

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR



BAKERSFIELD

March 07, 2011

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. 1056

HUMBOLDT

LONG BEACH

Attached is a copy of Executive Order No. 1056 relating to development, implementation and maintenance of the campus emergency management program. The campus president has the authority and responsibility to implement campus emergency management program policies that are consistent with the California State University Emergency Management program. This executive order is in response to recommendations of the Emergency Preparedness Systemwide Audit 09-43.

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

In accordance with 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.

NORTHRIDGE

POMONA

If you have questions regarding this executive order, please call Ms. Charlene M. Minnick, Assistant Vice Chancellor, Risk Management and Public Safety at 562-951-4580.

SACRAMENTO

SAN BERNARDINO

CBR/ztg

SAN DIEGO

Attachment

SAN FRANCISCO

SAN JOSÉ

c: Vice Chancellors
Provosts/Vice Presidents for Academic Affairs
Vice Presidents for Business and Finance
Campus Police Chiefs
Campus Emergency Coordinators
Human Resource Directors
Risk Managers

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: 1056
Effective Date: March 01, 2011
Supersedes: Executive Order No. 1013
Title: California State University Emergency Management Program

This executive order is issued pursuant to Section 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 Section 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, natural or man-made disaster reaches or has the potential for reaching proportions beyond the capacity of routine operations. This executive order supersedes and modifies Executive Order No. 1013 to further define the responsibilities and needs of an effective campus emergency management program.

II. Definitions

- **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).
- **Emergency Coordinator and Emergency Manager** – Are used interchangeably and both mean the designated person with responsibility for campus-wide emergency management activities.

- **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.
- **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.
- **Emergency Operations Center (EOC)** – A physical location at which the emergency management team convenes to establish and execute response strategies and tactics, deploy resources, implement mitigation measures and initiate the recovery process.
- **Emergency Operations Center Director** – Overall direction and operation of the EOC assigned to coordinate campus-wide incidents or events involving the campus. Responsibilities include ensuring conflict resolution, providing guidance, ensuring that compatible objectives are established and strategies are selected for the delivery/coordination of critical resources in support of campus emergency operations.
- **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.
- **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.
- **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.
- **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 Assistant Vice Chancellor for Risk Management and Public Safety is delegated systemwide administrative oversight and programmatic responsibility for systemwide emergency management.

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, secondary and tertiary 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. Documentation of review, update and distribution must be in the form of a signed and dated written acknowledgement that is attached to the master campus emergency plan.
4. Train campus community on the SEMS and NIMS 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 and crisis response.
 - C. Training records for all campus training shall be kept consistent with guidelines found in EO 1031.
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:
 - **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.

- **Drill** – Single emergency response function, single agency involvement, often a field component. Testing should be done at least once a year.
- **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.
- **Full scale Exercise** - Takes place in real time, employees treat real people and use emergency equipment in the field, coordinates many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions, EOC is activated, and produces a high stress environment. Testing should be done every five years, however activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.
- **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 consistent with guidelines found in EO 1031. 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.

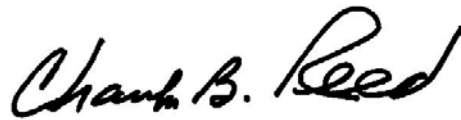
6. Develop a roster of campus resources and contracts for materials and services that may be needed in an emergency situation including equipment, emergency power, communications, food and water, satellite and other mobile phone numbers, and update at least annually or as needed. The “updated as of date” 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 Emergency Coordinators working group, which is an advisory body for CSU systemwide emergency management. The working group is part of the CSU WERCS (Workers Compensation, Emergency Management, Risk Management, Campus Safety/Loss Control) affinity group which is a multi-discipline committee comprised of Emergency Coordinators, Risk Managers, Environmental Health & Occupational Safety Directors and Workers' Compensation Coordinators and charged, in part, 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.
11. Campus emergency operation policies and procedures must be compliant with related provisions of the Higher Education Opportunity Act (HEOA).



Charles B. Reed Chancellor

Dated: March 7, 2011