

4.01.05.70 Emergency Management Planning



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Policy/Guideline Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The Board of Regents considers emergency preparedness and planning activities essential for maintaining the safety and security of each institution. The purpose of this policy is to ensure that institutions develop and maintain plans and procedures utilizing emergency mitigation, preparedness, response and recovery criteria consistent with the National Incident Management System and the Tennessee Emergency Management Plan. These plans and procedures will help ensure that all institutions are able to respond appropriately in the case of emergencies or disasters which could occur within or around the institution in order to mitigate risks to students, faculty, staff and property.

Policy/Guideline

- I. Emergency Management Planning
 - A. Each institution shall develop, maintain, and execute an Emergency Management plan that meets Federal Emergency Management Agency (FEMA) guidelines. The plan will guide the institution in responding to natural, man-made and/or public health hazards with the goal of mitigating risks to students, faculty, staff and property.
 - B. The plan shall be prepared in accordance with the latest version of the FEMA comprehensive preparedness guide for developing and maintaining emergency operations plans. The plan shall address how the institution will integrate and

coordinate with other governmental entities and should be shared, as appropriate, with relevant local, regional and/or state agencies in order to promote coordination among the various entities.

- C. The College shall review the plan at least annually and maintain a log of revisions.
- D. The plan should include instructions for the timely and proper registration of volunteers with the Division of Claims and Risk Management, within the State of Tennessee Department of Treasury.
- E. The primary roles of the System Office are to:
 - 1. Provide necessary guidance for institutional officials to meet federal and state requirements;
 - 2. Act as liaison with the Tennessee Emergency Management Agency and other State and local agencies;
 - 3. Coordinate meetings of institutional emergency management planning staff;
 - 4. Assist in coordinating key personnel training;
 - 5. Monitor institutional compliance with this policy; and
 - 6. Report periodically to the Board on the status of emergency preparedness across the system.

Sources

Authority

T.C.A. § 49-8-203; National Incident Management System (NIMS)

History

Approved by Board, December 11, 2014; revised effective March 18, 2026 (at which time B-100 Institutional Emergency Preparedness Plan was revoked); revised effective March 18, 2026.

Related Polices

[B-100 Institutional Emergency Preparedness Plan](#)