

OP 01.04: Emergency Operations Policy

Date: May 27, 2014

Purpose

To comply with state and federal laws applicable to Mississippi State University concerning emergency actions.

Policy

Mississippi State University shall maintain an [Incident Preparedness Plan](#) to outline emergency operation guidelines to protect lives and property through the effective use of University employees and equipment and community resources should an emergency arise.

Procedure

The [Incident Preparedness Plan](#) shall address the Protocol for standing up the Incident Command Center (located in the Butler-Williams Building) and assembling the Crisis Action Team (CAT) as well as issues regarding preparation, response, and recovery for an emergency situation that may affect Mississippi State University. Input for the plan should be gathered through knowledgeable sources of emergency management and emergency operation procedures. These sources shall include, but not be limited to, University Police Chief, University Safety Officer, Oktibbeha County Emergency Management Authority, All Vice Presidents, Dean of Students, Director of Environmental Health and Safety, Chief Information Officer, Director of Athletics, Director of Regulatory Compliance, Director of Housing and Residence Life, Director of Public Affairs, Director of Human Resources, and Director of Procurement and Contracts.

Review

The MSU [Vice President for Student Affairs](#) is responsible for the review of this Emergency Operations Policy every four years or as needed. The Incident Preparedness Plan will be reviewed and updated as needed by the Crisis Action Team with recommendations for revisions presented to the [Vice President for Student Affairs](#).

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

OP 01.04: Emergency Operations Policy

REVIEWED BY:

/s/ William Kibler
Vice President for Student Affairs

09/24/13
Date

/s/ Lesia Ervin
Internal Auditor

11/11/13
Date

/s/ Joan Lucas
General Counsel

11/15/13
Date

APPROVED BY:

/s/ Mark Keenum
President

05/16/14
Date