

# HUMBOLDT STATE UNIVERSITY



## **Emergency Operations Plan & Guidelines**

**Version: 9.6 - October 2018**



# Record Of Changes

Change #	Date	Change By	Summary of Change
1	10/2018	Cris Jones Koczera	Changed language around hazardous materials threats
2	10/2018	Cris Jones	Revised the DOC structure throughout the plan
3	10/2018	Cris Jones Koczera	Identified thresholds for EOC activation Revised the definitions of EOC activation levels
4	10/2018	Cris Jones Koczera	Updated chain of succession
5	10/2018	Cris Jones Koczera	Revised the event/ situation activation matrix
6	10/2018	Cris Jones Koczera	Updated Satellite phone locations
7	10/2018	Cris Jones	Added Pandemic Flu annex and International Students Annex

# Letter of Promulgation



## HUMBOLDT STATE UNIVERSITY

Office of the President

Humboldt State University  
Emergency Operations Plan  
LETTER OF PROMULGATION

January 2019

To the University Community:

Emergencies on campus can quickly become the responsibility of any one of us -- at any time. Emergency preparedness and prompt responses from those in the affected area can save lives and help limit injuries. As President, I am responsible for ensuring we have plans in place to protect the life, property, security, and welfare of our University community. The campus multi-hazard plan and attachments are the basic documents to help us meet this goal. The plan and additional information can be located at: <http://www2.humboldt.edu/risksafety/node/59>

All members of the University community are responsible for taking reasonable measures to prepare themselves for an emergency. Individual preparedness is a fundamental step in meeting our commitment to support students, faculty, and staff members. Furthermore, well thought out and implemented departmental emergency and continuity plans can significantly enhance the safety of our community as well as our ability to sustain operations during disruptive incidents.

I encourage each member of the University community to read and understand our procedures for operating relative to emergencies. After reading it thoroughly, please keep the plan where it is visible and easily accessible.

Please note that our campus has its own dedicated 911-response system. All emergencies reported to 911, by campus phone, will immediately dispatch the Humboldt State University Police, as well as other needed emergency services.

With this plan and a knowledgeable community, I believe Humboldt State will handle unexpected events well, thanks to your dedicated efforts in making the needed preparations.

With thanks for your interest, commitment, and preparation,

A handwritten signature in cursive script that reads "Lisa A. Rossbacher".

Lisa A. Rossbacher, Ph.D.  
President

# Delegation of Authority



## HUMBOLDT STATE UNIVERSITY

Office of the President

### DELEGATION OF AUTHORITY FOR EMERGENCY MANAGEMENT

January 8, 2019

As the individual who is assigned by the Board of Trustees and the Chancellor of the California State Universities the responsibilities of implementing and maintaining the Humboldt State University Emergency Management System, I hereby make the following delegations of authority:

***To the Vice Presidents of Humboldt State University:***

The authority to serve as Acting President of Humboldt State University, consistent with and within the restrictions of HSU Policy 17-02 (Acting President Policy) and the attached Humboldt State University Executive Chain of Succession, in the event that a disaster or emergency occurs during a time when I am absent from campus;

***To the Vice President of Administration and Finance:***

The authority to provide executive oversight of the University's Emergency Management System, including overseeing the development and implementation of the Emergency Operations Plan & Guidelines, and to facilitate the coordinated delivery of information between the Emergency Operations Center and the President (or acting President);

***To the University's Designated Emergency Operations Center (EOC) Directors:***

The authority for the management of all campus emergency activities, including the activation of the campus Emergency Operations Center (EOC), the authority to designate and organize a team of responders, supervisors, managers, and other personnel, documented in part as the attached Emergency Management Personnel Roster; the authority to seek, collect, and disseminate information; to request additional resources; to develop and approve emergency response Incident Action Plans; and to manage and direct the implementation of emergency response Incident Action Plans;

***To the HSU Police Chief, Lieutenant, Sergeants, and Watch Commanders of the University Police Department:***

The authority to take immediate action in the event of a life-threatening emergency on campus, including requesting and deploying resources, organizing and directing an initial response, initiating measures to alert and inform the University community, initiating evacuations, and in dire and urgent circumstances, closing the campus if it is deemed necessary in the interest of life safety, preservation of property, and/or environmental protection.

A handwritten signature in black ink that reads "Lisa A. Rossbacher".

Lisa A. Rossbacher, Ph.D.  
President

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# Introduction

## **Purpose and Scope of the Plan**

The Emergency Operations Plan and Guidelines contains University policies, procedures, guidelines, and an organizational structure for response to a major emergency or disaster affecting HSU.

These documents constitute the current Emergency Plan for HSU, supersede previous plans, and preclude employee actions not in concert with the intent of this Plan, or the emergency organization created by it. Nothing in this Plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan or any annexes and appendices hereto. The Plan and HSU's emergency organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

## **Preparing for the Unexpected**

Emergencies can occur without warning and create serious risk to the Humboldt State University community. The University's Emergency Operations Plan & Guidelines is designed to prepare the University for the Immediate Response to the emergency and the initial hours thereafter.

The goals of this plan are to:

- Minimize loss of life;
- Minimize loss of property;
- Restore campus operations

In the event of a major civil disturbance, earthquake with moderate damage, or any major to moderate emergency, the University will also rely on its Business Continuity Plans to facilitate the timely restoration of business and academic functions.

# Introduction

## Plan Synopsis

This plan is designed to be used as a resource in guiding Humboldt State emergency response personnel during any emergency or disaster response. The Plan includes guidance on:

- The roles and responsibility of staff, faculty, students, and the community during disaster, and their designated level of authority;
- The operational and reporting structure in which the Humboldt State University Emergency Operations Center functions;
- The activation of the Emergency Operation Center, mobilization of the Policy Management Group, and declaration of a Campus State of Emergency, as well as their demobilization;
- An analysis of the threats and hazards facing Humboldt State University, in order to better inform and prepare emergency responders;
- Overview of emergency resources and their uses, including but not limited to facilities, communications resources, and administrative tools;
- Emergency communications, both intra- and inter-agency;
- A brief overview of disaster public affairs and communication procedures, including the various emergency alert systems;
- Successfully navigating the disaster recovery phase, including the requirements for After Action follow up; and,
- Appendices including glossary of terms, acronym definitions, position descriptions, and a database of required forms and reporting materials.

# Situation Overview

## **HSU Community Location and Population Characteristics**

The HSU main campus consists of approximately 152 acres within the incorporated boundaries of the City of Arcata. HSU also owns, operates or manages various satellite facilities, all located within Humboldt County. A map of the main campus and a list of campus facilities are incorporated in this plan. There are about 2060 people living in 20 residential units at HSU. Over 720 students are registered with the Student Disability Resources Center, 65 students use the transportation service for mobility issues, and 101 students with temporary disabilities.

HSU has two children-related programs with a total of approximately 100 children with 75% present at any one time on campus at one time. The HSU Children's Center provides day care and an educational program for approximately 50 toddlers and pre-school children. The Child Development Laboratory offers an educational program for pre-school children of students, staff and community residents. HSU students who are studying child development and other majors observe the children and also serve as student teachers.

## **Hazard/Threat Analysis**

### **1. Natural Threats:**

#### *Earthquakes*

The tectonic setting in which Humboldt County is located presents a very real threat of the occurrence of large and damaging earthquakes. At the juncture of three lithospheric plates, the region can experience earthquakes associated with the deformation of the North America, Pacific, and Gorda plates, known as the Cascadia Subduction Zone. As evidence of the high potential for seismic activity in the area, the Berkeley Seismographic Station catalogues of California seismicity consistently show this region to be the most seismically active in the state. Historic records indicate that at least 50 damaging quakes have occurred since the mid-1800s. A Cascadia Subduction Zone event has the potential of producing a 9M earthquake or higher.

Within this range of intensity, poorly to moderately well designed buildings may suffer structural damage (including partial collapse). Within the Humboldt Bay region, specific hazards include: ground failure in the coastal lowlands, resulting in damage to foundations and utility lines; fire associated with damaged electrical and gas lines; landslides affecting transportation and communication routes; and damage to bridges and overpasses, affecting transportation.

The Humboldt State University campus is likely within the probable area of strong ground motion and is likely to experience local intensities in excess of 6M for major earthquakes.

# Situation Overview

## *Tsunami*

The Humboldt State University campus lies outside of the area potentially affected by a tsunami, according to the United States Geological Survey's most recent mapping, and therefore does not face a direct threat from a tsunami event. However, numerous areas within the City of Arcata and other parts of Humboldt County will be affected. Students, faculty, and staff alike may live, work, or recreate in those areas, and may therefore be affected.

Humboldt County may be affected by tsunamis from either a local or distant source. A local source tsunami will more than likely occur after a Cascadia Subduction Zone event, and will arrive within minutes after the earthquake stops. A distant source tsunami will feature a more advanced warning, providing those in the inundation zone multiple hours' notice to properly evacuate. Distant source tsunami threats include ruptures in the Central Aleutians Subduction Zone (SZ), North Chile SZ, Kuril Islands SZ, Marianas SZ, and most notably, the Japan SZ.

Those in the inundation zone will need to evacuate promptly in order to safely escape the rising water. In order to provide for the safety the campus community, HSU will need to support County Emergency Management's communication efforts on the threat and maintain awareness of the effects on members of the campus. HSU Aquatics Center, and the Coral Sea all lie within the tsunami inundation zone and staff, students, and faculty at these locations will need to endeavor to evacuate promptly in case of a tsunami threat.

## *Flooding*

Flooding in the University area will typically be the result of torrential rains. Water damage will probably be confined to basement and ground floor areas and for short periods of time. However, flooding of parking areas and public streets may isolate the University for longer periods of time.

Usually there will be advance warning as water rises. Close coordination with local authorities and constant vigilance of areas are necessary to minimize danger to employees, damage to property, or loss of equipment. One of the greatest hazards to personnel will be electrical grounding of equipment and power lines. Explosions could occur from extinguished gas flames or weakened boilers.

## *Fire*

Large vegetation (forest) and structure fires are a significant hazard concern for the campus. The main campus is located with forest and natural vegetation on the north and east sides. An uncontrolled vegetation (forest) fire could quickly spread to student residence halls and crowded athletic facilities. A science lab and wildlife care facility are also in close proximity to the forest and natural vegetation areas. The southern side of the campus is city residential and the western side is major highway.

# Situation Overview

## 2. Technological Threats:

### *Hazardous Material Spill and/or Release*

The County and its cities do not have the large industrial complexes normally associated with a high incidence of hazardous material emergencies. However, when a hazardous material emergency occurs, the multiple resources that more urban communities draw upon are not immediately available to rural areas. Consequently, it is estimated that significant out-of-county assistance will be unavailable for a period of two to five hours

The County contains major transportation arteries, primarily U.S. 101, and Highway 299, each transporting hazardous materials through and into the County each year. The proximity of U.S. 101 to densely populated areas creates the potential for a major hazardous materials emergency. Hazardous materials are also transported on Highway 299. Highway 299 is less than a mile from the campus at its closest point and U.S. 101 runs directly in front of the campus. Thus the campus is exposed to potentially serious hazardous materials releases, and a major off-campus release could require sheltering or evacuation of all or part of the campus.

The campus is currently developing a Hazardous Material release annex.

### *Utility Failure*

Electrical utility failure most often occurs during major storms and is generally a result of problems unrelated to events on campus. Electrical utility failure can have a significant impact on important research projects and the conduct of class schedules.

If the utility failure is water, the effect on the campus could become very significant in a short period of time. A water failure could present a health problem, which would require activation of the Medical DOC and coordination with County Public Health.

# Situation Overview

### 3. Adversarial and Human-Caused Threats:

#### *Active Shooter*

An active shooter is a lone individual who attempts to engage in an act of mass violence, typically in a random, sporadic manner. Although active shooter events are highly unpredictable, a 2014 study by the Federal Bureau of Investigation notes that these events occurred primarily in either commerce (i.e. a shopping mall) or educational environments. As such, any institution of higher education faces the potential of an active shooter event.

Unlike a defined crime, such as a murder or mass killing, the active aspect implies that the incident is ongoing. This means that both law enforcement personnel responding to the event, as well as private citizens, including students, staff, and faculty, have the potential to effect the outcome of the event based on their responses.

These events are most likely to occur in an area featuring a high density of individuals in a highly trafficked area, as attackers will target areas giving them the highest probability to attack the greatest number of people. As such, active shooter events are most likely to occur during sporting and/or other large events and at common gathering places, such as the library. This same theory applies to the timing of the event, meaning these events are less common during summer, weekends, and other breaks, when the campus population dwindles.

Post-event, consideration must be taken to care for the mental health of the campus community as a whole, as these events can have a long-lasting effect on the emotional well-being of individuals close to the event.

#### *Bomb or other Terrorist Threat*

Humboldt State University and Humboldt County as a whole do not contain any strategically beneficial targets that would render a high probability of a terrorist threat. However, much like an active shooter, these events are difficult, if not impossible, to predict, and therefore must be taken into consideration.

A bomb or other terrorist threat, at minimum, may require an evacuation of one or more buildings on campus. Under more serious circumstances, whole campus evacuation or lockdown may be required.

Response and damage level will vary significantly depending on the severity of the attack.

## Situation Overview

### *Riot/Major Civil Disturbance*

A riot or major civil disturbance will threaten the safety of both individuals as well as infrastructure on campus. These incidents are typically preceded by large gatherings and/or political demonstrations. Level of damage and response capacity required will vary based on the size of the disturbance as well as its motivation. Politically fueled riots may target specific buildings or areas, while others may arise out of a large gathering gone awry, and may have no specific agenda or target, damaging property at random.

Humboldt County as a whole has a history of demonstrations and protests over environmental issues, while Humboldt State has historically featured demonstrations over free-speech and other political issues, although violent behavior from protesters is atypical.

### *Food Contamination*

Humboldt State University features several dining options around campus, including a dining hall and several smaller markets. Food contamination may occur from purchasing contaminated food from an outside source or contamination during the preparation process by on-campus staff. Contamination may be accidental, via poor sanitation or an invasive animal, or purposeful, from a disgruntled food preparation employee.

An incident of a contaminated food item may affect as few as one student, or as many as several thousand, depending on the source, location, and distribution of the contaminated item.

Food contamination may occur when outside groups who are utilizing campus facilities brings in contaminated foods. There is a process in place through risk management to try to mitigation that occurring. There are also processes in place through campus environmental health and safety that has guidelines to ensure the proper handling of food.

### *Disease or Pandemic*

A disease or pandemic will disrupt regular campus activities by rendering students, faculty, and staff unable to perform or attend their regular classes and duties, with the amount affected depending on several factors.

Regular campus functions may need to be operated in a limited capacity or canceled completely.

Typically, these types of incidents will not be confined specifically to the campus, but will affect entire communities and possibly even larger populations. As such, careful coordination with County Public Health and communications will be key to mitigating spread of any disease.

See the Pandemic Response Annex

# Situation Overview

## Special Considerations

### *Non-residents*

There are occasions during the year when additional resources to cope with emergencies would have to be provided. During summer and throughout the school year, HSU hosts participants in various workshops and conferences. Participants are generally unfamiliar with the campus and community, and, when school is not in session, may live in campus residence halls which are minimally staffed.

This concept also applies to new students from out of the area arriving in the fall, who may also be unfamiliar with the campus and the surrounding area.

### *International students*

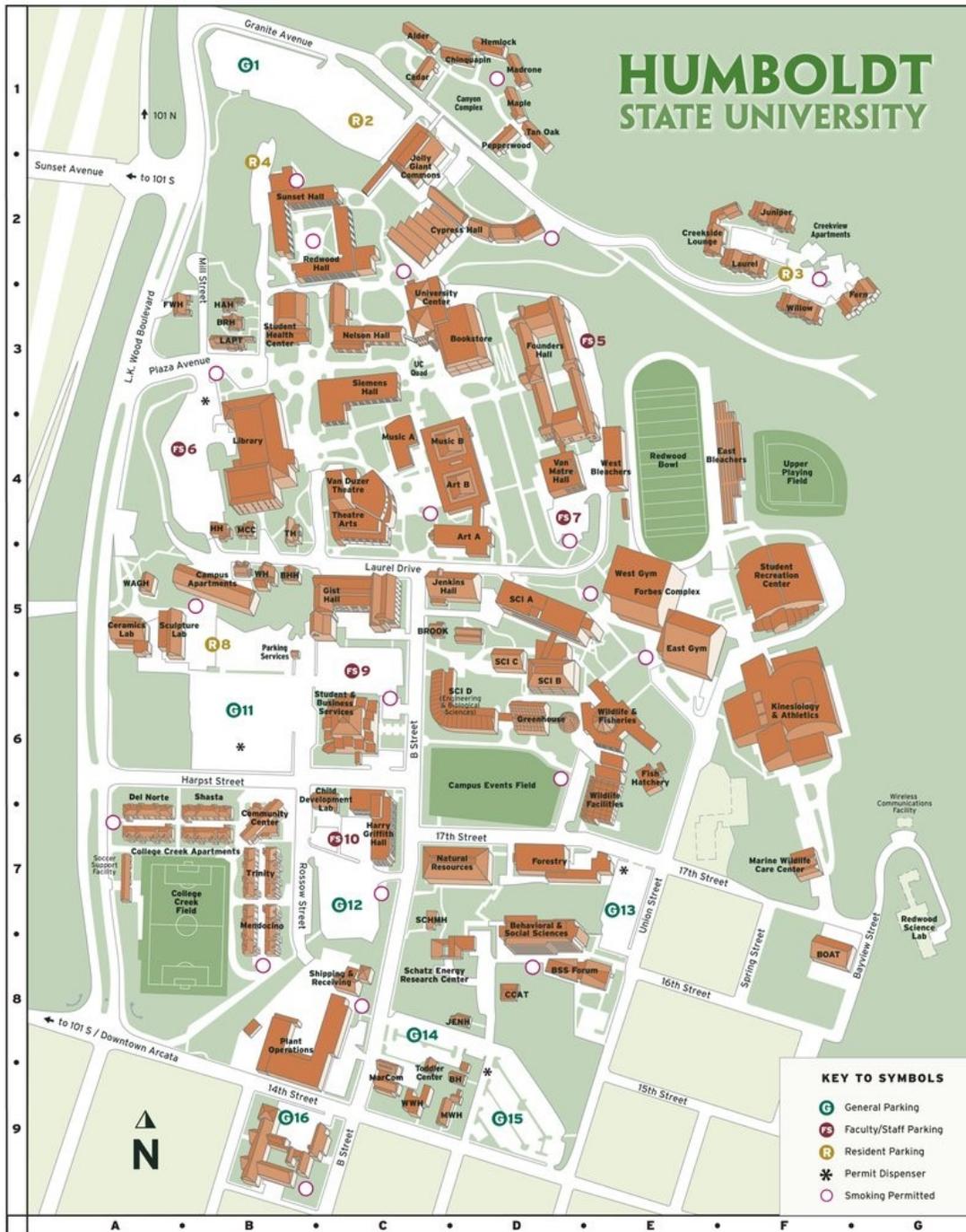
International students present a unique challenge. Although most possess English skills, cultural differences and an unawareness of local hazards may render international students more vulnerable during emergencies. Therefore, special considerations must be taken in both preparing for and responding to emergencies to ensure international students are receiving appropriate communications.

During emergencies, the school maintains this responsibility and must produce timely updates and the status and location of international students. Special emphasis must be placed on reaching out to international students and ensuring the communication of their location, safety concerns, and short and long-term plans. Please refer to the Center for International Programs' emergency response annex.

# Situation Overview

## Access/Egress Routes and Parking

The campus map shows the roads at HSU and the major access/ egress routes; L.K. Wood Boulevard connects to Sunset Avenue to the north and 14th Street to the south, both of which connect to U.S. 101, which is a four-lane freeway. In the event of a campus-wide evacuation, the egress route will be determined dependent upon the incident by University Police. There are approximately 2081 parking spaces provided on the campus.



# Situation Overview

## **University Satellite Facilities**

(Developed properties owned or leased by University for HSU activities).

### **Trinidad**

HSU Telonicher Marine Lab, 570 Ewing Street, Trinidad

### **Arcata Area**

HSU Natural History Museum, 1242 G Street, Arcata (Figuerido Building)

HSU Observatory, 8491 Fickle Hill Road, (unincorporated area)

IESCO Warehouse, 1601 Samoa, Arcata

Lanphere Dunes, 6800 Lanphere Road (unincorporated area)

### **Eureka Area**

Breakwater Dock, Woodley Island (RV Coral Sea & Storage), Eureka

Coral Sea (Woodley Island) Eureka

Humboldt Bay Aquatic Center, 921 Waterfront Drive, Eureka

Wright Wildlife Refuge, 2669 Pleasant Avenue, Eureka

### **Korbel Area**

Schatz Experimental Forest (Schatz Tree Farm)

Schatz Forestry Research Station, 14547 Maple Creek Road (unincorporated area)

### **Freshwater Area**

Freshwater Experimental Forest - Located off Freshwater Road, Freshwater

# EOC Overview

The HSU Emergency Operations Center is composed of designated university staff and selected functional units, supported by faculty experts and outside agencies/entities.

EOC personnel are listed on an updated roster and may fill specific roles (depending on the disaster or emergency and their availability) listed on the ICS organization chart. Not all roles are filled for every disaster/emergency.

The responsibilities summarized below are elaborated in the Position Descriptions located in this document. Full position descriptions are located in each Section locker in the EOC. Communication flows both up and down within the command structure. HSU's overall emergency response structure consists of three major elements:

The Policy Management Group (PMG);

The Emergency Operations Center (EOC);

Field Level Response

## **PMG Position Descriptions**

**HSU President** establishes basic policies; declares emergencies, acts as highest level of campus authority.

**Policy Management Group (PMG)** approves policies regarding emergencies prior to an emergency. Works through the President in approving and authorizing recovery operations within the context of the emergency. Does not participate in operational aspects of an emergency response.

**The Policy Management Group comprises the President, Provost, Vice Presidents of Academic Affairs, Administration and Finance, Student Affairs, and Advancement. The Executive Director of the Office of Diversity, Equity and Inclusion, Chair of the Academic Senate; Associated Student President; Legal Advisor; and Public Information Officer.**

## **EOC Position Descriptions**

The complete listing of *Position Check-Lists* are available in the EOC Activation Binders located within the Emergency Operations Center, or with the EOC Coordinator. The following are position descriptions for the Command Section and Section Chiefs only.

**EOC Director** has the overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment. He or she also designates a leader for each of the other Sections, depending on the character and scale of the emergency. The PIO, Scribe, Liaison Officer, Safety Officer, and EOC Coordinator report to and directly assist the EOC Director.

**HSU Liaison Officer** initiates and maintains contact with assisting public or private agencies (e.g. American Red Cross, County OES), utilizes Memorandums of Understanding when possible, and helps coordinate mutual aid support and assistance.

## EOC Overview

**Public Information Officer (PIO)** is the liaison to the news media and provides news releases and other information as approved by the EOC Director, with responsibility for the rapid dissemination of critical instructions and accurate information to the campus and surrounding community via a variety of media; timely public information flow and updates to the Chancellor's Office, the CSU system, and to out-of-town students and families, including the use of CSU websites, toll-free numbers, and social media; Initiation and scheduling of on-campus media briefings as appropriate; establishment of a Joint Information Center near the briefing site for use by the media; Timely response to media inquiries and calls from the campus community; Coordination and networking with other local PIO's as necessary and appropriate. Reports to EOC Director.

**Operations Section** manages and coordinates all tactical field operations directly applicable to the primary mission. The Operations Section Chief also directs the preparation of Unit operational plans, requests or releases resources, and makes changes, as necessary, to Incident Action Plan. Reports to EOC Director.

**Planning Section** is responsible for the collection, evaluation, dissemination, and utilization of information about the development of the incident and status of emergency resources. The Planning Section Chief is responsible for supervision of the creation of an Incident Action Plan every operational period, and will chair planning meetings as required. Reports to EOC Director.

**Logistics Section** is responsible for the identification and acquisition of material resources in support of the incident. Advises on matters relating to logistics planning, and oversees ordering, receipt, storage, transport and onward movement of incident goods, services, and personnel. Reports to EOC Director.

**Finance Section** manages and coordinates all financial transactions and record-keeping during the disaster, and oversees the financial claims processes after the event to seek reimbursement for extraordinary expenses. Designates team member to respond to FEMA recovery briefing usually held within the County Operational Area. Reports to EOC Director.

Refer to the appendices for detailed position descriptions for all EOC positions, including Section Chiefs and Unit Leaders.

# EOC Overview

## **Departmental Roles/Responsibilities**

**Law Enforcement (UPD)** Provides personnel and maintains law and order at the university; deploys adequate personnel for the security of the university grounds; assigns personnel for general traffic control; conducts initial hazard analysis. When requested, conduct other emergency response assignments as directed.

**Medical (Student Health Center)** Coordinates emergency campus on-scene triage and emergency medical care services. Coordinates with county health officer and off-campus emergency responders. Coordinates with the county coroner/medical examiner concerning operations on campus.

**Student Affairs** Responsible for coordinating activities to assist students in establishing vital communications with family and loved ones when campus emergencies occur. The Student Affairs department is responsible for pre-emergency planning to ensure the campus is prepared to meet student needs when emergencies occur as well as post-emergency activities to coordinate those activities needed to establish normalcy to the lives of students.

**Facilities Management** Responsible for coordinating the inspection, maintenance, and emergency repair of campus facilities and for coordinating emergency debris clearance.

**Housing** Responsible for supporting the mass care unit. This could include alternative sheltering and the coordination of feeding.

**Counseling and Psychology Services** Provides for the post-disaster mental health needs of the campus by coordinating counseling sessions for staff, faculty, and students affected by the disaster and first responders in need of post-incident stress debriefing

**Academic Affairs** Responsible for pre-emergency planning activities to ensure the academic process returns to a state of normalcy after an emergency. Acts as liaison to EOC to ensure accurate communication/information is disseminated to academic affairs employees regarding the status of the academic process, including the academic schedule, the status of faculty and academic facilities, etc.

**Information Technology** Activates and manages IT functions. Determines information technology needs priorities of emergency response operation; ensures that Critical Business Resumption Functions are activated; provides IT support to EOC and various campus departments.

**Hazardous Materials** Responsible for the monitoring the status of hazardous materials in storage and use on campus and assisting in the safe and effective clean-up and response to spills, releases, and other hazardous material events. Provide subject matter expertise to Law Enforcement and Facilities to help provide for the safety of the campus community during hazmat incidents.

# Incident Command System

## HSU Emergency Organization and the Incident Command System (ICS)

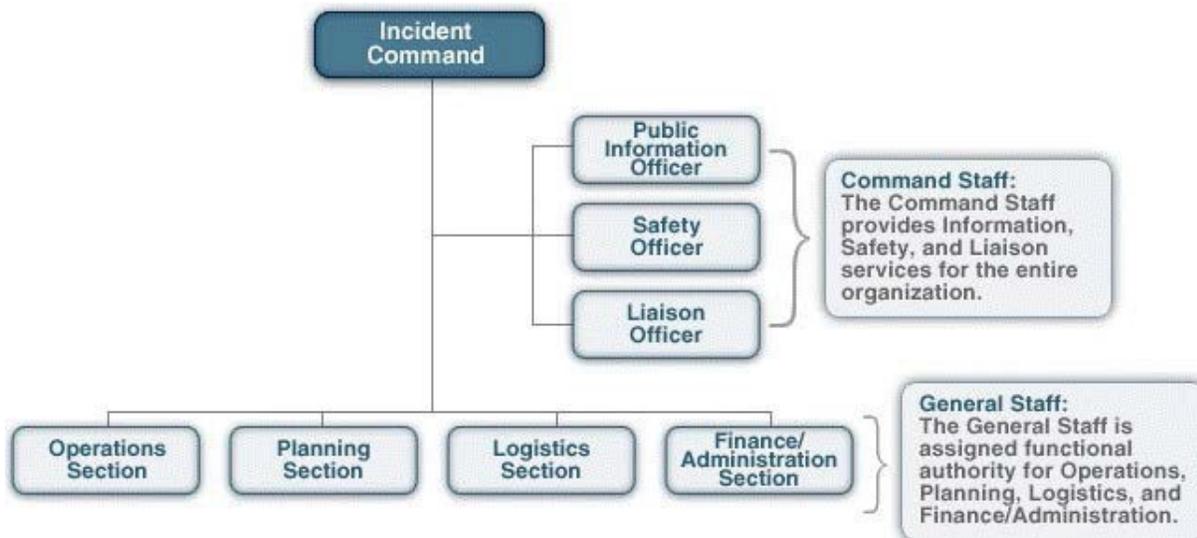
The Plan incorporates organizational principles from the Incident Command System (ICS) and is flexible for use in all types of emergencies and disasters. In a major emergency or disaster situation, HSU's organization will change from its normal day-to-day structure and assume reporting lines of authority and divided responsibilities consistent with the ICS. Employees may report to other employees to whom they do not usually have a reporting relationship. Assignments and reporting lines may change over time during the course of the University's response to an emergency or disaster.

## Five Major Management Functions

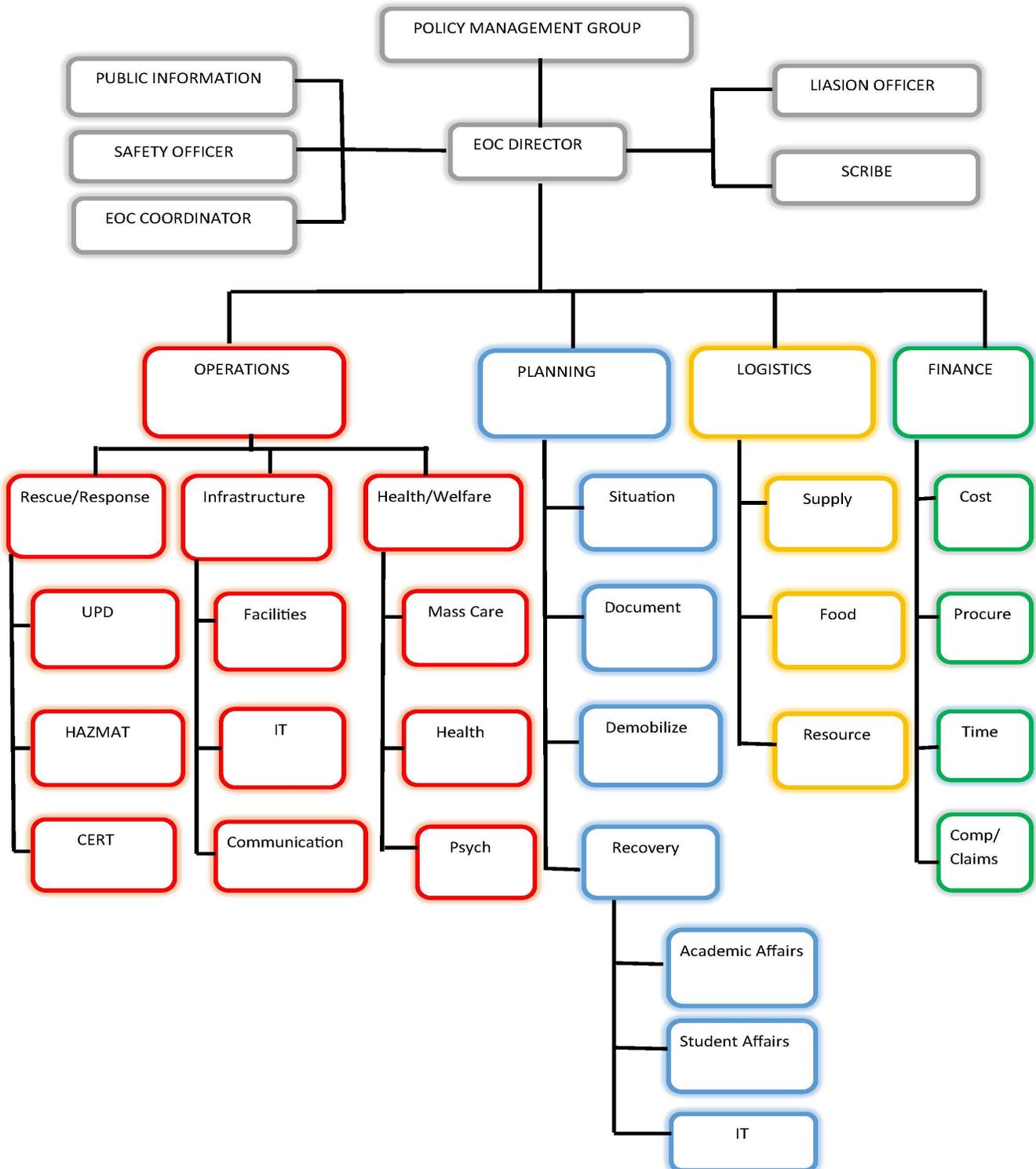
There are five major management functions that are the foundation upon which the ICS organization develops. These functions apply whether a routine emergency, a major nonemergency event, or a response to a major disaster.

**The five major management functions are:**

- Incident Command
- Operations
- Planning
- Logistics
- Finance/Administration



# HSU EOC Org Chart



# NIMS/SIMS and Training

## **Incorporation of NIMS/SEMS**

The Plan utilizes the National Incident Management System and California's Standardized Emergency Management System (NIMS/SEMS); NIMS/SEMS establishes standard incident management processes, protocols, and procedures so that all responders can work together more effectively.

NIMS components include:

- Command and Management Systems
- Preparedness
- Resource Management
- Communications and Information
- Management Supporting Technologies
- Ongoing Management and Maintenance

## **Emergency Management Training and Exercises**

Supplemental HSU Emergency Management Online Orientation Training which gives an overview of ICS, NIMS & SEMS and its implementation on the HSU campus is available to and required of all HSU faculty and staff per Executive Order 1056. This interactive class helps employees understand what they need to know in case of an on campus emergency and gives them a better understanding of the Incident Command System, National Incident Management System, and the Standardized Emergency Management System.

Instructor-lead emergency management training is held on a regular basis. Classes include:

- Introduction to HSU's Emergency Operation Center
- ICS Basics
- NIMS/SEMS Overview
- ICS Forms
- Operations/Planning/Logistics/Finance/Command Section Specific Training

To view the training schedule, visit <http://training.humboldt.edu/>

In compliance with Executive Order 1056, this plan or portions thereof are exercised on an annual basis. The exercise, training, and emergency management event schedule can be found at HSU Emergency Management's website: <http://www2.humboldt.edu/risksafety/node/59>

## Plan Development and Maintenance

### **Persons Responsible for Plan Development and Maintenance**

The Plan is developed by HSU Emergency Management with input from other sources. The Plan implements the emergency preparedness responsibility and authority conveyed to the President by the California State University (CSU). The CSU Office of Risk Management acts as the clearing-house for all CSU emergency planning, in coordination with the California Office of Emergency Services.

This Plan is recommended for approval to the HSU President, through the HSU Policy Management Group, after approval from the designated EOP Review Committee. The campus Emergency Management Coordinator is responsible for the updating content and submission of the Plan to EOC leadership and the Policy Management Group.

The Plan and the processes contained within will be tested with at least one functional and/or full-scale exercise annually. Emergency notification systems and building evacuation procedures will also be tested on an annual basis in separate exercises.

Changes will be made as warranted and major revisions will be published when required or on an annual basis.

### **Plan Distribution**

The EOP-G is intended to be widely distributed to all relevant stakeholders, including but not limited to Emergency Operations Center staff, Policy Management Group members, Department Operations Center staff, and community partners.

Multiple forms of distribution include printed copies, on flash storage drives (thumb drives), posted on the Web, and via email.

Records of changes and distribution are maintained through the campus Emergency Management Coordinator, with the most recent changes listed at the beginning of this document.

Hard copies of the EOP-G, which include staff directories and contact information, are tracked by the Emergency Management Coordinator and are signed out to the specific individual receiving the plan. To request a full copy of the plan, contact the EM Coordinator at [eoc@humboldt.edu](mailto:eoc@humboldt.edu).

## Authority and References

The university's emergency management authority, policies, responsibilities and assignments are established in the Plan. The Plan provides for the emergency authority of the HSU President to take actions and make emergency expenditures of HSU funds in emergency conditions.

### **Authority to Declare Campus Emergency**

A State of Emergency may be declared by the HSU President under this Plan and his/her inherent authority to regulate campus buildings and grounds and maintain order on campus (see California Administrative Code, Title 5, Sections 41302 and 43402). Such a declaration will be made when, in the President's opinion, there is an actual or threatened condition of disaster or extreme peril to persons or property on campus which cannot be met by ordinary campus administrative procedures and makes implementation of this Plan necessary.

Implementation of the campus Plan puts into effect the campus' role in the California Emergency Plan and is the first step in coordinating disaster assistance with local jurisdictions and giving and receiving mutual aid under that Plan, if necessary.

Executive Order 1056 delegates to each CSU campus president the authority and responsibility for the implementation of a campus emergency plan. Each campus president shall ensure that management activities are carried out in support of this plan.

### **References**

The authority to govern the California State University and to maintain its buildings and grounds has been given to the Board of Trustees by the Legislature (California Education Code, Sections 66600, 66606, and 89031). In turn, the campus President has been delegated the authority to regulate the buildings and grounds of his or her individual campus (see California Administrative Code, Title 5, Sections 41302 and 42402). Title 5, California Administrative Code, Section 42404, states: "The President of each campus is responsible for the educational effectiveness, academic excellence, and general welfare of the campus over which he presides."

Title 5, California Administrative Code, Section 41302, states: "During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultations with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities."

## Authority and References

### **Disaster Service Workers**

All public employees are hereby declared to be disaster service workers, subject to such activities as may be assigned to them by their supervisor or by law (Government Code, Chapter 8, Division 4 of Title 1, Sections 3100-3102).

### **Building Evacuation Planning**

HSU is subject to the following state laws regarding evacuation planning for university-owned buildings and facilities:

California Code of Regulations, which requires an Emergency Action Plan (evacuation plans for buildings).

California Education Code, Parts 40 and 59, Chapter C-4.1, Section 66210; which requires "Emergency Evacuation Plans for all forms of student housing owned and operated by a university."

### **Information Sharing Regulations**

The University participates in the exchange of intelligence and information with the local, state, and federal emergency agencies and participates in and receives assistance under the federal disaster assistance program.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records, with full rights transferring to the student at the age of 18 or when they attend a school beyond the high school level (known as an "eligible student"). FERPA requires written permission from the eligible student to disclose these records, except under certain conditions to particular parties, including but not limited to "appropriate officials in cases of health and safety emergencies." (34 CFR § 99.31)

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule prohibits covered entities from disclosing protected health information to any third parties, unless the individual who is the subject of the information (or the individual's personal representative) authorizes it in writing, or the rule otherwise permits the disclosure, including but not limited to protected health information that the covered entity believes is necessary to prevent or lessen a serious and imminent threat to a person or the public, when such disclosure is made to someone they believe can prevent or lessen the threat.

## Plan Assumptions

### **Assumptions**

The following assumptions apply to this Plan:

Emergency management activities are accomplished using NIMS/SEMS;

Emergency activation and response is best coordinated at the lowest level required;

HSU will respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

**Priority I:** Protection of Life Safety;

**Priority II:** Maintenance of Life Support and Assessment of Damages;

**Priority III:** Restoration of General Campus Operations;

The HSU EOC will maintain operational control and responsibility for emergency management activities within its area of responsibility, unless otherwise superseded by statute or agreement;

Mutual aid is requested when needed and provided as available;

Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage; and

Supporting plans and procedures are updated and maintained by the responsible campus department.

## Chain of Succession

### **Chain of Succession** (as per Executive Memo #05-01, Acting President Policy)

The following understandings shall guide the conduct of the administration of the University during the absence of the President or President's designee from the campus whenever presidential decisions or actions are urgently or specifically needed for the good order of the University. Efforts should be made by the Acting President to contact the President by whatever means are available and seek her/his advice concerning issues facing the University. In the absence of the President, the following individuals in the order listed will assume the responsibilities of the President as the Acting President (including authorizing the activation of the HSU EOP-G).

	<b>TITLE</b>	<b>NAME</b>
<b>1</b>	Provost/VP for Academic Affairs	Alex Enyedi
<b>2</b>	VP for Administrative Affairs	Doug Dawes
<b>3</b>	VP for Student Affairs	Wayne Brumfield; Interim
<b>4</b>	VP for Advancement	Frank Whitlatch; Interim

In the event that a Vice President is serving in an interim capacity, s/he shall be last in the "acting" rotation.

In the unlikely emergency circumstance whereby the President and the Vice Presidents should all be unable or unavailable to discharge the abovementioned necessary responsibilities and the President cannot be reached within a reasonable period of time to name the Acting President, the University Senate Executive Committee and the Academic Deans shall convene to elect a person for temporary service to discharge the necessary duties of the President in the interim period prior to either the return of the President or the above mentioned designees, or any necessary appointment of an "Acting President" by the Chancellor, upon Trustee authority.

Refer to the Emergency Personnel Roster for contact numbers.

# Emergency Declarations

## **Declaration of *Campus* State of Emergency**

Such a declaration will be made when, in the President's opinion, there is an actual or threatened condition of a disaster or extreme peril to persons or property on campus that cannot be met by ordinary campus administrative procedures.

The President or Acting President will have the following legal authority to:

- Promulgate orders and regulations necessary to provide for the protection of life and property, including closure of campus
- Facilitate participation in mutual aid from State agencies, CSU campuses, or local jurisdictions
- Activate the Plan, campus personnel, logistical resources, and campus facilities for response to an emergency
- Ensure emergency response personnel are acting with authority to manage, control, and participate in activities outside the regular scope of employees' duties
- Provide an appropriate procedure for rostering emergency workers
- Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and state and Federal disaster relief funds, where applicable
- Implement documentation of damages, expenses, and recording of cost for reimbursement for extraordinary expenses and to seek federal disaster relief where appropriate
- Impose penalties for violation of lawful orders under Education Code Section 89031
- Conduct emergency operations without facing liabilities for performance, or failure of performance (Article 17 of the Emergency Services Act)

## **Declaration of a *State* or *Federal* State of Emergency**

The Governor may declare a State of Emergency when conditions warrant and/or when the mayor or chief executive of a city or the chairman of the Board of Supervisors or county administrative officer requests the proclamation. Alternately, the Governor may proclaim a State of Emergency in the absence of a request if it is determined that 1) conditions warrant a proclamation and 2) local authority is inadequate to cope with the emergency. The proclamation must be in writing, be well publicized, and filed with the Secretary of State as soon as possible following issuance. The proclamation is effective upon issuance.

During a State of Emergency, the Governor has the authority to promulgate, issue, and enforce orders and regulations within the affected area and employ State personnel, equipment, facilities, and other resources to mitigate the effects of the emergency. A State of Emergency must be terminated as soon as conditions warrant.

If the Governor requests and receives a Presidential declaration of an Emergency or a Major Disaster under Public Law 93-288 (Federal Disaster Relief Act of 1974), s/he will appoint a State Coordinating Officer (SCO). A duly appointed Federal Coordinating Officer and the SCO will coordinate and control State and Federal efforts in support of City and County operations.

## Organizational Activation Levels

Activated as necessary:

**Field Response Level** commands emergency response personnel and resources to carry out tactical decisions and activities in immediate response to an incident or threat.

**Local Emergency Level** The emergency may include the City of Arcata as well as the campus. In that case the authority to proclaim a Local Emergency lies with the Arcata City Council, or in their absence, the City Manager or designated alternate. The governing body must also proclaim the termination of the Local Emergency as soon as conditions warrant. A proclamation of Local Emergency provides the governing body the authority to:

- Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans, and agreements
- Receive mutual aid from State agencies
- In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements
- Promulgate orders and regulations necessary to provide for protection of life and property
- Promulgate orders and regulations imposing curfew
- Additionally, certain immunities from liability are provided for in the Emergency Services Act

When the local resources are overwhelmed, the City of Arcata will make an appeal to the County Operational Area. The County can proclaim a local area emergency that will include all jurisdictions.

**Operational Area Level** manages and/or coordinates information, resources, and priorities among local governments within the county operational area and serves as the coordination and communications link between the local government level and the regional level

**Regional Level** manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code Section 8600 and between the operational areas and the state level. The regional level along with the State level coordinates overall state agency support for emergency response activities

**State Level** manages State resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and State level, and serves as the coordination and communication link with the federal disaster response system.

SEMS incorporates the use of the ICS, the Operational Area concept, Multi-Agency or Inter-Agency coordination, and the California Master Mutual Aid Agreement. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Its use is required for all State agencies.

The Emergency Services Act further requires that, when assigned by the Governor, State agencies will carry out required emergency response and recovery activities. HSU will need to cooperate with local jurisdictions, the Operational Area (County of Humboldt), and the State to prepare for, respond to, and mitigate the effects of an emergency.

## Activation of the EOP-G

The EOP-G is officially activated by order of the HSU President or designee. The plan will be activated to a level appropriate to the scope of the emergency, when:

- There is the existence or threatened existence of a Level I, II, or III emergency that only affects the University.  
or
- When Humboldt County declares a local emergency.  
or
- When the Governor has proclaimed a state of emergency in an area that includes Humboldt State University.  
or
- When the U.S. President declares a national emergency in an area that includes Humboldt State University.

If the EOP-G is activated and the local emergency or state of emergency has not been declared, then a campus state of emergency should be declared.

Upon the direction by the Campus President or designee to close some or all of the campus (See Campus Closure Policy below), the EOC Director will direct the following actions:

- Coordinate with the City of Arcata EOC and/or County EOC (if activated) on the implementation of closure procedures
- Assign field teams for classroom notifications and building closure
- Assign personnel to post barricades/signs on campus
- Coordinate with the Policy Management Group regarding progress of closure
- Notify the Associate Vice President of Facilities Maintenance, who will assign personnel to building closure (locking of buildings) and the closing down of utilities if necessary
- Ensure that designated emergency or essential personnel needed for emergency use will be instructed to remain on campus (Determined by the EOC Director or senior Police Officer on duty, if campus EOC is not activated)
- Notify the Director of Housing of the closure. Resident students remaining on campus will be instructed to wait in residence halls or assemble at a designated emergency assembly point for further instructions
- Notify Children's Center Director to notify parents of children participating in campus children's programs to pick up their children at a designated location

## Concept of Operations

Special consideration is given to the following priorities when conducting emergency operations:

- Protecting life (**highest priority**), property, and the environment.
- Meeting the immediate emergency needs of students, faculty, staff, and guests, which include rescue, medical care, food, and shelter.
- Temporarily restoring facilities that are essential to the health, safety, and welfare of the campus population (such as sanitation, water, and electricity).
- Mitigating hazards that pose a threat to life, property, and the environment.

This Plan considers the full spectrum of emergency responses to a hazardous condition. Some emergencies, preceded by a buildup period, may provide advance warning while other emergencies occur with little or no advance warning. In either event, all available elements of the campus' emergency management organization must respond promptly and effectively to minimize the damages caused to life, property, and operations.

### Emergency Management Modes of Operation

Emergency operations are managed in one of three modes, depending on the magnitude of the incident/event:

#### Level I (“Standby/Alert”)

**Decentralized Coordination and Direction:** This management mode (Level I response) is similar to day-to-day operations and is used for emergency activities in which normal management procedures and local resources are adequate. The incident can be managed and resourced by a single department similar to day-to-day operations for that department. The campus Emergency Operations Center (EOC) is not activated and inter-department coordination is accomplished via established telephone and radio communications.

As desired and established, Incident Command System (ICS) procedures can or will be used for on scene activities. On-scene managers and responders usually report through established twenty-four hour dispatch facilities.

#### Level II (“Partial Activation” EOC Open Small)

**Centralized Coordination/Decentralized Direction:** This mode of operation (Level II response) is used for emergency responses that require several campus departments or agencies from off-campus. In these situations, key management personnel from involved campus departments meet in a central location or virtually to provide coordination. Establishing the management organization for an emergency at the earliest possible time is vitally important. Therefore, the process of establishing the management organization begins with the first person who arrives at the EOC. The first person arriving assumes management responsibilities until relieved by an appropriate authority based on the organizational responsibility

## Concept of Operations

The coordinating group meets at the campus EOC or an alternate location and establishes management organizations in accordance with the Incident Command System (ICS) and SEMS (Standardized Emergency Management System). There activities can include, but are not necessarily limited to:

- Establishing a campus-wide situation assessment function
- Establishing a campus-wide public information function
- Determining resource requirements and coordinating resource requests
- Establishing and coordinating the logistical systems necessary to support emergency services

Incident commanders and on-site emergency services continue to report through established twenty-four hour dispatch facilities. Information provided to the EOC by dispatch facilities.

### Level III (“Full Activation” EOC Open Big)

**Centralized Coordination and Direction:** This mode of operation (Level III response) is utilized when a major emergency or disaster renders the campus unable to function effectively in either of the other modes. In this situation, the campus EOC and Department Operation Centers (DOC) are activated and all coordination and direction activities are accomplished from the EOC.

All Level III activations require EOC expansion to Student Business Services Building (SBSB) Room 179. Refer to EOC Activation Checklist and binder located in SBS 179 and with the Emergency Management Coordinator.

Alternate EOC supplies are located in the red Field Logistics Unit trailer located in the Gist/SBS parking lot. If the Alternate EOC location needs to be changed there is a sign indicating where the Alternate EOC was moved to. This sign is posted on the south fence adjoining the UPD parking lot.

EVENT/SITUATION ACTIVATION	EOC LEVEL	ESSENTIAL POSITIONS	STAFFING ACTIVATED
Severe weather advisory, moderate incidents involving two or more departments, earthquake advisory, flood	One	EOC Director Operations Section Chief	Section Chief’s as appropriate
Moderate earthquake, wildfire smoke affecting campus, major wind or rain storm, large incidents involving two or more departments & extended campus-wide power	Two	EOC Director, Section Chiefs	Branches as appropriate to the situation
Major campus or regional emergency, multiple departments or all departments with heavy resource involvement, major earthquake or significant	Three	All EOC Positions	All EOC positions activated

## Phases of Emergency Management

### **Emergency Management Periods of Operation**

Emergency management generally includes three periods of activity:

**Pre-Emergency Period (Preparedness):** The Campus Emergency Management Staff maintain communications systems and the EOC in operable condition. Plans, procedures, and resource data are kept up to date. If an emergency situation is likely, the Emergency Operations Center takes necessary actions to increase readiness.

**Emergency Period (Response):** If a threatening situation develops, the EOC Director is notified immediately, this includes anytime that an incident exceeds the resources of any single department. The appropriate parties of the PMG and EOC are activated as required at the discretion of the EOC Director. Incident management is established to direct field units. Operations are coordinated in a centralized or decentralized mode depending on the magnitude of the emergency situation. Actions are directed to save lives and protect property, and if the situation warrants, the HSU President or designee will declare a Campus State of Emergency to include emergency conditions; i.e., curfew, evacuation, etc., in accordance with California Administrative Code, Title 5, Sections 41302/42402.

If an emergency occurs without warning, the initial response is managed in a decentralized mode by on-duty personnel. Centralized management, if required, is established as rapidly as conditions permit. Assistance is requested through mutual aid channels as needed. A Campus State of Emergency may be declared.

Neighboring jurisdictions are notified and, if deemed essential, are requested to proclaim a Local Emergency.

**Post-Emergency Period (Recovery):** As soon as practical following a major emergency, normal management of campus operations is restored. Disaster assistance for affected persons is coordinated through Disaster Assistance Centers (DACs) in the local area (these areas are normally designated by the County Office of Emergency Services, Operations Area). If major damage has occurred, a recovery group is formed to coordinate planning and decision-making for recovery and reconstruction efforts.

**The HSU President or designee will cancel the declared Campus State of Emergency after post-emergency activities have been concluded.**

## Emergency Facilities

### HSU Emergency Facilities

**EOC:** The EOC is located on the first floor of the SBS, in Room 179, and is maintained in a state of readiness for conversion and activation. The EOC is designed to be staffed in room 179 in a level II or III activation.

The EOC serves as the centralized, well-supported location in which EOC staff will gather, check in, and assume their roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC.

During the course of an emergency, designated personnel should report directly to the EOC. If an EOC member is unsure of whether to report, he or she should first contact the UPD Dispatch Center at 826-5555 to determine when and where to report.

**Alternate EOC:** In the event the primary EOC in SBS cannot be used, personnel should report to the Alternate EOC. Supplies for the Alternate EOC are located inside the HSU Emergency Management Field Logistics Unit (FLU) trailer, in the Gist Staff Lot on the north end of Rossow Street. If safety reasons warrant, the Alternate EOC may be moved by UPD personnel. The Alternate EOC sign is posted on the south fence of the Gist Staff Parking Lot directing arriving EOC personnel where the new alternate location is.

**DOCs:** The Student Health Center and University Police Department both have Department Operations Centers that may be activated if necessary. These DOCs will activate anytime there is a need to utilize mutual aid with outside agencies per current mutual aid agreements that these departments maintain. These are clusters of organization at physical locations away from the HSU EOC, but in contact and coordination with the EOC. They are often places where response and operational personnel are led, directed, and coordinated.

## EOC Activation

### **Activation During Business Hours**

When a disaster occurs during university office hours the following should take place:

#### **If Telephone Services ARE Operational**

The HSU President or designee will activate the Plan. He/she will evaluate the need to establish a field Incident Command Post and/or open the Emergency Operations Center.

The EOC Director, in coordination with the EOC Coordinator, will contact section chiefs and command staff from the Emergency Operations Center and advise them where to report.

#### **If Telephone Services ARE NOT Operational**

Emergency Operations Center members will immediately travel to the Emergency Operations Center to support the EOC Director in carrying out the Plan as soon as each member becomes aware that a major disaster affecting the Humboldt State University campus may have occurred. If there's a significant earthquake or other event with a universal impact, EOC members should respond to the EOC after taking care of his/her family at home.

### **Activation During Non-Working Hours**

There is a significant chance that a disaster may occur before or after regular university office hours, or on a holiday or weekend when departments and offices are closed. While the structure of this plan remains the same, its implementation may vary depending upon available resources and labor until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will be those officials/individuals of highest rank who are available at the time.

These individuals should seek to follow as closely as possible the guidelines and checklists of the Plan, while simultaneously making an effort to notify superior officials of the situation so as to obtain verification or advice on their actions.

The Emergency Operations Center members should contact the EOC Director at the Emergency Operations Center (EOC). If the EOC has not yet been activated, then the individual should report or check in with the University Police Dispatcher.

### **Self Help**

This plan operates under the assumption that HSU personnel can and will take care of themselves and their families in the event of an emergency prior to reporting for duty. Therefore, every Humboldt State University employee should be prepared for emergencies by learning basic emergency procedures and maintaining a small personal emergency kit in their office and/or vehicle.

# Emergency Procedures

## Definitions

**Unplanned Event** An unplanned event is an event that has occurred and which affects all or a portion of campus normal operations, without notice. ("Notice" refers to documented approval by an authorized University representative.) An unplanned event may or may not necessarily pose an apparent threat to life or property.

**Planned Event** A planned event is an event that will occur, and which affects all or a portion of campus normal operations, with notice. A planned event may not necessarily pose an apparent threat to life or property.

**Emergency** An emergency is a sudden, generally unexpected occurrence that requires immediate attention and affects all or a portion of normal campus operations. An emergency generally involves an apparent threat to life or property.

**Essential Personnel** Essential personnel are employees designated by the HSU President or President's designee(s) who, by virtue of their employment responsibilities, provide services essential to the protection of life and property when an unplanned event, planned event, or emergency occurs that affects all or a portion of the persons at the university or any university property. This category is exclusive of staff who are asked by the Vice President and/or designee to work their usual schedule during an emergency.

## Procedures for Unplanned Events and Emergencies

**Initial Response** If an emergency or unplanned event occurs that threatens the safety of persons or property, UPD should be notified immediately. UPD will ensure the most rapid response of necessary resources. UPD personnel will conduct or coordinate with other personnel a rapid needs assessment and communicate the findings to the appropriate designated authority to further ensure that the campus administration receives the information necessary to evaluate the need to close all or a portion of campus. It should be noted that some unplanned events or emergencies may dictate the need for a UPD Officer to exercise his/her police officer authority to direct persons to evacuate buildings or areas directly affected by a criminal or non-criminal incident for safety and evidence preservation purposes.

**Notification** When an unplanned event or emergency occurs, the UPD Watch Commander on duty will notify the following university officials as soon as possible in the following order:

- Police Lieutenant (Operations Commander)
- Chief of Police
- EOC Director or designee
- HSU President or designee

The University Chief of Police has the primary responsibility for promptly notifying the campus community when warranted by an emergency situation.

# Crisis Communication

## Dissemination of Information

During and after emergencies, the media, parents, and governmental agencies frequently contact the University. These contacts may be in the form of general inquiries, requests for sensitive information, or requests for assistance, or may be for the purpose of exchanging information of mutual interest. These contacts are quite varied in nature and often involve administrative decision-making as to who should handle them. It is critical that information that is disseminated by or released from Humboldt State University is **consistent**.

## Public Information Officer

The primary and official voice of the University to the general public, staff, faculty, students, and their families.

**No “confidential” dissemination capability to general faculty/staff** All information and/or Instructions primarily intended for HSU faculty and staff must be prepared with the understanding that it will be accessible/received by students, families, and the general public. When necessary, very limited direct confidential communications may be initiated between key campus and CSU leaders, with appropriate efforts and safeguards to avoid widespread leakage of these communications.

**Marketing & Communications Channels** Information may be disseminated via the various emergency communications methods listed below, and when necessary and appropriate, via Public Affairs at the Chancellor’s Office. HSU MarCom shall have primary responsibility for ensuring the accurate preparation and delivery of information submitted to the Chancellor’s Office for public release.

**Government Communications** Should generally be handled by the appropriate Section and Branch of the HSU EOC (refer ICS chart).

**Student & Parent Inquiries** Primary responsibility for receiving/delivering private messages to and from students and parents shall be the responsibility of the Student Affairs department.

## Methods of Emergency Communication

### Emergency Public Address System

The Emergency Public Address System will activate campus-wide. There will be a series of audible tones, strobe lights and recorded messages alerting the campus community:

- Hear Universal Alert Signal of High - Low Electronic Tones
- Listen to the Announcement
- Be Cautious
- Seek Information & Make Appropriate Decision

Students are then advised to seek additional sources for information upon hearing an alert signal, receiving a cell-phone text, or seeing emergency signage.

## Communication Methods

**HSU Alert** is the university's text messaging notification system. Students, staff, and faculty are asked once each semester to enter, confirm, update, or opt out of providing a cellphone number to which a text message can be sent to alert individuals of an emergency situation affecting the campus. Additionally, alerts are also sent to all @humboldt.edu email addresses, although text messaging is faster and more reliable than email in emergency situations.

The need to activate HSU Alert will be made on a case by case basis by the EOC Director, PIO and UPD.

HSU Alert messages will contain basic information about the nature of the emergency, any immediate action that may be required, and instructions on where to obtain more information. All messages from HSU Alert will begin with the words "HSU Alert" to inform the recipient of the message's content. Emergency messages have been pre-scripted based on numerous potential scenarios to expedite the communication process. These pre-packaged messages can be found in the Gold Book resource.

**Emergency Signage** When an emergency condition occurs, prominent signs can be displayed around the campus perimeter and on campus footpaths. The color-coded signs will state the campus status and where to turn for more information.

**www.humboldt.edu/emergency** This webpage will provide the most **current and detailed information** about the nature of the emergency, the status of the campus, and how members of the community should respond. It will be updated as frequently as conditions warrant and resources allow.

**826-INFO (4636)** Campus Status & Emergency Conditions information telephone recording, updated daily or as conditions warrant.

**KHSU 90.5 FM** Provides regular updates on emergency conditions as information becomes available.

**Informational Flyers** If electricity and/or internet services are unavailable, one-page flyers with information regarding the emergency, campus conditions, and further instructions will be posted and circulated across campus. New flyers will be issued frequently – on a different color paper – as information is available.

**National Weather Service Radio** All members of the HSU community are strongly encouraged to obtain a portable radio that can be tuned to the National Weather Service frequency. In the event of a regional emergency affecting Humboldt County, such as a severe earthquake or tsunami, the National Weather Service will provide specific information and advice to listeners.

Weather radios have been distributed to off-campus populated facilities. These facilities include: Telonicher Marine Lab, Natural History Museum, RV Coral Sea (marine radio), and Humboldt State Aquatic Center.

## Communication Methods

### **Phone Tree System**

If phones are operative, communications to employees at home and at work (e.g., in departments with 24-hour operations) will be handled through a “phone tree” system – a system whereby the responsibility for making calls is assigned throughout a branch/department and the calls are conducted in a pre-determined sequence.

It is the responsibility of each branch and department to develop its own phone tree system(s).

If phones are not operative, other methods should be used to communicate with key employees such as runners and cell phone/text messaging.

### **EOC Call Center (ECC)**

The ECC consists of a bank of eight analog phones located in the HSU Student Services Building, Conference Room 335. If an emergency is declared, call out and activation procedures of the EOC Call Center will be initiated as needed. A rotating 800 number has been identified for students, parents, and the public to call for information.

### **EWS (Emergency Web Site)**

The CSU Emergency Web Site program provides each campus with an emergency website hosted at the Chancellor's Office and configured to replace that campus' main page in the event of an emergency. Each Campus has at least one Regional buddy campus (HSU's are Sacramento and Chico) as well as at least one North-South buddy campus (Dominguez Hills and the Chancellor's Office).

In the event of an emergency that takes HSU's web presence off-line, the EWS site would become live and staff in Marketing and Communications could contact their counterparts at any of the four buddy campuses to have more detailed information to the emergency site template.

The template is up and available at all times at: <http://hsuews.calstate.edu/>

### **American Red Cross Safe & Well**

The HSU Emergency Management Program webpage provides a link to the American Red Cross Safe & Well website. If students have been affected by a disaster, this website provides a way for them to register themselves as “safe and well.”

From a list of standard messages, students and parents can select those that they want to communicate to their family members, letting them know of their well-being. Concerned family and friends can search the list of those who have registered themselves as “Safe & Well.” The results of a successful search will display a loved one's First Name, Last Name, an “As of Date”, and the “safe and well” messages selected. Those registering as “Safe & Well” will also have the opportunity to post their messages to social media sites, such as Facebook and Twitter, to inform friends and family on those platforms of their status.

## Communication Technology

### **EOC to EOC Countywide Radio System**

HSU is equipped with a low-band VHF radio and antenna in order to communicate with the other Emergency Operations Centers within the County of Humboldt. This program is administered through the Humboldt County OES Operations Area.

### **Green & Gold Frequency**

Portable radios are equipped, located with campus executive leaders and with the EOC Section Chiefs. In the event of a catastrophic failure of phone technology, “EOC Gold” is the designated radio frequency for HSU administrative communication and coordination. “EOC Green” is the talk-around non-repeater version of the same frequency. A test is conducted monthly to assure the radio is functional.

### **HSU Emergency Amateur Radio Station (HAM Radio)**

HSU is equipped with a HAM radio station that has the full capability of short range, long range, and computer packet communications. The HAM station is located in the EOC Communications Room, SBS room 179.

### **Satellite Phones**

Three Iridium satellite telephones are maintained in the following locations:

- HSU Police Department (Chief’s office)
- EOC Coordinator (SBS room 311)
- HSU Health Center (HSU Medical DOC)

### **Satellite Radio**

HSU is equipped with a satellite radio system located in the EOC. The radio is capable of communicating with the Cal EMA (California Emergency Management Agency) in Sacramento talkgroup Channel 01 (SMARTS) and other CSU campuses through the CSU SATMAC (Satellite Mutual Aid Communication talkgroup Channel 02). Monthly testing for CSU SATMAC has been established and HSU participates regularly.

## Other Emergency Resources

### **Gold Book**

The “Gold Book” is an emergency management leadership reference document and guide for high-level HSU administrators and public information coordinators in the first few minutes of a major emergency or disaster.

The Gold Book will help to:

- Classify the type of emergency or disaster
- Ensure notifications are made to the appropriate parties
- Make decisions about HSU’s emergency organizational response
- Stay on track with the “flow” of an emergency response
- Guide leadership through important decisions

### **CERT (Campus Emergency Response Team)**

HSU CERTs are self-contained, multi-purpose teams comprised of trained volunteer staff, faculty & students from many different departments and divisions. Each team's members will automatically come together to meet and deploy as a unit following a major campus emergency (e.g. earthquake), working in coordination with HSU's EOC. CERT tasks include, but are not limited, to:

- Executing light search and rescue;
- extrication of trapped persons
- Providing medical first aid and triage of the injured
- Preventing and suppressing incipient fires
- Supporting other emergency field operations

HSU CERT has an 18-foot equipment trailer. The CERT Trailer is located in the Gist Staff Lot at the north end of Rossow Street. This trailer contains emergency equipment utilized in the various deployment needs, i.e.; medical & triage, search & rescue supplies, cribbing, tools, and other CERT equipment needed in a self-actuation of CERT.

CERT’s chief responsibility is to serve the campus community; however, if the event doesn’t involve the HSU campus, CERT may be authorized by the HSU President to respond off campus to assist other North Coast communities if requested via proper mutual aid channels. All activities, time, and supplies used will require documentation by the CERT Leader and submitted to the EOC Coordinator upon returning to campus.

### **MCI (Mass Casualty Incident Trailer)**

Maintained by the HSU Student Health Center for deployment on or off-campus in the event of a catastrophic disaster, pandemic, or mutual aid request within the county. The trailer is located behind the Student Health Center.

## Continuity of Operations

It is the intent of HSU to respond quickly and effectively to emergencies and disasters, seeking to continue/preserve instruction to students and maintain essential services to the extent feasible, and to return to normal operations as quickly as possible. Decisions related to this goal will focus on the restoration/maintenance of essential/core services and systems.

### **Essential/Core Services and Systems**

Essential/core services and systems are defined as those necessary to (1) preserve lives (human and animal), (2) maintain the physical plant/infrastructure, (3) provide for campus safety and security, and/or (4) continue essential business services until an emergency has abated. In addition, essential/core services are those which must be carried out on a regular basis and where an interruption of such services cannot exceed 28 days.

Examples of essential/core services include, but are not limited to:

- Potable water supplies for drinking and sanitation
- Food/Dining services on or near campus
- Sewer/wastewater systems for human health and sanitation
- Energy sources including electricity, natural gas, fuel for vehicles
- Availability of emergency medical care on/near campus
- Police patrol, emergency response, and dispatch services Emergency Fire/Rescue services
- Sound & effective administrative, housing, and academic leadership
- Safe classroom/lecture/lab spaces for instruction
- Safe office/meeting spaces for administrative functions
- Faculty, lecturers, and administrative support for Academic Instruction
- Academic Information Technology Support, Academic Computing
- Disposal of waste, hazardous materials, and custodial cleaning of restrooms
- Engineering and maintenance functions for buildings
- Workable communication systems within campus community
- Effective communication systems to CSU and students/families elsewhere
- Computer systems and programs for administrative functions
- Payroll services, revenue collection, accounts payable, financial reporting
- Financial aid services
- Maintaining live animal colonies

## Disaster Recovery

The Disaster Recovery Phase begins once all life-safety issues have been addressed and initial damage assessment has occurred. This phase is divided into three stages: the Short-Term Recovery Stage, the Mid-Term Recovery Stage, and the Long-Term Recovery Stage.

**Short-Term Recovery Stage:** During the first hours and days after an emergency event [Short-Term Recovery Stage], the principal objectives will be to restore the necessary structural (facilities, HVAC systems, roadways, and grounds) and non-structural, (power, water, sanitation, and telecommunications.)

The Policy Management Group, in consultation with the EOC Director and Section Chiefs, provide direction and overall management of the campus disaster recovery effort, and the EOC provides the operational support necessary to accomplish these objectives.

**Mid-Term Recovery Stage:** In the first weeks after a major emergency event [Mid-Term Recovery Stage], the principal objectives will be to ensure the restoration of the all pre-identified business functions on campus considered to be critical to normal business operations. Divisions and Departments normally responsible for performing the critical business functions of the University will be responsible for recovering those functions after a disaster.

**Long-Term Recovery Stage:** During the Long-Term Recovery Stage, the principal objective is to resume normal operations. More than likely, it will be during this stage of recovery that the EOC will be deactivated, and HSU will resume its pre-disaster organizational structure. A Long-Term Recovery Team may be established, if warranted, to consider and coordinate strategic plan objectives and long-term recovery efforts. Based on the size and nature of the disaster, the timeline to resume normal operations may be dependent on the extent of disrupted critical services on campus. Telephone and power service shortages, disruption of water supplies, and ongoing government emergency operations may hamper recovery activities.

In addition, the timeline to resume normal operations will be greatly dependent on the extent of damage to campus (structural) and to HSU facilities (systems, communications, and non-structural) and non-duplicated vital records. In a major disaster, the recovery efforts may take several weeks or months, or even years to complete.

The Long Term Recovery committee may consist of:

- Policy Management Group
- EOC Director
- EOC Section Chiefs
- Other campus leadership as needed.

## Deactivation and After Action Reporting

### **EOC Deactivation**

The decision to deactivate the Emergency Operations Center lies with the President or his/her designee, with input from the Policy Management Group.

EOC Management, upon direction from the President, will notify each Section and DOC when they are no longer required in the EOC. It is up to the Demobilization Branch of the Planning Section to facilitate demobilization procedures. The Liaison Officer will be responsible for notifying the Humboldt County Operational Area EOC, and other appropriate organizations of the expected/planned deactivation.

All Positions must ensure that any open actions not yet completed will be handled after the deactivation. EOC Branches should work through their respective Section Chiefs to ensure transition to normal operations and to ensure that all required forms or reports are completed prior to deactivation.

All EOC personnel will verify that all FEMA documentation is provided to Section Chiefs/EOC Management and that copies have been made of all logs, reports, messages, and any other documents used and received in the EOC. All original copies should be left in the respective position binder.

### **After Action Reports**

#### **Requirements and Regulations**

The completion of an After Action Report is part of the required NIMS/SEMS reporting process. Any state agency responding to that a declared emergency shall complete and transmit an after action report to the California Office of Emergency Services within ninety (90) days of the close of the incident period. Participation is mandatory for agencies seeking State/Federal reimbursement for qualifying emergency expenditures. The After Action reporting process is additionally used for training drills and exercises per Executive Order 1056.

#### **Functions of After Action Reports**

An After Action Report serves the following important functions:

- Source for documentation of response or drill activities.
- Identification of problems/successes during emergency or training operations.
- Analysis of the effectiveness of NIMS/SEMS/ICS components.
- Describes and defines a plan of action for implementing improvements.

#### **Responsibility for After Action Reports**

The EOC Coordinator (or designee) of the emergency or exercise will be responsible for completing the After Action Report. All responding EOC personnel may be subject to participating in the After Action reporting process.

## Appendix 1: EOC Position Descriptions

### Command Section

EOC Director has the overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment. He or she also designates a leader for each of the other Sections, depending on the character and scale of the emergency.

Scribe documents activities and decisions of EOC Director (or other assigned supervisor).

Public Information Officer (PIO) is the liaison to the news media and provides news releases and other information as approved by the EOC Director; Rapid dissemination of critical instructions and accurate information to the campus and surrounding community via a variety of media; Initiation and scheduling of on-campus media briefings as appropriate; Establishment of a Joint Information Center near the briefing site for use by the media; Timely response to media inquiries and calls from the campus community; Coordination and networking with other local PIO's as necessary and appropriate.

Liaison Officer acts as the primary point of contact for law enforcement, fire, EMS, and emergency management leadership operating in affected areas, as well as other responding agencies and mutual aid partners. Assists in obtaining agency information, including contacts, radio frequencies, available resources, etc., and responds to partner agency requests. Provides updates on partner agency activity to PIO. Liaison Officers may be stationed in Humboldt State's EOC or in another partner agency's operations center (i.e. County Emergency Management).

Safety Officer is responsible for ensuring overall safety of tactical and EOC operations. Attends planning and tactical meetings in order to review plans and identify hazardous situations and potentially unsafe conditions; recommends and ensures implementation of corrective actions and ensures appropriate safety equipment is available and correctly utilized. Prepares safety message for Incident Action Plan. Investigates and participates in reporting of accidents and injuries.

EOC Coordinator assists in managing basic needs of EOC and responders, including technology, facility, nutrition and scheduling. Establishes and oversees EOC communications flow, and advises on EOC best practices. Provides assistance to EOC Director as needed.

## Appendix 1: EOC Position Descriptions

### **Operations Section**

Operations Section Chief manages and coordinates all field tactical emergency operations. Activates Operations Section positions as appropriate, in coordination with EOC Director. Makes strategic recommendations for achieving overall incident objectives as established by Policy Management Group and EOC Director. Establishes operational periods, writes Operational portion of Incident Action Plan, works with Safety Officer to ensure responder safety, and anticipates resource needs and requests field resources from Logistics. During small scale or partial EOC activations, the Operations Section Chief may act as the Liaison Officer.

Rescue/Response Branch Director manages and coordinates life and safety operations. Particularly oversees UPD, Haxmat and CERT. Rescue and Response Branch Director is also responsible for managing and any service response that may be occurring on campus.

Infrastructure Branch Director coordinates the protection and restoration of key infrastructure on campus during a response. This includes building, power, water, technical capabilities and communication systems. The Infrastructure Branch Director may also be overseeing outside agencies that provide services to campus such as PG&E or City of Arcata.

Health and Welfare Branch Director oversees and coordinates services that support staff and students affected by the disaster. This includes mass care services, health services and mental health services.

### **Planning Section**

Planning Section Chief helps coordinate the flow of incident information, maintains and disseminates intelligence, and tracks resources. Updates Command and field staff as necessary, coordinates Planning meetings, and develops Incident Action Plan in coordination with Command staff. Activates Planning section roles as appropriate. Develops other plans as needed and/or requested by EOC Director.

Situation Status Leader tracks, verifies, maintains, cross-references, and displays incident status, intelligence, and maps as made available and requested (i.e. SitStat Board, daily SitStat report). Evaluates incident status in coordination with Planning Chief, assist in developments of Incident Action Plan, including suggesting alternative strategies upon request. Facilitates Incident Action Planning Meetings.

Recovery Branch Director coordinates the recovery planning process. The Recovery Branch Director works with representatives from Academic Affairs, Student Affairs and IT to ensure that University business is able to resume as quickly as possible and that the needs of students and staff are being addressed after the initial response period is over.

## Appendix 1: EOC Position Descriptions

Documentation Unit Leader collects and maintains all incident records, including Incident Action Plans, communication logs, injury claims, and other documentation generated by EOC and field operations staff. Records decisions and actions of EOC Director and section chiefs using appropriate ICS forms. May record and prepare Incident Action Plan for distribution at IAP meetings, and other reports upon request.

Resource Unit Leader maintains resource tracking system and reports status of incident resources, including all staff and equipment utilized by response efforts on campus. Creates and updates visual resource status display in EOC. Communicates with section chiefs, department operation centers, time keeping unit, and other staff involved with the request, procurement, and release/demobilization of incident resources.

Demobilization Unit Leader coordinates advance planning for demobilization of the EOC and resources used during activation. Anticipates staffing and logistics needs for closing out and returning borrowed and leased equipment and resources. Assists in creation of demobilization plan with Planning, Operations and Logistics sections, and implements plan as directed.

### **Logistics and Finance Section**

NOTE: Incident Command System common operating procedure dictates that it is typically not wise to combine two ICS positions into one. However, one individual can simultaneously serve two different positions on the org chart. At HSU, we typically appoint one individual to serve as both the Logistics and Finance section chiefs. Thus, the sections are treated as a single entity below, but during larger, more complex incidents, these may be separated. This same principle applies to several positions within the section(s), as well.

Logistics Section Chief coordinates sourcing, acquisition, and distribution of all resources required for emergency operations and staff, including materials, technology, communication, facilities, and personnel. Approves and signs related purchase orders. Requests and reviews Incident Communications Plan, and ensures other section staff receives updates. Prepares resources status reports, and provides copies of status reports and all purchase order to Documentation Unit (Planning). Anticipates and estimates resource requirements for future operational periods. Ensures that all incident purchases are authorized and that appropriate charge codes are recorded and reported.

Finance Section Chief manages incident accounting and emergency operation expenses. Approves purchases, rental agreements and staffing expenses, in accordance with HSU and CSU policy. Advises EOC on cost effective purchasing practices, including cost benefit analysis, tax considerations, budget forecasts, and incident financial reporting. Ensures delegation of signing authority is executed prior to incident expenditures, and when applicable, that the related remission of signing authority is executed at the conclusion of emergency operations.

Procurement Unit Leader is responsible for sourcing and coordinating acquisition of equipment, materials, and supplies required for emergency operations. Identifies and contacts vendors, secures quotes and delivery options, processes purchase orders, maintains purchasing records, and completes appropriate incident forms.

Supply/Personnel Unit Leader coordinates delivery and routing of supplies and equipment used in field operations. Often same individual assigned as Procurement lead.

## Appendix 1: EOC Position Descriptions

Cost Unit Leader is responsible for collecting and assembling all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.

Food Unit Leader coordinates resources required by EOC and operational staff not directly related to field operations, such as EOC supplies, drinking water, snacks, meals. Maintains log of activities and tracks number of incident staff to anticipate and provide required resources.

Communication Unit Leader develops and maintains communication plan and list for incident. Maintains communication equipment, including but not limited to radios, telephones, etc.

Time Unit Leader records incident staff time, including HSU employees (staff and faculty), external responders, and volunteers, in the EOC, DOCs, field operations, or other sites. Establishes check-in and check-out procedures and ensures all staff time is adequately recorded. Additionally, documents role(s) performed, location(s), equipment issued, and details of accidents or injuries.

Compensation/Claims Unit Leader completes documentation for all staff and volunteer injuries and accidents occurring during emergency response and recovery operations. Establishes and communicates reporting procedures to EOC, DOCs, and field staff, including conditions for reporting and relevant forms. Reports injuries and accidents to assigned supervisor and provides injury reports and supporting documentation as requested. Additionally, advises incident staff of labor laws, occupational health and safety requirements, and related human resource laws and policies. Primary point of contact for resolution of questions relating to fair labor practices during incident response.

Information Technology/Facilities/Ground Support/Staging Area: Typically, these units are assigned to Logistics to support resource needs. However, these positions are supported by their respective DOCs within the Operations section, and requests pertaining to information technology should be referred to the ITS DOC, while requests concerning facility, ground support (vehicles and transportation) or staging areas referred to the Facilities Management DOC.

## Appendix 2: EOC Responder Roster

HSU's Emergency Operations Center Responder roster contains confidential information and is not available for public distribution. If you would like a copy of the most up to date personnel roster, please contact HSU Emergency Management at [eoc@humboldt.edu](mailto:eoc@humboldt.edu).

All HSU emergency response leadership will receive a copy of the roster in this place upon receiving their physical copy of the EOP-G.

Appendix 3: After Action Report Form

## HSU Emergency Management AFTER ACTION REPORT

Date of Event:	Type of Event:	Location of Event:
Involved Agencies:		
Incident Commander:		
<b>STRENGTHS</b>	<b>AREAS FOR</b>	<b>ACTION NEEDED/ COMMENTS</b>
Prepared by:	Title:	Date:

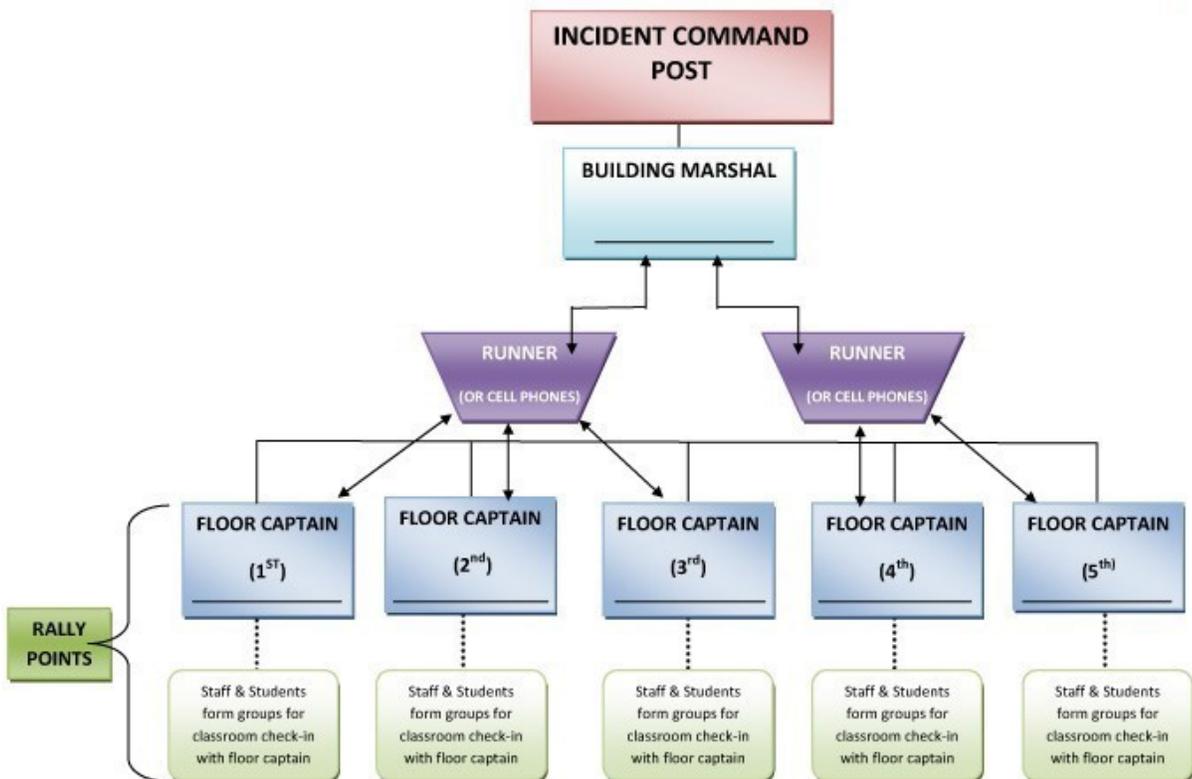
## Annex 1: Building Evacuations

Building Evacuation Teams are designed to provide for the safe and rapid evacuation of HSU buildings in the event of an emergency. The primary responsibility of the BET is to facilitate the safe evacuation and follow-up sweep of their assigned building during an emergency when an evacuation is indicated. The BET roster for each building shall be updated annually or as personnel change within the team. All master copies are maintained in their respective buildings and updated on an annual basis by the assigned Building Marshal. Overall responsibility ensuring the BET is completed and updates lies with the Building Marshal. A copy of plan and updates must be submitted electronically to [eoc@humboldt.edu](mailto:eoc@humboldt.edu).



### BUILDING EVACUATION PLAN ORG CHART

Building: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Initials: \_\_\_\_\_



8/18/08

## Annex 1: Building Evacuations

### **Evacuation of Disabled Persons - Emergency Evacuation Guidelines**

If assistance is not immediately available, the person should remain in the area and call for help until assistance arrives. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others. Rescue personnel, fire, and police will first check all exit corridors and exit stairwells for trapped persons.

#### **Guidelines to Consider When Evacuating**

Communicate the nature of the emergency to the person.

Ask the person how you can assist. If possible, evacuate mobility aids (crutches, wheelchairs, walkers) with the person.

#### **Visual Impairments**

Describe the nature of the emergency and offer to guide the person to the nearest exit.

Have the person take your elbow and escort him or her, advising of any obstacles, such as stairs, narrow passageways or overhanging objects. When you have reached safety, orient the person to where you are and ask if further assistance is needed.

#### **Hearing Impairments**

Many buildings are not equipped with flashing light alarms, and persons with impaired hearing may not perceive that an emergency exists.

Communicate with the person by writing a note or using simple hand gestures.

#### **Persons Using Wheelchairs**

Ask the person what method of assistance he/she prefers.

Some people have minimal ability to move, and lifting them may be dangerous to them.

Some persons using wheelchairs have respiratory complications; remove them from smoke or fumes immediately. If the disabled person wants to be moved in his or her wheelchair, keep the following considerations in mind:

##### **With Their Wheelchair**

Do not attempt to move a person in a wheelchair by yourself; seek help. Ask if they want to move forward or backward down the stairs.

Wheelchairs have many movable or weak parts. Some persons have no upper trunk or neck strength.

Power wheelchairs have very heavy batteries; an evacuation chair may be needed and the chair retrieved later. If a seatbelt is available, use it!

##### **Without Their Wheelchair**

Ask how to remove them from the wheelchair. Ask whether to move their extremities or not.

Ask whether they want to be moved down the stairs forward or backward. Ask whether the seat cushion or pad should be brought.

## Annex 1: Building Evacuations

### Evacuation Plan Signs

In each classroom or lab, identify the exit(s). Make note of alternate exits such as windows.

### Rally Points

Faculty and students must know how to get to the class “Rally Point” immediately outside the building. This is usually a commonly-known outdoor landmark such as a specific walkway, staircase, fountain, or planter. Gather and count heads. Assist those in need or disabled to safely exit the facility. Reference evacuation map, know when to avoid elevators and be aware of alternate exit routes.

### Emergency Assembly Points (EAPs)

Emergency Assembly Points (EAPs) are for gathering people when our buildings aren’t safe to occupy (e.g., a following a major earthquake). Each class should head there to organize themselves. Signs at EAPs give guidance what to do. Police arrival at EAPs will be delayed.



## Emergency Assembly Point (EAP) Instructions

- 1) University staff and faculty are “Disaster Service Workers” by law.
- 2) Identify on-site leader(s): Police will be delayed by the emergency. Choose a building coordinator, department manager, faculty chair, dean, or staff member to take charge by class, department, or building.
- 3) Get organized and count heads: Use class lists, department rosters, staff/faculty knowledge and personal memories. Who’s here? Who’s missing? Who didn’t get out of the building? Is anyone here hurt?
- 4) Treat the injured if treatment has not already begun.
- 5) Document by department, class, and/or building who’s okay, who’s hurt, who’s trapped, who’s missing, who went home, etc.
- 6) Release healthy students who ask to leave, after recording their names.
- 7) Contact authorities to update them about the situation in each room, department, or building. If necessary, send a “runner” to UPD.

## Annex 2: Campus Closure

### Introduction

When it becomes necessary to close the campus to normal operations, a number of factors will influence whether all or part of the campus will be affected. These factors include, but are not limited to, the risk of injury or death to people, property damage, and disruption to essential utilities.

### Purpose

The purpose of this policy is to establish general guidelines for personnel involved in a campus closure and to assist Emergency Management personnel in closure and/or evacuation of the campus in response to an emergency or potential safety hazard.

### Authority

In accordance with Title 5, California Code of Regulations, sections 41302 and 42402, the HSU President or designee is the only person(s) who may direct a campus closure.

### Policy

It is the policy of Humboldt State University that whenever there is an immediate or potential danger to life (including health and/or safety) and property, the University will take every possible action necessary to protect life and property. Those actions may include partial or complete campus closure and evacuation of all or some persons or any other actions in accordance with this policy and the EOP-G.

Upon authorization by the campus President or his/her designee to close the campus, the following will be notified by the HSU President's Office of the closure:

1. Vice President for Academic Affairs
2. Associate Vice President of Marketing and Communications
3. Vice President for Administrative Affairs
4. Senior Associate Vice President of Faculty Affairs and Human Resources

These individuals will call those who report directly to them and have them in turn call their department heads, etc., with the appropriate information.

The AVP of Marketing and Communications will advise campus news media and off-campus media of the decision to cancel classes and close the campus.

In the event when a closure of the campus or a portion thereof becomes necessary, Building Coordinators will play a very important role in the closure with minimal disruption. Building Coordinators, particularly those who support emergency management efforts, should review duties in accordance with their BET (Building Evacuation Team).

## Annex 3: Power Outage

### General

Do not call UPD or Facilities Management to inquire about the power outage, especially in the first 20 minutes. They will not have any information to provide. Call a buddy in another building to get an idea of the scope.

It will usually take 20-45 minutes to obtain accurate and reliable information from PG&E.

Assume that all staff and faculty should continue to work unless special circumstances indicate that they must be released from duty.

Generally, most classes and activities will continue during daylight hours if conditions are safe. Faculty has the authority to cancel classes and labs if it is not safe to teach. Faculty are primary sources of information to students.

Campus may be closed early to accommodate safe exiting prior to darkness.

### Be Prepared to Secure Your Area, Help Others, and Get Out

Keep a flashlight and/or headlamp with lithium batteries immediately accessible to you. Know how to locate the closest exit.

Know your primary work area's Rally Point right outside your building, and also know which Emergency Assembly Point (EAP) you and your colleagues or friends plan to meet. Take appropriate life-safety steps for your area of normal responsibility.

If building evacuation becomes necessary, seek out persons with special needs, ask them how to help, and provide assistance if possible. If additional assistance is needed, and/or if you find people that cannot get out without assistance, contact UPD at 9-1-1 for life-threatening emergencies or 826-5555.

Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store chemicals in their original or marked containers and close fume hood sashes. If this is not possible, evacuate the area and communicate hazards to the University Police.

### Campus wide Power Outage Procedures

#### ***Before normal business hours (before 8:00 am)***

Employees should use department emergency contact phone trees to share information. Students and employees should use sources of information on page 38.

## Annex 3: Power Outage

### ***During the day or normal business hours***

The campus emergency recording 707-826-INFO (4636) should have updates on the situation. Employees should activate department emergency contact phone trees to share information.

Staff and faculty will be expected to remain on campus, as long as conditions are safe. Supervisors may release staff from campus as appropriate on a case-by-case basis.

Course instructors will be the primary source of information for their students, and will determine if lighting is sufficient for instruction to continue or if class should be interrupted or dismissed. Faculty who dismiss their classes should report their action to the department chair who should then notify their respective deans.

Depending on the status of the cogeneration plant, the JGC dining facility may be open for students and employees excused from their classrooms or work site until power is restored, and the group there will be notified when power is restored.

Employees who leave their workspaces should take their personal items and lock the door behind them.

Emergency corridor lighting in some buildings should come on for a period of time and some fire alarms may remain operational. Residence halls may require a “fire watch” be posted.

Do not try to exit the elevator as it could return to working status at any time causing serious injury.

If you are stuck in an elevator during an outage, use the emergency phone to notify UPD.

Enclosed offices without lights should not be occupied. Where lighting is adequate, employees will be expected to continue working.

Campus telephones, cellular, and pay telephones may operate normally.

Turn off any equipment that was still in service (except IT equipment that is operating on its own uninterruptible power supplies) in order to avoid power surges when service is restored. Leave a task light turned on so that you can determine when service is restored.

Avoid opening refrigerators, freezers, or other environmental control rooms during the outage. Do not use candles for illumination. Use battery flashlights and lamps instead.

Once power returns, all staff employees should report back to their area, and faculty and students should report to their next scheduled class and resume normal operations.

### ***After Dark***

- Non-resident students, faculty, and non-essential staff are expected to leave campus if power stays off. Faculty who dismiss their classes because of the power outage should report their action to their department chair.
- Department chairs are to notify their respective deans.

## Annex 4: Pandemic Response

It is the goal of Humboldt State University to prevent unnecessary spread of disease, provide safe options for students, and minimize the impact to instruction and essential services. It is expected that a pandemic will have world-wide impact with an unpredictable time line, comprising multiple events or waves and spreading quickly from one urban area to another. Major disruptions are likely for health care, transportation, education, suppliers and other public services. The focus of this annex is to work through some of the challenges that the Humboldt State University will face in regards to responding to a pandemic including preservation of instruction and essential services continuing to the extent feasible.

The degree of impact that a viral pandemic would have on campus the community and operations is a function of the biological character of the virus (eg. Level of virulence), the timing of outbreak with regards to the academic calendar, the efficacy of infection control education and methods, and the ability to manage high absenteeism rates and employ creative alternate means of instruction. Based on historical influenza pandemic episodes, the campus could experience significant absenteeism among employees and students and suffer fatalities among both populations.

In addition to high absenteeism, there will be an increased need and drain on pandemic-related supplies, such as protective masks/respirators, eye protection, gloves, gowns for at risk populations, hand sanitizer, custodial cleaning/sanitizing supplies, ect.

### Planning Assumptions

This plan recognizes that the majority of HSU's matriculated students have come from families and homes that are hundreds of miles away, that the majority of HSU students do not have personal health care practitioners locally, and that the North Coast lacks the medical resources to care for most of our students should a large number of them become ill. These realities, coupled with the University's student-centered focus, result in a planned approach that matriculated HSU students will be an important group to receive attention.

After Consultation with the Center for Disease Control (CDC) and the department of public health (CDPH), the Medical Director of the Student Health Center, in consultation with the Student Health Center's Infection Control Coordinator, will make the determination to activate the Campus Pandemic Committee which will meet to decide campus actions. If this Committee concurs, it will recommend the activation of the Emergency Operations Center to plan a series of specific responses to the situation.

Information about the pandemic disease will typically be received and reported by a medical professional from the Student Health Center and/or Risk Management Department. A situation status report will be updated on a regular basis and issued by the EOC planning Section. External communications will be delivered through the PIO.

Housing will develop contingency plans to provide monitoring care for students ill with a pandemic disease if appropriate. Those providing care to the students will receive proper training on PPE needed as well as handling instructions from Student Health Center staff.

There may be a need for the creation of a sick ward, thus providing isolation to the extent feasible from non-infected residential students.

Housing officials will work closely with the Operations Section and the PIO in the EOC to coordinate information released to parents.

At-Risk populations are characterized by work that involves close contact with individuals who are or may be symptomatic for the pandemic disease.

## Annex 4: Pandemic Response

### Operational Priorities

After consultation with directors of the student health center and risk management, authorize the activation of the campus pandemic committee and attend meetings in the role of Operations chief

Medically evaluate, identify and treat possible pandemic-afflicted students

Disseminate accurate information and educational materials; provide safety training to at-risk employee populations; coordinate with the Public Information Officer

Provide care for ill matriculated HSU students and employees

### Campus Pandemic Committee

The campus pandemic committee will be made up of representatives of the HSU departments relevant to the actions required in this plan. It's oversight will include, but not be limited to:

Scheduling regular meetings, with frequency to be determined by the committee in its initial session

Changing or adding committee members, as required by the type and severity of the situation

Completing plan directives

### Communications

Effective communications of pandemic information, educational materials, campus status reports, training curricula, etc. will of necessity involve multimedia, such as the internet, print/audio/TV media, handouts, posters etc.

The President's office shall be the lead in administrative communications with the Chancellor's office. The President may designate a key individual for topic-specific communications with the Office of the Chancellor.

The Medical Health Director of the Student Health Center, or designee, shall be the lead liaison to Humboldt County Department of Public Health, and the California Department of Public Health.

### Critical Resources

-Human Resources: People to inform and train supervisors on how to track and manage absenteeism; identify absenteeism rates among employees in an electronic format and manage personnel issues and/or conflicts between existing university policies or bargaining unit contracts; receive, identify, sort and register volunteers with appropriate skill sets, and/or certifications to assist the campus response.

-Human Resources, in conjunction with Academic Personnel Services, the Office of the Chancellor and the Policy Management Group, shall develop guidelines for the departmental managers and supervisors to manage pandemic-related absenteeism.

-The medical branch within the Operations Section shall identify the specific types of supplies which will have an increased consumption rate during a pandemic phase.

-Facilities Management will need to identify those cleaning and sanitizing products which are essential to maintain effective cleanliness in restrooms and other hygiene facilities.

-The Medical Director of the Student Health Center, or designee and the Safety Officer from Risk Management shall determine, based on the best available medical/scientific information, what personal protective equipment (PPE) is required for specific job positions and tasks.

-Community Factors: medical care availability in the community; guidelines and orders issued by government

## Annex 4: Pandemic Response

### Considerations for Leadership:

- Disease Factors: Case, severity, treatment availability and responsiveness, organism transmissibility
- Host (people) Factors: vaccinated population size and vaccine efficacy
- University Factors: resources, staff and volunteers needed for safe operation and essential services; resources for resident students; ability to teach within recommended guidelines (social distancing); availability of outside resources
- Community Factors: medical care availability in the community; guidelines and orders issued by government agencies

### Recovery:

Once it is determined that the spread of disease is beginning to reach outside of the quarantine period the pandemic committee may decide that response can transition from the a campus EOC activation to the Student Health Center Department Operations Center. The Pandemic Committee will continue to meet to be briefed on the recovery efforts made.

## Annex 5: International Programs

Humboldt State University's Center for International Programs has oversight for domestic and international students on study abroad programs, as well as international students studying at Humboldt State University. We recognize that there will be unique challenges in supporting these students during an emergency. This annex is to be used as a reference for response leadership on the process for handling this student population after an emergency.

### **Students Abroad:**

In the case of Humboldt State University students that are studying abroad, the university has enrolled them in several programs that help to track students. These programs also help to facilitate pulling these students out of the area should there be an emergency in the area that they are studying. The University's Center for International Programs will follow the procedures in place to activate any response to pull a student out if it is needed.

### **International Students:**

In the case of international students that are studying at Humboldt State University on an F1 or J1 student visa, students will initially be handled in the same manner as any other Humboldt State University students. During the response phase of the emergency international students will receive the same level of services that domestic students are receiving. However, once the operation begins to transition to the recovery phase there are additional considerations that need to be made such as:

The University is responsible for reporting certain emergencies to the Department of State for students that hold a J student Visa. This will be coordinated through the University Center for International Programs who will follow their pre-established policies and procedures regarding the reporting requirements.

If campus will be closed for an extended period of time, international students may require a higher level of support as traveling home may not be an option. This means that planning around alternative housing for this population will be critical.

To maintain their visa status international students may need to transfer to another university. Every effort should be made for Humboldt State University to reach out to others within the CSU system to help facilitate transfers. All transfers will be supported by the Center for International Programs.

All reporting requirements in SEVIS (Student Exchange Visitor System) will be handled by the Center for International Programs following their current policies and procedures.

Given the role that the Center for International Programs has in the recovery phase, it is important to bring representatives from that department into the planning process early so that they can help identify the needs of the international student population, and so those needs can be addressed in a timely manner.