

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR

September 7, 2007

BAKERSFIELD

CHANNEL ISLANDS

CHICO

**MEMORANDUM**

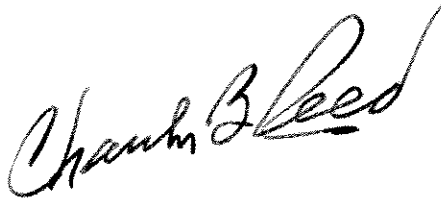
DOMINGUEZ HILLS

EAST BAY

**TO:** CSU Presidents

FRESNO

**FROM:** Charles B. Reed  
Chancellor



FULLERTON

**SUBJECT:** California State University Emergency Management  
Program — Executive Order No. 1013

HUMBOLDT

LONG BEACH

Attached is a copy of Executive Order No. 1013 relating to the California State University Emergency Management Program. This executive order delegates to each president or his/her designee the implementation and maintenance of an emergency management system on each campus that will be activated when an event has the potential for reaching proportions beyond the capacity of routine operations.

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

In accordance with policy of the CSU, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

NORTHRIDGE

POMONA

If you have questions regarding this executive order, please call Ms. Charlene M. Minnick, Chief Risk Officer, Systemwide Office of Risk Management at 562-951-4580.

SACRAMENTO

SAN BERNARDINO

CBR/mas

SAN DIEGO

Attachment

SAN FRANCISCO

cc: Vice Chancellors  
Assistant Vice Chancellors  
Executive Staff, Office of the Chancellor  
Vice Presidents for Administration  
Vice Presidents for Academic Affairs  
Risk Managers  
University Police Chiefs  
Emergency Preparedness Coordinator/Manager  
Environmental Health and Safety Directors  
Chancellor's Office Divisional Heads

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4580**

**Executive Order:** 1013  
**Effective Date:** September 7, 2007  
**Supersedes:** Executive Order No. 921  
**Title:** California State University Emergency Management Program

This executive order is issued pursuant to Chapter II of the Standing Orders of the Board of Trustees of the California State University and in concert with The California Emergency Services Act in Chapter VII, commencing with Section 8550, of Division I of Title II of the Government Code.

**I. Purpose**

The purpose of the executive order is to maintain an emergency management program on each campus that will be activated when a hazardous condition or natural disaster reaches or has the potential for reaching proportions beyond the capacity of routine operations. This executive order supersedes and modifies Executive Order No. 921 to adopt the National Incident Management System and incorporate revisions to further define the responsibilities and needs of an effective campus emergency management program.

**II. Definitions**

1. "Campus Multi-Hazard/Preparedness Plan (Plan)" - A document that establishes and outlines the campus' planned response to an emergency. Each campus plan must be compliant with both the California State Emergency Management System (SEMS) as developed by the State Office of Emergency Services (OES), the National Incident Management System (NIMS) as developed by the Department of Homeland Security, and the Incident Command System (ICS).
2. "Emergency Coordinator" and "Emergency Manager" – Are used interchangeably and both mean the designated person with responsibility for campus-wide emergency management activities.

3. “Emergency Executive” – The designated campus executive, such as the Vice President of Business and Administration or other commensurate management position, with overall responsibility for campus-wide emergency management planning and execution of the campus Plan.
4. “Emergency Management Program” – A management framework for responding to and recovering from emergencies that may threaten the health and safety of the campus community or disrupt its programs and operations.
5. “Emergency Operations Center (EOC)” – A physical location at which the emergency management team convenes to establish and execute response strategies and tactics, deploy resources, and initiate the recovery process.
6. “Incident Command System (ICS)” – The nationally used standardized on-scene emergency management concept specifically designed to allow user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.
7. “National Incident Management System (NIMS)” – A system mandated by the Homeland Security Presidential Directive/HSPD - 5 that provides a consistent nation-wide approach to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity, and to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.
8. “Standardized Emergency Management System (SEMS)” – A system created by California Government Code Section 8607 that is designed to ensure that all public agencies have a common system to utilize in responding to emergencies. The California Office of Emergency Services administers SEMS.
9. “Training Record” – Documentation of training for employees, including employee name or other identifier, training dates, type(s) of training, training providers, and attendee sign-in sheets.

### **III. Responsibility**

The president of each campus is delegated the responsibility for the implementation and maintenance of an emergency management program on campus and for ensuring the

following management activities are accomplished in support of the campus emergency management program:

1. Designate a primary and secondary person with responsibility for campus-wide emergency management. Such persons shall be referred to as the campus Emergency Coordinator or Emergency Manager.
2. Establish and equip a functional campus EOC consistent with SEMS, NIMS, and ICS guidelines.
3. Develop a campus Plan. On an annual basis or more frequently as needed, the Plan should be reviewed, updated, and distributed to the emergency management team members and others as identified by the campus.
4. Train campus community on the SEMS, NIMS, and ICS compliant campus Plan to include, at a minimum;
  - A. Overview training of every employee within one year of employment.
  - B. Specialized training annually for employees designated either as building coordinator or building floor marshal, EOC team member, or member of the campus emergency management team. Specialized training includes, but is not limited to, SEMS, NIMS, ICS, and crisis response.
  - C. Training records for all campus training shall be kept for a minimum of seven years.
5. Conduct administrative review of the campus multi-hazard/preparedness plan annually or more frequently as needed. Testing of simulated emergency incidents and emergency communications, including the periodic testing of mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event:
  - A. Tabletop – Informal discussion of simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility. Testing of at least one hazard event should be done once a year.
  - B. Drill – Single emergency response function, single agency involvement, often a field component. Testing should be done at least once a year.
  - C. Functional Exercise – Policy and coordination personnel practice emergency response, stressful, realistic simulations, takes place in real time, emphasize emergency functions, EOC is activated. Testing should be done every other year.


- D. Full scale Exercise – Takes place in real time, employees treat real people and use emergency equipment, coordinates many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions, EOC is activated, and produces high stress. Testing should be done every seven years, however activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.
- E. Campus building evacuation drills – Conducted at least annually or more frequently as needed.

At the completion of each exercise or simulated emergency incident, full documentation of test results and lessons learned shall be documented in the form of a Corrective Action Plan or After Action Report, reviewed with the campus emergency management team, and maintained by the Emergency Manager or Emergency Coordinator for a period of not less than five years. Such reports will be made available to the Systemwide Office of Risk Management upon request. Activation of the EOC in response to an actual emergency or disaster will count as training in meeting the requirements of this section provided such emergency is well documented and discussed with the campus emergency management team.

- 6. Develop a roster of campus resources and contracts for materials and services that may be needed in an emergency situation including equipment, emergency power, communications, food and water, satellite and other mobile phone numbers, and update at least annually or as needed. The “updated as of date” should appear on each roster. Campus resources should be typed in accordance with NIMS guidelines to ensure compatibility of resources with other agencies. Resource typing includes its category, kind, and type.
- 7. Continually communicate the Plan to the campus community in a variety of methods through public education (e.g., web-posting of the Plan, except for active-shooter/terrorist responses plans) or other mechanisms for dissemination of hazard planning materials.
- 8. Once a year by December 1 or more frequently as needed, provide the Systemwide Office of Risk Management at the Chancellor’s Office a roster of emergency management team personnel as well as their designated back-up essential to the operation of the campus emergency management programs such as:
  - President
  - Emergency Executive
  - EOC Director
  - Emergency Manager/Emergency Coordinator
  - Public Information Officer

The roster shall include name, office and emergency telephone numbers, including satellite phone numbers. These lists will be kept confidential and used only in emergency situations.

9. Support the Systemwide Emergency Preparedness Taskforce (SWEPT), which is an advisory body for CSU systemwide emergency management. SWEPT is a multi-discipline committee comprised of University Police Chiefs, Emergency Coordinators, Risk Managers and Environmental Health & Occupational Safety Directors and charged with studying and proposing solutions to systemwide issues such as emergency communications, mutual assistance protocols, and training.
10. On an annual basis or more frequently as needed, interact and coordinate comprehensive emergency management activities with appropriate city, county, operational area, state, federal government and private agencies to increase the readiness of the university. Attendance can be verified by meeting minutes, which should be kept for a minimum of two years.

  
Charles B. Reed, Chancellor

Dated: September 7, 2007