnel and campus constituents, where appropriate.

2.1.3 Provide for active emergency response planning, training, and exercises necessary to maintain peak efficiency and that describe the roles and responsibilities of departments as well as individuals in order to provide a uniform and comprehensive approach to prepare for, respond to, and reduce the impact of emergencies.

2.2 The preparation for emergencies that must occur as the result of the specialized operation of a single department or classroom will remain the responsibility of the individual who is responsible for that department or the faculty member(s) responsible for the classroom, working in conjunction with the University's Emergency Response Coordinator and/or the Office of Environmental Health & Safety.

### 3.0 COMPLIANCE

- 3.1 All University employees, students, and visitors of property owned, leased or controlled by the University are subject to this policy.
- 3.2 Persons who violate provisions this policy, refuse to evacuate any building or area, or refuse to follow the directions of emergency personnel during an emergency will be subject to the applicable corrective disciplinary process. In the case of student residents, non-adherence could result in termination of the student housing contract and other sanctions as dictated by the Student Code of Conduct.

### 4.0 PROCEDURES

- 4.1 The President shall ensure the development and maintenance of procedures and designate the appropriate University officials to effectively implement this policy.
- 4.2 Designated University officials charged with such responsibility shall:
  - 4.2.1 Oversee the day-to-day management of the University's Emergency Response Plan, procedures, and guidelines necessary to assure compliance with this policy for approval by the President or designee.
  - 4.2.2 Ensure the accuracy and currency of procedures, practices, and programs specific to the safety and security of the campus community, to execute measures that ensure compliance including meeting timely reporting requirements with applicable federal, state and local laws, to effectively and professionally enforce these laws and University policies, and to provide regular and specialized training and awareness activities as deemed essential to fulfill their assigned duties.

### 5.0 RELATED LINKS

- 5.1 [Campus Emergency Procedures](#)

History: (Eff. 1/17/14)