

EMERGENCY MANAGEMENT PLAN 2014



CALIFORNIA STATE UNIVERSITY SAN MARCOS



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PLAN DISTRIBUTION

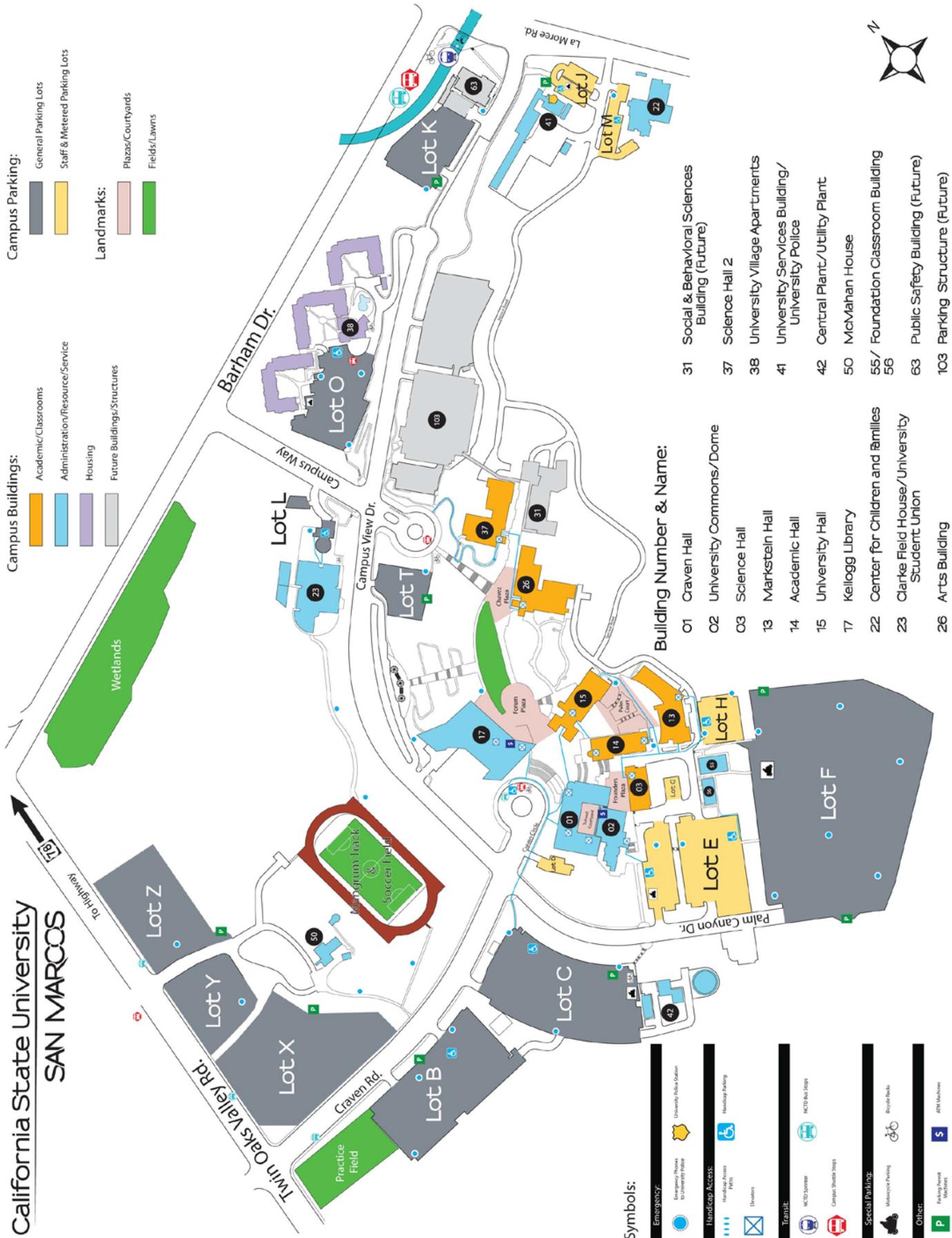
A copy of the California State University Emergency Management Plan has been electronically distributed to all Emergency Management staff listed below, along with all assigned EOC team members. The campus community has access to the Emergency Management Plan through the Cal State San Marcos Emergency Management website.

Distribution List

Karen S. Haynes, President (Plan Executive)
Linda Hawk, Vice President, Finance & Administrative Services (Operations Executive)
Graham Oberem, Provost (Recovery Executive)
Neal Hoss, Vice President, University Advancement (Policy Group)
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Regina Frasca, Director, Risk Management and Safety (Safety Officer)
Robert Williams, Emergency Manager (EOC Manager)
Emergency Operations Center (2 copies)

Created: 02/23/2004- Dean Manship
Revised: 06/10/2005- Dean Manship
Revised: 11/10/2006- Dean Manship
Revised: 07/13/2007- Dean Manship
Revised: 07/25/2008- Dean Manship
Revised: 08/03/2009- Dean Manship
Revised: 11/11/2011-Troy Holmes
Revised: 10/01/2013- Robert Williams

California State University SAN MARCOS



- Campus Buildings:**
- Academic/Classrooms
 - Administration/Resource/Service
 - Housing
 - Future Buildings/Structures
- Campus Parking:**
- General Parking Lots
 - Staff & Metered Parking Lots
- Landmarks:**
- Plazas/Courtyards
 - Fields/Lawns

Building Number & Name:

- 01 Craven Hall
- 02 University Commons/Dome
- 03 Science Hall
- 13 Markstein Hall
- 14 Academic Hall
- 15 University Hall
- 17 Kellogg Library
- 22 Center for Children and Families
- 23 Clarke Field House/University Student Union
- 26 Arts Building
- 31 Social & Behavioral Sciences Building (Future)
- 37 Science Hall 2
- 38 University Village Apartments
- 41 University Services Building/University Police
- 42 Central Plant/Utility Plant
- 50 McMahan House
- 55/56 Foundation Classroom Building
- 63 Public Safety Building (Future)
- 103 Parking Structure (Future)

- Symbols:**
- Emergency:**
 - Emergency Phone to University Police
 - University Police Station
 - Handicap Access:**
 - Handicap Access Path
 - Handicap Parking
 - Elevators
 - Transit:**
 - MCTD Stop
 - MCTD Bus Stop
 - Campus Shuttle Stops
 - Special Parking:**
 - Motorcycle Parking
 - Bicycle Racks
 - Other:**
 - Parking Permit Machines
 - ATM Machine



PART I – PLANNING BASIS

1. Introduction

The Cal State San Marcos Emergency Management Plan identifies the campus emergency planning program, functional organization and key roles, and response policies and procedures. The plan also addresses the integration and coordination with governmental levels when required.

The plan is based on the functions and principles of the National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS) which are based on the Incident Command System (ICS), and identifies how the campus fits within the overall national emergency response structure.

The plan addresses how the campus will respond to emergency occurrences, from preparedness through recovery. A hazard analysis has been included on page 17-23 that describes natural and human events that could threaten the campus.

2. Purpose

- A. The Emergency Management Plan focuses on the campus emergency management program for dealing with extraordinary emergency situations. It strives for compatibility with the California State University system as well as the National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS).
- B. The Emergency Management Plan is supported by various Annexes that focus on specific functional responsibilities for specific kinds of emergencies, such as a major earthquake, fire, or hazardous materials incident. The President or a designee activates the plan when an extraordinary emergency is anticipated, or when such an emergency reaches proportions beyond the capacity of routine procedures.
- C. The major goals of the Emergency Management Plan and supporting guidance are the preservation of life, the protection of property, and continuity of campus operations. Secondary objectives include:
 - Prescribing authority, responsibility, functions, and operations for the campus Emergency Management Organization, including the management of critical resources.
 - Coordinating emergency operations with those of other agencies.
 - Developing mutual aid and other support agreements with appropriate local and state agencies.

3. Organization of the Emergency Management Plan

A. The Cal State San Marcos Emergency Management Plan is organized into four main sections:

1. The Planning Basis section (Part I) that describes requirements and background.
2. The Emergency Management Organization section (Part II) that establishes campus policies and procedures which describe the campus Emergency Management Organization and the assignment of responsibilities to manage emergency operations.
3. The Annexes section (Part III) which covers operations for the following functions:
 - Fire and Rescue
 - Law Enforcement and Traffic Control
 - Disaster Medical
 - Health and Safety
 - Coroner
 - Care and Shelter
 - Movement (Evacuation and Relocation)
 - Building and Utility
 - Resources and Support
4. The Check Lists section (Part IV) for each position in the Emergency Management Organization.

B. The Emergency Management Plan is based on a thorough analysis of the hazards (or potential emergencies) that could affect the Cal State San Marcos campus. The analysis identifies situations that would be faced by emergency managers and responders if an emergency occurs.

4. Incident Command System (ICS)

A. Introduction

An incident is an occurrence, either caused by humans or a natural phenomenon that requires response actions to prevent or minimize loss of life or damage to property and/or the environment.

Examples of incidents include:

- Fire, both structural and wildland.
- Natural disasters, such as tornadoes, floods, ice storms or earthquakes.
- Human and animal disease outbreaks.
- Hazardous materials incidents.
- Criminal acts and crime scene investigations (i.e. active shooter, civil disturbance, mass arrest, bomb threats, or hostage/barricaded person situations)
- Terrorist incidents, including the use of weapons of mass destruction.

- Other planned events, such as parades or demonstrations.

Given the magnitude of these types of events, it's not always possible for any one agency alone to handle the management and resource needs.

Partnerships are often required among local, State, Tribal, and Federal agencies. These partners must work together in a smooth, coordinated effort under the same management system.

The Incident Command System, or ICS, is a standardized, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

ICS has considerable internal flexibility. It can grow or shrink to meet different needs. This flexibility makes it a very cost effective and efficient management approach for both small and large situations.

B. History

The Incident Command System (ICS) was developed in the 1970s following a series of catastrophic fires in California's urban interface. Property damage ran into the millions, and many people died or were injured. The personnel assigned to determine the causes of this disaster studied the case histories and discovered that response problems could rarely be attributed to lack of resources or failure of tactics. What were the lessons learned?

Surprisingly, studies found that response problems were far more likely to result from inadequate management than from any other single reason.

Weaknesses in incident management were often due to:

- Lack of accountability, including unclear chains of command and supervision.
- Poor communication due to both inefficient uses of available communications systems and conflicting codes and terminology.
- Lack of an orderly, systematic planning process.
- No common, flexible, predesigned management structure that enables commanders to delegate responsibilities and manage workloads efficiently.
- No predefined methods to integrate interagency requirements into the management structure and planning process effectively.

A poorly managed incident response can be devastating to our economy and our health and safety. With so much at stake, we must effectively manage our response efforts. The Incident Command System, or ICS, allows us to do so. ICS is a proven management system based on successful business practices.

C. Unified Command

The command function may be carried out in two ways:

- As a **Single Command** in which the Incident Commander will have complete responsibility for incident management. A Single Command may be simple, involving an Incident Commander and single resources, or it may be a complex organizational structure with an Incident Management Team.
- As a **Unified Command** in which responding agencies and/or jurisdictions with responsibility for the incident share incident management.

A Unified Command may be needed for incidents involving:

- Multiple jurisdictions.
- A single jurisdiction with multiple agencies sharing responsibility.
- Multiple jurisdictions with multi-agency involvement.

If a Unified Command is needed, Incident Commanders representing agencies or jurisdictions that share responsibility for the incident manage the response from a single Incident Command Post.

A Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. Under a Unified Command, a single, coordinated Incident Action Plan will direct all activities. The Incident Commanders will supervise a single Command and General Staff organization and speak with one voice.

The process of moving the responsibility for incident command from one Incident Commander to another is called **transfer of command**. Transfer of command may take place when:

- A more qualified person assumes command.
- The incident situation changes over time, resulting in a legal requirement to change command.
- Changing command makes good sense, e.g., an Incident Management Team takes command of an incident from a local jurisdictional unit due to increased incident complexity.
- There is normal turnover of personnel on long or extended incidents, i.e., to accommodate work/rest requirements.
- The incident response is concluded and incident responsibility is transferred back to the home agency.

The transfer of command process always includes a transfer of command briefing, which may be oral, written, or a combination of both.

D. Span of Control

Another basic ICS feature concerns the supervisory structure of the organization.

Span of control pertains to the number of individuals or resources that one supervisor can manage effectively during emergency response incidents or special events. Maintaining an effective span of control is particularly important on incidents where safety and accountability are a top priority.

Span of control is the key to effective and efficient incident management. The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span of control considerations.

Maintaining adequate span of control throughout the ICS organization is very important.

Effective span of control on incidents may vary from three (3) to seven (7), and **a ratio of one (1) supervisor to five (5) reporting elements is recommended.**

If the number of reporting elements falls outside of these ranges, expansion or consolidation of the organization may be necessary. There may be exceptions, usually in lower-risk assignments or where resources work in close proximity to each other.

E. Unity of Command

In the Incident Command System:

- **Chain of command** means that there is an orderly line of authority within the ranks of the organization, with lower levels subordinate to, and connected to, higher levels.
- **Unity of command** means that every individual is accountable to only one designated supervisor to whom they report at the scene of an incident.

The principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision. These principles do not apply to the exchange of information. Although orders must flow through the chain of command, members of the organization may directly communicate with each other to ask for or share information.

F. ICS Organization

The ICS organization is unique but easy to understand. There is no correlation between the ICS organization and the administrative structure of any single agency or jurisdiction. This is deliberate, because confusion over different position titles and organizational structures has been a significant stumbling block to effective incident management in the past.

For example, someone who serves as a Chief every day may not hold that title when deployed under an ICS structure.

G. Five Major ICS Functions

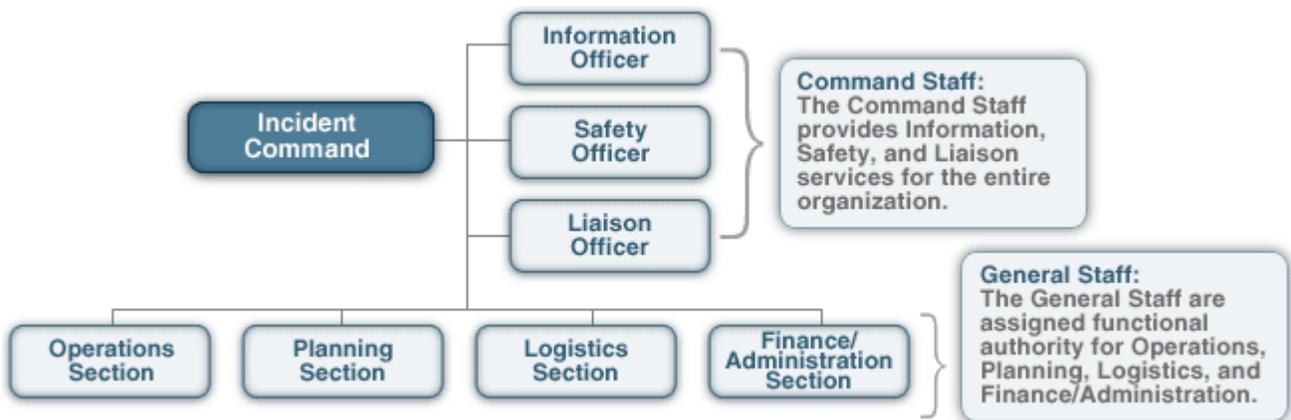
There are five major management functions that are the foundation upon which the ICS organization develops. These functions apply whether you are handling a routine emergency, organizing for a major non-emergency event, or managing a response to a major disaster. The five major management functions are:



- **Incident Command:** Sets the incident objectives, strategies, and priorities and has overall responsibility at the incident or event.
- **Operations:** Conducts tactical operations to carry out the plan. Develops the tactical objectives and organization, and directs all tactical resources.
- **Planning:** Prepares and documents the Incident Action Plan to accomplish the objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.
- **Logistics:** Provides support, resources, and all other services needed to meet the operational objectives.
- **Finance/Administration:** Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

H. Expanding the Organization

As incidents grow, the Incident Commander may delegate authority for performance of certain activities to the Command Staff and the General Staff. The Incident Commander will add positions only as needed.



I. Command Staff

Depending upon the size and type of incident or event, it may be necessary for the Incident Commander to designate personnel to provide information, safety, and liaison services for the entire organization. In ICS, these personnel make up the Command Staff and consist of the:

- **Public Information Officer**, who serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.
- **Safety Officer**, who monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
- **Liaison Officer**, who serves as the primary contact for supporting agencies assisting at an incident.

The Command Staff reports directly to the Incident Commander.

J. Incident Action Plans

Incident Action Plans are written or verbal action plans which reflect the overall strategy and specific tactical actions and support information for an operational period. The Incident Action Plan is prepared by the Planning Section with input from the appropriate sections and units of the Incident Management Team. Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. In an initial response for an incident that is readily controlled, a written plan may not be necessary. Larger, more complex incidents will require an Incident Action Plan to coordinate activities. The level of detail required in an Incident Action Plan will vary according to the size and complexity of the response.

Incident Action Plans should include:

- Incident Objectives
- Organization List or Chart
- Assignment List
- Communications Plan
- Responder Medical Plan
- Incident Map
- Health & Safety Plan

5. Campus Emergency Management

A. The Campus President:

- Establishes the basic policies that govern the campus Emergency Management Organization.
- Declares a campus emergency when required.
- Acts as the highest level of authority during an emergency.

B. The Emergency Management Plan provides specific guidance regarding management of

emergency operations.

- C. The campus Emergency Management Organization is comprised of designated campus officials and functional coordinators that are responsible for all emergency operations on the campus. Additionally, the campus Emergency Management Organization coordinates with neighboring jurisdictions as required for effective emergency response. (It is critical that necessary agreements, processes, and procedures be in place with these neighboring jurisdictions prior to an emergency to optimize the timeliness and effectiveness of the response structure.)
- D. The Operations Executive is responsible for all aspects of the Emergency Management Plan including training and implementation. Key to the Emergency Management Organization is the establishment of a campus Emergency Operations Center (EOC).

6. Concept of Operations

- A. Concepts presented in this emergency management plan consider the full spectrum of emergency responses, from a minor involvement (Level I) to total involvement from a destructive impact (Level III). Some emergencies will be preceded by a build-up period that, if recognized and utilized effectively, can provide advance warning to individuals on campus who might be affected. Other emergencies occur with little or no advance warning, thus requiring mobilization and commitment of campus resources just prior to or after the onset of the emergency situation.
- B. All available elements of the Emergency Management Organization must respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid.
- C. Management of a campus disaster is based on four phases:
 - Preparedness
 - Mitigation
 - Response
 - Recovery
- D. During each phase, specific actions are taken to reduce and/or eliminate the threat of specific emergency situations. In coordination with the Operations Executive, the Incident Commander will determine the phase and initiate the appropriate level of response from campus emergency service agencies, including the activation of the Emergency Operations Center (EOC) as required.
 - 1. Preparedness
 - a. Upon receipt of a warning or observation that an emergency situation is imminent or likely to occur soon, the campus will initiate preparedness actions to increase its readiness. Events that may trigger such activities include:
 - Receipt of a special weather advisory or warning.
 - Conditions conducive to wild land fires, such as the combination of high heat, strong winds, and low humidity.

- Alerts, information, or circumstances indicating the potential for acts of violence or civil disturbance.
 - Warnings from the World Health Organization (WHO), Center for Disease Control (CDC), or local health agencies of impending health emergency or possible epidemic/pandemic events.
- b. Preparedness activities may include, but are not limited to, the following:
- Establish and maintain a campus Emergency Operating Center (EOC).
 - Briefing the Operations Executive and appropriate campus Emergency Management Staff on the situation.
 - Reviewing and updating the Emergency Management Plan and related Standard Operating Procedures (SOP's).
 - Increasing public information efforts.
 - Accelerating training efforts.
 - Inspecting critical facilities and equipment, including testing of warning and communications systems.
 - Recruiting additional staff.
 - Warning threatened elements of the population.
 - Conducting precautionary evacuations in the potentially impacted area(s).
 - Mobilizing personnel and pre-positioning resources and equipment and establishing or activating staging areas.

2. Mitigation

- a. Day to day campus mitigation activities are conducted through Risk Management and Safety (RM&S) and the campus Risk Manager.
- b. Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations.

3. Response

- a. Campus emergency response activities are primarily performed at the field level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System (ICS) to organize response to the emergency or disaster, incorporating the functions, principles, and components of ICS (i.e. unified command, incident action planning, span of control, unity of command, etc.).
- b. Response activities may include, but are not limited to, the following:
- Making all necessary notifications.
 - Conducting life safety and/or rescue operations.
 - Disseminating warnings, emergency public information, and instructions to campus community.
 - Clearing buildings and conducting evacuation operations.
 - Caring for displaced persons and treating the injured.

- Conducting initial damage assessments and surveys.
- Assessing need for mutual aid assistance.
- Restricting movement of traffic/people and unnecessary access to affected areas.
- Developing and implementing incident action plans.
- Coordinating with County, State and Federal agencies working in the field.
- Establishing Unified Commands (Incident Command System).
- Preparing detailed safety assessments.
- Operating mass care facilities.
- Conducting coroner operations.
- Procuring required resources to sustain operations.
- Documenting situation status.
- Protecting, controlling, and allocating vital resources.
- Restoring vital utility services.
- Tracking resource allocation.
- Conducting advance planning activities.
- Documenting expenditures.
- Developing and implementing action plans for extended operations.
- Dissemination of emergency public information.
- Declaring a local emergency.
- Prioritizing resource allocation.
- Inter/multi-agency coordination.

4. Recovery (Business Continuity Plan or BCP)

- a. As the immediate threat to life, property, and the environment subsides, restoration of the ongoing mission of Cal State San Marcos will begin through various recovery activities.
- b. Recovery activities involve restoring services to the campus and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power to mitigation measures designed to prevent future occurrences of a given threat facing the campus.
- c. This plan does not specifically identify Cal State San Marcos recovery operations. Recovery operations will be outlined in the campus Business Continuity Plan (BCP). Departmental, University Village Apartments and Quad Continuity of Operation Plans cover the recovery process in detail, describing roles and responsibilities for each area.
- d. Extended response activities may include, but are not limited to, the following:
 - Inspecting all facilities for safety, health, and structural integrity.
 - Restoring all utilities.
 - Establishing and returning to the university's mission.
 - Applying for State and Federal assistance programs.
 - Conducting hazard mitigation analyses.
 - Identifying residual hazards.
 - Determining and recovering costs associated with response and recovery.

7. Campus Emergency, Local Emergency, State of Emergency, and Mutual Aid

A. Campus Emergency

1. If, in the opinion of the President or highest ranking available administrator and conditions warrant, he/she can officially proclaim a “Campus Emergency”. Whenever possible, this will be done in coordination with the Office of the Chancellor.
2. Proclamation of a Campus Emergency by the President has the following effects:
 - a. It activates the Emergency Management Plan.
 - b. It facilitates campus participation in mutual assistance in the event of declaration of local emergency and/or State of Emergency.
 - c. It ensures that supervisors are acting under Presidential delegation in directing activities outside the regular scope of employees’ duties and helps ensure appropriate payment of workers’ compensation, reimbursement for extraordinary expenses, and federal disaster relief, where applicable. It must be emphasized that records should be as accurate and complete as possible in order to file claims for such coverage, to seek reimbursement for extraordinary expense, and to seek federal disaster relief, where appropriate.
 - d. Further information on authority for emergency operations is provided on page 23.

B. Local Emergency

1. “Local Emergency” under the California Emergency Services Act means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county and/or city which are likely to be beyond the control of that political subdivision.
2. Only properly designated officials within these political subdivisions may declare a Local Emergency.
3. This designation is not intended to apply to a situation geographically confined to the Cal State San Marcos campus.

C. State of Emergency

1. A “State of Emergency” under the California Emergency Services Act means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state, which conditions, by reason of their magnitude, are or are likely to be beyond the control of any single local jurisdiction and require the combined forces of a mutual aid region or regions to combat.
2. Only the Governor or his designee may declare a State of Emergency.

D. Mutual Aid

1. If it is determined that local, state, or possibly federal aid will be needed:
 - a. A Campus Emergency will be proclaimed.
 - b. A request may be made to the City of San Marcos to proclaim a Local Emergency.
 - c. A formal request will be submitted by the City of San Marcos through the Operational Area EOC and the California Office of Emergency Services (Cal OES) requesting that the Governor proclaim a State of Emergency.
2. If law enforcement assistance is needed, the request will be made to the City of San Marcos and the San Diego County Sheriff's department.
3. As provided in the California Emergency Management Plan, certain state agencies will provide assistance to threatened or stricken areas. State agency representatives will establish a liaison with their local counterparts to relay information and mutual aid and state assistance as necessary. Further information on the mutual aid system is provided on page 25.

8. Emergency Management Training and Exercises

- A. The objective of the Emergency Management Organization is effective and timely response during emergencies. A good plan is a first step toward that objective, but planning alone will not guarantee preparedness. Training is a vital element of the campus Emergency Management Plan.
- B. The goals of the training process for the Emergency Management Plan include the following:
 - Test and evaluate plans, policies, and procedures
 - Identify plan weaknesses
 - Identify gaps in resources
 - Improve interagency coordination
 - Clarify roles and responsibilities
 - Train personnel in roles and responsibilities
 - Improve individual performance
 - Establish campus community confidence and support
 - Meet regulations and requirements
- C. An essential element of the training program is emergency simulation exercises that allow personnel to become thoroughly familiar with the procedures, facilities, and systems that will actually be used in emergencies. These exercises are carried out in several formats.

1. Responder Trainings

Responder training is an overview or introduction to various parts of the plan. It is presented as an informal discussion in a group setting. The purpose is to familiarize the emergency responders with roles, plans, procedures, or equipment.

2. Drills

The drill is a coordinated, supervised activity to test a single specific operation or function. The drill is used to provide training with equipment, develop new policies or procedures, or practice and maintain current skills.

3. Exercises

An exercise is a single practice activity and is a rehearsal of a simulated emergency. Members of the campus perform tasks that would be expected of them in a real emergency. There are three basic types of exercises:

a. Tabletop

The tabletop exercise simulates an emergency in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on the existing Emergency Management Plan. There is minimal attempt at simulation, use of equipment, or deployment of resources.

b. Functional

The functional exercise is a fully simulated exercise, which tests the capability of the campus to respond to a simulated emergency by testing one or more functions of the campus Emergency Management Plan.

c. Full Scale

The full-scale exercise is as close to a real disaster as possible. It is a field exercise designed to evaluate the operational capability of emergency management systems in a highly stressful environment, which simulates actual response conditions.

D. Cal State San Marcos is committed to providing the following emergency training and exercises:

1. Responder Trainings

Responder Trainings are scheduled on an on-going basis. The Section Chiefs for Operations, Planning, Logistics, and Finance are responsible for coordinating training and meetings for their sections as needed. The Provost, Vice Presidents, and auxiliary Executive Directors are responsible for ensuring that employees in their respective areas attend the appropriate trainings.

2. Drills

The campus will conduct drills on a regular basis to test a single specific operation or function. The drills will be conducted throughout the year as needed for:

- New and existing procedures.
- Operation of existing or new equipment.

3. Tabletop Exercises
The campus will conduct tabletop exercises of the Management, Operations, Planning, Logistics, and Finance sections of the emergency organization.
 4. Functional Exercises
The campus will conduct functional exercises involving members of the Emergency Management Organization in the Emergency Operations Center (EOC).
 5. Full-Scale Exercises
The campus will participate in regional and local full-scale exercises as appropriate.
- E. The coordination and implementation of training is the responsibility of the Emergency Manager.

9. Campus Emergency Equipment

- A. It is recognized that certain extraordinary emergencies (i.e. major earthquake) with a local or regional impact can necessitate the campus to be self-sufficient for a significant period of time. Cal State San Marcos has determined the need for maintaining special equipment to assist in an emergency response situation.
- B. The need for special equipment is predicated on the following assumptions:
1. The campus will establish and operate an Emergency Operations Center (EOC) as the central location for the management of emergencies.
 2. The campus may have to “stand alone” for 72 hours or longer.
 3. Life safety and rescue operations, if appropriate, will be undertaken as quickly as possible.
 4. Mutual aid will be provided by local agencies when available.
- C. There are two types of equipment necessary for emergency response:
1. Life safety rescue equipment and equipment necessary to sustain certain operations (i.e. generators).
 2. Equipment to operate the EOC.
- D. General provisions for emergency equipment:
1. Equipment is stored at various locations on campus.
 2. The Emergency Manager is responsible for maintaining an inventory of emergency equipment.

10. Hazard Mitigation

- A. Hazard mitigation is an important element of a comprehensive disaster preparedness program. Measures will be taken to reduce the potential impact of known hazards on the campus, if feasible.
- B. Once a disaster has occurred, the campus may be involved in complying with the hazard mitigation requirements of Section 406 of the Federal Disaster Relief Act of 1974. The procedures for implementing Section 406 are summarized on page 29.

11. Cal State San Marcos Community

A. Location and Population Characteristics

- 1. The Cal State San Marcos campus site consists of 304 acres located within San Diego County. Other leased facilities include the San Marcos Ambulatory Care Center (SMACC), Cal State San Marcos Foundation Building, and the Southwest Riverside Campus. The campus is located in the city of San Marcos. A map of the campus is included at the beginning of this plan.
- 2. The campus population is approximately 10,610 students and 1,705 faculty and staff (as of Fall 2012). During peak hours (1000-1400 Monday through Thursday), it is estimated that the campus population reaches approximately 7,000.
- 3. University Village Apartments (UVA) and the Quad can accommodate approximately 1200 residents.
- 4. The disabled population on campus is estimated currently to be over 500. This figure includes students, staff, and service personnel. It is unknown how many disabled persons are on campus during peak hours.

B. Access/Egress Routes and Parking

- 1. The major surface streets are Twin Oaks Valley Road, Barham Road, and Craven Drive. One quarter of a mile north of the campus is a major state route. Running east and west is State Route 78 with an interchange at Twin Oaks Valley Road. Approximately 700,000 heavy commercial vehicles travel State Route 78 annually. This is the major east/west, commercial transportation route for North County.
- 2. There are approximately 6,361 parking spaces available on campus.

C. Special Considerations

1. Year-round scheduling of events, including weekends occurs at Cal State San Marcos. These events pose issues beyond the normal scope of the academic programs which must be taken into consideration.
2. Limited study programs which involve rodents and reptiles are conducted on campus. While adequate security exists for these programs, violation of the integrity of the physical storage areas could pose program control issues. They do not pose any environmental health hazards.
3. University Village Apartments and Quad accommodate up to approximately 1200 students that reside on campus, creating a “24/7” campus and additional activity on nights and weekends beyond the scope of the academic program.
4. Cal State San Marcos South West Riverside County (SWRC) is an off-campus instructional facility offering area residents convenient access to the upper-division course offerings of Cal State San Marcos. Currently SWRC, in collaboration with Mt. San Jacinto College and the Temecula Unified School District, offers an easy local transition for completing the majority of requirements for the Liberal Studies major for future teachers. SWRC is a convenient location for taking upper-division GE requirements for all Cal State San Marcos students. For those who have completed the Bachelor's degree, SWRC offers graduate degrees and credentials in Education and Nursing. Currently offered in Temecula are full-time and part-time programs for multiple subjects. Future plans include the offering of additional academic courses and degrees, Continuing Education activities, and other Cal State San Marcos activities in Southwest Riverside.
 - a. Emergency response will be managed by the Temecula Unified School District (TUSD) Emergency Operations Plan for the Southwest Riverside Campus since the building is leased and shared with the TUSD. Site specific plans for emergency operations will take priority for emergency response at those locations.

12. Hazardous Analysis and Planned Response

- A. The campus recognizes that the emergency planning process must include an analysis of hazards that threaten the campus. There are two broad categories: technological/human-made hazards and natural hazards.
- B. There are a variety of potential technological/human-made hazards that could interrupt campus operations. University Police and local law enforcement agencies, as appropriate, will respond to these as part of their routine investigation/response to events that take place within their jurisdiction. While the potential for a terrorist act or bio-terrorist attack to the region is low, if one were to occur, the campus response would be directed by County, State, or Federal agencies. In the climate that exists after 9/11, the campus recognizes that there could be times when heightened security alerts or the disruption, insecurity, or fear brought on by terrorist threats elsewhere could affect campus operations.
- C. Potential hazards that threaten the campus are earthquake, fire, hazardous materials incidents, flooding (extreme rains/winds), and rail and aircraft accidents. The following outlines the campus response to these potential threats.

1. Earthquake

- a. The possibility of substantial damage from seismic and other geologic activity is ever present in the San Diego region. California is the highest earthquake risk area in the contiguous United States.
- b. There are 12 known major active faults in the Southern California area capable of causing region-wide damage. There are three active fault zones in San Diego County, and the campus is located between these three known earthquake fault zones.
 - The Rose Canyon Fault Zone which starts in the ocean and comes ashore in La Jolla; then runs east to Interstate 5, south through Rose Canyon, Old Town, into the San Diego Bay and across the Silver Strand.
 - The Elsinore Fault Zone which runs from Lake Elsinore in Riverside County in a southeasterly direction through Warner Springs; then east to Julian and down to the Mexican Border.
 - The San Jacinto Fault Zone which is in the northeast corner of the county near Borrego.
- c. The anticipated region-wide damage could limit outside assistance to the campus. During the first 72 hours, emergency operations will be hampered by problems such as loss of communications, damage to transportation routes, and disruption of public utilities. The initial earthquake damage will only be a preamble to additional hazards, such as fire, flooding, and toxic pollutants, all of which have the capacity to exceed the earthquake itself in disaster potential.

d. Planned Response

The following summarizes the major operations in response to an earthquake. Detailed response actions are included in Parts III and IV of the Emergency Management Plan.

- When a major earthquake has occurred, full or partial activation of the campus EOC will depend upon damage to the university and potential hazards.
- Depending on the impact to the university, all campus buildings may be evacuated and checked for damage. The campus buildings may be closed until they are cleared for use.
- The President or his/her designee may determine if closure and evacuation of the campus will be required. The Incident Commander will coordinate the directives, and the President or his/her designee will be responsible to notify the Chancellor's Office of any emergency action taken.
- The county Emergency Alert System may be activated to alert the North County community and provide information on road conditions, potential hazards, and public announcements.
- Action plans may be implemented to move students and staff from high-risk areas to safe zones on campus. Additional action plans may be implemented to evacuate people off campus and close the university.
- Rescue operations may be required to assist trapped and injured persons. The Incident Commander will establish a field command post for rescue operations.
- Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical and electrical hazards, and resource requirements. Assessment teams will continue until all campus buildings have been checked.
- Action plans may be implemented to provide support for coroner and medical operations.
- Teams will investigate the impact on University Village Apartments and the Quad. If buildings cannot be occupied, provisions will be made for care and shelter of residents.

2. Fire

- a. The campus is vulnerable to fire both on and off campus. Several off-campus fires have caused the campus to be affected and required an emergency response.
- b. The campus is located at the base of the Coronado Hills, which has been subjected to wild land fires in the past. There has been little rainfall over the last few years in Southern California which has resulted in an abundance of fuel (dry brush) for hazardous conditions.
- c. The Harmony Grove Fire of October 21, 1996 which destroyed approximately 100 homes and the San Diego Regional Wildfires of 2003 and 2007 are indicators of the threat a wild land fire could pose to the campus. Although the fire didn't reach the university grounds, it required evacuation of campus buildings. The physical topography of the area and frequency of brush fires in Southern California exposes the campus to the threat of such fires.

d. Planned Response

Typically, there will be an advanced warning of a building fire. The campus relies on the fire alarm system or someone near the location of origin for this warning. Local authorities will provide notice of a wild land fire threat to the campus. The following summarizes the major operations in response to fire. Detailed response actions are included in Parts III and IV of the Emergency Management Plan.

- When a fire has occurred on campus, the Incident Commander will establish a command post with the fire officials.
- Full or partial activation of the campus EOC will depend upon damage to the university and potential hazards.
- When a fire off campus poses a possible threat to the university, the Incident Commander will conduct a partial activation of the EOC.
- The President or his/her alternate may determine if closure and evacuation of part or all of the campus will be required. The Incident Commander will coordinate the evacuation process.
- Action plans may be implemented to move students and staff from high-risk areas to safe zones on campus. Additional action plans may be implemented to evacuate people off campus and close the university.
- Rescue operations may be required to assist trapped and injured persons. The Incident Commander will establish a field command post for fire/rescue operations.
- Utility teams may be implemented to secure utilities to support fire and rescue operations.
- Action plans may be implemented to provide support for coroner and medical operations.
- Teams will investigate the impact on University Village Apartments and the Quad. In the event the buildings cannot be occupied, provisions will be made for care and shelter of residents.
- Damage assessment teams will be organized to evaluate the extent of damage.

3. Hazardous Materials Incident

- a. The campus is vulnerable to a hazardous materials incident both on and off campus.
- b. San Diego County is a blend of urban, rural, and industrial communities, all of which are in close proximity to major industrial complexes normally associated with the use of varying degrees of hazardous materials.
- c. Hazardous materials are on campus in limited quantities. Any release could pose a threat to individuals in the immediate vicinity.
- d. Underground gas lines furnish the campus with needed fuel and traverse the general area in all directions.
- e. The potential for a major hazardous materials incident exists throughout the county on

main transportation routes as well as fixed industrial sites. Consequently, any major incident will involve multiple communities requiring each to draw upon the available resources of the County.

- f. SR-78 is the major east/west, commercial transportation route for North County, with approximately 700,000 heavy commercial vehicles traveling it annually.
- g. A freight rail line runs within a quarter mile north of the university.

h. Planned Response

The following summarizes the major operations in response to a hazardous materials incident on campus. Detailed response actions are included in Part III and Part IV of the Emergency Management Plan.

- When a hazardous materials incident has occurred, full or partial activation of the campus EOC will depend upon damage to the university and potential hazards.
- The President or his/her alternate may determine if closure and evacuation of the campus will be required. The Incident Commander will coordinate the directives.
- Action plans may be implemented to move students and staff from high-risk areas to safe zones on campus. Additional action plans may be implemented to evacuate people off campus and close the university.
- The San Marcos Fire Department and San Diego County Hazardous Materials teams may be called for support and assistance.
- Rescue operations may be required to assist trapped and injured persons. The Incident Commander will establish a field command post for fire and rescue operations.
- Action plans may be implemented to provide support for coroner and medical operations.

i. Off-Campus Response

The following summarizes the major operations in response to a hazardous materials incident off campus. Detailed response actions are included in Parts III and IV of the Emergency Management Plan.

- When a hazardous materials incident has occurred off campus, full or partial activation of the campus EOC will depend upon damage to the university and potential hazards.
- Action plans may be implemented to move students and staff from high-risk areas to safe zones on campus. Additional action plans may be implemented to evacuate people off campus and close the university.
- The President or his/her alternate may determine if closure and evacuation of the campus will be required. The Incident Commander will coordinate the directives.
- Action plans may be implemented for the protection of residents living in University Village Apartments and the Quad.

4. Flooding

- a. While extreme weather is infrequent in San Diego County, the campus is vulnerable to the impact of heavy rains and subsequent flooding when they occur.
- b. The heavy rains and flooding of 1995 is an example of a local problem that could threaten the campus. This type of hazard could result in torrential rains or run-off from the neighboring foothills. However, flooding of public streets and campus parking lots should be minimal.
- c. Usually there will be advanced warning of potential flooding. Close coordination with local authorities, coupled with constant vigilance of the surrounding area, will minimize danger to employees, damage to property, or loss of equipment.
- d. One of the greatest hazards to personnel will be the electrical grounding of equipment and power lines. Explosions could occur from extinguished gas flames.

e. Planned Response

The following summarizes the major operations in response to heavy rains and flooding. Since advanced warning of severe weather can be anticipated, the Emergency Operations Center will be activated if conditions warrant it to determine the necessary action to be taken. Detailed response actions are included in Parts III and IV of the Emergency Management Plan.

- When a major flood has occurred, full or partial activation of the campus EOC will depend upon damage to the university and potential hazards.
- The President or his/her alternate may determine if closure and evacuation of the campus will be required. The Incident Commander will coordinate the directives.
- Action plans may be implemented to move students and staff from high-risk areas to safe zones on campus. Additional action plans may be implemented to evacuate people off campus and close the university.
- Rescue operations may be required to assist trapped and injured persons. The University Police Department will establish a field command post for rescue operations.
- Action plans may be implemented to provide support for coroner and medical operations.
- Shutdown procedures will be initiated for utilities and systems in the areas affected by flooding to prevent fire, explosion, and electrical hazards. The areas flooded or evacuated will be barricaded and closed.
- Teams will investigate the impact on University Village buildings. In the event the buildings cannot be occupied, provisions will be made for care and shelter of housing residents.
- Damage assessment teams will be organized to evaluate the extent of damage.

5. Aircraft Incident

a. The potential exists for aircraft to crash on or near campus. McClellan-Palomar Airport is located 7 miles west of the campus in the city of Carlsbad. Traffic operations report an average of 230,000 flights annually. Although the campus is not within the landing pattern or glide path for the airport, its relative proximity increases the campus exposure to this type of incident.

b. Planned Response

The following summarizes the major operations in response to an aircraft incident on campus. Detailed response actions are included in Parts III (Annexes) and IV (Check Lists) of the Emergency Management Plan.

- There is no advanced warning of an airplane crash. Witnesses of the accident may notify the University Police Dispatch Center. When notified of an airplane crash, University Police will immediately contact the San Marcos Fire Department.
- The Incident Commander will establish unified command of the aircraft sight with the San Marcos Fire Department.
- When an aircraft incident has occurred, full or partial activation of the campus EOC will depend upon damage to the university and potential hazards.
- The President or his/her alternate may determine if closure and evacuation of the campus will be required. The Incident Commander will coordinate the directives.
- Action plans may be implemented to move students and staff from high-risk areas to safe zones on campus. Additional action plans may be implemented to evacuate people off campus and close the university.
- Action plans may be implemented to provide security and access control of the accident site.
- Action plans may be implemented to provide support for coroner and medical operations.

13. Authority

A. Introduction

1. The California Emergency Services Act (California Government Code, Section 8550 et seq. 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. Local and campus Emergency Management Plans are considered to be extensions of the California Emergency Management Plan.
2. The California Emergency Management 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.

B. Emergency Proclamations

1. Campus Emergency

- a. 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.
- b. Implementation of the campus plan puts into effect the campus' role in the California Emergency Management Plan and 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

- a. The local governing body or a duly authorized local official, as specified by local ordinance, may proclaim a Local Emergency. Proclamations normally 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 a county and/or city.
- b. The proclamation of a Local Emergency provides legal authority to:
 - Request that the Governor proclaim a State of Emergency (if necessary).
 - Promulgate orders and regulations necessary to provide for the protection of life and property.
 - Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, plans, and/or agreements.
 - Request that State agencies provide mutual aid.

- Require the emergency services of any local official or employee.
- Requisition necessary personnel and material of any department or agency.
- Conduct emergency operations without facing liabilities for performance or failure of performance.

3. State of Emergency

- a. A State of Emergency may be proclaimed by the Governor when:
 - There exist conditions of disaster or extreme peril to the safety of persons and property within the State.
 - It has been requested by local authorities, or local authority is inadequate to cope with the emergency.

- b. Whenever the Governor proclaims a State of Emergency:
 - Mutual aid shall be rendered in accordance with approved ordinances, plans, and/or agreements, including the campus plan and its agreements with local jurisdictions.
 - 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.
 - 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.
 - The Governor may commandeer or utilize any private property or personnel (other than the media) in carrying out his responsibilities.
 - The Governor may promulgate, issue, and enforce orders and regulations as he/she deems necessary.

C. References

The following provides emergency authority for conducting and/or supporting emergency operations.

1. Campus

- 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 (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/she 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).

14. The California Mutual Aid System

A. Introduction

1. The foundation of California's Emergency Management Plan and response is a statewide mutual aid system which 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).
2. 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 adopted by California's incorporated cities and by all 58 counties. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities but may give and receive assistance. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.
3. To facilitate the coordination and flow of mutual aid, the state has been divided into six California Emergency Management Agency (Cal OES) Mutual Aid Regions. Through this mutual aid system, the state 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.
4. 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 (Cal OES) level. It is expected that during a catastrophic event, such as an earthquake, coordinators will be assigned at all levels for other essential services (i.e. medical, care and shelter, rescue, etc).

B. Responsibilities of Operational Levels

1. Campus - the campus is responsible for:
 - a. Developing and maintaining a current Emergency Management Plan that is compatible with the California Emergency Management Plan and the California Master Mutual Aid Agreement, which 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. Periodic training and testing of plans are required.
 - b. Insuring the Emergency Management Plan is compliant with the National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS).
 - c. Identifying staging areas to provide rally points for incoming mutual aid.
 - d. Responding to requests for mutual aid.
 - e. Dispatching situation reports through established channels as the emergency situation develops and as changes in the emergency situation dictate.
 - f. Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.
 - g. Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
 - h. Carrying out emergency regulations issued by the Governor.
2. Local Jurisdictions - local jurisdictions are responsible for:
 - a. Developing and maintaining current emergency management plans that are compatible with the California Emergency Management Plan and the California Master Mutual Aid Agreement and are designed to apply local resources in meeting the emergency requirements of the immediate community or its neighbors and in coordinating such plans with those of neighboring jurisdictions to ensure mutual compatibility.
 - b. Identifying multipurpose staging areas to provide rally points for incoming mutual aid and/or a staging area for support and recovery activities.
 - c. Responding to requests for mutual aid.

- d. Dispatching situation reports to the appropriate Operational Area Coordinator and/or Cal OES Mutual Aid Region as the emergency situation develops and as changes in the emergency situation dictate.
 - e. Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.
 - f. Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
 - g. Carrying out emergency regulations issued by the Governor.
3. Operational Area - coordinators at the Operational Area level are responsible for:
- a. Coordinating intra-county mutual aid.
 - b. Maintaining liaison with the appropriate Cal 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 Cal OES Mutual Aid Region Coordinator.
 - e. Dispatching reports to the appropriate Cal 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.
4. Cal OES Mutual Aid Region - coordinators at the Cal OES Mutual Aid Region level are responsible for:
- a. Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the region.
 - b. Providing planning guidance and assistance to local jurisdictions.
 - c. Responding to mutual aid requests submitted by local jurisdictions and/or Operational Area Coordinators.
 - d. Receiving, evaluating, and disseminating information on emergency operations.
 - e. Providing the State Director, Cal OES, with situation reports and, as appropriate, recommending courses of action.

5. California Emergency Management Agency (Cal OES)
 - a. Performs executive functions assigned by the Governor.
 - b. Coordinates the extraordinary emergency activities of all state agencies.
 - c. Receives, evaluates, and disseminates information on emergency operations.
 - d. Prepares emergency proclamations and orders for the Governor and disseminates to all concerned.
 - e. Receives processes, evaluates and acts on requests for mutual aid.
 - f. Coordinates the application of state mutual aid resources and services.
 - g. Receives, processes, and transmits requests for federal assistance.
 - h. Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
 - i. Maintains liaison with appropriate state, federal, and private agencies.
 - j. Coordinates emergency operations with bordering states.
6. Other State Agencies
 - a. Provide mutual aid assistance to local jurisdictions commensurate with capabilities and available resources.

C. Policies and Procedures

1. Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
2. 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:
 - Subject to state or federal control.
 - Subject to military control.
 - Located outside the requesting jurisdiction.
 - Allocated on a priority basis.
3. Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.
4. Requests for and coordination of mutual aid support normally will be accomplished through established channels (cities to Operational Areas, to mutual aid regions, to State). Requests should include, as applicable:

- Number of personnel needed.
- Type and amount of equipment.
- Reporting time and location.
- Authority that they report to.
- Access routes.
- Estimated duration of operations.

D. References

1. Mutual aid assistance may be provided under one or more of the following:
 - a. California Fire and Rescue Emergency Management Plan.
 - b. California Law Enforcement Mutual Aid Plan.
 - c. Local Mutual Aid Agreement.
 - d. Federal Disaster Relief Act of 1974.

15. Hazard Mitigation – Procedures for Implementing Section 406

A. Introduction

1. This section summarizes procedures for implementing Section 406 (Minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 and hazard mitigation responsibilities of federal and state government.
2. Activities enumerated in this section will be conducted in accordance with the enabling legislation, plans, and agreements listed in Part I, Authority Section of this document.
3. Section 406 of Public Law 93-288 requires that, as a condition for receiving federal disaster aid, repairs and reconstruction must be done in accordance with applicable codes, specifications, and standards. It also requires that a state recipient of federal aid evaluate the natural hazards of the area in which the aid is to be used and take action to mitigate them, including safe land use and construction practices.

B. Concepts

1. To be effective, hazard mitigation actions must be taken in advance of a disaster. Whenever possible, both planning and action should take place in advance.
2. After disaster strikes, mitigation opportunities exist only for the next disaster and even those opportunities are often needlessly limited by the absence of advance planning. Nevertheless, Section 406 deals with the opportunities presented in the immediate post-emergency period to mitigate potential hardship and loss resulting from future disasters. Thus, involvement with hazard mitigation is triggered in post-disaster situations.

3. Hazard mitigation includes such activities as:
 - a. Minimizing the impact of future disasters on communities.
 - b. Improvement of structures and facilities at risk.
 - c. Identification of hazard-prone areas and development of standards for prohibited or restricted use.
 - d. Loss recovery and relief (including risk management activities and insurance).
 - e. Hazard warning and population protection.

C. Implementation: Federal/State Agreement

1. Following each Presidential declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor's Authorized Representative execute a document called the Federal/State Agreement. This Agreement includes appropriate provisions for hazard mitigation. Typically, the state agrees to:
 - a. Evaluate or have the applicant evaluate the natural hazards in the disaster area and make appropriate recommendations to mitigate them.
 - b. Follow up with applicants to ensure that the appropriate hazard mitigation actions have been taken.
 - c. Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans have been developed and submitted to the FEMA Regional Director for concurrence.
 - d. Review and update as necessary disaster mitigation portions of Emergency Management Plans.
 - e. The campus will coordinate its mitigation activities with the Governor's Authorized Representative.

PART II – EMERGENCY MANAGEMENT ORGANIZATION

1. Introduction

- A. The Cal State San Marcos Emergency Management Plan establishes policies and procedures and assigns responsibilities to ensure the effective management of campus operations during emergency situations. Specifically, the Emergency Management Plan is designed to:
1. Protect the lives and property on campus and to preserve the orderly continuity of university functions.
 2. Establish a mutual understanding of the authority, responsibility functions, and operations of university management during an emergency.
 3. Create a communication system for emergency operations.
 4. Provide campus Emergency Notification procedures.
 5. Provide for the dissemination of emergency public information.
 6. Provide for the collection of information and damage assessment.
- B. To ensure that emergency operations are conducted in a timely and effective manner, this plan is supported by a series of functionally specific responses to different kinds of emergencies.

2. General Objectives

- A. The general emergency management objectives to be accomplished by Cal State San Marcos include:
1. Overall management and coordination of emergency operations (to include on-scene incident management).
 2. Coordinating or maintaining liaison with appropriate federal, state, and local governmental agencies and applicable segments of the private sector.
 3. Requesting and allocating resources and other support.
 4. Establishing priorities and resolving any conflicting demands for support.
 5. Coordinating mutual aid.
 6. Activating and using communications systems.
 7. Preparing and disseminating Emergency Public Information.
 8. Managing the care of persons when their movement (evacuation) is necessary.
 9. Collecting and evaluating damage information and other essential data.

3. National Incident Management System (NIMS)

NIMS is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Department of Homeland Security and throughout the United States as the basis for emergency response management. Use of the NIMS at the University facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

As a management system, NIMS helps to mitigate the incident risks by providing accurate information, strict accountability, planning and cost-effective operations and logistical support for any incident. NIMS can be used during any kind or size of incident. It can also be used for planned non-emergency events. Some of the kinds of incidents and events that have been managed through NIMS are listed below:

1. Fires, HAZMAT, and multi-casualty incidents.
2. Multi-jurisdiction and multi-agency disaster responses (natural disaster, terrorism, civil unrest).
3. Search and rescue missions.
4. Significant transportation accidents.
5. Major planned events, e.g., celebrations, parades, concerts.

A. Key Principles of NIMS

1. Modular response model based on activating only those organizational elements required to meet current objectives.
2. Common terminology applied to organization elements, position titles, facility designations and resources.
3. Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits.
4. Comprehensive resource management for coordinating and inventorying resources for field responses.
5. Integrated communication so that information systems operate smoothly among all response agencies involved.
6. Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists.
7. Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

4. Standardized Emergency Management System (SEMS)

A. Introduction

The Standardized Emergency Management System (SEMS) is a group of principles developed for coordinating state and local emergency response in California. SEMS provides for a multi-level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the following organizational levels: field response, local government, Operational Areas, regions, and state management.

B. History

As a result of the events occurring during the 1991 East Bay Hills (Oakland) Fire, State Senator Petris introduced Senate Bill (SB) 1841. This statute directed the Governor's Office of Emergency Services (OES), in coordination with all state agencies having designated response roles in the state Emergency Management Plan and local emergency management agencies, to establish, by regulation, the Standardized Emergency Management System (SEMS); the Incident Command System (ICS); the Multi-Agency Coordination System (MACS); the Master Mutual Aid Agreement system; and the Operational Area concept.

C. The Incident Command System

The Incident Command System (ICS) was developed by the fire fighting agencies of California for the purpose of streamlining and integrating response to major fires. ICS provides standardized procedures and terminology, a unified command structure, a manageable span-of-control, and an action planning process that identifies response strategies and tactical actions. Other disciplines, such as law enforcement and medical services, have adopted the ICS concepts. Emergency management planning in local jurisdictions throughout the state is also based on these concepts.

The purpose of mutual aid is to ensure that, after an agency has committed or is about to exhaust all available resources, other public agencies may be called upon to provide assistance. Cities, counties, and the State of California joined together in the Master Mutual Aid Agreement in 1950 which provides for mutual assistance agreements between and among cities, counties, and state and local agencies and districts. Law enforcement and fire services use their mutual aid systems frequently, sometimes on a daily basis.

D. SEMS Features Adapted from Incident Command System

SEMS contains several essential features that have been adapted from ICS. They are:

1. Essential Management

At the field response level, the five primary ICS functions of Command, Operations, Planning/Intelligence, Logistics, and Finance are used. At the local government, Operational Area, regional, and state levels, the term management is used instead of command and the titles of the other functions remain the same.

2. Management By Objectives

As applied to SEMS, management by objectives means that each SEMS level of operations establishes measurable and attainable objectives to be accomplished for each established operational time period. Each objective may have one or more strategies and performance actions. The operational period is the time period set by management for the completion of the objectives. It may vary from a few hours to days, as determined by the situation.

3. Action Planning

There are two variations of action planning under SEMS.

- Incident Action Plans are written or verbal action plans at the field response level which reflect the overall strategy and specific tactical action and support information for the next specified operational period.
- Emergency Operations Center (EOC) Action Plans are developed at the local, Operational Area, regional and state levels to provide designated personnel with knowledge of the objectives to be achieved and the steps required. Action plans provide a basis for measuring achievement of objectives and overall performance, in addition to providing direction.

4. Modular Organization

In modular organization, only those elements of the organization required to meet the current objectives become activated, and all organizational elements can be arranged in various ways under SEMS essential functions (Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration). Each activated element must have a person in charge of it. A supervisor may be in charge of more than one element.

5. Organizational Unity

Every individual within the organization has a designated supervisor and hierarchy of command or management under the concept of organizational unity. All organizational elements within each activated level are linked together to form a single overall organization with an acceptable supervisor-to-staff ratio (span-of-control).

6. Span of Control

Maintenance of an acceptable span-of-control (supervisor-to-staff ratio) is the responsibility of every supervisor. The optimum span-of-control is one to five, meaning one supervisor has supervisory authority over five subordinates. The recommended span-of-control at all levels is one to three through one to seven. A larger span-of-control can be acceptable if the supervised positions are all performing a similar function.

7. Personnel Accountability

The intent of personnel accountability is to ensure that there are proper safeguards in place so that all personnel are accounted for at any time. This is accomplished through organizational unity and hierarchy of management using check-in forms, position logs, and other status-keeping systems.

8. Common Terminology

Common terms are used for all organizational elements, position titles, and facility designations and resources, ensuring consistency and standardization within and between all SEMS levels. It enables multi-agency, multi-jurisdiction organizations, and resources to

work together rapidly and effectively.

9. Resource Management

In SEMS, there are functional activities related to managing resources at all levels. Resource management describes the ways in which field resources are managed and how status is maintained. The management activity varies from level to level, from directing to controlling, coordination, and inventorying, and the procedures vary accordingly.

10. Integrated Communications

At the field level, integrated communications are used in any emergency. Throughout Command Centers and among SEMS levels, communications systems must be compatible; and planning and information flow must occur in an effective manner. Integrated communications refers to hardware systems, planning for system selection and linkage, and the procedures and processes for transferring information.

E. SEMS Planning and Coordination Levels

SEMS consists of five organizational or response levels which are activated as needed to respond to an emergency.

1. Field Response Level

The Field Response Level consists of emergency response personnel and resources carrying out tactical decisions and activities in direct response to an incident or threat.

2. Local Government Level

The definition of local government includes cities, counties, and special districts. They manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are required to use SEMS when their Emergency Operations Centers are activated or when there has been a proclamation of Local Emergency.

3. Operational Area

The Operational Area is an intermediate level of SEMS, which consists of a county and all political subdivisions within the county, including special districts. The Operational Area staff manages and/or coordinates information, resources, and priorities among local governments within the Operational Area and serves as the communication link between the Local Government Level and the Regional Level.

4. Regional Level

The SEMS regions are also known as mutual aid regions. There are six regions, and their purpose is to provide for more effective application and coordination of mutual aid and other emergency-related activities. At the Regional Level, information and resources are

managed and coordinated among Operational Areas within the Region and between the Operational Areas and the State Level. In addition, coordination of State agency support for emergency response activities within the region occurs at this level. The California Emergency Management Agency (Cal OES) regional office at Los Alamitos serves as the Regional Level for Southern California. The Cal State San Marcos campus is in Region VI.

5. State Level

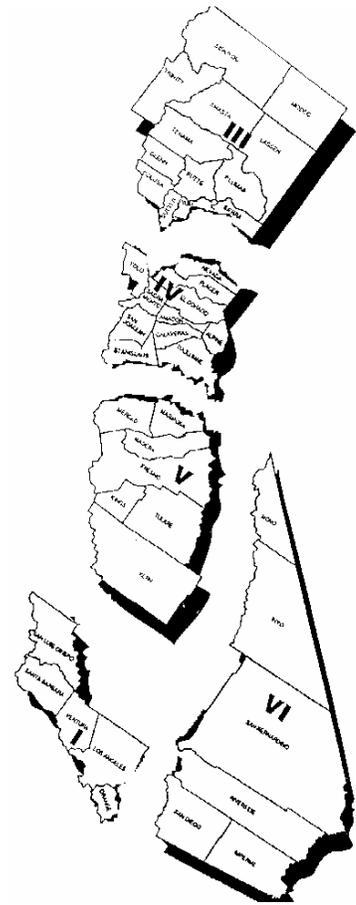
At the State Level (State Operations Center in Sacramento), state resources are assigned in response to the needs of other levels, and mutual aid is coordinated among the mutual aid regions and between the Regional Level and the State Level. The coordination and communication link between the state and federal disaster response systems also occurs at this level.

For emergency management planning purposes, Cal State San Marcos is considered a special district, which means the guidelines for a local jurisdiction apply under SEMS. The campus voluntarily complies with the SEMS regulations and is fully integrated into the Operational Area.

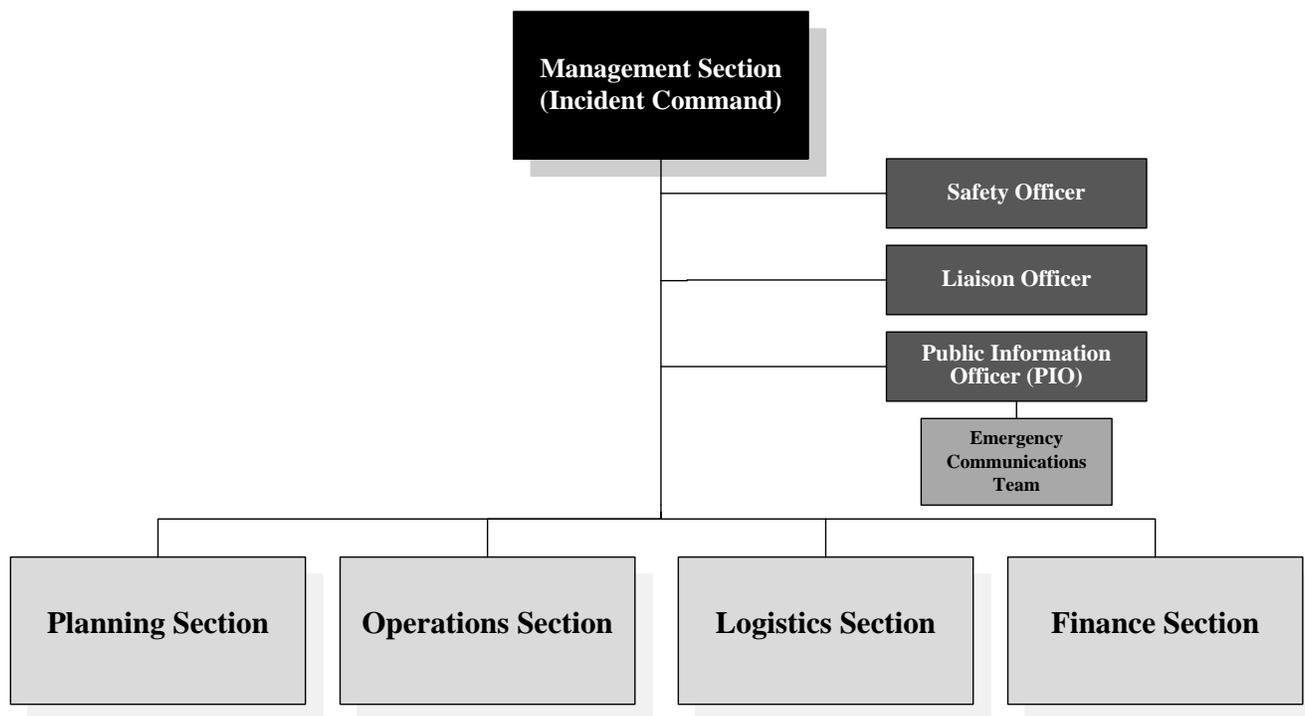
- F. Under the Standardized Emergency Management System (SEMS), the campus has responsibilities at two levels: the field response and emergency management (institutional-wide) levels. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

At the emergency management level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the San Diego County Operational Area and the State’s Regional Emergency Operations Center (REOC) located in Sacramento.

- G. SEMS requires that all public agencies use five designated functions to serve as the basis for organizing emergency management planning and response. The five components used by the Incident Command System are called Sections.



California State University San Marcos EOC Incident Command Structure



1. MANAGEMENT Section

Responsible for providing policy and support to the Incident Commander with official executive actions, liaison to other agencies, and representation to the community and elected officials as practical and as requested by the Incident Commander.

2. PLANNING Section

Responsible for receiving, evaluating, and analyzing all event information, and providing updated status reports to the EOC Management and field operations.

3. OPERATIONS Section

Represents the campus emergency services units (the on-scene emergency responders) and is responsible for the assessment and implementation of field operations for emergency response through recovery operations.

4. LOGISTICS Section

Responsible for procuring supplies, personnel, and the material support necessary to conduct emergency and recovery operations (i.e. personnel call-out, equipment acquisition, lodging, transportation, food, etc.)

5. FINANCE Section

Responsible for cost accountability, risk assessment, finance documents, expenditures, purchase authorizations, claims of damage to property, equipment usage, vendor contracting, the recording of all response personnel time, and worker's compensation record-keeping.

5. Operational Approaches

A. Emergency Management Modes

Campus emergency operations will be managed in one of three Emergency Management Modes, depending on the magnitude of the situation.

1. Decentralized Coordination and Direction: Level I Response

- a. This management mode is similar to day-to-day operations and will be coordinated through the University Police 24-hour Dispatch Center.
- b. The Emergency Operations Center (EOC) is not activated.
- c. Section Chiefs and/or Branch Leaders will provide necessary support as determined by the Incident Commander.
- d. The Incident Command concept and procedures will be used for on-scene activities.
- e. On-scene managers and responders will report (unless otherwise instructed) through the University Police 24-hour Dispatch Center.
- f. Examples of emergencies under this level include, but are not limited to:
 - Structure fire.
 - Bomb threat or explosion.
 - Civil disturbance or demonstration.
 - Minor hazardous materials incident.

2. Centralized Coordination and Decentralized Direction: Level II Response

- a. Under this mode, the response to the emergency will require major involvement by several departments on campus.
- a. The Operations Executive will coordinate the response and the Incident Commander will direct the response.
- b. Key Emergency Management Staff may be called on to meet and provide coordination. Their activities may include, but are not limited to:
 - Establishing a campus-wide situation assessment function.
 - Establishing a campus-wide public information function.
 - Determining resource requirements and coordinating resource requests.
 - Establishing and coordinating the logistical systems necessary to support emergency services.
- c. The EOC may be activated.
- d. Emergency Management Staff and on-site emergency services will report through the University Police 24-hour Dispatch Center.
- e. Information is provided to the EOC (or other coordination center) by Dispatch Center.
- f. Examples of emergencies under this mode include, but are not limited to:
 - Multi-structure fire.
 - Major hazardous materials incident.
 - Brush fire threatening the campus.
 - Major civil disturbance or disruption.
 - Impending major threat (i.e. earthquake prediction or terrorist threat).

3. Centralized Coordination and Direction: Level III Response

- a. This mode of operation will be utilized following a major disaster that would render it

- impossible for the Cal State San Marcos campus to function effectively in either of the other modes.
- b. In this situation, the campus EOC will be activated and all coordination and direction activities (including University Police communications) will be accomplished from the EOC.
 - c. EOC Section Chiefs and members of the Management Section (as needed and to the extent practicable) will report to and receive direction from the EOC.

B. Emergency Management Periods

Emergency management includes three periods of activity. Detailed emergency actions for responding to the various emergencies are provided Parts III and IV of the Emergency Management Plan.

1. Pre-Emergency Period

- a. The Emergency Management staff will maintain communications systems and the EOC in operable condition. Plans, procedures, and resource data will be kept up-to-date. If an emergency situation is likely, the Emergency Management Organization will take necessary actions to increase readiness.

2. Emergency Period

- a. If a threatening situation develops, the Operations Executive will be notified immediately. The elements of the Emergency Management Organization will be activated as required at the direction of the Operations Executive. The Incident Commander will direct the response.
- b. Operations will be coordinated in a centralized or decentralized mode, depending on the magnitude of the emergency situation. Actions will be directed to save lives and protect property.
- c. The Plan Executive (President) may declare a campus State of Emergency.
- d. If an emergency occurs without warning, on-duty personnel will manage the initial response in a decentralized mode.
- e. Centralized management, if required, will be established as rapidly as conditions permit.
- f. Assistance will be requested through mutual aid channels as needed. Neighboring jurisdictions will be notified and, if deemed essential, will be requested to proclaim a Local Emergency.

3. Post-Emergency Period (Recovery)

- a. As soon as practical following a major emergency, normal management of campus operations will be restored. The Recovery Executive will coordinate planning and direction for recovery and reconstruction efforts.

6. Emergency Management Organization

The Cal State San Marcos campus will be responsible for directing and coordinating emergency operations within its boundaries similar to local jurisdictions, with the other levels of the state-wide system being responsible for coordinating or providing support as required. The structure of the SEMS command allows for special branches within each section to be established to effectively deal with the incident. The organization and general responsibilities of each section and its branches are outlined below. Complete check lists for each position are included in the Emergency Management Plan and can be found in Part IV.

A. Management/Command Section

The Management/Command Section is responsible for providing policy and support to the Incident Commander (Emergency Operations Director) with official executive actions, liaison to other agencies, and representation to the community and elected officials as practical and as requested by the Incident Commander.

1. Plan Executive (University President)

Establishes the basic policies which govern the campus Emergency Management Organization; functions as the highest level of authority during an emergency; declares a campus State of Emergency when required; authorizes the official request for assistance or notification to appropriate state and federal agencies; and sets priorities and authorizes the recovery plan.

2. Operations Executive (Vice President, Finance and Administrative Services)

Establishes the EOC mission; communicates with the President, Public Information Officer, the Executive Management Team, and the Recovery Executive; establishes priorities for the use of personnel and resources; authorizes deviations from procedures for implementing the Emergency Management Plan; and adjudicates conflicting demands for support.

3. Recovery Executive (Provost)

Establishes the mission and direction for the Recovery Plan; sets priorities and authorizes recovery operational plans; assists with policy and decision-making regarding overall campus recovery activities; and provides the President with a recommended course of action for the recovery process.

4. Policy Group (Executive Council)

Advises on action plans and policies, keeping in mind priorities to save lives, protect university property, restore operations, and meet community needs.

5. Incident Commander (Chief of Police)

Directs the campus emergency response for a major disaster to minimize casualties and injuries; sets priorities and delegates tasks; provides the Operations Executive with current information on the status of the emergency response; activates and directs the EOC; communicates with local, county and state government as needed to coordinate overall operations; maintains the overall "big picture" focus and produces a status report for the Executive Management Team and State of California every four hours while EOC is in

operation; establishes objectives and approves action plans developed by EOC staff; and approves requests to order or release resources through mutual aid.

6. Safety Officer

Coordinates the containment and clean up of hazardous materials; identifies unsafe conditions within campus facilities; and develops measures to assure personnel safety.

7. Public Information - Media Relations

Prepares and disseminates information regarding the incident size, cause, ongoing situation, resources, and other matters of interest associated with the campus emergency; coordinates with the Planning Section Chief and the Academic and the Student Representatives to provide faculty, staff, and students with information; functions as the point of contact for the public and the news media, coordinating releases for the university and with other agencies and holding news conferences as necessary; and organizes a General Information Center for family and friends of staff and students.

8. Liaison Officer

Serves as the point of contact for the supporting agencies and mutual aid representatives (particularly the Operational Area EOC), and assists with intergovernmental communications and liaison, which may include representatives from other law enforcement agencies, fire services, emergency medical providers, Red Cross, Public Works, Coroner's Office, County Public Health Services.

9. EOC Manager

Sets up, coordinates, and manages the EOC; assists the Incident Commander and Operations Executive as needed; ensures that all required forms and reports are complete prior to deactivation of the EOC; deactivates the EOC when appropriate.

B. Planning Section

The Planning Section is responsible for receiving, evaluating, and analyzing all event information and providing updated status reports to the EOC Management and field operations.

1. Planning Section Chief

Coordinates and manages the Planning Section response to an emergency or disaster affecting the campus; coordinates the collection of information to determine the severity of damage; and coordinates the inspection and securing of damaged buildings.

2. Planning Section Support Branches

The structure of the SEMS Command allows for special branches within each section to be established to effectively deal with the incident. During an emergency, the following branches may be activated and supervised by the Planning Section Chief.

a. Building Marshal Program Coordinator

Provides the communication link between all Building Marshals, the Incident Commander and Emergency Operation Center staffed by the use of handheld radios.

b. Technology Branch

Implements and manages the field response for checking and restoring the campus information system (computer network) and the telephone infrastructure.

- c. Academic Representative
Establishes and maintains a communication plan in conjunction with the Public Information Officer to disseminate emergency information to Academic and Student Affairs faculty and staff.
- d. Damage and Status Assessment
Implements damage assessment procedures to ensure the collection, organization, and analysis of damage and disaster information to determine the severity of the emergency.
- e. Student Representative
Establishes and maintains a communication plan in conjunction with the Public Information Officer to disseminate emergency information to students and Academic and Student Affairs staff.
- f. Architects and Engineers
Coordinates the inspection of all campus buildings and provides for re-occupancy of those buildings.

C. Operations Section

This section represents the campus emergency services units (the on-scene emergency responders). The Operations Section is responsible for the assessment and implementation of field operations through recovery operations; coordinating field tactics with other staff members; handling the request for or release of resources; and making situation changes to the plan as necessary and reporting such changes to the Incident Commander.

1. Operations Section Chief
Coordinates and manages the Operations Section response to an emergency or disaster affecting the campus; implements and manages the field response action plans established by the Incident Commander; directs and supervises the response teams to reduce hazards, establish control, and contain the emergency.
2. Operations Section Support Branches
The structure of the SEMS Command allows for special branches within each section to be established to effectively deal with the incident. During an emergency, the following branches may be activated and supervised by the Operations Section Chief.
 - a. Law Enforcement and Traffic Control
Provides assistance with first priority (life threatening) tasks and warnings; assists with immediate evacuation from hazardous areas; provides for traffic control, access containment, and property protection; and assists with the search and closing of damaged campus buildings and the relocation of the campus community.
 - b. Movement (Evacuation and Relocation)
Organizes the evacuation or relocation of people from hazardous areas.

c. Fire and Rescue

Checks the campus to determine rescue needs, and provides information and assistance to fire and rescue teams.

d. Building and Utility

Secures or restores all utilities; makes rapid safety inspections of damaged infrastructure; provides emergency construction or repairs; clears debris from roadways; and organizes teams to support and coordinate traffic/access control and search/rescue.

D. Logistics Section

The Logistics Section is responsible for procuring supplies, personnel, and the material support necessary to conduct the emergency and recovery operations (i.e. personnel call-out, equipment acquisition, lodging, transportation, food, etc.).

1. Logistics Section Chief

Coordinates and manages the Logistics Section response to an emergency or disaster affecting the campus, and coordinates with the Operations Section Chief to establish priorities for resource allocation.

2. Logistics Section Support Branches

The structure of the SEMS Command allows for special branches within each section to be established to effectively deal with the incident. During an emergency, the following branches may be activated and supervised by the Logistics Section Chief.

a. Care and Shelter

Provides emergency shelter, food, and basic necessities for campus residents following a disaster, and provides food and lodging for mutual aid personnel and emergency workers as needed.

b. Transportation

Provides transportation for the evacuation of the campus population, and provides vehicles and drivers to transport critical supplies and emergency workers.

c. Facilities

Ensures that adequate essential facilities are provided and maintained for the response effort, and provides access, staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.

d. Personnel and Volunteers

Provides personnel resources as requested in support of the EOC and Field Operations; organizes a volunteer service worker program; and coordinates with Counseling and Psychological Services to determine the need for crisis counseling for emergency workers and the campus community.

- e. Procurement and Supply
Implements the procurement of resources in support of the emergency operation; establishes agreements with public and private organizations and a directory of vendors who will be used during an emergency; and sets up procedures for collecting, inventorying, and distributing supplies and resources.

E. Finance Section

The Finance Section has responsibility for cost accountability and risk assessment; documentation of expenditures, purchase authorizations, claims of damage to property, and equipment usage; vendor contracts; and record-keeping for response personnel time and workers' compensation.

1. Finance Section Chief

Coordinates and manages the Finance Section response to an emergency or disaster affecting the campus; prepares budgets for the emergency response and recovery phases; tracks costs of emergency personnel and equipment; and ensures that all recovery documentation is accurately maintained for submission to the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).

2. Finance Section Support Branches

The structure of the SEMS Command allows for special branches within each section to be established to effectively deal with the incident. During an emergency, the following branches may be activated and supervised by the Finance Section Chief.

a. Documentation

Coordinates all fiscal recovery with disaster assistance agencies, including documentation of all disaster information for reimbursement from FEMA or Cal OES, and prepares and maintains a cumulative cost report for the event or disaster.

b. Accounting and Audit

Implements emergency accounting and auditing procedures; coordinates accounting documentation of all emergency expenses, including labor, benefits, purchases, and contracts; and provides auditing of all expenditures to verify budget accounts, invoices, and documentation.

c. Planning and Budget

Identifies existing sources of funding for emergency expenditures, and provides projections for expenses associated with the emergency operations.

d. Compensation and Claims

Oversees the investigation of injuries and property/equipment damage claims involving the campus arising from the event or disaster; processes claims resulting from property damage, injuries, or fatalities; and works with the Safety Officer to mitigate hazards.

e. Time Keeping

Tracks, records, and reports all on-duty time for personnel working during the event or disaster; ensures that personnel time records, travel expense claims, and other related forms are prepared and submitted; and assists with the documentation for FEMA and OES.

7. Standard Operating Procedures (SOP's)

Cal State San Marcos Emergency Management Sections may develop Standard Operating Procedures (SOP's), which will become part of this plan by reference. Each SOP should contain, in detail, those actions that are necessary to fulfill the NIMS/SEMS functional responsibilities under this plan. The SOP's will also include some generic information such as increased readiness activities, procedures for recalling departmental personnel, emergency assignments, and resource lists.

The SOP's will be reviewed by the Emergency Manager to ensure consistency between departmental actions and alignment with the campus Emergency Management Plan. Strict adherence to the SOP's by departments is not required. Departments may deviate from the SOP's to respond to unique needs in a particular response. Major variation from procedures shall be coordinated with the EOC.

A. Operational Protocols and Functions

1. Warning

University Police has the primary responsibility for promptly notifying the campus community of an emergency situation.

2. Communications

Coordinates with telecommunications companies concerning the continued operation of telephone services and the campus computer network.

3. Damage Assessment

Assesses post-event serviceability of facilities, structures, and roads, and is usually conducted by "at the scene" survey teams of qualified inspectors (Planning Section).

4. Message Center

Receives and transmits messages to personnel at the EOC and at the incident, and maintains files of general messages and status reports.

5. Campus EOC

If there is a possibility that all (or a related part) of the Standardized Emergency Management System will be activated, the Cal State San Marcos campus EOC will be activated and staffed by all or part of the designated Emergency Management Staff.

8. Mutual Aid

The Mutual Aid system allows for the progressive mobilization of resources to or from emergency response agencies, local governments, Operational Areas, regions, and the State, with the intent of providing adequate resources to requesting agencies. Cal State San Marcos is located in the Southern Region.

Within the framework of the California Disaster and Civil Defense Master Mutual Aid Agreement, several discipline-specific mutual aid coordinators will operate from the San Diego County Operational Area EOC, such as fire and rescue, law, medical, and public works. Mutual aid requests for these disciplines will be coordinated through the Emergency Operations Center. Once the campus EOC is activated, communications will be established between the EOC and these discipline-specific Operational Area mutual aid coordinators. All other requests for assistance will flow through the appropriate Operational Area NIMS/SEMS function. The emergency service provider(s) requesting mutual aid will remain in charge and retain overall direction of personnel and equipment provided through mutual aid.

9. Campus Emergency Communication System

The Cal State San Marcos emergency communication system consists of three independent systems which are used to communicate with the campus community during an emergency. These three systems working together are intended to provide critical communication capabilities during an emergency to the greatest number of individuals on campus.

1. The campus utilizes a mass emergency notification messaging system which is capable of communicating with the campus community using text messages, cell and landline phone calls, email, desktop alert and campus digital signage.
2. The campus is capable of communicating into all campus classrooms through a public address system and campus telephones during an emergency.
3. Finally the campus utilizes an external public address system which is capable of providing emergency notification to most exterior campus locations.

10. Campus Emergency Operations Center

A. Purpose

The Emergency Operations Center (EOC) provides a location where Emergency Management Staff may conduct all necessary functions involved in supporting the Incident Commander in incident response and recovery activities.

B. Background

Cal State San Marcos has a primary and backup Emergency Operations Center which may be activated during a declared campus emergency, or whenever necessary to support a planned or unplanned event. When activated the EOC will be supported by Emergency Management Staff to the extent required as determined by the Incident Commander and Section Chiefs. Essential Emergency Management Staff are expected to report to the EOC following a campus emergency as soon as it is appropriate depending on the nature of the emergency, other

Emergency Management Staff will be activated by the EOC Section Chiefs.

C. Concept of Operation

When the campus emergency has been declared, the EOC will be established. Emergency Management staff will be expected to follow the operational Check Lists provided in Part IV of the Emergency Management Plan. Performance in the EOC shall be in accordance with established procedures and will involve two distinct modes.

1. Mode 1

During the first few hours of the emergency, Emergency Management Staff will organize their teams; set priorities; establish response strategies/missions based on the extent of casualties, damage, and the resources available; and develop and disseminate public information, warning, and instructions.

2. Mode 2

Once containment and control begins, the direction will shift towards replenishing resources, providing relief for staff, shifting operations to the recovery mode, gathering information on current and expected activities as they relate to the emergency, and preparing reports.

D. Activation of the Emergency Operations Center (EOC)

Activation of the EOC will depend on the nature and magnitude of the crisis.

1. Emergency Level Classifications

Three levels of operation have been identified, relative to the magnitude of the emergency.

- a. Level 1: The emergency can be managed using normal response operations.
- b. Level 2: The emergency requires a multi-unit response in which the EOC may be partially activated. Selected EOC staff will be notified and asked to mobilize.
- c. Level 3: The emergency cannot be managed using normal campus resources. The Plan Executive ensures that the EOC is fully activated with response of necessary EOC staff. A campus state of disaster may be declared during a Level 3 emergency.

2. Activation of the EOC

The recommendation to activate the EOC can be made by the Plan Executive, the Operations Executive, or the Incident Commander. Upon declaration of a Level 2 or Level 3 emergency, the Incident Commander shall determine which EOC positions to activate and direct their activities. Each Section Chief will oversee the mobilization of their respective units and be responsible for the activation of their teams.

3. Communication between the EOC and Campus Community

EOC communications with the campus community and the public following a disaster will be coordinated by the Public Information Officer. The EOC has several methods of communication with the campus community and the public. Depending on the scope of the disaster and the type of information to be disseminated, the EOC can use one or a combination of the following methods to provide information.

- The campus Emergency Notification System and website.

- Electronic and voice mail, telephone trees, and dedicated telephone lines.
- The campus emergency information line at (760) 750-4955. Information will be provided as soon as possible following an emergency.
- A campus Building Marshal Program via 2-way radios.
- The County emergency alert system.
- Public announcement through electronic (television and radio) and print media.

E. Demobilization and Termination of the EOC

The Plan Executive, advised by the Incident Commander, will determine when to deactivate the EOC and return to normal operations.

F. Pre-Planning Emergency Operations Center Tasks

Each EOC member is responsible for the following tasks as a preparedness measure. These tasks are essential to the effective operation during a major emergency or disaster.

	Establish a staffing list with at least one alternate (two alternates are preferable).
	Establish and maintain a current and accurate call notification list of your personnel.
	Train and inform personnel concerning reporting procedures and his/her assignments. Ensure that more than one section member is trained and familiarized with each function and operation.
	Develop and maintain a current resource listing of essential and specialized equipment and supplies.
	Develop formats and procedures for the collection of critical information from each operational unit.

EOC Check List

The following is a guide and should be used in conjunction with each Section Chief's and Branch Leader's position check list.

Set Up Process

	Follow the established check-in and check-out procedures.
	Advise the field units of the current mission established by the EOC.
	Provide staff with instructions as to where they should report.

Record Keeping and Status Reports

	Establish and maintain a log of activities.
	Use the EOC-established message forms or web EOC
	Maintain and keep all status boards/maps current as they relate to each operation.
	Be prepared to provide a mini-status report of all branch operations or activities on short notice.

General

	Each member is responsible for ensuring his/her function is staffed in the EOC.
	A plan should be developed to provide for relief of staff. A member will not leave his/her desk unattended without informing his/her assigned EOC Section Chief first.
	Each member should exchange and share relevant information with other members of the Emergency Management team.
	Determine and monitor the status and location of the units in the field.
	Determine what resources and supplies the field units need to complete their mission and advise the Logistics Section Chief.

Part II – Enclosure 1

Campus Emergency Management Staff

<u>Assignment</u>	<u>Designee</u>
Management Executive	
Plan Executive.....	President
Operations Executive	Vice President, Finance and Administrative Services
Recovery Executive	Provost
EOC Manager	Emergency Manager
Management Command	
Incident Commander	Chief of Police
Public Information Officer.....	Public Information Officer
Liaison.....	President’s Chief of Staff
Safety Officer.....	Director, Risk Management and Safety
Operations Section	
Operations Section Chief	Director, Facility Services
Law Enforcement & Traffic Control Leader	Lieutenant, University Police
Movement (Evacuation) Leader.....	Director, Parking and Commuter Services
Fire & Rescue Leader	San Marcos Fire Department
Building & Utility Leader	Assistant Director of Operations, Facility Services
Medical/Coroner Leader	Director/Physician, Student Health and Counseling Services
Planning Section	
Planning Section Chief	Assistant Vice President, FAS Administration
Technology Leader	Associate Dean, IITS
Academic Representative.....	AVP, Academic Programs
Damage Assessment Leader	Assistant Director, Clarke Field House/USU
Student Affairs Leader.....	Dean of Students, AVP Student Development Svcs
Architects & Engineers Leader.....	Director, Planning, Design and Construction
Logistics Section	
Logistics Section Chief.....	Director, Procurement & Support Services
Care & Shelter Leader	Dean of Students, AVP Student Development Svcs
Transportation Leader.....	Buyer, Procurement & Support Services
Facilities Leader.....	Materials Management Lead
Personnel & Volunteers Leader.....	AVP Human Resources and Payroll Services
Procurement & Supply Leader.....	Contract Management Specialist
Finance Section	
Finance Section Chief.....	Director, System Operations & Development
Documentation Leader.....	Director, Student Financial Services
Accounting & Audit.....	Senior Accountant Financial Reporting & Compliance, Fiscal and Technology Services
Planning & Budget Leader.....	Director, Budget Office
Compensation & Claims Leader	University Risk Manager
Time Unit Leader	Director, Payroll Services

Part II – Enclosure 2

Building Marshal Program

The Cal State San Marcos Building Marshal program was developed to facilitate the safe evacuation of campus buildings and to assist emergency responders. This program is staffed by trained campus employees who work in the individual classroom and office buildings throughout the campus. When an evacuation is necessary, the Building Marshals are responsible for:

- Assisting in the safe and complete evacuation of a building.
- Assisting University Police in preventing entry by non-emergency responders until the building has been deemed safe.
- Reporting injured or trapped persons to emergency responders.

The Building Marshal Program will be organized up to a three tiered structure depending on the building size and the available resources. Building Marshals will operate in a bottom up reporting system i.e.; Floor Marshal – Building Marshal – Emergency Manager – Incident Commander which will generally be the Chief of Police.

Roles of the Program Coordinator, Building and Floor Marshals include:

Program Coordinator

The Program Coordinator (Emergency Manager) is responsible for communication between the Building Marshals and the campus' Emergency Operations Center., coordinates Building Marshal training and provides general information to campus Building Marshals. The Program Coordinator also assists in the planning, training, equipping, recruiting, and effective response of the Cal State San Marcos Building Marshals.

The Building Marshal is responsible for receiving all information regarding the status of a building's evacuation from their building's Floor Marshals.

Once the decision to evacuate is made, the Building Marshal will immediately respond to the designated evacuation gathering site and begin taking evacuation status reports from the Floor Marshals.

Using handheld radio communications or by coordinating with University Police, the Building Marshal will report the status of their assigned area of responsibility to emergency responders.

Floor Marshals

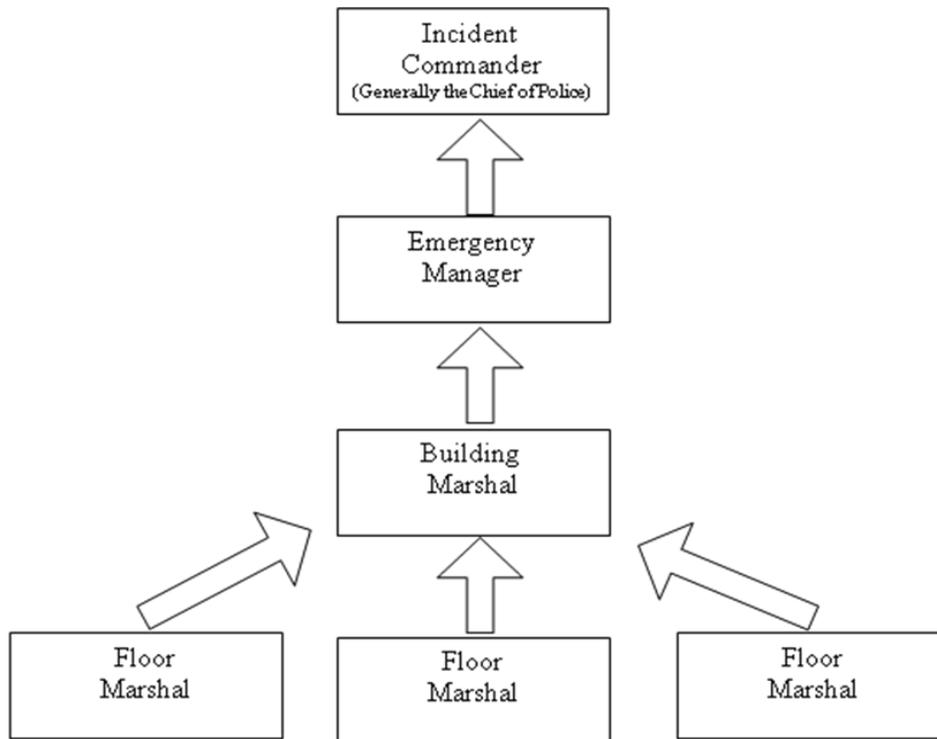
When a fire alarm sounds Floor Marshals are responsible for clearing all people from a floor. On floors where two or three individuals are designated as Floor Marshals, those Floor Marshals will be responsible for an assigned area. Once a sweep has been conducted, Floor Marshals will go to designated locations outside their building and report the evacuation status of their floor to the Building Marshal.

Example Evacuation

An earthquake has taken place in close proximity to the campus. The fire alarms have been activated indicating the need to evacuate the building. Floor Marshals will quickly sweep their assigned office suite, a predetermined section of their floor, or the entire floor. Once completed, Floor Marshals will exit the building and report to their Building Marshal who will be stationed at the designated evacuation gathering site for the building and inform the Building Marshal that the area has been evacuated and await further assignments.

Building Marshals will report to the designated evacuation gathering site for the building and wait for the Floor Marshals to report that their floors have been evacuated. Once the building is determined to be evacuated, Building Marshals will report to the Building Marshal Program Coordinator via hand held radio, that the building has been evacuated. As Floor Marshals make their way to the gathering site, Building Marshals will re-assign them to cover all entry points to their building from a safe location to ensure no one attempts to re-enter the building until determined safe to do so.

The Building Marshal and Floor Marshals will proceed to conduct a head count in the designated evacuation gathering sites. The Building Marshal will then relay this information and any other concerns (i.e. occupants trapped) to the Building Marshal Program Coordinator. The Building Marshal Program Coordinator will then provide this information to the Incident Commander and Emergency Operation Center.



Part II – Enclosure 3

**Cal State San Marcos
Declaration of Campus Emergency**

Date: _____ Time: _____

As result of _____
occurring on _____ at _____

Conditions of extreme peril to the safety of University personnel and property now exist. These conditions cannot be fully responded to with available campus resources. Under the authority of the California Education Code and the California Administrative Code, I, as President of the University, hereby declare a campus emergency in order to protect the lives and property of this institution and to comply with laws and regulations for requesting assistance and aid from local, state, and federal agencies.

It is further proclaimed and directed that, during these emergency conditions, the powers, functions, and duties of the emergency organization of this University shall be those prescribed by the campus Emergency Management Plan.

President

Part II – Enclosure 4
Campus Emergency Communication System

1. Background

One aspect of emergency management is the process of issuing effective warning of dangers and hazards to the community. Emergency Notification is a function of the emergency management operation that deals with the process of informing the campus community of impending or existing hazards.

2. Objectives

The overall objectives of the Emergency Notification function are to:

- Provide a process where the campus community is advised of potential or existing hazards.
- Protect lives by issuing alerts that may lessen potential risks.
- Provide emergency notifications as soon as is reasonably feasible based on the nature of the emergency.

3. Concept of Operations

The campus Emergency Notification function will be coordinated by University Police or the Public Information Officer (PIO). Performance of this function shall be in accordance with established procedures and will involve two distinct modes.

A. Mode One

During the first few hours of the emergency, University Police staff will provide emergency notifications to the campus community.

B. Mode Two

Once the EOC has been activated Emergency Notifications will be managed by the Public Information Officer in coordination with the Incident Commander and Management Section.

4. General Plan

- A. The University Police Department has the primary responsibility for notifying the campus community of emergencies.
- B. The University Police Dispatch Center is the primary point on campus for receipt of warnings from local and state officials. Warnings may be received via radio, teletype, or telephone from the City of San Marcos EOC, County Operational Area EOC or other official agencies.
- C. Notification to the campus community will include warning that an emergency condition exists and issuance of appropriate instructions.
- D. In the event of an emergency, Telephone Services will be requested to notify or warn the

campus through the telephone system. The Public Information Officer or University Police will be responsible for preparing warnings or notices.

- E. Following an emergency, information will be made available as soon as possible at the Campus Emergency Information Line at 760-750-4599.

5. General Procedures

Warnings can be put into two categories: Immediate Notice and Advance Notice. Both require preplanning.

A. Immediate Notice Warnings

1. This process usually does not allow very much time to respond. The objective is to quickly warn personnel to move from a high-risk area to a low-risk assembly point. Methods for this process will generally involve one or all of the following:
 - Utilizing the campus Emergency Notification Systems (Alert **U**).
 - Activation of building fire alarm systems.
 - Police vehicles with messages broadcast over public address systems.
 - Staff with portable public address systems walking through the area.

B. Advance Notice Warnings

1. When time permits, other appropriate methods may be used to get messages disseminated to the campus community. Methods for this process will generally involve one or all of the following:
 - The campus Emergency Notification Systems (Alert **U**).
 - Campus telephone system with voicemails.
 - Electronic mail system.
 - Campus website.
 - Campus emergency information line (760) 750-4599.

Part II – Enclosure 5

Situation Analysis and Damage Assessment

1. Introduction

- A. A major problem following a disastrous event is collecting and analyzing information on the nature, severity, and extent of damage and reporting the results through established channels. The information will provide campus officials with a logical basis for their response and management decisions.

2. Responsibility

- A. The Planning Section is responsible for collecting, analyzing, and forwarding situation information from field reports. Planning Section staff prepares situation status reports and conducts briefings for action planning.
- B. Following a disaster, University Police field units will promptly conduct a rapid survey/assessment (also known as “Windshield Surveys”) of affected areas to determine the extent of damage and report the information to the University Police Dispatch Center. This information will be relayed to the campus EOC when it is activated. The information will then be reported to the local and/or Operational Area EOC (City of San Marcos and/or County of San Diego) as necessary. Reports will be utilized to determine the extent and severity of damage, and will provide the basis for initiating emergency response and mutual aid support.
- C. The Building and Utility Branch, in conjunction with the Architects and Engineers Branch, will conduct a detailed assessment of damage as part of the recovery process. This information will serve as a basis for the allocation of state funds under the State Natural Disaster Assistance Act and/or the application of federal disaster relief programs, the latter of which would be appropriate in the event of a Presidential declaration.

3. Policies and Procedures

A. Disaster Intelligence

In a major disaster, there are three kinds of disaster intelligence required:

1. Information necessary to determine operational problems and the immediate needs of victims. This information is the most important, and an overriding priority will be given to its collection.
2. Specific information on dollar amounts, which is collected in order to permit the Governor to request a declaration from the President under the provisions of the Federal Disaster Relief Act of 1974 (Public Law 93-288). The collection of this information is important but must not be accomplished until the needs of #1 above have been satisfied.
3. Information, in sufficient detail, that will be necessary to properly plan for both short and long-range recovery. In the beginning, this item will have the lowest priority; however, it will assume the greatest importance once priorities #1 and #2 above have been discharged.

B. Survey/Reconnaissance

1. An immediate survey/reconnaissance of the campus area will provide a description of the situation which can then be evaluated to provide a determination as to general needs and course(s) of action to be taken.
2. Campus damage survey/reconnaissance usually will be accomplished through ground surveys and will require the observation and reporting of damage, casualties, status of risk areas, and other facts necessary for executive decision. This activity should include the inspection and reporting of the status of campus facilities.

C. Situation Reporting

1. In a major disaster, a series of reports will be required in order to provide detailed information to the various levels of government. The campus will support the state situation-reporting system by providing reports to the City of San Marcos and/or County of San Diego.
2. Where no damage is observed, negative reports (reports of non-damaged areas and equipment) will be submitted. Reports will be submitted through agreed-upon channels by the Planning Section and will consist of the following types of reports:
 - a. Flash Reports

The first reports to be submitted by campus officials will be Flash Reports. These will be verbal reports, with the first being submitted as quickly as possible following a disaster.
 - b. Situation Reports

A more refined and detailed Situation Report will be prepared and submitted as requested. This report will define affected areas, identify closed roads and highways, estimate the number of casualties, and provide other essential information. Reports will provide, as a minimum, the information contained in the Situation Report Form (Enclosure 6).
 - c. Detailed Reports

Following the Situation Reports, government at all levels will require more detailed information, particularly that resulting from damage estimates and analyses. This kind of information would also materially assist the state and federal governments in determining the exact situation. The information should include: the total numbers of dead and injured, the amount of damage to facilities, and the type and relative priority of needed assistance.

D. Damage Assessment

1. To support claims for property losses under state and federal disaster recovery programs, the campus emergency management staff will, as early as feasible, conduct a detailed assessment of damage and submit reports through channels to the California Emergency Management Agency (Cal OES) Mutual Aid Regional Office. (Note: requests for assistance under the State Natural Disaster Assistance Act must be accompanied by damage assessment information relative to public real property, excluding public property used solely for recreational purposes.)

2. Damage assessment will be conducted through "at the scene" surveys by teams of qualified inspectors. Where required, inspectors from appropriate state and federal agencies will augment these local teams. (Note: costs related to damage assessment are not reimbursable under existing disaster relief laws.)
3. Individual Assistance damage assessment relates to estimates of damage to the private sector. Included are damages to homes, businesses, farms, possessions, and other improvements. Public Assistance damage assessment involves damage to public facilities (public buildings, sewer facilities, bridges, roads, public schools, etc.). Included in this category are costs associated with emergency actions related to search and rescue, medical care, emergency shelter, feeding, relief, and rehabilitation.
4. Complete details relative to the overall scope of damage assessment, to include forms, procedures, etc., are included in the State Disaster Assistance Procedural Manual (published and issued separately).

**Part II, Enclosure 6
SITUATION REPORT FORM**

Reporting Campus CSU San Marcos	Date	Time
---	------	------

1	Type of Occurrence
----------	--------------------

2	Where it Occurred
----------	-------------------

3	When it Occurred
----------	------------------

4	Area/Facility Affected
----------	------------------------

5	Estimated Number of Persons:		
(a) Dead _____	(b) Injured _____	(c) Evacuated _____	(d) Homeless _____

6	Major Roads Closed
----------	--------------------

7	Open Adjacent Airfields
----------	-------------------------

8	Actions by Campus Officials:	(d) Communications Available:
(a) Proclamation of Campus Emergency	<input type="checkbox"/> YES <input type="checkbox"/> NO	Telephone _____
(b) Local Emergency Proclaimed by Jurisdiction	<input type="checkbox"/> YES <input type="checkbox"/> NO	FAX _____
Requested?	<input type="checkbox"/> YES <input type="checkbox"/> NO	CLETS _____
(c) Emergency Operations Center Staffed	<input type="checkbox"/> YES <input type="checkbox"/> NO	Radio _____
Location: _____		Other _____

9	Mutual Aid Assistance Requested	<input type="checkbox"/> YES <input type="checkbox"/> NO
----------	---------------------------------	--

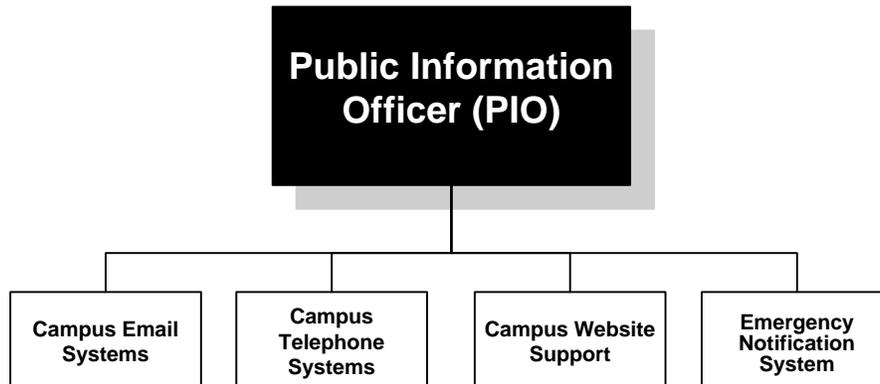
(a) Personnel: Type _____ Number _____ From Where _____
(b) Equipment/Supplies: Type _____ From Where _____

10	Special Problems (fuel shortages, etc.)
<hr/> <hr/> <hr/>	

Name of person completing form (printed)
--

Part II – Enclosure 7

Emergency Public Information



1. Purpose

A. This enclosure establishes the campus Emergency Communication Team in order to:

1. Support the campus Public Information Officer (PIO) during times of emergency to ensure systems and methods of communicating to the public are functioning as necessary.
2. Ensuring the rapid dissemination of accurate instructions and information to the campus community during periods of emergency.
3. Ensuring the ability to respond to media inquiries and calls from the campus community.
4. Ensuring the ability to establish an on-scene Public Information Center or Joint Information Center (JIC).

2. Assumptions

A. During emergency situations:

1. The campus community will demand information about the emergency situation and instructions on proper survival/response actions.
2. The media will demand information about the emergency. The local media, particularly radio, will perform an essential role in providing emergency instructions and status information to the public. Depending on the severity of the emergency or the media's conception of the severity of the emergency, regional and national media also will demand information and may play a role in notifying distant relatives of disaster victims.
3. Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio/television stations without emergency power may be off the air.

4. Demand for information will be overwhelming if sufficient staff is not provided and if staff is not trained.

Concept of Operations

- A. Emergency Communications Team activities during emergencies are summarized below for each period/phase.

1. Pre-Emergency Period

- a. Emphasis will be placed on preparing and maintaining critical systems necessary for supporting public information functions.
- b. If an emergency appears likely, the Emergency Communications Team will take actions under the direction of the Public Information Officer to increase readiness, which may include ensuring that communication systems are ready and functioning properly.

2. Emergency Period

- a. During emergency operations, the campus Public Information Officer (PIO) will serve as the dissemination point for all media releases. Other functional units wishing to release information must coordinate through the PIO. The campus PIO will coordinate media releases with neighboring jurisdictions.
- b. Emergency Communications Team functions will involve supporting systems necessary for warning the campus community of an imminent hazard and providing instructions on protective actions to take to avoid the hazard or reduce its impact. Emergency Communications Team will be fully mobilized, and emergency instructions/information will be disseminated in the following priorities (see Enclosure 7, "Emergency Public Information Priorities," for details):
 - a. Lifesaving/health-preservation instructions
 - b. Emergency status information
 - c. Other useful information

3. Post-Emergency Period (Recovery)

- a. During this period, appropriate information will continue to be released, particularly on the restoration of essential services, on travel restrictions, and on assistance programs available. When time allows, actions taken during the emergency will be assessed.

4. California Emergency Public Information System

- A. The California Emergency Public Information System includes city, county, the California Emergency Management Agency (Cal OES) Mutual Aid Region, state, and federal public information officers, and public information representatives from private agencies.
- B. City and county public information officers will release information locally to public information officers at the next higher level of government. The campus PIO should coordinate in advance with city and county representatives and the public information

officers of local private agencies, such as the American Red Cross, the Salvation Army, and utility companies, so that mutual needs may be fulfilled during emergencies.

- C. When the Cal OES Emergency Public Information Organization at the Cal OES headquarters in Sacramento have been activated, public information officers will be assigned to the affected Cal OES Mutual Aid Region(s) to gather status information from local jurisdictions and provide it to the Cal OES public information officer. Mutual Aid Region public information officers may reply to media calls and will relay information from the state and federal levels to local officials.
- D. The Cal OES public information officers will summarize the disaster situation for the media and report on state agency response activities. The Cal OES public information officers also will establish statewide Emergency Alert System (EAS) programming, keep the Federal Emergency Management Agency (FEMA) public information officers informed of developments, and provide support to local jurisdictions on request. The Cal OES public information officers will coordinate news releases pertaining to a particular jurisdiction with that jurisdiction prior to dissemination to the news media. When prior coordination is not feasible, the local public information officer will be informed at the earliest possible opportunity.
- E. The FEMA public information officers will provide information on federal response efforts and federal assistance programs and may provide support to the state on request. The federal government determines nationwide EAS programming.

5. Campus Emergency Communications Team Responsibilities

- A. The campus Emergency Communications Team organization will provide support to the campus Public Information Officer (PIO) or alternate during a disaster. The organization may function on a 24-hour basis during emergencies in the EOC. The team will be comprised of individuals capable of supporting critical systems for the PIO and providing assistance as needed throughout the emergency. The four support section will involve campus email systems, campus telephone systems, campus website, and the campus emergency communication system. The Emergency Communication Team will work to ensure that all necessary systems are functioning so that the PIO may carry the following duties.

1. Emergency Information/Rumor Control

- Rapidly releases emergency instructions and information to the campus community through all available means.
- Receives all calls coming into the campus Emergency Operations Center (EOC) over the public access lines, responding to those from the public and the media, and relaying calls to other EOC staff as appropriate. (Media will be provided at least three telephone lines exclusively for their inquiries.)
- Obtains periodic situation updates from EOC staff members and maintains section status boards and maps. Makes situation reports and provides hard copy of news releases to the local jurisdiction.
- Prepares news releases as requested by the campus PIO.
- Updates recorded telephone messages hourly or as situation changes.

2. On-Scene Public Information

- Establishes a Media Control Point in the vicinity of, but physically separated from, the incident site or Command Post.
- Requests media cooperation, with "ground rules" established by the Incident Commander.
- Briefs the media on the incident and on response actions underway. Names or other identification of casualties will not be released.
- Maintains liaison with the Incident Commander to obtain latest information and remain current on the situation.
- Arranges interviews and live camera shots with key personnel when requested by the media and when such requests can be accommodated without interfering with response operations.

6. Communications

- A. The campus will rely on commercial telephone for dissemination of information to the media and for responding to direct public inquiry. The Public Information Officer should ensure that sufficient telephone circuits are available to handle incoming calls (at least three lines for media inquiry only) and in the Media Center to allow the media to relay information.
- B. The PIO should arrange for at least one unlisted, outgoing line for his/her exclusive use during disasters. (The PIO may choose instead to request the telephone company to institute line load control, i.e. switch certain lines to outgoing only during disasters.)
- C. The telephone/fax machine will be used to coordinate with public information officers in other affected jurisdictions and at other government levels.
- D. Local commercial radio is the most rapid means of communicating emergency information to the public. However, information may need to be disseminated in a number of ways, including:
 - Regional commercial radio stations whose signals reach the stricken area (if local stations are off the air)
 - Television stations (including cable)
 - Newspapers
 - Leaflets distributed by volunteers
 - University Police vehicle loudspeakers
 - Personal contact

7. Media Access Privileges

A. Ground Access

1. California Penal Code, Section 409.5, permits access by accredited reporters to areas that are closed to the public during disasters. The California Peace Officers' Association suggests that, "In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or University Police functions." ¹

2. If access restrictions for the media are unavoidable in the opinion of the authority in charge of the incident/disaster, a "pool" system may be established. Any reporter on-scene should be permitted to select one representative from each medium (radio, television, newspaper, wire service) and from each level of coverage (local, regional, national, international) to be escorted into the area. Reporters then will share information, photographs, and video/audio tape with other accredited reporters. If access by the media must be denied or restricted for any reason, a complete explanation must be given.

B. Air Access

1. Federal Aviation Administration Regulation 91.91 covers temporary flight restrictions during incidents/disasters and sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose a significant safety hazard to the general public.

¹Law Enforcement Media Relations Model Policy Manual, California Peace Officers' Educational Research and Training Foundation, 1982, p. 8.

Part II, Enclosure 8

Emergency Public Information Priorities

1. Lifesaving/Health Preservation Instructions

- A. What to do (and why).
- B. What not to do (and why).
- C. Information (for parents) on status and actions of university (if in session).
- D. Hazardous/contaminated/congested areas to avoid.
- E. Curfews.
- F. Road, bridge, freeway overpass, and alternate routes to take.
- G. Evacuation.
 - Routes
 - Instructions (including what to do if vehicle breaks down)
 - Arrangements for persons without transportation
- H. Location of mass care/medical/coroner facilities, food, safe water, status of hospitals.
- I. First-aid information.
- J. Fire fighting instructions.
- K. Emergency telephone number. Stress to out-of-area media that people should **NOT** telephone into the area. Lines must be kept open for emergency calls.
- L. Instructions/precautions about utility use and sanitation.
- M. Essential services available - hospitals, grocery stores, banks, pharmacies, etc.
- N. Weather hazards (if appropriate).

2. Emergency Status Information

- A. Media direct line number; public direct line number.
- B. Description of the emergency situation, including number of deaths and injuries, property damage, and persons displaced.
- C. Description of government and university response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).

- D. Any of the Priority I information in summary form on a "nice to know" rather than "vital to know and act upon" basis.
- E. Where people should report/call to volunteer.
- F. How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information); how disaster victims can locate family members.

3. Other Useful Information

- A. Usually this sort of information will be released in the Post-Emergency Period because of lack of time and other priorities during other phases.
 - State/federal assistance available
 - Disaster Assistance Center opening dates/times
 - Historical events of this nature
 - Charts/photographs/statistics from past events
 - Human interest stories
 - Acts of heroism
 - Historical value of property damaged/destroyed
 - Prominence of those killed/injured

Part II, Enclosure 9

San Diego County Emergency Alert System Procedures

1. Alert San Diego System

The County of San Diego utilizes the Alert San Diego System for the purpose of disseminating emergency information and warnings in times of emergencies in the County of San Diego. Notifications are initiated through the County of San Diego Emergency Operations Center (Operational Area EOC).

2. Local Radio & News Alerts

Two radio stations, KOGO and KPOP are utilized for communicating emergency information to the County of San Diego Community. Local television news stations will also be utilized including NBC San Diego, XETV Fox Channel 6, KFMB CBS Channel 8, and 10 News San Diego.

3. Cal State San Marcos Messages

In an emergency, all public information and supplemental information/instructions specific to Cal State San Marcos will be prepared by the campus Public Information Officer (PIO) and authorized for release by the Incident Commander.

Part II, Enclosure 10

Vital Records Protection

1. Purpose

- A. The records protection procedures are adopted to assist emergency workers and university personnel responsible for records in the event of a major emergency, fire, or other emergency on campus where records protection and security are a factor.

2. Authorities and References

- A. Government Code, Sections 14750(b) and 14746(b).
- B. Governor's Executive Order B-48-78.

3. Background

- A. There are instances where extra protection and security of vital records will be necessary, such as in the case of a fire or flood. Other examples are a serious emergency, such as an earthquake or another major emergency where evacuation, sheltering, or the closure of the campus is the recommended protective action. It is essential that procedures be implemented to provide not only emergency response, but pro-active measures as well. Without steps to protect records and a plan for recovery, the university will not be able to meet its legal and ethical obligations following an emergency or disaster.

4. Records Considered Vital

A. First-class Records (irreplaceable/cannot be reconstructed)

1. Records essential to the protection of the rights of persons
2. Payroll
3. Academic records, i.e. grades, class records
4. Employee service records, i.e. personnel records
5. Records essential to the protection of the rights of the university or the execution of its obligation.
 - Specifications and drawings
 - Deeds
 - Current contracts

B. Second-class Records

1. Records which require much time or expense to replace (not absolutely vital to business)
2. Records of historical interest (archival) and irreplaceable

5. Recommended Pro-Active Measures

A. First-class Records

1. All records classified as "first class" should be duplicated (preferably microfilmed) and stored at an off-campus location known by the university administration.
2. Special care should be taken to provide as much security and protection as possible for first-class records stored on campus (storage in fireproof, lockable cabinets, if possible).

B. Second-class Records

1. Records should be maintained in protected mode whenever possible.
2. These records might be stored in fireproof vaults, safes, or filing cabinets, or at least in campus buildings of low-hazard vulnerability, if they are not accessed regularly.

6. Emergency Response

A. Notification Responsibility - Records Security

1. In the event of a major emergency where sheltering, evacuation, or closure of campus is the recommended protective action, Planning and Finance Operations Section Chiefs will share the responsibility of notification of persons responsible for records security.
2. People notified will be requested to secure all records, computer tapes, computers, etc., as well as lock necessary doors and windows prior to leaving the facility.
3. If sheltering, evacuation, or closure of campus is initiated, the closure of buildings/lockup procedures will be implemented under the direction of the Operations Section Chief.

B. Special Considerations - Cash/Checks

1. In areas where cash, checks, etc., are on hand, i.e. the Cashier's Office, the Bookstore, the Dome Cafe, the Field House, and the Library, staff will be instructed to secure funds.
2. In areas where large cash amounts are on hand, a university police officer shall be dispatched to assist in the securing process, or to assist person(s) responsible for security and/or transportation to a designated location.

C. Record Keeping

1. A record will be maintained indicating departments/persons contacted, actions taken, and special problems, if any.

D. Special Instructions

1. The Operations Section Chief, or designee from the University Police, will formulate special security and patrol plans and make assignments where necessary.
2. The goal of such plans and assignments will be to provide security for records and/or cash within the university during times that the campus is closed or buildings are not occupied due to an emergency.

7. Post-Emergency: Opening of University

- A. An assessment team designated by the Planning Section Chief will assess areas damaged due to an emergency.
- B. Documentation will be taken of any records destroyed, stolen, and/or missing, and a plan will be developed to replace those vital records so that the university (college, department, or office) can begin total operation at the earliest time possible. This plan may include obtaining duplicate records stored off-campus or, if necessary, the use of back-up records when accessible at other locations, i.e. Office of the Chancellor, IITS, etc.

8. Conclusion

- A. The most important aspects of records security and protection are:
 - 1. Prior notification to persons in charge of records in the event that protective actions will necessitate extra security measures.
 - 2. All records stored in fireproof, security-efficient cabinets/containers.
 - 3. Duplication of vital records stored off-campus to be used for restoring operation in the event existing records are destroyed. Pre-planning, which includes a pro-active approach and instant implementation procedures, should be constantly evaluated and updated for success and to minimize disruption of the university function.

Part II – Enclosure 11

Campus Closure Procedures

1. Purpose

To assist Emergency Operations Center (EOC) personnel and emergency field personnel when closing the campus due to an emergency or potential safety problem.

2. Background

- A. The mission of Cal State San Marcos is to function as an educational institution, which necessitates continuing programs, classes, and laboratories unless there is a compelling reason not to do so, such as immediate or potential danger to life and property.
- B. There may be times when only a certain area of the campus will necessitate closure for the protection of certain individuals or property. There may be, however, other times when the entire campus must be closed.

3. Emergency Response and Actions

- A. The decision to close the campus shall be made by the President, or his/her acting designee, on the basis of recommendations received through the Incident Commander. A formal Declaration of Campus Emergency shall be obtained from the President or his/her acting designee (see Part III, Enclosure 2).

B. Informing the Campus Community

- The Public Information Officer should prepare a media release stating the campus will be closed. The statement should contain emergency instructions and explain why the closure is taking place.
- The release will be drafted and reviewed by the Policy Group and disseminated to the media by the Public Information Officer (PIO).
- Information will be disseminated as soon as possible through the campus emergency information line (760) 750-4599.

C. Closing the Campus

The Incident Commander will direct:

- University Police to send staff (officers and CSO's) to advise people to leave the area.
- The Dispatch Center will initiate notifications to appropriate individuals and key personnel.
- Facility Services and Parking Services staff will set up barricades and signs to close off areas and assist personnel out of the area.
- The Public Information Officer will prepare a notice informing the campus community of the decision to cancel classes and close the campus to be posted by Instructional and Information Technology on the campus web site. The PIO will also contact off-campus news media as appropriate.

4. Campus Closure Plan

- A. Determine what portion of the campus will be closed as directed by the Operations Executive.
- B. Contact the Operations Section Chief and request that the Building and Utility Branch set up barricades and signs for closing off the campus streets.
- C. Direct the Operations Section Chief to have the Law Enforcement and Traffic Control Branch assign staff to all critical (major) road closures.
- D. Provide information to personnel who are staffing the road barricades concerning who is allowed to enter.
- E. Provide radios to the personnel staffing the road barricades so that they can communicate with the EOC.
- F. Contact the Operations Section Chief and request that the Movement and Law Enforcement and Traffic Control Branches secure buildings, check the interiors, and lock each facility.
- G. Contact the Public Information Officer and request a media release stating that the campus will be closed. The statement should contain emergency instructions and explain why the closure is taking place and when it will reopen.
- H. Advise the Incident Commander when the campus is completely closed and secured.

**Part II – Enclosure 12
Emergency Message Form**

<input type="checkbox"/> VIA Telephone	<input type="checkbox"/> 1st	HIGHEST PRIORITY EMERGENCY (Immediate) Life or Death	DATE:
<input type="checkbox"/> Messenger	<input type="checkbox"/> 2nd	URGENT (Action Items) Extreme Importance	TIME IN: TIME OUT:
<input type="checkbox"/> Radio	<input type="checkbox"/> 3rd	IMPORTANT (Non Urgent) Important Information	LOCATION:
<input type="checkbox"/> Other	<input type="checkbox"/> 4th	ROUTINE General Message Info.	

MESSAGE:	MESSAGE TO:
	<input type="checkbox"/> <i>INCIDENT COMMANDER</i>
	<input type="checkbox"/> OPERATIONS EXECUTIVE-VP
	<input type="checkbox"/> PUBLIC INFORMATION
	<input type="checkbox"/> EOC MANAGER
	<input type="checkbox"/> <i>OPERATIONS Section Chief</i>
	<input type="checkbox"/> MOVEMENT
	<input type="checkbox"/> LAW ENFORCEMENT
	<input type="checkbox"/> FIRE & RESCUE
	<input type="checkbox"/> MEDICAL & CORONER
	<input type="checkbox"/> HEALTH & SAFETY
	<input type="checkbox"/> BUILDING & UTILITY
	<input type="checkbox"/> <i>PLANNING Section Chief</i>
	<input type="checkbox"/> TECHNOLOGY UNIT
	<input type="checkbox"/> ACADEMIC REPRESENTATIVE
	<input type="checkbox"/> DAMAGE STATUS ASSESSMENT
	<input type="checkbox"/> STUDENT REPRESENTATIVE
	<input type="checkbox"/> ARCHITECTS & ENGINEERS
	<input type="checkbox"/> <i>LOGISTICS Section Chief</i>
	<input type="checkbox"/> TRANSPORTATION
	<input type="checkbox"/> CARE AND SHELTER
	<input type="checkbox"/> PROCUREMENT & SUPPLY
	<input type="checkbox"/> FACILITIES
	<input type="checkbox"/> PERSONNEL & VOLUNTEERS
	<input type="checkbox"/> <i>FINANCE Section Chief</i>
	<input type="checkbox"/> PLANNING & BUDGET
	<input type="checkbox"/> COMPENSATION & CLAIMS
	<input type="checkbox"/> TIME KEEPING
	<input type="checkbox"/> ACCOUNTING AUDIT
	<input type="checkbox"/> OES/FEMA DOCUMENTATION
	<input type="checkbox"/> OTHER

<input type="checkbox"/> IC Reviewer (init.)	<input type="checkbox"/> DSA Recorder (init.)	<input type="checkbox"/> To IC Document File
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Part III - Annex A Fire and Rescue

1. Background

This annex provides the functional response for fire suppression and search and rescue of persons during an extraordinary emergency.

2. Objectives

- Coordinate fire suppression response with the city fire department.
- Coordinate with the fire department search and rescue operation.
- Provide campus support for outside fire agencies responding to the emergency.
- Search the campus for persons in danger, trapped, or injured.
- Assist with extricating trapped or injured persons and moving them to safety.
- Assist Coroner Operations with removing and tagging deceased persons.

3. Primary Responsibility

Fire and Rescue Branch Leader (Operations Section)

4. Organization and Responsibilities

The Fire and Rescue Branch is responsible for coordinating with city and county fire services responding to the campus.

A. Campus

1. The San Marcos City Fire Department is responsible for all fire fighting and major rescue operations on campus.
2. The Fire and Rescue Branch Leader, as a member of the campus Emergency Management Staff under the Operations Section, has the responsibility to:
 - Formulate a fire and rescue operational plan addressing staffing, assignments, and policies and procedures.
 - Write guidelines for establishing operational priorities to:
 - a. Identify fire/rescue requirements and the process to request assistance through the mutual aid system.
 - b. Designate a staging area for fire/rescue teams responding through the mutual aid system.
 - c. Organize campus rescue teams, designate team leaders, and assign teams to sites.
 - d. Determine priorities for rescue operations in conjunction with the Incident Commander.
 - Coordinate with other functional Emergency Management Staff.
 - Establish a liaison with the City of San Marcos Fire Department.
 - Assist with the evacuation of buildings.
 - Prepare a resource directory listing of specialized personnel, organizations, services, equipment, and supplies for the Fire and Rescue Branch operations.
 - Coordinate the identification of hazardous materials within structures with the city

Fire Department.

B. County and City Fire Coordinators

County and City Fire Coordinators are responsible for coordinating operations within their respective jurisdictions. They will provide available resources from their jurisdiction to support the campus in response to requests through established mutual aid channels.

C. Operational Area

The Operational Area Fire and Rescue Coordinator, who is selected by the Fire Chiefs within the Operational Area, is the next level of mutual aid responsibility and is responsible for countywide fire resources.

The Operational Area Fire and Rescue Coordinator, or his/her representative, in response to a request for assistance from an authorized fire official of the participating agency, activates mobilization of Operational Area fire resources in need. The Operational Area Fire and Rescue Coordinator must notify the Regional Fire and Rescue Coordinator of area resources committed.

D. Mutual Aid Region

Each Office of Emergency Services (OES) Mutual Aid Region has a Regional Fire and Rescue Coordinator who is selected by the Operational Area Fire and Rescue Coordinators within their respective regions. They, in turn, appoint two or more alternate Regional Fire and Rescue Coordinators. The Regional Coordinators, or their alternates, serve on the staff of the OES Regional Manager during a State of Emergency proclaimed by the Governor.

Should a present or anticipated emergency be so great as to require the resources of one or more Operational Areas, the Regional Fire and Rescue Coordinator will organize and dispatch the requested resources from those available to the requesting jurisdiction.

Regional Fire and Rescue Coordinators, upon dispatch of mutual aid resources from within the region, must inform the Chief, OES Fire and Rescue Division, of the resources committed.

E. State

The Governor's Office of Emergency Services (OES) is responsible for the coordination and application of state resources in support of local jurisdictions during an emergency. The State Fire and Rescue Coordinator is the Chief of the Fire and Rescue Division of OES and is a staff member of the Director of OES. The State Fire and Rescue Coordinator is responsible for taking appropriate action on requests for mutual aid received through Regional Fire and Rescue Coordinator channels. If federal aid is requested, the Chief of the OES Fire and Rescue Division shall inform the appropriate federal counterpart.

State agencies having resources to support fire operations include the Department of Forestry, State Fire Marshal, Department of Fish and Game, and Military Department.

2. Policies and Procedures

- A. All requests for fire support will be submitted through established channels. Requests should include, as applicable:
 - Reason for the request.
 - When needed.
 - Where the resources are to be dispatched and to whom they should report.
- B. Responding fire personnel will coordinate their services with the Fire and Rescue Branch Leader to assist in any search and rescue functions.
- C. The Fire and Rescue Branch Leader will coordinate and manage the assembly location for fire resources.
- D. The Fire and Rescue Branch Leader will coordinate communication needs for responding fire resources with the EOC (direct radio communication with the San Marcos Fire Department is available during EOC activation).
- E. University Police will assist in any evacuation and/or warning procedures per request or as needed.

3. Supporting Organizations and Responsibilities

- A. The City of San Marcos Fire Department is responsible for all fire fighting and major rescue operations on campus.
- B. The Law Enforcement and Traffic Control Branch is responsible for traffic and access.
- C. The Movement Branch is responsible for evacuation of people.
- D. The Building and Utility Branch is responsible for securing utilities.
- E. The Safety Officer is responsible for identifying chemicals and hazardous materials.
- F. The Medical/Coroner Branch is responsible for assisting persons with injuries.

Fire and Rescue Operations Check List

General Response

The following actions will be taken in the event of any major emergency affecting the campus.

ACTION

- Check in and establish communications with the Incident Commander.
- Deploy units to determine fire or rescue needs and damage.
- Provide responding fire units with information concerning the type of structure, contents, and nature of the fire.
- Assign a person to keep a record of all activities.
- Contact the Law Enforcement and Traffic Control Branch to assist with evacuations and traffic control.
- Establish a radio communication link between the fire department and the EOC.
- Evaluate the need for a field command post.
- Determine the security needs for all utility sites.
- Maintain log, including operation times, significant events, equipment needed or purchased, names of personnel involved, and events observed or reported.
- Keep all responsible teams informed of hazardous situations and areas.
- Ensure all information regarding damage and casualties is reported to the EOC.

Earthquake

In addition to general response, the following actions will be considered during a major earthquake.

ACTION

- Determine if the campus water system is functional.
- Coordinate with the Building and Utility Branch to repair and restore vital water systems for fire fighting.
- Identify hazardous and unsafe conditions/situations for fire and rescue personnel.
- Provide responding fire and rescue units with information on damaged and collapsed structures.
- Request assistance to clear emergency routes of debris.
- Check with the Safety Officer concerning hazardous material problems.
- Provide responding fire units with information on potential chemical hazards.
- Post signs where and when applicable (barrier tape, signage, barriers, safety cones, etc.).
- Determine if the Fire Department will be able to assist with medical and rescue operations.

Major Fire and Hazardous Materials Incidents

In addition to general response, the following actions will be considered during a major fire or hazardous materials incident on the campus.

ACTION

- Check with the Safety Officer concerning hazardous materials problems.
- Provide responding fire and rescue units with information on potential chemical hazards.
- Prepare for immediate evacuation of people away from the hazard/fire.
- Determine if current and forecast wind conditions could affect the incident.
- Ensure emergency personnel have adequate protective equipment and clothing.

Part III – Annex B Law Enforcement and Traffic Control

1. Background

This annex provides the functional response for the maintenance of law and order and the preservation of life and property during an extraordinary emergency.

2. Objectives

- Alert and notify the community.
- Assist with the evacuation of students and staff from damaged campus buildings.
- Report conditions, damage, and other vital information to include road closures, collapsed buildings, casualty estimates, or any other situation which would normally require an emergency response.
- Provide traffic and crowd control in support of campus closure plans.
- Provide security and access control for designated emergency operations.
- Support search and rescue operations.

3. Primary Responsibility

Law Enforcement and Traffic Control Branch Leader (Operations Section)

4. Organization and Responsibilities

A. Campus

The campus Law Enforcement and Traffic Control Branch Leader, as a member of the campus Emergency Management Staff under the Operations Section, has the responsibility to:

- Coordinate campus law enforcement and traffic control operations.
- Maintain communications with field commands.
- Evaluate status reports and determine priorities for commitment of law enforcement resources.
- Determine the need for additional assistance and submit requests for mutual aid through established channels.

B. County and City

County and city Law Enforcement Coordinators have responsibility for coordinating law enforcement and traffic control operations within their respective jurisdictions. They will coordinate the provision of available resources from their jurisdiction to support the campus in response to requests through established mutual aid procedures.

C. Operational Area

In each county, there is an Operational Area Law Enforcement Coordinator who is the County Sheriff, with one exception: the City and County of San Francisco, where the Police Chief will be the Coordinator. When an emergency cannot be handled by a law enforcement agency within an Operational Area, the Area Coordinator is responsible for providing assistance and coordination to control the problem.

D. Mutual Aid Region

Each California Emergency Management Agency (Cal OES) Mutual Aid Region has a Regional Law Enforcement Coordinator who is elected by the Operational Area Coordinators (Sheriffs) within the region. Should a present or anticipated emergency be so great as to require the resources of one or more Operational Areas, the Regional Law Enforcement Coordinator is responsible for organizing and coordinating the dispatch of resources from within the Region to affected areas.

E. State

The California Emergency Management Agency (Cal OES) coordinates the procurement of state resources required to support local jurisdictions during an emergency. The Cal OES Director, through the State Law Enforcement Coordinator (a member of the Cal OES Staff), has the responsibility for law enforcement mutual aid coordination at the state level.

State agencies having resources to support local law enforcement and traffic control operations include the California Highway Patrol (CHP), Military Department, Department of Justice, Department of Alcoholic Beverage Control, Department of Corrections, Department of Forestry, Department of Fish and Game, and Department of Transportation.

5. Policies and Procedures

- A. Security patrols will be maintained in evacuated areas when feasible. Appropriate precautions will be taken to protect personnel from potential hazards.
- B. Priority for movement in impacted areas will be given to essential activities such as public safety, medical and health services, and the delivery of essential provisions and other resources.
- C. If an emergency situation dictates the movement of persons from hazardous areas, movement operations will be conducted in accordance with the Movement (Evacuation and Relocation, Annex G) Guide.
- D. If an area is evacuated or is considered unsafe, access controls will be established. Access controls may be established prior to an evacuation in order to limit the number of persons in a hazardous area or to facilitate an evacuation. Control points will be established to ensure that only authorized personnel are permitted to enter, pass through, or remain within controlled areas.
 1. Criteria for allowing entry into closed campus areas will be established for each incident. Two basic options are available:
 - a. No Access: Prohibits public from entering the closed area. Authorized personnel, i.e. local, state, and federal emergency personnel, will be allowed entry to perform emergency work as necessary. Media representatives will be allowed access on a controlled basis.

- b. Limited Access: Allows persons into closed area according to criteria established by the Incident Commander. Entry criteria should define the persons who will be allowed entry and whether motor vehicles are allowed. All persons allowed access will be required to sign a waiver of liability and to complete an entry permit (Part III, Enclosures 2 and 3).
2. Penal Code, Section 409.5 (Authority of Peace Officers to Close Areas in Emergencies), indicates that any unauthorized person who willfully and knowingly enters an area closed by a peace officer and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor. Nothing in Penal Code, Section 409.5 prevents a duly authorized representative of any news service, newspaper, radio or television station or network from entering a closed area.
 3. A pass system will be established for entry and exit of secured areas (see Part III, Enclosure 2, "Permit to Enter Restricted Areas"). A record will be maintained of all vehicles and personnel who enter a closed area.
 4. If hazardous conditions are present in the closed area, all personnel will be advised of the conditions and of appropriate precautions.
 5. Various personnel and devices will be required to control access, such as the following:
 - Personnel to direct traffic and staff control points.
 - Signs to control or restrict traffic.
 - Two-way radios to communicate to personnel within and outside the secured area.
 - Control point(s).
 - Adjacent highway markers indicating closure of area.
 - Markers on surface roads leading into the secured area.
 - Patrols within and outside the secured areas.
- E. Auxiliary and reserve personnel will be utilized for low-risk duties such as security and traffic control.
- F. Shifts and patrol areas will be reconfigured, as necessary, to meet the demands of the situation.
- G. Due to the incompatibility of radio communications equipment between most law enforcement agencies, incoming mutual aid forces will be provided with portable radios using local frequencies.

H. Coordination of mutual aid support will be accomplished through established channels.

Requests should include, as applicable:

- Number of personnel needed.
- Type and amount of equipment.
- Reporting time and location.
- To whom they are to report.
- Access routes.
- Estimated duration of operations.

All law enforcement mutual aid support will, to the maximum extent possible, be provided in accordance with the California Law Enforcement Mutual Aid Plan.

I. Whenever a State of Emergency exists within a region or area, the following personnel who are within the region or area, or who may be assigned to duty therein, have full peace officer powers and duties as provided by Section 830.1 of the Penal Code:

- All members of the California Highway Patrol.
- All deputies of the Department of Fish and Game who have been appointed to enforce the provisions of the Fish and Game Code.
- The State Forester and the classes of the Department of Forestry who are designated by the State Forester as having the powers of peace officers.
- Peace officers who are State employees within the provisions of Section 830.5 of the Penal Code.

J. California Highway Patrol (CHP) support of mutual aid operations is normally provided after local and adjacent governmental resources within a given Operational Area have been reasonably committed. Such support also may be provided earlier if the Governor determines it to be in the best interest of the public. CHP personnel committed to the support of local authorities shall remain under the command and control of their department. Commanders and designated supervisors may accept missions from the responsible local authorities. Requests for support by the CHP will be submitted to the appropriate Area Commander who may commit half of the Area's on-duty forces. (Note: All local law enforcement resources do not necessarily have to be committed prior to requesting such support.)

K. State Military Forces (National Guard) in support of local law enforcement will accept and execute broad mission-type orders from the civil officer in charge, but will at all times remain under the military chain of command. The provisions of Section 365 of the Military and Veterans Code place solely on the military commander all decisions as to tactical direction and troops, kind and extent of force to be used, and particular means to be employed to accomplish the objective specified by the civil officer in charge. (Note: The Department of the Army has issued certain regulations regarding temporary loan of federal military resources to National Guard units and local civil authorities.)

- L. When the state has committed all of its available forces, including State Military Forces, and when such forces are unable to control the emergency, only the Governor may request that the President assign federal troops to assist in restoring or maintaining law and order.

6. Supporting Organizations and Responsibilities

- A. The University Police Department has the primary responsibility for law enforcement and traffic control operations on campus.
- B. Mutual aid resources will be requested through the San Marcos Sheriff Station. The nearest mutual aid resources are the San Diego County Sheriff's Office.
- C. Parking Services will assist in traffic control operations.
- D. Facility Services will provide barricades for crowd and access control.
- E. Campus Community Services Officers (CSO's) will assist in access control and staffing barricades.

Part III - Enclosure 1

Access Control

1. Response - All Hazards

During an emergency, particularly following a major disaster, it may be necessary to control the movement of persons and vehicles into and out of an area. Access control may be necessary at a vital facility, an area around an incident, or the entire campus.

2. Concept of Operation

During an emergency the access control function is the responsibility of University Police with the assistance of Facility Services. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:

- A. Mode 1 - During the first few hours of the emergency, University Police, along with Facility Services staff and university resources, will be used to quickly limit the access to high hazard areas or specific emergency operations.
- B. Mode 2 - Once the immediate threat of the emergency has been stabilized, the access control operations will shift toward control and protection of specific areas, such as building(s), casualty collection sites, resource staging areas, etc., or the campus in general.

3. Campus Closure

An emergency could justify the need to close all or part of the campus for a short period of time or up to several days or weeks, depending on the emergency and its severity.

A. First:

- Determine what places on campus will need to be closed off.
- Determine what type of area or facility will be controlled.
- Determine how large the area is to be controlled.
- Determine if the closure will involve vehicles and/or pedestrians.
- Determine if people need to be evacuated out of the controlled area first.
- Coordinate with Command.

B. If the area is a vital facility, then:

- Determine how many people will be needed.
- Determine if the incident requires protection and access control.
- Determine if the personnel need to be armed.
- Determine who may get access and what types of controls will allow entry.

C. If the area is an incident or emergency operations scene, then:

- Determine the size of the area to be controlled and how many people will be needed.
- Determine if both vehicles and pedestrians are to be controlled.
- Determine equipment needs: radios, flares, reflective vests, lights, etc.
- Assign a person to provide breaks and replace equipment.
- Check access control needs for all pedestrian walkways through the area.
- Contact the Operations and Logistics Sections for staff, barricades, and signs.
- Arrange for transportation to move staff and equipment.
- Coordinate with Command for handling media requests to enter the area.
- Determine who and what may enter the area and advise control point staff.
- Determine where the media will check in and assemble.
- Advise the EOC when the control measures are in place.
- Confirm with the EOC the policy and procedure for unauthorized entry.
- At street control points, make provisions for emergency vehicles to enter and exit.

D. If the entire campus is to be closed, then:

- Follow the campus closure procedures. (Part II, Enclosure II, page 71)

E. Additional Considerations

- Weather conditions.
- Night operations.
- Wind direction change during hazardous material operations.
- Developing contingency plans for reducing or expanding the perimeter.
- Using outside security personnel or volunteers.
- Special equipment needs.
- Personnel needed to direct and staff control points.
- Signs needed to control or restrict traffic.
- Radios to communicate to personnel within and outside the secured area.
- Establishing additional control points.
- Additional street markers indicating closure of the area.
- Markers on the surface streets leading to the secured area.
- Officer patrols within and outside the secured area.
- Establishing a pass system for entry and exit for the secured area.
- Handling law enforcement duties within and outside secured area.
- Directing the placement of barricades and traffic control devices.
- Initiating the entry system.

4. Access Policy

- A. The criteria for allowing entry into a closed area will be established by the Incident Commander for an incident. The basic options are either of the following:

1. No Access

All people will be prohibited from entering the closed area. Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work as necessary will be permitted entry. Media representatives will be allowed access on a controlled basis.

2. Limited Access

Allows persons into closed area according to criteria established by the Operations Executive. Persons entering must abide by the policies established in order to gain entry.

5. Authority

A. Penal Code Section 409.5 - Authority of a Peace Officer in Areas in Emergencies

States that any unauthorized person who willfully and knowingly enters an area closed by a peace officer and who willfully remains within such area, after receiving notice to evacuate or leave, shall be guilty of a misdemeanor.

B. Penal Code Section 626.4 - Notice of Withdrawal of Consent to Be On Campus

The chief administrative officer or their agent can withdraw consent to remain on the campus to any person they have reasonable cause to believe has willfully disrupted the orderly operations of the campus or facility.

C. Penal Code Section 626.6 – Entering the Campus and Committing An Act Likely to Interfere With Operations

The chief administrative officer or his agent can order a person off campus to maintain order. Failure to comply with this order can result in a misdemeanor charge.

6. Volunteers

A. After the initial stages of the incident, people may arrive to volunteer their help. Listed below are some of the uses for volunteers:

- Traffic direction and information posts.
- Assist with loading and distributing signs and barricades.

Part III - Enclosure 2

Permit to Enter Restricted Areas

1. Reason for entry

2. Name, address, and telephone of applicant, organization, university, sponsor, or media group; also, contact person if questions should arise.

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Contact Name</u>
_____	_____	_____	_____
_____	_____	_____	_____

3. Travel (fill out applicable sections; if variable, call information to dispatcher for each entry).

Method of travel (vehicle, aircraft)_____

Description of vehicle/aircraft_____

Route of travel if by vehicle_____

Destination by legal location or landmark_____

Alternate escape route if different from above_____

4. Type of two-way radio system to be used and the base station telephone number that can be contacted in an emergency (a CB radio or radio telephone will not be accepted).

Entry Granted Into Hazard Area

Authorizing Signature _____ Date _____

Expiration Date_____

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

Part III - Enclosure 3

Waiver of Liability

(To be signed and returned with application form)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a high-hazard area with full knowledge that I do so at my own risk; and I do hereby release and discharge the Federal Government, the State of California, and all its political subdivisions, their officers, agents, and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditional upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed Area.

Signatures of applicant and members of field party
(Print full name first, then sign)

Name (print) _____ Signature _____ Date _____
I have read and understand the above waiver of liability

Name (print) _____ Signature _____ Date _____
I have read and understand the above waiver of liability

Name (print) _____ Signature _____ Date _____
I have read and understand the above waiver of liability

Name (print) _____ Signature _____ Date _____
I have read and understand the above waiver of liability

Name (print) _____ Signature _____ Date _____
I have read and understand the above waiver of liability

Name (print) _____ Signature _____ Date _____
I have read and understand the above waiver of liability

Name (print) _____ Signature _____ Date _____
I have read and understand the above waiver of liability

Name (print) _____ Signature _____ Date _____
I have read and understand the above waiver of liability

Law Enforcement and Traffic Control Operations Check List

General Response – All Hazards

Consider the following actions during any major emergency affecting the campus, and the additional actions listed under specific hazards. Special procedures pertaining to other incidents have also been developed and should be referenced as appropriate.

ACTION

- Check in and establish communications with the Incident Commander.
- Deploy units to determine the nature and seriousness of the situation.
- Evaluate the need for a field command post.
- Assign a person to keep a record of all activities.
- Contact law enforcement personnel to assist with evacuations and traffic control.
- Establish radio communications for the EOC.
- Determine security needs for all utility sites.
- Maintain log including operation times, significant events, equipment needed or purchased, names of personnel involved, and events observed or reported.
- Ensure all information regarding damage and casualties is reported to the EOC.

Earthquake

Telephone service may be out, and police communications may have to serve as temporary emergency services command linkage. In addition to general response, the following actions should be considered in a major earthquake.

ACTION

- Determine the status of radios and telephones.
- Take steps to restore and maintain communications systems.
- Assist with the evacuation of all buildings.
- Secure and post buildings that have been cleared.
- Determine the condition of roadways for emergency use.
- Ask the Operations Section to clear roadways of debris.
- Provide responding fire units with information on damaged and collapsed structures.

Major Fire and Hazardous Materials Incident

Toxic spill incidents may pose problems that require urgent warning and evacuation actions. Special care must be taken to avoid contact with substance or vapors. In addition to general response, the following actions will be considered during a major fire or hazardous materials incident on the campus.

ACTION

- Determine if current and forecast wind conditions could affect the incident.
- Provide traffic and crowd control.
- Prepare for immediate evacuation of people away from the hazard/fire.
- Ensure emergency personnel have adequate protective equipment and clothing.
- Provide security and protection of damaged structures.

Part III - Annex C Disaster Medical

1. Background

This annex provides the functional response for the handling of injured persons and casualties during an extraordinary emergency.

2. Objectives

- Minimize the loss of life, subsequent disability, and human suffering by ensuring timely and coordinated medical response.
- Assist with the campus evacuation of the severely ill or injured persons.
- Coordinate the application of campus and off-campus medical facilities and the procurement, allocation, and distribution of medical personnel, equipment, and other resources.
- Establish a counseling program for trauma experienced by emergency workers, victims, and campus staff.

3. Primary Responsibility

Medical/Coroner Branch Leader (Operations Section)

4. Organization and Responsibilities

A. Campus

The campus Medical/Coroner Branch Leader, as a member of the campus Emergency Management Staff under the Operations Section, has the responsibility to:

- Formulate a Disaster Medical operational plan addressing staffing, assignments, and policies and procedures.
- Write guidelines for establishing operational priorities.
- Establish agreements with public and private organizations as they relate to medical needs during an emergency.
- Establish a liaison with the county Disaster Medical Coordinator.
- Assess the extent of casualties on campus and report the situation through established channels.
- Request disaster medical assistance through established channels as needed.
- Direct the activities of campus medical and health personnel to assist local responders.
- Coordinate with the county Disaster Medical Coordinator concerning disaster medical operations on campus and transportation of casualties to medical facilities.

If available resources are not sufficient to respond to campus needs because of the severity of the disaster situation, the Medical/Coroner Branch Leader, in coordination with the Operations Section Chief, will:

- Direct campus personnel and volunteers to provide casualty care as feasible.
- Establish temporary casualty care facilities.
- Arrange for transportation of casualties to medical facilities and casualty collection points by expedient means.

B. County and City Disaster Medical Coordinators

The County Disaster Medical Coordinator or designee is responsible for the coordination of disaster medical operations throughout the county. The City Public Health Coordinator, where designated, will support the County Medical Coordinator by coordinating operations within their jurisdictions.

C. Operational Area

The Operational Area Disaster Medical Coordinator or designee may direct the countywide disaster medical care program or, by prior agreement, support a multi-county emergency medical services program adapted for disaster purposes. Responsibilities at the Operational Area level include, but are not limited to:

- Coordinating disaster medical care operations within the county or multi-county area.
- Coordinating the procurement and allocation of critical public and private medical and other resources required to support disaster medical care operations in affected areas.
- Coordinating means of transporting casualties and medical resources to health care facilities, including Casualty Collection Points (CCP) within the area and to, or from, other areas as requested.
- Responding to requests from the Regional Disaster Medical/Health Coordinator (RDMHC) to provide disaster medical care assistance as conditions permit.
- Maintaining liaison with the appropriate American Red Cross Chapter, volunteer service agencies, and such sub-area representatives within the county as may be designated.
- Ensuring that the existing county or multi-county medical care system for day-to-day emergencies is augmented in the event of a disaster requiring utilization of medical mutual aid resources.
- Communicating with the RDMHC on matters requiring assistance from other counties and state or federal governments.
- Coordinating the activities of his/her staff or agents who perform these duties on a sub-area/district/municipal basis.

D. Mutual Aid Region

The Regional Disaster Medical/Health Coordinator (RDMHC) will:

- Coordinate the acquisition and allocation of critical public and private medical and other resources required to support disaster medical care operations in affected areas.
- Coordinate medical resources in unaffected counties in the Region for acceptance of casualties.
- Request assistance from the Emergency Medical Services Authority (EMSA) and/or State Department of Health Services (DHS) as needed.

E. State

The Emergency Medical Services Authority (EMSA) is the lead agency for statewide disaster medical response in coordination with the State Department of Health Services and Cal OES.

5. Policies and Procedures

A. Managing Disaster Medical Care Operations

Overall management of local (county) disaster medical care operations will be the responsibility of the county Disaster Medical Coordinator, who will be supported by campus and city Disaster Medical Coordinators; local rescue teams; field rescue and transport services provided by local fire forces and local paramedics; and emergency medical services personnel. Expedient medical care and first-aid services for injured persons will be provided through a network of CCP and first-aid stations operated by county Public Health and supported by local medical personnel. The county Public Health Officer will coordinate intra-county hospital services, with inter-county hospital services being coordinated by the duly appointed RDMHC.

In the event local medical resources are unable to meet the medical needs of disaster victims, the county Disaster Medical Coordinator may request assistance from neighboring jurisdictions through the RDMHC or OES Regional Office. The RDMHC will coordinate the provision of medical resources to the affected county and the distribution of casualties to unaffected areas as conditions permit. If a state response is indicated, the functions of the affected Region's RDMHC will be subsumed under the overall state medical response.

B. Reconnaissance and Information

The following information will be required for managing campus disaster medical operations:

- The number, by triage category, and location of casualties.
- The location and helicopter accessibility of CCP on or near campus.
- Route information to determine accessibility to campus and from campus to medical facilities and CCP.
- The resource needs of the campus.
- Location and capabilities of operational medical facilities in and around the campus.

Information will be exchanged with the county (Operational Area) level.

C. Transportation of Casualties

Transportation of the injured to local medical facilities, CCP, and from damaged to operational medical facilities will primarily be the responsibility of local government. In the event that available ambulances are not sufficient, expedient means of transporting minimally injured casualties may be required, including the use of buses, trucks, and automobiles. To the extent feasible and consistent with triage priorities, patients requiring immediate transportation will have priority for ambulance transportation, with other transportation used for less seriously injured.

Mutual aid channels will be used for requesting additional medical transportation resources if local and campus resources are insufficient.

Casualty transportation resources will be in great demand; therefore, it is vital that casualties be transported based on medical triage priorities.

D. Disaster Triage Procedures (Enclosure 1)

In situations involving numerous casualties, available personnel and resources may not be sufficient to treat or transport all casualties immediately. In such situations, it will be necessary to triage (or prioritize) casualties. Under such conditions, the rule of "the greatest good for the greatest number" will be the guiding principle. Triage procedures used on campus will be in accordance with procedures adopted by neighboring jurisdictions.

E. Casualty Collection Point Operations (Enclosure 2)

Casualty Collection Points (CCP) are sites pre-designated by county officials for the congregation, triage, austere medical treatment, and stabilization for evacuation of casualties during a major disaster. They will be utilized to provide only the most austere medical treatment directed primarily to the moderately/severely injured or ill who will require later definitive care and who have a substantial probability of surviving until they are evacuated to other medical facilities.

F. Disaster Support Area (DSA) Medical Operations (Enclosure 3)

A major area-wide disaster creating mass casualties that overwhelm local capabilities (Level III disaster) will require activation of disaster medical operations not normally used in emergency medical care. These special operations include Casualty Collection Points, activated by the county, and Disaster Support Areas, activated by the state.

G. Multi-Casualty Incident Plan (Enclosure 4)

Incidents such as fires, explosions, and transportation accidents may cause multiple casualties but, depending on their magnitude, may not require activation of the full Cal State San Marcos emergency management system. Medical management of such incidents will be in accordance with the locally adopted Multi-Casualty Incident Plan.

6. Supporting Organizations and Responsibilities

- A. The county Disaster Medical Coordinator has the primary responsibility for disaster medical operations countywide, including the campus.
- B. The San Marcos Fire Department has the primary responsibility for paramedic service in the City of San Marcos.
- C. The Law Enforcement and Traffic Control Branch have the primary responsibility for traffic and access control.
- D. The Movement Branch has the primary responsibility for evacuation of people.
- E. Tri-City Medical Center and Palomar Medical Center are the closest hospitals to the campus.

Part III - Enclosure 1

Disaster Triage Procedures

1. Priority I (Immediate transport): First-priority casualties are those who have life-threatening injuries that are readily correctable. For purposes of priority for dispatch to hospital, however, a second sorting or review may be necessary so that only "transportable" cases are taken early. Some will require extensive stabilization at the scene before transport may be undertaken safely.
2. Priority II: Delayed transport casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life (this latter group is likely to have a poor chance for survival even with the best of care). (Note: The delayed category now includes those classified delayed and those classified expectant or pending in the army triage system and on the Department of Health and Human Services Triage Card.)
3. Casualties requiring minimal care will not be tagged or registered. They will not be given professional-level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist as litter bearers or first-aid providers.
4. The dead will be identified by an "X" on their forehead or covered with marked material. Professional opinion will be sought where needed. They will be completely covered with a sheet, blanket, or other available opaque material. They should be moved out of the immediate casualty sorting area to a temporary morgue designated by the Medical/Coroner Branch Leader where they will remain until the County Coroner is able to pick them up.
5. Panic-stricken persons, or those psychologically disturbed, which might interfere with casualty handling should be isolated from the incident scene as soon as possible. Sedation and/or restraints may be used as indicated.

Part III - Enclosure 2

Casualty Collection Point Operations

1. Purpose

The purpose of this section is to provide guidance to local authorities for the designation, activation, and operation of Casualty Collection Points (CCP). Since CCP will be the principal state/local operational response to a catastrophe, inter jurisdictional consistency in CCP operations is important.

2. General

Casualty Collection Points are sites pre-designated by county officials for the congregation, triage, austere medical treatment, and stabilization for evacuation of casualties during a major disaster. They will be utilized to provide only the most austere medical treatment directed primarily to the moderately/severely injured or ill who will require later definitive care and who have a substantial probability of surviving until they are evacuated to other medical facilities. CCP should not be viewed as first-aid stations for the minimally injured, although provisions may be made to refer them to a nearby site for first-aid. Nor should CCP be viewed as only short-term staging areas, because evacuation of casualties from the CCP may be delayed due to limited availability of transportation. Given the uncertainty of the flow of casualties, the availability of supplies and personnel, and the timeliness and rate of casualty evacuation, managers of CCP must be cautious in the allocation of resources (especially during the first twenty-four hours of operation).

3. Designation of CCP

The designation, establishment, organization, and operation of CCP are the responsibilities of county government. Regional and state resources will be available to re-supply and augment CCP operations but are generally unavailable to activate a CCP during the initial response phase. Counties should designate two categories of CCP:

- Category A CCP are those the county is reasonably sure it will activate in case of a major disaster involving mass casualties. The locations of Category A CCP should be publicized before a disaster occurs.
- Category B CCP are those that may be activated depending on the number and location of casualties, the resources available, and their accessibility. The location of Category B CCP should be publicized only after they have been activated.

If a large number of casualties occur in an area distant from any CCP, local officials should set up a new CCP near the pocket of casualties and notify the local and state responders and the public of its location.

In selecting CCP locations, consideration should be given to proximity to areas most likely to have large numbers of casualties; distribution of locations in potential high-risk areas throughout the

affected area; ease of access for staff, supplies, and casualties; ease of evacuation by air or land; and the ability to secure the area.

4. Medical Care

Medical resources at CCP should be oriented toward stabilizing for transport and relieving suffering. Supplies, personnel, and conditions usually will not allow definitive care of even minor or moderate injuries. Care ordinarily should be limited to:

- Arrest of significant bleeding.
- Splinting of fractures.
- Treatment of severe respiratory conditions.
- Relief of pain.

5. CCP Operations

The flow of casualties into a CCP is unpredictable, depending on its distance from casualties, the success of public information efforts, its accessibility, and the pace of search and rescue operations.

- If delay is lengthy, reconsideration of triage of the seriously injured and a higher level of pre-hospital care at CCP may be needed.
- Supplies from outside the disaster area to the CCP may be delayed.
- Water, power, and other resources may be scarce, limiting the type of medical treatment feasible at a CCP.
- Inclement weather and other atmospheric conditions may hinder helicopter delivery of personnel and supplies and evacuation of casualties.

County officials will notify the public, fire, and police agencies of functioning CCP locations.

Status reports will be made by each CCP to the County Health Officer or Operational Area Disaster Medical Coordinator, describing numbers and triage category of casualties, medical supply needs, personnel status and needs, and accessibility by helicopter and ground transportation.

Patient tracking will begin at CCP, using a Patient Tracking Tag that will be attached to the patient during triage operations. This tag will remain with the patient until the final medical treatment facility has been reached.

In the event that Cal State San Marcos is selected as a CCP, whether Category A or B, county officials will be assisted by EOC personnel in determining an appropriate CCP site.

Part III - Enclosure 3

Disaster Support Area (DSA) Medical Operations

1. The DSA will serve as a medical staging area through which casualties requiring hospitalization for substantial care are transported for dispersal to medical facilities in uninvolved areas. A "leapfrog" concept will be used in evacuating casualties and providing mutual aid resources. Under this concept, casualties will be evacuated from Casualty Collection Points (CCP) in the affected area to the DSA, then to a more distant medical facility for definitive care. Human and material resources will then be transported from the DSA to the affected area on the return trip. The movement of casualties and resources will be coordinated with all appropriate levels of government and medical response and emergency medical agencies in the affected area by the state Disaster Medical Coordinator (Director, EMSA). In general, only minimal medical stabilization services aimed at preserving life will be performed at the DSA.
2. Medical function responsibilities at the DSA include:
 - Planning the organization and layout of the medical section of the DSA.
 - Establishing procedures for patient flow.
 - Directing the establishment of the medical site and implementation of patient care procedures.
 - Providing orientation for personnel staffing the DSA medical function.
3. The DSA will also serve as the site for the receipt, storage, and disbursement of medical resources into unaffected areas.
4. Satellite medical operations (medical DSA) may be created by the Emergency Medical Services Authority (EMSA) at other locations, depending on the location of large pockets of casualties and the amount of responding resources available.
5. Organization and Support Personnel

Physicians and other licensed medical personnel arriving at the DSA shall sign a log sheet listing their name, specialty, and license number. Medical personnel shall carry some proof of licensure with them. This information will be used by the Disaster Medical Coordinator to organize medical assistance teams with appropriate skills. Each team will triage and provide austere treatment to an average of 200 casualties per eight-hour shift at CCP (if needed) or at the DSA. Each team shall consist of:

- Two physicians with specialties in emergency medicine, surgery, orthopedics, family practice, internal medicine, or gynecology.
- Four registered nurses.
- Two physician's assistants or nurse practitioners (may substitute RNs or paramedical personnel, if necessary).
- One medical assistant (dentist, veterinarian, etc.).
- Four LVN or aides.
- Two clerks.

As soon as medical personnel arrive at the DSA, they will be provided with orientation material, i.e. disaster tags, triage and austere medical care guidelines, and ESA and CCP organization information.

Private-sector medical personnel will be integrated with CNG Medical Brigade operations at the DSA.

6. Movement of Resources

Written agreements should be established with commercial airlines to provide transportation of medical personnel from throughout the state to the DSA. Other transportation for personnel and equipment from other areas of the state to the DSA will be requested of private air and surface carriers, the military, and state and federal agencies through the State Office of Emergency Services.

Probably, most medical supplies and support equipment supplied by the federal government will originate from the Department of Defense Logistic Supply Depots and the Veterans Administration. Initial transport of supplies will be accomplished by the military; later transport may be supplemented by the private sector.

The supplier will deliver open-market purchased resources. If the supplier is unable to transport, transportation will be requested through the DSA.

If land routes are open between CCP and the DSA (or other sites of definitive or intermediate care), trucks and buses will be used to transport large numbers of casualties requiring evacuation. However, ambulances from unaffected areas will be needed primarily for the transport of casualties from the receiving sites in reception areas to definitive care facilities. Regional Disaster Medical Coordinators (RDMC) will request assistance through County Health Officers (Operational Area Disaster Medical Coordinators) and will coordinate ambulance activity.

Transportation resources options include:

- Commercial fixed-wing aircraft, trucks, and buses.
- CNG and U.S. Armed Forces fixed-wing aircraft, helicopters, and trucks.
- Private and public ambulance companies.
- Water transport.

Part III - Enclosure 4

Multi-Casualty Incident Plan

1. Emergency medical services beyond the capabilities of Student Health Services are normally provided to the campus through the City of San Marcos Fire Department. If a multi-casualty incident occurs on campus, the University Police Department will coordinate with the San Marcos Fire Department (SMFD) Paramedics. Once on scene, the San Marcos Fire Department will establish operational procedures based upon an on-site assessment by the SMFD Incident Commander.

An evaluation of the incident by the SMFD Incident Commander will dictate the logistical and personnel needs to handle the incident. If the Incident Commander's evaluation of the disaster requires resources beyond the capability of the SMFD, appropriate requests for mutual aid will be made to other jurisdictions by or at the request of the SMFD Incident Commander.

2. The response of campus personnel to the incident will be governed by the following guidelines:
 - A. Student Health Services will be notified and will respond if available.
 - B. The University Police Dispatch Center will request SMFD Paramedic response through the Dispatch Center. Information will be provided on the number of casualties, conditions, and any special hazards.
 - C. University Police units will escort ambulances to the site and will assist ambulance personnel in establishing an ambulance staging area.
 - D. University Police and Student Health Services personnel responding to the scene will establish a perimeter and, as feasible, initiate rescue and provide first-aid to the victims.

Disaster Medical Operations Check List

General Response - All Hazards

Consider the following actions during any major emergency affecting the campus.

ACTION

- Obtain situation briefing from the Operations Section Chief.
- Request that field teams report persons needing medical assistance.
- Determine number and location of persons requiring medical assistance.
- Assign medical personnel to assist injured until county responders arrive. Consider sending personnel to site or transporting victims to Student Health Center, depending on circumstances.
- Coordinate the reporting of information to the County Command Center.
- Assess situation and establish priorities for responding medical personnel and equipment.
- Record information on destination of casualties transported.

If city medical units cannot respond with sufficient support under extreme emergency, consider the following actions as appropriate.

- Establish contact (through County EOC if possible) and determine condition of the local hospital(s).
- Establish contact (through County EOC if possible) with local private medical clinics (i.e. Urgent Care, etc.) to determine status of facility, personnel, and services.
- Determine which on-campus facilities will be used for emergency medical shelter.
- Mobilize and brief volunteer medical support personnel. Allocate to the following locations or activities as required:
 - Casualty Collection Point.
 - Health Center.
 - Transport of injured.
 - Obtaining and transporting supplies.
 - Maintaining records of volunteer assignments.
 - Temporary morgue.
- Ensure that briefings for medical staff volunteers include:
 - Triage.
 - Arrest of significant bleeding.
 - Use of intravenous solutions.
 - Pain relief.
 - Tagging injured.
 - Patient tracking.
 - Identification and handling of fatalities.

- Ensure that injured which require supplemental treatment are taken to a Casualty Collection Point.
- Arrange with City/County for pick up of seriously injured at Casualty Collection Point.
- Ensure that adequate fuel supplies are available for medical transport vehicles.
- Develop twelve-hour shift procedures for medical support volunteers and ensure that initial work group is relieved.
- Determine the following support needs for Health Center and request from campus EOC:
 - Medical supplies.
 - Portable generators.
 - Emergency radios.
 - Transport for medical personnel unable to reach hospital or CCP.
 - Food for patients and staff.
- Continue to monitor needs for volunteer support to medical function.
- Make public announcements through county EAS system for any significant changes in emergency medical services.
- Keep Incident Commander advised of major medical actions and operations.
- Periodically poll hospital and medical care facilities to determine patient load and support requirements.

Earthquake

Medical personnel and supplies may be limited to those available on campus for several days. Heavy reliance on volunteer services may be needed at early triage. Transport of injured may be restricted due to debris or lack of transportation. Additional medical care facilities may be required.

ACTION

- Check with the Operations Section Chief before entering buildings.
- Obtain safety instructions before entering damaged areas.
- Determine the need to establish secure medical treatment locations.
- Determine if the Medical/Coroner Branch will be called upon to assist with rescue operations.

Major Fire and Hazardous Materials Incidents

In addition to general response, the following actions will be considered during a major fire or hazardous materials incident on the campus.

ACTION

- Obtain instructions from Fire and Rescue before starting Medical/Coroner operations at a fire scene.
- Check with the EOC for clearance to enter a contaminated or exposed area.
- Ensure emergency personnel have adequate protective equipment and clothing.
- Prepare for immediate evacuation of people away from the hazard/fire.
- Determine if the Medical/Coroner Branch will be called upon to assist with rescue operations.

Part III - Annex D

Health and Safety

1. Background

This annex provides the functional response for identifying, monitoring, and containing health, chemical, and radiological hazards during an extraordinary emergency. Health and Safety operations will focus on the disruption, hazards or health conditions created by chemical, biological, and radioactive materials during an emergency.

2. Objectives

- Provide assistance and coordination for emergency responders dealing with a hazardous materials incident.
- Monitor the status of hazardous materials stored on campus during an emergency.
- Inspect and advise on general campus sanitation conditions during an emergency.
- Assist with establishing basic sanitation services during an emergency.

3. Primary Responsibility

Health and Safety Branch Leader (Operations Section)

4. Organization and Responsibilities

A. Health and Safety Branch Leader

The Health and Safety Branch Leader, as a member of the Emergency Management Staff under the Operations Section, have the responsibility to:

- Formulate a Health and Safety operational plan addressing staffing, assignments, and policies and procedures.
- Write guidelines for establishing operational priorities.
- Establish agreements with public and private organizations as they relate to health and safety needs during an emergency.
- Establish a liaison with the county Health Officer.
- Coordinate the inspection of damaged buildings for health hazards.
- Identify public health and sanitation problems and take remedial actions as feasible.
- Assist with evacuations and building clean up when hazardous materials are involved.
- Provide hazardous materials control and monitor clean-up operations.
- Coordinate with the campus Public Information Officer and county Health Officer concerning provision of information on public health matters to the campus community during an emergency.

B. County and City Public Health Coordinators

The county Health Officer or designee is responsible for public health operations throughout the county. City Public Health Coordinators, where designated, support the county Health Officer by coordinating operations within their jurisdiction.

C. Operational Area

The county Public Health Officer, or designee, will serve as the Operational Area Public Health Coordinator and will have countywide responsibility for providing, or coordinating the provision of, public health and sanitation services. The Operational Area Coordinator will submit requests for support and other relevant information to the Mutual Aid Region Disaster Medical/Health Coordinator.

D. Mutual Aid Region

The California Emergency Management Agency (Cal OES) Mutual Aid Regional Disaster Medical/Health Coordinator will be responsible for coordinating disaster public health operations and support requirements within the Region, and will submit requests for support and other relevant information to the State Director of Public Health.

E. State

The Director, State Department of Health Services, serves as State Director of Public Health, and will have the overall responsibility of coordinating statewide disaster public health operations and support requirements.

5. Policies and Procedures

Under emergency or disaster conditions, admission to the following rooms will be restricted as follows:

A. Rooms containing pathogenic organisms

1. Only trained personnel shall be allowed to enter wearing protective clothing and biological respirators.
2. All fires must be contained in these rooms and be allowed to burn themselves out. Firefighters then may enter with respirators after all walls and contents of the room have been wet down with a fine spray of water.
3. Refrigerators and freezers, in most cases, should remain intact. However, they should be isolated under a special tent and removed or disposed of only with the protection of a self-contained breathing apparatus.

B. Rooms containing radioactive chemicals

1. Only authorized radiation safety personnel should be admitted wearing protective clothing, a filtered breathing apparatus, and a radiation badge. Radiation detectors, such as Geiger counters, should be carried.
2. Short exposure to radiation at the levels present in these rooms is not considered lethal. Therefore, entry to save human life by emergency personnel other than radiation safety officers should not be prevented.

C. Rooms containing toxic, flammable, explosive, or carcinogenic chemicals

1. In chemistry storage areas, it is preferable that only emergency personnel familiar with chemical hazards should enter when equipped with personal and respiratory protection.
2. Acknowledge any posted warnings (NFPA Diamonds) and relay that information to all

concerned.

6. Supporting Organizations and Responsibilities

- A. The county Health Officer has primary responsibility for public health operations countywide, including the campus.
- B. The San Marcos Fire Department has primary responsibility for hazardous materials incidents in the City of San Marcos.
- C. Risk Management and Safety is the primary campus unit for supporting health and safety operations on campus.
- D. Risk Management and Safety has responsibility to provide assistance to identify health hazards and coordinate action items.
- E. The Law Enforcement and Traffic Control Branch is responsible for traffic and access control.
- F. The Movement Branch is responsible for evacuation of people.
- G. The Medical/Coroner Branch is responsible for assisting persons with injuries.

Health and Safety Operations Check List

General Response - All Hazards

Consider the following actions during any major emergency affecting the campus.

ACTION

- Obtain situation briefing from the Operations Section Chief.
- Conduct campus field survey to determine the status of hazardous materials on campus.
- Conduct campus field survey to determine the status of water and sewage systems.
- Identify sources of contamination dangerous to the physical and mental health of the campus.
- Advise the Incident Commander of need to close buildings or areas due to health problems.
- Assess situation and establish priorities for dealing with potential hazards to campus.
- Establish a liaison with the County Health Officer and request assistance if needed.
- Coordinate health-related activities among local, public, and private response agencies or groups.
- Be prepared to make emergency announcements and/or campus postings on health matters.

Earthquake

There will be a probable immediate need for potable water supplies and temporary sanitation facilities, and an increased need to monitor potential contamination sources in the damaged areas. Consider the following actions during any major earthquake affecting the campus.

ACTION

- Check with the Operations Section Chief before entering buildings.
- Determine the status of chemical and biological materials on campus.
- Determine if Health and Safety will be called upon to assist with rescue operations.
- Determine general campus sanitation conditions.

Major Fire and Hazardous Materials Incidents

In addition to the general response, the following actions will be considered during a major fire or hazardous materials incident on the campus.

ACTION

- Obtain instructions from Fire and Rescue before starting Health and Safety operations at a fire scene.
- Check with the EOC for clearance to enter a contaminated or exposed area.
- Ensure emergency personnel have adequate protective equipment and clothing.
- Assist Fire and Rescue with information on hazardous materials inside buildings.
- Determine if an evacuation will be required due to hazardous materials.
- Determine if Health and Safety will be called upon to assist with rescue operations.

Part III - Annex E

Coroner

1. Background

This annex provides the functional response for the handling of deceased persons and human remains during an extraordinary emergency.

2. Objectives

- Assist with the collection, identification, and disposition of deceased persons.
- Identify human remains as appropriate and provide handling as required by law with the collection, identification, and disposition of deceased persons.
- Provide for collection and protection of personal effects of deceased persons.

3. Primary

Medical/Coroner Branch Leader (Operations Section)

4. Organization and Responsibilities

A. Campus

1. The County Coroner/Medical Examiner have primary responsibility and authority for deceased persons.
2. The Medical/Coroner Branch Leader, as a member of the campus Emergency Management Staff under the Operations Section, has the responsibility to:
 - Establish a Coroner Coordinator assignment.
 - Formulate a Coroner operational plan addressing staffing, assignments, and policies and procedures.
 - Establish a liaison with the county Coroner/Medical Examiner.
 - Formulate plans for collection, identification, and disposition of deceased persons.
 - Coordinate with the county Disaster Medical Coordinator concerning disaster medical operations on campus and the transportation of casualties to medical facilities.
 - Ensure that fatalities on campus are properly handled until arrival of the Coroner or Deputy Coroner.

B. County Coroners/Medical Examiners

County Coroners/Medical Examiners have statutory responsibility and authority, under the State Health and Safety Code, for identifying dead persons and human tissue, determining and recording the cause, circumstances, and manner of death, and disposing of unclaimed and/or indigent deceased persons. When disasters result in large numbers of deceased persons, coroners normally will have the responsibility to:

- Coordinate local resources utilized for the collection, identification, and disposition of deceased persons and human tissue.
- Select an adequate number of qualified personnel to staff temporary morgue sites.

- Establish collection points to facilitate recovery operations.
- Coordinate with search and rescue teams.
- Designate an adequate number of persons to perform the duties of Deputy Coroners.
- Identify mass burial sites.
- Protect the property and personal effects of the deceased.
- Notify relatives.
- Establish and maintain a comprehensive record-keeping system for continuous updating and recording of fatality numbers.
- Submit requests for mutual aid assistance, if required, in accordance with the Coroners Mutual Aid System.
- Coordinate services of funeral directors, ambulances, and morticians; the American Red Cross for location and notification of relatives; dentists and x-ray technicians for purposes of identification; law enforcement agencies for security, property protection, and evidence collection; and mutual aid provision to other counties upon request.

C. Mutual Aid Region

The California Emergency Management Agency (Cal OES) Regional Coroners Mutual Aid Coordinator (designated by the California State Coroners Association) receives and responds to requests from county Coroners/Medical Examiners for mutual aid assistance from other jurisdictions and/or private sources. Should a present or anticipated emergency be of such a magnitude as to require the commitment of the resources of one or more counties, it is the responsibility of the Regional Coroners Mutual Aid Coordinator to organize and coordinate the dispatch of resources within the Region to the emergency area. The Regional Coroners Mutual Aid Coordinator shall advise appropriate officials at Cal OES of the situation. If the Region's resources are overtaxed, the Regional Coroners Mutual Aid Coordinator will request assistance from the state level.

D. State

1. California Emergency Management Agency (Cal OES)- receives and responds to requests by Regional Coroners Mutual Aid Coordinators for assistance from other government or private sources.
2. Department of Health Services - under authority of the State Health and Safety Code, may assist in notification of relatives or, when large numbers of dead persons constitute a public hazard, direct mass burial.
3. Additional support may be provided by the Military Department and the Department of Justice.

5. Policies and Procedures

A. Emergency Responses

1. Level I

If the Coroner's Office is equipped to handle the number of dead resulting from a disaster, the normal routine of examining, performing autopsies and fingerprinting, identifying, photographing, and recording personal property of the deceased may be undertaken. If the

number of fatalities overtaxes the Coroner's Office, then a temporary staging or collection area can be staffed by funeral directors in the area.

2. Level II

The normal functioning of the Coroner's Central Morgue is likely to be disrupted. To facilitate the process of carrying out normal procedures, the establishment of multiple staging areas or morgue sites may be necessary. Collection areas in districts may be staffed by the Coroner's staff, funeral directors, and volunteers. These personnel may handle the operational details of the Coroner's facility for their district. It also will be necessary to establish fatality collection areas for persons who die while in the hospital or en route to treatment areas. To avoid additional trauma to surviving victims, it will be important to establish the fatality collection areas away from hospitals or treatment facilities.

3. Level III

Due to the anticipated number of fatalities, identification of the deceased can be expected to pose a significant problem. This problem may not be resolved immediately; therefore, storage facilities for an extended period or mass burial may be necessary.

It will be imperative to have the bodies and possessions tagged and labeled as to the location found, as well as recording any other vital information that may lead to a future identification. Embalming of the bodies may be necessary for preservation as well as disease prevention. X-rays and dental charts may be used for identification purposes.

It is conceivable that some bodies will not be identifiable before burial. Therefore, it is imperative that records be kept of grave sites, unidentified person numbers, case numbers, and burial orders. Each body should have attached to it a tag, preferably metal or plastic, which contains the identification information.

B. Fatality Collection Areas (FCA's)

Should the number of dead exceed the resources of the Coroner's Office, the Coroner will organize and operate an FCA at the disaster site. The facilities, located as near as possible to areas with heavy death toll, should have, if feasible, showers, hot and cold water, electricity, parking areas, and communications. They should be fenced or locked for the security of bodies and personal property, be removed from public view, and have sufficient space. Facilities of potential use are existing mortuaries, cemeteries, National Guard Armories, etc. Once FCA's are established, the Coroners Organization should obtain refrigerated trailers as deemed necessary. The trailers can be moved to whatever location designated by the Coroner. If refrigerated trailers are not available, the Coroner's Office can arrange for railroad refrigeration cars or ocean container vans to aid in the preservation of bodies.

The functions to be performed at the FCA's are:

- Receive the dead brought in from the disaster area.
- Identify the dead and record the identification, or collect and record evidence that may lead to later identification of the bodies that may have to be buried in an unidentified state.

- Receive, label, and impound property of the dead. Use the property as necessary in identification of the dead, and hold the property for the next of kin or the Public Administrator.
- Keep records of names and numbers of dead. It is essential to maintain a postmortem board containing all known information regarding all remains or parts of remains which may be identifiable.
- Receive telephone inquiries from or solicit relatives and friends of the dead or missing persons to assist in the identification. This function may be handled by American Red Cross personnel or volunteers who have been trained to provide relief for survivors in times of disaster. Members of the clergy within an area may provide assistance in dealing with relatives and friends as well as assisting in notification of death.
- File and record emergency death certificates.
- Photograph, x-ray, and chart teeth; determine the cause of death.
- Embalm bodies for preservation and disease prevention.
- Release bodies to mortuaries or to a transportation service for transport to burial sites.
- Obtain all the necessary equipment, supplies, and personnel to accomplish these tasks.

C. Locating, Retrieving, and Tagging of Bodies at the Disaster Site

Personnel from the Coroner's Office, with the aid of other disaster team members, will aid in the recovery and identification process as follows:

- Security arrangements at the disaster site must be made. Admission to the disaster area should be restricted to only authorized personnel, equipment, and supplies.
- A method of indicating the location of bodies at the disaster site may be needed. A format whereby the disaster site is marked off in grids which are designated in alphabetical sequence has been found to be effective. Bodies within each grid are designated in sequence and prefixed with prearranged letters and numbers. Locations within the grid are fixed by street numbers, streets, intersections, etc.
- Parts of bodies are identified and tagged using these numbers as the prefix, followed by the designation "P" for part. Parts will not be assigned to bodies at the scene.
- If time, security, and safety allow, photographs of bodies, body parts, and property will be taken at the scene.
- Bodies should not be searched or identified at the scene.
- Bodies will be removed from debris, tagged, put into body bags or wrapped in plastic sheeting, and readied for transport to the FCA.
- Personal property will be tagged and sent with the body.
- Property and clothing not actually on a body will not be assigned to a body.

D. Transport of Bodies to Fatality Collection Areas

Transportation of bodies from disaster sites to FCA's will be coordinated by the local Coroner/Medical Examiners in conjunction with Transportation Coordinators (when required). Transportation sources could include Coroner's vehicles, vehicles supplied from local mortuaries, or other sources.

E. Counseling Service

Information and/or counseling service staffed by American Red Cross workers, mental health workers, clergy, and others experienced in Coroner activities should be established for relatives and friends of missing or deceased persons.

6. Supporting Organizations and Responsibilities

- A. The county Coroner/Medical Examiner has the primary responsibility for public health operations countywide, including the campus.
- B. The Law Enforcement and Traffic Control Branch have primary responsibility for traffic and access control.

Coroner Operations Check List

General Response

Consider the following actions during any major emergency affecting the campus. Also, consider additional actions listed under specific hazards.

ACTION

- Determine the impact of the incident and the need for a coroner operation.
- If there are fatalities, contact the Coroner's Office and obtain instructions.
- Direct University Police to assist Coroner's personnel upon arrival.
- Provide assistance in identifying the dead.
- Refer all inquiries concerning the number of fatalities to the EOC.

If County Coroner/Medical Examiner cannot be contacted under extreme emergencies, consider the following actions as appropriate to the situation.

- Designate recovery teams and prioritize assignments.
- Assign personnel to handle records and personal effects.
- Ensure that personnel assisting the recovery teams understand the vital procedures.
- Obtain body bags, tags, gloves, masks, and other support items as needed.
- Establish a temporary morgue.
- Request that the Law Enforcement and Traffic Control Branch assist with morgue security.
- Evaluate the need for cold storage locations for the bodies.
- Ensure that fatalities are properly processed until the arrival of Coroner personnel.

Earthquake

Telephone service may be out, and police communications may have to serve as the temporary emergency services command linkage. In addition to general response, the following actions should be considered for a major earthquake.

ACTION

- Check with the EOC before using or entering any building.
- Coordinate the Coroner plan with the Law Enforcement and Traffic Control and Fire and Rescue Branches.
- Request information on access routes that have been cleared.
- Request a location from the EOC to set up coroner operations.

Major Fire and Hazardous Materials Incidents

Toxic spill incidents may pose problems that require urgent warning and evacuation actions. Special care must be taken to avoid contact with substance or vapors. In addition to general response, the following actions will be considered during a major fire or hazardous materials incident on the campus.

ACTION

- Check with the EOC for clearance to enter a contaminated or exposed area.
- Ensure emergency personnel have adequate protective equipment and clothing.
- Prepare for immediate evacuation of people away from the hazard/fire.
- Determine if the Medical/Coroner Branch will be called upon to assist with rescue operations.

Part III - Annex F Victim Support

1. Background

This annex provides the functional response for ensuring that the appropriate support from the campus is provided when there are victims who are injured or killed as the result of a natural or man-made emergency that occurs on campus.

2. Objectives

- Establish a system for effectively supporting victims of emergencies.
- Ensure that the families of victims are provided the appropriate response and support from the campus following an emergency.
- Ensure that support functions are addressed and executed for the appropriate duration as determined by the nature of the incident.

3. Primary

Planning Section Chief

4. Victim Response Team

The Victim Response Team is comprised of university personnel that have been trained and are prepared to assist following an incident where students, faculty, or staff have been injured or killed. The team is capable of providing university support as needed during these unique situations which may involve front line counseling, making logistical arrangements, or following the status of injured individuals through care and recovery. The Victim Response Team is coordinated and maintained through the Dean of Student's Office and shall be a valuable resource to the EOC in supporting emergency response and recovery activities.

Support to Families of Victims Check List

It is essential that actions be executed as soon as possible depending upon the nature of the emergency to address the specific needs of the victim's families. Facilitation of this function should be preformed following the EOC activation and may be managed by the Planning Section.

General Response - All Hazards

Consider the following actions during any major emergency where the campus experiences major injuries and/or deaths.

ACTION

- Determine the number of personnel immediately available to help.
- Identify primary, backup, and possibly more family reunification locations as necessary.
- Coordinate with the Logistics Section to ensure that victims and families receive all necessary accommodations such as food, water, lodging, etc.
- Arrange for support services that may be provided by the Employee Assistance Program (EAP), or local and county agencies.
- Coordinate with the Logistics Section to ensure that appropriate security and crowd control measures are in place around the reunification centers.
- Coordinate with the Logistics Section and PIO to identify and setup media locations.
- Consider the possible need for support services to be arranged for secondary groups such as roommates, friends, and witnesses.
- Ensure that timely updates and situational information is shared with victims and families as early as appropriate depending on the situation.
- Consider if arrangements for extended support locations are needed such laptop stations, electrical, shelter, toilets, food, water, etc.
- If necessary coordinate with the Logistics Section in acquiring pre-paid gift cards for victims and families in order to obtain essential supplies and goods while attending to injured loved one and throughout recovery.
- Consider additional support services that may be necessary to provide the victims and families based on the nature of the incident. Examples may include arranging for childcare services, travel arrangements, vehicles, etc.

Part III - Annex G Care and Shelter

1. Background

This annex provides the functional response for the feeding and sheltering of persons during an extraordinary emergency.

2. Objectives

- Provide emergency shelter, food, and basic necessities for campus residents following a disaster.
- Feed emergency service workers.
- Provide emergency shelter and food for disaster victims from the adjacent community as appropriate.
- Assist with inquiries from relatives and friends concerning the status of campus resident students.

3. Primary Responsibility

Care and Shelter Branch Leader (Logistics Section)

4. Organization and Responsibilities

A. American Red Cross

The American Red Cross, as mandated by Federal Law 36-USC-3 and reaffirmed in Public Law 93-288 (Federal Disaster Relief Act of 1974), provides disaster relief in peacetime. Such relief is provided on a cooperative basis with state and local governments and other private relief organizations to provide emergency mass care to persons.

At the state level, the Statement of Operational Relationships between the American Red Cross and the California Emergency Management Agency (Cal OES) and the Memorandum of Understanding between the American Red Cross and the California Department of Social Services establish the operating relationships between these agencies. The major responsibilities of the Red Cross, included in the "Statement of Operational Relationships," for emergency mass care are:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.

B. Campus

The Care and Shelter Branch Leader, as a member of the campus Emergency Management Staff under the Logistics Section, has the responsibility to:

- Formulate a Care and Shelter operational plan addressing staffing, assignments, policies and procedures.

- Determine on-campus requirements for care and shelter and report through established channels.
- Write guidelines for establishing operational priorities.
- Establish agreements with public and private organizations as they relate to emergency shelter and feeding needs during an emergency.
- Prepare a resource directory listing specialized personnel, organizations, services, equipment, and supplies for the Care and Shelter operation.
- Request assistance from the Red Cross and local government through established channels.
- Direct the activities of Care and Shelter personnel to assist emergency staff on campus.
- Identify potential locations for sheltering resident students.
- Oversee the feeding of emergency workers.
- Designate campus facilities for use in mass care operations for members of the community, or for others if requested, through the mutual aid system.

C. County and City

The county and city Care and Shelter Coordinators have the responsibility for coordinating local government resources, requesting and responding to mutual aid forces, and providing support to the Red Cross.

D. Operational Area

The county Director of Social Services (or similar agency) is the Operational Area Care and Shelter Coordinator and will have the overall responsibility for coordinating care and shelter operations within the county. The Coordinator will submit requests for support to the Mutual Aid Region Care and Shelter Coordinator.

E. Mutual Aid Region

The Cal OES Mutual Aid Region Care and Shelter Coordinator (representative of the State Department of Social Services) will coordinate care and shelter operations within the Region and will submit requests for support to the state Director of Care and Shelter.

F. State

The Director of the State Department of Social Services will serve as the state Director of Care and Shelter and will have the overall responsibility for coordinating statewide care and shelter operations and support requirements.

Other state agencies have varied capabilities and responsibilities for providing support to such operations. All support will be dependent upon availability and, in some instances, the proximity of the supporting agency's facilities to a given jurisdiction or jurisdictions.

- Department of Corrections.
- Department of Parks and Recreation.
- Department of Rehabilitation.
- Department of Youth Authority.
- Department of Forestry.

- Military Department (California National Guard).
- Department of Motor Vehicles.

6. Policies and Procedures

A. Registration and Inquiry Operations

In peacetime, the Red Cross has responsibility for Registration and Inquiry (Disaster Welfare Inquiry) operations. The Red Cross has trained Disaster Welfare Inquiry Cadres, a system to recruit volunteer workers, and a tested program to handle mass inquiries. During most disasters, a Registration and Inquiry Center is established in the Red Cross Chapter office located near the disaster or in an office nearby. However, in large-scale disasters where the Red Cross has established a Headquarters for Disaster Operations, the Center will be located there or nearby.

Often there is a delay between the on-set of a disaster, the time that a Registration and Inquiry Center can be set up and staffed, and the time that it takes to identify residences that may have been damaged or destroyed. A temporary moratorium on inquiries may be declared until the system becomes operational.

Communications are established between the Center and shelters, hospitals, and coroners' offices or morgues. Registration lists and location changes are sent to the Center daily, if possible, or more often if practical and necessary. Most inquiry and response information is sent by teletypewriter exchange (TVI) in order to provide a written record of the communications. Although every effort is made to locate all victims, some persons whose homes may have been damaged will relocate but not register. For this reason, records will seldom, if ever, be complete. Public information broadcasts advising people to register and to notify relatives of their location, however, will assist inquiry operations.

B. Lodging Operations

1. In large disasters, any suitable building, other than those being used for other emergency functions, may be used for lodging.
2. Schools are the facilities most preferred by the Red Cross for lodging, as they are public facilities and can accommodate a large number of persons. Churches also are appropriate, as they usually are large and often have feeding facilities on the premises.
3. Arrangements should be made in advance for use of campus facilities and with owners or managers of other facilities for use in disasters. Arrangements also should be made during a disaster; if possible, for backup shelter should the threat change location (for example, a wind shift after a hazardous materials spill).
4. When possible, most of the lodging operations will be performed by personnel normally associated with the facility. In large disasters, those relocated themselves, under the supervision of the facility manager, are expected to assist with many, if not most of the operations.
5. Pets will not be allowed in lodging facilities, but will be cared for in animal shelters or veterinarians' facilities.
6. Only minimal health needs will be attended to in lodging facilities. If possible, sick persons

will be transferred to medical facilities.

C. Feeding Operations

1. Planning will be made for mobile feeding, including feeding at the scene of the disaster; providing refreshment services at hospital waiting rooms, morgues, and places where disaster victims and emergency workers congregate; and delivering food to persons in isolated areas.
2. In most disasters, it is expected that a central facility will be set up for mass feeding and that personnel associated with that facility will perform most of the feeding operations. Where possible, personnel of feeding establishments will manage the mass feeding operations.
3. Planning should be made for possible use of campus facilities for mass feeding for the campus and others.

7. Supporting Organizations and Responsibilities

- A. Housing and Residential Life has the responsibility for coordinating facilities for the temporary lodging and sheltering of campus resident students.
- B. The Cal State San Marcos (University Auxiliary and Research Services Corporation) has responsibility for coordinating the feeding of emergency workers.
- C. The Law Enforcement and Traffic Control Branch have responsibility for traffic and access control.
- D. The Movement Branch has responsibility for evacuation and relocation of resident students.
- E. The Building and Utility Branch has responsibility for securing utilities.
- F. The Medical/Coroner Branch has responsibility for assisting persons with injuries.

Care and Shelter Operations Check List

General Response - All Hazards

Consider the following actions during any major emergency affecting the campus.

ACTION

- Determine the number of personnel immediately available to help.
- Obtain situation briefing from Logistics Section Chief.
- Determine if relocation of campus student residents will be needed.
- Coordinate with neighboring jurisdictions for care of campus student residents if evacuation of campus is required.
- Determine, through the EOC, if the campus will be a sheltering operation for the outside community.
- Activate campus care centers as needed. Activation sequence should be:
 - Alert staff and have them recruit additional volunteers.
 - Arrange buildings for operation, place signs, etc.
 - Set up Registration and Inquiry desk.
 - Request necessary food, equipment, and supplies to operate the shelter.
 - Establish communication link with the EOC.
- Formulate a plan to feed emergency workers.
- Coordinate efforts with Red Cross, Salvation Army, church groups, and other emergency welfare agencies.

Earthquake

There could be an immediate need for potable water supplies and temporary sanitation facilities and an increased need to monitor potential contamination sources in the damaged areas. Consider the following actions during any major earthquake affecting the campus.

ACTION

- Evacuate all resident facilities and establish a temporary sheltering area outside.
- Determine the structural status of campus facilities for sheltering or feeding.
- Prepare to implement relocation plans for student residents.
- Determine if a chemical and/or biological hazard exists as it relates to student housing.
- Formulate a plan for feeding emergency workers.

Major Fire and Hazardous Materials Incident

In addition to the general response, the following actions will be considered during a major fire or hazardous materials incident on the campus.

ACTION

- Move people away from the hazard or fire.
- Obtain instructions from the Fire and Rescue Branch before starting Care and Shelter operations at a fire scene.
- Check with the EOC for clearance to enter a contaminated or exposed area.
- Ensure Care and Shelter staff has adequate protective equipment and clothing.

Part III - Annex H Movement (Evacuation and Relocation)

1. Background

This annex provides the functional response for the evacuation of persons during an extraordinary emergency.

2. Objectives

- Organize and manage the rapid relocation of all or part of the campus community from immediate hazardous areas to temporary safe zones.
- Provide for the evacuation of special campus community members (people without transportation, people with disabilities, elderly, children, etc.).
- Assisting with rescue and access control operations.

3. Primary Responsibility

Movement Branch Leader (Operations Section)

4. Organization and Responsibilities

A. Campus

The Movement Branch Leader, as a member of the campus Emergency Management Staff under the Operations Section, has the responsibility to:

- Formulate a Movement and Relocation operational plan addressing staffing, assignments, and policies and procedures.
- Write guidelines for establishing operational priorities.
- Establish agreements with public and private organizations as they relate to evacuation or relocation of people during an emergency.
- Pre-plan for evacuation routes based on hazard analysis.
- Prepare a resource directory listing specialized personnel, organizations, services, equipment, and supplies for the Movement operations.

B. County and City

County and city Movement Coordinators are responsible for coordination of movement operations within their jurisdiction. Since campus evacuations are likely to involve movement into or through neighboring jurisdictions, it is essential that coordination be established with these jurisdictions.

Localized evacuations may be conducted as a part of established Incident Command Systems. Larger, area-wide evacuations would be directed from the Jurisdiction's EOC or from a 24-hour dispatch facility.

C. Operational Area

The county Sheriff, or a designee, will function as the Operational Area Movement Coordinator. In large-scale evacuation operations, the Operational Area Law Enforcement Coordinator is responsible for countywide traffic control operations and will be assisted by the

California Highway Patrol (CHP). The Operational Area Transportation coordinator will be responsible for coordinating transportation resources and operations on a countywide basis. These Coordinators will function as the Operational Area Movement Operations Group. Requests for support and other relevant information will be submitted to the Mutual Aid Region Movement Operations Group.

D. Mutual Aid Region

A designated member of the CHP will function as the California Emergency Management Agency (Cal OES) Mutual Aid Region Movement Coordinator and will coordinate traffic control operations on a region wide basis. The Movement Coordinator will be assisted by a representative of the State Department of Transportation (CalTrans), who will function as the Mutual Aid Region Transportation Coordinator. These Coordinators will constitute the Mutual Aid Region Movement Operations Group. They will refer requests for assistance from other regions and other relevant information to the State Movement Operations Group.

E. State

The coordination and support of movement operations on a statewide basis will be accomplished by the State Movement Operations Group. This group will be chaired by the Director (or a designated representative) of State OES and will include a Traffic Control Coordinator (CHP representative) and Transportation Coordinator (CalTrans representative). State agencies which may be involved in a major evacuation effort include: California Highway Patrol (CHP), Military Department, Department of Transportation (CalTrans), Department of General Services, and Public Utilities Commission.

5. Policies and Procedures

A. Site Specific Planning

If the potential impact area for known hazards can be identified, site-specific evacuation planning will be prepared. The plan may cover all or a portion of the campus. If the hazard area includes a neighboring jurisdiction(s), the jurisdiction should have prepared a site-specific evacuation plan. The campus and jurisdiction planning must be coordinated for the evacuation to be effective.

Site-specific planning include designated traffic and access control points, evacuation routes, warning assignments, transportation requirements, evacuation assembly points, and pre-designated mass-care facility locations. This planning will be used as a guide for evacuating the affected population.

B. General Procedures

1. An event may occur that requires an evacuation not covered by a site-specific evacuation plan. For such an event, it will be necessary to determine the area to be evacuated and the number of persons involved, based on information obtained at the time of the incident.
 - Evacuations involving only a small number of people generally can be handled without elaborate measures by the University Police Department personnel.
 - Evacuations involving a larger number of people will require the determination and

establishment of traffic and access control points, evacuation routes, evacuation assembly points, and mass-care facilities.

2. If the entire campus is to be evacuated, it may be necessary to divide it into sub-areas in order to expedite and prioritize movement. Persons closest to the hazard generally would be warned and evacuated first. The evacuation area would be expanded until all of the threatened population is evacuated.

C. Building Evacuation Procedures

Evacuation routes are to be posted in buildings at every stairway landing, elevator landing, and immediately inside all public entrances. The following procedures should be used by all those that are notified to evacuate a building.

- When a signal to evacuate a building has been sounded, walk quickly to the nearest marked exit and ask others to do the same.
- Assist others in exiting the building. Help those who need assistance, especially physically challenged persons, in evacuating or relocating to an area of safe refuge. Do not move injured persons unless absolutely necessary.
- Try to alert others. If time permits, turn off equipment. Take personal items (coat, car keys, etc.), and close the door when leaving.
- Once outside the building, move to a safe assembly point. Stay at least 100 feet away from any affected buildings or structures.
- DO NOT re-enter the building for any reason, even if the alarm silences, until an all-clear is given or directed by a University Police Officer or an official.

D. Evacuation of People with Disabilities

Evacuation of people with disabilities will be given high priority in all emergencies. The campus community should familiarize themselves with these procedures in order to assist in planning for the evacuation of people with physical and sensory disabilities.

1) General Procedures

Check on people with special needs during an evacuation to determine if they have established a “buddy system,” and ensure their safe evacuation. Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. Evacuating a disabled or injured person by only one person with no assistance is a last resort. Attempt a rescue evacuation ONLY if you have had rescue training. If the situation is life threatening, call 9-1-1. DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood

2) Persons with Deafness or Hearing Impairment

Buildings on the CSUSM campus are equipped with visual (flashing light) as well as auditory evacuation alarms. However, persons with impaired hearing may not perceive an emergency exists. Where anyone appears to not be recognizing an alarm is

sounding/flashing an alternative warning technique is required. Two alternative methods of warning are:

- Write a note stating what the emergency is and what the evacuation route is i.e. “Fire – go out the rear door to Parking Lot”.
- Turn the room lights on and off to gain attention – then indicate through hand gestures or writing (i.e. on a blackboard) what is happening and where to go.
- Offer visual instructions to advice of safest route or directions by pointing toward exits or evacuation map.
- People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle or have other means of attracting attention of others.
-

3) Persons with Blindness or Visual Impairment

- Most visually impaired persons will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.
- Tell the person the nature of the emergency and offer to guide him/her by offering your left/right elbow (this is the preferred method when acting as a “Sighted Guide”). Do NOT grasp a visually impaired person’s arm.
- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms or information (i.e., elevators cannot be used or if there is debris or a crowd.)
- As you walk, tell the person where you are and advise of any obstacles, e.g. stairs, overhanging objects, uneven pavement, curbs, and narrow passageways.
- When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.
- Some individuals may have Guide Dogs that may be disoriented during the emergency, and may require additional assistance.
- White canes and other mobility aids should NOT be left behind.

4) Person with Mobility Impairments

- Mobility-impaired persons should NOT be evacuated by untrained personnel unless the situation is life-threatening. It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility Impairments cannot exit, they should move to a safer area, most enclosed stairwells, or an office with the door shut which is a good distance from the hazard (and away from falling debris in the case of earthquakes.)
- Notify emergency responders immediately about any people remaining in the building and their locations.

- If people are in immediate danger and cannot be moved to a safer area, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair – preferably with arms, or using an evacuation chair.

5) Persons Using Crutches, Canes or Walkers

- The same procedures outlined for the Mobility Impaired should be used. Crutches, canes and walkers should NOT be left behind.

6) Non Ambulatory Persons

- Most non-ambulatory people will be able to exit safely without assistance out of single story buildings.
- All 2+ story buildings will require persons to be carried out. If evacuation assistance is required, always ask the person what method of assistance they prefer. Some people have minimal ability to move and lifting them may be dangerous to their well being. If the person prefers to be moved in their wheelchair the wheelchair user will be carried facing away from the stairs.
- Some people have no upper trunk or neck strength to assist in being carried out. If a seatbelt is available, secure the person if use of a chair is the method employed to carry the person to safety.
- If moving a person more than three (3) flights, a “relay team” arrangement is needed. If a wheelchair is left behind, do NOT leave it in an exit path or doorway to become an obstacle.
- Wheelchairs have many movable weak parts which were not constructed to withstand the stress of lifting (e.g., the seat bar, footplates, wheels, movable armrests).
- Frequently, non-ambulatory persons have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or a fume, as their ability to breathe is seriously in danger.
- Power wheelchairs may have heavy batteries, which are difficult to remove. In this situation, the best response may be to ask the person to transfer to an evacuation chair, if one is available, so that they can be moved immediately. If it is not possible for the person to be removed from the chair (i.e., if the person uses respiratory equipment that is attached to the chair), wait for assistance. If attempting to move a power wheelchair, remove the batteries. Make sure the footrests are locked, the motor is off, and it is in neutral gear. Some power wheelchairs and scooters may not have heavy battery packs, and may be moved with little difficulty.

- If the person prefers to be removed from their wheelchair, their needs and preferences will vary. Always consult the person as to his/her preference with regards to:
 - Ways of being removed from a wheelchair.
 - The number of people needed for assistance.
 - Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
 - If a seat cushion or pad should be brought along with him/her if he/she is removed from the wheelchair.
 - Being carried forward to backward on a flight of stairs.
 - After-care. If a person is removed from the wheelchair (i.e., a stretcher, chair with cushion pad, or car seat) perhaps paramedic assistance might be needed.

- The person will want their wheelchair retrieved as soon as possible. The wheelchair is essential to the person's mobility and should be given a high priority to be retrieved as soon as possible. Inform the University Police of the location of wheelchairs to be retrieved.

7) Evacuations During Power Outages

- If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, a Building Marshal, Disabled Students Services, or the University Police should be notified.
- If people would like to leave and an evacuation has been ordered, or if the outage occurs at night, call University Police at (760) 750-4567 from a campus telephone to request evacuation assistance.
- On campus phones should continue to operate in the event of a power failure, however there may be no power to the display or lighting functions.

Evacuation is difficult and uncomfortable for both the rescuers and the people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

6. Supporting Organizations and Responsibilities

- A. Housing and Residential Life will assist in evacuating campus resident students.

- B. Disabled Student Services will assist in evacuating the disabled.

- C. The Law Enforcement and Traffic Control Branch will assist with traffic and access control for evacuations.
- D. The Building and Utility Branch will provide evacuation and staging route signs.
- F. The Logistics Section will assist with vehicles for transportation.

Movement Operations Check List

General Response - All Hazards

Consider the following actions during any major emergency affecting the campus.

ACTION

- Determine from the Incident Commander if an evacuation may be needed.
- Develop recommendations for appropriate temporary assembly locations for building evacuations.
- Ask the Incident Commander to dispatch units to assist with access control and alerting the public.
- Determine evacuation routes and staging areas in conjunction with the Incident Commander.
- Evacuation instructions should include:
 - Blocked off-campus roadways.
 - Identification of movement routes.
 - Evacuee assembly sites for population without cars.
 - Recommendation for persons without cars to obtain rides if possible.
 - Location of reception centers or other off-campus destinations.
- Ensure that the Public Information Officer is advised of evacuation instructions.
- Dispatch field teams to staging areas to provide assistance/information.
- Coordinate with Transportation Branch Leader for special transportation needs.
- Keep track of the status of evacuation and keep the Incident Commander advised.

Earthquake

With increased need to monitor potential contamination sources in the damaged areas, consider the following actions during any major earthquake affecting the campus.

ACTION

- Evacuate all facilities and relocate a temporary area outside.
- Plan for the possibility that pre-planned routes may be blocked or impassable.
- Prepare to implement relocation plans for student residents.
- Coordinate with the Medical/Coroner Branch for evacuation or relocation of the injured.

Major Fire and Hazardous Materials Incident

In addition to general response, the following actions should be considered during a major fire or hazardous materials incident on the campus.

ACTION

- Move people away from the hazard or fire.
- Obtain instructions from the Law Enforcement and Traffic Control Branch for a safe evacuation route.
- Check with the EOC for clearance to enter a contaminated or exposed area.
- Ensure that evacuation staff has adequate protective equipment and clothing.
- Coordinate the notice to relocate with the University Police and the PIO before issuing a message.

Part III - Annex I Building and Utility

1. Background

This annex provides the functional response for utility restoration, inspection for damage, emergency repairs, and debris clearance during an extraordinary emergency.

2. Objectives

- Restore or secure utilities for emergency operations.
- Inspect the campus infrastructure.
- Conduct special construction or repairs to assist with the emergency response.
- Provide emergency lighting for special operations and general safety.
- Perform debris clearance of roadways and essential areas for emergency equipment.
- Assist with the assembly or set up of special equipment.
- Assist the Traffic and Access Control operations with staff, sign placement and barricades.
- Assist Search and Rescue operations.

4. Primary

Building and Utility Branch Leader (Operations Section)

5. Organization and Responsibilities

A. Campus

1. The Building and Utility Branch Leader, as a member of the campus Emergency Management Staff under the Operations Section, has the responsibility to:
 - Formulate a Building and Utility operational plan addressing staffing, assignments, and policies and procedures.
 - Write guidelines for establishing operational priorities for:
 - a. Securing or restoring utilities.
 - b. Handling emergency construction and repairs.
 - c. Clearing of debris for emergency operations.
 - d. Conducting damage assessments.
 - e. Assisting with traffic control and rescue operations.
 - Prepare a resource directory listing specialized personnel, organizations, services, equipment, and supplies for the Building and Utility operation.
 - Establish agreements with public and private organizations as they relate to emergency construction and engineering needs during an emergency.
 - Organize campus teams, designate team leaders, and assign teams to sites.
 - Determine priorities for rescue operations in conjunction with the Incident Commander.
 - Coordinate with other functional Emergency Management Staff.

B. County and City

County and city coordinators are responsible for coordinating operations, including debris clearance and route recovery, within their jurisdiction. They will provide available resources to support the campus in response to requests through the mutual aid system.

C. Operational Area

The Operational Area Coordinator will have the overall responsibility to coordinate countywide construction and engineering operations, provide relevant information, and submit all requests for support to the Mutual Aid Region Construction and Engineering Coordinator.

D. Mutual Aid Region

The Mutual Aid Region Coordinator will have the overall responsibility to coordinate construction and engineering operations within the region, provide relevant information, and submit all requests for support to the State Construction and Engineering Coordinator.

E. State

The State Coordinator will have overall responsibility to coordinate statewide construction and engineering operations and requirements.

F. Private Sector

The Associated General Contractors (AGC) of America and the Engineering and Grading Constructors Association (EGCA) are directly available to any legally constituted authority, or authorities, undertaking emergency operations.

The Structural Engineers Association of California (SEAOC) has a large number of volunteers who may be made available to support governmental efforts directed towards damage assessment and determination of the serviceability of damaged buildings. Through the Association, other types of engineers (civil, mechanical, electrical, safety, etc.) may be obtained. The Concrete Sawing and Drilling Association of California may provide assistance in heavy-duty rescue operations.

2. Policies and Procedures

A. Special Teams

Building and Utility operations involve several different functions, which are identified as the following teams:

1. Utility Repair
2. Damage Assessment
3. Heavy Equipment and Debris Clearance
4. Traffic and Access Control Support
5. Search and Rescue Support

B. Route Recovery

Field employees of governmental agencies will survey damage to freeways, roads, and streets in their vicinity and report information to their appropriate headquarters. Priorities will be given to:

- A quick assessment of damage to highways, roads, and streets and immediate access/egress needs.
- The identification, establishment, and operation of alternate routes.
- The reestablishment of service on essential highways, roads, and streets.
- Facilitating the earliest possible recovery.

C. Post-Event Inspection of Facilities and Structures

The post-event inspection of facilities and structures to determine serviceability will be conducted in accordance with the Damage Assessment Plan for Volunteer Engineers and the Damage Assessment Plan for California Building Officials (published and issued separately by the State Office of Emergency Services).

3. Supporting Organization and Responsibilities

- A. The Architects and Engineers Branch will provide expert advice on buildings and structural issues.
- B. The Law Enforcement and Traffic Control Branch will assist with traffic and access control.
- C. The Logistics Section will assist with construction and engineering resources and supplies.

Building and Utility Operations Check List

General Response

The following actions will be taken in the event of any major emergency affecting the campus.

ACTION

- Check in and establish communications with the Operations Section Chief.
- Determine the number of people able to respond.
- Assign field teams to survey campus/affected area for damage, hazards, and debris issues.
- Assign a person to function as the Utility Officer.
- Request a report on the integrity of all utilities and initiate repairs.
- Determine if the Building and Utility Branch will have to support search and rescue operations.
- Determine if emergency construction or repairs will be needed.
- Determine if the Building and Utility Branch will have to support traffic control operations.
- Determine if debris clearance will be needed.
- Provide responding teams with information concerning the type of structure, contents, and nature of the problem.
- Assign a person to keep a record of all activities.
- Establish a communication link between the teams and the EOC.
- Evaluate the need for a field command post.
- Develop an action plan for Building and Utility teams. The plan should have contingencies for:
 - Safety instruction for emergency team members.
 - Protective equipment and clothing.
 - Identifying structural damage to buildings or severe hazards that will require specialized equipment and personnel to successfully rescue a victim without further harm to team members and/or the victim.
 - Implementing mutual aid plans.
- Interface with all Section Chiefs, the Incident Commander, and the Operations Executive.
- Keep all responsible teams informed of hazardous situations and areas.
- Ensure all information regarding damage and casualties is reported to the EOC.
- Coordinate requests for contractor assistance with Logistics Section and Finance Section Chiefs.
- If campus closure is ordered, follow Campus Closure Procedures.
- Prepare action plans for fencing off the campus.

Earthquake

In addition to the general response, the following actions will be considered during a major earthquake.

ACTION

- Provide responding teams with information on damaged and collapsed structures.
- Identify hazardous and unsafe conditions/situations for teams.
- Identify major debris problems.
- Determine status of available equipment for repair and debris removal.
- Establish priorities for repair and debris clearance in conjunction with EOC staff.
- Identify need for barricades/cones, and procure or fabricate as necessary.
- Check key facilities to determine extent of damage and ability to operate.
- Post all hazardous structures.
- Post signs where and when applicable (barrier tape, signage, barriers, safety cones, etc.).

Major Fire and Hazardous Materials Incidents

In addition to the general response, the following actions will be considered during a major fire or hazardous materials incident on the campus.

ACTION

- Check with the Health and Safety Branch concerning hazardous materials issues.
- Provide responding teams with information on potential chemical hazards.
- Prepare for immediate evacuation of teams away from the hazards and fires.
- Ensure emergency personnel have adequate protective equipment and clothing.

Part III - Annex J Resources and Support

1. Background

This annex provides the functional response for the provision and coordination of resources needed during an extraordinary emergency.

2. Objectives

- Provide for procurement, supply, and distribution of resources (personnel and material) to support the emergency response.
- Identify and coordinate campus personnel with specialized skills to assist during an emergency.
- Organize volunteers.

3. Primary Responsibility

Logistics Section Chief (Logistics Section)

4. Organization and Responsibilities

A. Campus

1. The Logistics Section Chief, as a member of the campus Emergency Management Staff, has the responsibility to:

- Oversee a Resources and Support operational plan addressing staffing, assignments, and policies and procedures.
- Organize campus teams and designate team leaders for Supply/Procurement, Personnel/Volunteers, and Transportation.
- Direct the writing of guidelines for establishing operational priorities for:
 - Supply/Procurement: Coordinating the procurement and allocation of essential supplies, including food, fuel, and health supplies.
 - Personnel/Volunteers: Coordinating the allocation of available personnel.
 - Transportation: Coordinating the allocation of transportation resources required to move people, equipment, and essential supplies.
- Prepare a resource directory listing specialized personnel, organizations, services, equipment, and supplies for the Resources and Support operation.
- Establish agreements with public and private organizations as they relate to emergency resources needed during an emergency.
- Determine priorities for resource operations in conjunction with the Incident Commander.
- Coordinate with other functional Emergency Management Staff.

B. County and City

County and city resources and support coordinators, assigned to the Logistics and Finance Sections, are responsible for coordinating resources and support operations within their jurisdictions. They will provide available resources from their jurisdictions to support campus operations in response to requests through mutual aid channels.

C. Operational Area

The Operational Area resources and support coordinators will have the overall responsibility for coordinating countywide resources and support operations, providing relevant information, and submitting all requests for support to the Mutual Aid Region Resource Coordinator (individuals at the Mutual Aid Region and State levels are referred to as Resource Coordinators).

D. Mutual Aid Region

The Mutual Aid Region Resource Coordinators, who will function under the direction of the California Emergency Management Agency (Cal OES) Regional Manager, will be selected by representatives of the designated State agencies and will be responsible for coordinating appropriate resources and/or support activities (assignments will depend on regional availability of state agency representatives). The Coordinators will have the overall responsibility for coordinating operations within their respective areas of interest. All relevant information and requests for support will be submitted to the appropriate state Resource Coordinators.

E. State

The Cal OES Director, or a designated representative, will have overall responsibility for coordinating statewide resources and support operations and requirements.

5. Policies and Procedures

A. Supply/Procurement

The campus will be responsible for the receipt and distribution of vital resources and the implementation of control procedures to ensure that basic human needs are met on campus. Prescribed procurement, contracting, and claim procedures will be used in order that documentation required for the ultimate payment of emergency costs can be accomplished and incurred expenses can be equitably reimbursed.

B. Personnel

1. Campus personnel agencies should, to the maximum extent practicable:
 - Register, classify, and assign all available personnel and volunteers.
 - Consult with management and labor to establish personnel priorities.
 - Estimate personnel requirements of campus units to support emergency operations and advise the appropriate Personnel Coordinator of anticipated deficiencies.
2. The provision of nonprofessional and unskilled temporary help will be coordinated with the appropriate Personnel Officer.
3. Existing or emergency job clearance practices will be utilized for matching workers to jobs both within and outside hazard areas.
4. All agencies assigned emergency responsibilities should pre-identify sources of supplemental personnel.
5. Units requiring supplemental professional or other highly skilled personnel (i.e. medical, health, and engineering) will identify and register such personnel prior to the onset of emergencies. To meet additional requirements, such units will apprise appropriate

personnel authorities of specific personnel qualifications and job requirements in order to screen and refer personnel effectively.

C. Transportation

1. Transportation resources normally will be provided for:

- Transporting persons from threatened, impacted, or untenable areas
- Transporting essential equipment, supplies, and other resources
- Transporting emergency workers from reception to hazard areas
- Transporting potable water to points of consumption
- Serving as auxiliary ambulances

6. Supporting Organizations and Responsibilities

- A. The Logistics and Finance Sections have the primary responsibility for procuring and supplying resources for campus emergency operations.
- B. The Transportation Branch, supported by Facility Services, has primary responsibility for obtaining transportation resources and vehicles to support emergency operations.
- C. The Personnel and Volunteers Branch is responsible for obtaining personnel from campus units to support emergency operations.
- D. Facility Services has the primary responsibility for on-campus utilities and for working with the private utility companies.
- E. The Finance Section is responsible for accounting and financial record keeping.
- F. The Procurement and Supply Branch will assist with the procurement of emergency supplies, materials, and equipment as needed.
- G. The Law Enforcement and Traffic Control Branch have primary responsibility for incident operations communications.
- H. The Planning Section is responsible for information management and situation status reporting.

Resource and Support Operations Check List

General Response

The following actions should be taken in the event of any major emergency affecting the campus.

ACTION

- Check in and establish communications with the Logistics Section Chief.
- Determine the number of people able to respond.
- Determine the security needs for all logistic sites.
- Assign a person to keep a record of all activities.
- Establish a communication link between the teams and the EOC.
- Evaluate the need for a field command post.
- Develop an action plan for Resource and Support teams.
- Interface with all Section Chiefs, the Incident Commander, and the Operations Executive.
- If campus closure is ordered, follow Campus Closure Procedures.

Earthquake

In addition to general response, the following actions will be considered during a major earthquake.

ACTION

- Provide teams with information on damaged and collapsed structures.
- Identify hazardous and unsafe conditions/situations for teams.
- Identify major debris problems.
- Check key facilities to determine extent of damage and ability to operate.

Major Fire and Hazardous Materials Incident

In addition to the general response, the following actions will be considered during a major fire or hazardous materials incident on the campus.

ACTION

- Check with the Health and Safety Branch concerning hazardous materials problems.
- Provide responding teams with information on potential chemical hazards.
- Keep all responsible teams informed of hazardous situations and areas.
- Prepare for immediate evacuation of teams away from the hazards and fires.
- Ensure team personnel have adequate protective equipment and clothing.

MANAGEMENT / COMMAND NIMS / SEMS / ICS CHECK LISTS

1. Introduction

The following information is provided to assist with the roles and assignments for each member of the Emergency Management Operations Staff during the response and recovery phases of an emergency. The structure is based on Standard Emergency Management System (SEMS) principles and procedures established by the State of California. Outlined for each section and branch are the objectives, concepts of operation, and check lists for each position.

2. Standard Operating Procedures Development

For the California State University San Marcos San Marcos Emergency Management Plan to be complete, each SEMS section and branch must develop Standard Operating Procedures (SOP's). Upon completion, each SOP will become part of this plan by reference.

The SOP's will contain, in detail, those actions that are necessary to fulfill the SEMS functional responsibilities under this plan. Each SOP will include some generic information such as increased readiness activities, procedures for recalling departmental personnel, emergency assignments, and resource lists.

The Section Chief is responsible for the development and coordination of the SOP's for his/her section. A SOP should include procedures for increased readiness, initial response, extended response, and recovery, as defined below:

- Increased Readiness
The actions or steps that should be initiated when there is receipt of a warning or an observation that an emergency is imminent or likely to occur.
- Initial Response
The first actions or steps that are initiated when an emergency situation occurs. Emphasis should be placed on minimizing the effects of the emergency or disaster.
- Extended Response
The continuing actions or steps taken to minimize the effects of the emergency or disaster. Extended response involves the coordination and management of operations to facilitate the transition to the recovery phase.
- Recovery
The actions or steps taken to return the campus to routine operations.

3. About Check Lists

The following check lists are NOT all-inclusive. They provide a general road map intended to point SEMS members in the right direction and to serve as a quick reference. A more detailed check list should be developed for each section and branch once the Standard Operating Procedures have been established.

Position Plan Executive	
<i>Checklist</i>	1-A
Assigned to	President
Alternate	Provost
Section	Management

Objectives

The overall objectives of the Plan Executive are to:

- Declare a Campus State of Emergency when warranted.
- Evaluate and approve closure of the campus if needed.
- Review and approve media releases.
- Communicate on behalf of the campus with the CSU Chancellor’s Office and local, county, or state government officials.
- Set priorities and authorize recovery plans.

For Consideration or Action	
	Assess situation and obtain information through the Operations Executive.
	Declare a campus State of Emergency when warranted.
	Confer as needed with the Chancellor's Office and other local and state officials.
	Activate Emergency Plan on request of Operations Executive or highest level Police Officer on duty.
	Evaluate the need for campus closure, evacuation, or sheltering.
	Review and approve media releases.
	Activate the Policy Group as needed, and provide a location for them to meet.
	Authorize protective or precautionary actions as appropriate; consider evacuation, sheltering, campus closure, and media messages.
	Issue any necessary public statements through the Public Information Officer.
	If campus closure is directed, ensure that the following are notified: <ul style="list-style-type: none"> • Provost and Vice Presidents • Public Information Officer • Incident Commander
	Obtain periodic situation updates from the Operations Executive.
	Direct the Recovery Executive to initiate the campus recovery process.

Position Operations Executive	
<i>Checklist</i>	1-B
Assigned to	Associate Vice President, Finance and Administrative Services
Alternate	Assistant VP, Human Resources and Legal Compliance
Section	Management

Objectives

The overall objectives of the Operations Executive are to:

- Oversee the critical emergency response phase.
- Keep the Plan Executive (President) informed of changes and conditions.
- Support the Incident Commander with the critical emergency response phase.
- Establish priorities and adjudicate conflicting demands for support.
- Assist with notification and support of Finance and Administrative Services administrators and staff.

Response Actions	
	Obtain information on the situation immediately; possible sources of information are University Police and Facility Services Departments.
	Notify campus President of the situation; obtain authorization from President to activate Emergency Plan; consider declaration of campus emergency, activation of the EOC, evacuation, sheltering, and campus closure.
	Ensure that all emergency notifications are made.
	Authorize emergency messages and dissemination of public information to the campus community.
	Keep the Plan Executive (President) and Recovery Executive (Provost) informed of changes and conditions.
	Direct activation of the campus EOC if required.
	Establish communications with the Dispatch Center and campus EOC.
	Authorize deviations of procedures for implementing the emergency plan if necessary.
	Direct Incident Commander to implement actions authorized by President. If campus closure is directed, implement the Campus Closure Procedure.
	Authorize emergency messages and dissemination of public education/information to the campus community.
	Obtain information on the situation and actions taken from the Incident Commander for briefings to the Plan Executive (President).
	Establish priorities and adjudicate conflicting demands for support.
	When the emergency is over, direct Incident Commander to notify the Emergency Organization Staff and, as appropriate, the campus community.
	Assist with the recovery effort.

Position Recovery Executive	
<i>Checklist</i>	1-C
Assigned to	Provost
Alternate	Associate VP, Academic Programs
Section	Management

Objectives

The overall objectives of the Recovery Executive are to:

- Determine the impact of the emergency and develop a recovery plan.
- Assist with notification to faculty, academic administrators, and staff.
- Direct the recovery effort when the critical response phase subsides.

Response Actions	
	Report to the Plan Executive (President).
	Determine the impact on the campus: <ul style="list-style-type: none"> • Academic process • Campus infrastructure • University records • Community needs
	Begin developing the strategy for recovery.
	Coordinate appropriate media release information about the recovery with the PIO.
	Obtain periodic situation updates from the Operations Executive.
	Develop the mission and direction for recovery staff and units.
	Develop a Recovery Team as the emergency response phase subsides.
	Provide the Plan Executive (President) with recommended course of action for recovery.
	Keep the Operations Executive and Incident Commander informed of recovery activities.

Position Incident Commander	
<i>Checklist</i>	1-D
Assigned to	Chief of Police
Alternate	Police Lieutenant
Section	Management

Primary Responsibility	
	Function as the Incident Commander of the Emergency Operations Center (EOC).
	Conduct an initial situation assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Need to activate EOC and field command posts • Staging Area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
Response Actions	
	Activate the incident command system.
	Implement the Emergency Plan and activate the Emergency Operations Center (EOC).
	Ensure the establishment of an Incident Command Post.
	Inform the Operations Executive of the current situation, including casualties, damage, nature of the problem, and the location of the EOC.
	Initiate the notification and mobilization of additional response personnel.
	Provide the Public Information Officer with information for release to the media.
	Establish a communication link with the police Dispatch Center.
	Set priorities, delegate tasks, and manage the EOC.
	Assign personnel to staff SEMS/NIMS functions: <ul style="list-style-type: none"> • Operations • Planning • Logistics • Finance
	Assign command staff responsible for: <ul style="list-style-type: none"> • Safety Officer – to maintain the safety of all emergency response personnel. • Liaison Officer – to coordinate with external agencies. • Public Information Officer – to facilitate all media relations.

	Develop and implement control plans which may include: <ul style="list-style-type: none"> • Perimeter control provisions; interior patrol provisions • Evacuation procedures • Liaison with other emergency agencies • Traffic control plans • Mobilization of on-duty personnel • Mutual aid contingencies
	Update the Operations Executive with current information on the status of the emergency response and the incident.
	Request personnel and equipment resources needed for control of the incident.
	Establish a journal/log for recording major activities.

First Priority Tasks / Considerations	
	Human resources immediately available.
	Immediate fire and medical needs.
	Initial damage to the campus and infrastructures.
	If evacuation is needed, set up an evacuation plan.
	If campus closure is ordered, implement Campus Closure Procedure.
	If emergency alert or warning is needed, implement process.
Continuing Priority Tasks / Considerations	
	The status of campus emergency communications.
	Need to close the campus.
	Request ongoing status reports from Section Chiefs on their activities and resources.
	Evaluate the need and use of field command post.
	Request recommended sites for casualty collection point and coroner operations.
	Establish contact with local (city, county) emergency operations centers.
	Implement mutual aid plans.
	Determine the impact of the incident beyond the campus and advise the Operations Executive.
	Direct situation analysis staff to prepare detailed assessment of damages, injuries, and casualties.

Demobilization/After Action Tasks / Considerations	
	Initiate the development of a documented after action report when required.

INCIDENT COMMANDER'S NIMS / SEMS / ICS CHECKLIST

- Announce Command, or
- Obtain incident briefing from prior Incident Commander.
- Assess incident situation.
- Activate elements of the Incident Command System.
- Establish Command Post.
- Obtain support from external support agencies.
- Conduct initial briefing.
- Identify staging area locations.
- Assign and brief Command Staff and Section Chiefs as required;
 - Safety Officer
 - Public Information Officer
 - Liaison Officer
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Administration Section Chief
 - Intelligence Section Chief
- Ensure planning meetings are conducted and participate in meeting.
- Develop objectives for Incident Action Plan.
- Review safety considerations with Safety Officer.
- Approve and authorize implementation of Incident Action Plan for next operational period.
- Determine information needs from staff and provide lists to appropriate personnel or facility.
- Coordinate staff activity.

- Manage incident operations:
 - Review information concerning significant changes in the status of the situation.
 - Review modifications to the current IAP received from the Operations Section Chief.
 - Identify any major changes to incident operations which are immediately required.
- Approve requests for additional resources and requests for release of resources.
- Authorize release of information to news media.
- Approve plan for demobilization and active action plans.
- Release resources and supplies.

Position	Policy Group
<i>Checklist</i>	1-E
Assigned to	President's Cabinet
Section	Management Support

The immediate activation of the Policy Group is at the option of the Plan Executive (President). Policy Group members do not report to the Emergency Operations Center (EOC). Team members should await instructions from the Plan Executive.

Response Actions	
	Determine where the Policy Group will meet.
	Request a briefing on the extent on the emergency: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Possibility of campus closure • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Discuss protective or precautionary actions as appropriate with the Plan Executive (President); consider evacuation, sheltering, campus closure, and media messages.
	Assist with public information through the Public Information Officer.
	Maintain a log of actions and decisions.
Division Status (Academic and Student Affairs, External Affairs)	
	Determine what division staff resources are immediately available for the incident.
	Activate division telephone trees.
	Obtain a division status report on students, staff, and faculty.
	When protective or precautionary actions are decided for evacuation, sheltering, or campus closure, advise division administrators and managers.

Position		Public Information Officer
<i>Checklist</i>		1-F
Primary		Director, Communications
Alternate		Communications Writer
Section		Management Support

Primary Responsibilities	
	Report to the Emergency Operations Center (EOC).
	Determine the impact on the campus: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Possibility of campus closure • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Release emergency instructions/information to faculty, staff, and students about the emergency and what steps individuals should take.
	Release emergency instructions/information to the electronic and print media.
Response Actions	
	Open Media Center and ensure that all information is clear, concise, confirmed, and approved by the appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency despite repeated urging by reporters to do so.
	Gather information on the emergency situation and response actions.
	Assign a Public Information Representative, if appropriate, to: <ul style="list-style-type: none"> • Establish a Media Control Point near the incident site. • Keep the EOC staff informed of the media situation at the incident site.
	Establish and release "media only" telephone numbers.
	Monitor published and broadcast Emergency Public Information (EPI) for accuracy, and correct serious misinformation whenever possible.
	Maintain EPI status boards and maps, and post hard copies of news releases.
	Attend periodic EOC briefings and policy meetings.
	Consider additional methods for distributing emergency instructions as required.
Priority Tasks for Consideration	
	Schedule media briefings/press conferences and tours as conditions permit.
	Arrange for media access to the EOC, command staff, and incident site when appropriate.
	Establish a center for rumor control.

PUBLIC INFORMATION OFFICER NIMS / SEMS / ICS CHECKLIST

- Determine from the Incident Commander if there are any limits on information release.
- Develop material for use in media briefings.
- Coordinate and validate information with Information Officers at EOCs when activated to ensure consistency.
- Obtain Incident Commander's approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- Maintain Unit Log.

Position	EOC Manager
<i>Checklist</i>	1-G
Assigned to	Emergency Manager
Alternate	Assistant to Emergency Manager
Section	Management Support

Primary Responsibilities	
	Set up, coordinate, and manage the Emergency Operations Center (EOC).
	Provide assistance to the Incident Commander and the Operations Executive as needed.
Staffing Actions	
	Ensure that the EOC is properly set up and ready for operation.
	Assign staff to initiate EOC check-in procedures.
	Open and maintain a position log.
	Ensure that staff has assumed their respective positions under SEMS.
	Request additional personnel support as needed for the organization.
Response Actions	
	Monitor section activities to ensure that all appropriate actions are being taken.
	Thoroughly brief all incoming EOC and section personnel on the emergency.
	Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
	Participate in meetings as needed.
	Thoroughly brief relief staff upon shift change.
Recovery Actions	
	Communicate with Recovery Executive regarding recovery actions.
	Deactivate the EOC and close out logs as appropriate.
	Ensure that all required forms and reports are completed prior to deactivation.

Position		Liaison Officer	
<i>Checklist</i>		1-H	
Assigned to		President's Chief of Staff	
Alternate		Assigned based on nature of incident	
Section		Management Support	

Primary Responsibilities	
	Provide a point of contact for assisting mutual aid agency representatives.
	Provide information and maintain a liaison with other public and private agencies.
Response Actions	
	Report to the Emergency Operations Center (EOC).
	Meet with the Incident Commander, Planning Section Chief, and the Logistics Section Chief to determine: <ul style="list-style-type: none"> • The extent and nature of the emergency • What outside agencies are responding; i.e. fire services, medical • What location will be used for receiving and staging from responding agencies • What will be the communication and coordination frequency used • Will mutual aid be requested
	Notify the responding outside agencies of the check-in point and the staging location.
	Identify representatives from each outside agency and confirm their communications link and location.
	Monitor the incident operations to identify potential inter-organizational problems.
	Provide the Incident Commander with status reports concerning the arrival times of responding agencies, number of personnel responding, and the type of resources expected.
	Maintain a unit log.
	Provide information to other Section Chiefs on the number and type of resources coming to the campus to assist with the emergency.

LIAISON OFFICER NIMS / SEMS / ICS CHECKLIST

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives, including radio and phone contacts.
- Assist in establishing and coordinating inter-agency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Maintain Unit Log.

OPERATIONS SECTION CHECK LISTS

1. Introduction

The following information is provided to assist with the roles and assignments for each member of the Emergency Management Operations Staff during the response and recovery phases of an emergency. The structure is based on Standard Emergency Management System (SEMS) and the National Incident Management System (NIMS) principles and procedures established by the State of California and the Federal Government. Outlined for each section and branch are the objectives, concepts of operation, and check lists for each position.

2. Standard Operating Procedures Development

For the California State University San Marcos San Marcos Emergency Management Plan to be complete, each SEMS/NIMS section and branch must develop Standard Operating Procedures (SOP's). Upon completion, each SOP will become part of this plan by reference.

The SOP's will contain, in detail, those actions that are necessary to fulfill the SEMS/NIMS functional responsibilities under this plan. Each SOP will include some generic information such as increased readiness activities, procedures for recalling departmental personnel, emergency assignments, and resource lists.

The Section Chief is responsible for the development and coordination of the SOP's for his/her section. A SOP should include procedures for increased readiness, initial response, extended response, and recovery, as defined below:

- Increased Readiness
The actions or steps that should be initiated when there is receipt of a warning or an observation that an emergency is imminent or likely to occur.
- Initial Response
The first actions or steps that are initiated when an emergency situation occurs. Emphasis should be placed on minimizing the effects of the emergency or disaster.
- Extended Response
The continuing actions or steps taken to minimize the effects of the emergency or disaster. Extended response involves the coordination and management of operations to facilitate the transition to the recovery phase.
- Recovery
The actions or steps taken to return the campus to routine operations.

3. About Check Lists

The following check lists are NOT all-inclusive. They provide a general road map intended to point SEMS members in the right direction and to serve as a quick reference. A more detailed check list should be developed for each section and branch once the Standard Operating Procedures have been established.

Position Operations Section Chief	
<i>Checklist</i>	2-A
Assigned to	Director, Facility Services
Alternate	Assistant Director, Facilities Services
Section	Operations

Objectives

The overall objectives of the Operations Section Chief are to:

- Coordinate the various Operations Section units/organizations responsible to provide the initial response (Fire, Medical, Police, Rescue) to a major natural disaster or technological incident.
- Initiate action plans to minimize casualties and injuries.
- Request and allocate resources and other related support.
- Establish priorities and adjudicate conflicting demands for support.
- Coordinate mutual aid.
- Coordinate community warnings and alerts.
- Coordinate the movement and reception of persons in the event an evacuation is ordered.

Concept of Operations

The Operations Section consists of various groups and agencies which traditionally are the first responders to a major incident. The Operations Section Chief will function as commander of the operation and direct the field response. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Operations Section Chief will direct the first response and set priorities for life safety issues, fires, collapsed buildings, rescue operations, evacuations, and casualties.

Phase Two – Follow Through Activity

Once the immediate threat of the emergency has been contained, the operation will shift towards securing and protecting areas, debris removal, restoration of services, reducing future hazards, and continued assessment of casualties and damage.

Operations Section Chief

Primary Responsibilities			
	Assumes operational command of the response.		
	Manages the Operations Section of the Command Center, including the following response branches:		
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Law Enforcement and Traffic Control • Movement (Evacuation/Relocation) • Health and Safety </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Building and Utility • Medical/Coroner • Fire and Rescue </td> </tr> </table>	<ul style="list-style-type: none"> • Law Enforcement and Traffic Control • Movement (Evacuation/Relocation) • Health and Safety 	<ul style="list-style-type: none"> • Building and Utility • Medical/Coroner • Fire and Rescue
<ul style="list-style-type: none"> • Law Enforcement and Traffic Control • Movement (Evacuation/Relocation) • Health and Safety 	<ul style="list-style-type: none"> • Building and Utility • Medical/Coroner • Fire and Rescue 		
	Keeps the Incident Commander informed of response team activities.		
	Evaluates operational information and determines priorities.		
	Deploy teams to address problems.		
Support Responsibilities			
	Recommends mutual aid needs and resources.		
	Provides information to the Damage and Assessment Branch.		
For Immediate Action			
	Ensure that a perimeter around the incident has been established.		
	Initiate the evacuation of buildings and the campus as necessary.		
	Report to the Emergency Operations Center to be briefed, then organize and activate the Operations Section.		
	Establish a journal/log for recording major activities.		
	Establish a communication link with University Police Dispatch.		
	Evaluate operational needs and response based on: <ul style="list-style-type: none"> • The type of emergency • Location of emergency and types of facilities involved • Size of area involved (limited or campus wide) • Number and type of casualties/injuries • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, facility services, environmental safety) 		
	In coordination with the Incident Commander and the Planning Section Chief, develop a tactical plan to respond.		
First Priority/Consideration			
	The number one priority is life safety. Determine if the following Branches need to be activated:		
	<ul style="list-style-type: none"> • Fire and Rescue to find and rescue injured and trapped students and staff. • Movement to move people away from a danger zone. • Law Enforcement and Traffic Control to close the campus. • Health and Safety to assist with control and containment of a hazardous material. 		
	Authorize immediate actions according to safety and emergency operations procedures, including on-site treatment of the injured, occupancy status of the buildings, and procedures for relocating students, employees, and visitors away from dangers and hazards.		
	Maintain security for the command post and incident scene.		
	Provide for the transportation of detained criminals as well as processing and confinement.		
Staffing Actions			

	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for control of the incident.
	Make requests to the Logistics Section for resources needed or that will be needed. Determine if public agency mutual aid is required for any operations on campus. Upon concurrence with the Incident Commander that outside assistance will be responding, establish procedures and staffing for the incoming assistance.
Medical Actions	
	Direct the establishment of the Medical Staging and Treatment Area. Ensure that supplies are available. Establish and implement procedures and priorities for Medical Treatment First Aid, etc. Verify that emergency transportation has been called for severe cases to be transported to the closest emergency facility.
Access Control Actions	
	Direct staff to cordon off unsafe areas, secure facilities, and control access where there is damage. Have utilities shut down if they present a possible hazard.
	Ensure traffic control is established to provide access for emergency vehicles.
	Coordinate control of on-campus evacuation areas.
	Deal with requests to re-enter buildings and coordinate with the Incident Commander.
Planning and Situation Status Actions	
	Coordinate with the Damage Assessment Branch regarding safety and initial damage inspections, and support damage assessment with the Building and Utility Branch as required. Following damage assessment, continue to have the Law Enforcement and Traffic Control Branch inspect and ensure people are kept out of damaged and/or dangerous areas.
	Coordinate with the Planning Section and Damage Assessment to identify priorities for further inspections, repairs, service restoration, and facility restoration.
	Forward information to Damage and Status Assessment and others in the EOC. Keep the Incident Commander informed of events and actions. Work closely with Situation Status to keep track of site operations.
Resource Logistics Actions	
	Request site food/water and other personnel support for response teams from the Logistics Section Chief. Request arrangements for a secure site away from public access (the EOC is not a shelter operation).
	Plan for on-going operations if damage is severe or field activities appear to be extensive. Coordinate with the Logistics Section Chief and the Incident Commander to plan for extended operations, especially during non-business hours.
Recovery Actions	
	Coordinate and direct the clean up, salvage, and repair efforts for all facilities.
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Logistics and Finance Section Chiefs as appropriate.
	Provide information and recommendations to the Planning Section Chief for the After-Action Report.
	Support the unit files with photographs and source documents, time records, field notes, etc.
	Conduct all necessary post-incident investigations.

OPERATIONS SECTION CHIEF NIMS / SEMS / ICS CHECKLIST

- Obtain briefing from Incident Commander.
- Assign Deputy as needed.
- Participate in Planning Meetings.
- Establish staging areas.
- Develop the Operations portion of Incident Action Plan.
- Brief and assign operations personnel in accordance with Incident Action Plan:
 - Branches (up to 5)
 - Divisions/Groups (up to 25)
 - Strike Teams
 - Task Forces
 - Single Resources
- Make resource assignments for each Division/Group in conjunction with Resources Unit.
- Supervise operations.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble Strike Teams assigned to Operations Section.
- Report information about special activities, events, and occurrences to Incident Commander:
 - Nature of event
 - Location
 - Magnitude
 - Personnel involved
 - Initial action taken
 - Appropriate subsequent action
 - Maintain Unit Log.

Position	Law Enforcement and Traffic Control Branch Leader
<i>Checklist</i>	2-B
Assigned to	Lieutenant, University Police
Alternate	Sergeant, University Police
Section	Operations

Objectives

The overall objectives of the Law Enforcement and Traffic Control Branch are to:

- Alert and notify the campus community as appropriate.
- Assist with the evacuation of students and staff from damaged campus buildings.
- Report conditions, damage, and other vital information, road closures, bridge failures, collapsed buildings, casualty estimates, or any other situation which would normally require emergency response.
- Provide traffic and crowd control in support of campus closure plans.
- Establish procedures to allow rapid access by authorized personnel to controlled areas.
- Assist in establishing multi-purpose staging areas for incoming mutual aid, supplies, equipment, food, medical resources, etc.
- Support search and rescue operations as appropriate.
- Provide security and crowd control at mass care facilities, multi-purpose staging areas, casualty collection points, storage areas, and vacated buildings.
- Protect critical facilities and supplies.

Concept of Operations

Elements of the University Police Department will be organized under the campus Emergency Management Plan to support the Law Enforcement and Traffic Control Branch operations.

Performance of this function shall be in accordance with established procedures and will involve two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the University Police Department staff and resources will be used to manage and direct the Law Enforcement and Traffic Control Branch, provide warnings, evacuate people, assist in rescue operations, and perform rapid assessment of casualties and damage.

Phase Two – Follow Through Activity

Once the immediate threat of the emergency has been contained, the operation will shift towards protection of property, campus closure, and crowd or access control.

Law Enforcement and Traffic Control Branch Leader

Primary Responsibilities	
	Provide a rapid warning to the campus community of hazards or dangers.
	Assist with clearing and closing buildings following an earthquake.
	Evacuate people away from potential or existing danger.
	Close off areas and control access (limited or no access).
	Provide traffic control.
	Protect property.
Response Actions	
	Contact the Operations Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available. Make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and designate leaders for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Report to the staging area near the EOC. Make contact with the Operations Section Chief to obtain equipment and assignments for available branch staff.
	Keep the Operations Section Chief briefed of progress made on assignment(s).
	Develop an Action Plan for the assignment(s) given.
	Advise Damage and Assessment Branch Leader of the Law Enforcement and Traffic Control Branch mission and assignment.
	Keep a log of branch activities.
If assigned to warn the campus of a danger:	
	Determine who needs to be warned.
	Clarify the message that will be given out. If the message deals with movement away from an area, be clear as to where people should go.
	Determine the method for giving the warning, (i.e. in person by going to specific locations, over public address systems on police vehicles, etc.).
If assigned to clear and post buildings following an earthquake:	
	Make sure the plan identifies all buildings to be searched and closed.
	Obtain safety instructions for damaged buildings (i.e. how to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
	Establish a procedure for clearing injured persons from the building.
	Give each team materials to post "Building Closed" signs.
If assigned to evacuate an area or the campus:	
	Plan should include: <ul style="list-style-type: none"> • Assembly areas and safe exit routes. • Traffic control devices, barricades, and signs. • Accommodations for relocating the physically impaired.
	Review the Campus Closure Plan.
	Determine if special transportation is needed.
	Assign staff to the reception area.

If assigned to search or assist persons injured or trapped (the San Marcos Fire Department is the primary agency for search and rescue. Campus staff may be called upon to support search and rescue operations):	
	Obtain safety instructions for damaged buildings (i.e. how to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
	Search assigned areas according to the established pattern.
	Check each building, ensuring complete evacuation. Note unsafe conditions and areas.
	Remove any trapped or injured persons according to established procedures, assisting the injured to the First Aid Center or sending for help if the person cannot safely be moved. <u>Note:</u> If there is structural damage to the building or severe hazard (electrical, etc.) to workers, advise the Operations Section Chief before proceeding. You may need to call the Fire Department and other experts to successfully rescue a victim without further harm to yourself and/or the victim. This is especially important for earthquake-damaged buildings, which may fully collapse during aftershocks.
If assigned to close off areas and/or control access:	
	Determine the type of control of persons and vehicles into and out of the area. <ul style="list-style-type: none"> • <u>No Access</u> All people will be prohibited from entering the closed area. Authorized personnel, i.e. campus, local, state, or federal personnel performing emergency work as necessary, will be permitted entry. Media representatives will be allowed access on a controlled basis. • <u>Limited Access</u> Allow persons into closed area according to criteria established by the Operations Executive. Persons entering must abide by the policies established in order to gain entry.
	Direct the placement of barricades, traffic control devices, and signs.
	Establish an entry system.
	Establish and staff control points.
	Determine the pass system for entry and exit for the secured area.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the state California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Operations Section Chief with preparation of the After-Action Report.

Position Movement (Evacuation/Relocation) Branch Leader	
<i>Checklist</i>	2-C
Assigned to	Director, Parking Services
Alternate	Coordinator, Business Operations & Technology, Parking Services
Section	Operations

Objectives

The overall objectives of the Movement Branch are to:

- Organize and manage the rapid relocation of all or part of the campus community from immediate hazardous areas to temporary safe zones.
- Provide for the evacuation of special campus community members (without cars, disabled, and children) from hazardous areas to safe zones.
- Assist with access control operations.
- Support rescue operations.

Concept of Operations

Elements of the Campus Enterprises departments will be organized under the campus Emergency Management Plan to support the Movement Branch operations. Performance of this function shall be in accordance with established procedures and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, most of the Movement Branch will be involved with the evacuation of persons from buildings on fire, rapid relocation of persons from immediate hazards, and assistance with the rescue operations.

Phase Two – Follow Through Activity

Once the immediate threat of the emergency has been contained, the operation will shift toward organized relocation of persons temporarily evacuated from hazardous areas.

Movement Branch Leader

Primary Responsibilities	
	Coordinate evacuation and relocation of people.
	Develop staging or assembly points for people evacuated from buildings.
Response Actions	
	Contact the Operations Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available. Make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and designate leaders for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Determine from the EOC if evacuation is needed.
	Report to the staging area near the EOC, and contact the Operations Section Chief to obtain equipment and assignments for available branch personnel.
	Conduct an initial situation assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Develop an Action Plan for the evacuation of people. The plan should: <ul style="list-style-type: none"> • Determine how many people need to be evacuated. • Determine a safe location for the initial assembly point. • Determine what type of population must be evacuated. • Determine a method to notify the people of the evacuation.
	Coordinate with the Transportation Branch Leader for evacuation transportation needs.
	Coordinate with the Care and Shelter Branch Leader to provide shelter and feeding.
	Advise Damage and Status Assessment of the Movement Branch mission and assignment.
	Keep a log of branch activities.
Evacuation of a building or a campus:	
	Plan should include: <ul style="list-style-type: none"> • Assembly areas and safe exit routes. • Traffic control devices, barricades, and signs. • Accommodations for relocating the physically impaired.
	Review the Campus Closure Plan.

	Determine if there is a physically impaired population.
	Determine if special transportation is needed.
	Assign staff to the reception area.
If assigned to warn the campus of a danger:	
	Determine who needs to be warned.
	Clarify the message that will be given out. If the message deals with movement away from an area, be clear as to where you want people to go.
	Determine the method for giving the warning, (i.e. in person by going to specific locations, over public address systems on police vehicles, etc.).
If assigned to clear and post buildings following an earthquake:	
	Make sure the plan identifies all buildings to be searched and closed.
	Obtain safety instructions for damaged buildings (i.e. how to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
	Establish a procedure for clearing injured persons from the building.
	Give each team materials to post "Building Closed" signs.
If assigned to close off areas and/or control access:	
	Determine the type of control of persons and vehicles into and out of the area. <ul style="list-style-type: none"> • <u>No Access</u> All people will be prohibited from entering the closed area. Authorized personnel, i.e. campus, local, state, or federal personnel performing emergency work as necessary, will be permitted entry. Media representatives will be allowed access in on a controlled basis. • <u>Limited Access</u> Allow persons into closed area according to criteria established by the Operations Executive. Persons entering must abide by the policies established in order to gain entry.
	Direct the placement of barricades, traffic control devices, and signs.
	Establish an entry system.
	Establish and staff control points.
	Determine the pass system for entry to and exit from the secured area.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Operations Section Chief with preparation of the After-Action Report.

Position	Fire and Rescue Branch Leader
<i>Checklist</i>	2-D
Assigned to	Facilities Services Staff
Alternate	San Marcos Fire Department
Section	Operations

Objectives

The overall objectives of the Fire and Rescue Branch are to:

- Check the campus for trapped or injured persons that will need rescue.
- Establish an operational liaison with outside fire and rescue agencies.
- Provide information and assistance for locating endangered, trapped, disabled, and/or isolated persons.

Concept of Operations

The San Marcos Fire Department is the primary agency for search and rescue, and campus staff may be called upon to support search and rescue operations. Elements of the Facility Services Department will be organized under the campus Emergency Management Plan to support the Fire and Rescue Branch operations. Performance of this function shall be in accordance with established procedures and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, most of the Fire and Rescue Branch will be involved in surveying the campus to determine immediate rescue needs and providing essential information for fire and rescue teams.

Phase Two – Follow Through Activity

Once the immediate rescue actions have been undertaken, the operation will shift to evaluating and organizing needs for long-term rescue and special equipment needs.

Fire and Rescue Branch Leader

Primary Responsibilities	
	Check the campus for persons that need to be rescued.
	Provide information to assist rescue operations.
	Assist with evacuation and/or relocation persons rescued.
Response Actions	
	Contact the Operations Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available. Make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and designate leaders for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Report to the staging area near the EOC, and contact the Operations Section Chief to obtain equipment and assignments for available branch personnel.
	<p>Conduct an initial situation assessment to determine:</p> <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	<p>Develop an Action Plan for the Fire and Rescue Branch operations. The plan should have contingencies for:</p> <ul style="list-style-type: none"> • Safety instruction for emergency team members. • Protective equipment and clothing. • Identifying structural damage to buildings or severe hazards that would require specialized equipment and personnel to successfully rescue a victim without further harm to team members and/or the victim. • Implementing Fire and Rescue mutual aid plans.
	Keep a log of branch activities.
If assigned to search or assist persons injured or trapped (the San Marcos Fire Department is the primary agency for search and rescue. Campus staff may be called upon to support search and rescue operations):	
	Obtain safety instructions for damaged buildings (i.e. how to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
	Search assigned areas according to the established pattern.

	Check each building, ensuring complete evacuation. Note unsafe conditions and areas.
	Remove any trapped or injured persons according to established procedures, assisting the injured to the First Aid Center or sending for help if the person cannot safely be moved. <u>Note:</u> If there is structural damage to the building or severe hazard (electrical, etc.) to workers, advise the Operations Section Chief before proceeding. You may need to call the Fire Department and other experts to successfully rescue a victim without further harm to yourself and/or the victim. This is especially important for earthquake-damaged buildings, which may fully collapse during aftershocks.
Recovery Operations	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Operations Section Chief with preparation of the After-Action Report.

Position	Health and Safety Branch Leader
<i>Checklist</i>	2-F
Assigned to	Director, Risk Management and Safety
Alternate	Safety Technician, Risk Management and Safety
Section	Operations

Objectives

The overall objectives of the Health and Safety Branch are to:

- Coordinate the campus health and safety response for a major disaster to minimize casualties and injuries.
- Coordinate the hazardous material response to include, as required, on-scene incident management.
- Establish priorities and adjudicate conflicting demands by operational units.
- Coordinate mutual aid.
- Coordinate community warnings and alerts.
- Work with the Movement Branch Leader concerning the evacuation of persons away from a hazardous materials incident.

Concept of Operations

Elements of the Risk Management and Safety Department will be organized under the campus Emergency Management Plan to support the Health and Safety Branch operations. Performance of this function shall be in accordance with established procedures and involve two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the assignment will involve quickly identifying hazardous material problems, providing warnings, coordinating evacuation of buildings, assisting in rescue operations, and performing rapid assessment of casualties and damage.

Phase Two – Follow Through Activity

Once the immediate threat of the emergency has been contained, the operation will shift towards reducing further hazards, securing hazardous materials, and continued assessment of casualties and damage.

Health and Safety Branch Leader

Primary Responsibilities	
	Identify, control, and contain chemical, biological, and radiological hazards that affect the emergency response.
	Provide emergency workers with appropriate safety instructions and protective clothing to safely carry out their mission.
	Provide and implement a sanitation plan for emergency operations.
Support Responsibilities	
	Assists Fire and Rescue and Building and Utility Branches with identifying chemical, biological, and radiological hazards.
Response Actions	
	Contact the Operations Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available. Make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and designate leaders for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
Response Actions	
	Report to the staging area near the EOC, and contact the Operations Section Chief to obtain equipment and assignments for available branch personnel.
	<p>Conduct an initial situation assessment to determine:</p> <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	<p>Develop an Action Plan for Health and Safety Branch operations. The plan should have contingencies for:</p> <ul style="list-style-type: none"> • Safety instruction for emergency workers. • Providing protective equipment and clothing. • Providing critical information concerning hazardous materials contained inside buildings for the fire fighters. • Analyzing building HazMat conditions for rescue workers, repair operations, and building inspection. • Preparing a sanitation plan. • Implementing health and safety mutual aid.

	Report the results of assignment operations to the Situation Status Officer under the Planning Section (i.e. deaths, injuries, etc.).
	Keep a log of branch activities.
If assigned to warn the campus of a danger:	
	Determine who needs to be warned.
	Clarify the message that will be given out. If the message deals with movement away from an area, be clear as to where you want people to go.
	Determine the method for giving the warning, (i.e. in person by going to specific locations, over public address systems on police vehicles, etc.).
If assigned to clear and post buildings following an earthquake:	
	Make sure the plan identifies all buildings to be searched and closed.
	Obtain safety instructions for damaged buildings (i.e. how to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
	Establish a procedure for clearing injured persons from the building.
	Give each team materials to post "Building Closed" signs.
If assigned to evacuate an area or the campus:	
	Plan should include: <ul style="list-style-type: none"> • Assembly areas and safe exit routes. • Traffic control devices, barricades, and signs. • Accommodations for relocating the physically impaired.
	Review the Campus Closure Plan.
	Determine if special transportation is needed.
	Assign staff to the reception area.
If assigned to search or assist persons injured or trapped (the San Marcos Fire Department is the primary agency for search and rescue. Campus staff may be called upon to support search and rescue operations):	
	Obtain safety instructions for damaged buildings (i.e. how to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
	Search assigned areas according to the established pattern.
	Check each building, ensuring complete evacuation. Note unsafe conditions and areas.
	Remove any trapped or injured persons according to established procedures, assisting the injured to the First Aid Center or sending for help if the person cannot safely be moved. <u>Note:</u> If there is structural damage to the building or severe hazard (electrical, etc.) to workers, advise the Operations Section Chief before proceeding. You may need to call the Fire Department and other experts to successfully rescue a victim without further harm to yourself and/or the victim. This is especially important for earthquake-damaged buildings, which may fully collapse during aftershocks.
If assigned to close off areas and/or control access:	

	<p>Determine the type of control of persons and vehicles into and out of the area.</p> <ul style="list-style-type: none"> • <u>No Access</u> All people will be prohibited from entering the closed area. Authorized personnel, i.e. campus, local, state, or federal personnel performing emergency work as necessary will be permitted entry. Media representatives will be allowed access on a controlled basis. • <u>Limited Access</u> Allow persons into closed area according to criteria established by the Operations Executive. Persons entering must abide by the policies established in order to gain entry.
	<p>Direct the placement of barricades, traffic control devices, and signs.</p>
	<p>Establish an entry system.</p>
	<p>Establish and staff control points.</p>
	<p>Determine the pass system for entry to and exit from for the area secured.</p>
<p>Recovery Operations</p>	
	<p>Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).</p>
	<p>Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.</p>
	<p>Assist the Operations Section Chief with preparation of the After-Action Report.</p>

SAFETY OFFICER NIMS / SEMS / ICS CHECKLIST

- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the Incident Action Plan for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts that are outside the scope of the Incident Action Plan.
- Investigate accidents that have occurred within the incident area.
- Assign assistants as needed.
- Review and approve the medical plan.
- Maintain Unit Log.

Position		Building and Utility Branch Leader
<i>Checklist</i>	2-G	
Assigned to	Building Trade Supervisor	
Alternate	Supervisor Building Service Engineer	
Section	Operations	

Objectives

The overall objectives of the Building and Utility Branch are to:

- Secure and repair essential campus utility services.
- Conduct emergency construction or repairs on campus.
- Perform debris clearance of roadways and essential areas for emergency equipment.
- Assist search and rescue operations as appropriate.
- Assist traffic and access control with staff, barricades, signals, and signs.
- Provide emergency lighting for special operations and general safety.
- Conduct inspections of campus facilities and utility systems.

Concept of Operations

Elements of the Facility Services Department will be organized under the campus Emergency Management Plan to support the Building and Utility Branch operations. Performance of this function shall be in accordance with established procedures and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, most of the staff and resources of the Building and Utility Branch will be directed towards such emergency activities as securing utilities for rescue operations, clearing campus roadways for emergency equipment, supporting rescue operations, and assisting with the evacuation of the campus buildings.

Phase Two – Follow Through Activity

Once the initial emergency has been contained, the operation will shift to damage assessment, building inspection, emergency repairs, continued debris clearance, and restoration of critical services.

Building and Utility Branch Leader

Primary Responsibilities	
	Inspects and documents damage to facilities in conjunction with Damage Assessment.
	Inspects utility systems and turns off utilities when necessary.
	Assists with closing off areas and streets, debris clearance of roadways and essential areas for emergency equipment, and building inspection.
Support Responsibilities	
	Assist the Fire and Rescue Branch with the securing of utilities and initial inspection for structural integrity.
Response Actions	
	Contact the Operations Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available. Make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and designate leaders for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
Response Actions	
	Report to the staging area near the EOC, and contact the Operations Section Chief to obtain equipment and assignments for available branch personnel.
	<p>Conduct an initial situation assessment to determine:</p> <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	<p>Develop an Action Plan for Building and Utility Branch operations. The plan should have contingencies for:</p> <ul style="list-style-type: none"> • Shutting off gas, power, and broken water lines. • Restoring utilities to emergency operations. • Providing protective equipment and clothing. • Clearing streets and areas for emergency vehicles and equipment. • Inspection of all campus buildings. • Installing lighting for night operations. • Emergency construction to sustain the emergency operation. • Implementing construction and engineering mutual aid.

	Report the results of assignment operations to the Situation Status Officer under the Planning Section (i.e. deaths, injuries, etc.).
	Keep a log of branch activities.
If assigned to clear and post buildings following an earthquake:	
	Make sure the plan identifies all buildings to be searched and closed.
	Obtain safety instructions for damaged buildings (i.e. how to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
	Establish a procedure for clearing injured persons from the building.
	Give each team materials to post "Building Closed" signs.
If assigned to evacuate an area or the campus:	
	Plan should include: <ul style="list-style-type: none"> • Assembly areas and safe exit routes. • Traffic control devices, barricades, and signs. • Accommodations for relocating the physically impaired.
	Review the Campus Closure Plan.
	Determine if special transportation is needed.
	Assign staff to the reception area.
If assigned to search or assist persons injured or trapped (the San Marcos Fire Department is the primary agency for search and rescue. Campus staff may be called upon to support search and rescue operations):	
	Obtain safety instructions for damaged buildings (i.e. how to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
	Search assigned areas according to the established pattern.
	Check each building, ensuring complete evacuation. Note unsafe conditions and areas.
	Remove any trapped or injured persons according to established procedures, assisting the injured to the First Aid Center or sending for help if the person cannot safely be moved. <u>Note:</u> If there is structural damage to the building or severe hazard (electrical, etc.) to workers, advise the Operations Section Chief before proceeding. You may need to call the Fire Department and other experts to successfully rescue a victim without further harm to yourself and/or the victim. This is especially important for earthquake-damaged buildings, which may fully collapse during aftershocks.
If assigned to close off areas and/or control access:	
	Determine the type of control of persons and vehicles into and out of the area. <ul style="list-style-type: none"> • <u>No Access</u> All people will be prohibited from entering the closed area. Authorized personnel, i.e. campus, local, state, or federal personnel performing emergency work as necessary will be permitted entry. Media representatives will be allowed access on a controlled basis. • <u>Limited Access</u> Allow persons into closed area according to criteria established by the Operations Executive. Persons entering must abide by the policies established in order to gain entry.
	Direct the placement of barricades, traffic control devices, and signs.
	Establish an entry system.
	Establish and staff control points.
	Determine the pass system for entry and exit for the area secured.
Recovery Operations	

	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Operations Section Chief with preparation of the After-Action Report.

Position	Medical/Coroner Branch Leader
<i>Checklist</i>	2-E
Assigned to	Director/Physician, Student Health Services
Alternate	Physician, Student Health Services
Section	Operations

Objectives

The overall objectives of the Medical/Coroner Branch are to:

- Minimize the loss of life, subsequent disability, and human suffering by ensuring timely and coordinated medical assistance.
- Assist with the campus evacuation of severely ill and injured persons.
- Coordinate the application of campus and off-campus medical facilities and procurement, allocation, and distribution of medical personnel, equipment, and other resources.
- Establish a counseling program for campus staff that experience trauma following a major emergency.

Concept of Operations

Elements of the Student Health Services Department will be organized under the campus Emergency Management Plan to support the Medical/Coroner Branch operations. Performance of this function shall be in accordance with established procedures and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, most of the Student Health Services staff will be involved with triage procedures, assisting with rescue operations, and performing a rapid assessment of casualties.

Phase Two – Follow Through Activity

Once the immediate threat of the emergency has been contained, the operation will shift toward establishing multi-casualty collection operations, stabilizing injuries, and further support of search and rescue operations.

Medical/Coroner Branch Leader

Primary Responsibilities	
	Activate and staff a First Aid Center.
	Provide first aid to injured victims.
	Arrange for and coordinate hospital transportation.
	Establish a temporary morgue, if necessary.
Support Responsibilities	
	Rescue operations.
Response Actions	
	Contact the Operations Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available. Make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and designate leaders for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
Response Actions	
	Report to the staging area near the EOC, and contact the Operations Section Chief to obtain equipment and assignments for available branch personnel.
	<p>Conduct an initial situation assessment to determine:</p> <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	<p>Develop an Action Plan for Medical/Coroner Branch operations. The plan should have contingencies for:</p> <ul style="list-style-type: none"> • An emergency First Aid Station for the campus community and emergency workers. • Transporting the critical injured to medical facilities. • Setting up a triage operation at a specific location due to mass injuries. • Implementing medical mutual aid. • Implementing a coroner operations and a temporary morgue.
	Report the results of assignment operations to the Situation Status Officer under the Planning Section (i.e. deaths, injuries, etc.).
	Keep a log of branch activities.

If assigned to search or assist persons injured or trapped (the San Marcos Fire Department is the primary agency for search and rescue. Campus staff may be called upon to support search and rescue operations):	
	Obtain safety instructions for damaged buildings (i.e. how to recognize hazards, conditions that would prevent entering a damaged building, protective clothing, etc.).
	Search assigned areas according to the established pattern.
	Check each building, ensuring complete evacuation. Note unsafe conditions and areas.
	Remove any trapped or injured persons according to established procedures, assisting the injured to the First Aid Center or sending for help if the person cannot safely be moved. <u>Note:</u> If there is structural damage to the building or severe hazard (electrical, etc.) to workers, advise the Operations Section Chief before proceeding. You may need to call the Fire Department and other experts to successfully rescue a victim without further harm to yourself and/or the victim. This is especially important for earthquake-damaged buildings, which may fully collapse during aftershocks.
Recovery Operations	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Operations Section Chief with preparation of the After-Action Report.

PLANNING SECTION CHECK LISTS

1. Introduction

The following information is provided to assist with the roles and assignments for each member of the Emergency Management Operations Staff during the response and recovery phases of an emergency. The structure is based on Standard Emergency Management System (SEMS) principles and procedures established by the State of California. Outlined for each section and branch are the objectives, concepts of operation, and check lists for each position.

2. Standard Operating Procedures Development

For the California State University San Marcos San Marcos Emergency Management Plan to be complete, each SEMS section and branch must develop Standard Operating Procedures (SOP's). Upon completion, each SOP will become part of this plan by reference.

The SOP's will contain, in detail, those actions that are necessary to fulfill the SEMS functional responsibilities under this plan. Each SOP will include some generic information such as increased readiness activities, procedures for recalling departmental personnel, emergency assignments, and resource lists.

The Section Chief is responsible for the development and coordination of the SOP's for his/her section. A SOP should include procedures for increased readiness, initial response, extended response, and recovery, as defined below:

- Increased Readiness
The actions or steps that should be initiated when there is receipt of a warning or an observation that an emergency is imminent or likely to occur.
- Initial Response
The first actions or steps that are initiated when an emergency situation occurs. Emphasis should be placed on minimizing the effects of the emergency or disaster.
- Extended Response
The continuing actions or steps taken to minimize the effects of the emergency or disaster. Extended response involves the coordination and management of operations to facilitate the transition to the recovery phase.
- Recovery
The actions or steps taken to return the campus to routine operations.

3. About Check Lists

The following check lists are NOT all-inclusive. They provide a general road map intended to point SEMS members in the right direction and to serve as a quick reference. A more detailed check list should be developed for each section and branch once the Standard Operating Procedures have been established.

Position Planning Section Chief	
<i>Checklist</i>	2-A
Assigned to	Director, Strategic Planning and Administrative Services
Alternate	Director, M. Gordon Clarke Field House/USU
Section	Planning

Objectives

The overall objectives of the Planning Section Chief are to:

- Manage and direct the Branch Leaders under the Planning Section.
- Establish the appropriate level of organization for the Planning Section.
- Activate branches within the Planning Section as required, and monitor section activities continuously and modify the organization as needed.
- Implement emergency damage assessment and situation analysis procedures.
- Oversee and management the development of the Incident Action Plan (IAP).
- Ensure that the Planning Section position logs, status boards, and other displays are kept current and legible.
- Ensure that the Damage and Status Assessment Branch Leader is maintaining current information for the situation status report.
- Ensure that academic and students issues created by the emergency are identified and brought to the attention of the Management/Command Section.
- Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.
- Ensure that objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting.
- Keep the Incident Commander informed of significant events.
- Prepare action reports.
- Ensure that the Documentation Branch receives files on all EOC activities.
- Ensure that fiscal and administrative requirements are coordinated through the Finance Section.
- Supervise the Planning Section.
- Plan for the post-incident demobilization.

Concept of Operations

The Planning Section Chief manages and directs the Planning Section Branches and coordinates with EOC Management for damage and status reports, building inspections, and academic/student issues. Planning also provides action reports to the Incident Commander to aid with the response. Performance of this function shall be in accordance to established procedures and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the response will focus on the organization of the Planning Section. Based upon the situation, the Planning Section Chief will activate units within the section as needed and designate Branch Leaders for each branch; meet with all Branch Leaders and ensure that responsibilities are clearly understood; and notify the Incident Commander when the Planning Section is operational.

Phase Two – Follow Through Activity

Following the initial response, the Planning Section Chief will collect damage information and prepare status reports for the Operations Executive and the Incident Commander, ensuring that Planning Section position logs, status boards, and other displays are kept current and legible.

Planning Section Chief

Primary Responsibilities	
	Oversees the planning and intelligence-gathering aspect of the disaster.
	Manages the Planning Section of the EOC, including the following response Branches:
<ul style="list-style-type: none"> • Technology • Academic Representative • Damage and Status Assessment 	<ul style="list-style-type: none"> • Student Representative • Architects and Engineers
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate units within section as needed and designate Branch Leaders for each function.
	Meet with all Branch Leaders and ensure that responsibilities are clearly understood.
Response Actions	
	Report to the Emergency Operations Center and function as the Chief of the Planning Section.
	Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Conduct an initial situation assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the Planning Section position logs, status boards, and other displays are kept current and legible.
	Keep the Incident Commander and Operations Executive aware of the current situation and other related matters on an on-going basis.
	Prepare periodic damage and action reports for the Operations Executive and Incident Commander.
	Ensure that the Academic and Student Representatives identify and bring forward Academic and Student Affairs issues.
	Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.
	Ensure that the Damage and Status Assessment Branch maintains current information for the situation status report.
	Ensure that the Technology Branch has specialists available to address issues with the communication (telephone) system and computer network.
	Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible to the Planning Section.

Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Provide information and recommendations for the After-Action Report.

PLANNING SECTION CHIEF NIMS / SEMS / ICS CHECKLIST

- Obtain initial briefing from Incident Commander.
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
- Assign Unit Leaders to undertake initial preparation of deployment of staff and resources:
 - Resources Unit Leader
 - Situation Unit Leader
 - Documentation Unit Leader
 - Demobilization Unit Leader
 - Determine the need for specialists and arrange for such in consultation with Logistics and Finance/Administration Sections.
- Conduct planning meetings and operational briefings.
- Supervise preparation of Incident Action Plan.
- Assemble information on alternative strategies.
- Perform operational planning for Planning Section.
- Advise Command and General Staff of any significant changes in incident status.
- Prepare and distribute Incident Commander's orders.
- Prepare recommendations for release of resources (for approval by the Incident Commander).
- Ensure that information concerning special environmental protection needed is included in the Incident Action Plan.
- Ensure demobilization plan and schedule are developed and coordinated with Command, General Staff, and Agency Dispatchers.
- Establish a communications link between the agency demobilization organization and the incident demobilization unit.
- Maintain Unit Log.

Position Technology Branch Leader	
<i>Checklist</i>	5-B
Assigned to Alternate	Director, Telecommunications and Network Operations Systems Development and CMS Director
Section	Planning

Objectives

The overall objectives of the Technology Branch Leader are to:

- Implement the Technology Branch procedures.
- Ensure that qualified specialists are available in the areas required by the particular event or disaster.
- Restore the telephone communication system.
- Restore the telecommunications network and infrastructure.
- Supervise the Technology Branch.

Concept of Operations

The Technology Branch is responsible for checking and restoring the campus information and telephone infrastructure. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Branch Leader will contact the Planning Section Chief, organize the branch, and determine if the telecommunication infrastructure has been damaged.

Phase Two – Follow Through Activity

Following the initial response, the Branch will check and restore the campus telephone and telecommunication network.

Technology Branch Leader

Primary Responsibility	
	Check and restore campus telephone system and telecommunications network.
Response Actions	
	Contact the Planning Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit as needed and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Contact or report to the Planning Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number of casualties/injuries
	Ensure that technicians begin a check and assessment of the campus telephone system and telecommunications network.
	Prepare reports on the status of the campus telephone system and telecommunications network.
	Establish and maintain activity log and other necessary files.
	Act as the liaison for the EOC with the county and other disaster assistance agencies to coordinate telephone and telecommunication issues.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Planning Section Chief with preparation of the After-Action Report.

Position Academic Representative	
<i>Checklist</i>	5-C
Assigned to	Associate Vice President, Academic Programs
Alternate	Associate Vice President, Academic Resources
Section	Planning

Objectives

The overall objectives of the Academic Representative are to:

- Implement the academic response and recovery procedures.
- Establish and activate a communication plan to disseminate emergency planning information to Academic Affairs faculty and staff.
- Advise the Planning Section Chief of special needs or considerations for instructional and research activities most affected by the emergency event.
- Maintain communications with Academic Affairs faculty and staff concerning evacuated building security and re-entry information.

Concept of Operations

The Academic Representative is responsible for determining the special needs or considerations for instructional and research activities most affected by the emergency event and will function as the academic liaison to the Management/Command Section. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Academic Representative will contact the Planning Section Chief, organize the branch, and determine what impact the emergency is having on the academic process, faculty, and staff.

Phase Two – Follow Through Activity

Following the initial response, the Representative will expand the communications with Academic Affairs faculty and staff concerning evacuated building security and re-entry information.

Academic Representative

Primary Responsibility	
	Establish and activate a communication plan to disseminate emergency information to Academic Affairs faculty and staff.
Response Actions	
	Contact the Planning Section Chief to determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff is immediately available to assist with addressing academic issues.
	Meet with staff to ensure that responsibilities and assignments are clearly understood.
When Activated	
	Contact or report to the Planning Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number of casualties/injuries
	Ensure that department chairpersons and academic managers are informed of the emergency.
	Activate the Academic Affairs telephone tree and communicate specifics: who calls whom; when; and to what location will staff report.
	Determine the status of research projects and academic programs.
	Obtain preliminary reports on building evacuation, damage, hazardous conditions, and other emergency response issues.
	Determine what research products, unique collections, or animals are endangered.
	Determine if evacuation is required: <ul style="list-style-type: none"> • When a building must be evacuated, provide instructions to faculty and staff about future access. • Provide the most appropriate and safest assembly area.
	Maintain contact with chairpersons and managers during emergency response phase.
	Establish and maintain position log and other necessary files.
	Act as the liaison to the EOC for academic programs and staff.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Activate procedures for restoring critical departmental functions, including staffing plans.
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Planning Section Chief with preparation of the After-Action Report.

Position	Damage and Status Assessment Branch Leader
<i>Checklist</i>	5-D
Assigned to	Risk Manager
Alternate	Environmental Health & Safety Staff
Section	Planning

Objectives

The overall objectives of the Damage and Status Assessment Branch are to:

- Implement emergency damage assessment procedures.
- Ensure the collection, organization, and analysis of damage and disaster situation information to determine the severity of the emergency.
- Ensure damage assessment and situation status reports are prepared and distributed.
- Supervise the Damage and Status Assessment Branch.

Concept of Operations

The Damage and Status Assessment Branch is responsible for collecting, analyzing, and displaying information concerning damage and situation status as it relates to the incident and recovery. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Damage and Status Assessment Branch Leader will contact the Planning Section Chief, organize the branch, gather information on the extent of the emergency, and set up the status board.

Phase Two – Follow Through Activity

Following the initial response, the Damage and Status Assessment Branch Leader will collect, analyze, and display information concerning damage and situation status as it relates to the incident and recovery.

Damage and Status Assessment Branch Leader

Primary Responsibility	
	Provide on-going information on the status of the emergency response and the damage caused by the incident.
Response Actions	
	Contact the Planning Section Chief to determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit as needed and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Contact or report to the Planning Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Ensure that position logs, status boards, and other displays are kept current and legible.
	Prepare periodic damage and action reports for the Operations Executive and Incident Commander.
	Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.
	Establish and maintain activity log and other necessary files.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Planning Section Chief with preparation of the After-Action Report

Position Student Representative	
<i>Checklist</i>	5-C
Assigned to	Associate VP/Dean of Students, Student Development Services
Alternate	Assistant VP, Student Academic Support Services
Section	Planning

Objectives

The overall objectives of the Student Representative are to:

- Implement student response and recovery procedures.
- Establish and activate a communications plan to disseminate emergency planning information to students and Student Affairs staff.
- Advise the Planning Section Chief of special needs or considerations for students and Academic and Student Affairs staff most affected by the emergency.
- Maintain communications with Student Affairs staff concerning evacuated building security and re-entry information.

Concept of Operations

The Student Representative is responsible for determining the special needs or considerations for students most affected by the emergency event, and to function as the Student Affairs liaison to Management/Command. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Student Representative will contact the Planning Section Chief, organize the branch, and determine what impact the emergency is having on the students and Academic and Student Affairs staff.

Phase Two – Follow Through Activity

Following the initial response, the Representative will expand the communications with students and staff to identify special needs or considerations for students and staff most affected by the emergency event.

Student Representative

Primary Responsibility	
	Establish and activate a communications plan to disseminate emergency information to students and Student Affairs staff.
Response Actions	
	Contact the Planning Section Chief to determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff is immediately available to assist with addressing student issues.
	Meet with staff and ensure that responsibilities and assignments are clearly understood.
When Activated	
	Contact or report to the Planning Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number of casualties/injuries
	Activate the Student Affairs telephone tree and communicate specifics: who calls whom; when; and to what location will staff report.
	Determine the status of Student Health Services and University Village.
	Establish communication with Student Affairs departments and managers; obtain preliminary reports on building evacuation, damage, hazardous conditions, and other emergency response issues; and relay information to the Planning Section Chief.
	Ensure that Student Affairs departments and staff are informed of the emergency.
	Determine if evacuation is required: <ul style="list-style-type: none"> • When a building must be evacuated, provide instructions to students and staff about future access. • Provide the most appropriate and safest assembly area.
	Maintain contact with Student Affairs departments and managers during emergency response.
	Establish and maintain activity log and other necessary files.
	Act as the liaison to the EOC for student programs and Student Affairs staff.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Activate procedures for restoring critical departmental functions, including staffing plans.
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Planning Section Chief with preparation of the After-Action Report.

Position	Architects and Engineers Branch Leader
<i>Checklist</i>	5-D
Assigned to	Director, Planning, Design and Construction
Alternate	Associate Director, PDC/Campus Architect
Section	Planning

Objectives

The overall objectives of the Architects and Engineers Branch are to:

- Implement the Architects and Engineers Branch procedures.
- Ensure that qualified specialists are available to inspect buildings.
- Coordinate the inspection of all campus buildings, assign teams, and set priorities.
- Provide for re-occupancy of buildings and notifying Planning Section Chief of usable facilities.
- Supervise the Architects and Engineers Branch.

Concept of Operations

The Architects and Engineers Branch Leader is responsible for checking the structural integrity of campus buildings and other infrastructures. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Architects and Engineers Branch Leader will contact the Planning Section Chief, organize the branch, and determine the infrastructure damage.

Phase Two – Follow Through Activity

Following the initial response, the branch will assemble specialists and inspectors to assess the damage and conduct inspections for occupancy.

Architects and Engineers Branch Leader

Primary Responsibilities	
	Check campus buildings and infrastructure.
	Close buildings that cannot be occupied.
	Approve buildings for use.
Response Actions	
	Contact the Planning Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based upon the situation, activate staff within the unit as needed and assign responsibility for each function.
	Meet with all activated staff to ensure that responsibilities are clearly understood.
When Activated	
	Contact or report to the Planning Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number of casualties/injuries
	Ensure that inspectors begin a check of campus buildings.
	Establish and maintain activity log and other necessary files.
	Act as the liaison for the EOC with the county and other disaster assistance agencies to coordinate building and infrastructure activities.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Planning Section Chief with preparation of the After-Action Report.

LOGISTICS SECTION CHECK LISTS

1. Introduction

The following information is provided to assist with the roles and assignments for each member of the Emergency Management Operations Staff during the response and recovery phases of an emergency. The structure is based on Standard Emergency Management System (SEMS) principles and procedures established by the State of California. Outlined for each section and branch are the objectives, concepts of operation, and check lists for each position.

2. Standard Operating Procedures Development

For the California State University San Marcos San Marcos Emergency Management Plan to be complete, each SEMS section and branch must develop Standard Operating Procedures (SOP's). Upon completion, each SOP will become part of this plan by reference.

The SOP's will contain, in detail, those actions that are necessary to fulfill the SEMS functional responsibilities under this plan. Each SOP will include some generic information such as increased readiness activities, procedures for recalling departmental personnel, emergency assignments, and resource lists.

The Section Chief is responsible for the development and coordination of the SOP's for his/her section. A SOP should include procedures for increased readiness, initial response, extended response, and recovery, as defined below:

- Increased Readiness
The actions or steps that should be initiated when there is receipt of a warning or an observation that an emergency is imminent or likely to occur.
- Initial Response
The first actions or steps that are initiated when an emergency situation occurs. Emphasis should be placed on minimizing the effects of the emergency or disaster.
- Extended Response
The continuing actions or steps taken to minimize the effects of the emergency or disaster. Extended response involves the coordination and management of operations to facilitate the transition to the recovery phase.
- Recovery
The actions or steps taken to return the campus to routine operations.

3. About Check Lists

The following check lists are NOT all-inclusive. They provide a general road map intended to point SEMS members in the right direction and to serve as a quick reference. A more detailed check list should be developed for each section and branch once the Standard Operating Procedures have been established.

Position	Logistics Section Chief
Checklist	4-A
Assigned to	Director, Procurement and Support Services
Alternate	Coordinator, Contracts and Construction
Section	Logistics

Objectives

The overall objectives of the Logistics Section Chief are to:

- Manage and direct the Branch Leaders under the Logistics Section.
- Establish the appropriate level of organization for the Logistics Section.
- Activate branches within the Logistics Section as required; monitor section activities continuously and modify the organization as needed.
- Ensure that appropriate support is in place for incident communications, transportation, medical support, and that supplies and equipment are available for the incident response and management.
- Implement emergency procedures for obtaining and delivering resources.
- Ensure that Logistics Section position logs, status boards, and other displays are kept current and legible.
- Ensure that objectives for each branch are completed, collected, and posted in preparation for the next Action Planning meeting.
- Keep the Incident Commander informed of significant events.
- Prepare action reports.
- Ensure that Care and Shelter issues created by the emergency are identified and brought to the attention of the Management/Command Section.
- Ensure that the Documentation Branch receives files on all Logistics activities.
- Ensure that financial requirements are coordinated through the Finance Section.
- Supervise the Logistics Section.

Concept of Operations

The Logistics Section Chief manages and directs the Logistics branches and coordinates with EOC Management for resource support. Logistics also provides action reports to the Incident Commander to aid with the response. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the response will focus on the organization of the Logistics Section. Based on the situation, the Logistics Chief will activate branches within the section as needed and designate Branch Leaders for each function, meet with all Branch Leaders and ensure that responsibilities are clearly understood, and notify the Incident Commander when the Logistics Section is operational.

Phase Two – Follow Through Activity

Following the initial response, Logistics will provide resource support for handling life safety issues, fires, collapsed buildings, rescue operations, and evacuations and casualties; begin organizing and

coordinating the assignment and distribution of human and physical resources in support of the recovery; and ensure that the Logistics Section logs, status boards, and other displays are kept current and legible.

Logistics Section Chief

Primary Responsibilities			
	Oversee the logistical and resource support for the disaster.		
	Manages the Logistics Section of the EOC, including the following response branches:		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> • Care and Shelter • Transportation • Facilities </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> • Personnel and Volunteers • Procurement and Supply </td> </tr> </table>	<ul style="list-style-type: none"> • Care and Shelter • Transportation • Facilities 	<ul style="list-style-type: none"> • Personnel and Volunteers • Procurement and Supply
<ul style="list-style-type: none"> • Care and Shelter • Transportation • Facilities 	<ul style="list-style-type: none"> • Personnel and Volunteers • Procurement and Supply 		
Staffing Actions			
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.		
	Based on the situation, activate units within section as needed and designate Branch Leaders for each branch.		
	Meet with all Branch Leaders and ensure that responsibilities are clearly understood.		
Response Actions			
	Report to the Emergency Operations Center and function as the Logistics Section Chief.		
	Ensure that the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place.		
	Conduct an initial situation assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries 		
	Ensure that the Logistics Section position logs, status boards, and other displays are kept current and legible.		
	Keep the Incident Commander and Operations Executive aware of resources available on an on-going basis.		
	Prepare periodic resource status reports for the Operations Executive and Incident Commander.		
	Ensure that the Care and Shelter Branch Leader identifies the emergency shelter and food resource capability to support the emergency.		
	Ensure that the Transportation Branch Leader identifies the emergency transportation capability to support the emergency.		
	Ensure that the Facilities Branch Leader identifies the emergency facility capability to support the emergency.		

	Ensure that the Personnel and Volunteers Branch Leader identifies the staff and volunteer capability to support the emergency.
	Ensure that major incidents reports and branch status reports are completed by the Logistic Section and are accessible to the Planning Section.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Provide information and recommendations for the After-Action Report.

LOGISTICS SECTION CHIEF NIMS / SEMS / ICS CHECKLIST

- Obtain an initial brief from Incident Commander.
- Determine resource needs for the section:
- Order appropriate resources to staff section.
- Organize, assign, and brief subordinates:
 - Supply Unit Leader
 - Facilities Unit Leader
 - Ground Support Unit Leader
 - Communications Unit Leader
 - Medical Unit Leader
 - Food Unit Leader
- Establish an ordering process and ensure all sections are aware of the process.
- Track incident expansion /contraction due to changes in conditions or meeting of objectives.
- Conduct Logistics Section meeting to review proposed IAP and identify any changes necessary based on resource availability.
- Review proposed tactics for next operational period or periods at pre-planning meeting.
- Advise on current capabilities and limitations.
- Determine additional resources needed to support the proposed IAP.
- Identify potential or future requirements to meet long-range plans.
- Prepare and review applicable portions of the IAP.
- Ensure Medical, Transportation and Communications Plans are updated and provided to Planning.
- Participate in the Planning meeting and confirm status of resources identified in the Plan but not yet on-scene.
- When IAP approved (following Planning Meeting) provide final version of

applicable IAP forms/plans to Planning Section.

- Update IC/UC on current logistics problems and/or accomplishments.
- Interact and coordinate with all Command and General Staff elements to ensure the transfer and receipt of accurate/current information.
- Assist in the development and approval of an orderly, fiscally responsible incident demobilization plan:
 - Provide input to the Demobilization Plan
 - Lead times
 - Identify high cost resources
 - Equipment release considerations
- Demobilize section and transfer all functions and the completed documentation to appropriate staff.
- Participate in incident management team debriefing.
- Brief replacement if necessary.
- Provide Supply Unit Leader with a list of supplies to be replenished
- Forward all Section documentation to Documentation Unit.
- Maintain a detailed Unit Activity Log.

Position	Care and Shelter Branch Leader
<i>Checklist</i>	4-B
Assigned to Alternate	Director, Student and Residential Life Procurement and Support Services Staff
Section	Logistics

Objectives

The overall objectives of the Care and Shelter Branch Leader are to:

- Implement the Care and Shelter Branch procedures.
- Provide emergency shelter, food, and basic necessities for campus residents following a disaster.
- Feed emergency service workers.
- Provide lodging for mutual aid personnel and emergency workers as needed.
- Supervise the Care and Shelter Branch.

Concept of Operations

The Care and Shelter Branch is responsible for providing emergency shelter, food, and basic necessities for campus residents; feeding emergency workers; and providing lodging for mutual aid personnel and emergency workers as needed. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Care and Shelter Branch Leader will contact the Logistics Section Chief, organize the branch, and work on obtaining necessities for emergency workers such as food and water.

Phase Two – Follow Through Activity

Following the initial response, the branch will check on emergency shelter requirements, continue to arrange to feed emergency workers, and determine the need to provide basic necessities to staff and victims such as portable restrooms.

Care and Shelter Branch Leader

Primary Responsibilities	
	Feed emergency service workers.
	Provide emergency shelter, food, and basic necessities for campus residents.
Response Actions	
	Contact the Logistics Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit as needed and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Report to the Logistics Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Arrange for meals for emergency workers.
	Establish an area for emergency workers to rest and have meals.
	Determine present and future shelter needs.
	Establish and maintain activity log and other necessary files.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Logistics Section Chief with preparation of the After-Action Report.

Position	Transportation Branch Leader
<i>Check List</i>	4-C
Assigned to	Materials Management Lead
Alternate	Materials Management Staff
Section	Logistics

Objectives

The overall objectives of the Transportation Branch Leader are to:

- Implement the Transportation Branch procedures.
- Provide transportation for the evacuation of the campus population.
- Provide vehicles to transport critical supplies and emergency workers.
- Organize and assign staff and volunteers to drive vehicles in support of the emergency response.
- Provide vehicles to transport critical supplies and emergency workers.
- Supervise the Transportation Branch.

Concept of Operations

The Transportation Branch is responsible for providing vehicles and drivers for evacuations, supplies, and emergency workers. Performance of this function shall be in accordance to established procedures and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Transportation Branch Leader will contact the Logistics Section Chief, organize the branch, determine the status of campus vehicles, and provide drivers for evacuation needs.

Phase Two – Follow Through Activity

Following the initial response, the Branch Leader will organize transportation for emergency workers and critical supplies.

Transportation Branch Leader

Primary Responsibilities	
	Provide drivers and vehicles for evacuation.
	Provide drivers and vehicles for transportation of emergency workers and critical supplies.
Response Actions	
	Contact the Logistics Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit as needed and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Report to the Logistics Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Check existing equipment for readiness.
	Identify drivers and set a schedule.
	Establish and maintain activity log and other necessary files.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Logistics Section Chief with preparation of the After-Action Report.

Position	Facilities Branch Leader
<i>Checklist</i>	4-D
Assigned to	Materials Management Lead
Alternate	Warehouse Worker, Materials Management
Section	Logistics

Objectives

The overall objectives of the Facilities Branch Leader are to:

- Implement the Facilities Branch procedures.
- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Arrange for continuous maintenance of the facilities to include proper operation of utilities and restrooms.
- Organize and assign staff and volunteers to maintain the facilities.
- Supervise the Facilities Branch.

Concept of Operations

The Facilities Branch is responsible for providing facilities for the emergency response. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Facilities Branch Leader will contact the Logistics Section Chief, organize the branch, and determine what buildings are available for use for the emergency response.

Phase Two – Follow Through Activity

Following the initial response, the Facilities Branch will set up work areas and facilities for the response and recovery.

Facilities Branch Leader

Primary Responsibility	
	Provide facilities to carry out the emergency response.
Response Actions	
	Contact the Logistics Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the branch as needed and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Report to the Logistics Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Ensure that position logs, status boards, and other displays are kept current and legible.
	Check if all facilities to carry out the emergency response are operational.
	Establish and maintain activity log and other necessary files.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Logistics Section Chief with preparation of the After-Action Report.

Position	Personnel and Volunteers Branch Leader
<i>Checklist</i>	4-E
Assigned to Alternate	Associate VP/Chief of Staff, External Affairs Deputy Controller
Section	Logistics

Objectives

The overall objectives of the Personnel and Volunteers Branch are to:

- Implement emergency Personnel and Volunteers procedures.
- Provide personnel resources as requested in support of the EOC and field operations.
- Develop and organize a volunteer service worker program.
- Establish a campus directory of technical and specialized university employees who could be called upon to provide assistance during an emergency.
- Establish a registration and assignment process for volunteers.
- Ensure that all staff and volunteers receive a current situation and safety briefing upon check-in.
- Coordinate with Counseling and Psychological Services to determine the need for crisis counseling for emergency workers and the campus community.
- Supervise the Personnel and Volunteers Branch.

Concept of Operations

The Personnel and Volunteers Branch is responsible for organizing volunteers and technical/specialized university employees who could be called upon to provide assistance during an emergency, and to coordinate with Counseling and Psychological Services to determine the need for crisis counseling for emergency workers and the campus community. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Personnel and Volunteers Branch Leader will contact the Logistics Section Chief, organize the branch, and initiate procedures for volunteers and technical/specialized university employees to assist with the emergency.

Phase Two – Follow Through Activity

Following the initial response, the branch will coordinate with Counseling and Psychological Services to determine the need for crisis counseling for emergency workers and the campus community.

Personnel and Volunteers Branch Leader

Primary Responsibilities	
	Operate the volunteer check-in process.
	Identify technical/specialized university employees who could be called upon to provide assistance during the emergency.
	Coordinate with Counseling and Psychological Services for crisis counseling for emergency workers and the campus community.
Response Actions	
	Contact the Logistics Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the branch as needed and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Report to the Logistics Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure the unit is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Ensure the position logs, status boards, and other displays are kept current and legible.
	Establish an area for volunteers and technical/specialized personnel to check in and advise the Logistics Section Chief of its location.
	Coordinate with Counseling and Psychological Services for crisis counseling for emergency workers and the campus community.
	Establish and maintain activity log and other necessary files.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Logistics Section Chief with preparation of the After-Action Report.

Position	Procurement and Supply Branch Leader
<i>Checklist</i>	4-F
Assigned to	Buyer, Procurement and Support Services
Alternate	Buyer, Procurement and Support Services
Section	Logistics

Objectives

The overall objectives of the Procurement and Supply Branch Leader are to:

- Implement Procurement and Supply procedures.
- Establish in advance contracts and agreements for obtaining supplies and essential resources during an emergency.
- Obtain supplies and resources during an emergency.
- Organize and operate a distribution center for emergency supplies and resources.
- Distribute supplies during a disaster in support of the emergency operation.
- Implement the procurement of resources in support of the emergency operation.
- Establish a directory of vendors who will be used during an emergency.
- Implement procurement procedures which meet the requirements of FEMA and Cal OES.
- Create a plan for rapid emergency procurements.
- Establish agreements with public and private organizations to be called upon if needed.
- Supervise the Procurement and Supply Branch.

Concept of Operations

The Procurement and Supply Branch is responsible for obtaining and delivering resources for the emergency response. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Procurement and Supply Branch Leader will contact the Logistics Section Chief, organize the branch, and contact vendors and implement emergency contracts and agreements.

Phase Two – Follow Through Activity

Following the initial response, the focus will involve the distribution of resources as directed by the emergency response operation.

Procurement and Supply Branch Leader

Primary Responsibility	
	Acquire resources to support the emergency.
	Collect, inventory, and distribute supplies and resources to support the emergency.
Response Actions	
	Contact the Logistics Section Chief and determine if the unit will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the branch as needed and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Report to the Logistics Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Establish and maintain activity log and other necessary files.
	Ensure the branch is set up properly with appropriate personnel, equipment, and supplies in place.
	Request information on potential supplies, equipment, and services that may be needed.
	Open standing agreements with outside vendors and agencies.
	Anticipate possible resources needed; locate and place on stand-by.
	Establish and maintain activity log and other necessary files.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Logistics Section Chief with preparation of the After-Action Report.

FINANCE SECTION CHECK LISTS

1. Introduction

The following information is provided to assist with the roles and assignments for each member of the Emergency Management Operations Staff during the response and recovery phases of an emergency. The structure is based on Standard Emergency Management System (SEMS) principles and procedures established by the State of California. Outlined for each section and branch are the objectives, concepts of operation, and check lists for each position.

2. Standard Operating Procedures Development

For the California State University San Marcos San Marcos Emergency Management Plan to be complete, each SEMS section and branch must develop Standard Operating Procedures (SOP's). Upon completion, each SOP will become part of this plan by reference.

The SOP's will contain, in detail, those actions that are necessary to fulfill the SEMS functional responsibilities under this plan. Each SOP will include some generic information such as increased readiness activities, procedures for recalling departmental personnel, emergency assignments, and resource lists.

The Section Chief is responsible for the development and coordination of the SOP's for his/her section. A SOP should include procedures for increased readiness, initial response, extended response, and recovery, as defined below:

- Increased Readiness
The actions or steps that should be initiated when there is receipt of a warning or an observation that an emergency is imminent or likely to occur.
- Initial Response
The first actions or steps that are initiated when an emergency situation occurs. Emphasis should be placed on minimizing the effects of the emergency or disaster.
- Extended Response
The continuing actions or steps taken to minimize the effects of the emergency or disaster. Extended response involves the coordination and management of operations to facilitate the transition to the recovery phase.
- Recovery
The actions or steps taken to return the campus to routine operations.

3. About Check Lists

The following check lists are NOT all-inclusive. They provide a general road map intended to point SEMS members in the right direction and to serve as a quick reference. A more detailed check list should be developed for each section and branch once the Standard Operating Procedures have been established.

Position	Finance Section Chief
<i>Checklist</i>	5-A
Assigned to	Associate Vice President, Finance and Business Services
Alternate	CMS Project Manager
Section	Finance

Objectives

The overall objectives of the Finance Section Chief are to:

- Coordinate and manage the Finance Section response for a major disaster or technological incident affecting Cal State San Marcos.
- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time is recorded for all campus emergency response personnel.
- Ensure that workers’ compensation claims resulting from the response are processed within a reasonable time, given the nature of the situation.
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
- Provide budgets for the emergency response and recovery phases.
- Supervise the Finance Section.

Concept of Operations

The Finance Section Chief manages and directs the Finance Section and coordinates tracking and authorization of expenditures with EOC management. The Finance Section is responsible for the required fiscal documentation needed and produced during the emergency. Finance also provides financial planning and advice to the Incident Commander to aid in meeting any fiscal statutory requirements. Performance of these functions shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the response will focus on the organization of the Finance Section. Based upon the situation, the Finance Section Chief will activate branches within the section as needed and designate Branch Leaders for each branch; meet with all Branch Leaders and ensure that responsibilities are clearly understood; meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section; and notify the Incident Commander when the Finance Section is operational.

Phase Two – Follow Through Activity

Following the initial response, the Finance Section Chief will collect information concerning current and expected costs as they relate to the incident and recovery; prepare periodic budget reports for the Operations Executive containing estimated damage amounts (coordinated with the Damage and Status Assessment Branch) and estimated emergency expenditures (coordinated with the Planning Section Chief); and ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor’s Office of Emergency Services.

Finance Section Chief

Primary Responsibilities	
	Oversee the financial aspects of the emergency.
	Manage the Finance Section of the EOC, including the following response branches:
<ul style="list-style-type: none"> • Documentation • Accounting and Audit • Planning and Budget 	<ul style="list-style-type: none"> • Compensation and Claims • Time-Keeping
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate branches within the section as needed and designate Branch Leaders for each branch.
	Meet with all Branch Leaders and ensure that responsibilities are clearly understood.
Response Actions	
	Report to the Emergency Operations Center and function as the Finance Section Chief.
	Ensure that the Finance Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Conduct an initial situation assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the Finance Section position logs, status boards, and other displays are kept current and legible.
	Keep the Incident Commander and Operations Executive aware of the current fiscal situation and other related matters on an on-going basis.
	Prepare periodic budget reports for the Operations Executive containing estimated damage amounts (coordinated with the Damage and Status Assessment Branch) and estimated emergency expenditures (coordinated with the Planning Section Chief).
	Ensure that the Documentation Branch maintains all financial records throughout the event or disaster.
	Ensure that the Time-Keeping Branch tracks and records all agency staff time.
	Ensure that an accounting system is started for the emergency, including labor, procurement contracts, and all other accounts.
	Ensure that the Compensation and Claims Branch processes all workers' compensation claims resulting from the emergency within a reasonable timeframe given the nature of the situation.

	Ensure that the Finance Section provides administrative support to other EOC sections as required.
	Provide information and recommendations to the Planning Section Chief for the After-Action report. Continue follow through with the FEMA-OES disaster assistance application process.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Develop a budget outlining the recovery costs.
	Organize and prepare records for final audit.
	Provide information and recommendations for the After-Action Report.

FINANCE/ADMINISTRATION SECTION CHIEF NIMS / SEMS / ICS CHECKLIST

- Obtain an initial briefing from Incident Commander
- Size and complexity of incident
- Agencies/organizations/stakeholders involved
- Incident activities/situation
- Special concerns and Fiscal Limitations
- Review initial Incident Action Plan.
- Determine resource needs for the section:
- Submit requests thru Logistics.
- Organize, assign, and brief subordinates:
 - Procurement Unit Leader
 - Time Unit Leader
 - Claims Unit Leader
 - Cost Unit Leader
- Determine funding sources for incident.
- Identify and publish avenues for claim processing.
- Track incident expansion /contraction due to changes in conditions and meeting of objectives.
- Collect cost data from applicable ICS sections.
- Process procurement requests.
- Develop operational period cost summary report and distribute to:
 - Incident Commander
 - Section Chiefs
 - Situation Unit Leader
 - Documentation Unit Leader
- Demobilize section and transfer all functions and completed financial documentation to appropriate personnel.
- Maintain a detailed Finance/Administration Section Unit Activity Log.

Position	Documentation Branch Leader
<i>Checklist</i>	5-B
Assigned to	Director, Student Financial Services
Alternate	Administrative Support Coordinator, Student Financial Services
Section	Finance

Objectives

The overall objectives of the Documentation Branch are to:

- Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
- Coordinate all fiscal recovery and disaster assistance with state and federal agencies.
- Prepare and maintain a cumulative cost report for the disaster.
- Assist the Recovery Team and all recovery operations.

Concept of Operations

The Documentation Branch collects and maintains documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor’s Office of Emergency Services. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Branch Leader will contact the Finance Section Chief; organize the branch; set up emergency cost recovery tracking procedures; ensure that each section is documenting cost recovery information from the onset of the event or disaster; and collect required cost recovery documentation daily at the end of each shift.

Phase Two – Follow Through Activity

Following the initial response, the Branch Leader will meet with the Finance Section Chief to review EOC position logs, journals, status reports, and action plans to determine additional cost recovery items that may have been overlooked, and act as the liaison for the EOC with the county and other disaster assistance agencies to coordinate the cost recovery process.

Documentation Branch Leader

Primary Responsibilities	
	Prepare and maintain the FEMA-Cal OES documentation package.
	Maintain the documentation files supporting the disaster assistance application process.
Response Actions	
	Contact the Finance Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based upon the situation, activate staff within the unit and assign responsibilities for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	<p>Contact or report to the Finance Section Chief for an initial assessment to determine:</p> <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Establish and maintain position log and other necessary files. Set up and maintain a binder or other system for documentation information.
	Ensure that each section is documenting cost recovery information from the onset of the event or disaster. Collect required cost recovery documentation daily at the end of each shift.
	Meet with the Finance Section Chief and review EOC position logs, journals, and all status reports and action plans to determine additional cost recovery items that may have been overlooked.
	Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.
	Contact and assist Section Chiefs and obtain their cumulative cost totals for the event or disaster on a daily basis.
	Act as the liaison for the EOC with the county and other disaster assistance agencies to coordinate the cost recovery process.

Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Finance Section Chief with preparation of the After-Action Report

Position	Accounting and Audit Branch Leader
<i>Checklist</i>	5-C
Assigned to	Accounting Services Lead
Alternate	Accountant, Accounting Services
Section	Finance

Objectives

The overall objectives of the Accounting and Audit Branch Leader are to:

- Implement emergency accounting and auditing procedures.
- Coordinate accounting documentation of all emergency expenses, including labor, benefits, purchases, and contracts.
- Provide auditing of all expenditures to verify budget accounts, invoices, and documentation.
- Assist with the documentation for FEMA and Cal OES.
- Supervise the Accounting and Audit Branch.

Concept of Operations

The Accounting and Audit Branch provides accounting for the emergency response and recovery, and provides auditing of all expenditures. Performance of this function shall be in accordance to established procedure, and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Accounting and Audit Branch Leader will contact the Finance Section Chief, organize the branch, and set up emergency accounting procedures.

Phase Two – Follow Through Activity

Following the initial response, the branch will collect information concerning current and expected costs as they relate to the incident and recovery; ensure that a disaster accounting system is established to include an exclusive account code for disaster response; compute costs for use of equipment owned, rented, donated, or obtained through mutual aid; organize and prepare records for final audit; and prepare and maintain a cost report for the Finance Section Chief which should provide cumulative analyses, summaries, and total disaster/event-related expenditures for the campus.

Accounting and Audit Branch Leader

Primary Responsibilities	
	Provide emergency accounting for the emergency response and recovery.
	Audit all expenditures and records.
Response Actions	
	Contact the Finance Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	<p>Contact or report to the Finance Section Chief for an initial assessment to determine:</p> <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Assign a disaster account code for use in all emergency-related transactions to provide a tracking mechanism for calculating disaster costs.
	Obtain copies of all purchase orders, contracts, labor hour reports, and other expense records pertaining to the emergency response.
	As soon as possible, provide a disaster cost estimate to the Finance Section Chief and update as requested.
	Set up an accounting file by facility. Prepare files to provide detail on personnel costs, individual invoices for expenses, time records, etc.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Finance Section Chief with preparation of the After-Action Report

Position	Planning and Budget Branch Leader
<i>Checklist</i>	5-D
Assigned to	Director, Budget Office
Alternate	Associate Budget Analyst
Section	Finance

Objectives

The overall objectives of the Planning and Budget Branch are to:

- Implement emergency budget procedures.
- Identify existing sources of funding for emergency expenditures.
- Provide projections for expenses associated with the emergency operations.
- Assist with the documentation for FEMA and Cal OES.
- Supervise the Planning and Budget Branch.

Concept of Operations

The Planning and Budget Branch identifies existing sources of funding for expenditures for the emergency response and recovery, and also provides projections for expenses associated with the emergency operations and recovery. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Planning and Budget Branch Leader will contact the Finance Section Chief and organize the branch.

Phase Two – Follow Through Activity

Following the initial response, the branch will identify existing sources of funds for emergency expenditures, provide budgets for the emergency response and recovery phases, and identify cost implications associated with various planning alternatives.

Planning and Budget Branch Leader

Primary Responsibilities	
	Identify existing sources of funding for emergency expenditures.
	Establish budgets for emergency expenses.
Response Actions	
	Contact the Finance Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	<p>Contact or report to the Finance Section Chief for an initial assessment to determine:</p> <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Implement procedures for identifying needed funding.
	Obtain information from Accounting and Audit, Time-Keeping, Compensation and Claims, and Documentation Branches.
	As soon as possible, provide funding source information to the Finance Section Chief and provide updated information as requested.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Finance Section Chief with preparation of the After-Action Report.

Position	Compensation and Claims Branch Leader
<i>Checklist</i>	5-E
Assigned to	Risk Manager
Alternate	Workers Compensation and Risk Analyst
Section	Finance

Objectives

The overall objectives of the Compensation and Claims Branch Leader are to:

- Implement the compensation/claims procedures.
- Oversee the investigation of injuries and property/equipment damage claims involving the campus and arising out of the event or disaster.
- Complete all forms required by the campus workers’ compensation program.
- Monitor potential human, financial, and property damage.
- Process claims resulting from property damage, injuries, or fatalities.
- Assist with the documentation for FEMA and Cal OES.
- Supervise the Compensation and Claims Branch.

Concept of Operations

The Compensation and Claims Branch handles claims resulting from property damage and injuries or fatalities associated with the emergency response and recovery; monitors potential human, financial, and property damage; develops risk-financing strategies (i.e. self-insurance and insurance coverage); documents and processes staff injuries (workers’ compensation); processes financial and property damage claims; and recommends loss-prevention/loss control measures to Risk Management and Safety. Performance of this function shall be in accordance with established procedures and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Compensation and Claims Branch Leader will contact the Finance Section Chief, organize the branch, and set up a claims office.

Phase Two – Follow Through Activity

Following the initial response, the Compensation and Claims Branch will investigate all injury and damage claims as soon as possible, and collect and process claims from property damage, injuries, or fatalities; coordinate with the Health and Safety Branch Leader regarding the mitigation of hazards; and implement procedures for tracking data FEMA and Cal OES requirements.

Compensation and Claims Branch Leader

Primary Responsibility	
	Establish and operate an emergency compensation/claims office.
Response Actions	
	Contact the Finance Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Contact or report to the Finance Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	As soon as possible, provide current claims information to the Finance Section Chief, providing updated information as requested.
	Establish and maintain a position log and other necessary files. Maintain a chronological log of injuries, illnesses, and property damage reported during the event or disaster.
	Investigate all injury and damage claims as soon as possible.
	Prepare forms for all verifiable injury claims and forward them to the Workers' Compensation Coordinator within the required timeframe consistent with campus policy and procedures.
	Inform Finance Section Chief of significant issues affecting the Compensation and Claims Branch.
	Coordinate with the Health and Safety Branch Leader regarding the mitigation of hazards.
Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Finance Section Chief with preparation of the After-Action Report.

Position	Time-Keeping Branch Leader
<i>Checklist</i>	5-F
Assigned to	Assistant to the Associate VP, Finance and Business Services
Alternate	Administrative Support, Finance and Business Services
Section	Finance

Objectives

The overall objectives of the Time-Keeping Branch Leader are to:

- Track, record, and report all on-duty time for personnel working during the event or disaster.
- Ensure that personnel time records, travel expense claims, and other related forms are prepared and submitted.
- Establish and maintain position logs and other necessary files.
- Maintain data for FEMA and Cal OES documentation.

Concept of Operations

The Time-Keeping Branch ensures that personnel time records, travel expense claims, and other related forms are prepared and submitted for the emergency response and recovery. The branch initiates, gathers, or updates time reports from all personnel including volunteers assigned to each shift, and ensures that time records are accurate and prepared in compliance with campus policy. Performance of this function shall be in accordance to established procedure and involves two distinct phases.

Phase One – Initial Response

During the first few hours of the emergency, the Time-Keeping Branch Leader will contact the Finance Section Chief, organize the branch, set up emergency time-keeping procedures, and provide instructions to all supervisors to ensure that time sheets and travel expense claims are completed properly.

Phase Two – Follow Through Activity

Following the initial response, the branch will establish a file for each employee or volunteer within the first operational period to maintain a fiscal record for as long as the employee is assigned to the emergency response; obtain complete personnel rosters from the Personnel and Volunteers Branch (rosters must include all EOC personnel as well as personnel assigned to the field level); and keep the Finance Section Chief informed of significant issues affecting the Time-Keeping Branch.

Time-Keeping Branch Leader

Primary Responsibilities	
	Track, record, and report all on-duty time for personnel working during the event or disaster.
	Ensure that personnel time records, travel expense claims, and other related forms are prepared and submitted.
Response Actions	
	Contact the Finance Section Chief and determine if the branch will be needed or placed on stand-by.
Staffing Actions	
	Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for the incident.
	Based on the situation, activate staff within the unit and assign responsibility for each function.
	Meet with all staff and ensure that responsibilities are clearly understood.
When Activated	
	Contact or report to the Finance Section Chief for an initial assessment to determine: <ul style="list-style-type: none"> • Type of emergency • Location of emergency • Type of structure/vehicles involved • Size of area involved • Number of additional people required • Incident Command Post location • Staging area locations • Access routes for emergency vehicles • Assistance required (i.e. medical, fire, physical plant, environmental safety) • Number and type of casualties/injuries
	Ensure that the branch is set up properly and that appropriate personnel, equipment, and supplies are in place.
	Establish and maintain position logs and other necessary files.
	Initiate, gather, or update time reports from all personnel, including volunteers assigned to each shift. Ensure that time records are accurate and prepared in compliance with campus policy.
	Obtain complete personnel rosters from the Personnel and Volunteers Branch (rosters must include all EOC personnel as well as personnel assigned to the field level).
	Provide instructions to all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submission.
	Establish a file for each employee or volunteer within the first operational period in order to maintain a fiscal record for as long as the employee is assigned to the emergency response.
	Inform the Finance Section Chief of significant issues affecting the Time-Keeping Branch.
	Maintain files throughout the emergency and forward for documentation (it is helpful to organize the files as binders, with duplicates prepared for the disaster assistance program application to FEMA and Cal OES).

Recovery Actions	
	Ensure that all documentation is accurately maintained for the Documentation Branch during the response and submitted on the appropriate forms for the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (Cal OES).
	Provide lists of personnel on duty and any preliminary information on personnel matters or claims to the Finance Section Chief.
	Assist the Finance Section Chief with preparation of the After-Action Report.