UC RIVERSIDE

UNIVERSITY OF CALIFORNIA

Environmental Health & Safety

Emergency Management Policy Group
Guide
Version 7

Prepared by

Paul Walker
Emergency Manager
paul.walker@ucr.ed
(951) 827-2609

Approved by

Ross Grayson, MPH, CIH, REHS
Director
ross.grayson@ucr.edu
(951) 827-6324

UC Be Smart About Safety

About EH&S

Environmental Health & Safety (EH&S) is a resource and service for all of UCR. We strive to ensure all at UCR can perform their activities in a safe, healthy, and environmentally responsible manner by working with a network of Safety Partners. Our mission is to provide leadership and outstanding services that enhance the research and educational process by integrating excellent health, safety, and sustainability practices into the campus culture and activities.

Vision. Achievement of outstanding health, safety, environmental, and sustainability performance by the campus community.

Mission. To provide leadership and outstanding services that enhance the research and educational process by integrating excellent health, safety, environmental and sustainability practices into the campus culture and activities.

> ## UCR Goals
> A sustainable campus with:
>
> **Zero** Injury/Illness
> **Zero** Property Loss
> **Zero** Environmental Damage

Contact Us

       University of California Riverside
       Environmental Health & Safety
       900 University Ave
       Riverside, CA 92521
       Phone: (951) 827-5528
       Fax: (951) 827-5122
       Email: ehswebmaster@ucr.edu
       Website: http://www.ehs.ucr.edu

Table of Contents

Introduction

The Emergency Management Policy Group (EMPG) is the top-level policy-making body for UCR's emergency management organization. The EMPG sets the direction for the campus' disaster response and recovery.

This Guide focuses on the responsibilities of the EMPG in an emergency. It also covers some of the details EMPG members need to know about what to do, where to go, how communication will take place, what information needs to be shared and with whom in the event of an emergency on campus. This Guide provides checklists to use during a response and also lists some of the policy issues you may encounter and things to consider while making response and recovery decisions.

Details of the campus' response to emergencies are specified in the Campus Emergency Operations Plan, the various Department Emergency Operations Plans, and the Campus Recovery Plan, and are not included in this Guide. For an overview of the plans, please see Appendix C of this guide.

EMPG Members

The Emergency Management Policy Group is comprised of the Chancellor, Executive Vice Chancellor and Provost, Vice Chancellors, Deans, and the Chair of the Academic Senate. The primary meeting location of the Emergency Management Policy Group (EMPG) is Hinderaker Hall, 4th Floor, Chancellor's Conference Room #4127.

EMPG Executive Committee

The Executive Committee is comprised of the following EMPG positions:

- Chancellor
- EVC
- VCA
- VCSA
- Campus Counsel
- Scribe
- Discussion Moderator

Initially, Executive Committee members will be called upon to gather during an emergency incident. The primary gathering location is Hinderaker Hall, 4th Floor, Chancellor's Conference Room #4127.

The remaining members of the EMPG (VCs, Deans, and the Chair of the Academic Senate) will be called to gather upon a determination of need by the Executive Committee. The primary gathering location for the remaining EMPG members will be

Hinderaker Hall, 3rd Floor, Conference Room #3127. The remaining EMPG members will continue to perform the same duties as outlined in the EMPG guide, in support of the Executive Committee.

## Emergency Management Program Mission

The mission of the University of California Riverside (UCR) emergency management program (Emergency Management Organization, UCR Emergency Operations Plan, and Emergency Operations Center) is to:

- Protect life safety
- Secure critical infrastructure and facilities
- Protect the environment
- Resume teaching and research programs

Emergency Management Organization

The **UCR Emergency Management Organization** is responsible for preparing and maintaining emergency operation plans and procedures that will ensure the campus has the ability to respond to and recover from any emergency (Figure 1). Departments and individuals with specific responsibilities in the EOP are part of the UCR Emergency Management Organization. Departments and employees with emergency management responsibilities are expected to develop policies and procedures to accomplish their duties using guidelines within the EOP and their Department Emergency Operations Plans (DEOP).

Consistent with the **Integrated Safety and Environmental Management (ISEM)** system, all UCR employees have responsibilities regarding emergency management. The UCR Emergency Management Organization functions under the supervision of the Vice Chancellor Administration. The Environmental Health and Safety Department manages the campus emergency management program on a day-to-day basis. All departments are required to develop a plan and participate in emergency preparedness activities.
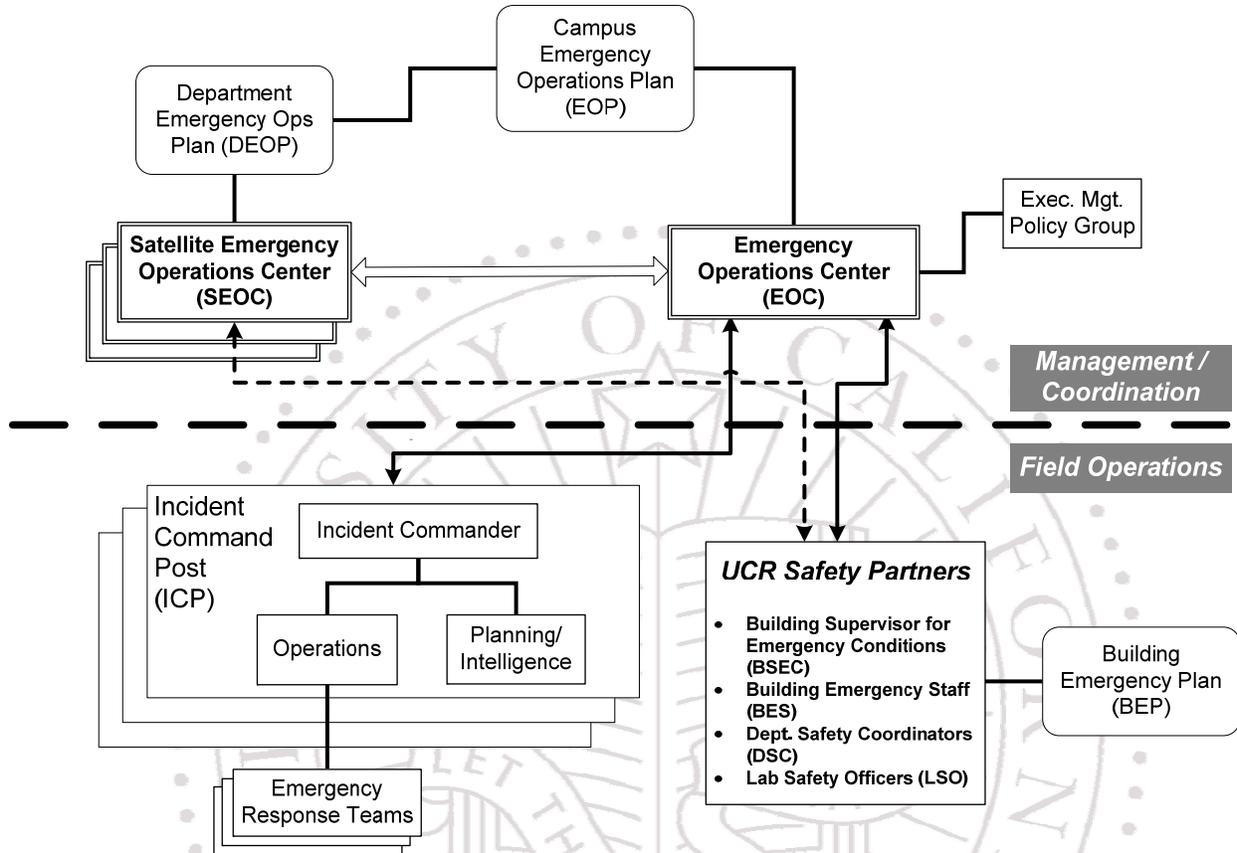
Figure 1
UCR Emergency Management Organization

Overview of EMPG Responsibilities

General Responsibilities

The EMPG is activated when a significant emergency affects UC Riverside. It is a crisis management team that evaluates the situation and considers the high-level policy issues that confront the university. The scope of its responsibilities includes:

- Policy-level decisions
- Fiscal authorizations
- Strategic prioritization
- High-level conflict resolution
- Strategic policy and direction for recovery and resumption of normal operations
- Communication with Office of the President and other executive authorities

The first few hours are a critical time in the response to the emergency. The EMPG will be needed to guide actions involving the response to imminent threats and deal with issues around self-support and response support for the campus.

B. Areas Outside EMPG's Scope

The EMPG does not:

- Direct field operations

- Make tactical decisions

- Direct emergency response operations (dealing directly with the incidents)

- Manage response departments

C. Constant Communication

To ensure you are always prepared to respond in a campus emergency, have on hand (in your office and at home) the following items:

- Cell phone

- Contact numbers for the Emergency Management Policy Group (EMPG)

- A copy of the EMPG Guide

- A copy of the Department Emergency Operations Plan (DEOP) for the organizational unit that belongs to you

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Responsibility Checklists

Checklists

The following pages include checklists to assist you in a campus emergency. Reviewing the three different checklists will help you identify the different roles of the EMPG. The three checklists include:

- EMPG Responsibilities
- VCA Responsibilities
- Chancellor Responsibilities

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EMPG Checklist

Role	Name :
■ Top level policy-making during emergency/disaster ■ Provide EOC oversight and direction ■ Determine University (or program) closures and resumptions	Date / Time:

Initial Actions

☐ Report to the appointed primary EMPG meeting location (Chancellor's Conference Room, #4127, Hinderaker Hall) or directed location (TBD) at the scheduled time or as requested.
☐ Sign in on the attendance roster – if you arrive before the VCA, begin an attendance roster.
☐ Obtain EMPG named badge and team vest. Wear them at all times while performing function of EMPG member.
☐ Appoint a scribe and maintain a log of all activities throughout response and recovery.
☐ If you are reporting to the EOC, check in at front desk and ask for an EOC badge.

Action / Task Checklist:

☐ Choose a Policy Group Leader
☐ Choose a facilitator to moderate the proceedings
☐ If the VCA is not present or unavailable, appoint a liaison to the Operations Group.
☐ Provide VCA (or designated liaison) with questions or concerns to direct to the EOC.
☐ Get situation update from the EOC Manager
☐ Review multiple sources for information, including the Public Information Officer, EOC reports, Web EOC (Emergency Management Information System) and the media.
☐ Meet with other EMPG members to review available information about the situation (consider using the meeting agenda and situation report worksheets found in Appendix D).
☐ Evaluate the institutional effects of the emergency.
☐ Participate in consistent briefings from the VCA to gather information and assess the situation.
☐ Provide continuing oversight for the EOC "Action Plan," developed every 2-4 hrs.
☐ Amend emergency goals and response priorities if appropriate.
☐ If necessary, authorize a temporary suspension of classes, campus evacuation or closure.
☐ Coordinate the implementation of the decision with other EOC Sections and Deans.
☐ Review the content of internal and external public information bulletins and announcements.
☐ Work with Public Information Officer to select appropriate University spokespersons for media reports.
☐ Provide oversight for family notifications of casualties.
☐ Frame emergency-specific policies as needed (emergency personnel policies, special financial assistance for employees or students, temporary support services such as childcare, etc.)
☐ Determine University priorities for the recovery of mission critical teaching and research programs.
☐ Guide the resumption or relocation of University activities.
☐ Interface with external agencies and the community.
☐ Address legal issues associated with the emergency.
☐ Coordinate requirements for Subject Matter Experts (SME) through VCA.
☐ Notify VCA of availability and qualifications of identified SME.
☐ Provide oversight for family notifications of casualties.
☐ Vote to approve emergency declaration no later than 7 days after Chancellor issues the declaration.
☐ Review the state of emergency no less than every fourteen days after approval and vote to reauthorize the declaration.

Record specific questions relayed to the VCA:

FILENAME: EMPG Checklist

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VCA Checklist

Activity:	Date / Time VCA Notified of Event:
■ Notify EMPG members of an emergency ■ Record attendance and facilitate EMPG meetings ■ Provide communication between EOC and EMPG ■ Distribute Emergency Declaration from Chancellor	

Notify EMPG

☐ Receive initial notification from UCPD (either Dispatch or the Chief) or the Environmental Health & Safety (EH&S) Director.

☐ Call Chancellor/EVC first.

☐ Call appropriate EMPG members.

☐ Record name and time of each person notified.

☐ Note names of EMPG members not contacted and the times of attempted calls (includes messages left in voicemail).

☐ Request assistance from other EMPG members as necessary to complete the notification process.

Meet with EMPG

☐ Record meeting times.

☐ Record attendance.

☐ Facilitate the meeting (consider using meeting agenda in Appendix D).

☐ Appoint or provide a recorder.

Provide communication between EMPG and EOC

☐ Collect, consolidate, and prioritize EMPG queries directed to the EOC.

☐ Provide the EOC Manager with written copies of EMPG questions, along with required response times.

☐ Distribute EOC responses to EMPG members as appropriate.

☐ Distribute EOC situation reports and associated materials as required.

☐ Determine whether EMPG requirements for subject matter experts (SME) can be satisfied with EOC staff, liaisons, or technical experts.

☐ Inform EOC Manager of SME located by EMPG members.

Distribute copies of Emergency Declaration by Chancellor (and proclamation ending state of emergency) as follows

☐ EMPG members.

☐ EOC Manager.

☐ City of Riverside Emergency Management Office.

☐ Riverside County Office of Emergency Services.

☐ UC Office of the President, Facilities Administration.

Record specific questions from the EMPG:

FILENAME: VCA Checklist

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Chancellor Checklist

General Actions

☐ Receive initial notification of emergency from VCA.

☐ Select meeting location for EMPG and inform VCA.

☐ Report to meeting location.

☐ Select a facilitator if the VCA is unavailable.

☐ Participate in the EMPG meetings.

☐ Determine whether decisions will come to a vote, and if so, what qualifies as approval.

☐ Assign action items to EMPG members.

☐ Set a time and place for next EMPG meeting.

☐ Determine topics and desired outcomes needed for medium and long term recovery planning.

☐ Declare state of emergency if needed (see Appendix A for additional details on state of emergency).

Making a Declaration of Emergency

☐ Consult with UC President (if possible, not required).

☐ Fill out and sign the Proclamation of a Campus State of Emergency form (Appendix B).

☐ Forward completed and signed form to VCA for distribution.

☐ Inform the EMPG (if not already accomplished).

☐ Issue a written proclamation ending the state of emergency as soon as appropriate.

Order of Succession to the Chancellor's position during an emergency (UCR Policy 150-15)

- Executive Vice Chancellor and Provost
- Vice Chancellor for Administration
- Vice Chancellor of Student Affairs
- Vice Chancellor of Research
- Vice Chancellor of Academic Planning and Budget
- Vice Chancellor of University Advancement
- Dean of the Graduate Division

Record specific questions for EOC or EMPG:

FILENAME: Chancellor
Checklist

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Recovery

After the Response

This in-between time – starting a few hours after the onset of the emergency and lasting up to a day or two afterwards – is one of consolidation, stock-taking, and quick temporary fixes that get the campus positioned to start thinking about recovery. The key concept here is "immediate need." Some of the typical issues you'll need to consider include:

Self-Support

- Availability of EMPG members for extended periods of time
- Availability of appropriate EMPG members depending on the situation
- Best location for ongoing EMPG meetings

Response Support

- Availability of personnel needed for response
  › Availability of additional personnel if needed
- Prioritization of response actions
- Allocation of resources
- Measure of control needed
  › Campus closures
  › Cancellation of classes
- Public relations
  › Distribution of information
- Management of ongoing hazards
- Additional resources needed
  › Water
  › Housing
  › Food

B. Recovery

This is the process of rebuilding the campus and returning to full operations. While the planning horizons for the two previous episodes were measured in days, now many of the answers will have ramifications for years. This is the business of medium-term needs and long-term goals. Many of these issues may have been identified in the Recovery Plan but not solved. Some of the typical issues you'll need to consider involve:

- Applicability of recovery plan to situation

- Assignment of recovery work to appropriate people/groups/organizations
- Long term impact of event
    - Academics/Enrollment
    - Research/Equipment
    - Housing
- Property/Space needs
- Replacement of facilities

Appendix A. Declaration of an Emergency

According to UC Policy 51.00, a Chancellor can declare a state of emergency for his/her campus.

Definition of "Emergency"

A. **Policy 51.00 states that a state of emergency can occur because of two conditions (emphasis added):**

- **Extreme conditions exist** on or within the vicinity of the campus, resulting from natural disasters, civil disorders that pose a threat of serious injury to persons or damage to property, or other such seriously disruptive events

- **Extraordinary measures are required** immediately to avert, alleviate, or repair damage to University property, or to maintain the orderly operation of the campus

B. **Section 8558 of the California Emergency Services Act (CESA) is more specific (emphasis added):**

- "Local emergency" 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, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, complications resulting from the Year 2000 Problem, or other conditions, other than conditions resulting from a labor controversy, **which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision** and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

Practical Effects of an Emergency Declaration

The following powers are granted (explicitly or implicitly) after issuing a declaration of campus emergency:

- The Chancellor "shall adopt campus emergency regulations and procedures" (UC Policy 52.00)

- The Chancellor may impose emergency suspension on any person on campus (UC Policy 53.00)

- The governing body (EMPG) may:

  ➢ "Promulgate orders and regulations necessary to provide for the protection of life and property" (CESA Section 8634). Possible actions covered:

    • Reassigning personnel

- Modifying work hours or locations
- Closing areas to the public
- Changing procurement procedures
- Changing purchasing authorities and limits

➢ Provide or request mutual aid (CESA Sections 8631-2)
➢ Impose curfews (CESA Section 8634)

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Appendix B: Proclamation of a Campus State of Emergency

PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

WHEREAS, THE UNIVERSITY OF CALIFORNIA emergency policies and procedures empower the Chancellor to proclaim a Campus State of Emergency, when the campus has been affected by an emergency or disaster; and

WHEREAS, the Chancellor of the University of California, Riverside does hereby find:

That conditions of peril to the safety of persons and property have arisen within the campus caused by _____, commencing on or about _____, warranting the necessity for, and proclamation of, a Campus State of Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said Campus State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the Chancellor of the University of California, Riverside.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the City of Riverside, the County of Riverside and the University of California, Office of the President.

_____   _____
Chancellor   Date

Appendix C: Overview of UCR Emergency Plans

Being prepared to respond to any emergency requires comprehensive planning involving all levels of campus personnel. Listed below is an overview of the information contained in the various campus emergency plans.

A. Emergency Operations Plan (EOP)

The **UCR Emergency Operations Plan** (EOP) contains policies, guidelines, and procedures to follow before, during and after an emergency. It consists of three chapters.

The EOP has the following purposes:

- Identify personnel, equipment, facilities, supplies, and other resources available on campus that may be needed in an emergency or disaster

- Develop coordinated actions for a natural or man-made disaster

The EOP explains the roles of key campus positions that have major responsibilities during an emergency, and provides a management structure for coordinating and setting up essential resources. It explains the function and activation process of the Emergency Operations Center, as well as the use of SEMS and ICS within the EOC and in the field.

B. Department Emergency Operations Plan (DEOP)

The **Department Emergency Operations Plan** (DEOP) is used by two sets of campus departments: those that have an emergency/disaster response role, and those that operate a Satellite Emergency Operations Center (SEOC) (an overlapping set). The DEOP outlines and plans each department's function and organization during an emergency. It is a detailed plan used by the department's management and operations staff to organize, prioritize, and support a response activity falling outside the department's normal day-to-day function. The DEOP will contain the following:

- Organization, notification and line of succession

- A Satellite Emergency Operations Center (SEOC) guide, outlining how the department's SEOC will function and be supported

- Special administrative and financial procedures

- Emergency communications and supplies

- Department-specific emergency response procedures

C. Building Emergency Plan (BEP)

To prepare for emergencies and disasters, every occupied UCR building is expected to have a **Building Emergency Plan** (BEP) tailored to the specific needs and circumstances of the

occupants of that building. A comprehensive BEP outlines how to protect the safety of the students, faculty, staff and visitors in that building, and will contain the following:

- Emergency evacuation procedures

- A map that shows the location of the building's Emergency Assembly Areas (EAA)

- A building floor plan that shows emergency evacuation routes and the location of emergency equipment (fire extinguishers, fire alarm stations, emergency response kits)

- A list of pertinent safety personnel, including contact information

- Department- or building-specific emergency response procedures

D. Hazardous Materials Emergency Response Plans (ERP)

As a part of the overall Emergency Operations Plan and additional regulatory requirements, UCR is required to have a Hazardous Materials Emergency Response Plan that provides specific procedures for responding to hazardous materials incidents.

E. Emergency Plan Relationships

All emergency plans at UCR are interrelated and mutually-supporting. They also reflect the use of SEMS and ICS. The relationships between plans are shown below.

Emergency plan relationships

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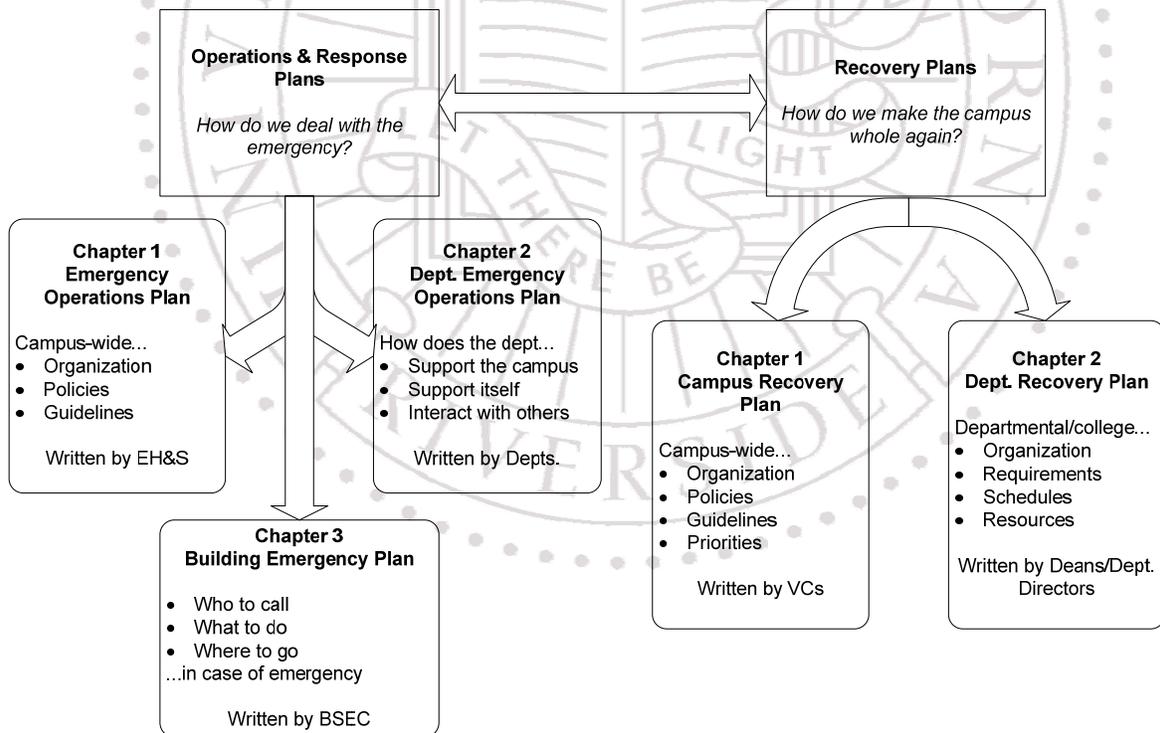
Appendix D: Meeting Agenda and Situation Report

A. Suggested Meeting Agenda

Standard meeting agenda:

- Current situation briefing

  - Current emergency conditions, response activities, projected events
  - Conducted by EOC Manager or EOC section chief(s)

    - May include technical or subject-matter experts

- Immediate issues

  - Typical subjects:

    - Protecting or saving lives
    - Sorting conflicting response priorities
    - Allocating scarce resources

  - Must be addressed immediately; cannot be postponed

    - Limited time for discussion

- Review of action items

  - Medium-term issues; need resolution within several hours to 1-2 days
  - Chancellor will assign issue to one or more EMPG members (action officer(s)) for study
  - VCA forwards decisions to EOC Manager as appropriate
  - Action officer guidelines:

    - The problem is probably your highest priority
    - If needed, ask for assistance at the time the problem is assigned to you, as there may not be time later
    - Understand the deadline and the reasons behind it
    - While doing research, use multiple information sources
    - Put your findings and recommendations in writing

      o Always put the time and date on all written products

    - Always present at least two alternative solutions to a problem

      o Present the best solutions in rank order

- Advance planning

  - Long-term issues affecting campus strategy over the next days to years
  - Chancellor determines topics and desired outcomes
  - Individual topics may become action items (see above)

➢ VCA forwards decisions to EOC Manager as appropriate

B. Situation Report

The following pages include a Situation Report that can be used to document the information provided by the EOC through the VCA or when meeting with other EMPG members.

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Situation Report

Location of incident:		Time of Report:	Date of Report: / /

Type of Event [descriptive category] - check all that apply:

☐ Building Damage / Collapse ☐ Building Assessment ☐ Explosion

☐ Person Trapped ☐ Utility Hazard ☐ Security

☐ Chemical / Hazardous Materials ☐ Fire ☐ Other _____

Area of Campus Affected:	Time & Date Incident Identified / Found:

Human Impact:

Estimated # of Dead:	Estimated # of:
Total # Evacuated: _____	Critically Injured: _____ Iniuries Considered Minor:

Property Loss:

Buildings Destroyed (name of building):

Buildings Damaged (name of building – indicated if major / minor):

Utility Assessment:

Gas:

Electric:

Water:

Sewer:

Communications:

Transportation Assessment (roads – internal and external):

Non-structural Property Assessment:

Name of Person Completing Report (printed):	Signature of Person Completing Report:

Situation Report – cont'd

Summary of Significant Events:

_____

_____

_____

_____

Mitigation Actions Taken:

_____

_____

_____

Status of Individuals Still at Risk:

Location	Number	Cause	Status

This Report was Transmitted to:

Name:	Position / Title:
Location:	Date / Time

Other Special Problems/ Comments:

_____

_____

_____

FILENAME: Situation
Report