

California State Polytechnic University, Pomona



CalPolyPomona

Emergency Management

Emergency Management Multi-Year 2021-2025 Training & Exercise Plan

10/27/2022
Cal Poly Pomona Management Program
Emergency Manager Arlett Carmona

Table of Content

Introduction.....2

Emergency Management Program Mission.....2

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

<i>CPP Mission and Core Values.....</i>	<i>2</i>
<i>Program Mission Statement and Mission Goals.....</i>	<i>3</i>
<i>Preface & Purpose CPP Multi-Year Training & Exercise Plan.....</i>	<i>3</i>
<i>CPP Multi-Year Training & Exercise Plan Overview.....</i>	<i>4</i>
<i>CPP Multi-Year Training & Exercise Planning Priorities</i>	<i>5</i>
<i>After Action Reports (AAR) Evaluation & Analysis.....</i>	<i>7</i>
<i>Training & Exercise Schedule the Year 2021-2022.....</i>	<i>8</i>
<i>Training & Exercise Schedule the Year 2022-2323.....</i>	<i>10</i>
<i>Training & Exercise Schedule the Year 2023-2024.....</i>	<i>11</i>
<i>Training & Exercise Schedule the Year 2024-2025.....</i>	<i>12</i>
<i>Training & Exercise Schedule the Year 2025-26.....</i>	<i>13</i>
<i>Attachment 1 – CPP Cabinet Emergency Response Training Plan.....</i>	<i>15</i>
<i>Attachment 2 – CPP EOC and Rapid Response Team Training Plan.....</i>	<i>17</i>
<i>Attachment 3 – CPP Evacuation Coordinators (EC).....</i>	<i>19</i>
<i>Attachment 4 – CPP Staff and Faculty Emergency Preparedness Training Plan.....</i>	<i>21</i>
<i>Attachment 5 - CPP Emergency Preparedness Academy.....</i>	<i>23</i>

Introduction

The California State Polytechnic University, Pomona Emergency Management Program

In pursuant to California State University Executive Order 1056; the California State Polytechnic University, Pomona (CPP) Emergency Management Program will provide the coordination and management of all

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

stages of emergencies and disasters on a campus-wide basis. This is accomplished through the utilization of the phases of emergency management; prevention, mitigation, preparedness, response, and recovery. These phases are used to accomplish the tasks associated mission and to ensure CPP's resilience to emergencies or a disaster through an all-hazards, whole-community approach. The CPP Emergency Management Program will work and coordinate with CPP emergency responders, staff, faculty, facilities, the student population, fire departments, local, county, state, and federal agencies, and the private sector to coordinate the needed resources to respond to and recover from an emergency or disaster affecting the CPP campus or its population.

The CPP Emergency Management Program maintains many plans and procedures, including an All-Hazard Emergency Operations Plan (EOP).

Only through well-prepared CPP first responders, executives, staff, faculty, the student population, and other emergency response partners will we be prepared when an emergency or a disaster strikes.

California State Polytechnic University, Pomona Emergency Management Program Mission

The CPP Emergency Management Program's mission will be consistent with the CPP Mission, Strategic Framework and the Multi-Year Training & Exercise Plan will utilize the seven core academic values based on the Vision.

CPP Mission: To build a multicultural learning community founded on academic excellence from which all partners in the educational process emerge prepared to contribute productively, responsibly, and ethically to California and the global community.

CPP Core Values provide a common focus for our academic programming, enrollment efforts, budgeting, fundraising, and general operations: Applied, active, and project-based learning activities

- Interdisciplinary
- Multicultural and global perspectives
- Technological sophistication
- Service-learning
- Ethical reflection and practice
- Collaboration

CPP Emergency Management Program Mission Statement: To protect and serve the CPP campus population by ensuring an efficient and effective integrated emergency management system that coordinates the planning and response to all types of natural, man-made, and technological emergencies or disasters.

California State Polytechnic University, Pomona Emergency Management Program Mission Goal

Our mission goal is to maintain an effective and efficient integrated emergency management system that includes all emergency response organizations, support services, the private sector, and the whole

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

community. The strategies for accomplishing the goal will be to continue to develop and maintain the CPP's capabilities to prevent, mitigate, prepare/protect, respond to and recover from all types of emergencies or disasters.



Preface to the CPP Multi-Year Training & Exercise Plan

The CPP Multi-Year Training & Exercise Plan (TEP) is a roadmap for CPP to accomplish the strategies and objectives outlined in the Emergency Management Program Strategic Framework. The Emergency Management Program has laid out a coordinated strategy that combines enhanced planning, innovative training, and realistic exercises to strengthen the University's emergency preparedness and response capabilities. Training and exercises play a crucial role in providing the University with a means of attaining, practicing, validating, and improving its emergency response and recovery capabilities.

Purpose of the Multi-Year Training & Exercise Plan

The purpose of the Multi-Year TEP is to provide a follow-on companion document to the CPP Emergency Management Program's Strategic Framework that identifies the top priorities for improving the preparedness and response capabilities of the University and define and guide the cycle of training and exercise activities that will provide the most benefit in the development, refinement, and maintenance of those capabilities. Included in this document are training and exercise tentative schedules providing a graphic illustration of the proposed activities for the years 2021-2022 through 2025-2026. This is a living document that will be updated and refined annually.

CPP Multi-Year Training & Exercise Plan Overview

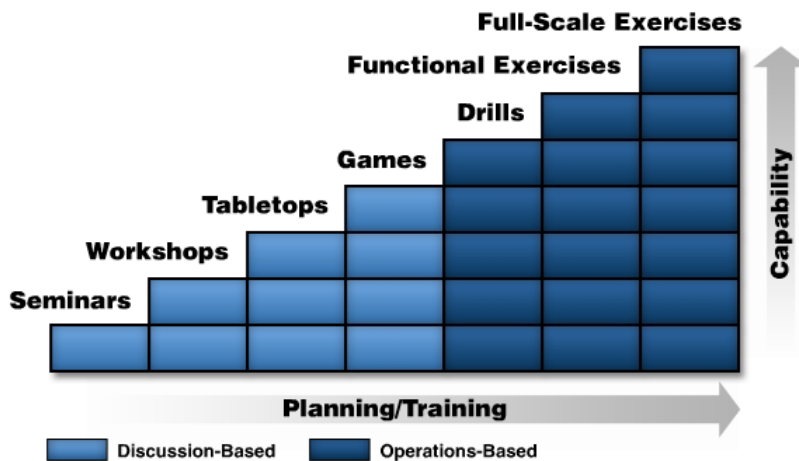
The CPP Emergency Management Training & Exercise Plan uses a building-block approach to plan training courses and exercises based on the county's priorities. The building-block approach outlines a training and exercise regimen that maximizes mutual reinforcement, allows for sensible preparation (e.g., equipment purchase or training courses), and ensures progression in exercise complexity. These projected training and exercise activities are scheduled from January 2021 to June 30, 2026.

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

The Multi-Year Training & Exercise Plan is divided into multiple categories: Monthly Drills & Tests, Monthly Training Conducted & Offered, Periodically Conducted Drills & Tests, Periodically Conducted Training Classes & Community Education, Exercise (Tabletop, Functional & Full-scale), Special Training and Classes. The Plan will also track and document actual incidents occurring and After-Action Reports (AAR), Exercise Summary Reports (ESRs), and Incident Summary (ISRs) that have been developed.

In pursuant to California State University Executive Order 1056; Full-scale exercising should be done every five years, however, activation of the EOC in response to an actual emergency or disaster will meet required exercise requirement. provided such emergency is documented and discussed with the campus emergency management team.

In pursuant to California State University Executive Order 1056; the activation of the EOC in response to an actual emergency or disaster will count as training to meeting the requirements, provided such emergency is documented and discussed with the campus emergency management team.



California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan



CPP Multi-Year Training & Exercise Planning Priorities

The CPP Emergency Management Program’s Strategic Framework provides strategies and objectives to accomplish those strategies. These objectives are the foundation for the development of the Multi-Year TEP. The Preparedness Strategies and Objectives for training and exercising.

Strategy: The CPP Emergency Management Program will support and continue to train CPP first responders, Evacuation Coordinators (EC), the CPP Rapid Response Team (RRT) including the CPP executive-level effectively respond to an emergency or disaster.

- **Objective:** Develop and conduct training for the executive level of the CPP RRT staff.
- **Objective:** Encourage the completion of National Incident Management System (NIMS) Incident Command courses by the RRT and EC.
- **Objective:** Increase training and education for CPP staff and faculty in disaster preparedness and their roles in the event of an emergency or disaster as CPP employees including their role as Disaster Service Workers. This includes off site satellite locations where CPP staff, students, and faculty are physically located.
- **Objective:** Conduct hazardous materials refresher training for CPP Police Department personnel.
- **Objective:** Conduct annual training for all ECs.

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

Strategy: The CPP Emergency Management Program will support and continue to conduct emergency response exercises for the CPP following the Homeland Security Exercise and Evaluation Program (HSEEP), all exercises will be coordinated to ensure Clery Act required exercise compliance.

- **Objective:** Maintain and update the multi-year training and exercise plan for the University every five years.
- **Objective:** Design and conduct a range of exercise types (workshops, drills, tabletops, functional and full-scale) to practice, evaluate and update the Emergency Operation Plans (EOP) & supporting documents.
- **Objective:** To participate and support with the design and conducting of exercises for the CPP regional partners, including these partners whenever possible in participating. (Area D, LA County, the City of Pomona, other CSUs, Chancellor's Office)

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan


After Action Report (AAR) Evaluation & Analysis

The purpose of this analysis is to summarize data from After Action Reports (AARs), Exercise Summary Reports (ESRs), and Incident Summary (ISRs) for exercises/drills conducted by CPP and real events affecting the University. This data provides a single source repository that was used in the development, reviewing, and updating of the Multi-Year Training and Exercise Plan. During the review process, the program's accomplishments to date are reviewed. A review of their progress and accomplishments over the previous year based on the strategies and objectives outlined in the Emergency Management Program Strategic Framework. Then identified needed modifications and updates to the Multi-Year Training and Exercise Plan can be made.

Cal Poly Pomona
Chino Hills Shaker
EOC Response Exercise

Chino Hills Shaker
June 9th, 2022

**AFTER ACTION
REPORT/IMPROVEMENT PLAN**
June 27th, 2022



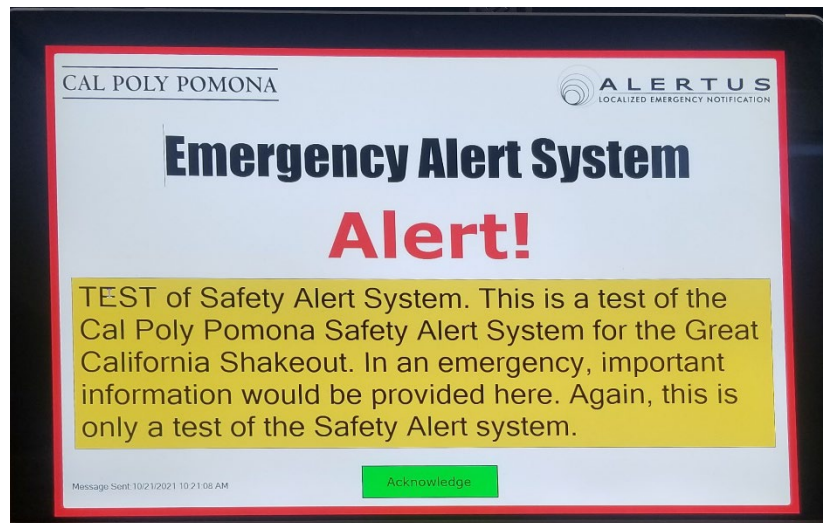
Handling Instructions: 1
FOR OFFICIAL USE ONLY
Emergency Management

Incident Summary Report	
INCIDENT IDENTIFICATION INFORMATION	
Incident Name: Power Outage Bldg. 13	Incident #
Prepared By: Erin Farrow	Date / Time: November 11, 2021 / 20:15 hrs
Time: 11:55 LT	Location: An Dept. Engineering Annex Bldg. 13
EOC Activation: NO	Activation Level: N/A
INCIDENT TYPE	
<input type="checkbox"/> Evacuation <input type="checkbox"/> Active Shooter <input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Fire <input type="checkbox"/> Hazard <input type="checkbox"/> Utility Failure - Power Outage
<input type="checkbox"/> Shelter in Place <input type="checkbox"/> Earthquake <input type="checkbox"/> Other	
INCIDENT NOTIFICATION - CSU SYSTEM	
<input type="checkbox"/> Police/Strat <input type="checkbox"/> Emergency Management <input type="checkbox"/> University Police Department	<input type="checkbox"/> Legal Counsel <input type="checkbox"/> Risk Management <input type="checkbox"/> Environmental Health & Safety
<input type="checkbox"/> Campus Wide <input type="checkbox"/> Chancellor's Office <input type="checkbox"/> Other: IOP Admin Affairs	
INCIDENT SUMMARY	
<p>Description of Incident: Third party contractors performing work in the building caused a power outage which resulted in a power outage to multiple building on the north side of campus. UPD patrolled student housing areas affected to ensure the safety of students. Facilities Planning Dept., Risk Management, Environmental Health and Safety, and Emergency Management met the contractor who separate Bldg. 13 off the power grid to restore the power back the other building affected and kept Bldg. 13 offline.</p> <p>Even though many of the classrooms had adequate ambient lighting from windows, Bldg. 13 was swept and evacuated by the Emergency Manager and a UPD officer as the flood lighting in the hallways would lose power and create a safety hazard in the rest rooms. Exterior doors were locked to prevent entry. Academic Affairs was notified to adjust class/schedule for the remainder of the day.</p>	
CORRECTIVE ACTIONS	
<p>Issue Identified: There was some confusion as to which departments need to be notified of the situation. The time it took for all parties to be notified was 20:05.</p> <p>Suggested Resolution: Create a drill annex to the EOP for a power outage response which includes a call tree. Test the drill guide communications portion of the annex during the planned power outage on 11/15/2021. Add the annex to the EOP during the 2022 EOP update.</p>	
Assigned to: Erin Farrow	Estimated Time of Completion: August 2022
Status: Pending	
<p>Issue Identified: _____</p> <p>Suggested Resolution: _____</p> <p>Assigned to: _____ Estimated Time of Completion: _____ Status: _____</p> <p>Issue Identified: _____</p> <p>Suggested Resolution: _____</p> <p>Assigned to: _____ Estimated Time of Completion: _____ Status: _____</p> <p>Issue Identified: _____</p> <p>Suggested Resolution: _____</p> <p>Assigned to: _____ Estimated Time of Completion: _____ Status: _____</p>	
Submitted by: Erin Farrow	Signature: _____ Date: 11/12/2021

Exercise Summary Report	
EXERCISE IDENTIFICATION INFORMATION	
Exercise Name: Great California ShakeOut Earthquake Drill and Mass Notification Safety Alert System Test	
Facilitators: Erin Farrow	Date: 10/21/21
Time: 2021 hours	Location: Cal Poly Pomona Campus, remote locations
Exercise Type: Drill / Notification System Test	Target Audience: CPP Campus Community (Students, Staff, Faculty)
OBJECTIVES	
<ol style="list-style-type: none"> To practice earthquake procedures in preparation for the next earthquake. Test the Mass Notification Safety Alert System 	
EXERCISE SUMMARY	
<p>The Great California ShakeOut provided the campus community to practice earthquake procedures persons should take in the event of an earthquake occurring. Campus partners, students, staff, and faculty were encouraged to Drop, Cover, and Hold where ever they might be at 10:21am on Thursday 10/21. Persons participated in the drill from inside campus buildings and dorm rooms, outside of buildings, and from other remote locations.</p> <p>The Campus Mass Safety Notification System was also tested as part of the drill. Messages were sent out via Black Board Connect which sent messages by phone (cell and landline), Text message, email, Facebook, and Twitter. The Alerts and Informacast platforms were also tested as messages were also sent out through the campus network phones and computers. The CPP website homepage displayed.</p>	
STRENGTHS	
<ol style="list-style-type: none"> CPP community members were able to practice earthquake response protocols. Messages were successfully sent on 8 of 9 distribution channels. 	
AREAS OF IMPROVEMENT	
<ol style="list-style-type: none"> Facebook API changed and needs to be updated. Some of the message platforms took a good amount of time for messages to be received. Some of the phone calls did not provide a message. Informacast: Phone alert sounded but not all phone heard an audio message. 	
CORRECTIVE ACTIONS	
<p>Issue Identified: Facebook messages sent through Blackboard Connect did not get sent out.</p> <p>Suggested Resolution: After an investigation, it was determined the API for Facebook needs to be updated.</p> <p>Assigned to: Clay Fowler Estimated Date of Completion: 11/1/2021 Status: In Process</p> <p>Issue Identified: Phone call messages - not all calls distributed an audio message</p> <p>Suggested Resolution: Contact Black Board Connect to find a troubleshoot the issue</p> <p>Assigned to: Esther Chou Tanaka Estimated Date of Completion: 11/15/2021 Status: In Process</p> <p>Issue Identified: Informacast - some reports of audio issues on the network phone message.</p> <p>Suggested Resolution: Work with the vendor to address audio issues.</p> <p>Assigned to: ? Estimated Date of Completion: 11/15/21 Status: In Process</p> <p>Issue Identified: Delayed messaging on the Blackboard Connect platform. Black Board Connect does not have the capability to send out a message to all community partners at one time. Messages are sent out in waves. Understanding this issue there may be other vendors that offer greater capabilities to ensure messages are sent in a shorter timely manner.</p> <p>Suggested Resolution: Demo other vendor platforms and evaluate if a change is needed. (EM, Strat Comm, IT, & UPD)</p>	

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

Training & Exercise Schedule the Year 2021-22



Great ShakeOut 2021 Earthquake and Notification Exercise

Drills & Tests

- Evacuation Coordinator Radio Check Test monthly
- CSU System Emergency Managers Coordination Conference Call monthly
- CWIRS Radio Test (Area D) monthly
- County Radio Check (Dispatch) Monthly
- Safety Alert System - Black Board Connect (Small Group Test) monthly (Non-Due to COVID-19)
- Safety Alert System Test – Black Board Connect (Campus Wide) Bi-annually
 - October 21, 2021 10:21 AM – Great California ShakeOut

Periodically Conducted Drills and Tests

- Campus Resident Halls Evacuation Drills Conducted each Spring & Fall
 - Spring 2021 – February 8, 2021, March 1, 2021
 - Fall 2021 – August 23/25/31, 2021
 - Spring 2022 – March 31, 2022
- Campus Wide Building Evacuation (CBED)
 - December 16, 2021
- Evacuation Chair Demonstration
 - Quarterly - (Non-Due to COVID-19)

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

Periodically Conducted Training Classes & Community Education

- Evacuation Coordinator Training conducted annually (None-Due to COVID-19)
- Evacuation Coordinator Orientation Training as needed (None-Due to COVID-19)
- New Employee EM Orientation as needed (None-Due to COVID-19)
- Rapid Response Team Training (None-Due to COVID-19)
- Emergency Preparedness Training Students (None-Due to COVID-19)
- Emergency Preparedness Training Staff & Faculty When requested
- CSU System Emergency Managers Conference- Virtual July 2021
- National Emergency Preparedness Month Campus Community Pop-up Event
 - September 16, 2021
- Evacuation Chair Demonstration (Non-Due to COVID-19)

Exercise (Tabletop, Functional, Full-scale)

- Tabletop Exercise RRT (Non-Due to COVID-19)
- Crisis Communications Emergency Tabletop Exercise
 - October 4, 2021
- Great California ShakeOut Drill (Safety Alert & Earthquake Drill Campus-Wide, Including Auxiliary Facilities)
 - October 21, 2021 10:21 AM
- Internal Communication Exercise - Power Outage
 - December 28, 2021
- Functional Exercise - Chino Hills Shaker Earthquake Exercise
 - June 9, 2022

Special Training & Classes

Actual Incidents Occurring

- COVID-19 Response and Recovery Continued
- Commencement May 20-22, 2021

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

Training & Exercise Schedule the Year 2022-2023



Great California Shakeout 2022 Marketing

Monthly Drills & Tests

- Evacuation Coordinator Radio Check Test monthly
- CSU System Emergency Managers Coordination Conference Call monthly
- CWIRS Radio Test (Area D) monthly
- County Radio Check (Dispatch) Monthly
- Safety Alert System - Rave (Small Group Test) monthly
- Safety Alert System Test – Rave (Campus Wide) Bi-annually
 - October 20, 2022 11:40 AM – Great California ShakeOut

Periodically Conducted Drills and Tests

- Campus Resident Halls Evacuation Drills Conducted each Spring & Fall
 - Fall 2021 – August 31, 2021
- Campus Wide Building Evacuation (CBED)

Periodically Conducted Training Classes & Community Education

- Evacuation Coordinator Refresher Training conducted annually
 - Oct 25, 2022
- Evacuation Coordinator Orientation Training as needed
- New Employee EM Orientation as needed
- Rapid Response Team Training
- CSU System Emergency Managers Conference
- U-Hour Pop-up Event as needed
- Policy Group - CPP Emergency Management, EOC Operations, NIMS/SEMS, and ICS Fundamentals Training Course

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

- Housing RA Training as needed
- UPD CSO Training as needed
- Emergency Preparedness Training Staff & Faculty When requested
- CSU System Emergency Managers Conference-
 - July 19-22, 2022
- National Emergency Preparedness Month Campus Community Pop-up Event
 - Sept. 15/22/29, 2022
- Evacuation Chair Demonstration
 - Oct 27,2022
 - Scheduled Nov 10, 2022 & Dec 1, 2022 and Spring Semester

Exercise (Tabletop, Functional, Full-scale)

- Table Top Exercise RRT (TBD)
- Table Top Exercise EOC (TBD)

Special Training & Classes

Actual Incidents Occurring

Training & Exercise Schedule the Year 2023-2024

Monthly Drills & Tests

- Evacuation Coordinator Radio Check Test monthly
- CSU System Emergency Managers Coordination Conference Call monthly
- CWIRS Radio Test (Area D) monthly
- County Radio Check (Dispatch) Monthly
- Safety Alert System - Rave (Small Group Test) monthly
- Safety Alert System Test – Rave (Campus Wide) Bi-annually

Periodically Conducted Drills and Tests

- Campus Resident Halls Evacuation Drills Conducted each Spring & Fall
- Campus Wide Building Evacuation (CBED)

Periodically Conducted Training Classes & Community Education

- Evacuation Coordinator Refresher Training conducted annually
- Evacuation Coordinator Orientation Training as needed
- New Employee EM Orientation as needed

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

- Rapid Response Team Training
- CSU System Emergency Managers Conference
- U-Hour Pop-up Event as needed
- Housing RA Training as needed
- UPD CSO Training as needed
- Emergency Preparedness Training Staff & Faculty When requested
- CSU System Emergency Managers Conference-
- National Emergency Preparedness Month Campus Community Pop-up Event
- Evacuation Chair Demonstration

Exercise (Tabletop, Functional, Full-scale)

- Table Top Exercise RRT (TBD)
- Functional Exercise EOC (TBD)
- Table Top Exercise Policy Group (TBD)

Special Training & Classes

Actual Incidents Occurring

Training & Exercise Schedule the Year 2024-2025

Monthly Drills & Tests

- Evacuation Coordinator Radio Check Test monthly
- CSU System Emergency Managers Coordination Conference Call monthly
- CWIRS Radio Test (Area D) monthly
- County Radio Check (Dispatch) Monthly
- Safety Alert System - Rave (Small Group Test) monthly
- Safety Alert System Test – Rave (Campus Wide) Bi-annually

Periodically Conducted Drills and Tests

- Campus Resident Halls Evacuation Drills Conducted each Spring & Fall
- Campus Wide Building Evacuation (CBED)

Periodically Conducted Training Classes & Community Education

- Evacuation Coordinator Refresher Training conducted annually
- Evacuation Coordinator Orientation Training as needed
- New Employee EM Orientation as needed

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

- Rapid Response Team Training
- CSU System Emergency Managers Conference
- U-Hour Pop-up Event as needed Policy Group - CPP Emergency Management, EOC Operations, NIMS/SEMS, and ICS Fundamentals Training Course
- Housing RA Training as needed
- UPD CSO Training as needed
- Emergency Preparedness Training Staff & Faculty When requested
- CSU System Emergency Managers Conference-
- National Emergency Preparedness Month Campus Community Pop-up Event
- Evacuation Chair Demonstration

Exercise (Tabletop, Functional, Full-scale)

- Table Top Exercise RRT (TBD)
- Table Top Exercise EOC (TBD)

Special Training & Classes

Actual Incidents Occurring

Training & Exercise Schedule the Year 2025-2026

Monthly Drills & Tests

- Evacuation Coordinator Radio Check Test monthly
- CSU System Emergency Managers Coordination Conference Call monthly
- CWIRS Radio Test (Area D) monthly
- County Radio Check (Dispatch) Monthly
- Safety Alert System - Rave (Small Group Test) monthly
- Safety Alert System Test – Rave (Campus Wide) Bi-annually

Periodically Conducted Drills and Tests

- Campus Resident Halls Evacuation Drills Conducted each Spring & Fall
- Campus Wide Building Evacuation (CBED)

Periodically Conducted Training Classes & Community Education

- Evacuation Coordinator Refresher Training conducted annually
- Evacuation Coordinator Orientation Training as needed
- New Employee EM Orientation as needed
- Rapid Response Team Training

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

- CSU System Emergency Managers Conference
- U-Hour Pop-up Event as needed
- Housing RA Training as needed
- UPD CSO Training as needed
- Emergency Preparedness Training Staff & Faculty When requested
- CSU System Emergency Managers Conference-
- National Emergency Preparedness Month Campus Community Pop-up Event
- Evacuation Chair Demonstration

Exercise (Tabletop, Functional, Full-scale)

- Table Top Exercise RRT (TBD)
- Full Scale Exercise EOC (TBD)

Special Training & Classes

Actual Incidents Occurring

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

Attachment 1 CPP University President & Cabinet Emergency Training Plan

Purpose

A disaster or emergency may have implications requiring executive decision-making, the potential for long-term implications on the viability and reputation of the campus, or may require significant changes in existing policies.

The University President and the Executive Policy Group have the ultimate authority for all University policies.

The University President and the University Cabinet is the executive-level oversight and strategic decision-making body for CPP during a crisis and performs the role of the Executive/Policy Group in the Incident Management Structure and is an integral part of the Emergency Operations Center in an emergency or disaster.

The Executive/Policy Group has the authority to make strategic, financial, operational, and policy decisions in response to the issue or event. If the implications of a crisis require executive decision-making, have potential long-term implications on the viability and reputation of the campus, or require significant changes in existing policies, the Executive/Policy Group will be involved in the day-to-day management of the crisis. The Executive/Policy Group makes proactive policy and strategic decisions to mitigate expected impacts and is responsible for ensuring that CPP and critical stakeholders are properly appraised and consulted.

Emergency preparedness training and participation in exercises are essential to understand the roles and responsibilities of the Executive/ Policy Group during the activation of the Emergency Operations Center for an emergency. The required training for the University President and the University Cabinet are laid out in the University President & Cabinet Emergency Training Plan, a part of the CPP Campus Emergency Preparedness Multi-Year Training and Exercise Plan.

Required Courses

CPP Emergency Management, EOC Operations, NIMS/SEMS, and ICS Fundamentals Training Course – Policy Group

The purpose of this course is to provide the necessary Emergency Management, EOC Operations, NIMS/SEMS, and ICS fundamentals encompassing IS-100, IS-200, IS-700, IS-800, IS-191, and IS-2200 courses in an adapted course best suited to meet the needs of the University. This course will equip staff with the knowledge necessary to make empowered decisions in the EOC.

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

Attachment 1 CPP University President & Cabinet Emergency Training Plan Continued

University Police Department Active Shooter Training Presentation

Course overview

This training includes interesting and important information to assist you in the event of an active shooter incident. The topics covered: Recent active shooter statistics, how major active shooter incidents changed campus policy, how to interact with responding officers, red flag indicators, Notification given, and preventative safety taken by the University and Campus resources.

Optional Courses

FEMA Online Courses

IS-363 Intro to Emergency Management for Higher Education

Course Overview

The goal of this course is to provide Institutions of Higher Education (IHEs) with knowledge and planning strategies to protect lives, property, and the environment by supporting operations more effectively within the context of comprehensive emergency management.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-363>

IS-29.A Public Information Officer Awareness

Course Overview

This course covers basic information about the role of a State or local Public Information Officer. The goal of this awareness course is to provide an orientation to the public information function and the role of the Public Information Officer (PIO) in the public safety/emergency management environment.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-29.a>

IS-908: Emergency Management for Senior Officials

Course Overview

The purpose of this course is to introduce senior officials to the important role they play in emergency management. The responsibility for preparing for, responding to, and recovering from incidents, both natural and manmade, begins at the local level – with individuals and public officials in the county, city, or town affected by the incident.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-908&lang=en>

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

Attachment 2 – CPP EOC and Rapid Response Teams’ Training Plan

Purpose

Emergency preparedness training and participation in exercises are essential to understand the roles and responsibilities of the Rapid Response Team during the activation of the Emergency Operations Center for an emergency. The required training for the members of the CPP EOC Team and Rapid Response Team are laid out in the Rapid Response Team Training Plan, a part of the CPP Campus Emergency Preparedness Multi-Year Training and Exercise Plan.

Required Courses

CPP Emergency Management, EOC Operations, NIMS/SEMS, and ICS Fundamentals Training Course – Policy Group

The purpose of this course is to provide the necessary Emergency Management, EOC Operations, NIMS/SEMS, and ICS fundamentals encompassing IS-100, IS-200, IS-700, IS-800, IS-191, and IS-2200 courses in an adapted course best suited to meet the needs of the University. This course will equip staff with the knowledge necessary to make empowered decisions in the EOC.

CPP Rapid Response Team – Position-Specific Training

Course Overview

Position-Specific Training is to provide the additional training that may be needed by personnel responsible for managing incidents. This training is designed to provide all-hazards competencies for command, general staff, and selected unit leader positions within a Rapid Response Team (RRT). The training is focused on specific position responsibilities, leading assigned personnel, communicating effectively, and ensuring the completion of assigned tasks to meet identified objectives for the position.

University Police Department Active Shooter Training Presentation

Course overview

This training includes interesting and important information to assist you in the event of an active shooter incident. The topics covered: Recent active shooter statistics, how major active shooter incidents changed campus policy, how to interact with responding officers, red flag indicators, Notification given, and preventative safety taken by the University and Campus resources.

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

Attachment 2 – CPP EOC and Rapid Response Teams’ Training Plan Continued

Recommended FEMA Online Courses

IS-363 Intro to Emergency Management for Higher Education

Course Overview

The goal of this course is to provide Institutions of Higher Education (IHEs) with knowledge and planning strategies to protect lives, property, and the environment by supporting operations more effectively within the context of comprehensive emergency management.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-363>

IS-29 Public Information Officer Awareness

Course Overview

This course covers basic information about the role of a State or local Public Information Officer. The goal of this awareness course is to provide an orientation to the public information function and the role of the Public Information Officer (PIO) in the public safety/emergency management environment. <https://training.fema.gov/is/courseoverview.aspx?code=IS-29>

IS-42 Social Media in Emergency Management

Course Overview

The purpose of this course is to provide the participants with best practices including tools, techniques, and a basic roadmap to build capabilities in the use of social media technologies in their emergency management organizations (State, local, Tribal) to further their emergency response missions.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-42>

IS-201 Forms Used for the Developing of the Incident Action Plan

Course Overview

The course is designed to provide training through an independent study vehicle on the use of ICS forms.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-201>

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

Attachment 3 - CPP Evacuation Coordinators (EC) Training Plan

Purpose

Emergency preparedness training is essential for every person in the Campus Community to be prepared for an emergency. Students see staff and faculty as the persons in charge of the classroom and they look to their instructors for direction during and after an emergency such as an “active shooter,” fire, earthquake, or other emergency events. The staff and faculty of the University have a responsibility to ensure they are prepared in the event of an emergency to assist the students and their co-workers in an emergency. CPP Emergency Management has outlined a series, of course, that will instill the basic skills necessary to be prepared for any emergency that may occur. The Evacuation Coordinators (EC) play an essential part in the CPP Emergency Operations Plan, to assist with evacuations, promote emergency preparedness, and perform safety checks of the building they are assigned to.

In addition to the required training for University Staff and Faculty, as well as Quarterly Meetings, laid out in the in Attachment 4 CPP Staff and Faculty Emergency Preparedness Training Plan, a part of the CPP Campus Emergency Preparedness Multi-Year Training and Exercise Plan, Evacuation Coordinators are required to have the following additional training.

Required Presentations & Classes to Attend

Evacuation Coordinator Orientation Training

The EC orientation training covers: an overview of the CPP Emergency Management Program, EC responsibilities, EC role in each phase of the emergency management program, EC Equipment (Go Bag), Emergency Evacuation, EC training requirements, and future training.

Annual Evacuation Coordinator Training

The Emergency manager shall conduct training for the assigned ECs Annually, training may include: University Multi-Hazard Emergency Plan orientation, Building-specific planning, and preparedness, Building safety assessment, and Emergency procedures.

University Police Department Active Shooter Training Presentation

Course overview

This training includes interesting and important information to assist you in the event of an active shooter incident. The topics covered: Recent active shooter statistics, how major active shooter incidents changed campus policy, how to interact with responding officers, red flag indicators, Notification given, and preventative safety taken by the University and Campus resources.

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

Attachment 3 - CPP Evacuation Coordinators (EC) Training Plan Continued

CPP Emergency Management, EOC Operations, NIMS/SEMS, and ICS Fundamentals Training Course – Evacuation Coordinators

The purpose of this course is to provide the necessary Emergency Management, EOC Operations, NIMS/SEMS, and ICS fundamentals encompassing IS-100, IS-200, IS-700, and IS-800 courses in an adapted course best suited to meet the needs of the University. This course will equip participants with the knowledge necessary to make empowered decisions as Evacuation Coordinators.

Evacuation Chair Demonstration

Evacuation Chairs (Evac Chairs) have been purchased by the Office of Emergency Management and will soon be deployed in each multi-story building on campus. Evacuation Chairs are designed as a universal solution to assist building occupants in descending a stairway in an emergency. These light-weight chairs are easy to use, require minimal training and effortlessly glide down stairs. This demonstration will empower users to safely operate these evacuation chairs in an emergency situation and help members of the campus community.

Recommended Presentations & Classes to Attend.

CPR/AED Class (American Red Cross, Offsite)

Class Overview

This is a four-hour class, you will learn how to:

- perform life-saving adult, pediatric, and infant Cardio-Pulmonary Resuscitation (CPR)
- use an Automatic External Defibrillator (AED) in the event of a cardiac emergency

Attendees receive certification in CPR and AED use.

Fire Extinguisher Training (Hands-On)

Class Overview

The class addresses how to prevent fires and recognize fire hazards, actions to take in the event of a fire, including the proper use of portable fire extinguishers. The class also will address the basic chemistry of fires, recognize common fire hazards, classify types of fires and fire extinguishers, identify how to respond to a fire, and specify the proper use of portable fire extinguishers. All participants will have an opportunity to learn hands-on how to use a fire extinguisher.

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

Attachment 4 – CPP Staff and Faculty Emergency Preparedness Training Plan

Purpose

Emergency preparedness training is essential for every person in the Campus Community to be prepared for an emergency. Students see staff and faculty as the persons in charge of the classroom and they look to their instructors for direction during and after an emergency such as an “active shooter,” fire, earthquake, or other emergency events. The staff and faculty of the University, both on and offsite locations that have CPP staff and students, have a responsibility to ensure they are prepared in the event of an emergency to assist the students and their co-workers in an emergency. CPP Emergency Management has outlined a series, of course, that will instill the basic skills necessary to be prepared for any emergency that may occur.

The required training for University staff and faculty are laid out in Attachment 4 CPP Staff and Faculty Emergency Preparedness Training Plan, a part of the CPP Campus Emergency Preparedness Multi-Year Training and Exercise Plan.

Required Courses

CPP Emergency Management, EOC Operations, NIMS/SEMS, and ICS Fundamentals Training Course – All Staff

The purpose of this course is to provide the necessary Emergency Management, EOC Operations, NIMS/SEMS, and ICS fundamentals encompassing IS-100, IS-200, IS-700, and IS-800 courses in an adapted course best suited to meet the needs of the University. This course will equip participants with the knowledge necessary to make empowered decisions as members of the Campus Community.

University Police Department Active Shooter Training Presentation

Course overview

This training includes interesting and important information to assist you in the event of an active shooter incident. The topics covered: Recent active shooter statistics, how major active shooter incidents changed campus policy, how to interact with responding officers, red flag indicators, Notification given, and preventative safety taken by the University and Campus resources.

California State Polytechnic University, Pomona Emergency Management Multi-Year Training & Exercise Plan

Attachment 4 – CPP Staff and Faculty Emergency Preparedness Training Plan Continued

Recommended Presentations & Classes to Attend

Fire Safety and Prevention

Course Overview

This course addresses how to prevent fires and recognize fire hazards. It will also discuss what actions to take in the event of a fire, including the proper use of portable fire extinguishers. The content in this course is designed to comply with the intent of the applicable regulatory requirements.

Learner objectives are to understand the basic chemistry of fires, recognize common fire hazards, classify types of fires and fire extinguishers, identify the general requirements of egress or exit standards, specify how to prevent workplace fires, identify how to respond to a fire, and specify the proper use of portable fire extinguishers.

Evacuation Chair Demonstration

Evacuation Chairs (Evac Chairs) have been purchased by the Office of Emergency Management and will soon be deployed in each multi-story building on campus. Evacuation Chairs are designed as a universal solution to assist building occupants in descending a stairway in an emergency. These light-weight chairs are easy to use, require minimal training and effortlessly glide down stairs. This demonstration will empower users to safely operate these evacuation chairs in an emergency situation and help members of the campus community.

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

Attachment 5 - CPP Emergency Preparedness Academy

Purpose

Emergency preparedness training is essential for every person in the Campus Community to be prepared for an emergency. The CPP Emergency Management has put together a series of online and hands-on classes that will instill the basic skills necessary to be prepared for any emergency that may occur.

The recommended training for of the CPP Emergency Preparedness Academy is laid out below and is a part of the CPP Campus Emergency Preparedness Multi-Year Training and Exercise Plan.

Recommended Courses for Completion

IS-10.A Animals in Disaster Awareness and Preparedness

Course Overview

This course is intended to help animal owners, care providers, and industries to understand incident management. The objectives of this course are to increase awareness and preparedness among animal owners and care providers and to describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-10.a>

ICS-100.c Introduction to the Incident Command System

Course Overview

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

IS-325: Earthquake Basics: Science, Risk, and Mitigation

Course Overview

This 30-minute independent study course presents basic information on earthquake science, risk, and mitigation. It also discusses techniques for structural and non-structural earthquake mitigation. Earthquake Basics is targeted to a wide range of audiences, including homeowners, business owners, the private sector, federal, state, tribal, and local government workforce at all levels, first responders, non-profit organizations, volunteers, and community-based organizations. <https://training.fema.gov/is/courseoverview.aspx?code=IS-325>

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

Attachment 5 - CPP Emergency Preparedness Academy Continued

Fire Safety and Prevention

Course Overview

This course addresses how to prevent fires and recognize fire hazards. It will also discuss what actions to take in the event of a fire, including the proper use of portable fire extinguishers. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Learner objectives are to understand the basic chemistry of fires, recognize common fire hazards, classify types of fires and fire extinguishers, identify the general requirements of egress or exit standards, specify how to prevent workplace fires, identify how to respond to a fire, and specify the proper use of portable fire extinguishers.

Presentations & Classes to Attend

University Police Department Active Shooter Training Presentation

Course overview

This training includes interesting and important information to assist you in the event of an active shooter incident. The topics covered: Recent active shooter statistics, how major active shooter incidents changed campus policy, how to interact with responding officers, red flag indicators, Notification given, and preventative safety taken by the University and Campus resources.

Evacuation Chair Demonstration

Evacuation Chairs (Evac Chairs) have been purchased by the Office of Emergency Management and will soon be deployed in each multi-story building on campus. Evacuation Chairs are designed as a universal solution to assist building occupants in descending a stairway in an emergency. These light-weight chairs are easy to use, require minimal training and effortlessly glide down stairs. This demonstration will empower users to safely operate these evacuation chairs in an emergency situation and help members of the campus community.

CPR/AED Class (American Red Cross, Offsite)

Class Overview

This is a four-hour class, you will learn how to:

- perform life-saving adult, pediatric, and infant Cardio-Pulmonary Resuscitation (CPR)
- use an Automatic External Defibrillator (AED) in the event of a cardiac emergency

Attendees receive certification in CPR and AED use.

California State Polytechnic University, Pomona

Emergency Management Multi-Year Training & Exercise Plan

Attachment 5 - CPP Emergency Preparedness Academy Continued

Fire Extinguisher Training (Hands-On)

Class Overview

The class addresses how to prevent fires and recognize fire hazards, actions to take in the event of a fire, including the proper use of portable fire extinguishers. The class also will address the basic chemistry of fires, recognize common fire hazards, classify types of fires and fire extinguishers, identify how to respond to a fire, and specify the proper use of portable fire extinguishers. All participants will have an opportunity to learn hands-on how to use a fire extinguisher.

Emergency and Disaster Preparedness Training Presentation

Class Overview

The class addresses how to be prepared for an emergency or disaster for you and your family. Topic covered will include: Types of Disasters, Building an Emergency Kit, Developing a Personal Emergency Plan, How to Stay Informed, Emergency Preparedness for Pet Owners, and how you can help in the event of a disaster. The class includes handouts and information to take home.