

## Emergency Management Levels

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### Statewide Emergency Management System

Fully activated, the Statewide Emergency Management System consists of all local jurisdictions (cities and county unincorporated areas), including campuses, Operational Areas (county-wide), OES Mutual Aid Regions (multi-county) and state government. The campus is responsible for directing and coordinating emergency operations within its boundaries, similar to local jurisdictions, with the other levels of the statewide system being responsible for coordinating or providing support as required. The organization and responsibilities of each of the levels are outlined as follows:

### Campus Emergency Management

1. During a disaster or major emergency, the Campus Emergency Management organization utilizes the Standardized Emergency Management System (SEMS).
2. The Emergency Management organization is directed by the Emergency Operations Executive, who is responsive to the President. The Emergency Operations Executive is supported by the EOC Director, Section Chiefs and Department Operation Center Directors.
3. The Campus Emergency Management organization has overall responsibility for:
  - ◆ Organizing, staffing and operating the Emergency Operations Center (EOC) and the Department Operation Centers (DOCs).
  - ◆ Operating communications and warning systems.
  - ◆ Providing information and guidance to the Campus Community.
  - ◆ Maintaining information on the status of resources, services and operations.

- ◆ Obtaining support for the Campus and providing support to nearby jurisdictions as required.
  - ◆ Analyzing hazards and recommending appropriate countermeasures.
  - ◆ Collecting, evaluating and disseminating damage assessment and other essential information.
  - ◆ Providing status and other reports to the local jurisdictions' emergency management organization (if activated).
4. The general responsibilities of key members of the Campus Emergency Operations organization are listed below.

***Campus President—Plan Executive***

Establishes the basic policies that govern the Campus Emergency Management organization; declares and cancels Campus Emergencies and emergency conditions; i.e., curfew, evacuations, etc., when required; acts as the highest level of authority during an emergency; as necessary, calls upon the Campus Policy Management Group (PMG).

***Policy Management Group (PMG)***

Advises the President, as necessary.

***Emergency Operations Executive (EOE)***

Ensures that the Campus Emergency Management organization performs according to established procedures; establishes priorities; authorizes deviations in procedures for implementing the Emergency Management Plan; recommends protective actions (e.g., closure of campus, cancellation of classes) to the President and oversees the activities of the EOC Director.

***Emergency Operations Center Director***

Responsible for the operation and coordination of field operations under the Standardized Emergency Management Systems (SEMS) and the Incident Command System (ICS);

requests mutual aid assistance with the approval of the Emergency Operations Executive; provides liaison with nearby jurisdictions and appropriate State and Federal agencies; responsible for the operations and coordination of the Campus Emergency Operations Center (EOC).

***Emergency Operations Center—Operations Section Chief***

Responsible for the management and coordination of all tactical incident operations. Coordinates the activities of personnel assigned to the Operations Section and maintains communications with field units; evaluates, reports and coordinates with Incident Commander and EOC Director regarding recommendations for courses of action, needed resources, etc.; participates in the development of an action plan and after-emergency report.

***Emergency Operations Center—Logistics Section Chief***

Responsible for the management and coordination of all assigned Logistics Section personnel. Responsible for the acquisition of requested resources; e.g., food, equipment, supplies as well as care and shelter, movement and volunteers; participates in the development of an action plan and after-emergency report.

***Emergency Operations Center—Finance Section Chief***

Responsible for the management and coordination of all Finance Section personnel. Responsible for emergency budgeting, procurement, records security and expenditure, and damage documentation; participates in the development of an action plan, after-emergency report and the recovery plan; organizes data for report to Federal and State agencies.

***Emergency Operations Center—Planning and Intelligence Section Chief***

Responsible for the management and coordination of all assigned Planning Section personnel. Responsible for the coordination of situation analysis data; provide intelligence services for the EOC staff; provide incident documentation and participate in the development of an action plan, after-emergency report and the recovery plan.

**Department Operation Centers (DOCs)**

***Public Safety (Law Enforcement) DOC***

Responsible for the management and coordination of public safety (law enforcement) field units and their activities. Responsible for maintaining liaison with the Emergency Operations Center (EOC).

***Housing (Care and Shelter) DOC***

Responsible for the management and coordination of care and shelter needs primarily but not limited to the campus resident hall students. Responsible for the management and coordination of care and shelter needs when provided in response to mutual aid requests. Responsible for maintaining liaison with the Emergency Operations Center (EOC).

***Student Affairs DOC***

Responsible for the management and coordination of student needs, not necessarily limited to:

- ◆ Communications with family or loved ones.
- ◆ Coordination with Housing, Academic Affairs, DOCs and other resources for students.
- ◆ Maintain liaison with Emergency Operations Center (EOC).

***Academic Affairs DOC***

Responsible for management and coordination of activities to restore and maintain the academic processes. Activities include, but are not limited to:

- ◆ Arrange classroom facilities and class schedules.
- ◆ Maintain student records.
- ◆ Provide support for faculty.
- ◆ Maintain liaison with the Emergency Operations Center (EOC).

*Plant Operations DOC*

Responsible for the management and coordination of inspection, maintenance and emergency repair of campus facilities. Coordinates emergency debris clearance. Coordinates with private and government-operated utilities concerning the continued operation of water, gas and electric utilities on campus. Maintains liaison with the Emergency Operations Center (EOC).

*Medical DOC*

Responsible for management and coordination of medical operations on campus. Coordinates medical operations on campus and coordinates with local government and private providers concerning the transportation of casualties and use of medical resources.

Coordinates with County Health Officer concerning public health measures on campus and supports such measures accordingly; identifies health hazards on campus; provides health information to campus community; supports efforts in communicable disease prevention.

Coordinates with County Coroner Medical Examiner concerning operations associated with collection, identification and disposition of deceased persons.

*Counseling DOC*

Responsible for the management and coordination of counseling services for, but not limited to, first responders, victims, staff, faculty and students as necessary.

*Local Jurisdiction Emergency Management*

If the local jurisdiction (county or city) emergency organization is activated, an official designated by local ordinance will function as the Emergency Services Director. The Director will be responsible for emergency operations within the jurisdiction and coordination with other jurisdictions, including Humboldt State University campus. The Director will be assisted by functional coordinators and special staff who, together with the Director, will constitute

the jurisdiction's Emergency Management Staff and will operate the related EOC. Incident level emergency management will be implemented as required for the on-scene management of field operations.

### ***Operational Area Emergency Management***

The Emergency Services Act designates the Operational Area, consisting of a county and all its political subdivisions, as an intermediate level of the Emergency Management System. Use of the Operational Area to coordinate emergency activities is optional during a Local Emergency or a State of Emergency.

If the Operational Area level is activated during an emergency, a county official designated by County Ordinance will function as the Operational Area Coordinator and will have the overall responsibility for coordinating county-wide emergency operations and the support requirements of jurisdictions within the county. The Operational Area also will be the focal point for information transfer and support requests by agencies within the county. The Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Area Staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to the appropriate State Office of Emergency Services (OES) Mutual Aid Region Emergency Management Staff.

### ***OES Mutual Aid Region Emergency Management***

The OES Mutual Aid Region Emergency Management Staff is headed by a State OES Regional Manager and will be supported by designated state agency representatives. The Regional Emergency Management Staff will coordinate and support local emergency operations at the request of Operational Area Coordinators. The Regional Staff will submit all requests for support that cannot be obtained within the Region, and other relevant information, to the State Emergency Management Staff.

### ***State Emergency Management***

The State Emergency Management Staff is headed by the OES Director (acting as a representative of the Governor), or

his designated representative, and assisted by coordinators provided by state agencies. When activated, the State Staff will be responsible for coordinating statewide emergency operations, to include the provision of mutual aid and other support and the redirection of essential supplies and other resources to meet local requirements.