Chapter 2: Campus Emergency Response / Management is a service handled by UPD independently from BCP
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. Mittel, Sr. Director, Office of Risk Management at 562-951-4589.

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Attachment

cc: Executive Vice Chancellor and Chief, Academic Office
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 Divisions Heads

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 11 of the Standing Orders of the Board of Trustees of the California State University and in conformance with the California Emergency Act in Chapter 7, commencing with Section 8530 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 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. Assign or designate 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.
Executive Order 921

Executive Order 921

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 1st, 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 (SWEPPT) assigned oversight responsibility for CSU systemwide emergency management. SWEPPT 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 for coordinating a response to emergencies; study and propose solutions to systemwide issues such as emergency communications, mutual assistance protocols, and training.

6. Integrate 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 agreements impact these plans and identify processes for addressing conflicts in an emergency situation.


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.

Dateline: November 12, 2004

Charles H. Reed, Chancellor
August 7, 2007

MEMORANDUM

TO: CSU Presidents

FROM: Charles B. Reed
      Chancellor

SUBJECT: California State University Emergency Management Program — Executive Order No. 1013

Attached is a copy of Executive Order No. 1013 relating to the California State University 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 policy of the CSU, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call Ms. Charlene M. Minnick, Chief Risk Officer, Systemwide Office of Risk Management at 562-951-4580.

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Attachment

cc: Vice Chancellors
    Assistant Vice Chancellors
    Executive Staff, Office of the Chancellor
    Vice Presidents for Administration
    Vice Presidents for Academic Affairs
    Risk Managers
    University Police Chiefs
    Emergency Preparedness Coordinator/Manager
    Environmental Health and Safety Directors
    Chancellor's Office Divisional Heads

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
5. "Emergency Operations Center (EOC)" – A physical location at which the emergency management team convenes to establish and execute response strategies and tactics, deploy resources, and initiate the recovery process.

6. "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.

7. "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.

8. "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.

9. "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 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 and secondary 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.

4. Train campus community on the SEMS, NIMS, and ICS 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, ICS, and crisis response.

   C. Training records for all campus training shall be kept for a minimum of seven years.

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:

   A. 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.

   B. Drill – Single emergency response function, single agency involvement, often a field component. Testing should be done at least once a year.

   C. 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.

   D. Full scale Exercise - Takes place in real time, employees treat real people and use emergency equipment, coordinates many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions, EOC is activated, and produces high stress. Testing should be done every seven years, however activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.

   E. 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 for a period of not less than five years. 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 Systemwide Emergency Preparedness Taskforce (SWEPT), which is an advisory body for CSU systemwide emergency management. SWEPT is a multi-discipline committee comprised of University Police Chiefs, Emergency Coordinators, Risk Managers and Environmental Health & Occupational Safety Directors and charged 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.

Charles B. Reed Chancellor

August 7, 2007