



ASUN Operating Procedure – Emergency Response Guide

Operating Procedure Synopsis

Title: Emergency Response Guide

Approval Date:

Revised: n/a

Responsible Officer:

Responsible Operating Procedure Manager: Vice Chancellor for Strategic Initiatives

Responsible Department: Strategic Initiatives

A. Purpose

The purpose of this guide is to assist ASUN community members and visitors. Emergencies may be any crisis including inclement weather, medical emergencies, criminal incident, utility failure, fire and damaged property. ASUN campuses are safe; however we recognize that like any location, we are not immune from emergencies that affect members of our community.

B. Definitions

Key terms involved in the operating procedure are defined in this section.

C. Scope

All ASUN employees, students, and visitors are expected to adhere to operating procedures. All employees are expected to know and abide by operating procedures. Individuals involved in fulfilling the requirements of this operating procedure include faculty, staff, students and visitors on an ASUN campus

D. Statement of Authority

The responsibility for development and enforcement of this operating procedure is the Vice Chancellor for Strategic Initiatives, and are reviewed by the Chancellor and Cabinet.

E. Procedures

ASU-Newport has developed an emergency response quick guide to inform faculty, staff, students and visitors of how to respond in the event of an emergency. ASUN community members should become familiar with this guide as prior planning to any emergency is essential. Everyone should familiarize themselves with the facilities they use and know where fire extinguishers, exits and shelter areas are located (see the link below to view the guide)

F. Responsible Officer

The executive cabinet member designated for oversight of the operating procedure.

G. Related Information

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