



**University of San Francisco
Wildfire Air Quality Policy**

Fall 2019



1. Introduction

Based on the 2018 Camp Fire Air Quality Incident After Action Report/Improvement Plan the following protocol was developed and will be put into place. The Director of Campus Resilience will continuously monitor all wildfires that may have an impact on USF and campuses at other locations. The University of San Francisco will use the Air Quality Index (AQI) metric provided from Airnow.gov. Additional information may be found in Appendix A.

2. Activation of Emergency Operations Center

- When AQI threshold reaches 100 the Emergency Operations Center will be activated.
 - Per [University of San Francisco Emergency Operations Plan](#), this is done by the President or designee
In the event that the President is not present, or is disabled, authority and responsibility to proclaim a State of Emergency and activate the Emergency Operations Center may follow this chain of succession:
 1. University President
 2. Provost and Vice President, Academic Affairs
 3. Vice President, Business and Finance and Chief Financial Officer
 4. Vice Provost, Student Life
 5. Vice President, Information Technology Services and Chief Information Officer
 6. Associate Vice President, Facilities Management
 7. Senior Director, Public Safety
 8. Associate Vice Provost and Dean of Students
- Director of Campus Resilience will reach out to neighboring institutions of higher education for status updates from those communities

3. Emergency Operations Center Actions

- Once Emergency Operations Center is activated at AQI 100, N95 distribution plan will be activated
 - See Appendix B - N95 Respirator Distribution Plan
- Prescribed messaging sent to community that the Emergency Operations Center has been activated and the university is monitoring the situation.

- Messaging to include information on N95 distribution
- Activation of Wildfire Resources Page by OMC
- Establishment of set teleconference rhythm
 - To begin 1x/day with potential for an increased number
- Events Management to audit all activities on and off campus
- Communication to Deans to collect information about college specific activities and events that may not go through events management
- Provost to begin conversations with Deans regarding potential for upcoming activation of Continuity of Classes Plan
- Deans begin communication to their respective schools and colleges
- Prescribed messaging to faculty to prepare for Continuity of Classes Plan activation

4. Role of Cabinet

- Cabinet is responsible for overseeing and directing strategic response to an incident. This focuses primarily on long-term, strategic continuity response rather than detailed response operations.
- See Appendix C- Cabinet Job Action Sheet

5. Activation of Continuity of Classes Plan

- When AQI threshold is above 150 classes at impacted locations will be cancelled and continuity of classes plan begins.
 - Messaging will include at which locations classes are cancelled
 - See Continuity of Classes Plan (Appendix D)
- Prescribed messaging sent to community via USF Alert announcing on-site instruction is suspended, classes will be held according to faculty member's plan
 - Messaging will direct to Wildfire Resources Page
 - FAQs regarding USF Alert may be found in Appendix E
 - Operating Status Definitions may be found in Appendix F
- Deans or designees will send guidance via email to faculty and staff with guidance about decision-making with respect to student clinicals rotations, fieldwork, practicum, other non-Hilltop-situated activities



- Emergency Operations Center activation level increases
 - Increased number of teleconferences

6. Additional Considerations Due to Operating Status

- Establishment of AQI threshold for Athletics events
 - The threshold for Athletics events will follow the guidelines set forth by the West Coast Conference and practices and events will be canceled/postponed at AQI 150.
- Koret Center to close at 150 AQI
- Gleeson Library | Geschke Center to close at 150 AQI
- Determination of “voluntary” vs “involuntary” activities to be decided by the President’s Cabinet, Emergency Operations Center, and Deans
 - Admissions tours, Outside community events held on campus, Guest speakers, etc.

7. Resumption of Normal Operations

- When AQI threshold is below 150 a decision will be made regarding a resumption of normal activities
- Communication to be sent via USF Alert, direction to wildfire resources page
 - Update to USF website

8. Communication Plan

- To include:
 - Items to be done at subcritical levels (AQI at 100)
 - Messaging
 - News of Wildfires:
 - AQI Threshold of 100
 - AQI Threshold of 150



- AQI Threshold above 150
- Return to Operating Status E-mail

Continuity Services - employees identified must report to work

- Public Safety
- Facilities Management
- Bon Appetit
- Student Housing and Residential Education
- Incident Management Team
- Continuity Instruction Planners
- Deans of each school and college will determine essential services in each school and college
- Vice Provosts to determine continuity services within their area
- To be determined dependent on the needs of the campus community to be determined by Vice Presidents of each Division

Appendix A: Air Quality Index and Airnow.gov Information

Air Quality Index

The Air Quality Index, or AQI, is a nationally uniform index promulgated by the EPA for reporting and forecasting daily air quality across the country. It is used to report information about the most common ambient air pollutants, including those most relevant to wildfire smoke: particulate matter (PM_{2.5} or PM₁₀) and ozone. The AQI tells the public how clean or polluted the air is using standard descriptors (Good, Moderate, Unhealthy for Sensitive Groups, Unhealthy, Very Unhealthy, and Hazardous). The index converts ambient concentrations ($\mu\text{g}/\text{m}^3$ or ppb) to a number and category more easily understood by the public. The AQI uses a normalized scale from 0 to 500 and provides associated health-based descriptors for each category. An AQI value of 100 corresponds to the level of the short-term National Ambient Air Quality Standard for a given pollutant. An advantage of using the AQI value over the concentration ($\mu\text{g}/\text{m}^3$) for particulate matter is that the AQI value of 100 represents a clear demarcation between satisfactory and unhealthy air quality, at least with reference to the national standard, which is established at a level that will protect public health, including the health of at-risk groups. When AQI values exceed 100, air quality is considered to be unhealthy, at first for members of at-risk groups (in the Air Quality Index, the term



“sensitive groups” is used), then for everyone as AQI values increase. Another advantage is that the AQI provides actionable activity advice for at-risk groups, as well as the general public, to reduce smoke exposure.

AirNow

The AirNow website, at www.airnow.gov, is a multiagency web site run by EPA that reports air quality using the AQI. The AirNow program accepts, stores, and displays data provided by state, local, and federal air quality agencies. Agencies submit continuous PM data to AirNow from over 1,200 PM_{2.5} monitors and 500 PM₁₀ monitors, plus temporary monitors, on an hourly basis. These data are available to the public via an interactive map on airnow.gov and through email notifications, widgets, and smart-phone apps. Media outlets and web developers can also access the data through AirNow’s Application Program Interface (airnowapi.org).



Appendix B: N95 Respirator Distribution Plan

Stockpile of N95 respirators are located in the DPS Public Safety Dispatch Office / Emergency Operations Center located in the Lower Level of Lone Mountain. Following the decision by the Emergency Operations Center to make respirators available to the USF community, the following steps will be enacted:

1. The Department of Public Safety will be responsible for bringing respirators from the Public Safety Dispatch Office to the University Center 5th Floor for distribution.
2. Notification to the community will be made that respirators are available at the University Center 5th Floor. The method of this communication will be decided at the point of activation.
3. The Department of Public Safety / Division of Student Life will distribute one respirator per individual who comes to University Center 5th Floor during business hours (M-F 8:30a - 5:00p)
 - a. Staff assisting in distribution will offer instruction on how to properly wear the respirator
 - b. A handout will be provided with each respirator highlighting how to properly wear the respirator
4. After hours, respirators may be provided by Public Safety Officers to residence halls upon request

<https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf>

Appendix C: Cabinet Job Action Sheet

Activation Phase

- Report to predetermined meeting location
- Obtain briefing from Emergency Operations Director or from whatever sources are available
- Maintain situational awareness of the event
- Start log of key decisions and actions

Operations Phase

- Receive informational updates from Emergency Operations Director, as applicable
- Create policy regarding USF community as issues are presented from Incident Management Team
- Provide updates to Emergency Operations Director and USF community



Demobilization Phase

- Provide final communication to USF community regarding event
- Deactivate position and close out position log through coordination with Incident Management Team and Emergency Operations Director
- Collect all required forms, reports, and other documentation and provide any relevant information to Emergency Operations Director
- Be prepared to provide input to After Action Report

Appendix D: Continuity of Classes Plan

POLICY STATEMENT

Maintaining student learning is central to the University of San Francisco's fundamental mission of academic excellence. All faculty members should prepare for the possibility of an interruption of face-to-face instruction and include their course syllabi one of the plan options below to maintain instructional continuity in the case of an unforeseen disruption. This instructional continuity plan can include a pre-planned remote instructional back-up plan to use when a class is cancelled. All material missed during any cancelled class sessions and other instructional activities associated with credit-bearing programs scheduled within an emergency, natural disaster or disruption must be covered before the end of the term. Note that essential services on campus may continue even when classes are cancelled.

REASON FOR POLICY

To provide guidance to the USF community of the policy on continuity of instruction when classes and other instructional activities associated with credit-bearing programs are cancelled due to emergencies or natural disasters.

WHO SHOULD READ THIS POLICY



Any employee who is responsible for student learning in academic credit-bearing programs; the members of the Leadership Team, as well as supervisors and Business Managers who supervise such individuals.

POLICY TEXT

Rationale: Maintaining student learning is central to the University of San Francisco's fundamental mission of academic excellence. All faculty members should prepare for the possibility of an interruption of face-to-face instruction and include in their course syllabi one of the plan options below to maintain instructional continuity in the case of an unforeseen disruption. This instructional continuity plan can include a pre-planned remote instructional back-up plan to use when a class is cancelled. All material missed during any cancelled class sessions and other instructional activities associated with credit-bearing programs scheduled within an emergency, natural disaster or disruption must be covered before the end of the term. Note that essential services on campus may continue even when classes are cancelled.

Technological advancements in learning delivery methods have improved the ability to maintain instructional continuity during unforeseen emergencies or disruptions. Whenever possible, faculty members are encouraged to use Canvas and other campus supported technologies (such as Zoom, Echo 360 Lecture Capture, etc.) to continue with their teaching plans during such times. If a course is technology-enabled or hybrid, the syllabus can provide that the regular class time schedule will be honored even if an on-ground class session is cancelled. In those cases, students will remain available for those faculty members who wish to hold a class session online through synchronous distance instruction.

Faculty should engage in professional development of skills required to utilize technology-enabled teaching, so that continuity of instruction can be maintained.

This policy assumes that faculty and students have access to electricity and the internet. In the event that electricity and the internet are also disrupted, make-up classes may need to be scheduled for dates and time when the class does not typically meet, including Saturdays, during fall/spring break and the study/review days before finals.



Please refer to the Class Cancellation Chart to determine whether the disruption in classes or other instructional activities with credit-bearing programs is considered minor or partial.

Minor Disruption

See Class Cancellation Chart for minor disruption criteria: Online classes will proceed as scheduled. For a standard on-ground course, instructors may choose to:

- Absorb missed material throughout remainder of semester
- Use additional class assignments
- Post readings or activities online through Canvas with discussion questions
- Extend office hours
- Hold an online class to make up for missed classes

It is important that all your students are able to participate in these changes to your courses. The material being made up must involve a supervised learning activity.

Partial Disruption

See Class Cancellation Chart for partial disruption criteria: Online classes will proceed as scheduled. In addition to the above strategies, for a standard on-ground course, instructors will also choose one or more of the following strategies:

- Change modality to online to make up missed material and maintain continuity until classes resume
- Add one or more class sessions, whether on-ground or online, during the semester to make up for missed class sessions.
Instructors who plan to schedule one or more times to make up a class should consult with their students as soon as possible to avoid scheduling conflicts. Instructors should work with the academic scheduler in their school's dean's offices.



- Develop, in advance of the start of the semester, an online module for a week or more of content to deploy in the event of a partial or temporary disruption
- Consider a discussion with the college or school dean about meeting at an alternative site for programs with teaching weekends or intensives impacted by a disruption

Example: This policy will come into effect in scenarios including when fires are burning nearby and the smoke impacts air quality such that it is not healthy or safe for faculty or students to travel to campus. For class cancellations defined as a minor disruption, most of the missed material can be absorbed throughout the remainder of the semester and faculty can add assignments, readings or hold an online class to make up for the rest. Class cancellations defined as a partial disruption will require more action on the part of faculty. This action will include adding one or more classes over the remainder of the semester to make up for missed material or to change the modality to online during the disruption.

Faculty must be prepared to report plans for maintaining continuity of instruction in the event of a partial disruption.

Major Disruption

Class Cancellations with Indeterminate Resumption: Implement MOUs with AJCU institutions

Week of Instruction	50-65 Min. Class Session			75-100 Min. Class Session		160-270 Min. Class Session
	1 cancelled class	2 cancelled classes	3 or more cancelled classes	1 cancelled class	2 or more cancelled classes	1 or more cancelled class
Week One	Minor Disruption: material can be absorbed in remainder of semester	Minor Disruption: material can be absorbed in remainder of semester	Partial Disruption: additional strategies must be employed to make up missed material	Minor Disruption: material can be absorbed in remainder of semester	Partial Disruption: additional strategies must be employed to make up missed material	Partial Disruption: additional strategies must be employed to make up missed material
Week Two						
Week Three		Partial Disruption: additional strategies must be employed to make up missed material		Partial Disruption: additional strategies must be employed to make up missed material		
Week Four						
Week Five		Partial Disruption: additional strategies must be employed to make up missed material				
Week Six						
Week Seven						
Week Eight*						
Week Nine						
Week Ten	Partial Disruption: additional strategies must be employed to make up missed material					
Week Eleven						
Week Twelve						
Week Thirteen						
Week Fourteen						
Week Fifteen						

*In the spring semester, the eighth week of instruction occurs after spring break.



Appendix E: USF Alert FAQs

How are students alerted of an emergency?

USF Alert is a system that allows the University of San Francisco to send emergency notifications to the USF community. Notifications can be sent via email, phone call, and SMS text to mobile devices. USF Alert is a connection to real-time updates, instructions on where to go, what to do, whom to contact, and other information. All current students, faculty, and staff are automatically enrolled in USF Alert.

What is the best way to stay informed during an emergency?

Students, faculty, and staff will be updated via USF Alert when information is available. It is important for students, faculty, and staff to keep their information up to date. If you would like to update your information, please do so within USFWorks.

Can parents be opted into USF's university notification system?

At this time, parents cannot opt into the university's emergency notification system. Parents should look to the university's website and direct communication with their student for the most up-to-date information.

What should you do if you have received a USF Alert?

Upon receiving a USF Alert, students, faculty, and staff are suggested to follow the guidelines within the alert. Updates will be sent when available and an all clear signal will be given when the incident has been managed.

Will I be informed of school closure due to inclement weather?

During inclement weather, The University of San Francisco will alert all members of its community, including USF's Main Campus, and regional campuses of any changes in the university's operating status via USF Alert. For more information on how to prepare for inclement weather and the university's operating statuses please visit emergency.usfca.edu.

What does Shelter-in-Place mean?



Shelter-in-Place (SIP) is crucial in minimizing members exposure to various hazards. Shelter-in-Place means to move into the nearest building, into an interior room or hallway, away from exterior windows. If there is danger of flying debris, get low and use your forearms and hands to cover your head. Members should remain sheltered-in-place until they have received an “all clear” signal.

Appendix F: University Operating Status

*Employees within this policy refers to faculty and staff.

OPERATING STATUS DEFINITIONS

OPEN

Students, faculty, staff and visitors should follow their normal schedules.

OPEN WITH INSTRUCTIONAL CONTINUITY

Classes will begin at their normal times and in their normal locations unless faculty notify their classes that they are implementing their instructional continuity plan. Students who cannot travel to campus due to weather should notify their instructors and will be excused.

Continuity employees must report to work on time.

All other employees should:

- Report to work as normal;
- Notify their department of their absence in accordance with their departmental call-in procedure and record applicable paid time off or unpaid time off in USFWorks/timekeeping systems.

OPEN WITH DELAYED ARRIVAL, INSTRUCTIONAL CONTINUITY

A designated arrival time will be communicated.

Classes scheduled at or after the designated arrival time will begin at their normal times and in their normal locations, unless faculty notify their classes that they are implementing their instructional continuity plan. Classes that start before the designated arrival time will be held according to the faculty member's instructional continuity plan. Students who cannot travel to campus due to weather should notify their instructors and will be excused.

Continuity employees must report to work on time.

All other employees should:

- Report to work at the designated arrival time (and will be paid for their scheduled hours);
- Notify their department of their absence in accordance with their departmental call-in procedure and record applicable paid time off or unpaid time off in USFWorks/timekeeping systems.

CLOSED WITH INSTRUCTIONAL CONTINUITY; ESSENTIAL SERVICES FOR CAMPUS RESIDENTS

On-site instruction is canceled; all classes will be held according to the faculty member's instructional continuity plan.

Continuity employees must report to work. School of Nursing and Health Profession (SONHP) students with essential clinical assignments are to report for duty.

Campuses will be closed for all non-continuity employees. Employees who are excused from work will be paid for their scheduled hours. A determination on student employees will be made by their managers.

CLOSED WITH INSTRUCTION SUSPENDED; ESSENTIAL SERVICES FOR CAMPUS RESIDENTS



All instruction (both on-site and instructional continuity) is canceled.

Continuity employees must report to work. School of Nursing and Health Profession (SONHP) students with essential clinical assignments are to report for duty.

Campuses will be closed for all non-emergency employees. Employees who are excused from work will be paid for their scheduled hours. A determination on student employees will be made by their managers.

EARLY DEPARTURE AND INSTRUCTIONAL CONTINUITY; ESSENTIAL SERVICES FOR CAMPUS RESIDENTS

A designated departure time will be communicated.

No classes will be held on-site after the designated departure time. On-site classes that normally conclude after the designated departure time will end at the designated departure time. Classes scheduled at or after the designated departure time may be held according to the faculty member's instructional continuity plan.

Continuity employees must continue to work and report to work on time as scheduled. Employees who are required to work to support instructional continuity must do so.

All other employees should depart by the designated departure time, and will be paid for their scheduled hours. A determination on student employees will be made by their managers.