



RUTGERS POLICY

Section: 30.1.7

Section Title: Public Safety

Policy Name: Emergency Management

Formerly Book:

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: Division of Administration and Public Safety

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Errors or changes? Contact: apspolicies@aps.rutgers.edu

1. **Policy Statement**

Rutgers University is required by local, state, federal laws and other governmental regulations and mandates to publish and maintain an Emergency Operations Plan (EOP)¹. The Office of Emergency Management is responsible for the publication, maintenance, and compliance with the Emergency Operations Plan. The EOP provides the University community with an effective, integrated emergency response designed to minimize the loss of life and property², while maintaining the University's essential functions of teaching, research, and public service during and after emergencies. To prepare for and respond to emergencies, Rutgers is required to coordinate the use of all available resources in accordance with the EOP. In an emergency, the Office of Emergency Management must ensure all available internal and external resources are trained and prepared, can be immediately mobilized, and effectively utilized to address the critical event.

2. **Reason for Policy**

The distinctive organizational design of Rutgers' three campuses is serviced through a centralized system of support from the Office of Emergency Management that allows all the campuses to maintain independent day-to-day operational control while ensuring accountability, consistency and internal jurisdictional control over emergency personnel when it is most important to do so. This policy outlines the responsibilities, under the Emergency Operations Plan to address this unique situation by defining what support and oversight is provided centrally while ensuring the campus' day-to-day operations remain flexible, autonomous and independent.

3. **Who Should Read This Policy**

All members of the University community.

¹ Reference Title VIII, Part L *Student Safety and Campus Emergency Management of HEOA*, and 2008 amendments to Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

² Refer to page 5 of the Rutgers EOP, *Promulgation Statement*.

4. **Related Documents**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Higher Education Opportunity Act-Reauthorization of 2008

P.L. 2011, Chapter 214

Policy 60.3.16, Attendance During Adverse Weather Conditions

Policy 60.9.58, Inclement Weather and Emergency Curtailment of Operations

5. **Contacts**

Office of Emergency Management

<http://emergency.rutgers.edu/>

848-932-7211

6. **Policy**

30.1.7 EMERGENCY MANAGEMENT

A. **Introduction**

The Office of Emergency Management (OEM) coordinates all campus emergency planning, activities, mitigation, response, and recovery efforts.³ This includes the development and maintenance and approval of an Emergency Operations Plan (EOP) and all training, preparing and development of an Emergency Management Team. This department is also responsible for being the primary liaison between the University and other outside municipal, state and federal agencies related to, or directly responsible for, emergency management. OEM develops and maintains the Emergency Operations Plans (EOPs) for the University, ensures regular tests of emergency management systems are conducted and makes sure the necessary environmental health, emergency services, police department and other support personnel are available when requested. OEM will oversee all campus-wide emergency/disaster plans, training, and exercises. The Office of Emergency Management will ensure the department emergency plans and annexes are in line with the University Plan. The Director of Emergency Management will obtain the approval of the Emergency Operations Plans by the University Board of Governors⁴. The Office of Emergency Management manages all the Emergency Support Functions.

An emergency is defined as an event, expected or unexpected, involving shortages of time and resources, that places life, property, or the environment in danger and that includes and goes beyond the regular 9-1-1 Police/Fire/Medical response.

B. **Emergency Management Chain of Command:**

1. The University President has the authority for the University's overall response to emergencies and incidents which may affect the University and its operations⁵.
2. The University President or their designee, in times of emergency or threat to the university community, may declare a campus emergency which may modify the University's or an individual campus' operational status as well as make available University resources and direct University operations to the incident. The size and scope of the emergency will be conveyed at the time of the declaration in accordance with the Emergency Operation Plan⁶. Campus resources may be directed and made available to be utilized to prepare for the threat, to mitigate

³ Refer to FEMA's *Guide for All-Hazard Emergency Operations Planning*
<http://www.fema.gov/pdf/plan/slg101.pdf>

⁴ Refer to P.L. 2011, c.214

⁵ Refer to *Operations and Control* Section of Rutgers EOP

⁶ Refer to *Operations and Control* Section of RU EOP (pg. 9)

the incident and/or restore the University to an operational status.

3. The Vice President for Administration & Public Safety serves as the University's Emergency Management Coordinator⁷ and as such functions as the President's direct representative during public safety emergency operations⁸. The Vice President for Administration & Public Safety also has delegated authority to engage in mutual aid agreements⁹ and partnerships with responders and services to provide additional resources beyond the campus' capabilities to assist during an incident.
4. The Office of Emergency Management Director shall maintain, review, and ensure compliance of the Emergency Operation Plan. The Emergency Management Director will provide assistance and coordination of campus public safety planning for large events. The Emergency Management Director will manage the Emergency Operations Center, and provide assistance and support to Department Operation Centers.
5. During an incident or heightened periods of increased risks, the Vice President for Administration and Public Safety, in consultation with the Office of Emergency Management, Incident Commanders and University Emergency Management Team, and the President if warranted, has the authority to take the necessary steps to maintain or restore normal university operations¹⁰.
6. Normal day-to-day public safety duties provided on the Rutgers campuses shall be the responsibility of the respective departments¹¹.
7. Should a public safety emergency arise that requires a significant multi-department response, the Emergency Management Coordinator will activate the University Emergency Management Team¹². This team is composed of administrators and department heads whose organizations have emergency response functions or resources¹³. The Emergency Management Coordinator coordinates the efforts of the various team members¹⁴. The Director of the Office of Emergency Management will manage resources, planning and the maintenance of the University Emergency Operation Plan and lead the support from the Emergency Management Team.
8. During emergencies requiring the activation of the Emergency Management Team, department heads would remain in charge of their respective departments¹⁵.

C. **Compliance Procedures**

1. **Emergency Reporting and Response - Normal Operations**

During normal operations, Rutgers Public Safety units coordinate and respond to emergencies on and around campus. Rutgers Public Safety also coordinates response to fire and medical emergencies. Municipal partners will assist in rendering additional support and/or resources. National Incident Management System (NIMS) protocols will be used to manage the incident or event.

⁷ Refer to *Statement of Approval* of RU EOP designating VP as Emergency Management Coordinator

⁸ Refer to *Operations and Control* Section of RU EOP (pg. 9)

⁹ Refer to the Rutgers *Signatory Authority Matrix*

<http://generalcounsel.rutgers.edu/Signatory/documents/00067275.PDF>

¹⁰ Refer to *Operations and Control* Section of RU EOP (pg. 10)

¹¹ Refer to *Operations and Control* Section of RU EOP (pg. 9)

¹² Refer to *Operations and Control* Section of RU EOP (pg. 10)

¹³ Refer to *Operations and Control* Section of RU EOP (pg. 10)

¹⁴ Refer to *Operations and Control* Section of RU EOP (pg. 10)

¹⁵ Refer to *Operations and Control* Section of RU EOP (pg. 10)

For emergencies at all Rutgers campuses, dial:

- From a University phone, obtain an outside line and dial 9-1-1
- From any pay phone, off-campus phone, or cellular phone dial 9-1-1.

2. **Emergency Reporting and Response - Large Scale Event/Incident**

During an emergency affecting the entire campus or region, normal reporting and response services may not be available. Coordinated and integrated campus-wide response to emergencies on the New Brunswick/Piscataway campus is provided through the Rutgers University Emergency Operations Center (EOC) using an Incident Command System (ICS) to manage hour-by-hour decisions during and after a major event. Emergency Response Operations at the Newark and Camden campuses are managed locally by Rutgers Police Department and Campus Administrators with support and communications link to the Rutgers New Brunswick EOC.

The EOC is structured and equipped to provide:

- Direction and Control.
- Communications with the President and Administration, other Rutgers departments and units as well as with city, county, state and federal officials.
- Coordination with other government agencies.
- Information Management.

The EOC is supported by the University Operational units. Operational Units transmit emergency impact reports to the EOC, and in some cases, provide emergency response services and relay emergency information and instruction to their constituents.

3. **Recovery**

All University Departments shall have a Continuity of Operations Plan to identify core operations, facilities and personnel needed to continue the mission of the University. The Emergency Operations Center will be utilized to manage large recovery operations

E. **Actions Implemented During Periods of Increased Risk**

During periods of heightened risk, initial emergency information, direction and control will originate from the Rutgers University Division of Administration & Public Safety¹⁶. If it becomes necessary to activate the Emergency Management Team, an Emergency Operations Center (EOC) will be established¹⁷. The EOC will be activated at the discretion of the Emergency Management Coordinator or, in his/her absence, by his/her designee for any emergency that exceeds the capabilities and resources of the University's regular emergency services and routine mutual aid. This would include incidents that may require extensive and coordinated consequence management activities.

¹⁶ Refer to *Operations and Control* Section of RU EOP (pg. 10)

¹⁷ Refer to *Operations and Control* Section of RU EOP (pg.10)

F. **Requests for Resources and Information**

During times of emergency all University department heads shall direct and coordinate all resource requests, and report efforts through the Emergency Management Team to the Office of Emergency Management. The Emergency Management Team shall prioritize all University resource requests and direct them to the affected area.

The University will cooperate with all other local and appropriate agencies that have responsibilities relating to disaster preparedness, response, and control. The University will also take the required and prudent steps to assure the continuity of operations and restoration of normal processes as quickly as possible following an emergency.