

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR



November 12, 2004

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**MEMORANDUM**

**TO:** CSU Presidents

**FROM:** Charles B. Reed  
Chancellor

**SUBJECT:** Executive Order No. 921  
California State University Emergency Management Program

Attached is a copy of Executive Order No. 921 relating to CSU's 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.

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

Should you have any questions, please contact Ms. Charlene M. Minnick, Sr. Director, Office of Risk Management at 562-951-4580.

CBR:mtl

Attachment

cc: Executive Vice Chancellor and Chief Academic Officer  
Executive Vice Chancellor and Chief Financial Officer  
Vice Chancellors  
Vice Presidents for Administration  
Vice Presidents for Academic Affairs  
Risk Managers  
Chiefs, Public Safety  
Emergency Preparedness Coordinators  
Environmental Health and Safety Directors  
Chancellor's Office Divisional Heads

THE CALIFORNIA STATE UNIVERSITY  
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**Executive Order:** 921  
**Effective Date:** November 12, 2004  
**Supersedes:** Executive Order 696  
**Title:** California State University Emergency Management Program

This executive order is issued under Chapter II of the Standing Orders of the Board of Trustees of the California State University and in concert with the California Emergency Service Act in Chapter 7, commencing with Section 8550 of Division 1 of Title 2 of the Government Code. The purpose of this executive order is to maintain an emergency management system 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 replaces Executive Order No. 696 to incorporate revisions to further define the responsibilities and needs of an effective campus emergency management program.

The president of each campus is delegated the responsibility for the implementation and maintenance of an emergency management system program on campus. The campus shall write each emergency plan in accordance with and as described in the California State Emergency Management System (SEMS) developed by the State Office of Emergency Services. The responsibility 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 president shall ensure the following management activities are accomplished in support of emergency management:

1. Designate or assign a primary and a secondary person with responsibility for campus-wide emergency management. Activities are to include but not be limited to development of a building marshal program for evacuation, development of action plans for campus-wide response to emergencies, and provision of training in skills used to respond in emergency situations.

2. Establish and equip a functional campus emergency operations center (EOC) consistent with SEMS guidelines. Attachment A is a list of minimum equipment and supplies needed in an EOC.

3. Develop an emergency management plan that is compliant with Standardized Emergency Management Systems (SEMS) and review/update it at a minimum every year.

A. Train campus community on SEMS compliant plan to include, at a minimum:

1. Overview training of every employee within one year of employment.
2. Specialized training for employees who will operate as building marshals and for those designated as members of the campus emergency management team. Training attendance records shall be kept for a minimum of seven years.

B. Conduct periodic testing of simulated emergency incidents, and emergency communications including the periodic testing of mutual aid and assistance agreements. Administrative review of the campus emergency plan shall be conducted annually by members of the emergency management organization. Testing shall be conducted utilizing one of the following formats and varying the type of event:

1. Orientation/Seminar – Informal, no simulation, discussion of roles and responsibilities, introduction of policies, procedures, plans and responsibilities.
2. Tabletop – Informal discussion of simulated emergency, no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility.
3. Drill – Single emergency response function, single agency involvement, often a field component.
4. Functional – Policy and coordination personnel practice emergency response, stressful, realist simulation, takes place in real time, emphasizes emergency functions, EOC is activated
5. Full scale – Takes place in real time, employees treat real people and use emergency equipment, coordinates many agencies, tests several emergency functions, EOC is activated, produces high stress.

As well, a program of campus evacuation drills should be conducted on a regular basis.

At the completion of each exercise or simulated emergency incident, full documentation of test results and lessons learned shall be reviewed with the campus emergency planning team and maintained by the emergency planner for a period of not less than five years.

- C. Develop a roster of campus resources and memoranda of understanding for materials and services that may be needed in an emergency situation including equipment, emergency power, communications, food and water, and update at least annually. The “updated as of date” should appear on each roster.
  - D. Ensure determination, acquisition and maintenance of facilities, equipment and related supplies required for emergency management activities.
  - E. Communicate the SEMS compliant plan to the campus community in a variety of methods on a continuous basis through public education, e.g. web posting of the campus emergency plan or other mechanisms for regular dissemination of hazard planning.
4. On an annual basis by December 1<sup>st</sup>, provide the systemwide Office of Risk Management and the systemwide Office of Human Resources at the Chancellor’s Office a roster of personnel as well as their designated back-up essential to the operation of the emergency management plan such as:

- President
- Emergency Executive
- EOC Director
- Emergency Coordinator
- Public Information Officer

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

5. Support the systemwide Emergency Preparedness Taskforce (SWEPT) assigned oversight responsibility for CSU systemwide emergency management. SWEPT is a multi-discipline committee charged with improving communication between police chiefs, emergency coordinators, risk managers and environmental health and occupational safety directors; propose and establish mechanisms/systems for coordinating a response to emergencies; study and propose solutions to systemwide issues such as emergency communications, mutual assistance protocols, and training.
6. Interact and coordinate comprehensive emergency management activities, on a regular basis, 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 agendas and notes and shall be kept for a minimum of two years.
7. Business continuity planning is an integral part of a comprehensive emergency management model that encompasses mitigation, response and recovery.

As the scope of business continuity planning is beyond both the authority and capability of campus emergency planners, responsibility for campus-wide continuity planning should be assigned to senior management personnel. It is also recommended that each campus form a Business Continuity Planning Committee that should include senior management from each campus functional area.

- A. Develop a Business Continuity Plan for the campus and review at a minimum every year. The “reviewed as of date” shall appear on the plan after each annual review. Although each plan must be unique and designed for your campus, almost all plans contain common elements including the following:
1. Establish goals and objectives that reflect the needs of your campus and its operating units.
  2. Identify functions and assets that are critical to operation continuity and needed to support your campus’ mission. Evaluate critical needs and prioritize business requirements.
  3. Review existing plans and agreements to determine how they may be integrated into the campus-wide business continuity and disaster recovery plan. Assess how labor agreements impact these plans and identify processes for addressing conflicts in an emergency situation.
  4. Conduct a risk assessment of realistic worst-case scenarios to determine what can cause an upset in critical functions. Include a business impact analysis in your risk assessment.
  5. Determine budgetary limitations and requirements, which are key factors in determining the time frames in which you can likely restore your services.
  6. Write the plans and make them available to the campus community.
  7. Train personnel, test and audit plans to determine the effectiveness of your overall business continuity and incident recovery program, review and document test results and lessons learned. This review should occur annually, with testing occurring every two years at a minimum.



Charles B. Reed, Chancellor

## EOC - Minimum Equipment and Supplies Guideline

- Furniture – desks/tables, chairs
- Computers and printers
- Copiers
- Communications Equipment
- EOC Forms and log books
- Emergency generator
- Flashlights/emergency lighting
- Uninterruptible Power Supply (UPS) for critical equipment
- TV, VCR, AM/FM radio
- Displays, maps and white boards
- Office supplies – pens, pencils, staplers, etc.
- First aid supplies (as developed by the American National Standards Institute and recommended by the American Red Cross)
- Food/water (minimum three-day supply for each member of EOC team)
- Rest area