

Comprehensive Emergency Management Plan

**Florida State University
2026**



2026 Campus Emergency Management Compliance Regulation 3.001 Certification

I hereby certify to the Board of Governors that Florida State University
is in compliance with Board Regulation 3.001, Campus Emergency Management.
Specifically, the university has in place a Comprehensive Emergency Management Plan
and a Continuity of Operations Plan.

The designated emergency contact and alternate are the following:

Designated Emergency Contact: Chief of Police Jason Trumbower [REDACTED]

Alternate Emergency Contact: Emergency Mgr. Curt Sommerhoff [REDACTED]

Certifications:

Date: 08/18/2026 Emergency Manager: Curt Sommerhoff Digitally signed by Curt Sommerhoff
Date: 2026.08.18 09:50:33 -04'00'

Date: 8/19/26 President: Richard McCallister

ii

Table of Contents

Campus Emergency Management Compliance Certification	i
Record of Changes.....	ii
I. Introduction.....	1
A. Executive Summary	1
B. Purpose	2
C. Scope	3
D. Situation Overview	3
1. Governance.....	4
2. Florida State University Locations	5
3. Threat and Risk Assessments.....	5
E. Planning Assumptions	6
F. Plan Development and Maintenance	7
1. Advisory Committee	7
2. CEMP Maintenance	8
3. Legislative and Regulatory Change Process	8
4. Training and Exercises.....	8
G. Authorities and References.....	9
II. Concept of Operations	9
A. Emergency Authority.....	9
B. National Incident Management System / Incident Command System	10
C. Command and Control	10
D. General Emergency Operations Concepts	11
E. Evacuations	12
F. University Closure	12
G. Sheltering / Provision of Refuge	13
1. On Campus Resources	13
2. Off Campus Resources.....	14
H. Transportation.....	14
I. Special Populations.....	14
1. FSU Global.....	14
J. Impact Assessment.....	15
K. Mutual Aid.....	15

L.	Hazard Mitigation	16
1.	Local Mitigation Strategy	16
M.	StormReady	16
N.	Continuity of Operations Planning	17
III.	Organization and Assignment of Responsibilities	17
A.	Emergency Organizational Structure	17
1.	Executive Policy Group (EPG)	17
2.	EOC Structure	18
3.	EOC Functional Branches	19
4.	Responsibilities	20
5.	Partner Agencies and Others	25
IV.	Direction, Control and Coordination	26
A.	Coordination	27
1.	On-Scene:	27
2.	Off-Scene / No Scene:	27
B.	EOC Activation Levels and Locations	27
C.	EOC Locations	28
D.	ICS-EOC Interface	28
E.	Multijurisdictional Coordination	28
F.	Off-Campus Coordination and Support Entities	28
V.	Information Collection, Analysis and Dissemination	29
A.	Public Information and Outreach	29
B.	Alert & Notification	30
1.	Emergency Notification	30
2.	FSU Alert	31
VI.	Communications and Coordination	31
VII.	Administration, Finance and Logistics	32
A.	Administration	32
1.	Documentation	32
2.	After-Action Reports	35
B.	Finance	35
1.	Controller's Office	35
2.	Procurement Services	35

3.	PCard.....	36
4.	Purchase Order	36
5.	Emergency Exemption	36
6.	Maintaining Accountability.....	37
7.	Public Assistance and Federal Reimbursement	37
C.	Logistics Support and Resource Requirements.....	38
	Appendix A: Acronyms	39
	Appendix B: Glossary	42
	Appendix C: FSU Locations	44

I. Introduction

A. Executive Summary

The Comprehensive Emergency Management Plan (CEMP) serves as the official emergency operations plan of Florida State University (FSU). The CEMP is written in support of the National Response Framework, and as such is scalable, flexible, and adaptable to the concepts identified in the National Incident Management System (NIMS). It utilizes the existing organizational structure to align the capabilities and resources of university units with emergency roles, and responsibilities. This plan and contents within shall apply to all university personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, tasked organizations supporting CEMP functions, shall maintain their own internal procedures/guidelines and actively participate in the training, exercise, and maintenance needed to support this plan.

This CEMP was prepared by Florida State University Emergency Management (FSU-EM) and approved internally, it defines the roles, responsibilities, and relationships of University departments, as well as external agencies, that hold a role in emergency operations. This CEMP has been made available to the FSU staff and with external agencies that may be involved or affected by its implementation.

FSU-EM shall be responsible for plan oversight and coordination with applicable stakeholders. This CEMP is based upon an “all-hazards” concept and plans for natural and man-made disasters and incidents. The plan is flexible in that part of the plan, or the entire plan may be activated based on the specific emergency and/or decision by university leadership.

The CEMP serves as the official emergency operations plan of Florida State University. It defines the roles, responsibilities, and relationships of internal and external stakeholders associated with university operations, and applies to all campuses, facilities, and programs regardless of location or purpose. Campus-specific considerations are included in separate campus Emergency Operations Plans (EOPs), which are considered annexes of the CEMP. The CEMP outlines, authorizes and implements the university’s all-hazards framework for the coordination of information and resources during each phase of an emergency. It is compliant with NIMS and provides for the unique needs of FSU.

The CEMP achieves the following objectives:

- Identifies the hazards that have the potential to affect people, property, and the natural environment of Florida State University.
- Creates a management structure that defines the key roles, responsibilities, and relationships of personnel needed to prepare for, respond to, recover from, and mitigate against hazards.
- Provides guidelines for actions required to protect life; support health & safety; protect university assets; maintain or restore essential university systems; assess and repair damages; restore general campus operations.
- Sets priorities for the conservation and restoration of critical facilities and essential functions.

- References the laws and authorities governing emergency response.
- Establishes resource management objectives needed to ensure the timely and efficient provision and accounting of services, personnel, resources, materials, and facilities needed.
- Defines how the university will communicate warnings and other critical information needed by the FSU community and its stakeholders.

B. Purpose¹

The CEMP delineates the emergency management framework for FSU's Emergency Management Program. It provides the foundation for the development of policies, procedures, and organizational structure necessary for managing a wide variety of hazards that could adversely affect the university and is mandated by FSU Policy 4-OP-E-5, Emergency Management, and Florida State University System (SUS) Board of Governors (BOG) Regulation 3.001, Campus Emergency Management.

The CEMP is developed to be flexible and scalable. It is a comprehensive, all hazards emergency operations plan and outlines the four phases of emergency management: preparedness, response, recovery, and mitigation. The CEMP incorporates NIMS to facilitate coordination among responding agencies and is consistent with the State of Florida's CEMP and the US Department of Homeland Security's National Response Framework.

This Plan is assembled into four key sections:

Basic Plan – This document serves as the “Basic Plan” and is the foundation of the emergency management program at FSU. It defines the purpose and scope of the plan, establishes a management organization including the assignment of roles and responsibilities, and defines a concept of operations relating to emergency operations.

Campus-Specific Emergency Operations Plans (EOPs) – Campus-specific EOPs further detail Basic Plan components that are unique at each of FSU's geographic locations. Campus-specific EOPs are developed and maintained by officials charged with emergency management responsibilities at each campus.

Hazard-Specific Annexes - While the Basic Plan is comprehensive in scope, there are several hazards that have special circumstances that are only relevant to that specific hazard. To address these unique challenges, this CEMP contains hazard-specific annexes that detail planning assumptions and the response actions necessary to address them.

Operational Guides – Operational guides detail how the university will accomplish various operational elements of the plan. This includes activities such as damage assessment, debris management or shelter operations.

¹ Emergency Management Accreditation Program (EMAP) Standard 4.5.2(1)

C. Scope²

As several FSU campuses are within a similar geographic region and have similar campus makeups (academic spaces, laboratory/research spaces, residential halls or university-affiliated student housing, etc.), this CEMP addresses the natural, man-made, and technological hazards identified in the FSU Tallahassee Hazard Identification, Risk Assessment, and Consequence Analysis (HIRA) and campus-specific HIRAs and/or EOPs³.

FSU's Emergency Management Program's jurisdiction is limited to FSU-owned and operated property, facilities, and programs. The Emergency Management Program participates in multi-jurisdictional planning, training, and exercise initiatives with external agencies including but not limited to State, Local, Tribal, and Territorial (SLTT) agencies; local emergency planning committees (LEPCs); federal agencies; and other institutions of higher education.

This plan outlines emergency-related operations for entities on all FSU campuses and related areas of concern both domestic and international. A full list of responsible organizations is included in the Organization and Assignment of Responsibilities section in each campus-specific EOP. This plan is built on scalable, flexible, and adaptable concepts identified in NIMS; therefore, part of the plan or the entire plan may be activated based on the specific emergency and decisions by university leadership.

D. Situation Overview⁴

Florida State University is a public, fully accredited, coeducational research institution and one of twelve universities comprising the State University System of Florida. Located in Tallahassee, Florida's capital city, the university affords students and faculty opportunities for interaction with state and federal agencies for internships, research, and part-time employment, as well as a myriad of social, cultural, and recreational activities. The main campus is located on 487.6 acres in Tallahassee with other facilities owned in Bay, Collier, Franklin, Gadsden, Leon, and Sarasota counties. Additional locations are leased in Escambia, Jackson, Leon, Orange, St. Lucie, and Volusia counties in Florida, and other locations internationally.

Founded in 1851, Florida State University is a comprehensive, national, graduate-research university offering more than 270 academic and professional degrees in programs ranging from Business and Physics to Music and Creative Writing. Florida State University provides opportunities for undergraduate students to build a strong foundation in their chosen fields; study abroad at the university's international campuses; engage in scores of service activities; benefit from world class library and technical facilities; participate in extensive intramural and recreational events; and interact with some of the finest students and faculty in the nation in a distinctive, welcoming environment. The university instills the strength, skill, and character essential for lifelong learning, personal responsibility, and achievement.

With 17 colleges, students may take courses of study leading to the baccalaureate degree in 100 degree programs, to the master's degree in 101 degree programs, to the specialist degree in 6 degree

² EMAP Standard 4.5.2(1)

³ EMAP Standard 4.5.1

⁴ EMAP Standard 4.5.2(3)

programs, to the doctorate degree in 64 degree programs, and to the professional degree in 4 degree programs as of Spring 2026. The academic divisions are the Colleges of Applied Studies; Arts & Sciences; Business; Communication & Information; Criminology & Criminal Justice; Education, Health, and Human Sciences; Engineering; Entrepreneurship; Fine Arts; Hospitality; Law; Medicine; Motion Picture Arts; Music; Nursing; Social Sciences & Public Policy; and Social Work.

At FSU as of Fall 2025, 80.5 percent of the enrolled students attend full time. Undergraduates comprise 71.6 percent and graduate/professional students comprise 23.9 percent of the total enrollment of 46,184 students. The remaining 4.5 percent are considered unclassified. The average age of all students is 22.9 years; of undergraduates, 20.5; and of graduate/professional students; 30.4. In the Fall of 2025, 80 percent of all students were Floridians, and 94.1 percent were from the United States. 2,678 students from 133 non-U.S. countries or territories were enrolled in the Fall 2025 semester. On-campus housing occupancy totaled 6,665 students across 18 residence halls. The Office of Accessibility Services serves over 5,000 students through academic, housing, and dining accommodations, testing support, assistive technologies, and space for students to feel a sense of belonging within the FSU community.

In Fiscal Year 2025-2026, FSU's operating budget was over \$3 billion. In the fall of 2025, there were 7,605 full-time employees, 118 part-time employees, and 8,484 Other Personal Services (OPS) employees totaling 16,207 employees. 2,837 of these employees are traditional faculty, with 1,285 either tenured or tenure-earning. Most tenured faculty are between 46 to 50 years of age. Of the 908 tenured faculty, 161 are over 66 years of age.

FSU is a National Collegiate Athletic Association (NCAA) Division I institution and member of the Atlantic Coast Conference (ACC) with 19 sports teams as of Spring 2026. Athletics and other special events occur in a variety of venues across the university bringing tens of thousands of visitors each year. FSU's most high-volume venues are Doak Campbell Stadium, capable of seating over 67,000 spectators, and the Donald L. Tucker Civic Center, capable of seating over 12,000 spectators, on the Tallahassee campus. Other large special event venues throughout the university's properties include, but are not limited to, the Flying High Circus, the Ruby Diamond Concert Hall, the Opperman Music Hall, the Turnbull Conference Center, the Askew Student Life Center, the Student Union, the Holley Academic Center, the Bland Conference Center, the Bay Building Auditorium, the Asolo Center for the Performing Arts, the Ringling Art and Circus Museums, and a variety of theatres across all campuses. Athletic games, concerts, conferences, summer camps, and other special events bring hundreds of thousands of visitors of all ages and abilities to FSU's campuses each year.

1. Governance

A 13-member Board of Trustees (BOT) appointed by the Governor of Florida and the State University System Board of Governors governs Florida State University. The Florida BOG is comprised of seventeen members, fourteen of whom are appointed by the Florida Governor and confirmed by the Florida Senate. The BOT sets policy for the institution and serves as the institution's legal owner and governing board. The BOG oversees the operation and management of the Florida public university system's twelve institutions. Florida State University's President reports directly to the BOG.

2. Florida State University Locations

The CEMP applies to all Florida State University facilities & programs and personnel, including its trustees, administrators, students, faculty, staff, contractual service providers, mutual aid providers, visitors and families. Florida State University facilities and programs include:

- Main Campus (Tallahassee, FL)
- Innovation Park and Southwest Campus (Tallahassee, FL)
- Panama City Campus (Panama City, FL)
- College of Medicine Regional Campuses (In the Florida cities of Pensacola, Marianna, Tallahassee, Daytona Beach, Orlando, St. Lucie, Sarasota, and Immokalee. In the Georgia city of Thomasville)
- International Resident Campuses (Panama City, Panama; London, England; Florence, Italy; Valencia, Spain)
- International Programs (various)
- Florida State University Schools (Cities of Tallahassee and Pembroke Pines)
- Coastal & Marine Laboratory (St. Teresa, FL)
- The John & Mable Ringling Museum of Art (Sarasota, FL)
- Other university owned or leased facilities

Each of the many FSU campuses, properties and programs may have their own specific Emergency Operations Plans (EOPs), emergency policies, and procedures tailored to address the unique hazards and risks relevant to their location. These localized plans are designed to complement the overarching emergency framework established by the CEMP. When such campus-specific procedures exist, they can be incorporated as annexes to the CEMP, ensuring a cohesive and comprehensive approach to emergency management across all FSU locations. A map of FSU locations is included in Appendix C.

3. Threat and Risk Assessments

FSU, like many higher education institutions, faces a range of external and internal threats that could impact its mission, operations, and long-term success. Understanding and addressing these threats is critical to ensuring the university's resilience and continued excellence in education, research, and public service. The following have been identified as threats that could impact any FSU campus; however, the risk, vulnerability, and consequences of these hazards may vary across locations.

Natural Hazards		
Tropical Cyclones	Tornadoes	Flooding and Flash Flooding
Severe Thunderstorms and Lightning	Wildfires	Extreme Cold and Wintery Precipitation
Extreme Heat	Sinkholes / Subsidence / Geological Movement	Epidemic / Pandemic Infectious Disease
Human-Caused Hazards		
Structure Fire	Structural Collapse	Terrorism
Bomb Threat / Swatting / Suspicious Package / Suspicious Device	Explosion	Active Assailant
Civil Disturbance	Criminal Activity	Cyber Attack
Foodborne Illness	Contaminated Water Supply	
Technological Hazards		
Utility Disruption	Hazardous Materials Release	Transportation Disaster
Telecommunications Failure		

Table 1: FSU Hazards

Additional information about Florida State University's threats and associated risks can be found in the FSU Tallahassee HIRA and campus-specific HIRAs and/or EOPs.

E. Planning Assumptions⁵

This CEMP is predicated on a practical approach to the problems likely to be encountered during a major emergency or disaster at Florida State University. It utilizes the HIRA(s) to guide the Emergency Management Program's planning, training, exercise, and outreach efforts. The following assumptions are made and should be used as general guidelines:

- An emergency or disaster may occur at any time with little or no warning.
- The succession of events in an emergency or disaster is not predictable. Therefore, published operational plans, such as this plan, may require adjustments in order to meet the requirements of the incident at hand.
- An emergency or disaster may be declared in advance of an impact if information indicates that such conditions are developing or are probable.
- Florida State University relies on local government service providers for daily routine emergencies such as fire suppression and power restoration.

⁵ EMAP Standard 4.5.2(3)

- The FSU Tallahassee HIRA and campus-specific HIRAs and/or EOPs identify the potential for emergencies or disasters to occur which can exceed the resources or capabilities of the university to respond without external assistance.
- Disasters may be community-wide and local resource providers can be impacted as well; therefore, it is necessary for the university to prepare to carry out disaster response and short-term recovery in conjunction with regional or national partners and resources.
- An emergency or disaster is likely to call upon some university units to perform roles and responsibilities that are different from their normal daily operations. Special planning, training, exercises, and equipment may be necessary to fulfill these non-routine roles.
- Significant loss of life and / or serious injury and property damage may result without adequate response from local emergency response agencies.
- Critical utilities such as water, electricity, and natural gas may be interrupted.
- Roadways into FSU properties may be blocked or impassable for extended periods due to debris or flooding.
- Essential employees may be unable to return to campus to assist with response and recovery.
- Buildings and structures may be damaged or destroyed.
- Communication systems may be disrupted or overwhelmed following most major emergencies or disasters.
- Private sector partners may be unable to meet contractual obligations due to structural damage to facilities or accessibility to affected areas.

F. Plan Development and Maintenance⁶

1. Advisory Committee⁷

FSU's Emergency Management Program utilizes the Emergency Operations Team as an advisory committee to provide coordinated input in the preparation, implementation, evaluation, and revision of the Program and related plans. These activities are accomplished through FSU-EM-facilitated meetings and communications with the Emergency Operations Team holistically and with specific departments. The Emergency Operations Team meets at least quarterly to provide regular input on the Program's activities.

⁶ EMAP Standards 4.5.2(7) & 4.5.7

⁷ EMAP Standard 3.3

2. CEMP Maintenance

This plan is a living document and will be continually updated and improved by FSU-EM. All changes and updates will be listed and tracked through the “Record of Changes” page in this plan. This plan is maintained in accordance with the following guidelines:

Term: This document will be incrementally reviewed by key program stakeholders and updated upon scheduled review date; major revision; after a major incident, emergency, or exercise; or a period not to exceed four (4) years from substantial publication, whichever comes first.

Continuous Review: In accordance with the concept that emergency planning is a continual process, the CEMP is constantly evolving and being revised by the Emergency Management Director and/or their designee. Minor updates, as defined below, may occur at any time during the continuous review process.

Minor / Major Updates:⁸ This plan is subject to continuous change based on the results of periodic reviews, testing, post-incident reports, lessons learned, performance evaluations, exercises, real-world events, updated planning processes, legislative and regulatory changes, and stakeholder input. The Emergency Management Director may direct minor updates and changes be made at any time. Any major content changes that significantly alters all or part of this plan or substantially affect the roles and responsibilities of Emergency Operations Team members, shall be subject to stakeholder review and acceptance by the Assistant Vice President (AVP) for Public Safety. Once approved, the updated document will take effect immediately. FSU-EM shall maintain a record of all changes. More information about plan evaluation and revision methodology is located in FSU Emergency Management Standard Operating Procedure (SOP) I-8, Plan & SOP Development and Maintenance Process.

3. Legislative and Regulatory Change Process⁹

FSU-EM participates in professional organizations, such as the Florida Emergency Preparedness Association, which identifies and shares information about proposed state and federal legislative and regulatory changes that impact emergency management. Additionally, FSU’s Office of Governmental Relations liaises between the university and all levels of government to identify and inform the university community of key legislative issues of interest and impact. FSU-EM also communicates with the State University System Board of Governors and other emergency managers within the State University System regarding proposed and enacted legislative and regulatory changes. FSU-EM assesses all proposed legislative and regulatory changes and addresses approved changes as appropriate once they are passed and/or signed into law.

4. Training and Exercises

FSU-EM conducts quarterly partner meetings and training for all stakeholders who are part of the university’s emergency response structure to review the incident management system,

⁸ EMAP Standard 4.11.2

⁹ EMAP Standard 3.5.2

EOC structure, and roles and responsibilities.¹⁰ FSU-EM provides opportunities for all stakeholders to participate in exercises related to emergency response or recovery either through local, state, or FSU-specific exercises. Additional information about FSU-EM's training and exercise program can be found in the Integrated Preparedness Plan.

G. Authorities and References¹¹

Authorities and Directives

1. Florida Statutes, Chapter 252, Emergency Management
2. Florida Statutes, Chapter 1001, K-20 Governance
3. Florida Board of Governors, Regulation 3.001, Campus Emergency Management
4. Florida State University, Policies & Procedures, 4-OP-E-5 Emergency Management
5. Homeland Security Presidential Directive 5, Management of Domestic Incidents
6. Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act
7. Presidential Policy Directive/PPD-8, National Preparedness

References

1. Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans
2. FEMA Special Events Contingency Planning
3. FEMA Building a Disaster Resilient University
4. FEMA Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education

II. Concept of Operations¹²

A. Emergency Authority

The authority to declare a "University State of Emergency" rests with the university President or their written designee. A University State of Emergency may be declared in response to the imminent threat of, or an occurring emergency or disaster. Often this is to mobilize university resources to prepare for the potential impact of a known threat or in response to an event that has already occurred. Emergencies that can be addressed by departments' existing operational resources and under their routine processes do not meet the criteria for this declaration. University State of

¹⁰ EMAP Standard 4.6.5

¹¹ EMAP Standards 3.5.1 & 4.5.2

¹² EMAP Standard 4.5.2(6)

Emergency declarations will be shared with local and state emergency management officials and other applicable agencies as necessary or required by law.

In the absence of the university President, a University State of Emergency declaration may be made following this succession of authority:

1. Executive Vice President for Academic Affairs / Provost
2. Senior Vice President for Finance and Administration

In the event that a decision is needed on the selection of an interim President, the Board of Trustees will follow the process of selecting an interim as detailed in Florida Board of Governors, Regulation 1.001, University Board of Trustees Powers and Duties.

B. National Incident Management System / Incident Command System¹³

FSU has adopted the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive 5 – Management of Domestic Incidents. NIMS provides a nationwide template enabling federal, state, local and tribal governments, and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents regardless of cause, size or complexity. Use of NIMS facilitates the university's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies. The management model followed by the Florida State University Emergency Operations Center (EOC) is based on Incident Command System (ICS) principles and designed to enable effective and efficient incident management. NIMS includes, but is not limited to, the following concepts:

- Modular organization
- Unified command
- Multi-agency coordination
- Span of control
- Common terminology
- Incident action planning process
- Comprehensive resource management
- Integrated communications
- Pre-designated facilities

C. Command and Control

Florida State University will address emergencies in a prompt, safe, effective manner. The primary priorities are the protection of life, property, and the environment. As such, emergency management objectives of the CEMP are to:

1. Protect the health and safety of students, faculty, staff, and visitors affected by emergencies;
2. Contain and stabilize the emergency;
3. Minimize damage to university property, facilities, research, and the environment;

¹³ EMAP Standard 4.6.1

4. Minimize disruption to university operations, including but not limited to teaching, research, extension and clinical activities; and
5. Resume normal university activities and operations in a timely manner.

D. General Emergency Operations Concepts

The following are general concepts associated with university emergency operations:

- For daily operations in the absence of a major emergency, Florida State University departments and external stakeholder agencies will respond to emergencies affecting the university community. Mutual aid and shared response jurisdictions are addressed through local agreements that do not require a state of emergency to facilitate.
- The CEMP will be applied as appropriate to an identifiable threat that may affect the campus, off-site facilities, or surrounding areas and will require multiple departments to address. The plan will serve as a decision-making tool and a guide for information collection and dissemination as well as resource allocation during an emergency.
- Upon notification of an impending or realized emergency, the Emergency Management Director will recommend the AVP for Public Safety or their designee utilize the CEMP and activate the specific emergency response resources necessary as described in the plan¹⁴. This may also include activation of the university EOC.
- All university colleges and departments will contribute to the emergency response as directed and will assist each other in preparing for an emergency under the emergency management organizational structure.
- University emergency operations incorporate NIMS principles, including ICS where appropriate.
- The university EOC will be staffed and operated as the situation dictates. When activated, the university EOC will be supported by the Executive Policy Group who will set priorities; make decisions on campus closure and re-opening; address obstacles to accessing resources and services; and ensure the departments in their charge are maintaining continuity of operations and fulfilling emergency operations responsibilities.
- The AVP for Public Safety, or designee, will direct response and recovery activities through the university EOC and/or Emergency Operations Team.
- FSU-EM, in conjunction with University Communications and Florida State University Police Department (FSUPD), will disseminate emergency public information through appropriate and available mediums during an emergency.
- Florida State University will coordinate with local emergency management agencies and/or appropriate external stakeholder(s) to maintain updated information concerning emergency conditions for situational awareness.

¹⁴ EMAP Standard 4.5.5

- When the response to an emergency exceeds university resources, assistance may be requested directly from local cities and/or counties, the State of Florida, other educational institutions, and/or vendors.

E. Evacuations

In the event of an emergency, the university may determine whether a full or partial campus closure is necessary and that individuals evacuate campus buildings and relocate off campus. Notice of a campus evacuation will be disseminated through official university communication channels, including FSU email and the FSU Alert Emergency Notification & Warning System. Information regarding class cancellations, extended campus closures, and campus reopening will be communicated to students, faculty, and staff as it becomes available.

When a full or partial evacuation is announced, individuals may receive guidance from first responders and public safety personnel. Evacuation may occur on foot, by personal vehicle, or through university-coordinated transportation, depending on the nature of the emergency and available resources.

Individuals with access to personal transportation may evacuate campus in accordance with instructions provided by first responders and public safety officials. When appropriate, individuals may assist classmates, roommates, or coworkers who require transportation.

For individuals without personal transportation, the university may coordinate transportation to designated areas of refuge, particularly during emergencies that occur without advance notice. Information regarding areas of refuge, transportation options, and related emergency procedures will be communicated through FSU Alert notifications and/or FSU email.

On-campus residents may receive evacuation-related information from University Housing and Resident Assistants (RAs). Residents who evacuate campus are expected to notify their RA of their departure and intended destination. When time permits, residents may take reasonable steps to secure their living space, including gathering essential personal items such as medications and important documents, unplugging electronics, and removing perishable food items from refrigerators. Refrigerators are typically left plugged in, with measures taken to reduce potential water leakage in the event of a power outage.

Students, faculty, and staff are encouraged to maintain personal emergency plans in the event evacuation is required. Such plans generally include identifying an off-campus or alternative safe location, arranging transportation, communicating location and travel plans with family members or other contacts, and carrying official identification, such as a driver's license or FSU Card.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the university conducts tests of its emergency response and evacuation procedures on at least an annual basis. These tests may be announced or unannounced and are documented as required by federal regulation.

F. University Closure

An emergency event may require the partial or full closure of FSU campuses to protect students, faculty and staff and/or to prepare for, respond to, or recover from an emergency. Per FSU Policy 4-

OP-F-11 Emergency Closure, the term “emergency” is defined as: the threat of a hurricane or tropical storm, other severe weather events, flooding or environmental hazards that cause large numbers of individuals to become displaced, or a declared emergency by FSU President, local, state, or federal government, whether related to weather or other causes. Evacuation of campus is typically accomplished via announcement of university closure.

Campus closure may be required to accomplish several objectives, including but not limited to the following:

- Protecting life
- Supporting health & safety services
- Protecting university assets
- Maintaining or restoring essential university systems
- Assessing and repairing damages
- Restoring general campus operations

As such, when an emergency closure is announced, campus facilities and grounds will not be accessible except to those charged with performing emergency work or pre-authorized by public safety officials.

It is the policy of FSU to implement an emergency closure of the campus(es) when an event or incident threatens to cause harm to students, faculty, staff and/or visitors or it is required to achieve the above objectives. When implemented, notice of closure may be communicated via FSU email, social media, and other notification methods as deemed necessary. When announced, all unauthorized personnel are required to leave the campus with no undue delay. The re-opening of campus will be announced by the same process.

G. Sheltering / Provision of Refuge

This section provides an overview of campus sheltering resources available to the campus community. Additional information on campus sheltering locations, operations, policies, and planning are included in applicable Campus Shelter Operational Guides.

1. On Campus Resources

The use of faculty/staff offices or any education space as shelters before, during or after a severe weather event is not permitted unless sanctioned by the university. Not all campus buildings are deemed adequate to serve as shelters and there are no assurances law enforcement or other university staff will be able to assist with life safety situations during a severe weather event. Those in need of a place of refuge will be directed to the sanctioned facility/facilities on campus designated for that purpose if warranted.

If activating on-campus shelters is warranted, it is the practice of the university to provide access to students and essential personnel as space and resources allow. Priority is given to students living in on-campus residence halls, then off-campus students in a phased process.

2. Off Campus Resources

Shelters and/or evacuation centers coordinated by off campus authorities (City/County/State) are a resource available to students, faculty and staff and should be considered a viable option for individuals' personal emergency preparedness plans or if impediments exist to accessing a university place of refuge. Local resources and media can be accessed to determine the location, timing of opening, and policy on pets and provisions.

H. Transportation

FSU's campuses throughout Florida have access to a variety of transportation services, particularly public transportation, coach buses, trains, and airports. Such services will be available to support evacuations and provide transportation to designated shelters, places of refuge and other destinations. Depending on the location, FSU students and employees may be able to ride public transportation for free or at a discounted rate. Students, faculty, and staff should always research any service for pricing, schedules, route changes, or other information before using them for daily operations or during emergencies. Information about available transportation options will be noted in campus-specific EOPs.

I. Special Populations

Florida State University is a diverse community that includes all members of society regardless of race, creed, color, sex, religion, national origin, age, disability, genetic information, veteran status, marital status, sexual orientation, gender identity, gender expression or any other legally protected groups.

Special populations include but are not limited to, those aged 17 and younger who are enrolled students or who participate in sports clinics, summer camps, and other events; students and employees aged 65 and over; international students and employees, or non-United States citizens, particularly those whose first language is not English; students and employees with access and functional needs; and campus visitors of all ages, particularly those unfamiliar with the campus layout.

The Office of Accessibility Services under the Department of Student Support and Transitions maintains a database which provides information about students that may require special assistance or services during emergencies.

1. FSU Global

FSU is committed to supporting the safety and well-being of its faculty, staff, and students while traveling internationally. The university uses a travel risk management approach that includes a centralized travel registry, real time incident alerts, international medical and security evacuation coverage, and emergency response. The established emergency guidelines outline a coordinated response framework for incidents abroad, organized by severity into four levels: Green (minor), Yellow (moderate), Orange (serious), and Red (critical/life-threatening) with corresponding actions ranging from monitoring to mandatory reporting. Different university units, such as International Programs (IP), the Center for Global Engagement (CGE), Office of Travel, and the Provost's Office, are responsible for responding

based on the traveler type, with oversight and coordination provided by the International Travel, Safety, and Risk Advisory Council in large-scale or multi-unit crises. Every incident response affecting FSU's charges abroad includes crisis stabilization, communication, ongoing monitoring, debriefing, and regular training. Special protocols exist for high-impact incidents such as traveler death, arrest, or Title IX violations, which require immediate reporting and support for affected individuals and families. For more information see the FSU International Emergency & Incident Response Protocol.

J. Impact Assessment

The impact assessment process supports informed decision making before, during and after an event. Impact assessments include the physical & human needs, environmental conditions, structural damage and continuity of operations impacts of the campus. This process starts with the potential impact of known threats and continues through the actual impact of a hazard event. While the campus is preparing for, or being impacted by an event, the EOC will gather information on the impacts of the event. For all events, information on the projected numbers of people involved and critical infrastructure affected is collected. For weather related events, information about winds, wind speeds, rainfall, and the status of flooding is gathered.

After an event, assessments will typically begin with aerial and windshield assessments of damage. The scale of damage and estimates on the amount of debris generated will be collected. As time goes on, assessments will become more refined and detailed, such as interviewing individuals about their needs and internal/external structural assessments to determine the safety and usability of individual structures. Information collected by damage assessment teams should include photographs and supporting documentation that can be used to determine costs and eligibility for FEMA Public Assistance (PA) related projects.

K. Mutual Aid¹⁵

An emergency incident or disaster affecting Florida State University may require access to resources not readily obtainable in the community. To access resources that may be required, the university will enter into agreements with partner agencies to provide some level of assurance to accessibility and compensation of the identified resource(s). The Florida Statewide Mutual Aid Agreement (SMAA) and National Intercollegiate Mutual Aid Agreement (NIMMA) are university-executed sources for providing and/or receiving this assistance. Other departments with emergency responsibilities may have unique mutual aid agreements or memoranda of understanding that they can activate as needs arise.

The university may engage with volunteer or government agencies pre- and/or post-disaster to arrange for the use of university property to temporarily shelter responders. The university considers and balances its recovery, business continuity and resumption of operations priorities before making these commitments.

¹⁵ EMAP Standard 4.7.4

L. Hazard Mitigation

Hazard mitigation planning involves identifying hazards that FSU may be most susceptible to, determining the frequency and magnitude of specific hazards, assessing the vulnerability of the infrastructure and natural environment to those risks, and identifying mitigation funding and actions to address the risks and vulnerabilities to prevent future damage. FSU continually evaluates current infrastructure for mitigation opportunities and seeks to include appropriate mitigation measures when constructing new facilities.

1. Local Mitigation Strategy

Florida State University is an active member of the Local Mitigation Strategy (LMS) Working Groups for the following counties and related campus locations:

- Bay County, FSU Panama City
- Collier County, College of Medicine Immokalee Health Education Site
- Franklin County, Coastal and Marine Laboratory
- Leon County, FSU Tallahassee campus
- Sarasota County, The John & Mable Ringling Museum of Art

Each county's LMS Working Group is made up of representatives from local municipalities, county departments, state agencies, schools, colleges and universities, hospitals, private for-profit and not-for-profit organizations. The LMS is a whole community initiative designed to reduce or eliminate the long-term risk to human life and property from hazards. The LMS plan is a multi-volume plan that documents the planning process and addresses mitigation measures for Leon County. The LMS plan is approved by the state and FEMA and identifies mitigation projects submitted by members of the Working Group. Approved projects must be in the plan in order for members to apply for and receive disaster funding. Funding can include, but is not limited to, the Hazard Mitigation Grant Program, Pre-Disaster Mitigation Grants, Flood Mitigation Assistance, Severe Repetitive Loss and Repetitive Flood Claims. As a member of each workgroup, FSU regularly attends meetings and submits projects.

M. StormReady

Approximately 98% of all presidentially declared disasters are weather related. The National Weather Service's (NWS) StormReady® program promotes practices that encourage communities to better prepare for a weather emergency through advance planning, education, and awareness. Requirements for a StormReady® designation include, but are not limited to:

- A 24-hour warning point and Emergency Operations Center.
- Redundant methods of receiving severe weather warnings and the ability to alert the university community.
- A system that monitors local weather conditions.
- Promoting readiness through community education and awareness.

- A formal hazardous weather plan, which includes training severe weather spotters and conducting emergency exercises.

Florida State University was designated as a StormReady® University in 2007 and has been successfully recertified every three (3) years since then by implementing and maintaining the requirements for StormReady® designation, resulting in a better prepared university regarding the dangers of severe weather. FSU was the first university in the state of Florida to be certified.

N. Continuity of Operations Planning

The Florida Board of Governors Regulation 3.001(c) Campus Emergency Management requires each university to develop a continuity of operations plan (COOP) to ensure continuity of essential university functions under all circumstances in accordance with Florida Statute (F.S.), Chapter 252.365, Emergency Management. FSU Policy 4-OP-E-10, Continuity of Operations requires university units, as identified by Emergency Management and Information Technology Services, to have in place a viable plan which details the performance of their essential functions during any emergency or situation that may disrupt normal operations. Emergencies may affect only portions of the university but disrupt overall university operations (i.e. fire in the payroll department, lab accident in a research building, etc.). This necessitates having unit specific contingency plans. FSU-EM staff provide training and technical assistance on COOP planning annually and administers the university COOP program. As part of the Seminole Secure initiative, the COOP helps provide business continuity solutions as the means for the university to resume normal business as quickly and completely as possible in the event of a natural or manmade disaster.

III. Organization and Assignment of Responsibilities

A. Emergency Organizational Structure

During an incident, emergency, and/or major event on campus, whereby this CEMP is activated, designated Emergency Operations Team members and their staff may be activated. These positions and entities may or may not exist on a normal day-to-day basis. The following information relates to emergencies when the university EOC and Emergency Operations Team may be activated. Campus-specific EOC structures, roles, and responsibilities are outlined in campus-specific EOPs.

1. Executive Policy Group (EPG)

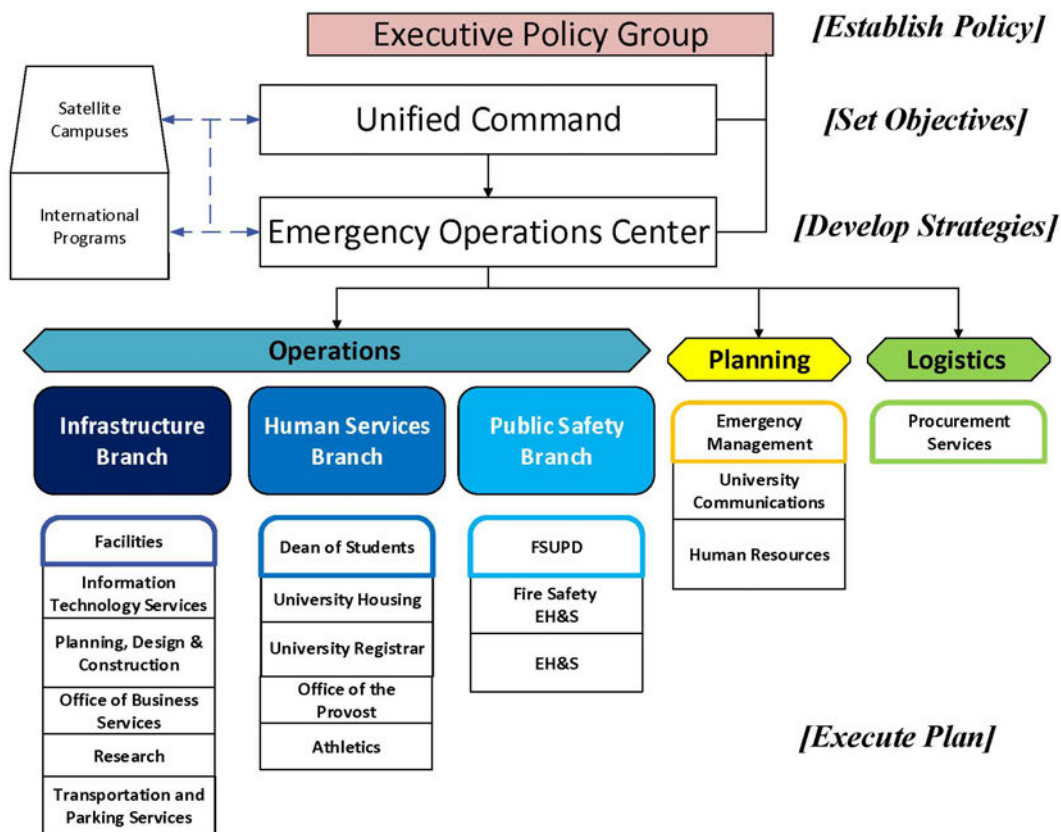
The Executive Policy Group (EPG) consists of select university senior administrators responsible for determining policy decisions as dictated by the emergency situation. The EPG has members from leadership of key campus functions with roles and responsibilities for implementing campus emergency preparedness, response, recovery, and mitigation initiatives and carrying out the plan. The EPG will establish priorities and authorize high-level decisions in relation to the emergency. Additionally, the EPG will conduct emergency meetings to determine a course of action based on group discussion with information and recommendations provided by the Emergency Management Director. In addition to the core members, subject matter experts may be included in meetings and discussions as

necessary. Modifications to the core group may also be made at the discretion of the Chair (Senior Vice President of Finance and Administration) and Co-Chair (AVP for Public Safety).

2. EOC Structure¹⁶

The Florida State University EOC utilizes a bottom approach to emergency response and recovery, with activities resolved at the lowest levels of the organization. The resources of the department, satellite campus, main campus, city, county, state, and the federal government are utilized in sequential order to ensure a rapid and efficient response.

The Florida State University EOC organizational structure was developed utilizing the Incident Command System as depicted below.



There are four major components of the Florida State University EOC ICS. These four components carry out the management responsibilities of the EOC:

1) Incident Commander:

- a. Recognizing the benefits of Incident Command, FSU has adopted this approach to responding to campus wide incidents. The Incident Commander is the AVP for Public

¹⁶ EMAP Standards 4.6.3 & 4.6.4

Safety who by policy, activates emergency preparedness, response and recovery operations. (See Policy 4-OP-E-5, Emergency Management). The Incident Commander has overall responsibility for managing the entire incident.

b. In addition, the Incident Commander is responsible for activities such as identifying objectives based on priorities of the EPG, developing strategies with the ICS General Staff, and implementing strategies and/or the plan via activation of the EOC. This includes the ordering and release of resources, the provision of information to internal and external stakeholders, and establishing and maintaining liaisons with other agencies participating in the incident.

General Staff Functional Sections

2) Operations Section:

a. The Operations Section is responsible for the management of all operations directly applicable to the primary mission.

b. The Emergency Management Director serves as the Operations Section Chief. The Operations Section Chief activates and supervises organizational elements in accordance with the Incident Action Plan (IAP) and directs its execution.

3) Planning Section:

a. The Planning Section is responsible for the collection, evaluation, and dissemination of information about the incident and the status of resources.

b. The Emergency Planning Manager for Preparedness and Response serves as the Planning Section Chief. The Planning Section Chief compiles information collected from the Operations and Logistics Section Chiefs to develop the IAP. The Planning Section Chief also compiles situation updates into Flash Reports and Situation Reports.

4) Logistics Section:

a. The Logistics Section is responsible for providing facilities, services, and material in support of the response and recovery operations.

b. The Emergency Planning Manager for Mitigation and Recovery serves as the Logistics Section Chief. The Logistics Section Chief participates in the development of the IAP and activates and supervises the logistics section.

3. EOC Functional Branches

The EOC Operations Section is organized into three functionally oriented branches so that maximum advantage can be made of the many interdisciplinary skills and resources that exist and to maintain a proper span of control. They are the Infrastructure, Human Services, and Public Safety branches. Each department/agency representative serves as the primary coordinator for their respective university unit or agency within one of the three branches.

Infrastructure Branch

The Infrastructure Branch is responsible for information sharing and coordinating resources for response and recovery actions relative to flooding, drainage, debris clearance, damage assessment, critical facilities, utilities, information technology, transportation, and engineering. This branch manages the university's physical and technological systems and facilities, such as buildings, roads, communications and utilities, needed for university operations. FSU Facilities serves as the primary organization overseeing the Infrastructure Branch.

Human Services Branch

The Human Services Branch is responsible for coordinating feeding, shelter, human support services, medical services, disaster mental health, and public health activities for the campus population. This branch also provides guidance to the EPG regarding class cancellation timing and resulting impacts. The Dean of Students and Division of Student Affairs serves as the primary organization overseeing the Human Services Branch.

Public Safety Branch

The Public Safety Branch is responsible for coordinating activities to include fire rescue, emergency medical services (EMS), search and rescue, hazardous materials, law enforcement, security, traffic management, evacuation, and re-entry. The FSU Police Department (FSUPD) serves as the primary organization overseeing the Public Safety Branch.

The role of each branch is to:

1. Work collaboratively to devise solutions for identified or projected problems;
2. Work jointly to capitalize on opportunities to share information, professional and technical skills, and personnel and equipment;
3. Work together to track the collective status and actions of the branch's departments/campus units;
4. Anticipate upcoming needs, potential problems and solutions that relate to the branch;
5. Provide and/or coordinate requested support for branch members; and
6. Advise support agencies of decisions, actions, and instructions.

4. Responsibilities¹⁷

The following units at FSU's main Tallahassee campus have functional responsibilities and may be required to have representation within the university EOC in Tallahassee. Depending on the incident, the university EOC may open for emergencies occurring at satellite campuses to support collaborative response and resource coordination. Unique unit responsibilities on each satellite campus will be noted in those campus EOPs.

¹⁷ EMAP Standards 4.5.2(4) & 4.5.3

Athletics

- Coordinate practice and competition movements and scheduling to maintain safety and security while aligning with conference and athletic association regulations.
- Coordinate security and mass care needs of student athletes with appropriate departments as necessary.

Dean of Students

- Serve as primary liaison between the EOC and Division of Student Affairs departments on divisional operations and unmet needs.
- Coordinate mass care response and recovery activities, including but not limited to sheltering, counseling, recreation, public health and medical operations, and other student support services when applicable departmental representatives are absent from the EOC.
- Coordinate and support volunteer management and donations management operations.
- Serve as a link to the student population, sharing information to and from the Student Government Association, other student groups, and the EOC.
- Maintain database of students in need of special assistance/services, referred to as Special Populations, and coordinate Americans with Disabilities Act (ADA)-compliant assistance for Special Populations.

Emergency Management

- Maintain a comprehensive emergency management program, including but not limited to developing and maintaining the university CEMP and other plans; developing and conducting training and exercises; and facilitating after-action activities.
- Facilitate a framework for emergency management and disaster response through direction, control, and coordination.
- Serve as the section chiefs for Operations, Planning, and Logistics.
- Manage the EOC and ensure operational readiness.
- Detect and monitor incidents or potential incidents that may affect Florida State University with other agencies and departments, including but not limited to FSUPD, Environmental Health & Safety (EH&S), Information Technology Services (ITS), and other external stakeholders. Collect and analyze information relating to these incidents and other events and disseminate to appropriate entities.
- Manage the FSU Alert system and disseminate warnings, alerts, and notifications to the university following Clery Act requirements with the aid of FSUPD.
- Facilitate mutual aid requests through the Statewide Mutual Aid Agreement (SMAA) and National Intercollegiate Mutual Aid Agreement (NIMAA).
- Coordinate and support volunteer management operations with the Dean of Students and other applicable departments.
- Provide support to all other departments as outlined in this plan.

Environmental Health & Safety

- Serve as the lead for insurance, cost recovery and FEMA Public Assistance, providing administration and finance activities.
- Address environmental and hazardous materials issues during an emergency.
- Address safety concerns during an emergency.
- Monitor fire safety systems and address fire safety concerns during an emergency.
- Detect and monitor incidents or potential incidents that may affect Florida State University with other agencies and departments, including but not limited to FSUPD, FSU-EM, ITS, and other external stakeholders.

Facilities

- Lead debris management process.
- Employ damage assessment process in collaboration with Planning, Design & Construction and EH&S.
- Coordinate critical infrastructure and key resource restoration needs with various utility providers.
- Manage energy, utility, public works, and engineering services across the university with Planning, Design & Construction.
- Facilitate resource support needs and mutual aid as appropriate.
- Manage the university's non-research agricultural and natural resources.
- Pre-position personnel and resources in support of emergency operations.

FSU Police Department

- Perform law enforcement activities to maintain and/or reestablish public safety and security.
- Assign personnel to manage traffic control points, provide evacuation escorts, support shelter security, and execute route alerting.
- Coordinate with university units and external public safety partners to address fire suppression, hazardous materials, security, traffic, evacuation and shelter-in-place, re-entry, curfew enforcement, search and rescue operations, and other activities, as necessary.
- Support communications and information technology systems in the EOC.
- Recommend protective actions, as necessary.
- Assist in damage assessment missions.
- Assist FSU-EM in disseminating warnings, alerts, and notifications to the university following Clery Act requirements.
- Detect and monitor incidents or potential incidents that may affect Florida State University with other agencies and departments, including but not limited to FSU-EM, EH&S, ITS, and other external stakeholders.
- Pre-position personnel and resources in support of emergency operations.

Human Resources

- Communicate general or event-specific compensation/overtime policies and leave accrual policies for responders and essential personnel to all university staff members.
- Provide guidance and ensure employees follow applicable Human Resources (HR) policies and procedures, such as but not limited to attendance and leave policies, benefits policies, employee and labor relations policies, and equal opportunity and compliance policies.

Information Technology Services

- Provide security for university information management systems and related critical infrastructure.
- Provide a system for protection of vital electronic records.
- Maintain backup emergency communications and support communications for emergency response operations.
- Maintain critical services and systems to arrange for 24-hour continuity of operations.
- Assess communications infrastructure and provide situational awareness of the integrity of communications and IT systems.
- Provide technical assistance in data retrieval and restoration.
- Provide technical assistance to the EOC.
- Receive, evaluate, and support resource requests.
- Plan for and execute the repair, replacement, and restoration of computer equipment.
- Detect and monitor incidents or potential incidents that may affect Florida State University with other agencies and departments, including but not limited to FSU-EM, FSUPD, EH&S, and other external stakeholders.

Office of Business Services

- Support the EOC Logistics Section by obtaining and distributing food, water, and other commodities throughout campus.
- Supports the EOC Operations Section-Infrastructure Branch by coordinating and/or facilitating response and recovery operations for 3rd party, private sector businesses located on campus.
- Support other commodity collection and distribution as necessary.
- Communicate university needs with vendors and the campus business community.
- Pre-position personnel and resources in support of emergency operations.

Office of Research

- Coordinate securing all research laboratory locations and critical infrastructure before a foreseeable event.
- Coordinate laboratory assessments and key resource restoration with researchers after critical events, especially events that may have impacted research continuity.

- Provide situational awareness of laboratories and assessments to EH&S and the EOC.
- Coordinate protecting, assessing, and restoring the university's research-related agricultural and natural resources with researchers.

Office of the Provost

- Provide class cancellation guidance that maintains academic continuity to the greatest ability during and/or after emergency events.
- Communicate emergency preparedness and response initiatives and needs with colleges, research centers and institutes, and other academic departments and programs.

Planning, Design & Construction

- Coordinate securing all campus-located construction sites before a foreseeable event.
- Communicate emergency information with on-site contractors.
- Employ damage assessment process in collaboration with Facilities and EH&S.
- Facilitate critical infrastructure and key resource restoration with Facilities.

Procurement Services

- Provide resource management and logistics support within the EOC Logistics Section.
- Support the Office of Business Services in facilitating response and recovery operations for 3rd party, private sector businesses located on campus.
- Facilitate private sector contract negotiations and activations for emergency preparation, response, and recovery support.

Transportation and Parking Services

- Manage transportation systems and resources to support emergency operations.
- Coordinate the provision of transportation for the campus population during evacuations.
- Collect, analyze, and distribute information on the status of transportation infrastructure.
- Pre-position personnel and resources in support of emergency operations.

University Communications

- Execute the Emergency Communications Plan, as necessary.
- Manage public information requests.
- Monitor and distribute information on the status of public information and media requests.
- Assist FSU-EM and FSUPD in coordinating emergency public information dissemination.
- Maintain the FSU Alerts webpage and main FSU social media accounts with the latest emergency-related information.

- Coordinate with external media outlets and organize press conferences.
- Coordinate and manage the activation, operation, and deactivation of a Joint Information Center (JIC).
- Operated the informational call center.

University Health Services

- Coordinate and provide for the medical needs of the campus population.
- Serve as the subject matter experts for campus matters of public health.
- Liaise with the Florida Department of Health and local Health Departments.

University Housing

- Coordinate with Office of Business Services for food and water needs in residence halls.
- Coordinate and manage mass care operations with other Division of Student Affairs departments and on-campus shelters, or areas of refuge, for students as necessary.

University Registrar

- Collaborate with the Division of Academic Affairs on maintaining academic continuity during and/or after emergency events.
- Identify available classrooms and other Registrar's Office-managed spaces that could be used for emergency-related activities, or for classes, should other rooms be damaged during an emergency event.

5. Partner Agencies and Others¹⁸

Florida State University participates in planning, training, exercises, and engagement with the following partner agencies either through Memorandum of Understanding (MOU)s, Memorandum of Agreement (MOA)s, intrastate mutual aid compacts, the Statewide Mutual Aid Agreement, or contractual service agreements. Satellite campuses may include additional, county- or region-specific partner agencies that are noted in the applicable EOPs.

- American Red Cross
- City and County Emergency Management Departments
- Federal Emergency Management Agency
- Florida Board of Governors / State University System
- Florida Department of Health
- Florida Department of Law Enforcement
- Florida Division of Emergency Management
- Local Emergency Planning Committees

¹⁸ EMAP Standards 4.5.2(4), 4.5.3, & 4.7.4

- Regional Domestic Security Task Forces
- Regional Healthcare Coalitions
- Response and Recovery Contractors
- Volunteer Florida

There are some emergency functions where the responsibility to provide services falls on or may be heavily supported by an external agency, which provides a number of services in support of Florida State University campuses. Listed below are emergency functions which are the responsibility of external agencies.

- Agriculture and Natural Resources (Florida Department of Agriculture and Consumer Services, Florida Department of Environmental Protection)
- Donations and Volunteer Management (Volunteer Florida, Local Volunteer Agencies)
- Energy and Utility Services and Public Works and Engineering (Local Energy, Utility, and Public Works and Engineering Providers)
- Fatality Management and Mortuary Services (Local Fire Departments and EMS, Florida Department of Health, Local Medical Examiner Offices)
- Firefighting/Fire Protection (Local Fire Departments)
- Hazardous Materials Release Support (Local Fire Departments, Florida Department of Environmental Protection)
- Law Enforcement (Local Law Enforcement)
- Mass Care and Sheltering (Local Emergency Management Agencies and Partners)
- Public Health and Emergency Medical Services (Local Fire Departments and EMS, Florida Department of Health)
- Search and Rescue (Local Fire Departments, Local Law Enforcement)
- Transportation Systems and Resources (Local Public Transportation Resources)

IV. Direction, Control and Coordination

Direction and control of the university's response to an emergency or disaster, when this plan is activated, resides with the AVP for Public Safety. The Emergency Management Director (or their designee), as directed by the AVP for Public Safety, will coordinate with all university units and external agencies, authorities, and boards mobilized pursuant to this plan, regardless of the nature of the emergency or disaster.

A. Coordination

All primary and support agencies responding to an emergency or disaster will be coordinated by FSU-EM under the direction of the AVP for Public Safety. In addition, other assistance through non-governmental organizations (NGOs) and private sector organizations will be coordinated as a part of this process.

During a disaster in which departmental resources are overwhelmed or have the potential to be overwhelmed, requests for assistance from neighboring local governments or state agencies will be made by the affected departments through FSU-EM and the EOC.

1. On-Scene:

If a distinct incident scene is designated and multiple non-university entities have responded to the scene, then the Incident Command System (ICS), as outlined by the National Incident Management System (NIMS), will be utilized on scene.

2. Off-Scene / No Scene:

For the rest of campus outside of the incident scene, or for those instances where there is no distinct scene and the entire campus is affected, designated Emergency Operations Team members and their staff may be utilized, in addition to the normal university organizational structure, lines of authority, and chains of command.

B. EOC Activation Levels and Locations

Level 1 - Full Response

Threat of or actual incident in which a significant deployment of university and possibly local / state / federal resources are needed. Typically entails 12 to 24-hour operational periods. All identified functions of the FSU Emergency Operations Team are activated. The EOC is fully operational. An on-site Incident Command Post (ICP) may be activated, as necessary.

Level 2 - Partial Response

Threat of or actual incident which requires a notable deployment of university resources but does not demand a full team response. Only select functions of the FSU Emergency Operations Team are activated. The EOC may be partially activated, or other multi-agency coordination center (MACC) may be established. An on-site ICP may be activated, as necessary.

Level 3 - Monitoring / Normal Operations

Day-to-day monitoring of environmental conditions (i.e. weather, homeland security activity, law enforcement activity) to identify potential hazards -or- an incident which can be managed with normal staffing of emergency response entities on campus. Some additional collaboration between departments may be needed, but damage or interruption to campus activity is minimal. The FSU Emergency Operations Team is not activated or is placed on standby. The EOC is not activated. An on-site ICP may be activated, as necessary.

C. EOC Locations¹⁹

FSU's Emergency Management Program has identified the below primary and alternate (secondary and tertiary) facilities to serve as University Emergency Operations Centers capable of coordinating and supporting sustained response and recovery operations consistent with the hazards identified in the FSU Tallahassee HIRA and campus-specific HIRAs and/or EOPs. EOC activation, operation, and deactivation procedures are outlined in the FSU Tallahassee EOC Guide. Satellite campus EOC locations are noted in their applicable EOPs.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

D. ICS-EOC Interface

An ICP may be established in the field at or near the scene of an emergency and the university EOC may be activated simultaneously to support command. Generally, policy, resource allocation and information coordination functions are completed in the university EOC, while incident command and tactical operations are conducted on scene by Unified Command and assigned staff through the ICP. Routine public safety responses do not require activation of the university EOC; however, if an emergency increases in complexity, central coordination may be needed through the EOC. The university EOC will facilitate communication between the EOC and the ICP through the FSUPD liaison or their designee within the Operations/Public Safety Branch. The FSUPD liaison, or their designee, will relay messages between the university EOC and the ICP on a regular basis to coordinate actions.

E. Multijurisdictional Coordination

Multijurisdictional coordination will mainly be facilitated through a liaison position assigned by FSU Public Safety. This position will fulfill a communication and coordination role in identifying and addressing issues and tasks requiring a multijurisdictional approach. Outside jurisdictions participating in response or recovery activities may also send their own representatives to the university EOC. Additionally, the university may send a representative to the respective county's EOC, if activated.

F. Off-Campus Coordination and Support Entities

Florida State University recognizes that "all disasters are local" and as such it is best practice that all disaster coordination and resource requirements be managed at the local level. As such, Florida State University maintains a close working relationship with both the municipal and county

¹⁹ EMAP Standard 4.9.1

governments in which its campus and programs reside. However, as a state-funded institution of higher education, Florida State University also coordinates directly with the State of Florida, as appropriate. Florida State University partners with numerous federal government agencies and non-governmental organizations as necessary.

Florida State University regularly coordinates with other institutions of higher education, including other SUS institutions, Florida College System (FCS) institutions, Independent Colleges and Universities of Florida (ICUF) institutions, Atlantic Coast Conference (ACC) institutions, and others affiliated with the International Association of Emergency Managers Universities and Colleges Caucus (IAEM-UCC) and the Disaster Resilient Universities® (DRU) Network.

V. Information Collection, Analysis and Dissemination

During normal conditions, FSU-EM is constantly monitoring conditions and gathering information relative to potential emergencies. Information is collected from internal departments, local, state, and federal governmental agencies, local community partners, first responders and the media. This information is analyzed and shared with appropriate stakeholders, as necessary. Types of information and sources will vary depending upon the potential emergency (i.e. weather, public health, security threats, etc.).

A critical information collection program is Florida's State Watch Office (SWO). The SWO operates 24/7, 365 days a year as a warning point for the Florida State Emergency Operations Center. It monitors local, state, and national media as well as communicates with Florida's counties and state agencies to ensure that the State Emergency Response Team is aware of any on-going or developing situations. The SWO maintains communications systems and warning capabilities to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions as mandated by § 252.35 F.S. The SWO maintains a full list of reportable incidents. The reporting agency depends on the incident, but could include FSU-EM, FSUPD, or EH&S.

FSUPD, through their own informal channels and through the Capital Region Real-Time Crime Center (CRRGCC) and other regional Real-Time Crime Centers and fusion centers, also monitors conditions, gathers and analyzes intelligence data, and notifies appropriate stakeholders as necessary. If information is received that warrants activation of the EOC, the procedures outlined in this plan will be followed. When the EOC is activated, ongoing information from essential departments, local, state, and federal partners will be used to assist with the appropriate response and recovery actions. Maintaining situational awareness to execute the necessary response and recovery actions is a primary function of the EOC.

A. Public Information and Outreach

University Communications, supported by FSU-EM, is responsible for developing and disseminating emergency information and instructions to the university community, public and news media before, during and after an incident. The FSU Alert web page, social media channels, telephone hotline, and

news releases are the primary methods utilized to disseminate information as it becomes available. University Communications maintains an Emergency Communications Plan and internal listserv to ensure a robust communications strategy can be implemented for any type of emergency. Part of the Emergency Communications Plan is tested during regular semester tests of FSU's emergency notification system known as FSU Alert.

At FSU and throughout Florida, public safety agencies encourage community involvement through several key programs and communication channels. The "If You See Something, Say Something®" initiative empowers students, employees, and visitors to report suspicious behavior or activities to help prevent crime and enhance safety. Additionally, Crime Stoppers provides a confidential way for individuals to share tips about criminal activity by phone, online, or via the P3 Tips mobile app, often with the option of receiving a cash reward. FSUPD also offers multiple ways to report concerns, including the FSUPD non-emergency number, emergency blue light phones around campus, the "SeminoleSAFE App" available for Apple and Android for real time information and property registration, and anonymous reporting forms available on their website. These resources ensure that the community plays an active role in maintaining a safe environment. Additionally, students, faculty, and staff can report a variety of concerns, such as but not limited to sexual misconduct, stalking, and domestic/dating violence; hazing; concerning behavior; or acts of discrimination on report.fsu.edu.

The Seminole Prepared: Emergency and Response (SPEAR) training, made in collaboration with Human Resources, provides a free, online course accessible to all FSU students, faculty, and staff to learn about hazards facing campus and their applicable preparedness and response techniques, as well as this CEMP. All these methods are utilized to communicate preparedness actions and other elements of this plan. Outreach and educational events, which leverage partners and volunteers as force multipliers, allow FSU-EM to reach the campus community, including at-risk populations, to educate about preparedness activities relevant to the hazards identified in the FSU Tallahassee HIRA and campus-specific HIRAs and/or EOPs and this plan.²⁰

B. Alert & Notification

This section provides an overview of notification responsibilities before, during, and after a disaster or emergency incident. It also reviews the major communications tools available to provide alerts, warning, and emergency information and instructions to university populations.

1. Emergency Notification

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety on campus, FSU will immediately and without delay issue an emergency notification to the university community. The university employs an integrated approach, using several different methods to inform the campus community under the branding of "FSU Alert". Emergency notifications are executed in accordance with policies set forth by the Clery Act.

²⁰ EMAP Standard 4.12.3

2. FSU Alert²¹

FSU maintains the FSU Alert system as the official communication, notification, alert, and warnings system to ensure the campus community is promptly informed in the event of an emergency or other significant incident. This notification and warning process is required under the Higher Education Opportunity Act (HEOA), which mandates that all colleges and universities have systems in place to alert students, faculty, and staff during threats to campus health and safety. The FSU Alert system uses a wide range of redundant communication methods, including but not limited to the following:

FSU Alerts Website (alerts.fsu.edu)	Social Media
Outdoor and Indoor Sirens	Desktop Computer Alerts
SMS Text Messages	Alert Beacons
Email	Digital Displays
The SeminoleSAFE Mobile App	

Additionally, emergency communications, notifications, alerts, and warnings can be disseminated through systems such as but not limited to radio systems; cellular, satellite, and other phone systems; and digital collaboration software, such as Microsoft Teams and FSU-EM's virtual incident management software. These redundant communication methods provide alternative systems to issue notifications, alerts, and warnings in case of failure of the primary system. This redundancy, as well as access and training on the FSU Alert system by multiple personnel, allows for continual communication, notification, alert, and warning through a variety of potential operating environments, such as but not limited to power outages, loss of internet or cellular connectivity, or personnel absences.

Activation of the system follows a structured approval hierarchy, with different levels of response depending on the nature and urgency of the event. Full activation involves the use of all primary alert channels for immediate threats, while partial activation may use select methods based on the situation. Additionally, timely warnings may be issued to share important information without indicating an immediate danger. Timely warnings and emergency notifications are executed in accordance with policies set forth by the Clery Act. The FSU Alert system is tested on an established schedule with results documented and corrective actions addressed.

VI. Communications and Coordination²²

During both day-to-day operations and emergencies, FSU-EM uses dedicated email lists that include Emergency Operations Team members and EPG members to share information including but not limited to training and exercise initiatives, severe weather updates, plan updates, and EOC activations. FSU-EM may also share information with specific entities rather than larger email list(s),

²¹ EMAP Standard 4.8.2

²² EMAP Standard 4.8.2

such as State Watch Office report trends to FSUPD. Information is gathered from a variety of external agencies, such as but not limited to the Florida Division of Emergency Management (FDEM), NWS Weather Forecast Offices, and the Department of Homeland Security. While information is primarily shared over email, FSU-EM may use landline telephones; cell phones, both voice calling and text messaging; and/or instant messaging/meeting software, such as Zoom and Microsoft Teams.

During emergencies, FSU uses incident management software to coordinate emergency response activities and communicate with applicable personnel. It allows for situation reporting, incident action plan development, recording damage assessments, requesting resources, and situational awareness that informs decision-making. FSU-EM also has access to FDEM's incident management software to submit resource requests for commodities the university cannot obtain directly and for general situational awareness of the larger statewide response. Resource requests and other communications may also be coordinated through the applicable campus' county emergency management agency. When both incident management software and the aforementioned communication methods are not available during an emergency due to internet and telephone network disruptions, FSU-EM can use satellite telephones for continued communications access.

Each FSU campus uses radio systems for quick communication and coordination between key departments, such as, but not limited to, Police/Security, Facilities, EH&S, Transportation and Parking Services, and others. Radio systems ensure rapid, reliable coordination for day-to-day operations, emergency response, and maintenance activities. FSUPD's radios are interoperable with local law enforcement and the State Law Enforcement Radio System (SLERS) allowing critical communication with external stakeholders.²³

Nearly all the above systems are used daily and therefore are not formally tested on an established schedule. Systems not used daily, however, such as FSU's incident management software and satellite telephones, are tested on an established schedule, such as during exercises, with results documented and corrective action items addressed.

VII. Administration, Finance and Logistics

A. Administration

1. Documentation

During and after emergencies at FSU, a range of information and actions are documented to support effective response, recovery, accountability, and improvement of future operations. These documentation efforts follow established plans and Standard Operating Procedures (SOPs) and serve several critical purposes. Examples of these documents can be found in the Planning Section Job Aid.

Information/Actions Documented During and After Emergencies:

1. Flash Reports

²³ EMAP Standard 4.8.4

- a. Purpose: Provide rapid, high-level summaries of the emergency event or incident.
 - b. Contents: Basic facts, initial impacts, immediate response actions, and resource needs.
 - c. Use: Shared with key stakeholders for situational awareness.
- 2. Situation Reports (SitReps)
 - a. Purpose: Provide ongoing updates during the response and early recovery phases.
 - b. Contents: Detailed incident status, objectives achieved, unmet needs, operational activities, resource status, and forecasted needs.
 - c. Use: Guides coordination among departments and with external partners.
- 3. Incident Action Plans (IAPs)
 - a. Purpose: Outline objectives, strategies, and assignments for each operational period during emergency response.
 - b. Contents: ICS Form 202–206 (objectives, organizational structure, communications plan, safety measures, etc.).
 - c. Use: Operational coordination and accountability.
- 4. Damage Assessments
 - a. Purpose: Identify and quantify damage to FSU facilities and infrastructure.
 - b. Contents: Photos, location, damage descriptions, cost estimates, repair priorities.
 - c. Use: Supports cost recovery, insurance claims, and repair planning.
- 5. Debris Management Records
 - a. Purpose: Document all debris clearance, removal, and disposal activities.
 - b. Contents: Locations, quantities, types of debris, contractors used, disposal methods.
 - c. Use: Essential for FEMA reimbursement and regulatory compliance.
 - d. Process: Follow procedures in the Debris Management Plan and SOPs.
- 6. EOC Sign-In Sheets
 - a. Purpose: Track personnel working in the Emergency Operations Center.
 - b. Contents: Names, roles, time in/out, departments.

- c. Use: Ensures accountability, supports time sheet tracking, and after-action reviews.
- 7. Timesheets
 - a. Purpose: Track staff time dedicated to emergency response and recovery.
 - b. Contents: Hours worked, dates, tasks, department.
 - c. Use: Required for cost recovery from FEMA and other funding sources.
- 8. Florida-Recovery Obligation Calculation (F-ROC) Forms
 - a. Purpose: Standardized forms used to document operational and resource activities.
 - b. Examples:
 - i. Daily Activity Report
 - ii. PA Initial Damage Assessment
 - c. Use: Consistent incident documentation required for audits and reimbursement.

Processes for Collecting Information

Documentation processes are guided by FSU's CEMP, campus-specific EOPs, Continuity of Operations Plans (COOPs), Debris Management Plan, department-level SOPs, and other operations guides or hazard annexes. These plans specify data collection methods, responsible parties, reporting timelines, and approval workflows.

Why Actions Are Documented

Documenting response and recovery actions is critical for multiple reasons:

- Historical Recordkeeping: Maintains a record of what happened and how it was addressed.
- After-Action Reports (AARs): Provides data for evaluating response performance and identifying lessons learned.
- Federal Cost Recovery: Enables reimbursement from FEMA and other agencies for eligible costs.
- Insurance Requirements: Supports claims for damaged property and assets.
- Mitigation Opportunities: Identifies areas for improvement to reduce future risk and enhance resilience.
- Legal and Compliance: Fulfills regulatory and audit requirements related to emergency management.

2. After-Action Reports

Developing an AAR and Improvement Plan following emergencies or incidents at FSU is essential to enhancing the institution's overall emergency preparedness and response capabilities. These reports allow FSU Emergency Management and key stakeholders to systematically review actions taken, identify equipment or operational shortcomings, highlight strengths and successful initiatives, and improve overall operational readiness. FSU-EM will develop a general AAR for all events resulting in EOC activation. This report will serve as a comprehensive tool for leadership, the EPG, and the FSU Emergency Operations Team to document their response efforts, capabilities, limitations, and recommended improvements. To inform the AAR, all EOC representatives will be asked to complete a post-event feedback survey to capture strengths, areas for improvement, and suggestions. The survey link and submitted feedback will be housed in FSU-EM's incident management software. FSU-EM may host meetings with specific departments to review the incident and gather additional feedback or details that will further inform the AAR. Each AAR will also include a detailed Improvement Plan to track and implement corrective actions, ensuring that lessons learned lead to tangible progress and increased readiness for future incidents. Improvement Plan items from real-world events are added to an AAR tracking dashboard in FSU-EM's incident management software. Assignees can update the progress of their Improvement Plan items, and FSU-EM will review any items marked as "Complete" to ensure the evidence and/or justification meets the identified need. Assignees with incomplete items receive monthly email reminders from the incident management software.

B. Finance

1. Controller's Office

FSU's Controller's Office provides the financial and accounting needs of the university. The Controller's Office receives and deposits funds due to the university, ensures prompt and proper settlement of amounts owed by the university, maintains and processes the university's payroll, maintains the university's accounting and financial reporting systems, and provides oversight and management to ensure the integrity of all university financial affairs. During emergencies, the Controller's Office works to maintain access to funds and financial reporting systems to ensure the university can continue conducting business and other operations.

2. Procurement Services

Procurement Services assists departments/units to provide sources of service and supply during an emergency. University units are directed to follow traditional procurement methods during an emergency. When a resource or service cannot be acquired, the EOC may request the resource via mutual aid or by tasking the State EOC. A Procurement representative is typically included in staffing of the EOC to aid departments with their needs.

3. PCard

Procurement Services provides purchasing cards (PCards) to select individuals in campus units after application and approval. PCards are credit cards with a single purchase limit of \$2,500 and a daily transaction limit for multiple suppliers of \$7,500. During a declared emergency, PCards may be used for emergency purchases, if appropriate. Procurement Services may preemptively raise the transaction limit and daily limit during an emergency at their discretion. If items are over the single purchase limit or will exceed the daily maximum, units should request approval from Procurement Services with information about the supplier, items being purchased, department budget number to be charged, any necessary back-up documentation, and the approval of the cardholder's Dean, Director, or Department Head. All receipts must be kept and submitted with reimbursement worksheets. Further information can be found in the PCard Manual, Procurement Manual, or FSU Policy 4-OP-A-6, Procurement Services.

Alternatively, employees may need to make purchases for the university using personal funds. These funds may be reimbursed by submitting a Non-Travel Expense Report in Concur, the university's travel management system. The employee must include a justification with a detailed reason for not using other procurement methods and a plan to prevent future occurrences. Approval is based on FSU's Expenditure Guidelines.

4. Purchase Order

Purchase Orders (POs) and PCards are the only authorized buying means for the university. The issuance of a PO initiates a binding contract between the university and the supplier. Procurement Services may utilize an Emergency Purchase Order when the university has declared a state of emergency and when traditional purchase orders do not support the procurement of necessary resources. In this case, Procurement will work with the department or unit to get a requisition entered in SpearMart, the university's online electronic procurement system. Further information about POs can be found in the Procurement Manual and FSU Policy 4-OP-A-6, Procurement Services.

5. Emergency Exemption

In an official emergency declared by the Governor and university President, the university may utilize an Emergency Exemption unless there is an existing contract in place that provides necessary goods or services. An emergency is when the delay resulting from or in lieu of the competitive solicitation process would result in a condition which threatens the health or safety of person(s) or animal(s), the preservation of property, or a vital university function. In this case, the department should contact Procurement Services and if the request is determined to be a true emergency, the department must then enter an Emergency Exemption Requisition using the Emergency Request form within SpearMart. The Senior Vice President of Finance and Administration is the final approval authority for emergency purchases of \$150,000 or more in the workflow process. Due to the critical nature of the procurement, emergency purchases do not require that the action be posted on the Notice of Award website for 72 hours. An emergency purchase shall be limited to the purchase of only the type of items and quantities that are required for a time period sufficient to relieve the immediate threat and shall not be used to meet long-term requirements. Further

information about emergency exemptions can be found in Board of Governors Regulations Chapter 18, Purchasing; FSU Regulation Chapter 2.015, Procurement and Purchasing; FSU Policy 4-OP-A-6, Procurement Services; and the FSU Procurement Manual.

6. Maintaining Accountability

In an official emergency, university units should ensure they are maintaining accountability by doing the below:

- Work with Procurement Services to ensure there are required compliance clauses when establishing purchase orders and contracts.
- Document emergency procurements during or as soon as possible after the event. EOC representatives are encouraged to post procured resources and services using the incident management software. This helps with documentation, situational awareness, and can aid in redundant requests for the same commodities. Any adopted procurement method is subject to audit.
- Procurement Services can help with federal emergency funding parameters, compliance issues, and contract options that can be employed during response and recovery periods. Procurement staff have access to resources (i.e. pre-positioned contracts) and how to utilize and support local supplier relationships.

7. Public Assistance and Federal Reimbursement

There are two types of disaster declarations per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act): Emergency Declarations and Major Disaster Declarations. Both types authorize the President of the United States to provide supplemental federal disaster assistance. If one of these declarations is issued, expenses incurred in preparation of the disaster and immediately following may be eligible for reimbursement from FEMA.

Emergency Declarations are instances determined by the President of the United States that warrants supplemental emergency assistance to save lives, protect property, and public health and safety, or to lessen or avert the threat of a catastrophe. Emergency Declaration funding is limited to Public Assistance (PA), specifically emergency work under PA Categories A (Debris Removal) and B (Emergency Protective Measures). Generally, the total assistance provided for a single emergency cannot exceed \$5,000,000; however, that may be exceeded when the President of the United States determines that continued emergency assistance is immediately required; there is a continuing and immediate risk to lives, property, public health or safety; and necessary assistance will not otherwise be provided on a timely basis.

Major Disaster Declarations are issued by the President of the United States for any natural catastrophe, including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, or, regardless of cause, any fire, flood, or explosion for which the president determines causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement efforts and resources or states, local governments, and

disaster relief organizations. Major Disaster Declarations can expand to include Individual Assistance (IA), Hazard Mitigation Programs, and all PA categories.

Invoices associated to disaster-related expenditures should be clearly marked with the name of the event or the disaster declaration number assigned to it by FEMA (i.e., Florida Hurricane Helene 2024 or DR-4828). The invoice should clearly provide an explanation of the necessity of the expense. Environmental Health & Safety's Risk Management section serves as the lead for insurance and Public Assistance and will coordinate all claims and ensure proper documentation submittal in accordance with the FEMA Public Assistance Program. Repairs performed by Facilities or subcontractors will be recorded in specific project worksheets segregated from regular construction, repair, and maintenance projects.

C. Logistics Support and Resource Requirements²⁴

Each university unit involved in emergency preparation, response, and recovery operations at FSU conducts annual property inventory counts as a part of the Controller's Office Asset Management program. It is the responsibility of each to identify their resource needs based on after-action reports or other assessments from exercises or real-world events. Resources should be adequate to address hazards identified in the FSU Tallahassee HIRA and campus-specific HIRAs and/or EOPs and the response and recovery requirements in this plan.

Departments may overcome resource shortfalls through appropriate university procurement processes, memoranda of understanding (MOUs), or mutual aid agreements (MAAs). Requests for resources may occur during planned events or unplanned incidents. Resource requests made through MOUs or MAAs will be made by the department maintaining the agreement and will be coordinated through the appropriate EOC. As a signatory of the Statewide Mutual Aid Agreement (SMAA), FSU-EM may submit requests to local or state jurisdictions, such as the applicable county's emergency management agency or the Florida Division of Emergency Management (FDEM), following the processes identified in Florida Statute 252. As a signatory of the National Intercollegiate Mutual Aid Agreement (NIMAA), FSU-EM may submit requests to other NIMAA signatories following the processes identified in the agreement. FSU-EM may also receive requests to provide assistance from other signatories of both SMAA and NIMAA. Requests to provide assistance through SMAA and NIMAA will be evaluated based on university capability, resource levels, and COOP reconstitution priorities.

²⁴ EMAP Standard 4.5.2(5)

Appendix A: Acronyms

AAR	After Action Review
ACC	Atlantic Coast Conference
ADA	Americans with Disabilities Act
AVP	Assistant Vice President
BOG	Board of Governors
BOT	Board of Trustees
CEMP	Comprehensive Emergency Management Plan
CGE	Center for Global Engagement
COOP	Continuity of Operations Plan
CRRTCC	Capital Region Real-Time Crime Center
DRU	Disaster Resilient Universities
EH&S	Environmental Health and Safety
EMAP	Emergency Management Accreditation Program
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPG	Executive Policy Group
FCS	Florida College System
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
F-ROC	Florida-Recovery Obligation Calculation
F.S.	Florida Statutes
FSU	Florida State University
FSU-EM	Florida State University Emergency Management
FSUPD	Florida State University Police Department
HEOA	Higher Education Opportunity Act
HIRA	Hazard Identification and Risk Assessment

HR	Human Resources
IAEM-UCC	International Association of Emergency Managers' Universities and Colleges Caucus
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
ICUF	Independent Colleges and Universities of Florida
IP	International Programs
ITS	Information Technology Services
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
LMS	Local Mitigation Strategy
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NCAA	National Collegiate Athletic Association
NGO	Non-Governmental Organization
NIMAA	National Intercollegiate Mutual Aid Agreement
NIMS	National Incident Management System
NWS	National Weather Service
OPS	Other Personal Services
PA	Public Assistance
PCard	Purchasing Card
PO	Purchase Order
RA	Resident Assistant
SitRep	Situation Report
SLERS	State Law Enforcement Radio System
SLTT	State, Local, Tribal, and Territorial
SMAA	Statewide Mutual Aid Agreement
SOP	Standard Operating Procedure
SPEAR	Seminole Prepared: Emergency and Response

SUS	State University System
SWO	State Watch Office

Appendix B: Glossary

After Action Report: A review conducted after an incident or exercise to evaluate performance and identify improvements.

Critical Facilities: Buildings or infrastructure essential to the operation of the university or emergency response (e.g., hospitals, data centers, power stations).

Emergency: Any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.

Emergency Declaration: Declaration by the United States President granted on any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Center (EOC): A centralized location for command and coordination during emergencies.

Incident Action Plan (IAP): A formal plan that defines the response strategy and resource management during an emergency.

Incident Command System (ICS): A key component of NIMS—provides a hierarchical structure for managing response efforts.

Local Mitigation Strategy (LMS): A county-wide plan identifying vulnerabilities and mitigation projects, required for federal disaster funding eligibility.

Major Disaster Declaration: Declaration by the United States President granted for any natural event, including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, or, regardless of cause, fire, flood, or explosion, that the President determines has caused damage of such severity that it is beyond the combined capabilities of state and local governments to respond.

Mitigation: Actions taken to reduce or eliminate long-term risk to people and property from hazards.

Modular Organization: A scalable structure that can expand or contract based on the complexity of the incident.

National Incident Management System (NIMS): A standardized approach to incident management across multiple jurisdictions and sectors, adopted from Homeland Security.

Place of Refuge: A safe area used temporarily during emergencies for protection from immediate hazards.

Preparedness: Planning and training activities done before a disaster to ensure an effective response.

Recovery: The process of restoring normalcy after a disaster, including rebuilding and providing long-term assistance.

Response: Immediate actions taken to protect life, property, and the environment during a disaster.

Situational Awareness: The ability to identify, process, and comprehend critical information about ongoing incidents in real-time.

Span of Control: The number of individuals or resources one supervisor can effectively manage, typically 3–7.

Hazard Identification, Risk Assessment, and Consequence Analysis (HIRA): A formal assessment process used to identify potential hazards, evaluate their risk, and analyze likely impacts.

Unified Command: A system in which multiple agencies with jurisdictional authority work together to manage an incident.

Whole Community Approach: A strategy that involves all segments of society (government, non-profits, businesses, individuals) in emergency planning and response.

Appendix C: FSU Locations

2026 FSU Campuses (FL Only)



3/18/2026

-  FSU Campuses
-  College of Medicine Regional Campuses
-  Florida Counties

Florida Department of Commerce, Bureau of Workforce Statistics & Economic Research, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

A. Carr, FSU Emergency Management

FSU Study Centers (Europe)



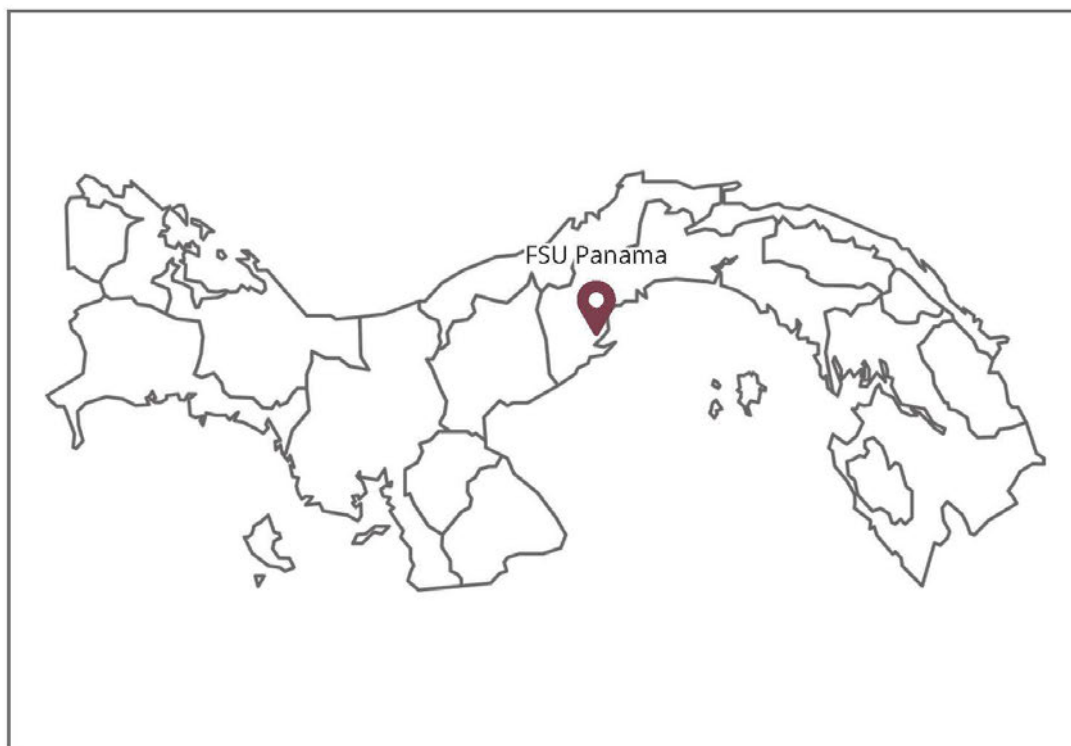
FSU Study Centers



Countries

FSU Panama Branch Campus

Panama City, Republic of Panama



-  FSU Branch Campus
-  Provinces of Panama