



CAMPUS EMERGENCY DECLARATION AND PROCUREMENT WAIVER POLICY # 58011

Original Effective Date: OCTOBER 8, 2025

Revised Date:

Responsible Office: PURCHASING

Division: ADMINISTRATION & BUSINESS AFFAIRS

I. PURPOSE/OBJECTIVE

The purpose of this policy is to establish procedures for declaring a state of emergency on campus and to provide for the waiver of normal procurement requirements during such emergencies. This ensures the University can respond promptly and effectively to threats involving safety, security, violence, or imminent danger to life or property, thereby protecting the campus community and maintaining operational continuity.

II. DECLARATION OF EMERGENCY

The University President, or their authorized designee, may declare a state of emergency on campus when there is a reasonable belief that the safety, security, or welfare of students, faculty, staff, or property is threatened due to events such as natural disasters, acts of violence, or other situations posing imminent danger to life or property. This authority is consistent with Louisiana Revised Statutes § 17:3109 and related emergency management provisions.

III. LAW AND APPLICABILITY

1. Louisiana Revised Statutes § 17:3109

Grants the President of an institution of higher learning the authority to declare a state of emergency on campus when safety, security, or welfare of students, faculty, or staff is threatened and local enforcement is unable to maintain order. This statute establishes the foundation for emergency declarations specific to university campuses.

2. Louisiana Revised Statutes § 29:724

Provides that a state of emergency declared by the governor (or requested by authorized officials) is effective for up to 30 days and may be renewed. University emergency declarations typically align with this timeframe for validity and renewal.

3. Louisiana Revised Statutes § 39:1595

Allows for waiver of normal procurement procedures, including competitive bidding, during declared emergencies to ensure rapid acquisition of necessary goods and services.

4. Louisiana Public Bid Law (R.S. 38:2211 et seq.)

Sets forth the competitive bidding requirements for public contracts but permits waivers during emergency declarations consistent with R.S. 39:1595.

IV. DURATION

Such a campus emergency declaration shall be effective for a period of up to 30 days from the date of issuance. The declaration may be renewed in additional 30-day increments if conditions warrant and upon approval by the University President or designee, consistent with Louisiana Revised Statutes §29:724 regarding emergency declarations.

V. PROCUREMENT WAIVER

During the declared emergency period, the University may waive normal procurement requirements, including competitive bidding, to promptly acquire goods, services, or construction necessary to address the emergency and ensure campus safety, security, and operational continuity. This is in alignment with Louisiana Procurement Code provisions (R.S. 39:1595) permitting emergency waivers.

VI. DOCUMENTATION AND ACCOUNTABILITY

All emergency procurements must be documented with clear justification for waiving standard procedures. Documentation shall include the nature of the emergency, specific threats (e.g., violence, imminent danger to life), goods or services procured, vendor selection, and costs. This information shall be maintained in compliance with the University's Office of Emergency Preparedness and subject to audit.

VII. COORDINATION WITH CAMPUS SECURITY

Emergency declarations and procurement actions shall be coordinated with the University Police Department, Safety & Risk Management, Facilities and the COO to ensure appropriate response to threats and alignment with campus safety protocols.

VIII. TERMINATION OF EMERGENCY

The emergency declaration and associated procurement waivers shall automatically expire at the end of the 30-day period unless formally renewed. Upon expiration or termination, normal procurement policies and procedures shall immediately resume.

Directives to Key Officials

1. Director of Purchasing

- **Authority to Expedite Procurements:** Upon receipt of a campus emergency declaration, the Director of Purchasing shall immediately initiate procurement actions consistent with emergency procurement waivers, bypassing standard competitive bidding procedures as allowed by law.
- **Vendor Coordination:** Coordinate with vendors to secure timely delivery of goods and services essential for emergency response and campus safety.
- **Documentation:** Ensure thorough documentation of all emergency procurements, including justifications for waivers, vendor selections, contract terms, and costs. Maintain records for audit and reporting purposes.

- **Compliance:** Ensure all emergency procurement actions comply with applicable Louisiana statutes (e.g., R.S. 39:1595) and university policies.

2. Chief Operating Officer (COO)

- **Preparation and Routing of Emergency Declarations:** Prepare the campus emergency declaration, including any renewals or extensions, and route these documents for necessary signatories. Prior to routing, obtain review and approval from the Vice President of Administration & Business Affairs.
- **Coordination Role:** Facilitate communication and coordination between the Purchasing Department, Finance, Campus Security, and other relevant units during the emergency to support effective response and resource allocation.

3. Director of Finance

- **Financial Oversight:** Monitor and manage the financial aspects of emergency procurements, ensuring expenditures comply with university budgets and accounting standards.
- **Reporting:** Prepare and submit timely financial reports on emergency procurement activities to university leadership and relevant oversight bodies.
- **Audit Support:** Support internal and external audits by providing required documentation and explanations related to emergency procurement transactions.
- **Risk Management:** Evaluate financial risks associated with emergency procurements and advise on mitigation strategies.

IX. ACCREDITATION

GSU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. GSU also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of GSU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

X. REVISED/REVIEWED HISTORY