



*The*  
**UNIVERSITY**  
*of* **VERMONT**

Policy V. 4.1.1.2

Responsible Official: Vice President for  
Finance and Administration

Effective Date: August 27, 2010

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## Emergency Management

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### Policy Statement

During a disaster or campus crisis, the President (or the next most senior available administrator) has ultimate responsibility and authority for declaring a “state of campus emergency,” setting direction as to how the emergency will be managed, and making key executive decisions. He/she will be assisted and advised by a Policy Group of senior executives and an Emergency Operations Group composed of key administrators. At the appropriate time, the President (or next most senior administrator) will declare an end to the “state of campus emergency.”

### Reason for the Policy

One measure of an organization’s strength is its ability to respond well to any emergency. This policy details special policies related to the management of campus disasters or crises at the University of Vermont.

### Strategic Direction

This policy supports the following goal in the University’s Strategic Plan

([http://www.uvm.edu/president/?Page=strategicplan2009\\_2013.html](http://www.uvm.edu/president/?Page=strategicplan2009_2013.html)):

- *Institutional Efficacy*: As an institution, model the highest standard of ethical conduct, accountability and best practice, public service, and strong commitment to lifelong learning.

### Applicability of the Policy

This policy applies to all University of Vermont faculty, staff, students, and guests visiting the campus.

## **Policy Elaboration**

### Emergency Shut-Down

It has been long-standing practice not to close the University when classes are in session unless requested to do so by an external governmental authority (e.g., Governor or Mayor) or where campus conditions preclude the provision of normal services. The decision to close the University is the President's and in his/her absence, the Provost's. Once the University is shut-down, those employees who must remain are entitled to special compensation.

### Partial Shut-Down

Although only the President or his/her designee can officially "shut-down" all University activities, Deans, Vice Presidents, Directors, and Department heads have the latitude to scale back staffing levels, while maintaining basic services of their units. When action to go home early is supervisor-initiated or when the University decides to begin phasing employees out of the office, such employees will not be expected to take it as leave time. When employees initiate the action to go home early, they must make the time up another day, or take it as vacation or personal time.

### Roles during an Emergency

During a campus crisis, the Emergency Operations Group (with the approval of the appropriate Vice President) may request staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those roles. Any department with staff that do not have specific roles to carry out during a period when a "state of campus emergency" has been declared will become part of a "pool" of reserve personnel to assist with the specific emergency.

### National Incident Management System

By resolution signed by the President of the University, UVM has adopted the National Incident Management System (NIMS) in accordance with Presidential Homeland Security Directive 5 and will follow this system in managing campus emergencies and in coordinating with external emergency responders and public agencies.

## **Definitions**

None

## **Procedures**

See Emergency Response and Recovery Basic Plan

(<http://www.uvm.edu/~emergncy/?Page=plan.html&SM=planmenu.html>)

## **Forms**

None

## **Contacts**

Questions related to the daily operational interpretation of this policy should be directed to:

Associate Vice President and Emergency Operations Group Co-Chair  
Administrative & Facilities Services  
(802) 656-2240  
(for UVM employees)

Assistant Vice President and Emergency Operations Group Co-Chair  
Dean of Student's Office  
(802) 656-3380  
(for UVM students)

The Vice President for Finance and Administration is the official responsible for the interpretation and administration of this policy.

## **Related Documents/Policies**

Emergency Response and Recovery Basic Plan

(<http://www.uvm.edu/~emergncy/?Page=plan.html&SM=planmenu.html>)

## **Effective Date**

Approved by the President on August 27, 2010