

October 2006

Why Prepare?

Visit the Campus Emergency Preparedness website at:
www.afid.calpoly.edu/AFD/emergency/index.html

Emergencies or disasters can happen anytime and they usually occur with little or no warning. When an emergency occurs at Cal Poly, our safety and speedy recovery will depend on existing levels of preparedness and a coordinated response from students, faculty, staff and visitors.

Many emergencies will be minor in nature, requiring two or three people to be responsible for the majority of the incident management tasks. In the event of a major emergency, one in which the campus cannot operate normally, the University Emergency Management Plan will be activated and emergency activities will be coordinated from the Emergency Operations Center (EOC).

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

- ◇ *Life safety*
- ◇ *Secure and preserve infrastructure and facilities*
- ◇ *Restoration of the academic program*

Inside:

<i>Personal Responsibilities</i>	2
<i>Department or Special Team Emergency Plans</i>	2
<i>Campus Communication During an Emergency</i>	2
<i>Incident Command System Organization</i>	3
<i>Campus Emergency Response Organization</i>	3
<i>Campus Emergency Management Team</i>	3
<i>Emergency Policy Group and EOC Group Assignments</i>	4

SEMS/NIMS

Cal Poly has an Emergency Preparedness Plan which adheres to the Standardized Emergency Management System (SEMS) required by the state and the National Incident Management System (NIMS) required by the federal government .

The purpose of SEMS is to improve the coordination of state and local emergency response in California and to provide tools for managing response to emergency situations. The four components of SEMS are: Incident Command System (ICS), Multi/inter-agency Coordination, Mutual Aid Agreement, and Operational Area Concept.

NIMS was developed so emergency responders from different jurisdictions and disciplines could work better together in response to natural disasters and emergencies. NIMS benefits include a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid and resource management.

More information regarding SEMS/NIMS may be found at the California Office of Emergency Services website at: <http://www.oes.ca.gov>.

**California Government
Code 8607**

SEMS shall be used by all state agencies in multi-jurisdictional and/or multi-agency emergency and disaster operations.

Personal Responsibilities



Our success in responding to emergencies depends on everyone.

- ◇ Acquaint yourself with the Cal Poly Emergency Preparedness website. (<http://www.afd.calpoly.edu/AFD/emergency/index.html>)
- ◇ Prepare your family for an emergency. ([http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Emergency%20Information%20Current/\\$file/Family.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Emergency%20Information%20Current/$file/Family.pdf))
- ◇ Maintain a personal emergency kit. ([http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Emergency%20Information%20Current/\\$file/Checklist.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Emergency%20Information%20Current/$file/Checklist.pdf))
- ◇ Be familiar with your building’s floor plan.
- ◇ Know where the stairs and fire extinguishers are located.
- ◇ Identify your Building Coordinator—visit and get to know them and learn the evacuation procedures for your building. (<http://www.afd.calpoly.edu/AFD/emergency/bldecoordinator.html>)
- ◇ Prepare your area for earthquakes. Contact Facility Services if you need to have equipment and furniture secured and anchored. (<http://www.facilities.calpoly.edu/services/forms/projGenInfo11-05.pdf>)
- ◇ Know your department and/or division/college emergency plan.
- ◇ Know the campus communication procedures. (<http://www.afd.calpoly.edu/AFD/emergency/communicationtree.html>)

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 the department or team and consistent with the Campus Emergency

Management Plan. These plans should include notifying individuals who will need to stay on or return to campus during an emergency.

The emergency activities of these departments and special teams will be coordinated through the EOC under the

appropriate Section Manager or Branch Coordinator.

All colleges and divisions are required to have a current emergency plan.

Check with your department and division/college to learn about emergency plans specific to your area.

CSU Executive Order 921

(<http://www.calstate.edu/eo/EO-921.html>)

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.

Campus Communication During an Emergency

The effective dissemination of information to campus employees is critical during an emergency. The campus has in place many ways to communicate - 756-6397 (NEWS); radio Station 1610 AM; e-mail, voice mail, etc.. The use of each of these depends on the resources available during an emergency situation. It is recognized that in a major disaster these communication channels may not

be available. If that occurs, the campus will communicate to its employees via a campus communication tree.

The communication tree follows the campus organizational structure. The President will communicate with the Vice Presidents and Auxiliary Executive Directors, who will in turn communicate with their direct reports. This process will continue throughout the

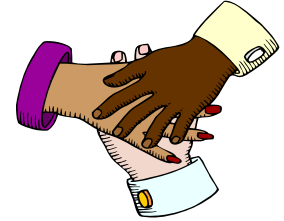
organization until all employees have been contacted. It is the responsibility of each member of the organization to make sure that any employee that reports directly to them receives the appropriate information in whatever manner is available.

If off campus during an emergency, call 756-NEWS or tune into 1610 AM on your radio.

Incident Command System Organization

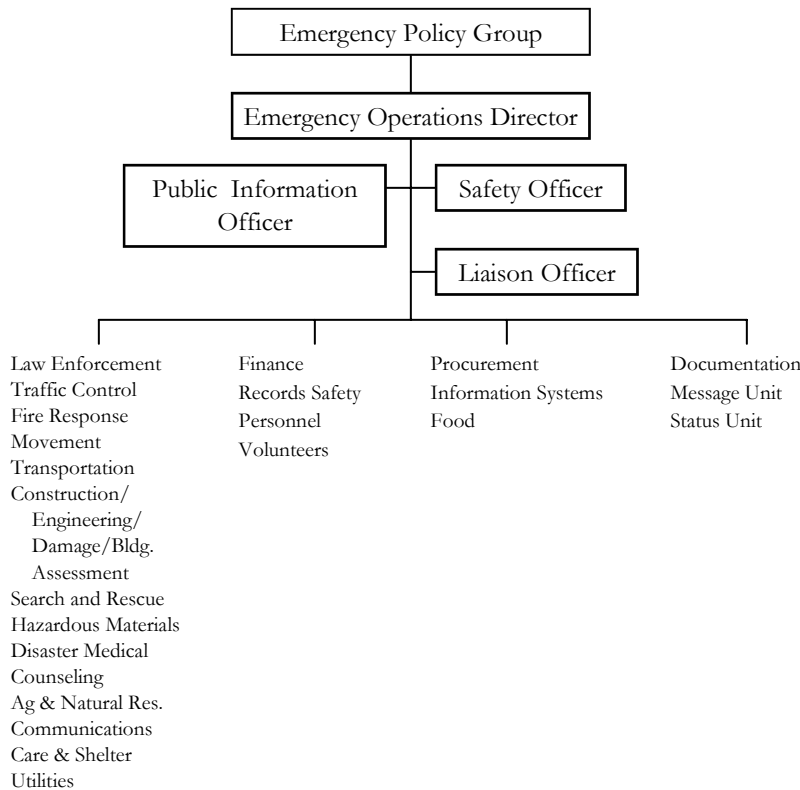
SEMS utilizes the Incident Command System (ICS). ICS has five major management activities.

- ◇ Command: Overall responsibility for directing response activities
- ◇ Operations: implements priorities established by management.
- ◇ Planning/Intelligence: gathers and assesses information and plans response.
- ◇ Logistics: obtains the resources to support the operations.
- ◇ Finance: tracks all costs related to the operations.



Campus Emergency Response Organization

Emergency Response Organization



When an emergency occurs, employees are expected to remain at work unless they are directed to leave and be prepared to follow emergency procedures and exercise reasonable judgment.

Homeland Security Presidential Directive #5

Established in response to September 11, 2001 tragedy to provide a national approach to incident management and a coordinated response to incidents of national significance. Federal agencies must use NIMS and State, local and tribal governments must comply with NIMS to receive federal (grant funding).

Campus Emergency Management Team

The emergency management team is composed of two separate groups:

Emergency Policy Group: Reports to the Emergency Policy Executive (President) and is composed of the senior university executives and special support staff. The deci-

sions of this group will be implemented by the Emergency Operations Group.
Emergency Operations Group: Reports to the Emergency Operations Director and is composed of University department heads and support staff who serve specific functions within the EOC and who

carry out the directions of the Emergency Policy Group which consist of the tactical and operational aspects of the response.

See page 4 for a listing of the positions that compose the emergency management team.

EMERGENCY POLICY GROUP MEMBERS

<u>Assignment/Function</u>	<u>Designee</u>
Emergency Policy Executive	President
Emergency Policy Group Member	Provost & Vice President for Academic Affairs
Emergency Policy Group Member	Vice President for Student Affairs
Emergency Policy Group Member	Vice President for Administration & Finance
Emergency Policy Group Member	Vice President for University Advancement
Emergency Policy Group Member	Executive Director, Corporation
Emergency Policy Group Member	Executive Vice Provost/Chief Planning Officer
Emergency Policy Group Member	Vice Provost/Chief Information Officer
Emergency Policy Group Member	Executive Assistant to the President
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	Associate Vice President for Administration Associate Vice President for Finance (1 st backup) Director, Risk Management (2 nd backup)
Public Information Officer	Director, Public Affairs
Safety Officer	Director, Risk Management
Liaison	Associate Director, University Police
Operations Section Managers	Directors, Facility Services and Facilities Planning & Capital Projects Chief, University Police
Law Enforcement/Traffic Control/ Fire Response/Movement Search and Rescue Communications Construction/Engineering/Damage & Building Assessment	Chief, University Police Coordinator, Technical Services Associate Director Facility Services - Landscape and Transportation Services and Associate Director Facilities Planning & Capital Projects
Transportation Disaster Medical Counseling Agriculture & Natural Resources Care and Shelter Hazardous Materials Utilities	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
Logistics Section Manager	Director, Contracts & Procurement Services
Procurement Information Systems Food	Procurement Manager Director, ITS Communications & Computing Services Director, Campus Dining
Finance Section Manager	Director, Fiscal Services
Finance/Records Safety Personnel and Volunteers	Director, Fiscal Services Director, Human Resources
Planning/Intelligence Section Manager	Associate Vice President for Finance
Documentation Message Unit Status Unit	Commuter Services Coordinator Assistant Vice President for Admissions, Recruitment & Financial Aid
Technical Support	Tech. Coordinator; AFD Network and Tech. Services

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