

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Declaration of a Campus State of Emergency
Policy Number: 04.60.11
Issuing Authority: Office of the President
Responsible Officer: Senior Vice President & Chief Operating Officer

Date Created: August 12, 2003
Date Last Amended/Reviewed: August 2026
Date Scheduled for Review August 2030
Reviewing Office: Office of Emergency Management

Scope of Policy:

This policy sets forth the authority to declare a campus state of emergency, considerations related to such declaration, and the delegation of authority to make such a declaration in the event that the President is unavailable.

Definitions:

Emergency Conditions – those conditions which are determined to be serious enough to warrant the need for outside resources in responding to and recovering from a catastrophic incident on campus.

State of Emergency – a presidential declaration that may: suspend certain normal functions at one or all university campuses; alert student, faculty and staff to alter their normal behaviors/activities; and/or require university campuses/schools/colleges/departments to implement emergency preparedness, business continuity plans.

Policy:

The President or a senior officer designated by the President is authorized to declare a state of emergency at any or all of Temple University's campuses.

In the event of a potential state of emergency, the person recommending such an action will gather enough information to notify the senior officer designated by the President. The senior officer will notify the President. If the President is unavailable the following line of succession shall be authorized to declare a state of emergency:

- Chief Operating Officer
- Provost
- Vice President of Public Safety
- Chief Financial Officer

These positions are vested with the authority to declare an emergency if the President unavailable for the purpose of declaring a state of emergency.

Procedures

During a state of emergency, the President or the senior officer authorized in accordance with this policy, in the exercise of their discretion, may take whatever actions are necessary or appropriate to safeguard persons or property, maintain or restore order, and/or protect the university's educational function, including suspending some or all university activities. Such directives shall remain in effect for the duration of the state of emergency, unless cancelled by the President or other authorized official.

Orders or directives of the authorized university official during a state of emergency supersede established university policy or procedures. During a state of emergency, the violation of an order or directive of the authorized university official, or the commission of any act of misconduct by any person, will be considered an offense of the gravest nature, subject to sanctions appropriate to the severity of the offense.

Details regarding the state of emergency will be communicated to the Temple community in accordance with the university's emergency communication policy number 04.61.01.

The state of emergency will remain in effect until the President or their designee issues a directive indicating the university's capacity to resume operations.

Notes

1. Dates of official enactment and amendments:

Adopted by the President on August 12, 2003.

2. History:

Historical information for this policy is not available. In August 2010 this policy was updated to reflect a review of all university emergency plans and protocol. In fall 2021 the policy was updated to reflect organizational changes.

In April 2026 a line of succession was added to delegate the senior officers authorized to declare a state of emergency.

Supersedes: Emergency Preparedness Plan and Supporting Documents, April 2003.

Reviewed By: University Counsel, Senior Vice President & Chief Administrative Officer, Provost's Office, and the Department of Public Safety

3. Cross references:

04.31.12 Inclement Weather and Unscheduled Campus Closings
04.61.01 Emergency Communications and Timely Warnings