

Campus Emergency Management Organization

The University President establishes the basic policies that govern the campus Emergency Management Organization, declares campus emergencies and conditions when required, and acts as the highest level of campus authority during an emergency.

The campus Emergency Management Organization is comprised of designated campus officials and functional units that are responsible for all emergency operations on the campus. Additionally, the campus Emergency Management Organization coordinates with neighboring jurisdictions, which is required for effective emergency response.

Humboldt State University's main campus is located within the boundaries of the City of Arcata and, during an emergency, the University interacts directly with the City of Arcata. Written Mutual Aid agreements are maintained between HSU and the City of Arcata.

In cases wherein satellite facilities are located within other agency jurisdictions, those agencies may have primary local jurisdiction in accordance with operational agreements. Mutual Aid agreements are maintained between HSU and those respective agencies.

The Emergency Operations Executive is responsible for all aspects of the campus emergency plan, training and implementation. Key to this Emergency Management Organization is the establishment of a campus Emergency Operations Center (EOC) where leadership, staffing and location are pre-identified and equipped. During an emergency, the EOC and appropriate Department Operation Centers (DOCs) are activated and staffed to the extent required.

Each functional unit in the Emergency Management Organization maintains an Emergency Operations Manual specific to the functional unit. The guidelines consist of emergency response checklists, Standard Operating Procedures (SOPs) and other information that personnel need in an emergency.

Standard Operating Procedures (SOPs) provide “how to” information for specific operations or activities during an emergency. Each campus functional unit with an assigned responsibility has SOPs for fulfilling these responsibilities. Since an emergency may occur at a time when many individuals with emergency responsibilities are not on campus, it is essential that call-back procedures are included in the functional unit Emergency Operations Manual.