

Levels of Emergency

Campus Emergency

If, in the opinion of the University President, conditions warrant, the President or designee can officially proclaim a Campus Emergency and direct campus closure in accordance with California Administrative Code, Title 5, Sections 41302, 42402. Whenever possible, this will be done in coordination with the Chancellor's Office. Proclaiming a Campus Emergency by the President has the following effects: it activates the Emergency Plan, facilitates campus participation in mutual assistance in the event of declaration of local emergency and/or State of Emergency; ensures that supervisors are acting under campus Presidential delegation in directing activities outside the regular scope of employees' duties; and helps ensure appropriate payment of Workers' Compensation, reimbursements for extraordinary expenses, and federal disaster relief, where applicable.

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 that cannot be met by ordinary campus administrative procedures.

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

The University Chief of Police (EOC Director) has the primary responsibility for promptly notifying the campus community when warranted by an emergency situation. Notification to the community, which will normally be accomplished through the University Police Dispatch Center, will involve both warning that an emergency condition exists and the issuance of appropriate instructions.

The University Police Dispatch Center is the primary point on campus for receipt of warnings from local and state officials. Warnings are received via radio, teletype and telephone.

In the event of an emergency, the University Police Dispatch Center will notify various areas of the campus. Persons contacted will be given instructions and advised to assist in implementing appropriate emergency actions for their particular areas of responsibility or general location. The Chief of Police will ensure an appropriate message is recorded on the campus information line.

Notification to the campus community can be made by public address and hand-held public address units in police vehicles. Emergency personnel will also make on-site voice commands.

Upon direction by the Campus President or designee to close the campus, the Chief of Police (EOC Director) will direct the following actions:

- ◆ Coordinate with City of Arcata EOC and/or County EOC (if activated) on implementation of closure procedures.
- ◆ Assign field teams for classroom notifications and building closure.
- ◆ Assign personnel to post barricades/signs at incoming points to campus.
- ◆ Coordinate with Emergency Operations Executive (City of Arcata EOC and/or County EOC if activated) regarding progress of closure.
- ◆ Notify the Director of Plant Operations 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 EOC Director or senior Police Officer official on duty, if campus EOC is not activated.)
- ◆ Notify Housing staff of the closure. Resident students remaining on campus will be instructed to wait in

resident halls or assemble at a designated emergency assembly point for further instructions.

- ◆ Notify parents of children participating in campus children's programs to pick up their children at a designated location.

Upon authorization by the campus President or designee to close the campus, the following will be notified by the President's Office:

1. Vice President for Academic Affairs.
2. University Communications.
3. Vice President for Development & Administrative Services.
4. Director of 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 Director of University Communications will advise the campus news media and off-campus media as appropriate of the decision to cancel classes and close the campus.

Local Emergency

A Local Emergency under the Act means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, which conditions are likely to be beyond the control of that political subdivision. Only properly designated officials within these political subdivisions may declare a Local Emergency. This designation was not intended to apply to a situation geographically confined to the campus.

A Local Emergency may be proclaimed by the local governing body or a duly authorized local official, as specified by local ordinance. Proclamations normally will be made when there is an actual or threatened disaster or extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city.

The proclamation of a Local Emergency provides legal authority to:

- ◆ Request that the Governor proclaim a State of Emergency (if necessary).
- ◆ Promulgate orders and regulations necessary to provide for the protection of life and property.
- ◆ Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, plans and/or agreements.
- ◆ Request that state agencies provide mutual aid.
- ◆ Require the emergency services of any local official or employee.
- ◆ Requisition necessary personnel and material of any department or agency.
- ◆ Conduct emergency operations without facing liabilities for performance or failure of performance.

State of Emergency

A State of Emergency under the Act means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state, which conditions by reason of their magnitude, are or are likely to be beyond the control of any single local jurisdiction and require the combined resources of a mutual aid region or regions to combat. Only the Governor or his designee may declare a State of Emergency.

A State of Emergency may be proclaimed by the Governor when:

- ◆ There exists conditions of disaster or extreme peril to the safety of persons and property within the State and it has been requested by local authorities, or local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- ◆ Mutual aid shall be rendered in accordance with approved ordinances, plans and/or agreements, including the campus Plan and its agreements with local jurisdictions.
- ◆ The Governor shall have the right to exercise within the designated area all police power vested by the Constitution and the laws of the State of California.
- ◆ The Governor may suspend the provisions of any regulatory statute or any statute prescribing the procedure for conducting state business, or the orders, rules or regulations of any state agency, including campus procedures.
- ◆ The Governor may commandeer or utilize any private property or personnel (other than the media) in carrying out his responsibilities.
- ◆ The Governor may promulgate, issue and enforce orders and regulations as deemed necessary.

References

The following references provide authorities for conducting and/or supporting emergency operations.

Campus

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, 89031). In turn, the campus President has been delegated the authority to regulate the buildings and grounds of their individual campus (California Administrative Code, Title 5, Sections 41302, 42402).

Title 5, California Administrative Code, Section 42402 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 consultation 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.”

State

- ◆ California Emergency Services Act; California Government Code Sections 8550-8668.
- ◆ California Natural Disaster Assistance Act; California Government Code Sections 8680-8692.
- ◆ Flood Fighting; California Water Code Section 128.

Federal

- ◆ Federal Disaster Relief Act of 1974 (Public Law 93-288).
- ◆ Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- ◆ U.S. Army Corps of Engineers-Flood Fighting (Public Law 84-99).