



Administrative Policy Emergency Preparedness and Recovery Plan

Approved By: President

Date Approved: May 22, 2015

1. **Summary:** This policy establishes guidelines for the College's Emergency Preparedness & Recovery Plan.
2. **Rationale:** This policy is necessary to ensure that the College has procedures in place to enhance the protection of lives and proper during emergencies.
3. **Entities Affected:** faculty, staff
4. **Definitions:** Not applicable.
5. **Policy:** The College shall develop and maintain an Emergency Preparedness & Recovery Plan which establishes basic emergency procedures to enhance the protection of lives and property during a state of emergency through the effective use of campus resources. The College shall make all employees aware of the procedures outlined in the plan, and all employees of the College shall be required to follow the procedures in the event of an emergency. The Committee on Campus Health, Safety and Security shall annually review the plan to ensure that it is updated as needed.
6. **Procedure:**
 - a. **Implementation:** The Chief of Police is responsible for maintaining and implementing procedures by which this policy is followed.
 - b. **Responsibility for Compliance:** Chief Business Officer
 - c. **Notification:** This policy will be posted on the College's website.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0

Policy number: 2.041

Related policies:

Policy History

Version 1.0

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