



Administrative Policy Emergency Preparedness and Recovery Plan

Approved By: President

Date Approved: May 22, 2015

Effective Date: 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 property during emergencies.
3. **Entities Affected:** all constituents of the College
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 Campus Safety Committee 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 Financial Officer
 - c. **Notification:** This policy will be posted on the College's website.
 - d. **Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 1.0

Policy number: 2.041

Related policies:

Policy History

Version 1.0

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