

Policies

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(s) from the campus whenever presidential decisions or actions are urgently or specifically needed for the good of the 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 responsibilities of the President as the Acting President.

1. Provost/Vice President for Academic Affairs.
2. Vice President for Student Affairs.
3. Vice President for Administrative Affairs.
4. Vice President for University Advancement.
5. In the event that a Vice President is serving an interim capacity s/he shall be last in the "acting rotation."

6. In the unlikely emergency circumstances whereby the President and the Vice Presidents should all be unable or unavailable to discharge the above-mentioned necessary responsibilities, the Academic Deans should be convened ad hoc by the Executive Assistant to the President or the President of the General Faculty 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.

Campus Closure Policy

Campus Closure Executive Memorandum, February 2003, supersedes P 00-9

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 University 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 Campus Emergency Management Plan.

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 University 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, the University Police Department (UPD) should be notified immediately. The UPD will ensure the most rapid response of necessary resources. University Police 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 University Police Officer to exercise his/her police officer powers 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 most senior University Police Officer on duty will notify the following University officials as soon as possible in the following order:

1. Chief of Police (Emergency Operations Center Director)
2. Emergency Operations Executive or designee
3. University President or designee

Campus Closure

The decision to close the entire campus or any portion of the campus when an emergency or unplanned event occurs shall be made by the University President or designee. In most cases this decision will be made on the basis of information and recommendations received through consultation with the Emergency Operations Executive, University Police Department, and/or other Emergency Management personnel.

When campus closure is authorized and/or a campus emergency is declared, the Emergency Operations Executive will direct the Emergency Operations Center Director (Chief of University Police) to implement campus procedures in accordance with Section 5 (Levels of Emergency) of the Campus Emergency Management Plan.