

<b>System-wide Policy:</b> <b>SA0200 - Emergency Management</b>	
<b>Version: 6</b>	<b>Effective Date: 01/10/2023</b>

## SA0200 – Emergency Management

### POLICY STATEMENT

- I. Comprehensive Emergency Management Plan
  - a. Each campus and institute must maintain a comprehensive emergency management plan that meets federal and state requirements. The university uses the Federal Emergency Management Agency’s (FEMA) Comprehensive Preparedness Guide (CPG 101), the Tennessee Emergency Management Agency’s (TEMA) plan template and the Emergency Management Accreditation Program’s (EMAP) standards as guidelines for emergency plans.
  - b. University locations not geographically located on a campus are not required to maintain an independent emergency management plan, but must maintain emergency procedures which at a minimum include evacuation, shelter-in-lace, active shooter, and accountability procedures.
  - c. The UT System will maintain a UT System emergency management plan, which will include the emergency management plan from each campus/institute.
- II. Emergency Operations Center
  - a. Each campus and institute must designate a space for an Emergency Operations Center (EOC) so that personnel can gather in the event of a campus emergency. The space must be properly equipped with all services necessary for a multiagency coordination.
- III. Designated Official
  - a. Each campus/institute is responsible for designating in writing a person to serve as the campus emergency manager to ensure emergency management responsibilities are fulfilled as described in this policy.
  - b. Each campus/institute emergency manger must maintain building-specific emergency action plans to address evacuation and sheltering of occupants during emergencies.
- IV. System Role

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- a. Serve as a liaison between the university and TEMA for planning, coordination and response of university activities during activation of the State Emergency Operations Center.
- b. Provide the necessary guidance for campus/institute officials to meet federal and state requirements.
- c. University units that are not responsible for maintaining an independent emergency management plan are still responsible for developing and maintaining local building emergency procedures to address the safety of occupants with the assistance of and oversight by campus safety officials.
- d. UT System employees follow the emergency plan of the campus that they are on.
- e. The Institute for Public Service (IPS), UT Foundation (UTFI), Tennessee Research and Education Centers, 4-H Centers, and all 95 county UT Extension offices shall prepare emergency procedures for inclusion in the UT System emergency management plan. Those emergency procedures must address their specified tasks in the emergency support functions of the TEMA plan. The UT Space Institute in Tullahoma and the Institute for Agriculture in Knoxville are covered under the UTK emergency management plan.
- f. Campus emergency management programs will be guided by nationally accepted emergency management program standards and campus emergency plans will be consistent with CPG 101, National Incident Management System (NIMS), TEMA and the Emergency Management Accreditation Program (EMAP).

#### REASON FOR THE POLICY

The system-wide emergency management policy provides university officials guidelines to assist campuses/institutes/units to develop and maintain plans and procedures that meet emergency prevention, mitigation, preparedness, response and recovery requirements within the National Incident Management System (NIMS)) and the Tennessee Emergency Management Agency (TEMA) plan. These plans and procedures will help ensure that all campuses/institutes/units

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are able to respond appropriately in the case of emergencies or disasters (which could occur within or around the university community) in order to minimize negative effects on persons and property and facilitate recovery from these incidents.

Most immediate emergency response actions that involve protection from harm to persons and property are executed at the local and regional level. Therefore, the goal of having a system emergency management policy is to provide general guidelines that assist campuses/institutes/units in responding to emergencies and to establish procedures to monitor the emergency preparedness activities of campuses/institutes/units. The system guidelines will specify requirements that campuses/institutes/units must meet to adhere to state and federal requirements. The guidelines will also be flexible enough to allow campuses/institutes/units to develop plans and procedures that meet their emergency management needs and that can be executed at the campus/institute/unit level.

## SCOPE AND APPLICATION

This policy applies to all parts of the University of Tennessee which includes its campuses, institutes, extension offices, and all faculty, students, and staff.

## DEFINITIONS

TEMA: Tennessee Emergency Management Association

NIMS: National Incident Management System

FEMA: Federal Emergency Management Agency

COOP: Continuity of Operations Plan

ICS: Incident Command System

## PENALTIES/DISCIPLINARY ACTION FOR NON-COMPLIANCE

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Any entity not in compliance with this policy is subject to review by the Senate Education Committee as well as the UT Department of Audit & Compliance

## RESPONSIBLE OFFICIAL & ADDITIONAL CONTACTS

Subject Matter	Office Name	Name of Contact	Phone Number	Email
Policy Official	UT System	Mike Gregory	865-974-5028	Mike.gregory@tennessee.edu
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## POLICY HISTORY

Revision 1: July 1, 2010

Revision 2: July 1, 2022

## RELATED POLICIES/GUIDANCE DOCUMENTS

<b>System-wide Policy:</b> <b>SA0200 - Emergency Management</b>	
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UT System Emergency Management Website: <https://safety.tennessee.edu/emergency/>

## CHANGES

Send change recommendations to the UT TEMA ESC (Mike Gregory) at [mike.gregory@tennessee.edu](mailto:mike.gregory@tennessee.edu)