

Standard Operating Procedures Development

INTRODUCTION

Bowling Green State University is committed to a continuous process of preparing for, mitigating, responding to, and recovering from natural, human and technological hazards that may negatively affect its students, faculty, staff, visitors, intellectual property, and facilities.

All departments and operating units of Bowling Green State University must be prepared to act when an unexpected emergency occurs that affects its students, faculty and staff. Proper planning for an emergency is essential to reducing the impact it may have on the people and assets of the University. The University's Emergency Management Plan designates appropriate individuals to mitigate and prepare for a broad range of emergencies and to take timely, professional, and decisive action when an emergency occurs.

DEPARTMENTAL AND OPERATING UNIT PLANS

Departments and operating units are expected to develop emergency plans with standard operating procedures that address the specific needs of their students, faculty and staff. To aid in the development of these unit plans, the University's Emergency Management Plan Advisory Committee has developed a series of emergency procedures, check lists and templates. These include:

1. A template to develop a staff phone number and email list.
2. A list of emergency contact information to facilitate communications during an emergency.
3. A checklist to aid departments in mitigating the effects of an emergency and to identify specific responsibilities for departmental personnel.
4. The procedure for academic units concerning the options for the conduct of classes if the university were to close for an extended period.
5. Emergency procedures for fire, medical, crimes in progress, suspicious packages, bomb threats, tornado, hazardous materials, utility, and other weather related emergencies.
6. Planning templates for staff and families to develop emergency communication and emergency supply kits.

Chairs and directors may choose, due to the size and location of departments, to coordinate their efforts with other units located in the same building in order to develop their emergency plans. All colleges and departments are asked to designate a person who will be responsible for completing and updating emergency planning templates, for distributing the emergency procedures materials and for educating staff about emergency procedures. Questions concerning the templates or procedures may be directed to Environmental Health and Safety at 419.372.2171.