This page is intentionally blank.
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 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 planning efforts 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 response 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 emergency/disaster/critical incidents

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

The University 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, and ICS by the University.

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

Soraya Coley, University President

4/30/18

Date of Adoption

Last Revised: April 2018
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 Cal
Poly Pomona, Office of Institutional Risk and Emergency Management.

The plan assigns roles and delegates responsibilities to certain University departments
and other agencies and organizations that will provide support. Agreement to 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.

Whitney Fields, Executive Director
Institutional Risk & Emergency Management

Danielle Manning, Vice President for
Administrative Affairs and CFO

Soraya Coley, University President

\[4/30/2018\]
Date

\[4/30/2018\]
Date

\[4/30/18\]
Date

Approval and Implementation
Last Revised: April 2018
This page is intentionally blank.
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>
</tbody>
</table>
RECORD OF DISTRIBUTION

In accordance with Executive Order No. 1056, the University's EOP will be distributed to the 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 Institutional Risk and Emergency Management. The master copy of the University's plan will be maintained by the Office of Institutional Risk and Emergency Management.

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 accessible to the general public.

Distribution List

- Cal Poly Pomona Policy Group (as defined in section 1.5 D (2))
- Cal Poly Pomona Emergency Operations Center (EOC) Team (ICS positions defined in Figure 1)
- Campus Emergency Operations Center (EOC)
- Chancellor’s Office, Office of Risk Management
- Area D - Disaster Management Area Coordinator (DMAC) (electronic version)
This page is intentionally blank.
PUBLIC EMPLOYEE DISASTER SERVICE WORKER (DSW) DESIGNATION

(California Government Code Sections 3100-3109) 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...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers... All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...

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 employees 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 worker compensation claims under the same authorities and guidelines as with all employees within their agency.

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 in 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.

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. 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.
TABLE OF CONTENTS

Promulgation iii
Record of Changes vii
Record of Distribution ix
Public Employee Disaster Service Worker (DSW) Designation xi
Table of Contents 1
Part 1: Basic Plan 4

1.1 PURPOSE AND SCOPE 5
   A. Purpose 5
   B. Scope 6

1.2 SITUATION AND ASSUMPTIONS 7
   A. Geography and Population 7
   B. Identification of Potential Hazards 8
   C. Assumptions 9

1.3 PHASES OF EMERGENCY MANAGEMENT 10
   A. Mitigation 10
   B. Prevention 10
   C. Preparedness 10
   D. Increased Readiness 11
   E. Response 11
   F. Recovery 13

1.4 EMERGENCY MANAGEMENT ORGANIZATION 16
   A. Standard Emergency Management System (SEMS) 16
   B. National Incident Management System (NIMS) 20
   C. Incident Command System (ICS) 23

1.5 CONCEPT OF OPERATIONS 25
   A. Emergency Declaration 25
   B. University Levels of Emergency 29
   C. Notification and Activation 30
   D. EOC Operations and Policy Groups 32
   E. Emergency Operations Center 33
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>F. Deactivation</td>
<td>36</td>
</tr>
<tr>
<td>G. Considerations</td>
<td>36</td>
</tr>
<tr>
<td>H. Community Assistance by the University</td>
<td>38</td>
</tr>
<tr>
<td>1.6 Roles and Assignment of Responsibilities</td>
<td>38</td>
</tr>
<tr>
<td>A. Policy Group</td>
<td>41</td>
</tr>
<tr>
<td>B. Command Staff</td>
<td>41</td>
</tr>
<tr>
<td>C. General Staff</td>
<td>46</td>
</tr>
<tr>
<td>D. Day-to-Day Emergency Readiness Responsibilities</td>
<td>47</td>
</tr>
<tr>
<td>1.7 DIRECTION, CONTROL, AND COORDINATION</td>
<td>48</td>
</tr>
<tr>
<td>A. University-wide Coordination</td>
<td>48</td>
</tr>
<tr>
<td>B. Multi-Jurisdiction Coordination</td>
<td>48</td>
</tr>
<tr>
<td>C. Mutual Aid</td>
<td>50</td>
</tr>
<tr>
<td>D. Succession of Key Positions (Continuity of Government)</td>
<td>56</td>
</tr>
<tr>
<td>1.8 INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION</td>
<td>58</td>
</tr>
<tr>
<td>A. Threat Monitoring</td>
<td>58</td>
</tr>
<tr>
<td>B. Initial Incident Awareness</td>
<td>58</td>
</tr>
<tr>
<td>C. Ongoing Information Collection and Analysis</td>
<td>59</td>
</tr>
<tr>
<td>D. Ongoing Operational Communications</td>
<td>60</td>
</tr>
<tr>
<td>E. Operational Communications with External Partners</td>
<td>60</td>
</tr>
<tr>
<td>1.9 ADMINISTRATION, FINANCE, AND LOGISTICS</td>
<td>61</td>
</tr>
<tr>
<td>A. Financial Tracking</td>
<td>61</td>
</tr>
<tr>
<td>B. Emergency Charge Accounts</td>
<td>61</td>
</tr>
<tr>
<td>C. Existing Contracts</td>
<td>62</td>
</tr>
<tr>
<td>D. Essential Personnel &amp; Disaster Pay</td>
<td>62</td>
</tr>
<tr>
<td>E. Vital Records</td>
<td>63</td>
</tr>
<tr>
<td>F. Emergency Resources</td>
<td>63</td>
</tr>
<tr>
<td>1.10 TRAINING AND EXERCISES</td>
<td>64</td>
</tr>
<tr>
<td>A. Training Program</td>
<td>64</td>
</tr>
<tr>
<td>B. Exercise Program</td>
<td>66</td>
</tr>
<tr>
<td>1.11 PLAN DEVELOPMENT AND MAINTENANCE</td>
<td>69</td>
</tr>
<tr>
<td>1.12 AUTHORITIES AND REFERENCES</td>
<td>70</td>
</tr>
</tbody>
</table>

Table of Contents
Last Revised: April 2018
Table of Contents

A. Authorities 70
B. References 71

1.13 SUPPORTING DOCUMENTS 73

Part 2: Attachments 73

Last Revised: April 2018
PART 1: BASIC PLAN
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:

- Provide effective life safety measures and reduce property loss.
- 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.

**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 is 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 (IC’s) and Emergency Operations Center (EOC) Directors retain the flexibility to modify procedures and/or organization 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 and the EOC, whenever possible, to facilitate responsive and collaborative incident management
- Includes pre-incident and post-incident public awareness, education and communications 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 3,400. 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 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 California State University system, each with their own police department. Each campus’ police department is actually quite independent of the other, as each has its own chain of command, however, some of the policies are system-wide. When situations arise on a campus that require more police than the individual department can handle, other campus departments can send mutual aid officers to help.

The University is located within the service area of 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 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, memorandum of understanding (MOUs), with specialty
vendors to provide public works services, in the event of a large scale, emergency event.

Cal Poly Pomona has nine colleges located on its campus and a preschool/childcare center. In addition, Cal Poly Pomona has a high school (International Polytechnic High School), located on campus, which is operated by the Los Angeles County Office of Education and not by Cal Poly Pomona.

B. Identification of Potential Hazards
Emergencies and disasters, especially those involving weather-induced conditions, pose a high priority risk to Los Angeles County, including Cal Poly Pomona and its campus. These conditions include but are not limited to:

- Major Earthquake
- Hazardous Materials
- Fire
- Transportation – Air Crash
- Transportation – Train Derailment
- Civil Unrest
- Terrorism
- Public Health Emergency (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.

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 remains a potential emergency.
C. Assumptions

- California State Polytechnic University, Pomona, or Cal Poly Pomona University, shall be referred to as Cal Poly Pomona or the University for purposes of this plan.

- The Executive Director of Institutional Risk and Emergency Management 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 and the Multi-Agency Coordination System (MACS) at all incidents and events.

- Cal Poly Pomona will be compliant with California State University (CSU) Executive Order No. 1056 – Emergency Management Program.

- 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
1.3 Phases of Emergency Management

- 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

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 activity intended to return critical systems to operation and long-term activity 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 community but those of county, state and federal agencies and departments, private sector and non-profit organizations.

*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, Mid 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: April 2018
The Recovery Team will be composed of various individuals, departments, other governmental organizations and outside agencies, as needed, to effectively coordinate and manage policy decisions, public information needs and recovery operations. Representatives from the following departments and organizations will include, but not be limited to, all 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 multijurisdictional 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 the incidence of poor coordination and communications; as well as reduce resource ordering duplication on multi-agency and multijurisdictional 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>Use SEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local government EOC activated §2407(a)(1)</td>
<td>Use SEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local government activates EOC and requests OA EOC activation §2407(a)(1)</td>
<td>Use SEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two or more cities within an OA declare or proclaim a local emergency §2409(f)(2)</td>
<td></td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>County and one or more cities declare or proclaim a local emergency §2409(f)(3)</td>
<td></td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>City, city and county, or county requests Governor's state of emergency proclamation §2409(f)(4)</td>
<td></td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>Governor proclaims a state of emergency for county or two or more cities §2409(f)(5)</td>
<td></td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>OA requests resources from outside its boundaries**§2409(f)(6)</td>
<td></td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>OA receives resource requests from outside its boundaries**§2409(f)(7)</td>
<td></td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>An OA EOC is activated §2411(a)</td>
<td></td>
<td></td>
<td>Activate EOC</td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>A regional EOC is activated §2413(a)(1)</td>
<td></td>
<td></td>
<td></td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>Governor proclaims a state of emergency §2413(a)(2)</td>
<td></td>
<td></td>
<td></td>
<td>Activate EOC</td>
<td></td>
</tr>
<tr>
<td>Governor proclaims an earthquake or volcanic prediction §2413(a)(3)</td>
<td></td>
<td></td>
<td></td>
<td>Activate EOC</td>
<td></td>
</tr>
</tbody>
</table>

*: Situation is not applicable to the SEMS level.
The information on SEMS contained in the Basic Plan of Cal Poly Pomona’s EOP only includes an overview of the system. Refer to SEMS Guidelines for comprehensive detail 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 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, State Colleges and Universities) 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).
3. **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.

4. **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 also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

5. **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.

6. **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 ordinances, agreements, and memoranda of understanding (MOU’s).
• Identification of 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.
• Identification of local volunteer 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—in order to reduce loss of life, property and harm to the environment. The 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 Qualification and Certification:** 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

The 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 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 support 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 (DOCs)

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. DOCs act as an intermediate communications and coordination link between field units and the University EOC.

1.5 CONCEPT OF OPERATIONS

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 University Emergency Declarations. University Emergency Declarations, will be maintained on file in hardcopy form in the Office of Institutional Risk and Emergency Management, as well as electronically.

1.6 Roles and Assignment of Responsibilities

Last Revised: April 2018
The University should immediately notify and send a copy of the University’s declaration 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.

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 commandeering 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 declaration
• The County’s declaration
• 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.Aty.Gen. 701, 708 (1979).

When the County proclaims a local emergency, they may request that:

• The State California OES Director concur with the local declaration
• The Governor proclaims a State of Emergency
• The Governor requests a Presidential Declaration of an Emergency or Major Disaster
3. **State of Emergency**

A State of Emergency, may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist, which threaten the safety of persons and property within the state, caused by natural or man-made incidents.
- Requested to do so by local authorities.
- Local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any County or City for outside assistance.
- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office.
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary.

4. **State of War Emergency**

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of authority as provided for in the Emergency Services Act.
5. **Federal Declaration**

The Governor can request a Presidential Declaration of an Emergency or a Major Disaster. This opens the door for federal disaster assistance. In some circumstances, a Presidential Declaration 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 1 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 3 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 student victims
- Structural failure of a building causing multiple injuries and death
- Communicable disease outbreak
C. Notification and Activation

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

- University Police Department (UPD)
- Institutional Risk and Emergency 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)
- Institutional Risk & Emergency Management
- 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 3 Emergency**, the following notifications will take place:

- University Police Department (UPD)
- Institutional Risk and Emergency Management
- 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 and any other University personnel who will need to coordinate resources based on the incident.

If the Level 1 Emergency will require significant resources or needs policy-level approval, the Emergency Manager will notify the following:

- University President, or designee

The University President, with the recommendation by the Emergency Manager, will then activate the EOC Policy Group, which will be comprised of Cabinet Members, or designees, whose departments are being affected by the incident.

1. **Activation Authority**

The following individuals are authorized to activate this EOP:

- 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 duty station.

All other employees must:

- Follow their respective department response plans
- Monitor radio stations KFI 640 AM, KFWB 980 AM or KNX 1070 AM for instructions
- Attempt to make contact with 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, Blackboard Connect 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. All EOC members have satellite phones numbers.

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
- Directing 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:

- 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

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. In a major emergency or disaster, 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 Institutional Risk and Emergency Management. The contact phone number is (909) 869-4697 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 One: 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 personnel from management level 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, and
- 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 Three: 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, maintained and regularly updated by the Disability Resources Center. 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/). It also identifies and documents faculty and staff with foreign language skills who may be called upon to assist LEP students during an emergency. Finally, the University utilizes emergency signage with pictorial representations that provide quick and easily understood instructions.

3. **Service Animals and Personal Pets (PETS)**

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 pet will not be denied emergency sheltering. The University, to the best of its ability, will make arrangements to provide shelter to 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.
1.6 Roles and Assignment of Responsibilities

Last Revised: April 2018
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>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Group</td>
<td>President and Cabinet Members</td>
<td>Designees</td>
</tr>
<tr>
<td>Command Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EOC Director</td>
<td>Executive Director, Institutional Risk &amp; Emergency Management</td>
<td>Environmental Health &amp; Safety Manager</td>
</tr>
<tr>
<td>EOC Coordinator</td>
<td>University Police Officer, assigned by the Chief of Police</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>EOC Recorder</td>
<td>Administrative Services Coordinator, Police</td>
<td>Training and Operations Specialist, Police</td>
</tr>
<tr>
<td>General Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning &amp; Intelligence Coordinator</td>
<td>Executive Director, University Housing Services</td>
<td>AVP, Transition &amp; Retention, Student Affairs</td>
</tr>
<tr>
<td>Operations Coordinator</td>
<td>AVP Facilities</td>
<td>AVP, Academic Planning</td>
</tr>
<tr>
<td>Logistics Coordinator</td>
<td>AVP Human Resources</td>
<td>AVP, Information Technology, Project &amp; Process Management</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 Executive Director, Institutional Risk and Emergency Management, or designee.

      Responsibilities include:
      
      • Has delegated authority to act in the best interest of the University, on behalf of the University President and during immediate response operations
      • First point of contact to report potential and ongoing incidents, which will need coordination across one or more departments
      • Responsible for the overall management of the emergency
      • Leads the EOC Operations Group
      • Responsible for initial notification and activation of EOC members
      • Determines which EOC members and departments are needed to activate
      • In conjunction with the University President, determines whether to convene the Policy Group virtually or in person
      • Provides ongoing situational status information to both Operations and Policy Groups
1.6 Roles and Assignment of Responsibilities

- Assigns EOC Operations Group members to maintain activity log and collects documentation
- Reviews and approves overall priorities and action strategies for the emergency
- Interacts with and provides regular situation updates to the Policy Group, when activated

2. **EOC Coordinator**

This position is filled by a *University Police Officer* as designated by the Chief of Police.

Responsibilities include:

- Overall management of the physical EOC
- Provides staff support to the EOC
- Assists with EOC set-up and coordinates internal EOC operations
- Ensures the EOC is fully equipped and functional
- Resolves any equipment or technical issues staff members are experiencing
- Provides 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:

- Determine the location of the Incident Command Post from where tactical response operations will be managed.
- Work directly with the Incident Commanders from external support agencies to employ immediate life-saving actions and satisfy tactical objectives
- Determine the need for, establish, and participate in unified command, when multiple jurisdictions and/or external agencies are supporting University Incident Response
- Authorize protective action statements, which will be disseminated by the University Police Department Emergency Messaging Platform
1.6 Roles and Assignment of Responsibilities

- Determine incident resource needs and requests from the EOC
- Establish parameters for resource requests and release, including the process by which University emergency personnel activate working at the incident site will request resources including more personnel
- Maintain an accurate log or resources currently being utilized for response operations; provide this to the EOC as requested
- Determine a schedule of incident reporting to the EOC
- Keep an open line of communication with the EOC
- Keep 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:

- Serves as the primary point of contact for public and media relations
- Handles 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
- Monitors 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
- Coordinates 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
7. **EOC Recorder**

This position is filled by the *Administrative Services Coordinator for University Police*.

Responsibilities include:

- EOC recorder ensures all actions and activities related to the EOC operations is properly and accurately documented and supports the EOC Coordinator with proper functioning of the EOC.
- Sign-in after arrival at the EOC.
- Assist the EOC Coordinator with any EOC set-up needs.
- Maintain a master activity log for the EOC, capturing all general activities and specific incident information.
- Support EOC members in accurately maintaining their activity logs.
- Work with the records and documentation unit to capture pertinent information to EOC operations.
- Assist the EOC coordinator ensuring all required forms and reports are being completed and turned into the record and documentation unit during demobilization of resources.
- Once EOC Director announces the de-activation of the EOC, assist the EOC Coordinator with returning and storing all EOC equipment.
- Organize and package all EOC operations documentation, clearly identifying it as such, and turn into records and documentation unit.
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 of Facilities 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 of Human Resources.

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 of Finance and Administrative Services.

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).

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 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, 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 into 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 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, allows for the mobilization of resources to and from local governments, operational areas, regions and 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, medical, building and safety, coroners, emergency managers (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 system-coordinators at an EOC may be located in various functional elements (e.g., communications, public works, 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 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**

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

- Chief of Police
- Manager, Environmental Health & Safety
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 Institutional Risk and Emergency Management 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 Emergency Management division, of the Office of Institutional Risk and Emergency Management monitors information sources including (but not limited to):

- Direct communications from faculty and staff (including cellphone calls, texts, and email messages)
- Notification from University Police Department
- Campus CCTV surveillance system
- Behavioral Threat Assessment team student behavioral concerns
- National Weather Service or other weather alerts
- Pomona Police Department, Los Angeles Sheriff’s Department, and California Palmetto Bay Police Department 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**

In order 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 designate 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 contact amount). Specific details on standard purchasing requirements can be accessed on the Cal Poly Pomona website at 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, 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 & shelter equipment, food and water. The roster is required to review and update at least annually or as needed.
1.10 TRAINING AND EXERCISES

The Office of Institutional Risk and Emergency Management 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 & 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 conducted annually.
- Encourage and support training for the University’s faculty, staff, and students.
- Develop and assist Human Resources and Academic Affairs in providing training on emergency preparedness during the orientation process for new hires.
- Develop and assist training specific to Student Health Center and Counselling Center 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:

- Meet training requirements established in Executive Order (EO) 1056.
- 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.
1.11 Plan Development and Maintenance

- 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.
- Will be provided for crisis situations that require additional specialized training and refresher training.

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. **Building Marshals and Other Response Personnel**

The University has developed a Building Marshal Training Program. Refer to the University’s Building Marshal Training Packet and the Emergency Plan Summary and Self-Help Guide for detailed information on the training, roles and responsibilities of Building Marshals and other personnel responsible for supporting response at specific facilities/buildings. Currently, building marshals 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 role and responsibilities of the Building Marshal 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 Human Resources and Academic Affairs, the Office of Institutional Risk and Emergency Management, conducts this training for new hires, during the orientation process or 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 during emergency/disaster)

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 Institutional Risk and Emergency Management 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 simulated emergency, 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, stressful, realistic simulations, takes place in real time, emphasize emergency functions, 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 practically apply their 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 an After-Action Report (AAR) is developed.

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 campus 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 emergency operations personnel utilize various type 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 in the course of day to day operations, leading to issues with 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 Office of Strategic Communications and Information Technology Department, the Emergency Manager will incorporate into the schedule, 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 the Office of Strategic Communications) to ensure testing is conducted. These records are maintained, with the department that has responsibility for the function; a department is required to provide a testing schedule and results of testing within a reasonable 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)

**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
1.12 Authorities and References

Last Revised: April 2018

- 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
- 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
March 07, 2011

MEMORANDUM

TO: CSU Presidents
FROM: Charles B. Reed, Chancellor
SUBJECT: California State University – Emergency Management Program Executive Order No. 1056

Attached is a copy of Executive Order No. 1056 relating to development, implementation and maintenance of the campus emergency management program. The campus president has the authority and responsibility to implement campus emergency management program policies that are consistent with the California State University Emergency Management program. This executive order is in response to recommendations of the Emergency Preparedness Systemwide Audit 09-43.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please call Ms. Charlene M. Minnick, Assistant Vice Chancellor, Risk Management and Public Safety at 562-951-4580.

CBR/ztg

Attachment

c: Vice Chancellors
   Provosts/Vice Presidents for Academic Affairs
   Vice Presidents for Business and Finance
   Campus Police Chiefs
   Campus Emergency Coordinators
   Human Resource Directors
   Risk Managers
This executive order is issued pursuant to Section II of the Standing Orders of the Board of Trustees of the California State University and in concert with The California Emergency Services Act in Section VII, commencing with Section 8550, of Division I of Title II of the Government Code.

I. Purpose

The purpose of the executive order is to maintain an emergency management program on each campus that will be activated when a hazardous condition, natural or man-made disaster reaches or has the potential for reaching proportions beyond the capacity of routine operations. This executive order supersedes and modifies Executive Order No. 1013 to further define the responsibilities and needs of an effective campus emergency management program.

II. Definitions

- **Campus Multi-Hazard/Preparedness Plan (Plan)** - A document that establishes and outlines the campus’ planned response to an emergency. Each campus plan must be compliant with both the California State Emergency Management System (SEMS) as developed by the State Office of Emergency Services (OES), the National Incident Management System (NIMS) as developed by the Department of Homeland Security, and the Incident Command System (ICS).

- **Emergency Coordinator and Emergency Manager** – Are used interchangeably and both mean the designated person with responsibility for campus-wide emergency management activities.
• **Emergency Executive** – The designated campus executive, such as the Vice President of Business and Administration or other commensurate management position, with overall responsibility for campus-wide emergency management planning and execution of the campus plan.

• **Emergency Management Program** – A management framework for responding to and recovering from emergencies that may threaten the health and safety of the campus community or disrupt its programs and operations.

• **Emergency Operations Center (EOC)** – A physical location at which the emergency management team convenes to establish and execute response strategies and tactics, deploy resources, implement mitigation measures and initiate the recovery process.

• **Emergency Operations Center Director** – Overall direction and operation of the EOC assigned to coordinate campus-wide incidents or events involving the campus. Responsibilities include ensuring conflict resolution, providing guidance, ensuring that compatible objectives are established and strategies are selected for the delivery/coordination of critical resources in support of campus emergency operations.

• **Incident Command System (ICS)** – The nationally used standardized on-scene emergency management concept specifically designed to allow user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

• **National Incident Management System (NIMS)** – A system mandated by the Homeland Security Presidential Directive/HSPD - 5 that provides a consistent nation-wide approach to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity, and to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

• **Standardized Emergency Management System (SEMS)** – A system created by California Government Code Section 8607 that is designed to ensure that all public agencies have a common system to utilize in responding to emergencies. The California Office of Emergency Services administers SEMS.

• **Training Record** – Documentation of training for employees, including employee name or other identifier, training dates, type(s) of training, training providers, and attendee sign-in sheets.
III. Responsibility

The Assistant Vice Chancellor for Risk Management and Public Safety is delegated systemwide administrative oversight and programmatic responsibility for systemwide emergency management.

The president of each campus is delegated the responsibility for the implementation and maintenance of an emergency management program on campus and for ensuring the following management activities are accomplished in support of the campus emergency management program:

1. Designate a primary, secondary and tertiary person with responsibility for campus-wide emergency management. Such persons shall be referred to as the campus Emergency Coordinator or Emergency Manager.

2. Establish and equip a functional campus EOC consistent with SEMS, NIMS, and ICS guidelines.

3. Develop a campus plan. 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.

4. Train campus community on the SEMS and NIMS compliant campus Plan to include, at a minimum;
   
   A. Overview training of every employee within one year of employment.

   B. Specialized training annually for employees designated either as building coordinator or building floor marshal, EOC team member, or member of the campus emergency management team. Specialized training includes, but is not limited to, SEMS, NIMS and crisis response.

   C. Training records for all campus training shall be kept consistent with guidelines found in EO 1031.

5. Conduct administrative review of the campus multi-hazard/preparedness plan annually or more frequently as needed. Testing of simulated emergency incidents and emergency communications, including the periodic testing of mutual aid and assistance agreements, shall be conducted utilizing one of the following formats and varying the type of event:

   - **Tabletop** – Informal discussion of simulated emergency, 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, stressful, realistic simulations, takes place in real time, emphasize emergency functions, 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.

At the completion of each exercise or simulated emergency incident, full documentation of test results and lessons learned shall be documented in the form of a Corrective Action Plan or After Action Report, reviewed with the campus 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 Systemwide 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.

6. Develop a roster of campus resources and contracts for materials and services that may be needed in an emergency situation including equipment, emergency power, communications, food and water, satellite and other mobile phone numbers, and update at least annually or as needed. The “updated as of date” should appear on each roster. Campus resources should be typed in accordance with NIMS guidelines to ensure compatibility of resources with other agencies. Resource typing includes its category, kind, and type.

7. Continually communicate the Plan to the campus community in a variety of methods through public education (e.g., web-posting of the Plan, except for active-shooter/terrorist responses plans) or other mechanisms for dissemination of hazard planning materials.

8. Once a year by December 1 or more frequently as needed, provide the Systemwide Office of Risk Management at the Chancellor’s Office a roster of emergency management team personnel as well as their designated back-up
essential to the operation of the campus emergency management programs such as:

- President
- Emergency Executive
- EOC Director
- Emergency Manager/Emergency Coordinator
- Public Information Officer

The roster shall include name, office and emergency telephone numbers, including satellite phone numbers. These lists will be kept confidential and used only in emergency situations.

9. Support the Emergency Coordinators working group, which is an advisory body for CSU systemwide emergency management. The working group is part of the CSU WERCS (Workers Compensation, Emergency Management, Risk Management, Campus Safety/Loss Control) affinity group which is a multi-discipline committee comprised of Emergency Coordinators, Risk Managers, Environmental Health & Occupational Safety Directors and Workers’ Compensation Coordinators and charged, in part, with studying and proposing solutions to systemwide issues such as emergency communications, mutual assistance protocols, and training.

10. On an annual basis or more frequently as needed, interact and coordinate comprehensive emergency management activities with appropriate city, county, operational area, state, federal government and private agencies to increase the readiness of the university. Attendance can be verified by meeting minutes, which should be kept for a minimum of two years.

11. Campus emergency operation policies and procedures must be compliant with related provisions of the Higher Education Opportunity Act (HEOA).

Charles B. Reed Chancellor

Dated: March 7, 2011