Administrative Procedure

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Subject: EMERGENCY MANAGEMENT ADVISORY COUNCIL CHARTER

1.0. PURPOSE:

The objective of the California State University, Los Angeles (Cal State LA) Emergency Management Advisory Council (Council) is to advise the University's Emergency Operations Officer on the Cal State LA Multi-Hazard Emergency Plan (EOP), the Cal State LA Business Continuity Plan (BCP), administration of the Cal State LA Emergency Preparedness program, and to insure that communication of all program–related activities and events is accomplished university-wide.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University and its auxiliary organizations.

3.0. REFERENCES:

3.1. Cal State LA Multi-hazard Emergency Plan (EOP).

3.2. Cal State LA Business Continuity Plan (BCP).

3.3. California State University (CSU) Executive Order 1056.

3.4. CSU Executive Order 1014.

4.0. POLICY:

Working with the Environmental Affairs and Emergency Operations/Business Continuity Plan Officer (EOO), the Council will advise, oversee, and implement the objectives for the emergency management and business continuity programs for the University.

5.0. DEFINITIONS:

5.1. The Council – Membership shall be comprised of:

5.1.1. Director, Resource Planning and Management (Co-chair).

5.1.2. Director of Public Safety / Chief of Police (Co-chair).

5.1.3. Deputy Chief of Staff.

5.1.4. Vice President for Student Life.

Approved: _____ **Date:** _____

5.1.5. Vice Provost for Planning and Budget – Academic Affairs.

5.1.6. Associate Vice President for Human Resources Management.

5.1.7. Associate Vice President for Information for Technology Services.

5.1.8. Associate Vice President for Administration and Finance.

5.1.9. Director, Risk Management and Environmental Health and Safety (RM/EHS).

5.1.10. Director, Office for Students with Disabilities.

5.1.11. Director, Student Health Center.

5.1.12. Executive Director, Communications and Public Affairs.

5.1.13. Director, Housing Services.

5.1.14. Director, Facilities Services.

5.1.15. Director, Strategic Planning & Quality Improvement.

5.1.16. EOO.

5.1.17. Academic Senate Chair, or designee.

6.0. RESPONSIBILITIES:

6.1. The Council will:

6.1.1. Advise the EOO on the preparation and implementation of the EOP and BCP.

6.1.2. Provide direction, guidance and administrative input on operational issues related to University emergency management projects, plans, and/or resources.

6.1.3. Provide cross-unit leadership, coordination, direction and priority setting for emergency management activities campus-wide.

6.1.4. Act in the best interests of the University and make decisions on a campus-wide basis.

6.1.5. Enhance the cooperation and communication between and among University staff.

6.2. The Council Co-Chairs will:

6.2.1. Provide general leadership of the Council's activities and meetings.

6.2.2. Collect or bring issues from other Council members to the Council for decisions or information sharing.

6.2.3. Monitor and assure initiatives or issues are brought to closure.

6.2.4. Routinely communicate with the EOO on emergency management issues and progress.

6.2.5. Forward any unresolved issues to the Vice President for Administration and Chief Financial Officer (VPA/CFO) for final resolution.

6.3. The VPA/CFO will:

6.3.1. Review, and further discuss as appropriate, any unresolved issues brought forward by the Council for final resolution.

6.4. The EOO will:

6.4.1. Set the annual meeting calendar and assist the Council co-chairs with developing the agenda.

6.4.2. Provide a report to the Council at every meeting outlining current disaster preparedness / emergency management projects planned or occurring on campus.

6.5. Subject Matter Experts (SME) may be invited to Council meetings based on need and issues. They are not involved in the decision-making process.

6.6. Committees and Working Groups will be formed by the Council as needed to carry out tasks and research or investigate issues related to campus-wide disaster programs.

7.0. PROCEDURES:

7.1. Decision Making

7.1.1. Council decisions will be based on collaboration and consensus among the programs and reflect the best interests of Cal State LA.

7.1.2. For the purposes of the Council, consensus is defined as the cooperative development of a decision with Council members working together toward a decision that is consented to by all Council members.

7.1.3. Each member of the Council takes responsibility for sharing opinions and information for group consideration, discussion and deliberation, and most importantly to provide an alternative solution where there is disagreement. Issues where a consensus does not emerge within a reasonable amount of time (this will vary depending on the urgency of the matter or a specific deadline and will be determined by the co-chairs) will go to the VPA/CFO for a decision.

7.1.4. All decisions will be documented in writing, signed by the co-chairs, and drafted and maintained by the Council. Additional background information, including documentation of dissenting opinions, also will be drafted and

maintained by the Council. Copies of documents and decisions will be shared with all Council members. Decisions should be prepared in a concise manner and to the extent possible be no longer than a one-page information memo.

7.1.5. The Council may use this process to discuss and develop funding recommendations, but recognize that final funding issues will be decided by the VPA/CFO.

7.2. Number and Frequency of Meetings

7.2.1. The Council will meet four (4) times per calendar year on the last Wednesday of the months of January, April, July and October from 1:30pm to 3:30pm, Pacific Standard Time (PST), for routine business. Members outside the area will be provided a call in number.

7.2.2. Council members may make a motion for alternate or additional meeting times, as required for Council business.

7.2.3. Regularly scheduled meetings that fall on a University-recognized holiday, or other closed-campus day will be continued to the following month.

7.2.4. Logistical and administrative support will be provided by RM/EHS and the EOO for all Council meetings.

8.0. APPENDICES:

N/A