

*Position:* **President**

**Position Responsibility:** Establish policies for emergency response as required. Authorize protective/precautionary actions as warranted by situation. Act as highest level of campus authority during an emergency/disaster.

**Duty—Checklist:**

- ◆ Report to Policy Management Group operations center.
- ◆ Assess situation; obtain information from Emergency Operations Executive.
- ◆ Declare a campus emergency if situation warrants.
- ◆ Establish communications with the Chancellor of the California State University System.
- ◆ Activate emergency plan and EOC on request of Emergency Operations Executive or senior public safety officer on duty.
- ◆ Activate and consult with Policy Management Group.
- ◆ Authorize protective or precautionary actions as appropriate:

- ◆ *Evacuation (evacuations for site-specific emergencies may be ordered by the highest ranking University Police Officer on duty)*
  
- ◆ *Sheltering*
  
- ◆ *Campus closure and/or re-opening*
  
- ◆ *Cancellation and reservation of classes and all events*
  
- ◆ *Curfew*
  
- ◆ Issue any necessary public statements through the Public Information Officer (PIO).
  
- ◆ Obtain periodic situation updates from Emergency Operations Center Executive and/or Emergency Operations Center Director.
  
- ◆ Order de-activation of campus emergency when all phases of emergency have concluded.

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**Policy Management Group*****Position: Policy Management Group***

**Position Responsibility:** Advise President in areas of policies related to emergency response as necessary. May recommend protective actions; i.e., cancellation of classes, closure of campus, evacuation and sheltering. Approve emergency actions such as utilizing alternative classrooms, housing and other necessary resources. Coordinate with Emergency Operations Executive and Emergency Operations Center Director.

**Duty—Checklist:**

- ◆ Report to Policy Management Group operation center.
- ◆ Establish communications with Campus EOC.
- ◆ Establish communications with Chancellor’s Office when appropriate.
- ◆ Establish communications with the HSU Foundation.
- ◆ Obtain briefing from Emergency Operations Executive and/or Emergency Operations Center Director.
- ◆ Review recommendations formulated by the EOC staff regarding emergency response, mutual aid, protective

actions, public information messages and instructions to the campus community.

- ◆ Coordinate with Public Information Officer regarding special messages, scheduling of press conferences, review of campus by media, etc.
- ◆ Maintain log/record of actions taken, calls, other communications.
- ◆ After emergency, review/approve after-action report, coordinate recovery effort.

## Policy Management Group

### *Position:* Emergency Operations Executive

**Position Responsibility:** Coordinate between the EOC Director and President to ensure that the emergency organization performs according to established procedures and oversee operation of the emergency plan. Serves as the primary link between the President and the EOC.

#### **Duty—Checklist:**

- ◆ Notify campus President of situation.
- ◆ Report to Policy Management Group operations center or designated alternate location.
- ◆ Obtain authorization from campus President to activate emergency plan. Consider declaration of campus emergency, activation of EOC, evacuation, sheltering and campus closure.
- ◆ Direct activation and deactivation of campus EOC.
- ◆ Instruct EOC Director to implement actions authorized by President. If campus closure is directed, implement campus closure procedure.
- ◆ Authorize emergency message and dissemination of public education/information.

- ◆ Obtain information on situation and actions taken from EOC Director and brief President and Policy Management Group.
  
- ◆ When emergency is over, instruct EOC Director to notify appropriate offices and campus community.

## Policy Management Group

### *Position:* Public Information Officer

**Position Responsibility:** Formulate and release information about the incident to the news media, the public and other appropriate agencies, as approved by the President or designee.

#### **Duty—Checklist:**

- ◆ Check in at the Emergency Operations Center and establish communication with the EOC Director.
- ◆ Obtain briefing.
- ◆ Activate, organize and brief information staff as necessary.
- ◆ Set up an area designated only for news media and control their activity in this area.
- ◆ Contact the news media personnel.
- ◆ Assemble and prepare information for the Emergency Broadcasting System (EBS); this would include press release messages and instructions. Prepare information releases for the campus community.
- ◆ Establish liaison with local, county and state agencies for uniformity of all messages to media and public.

- ◆ Obtain approval from campus President via EOC Director for release of all messages to the media and/or public.
- ◆ Prepare post-incident releases and/or summary information for use by the news media.
- ◆ Maintain a hard copy of all press release messages.
- ◆ Maintain an office where Public Information Officer (PIO) activities will be logged, times of operation maintained, significant event information recorded, and equipment or supplies purchased.
- ◆ When requested, secure operations and forward all necessary messages, reports and logs to the Emergency Operations Executive.