

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
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Date: April 5, 1988

To: Presidents

From: W. Ann Reynolds
Chancellor

W. Ann Reynolds

Subject: Executive Order No. 524: Implementation of The California State University Major Emergency Preparedness Program

I am transmitting to you five copies of Executive Order No. 524 implementing The California State University Major Emergency Preparedness Program. This program was developed in response to the Governor's Executive Order D-25-83.

It is your responsibility as President to implement Executive Order No. 524 which delegates to you the authority and responsibility for the implementation of the multi-hazard emergency program on your campus. Each President shall ensure that the management activities described in this order and all other appropriate activities are carried out in support of multi-hazard emergency preparedness.

WAR:sf

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275

Executive Order No.: 524

Title: Implementation of The California State University Major Emergency Preparedness Program
Effective Date: April 5, 1988
Supersedes: No Prior Executive Order

This Executive Order is issued pursuant to Chapter III, Sections 1 and 2 of the Standing Order of the Board of Trustees of The California State University.

The President of each campus is delegated the responsibility for the implementation of the multi-hazard emergency program on that campus. An emergency plan has been written for each campus in accordance with The California State University Multi-Hazard Emergency Planning Guidance developed in coordination with the State Office of Emergency Services. The authority of the Director of the Office of Emergency Services in this matter is described in the Governor's Executive Order D-25-83.

Each CSU President shall ensure that the following management activities are accomplished in support of multi-hazard emergency preparedness:

- a. Maintenance and regular updating of the institutional multi-hazard emergency plan.
- b. Distribution of the original plan and appropriate update materials to key employees and other significantly involved persons both on and off campus.
- c. Determination, acquisition and maintenance of facilities, equipment, and related supplies required for emergency preparedness.
- d. Training of emergency personnel and the periodic implementation of simulated emergency incidents.
- e. Communication with faculty leadership, the community, and the media.

These actions are described in the attached policy findings of the systemwide Earthquake/Major Emergency Preparedness Task Force.



W. Ann Reynolds, Chancellor

Date: April 5, 1988

THE CALIFORNIA STATE UNIVERSITY
EARTHQUAKE/MAJOR EMERGENCY PREPAREDNESS TASK FORCE

POLICY FINDINGS

I. General Background

The State of California has promulgated an Emergency Plan which is the basis for management of responses to emergencies throughout the State. The responsibilities of State agencies for managing emergency conditions are identified in Executive Order D-25-83, signed by Governor George Deukmejian. As part of the Executive Order, the Governor indicated that the director, Office of Emergency Services, "is responsible for preparation of the State of California Emergency Plan . . .", and, ". . . shall coordinate the activities of all State agencies. . . ." Additionally, the Governor indicated, "The head of each Department . . . is responsible for the emergency planning and preparedness of his or her agency" and, "Each agency shall prepare for and respond to emergency situations by ensuring: Protection of its personnel, equipment, supplies, facilities, and vital public records against the destructive forces of nature or man."

In essence, the responsibility of the Office of Emergency Services (OES) to coordinate all planning in such matters and the obligation of each State agency as well as local government entities to develop plans are to be recognized through a standardized planning approach (The State of California Emergency Plan). This approach allows the specialized individual plans of State agencies, counties, and cities to interact effectively at critical points and provides continuity in the fundamental response functions which are carried out prior to, during, and after emergency situations. The California State University and its nineteen campuses must join in this effort, to ensure that the system's responsibility to protect its human and physical resources is met. It is essential that each campus have a viable plan that interfaces with the local community plan and provides coordination of emergency functions between the campus and the community.

A systemwide Task Force on Earthquake/Major Emergency Preparedness (EMEP) has been at work since Spring 1985 developing a general plan for the participation of CSU campuses in the overall State program. The Task Force has had the support and encouragement of the Academic Senate and has coordinated its efforts with appropriate elements of the Office of Emergency Services implementation of the various program elements resulting from the concentrated and unified EMEP planning effort.

II. Implementation Actions Accomplished

The CSU has already taken several steps towards the implementation of a viable emergency preparedness program.

A. Development of Campus Emergency Preparedness Plans

The initial step in achieving an adequate state of institutional preparedness for emergency management is the development and promulgation of a sound plan for institutional guidance during periods of special stress. Such a plan must define the management organization and procedures for emergency responses, provide an inventory of available resources, and identify appropriate linkages to other responding agencies, both local and statewide. In California, the accepted format for emergency preparedness documentation is provided by the OES in its *Multi-Hazard Functional Planning Guidance*. With the assistance of a qualified and experienced consultant, these

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guidelines were employed by the EMEP Task Force to prepare a generic emergency response plan suited to the special circumstances of a university community.

1. Completion of Campus-Specific Plans

The generic multi-hazard functional plan prepared by the EMEP Task Force provided a model readily adaptable to the unique circumstances of each of the nineteen CSU campuses. That adaptation has been completed by staff on each campus through established consultative processes, and a final draft of a campus-specific plan forwarded to the EMEP Task Force for endorsement prior to receiving final approval by the Chancellor.

Each institution is responsible for the publication and distribution of plan copies to key offices and individuals in the campus community. Information regarding the existence of the plan should be widely circulated on campus.

2. Maintenance of Campus-Specific Plans

The emergency preparedness plan developed by each CSU campus should be regarded as a permanent and important element in the policy structure of the institution. It should be reviewed on a regular basis and amended to reflect changes in local circumstances. The Chancellor's Office should be advised of substantive changes. This continuing maintenance process should be provided for in the plan document, as should the management responsibility for its implementation.

B. Determination and Acquisition of Physical Resources for Emergency Preparedness

A primary component in the process of preparing for an organized response to possible major emergencies is the determination and acquisition of facilities, equipment, and supplies which might be required. This aspect of emergency response planning is so critical that certain elements must be emphasized in the Executive Order.

1. Establishment of Emergency Operations Centers

Chancellor's Office memorandum BA 86-08 (issued March 17, 1986) underlined the key importance of establishing an Emergency Operations Center (EOC) as a threshold step in campus emergency preparedness, and outlined procedures for developing such a facility. Each of the nineteen CSU campuses now has an EOC equipped and operational. Each campus is responsible for maintaining that state of readiness.

2. Preparation of Inventories of Non-EOC Emergency Equipment and Supplies

Each campus has completed an inventory of available supplies and equipment required for responding to major emergencies as part of the generic planning process described in II.A.1. This inventory, an assessment of equipment deficiencies, and detailed provisions for overcoming those deficiencies (e.g., pre-established contracts for rental of equipment) is an essential element of campus-specific plans.

3. Inspection of Emergency Equipment and Supplies

The initial development of an EOC facility and the creation of a comprehensive inventory of emergency equipment and supplies are meaningless without the implementation of a

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program ensuring regular inspection and upkeep of those physical resources. Such programs are also a significant feature of the planning document, and again are the responsibility of campus management.

III. Required Future Implementation Actions

The Chancellor's Office and the President of each CSU campus are jointly responsible for ensuring that several additional emergency preparedness planning activities are implemented systemwide.

A. Provision of Staff Training for Response to Major Emergencies

The EMEP Task Force, OES, and the Chancellor's Office are agreed that effective preparedness for response to major emergencies must include related training for at least key management and operations personnel. This is particularly true for institutions of higher education, where most employees are not normally professionally prepared for such exigencies.

The CSU has already contracted with the California Specialized Training Institute (CSTI) for initial training that involved small management teams from each of the nineteen campuses. It is anticipated that similar systemwide programs of special interest will be promulgated from time to time. However, each institution must accept local responsibility for ensuring that appropriate individuals in the campus community are prepared for either leadership or specialized technical roles in emergency response.

B. Exercise and Evaluation of Emergency Preparedness Plans

The most sophisticated of emergency response plans, even when supported by the best of physical resources and personnel training, is unlikely to prove effective unless there is an occasional opportunity for its testing and evaluation. The earthquake response simulation recently scheduled at CSTI for CSU management team representatives clearly established the value of such efforts.

1. Development of Emergency Simulation Program

Each CSU campus must develop an ongoing program for testing its emergency preparedness plan by conducting at least limited semi-annual exercises ("drills" or "simulations") involving appropriate segments of the campus population and necessary physical resources. The scope of the particular exercise will be at the discretion of the local administration, but every segment of the response organization must participate in some element of a total exercise at least once a year; and a campus-wide test event must be conducted at least once every two years. Where feasible, any particular exercise should be coincident with a larger event sponsored by city, county, or regional emergency response authorities.

2. Evaluation of Response Effectiveness

Summary records must be maintained during each emergency response test event, with particular emphasis on documentation of weaknesses or failures in existing planning. Subsequent to each event, the campus emergency management team will meet to evaluate the test and will develop appropriate proposals for amending the plan document, if necessary. Substantial amendments should be submitted to the Chancellor's Office.

C. Monitoring the Systemwide Status of Emergency Response Preparedness

According to State Executive Order D-25-83, the CSU Chancellor is responsible to the Governor for the systemwide status of emergency preparedness planning. Therefore, it is necessary that a mechanism exist to provide for the regular evaluation of that state of preparedness and for the initiation of improvements where deficiencies exist.

1. Maintenance of Systemwide Preparedness

a. Designation of Programmatic Responsibility within the Chancellor's Office

Effective February 23, 1987, the Chancellor's Office staff responsibility for reviewing the maintenance of the systemwide state of emergency preparedness was assigned to the Vice Chancellor, Faculty and Staff Relations, who will report at least annually to the Chancellor regarding that preparedness.

b. Establishment of a Systemwide Emergency Preparedness Committee

The ad hoc assignment of the EMEP Task Force will be completed March 1, 1988. Subsequently, the Task Force will be replaced with a systemwide Emergency Preparedness Committee assigned oversight responsibility for the CSU's overall program. That committee, like the Task Force, will be broadly representative of the campuses and the Chancellor's Office.

The primary responsibility of the Emergency Preparedness Committee will be to advise the Vice Chancellor, Faculty and Staff Relations, in the development and implementation of an ongoing monitoring activity ensuring the continued viability of the emergency preparedness programs already set in place on CSU campuses. The monitoring activity should include regular tri-annual visits to each campus by an assessment team charged with evaluating the state of readiness extant there and reporting its findings to the Vice Chancellor and the EPC.