

EMERGENCY MANAGEMENT

POLICY

Implementation Date: 7/16/2010

Definition


California State University San Marcos is responsible for implementing and maintaining an Emergency Management Program which will prepare the campus community to respond and recover from an emergency situation or hazardous condition that reaches or threatens to reach a proportion beyond the capacity of routine campus operations. Major components of this program include emergency response planning and procedures, business continuity planning, and emergency preparedness. The President has responsibility for the implementation and maintenance of the Emergency Management Program. The President has delegated operational responsibility for the Emergency Management Program to the Vice President, Finance and Administrative Services.

Authority

Executive Order 1013; CA Government Code Sections 8550, 8607; Governor's Executive Order D-25-83

Scope

All areas and members of the campus community



Karen S. Haynes, President



Approval Date

Revised: 1/26/2010
Revised: 10/24/06
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- I. The President has the delegated responsibility to implement and maintain the Emergency Management Program at Cal State San Marcos. The President, in turn, has delegated operational responsibility for the Emergency Management Program to the Vice President, Finance and Administrative Services. The major goals of this program are the preservation of life, the protection of property, and the continuity of campus operations. The focus of the program is on preparation, mitigation, response, and recovery from an extraordinary emergency situation.

- II. Per Executive Order 1013, the campus is responsible for writing and maintaining an emergency management plan which utilizes the Incident Command System (ICS), and is in accordance with California's Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS). This plan identifies the campus emergency planning, organization, and response policies and procedures, and specifically addresses how the campus will respond to emergency situations. The plan will be reviewed and updated every two years.
 - A. Within the SEMS and NIMS structure, designated campus administrators and functional coordinators are responsible for all emergency operations on the campus and assume the following roles when the Emergency Operations Center (EOC) is activated.
 1. The President functions as the Plan Executive and is the highest level of authority during an emergency. The President declares a campus State of Emergency when required, authorizes the official request for assistance to appropriate state and federal agencies, and authorizes the recovery plan.
 2. The Vice President, Finance and Administrative Services functions as the Operations Executive, and has responsibility to establish priorities for the use of personnel and resources during an emergency and to communicate with the President and other members of the Executive Management Team.
 3. The Provost functions as the Recovery Executive and establishes the mission, direction, and authorization for operational recovery following a major disaster.
 4. Executive Council functions as the Policy Group or Management Section within the Emergency Operations Center and advises the President on emergency action plans and policies.
 5. The Police Chief functions as the Incident Commander and directs the campus emergency response for a major disaster, including activation and direction of the Emergency Operations Center (EOC).
 6. The Public Information Officer is responsible for disseminating information regarding the incident and serving as the point of contact for the public and news media.
 7. The Emergency Manager functions as the EOC Manager and is responsible for setting up

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and coordinating the Emergency Operations Center (EOC).

8. All other roles in the Emergency Operations Center (EOC) follow the structure of the Incident Command System (ICS) and are outlined in detail in the campus Emergency Management Plan.
- B. The Emergency Management Plan will be reviewed and updated every two years, and distributed to campus individuals who have designated positions in the Emergency Operations Center (EOC). The campus community has access to the Emergency Management Plan through the Emergency Management and the University Police web sites.
 - C. The campus shall develop a comprehensive Business Continuity Plan to ensure the continuance of critical campus functions, systems, and services when disruption to campus operations has occurred after an emergency situation. This plan will include recovery procedures for all critical campus functions.
 1. As part of the Business Continuity Plan development, all existing departmental recovery and/or emergency procedures must be reviewed and approved centrally in order to ensure their alignment within the campus Emergency Management Program. The Emergency Manager shall be responsible for the central review of existing plans in conjunction with the originating department(s).
 2. Each Vice President shall have responsibility for the development and maintenance of business continuity plans for critical functions within their division.
- III. The campus shall maintain emergency supplies and equipment to assist in a disaster or emergency response situation. The need for special equipment is predicated on the following assumptions.
- The campus will establish and operate an Emergency Operations Center (EOC) as the central location for the management of emergencies.
 - The campus may have to “stand alone” for 72 hours or longer.
 - Life safety and rescue operations, if appropriate, will be undertaken as quickly as possible.
 - Mutual aid will be provided by local agencies when available.
- A. There are two types of equipment necessary for emergency response:
 - Life safety rescue equipment.
 - Equipment to operate the Emergency Operations Center (EOC).
 - B. The equipment is stored at various locations on campus, and is inspected and inventoried periodically. The Emergency Manager shall have responsibility for the inspection and inventory of the equipment.

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- IV. The campus must engage in emergency preparation in order to familiarize the campus community and emergency personnel with the procedures that will be used in emergencies. In addition, new students, faculty, and staff must be informed of the campus emergency plans and procedures to enable them to react appropriately during an emergency or potential emergency.
 - A. The Emergency Operations Center (EOC) personnel will engage in exercises that will provide experience and training in their respective roles.
 - B. An overview training on emergency preparedness procedures will be provided to all staff and faculty who attend a new employee orientation within one year of employment. If a new employee does not, or is unable to attend a new employee orientation, they may contact the Department of Emergency Management for alternative methods of receiving the overview training. The Department of Emergency Management will compare records to identify staff and faculty who have not completed the overview emergency preparedness training on an annual basis. Such individuals will be contacted via email with instructions on how they may complete the required training. Training records will be maintained by the Department of Emergency Management for a minimum of seven years.
 - C. The campus shall establish a Building Marshal Program to assist with the evacuation of buildings as directed by University Police in response to a real or potential emergency situation.
- V. The Emergency Management Program shall include on-going communications to the campus community through the CSUSM and Emergency Management web pages.