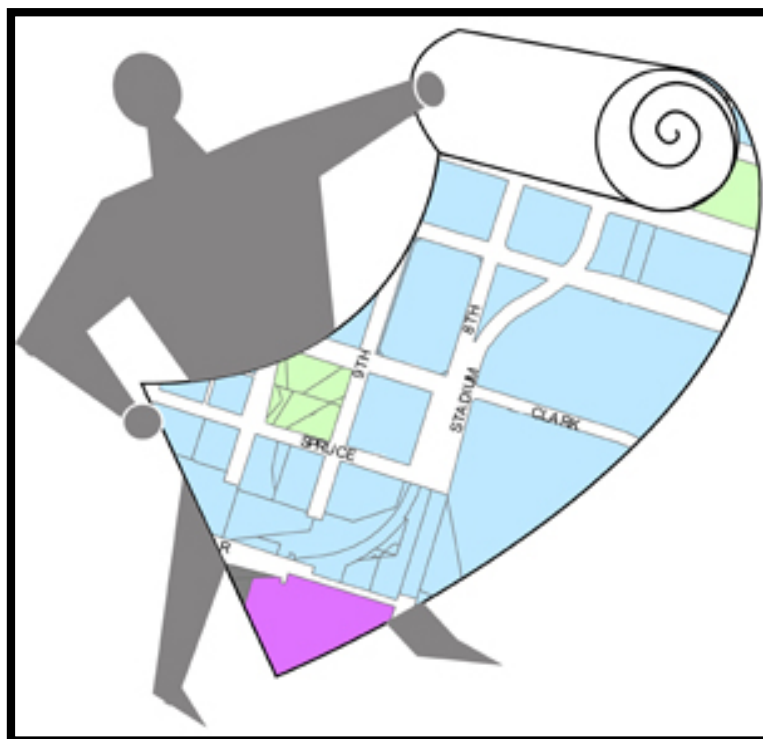


# PART ONE: The Basic Plan



## 1.1 Overview

### A. PURPOSE, GOAL AND OBJECTIVES

This Emergency Operations Plan (the Plan) describes and directs the University's response to emergency situations and disasters. It becomes effective for California State University, Fullerton (also noted as Cal State Fullerton or CSUF) when a hazardous condition or natural disaster reaches or has the potential of reaching proportions beyond the capacity of routine campus operations. (CSU Chancellor's Office Executive Order 524, Jan. 29, 1999.)

The purpose of this multi-hazard emergency operations plan is to provide the framework for coordination and full mobilization of university and external resources and to establish an emergency management system for the main (CSUF) and Irvine campuses. This Plan can also be used by all other off-site campus facilities (Grand Central Arts Center, Garden Grove campus, Tucker Wildlife Center, Cooper Center and Desert Studies Center) as a model for their own Plans. The El Dorado Ranch is the private residence of the University President and falls under the emergency operations plan of the City of Fullerton. Additionally, this Plan clarifies strategies to 1) prepare for, 2) respond to, and 3) recover from an emergency situation or disaster that could impact the campus, its off-campus facilities, or the region.

The goal of the Plan is to provide a system to manage personnel and resources to respond effectively to critical situations in order to protect students, faculty and staff, as well as visitors to the campus. The following objectives support this goal:

1. Ensure that SEMS, ICS and NIMS are applied to emergency management in any disaster impacting the campus.
2. Establish and staff an effective emergency response and communications system;
3. Request and coordinate mutual aid according to established procedures;
4. Identify potential hazards that could affect the campus;
5. Manage the movement, reception, and care of the campus community during an emergency or catastrophic event;
6. Assemble a team of trained personnel to operate the Emergency Operations Center in times of crisis;
7. Restore essential services.

Consistently integrated into every facet of this system is the response priority to preserve life, provide stability to the situation and to protect the environment, in that order.

### B. PLAN ORGANIZATION

**Part One** is the Basic Plan. It describes the Cal State Fullerton emergency management organization, the concept of emergency operations, the phases of emergency management and standard administrative practices. The basic plan is intended to be general in its application and to provide for flexibility during response and recovery.

**Part Two** consists of hazard identification and analysis of potential situations. The emergency response plan is based on an analysis of these hazards (or potential emergencies) that could affect Cal State Fullerton. Mitigation plans are included with each hazard identified.

**Part Three** is comprised of the EOC Position Checklists (On-A-Page and Response Checklists) specific to individual members of the Emergency Operations Center and the University Policy

Group. These checklists are designed to provide general guidance for each position's actions from start up to incident response deactivation.

**Part Four** contains Emergency Operations Procedures that provide specific guidance for handling emergencies.

**Part Five** contains the Functional Annexes that describe the actions and resources required for specific situations.

**Part Six** describes the Disaster Recovery Operations for the Emergency Operations Center, as it transitions from response to recovery activities.

The **Appendix** contains information to support or clarify some aspect of the Plan.

This Plan is not meant to stand-alone. It is intended to be used in conjunction with plans and associated standard operating procedures already in place on campus, within surrounding local jurisdictions, the County of Orange, local CSU campuses, the CSU Chancellor's Office, the State of California and the Federal Government. Other specific contingency plans may also support this plan.

### **C. Plan Approval and Implementation**

Per CSU Chancellor Office Executive Order (EO) 524, dated April 5, 1988, EO 696, dated January 219, 1999, and EO 921, dated November 12, 2004, the University President is responsible for assuring the development, implementation, and required training necessary to effectively staff the Emergency Operations Center (EOC) as well as the promulgation and approval of this Plan. Additionally, "the Emergency Executive is the designated campus executive, such as the Vice President for Business and Administration or other commensurate management position, with overall responsibility for campus-wide emergency planning and execution of this Plan." (EO 1013, dated September 7, 2007)

Further, the President is responsible for designating a person responsible for campus-wide emergency management activities, referred to as the campus Emergency Coordinator or Emergency Manager (EO 1013).

### **D. Scope**

This Plan is intended as an operational document for emergency management at Cal State Fullerton. This plan provides guidance to the CSUF-Irvine campus, but may include some variance, as the Irvine campus's primary response agencies are Irvine Police and Fire agencies.

Off-campus centers are responsible for ensuring their preparedness in coordination with this Plan. Satellite facilities operating as tenants are responsible for coordinating with the property management organization at their respective locations.

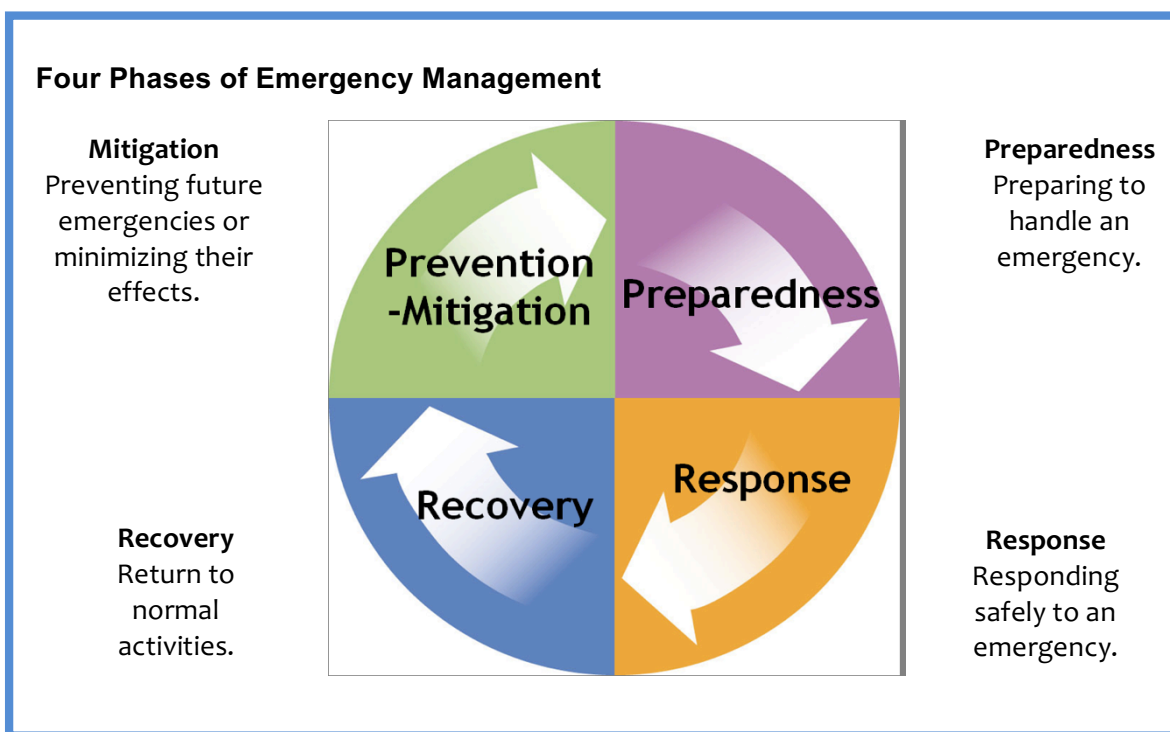
The primary audience of this Plan is intended to be the University's emergency management organization, with the CSU Chancellor's Office and other CSU campus emergency responders supporting this Plan.

This Plan is also a reference for emergency management professionals from surrounding local jurisdictions, the County of Orange, and the State of California, along with volunteer agencies and interested members of the public.

### E. The Four Phases of Emergency Management

Disasters do not just appear one day — they exist throughout time and have a life cycle of occurrence. This cycle is matched by a series of management phases to establish strategies to mitigate hazards, prepare for and respond to emergencies and recover from their effects.

Preparedness for all disasters requires identifying resources and expertise in advance, and planning how these can be used in a disaster. However, preparedness is only one phase of emergency management. The concept of emergency management is defined in four phases: **Mitigation, Preparedness, Response, and Recovery**. They are inter-related and one phase has a direct effect on the successful application of the subsequent phase.



While most of this Plan focuses on Preparedness and Response, it applies to all elements of the campus emergency management organization for mitigation and response as well.

Mitigation is an on-going endeavor at Cal State Fullerton. This is processed through hazard identification and analysis and, on a smaller and personal scale, the awareness of gathering preparedness supplies, securing objects that could fall in an earthquake or arranging offices to minimize violent encounters. A campus Hazard Identification and Analysis is located in Part Two. It describes the situations that could most likely adversely affect the campus and the corresponding mitigation efforts.

Recovery Operations are an important aspect of returning to normal, or better, pre-event operations. Part Six describes the responsibility of the University to transition to those operations through the actions and guidance of the Emergency Operations Center.

A detailed description of the Four Phases of Emergency Management is in Appendix B.

## **F. Situation Overview**

Natural and man-made events occur that can negatively affect the University and its occupants. The primary function of providing an environment of teaching, learning, conducting research and all of the activities that support those activities can also be disrupted for a few hours to several weeks by some extreme situations. Preparing for and planning a response to these events makes the Plan an important element to successful and positive outcomes for the University and its educational mission.

A Hazard Identification and Analysis of the campus, in Part Two, has identified those areas and situations that need additional or extraordinary planning. A hazard survey identified and ranked vulnerabilities to allow management to focus University resources on the most likely of events.

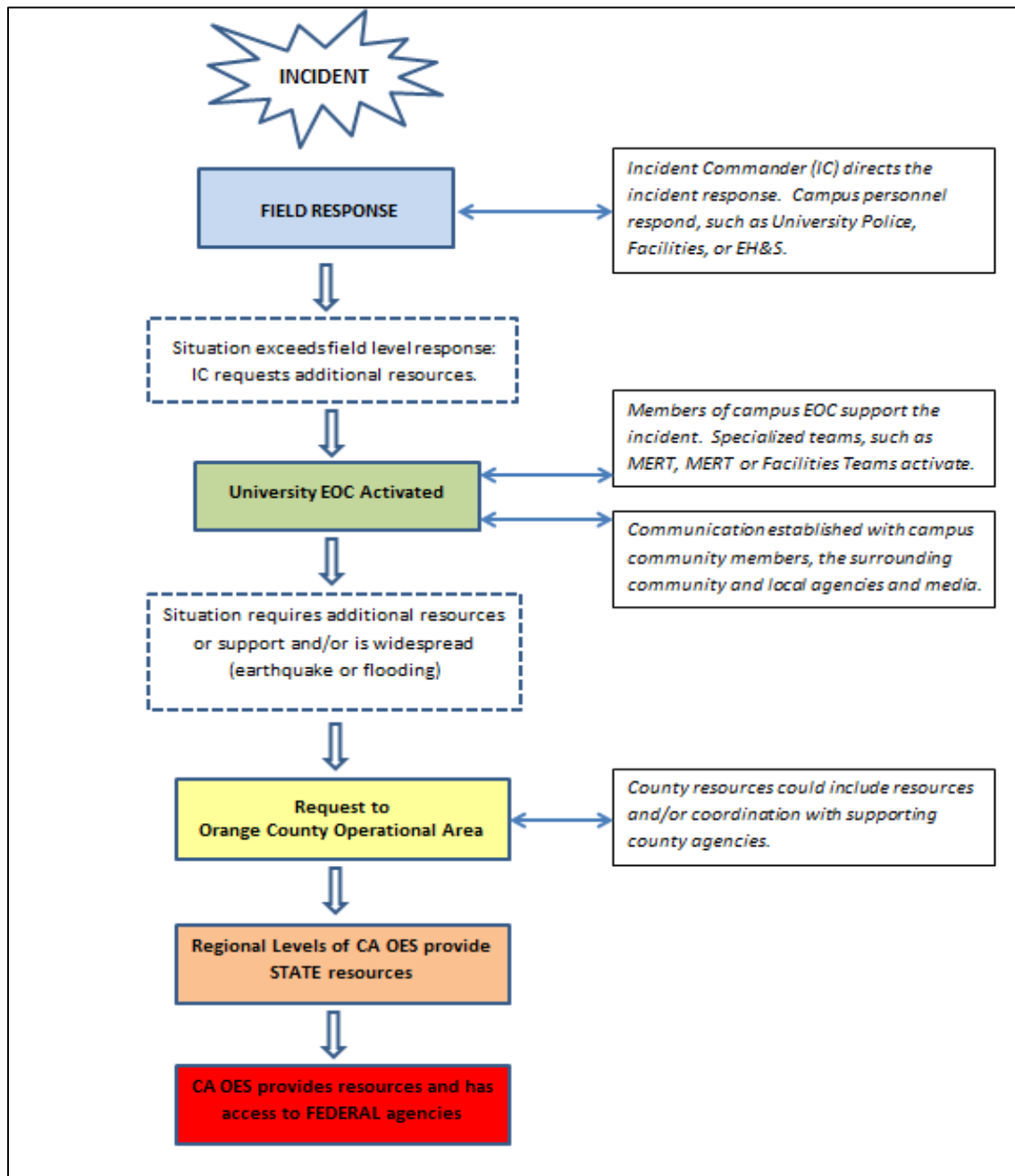
## **G. Assumptions**

1. Emergency management activities are accomplished using Standardized Emergency Management System (SEMS);
2. Emergency activation and response is best coordinated at the lowest level required;
3. The Cal State Fullerton emergency management organization will maintain operational control and responsibility for emergency management activities within our area of responsibility, unless otherwise superseded by statute or agreement;
4. Mutual aid is requested when needed and provided as available;
5. Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage; and
6. Supporting plans and procedures are updated and maintained by the responsible campus department.

## 1.2 Concept of Operations

### A. OPERATIONAL LEVELS

The basic operations of the emergency response for any given situation start at the field level and expand and move up to other **Operational Levels** as the severity and impact of the incident requires. Jurisdiction moves from local field response to local jurisdiction [University EOC to the County (OCA)] and through them to State and Federal resources when needed. Operations, from initial incident to highest level of response, is illustrated below:



Concept of Operations, Cal State Fullerton

Initially, appropriate University personnel will respond and handle the incident. This is called the **Field Response**. It is only when the situation response exceeds the capabilities of the University's responding personnel that the University Emergency Operations Center (EOC), will be activated. The EOC is considered to be the **Local Jurisdiction** response. Its members have training and experience to support and/or coordinate the overall emergency response for the University. Typically the situation is overseen by the Incident Commander who operates from the field at the Incident Command Post and requests resources from the EOC as needed.

For more widespread or severe situations, such as a major earthquake or flooding, the University will contact Orange County **Operational Area** Administration (OCOAA) for support. Typically, the Fullerton Fire Department serves as the contact link to the OCOAA for CSUF. The OCOAA manages and coordinates information, resources and priorities among local governments and entities, such as the University and serves as the coordination and communications link between the University and regional level agencies.

In Orange County the OCOAA coordinate information and resources between other county Operational Areas and State level emergency response activities. **State levels** of response includes the management of resources among the mutual aid regions, and between the regional and state levels, as well as serving as the coordination and communication link with **federal** disaster response agencies.

Throughout all of the operational levels and responses on the campus, the ultimate purpose of these responses is to protect students, faculty, staff and visitors.

## **B. COORDINATION AND COMMUNICATION**

Timely and coordinated responses in an emergency situation depends on effective communication to and within the campus community, between fields units and the EOC and, when necessary, to and from outside entities, such as the OCOAA and other governmental agencies.

Cal State Fullerton employs several methods for communication. An electronic notification system can be used to send messages via voicemail, text and email to all faculty, staff and students for routine exercises, informational announcements, as well as emergency notifications, such as sheltering-in-place. Building audible announcements and alarms can also be used to deliver rapid alerts. An AM radio transmitter can broadcast directions or emergency messages within a two-mile radius of the campus property. Parking personnel and building marshals use VHF radios and University Police use 900 MHz radios to connect with one another and with other local law and fire agencies, and the OCOAA.

Emergency Operating Procedure 4.4 describes the communication system in detail, and identifies those persons who have access to and authority to activate the emergency notification system.

## **C. UNIVERSITY INCIDENT MANAGEMENT**

Responses to emergency situations at Cal State Fullerton are guided by the Standardized Emergency Management System, or SEMS, Incident Command System, or ICS, and National Incident Management System, or NIMS, which are described below.

## 1. Standardized Emergency Management System (SEMS)

SEMS, or Standardized Emergency Management System (Appendix D) is used for managing responses to multi-agency and multi-jurisdictional emergencies in California. The four major elements of SEMS are 1) the use of the Incident Command System, or ICS, 2) inter-agency coordination, 3) the utilization of the State's Mutual Aid Program and 4) the coordination with and use of Operational Areas. Together they create a system for local governments or entities, such as CSUF, to respond to emergencies cooperatively with other agencies or jurisdictions.

SEMS is intended to be flexible and adaptable to the needs of all emergency responders. As described in the five operational levels above, SEMS allows for entities to request and receive assistance from higher jurisdictions and agencies as the situation expands beyond the field and local levels.

Senate Bill 1841 established the Standardized Emergency Management System (SEMS) effective January 1, 1993 for all state agencies. By law, agencies must use SEMS to unify all elements of California's emergency management organization into a single integrated system. Additionally, SEMS must be used to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

## 2. Incident Command System, or ICS

SEMS uses the Incident Command System, or ICS, as its organizational management system. All levels of government and state agencies use this system. Its strength and usefulness are built upon in the following concepts:

- a) Common Terminology
  - Plain talk and common language are used so that all persons across multiple jurisdictional areas understand one another. No codes are used.
- b) Manageable Span of Control
  - Each person reports to only one person and no leader has more than seven persons reporting to him or her.
- c) Unity of Command
  - There is only one Incident Commander for each incident. When multiple agencies are working together, the concept of Unified Command keeps the incident with a single purpose and voice.
- d) Expandable and collapsible
  - Responses are increased only as much as required and will be reduced or deactivated as the situation requires. This makes best use of personnel and equipment resources.

### a. ICS Structure

Incident Command Systems is structured into five functional areas: Management, Operations, Planning, Logistics and Finance.

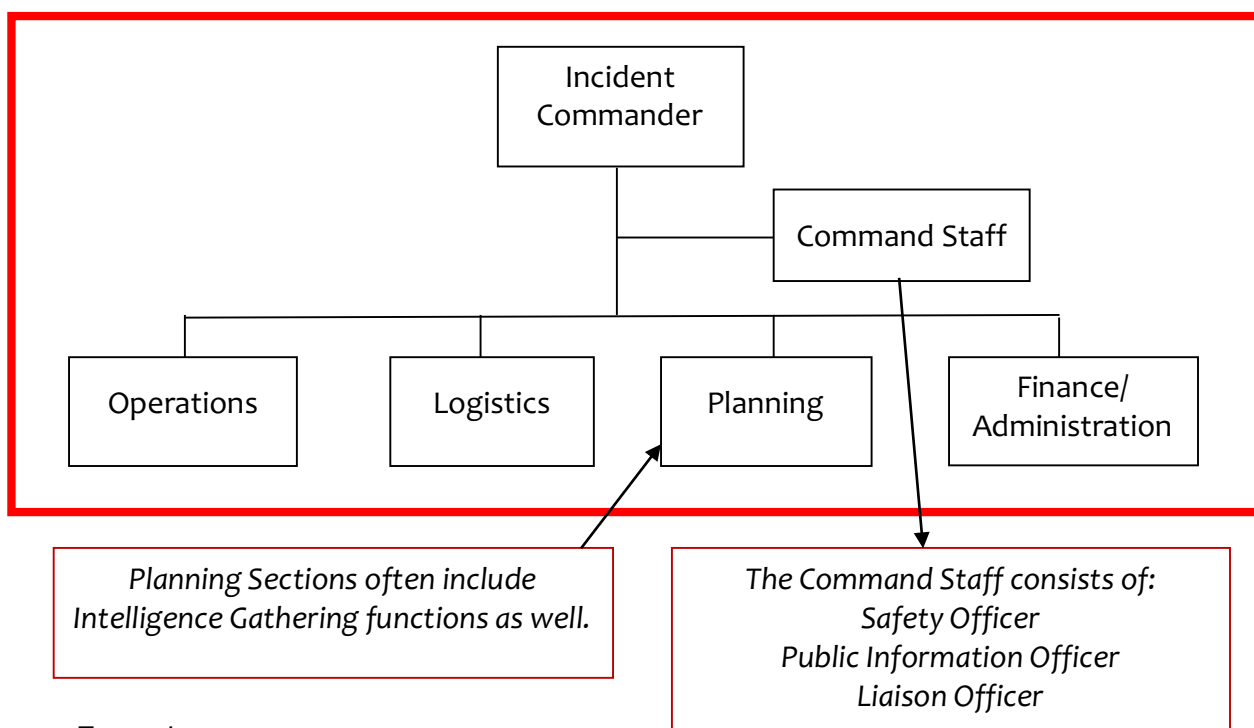
- 1) **Management:** This function provides for the overall management and coordination of response and recovery activities.



- 2) **Operations:** This function is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the action plan.
- 3) **Planning/Intelligence:** This function is responsible for collecting, evaluating, and disseminating intelligence and information; developing the action plan in coordination with the other functions; and maintaining documentation.
- 4) **Logistics:** This function is responsible for providing facilities, services, personnel, equipment, and materials.
- 5) **Finance/Administration:** This function is responsible for financial and administrative aspects not assigned to the other functions.

b. Expansion of ICS Functions

ICS functions expand to only fit the need of the incident.



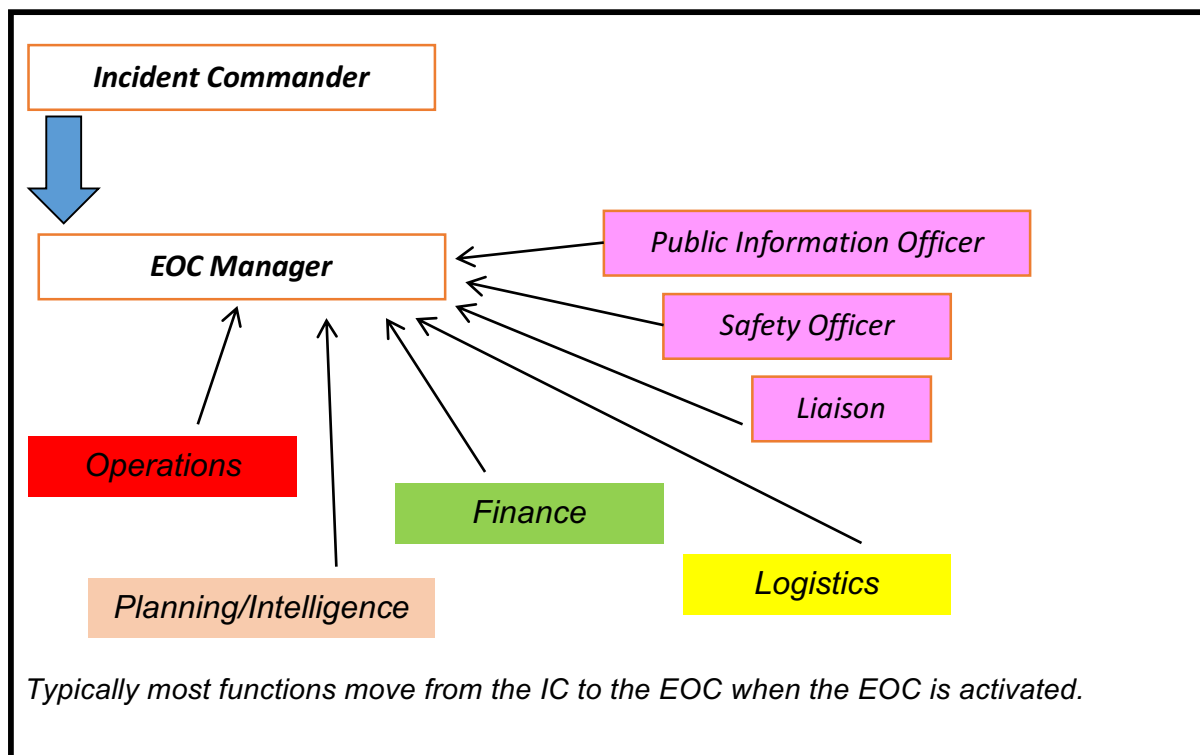
c. Example

Even in small incidences, ICS is used from the beginning. The first responder to the incident would be the Incident Commander (IC), but he or she would relinquish that role as soon as the next person with more knowledge and/or authority took command of the situation. If the media were also to respond, a Public Information Officer (PIO) would be required to field questions. A Safety Officer for crowd control and personnel safety, and a Liaison Officer to interact with other campus entities may also be added. These four people are called the Incident Commander and the Command Staff.

If the incident expands, persons who could obtain, operate and coordinate equipment would fill roles in Operations, Logistics and Planning Sections. The person who provides the financial support for this incident would be the Finance Section.

## D. EMERGENCY OPERATIONS CENTER (EOC)

For large and/or impactful incidents or situations that exceed the campus's normal response operations, the University Emergency Operations Center (EOC) can be activated. The University's EOC uses ICS structure and function when activated. Instead of an Incident Commander, however, the EOC is headed by the EOC Manager.



All actions of the EOC are taken in support of the needs of the incident. The Operations, Planning, Logistics and Finance Sections are activated as the incident expands and are required. Additional positions within the four Sections are added to carry out more specialized and technical functions.

Each Section is headed by a Section Chief. The positions in each Section in the CSUF structure support the function of that Section. Every function within that Section is the responsibility of the Section Chief, who, in the absence of a Section member, must fulfill that position herself. The EOC structure at CSUF is illustrated in the beginning of Part Three. Also in Part Three are the EOC position checklists that describe the specific actions required for each position's roles and responsibilities throughout an incident. A current list of EOC members and their positions in the EOC is in Appendix F.

## E. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) REQUIREMENT

The National Incident Management System, NIMS, is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to:

1. Be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.

2. Improve coordination and cooperation between public and private entities in a variety of incident management activities.
3. Provide a common standard for overall incident management.

NIMS has two basic compliance requirements that are already incorporated into SEMS. The first is the adoption and use of the Incident Command System, which defines the operating characteristics, management components, and structure of incident management organizations throughout the life cycle of an incident. The second is the utilization of multiagency coordination systems, which define the operating characteristics, management components, and organizational structure of supporting entities. NIMS compliance also requires documented personnel certification and resource typing and inventory, which SEMS does not.

Homeland Security Presidential Directive (HSPD) - 5 "Management of Domestic Incidents," is directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). State and local governments must be NIMS compliant as a condition for Federal preparedness assistance, such as grants and contracts.

Cal State Fullerton ensures NIMS compliance by recording the training and certification of certain campus personnel. It is the responsibility of persons taking FEMA emergency management on-line courses and other training courses to send certification of course completion to the Emergency Management Coordinator for record keeping. Campus resources are inventoried and categorized and available to campus response personnel. Documentation of NIMS Compliance via a NIMSCAST report is submitted on-line annually to FEMA by the Emergency Management Coordinator.

More detail of NIMS is in Appendix E.

## 1.3 Mutual Aid System

California's disaster planning is based on a statewide system of mutual aid. Each local jurisdiction, such as CSUF, relies first on its own resources, then calls for assistance within its own jurisdiction, expanding through its operational area to state resources and assistance when required.

### A. MASTER MUTUAL AID AGREEMENT

In 1950, then-governor Earl Warren signed into law the California Disaster and Civil Defense Master Mutual Aid Agreement. Now known as the California Master Mutual Aid Agreement, it was made and entered into by and between the State of California and its various departments and agencies, which includes Cal State Fullerton. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities, while giving and receiving help whenever it is needed. The State is a signatory to this agreement and provides available resources to assist local jurisdictions in emergencies. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.



**Six regions:** The State of California is currently divided into six state emergency services mutual aid regions to facilitate the coordination and flow of mutual aid. Cal State Fullerton is in Region I.

Through this mutual aid system, the California Office of Emergency Services, or OES, can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department or from a local government entity that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent a situation from developing to disaster proportions.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire Coordinators and Law Enforcement Coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state (OES) level. Inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid regional level.

## B. RESPONSIBILITIES OF OPERATIONAL LEVELS

Cal State Fullerton is a state agency, and because of its size and function, it is also considered a “local jurisdiction.” It, therefore, has duties that expand its role in preparedness and function, especially as it applies to the Mutual Aid process.

### 1. Cal State Fullerton’s responsibilities

It is the responsibility of the University to develop and maintain current emergency plans that are compatible with the California Emergency Plan and the California Master Mutual Aid Agreement. This includes provisions for applying campus resources to meet the emergency requirements of the campus or its neighbors and coordinating such plans with those of neighboring jurisdictions to ensure mutual compatibility. Periodic training and testing of plans are required. As a part of that responsibility, the University is charged with:

- a) Identifying multi-purpose staging areas to provide rally points for incoming mutual aid.
- b) Responding to requests for mutual aid.
- c) Dispatching situation reports through established channels as the emergency situation develops and as changes in the emergency situation dictate. Reports go to the appropriate Operational Area Coordinator and/or OES Mutual Aid Region as the emergency situation develops and as changes in the emergency situation dictate.
- d) Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.
- e) Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
- f) The responsibility for logistical support of all reporting personnel.
- g) Carrying out emergency regulations issued by the Governor.

### 2. Operational Area Responsibilities

In support of needs by Cal State Fullerton and/or the entities to which the University is supplying aid, the Operational Area level coordinators are responsible for:

- a) Coordinating intra-county mutual aid.
- b) Maintaining liaison with the appropriate OES Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.
- c) Identifying Multipurpose Staging Areas to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.
- d) Channeling local mutual aid requests that cannot be satisfied from within the county to the appropriate OES Mutual Aid Region Coordinator.
- e) Dispatching reports to the appropriate OES Mutual Aid Region Coordinator as the emergency situation develops and as changes in the emergency situation dictate.
- f) Receiving and employing resources provided by other counties and by state, federal, and private agencies.
- g) Carrying out emergency regulations issued by the Governor.

With respect to Orange County, the County Sheriff or Fire Chief is the Operational Area Coordinator, and the Mutual Aid Regional Coordinator is the State OES Region 1 Manager. During a proclaimed emergency, inter-jurisdictional mutual aid will be

coordinated at the appropriate Operational Area or mutual aid regional level whenever available resources are:

- a) Subject to State or Federal control.
- b) Subject to military control.
- c) Located outside the requesting jurisdiction.
- d) Allocated on a priority basis.

### 3. Regional Responsibilities

California Mutual Aid Regional Coordinators are the liaison between local state, federal response agencies. They support those efforts through:

- a) Planning guidance and assistance to local jurisdictions.
- b) Responding to mutual aid requests from local jurisdictions, usually via their Operational Area Coordinators.
- c) Receiving, evaluating, and disseminating information on emergency operations.
- d) Providing the State Director for emergency services, with situation reports and, as appropriate, recommending courses of action.

### 4. State Responsibilities

At the state level, the office of emergency services (OES) performs executive functions assigned by the Governor and coordinates the extraordinary emergency resources and services to state agencies. This is accomplished through:

- a) Evaluation of emergency operations information and requests for mutual aid.
- b) Process and transmission of requests for federal assistance.
- c) Direction, allocation, and integration of resources supplied by federal agencies and/or other states.
- d) Liaison with appropriate state, federal, and private agencies.

## C. REQUEST FOR MUTUAL AID

Requests for and coordination of mutual aid are accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to State). Requests should include, as applicable:

1. Number of personnel needed.
2. Type and amount of equipment.
3. Reporting time and location.
4. Authority to which they are to report.
5. Access routes.
6. Estimated duration of operations.

## D. PROVISION OF MUTUAL AID

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.

Cal State Fullerton will provide mutual aid when:

1. Requested from local governments that have declared a Local Emergency.
2. Directed from the Office of Emergency Services (OES).

3. A gubernatorial state of emergency in an area including Cal State Fullerton has been declared.
4. Proclamation of a state of war emergency.
5. A national emergency has been declared by the federal government.

#### **E. CRITICAL RESPONSE UNITS (CRU)**

The California State University established a policy to train police officers from CSU campuses around the state to respond to critical incidents. Known as the Critical Response Unit, or CRU, personnel in this group are specially trained to assist other local and state entities to mitigate the effects of natural disasters, civil disorder and to protect life and property.

Each CSU Police Department must have agreements with neighboring agencies that specify the procedure for requesting mutual aid. The requesting agency is responsible for the overtime and backfill costs of the responding officers. See University Police General Orders 8-8 for more details of the University's program.

## 1.4 Declaration or Proclamation of Emergency

### A. EMERGENCY DECLARATIONS OR PROCLAMATIONS

Emergency declarations or proclamations are important to enact certain duties and responses during emergency situations, as well as to start the chain of responses from local and state entities. There are three levels of emergency declarations.

#### 1. Campus Emergency

The President may declare a Campus Emergency under this Plan and his/her inherent authority to regulate campus buildings and grounds and maintain order on campus (California Administrative Code, Title 5, Sections 41302 and 42402). Such a declaration will be made when, in the President's opinion, there is an actual or threatened condition of disaster or extreme peril to persons or property on campus which cannot be met by ordinary campus administrative procedures and makes implementation of this Plan necessary.

Implementation of the campus Plan is the first step in coordinating disaster assistance with local jurisdictions and giving and receiving mutual aid under that Plan, if necessary.

#### 2. Local Emergency

The local governing body or a duly authorized local official, as specified by local ordinance, may proclaim a Local Emergency. Typically, proclamations will be made when there is an actual or threatened disaster or extreme peril to the safety of persons and property within the territorial limits of an area outside the campus limits, such as a city, jurisdiction or county. The proclamation of a Local Emergency provides legal authority to:

- a) Request that the Governor proclaim a State of Emergency (if necessary).
- b) Promulgate orders and regulations necessary to provide for the protection of life and property.
- c) Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, plans, and/or agreements.
- d) Request that State agencies provide mutual aid.
- e) Require the emergency services of any local official or employee.
- f) Requisition necessary personnel and material of any department or agency.
- g) Conduct emergency operations without facing liabilities for performance or failure of performance.

For our area, the Orange County Operational Area Administration (OCOAA) fulfills this role.

#### 3. State Proclamation of Emergency

A state of Emergency may be proclaimed by the Governor when:

- a) There exist conditions of disaster or extreme peril to the safety of persons and property within the State; and
- b) It has been requested by local authorities, or local authority is inadequate to cope with the emergency.



Whenever the Governor proclaims a State of Emergency:

- a) Mutual aid shall be rendered in accordance with approved ordinances, plans, and/or agreements, including the campus Plan and its agreements with local jurisdictions.
- b) The Governor shall have the right to exercise within the designated area all police power vested by the Constitution and the laws of the State of California.
- c) The Governor may suspend the provisions of any regulatory statute; or any statute prescribing the procedure for conducting state business; or the orders, rules, or regulations of any state agency, including campus procedures.
- d) The Governor may commandeer or utilize any private property or personnel (other than the media) in carrying out his responsibilities.
- e) The Governor may promulgate, issue, and enforce orders and regulations as he/she deems necessary.

## **B. CALIFORNIA EMERGENCY SERVICES ACT**

The California Emergency Services Act, hereinafter referred to as the Act, provides the basic authority for conducting emergency operations following a proclamation of emergency by the Governor and/or appropriate local authorities. The provisions of the Act are supplemented by emergency regulations at the local level.

The California Emergency Plan is published in accordance with the Act. It describes overall Statewide authorities and responsibilities and outlines the functions and operations of government at all levels. The University Emergency Operations Plan is considered to be an extension of the California Emergency Plan.

## **Part 1.5 Continuity of Authority**

### **A. CONCEPT**

The California Government Code, the State Constitution, and the Emergency Services Act provide legal authority for the continuity and preservation of government in the event the individuals appointed are unable to serve. The concept of continuity of government is comprised of three elements:

1. Standby officers for the governing body
2. Alternate seat of government
3. Preservation of vital records

The ultimate responsibility for emergency management on campus belongs to the University President. To ensure the orderly continued operations of the university, the President may delegate functions to other University administrators. However, this delegation does not remove final authority and responsibility from the President.

### **B. LINES OF SUCCESSION**

In the absence of the President being able to designate a successor, the line of succession, in emergency operations, for the President will be the following:

1. Provost and Vice President for Academic Affairs
2. Vice President for Student Affairs
3. Vice President for Administration and Finance
4. Vice President for Human Resources, Diversity and Inclusion
5. Vice President for Information Technology
6. Vice President for University Advancement

The designee will conduct response and recovery operations until the President returns to campus. The President, or, in his/her absence, this designee, has the authority to:

- Declare a Campus Emergency
- Issue a Closure of Campus Order
- Issue an Administrative Leave Order

The line of succession for department heads, chairs, deans, or administrators is established according to college and individual department operating procedures and should be documented and updated regularly.

### **C. ALTERNATE GOVERNING OFFICES**

#### **1. President and President's Cabinet (Emergency Operations Policy Group)**

If the President's office in College Park must be vacated, the President and the members of her Cabinet will meet in the Visual Arts Complex Room 106B until temporary offices can be established. Portable trailers may be rented to provide temporary offices for the President and any other office deemed essential by the President. These offices should be located in an area where communication to the University Police and the EOC can be established and maintained.

## **2. Emergency Operations Center Members**

Emergency operations for response will be held in the Emergency Operations Center in the University Police building. If the building is damaged, the location for an alternate EOC will be in the Ruby Gerontology Center or the Titan Student Union. If all buildings are damaged, the EOC will be located outside of the University Police Department in protected temporary shelters.

A current list of EOC Members is in Appendix F.

## 1.6 Preservation of 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 recovery and 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 Material Business Plan, criminal record information.

*Conduct emergency response and recovery operations.* Records of this type include personnel rosters, Emergency Operating Procedures, utility system maps, locations of emergency supplies and equipment.

*Reestablish normal administrative functions.* Included in this group are financial records, payroll records, and purchase orders.

*Educational.* Faculty and staff research, grant documentation and records, exams, and grades.

Each department is responsible for designating a custodian for vital records, and ensuring that vital record storage and preservation is accomplished. Vital records storage methods should be redundant and backed up regularly. Off-site and “cloud” storage is recommended to protect records from devastating occurrences such as a major earthquake or fire.

It is the responsibility of each employee to maintain complete and timely record back up of the data on assigned computers using similar back up systems.

Detailed direction on handling vital records is in Part Four, Emergency Operations Procedures, 4.7. Vital Records Retention



## Part 1.7 Emergency Management Training and Exercises

Training of emergency response personnel is required for the efficient and timely responses during times of crisis. Persons identified in the Plan must have an understanding of its essential features, campus response to emergencies, and how to prepare for emergencies (emergency preparedness).

### A. TRAINING ELEMENTS

The following three areas comprise the training elements needed for participants of the Plan to support and implement the Plan.

#### Area 1. The Campus Emergency Operations Plan

Training elements:

- a) Provide an overview of the Plan and the responsibilities of each area/department;
- b) Establish and review individual area plans that connect to the overall campus Plan;
- c) Review and familiarize individuals with functional levels of responsibility;
- d) Include elements to address access and functional needs of all persons on campus;
- e) Encourage programs to educate the basic Plan elements to supporting personnel.

#### Area 2. Response

Training elements:

- a) Understanding the levels of response to emergencies;
- b) Identifying and becoming familiar with special circumstances (hazardous materials, public health);
- c) Control and reporting;
- d) Use of outside agencies and resources (mutual aid);
- e) Include elements that test and enhance the knowledge of appropriate responses and actions necessary to help all persons, regardless of ability or need.

#### Area 3. Emergency Preparedness

Training elements:

- a) Drills and practice sessions;
- b) Identification of areas with potential hazards;
- c) Review and familiarization of available emergency equipment and supplies;
- d) Individual training in building safety, search and rescue, basic first aid, incident containment, and public safety;
- e) Inclusion of persons with access and functional needs whenever possible;
- f) Coordination of campus-wide response.

### B. Training Requirement

As required by Executive Order 1013, *California State University Emergency Management Program*, the Cal State Fullerton emergency management team will train the campus community on this SEMS, NIMS and ICS compliant Emergency Operations Plan to include, at a minimum:

1. An overview of the campus emergency plan for every employee within one year of employment.
2. Specialized training annually for employees designated as a building coordinator or floor marshal, EOC team member, or member of the campus emergency management team. Specialized training includes training in SEMS, NIMS, ICS and crisis response.
3. Specific training requirements for EOC team members are described in Part 3, Section 3.2.
4. Training records for all training shall be kept for a minimum of seven years.

### **C. Plan Testing and Exercises**

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:

1. 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 conducted once a year.
2. Drill – Single emergency response function, single agency involvement, often a field component. Testing should be done at least once a year.
3. 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.
4. Full Scale Exercise – Takes place in real time, employees treat real people and use emergency equipment, coordinates many agencies, including testing of mutual aid and assistance agreements, tests several emergency functions, EOC is activated and produces high stress. Testing should be done every five years. Activation of the EOC in response to an actual emergency or disaster will satisfy this training requirement.
5. Campus building evacuation drills – Will be conducted at least annually or more frequently as needed.

### **D. AFTER ACTION REPORT**

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 After Action Report, reviewed by the Chief of Police, or Police Captain, with input from other campus personnel as deemed necessary by the Chief or Captain, and maintained by the Emergency Management Coordinator for a minimum of five years. A copy is also filed with the CALEA Records Coordinator.

Real incidents and emergencies should have after action reports as these occurrences are invaluable in providing real time data to test and evaluate campus responses.

Procedures and copies of the After Action Reports are located in Appendix K and available from the Emergency Management Coordinator.

## **1.8 Emergency Equipment and Supplies**

### **A. PURCHASING EQUIPMENT AND SUPPLIES**

The needs of the campus, in a sustained emergency situation, require that necessary equipment be in place and in operational order. Designated campus personnel have been issued P-Cards with high limits for use in the purchase of emergency equipment and supplies and additional purchase cards are maintained as part of the supplies maintained in the EOC. Memorandums of Understanding have been put in place with local vendors to provide access to additional needed resources. These MOU's, to the extent possible, are coordinated through the campus Emergency Management Coordinator or Contracts and Procurement.

### **B. SUPPLY MAINTENANCE**

Food supplies consist of those food items maintained by campus dining services as well as non-perishable food items maintained in the EOC. Agreements are in place with the Red Cross to provide additional food should the campus be declared an emergency shelter. Some water supplies are on hand. The campus will continue to pursue the purchase of a water purification system to provide needed purified water should the water supply become contaminated.

### **C. INVENTORY**

An inventory of all emergency equipment and resources on campus is maintained, categorized (typed) and updated annually by the Emergency Management Coordinator.





## Part 1.9 Plan Development and Maintenance

The planning process for the Emergency Operations Plan is a coordinated endeavor of campus personnel with guidance from local government, state agencies, and with the CSU System.

According to Chancellor's Office Executive Order 1013, dated September 7, 2007:

“The **President** of each campus is delegated the responsibility for the implementation and maintenance of an emergency management program on campus and for ensuring specific management activities are accomplished in support of the campus emergency management program.”

The “**Emergency Executive**” is 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.”

The campus **Emergency Management Coordinator** has responsibility for maintenance of this Plan, and its review and modification. Reviews must be conducted at least annually.

**Emergency Operations Planning Committee** is comprised of individuals from all of the campus divisions and from various areas of responsibility to review and provide advise on the contents of the Emergency Operations Plan and to cooperatively incorporate best practices for the Plan and its implementation.

The annual review of the Plan with few or minor changes require only the signature of the Emergency Management Coordinator and the concurrence signature of the Chief of Police. Major changes or revisions to the Plan (changes to procedures or responsibilities, or substantial additions to the Plan) require the approval and signature of the University President upon the recommendation from Cal State Fullerton's Emergency Executive (Vice President for Administration and Finance).

Copies of this Plan will be distributed as noted in the Plan Preface.



## 1.10 Authorities and References

California State University, Fullerton's emergency planning must be consistent with applicable statutes and administrative orders. Cal State Fullerton must ensure that all personnel assigned specific responsibilities in support of this Plan are adequately trained and prepared to assume those responsibilities.

### A. CALIFORNIA EMERGENCY PLAN

This plan is promulgated in accordance with the provisions of the Emergency Services Act, provides statewide authority and responsibility, and describes the functions and operations of government at all levels during extraordinary emergencies.

Sections 8567, 8587 and 8614 (a) of that Act provide the Governor with the authority to direct Executive Departments of the State to support such planning and preparedness and other emergency activities. Executive Order Number W-9-91 directs each agency to be responsible for "emergency planning, preparedness and training". Each agency shall establish a line of succession "and train its employees to properly perform emergency assignments."

The State's Emergency Plan uses a standard management approach allowing for individual plans of State agencies, to interact effectively. The **California State University System** is part of this effort. The Governor's Executive Order D-25-83 calls for the CSU to develop, maintain and support emergency planning and operations. The CSU Chancellor promulgated Executive Order No. 1013, that gives the campus Presidents the responsibility to implement a multi-hazard emergency management program. The Executive Order was issued pursuant to Chapter 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 Chapter VII, commencing with Section 8550, of Division I of Title II of the Government Code. This Plan is, therefore, considered to be an extension of the State Emergency Plan.

### B. SUPPORT AND INTEGRATION WITH OTHER EMERGENCY PLANS

This plan is referenced and integrated in other local plans. The City of Fullerton Emergency Operations Plan includes the Chief of Police, Strategic Communications and the Emergency Management Coordinator as the University's emergency contacts. Additionally, this Plan is a part of the Orange County Operational Area's County Disaster Plan.

### C. DECLARATION OF AN EMERGENCY

#### 1. University

- a. The authority to govern The California State University and to maintain its buildings and grounds has been given to the Board of Trustees by the Legislature (California Education Code, Sections 66600, 66606, and 89031). In turn, the campus President has been delegated the authority to regulate the buildings and grounds of his or her individual campus (see California Administrative Code, Title 5, Sections 41302 and 42402).
- b. Title 5, California Administrative Code, Section 42404, states: "The President of each campus is responsible for the educational effectiveness, academic excellence,

and general welfare of the campus over which he presides."

- c. Title 5, California Administrative Code, Section 41302, states: "During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities."

## **2. State**

- a. California Emergency Services Act, California Government Code, Sections 8550-8668.
- b. California Natural Disaster Assistance Act, California Government Code, Sections 8680-8692.
- c. Flood Fighting, California Water Code, Section 128.

## **3. Federal**

- a. Federal Disaster Relief Act of 1974 (Public Law 93-288).
- b. Federal Civil Defense Act of 1950 (Public Law 920), as amended.
- c. U.S. Army Corps of Engineers--Flood Fighting (Public Law 84-99).

## **D. MUTUAL AID REFERENCES**

- California Disaster and Civil Defense Master Mutual Aid Agreement
  - <http://www.calema.ca.gov/PlanningandPreparedness/Documents/CAMasterMutAid.pdf>
- California Fire and Rescue Emergency Plan.
  - <http://www.calema.ca.gov/FireandRescue/Documents/Fire%20Division%20Documents/History%20and%20Organization.pdf>
- California Law Enforcement Mutual Aid Plan.
  - <http://www.calema.ca.gov/LawEnforcement/Pages/Mutual-Aid.aspx>
- CSU Mutual Aid Agreement.
  - <http://www.calstate.edu/eo/EO-1046.html>
- Federal Disaster Relief Act of 1974.
  - **STAFFORD ACT**
    - <http://www.disastersrus.org/fema/stafact.htm>

## **E. FOUR PHASES OF EMERGENCY MANAGEMENT**

[http://training.fema.gov/emiweb/downloads/is10\\_unit3.doc](http://training.fema.gov/emiweb/downloads/is10_unit3.doc)

(Animals in Disaster, Module A, Unit 3)

## **F. NIMS**

[www.fema.gov/pdf/emergency/nims/NIMSFAQs.pdf](http://www.fema.gov/pdf/emergency/nims/NIMSFAQs.pdf)

## **G. PUBLIC EMPLOYEE DISASTER SERVICE WORKER STATUS**

California Government Code Section 3100-3109

- [http://www.calema.ca.gov/PlanningandPreparedness/Documents/DSWVP\\_Guidance\\_2001.pdf](http://www.calema.ca.gov/PlanningandPreparedness/Documents/DSWVP_Guidance_2001.pdf)

California Emergency Services Act

- [http://www.calema.ca.gov/PlanningandPreparedness/Documents/California\\_Emergency\\_Services\\_Act\\_8607F.pdf](http://www.calema.ca.gov/PlanningandPreparedness/Documents/California_Emergency_Services_Act_8607F.pdf)

## **H. CALIFORNIA STATE UNIVERSITY CHANCELLOR'S OFFICE EXECUTIVE ORDERS (E.O.) Noting the primary features of each E.O. relating to Campus Emergency Management Programs:**

1. Executive Order 524, dated April 5, 1988
  - Delegates the responsibility to the campus President to implement the multi-hazard emergency program on his or her campus.
2. Executive Order 696, dated January 29, 1999, supersedes E.O. 524
  - Adds that each campus shall write an emergency plan that uses Incident Command System and the California State Emergency Management System.
3. Executive Order 921, dated November 12, 2004
  - Delegates the implementation and maintenance of an emergency management system that is activated when an event has the potential for reaching proportions beyond the capacity of routine operations.
4. Executive Order 1013, dated September 7, 2007
  - Designation of a campus Emergency Coordinator or Emergency Manager.
  - First reference to and definition of the "Emergency Executive."
  - Annual reporting (by Dec. 1) by each campus to the CSU System-wide Office of Risk Management as to the current names of that campus's President, Emergency Executive, EOC Director, Emergency Manager/Emergency Coordinator and Public Information Officer.
5. Executive Order 1056, dated March 7, 2011, supersedes E.O. 1013
  - Response to the recommendations of the Emergency Preparedness System-wide Audit 09-43.
  - Requires that emergency operations and procedures must be compliant with related provisions of the Higher Education Opportunity Act (HEOA:  
<http://ifap.ed.gov/dpclatters/attachments/GEN0812FP0810AttachHEOADCL.pdf>)

## **I. COMPLIANCE WITH FERPA AND HIPPA**

California State University, Fullerton's Emergency Operations Plan complies with the rules under the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act Privacy Rule (HIPPA).



