

UC Davis Policy and Procedure Manual

Chapter 390, Emergency Management and Campus Security

Section 10, Campus Emergency Policy

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Responsible Department: Emergency Management

Source Document: Policy on Safeguards, Security and Emergency Management

I. Purpose

This section provides the policy and procedures to support the organizational structure for responding to and recovering from emergencies that overwhelm or threaten to overwhelm campus resources, and the circumstances under which this structure would be activated. Emergencies may include fires, civil disorders, natural disasters or any significantly disruptive event that threatens public safety or property. UCDHS maintains emergency policies, procedures and plans that are consistent with the intent of this policy and with those of the Joint Commission on Accreditation of Healthcare Organizations.

II. Definitions

- A. Emergency—an event, expected or unexpected, that threatens life, property, the environment or research.
- B. Emergency Action Plan (EAP)--plan, required by Cal-OSHA designating actions employers and employees must take to ensure employee safety from emergencies.
- B. Critical business functions—those actions or activities that would cause serious or irreparable harm to the department and/or University if not performed or if interrupted due to an emergency.
- C. Mission continuity--the ability to continue critical business functions at all times in support of the University and department mission.

III. Policy

- A. During an emergency, the University's priorities are to save lives (human and animal) protect property, continue critical business functions necessary to continue its mission until the emergency has abated, and return to normal operations as soon as possible.
- B. Departments designated as emergency responders including, but not limited to Police, Fire, Safety Services, Facilities Management, Utilities, Student Housing, Strategic Communications, and Information and Educational Technology shall maintain a state of readiness to manage emergencies of any size. Other units may be called upon if required for response or infrastructure repair and restoration.
- C. All campus resources may be made available for response and recovery actions during a declared emergency including University employees and all physical assets.
- E. Declaration of a state of emergency
 - 1. The Chancellor may declare a campus state of emergency when the following conditions exist:
 - a. Emergency conditions on or within the vicinity of the campus as a result of a natural or man-made disaster, a civil disorder which poses the threat of serious injury to persons or damage to property, or based on other seriously disruptive events, and
 - b. Extraordinary measures are required immediately to avert, alleviate, or repair damage to University property or to maintain the orderly operations of the campus.
 - 2. When possible, the Chancellor consults with the President, and with faculty, staff and student representatives before declaring a state of emergency. In any event, the President shall be notified as soon as possible.

3. Notification of a declaration of a state of emergency will be made as soon as possible to the community, including the local, county and state Office of Emergency Services.
4. If a campus state of emergency is declared, staff may be considered to be on administrative leave with pay (see PPSM Policy and UCD Procedure 46).

IV. Emergency Planning Requirements

- A. Vice chancellors, vice provosts and deans are responsible for the health and safety performance of their respective units.
 1. Every department is required to develop and maintain safety and emergency plans as described in IV.B.1, below.
 2. Vice Chancellors/vice provosts/deans shall develop and maintain plans for areas within their responsibility that are not under the authority of a department head.
 3. Vice Chancellors/vice provosts/deans shall conduct periodic training to ensure that employees are prepared to act in the event of an emergency.
- B. Department head responsibilities include:
 1. Maintaining an EAP that provides clear instructions that describe employee responsibilities during an emergency, and procedures for safe evacuation of students, staff and visitors.

Completed EAPs must be submitted to eap@ucdavis.edu.
 2. Maintaining current and complete contact information for staff and students in the campus online directory, department EAP, and encouraging the voluntary addition of personal emergency contact information such as a personal cell phone number in the UC Davis WarnMe system. University provided cell phone numbers must be included in the UC Davis WarnMe system.
 3. Maintaining a UC Ready mission continuity plan in the UC Ready online tool that includes, but is not limited to, critical functions and positions, critical interdependencies, alternate work locations and resources, and other information necessary to enable continuation and restoration of the department after an emergency. This includes at minimum completing an annual update and test of the plan.
 4. Supporting the department Safety Coordinator duties as described in the campus Safety Management Program (See Section 290-15).
 5. Supporting employees assigned and designated as staff in the campus Emergency Operations Center (EOC).

V. Operations during Emergency Conditions

- A. Reporting
 1. Campus emergencies are reported by calling 9-1-1 or (530)752-1230 from any phone. The caller should be prepared to provide the following information:
 - a. Name and number where he/she can be contacted.
 - b. The location of the emergency.
 - c. A description of the emergency.
 2. The caller should not hang up until directed to do so by the dispatcher.
 3. The caller should move to a safe area but remain nearby to provide information to emergency responders.

B. Response

1. Emergency Operations Center (EOC)
 - a. The Event and Crisis Management team provides overall policy guidance for response and recovery activities coordinated through the EOC.
 - b. The EOC provides a central location for managing an event that requires coordination of multiple campus departments, or communication or resources with other campuses or agencies and jurisdictions off campus.
 - c. The campus EOC is activated according to the procedures outlined in the campus Emergency Operations Plan.
 - d. Campus employees are designated and trained as EOC staff based on their expertise in providing overall command and knowledge of campus resources and capabilities.
2. Closure/suspension of activities
 - a. In the event of a large scale emergency event, the Chancellor, in consultation with faculty, staff and student representatives, may implement a campus closure or suspension of campus activities.
 - 1) During a closure/suspension, some critical functions will receive priority status for continuation (e.g., maintenance of the physical plant, care and feeding of animals).
 - 2) During a closure/suspension, departments shall implement their mission continuity plans; alternate methods of accomplishing critical functions may be implemented.
 - b. Department heads may implement department closures as authorized by the Chancellor or Provost & Executive Vice Chancellor and approved by their vice chancellor/vice provost/dean.
 - c. Department heads shall ensure that facilities are secured, vital records are backed up and protected, and that necessary resources are available to employees who remain on campus to maintain critical functions.

VI Further Information

- A. Additional information and resources are available at <http://prepare.ucdavis.edu>.
- B. Questions regarding emergency management and business continuity planning should be directed to prepare@ucdavis.edu.

VII. References and Related Policies

- A. Office of the President: Policy on Safeguards, Security, and Emergency Management, 1/25/06 (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/>).
- B. UC Policies Applying to Campus Activities, Organizations, and Students, Section 50, Policy on Campus Emergencies (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/>).
- C. California Code of Regulations, Title 19, Section 2400 et seq., Standardized Emergency Management System (SEMS) (<http://ccr.oal.ca.gov/linkedslice/default.asp?SP=CCR-1000&Action=Welcome>).
- D. National Interagency Incident Management System (NIIMS) ICS 120-1, Operational System Description.
- E. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):

1. Section 390-15, Emergency Alert and Notifications.
 2. Section 390-20, Maintenance of Order.
 3. Section 390-25, Suspension of Individuals During a Declared State of Emergency.
- F. Personnel Policies for Staff Members (<http://manuals.ucdavis.edu/spp/spp-toc.htm>):
1. Policy and UCD Procedure 43, Leave of Absence.
 2. Policy and UCD Procedure 46, Administrative Leave.
- G. Event and Crisis Management Team guide
(<http://safetyservices.ucdavis.edu/ps/ecp/emergencyPlans>).
- H. Emergency Operations Plan (<http://safetyservices.ucdavis.edu/ps/ecp/emergencyPlans>).