

OLD DOMINION UNIVERSITY

University Policy

Policy #1021

EMERGENCY MANAGEMENT POLICY

Responsible Oversight Executive: Vice President for Administration and Finance

Date of Current Revision or Creation: March 3, 2022

A. PURPOSE

The purpose of this policy is to establish and guide the framework for emergency management (EM) programs at all Old Dominion University facilities.

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#) grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 21(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Code of Virginia Section 23.1-803-805, as amended](#)

[Commonwealth of Virginia Executive Order](#)

emergency response functions and coordinate with the Office of Emergency Management on BEAP updates and building emergency preparedness activities.

Common Operating Picture A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Continuity of Operations (Continuity) – The effort to ensure an organization can continue its mission essential functions across a wide range of potential events.

Crisis and Emergency Management Plan (CEMP) The University's main contingency planning document that provides a strategic-level framework to effectively prevent, mitigate against, prepare for, respond to, and recover from hazards incidents, emergencies, and events.

Emergency – As defined by [Code of Virginia Section 44-146.16 as amended](#) any occurrence, or threat thereof, whether natural or manmade, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources.

Emergency Management (EM) The coordination of efforts to prepare for and carry out the functions to prevent, minimize, respond to and recover from incidents caused by natural hazards, human-caused hazards, and acts of terrorism.

Emergency Management Accreditation Program (EMAPA) A voluntary assessment and accreditation process for state and local government emergency management programs. Accreditation is based on compliance with

Emergency Notification System (ENS)—Colloquially known as ODU Alerts, the University's combined protocols, training, systems, and equipment used to provide emergency alerts and notifications to the University community.

Emergency Operations Center (EOC)—The physical or virtual location at which the coordination of information and resources to support on-scene incident/emergency/event management activities takes place.

Essential/Designated Personnel—Exempt and non-exempt employees who are required to work during an authorized closing because their positions have been designated by the hiring supervisor as essential to University operations during emergencies.

Exercise—A test of plans, policies, and/or procedures intended to validate the planning and training process as part of a larger preparedness program. Exercises can be discussion-based, including seminars, workshops, and tabletops, and operations-based, including drills, games, and functional and full-scale exercises.

Facilities and Grounds—Buildings, structures, parking lots, grounds and spaces owned or leased by the University.

Hazard—Something that has the potential to be the primary cause of an incident.

Hazard Mitigation—Any action taken to reduce or eliminate (e)-3a

tactical activities, conducting integrated tactical

Further, all individuals to which this policy applies share collective responsibility to maintain an appropriate level of individual preparedness to support overall institutional resiliency. Members of the University community are strongly encouraged to prepare themselves accordingly for incident/emergency/event situations (whether on- or off-campus) by leveraging planning and training resources available through the [ODU Emergency Management website](#), multiple University offices and departments, local and regional partners, the Virginia Department

maintenance of incident/emergency/evac plans, policies, and procedures to further the resiliency of the University community.

a. University Plans

i. Crisis and Emergency Management Plan (CEMP)

ODU is required to follow the provisions set forth in [Code of Virginia Section 23.1-804, as amended](#) with respect to the development, maintenance, and review of a written Crisis and Emergency Management Plan that outlines the framework for how the University manages

iii. Departmental/Unit Continuity Plans

University units with essential program functions (i.e., those units designated as fulfilling Mission Essential Function and/or Primary Business Functions within the University Continuity Plan) are required to maintain a current Departmental/Unit Continuity Plan. The Continuity Plan identifies departmental mission/essential functions and details the primary business functions and resources (e.g., facilities, human capital, and IT) needed to perform these functions when normal operations are disrupted. Department heads will designate a point of contact to work with OEM to annually complete/update their Continuity Plan. As a best practice, all other University departments/units are encouraged to develop a Departmental/Unit Continuity Plan with OEM support.

2. Training

A comprehensive training curriculum is an essential component in furthering the preparedness goals of the University's emergency management program. Per [Governor's Executive Order 41 \(2019\)](#), all University employees are annually required to take the Emergency Management for State Employees training module. Based on their roles and responsibilities in University incident response/recovery, selected/essential/designated personnel may be subject to participation in one or all of the following curricula: [National Incident Management System \(NIMS\)](#), [Incident Command System \(ICS\)](#), continuity planning, Building Emergency Coordinator (BEC) training, and/or other training to be developed and offered as needed. OEM, with assistance from other key departments, coordinates the University's preparedness training program. All training will be delivered in accordance with the current Multi-Year Training and Exercise Plan (MYTEP), maintained by OEM.

3. Exercises

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