

**UNIVERSITY POLICY**

|                               |   |                       |   |  |                             |
|-------------------------------|---|-----------------------|---|--|-----------------------------|
| <b>Policy Name:</b>           | Emergency Management  |                       |   |  |                             |
| <b>Section #:</b>             | 30.1.7  | <b>Section Title:</b> | Administration and Public Safety: Public Safety | <b>Formerly Book:</b>  | N/A                         |
| <b>Approval Authority:</b>    | Executive Vice President, Strategic Planning and Operations & COO |                       | <b>Adopted:</b>                                 | 3/17/2014  | <b>Reviewed:</b> 02/07/2020 |
| <b>Responsible Executive:</b> | Executive Director of Public Safety / Chief of University Police  |                       | <b>Revised:</b>                                 | 2/27/2017; 10/12/2018; 02/07/2020                                      |                             |
| <b>Responsible Office:</b>    | University Public Safety  |                       | <b>Contact:</b>                                 | <a href="mailto:policies@ipo.rutgers.edu">policies@ipo.rutgers.edu</a> |                             |

**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).<sup>1</sup> 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 property,<sup>2</sup> 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 University 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.

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<sup>1</sup> 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

<sup>2</sup> Refer to page 5 of the Rutgers EOP, *Promulgation Statement*

#### 4. Resources

[University Policy 30.3.2: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#)

[Higher Education Opportunity Act-Reauthorization of 2008  
P.L. 2011, Chapter 214](#)

[University Policy 60.1.29: Adverse Weather and Emergency Curtailment of Operations](#)

[Rutgers University Emergency Action Plans](#)

#### 5. Definitions

Emergency – 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.

#### 6. The Policy

##### I. Introduction

The Office of Emergency Management (OEM) coordinates all University emergency planning, activities, mitigation, response, and recovery efforts.<sup>3</sup> 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 office 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 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 Emergency Operations Plan. The Director of Emergency Management will obtain the approval of the Emergency Operations Plans by the University Board of Governors.<sup>4</sup> The Office of Emergency Management manages all the Emergency Support Functions.

##### II. 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 operations.<sup>5</sup>
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 Plan.<sup>6</sup> Campus resources may be directed and made available to be utilized to prepare for the threat, to mitigate the incident and/or restore the University to an operational status.

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

<sup>4</sup> Refer to P.L. 2011, c.214

<sup>5</sup> Refer to *Operations and Control* Section of Rutgers EOP

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

3. The Executive Vice President for Strategic Planning and Operations & Chief Operating Officer serves as the University's Emergency Management Coordinator<sup>7</sup> and as such functions as the President's direct representative during public safety emergency operations.<sup>8</sup> The Executive Vice President for Strategic Planning and Operations & Chief Operating Officer also has delegated authority to engage in mutual aid agreements<sup>9</sup> 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 Emergency Management Coordinator, 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 operations.<sup>10</sup>
6. Normal day-to-day public safety duties provided on properties owned or controlled by Rutgers, The State University of New Jersey, shall be the responsibility of the respective departments.<sup>11</sup>
7. Should a public safety emergency arise that requires a significant multi-department response, the Emergency Management Coordinator will activate the University Emergency Management Team.<sup>12</sup> This team is composed of administrators and department heads whose organizations have emergency response functions or resources.<sup>13</sup> The Emergency Management Coordinator coordinates the efforts of the various team members.<sup>14</sup> 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 departments.<sup>15</sup>

### **III. Compliance Procedures**

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

During normal operations, University Public Safety units coordinate and respond to emergencies on and around campus. University Public Safety also coordinates response to fire and medical emergencies. Municipal partners will assist in rendering additional support

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<sup>7</sup> Refer to *Statement of Approval* of RU EOP designating Executive Vice President for Strategic Planning and Operations & Chief Operating as Emergency Management Coordinator

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

<sup>9</sup> Refer to the Rutgers *Signatory Authority Matrix*  
<http://generalcounsel.rutgers.edu/signatory-policy-matrix>

<sup>10</sup> Refer to *Operations and Control* Section of RU EOP (pg. 10)

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

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

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

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

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

and/or resources. National Incident Management System (NIMS) protocols will be used to manage the incident or event.

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 response to emergencies at Rutgers University–New Brunswick 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 Rutgers University–Newark and Rutgers University–Camden are managed locally by the Rutgers Police Department and Campus Administrators with support and communication links to the Rutgers University–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.

## **IV. Actions Implemented During Periods of Increased Risk**

During periods of heightened risk, initial emergency information, direction and control will originate from Rutgers University Public Safety.<sup>16</sup> If it becomes necessary to activate the Emergency Management Team, an Emergency Operations Center (EOC) will be established.<sup>17</sup> 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.

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

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

**V. 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.