



Emergency Purchases in Excess of \$500,000

Emergency work in excess of \$500,000 can occur from several types of catastrophic events. ETSU's Emergency Preparedness Plan (EPP) provides a framework to ensure repairs can be performed in an expeditious manner to reduce disruption to campus activities. The Office of Capital Planning and Facilities Management will respond to all emergency situations resulting in property damage and recommend a plan of action to remediate the situation. All remediation plans will take safety and continuity of operation into consideration. The ETSU architectural service and engineering services contracts will be utilized to provide assistance as needed. The state Office of Risk Management will be contacted as soon as possible as to the damage by the Director of Environmental Health and Safety. The state contract for mitigation services will be used where possible to initiate remediation efforts. The University's sole source procurement process will be utilized to provide other emergency work as required.

Facility related emergency repairs will be determined by the AVP for Capital Planning and submitted to the COO for review and approval. Upon approval by the COO, the order request will be reviewed and approved for funding by the VP for Finance.

Any emergency purchase requests over \$500,000 will be communicated by the President to a member of the SBC and all reporting requirements of the SBC will be initiated.

The Office of Risk Management will be provided with copies of all purchase orders related to the emergency purchase requirements.

The emergency alert system will be used to inform the campus community of the problem areas and keep them informed of the schedule of repairs. Also, options for requesting assistance or voicing concerns will be provided.

Every effort will be made to return the campus to safe and normal operations will be made.



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