

SAN FRANCISCO STATE UNIVERSITY

Emergency Program Improvement Committee Charter

November 1, 2021

Purpose

Managing emergencies requires participation from everyone on campus. One unit alone cannot effectively engage, train, and reinforce emergency response fundamentals for close to 35,000 faculty, staff, and students.

Mission

The Emergency Program Improvement Committee (EPIC) will strive to collaboratively and effectively strengthen the University's capacity to manage emergencies both on and off campus. This will ensure resources (including employee time) are managed responsibly, all related policies, procedures and published guidelines are standardized and clear, and the SF State community is given the support it needs to respond effectively to emergencies and disrupting events.

I. Role and Authority

The role of EPIC is to strengthen the University's capacity to manage emergencies by:

1. Identifying gaps in current initiatives intended to support the University's ability to manage emergencies and disruptions;
2. Recommending resources in need of funding.

II. Composition

a. Shared Governance

Members of EPIC are key stakeholders with leadership responsibility and positional authority to implement and/or make recommendations for action plans in support of EPIC objectives. Core team members are representatives from the following units that currently play a major role in emergency response and preparedness efforts on campus:

i. University Police Department (UPD)

The responsibility of administration of the Emergency Operations Center (EOC) and campus emergency preparedness rests in this unit. Information that flows out of the EOC dictates campus response efforts.

ii. Office of Emergency Services (OES)

OES is responsible for the oversight and implementation of all new policies and procedures that EPIC brings forward. OES is also responsible for overseeing and activating the EOC on campus. This program aligns with OES's mission in ensuring that the campus is well-equipped to respond to small & large-scale emergencies.

iii. Environment, Health & Safety (EHS)

EHS oversees a majority of safety-related training for employees and offers training opportunities to students and community members throughout the year. EPIC will benefit from having its message reinforced in all safety-related trainings throughout campus.

iv. Enterprise Risk Management (ERM)

ERM is responsible for administration of the Business Continuity program on campus. This program, although distinct in scope, should align directly with emergency management for both programs to be effective. Addressing both programs together with business units will cut down on meeting time, promote alignment efforts, and encourage information sharing.

b. Composition and Meetings

Members of EPIC are key stakeholders with leadership responsibility and positional authority to implement and/or make recommendations for action plans in support of EPIC objectives. Core team members are representatives from the following units:

- University Police Department
- Office of Emergency Services
- Environment, Health and Safety
- Enterprise Risk Management

EPIC will meet at least 4 times annually, once per quarter.

c. Decision Making

A consensus decision-making process is preferred; when necessary, a motion will be considered approved when passed by a majority vote. In this case, two out of the three units represented must agree.

III. Responsibilities

a. Reporting

EPIC will provide Campus leadership with progress reports annually, which will include:

- Progress made to date;
- Any challenges that are causing major roadblocks to meeting objectives;
- Recommendations for changes in program structure, process improvement, plan development, etc.; and
- Requests for resources that will support its objectives

b. Workgroups

EPIC may sponsor standing work groups to collaborate on projects and programs that will improve the University's capability to manage emergencies. This structure will allow for formation and decomposition of work groups as needed in order to address the complex nature of emergency management. The workgroups will not be formed without clear written processes and expectations.

Jeff Wilson
VP & CFO, Administration & Finance

Vice President _____ Date _____
Student Affairs & Enrollment Management