

HOWARD UNIVERSITY POLICY

Policy Number: 200-001 Administration, Facilities and Public Safety
Policy Title: HOWARD UNIVERSITY EMERGENCY MANAGEMENT PLAN
Responsible Officer: Chief Human Resources Officer
Responsible Office: Office of the Chief of Police/Director of Public Safety
Effective Date: May 24, 2011
May 29, 2012 – Conforming Revisions

I. POLICY STATEMENT

It is the policy of Howard University (“the University”) to coordinate and direct appropriate resources towards an effective response to, and recovery from any emergency that may place the University and members of the University Community at physical risk. This effort is dependent upon the development of a comprehensive *Emergency Management Plan*, supplemented by specific plans from schools/colleges, departments and divisions. The *Emergency Management Plan* is administered and maintained by the Chief of Police/Director of Public Safety who is authorized to carry out its execution on behalf of the University President.

This policy delineates a chain of command establishing the authority and responsibilities of campus officials and staff members, and requires individual schools/colleges, departments and divisions to designate facility/building coordinators who are trained and provided the authority to modify emergency procedures and commit resources for emergency preparedness, response, and recovery, as necessary. The University’s *Emergency Management Plan* is updated annually and conforms to pertinent federal, state, local and other guidelines and regulations.

II. RATIONALE

If this policy is not adopted, the University could be at-risk of violating the *Emergency Response and Notification Guidelines* of the Higher Education Opportunity Act (HEOA) established by the U.S. Department of Education.

This policy complies with the HEOA Guidelines and with the provisions of the *Jeanne Clery Act*.

Additionally, the University benefits from having the *Emergency Management Plan* in place to ensure a systematic response to and recovery from major incidents or catastrophic events.

III. ENTITIES AFFECTED BY THIS POLICY

This policy applies to all entities of the University except Howard University Hospital. Howard University Hospital maintains a mandated hospital-specific emergency management plan, which complements the University's plan.

The following key University stakeholders are engaged in the implementation of this policy; electronic copies of the HU-EMP shall be made available to them annually:

- Office of the President
- Auxiliary Services
- Deans and Directors
- Department Managers
- Department of Public Safety
- Enterprise Technology Services
- Executive Cabinet Officers
- Howard University Hospital
- Office of the Vice President for Student Affairs
- Office of University Communications
- Physical Facilities Management
- Student Organizations

IV. DEFINITIONS

D.C. Homeland Security & Emergency Management Agency (DCHSEMA): The District of Columbia's lead agency responsible for administering the emergency management plan for the city.

Emergency Management Team (EMT): The team responsible for providing oversight, coordination, and leadership for the promotion of activities and services relating to the University's *Emergency Management Plan*. During an emergency event, this team also serves in the emergency operations center as the group responsible for carrying out response strategies and tactics, deploying resources, and initiating the recovery process.

Howard University Emergency Management Plan (HU-EMP): The *Howard University Emergency Management Plan*, or HU-EMP, is the controlling document that establishes and outlines the University's plan for preparedness, prevention, mitigation, response and recovery related to major emergencies.

Levels of Operation: The HU-EMP is based on four levels of management escalation requiring specific response from the University according to the emergency incident. Levels of Operation are:

Level 1 – Day-to-day, normal operations.

Level 2 – A short-term, minor incident that can be resolved quickly and impacts one department.

Level 3 – An incident that may impact multiple departments and may be of a longer duration than Level 2. The Chief Human Resources Officer and the University President are engaged in responding to Level 3 emergencies.

Level 4 – An incident that impacts major operations of the University, and may go on for an undetermined period of time. The Chief Human Resources Officer and the University President are engaged in responding to Level 4 emergencies.

National Incident Management System (NIMS) – a network administered by the Federal Emergency Management Agency, U.S. Department of Homeland Security that supports emergency preparedness through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action.

Policy Group: The President and Executive Cabinet members who comprise senior-level leadership and make decisions, as appropriate, in response to emergency events. This group decides on what and when to communicate to the University Community after consultation with the Police Chief/Director of Public Safety.

University Community: Students, faculty, staff and others authorized to be on Howard University’s campuses, such as University vendors and consultants.

V. POLICY/PROCEDURES

The Chief of Police/Director of Public Safety shall oversee the development of the HU-EMP and ensure that it is consistent with established best practices. The HU-EMP shall incorporate the use of NIMS to facilitate interagency coordination between responding agencies. The University shall cooperate with federal, state and local emergency management agencies, such as the DCHSEMA, and other responders in the development, implementation and execution of its emergency response plans.

The HU-EMP shall be developed and evaluated annually through recurring exercises designed to test the proficiency of the EMT in carrying out all aspects of the *Emergency Management Plan*. The results of these exercises shall be provided to the Chief Human Resources Officer by the Chief of Police/Director of Public Safety.

VI. INTERIM POLICIES

There are no interim policies.

VII. SANCTIONS

Nothing in this policy shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the HU-EMP.

Failure of schools/colleges, departments and divisions to identify EMT members or comply with the development of the HU-EMP and its implementation may result in a citation from the Chief of Police/Director of Public Safety depending upon the severity of infractions.

VIII. HYPERLINK

[Policy Office | Howard University Office of the Secretary](#)

[Homepage | Department of Public Safety \(howard.edu\)](#)