

INTRODUCTION

The Cal Poly *Campus Emergency Management Plan* is a basic guide that will be used for responding to emergencies and disasters that may occur on our campus. All personnel assigned responsibility 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

This plan has been structured so that it is consistent with the State of California's "Standardized Emergency Management System," 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:

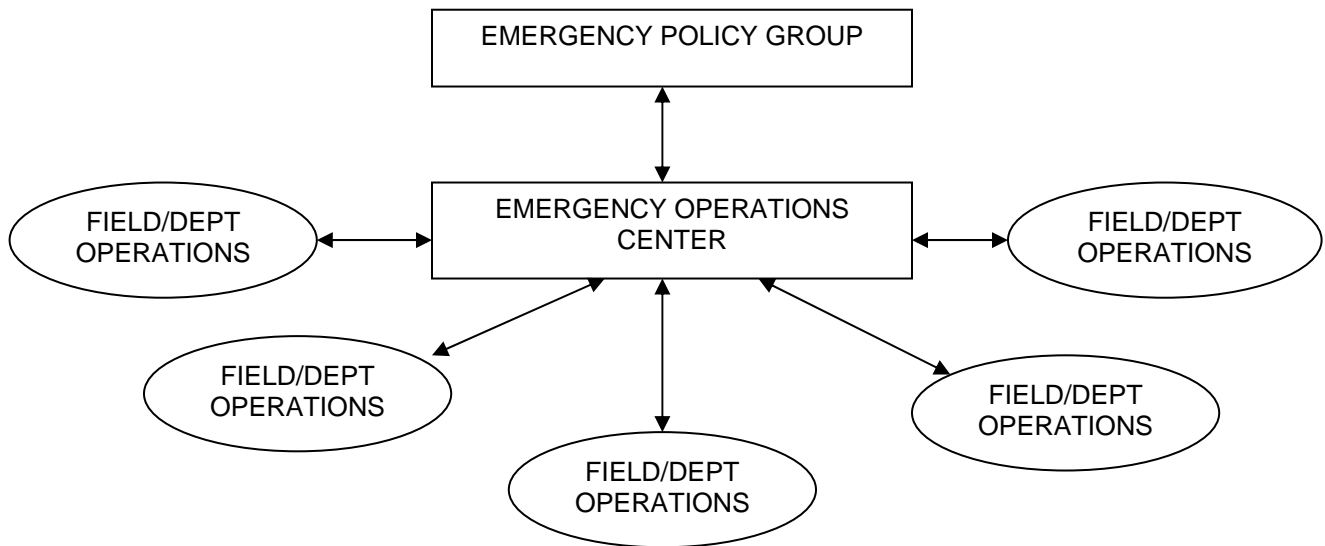
1. **Emergency Policy Group**: Reports to the Emergency Policy Executive (President) and is composed of the senior university executives and special support staff. The decisions of this group will be implemented by the Emergency Operations Group.
2. **Emergency Operations Group**: Reports to the Emergency 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 utilizes the Incident Command System (ICS) which groups the emergency management team into four sections which all report to the Emergency Operations Director.

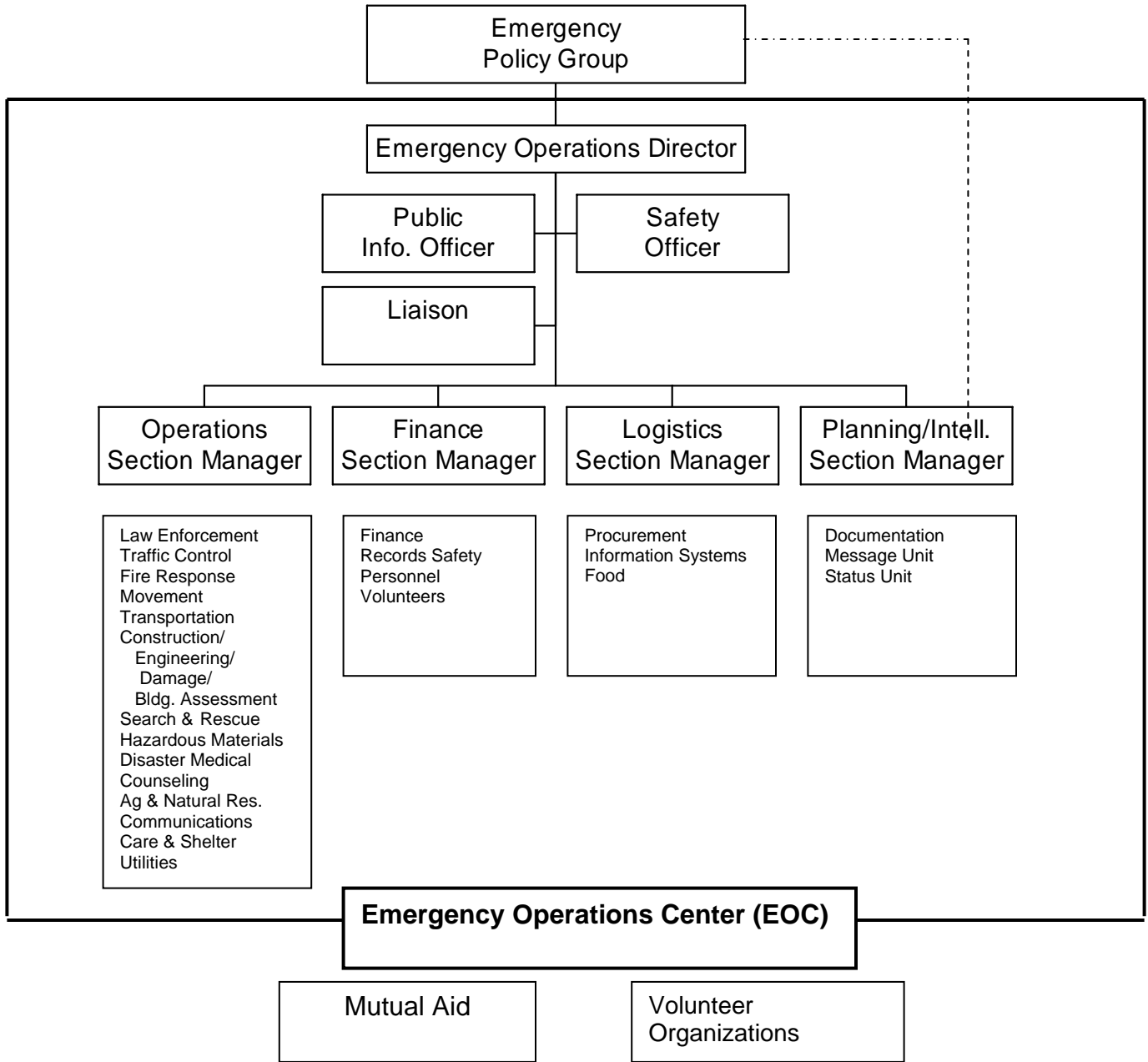
- **Operations:** implements priorities established by management.
- **Planning/Intelligence:** gathers and assesses information.
- **Logistics:** obtains the resources to support the operations.
- **Finance:** tracks all costs related to the operations.

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

Assignment/Function

Emergency Policy Executive
Emergency Policy Group Member
Emergency Policy Group Member
Emergency Policy Group Member
Emergency Policy Group Member
Emergency Policy Group Member
Emergency Policy Group Member
Emergency Policy Group Member
Emergency Policy Group Member

Designee

President
Provost & Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Administration & Finance
Vice President for University Advancement
Executive Director, Foundation
Executive Vice Provost/Chief Planning Officer
Vice Provost/Chief Information Officer
Executive Assistant to the President
Other university administrators/staff as needed

EMERGENCY OPERATIONS CENTER GROUP ASSIGNMENTS

Assignment/Function

Emergency Operations Director

Public Information Officer

Safety Officer

Liaison

Operations Section

Managers

Law Enforcement/Traffic Control/
Fire Response/Movement
Search and Rescue
Communications
Construction/Engineering/Damage
& Building Assessment

Transportation
Disaster Medical
Counseling
Agriculture & Natural Resources
Care and Shelter
Hazardous Materials
Utilities

Logistics Section

Manager

Procurement
Information Systems
Food

Finance Section

Manager

Finance/Records Safety
Personnel and Volunteers

Planning/Intelligence Section

Manager

Documentation
Message Unit
Status Unit

Technical Support

Designee

Associate Vice President for Administration
Associate Vice President for Finance (1st backup)
Director, Risk Management (2nd backup)
Director, Public Affairs
Director, Risk Management
Associate Director, University Police

Directors, Facility Services and
Facilities Planning & Capital Projects
Chief, University Police

Chief, University Police
Coordinator, Technical Services
Associate Director Facility Services - Landscape and
Transportation Services and Associate Director
Facilities Planning & Capital Projects
Transportation Services Supervisor
Director, Health and Counseling Services
Director, Health and Counseling Services
Farm Supervisor, College of Agriculture
Executive Director, Housing and Residential Life
Environmental Health & Safety Manager
Chief Engineer, Facility Services

Director, Contracts & Procurement Services
Procurement Manager
Director, ITS Communications & Computing Services
Director, Campus Dining

Director, Fiscal Services
Director, Fiscal Services
Director, Human Resources

Associate Vice President for Finance

Commuter Services Coordinator
Assistant Vice President for Admissions,
Recruitment & Financial Aid

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 Associate Vice President for Administration (Emergency Operations Director) or in her absence, her 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 her designee, will commence activation of the Emergency Operations Center (EOC).

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

Members of the emergency management team will be notified of a campus disaster in the following ways:

Situation #1: If telephone services are operational:

1. The Emergency Operations Director will open the Emergency Operations Center.
2. The Emergency Operations Director will immediately begin calling the members of the Emergency Operations Policy and Center groups. If the assigned individuals are not available, the designated alternate will be contacted.

Situation #2: If the telephone services ARE NOT operational:

1. Designated members of the Emergency Policy Group and Emergency Operations Center Group will immediately travel to the EOC as soon as they are aware that a major emergency has effected the campus. This includes individuals who may be off campus.
2. If designated emergency management personnel do not report to the EOC in a reasonable amount of time, messengers may be dispatched.

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

Cal Poly's response to an emergency on campus will be guided by the following fundamental priorities:

- 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 persons responsible 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 collect and analyze tremendous amounts of information and then have to 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*
 - Life safety
 - Property
 - 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 your 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.

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

- √ Roster of key personnel in department that includes works and home telephone numbers, as well as pager 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.
- √ 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 cessation of emergency operations, 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, NIM, and ICS, as appropriate to their emergency role.