

RM-2018-1

DATE: January 22, 2018
TO: California State University Presidents
FROM: Steve Relyea 
Executive Vice Chancellor and
Chief Financial Officer
SUBJECT: Emergency Management Coded Memo RM-2018-1

Executive Order 1056 guides campuses on developing and maintaining 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 campus operations. This Coded Memo replaces out-of-date sections provided by Executive Order 1056 and further defines the responsibilities and needs of an effective campus emergency management program.

I. Definitions

Auxiliary organizations - nonprofit organizations, such as student bookstores, housing, institutes and recreation centers that are authorized to provide supplemental services and support to the campuses of the California State University.

Campus Emergency Plan - A document that establishes and outlines the campus' planned response to an emergency including all-hazards, and especially threats and hazards specific to the campus. This may also be referred to as a Campus Emergency Operations Plan (EOP). Each Campus Emergency Plan must be substantively compliant with the State of California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS). The Emergency Plan is typically made up of a basic plan, and other supporting material such as annexes, appendices, attachments, and addendums.

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

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

responsibility for campus-wide emergency management planning and execution of the Campus Emergency 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 use a common system 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. Records to be retained in accordance with CSU policy or guidelines.

II. Responsibility

The Director for Risk Management is delegated systemwide administrative oversight and programmatic responsibility for systemwide emergency management.

The president of each campus is delegated the responsibility for the development, 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 Manager or the Emergency Coordinator.
2. Establish and equip a functional campus EOC consistent with SEMS, NIMS, and ICS guidelines.
3. Develop a Campus Emergency Plan. On an annual basis or more frequently as needed, the basic plan should be reviewed, updated as necessary, and distributed to the emergency management team members and others as identified by the campus. The Campus Emergency Plan can be distributed electronically. Annexes and supplemental materials to the plan should also be reviewed and updated as necessary. Documentation of review, update and distribution must be in the form of a signed and dated written acknowledgement that is attached to the basic Campus Emergency Plan.

Pursuant to EO 943, the president or designee shall be responsible for ensuring that the Campus Emergency Plan includes a provision for the training and assignment of Student Health Center staff in disasters that may require emergency medical services. The Student Health Center staff review medical disaster plans and/or annexes to the Campus Emergency Plan annually. Campus Student Health Center staff shall provide the Campus Emergency Manager with language for these provisions, to be included in the Campus Emergency Plan. Unless already a part of, or an annex to, the Campus Emergency Plan, the president or designee shall approve proposed revisions of such plans. The Campus Emergency Plan shall address the integration of any campus auxiliary organizations and locations owned or leased by the University into campus emergency management planning activities.

4. Train campus community on emergency procedures related to their role and responsibilities during a campus emergency, at a minimum conduct the following:
 - A. An overview training for every employee within one year of employment.
 - B. Training specific to the responsibilities of employees designated as EOC team member, or member of the campus emergency management team. Such training should be conducted annually, and includes, but is not limited to, SEMS, NIMS, crisis response, and training specific to EOC roles and responsibilities.
 - C. Building/floor marshal training, including floor marshal program management and implementation, and campus evacuation procedures. Providing a list of recommended components for their building/floor marshal program (i.e. training, training documentation, roles & responsibilities, integration with campus emergency preparedness team/organization etc.) will be considered compliant with this section of the EO.
 - D. Training specific to Student Health Center and counseling center staff with responsibilities for emergency management functions, and how they interface with emergency operations.

Training records for all campus training shall be kept consistent with guidelines found in EO 1031.

5. Exercising, testing, and/or training of simulated emergency incidents and emergency communications, including the periodic exercising of mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event:

Tabletop Exercises (TTXs) are typically held in an informal setting intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in attitudes (from Homeland Security Exercise and Evaluation Program (HSEEP) 2013). A tabletop exercise may be skipped on years when a functional or full-scale exercise is held.

Drills are coordinated, supervised activities usually employed to validate a specific operation or function in a single agency or organization. Drills are commonly used to provide training on new equipment, develop or validate new policies or procedures, or practice and maintain current skills (HSEEP). A drill should be done at least once a year, and may be skipped on years when a functional or full-scale exercise is held.

Campus building evacuation drills shall be conducted at frequencies no less than required by State and Federal code, including the California Fire Code, and Clery compliance requirements.

Fire drills shall be conducted on buildings per state fire code regulations.

Functional exercises (FEs) are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated (HSEEP). Functional exercises should be done every other year.

Full-scale Exercises (FSEs) are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System or Unified Command (HSEEP). Full-scale exercising should be done every five years, however activation of the EOC in response to an actual emergency or disaster will meet this exercise requirement.

Use these same exercise formats to meet Clery requirements. At the completion of each exercise or simulated emergency incident, written documentation of exercise or test results and lessons learned shall be documented in the form of an Exercise After Action Report, reviewed by 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, contracts, and agreements for materials and services that may be needed in an emergency situation including emergency response equipment, emergency power, communications equipment, care & shelter equipment, food and water. The roster should be updated at least annually or as needed, and the document should be dated with its most recent revision. The roster of resources can be limited to resources needed to operate a fully staffed EOC for 72 hours. Additional resources may include campus resources, or those provided by a campus auxiliary organization, a vendor, or local government, based on the needs of the campus.
7. Regularly communicate emergency procedures to the campus community through a variety of methods through public education (e.g., web-posting of specific evacuation procedures) or through other mechanisms for dissemination of emergency procedures.
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 to the campus emergency management programs including, at a minimum, the positions below:
 - A. President
 - B. Emergency Executive
 - C. EOC Director
 - D. Emergency Manager/Emergency Coordinator
 - E. 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, Business Continuity, Risk Management, and Environmental Health & Safety) affinity group which is a multi-discipline committee comprised of Emergency Coordinators/Managers, 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, interact and coordinate comprehensive emergency management planning and other activities with appropriate city, county, operational area, state, federal government and private agencies to increase the readiness of the university. Attendance can be documented by meeting minutes, which should be kept per EO1031 requirements.
11. Campus emergency operation policies and procedures must be compliant with related provisions of the Higher Education Opportunity Act (HEOA)/CLERY.

SR:mr

c: Timothy White, Chancellor
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Andrew Jones, Executive Vice Chancellor and General Counsel
Melissa Bard, Vice Chancellor, Human Resources
Garrett Ashley, Vice Chancellor, University Relations and Advancement
Larry Mandel, Vice Chancellor and Chief Audit Officer
Chief Administrators and Business Officers
Provosts
Vice Presidents Academic Affairs
Vice Presidents Student Affairs
Vice Presidents University Relations and Advancement
CSU Auxiliary Organizations
Risk Managers
Emergency Management Managers
Health Center Directors