

WASHINGTON STATE UNIVERSITY  
EXECUTIVE POLICY MANUAL

Executive Policy #25  
Approved July 17, 2015

## Executive Policy on Emergency Management and Safety Plans

Washington State University is committed to an all-hazards comprehensive emergency management and public safety plan to encompass all campuses, research stations, and other facilities throughout the state. Emergency plans are to be structured so they can be implemented with emergency management programs of local, state, and federal jurisdictions when needed. The principal functions of emergency and public safety plans and procedures are to protect students, faculty, staff, visitors, and research animals from natural and human-caused emergencies or dangerous events; to safeguard critical infrastructure, facilities, environment, essential records, and research; and to facilitate resumption of normal operations as soon as practicable. Development, adoption, and administration of the structure and guidelines for emergency and public safety plans, and the policies to implement or support such plans, are the responsibility of the Vice President for Finance and Administration.

The primary guidance and policies for prevention, preparedness, response, recovery, and mitigation of major emergency situations are contained in the Coordinated Comprehensive Emergency Management Plan. The Coordinated Comprehensive Emergency Management Plan must include policies, plans, and procedures that support the University's ability to manage a wide range of potential natural and human-caused emergent situations. Following the same format, regional campuses adapt the Coordinated Comprehensive Emergency Management Plan to meet their specific capabilities and needs. Within a common structure and set of guidelines, all campuses, colleges, divisions, departments, units, and offices are to prepare Emergency Response/Action Plans and Continuity of Operations Plans specific to their needs. See *BPPM 50.39*.

Emergency Management Plans are to be consistent with the National Incident Management System (NIMS) for the management of all emergencies on WSU campuses and facilities in the state. NIMS is to be incorporated into all emergency prevention, preparedness, response, recovery, and mitigation documents and guidelines. The use of NIMS also provides for a smooth integration of University emergency operations with city, county, state, and federal emergency operations as needed. Appropriate personnel within the University are to train, exercise, and use the emergency management principles as outlined in NIMS and coordinated by the Office of Emergency Management.

The primary guidance and policies for public safety responsibilities at each regional campus is the Campus Safety Plan. Each plan must include, but is not limited to, the safety elements required by state and federal campus safety laws, including policies and procedures required by the Clery Act, as amended, and its implementing regulations, the Higher Education Opportunity Act of 2008, and *RCW 28B.10.569*. Within the common structure and guidelines developed by the Office of the Vice President for Finance and Administration, every three years each campus is to update, publish, and distribute by October 1, a comprehensive Campus Safety Plan. Annually, each campus is to publish and distribute by October 1, the Annual Security/Fire Report required by the Clery Act, specific to the campus and respective constituencies.