

Shawnee State University

POLICY TITLE:	EMERGENCY MANAGEMENT
POLICY NO. :	5.35REV
ADMIN CODE:	3362-5-35
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	12/08/2022
NEXT REVIEW DATE:	12/2025
RESPONSIBLE OFFICER:	VPFA
APPROVED BY:	BOARD OF TRUSTEES

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 (ERP)

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. The Emergency Response Coordinator and Emergency Response Team shall be 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 University's Emergency Response Plan (ERP) details actions to be taken during an emergency/incident by an individualized department and/or department head. The preparation for these actions will remain the responsibility of the individual responsible for that department and/or classroom, working in conjunction with the University's Director of Public Safety and the Emergency Response Coordinator.

3.0 COMPLIANCE

- 3.1 All University employees, students, and visitors to property owned, leased or controlled by the University are subject to this policy.
- 3.2 Persons who violate provisions of 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 Conduct Code.

4.0 PROCEDURES

- 4.1 The President shall ensure the adoption of the Emergency Response Plan (ERP) and the designation of appropriate University officials to effectively implement this policy.
- 4.2 Designated University officials are charged with responsibilities such as:
 - 4.2.1 Oversight of the day-to-day management of the University's Emergency Response Plan, procedures, and guidelines necessary for compliance with this policy.
 - 4.2.2 Ensuring the accuracy and currency of procedures, practices, and programs specific to the safety and security of the campus community.
 - 4.2.3 Execution of measures that ensure compliance, including meeting reporting requirements with applicable federal, state and local laws.
 - 4.2.4 Effective and professional enforcement of applicable laws and University policies.
 - 4.2.5 Regular and specialized training and awareness activities as deemed essential.

History:

Effective 1/17/2014
Revised: 9/13/2019
Reviewed: 12/08/2022 with minor revisions

Ref: [Campus Emergency Procedures](#)