

Policies and Procedures

<i>SECTION:</i> Administration	<i>NO.</i> 2.1.34.		
<i>CHAPTER:</i> General	<i>ISSUED:</i> 7/14/2020	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> Emergency Operations Planning	<i>PAGE 1 OF 3</i>		

PURPOSE

Creighton University must be prepared for a broad spectrum of potential hazards, including natural and human-made disasters and emergencies. This policy defines procedures and organizational structures that will promote a secure and resilient campus, with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risks.

Emergency planning will enable the University to best protect and support students, faculty, staff, and visitors; to enhance communications with internal and external constituents; to expedite recovery from damaged or destroyed facilities, equipment, or grounds; to facilitate the continuation of business operations and/or business recovery procedures; to assure compliance with regulatory requirements of federal, state and local agencies; and to enable multi-perspective approaches to generate creative problem-solving solutions before, during, and after a crisis.

POLICY

The Department of Public Safety is responsible for the emergency preparedness of Creighton University. The emergency manager, within the Department of Public Safety, will coordinate the publication of a comprehensive Emergency Operations Plan (EOP), in accordance with federal, state, and local guidance. The EOP will include annexes that address the most common and most dangerous threats or hazards that could pose a risk to the University. Changes to the EOP will be reviewed and approved by the University Preparedness Committee (UPC).

Critical Incident Response Team (CIRT): The President has delegated authority to the CIRT to direct immediate actions in response to any physical, cyber, or reputational threats to the University. Permanent members of the CIRT will be senior leaders from the following organizations:

- Office of the Provost
- Student Life
- University Communications and Marketing
- Facilities Management
- Public Safety
- Special Assistant to the President

The chair of the CIRT will be designated by the President. The President may also designate substitute members in the case of a temporary vacancy on the CIRT. The CIRT may call upon other offices to provide subject matter expertise and to assist with planning and managing crisis situations, as determined by the nature of the situation. The special assistant to the President will communicate information from the CIRT to the President, Provost, and Executive Vice President.

Policies and Procedures

SECTION: Administration	NO. 2.1.34.		
CHAPTER: General	ISSUED: 7/14/2020	REV. A	REV. B
POLICY: Emergency Operations Planning	PAGE 2 OF 3		

University Preparedness Committee (UPC): The UPC is chartered to develop protocols, standards, procedures, and organizational structures that will ensure Creighton University is a secure and resilient campus, with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risks. The UPC will be chaired by the senior leader of the Department of Public Safety. Members of the CIRT will be *ex officio* members of the UPC. The following organizations will be represented on the UPC:

- Office of the Provost
- Human Resources
- Information Technology
- General Counsel
- Athletics
- Risk Management
- Internal Audit
- Student Life
- University Communications & Marketing
- Enrollment Management
- Mission & Ministry
- Health Sciences & Satellite Campuses

Purpose: The UPC ensures the Creighton University community is prepared for a broad spectrum of potential hazards, including natural and man-made disasters and emergencies. The charter of this committee directly aligns with the FEMA National Preparedness Goal: “A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.”

Mission Areas: As part of the National Preparedness Goal, FEMA organizes 32 core capabilities (the distinct critical elements needed to achieve the goal) into 5 mission areas; the UPC plays a critical role in each of these mission areas, either directly or indirectly, through coordination with other University and governmental committees and groups. The mission area definitions for the University build on those published by FEMA:

- **Prevention** – Prevent, avoid, or stop an imminent, threatened, or actual act of harm to the Creighton community.
- **Protection** – Protect our students, faculty, staff, visitors, property, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and mission to thrive.
- **Mitigation** – Reduce the loss of life and property by lessening the impact of future events.
- **Response** – Respond quickly to save lives, to protect property and the environment, and to meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery** – Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and business operations, as well as the health, social, cultural, historic, and environmental fabric of the Creighton community following a catastrophic incident.

Policies and Procedures

SECTION: Administration	NO. 2.1.34.		
CHAPTER: General	ISSUED: 7/14/2020	REV. A	REV. B
POLICY: Emergency Operations Planning	PAGE 3 OF 3		

Planning and Education Working Group (P&EWG): The P&EWG is a permanent team that will implement the strategic decisions of the UPC. The group will be chaired by the emergency manager and include representatives from the following organizations:

- Public Safety
- Environmental Health & Safety
- Student Life
- Risk Management
- Information Technology
- Office of the Provost
- General Counsel
- Human Resources
- Athletics
- Global Engagement Office

SCOPE

This policy applies to all University administrators, faculty, staff, and students.

AMENDMENT

The University reserves the right to modify, amend or terminate this policy at any time.