

EDINBORO UNIVERSITY OF PENNSYLVANIA

Emergency Operations Plan - Policy No. D003

Recommended for Approval By James P. Sheehan, Vice President for Finance and Administration

Approved By Frank G. Pogue, President on May 1, 2004

Review Date: As Required

INTENT

To provide a University-wide framework for a coordinated emergency response to potential incidents that may occur on the Edinboro University campus as a result of local, regional or national emergencies.

POLICY

The Emergency Operations Plan (EOP) is designated as the governing document for implementation of this policy.

PROCEDURE

Emergency Operating Guidelines will be made available to employees and supervisors of employees in accordance with the Emergency Operations Plan. Due to the sensitive nature of the materials contained in the plan, and for security reasons, the entire Emergency Operations Plan is not available for widespread distribution to employees or the general public. University employees will have access to general guidelines on how to respond to various types of emergencies that are detailed in the plan.

The Vice President for Finance and Administration will evaluate requests for copies of the Emergency Operations Plan.

The Emergency Operations Plan will be kept current and updated in accordance with the plan.

The Director of Environmental Health and Safety will be responsible for convening a Emergency Operations Planning Committee representing Facilities, University Police, Academic Affairs, and Student Affairs that will review and revise the Emergency Operations Plan in response to changing needs and regulations.

The Director of Environmental Health and Safety is identified as the administrator of the Emergency Operations Plan and, in accordance with the plan, will maintain the master copy of the Emergency Operations Plan, ensure appropriate distribution of the plan, and update distributed copies accordingly.

All employees who receive a copy of the plan shall be familiar with the Emergency Operating Guidelines and will be responsible for implementing those actions as defined in the Emergency Operations Plan.

(Environmental Health and Safety)