

## EMERGENCY MANAGEMENT

### General Policy

The university uses an “all-hazards” approach to emergency management to mitigate, prepare, respond and recover from an emergency situation. The university’s response to an emergency involves members of the university’s Crisis Management Team (CMT) and other essential employees at the university, as necessary or appropriate.

### Definitions

*All-hazards* – an approach that considers the full range of threats, man-made and natural, accidental and premeditated disasters and other emergencies.

### Guidance

In managing emergencies, the university is guided by three criteria to aid in the assessment of response and recovery for all areas of the university. The criteria, in priority order, are:

1. Life safety
2. Preservation of research and key assets
3. Resumption of research and teaching

### Authority

The chair of the CMT, who is ordinarily the vice president for administration, or his or her designee, has been delegated by the president the authority to declare the existence of an emergency in all or part of the university. This authority includes convening the CMT to review and implement an appropriate emergency response, and when deemed necessary, the closure of part or all of the university.

Other offices at the university, such as Environmental Health and Safety and the Rice University Police Department, may take immediate action in a situation to protect members of the university community or university property prior to an emergency declaration by the chair of the CMT.

When the CMT communicates a response to an emergency, that emergency response is to be considered the primary response governing the actions of any school, division or department, in order to avoid conflicting responses or directives. All responses at these levels are subordinate and complementary to the university’s overall emergency response.

The Office of Public Affairs will coordinate and issue all public and news announcements regarding any emergency situation. The official spokesperson for the university will be the vice president for public affairs or his or her designee.

## **Organization**

The CMT is comprised of decision-making representatives from key functions across the university. The chair of the CMT, or his or her designee, may convene all or part of the CMT to manage a specific emergency event. The CMT meets on a quarterly basis and may be convened more often as needed.

## **Planning**

The responsibility for developing and implementing individual school, college, division and department planning rests with the organization head. All managers are responsible for reviewing their plans and procedures regularly and for determining which staff are considered “essential employees” during an emergency. The school, college, division and department with such action plans should communicate to its employees their respective roles, responsibilities and expectations should an emergency arise triggering the response plan.

## **Cross References to Related Policies**

Laboratory Safety Policy, 313

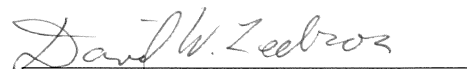
Safety Policy, 805

## **Responsible Officer**

The responsible officer for this policy is the vice president for administration.

## **Links to Procedures or Forms**

[emergency.rice.edu](http://emergency.rice.edu)



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President

Policy 105

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