
CAL POLY

SAN LUIS OBISPO

Campus Emergency Management Plan

Revised 05/13

TABLE OF CONTENTS

| | |
|---|----------|
| Introduction | 1 |
| Purpose | 1 |
| Organization | 1 |
| Emergency Management Structure | 2 |
| Emergency Response Organization Chart | 3 |
| Emergency Policy Group Members | 4 |
| Emergency Operations Center Group Assignments | 4 |
| Responsibility and Control | 5 |
| Activation of Plan | 5 |
| Management of the Emergency | 6 |
| Priorities | 6 |
| Information Flow | 7 |
| Emergency Checklists (description) | 7 |
| General Approach | 7 |
| Mutual Aid..... | 8 |
| Department or Special Team Emergency Plans..... | 8 |
| Recovery | 9 |
| Plan Deactivation | 9 |
| Plan Evaluation | 9 |
| Training | 9 |

5/08/2013

INTRODUCTION

The Cal Poly Campus Emergency Management Plan is a guide that will be used for responding to emergencies and disasters that may occur on campus. All personnel assigned responsibilities under this plan are expected to know and understand the policies and procedures outlined in the plan. The emergency response to any major disaster will be conducted within the framework of this plan.

PURPOSE

The Campus Emergency Management Plan is designed to effectively coordinate the use of University and community resources to protect life and campus facilities immediately following a major disaster. The plan clearly defines the emergency management command structure as well as the priorities and responsibilities for each position within the structure. It is activated whenever an emergency affecting the campus cannot be managed through normal channels. Examples of the types of emergencies where the plan may be activated include:

- √ Earthquakes
- √ Hazardous Materials Releases
- √ Floods
- √ Fires and Explosions
- √ Extended Power Outages
- √ Pandemic Flu

This plan is structured to be consistent with the State of California's Standardized Emergency Management System, (SEMS) and therefore complies with regulations outlined in the California Code of Regulations Title 19 §8607. The plan is also consistent with the National Incident Management System (NIMS).

ORGANIZATION

The emergency management team is composed of two separate groups:

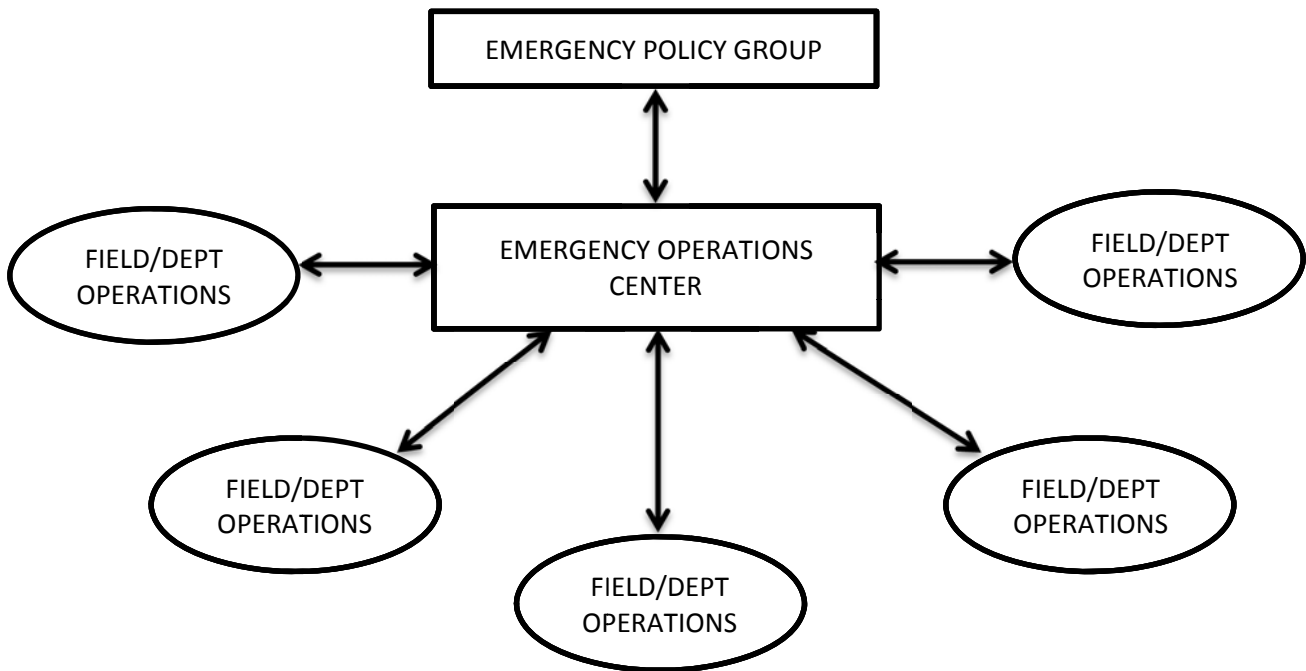
1. **Emergency Policy Group:** Reports to the Emergency Policy Executive (President) and is composed of the senior university executives and selected support staff. The decisions of this group will be implemented by the Emergency Operations Group.
2. **Emergency Operations Group:** Reports to the Emergency Operations Director and includes campus emergency operations representatives who will carry out the decisions of the Emergency Policy Group which consist of the tactical and operational aspects of the response.

The organizational structure of our emergency management team (composed of both groups) is consistent with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The use of SEMS/NIMS is required and is intended to facilitate priority setting, interagency cooperation, and the efficient flow of resources and information during an emergency. SEMS/NIMS utilize the Incident Command System (ICS) that groups the emergency management team into four sections which all report to the Emergency Operations Director.

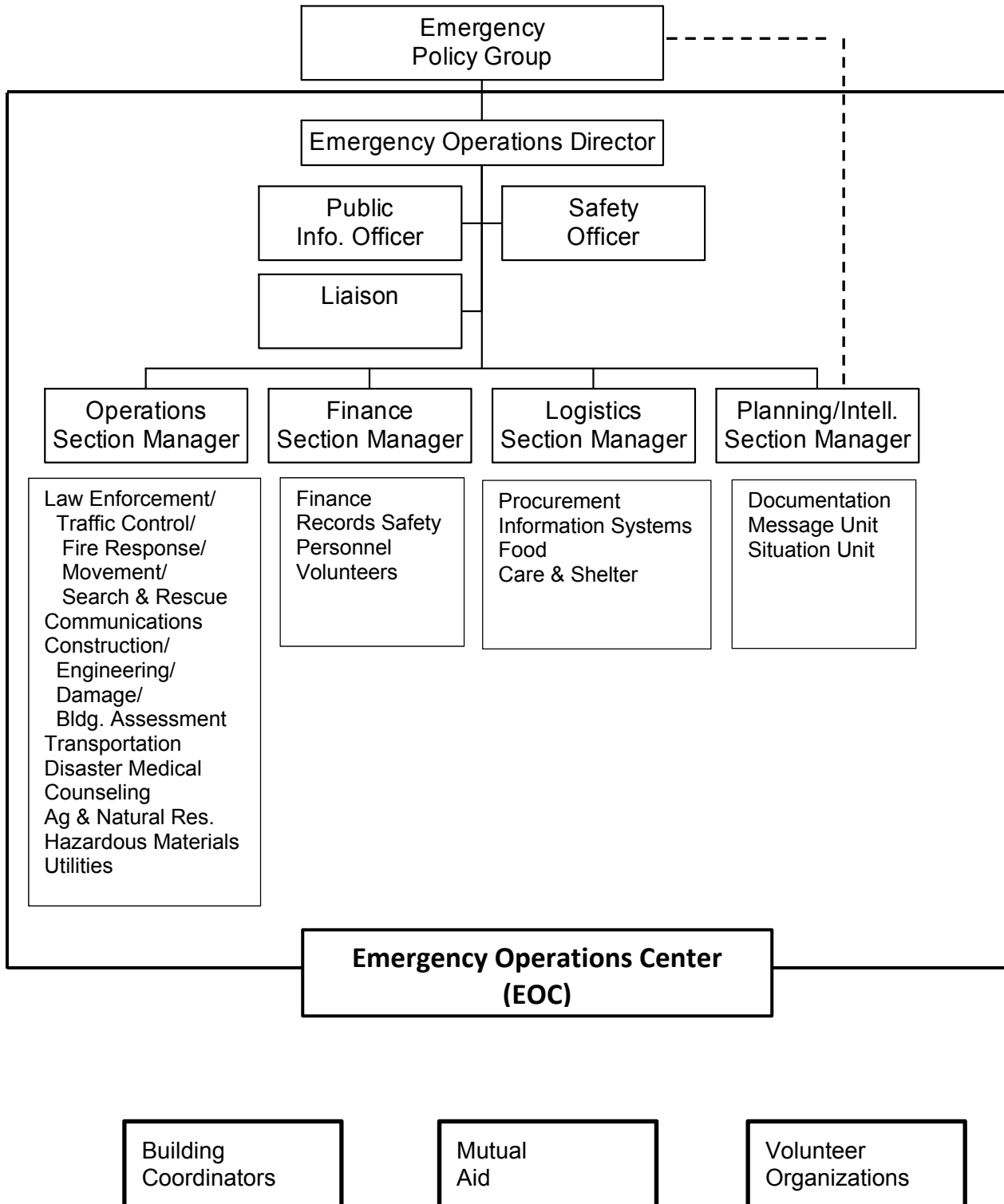
- **Operations:** implements priorities established by management.
- **Planning/Intelligence:** gathers and assesses information.
- **Logistics:** obtains the resources to support the operations.
- **Finance:** tracks all costs related to the operations.

Following are organizational charts and rosters that illustrate and detail how the Cal Poly emergency management team and the campus response are structured.

Emergency Management Structure



Emergency Response Organization



EMERGENCY POLICY GROUP MEMBERS

| <u>Assignment/Function</u> | <u>Designee</u> |
|-------------------------------|---|
| Emergency Policy Executive | President |
| Emergency Policy Group Member | Vice President for Administration & Finance |
| Emergency Policy Group Member | Provost |
| Emergency Policy Group Member | Vice President for Student Affairs |
| Emergency Policy Group Member | Vice President for University Advancement |
| Emergency Policy Group Member | Chief of Staff |
| Emergency Policy Group Member | Vice Provost/Chief Information Officer |
| Emergency Policy Group Member | Other University administrators/staff as needed |

EMERGENCY OPERATIONS CENTER GROUP ASSIGNMENTS

| <u>Assignment/Function</u> | <u>Designee</u> |
|---|---|
| Emergency Operations Director | Director, Administrative Compliance Services |
| Public Information Officer | Interim Director of Media Relations |
| Safety Officer | Risk Manager |
| Liaison | Associate Director, University Police |
| Operations Section | |
| Manager | Associate VP Facilities |
| Branch Coordinators | |
| Law Enforcement/Traffic Control/ Fire Response/Movement Search and Rescue | Chief, University Police |
| Communications Construction/Engineering/Damage and Building Assessment | Coordinator, Technical Services Manager of Architectural Trades |
| Transportation Disaster Medical Counseling | Transportation Services Supervisor Director, Health and Counseling Services Director, Health and Counseling Services |
| Agriculture & Natural Resources Hazardous Materials Utilities | Director of Farm Operations, College of Agriculture EH & S Director Assistant Director of Sustainability, Energy, and Utilities |
| Logistics Section | |
| Manager | Director, Contracts & Procurement |
| Branch Coordinators | |
| Procurement Information Systems Food Care and Shelter | Buyer III Director, ITS Communications & Computing Services Director, Campus Dining Associate VP SA/Exec Director University Housing |
| Finance Section | |
| Manager | Assistant VP, Fiscal Services & Auxiliary Financial Reporting |
| Branch Coordinators | |
| Finance/Records Safety Personnel and Volunteers | Director, Fiscal Services Director, Human Resources |
| Planning/Intelligence Section | |
| Manager | Associate Vice President for Administration and Finance |
| Branch Coordinators | |
| Documentation Message Unit Situation Unit | Commuter Services Coordinator Analyst/Spclst of University Police-Parking & Commuter Svcs. Assistant Vice President for Admissions, Recruitment & Financial Aid |
| Technical Support | Tech. Coordinator; AFD Network and Tech. Services |

RESPONSIBILITY AND CONTROL

Executive Control for the Campus Emergency Management Plan and all activities conducted during its activation are the responsibility of the President (Emergency Policy Executive) or in his absence, his designee. Operational Direction of activities conducted under the plan is the responsibility of the Director of Administrative Compliance Services (Emergency Operations Director) or in his absence, his designee.

ACTIVATION OF PLAN

The President or his designee must authorize activation of the Campus Emergency Management Plan. Upon activation of the Plan, the Emergency Operations Director, or his designee, will commence activation of the Emergency Operations Center (EOC).

Presidential Designee Priority

- 1) President
- 2) Vice President for Administration and Finance
- 3) Provost
- 4) Vice President for Student Affairs
- 5) Vice President for University Advancement
- 6) Chief of Staff

The EOC is a central location where all members of the campus emergency management team gather to coordinate the response to a disaster. The EOC is currently located in Building 74.

EOC Member Notification and Recall

For obvious emergencies, (e.g., major earthquake) employees pre-assigned to an EOC function should automatically report to their duty station.

For all other emergency events -

- The Emergency Operations Director will immediately utilize the Cal Poly Emergency Notification System to notify the members of the Emergency Operations Policy and Center groups of the activation and identify who should report.
- If the (Cal Poly Emergency Notification System) is NOT operational, the Emergency Operations Director will contact the members of the Emergency Policy Group and Emergency Operations Center Group via a variety of means. Alternates of the team may be contacted and asked to report if the initial individual assigned cannot be contacted.

University Employee Notification and Recall

During an emergency all other employees must:

- Report to their supervisor
- Follow their respective department response plans
- Monitor radio stations 1610 AM or call 805-756-NEWS (6397) for University information
- Monitor radio stations 920 AM, 1400 AM, and 98.1 FM for local information
- Report for their next scheduled shift if no emergency instructions are available

Appointment of Emergency Operations Center Group Representatives

Until designated emergency operations personnel arrive, the Emergency Operations Director will immediately appoint available individuals to fill the critical Emergency Operations Group Assignments. The first four appointments will be:

- ✓ Operations Section Manager
- ✓ Planning/Intelligence Section Manager
- ✓ Logistics Section Manager
- ✓ Finance Section Manager

These appointments will remain in effect until the individual designated for the position arrives or the Emergency Operations Director makes a more suitable temporary appointment.

MANAGEMENT OF THE EMERGENCY

PRIORITIES

The following fundamental priorities will guide Cal Poly's response to an emergency on campus:

- 1. Life Safety**
- 2. Secure and preserve infrastructure and facilities**
- 3. Restoration of the Academic program**

More specific emergency response priorities will follow from these goals, and these priorities when determining how university personnel and equipment will be utilized. While the contextual characteristics of a particular emergency event (such as the time or day when an incident occurs) may require some adjustments, the following response priority categories:

- ✓ **Buildings used by dependent populations**
 - Residences
 - Occupied classrooms and work areas
 - Occupied stadiums, special event venues
- ✓ **Buildings critical to health and safety**
 - Student Health Center
 - Potential shelters, food supplies
 - Sites containing potential hazards
- ✓ **Facilities that sustain the emergency response**
 - Energy systems
 - Information and communication systems
 - Transportation systems
- ✓ **Classrooms and academic space**
- ✓ **Administrative buildings**

INFORMATION FLOW

Under the Incident Command System (ICS), information within the EOC is transferred via the communication paths depicted in the “Emergency Response Organization” chart shown on page 3. It is particularly important for EOC team members to use their respective Section Managers for communicating with the Emergency Operations Director. For example, the responsible persons for Traffic Control and Disaster Medical would send and receive information to/from the Incident Commander through the Operations Section Manager. This rigid system for managing the flow of information and resources ensures that no person is given control for more information than they can effectively manage.

EMERGENCY CHECKLISTS

To assist emergency team members, a position-specific “Emergency Checklist” has been developed for most of the emergency positions (Note: for those positions that do not have specific checklists, the “General” checklist will be used). These checklists are intended to provide a good starting point for issues that might need be considered and/or addressed during an emergency. ***(Note: All copies of the Campus Emergency Management Plan have been customized for each position so that there will only be checklists for your assigned function in your copy of the plan.)***

GENERAL APPROACH FOR EOC TEAM MEMBERS

The approach for conducting business in the EOC may be much different than the approach used by EOC members in the course of normal (non-emergency) university business. It is quite likely that persons in the EOC will have to gather and analyze large amounts of information and then respond based on this information in a very short period of time. To help function in this type of an environment, the following general approach should be used:

1. *COLLECT INFORMATION*
2. *SHARE INFORMATION*
3. *PRIORITIZE*
 - a. Life safety
 - b. Property
 - c. Restore academic function
4. *PLAN AND THINK FOR AN OPERATIONAL PERIOD OF TIME (e.g., “the next two hours”)*

This approach, coupled with the “Emergency Checklist” for each assigned function will provide the basic tools for operating during the emergency.

MUTUAL AID

If it is determined that local, state, or federal aid will be needed to respond to the emergency, a request will be made to the jurisdiction in which the campus is located to proclaim a "Local Emergency." Subsequently, a formal request will be sent to the State Office of Emergency Services (OES) requesting that the Governor proclaim a State of Emergency. Under SEMS, the OES manager for our Region coordinates mutual aid requests. All requests for mutual aid from OES must be coordinated with the Emergency Operations Director and approved by the Emergency Policy Group.

The University also maintains mutual aid agreements with other California State University campuses and local agencies. Requests for these resources should be coordinated through the Emergency Operations Director (via the Operations Section Manager) and approved by the Emergency Policy Group.

DEPARTMENT OR SPECIAL TEAM EMERGENCY PLANS

Departments and designated special teams may have an active role in responding to a campus emergency and should develop Emergency Plans that describe the actions they will take. These plans should be specific to their department or team and consistent with the Campus Emergency Management Plan. The emergency activities of these departments and special teams will be coordinated through the EOC under the appropriate Section Manager or Branch Coordinator.

All plans will have the following basic elements to ensure consistency with the *Campus Emergency Management Plan*:

- ✓ Roster of key personnel in department that includes work, home and cell phone numbers;
- ✓ List of emergency equipment, supplies and resources including any agreements with vendors for service or equipment. Location of equipment will also be indicated.
- ✓ Primary objectives for the department or special team during an emergency and how the department/special team will achieve those objectives;
- ✓ Organizational structure that will be used during an emergency;
- ✓ Method for assembling and communicating with emergency team; and
- ✓ Method for communicating with Emergency Operations Center (EOC).

Copies of these plans and subsequent revisions are to be forwarded to the EOC Director and shall be maintained in the EOC.

RECOVERY

PLAN DEACTIVATION

When emergency conditions have stabilized and normal University operations resume, the *Campus Emergency Management Plan* will be deactivated. If the nature of the incident requires an extension of certain emergency services, then special task groups may be established to coordinate these continuing activities. These groups may need to consider:

- ✓ Academic or administrative space reallocations
- ✓ Support services for impacted students, faculty or staff
- ✓ Cost recovery issues

PLAN EVALUATION

Immediately following the end of an emergency operation, a survey of the Emergency Policy Group and the Emergency Operations Group will be conducted to evaluate the effectiveness of the response effort. Results of the survey will be used to determine whether the Campus Emergency Management Plan must be modified to address any deficiencies that were discovered during its activation.

TRAINING

To ensure that all members of the emergency management team understand how to effectively and safely exercise their designated roles during an emergency, members should review the *Campus Emergency Management Plan* (upon appointment and annually thereafter) and receive training on SEMS, NIMS, and ICS, as appropriate to their emergency role.