

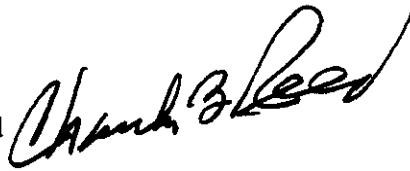
The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275

(562) 985-2800

Date: January 29, 1999

To: Presidents

From: Charles B. Reed
Chancellor



Subject: Executive Order No. 696 Implementation of The California State University Emergency Preparedness Program

I am transmitting to you a copy of Executive Order No. 696 implementing the California State University Emergency Preparedness Program. This program was developed in response to the Governor's Executive Order D-25-83.

It is the responsibility of each CSU president to implement Executive Order No. 696 which delegates to you the authority and responsibility for the implementation of an 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 emergency preparedness.

CBR/rp

Attachment

Distribution: Campus Vice Presidents for Administration
Campus Vice Presidents for Academic Affairs
Emergency Operations Committee Directors
Campus Risk Managers
Directors of Human Resources
Chancellor's Office Staff

**The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275**

(562) 985-2800

Executive Order No.: 696

Title: Implementation of the California State University Emergency Preparedness Program

Effective Date: January 29, 1999

Supersedes: Executive Order 524

This Executive Order is issued pursuant to Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of the California State University and in concert with Chapter 7, commencing with Section 8550 of Division 1 of Title 2 of the Government Code. The purpose of this Executive Order is to implement and maintain an emergency management system on each campus which should become effective when a hazardous condition or natural disaster reaches or has the potential for reaching proportions beyond the capacity of routine operations.

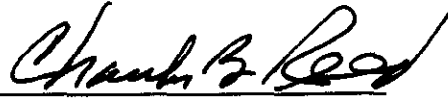
The President of each campus is delegated the responsibility for the implementation and maintenance of an emergency management system program on that campus. The campus shall write each emergency plan in accordance with the California State University Incident Command System (ICS) as described in the State Emergency Management System (SEMS) developed by 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, and Section 8607 of the Government Code.

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

1. Maintenance and regular updating of the institutional emergency management system.
2. Distribution of the plan and appropriate update materials to key employees and other significantly involved persons both on and off campus.
3. Determination, acquisition and maintenance of facilities, equipment, and related supplies required for emergency preparedness.
4. Training of emergency personnel and the periodic testing of simulated emergency incidents, including the periodic testing of mutual aid agreements.
5. Communication with faculty leadership, the community and the media.

Executive Order No. 696

The Office of Financing and Risk Management will provide copies of the Standardized Emergency Management System (SEMS) Emergency Operations Center Guide upon request. Any questions regarding SEMS or Emergency Preparedness should be directed to Richard Leffingwell, Director, Financing and Risk Management, at (562) 985-2790 or Charlene Minnick, Systemwide Risk Manager, at (562) 985-2080.

A handwritten signature in black ink, appearing to read "Charles B. Reed". The signature is written in a cursive style with a horizontal line underneath it.

Charles B. Reed, Chancellor

Date: February 11, 1999