January 9, 2006

Emergency Preparedness Managers & Supervisors
California State University

Subject: Systemwide Emergency Preparedness Task Force (SWEPT)

Dear Colleagues:

Attached for your review are documents that provide information on SWEPT, how it was developed and the process on how to be appointed to the committee. In addition to providing this information, I want to share with you highlights of SWEPT's accomplishments during the past two years. These activities include, but are not limited to the following:

- Reviewed and revised the Executive Order on Emergency Preparedness (now 921), which outlines emergency preparedness requirements, training activities, and business continuity planning guidelines.
- Implemented the emergency preparedness listserv to encourage information sharing amongst related disciplines throughout the State.
- Identified key grant opportunities.
- Maintained collaborative working relationships with the University of California Emergency Managers.
- At the request of campus emergency managers, provided assessments of campus training and disaster planning exercises.
- Assisted with providing direction/priorities for disaster planning activities and grants.
- Responded to various campus inquiries on emergency planning matters.

This year, the committee will focus on improving systemwide communication efforts during the disaster response phase, ensure that the opportunity exists for campuses emergency plans to be NIMS compliant, and support regional training activities.

On behalf of my co-chair, Charlene Minnick, we would like to thank the CSU executive staff, committee members, and all of you for your participation and support of SWEPT!

Sincerely yours,

Nate Johnson, Ed.D.
Chief of Police and
Co-chair - SWEPT

nj
December 23, 2005

To: Police Chiefs
   Emergency Managers
   Risk Managers
   Environmental Heath and Safety Managers

From: SWEPT Committee

Subject: SWEPT Appointment and Charge

On behalf of Vice Chancellor Jackie McClain and members of the Systemwide Emergency Preparedness Task Force (SWEPT), we are pleased to hear of the increased interest from CSU employees to serve on SWEPT. To assist you, SWEPT developed the following protocol concerning the appointment to the committee and the expectations of its members.

Background:

In 2002 the Police Chiefs developed several subcommittees, including a Committee on Emergency Preparedness that is comprised of Police Chiefs, Risk Managers, Emergency Preparedness Coordinators and Environmental Health & Safety Officers. The focus of the committee is to improve communication amongst the various noted disciplines to avoid redundancy and to enhance the level of readiness for emergency preparedness.

Non-sworn participation on this committee along with the sworn Police Chiefs is valuable to broaden the expertise and experience to coordinate resources in response to disasters, to advise on disaster mitigation matters, to share information on available grant funding, to assist with disaster recovery measures, and to identify system-wide emergency communication problems and possible solutions.

Although SWEPT met officially for the first time in October 2002, formal recognition by Chancellor Reed and Vice Chancellors Jackie McClain and Richard West occurred in April, 2003. It was then established that SWEPT would consist of 14 positions from the following disciplines/areas:

   Two Co-Chairs - one Police Chief, one System-wide Representative
   Three representatives from police
   Three representatives from risk management
   Three representatives from EH&S
   Three representatives from emergency management/preparedness

Due to planned retirements and attrition, the committee recognizes the need to regularly solicit volunteers. It is the intent of the committee to select individuals for this steering committee who are experienced in one of the above disciplines, can serve as a team player, can devote the necessary effort and time to accomplish assigned tasks, and act as a positive spokesperson for SWEPT and its related activities.
So how does one get nominated?

To be considered for SWEPT membership, you can request to serve on the committee by sending your request to one of the co-chairs. A current committee member can also nominate you for membership. In either case, your nomination packet should include a brief memorandum outlining your qualifications and purpose for wanting to serve, a brief background statement that depicts your credentials or qualifying experience, and a statement outlining your expectation or workload commitment to SWEPT (sub-committee work, travel expenses, etc.).

The co-chairs and the Vice Chancellor for Human Services will review your request for final approval. Each member will be expected to serve for up to four years. Attached for your reference is the rotation matrix and the members anticipated rotation cycles.

Thank you for your interest in SWEPT. Remember, each of the represented disciplines has its own workgroup, which includes the greater membership. SWEPT is not intended to replace any of the workgroups, but to act as conduit amongst the four of them.

Any questions can be directed to Co-chairs Nate Johnson or Charlene Minnick.

Sincerely yours,

Nate Johnson, Ed.D.
Chief of Police & Co-Chair
Sonoma State University

Charlene Minnick
Sr. Director for Risk Management & Co-Chair
Chancellor’s Office

Attachments:
- Rotation Matrix
- Chancellor’s Appointment of SWEPT

C: SWEPT Committee
- Jackie McClain, Vice Chancellor, Executive Oversight
- Laurence Furukawa-Schlereth, CFO, Sonoma, CABO Representative
- Ken Barnett, Police Chief, Sacramento
- Steve Jauregui, Police Chief, Stanislaus
- Joe Risser, Risk Manager, SLO

Michelle Schlack, Rick Manager, CO
Craig Ishida, EH&S, East Bay
Kit Espinosa, Emergency Mgmt., Northridge
Quentin Frazier, Emergency Mgmt., Fullerton
Debbi McFall, Emergency Mgmt., Pomona
Tyson Hill, Staff to SWEPT, Sonoma
# SWEPT

## Committee Membership - Rotation Matrix

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*First meeting held in October - second meeting held in May, 2003*
MEMORANDUM

Date:        April 10, 2003

To:          Kim A. Wible
             Chief of Police
             Charlene Minnick
             Director, Risk Management

From:        Jackie R. McClain
              Vice Chancellor
              Human Resources

Re:          Subcommittee on Emergency Preparedness

We are writing to formally acknowledge the creation of a Committee on Emergency Preparedness to be co-chaired by Chief Nate Johnson of CSU, Sonoma and Charlene Minnick, Director of Risk Management.

It is our understanding that this committee will include representatives of Police Chiefs, Risk Managers, Emergency Preparedness Coordinators and Environmental Health and Safety Officers. The committee shall consist of no fewer than eight and no greater than 12 individuals, including the co-chairs. You have provided us with a list of individuals interested in initial membership. Please have the chairs proceed to invite these individuals to participate and inform us of the committee’s final membership.

The committee’s charge shall include:

bullet improve communication between Police Chiefs, Emergency Preparedness Coordinators, Risk Managers and Environmental Health and Occupational Safety Directors to avoid duplicating emergency preparedness activities;

bullet propose and establish mechanisms/systems for coordinating a response to emergencies;

bullet study systemwide emergency communication and propose solution (i.e. radios, satellite phones, ham radios);
• develop systemwide disaster response mutual assistance protocols to supplement Critical Response Unit that is comprised of Environmental Health and Occupational Safety Directors, Risk Managers, and Emergency Preparedness Coordinators to assist in chemical or biological-related disasters;

• recommend systemwide training for those Environmental Health and Occupational Safety Directors, Risk Managers, and Emergency Preparedness Coordinators not serving on committee;

• review Executive Order 696 and propose updates as deemed necessary;

• work with Emergency Preparedness Consultants hired by the CSU Chancellor’s Office.

The committee shall make recommendations to us regarding the above-outlined matters.

We commend your initiative in developing a means of coordinating efforts to address the challenges of campus safety and preparedness presented in these difficult times.

JRMcc/ska

cc: Vice Presidents for Business Affairs
    Vice Presidents of Student Affairs