



**Office of the Chancellor**

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November 3, 2011

To All UNC Charlotte Faculty and Staff

Re: Letter of Promulgation

The University of North Carolina at Charlotte is committed to protecting the welfare of its community members as well as its intellectual property and facilities. For this reason, the Associate Vice Chancellor for Risk Management, Safety, and Security (RMSS) has developed an Emergency Operations Plan, Business Continuity Plan, and Continuity of Operations Plan. With these plans, the university strives to minimize the impact of emergencies and maximize the effectiveness of the campus community's response to and recovery from emergencies and service disruptions.

We can best prepare to meet the enormous challenges that emergencies present by working together. Thus, the University of North Carolina at Charlotte expects individual departments to develop their own detailed plans with assistance from the Department of Risk Management, Safety, and Security to effectively organize, coordinate, and direct available resources toward emergency response, operational continuity, and recovery.

The strategy of RMSS is to help university employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, such planning allows for an immediate response by university employees, thereby minimizing danger to our campus and shortening the duration of recovery operations.

On behalf of the University of North Carolina at Charlotte, I hereby approve the Emergency Operations Plan, Business Continuity Plan, and Continuity of Operations Plan, and their attachments, appendices, and annexes. Each University administrator, department chair, director, and functional manager is charged to take the necessary actions to implement it by developing written internal plans and guidelines to support these plans and a state of preparedness.

Sincerely,

Philip L. Dubois  
Chancellor

PLD/cfh