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PROMULGATION

The preservation of life and property is an inherent responsibility of local, state and federal government. California State Polytechnic University, Pomona (Cal Poly Pomona or the University) has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the campus population in time of an emergency. While no plan can completely prevent death and destruction, effective plans carried out by knowledgeable and well-trained personnel can and will minimize losses. The plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of the various emergency staff and service elements of the jurisdiction. The framework of this plan is based on the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), National Response Framework (NRF), and Incident Command System (ICS).

The objective of the plan is to incorporate and coordinate all emergency personnel of the University, as well as other external responses and supporting agencies, into an efficient organization capable of responding to any emergency. To support its emergency operations, the University will commit to:

- Emergency/disaster planning
- Training of students, faculty and staff, auxiliary personnel, and volunteers
- Public awareness and education on emergency preparedness
- Identifying and securing resources needed to cope with emergencies, disasters, and/or critical incidents

Emphasis will also be placed on prevention and mitigation measures to reduce losses from disasters.

The Cal Poly Pomona President’s Cabinet gives its full support to this plan and urges all officials, employees and campus community members, individually and collectively, to do their share in the total emergency effort of the University. Concurrence of this promulgation letter constitutes the adoption of SEMS, NIMS, NRF, and ICS by the University.

Upon concurrence by the President (under advisement by the Cabinet, Chief of Police, and the Emergency Manager), the plan will be officially adopted and promulgated.

Soraya Coley, Ph.D.
President

August 30, 2019
Date of Plan Adoption

Last Revised: July 2019
California State Polytechnic University, Pomona  
Emergency Operations Plan (EOP)

APPROVAL AND IMPLEMENTATION

The Cal Poly Pomona EOP is an all-hazards plan that establishes a comprehensive framework for management of emergency events that occurs on or near University property or has a significant impact on the University community. This plan supersedes all previous plans and may not be reproduced without prior authorization from the Office of Emergency Management and Business Continuity at Cal Poly Pomona.

The plan assigns roles and delegates responsibilities to certain University departments and other agencies and organizations that will provide support. Adoption of this plan represents a major commitment by the University’s leadership to support the Cal Poly Pomona EOP concept, cooperate with the Emergency Manager to provide effective oversight of emergency operations, form partnerships with a variety of external entities and take advantage of all existing resources, and continue to develop and refine planning, exercise, and training activities specific to the execution of this EOP.

The Cal Poly Pomona EOP is an extension of the California Emergency Plan and should be reviewed and exercised annually for necessary revisions to meet changing conditions. All recipients are requested to advise the Emergency Manager of any changes necessary to improve the plan. Changes to the plan will be transmitted to appropriate entities and recorded on the Record of Changes and Record of Distribution lists.

Emergency Manager, Emergency Management & Business Continuity

Sharon L. Reiter, A.R.M.  
Associate Vice President for Human Resources (HR)  
Operations, Emergency Management and Business Continuity

Danielle Manning  
Vice President for Administration, Finance, and Strategic Development & Chief Financial Officer (CFO)

Soraya Coley, Ph.D.  
President

Approval and Implementation  
Last Revised: July 2019
All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated to and implemented by those with roles and responsibilities within this plan.

<table>
<thead>
<tr>
<th>Date</th>
<th>Change Number</th>
<th>Person(s) making change</th>
<th>Summary of changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/27/18</td>
<td>1</td>
<td>W. Fields</td>
<td>Updated ICS team and plan concepts</td>
</tr>
<tr>
<td>5/1/19</td>
<td>2</td>
<td>EOP Update Committee</td>
<td>(Annual) Updated ICS team and plan concepts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Added RM-18 Coded Memo</td>
</tr>
</tbody>
</table>
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In accordance with California State University (CSU) Executive Order No. 1056, the Cal Poly Pomona EOP will be distributed to emergency management team members and others identified by the University. Distribution of the plan to emergency management team members will be documented by the Office of Emergency Management and Business Continuity. The master copy of the University’s plan will be maintained by the Office of Emergency Management and Business Continuity.

The Basic Plan and any other non-sensitive parts of the EOP shall be posted on the Cal Poly Pomona Emergency Management website, which is readily available to the general public.

**Distribution List**

- Cal Poly Pomona Policy Group *(as defined in section 1.5 D [2] of this plan—see page 31)*
- Cal Poly Pomona Emergency Operations Center (EOC) Team (ICS positions defined in section 1.3 Phases of Emergency Management, Figure 1)
- Campus Emergency Operations Center (EOC)
- CSU’s System-wide Risk Management Office
- Area D - Disaster Management Area Coordinator (DMAC) (electronic version)
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PUBLIC EMPLOYEE DISASTER SERVICE WORKER (DSW) DESIGNATION

California Government Code, Title 1. General [100 – 7914] (Title 1 enacted by Stats. 1943, Ch. 134), Division 4. Public Officers and Employees [1000 – 3599], Chapter 8. Oath or Affirmation of Allegiance for Disaster Service Workers and Public Employees:

G.C. 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

Who is considered a Disaster Service Worker? All public employees are included in the disaster service worker status which are all persons employed by any county, city, state agency or public district. Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

Any public employee performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the effects of an emergency. Claims sustained by public employees while performing disaster services shall be filed as workers’ compensation claims under the same authorities and guidelines as with all employees within their agency.

G.C. 3101. For the purpose of this chapter, the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council (CEC). The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.
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1.1 PURPOSE AND SCOPE

A. Purpose

The Cal Poly Pomona Emergency Operations Plan (EOP) addresses the University's planned response to natural or human-caused disasters. It provides an overview of operational concepts, identifies components of the University’s emergency/disaster management organization within the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It describes the overall responsibilities of the University, as well as the federal, state and county entities, for protecting life and property and assuring the overall well-being of the population.

The purpose of this plan is to protect life and property during an emergency, crisis, or disaster by coordinating response activities of various University departments, external response agencies, and volunteer entities to ensure their optimal use. It provides a consistent approach to undertake effective operations before, during, and after an emergency to:

- Protect lives
- Treat the injured
- Protect the property and the environment
- Provide for the rapid resumption of normal business operations and services
- Provide accurate documentation required for cost recovery efforts

Organization of the EOP

The University’s EOP consists of the following parts:

- Part 1: Basic Plan
- Part 2: Attachments

A description of each part of the plan is provided below:

Part 1: Basic Plan: The basic plan serves as an overview for elements of response, which are common to all types of emergencies. Policies and objectives for the University are set forth in this section and revisions shall be approved by the University President or designee.

Part 2: Attachments: This part of the EOP consists of support materials and references, which by themselves are stand-alone documents. These materials are maintained independent of the other parts of the EOP. Changes and additions to these documents are the ultimate responsibility of the Emergency Manager.

B. Scope

This plan is written in compliance with California’s Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS). The
plan has been developed with a multi-hazard perspective to make it applicable to the widest range of emergencies and disasters, both natural and human-caused. It is intended that Incident Commanders (ICs) and Emergency Operations Center (EOC) Directors retain the flexibility to modify procedures and/or organizational structure as necessary to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario.

This plan:

- Defines the scope of preparedness and incident management activities
- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support
- Facilitates response and short-term recovery activities
- Is flexible enough for use in all emergencies/disasters
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references
- Pre-designates jurisdictional and/or functional area representatives to the Incident Command (IC), Unified Command (UC) and the EOC, whenever possible, to facilitate responsive and collaborative incident management
- Includes pre-incident and post-incident public awareness, education and communication plans and protocols
1.2 SITUATION AND ASSUMPTIONS

A. Geography and Population

The County of Los Angeles encompasses over 4,000 square miles and has a population of 9.3 million persons. The County of Los Angeles includes 88 cities, as well as 130 named unincorporated areas. The County is within Region I, Southern Administrative Region of the California Governor’s Office of Emergency Services (Cal OES).

Cal Poly Pomona is in Los Angeles County and within Disaster Management Area D in the Southern Administrative Region of the California Governor’s Office of Emergency Services (Cal OES). The University is approximately 35 miles northeast of downtown Los Angeles and is bordered by the cities of Pomona and Walnut. The border latitudes are 117.834479 on the west, 117.804383 on the east, 34.063321 on the north and 34.03278 on the south. The University has a residential population of 4,400. The University consists of approximately 1438 acres comprised of residential, commercial, industrial and open space, parks, institutional or vacant land use (Land Use Element of Revised General Plan). The University is served by the 10, 57, 60, 71, and 210 freeways, and the major arterial roads are Temple Avenue and Valley Boulevard.

Being part of the California State University (CSU) system, Cal Poly Pomona has its own police department. Referred to as Campus Police, or University Police, the police officers are duly sworn peace officers of the State of California, as established by Section 830.2(c) of the California Penal Code. There is a total of 23 campuses in the CSU system, each with their own police department. Each campus’ police department is quite independent of the other, as each has its own chain of command, however, some of the policies with which University Police must comply are system-wide policies. When situations arise on a campus that requires more police than the individual department can handle, other CSU campus police departments can send mutual aid officers to help.

The University is located within the service area of the Los Angeles County Fire Department, on which the University relies for fire services. The University also relies on the Pomona Police Department for communications assistance and on the American Red Cross for assistance with emergency shelters and other necessary emergency services.

The University’s Facilities Management Department performs campus maintenance, custodial, landscaping, and grounds services and offers an integrated services model that provides customers with a single point of contact. Facilities Management has blanket purchase order agreements, memorandums of understanding (MOUs), with specialty vendors to provide public works services, in the event of a large scale, emergency event.

Cal Poly Pomona is comprised of ten academic colleges (including the College of Extended University and the University Library) along with three auxiliaries, Associated Students, Inc. (ASI), the Cal Poly Pomona Philanthropic Foundation, and the Cal Poly Pomona Foundation, Inc. In addition, there is a high school located on campus, International Polytechnic High School (iPoly), which is operated by the Los Angeles County Office of Education and not by Cal Poly Pomona.
The Associated Students, Inc. (ASI) provides student representation at the campus level and at the CSU System-wide level. It also offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center (BSC) programs and services. These services include Center Court, Games Room Etc., Marketing, Design and PR, Intramural Sports, the Bronco Recreation and Intramural Complex (BRIC), the Children’s Center and more.

The Cal Poly Pomona Philanthropic Foundation is a 501(c)(3) Public Charity and oversees and solicits Cal Poly Pomona’s philanthropic endeavors, including the Annual Fund and planned gifts, and manages the University’s overall endowment. The Cal Poly Pomona Philanthropic Foundation is focused on fund-raising and increasing charitable contributions and has a fiduciary responsibility for donated funds.

The Cal Poly Pomona Foundation is a nonprofit organization, classified as a 501(c)(3) and 509(a)(3) Type III Functionally Integrated Supporting Organization (FISO) that helps provide students with on-campus jobs, funds scholarships, campus programs and educational grants. Foundation enterprises include Dining Services, Bronco Bookstore, Farm Store, University Village, Innovation Village, Kellogg House Pomona, and the Kellogg West Conference Center and Hotel.

**B. Identification of Potential Hazards**

Emergencies and disasters that pose a high priority risk to Los Angeles County, including Cal Poly Pomona and its campus, include but are not limited to:

- Major Earthquake
- Hazardous Materials Incident
- Severe Weather
- Fire
- Transportation Accident – Air Crash
- Transportation Accident – Train Derailment
- Civil Unrest
- Criminal activity with an imminent threat (e.g., active shooter, fleeing suspect with a weapon)
- Significant Power Outage
- Terrorism
- Public Health Emergency (Epidemic/Pandemic)

A concentration of industrial area, critical highways, and rail arteries (both within the jurisdiction and surrounding vicinity), make the jurisdiction vulnerable to hazardous materials spills or mishaps.

Brackett Field Airport is approximately five miles from the Cal Poly Pomona campus and LA/Ontario International Airport is approximately fifteen miles from the campus. Incoming and departing flight paths pass over the University at low levels, which increase the hazard and vulnerability.
Violence in the form of an active shooter is a person(s) who appear to be actively engaged in fatally wounding and/or injuring people in a populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

Cal Poly Pomona is a public university and is required to allow students, faculty, and the general public to exercise constitutionally-protected rights, which may result in civil disturbances in the form of protests.

Acts of terrorism, though remote, still remain a potential emergency.

C. Assumptions

- California State Polytechnic University, Pomona or Cal Poly Pomona, or the University, shall be referred to as “Cal Poly Pomona” or the “University” for the purpose of this plan.
- The Emergency Management and Business Continuity Manager shall be referred to as the “Emergency Manager” for the purposes of this plan.
- The Emergency Manager shall be responsible for developing and maintaining a roster of campus resources, contracts, and agreements for materials and services that may be needed in an emergency situation; including emergency response equipment, emergency power, communications equipment, care and shelter equipment, food and water.
- Cal Poly Pomona is responsible for emergency/disaster actions and will commit all available resources to save lives, minimize injury to persons, minimize damage to property and preserve the environment of the campus.
- Cal Poly Pomona will utilize SEMS and NIMS in emergency/disaster response operations.
- Cal Poly Pomona will use ICS at all incidents and events. Multi-Agency Coordination System (MACS) will be used when needed.


- As specified in this plan, the Emergency Manager will coordinate the University’s disaster response. The University will participate in the Los Angeles County Operational Area and in Area D (The joint powers authority agreement signed by cities and agencies of the eastern San Gabriel Valley).
- The Los Angeles County Operational Area is hereafter referred to as the “Operational Area” in this plan unless otherwise noted.
- Mutual aid assistance will be requested when disaster response, recovery and/or relief requirements exceed the University’s ability.
1.3 PHASES OF EMERGENCY MANAGEMENT

This section describes, generally, the phases of emergency management which the University strives to carry out both on a day-to-day basis and in the wake of an emergency or disaster situation.

A. Mitigation

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards, which exist within the University and are a threat to life and property are part of the mitigation efforts.

B. Prevention

The University needs to evaluate the potential for preventing damage and life impacts from disasters. Prevention strategies will vary based upon relevant risk assessments.

C. Preparedness

The campus community's response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies. These programs must be coordinated in the campus community to ensure their contribution to emergency preparedness and response operations.

The preparedness phase involves activities taken in advance of an emergency/disaster. These activities help develop operational capabilities for disaster response. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. The departments identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and use of procedures.

Planning activities include:

- Developing hazard analyses
- Writing mutual aid plans
- Developing SOPs and checklists
- Training personnel and volunteers
- Improving public information and communications systems
- Developing systems for logistical support and financial accountability (i.e., disaster accounting system, pre-approved disaster contacts, vendor lists)
- Developing and maintaining emergency resources and contract lists
- Developing and implementing a plan for photo documentation of pre-disaster condition of public buildings and infrastructure
D. Increased Readiness

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency/disaster situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update emergency/disaster plans, SOPs and resources listings
- Review emergency purchasing agreements and contractor/vendor lists
- Review disaster cost accounting procedures
- Review plans for photographic documentation of disaster damages
- Disseminate accurate and timely public information
- Accelerate training of all staff and volunteers
- Recruit volunteers as Disaster Service Workers
- Prepare resources for possible mobilization
- Test warning and communications systems

E. Response

1. Pre-Emergency/Disaster

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency/disaster and notifying them of safety measures to be implemented
- Advising the Operational Area of the emergency/disaster
- Advising the CSU Chancellor’s Office of the emergency/disaster
- Identifying the need for and requesting mutual aid
- Considering activation of the University EOC and the Rapid Assessment Team

2. Emergency/Disaster Response

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by University management, local government, the private sector and volunteer agencies.

The following may apply to the University during this phase:

- The University is minimally impacted or not impacted at all and is requested to provide mutual aid to other affected entities
- The situation can be controlled without mutual aid assistance from outside the University
- The situation requires mutual aid from outside the University
The emergency/disaster management organization will give priority to the following operations:

- Dissemination of accurate and timely information and warning to the public
- Situation analysis
- Resource allocation and tracking
- Evacuation and rescue operations
- Medical care operations
- Coroner operations
- Care and shelter operations
- Perimeter and access control
- Public health operations
- Photographic documentation of all disaster damage to public property
- Restoration of vital services and utilities

When local resources are committed (or are anticipated to be fully committed) and additional resources are required, requests for mutual aid will be initiated through the Operational Area, advising the CSU Chancellor’s Office of all requests. Fire and law enforcement agencies will request or render mutual aid directly through existing mutual aid channels.

Depending on the severity of the emergency/disaster, the University EOC may be activated and a campus emergency may be proclaimed.

3. Sustained Disaster Operations

In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons and damage assessment operations will be continued until conditions are stabilized.

F. Recovery

Recovery includes both short-term activities intended to return critical systems to operation and long-term activities designed to return life to normal in the community. Depending on the impact of the event, recovery can take from several weeks or months in a smaller incident to decades in a larger, catastrophic event. However, regardless of size, it is a complex process which will ultimately involve not only the resources of the University, but those of county, state and federal agencies and departments, private sector and non-profit organizations, and the community.

*Recovery begins immediately at the onset of an event.* The focus is to restore services and return the University to a functional condition as quickly as possible. Phases of recovery will include activities and tasks which will need to be accomplished in the immediate, short-term, mid-term and long-term timeframes.
Recovery begins almost immediately, and the first activities will be coordinated from the EOC. Recovery operations will at some point transition from the Planning/Intelligence Section to a separate organization, which will be the Recovery Team.

1. **Organization**

The Recovery Team will be consistent with a SEMS organizational structure and be composed of Management, Operations, Planning/Intelligence, Logistics and Finance/Administration.

See Figure 1: Emergency Operations Center Team/ICS Chart.
1.3 Phases of Emergency Management

Last Revised: July 2019
The Recovery Team will be composed of various campus representatives, departments, other governmental organizations and outside agencies, as needed, to effectively coordinate and manage policy decisions, public information needs and recovery operations. Representatives will include, but are not limited to, individuals from campus departments, University Cabinet, California State University Chancellor’s Office, American Red Cross and community groups. Campus business continuity plans will be implemented to promote recovery. Campus departments will review impacts on programs, and the University will aggressively pursue state and federal assistance for recovery.

Outside agencies and nongovernmental organizations will provide some short-term assistance to disaster victims. Local Assistance Centers (LACs) or telephone call centers may also be established, providing a "one-stop" service to begin the process of receiving federal, state and local recovery assistance for the community.

The recovery period has major objectives, which may overlap, including:

- Restore University and community services
- Rebuild damaged property
- Identify and mitigate hazards caused by the disaster
- Recover disaster costs associated with response and recovery efforts
1.4 EMERGENCY MANAGEMENT ORGANIZATION

A. Standard Emergency Management System (SEMS)

SEMS is the system required by Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies. SEMS consists of five organizational levels, which are activated as necessary; these levels are field response, local government, operational area, regional, and state. SEMS incorporates the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

The University must use SEMS to be eligible for funding of their response-related personnel costs under state disaster assistance programs.

SEMS has been established to provide effective management of multi-agency and multi-jurisdictional emergencies in California. By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system
- Facilitate coordination among all responding agencies

Use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS will reduce incidences of poor coordination and communications; as well as reduce resource ordering duplication on multi-agency and multi-jurisdictional responses. SEMS is designed to be flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

The five SEMS organizational levels are activated as needed for an emergency. Minimum activation requirements from SEMS regulations are shown in Table 1.

Table 1: Minimum Activations Required by SEMS

<table>
<thead>
<tr>
<th>Situations Identified in SEMS Regulations</th>
<th>Field Response</th>
<th>Local Government</th>
<th>Operational Area</th>
<th>Regional</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident involving two or more emergency response agencies §2405 (a), (b)</td>
<td>Use ICS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local emergency declared or proclaimed §2407 (a)(2)</td>
<td></td>
<td>Use SEMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local government EOC activated §2407(a)(1)</td>
<td></td>
<td>Use SEMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local government activates EOC and requests OA EOC activation §2407(a)(1)</td>
<td></td>
<td>Use SEMS</td>
<td></td>
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</tbody>
</table>

1.5 Concept of Operations
Last Revised: July 2019
The table below lists Situations Identified in SEMS Regulations and the corresponding Field Response Level, Local Government, Operational Area, Regional, and State levels for activating EOC.

<table>
<thead>
<tr>
<th>Situations Identified in SEMS Regulations</th>
<th>Field Response</th>
<th>Local Government</th>
<th>Operational Area</th>
<th>Regional</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two or more cities within an OA declare or proclaim a local emergency §2409(f)(2)</td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
</tr>
<tr>
<td>County and one or more cities declare or proclaim a local emergency §2409(f)(3)</td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
</tr>
<tr>
<td>City, city and county, or county requests Governor's state of emergency proclamation §2409(f)(4)</td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
</tr>
<tr>
<td>Governor proclaims a state of emergency for county or two or more cities §2409(f)(5)</td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
</tr>
<tr>
<td>OA requests resources from outside its boundaries**§2409(f)(6)</td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
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<td>Activate EOC</td>
</tr>
<tr>
<td>OA receives resource requests from outside its boundaries**§2409(f)(7)</td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
</tr>
<tr>
<td>An OA EOC is activated §2411(a)</td>
<td></td>
<td></td>
<td>Activate EOC</td>
<td></td>
<td>Activate EOC</td>
</tr>
<tr>
<td>A regional EOC is activated §2413(a)(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activate EOC</td>
</tr>
<tr>
<td>Governor proclaims a state of emergency §2413(a)(2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activate EOC</td>
</tr>
<tr>
<td>Governor proclaims an earthquake or volcanic prediction §2413(a)(3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activate EOC</td>
</tr>
</tbody>
</table>

The information on SEMS contained in the Basic Plan of Cal Poly Pomona’s EOP only includes an overview of the system. Refer to the SEMS Guidelines for comprehensive details on the system.

1. **Field Response Level**

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to

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an incident or threat. SEMS regulations require the use of ICS at the field response level of an incident.

2. **Local Government Level**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated, or a local emergency is declared or proclaimed in order to be eligible for state funding of response-related personnel costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

There also exists state (e.g., CDF, CHP, CSU) and federal jurisdictions at the Local Government organizational level of SEMS with responsibility to manage and coordinate the overall emergency response and recovery activities within their jurisdictions. State agencies are required to use SEMS at this level and should be incorporated (or at least coordinated), as appropriate, at the SEMS Local Government or Operational Area organizational level.

Federal agencies are not required to participate in the SEMS organization. However, many federal agencies also have responsibility to manage and coordinate the overall emergency response and recovery activities within their jurisdictions and often must coordinate with other local and state jurisdictions (e.g., the USDA, Forest Service, the California Department of Forestry and Fire Protection, and local fire agencies coordinate wildfire suppression activities).

**Operational Area**

Under SEMS, the operational area means and intermediate level of the State's emergency management organization which encompasses the county and all political subdivisions located within the county including special districts. The operational area manages and/or coordinates information, resources, and priorities among local governments within the operational area, and serves as the coordination and communication link between the local government level and regional level.

It is important to note that while an operational area always encompasses the entire county area, it does not necessarily mean that the county government manages and coordinates the response and recovery activities within the county. The governing bodies of the county and the political subdivisions within the county make the decision on organization and structure within the operational area.

3. **Region**

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities. In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region, and
between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

4. **State**

The state level of SEMS tasks and coordinates state resources in response to the requests from the Regional EOCs and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

5. **University Responsibilities under SEMS**

The integration of SEMS will be a cooperative effort of all departments and agencies within the University that have a disaster/emergency response role. The Emergency Manager is the point of contact for SEMS and NIMS compliance for the University. The Emergency Manager will be responsible for tasks including, but not limited to:

- Communicating information within the University on SEMS/NIMS requirements and guidelines.
- Coordinating SEMS/NIMS compliance among departments and agencies.
- Incorporating SEMS/NIMS into the University’s procedures.
- Incorporating SEMS/NIMS into the University’s emergency policies, plans, agreements, ordinances and memorandums of understanding (MOUs).
- Identifying special districts (e.g., I-Poly High Campus, etc.) that operate or provide services within the University. The disaster/emergency role of these special districts should be determined, and provisions made for coordination during emergencies.
- Identifying local volunteers and private agencies that have a disaster/emergency response role. Contacts should be made prior to any emergency or disaster to develop arrangements for coordination in emergencies.

B. **National Incident Management System (NIMS)**

NIMS is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—to reduce loss of life, property and harm to the environment. NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks, which are prevention, protection, mitigation, response, and recovery.

Incidents typically begin and end locally, and they are managed daily at the lowest possible geographical, organizational, and jurisdictional level. There are other instances where success depends on the involvement of multiple jurisdictions, levels of government, functional agencies, and/or emergency-responder disciplines. These instances necessitate effective and efficient coordination across this broad spectrum of organizations and activities. By using NIMS, communities are part of a
comprehensive national approach that improves the effectiveness of emergency management and response personnel across the full spectrum of potential threats and hazards (including natural hazards, terrorist activities, and other human-caused disasters) regardless of size or complexity.

NIMS has six major components as described below.

### 1. Command and Management

NIMS standard incident command structures are based on three key organizational systems:

- **The Incident Command System (ICS):** ICS is a standardized, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

- **Multi-Agency Coordination Systems (MACS):** Provides coordination for incident prioritization, critical resource allocation, communications systems and information coordination. These systems include facilities, equipment, emergency operation centers (EOCs), personnel, procedures and communications.

- **Public Information Systems (PIS):** The processes, procedures and systems for communicating timely and accurate information to the public during crisis or emergency situations.

### 2. Preparedness

Effective incident management begins with a host of preparedness activities conducted on an ongoing basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- **Planning:** Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.

- **Training:** Training includes standard courses on multi-agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.

- **Exercises:** Incident management organizations and personnel must participate in realistic exercises—including multi-disciplinary, multi-jurisdictional, and multi-sector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.

- **Personnel Qualifications and Certifications:** Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder
personnel are appropriately qualified and officially certified to perform NIMS-related functions.

- **Equipment Acquisition and Certification**: Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with similar equipment used by other jurisdictions.

- **Mutual Aid**: Mutual aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.

- **Publications Management**: Publications management refers to forms and form-standardization, developing publication materials; administering publications including, establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents; and revising publications when necessary.

3. **Resource Management**

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

4. **Communications and Information Management**

NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are:

- **Incident Management Communications**: Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.

- **Information Management**: Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision-making is better informed.

5. **Supporting Technologies**

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information
management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

6. **Ongoing Management and Maintenance**

This component provides strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

The University follows *California Implementation Guidelines for the National Incident Management System* to ensure NIMS compliance.

C. **Incident Command System (ICS)**

ICS is a nationally recognized system for managing incidents as well as pre-planned events. It consists of a modular and flexible organizational structure, which allows for features such as management by objectives, action planning, span of control, organizational hierarchy, accountability and resource management. Detailed information on ICS can be found at [www.fema.gov](http://www.fema.gov).

1. **Use of ICS at the Field Level**

The concepts, principles and organizational structure of ICS will be used in managing field operations. The size, complexity, hazard environment and objectives of the situation will determine the ICS size and the resources that will be required to support field activities. The incident will be managed by objectives to be achieved, and those objectives are communicated to field and EOC personnel through the use of the action planning process.

Typically, an Incident Commander (IC) will communicate with the Emergency Manager to convey situation and resource status through established communications channels. Personnel at the Incident Command Post will also communicate with their counterparts in the EOC, when necessary. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at the Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from county, state and federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities and allocating critical resources to the incident.

2. **Field/EOC Communications and Coordination**

The University’s communication plan outlines the communications channels and protocols to be used during an incident. Typically, field communications directed to the EOC will occur at the Command and General Staff levels; or, if they are established, field units will communicate with a
Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the EOC.

The University EOC will communicate situation and resource status information to the Los Angeles County Operational Area, the CSU Chancellor’s Office and other outside agencies via designated countywide emergency reporting systems and other systems referenced in the Los Angeles County Operational Area Disaster Information Reporting Procedures.

3. **Field/EOC Direction and Control Interface**

The Emergency Manager will establish jurisdictional objectives and priorities and communicate them to everyone in the EOC through the EOC Incident Action Plan. The Emergency Operations Center (EOC) will not direct or control field units, but rather supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the University level by the Emergency Manager.

It is the responsibility of the Incident Commander to communicate critical information to the Emergency Manager in a timely manner.

4. **Field/EOC Coordination with Department Operations Centers (DCOs)**

If a department within the University establishes a DOC to coordinate and support their departmental field activities, its location, time of establishment, and staffing information will be communicated to the University EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DCOs act as an intermediate communications and coordination link between field units and the University EOC.
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The California State University emergency management program requires the implementation and maintenance of an emergency management system on each campus that will be activated when an event has the potential for reaching proportions beyond the capacity of routine operations. Each campus program must be compliant with SEMS, NIMS, and ICS.

Cal Poly Pomona’s President is delegated the responsibility for the implementation and maintenance of an emergency program on campus. Guidelines are outlined in Executive Order 1056, Section III Responsibility.

A. Emergency Declaration

The California Emergency Services Act provides the basic authorities for conducting emergency operations following a declaration of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act. There are three types of declarations of emergency in the State of California: local emergency, state of emergency, and state of war emergency.

The Emergency Manager may assist the University President with developing a University Emergency Proclamation. University Emergency Proclamation will be maintained on file in hardcopy form in the Office of Emergency Management and Business Continuity, as well as electronically.

The University shall notify and send a copy of the University’s proclamation to the Disaster Management Area Coordinator (DMAC) for the Operational Area EOC so that the County can request a Local Emergency declaration or a concurrence by the County, to the California Governor’s Office of Emergency Services, and to the California State University’s Chancellor’s Office.

1. Local Emergency (University)

A Local Emergency may be proclaimed by the University President under this plan and his/her inherent authority to regulate campus buildings and grounds and maintain order on campus (see, e.g., California Administrative Code, Title 5, Sections 41302, 42402). Such a declaration will be made when, in the University President’s opinion, there is an actual or threatened condition of disaster or extreme peril to person or property on campus, which cannot be met by ordinary campus administrative guidelines and makes implementation of this plan necessary. Declarations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the University caused by natural or man-made situations.

The University President must review the need to continue the declaration at least every fourteen days (or every twenty-one days if the Policy Group does not meet at least weekly) until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

The declaration of a Local Emergency provides the University President with the legal authority to:
• If necessary, request that the Governor proclaim a State of Emergency and/or request a
  Presidential declaration.
• Promulgate or suspend orders and regulations necessary to provide for the protection of life
  and property, including issuing orders or regulations imposing a curfew within designated
  boundaries.
• Exercise full power to provide mutual aid to any affected area in accordance with local
  ordinances, resolutions, emergency plans or agreements.
• Request state agencies and other jurisdictions to provide mutual aid.
• Require the emergency services of any local official or employee.
• Requisition necessary personnel and materials from any local department or agency.
• Obtain vital supplies and equipment and, if required, immediately commandeer the same
  for public use.
• Impose penalties for violation of lawful orders.
• Conduct emergency operations without incurring legal liability for performance, or failure of
  performance. (Note: Article 17 of the Emergency Services Act, Section 8655, provides for
  certain privileges and immunities).

2. Local Emergency (County)

Los Angeles County Office of Emergency Management (OEM) is the administrative coordinator of
the Operational Area (OA). When the County OEM receives the University’s declarations, the County
may:

• Proclaim a local emergency
• Concur with the University’s declaration
• Take no action

The County then forwards to California Emergency Management Agency, Southern Region:

• The University’s proclamation
• The County’s proclamation
• The County’s concurrence with the local declaration

When the County of Los Angeles proclaims a local emergency, the University will be covered under
the County declaration. If the emergency/disaster affects the University, it is recommended that the
University also proclaim a local emergency, as that will enable the University to adopt emergency
ordinances and promulgate regulations that would not otherwise be valid. Note that, according to
the Attorney General, the County’s ordinances prevail in the event there is a conflict between the
County’s ordinances and ordinances adopted by the University (62 Ops. Cal. Atty. Gen. 701, 708
[1979]).

When the County proclaims a local emergency, they may request that:
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may allow for the termination of public works contracts (California Government Code 4410-4412).

B. University Levels of Emergency

The following describe the levels of emergency for Cal Poly Pomona, in ascending order of severity:

**Level 3 Emergency**: This is a low-level emergency, which can be resolved at the department level or does not extend past the scope of normal operations. There is no response necessary from the Emergency Manager, or senior leadership. Examples of this include but are not limited to:

- Medical emergency resolved by local EMS
- Minor chemical spill in a classroom
- Employee theft within one department

**Level 2 Emergency**: This is an emergency that may be resolved in its current state, without assistance from the Emergency Manager, but may escalate, during which the EOC must be activated. Examples of this include but are not limited to:

- Bomb threat to a single building
- Small-scale fire that does not cause injuries or structural damage
- Utility failure of some campus buildings

**Level 1 Emergency**: This is an emergency which extends past the scope of normal operations, requires coordination across more than one department, affects multiple University buildings or facilities, or is an incident that affects a large portion of the University population. Examples of this include but are not limited to:

- Ongoing civil disturbance on University property
- Active shooter on campus or off campus with victims
- Structural failure of a building causing multiple injuries and death
- Communicable disease outbreak
- Major earthquake

C. Notification and Activation

During a **Level 3 Emergency**, the following notifications will take place:

- University Police Department (UPD)
- Emergency Management & Business Continuity
- Environmental Health & Safety (if applicable)
- Strategic Enterprise Risk Management (if applicable)
- Facilities Planning & Management (if applicable)
- Affected Vice President offices (if applicable)
- Campus state and auxiliary departments (if applicable)
During a **Level 2 Emergency**, the following notifications will take place:

- University Police Department (UPD)
- Emergency Management and Business Continuity
- Strategic Enterprise Risk Management (SERM)
- Facilities Planning & Management
- Strategic Communications
- Affected Vice President offices (if applicable)
- Campus state and auxiliary departments (if applicable)
- Provost and Vice President for Academic Affairs

During a **Level 1 Emergency**, the following notifications will take place:

- University Police Department (UPD)
- Emergency Management and Business Continuity
- Strategic Enterprise Risk Management (SERM)
- Facilities Planning & Management
- Strategic Communications
- Affected Vice President offices (if applicable)
- Campus state and auxiliary departments (if applicable)
- University Provost
- University President
- CSU Chancellor’s Office
- Disaster Management Area Coordinator

The Emergency Manager, will then notify EOC members and any other University personnel who will need to coordinate resources based on the incident.

1. **Activation Authority**

The following individuals, or authorized designee are authorized to activate this EOC:

- University President
- Emergency Manager
- Chief of Police

Once activated, the Emergency Manager will staff the EOC to meet the demands of the situation.

2. **Notification Method**

For obvious emergencies, (e.g., major earthquakes), employees pre-assigned to an emergency role/EOC function should automatically report to their assigned work station.
All other employees are recommended to:

- Monitor for Safety Alert System (our emergency messaging system) alerts to phones, email addresses, and text/SMS and TTY/TDD devices.
- Access the campus emergency information line at (866) 869-POLY (7659)
- Follow their respective department response plans
- Monitor University email
- Monitor radio stations KFI 640 AM, KFWB 980 AM or KNX 1070 AM for instructions
- Attempt to contact their respective departments
- Report for their next scheduled shift if no emergency instructions are available
- For all other events, department managers will implement telephone calling trees or other means of notifying employees (e.g., phone, radio, etc.) and provide instructions on when and where to report

EOC members will be notified via phone and text. A phone tree shall be established with contact information for each EOC member to be notified.

D. EOC Operations and Policy Groups

1. EOC Operations Group

The EOC Operations Group has responsibility for:

- Organizing, staffing and operating the EOC
- All communications and warning systems
- Providing information and guidance to the public
- Maintaining information on the status of resources, services and operations
- Supporting overall operations
- Obtaining support for the University and providing support to other jurisdictions as required
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Collecting, evaluating and disseminating damage assessment and other essential information
- Providing status and other reports to the Operational Area

The EOC Operations Group is comprised of the EOC Director, Public Information Officer (PIO), Safety Officer, Liaison Officer, and all General Staff, of which one or more positions may be activated, as the emergency dictates. Further information on the EOC Operations Group members and responsibilities are located in the Roles and Assignment of Responsibilities Section of this EOP.

2. EOC Policy Group

The EOC Policy Group consists of:
California State Polytechnic University, Pomona
Emergency Operations Plan (EOP)

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- University President
- Chief of Staff to the President
- Provost and Vice President of Academic Affairs
- Vice President of Administrative Affairs and Chief Financial Officer
- Vice President of Student Affairs
- Vice President of University Advancement
- Vice President of Information Technology and Chief Information Officer
- Executive Director, Foundation
- Associate Vice President of Strategic Communications and Public Information Officer (PIO)
- Deputy Chief of Staff to the University President
- Cabinet Liaison (Risk Management)

When the Policy Group activates, they will have meetings:

- In a location determined by the University President
- Via conference call through an established conference call line designated by the University President

The Policy Group does not make operational decisions rather, they give authority to the EOC Operations Group to make such decisions during a critical incident or disaster. The Policy Group’s main role is to provide policy guidance and make major decisions that affect the University. Examples include but are not limited to:

- Authorization of major emergency expenditures
- Cancellation of classes and other campus activities
- Closing of the University campus
- Relocation of classes when a building becomes unsafe for occupancy following an incident (academic continuity)

The Policy Group should refrain from direct involvement with the EOC, or field response activities. The Policy Group will obtain updated information and situational awareness from the Emergency Manager.

E. Emergency Operations Center

In normal conditions, day-to-day operations are conducted by departments and agencies that are widely dispersed throughout the University. At the discretion of the authorized personnel noted above, the University will activate its EOC, from which centralized disaster/emergency management can be performed. This facilitates a coordinated response by the University and representatives of other organizations who are involved in the emergency response and recovery. For emergency resources, please contact the Office of Emergency Management & Business Continuity. The contact phone number is (909) 869-4022 during business hours or (909) 869-3070 after hours.
An EOC provides a central location for information and decision-making, while allowing for face-to-face coordination among personnel who must make emergency decisions. The following functions may be performed in the University’s EOC:

- Managing and coordinating disaster/emergency operations
- Receiving and disseminating warning information
- Developing emergency policies and procedures
- Collecting intelligence from and disseminating information to the various EOC representatives and to County, State, Federal and other agencies
- Preparing intelligence summaries, situation reports, operational reports and other reports
- Maintaining maps, display boards and other disaster related information
- Continuing analysis of disaster information
- Coordinating operational and logistical support
- Maintaining contact and coordination with Department Operations Centers (DOCs), other local government EOCs and the Operational Area
- Providing disaster/emergency information to the public and making official releases to the news media
- Communications
- Resource dispatching and tracking

University emergency/disaster response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster. The level of EOC staffing will vary with the level of activation and the specific disaster/emergency situation.

**Level Three: Decentralized Coordination and Direction**

This management mode is similar to day-to-day operations. It is activated when circumstances dictate that more than one campus department is required to handle the emergency. The Campus EOC is not activated and inter-unit coordination is accomplished via telephone or radio communications. Building Emergency Teams may be notified and asked to provide necessary support as requested.

**Level Two: Centralized Coordination-Decentralized Direction**

This mode of operation is used for emergency responses that require several campus units or agencies from off campus. In these situations, key management level personnel from the principle involved campus units will meet in a central location to provide coordination. Their activities can include, but are not necessarily limited to:

- Establishing a campus wide situation assessment function
- Establishing a campus wide public information function
- Determining resource requirements and coordinating resource requests
- Establishing and coordinating the logistical systems necessary to support emergency services

The coordinating group (functional coordinators and special staff) should meet at the campus EOC or the identified alternate location. Incident Commander(s) and on-site emergency services continue to
report through established 24-hour dispatch facilities. Information is provided to the EOC (or identified alternate location) by dispatch facilities.

**Level One: Centralized Coordination and Direction**

This mode of operation will be utilized following a major disaster that would render it impossible for the campus to function effectively in either of the other modes. In this situation, the campus EOC will be activated and all coordination and direction of activities will be accomplished from the EOC.

During this level of activation, representatives from other jurisdictions or agencies may be staged on the University campus and/or representatives from the campus Emergency Management staff may be called upon to report to an off-campus Emergency Operations Center.

**University EOC Location**

During an EOC activation, the Emergency Manager will notify the appropriate personnel to respond to the designated EOC meeting location. There are physical and virtual methods of activating the EOC Operations Group. Notification should include whether activation is physical or virtual, as well as initial report time.

**Primary Location**
University Police Department  
3801 W. Temple Ave., Building 109  
Pomona, CA 91768

**Alternate Location**  
Building 49 (Training Center), Conference Room  
3801 W. Temple Ave.  
Pomona, CA 91768

**Virtual EOC**
At any level of activation, the EOC Operations Group may activate virtually. Virtual activation will utilize a conference call line, which will be provided by the Emergency Manager at time of notification.

The EOC Operations Group may also utilize cloud-based software for managing communications and coordinating activities between teams during crisis and emergency situations.

**F. Deactivation**

The EOC Operations Group is deactivated at the discretion of the Emergency Manager. Deactivation occurs when normal operations can resume at affected sites or when the incident has been managed accordingly and can be returned to the direct control of those at the incident site. Notification of deactivation is issued over any open operational communication method.
Deactivated units will complete all required paperwork and transfer any remaining tasks or responsibilities to the appropriate unit, branch or section.

As EOC deactivation continues, this process will repeat itself. The deactivation should be overseen by a Demobilization Unit, or the Emergency Manager, to ensure procedures are followed.

The Operational Area, Disaster Management Area Coordinator (DMAC), and CSU Chancellor’s Office will be notified when the EOC deactivation is complete.

G. Considerations

The Americans with Disabilities Act of 1990 (ADA) requires that emergency preparedness and response programs be made accessible to people with disabilities and special needs, to include those with limited mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the University’s planning efforts for those with special needs are:

- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Accessibility to emergency information

1. **Access and Functional Needs (AFN)**

The University has a complete list of students who have reported to have an access or functional need. This list is maintained and regularly updated by the Disability Resource Center (DRC). In addition, all Resident Assistants (RAs) also have a current list of AFN students within their dorms of responsibilities. Refer to the Resident Assistant Manual for hazard-specific procedures in assisting AFN students during an emergency.

Also refer to the Emergency Procedures Pamphlet and Emergency Plan Summary and Self-Help Guide, both of which provide the procedures for assisting AFN individuals on campus during an emergency.

2. **Limited English Proficiency (LEP)**

The University addresses LEP students and staff in emergency planning by providing printed emergency materials in five different languages other than English, including Spanish, Chinese, Japanese, Korean, and Arabic (see [www.cpp.edu/em/](http://www.cpp.edu/em/)). It also identifies and documents faculty and staff with foreign language skills who may be called upon to assist LEP students during an emergency. Additionally, the University utilizes emergency signage with pictorial representations that provide quick and easily understood instructions.
3. **Service Animals and Personal Pets (PETS Act)**

The PETS Act of 2006 directs that State and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals.

It should be noted that animals whose sole function is to provide comfort or emotional support to an individual do not qualify as a service animal under the ADA. Furthermore, students are not required to notify the Disabilities Resource Center and register their service animal. University personnel may not inquire about an individual’s disability or confirmation that the companion animal is, in fact, a service animal under the ADA.

During emergency situations where time is of the essence, it may be impractical to determine the type of animal accompanying individuals seeking assistance and shelter. Therefore, any student living on campus with a service animal or personal pets will not be denied emergency sheltering. The University, to the best of its ability, will arrange to provide shelter for the student and the animal. During an event that requires long-term sheltering, the University will work with the student to identify the most practical arrangements and will assist the student in acquiring the necessary provisions for the animal (e.g. food).

**H. Community Assistance by the University**

A crisis affecting neighboring communities may require local authorities to request the assistance of University personnel and/or facilities. It is logical to assume such assistance would most likely involve the necessity to provide temporary shelter for victims of a disaster and/or medical care for these persons. The University will cooperate to the extent possible in any emergency assistance operations directed by outside agencies. Assistance of this nature may require entering into a Memoranda of Understanding, Mutual Aid Agreement or other forms of assistance arrangements. It may also require activation of this EOP.
1.6 Roles and Assignment of Responsibilities

The University’s emergency organizational structure is scalable and flexible. Based on the nature and needs of the situation, only required staff is activated. Depending on who is activated, the responsibilities tasked to the various staff below may be split, delegated, or combined to improve management or to streamline operations. See Figure 2 for the Emergency Operations Center Team/ICS chart. Each of the four general staff coordinators, Planning, Operations, Logistics, and Finance/Administration are responsible for activating support staff on an ad hoc basis. Support staff can be grouped and arranged into units (e.g., transportation unit, search and rescue unit) based on the needs of the emergency and the functional purposes of individuals.
Figure 2: Emergency Operations Center Team/ICS Chart

EOC Organization

EOC Director
(Manager, Emergency Management & Business Continuity)

Liaison Officer (External)
(Director, Government & Community Relations)

Safety Officer
(Manager, Environmental Health & Safety)

Public Information Officer
(Director Strategic Communications)

EOC Coordinator
(Administrative Services Coordinator, University Police)

Operations Section Coordinator
(AVP, Facilities Management)

Law Enforcement Unit
(Dispatcher)

Fire/Rescue Unit
(LA County Fire Department Liaison)

Medical Unit
(Director, Student Health & Wellbeing)

Mental Health Unit
(AVP, Student Health & Wellbeing)

Damage Assessment Unit
(Director, Facilities Management)

Planning Section Coordinator
(Executive Director, University Housing)

Situation Unit Leader
(Strategy Operations Specialist & Internal Audit Coordinator)

Evacuation Coordinators Unit Leader
(Director, Strategic Initiatives for Student Success)

Demobilization Unit Leader
(Manager, Landscape & Auto Shop Services)

Recovery/Business Continuity Unit Leader
(Executive Director, Emergency Management & Business Continuity)

Resource Status Tracking Unit
(Emergency Management Analyst)

Logistic Section Coordinator
(AVP, Human Resources Operations & Emergency Management)

Transportation Unit Leader
(Senior Coordinator, Rideshare & Transportation Programs)

Communications / IT Unit Leader
(Executive Director of Client Services)

Personnel & Volunteer Unit Leader
(Executive Director, Associated Student Incorporated)

Care & Sheltering Unit
(Director, Foundation Housing Services)

Animal Care Unit Leader
(Director, Arabian Horse Center)

Record & Documentation Unit Leader
(Manager, Employment & Compensation / Classification)

Procurement Unit Leader
(Lead Contract Admin., Procurement & Support Services)

Finance Section Coordinator
(AVP, Finance & Admin. Services)

Timekeeping & Payroll Unit Leader
(Director, Payroll & Benefits Services)

Workers’ Comp/Claims Unit Leader
(Workers’ Comp Coordinator, Payroll & Benefits Services)

Cost & Budgeting Unit Leader
(Director & Controller, University Accounting Services)

Cal Poly Pomona

Primary

1.6 Roles and Assignment of Responsibilities
Last Revised: July 2019
1.6 Roles and Assignment of Responsibilities

Last Revised: July 2019
The following table indicates the primary and alternate University staff who will fill the roles identified in the Cal Poly Pomona EOC organizational chart.

<table>
<thead>
<tr>
<th>EOC Role</th>
<th>Primary</th>
<th>Alternate</th>
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<tbody>
<tr>
<td><strong>Policy Group</strong></td>
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<tr>
<td>Policy Group</td>
<td>President and Cabinet Members</td>
<td>Designees</td>
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<tr>
<td><strong>Command Staff</strong></td>
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<tr>
<td>EOC Director</td>
<td>Emergency Manager</td>
<td>Emergency Management Coordinator or designee</td>
</tr>
<tr>
<td>EOC Coordinator</td>
<td>Emergency Management Coordinator</td>
<td>University Police Officer assigned by the Chief of Police</td>
</tr>
<tr>
<td>Incident Commander</td>
<td>Chief of Police</td>
<td>Lieutenant, Police</td>
</tr>
<tr>
<td>PIO</td>
<td>Director, Strategic Communications</td>
<td>Senior Communications Specialist</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Environmental Health &amp; Safety Manager</td>
<td>Environmental Safety Specialist</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Director, Government &amp; Community Relations</td>
<td>Assistant Director, Government &amp; Community Relations</td>
</tr>
<tr>
<td><strong>General Staff</strong></td>
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<td></td>
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<tr>
<td>Planning &amp; Intelligence Coordinator</td>
<td>Executive Director, University Housing Services</td>
<td>Associate Vice President/Chief of Operations, Student Affairs</td>
</tr>
<tr>
<td>Operations Coordinator</td>
<td>AVP Facilities</td>
<td>Associate Provost, Academic Affairs</td>
</tr>
<tr>
<td>Finance/Admin Coordinator</td>
<td>AVP Finance &amp; Administrative Services</td>
<td>Chief Financial Officer, Foundation Financial Services</td>
</tr>
</tbody>
</table>

A. Policy Group

This group consists of the University President and Cabinet Members, or designees.

Not all members of the Policy Group are activated for every emergency. The determination of who should be activated is based on whether the emergency affects one or more functions in the scope of responsibility of that group member.

Responsibilities include:

- Makes policy decisions (e.g., class cancellation, campus closure, cancellation of University activities)
- Makes other strategic decisions and sets broad priorities
- Considers factors such as life safety, environmental, economic, legal, political, and reputational impacts of an incident
• Coordinates with the PIO to communicate with external stakeholders
• Coordinates with the PIO to participate in media interviews and conferences, as required
• Plans for and prioritizes any long-term continuity and recovery issues

B. Command Staff

1. **EOC Director**

This position is filled by the *Emergency Manager*, or designee.

Responsibilities include:

• Delegating authority to act in the best interest of the University, on behalf of the University President and during immediate response operations
• Acting as first point of contact to report potential and ongoing incidents, which will need coordination across one or more departments
• Providing overall management of the emergency
• Leading the EOC Operations Group
• Providing initial notification and activation of EOC members
• Determining which EOC members and departments need to be activated
• In conjunction with the University President, determining whether to convene the Policy Group virtually or in person
• Providing ongoing situational status information to both Operations and Policy Groups
• Assigning EOC Operations Group members to maintain activity log and collects documentation
• Reviewing and approving overall priorities and action strategies for the emergency
• Interacting with and providing regular situation updates to the Policy Group, when activated

2. **EOC Coordinator**

This position is filled by an *Emergency Management Coordinator, or designee*.

Responsibilities include:

• Overall management of the physical EOC
• Providing staff support to the EOC
• Assisting with EOC set-up and coordinating internal EOC operations
• Ensuring the EOC is fully equipped and functional
• Resolving any equipment or technical issues staff members are experiencing
• Providing staff support to activated EOC roles, regardless of department or function
3. **Incident Commander**

This position is filled by the *University Police Chief*.

Responsibilities include:

- Determining the location of the Incident Command Post from where tactical response operations will be managed.
- Working directly with the Incident Commanders from external support agencies to employ immediate life-saving actions and satisfy tactical objectives.
- Determining the need for, establishing, and participating in unified command, when multiple jurisdictions and/or external agencies are supporting University Incident Response.
- Authorizing protective action statements, which will be disseminated by the University Police Department Emergency Messaging Platform.
- Determining incident resource needs and requests from the EOC.
- Establishing parameters for resource requests and releases, including the process by which University emergency personnel working at the incident site will activate to request resources (including more personnel).
- Maintaining an accurate log or resources currently being utilized for response operations; provide this to the EOC as requested.
- Determining a schedule of incident reporting to the EOC.
- Keeping an open line of communication with the EOC.
- Keeping the EOC Director informed on incident related progress and any issues that arise.

4. **Public Information Officer (PIO)**

This position is filled by the *Director, Strategic Communications*.

Responsibilities include:

- Serving as the primary point of contact for public and media relations.
- Handling informal and Freedom-of-Information Act (FOIA) requests from outside the University and responds to them accordingly.
- Depending on the type and magnitude of the event, the PIO may serve as the spokesperson for the University or may serve as the coordinator, facilitator, and advisor to the University President, Cabinet Members, or other key staff who are designated spokespersons.
- Monitoring media sources (broadcast, print, web, and social) to track and address inconsistencies in information, rumor control, and timeliness of messaging, and to ensure reputation management.
- Coordinating with other Los Angeles County PIOs through a Joint Information System (JIS) in support of a Joint Information Center (JIC).
All media and public inquiries shall be vetted by the PIO. All inquiry responses, press releases, media advisories, and other University information developed for dissemination shall be approved by the University President or designee prior to delivery.

5. **Safety Officer**

This position is filled by the *Environmental Health & Safety Manager*. Responsibilities include:

- Identifies hazardous situations associated with the incident, per existing procedures, processes and tools
- Ensures adequate levels of protective equipment are available and being used
- Collects information on reported hazards or unsafe operations
- Identifies corrective actions and ensures implementation
- Coordinates corrective action with the on-scene Incident Commander and Operations
- Investigates safety incidents that have occurred within incident areas per normal procedures
- Incorporate recommendations into safety messages provided throughout the duration of the incident
- Coordinates critical incident stress, hazardous materials, and other debriefings, as necessary

6. **Liaison Officer**

This position is filled by the *Director, Government & Community Relations*. Responsibilities include:

- Serves as primary liaison for all external operational partners (i.e. police, fire, EMS)
- Serves as the point of contact between the University and the Disaster Management Area Coordinator
- Responds to the County or Operational Area EOC, as requested by the County or OA EOC Director
- Coordinates resource requests by the University to the County, or vice versa
- Working with the PIO, provides the County and other external stakeholders with periodic updates of the incident
- Maintains situational awareness with the County and other external response agencies

C. **General Staff**

1. **Planning & Intelligence Coordinator**

The Planning Coordinator position is filled by the *Executive Director, University Housing Services*. 
The Planning Section is responsible for collecting, evaluating, and displaying incident intelligence and information, the use of which informs the development of the Incident Action Plans (IAPs) for the operational period(s). The Planning Section is also responsible for tracking resources assigned to the incident, maintaining incident documentation, and developing plans for demobilization.

In a large complex incident, the Planning Section may be expanded to include task-specific units that address functions like resources, situation awareness (situation), documentation, demobilization, and technical specialists such as weather, cartography, and intelligence.

2. **Operations Coordinator**

The Operations Coordinator position is filled by the Associate Vice President for Facilities Planning and Management.

The Operations Section manages the University’s emergency operations to achieve the incident objectives for the operational period. The Operations Section is usually the first to be activated to coordinate University activities in response to the incident. This Section has access to and responsibility for the most resources (people, equipment, and information) and may designate special teams to complete the emergency objectives. In a large incident with significant impacts, the Operations Section may be expanded to include task-specific branches, groups, or teams to address specific needs.

3. **Logistics Coordinator**

The Logistics Coordinator position is filled by the Associate Vice President for Human Resources (HR) Operations, Emergency Management and Business Continuity Planning.

The Logistics Section is responsible for ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies. Logistics also provides communication planning and resources, food services for emergency personnel, incident facility management and maintenance, and medical support (first aid) for University staff working the incident.

4. **Finance & Administration Coordinator**

The Finance Administration Coordinator position is filled by the Associate Vice President for Finance and Administrative Services (FAS).

The Finance Section is responsible for contract negotiation and monitoring, timekeeping, cost analysis, compensation for injury and property damage, and documentation for reimbursement (e.g. MOUs, FEMA reimbursement requests). The Finance Section may be expanded, as needed, to include task specific units including: purchasing, time, cost, compensation/claims, and recovery.

Due to the nature of most emergency situations, finance operations will often be carried out within compressed time frames and other factors that require non-routine procedures. However, it is critical that sound financial accounting practices be maintained throughout the incident activation, including monitoring and documenting expenditures for readiness, response, and recovery.
D. Day-to-Day Emergency Readiness Responsibilities

The University strives to remain prepared to respond and recover from crisis, emergencies or disasters that impact the University and threaten its mission. Many incidents evolve slowly and can be monitored (e.g., public health emergency, storm, or labor disputes). Others, however, happen quickly with little or no warning (e.g., earthquake, technology failure, or violence). In all cases, the University staff charged with roles and responsibilities in this EOP will maintain a day-to-day readiness posture, so that they are best prepared to activate emergency procedures when needed.
1.7 DIRECTION, CONTROL, AND COORDINATION

A. University-wide Coordination

Localized emergencies (e.g., medical incident, fire affecting a small portion of an unoccupied building) generally will not require EOC activation, unless several departments need to coordinate a response. Any incident that affects only a single department, in which only a response is needed by that department’s staff, will not require EOC activation and notification to the Emergency Manager is at the discretion of the department head.

When an incident affects multiple departments, multiple University buildings, and/or a large part of University population, the University Emergency Manager, will manage the coordination and communication among University response personnel, the University EOC, and departments affected by or involved in the response. This EOP provides the guidance necessary to coordinate a University-wide response, supplemented by relevant SOPs and other department-level plans.

If a department within the University establishes a Department Operations Center (DOC) to coordinate and support its own departmental field activities, the location, time of establishment and staffing information will be communicated to the University EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the University EOC.

B. Multi-Jurisdictional Coordination

Coordination among SEMS levels; field, local, operational area, region, and State is necessary for effective emergency response. In a major disaster, the University’s EOC may be activated to coordinate the overall response, while the ICS is used by field responders directly engaged in immediate response and life-saving priorities.

When a disaster or emergency occurs, the University will use its own internal assets to provide emergency services. If the University’s internal assets are not sufficient enough, the University will make a request to a neighboring jurisdiction for assistance. Internal assets include supplies and equipment available from local vendors.

If resources are still not available, resource requests should be directed to the designated countywide emergency reporting systems Operational Area Response & Recovery System (OARRS). Existing mutual aid agreements and financial protocols will be followed.

Communications should be established among all affected cities, special districts and the Operational Area. All reports and requests are to be entered in OARRS or sent to the Los Angeles County Sheriff’s Department (LASD), Walnut Station, by means coordinated with the Watch Commander and University staff. LASD will then be responsible for sending the information to the Operational Area (OA) EOC.
1. **Reporting to the Operational Area**

The University should report its status to the Operational Area Disaster Management Area Coordinator whether or not it has any disaster damage.

University reports and notifications are to be made to the Disaster Management Area Coordinator and the CSU Chancellor’s Office. These reports and notifications include:

- Activation of the EOC
- Declaration of a Local Emergency
- Reconnaissance (Recon) Reports
- University Status Reports
- Initial Damage Estimates
- Incident Reports
- Resource Requests

Established reporting procedures include:

- Phoning or faxing information to the Disaster Management Area Coordinator and advising the CSU Chancellor’s Office.
C. Mutual Aid

Mutual aid is designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This agreement was developed in 1950 and has been adopted by the State, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its
own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements.

1. **Mutual Aid Requirements**

   - Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement
   - During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated at the County, operational area or mutual aid regional level
   - The University will make sure a communications plan is in place for response activities
   - The University will make all non-law enforcement and non-fire mutual aid requests via designated countywide emergency reporting systems, such as OARRS.

   Requests should specify, at a minimum:

   - Number and type of personnel needed
   - Type and amount of equipment needed
   - Reporting time and location
   - To whom resources should report
   - Access routes
   - Estimated duration of operations
   - Risks and hazards

2. **Mutual Aid System**

   A statewide mutual aid system, operating within the framework of the State’s Master Mutual Aid Agreement (MMAA), allows for the mobilization of resources to and from local governments, operational areas, regions and the State to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in Figure 4.
The system includes several discipline-specific mutual aid agreements, such as fire and rescue, law enforcement, medical, building and safety, coroners, emergency managers/Emergency Management Mutual Aid (EMMA) and public works. These systems are consistent with SEMS and NIMS at all levels. Resource request flow within each discipline-specific mutual aid agreement is depicted in Figure 5.
In addition to the mutual aid agreements that are in place within the State of California, the Governor signed the Emergency Management Assistance Compact (EMAC), which allows the State of California to participate with the other states in a nationwide mutual aid system. Mutual Aid with other states only occurs when the State of California has exhausted all relevant resources during a disaster affecting the state. The State of California only provides mutual aid to other states when the requesting state(s) has exhausted all potential and actual resources.

3. **Mutual Aid Regions**

Mutual Aid Regions I-VI were established in California under the Emergency Services Act and each contains designated counties. Los Angeles County and its cities are in Mutual Aid Region I, which is in the CAL EMA Southern Administrative Region. See Figure 6 for a map of the regions and respective counties.
Figure 6: California Mutual Aid Regions
4. **Mutual Aid Coordinators**

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator’s geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. In the Operational Area, this would be coordinated through the Los Angeles County Office of Emergency Management.

Mutual Aid Coordinators at an EOC may be located in various functional elements (e.g., communications, public works, and health) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

5. **Mutual Aid with Volunteer, Non-Governmental and Private Agencies**

Volunteer, non-governmental and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources.

The University’s emergency preparedness partnerships, including volunteer agencies such as the American Red Cross, Salvation Army, Disaster Communications Services, CERT, community and faith-based organizations and others are an essential element of local, state and national emergency response to meet the needs of disaster victims.

Volunteer agencies and non-governmental organizations mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies and non-governmental organizations with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies and government within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

D. **Succession of Key Positions (Continuity of Government)**

A major disaster could result in great loss of life and property, including the death or injury of key University officials. At the same time, there could be partial or complete destruction of established seats
of government, and the destruction of public and private records essential to continued operations of
government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential University services
must be maintained. This preservation is best accomplished by University staff.

Applicable portions of the California Government Code and the State Constitution provide authority for
the continuity and preservation of state and local government.

The University President is responsible for providing continuous, effective leadership and authority
under all aspects of emergency services operations (prevention, preparedness, response, recovery and
mitigation). Under California’s concept of mutual aid, local officials remain in control of their own
jurisdiction’s emergency operations while other jurisdictions may provide additional resources upon
request. A key aspect of this control is to be able to communicate official requests, situation reports and
emergency information during any disaster a community might face.

The first step in assuring continuity of operations is to have personnel who are authorized and prepared
to carry out emergency actions for the University in the event of a natural, technological or national
security disaster.

Article 15, Section 8643 of the Emergency Services Act describes the duties of a governing body during
emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property
- Reconstitute itself and any subdivisions
- Perform functions in preserving law and order and furnishing local services

1. **Emergency Policy Executive (University President)**

Should the Emergency Policy Executive be unavailable or unable to serve, the positions listed below, in
order, shall act as the Emergency Policy Executive.

- Vice President of Administrative Affairs and CFO
- Provost and Vice President of Academic Affairs
- Vice President of Student Affairs
- Vice President of University Advancement
- Vice President of Information Technology and CIO

The individual who serves as acting Emergency Policy Executive shall have the authority and powers
of the Emergency Policy Executive to serve in that capacity until the Emergency Policy Executive is
again able to serve, or until a successor has been appointed by the Office of the California State
University Chancellor.

Notification of any successor changes shall be made through the established chain of command and
notification shall be made to the CSU Chancellor’s Office.
2. **Emergency Manager (Executive Director, Emergency Management)**

Should the Emergency Manager be unavailable or unable to serve, the positions listed below, in order, shall act as the Emergency Manager.

- Emergency Management Coordinator
- Manager, Environmental Health & Safety
- Designee, appointed by the University President
1.8 INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Smooth information flow within the response and emergency management organization is critical to successfully managing an incident. Whether it is a forecast event, an escalating situation, or no-notice incident, there are standard types of information that need to be monitored, collected, and analyzed for dissemination across the EOC Policy and Operations Groups.

A. Threat Monitoring

The Office of Emergency Management & Business Continuity regularly monitors multiple sources of information to maintain its readiness posture and provide for early detection of an incident that may affect the University. Although not all threats can be discovered in advance, monitoring can reduce the likelihood and impacts of emergencies.

The Office of Emergency Management & Business Continuity monitors information sources including, but not limited to:

- Direct communications received from faculty and staff (including calls, texts, social media, and email messages)
- Notifications from the University Police Department
- University Police Department Campus CCTV surveillance system – for emergency situations only
- Behavioral Threat Assessment team reports of student behavioral concerns
- National Weather Service or other weather alerts
- Pomona Police Department, Los Angeles County Sheriff’s Department, California Highway Patrol (CHP), CSU, and Cal Poly Pomona crime reports and social media accounts

B. Initial Incident Awareness

When any staff or faculty member becomes aware of an incident with the potential to impact life, safety, or property that cannot be contained by that individual or by using normal day-to-day procedures, that person immediately alerts the University Police Department, or Emergency Manager, using the most direct and convenient mode at the time. The staff or faculty member will then notify his or her immediate supervisor of the situation.

Possible methods of communication include, in descending order of preference:

- In-person, verbal notification
- Campus (landline) telephones
- Cell phone
- Text message
- Email message
In all cases, communications must receive an immediate confirmation of receipt. If the individual making an initial report does not receive immediate confirmation, he or she must exhaust other modes of communication until the notification has been received with an affirmative.

C. Ongoing Information Collection and Analysis

To develop response objectives and mitigate an incident, incident managers need robust situational awareness; this is achieved by constant observation, collection, and analysis of incident-related information. The Emergency Manager, with the assistance of EOC Operations Group members, is responsible for actively monitoring and maintaining situational awareness of impending or ongoing incidents. Such information is organized into a situation report.

The situation report describes metrics specific to the incident, potentially including but not limited to:

- Status of the threat/hazard
- Number of students, faculty, and staff in various locations (e.g., sheltered, evacuated, off campus), or unaccounted for
- Progress of objectives and tasks
- Responding outside first responders

Situation reports are updated periodically, as appropriate to the incident.
D. Ongoing Operational Communications

The Emergency Manager provides accurate and timely information on impending or ongoing incidents to EOC Policy and Operations Groups. This includes information from external partners (police, fire, EMS, etc.).

When the EOC is activated, the Emergency Manager provides initial notification and ongoing communications using the established phone tree among EOC members. This is the quickest and most efficient in sending and receiving communications among a group of people. If this mode is unavailable, the Emergency Manager advises a back-up mode:

- Group text message
- Group email message
- Personal cell phones

E. Operational Communications with External Partners

The University Police Department maintains direct radio contact with local response agencies (police, fire, EMS). Pre-incident communications with external partners can be via both radio communications and telephone. During an incident, ongoing operational communications with University first responders may occur via 2-way radio, telephone, in-person, or public safety radio communications.

Additionally, potential or ongoing incidents in the surrounding community or outside University property may have an impact on the University. These may also require coordination with external partners. The Emergency Manager requests information from the public agency handling the incident on an ongoing basis and until the incident has been resolved. There may be instances during which the external agency may request a University liaison to keep in continual communication with them or sit in their local EOC. The Emergency Manager will report to the local EOC or designates someone with relevant experience from the University to do so.
1.9 ADMINISTRATION, FINANCE, AND LOGISTICS

This section covers general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources. This section identifies administrative controls (e.g. budget and acquisition policies and procedures) and requirements that will be used to provide resource and expenditure accountability.

A. Financial Tracking

All disaster or emergency related expenditures, will be tracked for possible reimbursement or outside funding. Individual departments are responsible for tracking all costs related to emergency response including force account work, force account equipment, materials and supplies, and contract work. Units will submit a spreadsheet with all emergency related costs by type.

The Finance/Administration Section of the EOC Operations Group will be responsible for collecting department expenditures and work orders, as well as tracking costs related to emergency expenditures. Incomplete information will be returned to the department for resubmittal.

Day-to-day (outside of an EOC activation) financial tracking is routinely managed by University Accounting and Budget Services.

B. Emergency Charge Accounts

Generally, all purchases are made by Direct Pay, with a check request, P-Card, Purchase Order, or established through a Contract (where an invoice is submitted and charged against the contract amount). Specific details on standard purchasing requirements can be accessed on the Cal Poly Pomona website at [https://www.cpp.edu/procurement/](https://www.cpp.edu/procurement/).

P-Cards with extended purchasing limits are issued to all buyers. They are primarily used when the Procurement Department’s daily operations are compromised (no phones, computers, etc.).

Cal Poly Pomona maintains a procurement plan, which includes a list of all vendors, emergency operations procedures, and emergency PO numbers for specific types of purchases (e.g., water). The plan also includes continuity measures for offsite redundancy of documents and capabilities, which are maintained by all Cal Poly Pomona buyers.

C. Existing Contracts

Cal Poly Pomona maintains certain contracts to carry out day-to-day business. When possible and practical, these existing contracts should be used to obtain services and supplies needed during emergency preparedness, response, and recovery operations.
D. Essential Personnel & Disaster Pay

California Labor Code §3211.92(b) identifies public agency employees, as Disaster Service Workers. Consequently, all on-duty University employees are expected to remain at work when an emergency occurs. Off-duty employees should report for work in accordance with University policy. If at home when a disaster occurs, employees are expected to ensure the welfare of their families and homes before reporting to work.

At the time of an emergency, all University employees are eligible to be called upon to assume an emergency assignment. Should that become necessary, the University President may suspend normal University business activities. The Personnel Unit, in the University’s EOC Logistics Section will coordinate recruiting, orienting, and assigning employees and volunteers to emergency tasks, as directed by the Emergency Manager.

In addition to being available for an emergency assignment, it is the responsibility of all staff to:

- Be familiar with the University emergency organization, concept of emergency operations and the procedures outlined in this EOP
- Be familiar with department emergency procedures
- Attend required emergency training and exercises
- Maintain proficiency in any special skills needed for emergency assignment

E. Vital Records

A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day University operations. To assist in the records reconstruction period following a disaster, proactive measures must be taken to protect essential records.

Vital records are defined as those records that are essential to:

- **Protect the rights and interests of individuals.** Examples include student transcripts, business records, personnel records, student patient records, Hazardous Materials Business Plan, and criminal record information.
- **Conduct emergency response and recovery operations.** Records of this type include individual personnel rosters, Emergency Operating Procedures, utility system maps, and the location of emergency supplies or equipment.
- **Business continuity plans or standard operating procedures.** Included in this group are financial records, payroll records, purchase orders, and departmental or campus-wide continuity plans.
- **Education data records.** Examples include faculty and staff research, journal articles, grant material, and examination grades.

Each department is responsible for designating a custodian for vital records and ensuring that vital record storage and preservation is accomplished. Vital storage methods that might be utilized include but are not necessarily limited to:
• duplication (either hard copy or removable computer disk)
• dispersal
• fireproof containers
• vault storage (both on and off campus)

F. Emergency Resources

The emergency manager is responsible to develop and maintain a roster of campus resources, contracts, and agreements for materials and services that may be needed in an emergency situation including emergency response equipment, emergency power, communications equipment, care and shelter equipment, food and water. The roster is required to reviewed and updated at least annually or as needed.
1.10 TRAINING AND EXERCISES

The Office of Emergency Management and Business Continuity, in collaboration with the University Police Department, will conduct regular training and exercising of this plan and other specific training as required for compliance with both SEMS and NIMS, along with coordinating; scheduling and documenting training, exercises, and after action and corrective action reports.

The objective is to train and educate students, campus personnel, emergency/disaster response personnel, and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations and are necessary to maintain the readiness of operational procedures. They provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster.

A. Training Program

The University’s Emergency Manager, or designee, has the responsibility to:

- Arrange and provide minimum training requirements for EOC personnel and other University staff with roles and responsibilities during an emergency or disaster. Training for EOC personnel should also be conducted annually.
- Encourage and support training for the University’s faculty, staff, and students.
- Develop and assist Employee and Organizational Development and Advancement (EODA) and Academic Affairs in providing training on emergency preparedness during the orientation process for new hires.
- Develop and assist with training specific to Student Health and Wellness, and Counseling Services staff with responsibilities for Emergency Management functions, and how they will interface with emergency operations.
- Consult with the county and/or state emergency management offices in developing training courses.
- Receive technical guidance on latest techniques from county, state, and federal sources as appropriate and request assistance as needed.

The training programs:

- Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources.
- Include SEMS and ICS training, focusing on individual roles.
- Provide EOC personnel and other University staff with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types.
1. EOC and Emergency Personnel

All University departments which are assigned emergency functions are responsible to develop an in-house training capability to allow further training to their employees in their duties and procedures.

Current training and operational requirements set forth under SEMS and NIMS have been adopted and implemented by the University. The Emergency Manager, or designee, maintains records and lists of training received by University personnel.

2. Evacuation Coordinators and Other Response Personnel

The University has developed an Evacuation Coordinator Training Program. Refer to the University’s Evacuation Coordinator Training Packet and the Emergency Procedures Handout for detailed information on the training, roles and responsibilities of Evacuation Coordinators and other personnel responsible for supporting response at specific facilities/buildings. Currently, Evacuation Coordinators and personnel with responsibilities for building evacuation receive training on a regular basis with minimum topics including but not limited to:

- The University’s EOP and subsequent updates
- The Building Evacuation Plan and subsequent updates
- Immediate Protective Actions
- Specific roles and responsibilities of the Evacuation Coordinator program
- Familiarization of the building of responsibility, with physical walk-through
- Supply and equipment kit locations

3. Individual Preparedness Information

The Emergency Manager will continually encourage the greater campus community to participate in emergency preparedness training. When available, the Emergency Manager will identify and provide information on training opportunities to the University community.

The Emergency Manager has developed emergency preparedness training for new hires, auxiliary and contracted staff and volunteers. In coordination with Employee and Organizational Development and Advancement (EODA) and Academic Affairs, the Office of Emergency Management and Business Continuity provides training resources for new hires, during the orientation process to be completed within one year from the date of hire. This training includes the assignment of online, web-based training modules and includes topics such as:

- The summary of potential threats and hazards to the campus
- General emergency procedures and protective actions (e.g., lockdown, building evacuation)
• The University’s emergency operations
• Individual preparedness information (e.g., go-kits, work policies for emergencies/disasters)

It should be noted that auxiliary hires are trained by supervisors of auxiliary units and maintain their own employee records.

B. Exercise Program

The University will conduct exercises and continually test and evaluate this EOP. Records shall be maintained by the Office of Emergency Management & Business Continuity in coordination with University Police. Whenever feasible, the University will coordinate with neighboring municipalities, the county, and state and federal governments to participate in joint exercises. These exercises may consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the University will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information on this program can be found at http://hseep.dhs.gov.

The Emergency Manager, or designee, will work with University departments to identify and implement corrective actions and mitigation measures, based on both University- and external agency-sponsored exercises.

Regular exercises are required by both SEMS and NIMS. There are several forms of exercises:

• **Tabletop** - Informal discussion of a simulated emergency, with no time pressures, low stress, useful for evaluating plans and procedures and resolving questions of coordination and responsibility. Testing of at least one hazard event should be done once a year.

• **Drill** - Single emergency response function, single agency involvement, often a field component. Testing should be done at least once a year.

• **Functional Exercise** - Policy and coordination personnel practice emergency response, under stressful, realistic simulations, exercise takes place in real time, emphasizes emergency functions, and the EOC is activated. Testing should be done every other year.

• **Full Scale Exercise** - Takes place in real time, employees treat real people and use emergency equipment in the field, coordinates many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions, EOC is activated, and produces a high stress environment. Testing should be done every five years, however activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.

• **Campus building evacuation drills** - Conducted at least annually, or more frequently as needed.

• **Fire drills** - shall be conducted on buildings per state fire code regulations.

The University will conduct tabletop exercises as required by Executive Order 1056. The exercises conducted should allow the various administrative departments an opportunity to assess their capabilities in an emergency or disaster. These departments include, but are not limited to, those which have personnel as part of the EOC group and which are identified as having emergency support functions.
When practical, and as time and resources permit, the Emergency Manager will also assess and evaluate the EOC personnel’s capabilities to carry out their roles and responsibilities as part of the EOC through a combination of drills, functional exercises, and full-scale exercises. These types of operational-based exercises will allow EOC personnel to apply their practical knowledge to a given scenario through actual physical simulation of EOC operations.

After an exercise or actual event, the Emergency Manager will be responsible for ensuring a debrief is conducted with participating personnel, departments, and external agencies and a report must be submitted in one of the following formats:

- After Action Report (AAR)
- Incident Summary Report (ISR)
- Exercise Summary Report (ESR)

At the completion of each exercise, or simulated emergency incident, the Emergency Manager shall be responsible for full documentation of test results. Lessons learned shall be documented in the form of a Corrective Action Plan or After Action Report. The Plan or Report shall be reviewed with the University Emergency Management Team and maintained by the Emergency Manager or Emergency Coordinator, consistent with guidelines found in EO 1031.

Such reports will be made available to the System-wide Office of Risk Management upon request. Activation of the EOC in response to an actual emergency or disaster will count as training in meeting the requirements of this section provided such emergency is well documented and discussed with the campus emergency management team.

1. **Equipment Tests**

In the course of an emergency, operations personnel utilize various types of equipment and technological resources to assist them in carrying out their functions. These pieces of equipment are not only prone to malfunction, but also are not necessarily tools which are used during day-to-day operations, leading to issues such as personnel not knowing how to use the equipment.

The Emergency Manager shall, when practical, incorporate equipment testing into the exercises conducted throughout the year. In addition, the Emergency Manager will ensure all EOC and emergency personnel are familiar with all equipment associated with emergency operations.

In coordination with the University Strategic Communications Department and Information Technology (IT) Division, the Emergency Manager will incorporate into the schedule, the monthly testing of emergency communications systems and equipment. In coordination with Facilities Planning & Management, the Emergency Manager will incorporate into the schedule when testing of the emergency generators occur. It should be noted that Cal Poly Pomona Auxiliary units and facilities are responsible for testing and maintaining documentation of their own emergency generators.

It is the responsibility of specific departments with which a function is charged (e.g., communications with Strategic Communications) to ensure testing is conducted. These records are
maintained with the department that has responsibility for the function. Departments are required to provide a testing schedule, and results of testing, within a reasonable amount of time when the Emergency Manager requests proof of testing.
1.11 PLAN DEVELOPMENT AND MAINTENANCE

On an annual basis, or more frequently as needed, the plan should be reviewed, updated, and distributed to the emergency management team members, and others as identified by the campus. Documentation of review, update and distribution must be in the form of a signed and dated written acknowledgement that is attached to the master campus emergency plan.

Specific responsibilities to maintain the plan include:

- Review of the plan with approval of necessary changes
- Distribution and record of the plan
- Assignment of personnel to fulfill roles and responsibilities of the plan
- Exercising the plan annually, at minimum
- Providing frequent training opportunities so that Cal Poly Pomona staff and students will know how to respond in emergency situations
- Identify and maintain methods of how the university community and the public can be informed of public parts of the plan

Any individual or department can forward any proposed changes to the plan to the University’s Emergency Manager for consideration. This allows other departments and external support agencies with a vital interest in CSU, Cal Poly Pomona, and/or the EOP, to provide input to the document.

As part of the process to maintain and enhance consistency in all emergency planning and preparedness practices, when practical, the EOP plan review should be performed concurrently with review of other related University emergency plans and procedures.
1.12 AUTHORITIES AND REFERENCES

A. Authorities

1. Federal

- Americans with Disabilities Act of 1990 (ADA)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Homeland Security Presidential Directive No. 8, December 17, 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended

2. State

- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code
- California Government Code, Title 19, Public Safety, Div. 1, CAL EMA, Chapter 2, Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Education Code Sections 66600, 66606, 89031
- California Administrative Code Section 42402 and 41302
- California Natural Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- “Good Samaritan” Liability
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
3. **Local**

- Area D Joint Powers Agreement signed by Cal Poly Pomona
- CSU Executive Order 1056, adopting the National Incident Management System (NIMS)/Standardized Emergency Management Systems (SEMS)
- Emergency Management Coded Memo RM-2018-1

**B. References**

1. **Federal**

- An ADA Guide for Local Governments, U.S. Department of Justice
- Local and Tribal NIMS Integration, U.S. Department of Homeland Security
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS), U.S. Department of Homeland Security
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- Pets Evacuation and Transportation Standards Act, H.R. 3858

2. **State**

- California Emergency Plan
- California (CAL EMA) Disaster Assistance Procedure Manual
- California (CAL EMA) Emergency Planning Guidance for Local Government
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- California (CAL EMA) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan
- California Master Mutual Aid Agreement
- California (CAL EMA) State Emergency Plan (SEP) – Checklist Review (Based on Checklist for a NIMS-Compliant EOP from the Template for NIMS Implementation Plan)

3. **Local**

- Los Angeles County Operational Area Disaster Information Reporting Procedures
1.12 Authorities and References

- Los Angeles County Operational Area Emergency Public Information Plan
- Los Angeles County Operational Area Emergency Response Plan
- Los Angeles County Operational Area Functional Annex—Recovery
- Los Angeles County Public Health, Annex 11, Operational Plan for Implementation and Enforcement of Isolation and Quarantine Measures
- Los Angeles County Public Works Disaster Routes Plan
- California State Polytechnic University, Pomona Hazardous Materials Area Plan filed with LACFD
- CSU Emergency Management Coded Memo RM 2018-1
1.13 SUPPORTING DOCUMENTS

PART 2: ATTACHMENTS

Attachment 1: Executive Order 1056
Attachment 2: Emergency Management Coded Memo RM-2018-1