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**Topic**
Health & Safety

**Policy Number**
550-23

**Reviewed Date**
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**Responsible Office**
- Office of the Senior Vice Chancellor, Finance and Administration

**Purpose**
This policy delineates campus, departmental, student, staff, and faculty responsibilities to ensure emergency preparedness and responsiveness. It addresses the following statutory authorities and regulations:

- UCSF Designation as a State Agency and Local Government
  - California Emergency Services Act states the University of California is a State Agency (§ 8680.8)
  - UCSF is a ?Local Government? (California Code of Regulations Title19, Division 2, Chapter 5, NDAA, §2900(y)
  - ?Local government level? manages and coordinates the overall emergency response and recovery activities within their jurisdiction. (California Code of Regulations Title 19 Standardized Emergency Management System)
  - Local government must use the California Standardized Emergency management System (SEMS) to be eligible for state funding of response-related personnel costs (California Code of Regulations, Title 19, §2920, §2925, and §2930.)
  - The adoption of the National Incident Management System by State and local organizations is a condition for Federal preparedness assistance. (Department of Homeland Security, National Incident Management System, March 1, 2004)

- UCSF Employees Designation as Disaster Service Workers:
  - All UC employees sign State Oath of Allegiance (UPAY585. Calif. Constitution, Article XX, Section 3, Calif. Government Codes, Sections 3100-3102)
  - The State Oath of Allegiance affirms UC employees are, by law, Disaster Service Workers. (Labor Code 3211.92(b))

**Definitions**

Disaster Service Worker (DSW)

By definition of Government Code 3100-3102 all public employees are disaster service workers. Employees of the University of California take the Oath of Affirmation when hired, as required by law. In the event of emergencies which result in conditions of disaster or extreme peril to life, property and resources, all State University employees are subject to disaster service activities assigned to them.
Emergency Action Plan (EAP)

A written document required by OSHA standard 29 CFR 1910.38(a), the purpose being to facilitate and organize employer and employee actions during workplace emergencies.

Emergency Management

An established system of planning and preparing for, responding to, recovering from and mitigating consequence of all-hazard disasters.

Emergency Operations Plan (EOP)

The Emergency Operations Plan (EOP) provides guidelines for the management of the immediate actions and operations required to respond to emergencies or disasters.

Mission Continuity Plan (MCP)/UC Ready

Also known as Business Continuity Planning (BCP), it is the creation and validation of a practiced plan for how an organization will recover and restore partially or completely interrupted critical (urgent) functions within a predetermined time after a disaster or extended disruption.

Policy

The campus objectives in responding to major incidents, emergencies, and disasters at all UCSF sites are to protect human and animal life, protect property, preserve research, and continue essential campus operations.
A. Authority to Declare State of Emergency Authority to declare a Campus-wide "State-of-Emergency" or close the Campus rests with the Chancellor or Chancellor's designated Alternate.

B. Authority to Activate UCSF Emergency Operations in times of crisis, the Chancellor's authority to activate the University's Emergency Operations Plan (EOP) is delegated to the Chief of Police or her/his designated Alternate.

C. Emergency Operations Plan (EOP)
   1. The purpose of UCSF Emergency Operations Plan is to establish policies, procedures, and an organizational structure for response to a major incident, emergency, or disaster. The EOP plan does not automatically supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the University. However, due to the severity of the emergency, its threat to life, safety, property and research, or the urgency to implement protective actions, the EOP may supplement or replace those procedures with a temporary crisis management structure and procedures, which provides for the immediate management of response operations and the early transition to recovery operations.
   2. The EOP encompasses the entire UCSF enterprise, including off-campus facilities and UCSF global activities.
   3. It is supplemented by and integrated with UCSF Health's Emergency Operations Plan and other UCSF Department Emergency Plans.

D. Control Point Departmental/Division Coordination
   1. Control Points will assure emergency plans and procedures are in place at the Control Point, Department and Division level as necessary and appropriate to provide for the safety and security of personnel, property, research and mission continuity (Refer to EOP Appendix ESR: Emergency Status Assessment & Reporting). The UCSF Police Department Homeland Security Emergency Management unit will assist control points in meeting this responsibility through consultation.

E. Emergency Action Plans
1. All UCSF Control Points shall comply with OSHA Standard 29 CFR 1910.38(a) and the California Code of Regulations, Title 8, Section 3220. Compliance includes creating and maintaining updated Emergency Action Plans (EAP) and training staff in EAP procedures, and participating fully in mandatory annual fire drills scheduled by the UCSF Fire Marshal. Refer to EAP online tool at UCSF PD website, Preparing for Emergencies: Emergency Action Plan). UCSF Police shall administer campus EAP compliance by Departments to assure EAPs are developed and maintained annually for all occupied workspaces. UCSF Health's Emergency Management Department administers EAP compliance within UCSF Health departments.

F. Mission Continuity Plan

1. All UCSF Control Points shall assure all units with mission essential services or functions which must be restored within 30 days after closure or disruption due to an emergency develop and maintain Mission Continuity Plans in accordance with the UC Ready program (Refer to UCSF PD website, Preparing for Emergencies: Mission Continuity). The UCSF Police Department Mission Continuity Program is responsible for assisting control points in meeting this responsibility. UCSF Health shall assume responsibility for Mission Continuity Planning for its functions as determined appropriate.

G. Use of Space for Emergency Operations

1. The University reserves the right to assume control of University owned and operated spaces, such as conference rooms, meeting rooms, class rooms and auditoriums during emergencies or events which pose a threat to public safety or University property. During such emergencies or events the UC Police Department or Emergency Operations Center staff may identify rooms for use as Incident Command Posts, Emergency Operations Centers, Emergency Shelters or other facilities necessary to protect public safety or University property during emergencies or threatening events.

2. Departments are required to relinquish use of the space and will be responsible for notifying event/meeting organizers the space use permission has been preempted due to emergency operation needs.

3. Cancellation fees will not be charged for rooms reserved for public safety or emergency operations.

Responsibilities

A. UCSF Police Department
1. Campus Emergency Operations Plan (EOP): The UCSF Police Department is responsible for the development, ongoing maintenance and updating of the Campus EOP, development, maintenance and management of the primary and alternate Emergency Operations Centers (EOC), and over-all Campus Emergency Management.

2. Chief of Police
   1. The UCSF Chief of Police serves as the EOC Director and can appoint a qualified designee and/or deputy director, as appropriate.
   2. The EOC Director has ultimate responsibility for activation, oversight and demobilization of the EOC and UCSF emergency responders.
   3. The EOC Director is responsible for providing executive leadership and directing all EOC operations during a UCSF emergency declaration and EOC activation.
   4. The EOC Director has overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, and post event (After Action Report) assessments and corrective action plans.

3. Emergency Operations Center (EOC)
   1. The EOC Director is responsible for UCSF emergency response operations coordination with the University of California Office of the President, City & County of San Francisco EOC and other operational area jurisdictions, California Office of Emergency Services, and the Federal Emergency Management Agency (FEMA).
   2. The EOC coordinates with the Hospital Command Center (HCC) and other UCSF Departmental Operation Centers (DOC) activated during campus-wide emergencies.

4. Emergency Action Plan (EAP)
   1. UCSF Police Department shall administer EAP compliance by Campus Departments to assure EAPs are developed and maintained annually for all occupied workspaces.
   2. UCSF Police are responsible for EAP plan review and approval and have authority necessary to accomplish this responsibility.
   3. UCSF Police, along with the Office of Environmental Health & Safety, is responsible for providing all-hazard, risk-based emergency preparedness technical assistance to departments in the development of emergency plans, providing hazardous reduction guidelines, monitoring compliance for implementation, assisting site coordinators in planning and conducting evacuation exercises, and providing and/or organizing relevant training.

5. Mission Continuity Planning (MCP)
1. UCSF Police shall administer the UC Ready online Mission Continuity Planning tool and facilitate MCP development by Control Point units with mission essential services or functions which must be restored within 30 days.

2. UCSF Health shall assume responsibility for UCSF Health's Mission Continuity Planning.

B. Office of Environmental Health & Safety (EH&S)
   1. In compliance with applicable regulations, EH&S is responsible for worksite safety assessments, technical assistance, exposure reduction guidelines, monitoring implementation compliance, assisting site coordinators in planning and conducting exercises, and providing or organizing relevant training.
   2. Emergency Action Plan: The Office of Environmental Health & Safety may assess staff knowledge of the worksite EAP, inspect emergency preparedness equipment & supplies, safety equipment or elements described in the EAP during worksite safety assessments.
   3. Campus Fire Marshal: The Fire Marshal shall schedule, conduct and evaluate fire drills for all occupied UCSF worksites annually.

C. UCSF Health's Emergency Management Director
   1. UCSF Health's Emergency Management Director is responsible for the development, ongoing maintenance and updating of UCSF Health's Emergency Operations Plan and Hospital Command Center. The Emergency Management Director collaborates/coordinates with UCSF PD in emergency preparedness and response.
   2. Hospital Command Center (HCC)
      1. Is the primary coordination point with the local Public Health Departmental Operations Center.
      2. Maintains ongoing communication and coordination with the Campus EOC for security, utilities, transportation, logistics, crisis communications and other critical support.
   3. Emergency Action Plans
      1. UCSF Health administers EAP compliance within UCSF Health departments.

D. Control Points
   1. Control Points shall make staff available to develop and maintain Emergency Action Plans (Refer to EAP online tool), Department Emergency Plans, and Mission Continuity Plans (Refer to EOP Annex REC: Recovery) and fulfill the emergency planning, coordination and response functions and responsibilities required of those plans.
   2. Control Points will develop and maintain an Emergency Coordinator system at the Division, Department and Control point levels in order to assess the impact of emergencies upon operations with the Control Point's organization areas or responsibilities.
Upon request of the Chancellor’s emergency management designee (Chief of Police), a Department shall designate staff to fulfill permanent positions on the Emergency Operations Center’s Incident Management Team and upon activation of the EOC will release designated Incident Management Team personnel from their routine responsibilities to fulfill emergency support functions (ESF).

E. Students, Faculty, Staff

1. All Students, faculty and staff are to familiarize themselves with worksite Emergency Action Plans, emergency procedures outlined in posted yellow “Campus Emergency Procedures” wall charts, participate in fire drills, and register emergency contact information in the UCSF emergency warning system “WarnMe” and follow directions provided by emergency responders during emergencies. Additional information can be located at UCSF Police Department’s Preparing for Emergencies website. (Refer to EOP Appendix SE: Emergency Expectations for Staff, Students, Faculty)

Related Policies

- 550-11 - Environmental Health and Safety Management
- 550-13 - Environmental Health and Safety Compliance
- 550-15 - Environmental Health and Safety Training

References

- California Code of Regulations, Title 8, Section 3220. Emergency Action Plan
- California Emergency Services Act (§ 8680.8)
- Labor Code 3211.92(b)
- California Code of Regulations Title 19 Standardized Emergency Management System
- Department of Homeland Security, National Incident Management System, March 1, 2004
- EOP Appendix SE: Emergency Expectations for Staff, Student, Faculty
- San Francisco Bay Area Earthquake Plan: Concept of Operations Plan: June 2016
- UCSF Campus Code of Conduct
- UCSF PD Emergency Management Website
- UCOP, Policy on Safeguards, Security and Emergency Management (1/25/06)
- UCOP, Policy on the Management of Health, Safety and the Environment (10/28/05)
- UCOP, Regents Standing Orders, 100.4 Duties of the President of the University (1/29/2007)