



# Emergency Management Plan ADM 2.0

## Academic Affairs/ Business Affairs/ Student Affairs

Policy Type: Administrative  
Applies to: Faculty, staff, and volunteers

### POLICY DATES

Issued:  
Revised: 3/14/19  
Edited:  
Reviewed: March 2019

This is the table of contents for the Emergency Management Plan on campus. If an Emergency should arise, please refer to this plan for further guidance. This table of contents should make searching for a specific incident easier. The link to the entire plan is attached below.

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Utility Failure:

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#### Definitions

| Term | Definition  |
|------|---|
| EMP  | Emergency Management Plan is instituted to provide timely responses in emergency situations to get the campus back to normal operations |

#### Policy Details

#### Responsibilities

| Position or Office                  | Responsibilities   |
|-------------------------------------|--|
| President                           | Initiate the Emergency plan  |
| Vice President of Academic Affairs  | One of the first responders in the EMP to alert the public if the President is not available |
| Vice President for Business Affairs | One of the first responders in the EMP to alert the public if the President is not available |
| Vice President for Marketing        | One of the first responders in the EMP to alert the public if the President is not available |
| Vice President for Student Affairs  | One of the first responders in the EMP to alert the public if the President is not available |

#### Resources

[Emergency Management Plan](#)

#### Contacts

| Position  | Office             | Telephone      | E-mail/URL   |
|---|--------------------|----------------|--|
| Assistant to the President                                | President's Office | (330) 823-6050 | <a href="mailto:prexy2@mountunion.edu">prexy2@mountunion.edu</a>                   |
| Dean of the University/Vice President of Academic Affairs | Academic Affairs   | (330) 823-2690 | <a href="mailto:Academic@mountunion.edu">Academic@mountunion.edu</a>               |
| VP of Business Affairs                                    | Business Affairs   | (330) 823-6599 | <a href="mailto:BusinessOffice@mountunion.edu">BusinessOffice@mountunion.edu</a>   |
| VP of Marketing   | Marketing          | (330) 823-6063 | <a href="mailto:Marketing@mountunion.edu">Marketing@mountunion.edu</a>             |
| VP of Student Affairs                                     | Student Affairs    | (330) 823-2243 | <a href="mailto:Student_Affairs@mountunion.edu">Student_Affairs@mountunion.edu</a> |

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#### History

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All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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