PURPOSE & INTENT
Preparing for, responding to, recovering from, and mitigating against all hazards which threaten the safety and security of the Tampa Library patrons and employees is a primary concern. This policy provides the framework to minimize or eliminate risk and standardize emergency management operations for the USF Tampa Library.

STATEMENT OF POLICY
Officials accountable for Emergency Management are:
- Dean, USF Library
- Director, Administrative Services & Facilities Unit staff
- Director, Academic Services & designated staff
- Director, Academic Resources & designated staff
- Director, Digital Scholarship Services & designated staff

Their duties as part of the Emergency Management team are:
- Promote, communicate and support emergency management programs and initiatives
- Provide leadership and guidance in the implementation of emergency management
- Ensure compliance with all applicable federal, state and local requirements related to emergency management
- Acquire, analyze, and validate all hazard information and intelligence which threatens or is likely to threaten the USF Library
- Develop, identify, and coordinate emergency preparedness training for all library staff responsible for implementing emergency management initiatives and conducting emergency operations
- Support and provide guidance to recommendations of the Library COOP committee
- Establish an emergency evacuation plan and provide training for all employees of the Library

AUTHORITY
Refer to:
- USF Policy & Procedures #0-001 Issuance of Policies and Procedures
- USF Policy & Procedures #6-10 – USF System Emergency Management
- USF Policy & Procedure #6-011 – Accident, Injury and Loss Control Prevention
- USF Policy & Procedure #6-025 – Fire and Emergency Evacuation Drills
- USF Policy & Procedure #6-005 – Medical Emergencies – Transportation to Off-Campus Facilities
- USF Library COOP Committee charge