Technical Memorandum - CSU Campus Emergency Plan Topics

This technical memorandum supports the CSU Guidance for Emergency Management memorandum, Part III Responsibilities, Number 3, by providing additional guidance for implementation of the suggested action. Campuses should consider addressing the following topics in their Campus Emergency Plans or other related emergency plans (herein referred to as "plans").

Senior Leadership Support. Plans include a signed Promulgation Page or equivalent that states or demonstrates that the campus management approves the plan.

Collaborative Development Process. Plans reference a collaborative process used to develop the plan.

Campus Characteristics.   Plans are customized based on the unique characteristics of the campus, e.g., the campus' unique characteristics, including the academic programs offered, size and geographic location of the campus, the number and types of buildings and facilities, the availability of campus and community resources, student demographics, campus law enforcement and security capabilities, and etc.

Threats and Hazards. The Emergency Plan lists a range of possible threats and hazards that may impact the campus. They account for incidents that may occur at any time, in numerous buildings and off-campus sites or satellite locations, including, but not limited to, laboratories and other facilities that house potentially dangerous materials. For threats and hazards that pose significant risk to the campus, the campus should develop tools to support their preparedness for the event, such as a hazard specific annex, resourcing plan for the hazard, and/or hazard specific incident action plan templates.

Emergency Team Organization, Responsibilities and Operations. The Emergency Plan includes sections that describe:
- The purpose of the plan
- Organizational structures for the Emergency Operations Center (EOC) and Campus Emergency Organization
- Concept of Operations, including actions the campus team will take before, during, or after an emergency
- EOC roles and responsibilities
- Chain of command and succession for leadership

Emergency Communications. The Emergency Plan address emergency notifications and communications at multiple levels, including coordination across campus departments and offices, with the Chancellor's Office, and with local governments and other partners. Plans include processes and methods for communications with campus audiences.

Resource support. The Emergency Plan describes how the campus will support resource needs, including mutual aid from other campuses within the CSU System, or other jurisdictions, organizations, vendors or partners.

Maintenance of Plans. The Emergency Plan describes how it will be maintained and updated.

Access and functional needs considerations.   The Emergency Plan considers the access and functional needs of the whole campus community, including students, staff and visitors, including those with disabilities and others with access and functional needs, those from religiously, racially, and ethnically diverse backgrounds, international students, and people with limited English proficiency. Specifically:
- Plans comply with the Americans with Disabilities Act (ADA) and include students, staff, and others pursuant to ADA guidance.
- Plans address language access, providing for communication with individuals with limited English proficiency (LEP), including students and parents, as required under *Title VI* of the *Civil Rights Act of 1964.*

Clery Act. The Emergency Plan addresses *Clery Act* requirements for emergency response and evacuation procedures, as well as timely warning and emergency notifications and other requirements in the *Higher Education Opportunity Act of 2008*.