

# OAKLAND UNIVERSITY

## ADMINISTRATIVE POLICIES AND PROCEDURES

### 605 EXECUTIVE POLICY GROUP

<b>SUBJECT:</b>	EXECUTIVE POLICY GROUP
<b>NUMBER:</b>	605
<b>AUTHORIZING BODY:</b>	STRATEGY COUNCIL
<b>RESPONSIBLE OFFICE:</b>	CHIEF OF STAFF
<b>DATE ISSUED:</b>	MAY 1990
<b>LAST UPDATE:</b>	OCTOBER 2023

**RATIONALE:** The purpose of this policy is to provide an explanation of the composition, general duties, responsibilities and activation process of the University's Executive Policy Group (EPG).

**POLICY:** An EPG has been established as an administrative decision-making group to respond to Critical Incidents which may occur at Oakland University. The EPG's purpose is to manage decision-making, communications flow, and operational responses to a Critical Incident, in accordance with the University's Emergency Response Plan.

**SCOPE AND APPLICABILITY:** This policy applies specifically to officials designated as primary members of the EPG and their designated alternates.

#### **DEFINITIONS:**

***Critical Incidents:*** Those campus-wide emergencies that threaten life or property, or those which impact a significant portion of the University community (including, but not limited to, major fires, civil disturbances, and weather disasters).

#### **PROCEDURES:**

#### **A. Composition of the EPG**

- University President – serves as EPG Leader
- Chief Of Staff and Secretary to the Board of Trustees
- Vice President for Finance and Administration and Treasurer to the Board of Trustees
- Chief of Police – OUPD – serves as EPG Coordinator
- Executive Vice President for Academic Affairs and Provost
- Senior Vice President for Student Affairs and Chief Diversity Officer
- Vice President for Legal Affairs, and General Counsel
- Vice President for Communications and Marketing
- Associate Vice President for Facilities Management
- Chief Information Officer
- Other members as needed and determined by the EPG

#### **B. EPG Notification Procedure:**

Generally, the Chief of Police, or designee, will brief the Chief of Staff regarding an impending or actual Critical Incident. The Chief Of Police will immediately apprise the President of the situation, and a decision whether to activate the EPG will be rendered. If a decision is reached to activate the EPG, the President, or designee, will notify all EPG members via a communication protocol that has been established for this purpose. All team members should report to room 118 North Foundation unless specified otherwise in the communication.

During this initial notification, members may be placed on "stand-by" or directed to report immediately. Once activated, the members of the EPG will set aside all other duties and place the Critical Incident as their top priority. This priority shall also be extended to their various subordinates deemed appropriate depending on the nature of the specific incident.

#### **C. Designation of Alternates**

It is the responsibility of each member of the EPG, to provide for an alternate to carry out the assigned responsibilities in his/her absence and to inform the

Chief of Police of said alternate (and any future changes).

#### **D. EPG Members' Availability**

It is the responsibility of each primary member of the EPG to notify their alternate whenever they will be absent from the local area (vacation, off-campus meeting, attendance at conferences, etc.).

#### **E. Oakland University's Emergency Response Plan**

All members of the EPG and their designated alternates have been issued a copy of the University's Emergency Response Plan. The plan identifies and describes both general and specific responsibilities of the various EPG members when they have been activated to deal with a Critical Incident.

Since time is often a significant factor when dealing with Critical Incidents, it is important that the identified University officials meet with their staffs and develop pre-established organizational plans to effectively respond to potential emergencies.

#### **RELATED POLICIES AND FORMS:**

#### **APPENDIX:**