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<td>Emergency Policy Executive</td>
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<td>Provost &amp; VP Academic Affairs</td>
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<td>VP Administration &amp; Finance/CFO</td>
<td>AVP HR and Payroll</td>
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<td>Campus Emergency Coordinator</td>
<td>EOC Coordinator</td>
<td>Admin Ops Manager, UPD</td>
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<td>Incident Commander</td>
<td>Chief of Police</td>
<td>Patrol LT., UPD</td>
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<td>Public Information Officer</td>
<td>AVP Univ. Communications</td>
<td>News and Information Manager</td>
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<td>Safety Officer</td>
<td>AVP Risk Management</td>
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<td>Logistics Section Chief</td>
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<td>Manager, Trades</td>
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<td>Finance Section Chief</td>
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SIGNED PROMULGATION

The preservation of life and property is an inherent responsibility of California State University East Bay (CSUEB). While no plan can completely prevent death and destruction, reasonable plans carried out by knowledgeable and well trained personnel can and will minimize losses.

CSUEB has prepared this Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) compliant Emergency Operations Plan to ensure effective and efficient allocation of resources for the benefit and protection of the CSUEB population during times of emergency.

This plan establishes the Emergency Organization, assigns tasks, specifies policies and general procedures and provides for the coordination of planning efforts regarding Faculty, Staff and Students.

This plan will be reviewed annually, exercised periodically and revised as necessary to satisfy changing conditions and needs.

I give my full support to this plan and urge all Faculty, Staff and Students — individually and collectively — to participate in CSUEB’s emergency preparedness efforts.

Approved by:

Leroy M. Morishita,  
President

August 3, 2017

Date
**RECORD OF REVIEW**

Revised/Reviewed by:

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<th>Title</th>
<th>Name</th>
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<td>Emergency Operations Coordinator, UPD</td>
<td>Rochelle Muse</td>
<td>fecha</td>
<td>8/15/17</td>
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<td>Chief of Police, UPD</td>
<td>Sheryl Boykins</td>
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## RECORD OF CHANGES

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<td>08/04/17</td>
<td>Removed tertiary EOC positions and updated EOC Roster</td>
<td>D.Placzek</td>
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<td>08/04/17</td>
<td>Sec. 8 – added Deny Entry procedures</td>
<td>D.Placzek</td>
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<td>Sec. 8 – added International Students procedures</td>
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<td>4</td>
<td>08/04/17</td>
<td>Sec. 8 – added addressing individuals with limited English proficiency</td>
<td>D.Placzek</td>
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<td>Sec. 8 – updated VTLs require training annually</td>
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<td>Sec. 8 – Updated current FEMA training and in-house training requirements</td>
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<td>Added Branch and Unit checklists and updated Section Chiefs checklists.</td>
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<td>Sec. 8, Table Drills - Updated housing drill schedule to 2 drills per year</td>
<td>D.Placzek</td>
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<td>08/04/17</td>
<td>Updated Section 4: Continuity of Authority – CSUEB, A. CSUEB Lines of Succession revised</td>
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<td>10</td>
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<td>Revised Section 8, H. EOC Operations Support, Department Operations Centers to describe how housing will coordinate with the EOC.</td>
<td>D.Placzek</td>
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<td>Revised Section 7, L, clarifying roles of Deans, Department Chairs, and MPPs.</td>
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<td>Added IC role description to Section 7, part D</td>
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<td>18 Chief of Information Technology Services (ITS)</td>
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<td>19 General Manager, Pioneer Bookstore</td>
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<td>20 Dean, College of Letters, Arts and Social Sciences</td>
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FOREWORD

This California State University East Bay (CSUEB) Emergency Operation Plan (EOP) is a guide on how to conduct an all-hazard response. It is built on scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities on the campus. The plan describes specific authorities and best practices for managing large and small emergencies, natural and manmade.

The centerpiece of comprehensive emergency management for CSUEB is the Emergency Operation Plan (EOP). The EOP defines the scope of preparedness activity necessary to make it an effective operational guide. In order to become familiar with their responsibilities and acquire the skills necessary to perform the required tasks, emergency personnel must attend training sessions regularly. In addition, exercises provide a means to validate plans, checklists and procedures and evaluate the skills or response personnel.

The EOP facilitates response and short-term recovery activities, streamlining long term recovery.
Executive Order No. 1056

March 07, 2011

MEMORANDUM

TO: CSU Presidents
FROM: Charles B. Reed, Chancellor

SUBJECT: California State University – Emergency Management Program Executive Order No. 1056

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

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

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

CBR/ztg

Attachment

c: Vice Chancellors
   Provosts/Vice Presidents for Academic Affairs
   Vice Presidents for Business and Finance
   Campus Police Chiefs
   Campus Emergency Coordinators
   Human Resource Directors
   Risk Managers
Section 1: INTRODUCTION

A. PURPOSE

This California State University East Bay (CSUEB) Emergency Operations Plan (EOP) is meant to aid the Emergency Operations Center’s (EOC) efforts to develop and maintain a viable all-hazards emergency operations plan. The EOP reflects what the campus will do to protect itself from hazards with the resources it has or can obtain.

The EOP incorporates operating procedures from the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS) for handling major emergencies which could disrupt normal campus operations. Though the most likely emergencies will involve fires, earthquakes, hazardous material incidents, terrorist threats, violent intruder, pandemic, or bomb threat, the EOP is designed to have an all-hazard approach to emergencies and provide guidelines for responding to University emergencies not outlined in this EOP.

The EOC is considered a multi discipline/department coordination entity and is intended to support the field forces by providing overall coordination and prioritizing of resources. In addition, the EOC is expected to coordinate and work with the appropriate federal, state, and local government agencies as well as applicable segments of private sector entities and volunteer agencies to assess situation status, monitor resource needs, and coordinate requests for resources from outside agencies and jurisdictions.

B. SCOPE

This Emergency Operations Plan is a campus-level plan that guides the emergency response of CSUEB personnel and resources during an emergency. It is the official Emergency Operations Plan for CSUEB and supersedes previous plans and precludes employee actions not in concert with the intent of this plan or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices and annexes hereto.

This Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

This EOP applies to all activities conducted by CSUEB personnel, students and visitors. The emergency management procedures for specific buildings/facilities and departments are consistent in framework but may vary in scope based upon the individual activities, operations and hazards.

This Plan covers Hayward, Concord and Oakland Campuses and remote classrooms.

C. SITUATIONS and ASSUMPTIONS

Situation

- CSUEB is subject to many hazards that will require the use of a centralized emergency operations center (EOC) to facilitate policymaking, coordination, and
control of response resources in a large-scale emergency/disaster situation.

- CSUEB will normally manage large scale emergency/disaster operations from its EOC.
- Field operations will be controlled from one or more Incident Command Post(s) which will be located near the emergency/disaster scene.
- The EOC has the capability to communicate with the necessary local and county agencies needed in times of emergency.

Assumptions

- The EOC procedures will be adequate for most disaster conditions that could arise for CSUEB.
- The University Police Chief will designate an Emergency Operations Center Coordinator/Manager who will coordinate a review of EOC procedures and equipment and update as necessary.
- The EOC procedure provides for the centralized locating of five functional sections of incident response consistent with NIMS: Command; Operations; Planning; Logistics; and Finance.
- Close coordination must be maintained between CSUEB, and the City of Hayward and Alameda County and/or the City of Concord and Contra Costa County and any established Incident Command Posts (ICPs) to identify special considerations, secondary threats, and available resources.

D. PLAN APPROVAL AND IMPLEMENTATION

This Plan implements the emergency preparedness authority conveyed to the President by the CSU Chancellor. The planning in this document has been coordinated with local government, state agencies, and with the CSU System. The CSU Office of Risk Management acts as the clearinghouse for all CSU emergencies and planning, in coordination with State OES. This Plan is reviewed and recommended to the President for approval by the Vice President of Administration and Finance/CFO.

The University Police Chief will assign a Campus Emergency Coordinator/Manager who will be responsible for maintaining and implementing Emergency Operations Plan (EOP) and maintaining the Emergency Operation Center (EOC). They will review, update, and distribute the EOP at least annually, or when changes have been made to the Plan. Changes will be made, as warranted and major revisions will be published when required. The University Police Chief will determine if changes between annual reviews require the authorized signature of the President or other authorized administrator. This EOP supersedes all previous plans.

Section 2: AUTHORITIES AND REFERENCES - Overview

California State University East Bay’s emergency planning must be consistent with applicable statutes and administrative orders. CSUEB must ensure that all personnel assigned specific responsibilities in support of this Plan are adequately trained and prepared to assume those responsibilities.
The authorities and references section establishes: 1) the legal basis (statutes, ordinances, executive orders, regulations, proclamations) for emergency operations; and 2) the basis for delegation of emergency authority, i.e., enabling measures sufficient to ensure that specific emergency-related legal authorities can be exercised by elected or appointed leadership or their designated successors.

The State’s Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authority and responsibility, and describes the functions and operations of government at all levels during extraordinary emergencies. Sections 8567, 8587 and 8614 (a) provide the Governor with the authority to direct Executive Departments of the State to support such planning and preparedness and other emergency activities. The Governor’s Executive Order No. W-9-91 directs each agency to be responsible for “emergency planning, preparedness and training”. Each agency shall establish a line of succession “and train its employees to properly perform emergency assignments.”

The State’s Emergency Plan uses a standard management approach allowing for individual plans of State agencies, to interact effectively. The CSU System is part of this effort. The Governor’s Executive Order No. D-25-83 calls for the CSU to develop maintain and support emergency planning and operations. The CSU Chancellor promulgated Executive Order No. 696, giving to campus Presidents the responsibility to implement a multi-hazard emergency preparedness program. This Plan is, therefore, considered to be an extension of the State Emergency Plan.

Administrative Orders, prepared under the authority of the Governor’s Executive Order W-9-91, expand upon and consolidate the emergency assignments of State agencies. CSU System-wide planning delegates authority and assigns emergency preparedness responsibilities to campuses. Responsibility for planning, organizing, training, and other preparedness activities necessary to allow the campus emergency management organization to carry out these assigned tasks are assigned to the University President by the Chancellor’s Office and the State under the Executive Order 1056.


Section 3: DECLARATION OF EMERGENCY

A. CAMPUS

In an emergency and as conditions warrant, an official proclamation by the University President or his/her designee will have the following effects and provide legal authority to:
- Promulgate orders, regulations, and policies necessary to provide for the protection of life and property, including closure of campus.
• Facilitate participation in mutual aid from State agencies, CSU campuses, or local jurisdictions.
• Activate campus personnel, logistical resources (and campus facilities) for emergency response to an emergency.
• Ensure emergency response personnel are acting with authority to manage, control, and participate in activities outside the regular scope of employees' duties.
• Provide an appropriate procedure for rostering emergency workers.
• Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and state and Federal disaster relief funds, where applicable.
• Implement documentation of damages, expenses, and recording of cost for reimbursement for extraordinary expenses and to seek federal disaster relief where appropriate.
• Impose penalties for violation of lawful orders under Education Code Section 89031.
• Conduct emergency operations without facing liabilities for performance, or failure of performance (Article 17 of the California Emergency Services Act).

CSUEB will proclaim a formal Campus Emergency when additional assistance is required from other CSU campuses or if local, State, and possibly Federal assistance will be needed. CSUEB will request a resolution from the local Cities and Counties if conditions extend into the larger community. The University's formal declaration will also be submitted to the Chancellor's Office.
Requests for mutual aid will be initiated when additional material and/or personnel are required to respond to the emergency. Fire and law enforcement agencies will request or render mutual aid directly through established channels. The University President or their designee must authorize any action, which involves financial outlay by the campus, or a request for military assistance.

B. LOCAL EMERGENCY
The Local Emergency may include the Cities of Hayward, Concord, or Oakland as well as one or more of the campuses. In that case, the authority to proclaim a Local Emergency is the responsibility of the City Mayor(s), or in his/her absence, the designated alternate. The governing body must also proclaim the termination of the Local Emergency as soon as conditions warrant. A proclamation of a Local Emergency provides the governing body the authority to:

• Provide mutual aid consistent with the provisions of local ordinances, resolutions, emergency plans, and agreements.
• Receive mutual aid from State agencies.
• In the absence of a State of War Emergency or State of Emergency, seek recovery of the cost of extraordinary services incurred in executing mutual aid agreements.
• Promulgate orders and regulations necessary to provide for protection of life and property.
• Promulgate orders and regulations imposing curfew.
• Additionally, certain immunities from liability are provided for in the Emergency Services Act.

When the local resources are overwhelmed, the County of Alameda or Contra Costa, in their role as County Operational Area, may proclaim a local area emergency that will include all applicable jurisdictions.

C. STATE OF EMERGENCY

The Governor may declare a STATE OF EMERGENCY when conditions warrant and/or when the mayor or chief executive of a city or the chairman of the Board of Supervisors or county administrative officer, requests the proclamation. Alternatively, the Governor may proclaim a STATE OF EMERGENCY in the absence of a request if it is determined that 1) conditions warrant a proclamation and 2) local authority is inadequate to cope with the emergency.

The proclamation must be in writing, be well publicized, and filed with the Secretary of State as soon as possible following issuance. The proclamation is effective upon issuance.

During a STATE OF EMERGENCY, the Governor has the authority to promulgate, issue, and enforce orders and regulations within the affected area and employ State personnel, equipment, facilities, and other resources to mitigate the effects of the emergency. A STATE OF EMERGENCY must be terminated as soon as conditions warrant.

If the Governor requests and receives a Presidential declaration of an EMERGENCY or a MAJOR DISASTER under Public Law 93-288 (Federal Disaster Relief Act of 1974), he/she will appoint a State Coordinating Officer (SCO). A duly appointed Federal Coordinating Officer and the SCO will coordinate and control State and Federal efforts in support of City and County operations.

Section 4: CONTINUITY OF AUTHORITY - CSUEB

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

• Standby officers for the governing body
• Alternate seat of government
• Preservation of vital records

The ultimate responsibility for emergency management on campus belongs to the President. To ensure the orderly continued operations of the university, the President may delegate functions to other administrators. However, this delegation does not remove final authority and responsibility from the President.
A. CSUEB LINES OF SUCCESSION
In emergency operations the following is the line of succession:
1. University President
2. Provost (Vice President for Academic Affairs)
3. Vice President, Administration and Finance/CFO
4. Vice President, Student Affairs
5. Vice President, University Advancement

The designee will conduct response and recovery operations until the President returns to campus. The President, or in his/her absence, their designee, has the authority to:
• Declare a Campus Emergency
• Issue a Closure of Campus Order
• Issue an Administrative Leave Order

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

B. ALTERNATE GOVERNING OFFICES (Emergency Operations Center)
The CSUEB EOC will be designated the alternate governing office for the CSUEB during an emergency.

The primary EOC is located in the Student Services Administration Building (SA), on the fourth floor in Room SA4350. During normal business operations, this facility is used as a conference room, and is maintained in a state of readiness for conversion and EOC activation. In cases of direct damage to the EOC, a fully operational alternative EOC will be activated. The designated alternative site is in Valley Business Technology Building (VBT) 136. See Section 7. Management of Emergency Operations for additional informational about the EOC.

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

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

Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.

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

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

*Educational.* Faculty and staff research, journal articles, grant material, exams, and grades. Each department is responsible for designating a custodian for vital records, and ensuring that vital record storage and preservation is accomplished. Vital records storage methods that might be utilized include but are not necessarily limited to:
- Duplication (either hard copy or removable computer disk)
- Dispersal
- Fireproof containers
- Vault storage (both on and off campus)

Section 5: **CONCEPT OF OPERATIONS - Overview**

A. **OPERATIONAL PRIORITIES**

It shall be the mission of CSUEB to respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Life Safety</td>
</tr>
<tr>
<td>II</td>
<td>Incident Stabilization</td>
</tr>
<tr>
<td>III</td>
<td>Property Conservation</td>
</tr>
<tr>
<td>IV</td>
<td>Restoration of Essential University Services and Operations</td>
</tr>
</tbody>
</table>

It is anticipated that, as operations progress from Priority I through Priority IV responses, the administrative control of the campus will transition from the NIMS/SEMS/ISC structure back to the CSUEB organizational structure.

When an emergency occurs, this plan is invoked for the emergency and a multiple-tier graded approach is utilized for response. Initially, the CSUEB Police Department (CSUEB UPD) assumes Incident Command (IC), makes the appropriate notifications and initiates mitigation and protective actions.

When the event requires support for Police, Fire or Emergency Medical Services (EMS) operations, appropriate agencies/organizations are notified and respond. Depending upon the nature of the event and in accordance with NIMS, the CSUEB UPD IC may utilize a “Unified Command” structure with other agency response personnel.

When required, the Emergency Operations Center (EOC) will be activated to support the ongoing response.

B. **STANDARIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**

SEMS is the system required by Government Code §8607 (a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based upon the Incident Command System adapted from the system originally developed by FIRESCOPE (Firefighting

- SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies for on-scene management of natural, technological or man-made disasters or emergencies.
- SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California.
- In times of emergency or disaster, California State University East Bay will coordinate with the local jurisdictions, other CSU campuses, the Chancellor’s Office, the State of California, and the Federal Government to manage the emergency.

C. ORGANIZATIONAL LEVELS
Organizational levels are activated as necessary, dependent on the size and scope of an emergency:

- **Field Response Level** commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
- **Local Government Level** manages and coordinates the overall emergency response and recovery activities within the jurisdiction.
- **Operational Area Level** manages and/or coordinates information, resources and priorities among local governments within the operational area and serves as the coordination and communications link between the local government level and the regional level.
- **Regional Level** manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code Section 8600 and between the operational areas and the state level. The regional level along with the State level coordinates overall state agency support for emergency response activities.
- **State Level** manages State resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and State level and serves as the coordination and communication link with the federal disaster response system.

SEMS incorporates the use of the ICS, the Operational Area concept, Multi-Agency or Inter-Agency coordination and the California Master Mutual Aid Agreement. SEMS helps unify all elements of California’s emergency management organization into a single integrated system. Its use is required for all State agencies.

The Emergency Services Act further requires that, when assigned by the Governor, State agencies will carry out required emergency response and recovery activities. California State University will need to cooperate with local jurisdictions, the Operational Area (Alameda and Contra Costa Counties) and the State to prepare for - respond to and mitigate the effects of an emergency.

D. ORGANIZATIONAL FUNCTIONS
Incident Command System (ICS) is the organizational management system from which SEMS operates, utilizing the following concepts of:
• Common Terminology
• Manageable Span-of-Control
• Unity of Command
• Integration of Communications

Accordingly, this organizational structure is based around five principal functions that can be performed at any incident. These are: Command, Operations, Planning, Logistics and Finance. ICS allows for a modular and rapid expansion to meet the needs imposed by the incident. ICS can be used during any serious multi-disciplinary (e.g. fire, law enforcement, medical) emergency within a jurisdiction and is particularly useful for any kind of incident involving multiple jurisdictions and agencies. All levels of government will use this organizational structure.

Some incidents, particularly those involving earthquakes, fires or hazardous materials, can escalate requiring further activation of the emergency management system. In such cases, one or more Incident Command Posts may be established to assist in managing emergency operations.

Coordination and communications will be established between the Cities of Hayward and Concord, other CSU system emergency preparedness staff and the university EOC, when activated.

SEMS will be utilized when the university activates its EOC or when a campus and local emergency has been declared or proclaimed. When the EOC is activated, communications and coordination will be established between the Incident Commander (in the field) and the EOC. Coordination of non-CSUEB fire and law enforcement resources will be accomplished through their respective mutual aid systems. The same five principal functions of ICS will be utilized in the EOC as well as in the field.

EOC Emergency Management Functions

• Management: This function provides for the overall management and coordination of response and recovery activities through the joint efforts of the university, the CSU system, local governmental agencies, and private organizations.
• Operations: This function is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the action plan.
• Planning/Intelligence: This function is responsible for collecting, evaluating, and disseminating intelligence and information; developing the action plan in coordination with the other functions; and maintaining documentation.
• Logistics: This function is responsible for providing facilities, personnel, equipment, food and shelter, and materials.
• Finance/Administration: This function is responsible for financial and administrative aspects not assigned to the other functions.
E.  MUTUAL AID

A statewide mutual aid system, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The statewide mutual aid system includes several mutual aid systems: fire and rescue, law enforcement, emergency services, and disaster medical aid. These systems work through local government, operational area, regional and state levels consistent with SEMS and NIMS.

As the need for assistance escalates beyond the resource capacity of the campus, outside assistance may need to be requested from a variety of sources. The University may request assistance from the local city, county, office of emergency services or the CSU system.

Section 6:  PHASES OF EMERGENCY MANAGEMENT - Overview

Four primary phases of emergency management are outlined below, relating to campus mitigation, preparedness, response and recovery activities occurring before, during, and after an emergency or disaster has occurred.

A.  MITIGATION

Activities that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency are examples of mitigation.

Specific hazard mitigation plans are prepared following a federally declared disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster. Mitigation planning also includes a review of ways to eliminate or reduce the impact of future disasters. Once a disaster has occurred, the University may be involved in complying with the hazard mitigation requirements of Section 406 of the Federal Disaster Relief Act of 1974.

B.  PREPAREDNESS

NORMAL OPERATIONS
This Plan is considered to be in effect at all times to provide authorization to accomplish essential emergency preparedness activities. The preparedness phase involves activities undertaken in advance of an emergency in accordance with the Emergency Services Act and the State Emergency Plan. These activities will provide operational capabilities and improve effective response to disasters. Planning activities and actions conducted during this phase include:

- Developing and revising disaster plans and hazard analyses
- Writing mutual aid operational plans
• Training response personnel
• Improving public information and communications systems
• Conducting exercises to validate the planning process

Those individuals and departments assigned emergency responsibilities will participate in developing and maintaining current Standard Operating Procedures (SOPs) and checklists for the support of the EOC. Elements of these procedures include:
• Provision to support, maintain, staff, direct and control University resources during a major disaster.
• Specific emergency actions that will be assumed by staff and designated successors during an emergency.
• Circumstances under which successor emergency authorities will become effective, and when they will be terminated.
• Current department personnel notification rosters and recall procedures, and the means to implement. Develop a communication system to implement call-out rosters for all levels of personnel assigned to the EOC, including field and support function team.
• Establishment of a system for communicating with the EOC, UPD dispatch, Facilities dispatch and work order control center; and to manage and track organizational resources, response field personnel as well as sustained contact with the EOC.
• Developing mutual aid and other support agreements with appropriate local and state agencies, vendors, and “sister” departments within the CSU system.
• Track and maintain damage assessment reports, casualties, evacuation status, radiation levels, chemical exposure, etc., into the EOC.
• Support for cleanup and recovery operations following disasters.
• Training of assigned response staff and campus volunteers to augment emergency functions.

INCREASED READINESS
California State University East Bay will take appropriate action to increase readiness as a crisis begins to develop. Actions taken during the buildup of a crisis situation are designed to increase the University’s ability to respond effectively. Departments must consider increasing their readiness for an emergency upon the issuance of a credible, long-term prediction or advisory that could impact the County or State, or a rapidly deteriorating international situation that could lead to a possible attack upon the United States. Actions to be accomplished during this phase include but are not limited to:
• Inspections of critical facilities
• Reviewing and updating emergency plans and SOPs
• Briefing President’s Cabinet
• Updating resource lists
• Mobilizing resources.
• Testing warning and communications systems.
• Disseminating accurate, timely, emergency public information.
• Recruiting staff as Disaster Service Workers (DSWs).

C. RESPONSE

RESPONSE LEVELS
The CSUEB EOC has adopted the three levels of response established by the Governor’s Office of Emergency Services. These graded levels provide planning guidance for a phased response approach to specific situations. Upon notification of the existence of a threat to public safety, property or the environment, (e.g., winter storm, earthquake, fire), the University President will call together key University staff to discuss the scope of the incident/emergency and make a decision regarding EOC activation and the level of activation. Specifically, these response levels are:

• Level I (Minimal): The emergency can be managed using normal campus resources. The Emergency Operations Center (EOC) is not activated. Examples are small chemical spills and auto accidents.
• Level II (Partial): The emergency requires multi-unit or multi-departmental resources. The EOC is partially activated. The IC staffs the EOC according to need and available personnel. Examples are single building fires and bomb threats.
• Level III (Full): The emergency response is beyond normal campus resources. The Emergency Operations Center is fully activated and all designated Incident Command System personnel are notified. This is the highest level of emergency envisioned by the EOP. A campus state of emergency may be declared.

PRE-IMPACT
When the CSUEB emergency management organization recognizes the likelihood of a pending disaster, actions will be taken to save lives and protect property first. The response phase is activated to coordinate emergency response activities.

The level of response necessary will be determined to meet the impending emergency. If the situation warrants, or upon notification from the local city or county Emergency Management Organization, an Operational Area emergency will be declared.

Actions:
• Implement campus mass notification system, update emergency info line, CSUEB webpage alert message with instructions
• Continue to monitor, evaluate the projected threat and mobilize as appropriate
• Activate the EOC using established guidelines
• Consult the Policy Group to consider evacuation and campus closure as indicated
• Marshal personnel, equipment, supplies as necessary

IMMEDIATE IMPACT
During this phase, emphasis is placed on saving lives, gaining control, and minimizing the effects of the disaster. Immediate response actions will be taken by California State University East Bay emergency responders and may include CSU System mutual aid, local
government and Operational Area responders.

Actions:
- Activate EOC and ICS protocols
- Issue emergency instructions to the campus community

IMMEDIATE EMERGENCY
If an emergency occurs without warning, the EOC will be activated as rapidly as conditions permit. If a CSUEB emergency is declared, the City of Hayward or Concord will be notified and may be requested to proclaim a local emergency.

Actions:
- Conduct evacuation and/or rescue operations as required
- Issue emergency instructions to the campus community

SUSTAINED EMERGENCY
As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Regional or statewide mutual aid may be provided to assist with these efforts and response support facilities may be established. Resource requirements will continually change to meet the needs of the incident.

Actions:
- Provide for the care and treatment of casualties
- Preserve the crime scene if necessary
- Collect, identify, and contact the appropriate County to manage the deceased
- Provide for the care and shelter of displaced persons in partnership w/local agencies

D. TERMINATION and RECOVERY
At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both a short-term activity intended to return vital life-support systems to operation, and a long-term activity designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

As soon as practical following a major emergency, normal management of CSUEB operations will be restored. Disaster assistance for affected persons will be coordinated through joint State and Federal Disaster Assistance Centers in the local area. If major damage has occurred, the recovery aspects of this Plan will be implemented to coordinate planning and decision-making for recovery and reconstruction efforts.

Actions:
- Implement health and safety measures
- Protect, control, and allocate vital resources
- Restore and/or activate essential facilities and systems
- Enforce police powers to maintain campus security
• Establish access controls, erecting traffic barricades, etc.
• Communicate as needed to update the campus community
• Prepare an After Action Report
Section 7: MANAGEMENT OF EMERGENCY OPERATIONS - CSUEB

A. Campus Emergency Organization and Unity Management

Information and communication flows up and down within the organizational structure. The EOP framework consists of three (3) major elements:

- The Chancellor’s Emergency Directives
- The Emergency Operations Center (EOC)
- Field Teams/Incident Command Post

EOC organization is flexible and can be expanded or diminished as required depending on the incident. The EOC Director is responsible for accomplishing the EOC mission and may delegate responsibility into the four (4) main functions (Sections) Operations, Planning/Intelligence, Logistics and Finance/Administration.

The Section Chiefs are responsible for delegating responsibility and for staffing within their Sections to the appropriate level to accomplish the EOC goals.

B. Activation of the Emergency Operations

The President may declare a State of Emergency throughout the campus or a portion of the campus and can officially downgrade a State of Emergency to normal business operations. In the absence of the President, refer to Section 4. Continuing Authority.

The President has the ultimate responsibility for the activation, oversight, and termination of the emergency operations center. The University Police Chief or the Emergency Operations Center Director, in the event of emergency, may activate the Emergency Operations Center (EOC). In his/her absence, the highest ranking Police Commander may activate the EOC.

C. The Emergency Operations Center (EOC)

The EOC serves as the centralized facility in which the predetermined Emergency Operations Staff will gather, check in and assume Emergency Response roles.

The overall objective of emergency management is to ensure the effective management of response resources in preparing for and responding to situations associated with natural disasters, terrorist attacks, major technology failures, and national security emergencies. To carry out its responsibilities, the EOC organization will accomplish the following objectives during a disaster/emergency:

- Support and coordinate emergency response and recovery operations
- Coordinate and work with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies to assess situation status, monitor resource needs, and coordinate requests for resources from outside agencies and jurisdictions
- Establish priorities and resolve any conflicting demands for support
- Prepare and disseminate emergency public information to alert, warn, and
inform the campus

- Collect and disseminate damage information and other essential data about the situation
- Fulfill obligations for intelligence gathering and information flow as described in SEMS/NIMS
- Provide logistics support for the emergency response
- Oversee and manage activities incurring costs and expenditures. Collect records needed for successful cost recovery

Units in the field receive tactical direction from the Incident Command Post (ICP) in accordance with the Incident Command System (ICS) principles. The EOC is considered a Multi-Department Coordination Entity and is intended to support field forces by providing overall coordination and priority setting of resources.

The role of the EOC is to provide strategic support to the tactical, on-scene first responders, not to guide the decisions of the Field Incident Command. NIMS provides a support hierarchy, if an incident has grown beyond the capability of the University’s first responders, activation of the University EOC opens the door for requests for aid from the local County Office of Homeland Security and Emergency Services. The purpose of activating the University EOC is to request aid in support of solicitations from First Responders. When any Special District or City in the County activates their EOC, the County must activate their EOC in order to provide support.

When requested, designated EOC personnel should report directly to the EOC. If an EOC member is unsure whether or not to report, he/she should first contact the UPD Dispatch Center at (510) 885-3791 to determine when and where to report. The EOC is located in the Student Services Administration Building (SA), on the fourth floor in Room SA4350. During normal business operations, this facility is used as a conference room, and is maintained in a state of readiness for conversion and EOC activation. In cases of direct damage to the EOC, a fully operational alternative EOC will be activated. The designated alternative site is: (1) Valley Business Technology (VBT) 136. Signs directing personnel to the alternative EOC shall be placed in a conspicuous location, such as the entrance door, if it can be done safely.

The conference room/EOC is outfitted with supplies needed to run the EOC during an emergency. See Section 12 Emergency Supplies for a list of the EOC supplies.

The EOC team is comprised of a broad cross section of campus personnel, selected for their expertise and the needs of the EOC. The EOC Director determines the appropriate level of activation and calls out the required EOC staff.

Each designated EOC position optimally has at least two (2) trained personnel ready for response. Many of these positions are cross-trained to understand the functions of the other EOC positions.
D. EOC Organization and Command

Personnel assigned to the EOC are organized in accordance with NIMS/SEMS guidelines. The five Sections within the EOC are:

- Management Section (EOC Director, Incident Commander, Public Information Officer, Liaison Officer, Safety Officer)
- Operations Section
- Planning and Intelligence Section
- Logistics Section
- Finance Section

Each EOC Section, overseen by a Section Chief is comprised of specific functions referred to as Branches and Units. Each Section Chief reports directly to the EOC Director. It is essential that each EOC participant understands the reporting procedures and follows them throughout the course of an emergency incident as below:

- The EOC Director is in charge of the overall campus emergency response, reports to the President and oversees Management Staff and the EOC Section Chiefs
- The EOC Section Chiefs report to and take directions from the EOC Director and work with their Branches/Units and other EOC Section Chiefs
- Branch Directors/ Division Supervisors report to and take direction from their EOC Section Chiefs. Members work with their staff and other Branches/Units within their Section
- Units report to and take direction from their Branch Chief and work with their Department Operations Center when applicable and other Units within their Branch

Training is vital to the success of this plan and is an essential part of ICS/SEMS/NIMS. All EOC participants and alternates will receive training in ICS/SEMS/NIMS, the functioning of the EOC and their primary roles/responsibilities in the EOC. They will also participate in exercises and drills.

1. Management Section Overview

The Management Section is responsible for overall management and administration of the incident. Management also includes certain support staff functions required. The Management Section consists of the following positions, although not all of the positions may be filled depending on the nature or extent of the emergency situation. The Director of the Emergency Operations Center assumes the responsibilities of those positions which are vacant. The Management Section is comprised of the following positions:

**Emergency Operations Center Director (EOC Director)**

The Vice President, Administration and Finance/CFO or alternate appointed by the President’s Cabinet serves as the Director of the Emergency Operations Center. The Director is responsible for overall management of the operation. The Director assists in developing and approves the Incident Action Plan (IAP). In addition, the Director
coordinates the activity of all command and general staff. When the EOC is deactivated, the Director ensures that an After Action Report (AAR) is prepared and that all corrective actions noted in the report are completed in the specified time frame.

**Incident Commander**

The Incident Commander (IC) has overall responsibility for on-scene operations/activities and reports directly to the EOC Director. The IC will determine if an Incident Field Post (ICP) is needed and where it will be stationed. ICPs are staffed by University Police Department personnel and other agency personnel as appropriate and will provide a standardized process for site incident command of emergency operations in the field. Command posts provide a contact point for response teams and arriving resources, radio communications with the EOC, a process for requesting resources and on-site assistance for the University regarding emergency services (i.e. medical care and shelter).

**Liaison Officer**

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the EOC Command Staff. The EOC Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

**Public Information Officer**

The Public Information Officer acts as an advisor to the EOC Director and coordinates University public information activities. The PIO ensures that the media and citizens are fully informed on all aspects of the emergency. In the case of a multi-jurisdictional event, the PIO coordinates public information within a Joint Information Center (JIC).

**Emergency Operations Center Coordinator**

The EOC Coordinator assists the Management Staff as needed and is responsible for facilitating Emergency Operations Center operations. In addition, the EOC Coordinator maintains the readiness of the EOC. At the resolution of an emergency EOC Coordinator will be responsible for the collection and maintenance of the key logs.

**Safety Officer**

The Safety Officer monitors incident operations and advises the EOC Director on all matters related to operational safety including the health and welfare of assigned personnel. The Safety Officer has the emergency authority to stop or prevent unsafe acts during incident operations.
Organization of the Management Staff and Section Chiefs in the EOC

- Emergency Executive (President)
- Emergency Operations Director (VP, Adm.& Finance)
  - Incident Commander
  - Safety Officer
  - Liaison Officer
  - Public Information Officer
  - Emergency Operations Center Coordinator

- Operations
- Planning and Intelligence
- Logistics
- Finance
2. **Operations Section Overview**
The Operations Section is under the supervision of the Operations Section Chief. The University Police Lieutenant or alternate serves as the Operations Section Chief and reports directly to the EOC Director. The Operations Section Chief is responsible for assisting in the preparation of the Incident Action Plan (IAP) and directing its implementation. The Operations Chief is responsible for requesting and releasing resources as needed for the section.

The Operations Section Chief manages the following functional areas during an emergency:

- Public Safety
- Communications
- Buildings and Facilities
- Environmental Health and Safety
- Health and Medicine – Occupational, Student, and Public Health

3. **Planning and Intelligence Section Overview**
The Planning and Intelligence Section is under the direction of the Planning Section Chief. CSUEB’s Planning Section Chief is the AVP of Facilities Planning and Development and Operations or alternate. The Planning /Intelligence Section collects, analyzes and processes information about the incident and supervises the preparation of all Incident Action Plans (IAP).

The Planning Section is also responsible for providing status reports, assessing damage, documenting EOC activities, completing the necessary ICS forms for the Incident Action Plan, communicating and disseminating the Incident Action Plan and preparing an After Action Report when the EOC is deactivated.

Information is important to:

- Understand the current situation
- Predict the probable course of incident events
- Prepare strategies for the incident
- Provide status reports to management to evaluate the effectiveness of the Incident Action Plan and the need for additional resources
- Prepare incident documentation

Documentation is important to:

- Track resources and personnel
- Record injuries to personnel
- Support insurance claims
- Support requests for reimbursement from the State and Federal governments
- Create an After Action Report, identify equipment shortcomings, identify ways to improve operational readiness, highlight strengths and areas for improvement.
The Planning and Intelligence Section manages the following functional areas as needed during an emergency:
- Damage Assessment
- Situation Status
- Continuity and Recovery

4. Logistics Section Overview
The Logistics Section is under the direction of the Logistics Section Chief who is Director of Facilities Operations, or alternate. The Logistics Section Chief is responsible for supporting incident response through the acquisition, transportation and mobilization of resources. The Logistics Section Chief ensures that facilities, transportation, supplies, equipment maintenance and fueling, personnel support and communications are provided to field personnel. They are responsible for tracking the needs, sources, use of the resources. He/she reviews the Incident Action Plan and estimates needs for the next operational period.

The Logistics Section includes the following functions:
- Procurement
- Communication
- Human Resources
- Transportation
- Food & Shelter

5. Finance Section Overview
The Finance Section is under the Direction of the Finance Section Chief who is the AVP of Financial Services or designee. Finance Section Chief is responsible for all financial and cost analysis components of the incident. Under their, this section tracks cost, personnel work hours, monitors purchases, reviews equipment requisitions, records all injury claims and provides incident cost projections. The Finance Chief ensures that all local, state and federal regulations and University policies are followed with regard to expenditures.

The Finance section consists of the following units under the supervision of a Director:
- Purchasing
- Risk Management, Compensation and Claims
- Time Keeping
- Cost and Accounting

E. Incident Command/Field Teams (IC)
The Incident Commander has overall responsibility for on-scene operations/activities and reports directly to the EOC Director. An Incident Command Post (ICP) will be established as close to the event scene as practical. ICPs are staffed by University Police Department personnel and other agency personnel as appropriate and will provide a standardized process
for site incident command of emergency operations in the field. If appropriate, a Unified Command will be established with outside agencies and organizations. Command posts provide a contact point for response teams and arriving resources, radio communications with the EOC, a process for requesting resources and on-site assistance for the University regarding emergency services (i.e. medical care and shelter).

The University Police Department’s main objectives during an emergency include:
- Protect Life
- Restore order
- Protect property

Services the University Police Department provides include:
- Crime prevention
- Campus patrols and escorts
- Traffic enforcement
- Arrests and detention for criminal offenses
- Criminal intelligence, surveillance and investigations
- Crowd and riot control
- Public dispute resolution
- Protection of critical infrastructure

CSUEB’s Police Department will maintain Incident Command responsibility for emergencies within their jurisdiction.

The University Police Department has Mutual Aid Agreements with the Cities of Hayward and Concord Police and Fire Departments and with the Counties of Alameda and Contra Costa, and will operate under Unified Command when it is appropriate.

F. Inter-Agency Coordination in the EOC
A primary requirement of SEMS/NIMS is the use of inter-agency coordination at all levels. Inter-agency coordination is the participation of agencies and disciplines working together in a coordinated effort to facilitate decisions for overall emergency response activities including the sharing of resources and the prioritization of incidents.

G. Local Government
Overall responsibility for emergency management activities within any local jurisdiction, agency, or special district rests with the established leadership of that organization. Designated members of the appropriate local staff will conduct emergency management functions within each jurisdiction. The emergency management organizations are responsible for coordination and direction of response and recovery operations within their respective jurisdictions.
H. EOC Operations Support

Department Operations Centers (DOC)

The Housing and Student Health and Counseling Center have established Department Operations Centers (DOCs) and emergency response plans. These centers will coordinate the activities of their field teams and communicate with the campus Emergency Operations Center and the Operations Section Chief unless otherwise instructed by the EOC.

Volunteer Team Leader Building Coordinators

Each Volunteer Team Leader Building Coordinator is responsible for working with the Campus Emergency Coordinator/Manager and the VTLs to prepare for emergencies in their buildings. This includes preparing a building emergency plan, maintaining a building roster, identifying an assembly points, and assigning VTLs to cover all areas of the building. In an emergency, VTL Building Coordinators oversee the safe evacuation and account for building occupants at the designated assembly points. These volunteers are the liaison between the building VTLs and the Emergency Operations Center (EOC) during an emergency.

Volunteer Team Leaders (VTLs)

Volunteer Team Leaders (VTLs) assist the Volunteer Team Leader Building Coordinator in notifying building occupants of required evacuations, managing evacuations safely, and accounting for building occupants at designated assembly points. VTLs may be stationed at doors to prevent people from entering or reentering an evacuated building. Volunteer Team Leaders may be designated by Volunteer Team Leader Building. The VTL Coordinator is responsible to ensure there is adequate number of VTLs in all buildings VTLs receive all necessary training and equipment, and the VTL webpage is maintained and updated.

I. CRISIS COMMUNICATIONS

The Emergency Operation Center (EOC) will initially focus on the dissemination of information and instructions to the people at risk on the campus. For some hazards, the campus may have only a few minutes to alert those at risk. Pre-scripted information may go out with the initial warning. These messages will be followed up with what is happening, what the response organization (police, fire, etc.) is doing, and what else the campus should do for its safety. The EOC will feed preparedness information into an established media-public link, and give updates to the media and the campus after impact. The Public Information Officer (PIO) will be the primary responsible person for this function.

The principal means by which the PIO will be disseminating crisis communication will be television, radio, social media, newspapers and specially printed material. The PIO will set forth priorities for the production and dissemination of a response to a campus inquiry, monitoring and rumor control, and media relations. It also will set forth a campus policy to have a single release point such as a public information center, to focus on specific emergency related information, and to provide positive and reassuring information when possible.
The PIO will ensure coordination between individual departments on campus, public affairs, and first responders on scene. Coordination will include procedures for verifying and authenticating information, and for obtaining approval to release information.

As the emergency expands to the State and Federal level, maximum coordination is essential. At this point the PIO will participate in a Joint Information Center (JIC). The JIC is established to ensure consistency and accuracy. The JIC is a single location where the media has access to information and public affairs personnel of various agencies, county and state wide, can consult with one another. This is the best way to ensure that local, State, and Federal officials are using the same information and are not making inconsistent statements.

If a single local-State-Federal JIC is not a viable option, the PIO, public affairs personnel, decision- makers, and news centers are to be connected by electronic mail, fax, and telephone in a "Joint Information System" (JIS). In a JIS, release of information will be coordinated to ensure that everyone is using the most recent and accurate data.

Special needs groups such as the hearing-impaired, sight-impaired, physically disabled, and/or groups with language barriers, may require special attention to ensure crisis communication. In the event this is identified by the PIO, an immediate appeal to activate the Alameda County or Contra Costa County Operations Area will be made and resources necessary to accommodate the needs of these various groups will be requested.

Communications or release of information from the university during an emergency response will be in accordance with the Higher Education Opportunity Act including Clery Act requirements (emergency notification and timely warning requirements), the Family Educational Rights and Privacy Act or FERPA, and Health Insurance Portability and Accountability Act or HIPAA.

J. Operational Area
The Operational Area is the umbrella entity that provides support to and coordination of emergency operations within its area. Emergency management systems actively exist in the incorporated cities of Alameda County and Contra Costa County. CSUEB is in the Cities of Hayward and Concord and is considered a special district.

The Operational Area (OP Area) consists of the special districts and cities within the local County. In accordance with SEMS regulations, the local County Office of Homeland Security and Emergency Services (County OES) is designated as the OP Area Coordinator. Under SEMS, the OP Area serves as an intermediate level of the state’s emergency service organization, encompassing the county and all political subdivisions located within the county.

In an emergency, County OES can be contacted by any of the special districts within their County and requested to activate their EOC. Their role is to coordinate among local political
subdivisions and act as the single point of contact for State and Federal agencies. If two (2) or more jurisdictions are affected by an emergency, the OP Area activates automatically. The level of activation can range from an on-call County OES Coordinator to a full-scale activation of the County OES Emergency Operations Center (EOC).

When activated, the County OP Area EOC will act as the point of contact for assistance requests from local EOC and Special Districts to the Coastal Region and the Governor’s Office of Emergency Service.

K. OFF-CAMPUS ASSISTANCE AND MUTUAL AID

As the need for assistance escalates beyond the resource capacity of the campus, outside assistance may be requested from a variety of sources. The University may request assistance from local city, county, and County Office of Homeland Security and Emergency Services Operational Area EOC.

1. California State University System

The California State University System maintains a Critical Response Unit (CRU). This is a highly trained unit with representation from most of the CSU campuses. The unit is available upon request to assist CSU campuses with critical incidents, emergencies and disasters. CRU officers are trained in crowd control, dignitary protection, and disaster relief. A special component of the CRU is the highly trained Specialized Entry and Rescue Team (SERT). The SERT officers are trained in high risk building entries and hostage rescue.

2. University

In the case of EOC requests for aid and equipment, the CSUEB Purchasing Department has a database of registered local vendors who have, on a voluntary basis, agreed to keep in stock sufficient inventory to supply the University in an emergency, such as heavy equipment, medical equipment, pharmaceuticals and industrial supplies.

In most cases where Mutual Aid is required, CSUEB would work with the City of Hayward or Concord, the Alameda or Contra Costa County Office of Homeland Security and Emergency Services Operational area (EOC) for assistance.

In some incidents, such as an act of terrorism, Federal agencies may participate.

3. Non-University

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinator at the operational area, region, and state levels. For CSUEB, the Emergency Coordinator will request contact from the local County Operational Area mutual aid coordinator. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.
The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities and other support is provided to jurisdictions and/or special districts, such as CSUEB, whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California.

The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual aid agreements.

Mutual aid agreements exist for:
- Law enforcement
- Fire services
- Medical
- Emergency management
- Public utilities
- Building inspectors
- Coroner and others

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

L. ROLES OF CAMPUS COMMUNITY MEMBERS DURING A DECLARED EMERGENCY
Every CSUEB employee and student can potentially play a role in the Campus Emergency Operations Plan. Perhaps the most critical aspect of the Emergency Operation Plan is communication and accurate reports from the scene of an incident which is essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning emergency response procedures and news of evolving events.

1. Students
Every student should familiarize themselves with emergency procedures, emergency exits and evacuation routes in buildings they live in or use frequently. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. Resident Hall occupants should be familiar with their emergency procedures.
2. Deans, Department Chairs, and MPPs (Vice Presidents, Associate Vice Presidents, Directors and Managers)

General Responsibilities consist of:

- Prepare their facilities and personnel for potential emergencies by disseminating and implementing Emergency Procedures and by adhering to contemporary standards of safety and preparedness
- Work cooperatively with the Emergency Operations Coordinator/Manager and Volunteer Team Leaders and Emergency workers in preparing for and responding to any campus emergency
- Work with the Emergency Operations Manager/Coordinator to ensure adequate number of Volunteer Team Leaders (VTL) are assigned to your building to perform an evacuation sweep of their building(s) within five minutes of a fire alarm/emergency.
- Maintain emergency contact lists and phone trees for your departments and staff and any other contacts critical to emergency response or recovery
- During an emergency, assist with accounting for staff. Assist VTLs as requested.

3. Faculty and Staff

Every member of the faculty and staff should familiarize themselves with Campus Emergency Procedures. Employees should be prepared to assess situations quickly and thoroughly and use common sense in determining a course of action. They should immediately report fires or other emergencies to the University Police Department.

Faculty and staff are expected to read and understand both Building and Department Emergency Plans when they exist. Faculty and staff members should be familiar with the emergency procedures and evacuation routes posted near elevators and exit doors. They are to follow the Campus Emergency Procedures and report emergencies requiring immediate action (e.g. fire) to the University Police Department, check in with their VTL if possible, and evacuate buildings to designated areas in an orderly manner.

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly points in the event of an emergency. They may be asked to perform duties differing from those in their normal job description until the emergency no longer exists. This includes:

- Ensure students evacuate from the classroom during a fire alarm
- Account for their students during an emergency evacuation
- Provide information to VTL or First Responder if any students need assistance, are missing, or injured

M. Disaster Service Workers (DSW)

Employees of the State of California may be required to become Disaster Service Workers in the event of a local, state, national disaster or emergency (California Government Code Section 3100-3109)

By law, all State employees are Disaster Service Workers. In the event of an emergency the
expectation is that they will secure their own homes and families and then, if possible and if they are so instructed, they will return to the campus to assist in response activities. DSWs may also include ARES/RACES (amateur radio operators) members, Community Emergency Response Team (CERT) members, and other volunteers from the campus.

A reporting area or Labor Pool will be identified for unassigned faculty, staff, or volunteers who wish to assist in the Campus response and recovery effort.

N. TERMINATION AND RECOVERY
The EOC Director, will determine when to terminate the emergency, deactivate the EOC and transition to normal campus governance and operations. All CSUEB entities will be involved in recovery operations. In the aftermath of a disaster, faculty, students and staff will have specific needs that must be met before they can return to their normal day to day functions. Typically, there will be a need for the following services:

- Assessment of the extent and severity of damages to buildings on campus
- Restoration of services generally available on campus: water, food, and medical assistance
- Professional counseling to help students, staff and faculty cope with traumatic events and major disruptions to the campus community

CSUEB will ensure that these services are available and seek additional resources beyond campus if necessary.

1. Phases of Recovery
Recovery occurs in two phases: short-term and long term. Short-term recovery operations will begin during the response phase of the emergency.

The major objectives of short-term recovery are to restore campus services to at least minimal capacity. Short-term recovery includes:

- Utility restoration
- Rapid debris removal and clean-up
- Orderly restoration of essential services
- Expanded social, medical and mental health services
- Re-establishment of University administrative operations
- Abatement and demolition of hazardous structures

The major objective of long-term recovery operations include:

- Coordinate delivery of long-term social and health services
- Re-establishing the University’s economy to pre-disaster levels
- Recovery of disaster costs
- Effective integration of mitigation strategies into recovery planning and operations
- An improved Emergency Operation Plan
Documentation is key to recovering expenditures related to emergency response and recovery operations. For the university, documentation must begin at the field response level and continue throughout the operation of the Emergency Operation Center as the disaster unfolds.

2. After-Action Reporting (AAR)
The After-Action Reporting (AAR) will provide, at minimum, response actions taken, necessary modifications to plans and procedures, identified training needs, and recovery activities to date. The AAR will be completed within 90 days of the close of the incident period.

The AAR will serve as a source for documenting CSUEB’s emergency response activities, identifying areas of concerns and successes. It will also be utilized to develop and describe a work plan for implementing improvements.

The AAR is a public document and will be available through the University Police Department. The AAR will be concise, well-constructed, written in simple language and geared to multiple audiences.

Oversight and completion of the AAR is the responsibility of the Emergency Operations Manager/Coordinator.

O. TRAINING, DRILLS AND EXERCISES
Training, drills, and exercises are to ensure the EOC, campus emergency employees and campus community are prepared to carry out emergency response functions during any emergency situation. See Section 8 Standard Operating Procedures; A. Training, Drills, and Ongoing Exercises for additional informational and requirements.

P. CAMPUS EMERGENCY SUPPLIES
CSUEB maintains a cache of emergency supplies in locked cabinets in various areas on campus that have been deemed to be disaster resistant. These supplies are sufficient to support campus emergency response and disaster rescue operations. The tracking and procurement of emergency supplies is coordinated by the Emergency Operations Coordinator/Manager with the assistance of responsible departments.

Section 8: STANDARD OPERATING PROCEDURES
A. TRAINING, DRILLS, AND ONGOING EXERCISES
The objective of CSUEB Emergency Management training, drills and exercises is to ensure the EOC and campus community are prepared to carry out emergency response functions during any emergency situation. Training, drills and exercise are designed to meet the following goals:

• Provide general instructions to the campus population regarding potential hazards,
methods of alerting and protective actions

• Familiarize the campus community with evacuation procedures and routes to reduce panic during an actual emergency
• Provide training to members of the EOC staff
• Provide problem-solving drills to the members of the EOC to enhance their skills
• Continually improve emergency management and response training incorporating new ideas and lessons learned

Training, drills, and exercises are conducted in a no-fault learning environment wherein systems and processes, not individuals, are evaluated. An After Action Report will be written after a training, exercise and/or drill. The After Action Report results will provide an opportunity to identify weaknesses, enhance strengths and improve capabilities. Since CSUEB tests emergency plans, skills, resources, and relationships in response to a dynamic homeland security environment, drills and/or exercises may result in multiple findings and recommendations for improvement.

The Emergency Coordinator/Manager will ensure CSUEB employees are aware of this plan, and are trained to the levels required by the guiding directives in SEMS and relevant national plans. Training requirements are listed in the following table. Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

The Emergency Response Coordinator is responsible for the maintenance of the training records.
<table>
<thead>
<tr>
<th>Activity/ Event Description</th>
<th>Objective</th>
<th>Frequency</th>
<th>Participants/Persons Affected</th>
<th>Provided by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employee Emergency Preparedness and Response – online training</td>
<td>Covers campus emergency preparedness and response procedures.</td>
<td>Within 30 days of hire (Hiring manager is responsible to ensure their New Employee has completed the training)</td>
<td>New employees</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>New Employee Workplace Violence – online training</td>
<td>Covers campus emergency response procedures.</td>
<td>Within 30 days of hire (Hiring manager is responsible to ensure their New Employee has completed the training)</td>
<td>New employees</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>Violent Intruder - classroom</td>
<td>Responses to Violent Intruder Scenario</td>
<td>No requirement</td>
<td>Interested employees or departments</td>
<td>University Police Department</td>
</tr>
<tr>
<td>Volunteer Team Leaders – VTL Coordinator</td>
<td>Introduce new VTLs to their emergency preparedness and response role</td>
<td>Initial and annual</td>
<td>VTLs</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>First Aid and CPR</td>
<td>Maintain First Aid and CPR readiness (including AED)</td>
<td>Every two years</td>
<td>VTLs, Resident Assistants, and other interested Faculty and Staff</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>Evacuation Chairs</td>
<td>Skill development - the use of evacuation chairs</td>
<td>As needed</td>
<td>Volunteer staff from Accessibility Services, UPD, VTLs</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>NIMS and SIMS*</td>
<td>Meet the NIMS and SEMS required basic training</td>
<td>Initial for New EOC members and then every 5 years</td>
<td>Recommended Emergency Operations Center (EOC) Staff</td>
<td>UPD/Emergency Manager</td>
</tr>
<tr>
<td>NIMS and SIMS advanced topics</td>
<td>Advanced topics relating to implementation of the EOP. Ex. Position responsibilities, EOP, etc.</td>
<td>Annual</td>
<td>Recommended Emergency Operations Center (EOC) Staff</td>
<td>UPD/Emergency Manager</td>
</tr>
</tbody>
</table>

*Current Requirements-see FEMA online training website (https://training.fema.gov):
1. IS-100.HE: Introduction to the Incident Command System (ICS-100)
<table>
<thead>
<tr>
<th>Activity/ Event Description</th>
<th>Objective</th>
<th>Frequency</th>
<th>Participants/Persons Affected</th>
<th>Responsible Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabletop Drills (EO 1056)</td>
<td>Testing of at least one hazard event to determine areas of improvement. During the annual drill, there will be a review of the NIM/SIMS system.</td>
<td>Annually</td>
<td>EOC</td>
<td>UPD/Emergency Manager</td>
</tr>
<tr>
<td>Drill (EO 1056)</td>
<td>Testing of single emergency response function with single agency involvement</td>
<td>Annually</td>
<td>EOC and Operations Support</td>
<td>UPD/Emergency Manager</td>
</tr>
<tr>
<td>Functional Exercises (EO 1056)</td>
<td>Activation of the EOC Realistic simulations</td>
<td>Annually</td>
<td>EOC and Operations Support</td>
<td>UPD/Emergency Manager</td>
</tr>
<tr>
<td>Full Scale Exercise (EO 1056)</td>
<td>Real-time testing of several campus emergency functions and emergency equipment</td>
<td>Every 5 years</td>
<td>EOC and Operations Support Outside agencies</td>
<td>UPD/Emergency Manager</td>
</tr>
<tr>
<td>Campus Building Evacuation Drills (EO 1056)</td>
<td>Activation of the building fire alarm systems. One or more buildings.</td>
<td>Annually</td>
<td>All Occupants</td>
<td>UPD/Emergency Manager</td>
</tr>
<tr>
<td>Pioneer Heights Evacuation Drills (EO 1056)</td>
<td>Activation of the building fire alarm systems.</td>
<td>Two times a year</td>
<td>All Occupants</td>
<td>UPD/Emergency Manager</td>
</tr>
<tr>
<td>Activity/ Event Description</td>
<td>Objective</td>
<td>Frequency</td>
<td>Participants/Persons Affected</td>
<td>Responsible Department</td>
</tr>
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</tr>
<tr>
<td>Satellite Phone Test</td>
<td>Ensure communication capability of satellite phones issued to the Office of the President, Office of the Vice President of Administration and Finance, UPD Chief of Police and the other campus Emergency Operation Centers</td>
<td>Monthly</td>
<td>Those issued satellite phones in Hayward and Concord</td>
<td>UPD/ Emergency Manager</td>
</tr>
<tr>
<td>(SkyMar and phones)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AlertMe Notification System</td>
<td>Verify reliability of the Campus Emergency AlertME Systems.</td>
<td>Monthly</td>
<td>All AlertME registrants</td>
<td>UPD/ Emergency Manager</td>
</tr>
<tr>
<td>Campus Emergency Radio Test</td>
<td>Test the functionality of radios issued to Volunteer Team Leaders and other emergency responders, providing direct communication capability to the Emergency Operation Center.</td>
<td>Monthly</td>
<td></td>
<td>UPD/ Emergency Manager and EHS/VTL Coordinator</td>
</tr>
<tr>
<td>Electronic Door Lock</td>
<td>Continual surveillance of the exterior electronic locking mechanisms of campus buildings.</td>
<td>Continual</td>
<td>UPD</td>
<td>Facilities (Locksmith)</td>
</tr>
<tr>
<td>Automatic Defibrillation Devices (AED)</td>
<td>Inspect AEDs to ensure they are always available for a medical emergency</td>
<td>Every 90 days</td>
<td>AED owners</td>
<td>Risk Management</td>
</tr>
<tr>
<td>EOC Laptops</td>
<td>Maintain charge and refresh software</td>
<td>At least twice a year</td>
<td>EHS</td>
<td></td>
</tr>
</tbody>
</table>
B. VOLUNTEER TEAM LEADER (VTL) GUIDELINES

During an emergency the Volunteer Team Leaders will work with emergency personnel as necessary to assist and provide direction faculty, staff students and campus visitors. Emergency Response Assistant works with the Emergency Operations Coordinator/Manager to ensure the VTLs are prepared and have the supplies, information, and training they need to perform their duties.

Emergency Response Assistant responsibilities:
- Work with the Emergency Operations Coordinator/Manager and departments to ensure there are adequate number of trained VTLs in each building. Identify and enlist Volunteer Team Leaders, those individuals within buildings who would be diligent in performing these responsibilities
- Schedule and track training provided to the VTLs
- Work closely with the Emergency Operations Coordinator/Manager to provide the Volunteer Team Leaders with any evacuation equipment and supplies deemed necessary. These might include personal protective equipment, flashlights, walkie-talkie, bull horns, etc.
- Maintain the VTL website and maps showing locations of emergency equipment: Assembly Areas, AEDs, evacuation chairs for persons with disabilities who may require assistance
- Lead monthly emergency radio tests.

Volunteer Team Leaders Coordinator Responsibilities
- Maintain the emergency radios for their buildings or zones
- Participate in the monthly radio test and ensure other VTLs are given the opportunity to participate
- During an emergency coordinate communications between VTLs and UPD

Volunteer Team Leader Responsibilities
- The Volunteer Team Leaders will respond to and assist in the evacuation of their assigned building upon activation of the fire alarm or at the first notice of a life-threatening condition requiring the immediate evacuation of a building’s occupants whether or not the alarm is sounded
- Practice with their fellow team members to develop the most thorough and timely evacuation procedures
- Perform a sweep of their assigned area, consistent with personal safety, to ensure that all persons are alerted to evacuate the building when such an evacuation is required
- Ask persons with disabilities if they need assistance to evacuate the building
- Escort persons with special needs, who cannot self-evacuate to stairwells and alert the
emergency responders of their locations

- If able to do so safely, utilize the evacuation chair to evacuate disabled persons who require assistance
- Prevent persons, other than emergency responders, from entering an evacuated building until notified by the emergency personnel that the building is safe and cleared for re-entry
- Notify emergency responders of any obvious hazardous conditions within their building

C. Campus Protective Action Guidelines

1. Shelter-in-Place
   This is a precaution aimed at providing safety while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off the building. Shelter-in-Place is an effective protective response measure in the event of a threat from several different types of emergencies.

   Shelter-in-Place may be ordered for serious incidents where an evacuation is not feasible due to violent intruder, chemical release or as determined by first responders.

2. Evacuations
   In a campus-wide emergency, the decision to implement evacuation procedures rests with the EOC Director, if the EOC is activated. In situations requiring immediate action, public safety responders (Police/Fire) can also order a local area evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials. In a major earthquake, individuals should “duck, cover, and hold,” take cover until the shaking stops, and then evacuate the building if necessary.

   The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

_Examples of evacuation stages are listed below:_
- **Stage 1:** Volunteer Team Leaders (VTLs), ensure that all building personnel, students and visitors leave the building and proceed to the **Emergency Assembly Point** for their
building. VTLs will assist faculty and staff to assure that building occupants are accounted for and that the building is appropriately secured.

- **Stage 2:** In a campus-wide emergency, Volunteer Team Leaders will direct building occupants to the Emergency Management Area (the Amphitheater). Further evacuation, if necessary, is coordinated from the Emergency Management Area.

When a fire alarm sounds, everyone **must** evacuate the building, as required by Fire Marshal regulations. University responders (Police, Fire, Environmental Health & Safety) can also order an immediate evacuation. In the event of a bomb threat, the ranking University Police official has the sole authority to assess the credibility of the threat and decide to evacuate a site. In a major earthquake, individuals should drop, cover and hold until the shaking stops, and then evacuate to a safe location and wait for information from campus emergency services personnel before re-entering a building.

**ASSIGNED AREAS OF EMERGENCY RESPONSE RESPONSIBILITY**

<table>
<thead>
<tr>
<th>AREA</th>
<th>DEPARTMENT RESPONSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alerts and Warnings</td>
<td>University Police</td>
</tr>
<tr>
<td>Communications</td>
<td>Telecommunications</td>
</tr>
<tr>
<td>Coroner</td>
<td>Student Health &amp; Counseling Center</td>
</tr>
<tr>
<td>Cost</td>
<td>Finance</td>
</tr>
<tr>
<td>Fire</td>
<td>University Police</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>University Police</td>
</tr>
<tr>
<td>Medical</td>
<td>Student Health &amp; Counseling Center</td>
</tr>
<tr>
<td>Message Center</td>
<td>University Police Department</td>
</tr>
<tr>
<td>Movement</td>
<td>University Police Department</td>
</tr>
<tr>
<td>Personnel</td>
<td>Human Resources</td>
</tr>
<tr>
<td>President, Campus</td>
<td>Administration</td>
</tr>
<tr>
<td>Public Health</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>Public Information</td>
<td>University Advancement</td>
</tr>
<tr>
<td>Radioactive Materials</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>Recordkeeping</td>
<td>Finance</td>
</tr>
<tr>
<td>Rescue</td>
<td>Facilities</td>
</tr>
<tr>
<td>Situation Analysis</td>
<td>Facilities</td>
</tr>
<tr>
<td>Utilities</td>
<td>Facilities</td>
</tr>
</tbody>
</table>

3. **Deny Entry or Closing (Lockdown) of Buildings and or Campus**

This section focuses on the courses of action CSUEB executes to secure buildings, facilities and grounds during incidents that pose an immediate threat of violence in or around the campus core. Actions will be directed and implemented by the University Police Department. The primary objective of a lockdown is to quickly ensure all faculty, staff, students, and visitors are
secured in rooms away from immediate danger. The EOC team considers these courses of action:

- Sending ALERTMe messages detailing actions for the campus community as appropriate throughout the emergency. Other modes of communication may also be used.
- Directing Faculty and Staff to account for students, staff, faculty, and visitors located in their areas as safe to do so;
- Using different variations of lockdown (locking interior door or exterior doors, curtailing outside activities, monitoring visitors, but all other activities may as normal).
- Having Law enforcement provide the all-clear.

D. **International Students**

CSUEB had over 1000 International Students enrolled during the 2015 school year and encourages visiting Scholars. The International Program Department consists of University Extension, International Programs, and American Language Program (ALP) / Center for International Education (CIE) / International Admissions. CSUEB has considered their unique set of needs and has addressed them in this plan:

- Ensure proper reporting with federal authorities through visa review through the U.S. Department of Homeland Security’s database, Student and Exchange Visitor Information System (SEVIS);
- Register and validate international students and scholars in SEVIS;
- Appoint Designated School Officials and Responsible Officers on Campus
- Advise international students and scholars regarding maintaining their immigration status for any reason including during a crisis or disaster.
- Policies and procedures are in place for international student to communicate to CSUEB their location, safety concerns, and short and long term plans;
- Emergency contact information is maintained.

E. **Evacuations for People with Access and Functional Needs**

Volunteer Team Leaders are familiar with these procedures in order to assist in planning for the evacuation of people with disabilities.

1. **All Emergencies, after an Evacuation has been ordered:**

   - Communicate in plain language that is accessible to people with intellectual or developmental disabilities and people with limited English proficiency.
   - Evacuation of people with disabilities will be given the highest priority in all emergencies. 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.
   - Use an evacuation chair, if available and able to do so safely.
   - Check on people with disabilities during an evacuation, determine if
they have established a "buddy system," and ensure their safe evacuation.

- Always **ASK** someone with a disability if he/she requires 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.
- Immediately notify emergency responders of the location of any disabled/injured persons who were unable to evacuate.
- Do **NOT** use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire, earthquake or flood.

2. **Emergency Responses by Disability**

A. **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, narrow passageways.
- When you have reached the designated Emergency Assembly Point, orient the person to where he/she is and ask if any further assistance is needed. Some individuals may have dog guides that may be disoriented during the emergency, and may require additional assistance.

B. **Deafness or Hearing Loss**

- Offer visual instructions to advise 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.

C. **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, e.g., most enclosed stairwells.

- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, if you have rescue training, or having the person sit in a sturdy chair, preferably one with arms. Before taking action, always ask the person their preferred method of assistance.

D. People Using Crutches, Canes or Walkers
- The same procedure outlined for the Mobility Impaired should be used. Crutches, canes and walkers should NOT be left behind.

E. Non-Ambulatory
- Frequently, non-ambulatory persons have respiratory complications or rely on electric artificial respirators. They should be given priority assistance if there is smoke or fumes 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.
- 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 regard 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 or backward down a flight of stairs.
Section 9: Unique Hazards

A. Types of Hazards Likely to Occur on Campus

Stand-alone Annexes for likely events are in the next section.

<table>
<thead>
<tr>
<th>Threat/Hazard Type</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Hazards</td>
<td>• Earthquakes&lt;br&gt;• Severe weather (lightening, wind, flooding)&lt;br&gt;• Severe wind&lt;br&gt;• Wildfires&lt;br&gt;• Extreme temperatures&lt;br&gt;• Landslides or mudslides&lt;br&gt;• Infectious disease outbreaks: such as pandemic influenza, tuberculosis, <em>Staphylococcus aureus</em>, and meningitis, measles&lt;br&gt;• Contaminated food outbreaks, including salmonella, botulism, and <em>E. coli</em></td>
</tr>
<tr>
<td>Technological Hazards</td>
<td>• Accidental release of hazardous materials from within the university laboratory&lt;br&gt;• Building fire or explosion&lt;br&gt;• Gas leak&lt;br&gt;• Hazardous materials release from off campus&lt;br&gt;• Power failure&lt;br&gt;• Sewage release&lt;br&gt;• Water failure&lt;br&gt;• Automobile, bus, or plane accident with multiple injuries and/or casualties</td>
</tr>
<tr>
<td>Adversarial and Human-caused Threats</td>
<td>• Arson&lt;br&gt;• <em>Active intruders</em>&lt;br&gt;• Criminal threats or actions&lt;br&gt;• Gang violence&lt;br&gt;• Bomb threats&lt;br&gt;• Domestic violence and abuse&lt;br&gt;• Cyber attacks&lt;br&gt;• Suicide&lt;br&gt;• International incidents</td>
</tr>
<tr>
<td>HAZARD</td>
<td>LIKELIHOOD OF OCCURRENCE</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td></td>
<td>HIGH</td>
</tr>
<tr>
<td>Earthquake*</td>
<td>X</td>
</tr>
<tr>
<td>Major Fire*</td>
<td></td>
</tr>
<tr>
<td>Structural Collapse</td>
<td></td>
</tr>
<tr>
<td>Disease Outbreak*</td>
<td></td>
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<tr>
<td>Civil Disorder</td>
<td></td>
</tr>
<tr>
<td>Utility Failure*</td>
<td></td>
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<tr>
<td>Power Failure</td>
<td></td>
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<tr>
<td>Telecom Failure</td>
<td></td>
</tr>
<tr>
<td>Hazmat Spill/Leak*</td>
<td></td>
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<tr>
<td>Terrorist Attack</td>
<td></td>
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<tr>
<td>Active Intruder*</td>
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<tr>
<td>Workplace Violence</td>
<td></td>
</tr>
<tr>
<td>Airplane Crash</td>
<td></td>
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<tr>
<td>IT Security Breach</td>
<td></td>
</tr>
<tr>
<td>Bomb Threat*</td>
<td></td>
</tr>
</tbody>
</table>

*See Hazard Annex
Section 10: Hazard Annexes

1. Natural Gas Leak
3. Earthquake Control Plan
4. Hazardous Materials Spill Control Plan
5. Control Plan for Outbreaks of Infectious Diseases
6. Vivarium Annex
7. Fire Control Plan
8. Utility Failures
9. Bomb Threat
1. Natural Gas Leak Response

Purpose
The purpose of the Hazardous Gas Leaks response guidance is to provide an effective and systematic means for CSUEB to respond to a natural gas leak. Gas release may be a secondary hazard as a result of an earthquake or fire and part of a larger response.

Situation
A leak of natural gas from a pipe may occur on Campus and the gas can explode when exposed to a flame or spark. A leak can potentially cause injury, death, or damage to property.

Assumptions
- PG&E will respond and assist with identifying a gas leak on campus
- The local Fire Department (“FD”) will respond to a gas leak on campus and assist with fire safety measures
- University Police Department (“UPD”) and Volunteer Team Leaders (“VTL”) will assist with building evacuation
- Authorized Facilities Development & Operations (“FDO”) personnel will be familiar with the location of main valves and oversee the repair the leak.

Concept of Operations
Authorized FDO personnel (plumbers and Building Systems Engineers) will work with HFD and PG&E to identify to repair leaking natural gas on campus.

Mitigation

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodic inspection of major gas lines and valves.</td>
</tr>
<tr>
<td>Prior to construction and digging, utilities lines are verified.</td>
</tr>
</tbody>
</table>

Preparedness

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain drawings showing gas pipelines and major building valve locations, including the National Pipeline System Map for Concord. (FDO)</td>
</tr>
<tr>
<td>Maintain emergency equipment, combustible gas detector, and calibration records. (Environmental Health &amp; Safety “EHS”)</td>
</tr>
<tr>
<td>FDO personnel responsible to support this hazard have received training about the hazard and the controls of natural gas.</td>
</tr>
<tr>
<td>FDO personnel participate in onsite exercises and drills.</td>
</tr>
<tr>
<td>CSUEB community staff and faculty receive new employee emergency response training. (UPD, EHS)</td>
</tr>
<tr>
<td>FDO Emergency call list is updated as needed and includes PG&amp;E. (UPD)</td>
</tr>
</tbody>
</table>
Response

A gas leak can occur inside or out a building. Improper operation of a valve may create a hazardous condition or cause a hazardous condition to become worse; only authorized personnel shall operate valves.

<table>
<thead>
<tr>
<th>Role</th>
<th>Department / Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead CSUEB Department</td>
<td>FDO: Director of Facilities Operations</td>
</tr>
<tr>
<td>Supporting CSUEB Department(s)</td>
<td>UPD, EHS, VTLs</td>
</tr>
<tr>
<td>Outside Agency(s)</td>
<td>Local Fire Departments, PG&amp;E</td>
</tr>
</tbody>
</table>

### Actions – Gas Leak Inside or Outside a Building

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. First Responder (UPD, EHS, FDO, VTLs) will assess danger to public, surrounding building occupants, and property.</td>
<td></td>
</tr>
<tr>
<td>2. First Responder (UPD, EHS, FDO, VTLs) will notify, evacuate and/or assist all persons to safety. They will make every attempt to direct evacuating personnel away from the hazardous area.</td>
<td></td>
</tr>
<tr>
<td>3. First Responder (UPD, EHS, FDO, VTLs) will notify UPD or Facilities if they have not already been contacted. The First Responder on the scene will act as Incident Commander until relieved by a UPD Officer or local Fire Department.</td>
<td></td>
</tr>
<tr>
<td>4. If necessary, activate the fire alarm to quickly evacuate building occupants.</td>
<td></td>
</tr>
<tr>
<td>5. If necessary, UPD will contact FDO personnel</td>
<td></td>
</tr>
<tr>
<td>6. If necessary, UPD will notify local FD and request medical assistance if required.</td>
<td></td>
</tr>
<tr>
<td>7. If necessary, UPD will set up perimeter control to prevent access into a hazardous area. UPD may ask VTLs, Staff, or Faculty to assist with perimeter control.</td>
<td></td>
</tr>
<tr>
<td>8. VTLs will account for building occupants at the designated meeting area, gather incident information and report to UPD.</td>
<td></td>
</tr>
<tr>
<td>9. UPD will coordinate communicates as necessary between FDO, First Responders, and the campus and local communities during and after the emergency.</td>
<td></td>
</tr>
<tr>
<td>10. FDO will coordinate the operation, making decisions concerning emergency valves, isolating areas and the use of emergency equipment. They will work with HFD and PG&amp;E as required by the situation and safety.</td>
<td></td>
</tr>
<tr>
<td>11. FDO or the local FD will notify UPD when the area or building can be safely reoccupied.</td>
<td></td>
</tr>
<tr>
<td>12. UPD will notify evacuated persons that the area is safe to re-occupy.</td>
<td></td>
</tr>
</tbody>
</table>

Recovery

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPD will organize a debriefing</td>
<td></td>
</tr>
<tr>
<td>UPD will prepare an After Action Report (AAR) and track follow-up actions</td>
<td></td>
</tr>
<tr>
<td>The AAR will be files in UPD.</td>
<td></td>
</tr>
</tbody>
</table>
References
Facility information about campus and building shut-off valves.

Revision History

<table>
<thead>
<tr>
<th>Number</th>
<th>Effective Date</th>
<th>Description of Change</th>
<th>Recorded by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16AUG2016</td>
<td>New</td>
<td>Donna Placzek</td>
</tr>
</tbody>
</table>

Purpose
This annex provides a brief summary of the procedures and protocol to follow in the event of a potential threat to CSU East Bay campus by an active shooter/violent intruder and/or terrorist attack. The information provided on these particular hazards focuses on the specific types of planning considerations that should be examined, analyzed, and applied, as appropriate, in the development of the hazard. The format has been structured to be consistent with the planning considerations outlined in the Emergency Operation Plan.

Situation
An active shooter/violent intruder is a subject or subjects actively engaged in killing or attempting to kill people in a confined and populated area. These individuals primarily use firearms though other weapons can be used.

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism include threats of assassinations, kidnappings, hijackings, bomb scares and bombings, cyber-attacks (computer-based), active shooter and the use of chemical, biological, radiological, and nuclear weapons.

Assumptions
- Emergency responders (UPD, local Police) will take immediate action and begin response to locate, contain and eliminate the threat. This is their number one priority.
- Initial response will be continually evolving and may appear to be chaotic.
- Alerts to the campus will be sent as the situation allows and necessitates; some information may be withheld to ensure the safety of the First Responders on scene.
- Decision makers will implement and prioritize response, actions, activities and access control and re-entry to the impacted areas.

Concept of Operation

Mitigation

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educating the campus on simple measures they can take to protect themselves and others against violence. This includes the campus community knowing the available resources on campus and contact information.</td>
</tr>
<tr>
<td>Campus threat assessment teams are in place to identify, assess, and manage exposure to threats of violence.</td>
</tr>
</tbody>
</table>
Preparedness

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain maps of all structures on campus to assist with search and rescue efforts.</td>
</tr>
<tr>
<td>Maintain updated evacuation plans for each structure on campus.</td>
</tr>
<tr>
<td>UPD staff participates in professional active intruder/shooter response training.</td>
</tr>
<tr>
<td>UPD conducts Run, Hide, Defend training for students, staff and faculty.</td>
</tr>
<tr>
<td>UPD maintain and test emergency alert systems. University Communications maintains Communications Plan.</td>
</tr>
<tr>
<td>Ensure that emergency equipment is stocked appropriately and readily available.</td>
</tr>
<tr>
<td>Crime scene remediation company is contracted with CSUEB.</td>
</tr>
</tbody>
</table>

Response

<table>
<thead>
<tr>
<th>Responding Departments and Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Role</strong></td>
</tr>
<tr>
<td>Lead CSUEB Department</td>
</tr>
<tr>
<td>Supporting CSUEB Department(s)</td>
</tr>
<tr>
<td>Outside Agency(s)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Law enforcement will respond and focus on stopping the threat. UPD will request mutual aid, establish an incident command and follow their protocol.</td>
<td>❑</td>
</tr>
<tr>
<td>2. UPD will send an initial emergency alert and/or instruction to campus community when appropriate. The PIO will establish a Joint Information Center and media location and as needed send out communications. The PIO will provide the campus community an all-clear message when threat is over.</td>
<td>❑</td>
</tr>
<tr>
<td>3. Law enforcement will notify fire department to request medical assistance. Hospitals will be notified.</td>
<td>❑</td>
</tr>
<tr>
<td>4. Law enforcement and fire department will locate and treat victims when safe to do so and establish a casualty collection/triage area. Victims will be evacuated to local hospitals.</td>
<td>❑</td>
</tr>
<tr>
<td>5. Law enforcement will barricade affected area(s) to prevent access and secure crime scene. They will conduct an investigation and evidence recovery activity. When done, they will release the area to Facilities and EHS.</td>
<td>❑</td>
</tr>
</tbody>
</table>

Recovery

<table>
<thead>
<tr>
<th>Action – Short Term Recovery</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The PIO will develop and implement a plan to communicate regularly with the media, campus community, and families of students and staff.</td>
<td>❑</td>
</tr>
<tr>
<td>2. Human Resources and the SHCS will develop and implement Family Reunification and Counseling Services Plans for the campus community’s short and longer term needs.</td>
<td>❑</td>
</tr>
</tbody>
</table>
### Action – Short Term Recovery

<table>
<thead>
<tr>
<th>Number</th>
<th>Effective Date</th>
<th>Description of Change</th>
<th>Recorded by</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>16AUG2016</td>
<td>New</td>
<td>Yolanda Harris</td>
</tr>
</tbody>
</table>

3. Facilities and EHS will work with a crime scene remediation company if necessary and determine when the area(s) can be released for university and public use.

4. Implement Business Continuity Plan(s) for affected areas and departments including a determination if campus will be closed and for how long.

### Action – Long Term Recovery

<table>
<thead>
<tr>
<th>Number</th>
<th>Effective Date</th>
<th>Description of Change</th>
<th>Recorded by</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

UPD will organize a debriefing

UPD will prepare an After Action Report (AAR) and track follow-up actions

The AAR will be filed in UPD.

### References

NA

### Revision History

<table>
<thead>
<tr>
<th>Number</th>
<th>Effective Date</th>
<th>Description of Change</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>16AUG2016</td>
<td>New</td>
<td>Yolanda Harris</td>
</tr>
</tbody>
</table>
3. Earthquake Control Plan

Purpose
The purpose of the earthquake response plan is to provide guidance to assess and respond to the conditions that follow a major earthquake. Priorities will first be the protection of life, then the environment, and next the campus.

Situation
California experiences both major and minor earthquakes that inflict varying degrees of damage throughout the state. The unpredictability of an earthquake’s location and severity make preparing for them a challenge. California State University East Bay has three campuses each near an active earthquake fault:
- Hayward Campus is located near the Hayward fault
- Concord Campus is located near the Calaveras fault
- Oakland Campus is located near the San Andreas fault

Assumptions
- The State of California is vulnerable to damaging earthquakes.
- A significant earthquake on any of these faults could cause human injury and death.
- Buildings could sustain serious damage making them uninhabitable.
- Regional areas of the state could be affected by a significant earthquake.
- Earthquakes and aftershock may trigger one or more secondary events such as landslide, release of hazardous materials, utility and communication disruption, and transportation disturbances.
- A major earthquake would place significant stress on the local emergency management system.
- The first few hours following an earthquake are critical in saving the lives of people trapped in collapsed buildings. Therefore, the use of local resources during the initial response period will be essential until state and Federal support is available.
- It will be several hours before state and federal resources are mobilized and deployed to affected areas.
- In the event rubble and debris resulting from an earthquake prevent access to the affected area for a prolonged time, helicopters may be necessary to bring rescue teams in and remove casualties from the area.
- Utilities and supplies could be impacted for days and weeks.
- CSUEB may have a significant number of student, staff, faculty, and visitors that cannot return home and must shelter in place on the campus.
- CSUEB may have community members coming to the university looking for food and shelter.
- The Oakland Campus is in the City of Oakland’s downtown area and housed in a high-rise. If the area is impacted by a major earthquake, it is expected that the City of Oakland will respond initially to the disaster.
Concept of Operations

Mitigation

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect buildings for structural defects and identify structural and non-structural mitigation projects.</td>
</tr>
<tr>
<td>Assess hazards across campus (e.g. fasten shelves, bookcases, keep exit hallways clear, place heavier and hazardous materials on lower shelves).</td>
</tr>
</tbody>
</table>

Preparedness

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educate campus community about how to protect themselves in the event of an earthquake.</td>
</tr>
<tr>
<td>Conduct earthquake drills and exercises.</td>
</tr>
<tr>
<td>Each department should have an emergency response plan that includes a way to account for its staff.</td>
</tr>
<tr>
<td>Departments that provide emergency services should make preparations and maintain supplies or procedure:</td>
</tr>
<tr>
<td>- University Communications</td>
</tr>
<tr>
<td>- University Police Department</td>
</tr>
<tr>
<td>- Information Services</td>
</tr>
<tr>
<td>- Housing</td>
</tr>
<tr>
<td>- Student Health and Counseling Services (SHCS)</td>
</tr>
<tr>
<td>- Facilities Development and Operations (FDO)</td>
</tr>
<tr>
<td>- Environmental Health and Safety (EHS)</td>
</tr>
<tr>
<td>University departments should have a Business Continuity Plan (BCP)</td>
</tr>
<tr>
<td>Volunteer Team Leader (VTL) Program maintained and implemented</td>
</tr>
</tbody>
</table>

Response

<table>
<thead>
<tr>
<th>Role</th>
<th>Responding Departments and Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead CSUEB Department</td>
<td>University Police Department</td>
</tr>
<tr>
<td>Support CSUEB</td>
<td>All departments will support UPD</td>
</tr>
<tr>
<td>Mutual Aid</td>
<td>Local, county, and state agencies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action – During and Immediately After an Earthquake</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>During earthquake employees are trained:</td>
<td></td>
</tr>
<tr>
<td>- to hold, duck, and cover</td>
<td></td>
</tr>
<tr>
<td>- evacuate the building if it has suffered damage</td>
<td></td>
</tr>
<tr>
<td>- watch for fallen debris (e.g. falling windows, building facades, electrical lines)</td>
<td></td>
</tr>
<tr>
<td>- follow their VTL’s instructions</td>
<td></td>
</tr>
<tr>
<td>VTLs will contact UPD Dispatch and await instructions while determining missing and injured employees. VTLs will direct employees to assemble either at the Stadium or Amphitheater.</td>
<td></td>
</tr>
</tbody>
</table>
### Actions – After the Earthquake

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police Department will make initial evaluation of the campus to determine immediate response. UPD will establish an Incident Command.</td>
<td></td>
</tr>
<tr>
<td>Chief of UPD will determine if EOC should be convened. The Chief will identify a safe location for the EOC.</td>
<td></td>
</tr>
<tr>
<td>UPD will conduct a ground survey to determine the scope of the damage, casualties, and the status of key facilities. Report to the EOC.</td>
<td></td>
</tr>
<tr>
<td>EOC will request needed mutual aid assistance based on initial damage assessment.</td>
<td></td>
</tr>
<tr>
<td>UPD will establish and maintain controlled access to the campus and/or unsafe areas of the campus. Only those people directly involved in emergency response operations should be allowed to enter the campus.</td>
<td></td>
</tr>
<tr>
<td>EOC will prepare an Action Plan including Emergency Communication Plan.</td>
<td></td>
</tr>
<tr>
<td>Under the direction of the EOC or Incident Command the SHCS will implement their Emergency Plan.</td>
<td></td>
</tr>
<tr>
<td>Under the direction of the EOC or Incident Command, Facility Staff and EHS may need to evaluate or inspect buildings and other structures to determine whether it is safe to inhabit or use them after an earthquake will occur. Activities may include:</td>
<td></td>
</tr>
<tr>
<td>• Inspecting and/or turning off building utilities (gas, electrical, water)</td>
<td></td>
</tr>
<tr>
<td>• Assessing for superficial structural damage</td>
<td></td>
</tr>
<tr>
<td>• Assessing for release of hazardous materials</td>
<td></td>
</tr>
<tr>
<td>• Assessing for release of asbestos in the buildings; see chart for those building containing asbestos.</td>
<td></td>
</tr>
<tr>
<td>• Prioritizing inspections of buildings and structures which are critical to emergency services operations, housing, and mass care activities</td>
<td></td>
</tr>
<tr>
<td>• Identify/mark those buildings that are unsafe and may not be occupied</td>
<td></td>
</tr>
<tr>
<td>• Report findings to the EOC</td>
<td></td>
</tr>
<tr>
<td>Mutual aid and trained first responders may be required to safely complete the above task if UPD, Facilities or EHS identify hazards preventing them from entering a building or campus area (e.g. gas leak, asbestos, hazardous chemical spill, severe structural damage).</td>
<td></td>
</tr>
<tr>
<td>EOC will continue modifying and implementing the Action Plan as needed.</td>
<td></td>
</tr>
</tbody>
</table>

### Recovery

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC develops and implements the recovery plan and monitors department Business Continuity Plans.</td>
<td></td>
</tr>
<tr>
<td>Document damaged property and repairs.</td>
<td></td>
</tr>
<tr>
<td>Offer and provide mental health services and information to those affected.</td>
<td></td>
</tr>
<tr>
<td>Develop an After Action Report update the EOP as needed.</td>
<td></td>
</tr>
</tbody>
</table>

### References

### Revision History

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<thead>
<tr>
<th>Number</th>
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<tbody>
<tr>
<td>16AUG2016</td>
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<td>New</td>
<td>Donna Placzek</td>
</tr>
<tr>
<td>Buildings with asbestos</td>
<td>Fire Proofing</td>
<td>Thermal Systems Insulation</td>
<td>Ceiling tile</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------</td>
<td>----------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>1 A&amp;E</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 KPE</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3 Library</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 M&amp;B</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>5 Meiklejohn</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>6 Old Union</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Robinson Hall</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Science</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>9 SHCS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Theater</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
4. Hazardous Materials Spills Control Plan

Purpose
This Annex provides guidance and direction to the campus Emergency Operations Center (EOC) and responders in the event of chemical spills. Chemical releases may be a secondary hazard as a result of an earthquake and part of a larger response. Petroleum products spills (dielectric oils, diesel, gasoline) are in generators, transformers, and in above ground storage tanks are also covered by the university Spill Prevention, Control, and Countermeasure Plan (SPCC) and the Aboveground Petroleum Storage Act (APSA).

Situation
- Hazardous materials are stored throughout the campus including, but not limited to, Science classrooms and laboratories, stockrooms, maintenance areas, KPE pool operations, custodial operations, and Facilities Corp Yard, (gasoline and diesel tanks).
- Flammable and corrosive liquids are the major hazard classes.
- Highly toxic chemicals in Science are in small quantities.
- University staff is trained to clean-up incidental chemicals spills in their areas and follow emergency response procedures for larger spills.
- For major spills that (1) can or has caused serious harm (2) impact the environment, or (3) are too hazardous or large for university staff to clean-up, the university faculty or staff will contact Environmental Health & Safety (EHS). EHS evaluates and contacts the contracted hazardous waste vendor for emergency response clean-up. If needed for the protection of the university community, 911 will be called.

Assumptions
- Department chemical inventories are maintained and up-to-date.
- Majority of hazardous materials spills on campus are incidental and are small quantities and/or moderately hazardous so spills that can be cleaned up by trained staff.
- Chemical storage and use areas are stocked with emergency spill kits.
- Contracted emergency responders are available and are equipped with necessary equipment to clean-up a chemical spill.
- In the event of a large earthquake or building fire, it may be days before the building can be entered.
- Contaminated individuals can be decontaminated by removing clothes and rinsing with water.

Concept of Operations

Mitigation

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, staff and student receive training to handle the hazardous chemicals in their labs and work areas. Training includes emergency preparedness and response.</td>
</tr>
<tr>
<td>Highly toxic chemicals are stored properly and quantities are limited.</td>
</tr>
<tr>
<td>Chemicals are kept to a minimum.</td>
</tr>
</tbody>
</table>
### Preparedness

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemicals are properly stored to prevent their release in the event of an earthquake.</td>
</tr>
<tr>
<td>Spill supplies are maintained in chemical use and storage areas.</td>
</tr>
<tr>
<td>Chemical inventories are maintained by the facility owners, updated as needed (at least annually) and provided to EHS.</td>
</tr>
<tr>
<td>Employees are trained to contact UPD or EHS in the event of a major spill and provide an SDS of the spilled hazardous material(s).</td>
</tr>
<tr>
<td>SDSs are available through the EHS website – MSDSOnline.</td>
</tr>
</tbody>
</table>

### Response

<table>
<thead>
<tr>
<th>Responding Departments and Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
</tr>
<tr>
<td>Lead CSUEB Department</td>
</tr>
<tr>
<td>Supporting CSUEB Department(s)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>External Emergency Assistance</td>
</tr>
<tr>
<td>Emergency Responders for Clean-up (chemical, biological, radiologic spills)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions – Level 1 Spill (Minor)</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty or staff can safely clean-up the spill.</td>
<td>☐</td>
</tr>
<tr>
<td>Faculty or staff contacts EHS for proper disposal of the hazardous waste generated during clean-up.</td>
<td>☐</td>
</tr>
<tr>
<td>Faculty or staff request replacement clean-up supplies.</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Actions – Level 2 Spill**

*Go to “Actions – Level 3” guidelines below if spill has fire potential, exposures with injuries, or other immediate threat.*

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPD will contact EHS and provide any information about the spilled chemical, contact and location.</td>
<td>☐</td>
</tr>
<tr>
<td>UPD will assist, while maintaining their safety, by:</td>
<td></td>
</tr>
<tr>
<td>▪ Limiting access to the contaminated area</td>
<td></td>
</tr>
<tr>
<td>▪ Collecting information about the incident</td>
<td></td>
</tr>
<tr>
<td>▪ Evacuating building(s) or sheltering in place as necessary</td>
<td></td>
</tr>
<tr>
<td>▪ Continuing the above steps until EHS arrives</td>
<td></td>
</tr>
<tr>
<td>UPD will assist those potentially exposed to the hazard to a safe location for decontamination and evaluation.</td>
<td>☐</td>
</tr>
<tr>
<td>The area staff or faculty will provide EHS with the hazardous materials SDS and/or other hazard information about the spill.</td>
<td>☐</td>
</tr>
<tr>
<td>Hazard Annexes - 13</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Actions – Level 2 Spill</strong></td>
<td><strong>Complete</strong></td>
</tr>
<tr>
<td>EHS will evaluate the hazardous materials spill and develop and implement a clean-up plan.</td>
<td>![Complete]</td>
</tr>
</tbody>
</table>

| **Actions – Level 3 Spill** | **Complete** |
|----------------------------|
| In the event of a major spill, and depending on who is called first, UPD and EHS will contact each other. | ![Complete] |
| UPD will also call the local Emergency Responders if there is a potential for a fire and/or a serious injury or at the request of EHS or Facilities. | ![Complete] |
| Local Emergency Responders will stabilize the scene and assist the injured. | ![Complete] |
| FDO may be contacted if utilities are impacted. | ![Complete] |

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Spill: can be cleaned up without the help of EHS</td>
<td>Major Spill: EHS assistance is required for clean-up</td>
<td>Major Spill: 911 assistance is required</td>
</tr>
<tr>
<td><strong>Hazard</strong></td>
<td>Known hazard in small quantities:</td>
<td>Known hazards:</td>
</tr>
<tr>
<td>• Low toxicity</td>
<td>• Highly toxic chemical</td>
<td>• Fire potential</td>
</tr>
<tr>
<td>• Low volatility</td>
<td>• Flammable liquids (&gt;1 liter)</td>
<td>• Flammable liquids</td>
</tr>
<tr>
<td>• High toxicity (contained)</td>
<td>• Toxic powders</td>
<td>• Unknown hazard</td>
</tr>
<tr>
<td>• Flammable liquids (&lt;1 liter)</td>
<td>• Inhalation hazard</td>
<td>• Flammables in storm water or sanitary sewer drain</td>
</tr>
<tr>
<td>• Acids or bases</td>
<td>•</td>
<td>• One or more buildings affected</td>
</tr>
<tr>
<td>• Biosafety Level 1 or 2</td>
<td>•</td>
<td>• Area has ignition sources (flammables)</td>
</tr>
<tr>
<td>• Broken mercury thermometer</td>
<td>•</td>
<td>• Difficult to contain</td>
</tr>
<tr>
<td>• Radioactive materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spill Location</strong></td>
<td>Environment release – air, soil, sewer, storm water drain</td>
<td>Flammables in storm water or sanitary sewer drain</td>
</tr>
<tr>
<td>• Benchtop or fume hood</td>
<td>• Building with recirculating air</td>
<td>• One or more buildings affected</td>
</tr>
<tr>
<td>• Contained in one lab or room</td>
<td>• Area has ignition sources (flammables)</td>
<td>• Area has ignition sources (flammables)</td>
</tr>
<tr>
<td>• No human, facility, or environmental contamination</td>
<td>• Can be contained</td>
<td>• Difficult to contain</td>
</tr>
<tr>
<td>• Easily contained and cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exposure</strong></td>
<td>Contamination can be safely and easily removed from skin, eye, and clothing</td>
<td>Immediate and serious health effects possible: Ex. Phenol on skin, concentrated acid/base in eye</td>
</tr>
<tr>
<td>• No exposure</td>
<td>• There is no immediate emergency from the exposure</td>
<td></td>
</tr>
<tr>
<td><strong>Spill Supplies and training</strong></td>
<td>Not enough supplies</td>
<td>Staff not trained to clean up</td>
</tr>
<tr>
<td>• Staff has sufficient spill supplies and training to clean-up spill.</td>
<td>• Staff not sufficiently trained to clean up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Need additional PPE Ex. Respirator, special gloves etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Action</strong></td>
<td>Call for EHS or call UPD to contact EHS</td>
<td>Contact UPD to contact EHS</td>
</tr>
<tr>
<td>• Isolate</td>
<td>• Area evacuation is required</td>
<td>EHS or UPD evaluate situate take appropriate action</td>
</tr>
<tr>
<td>• Clean-up</td>
<td>• Limit access</td>
<td>This includes calling 911 and evacuating building(s)</td>
</tr>
<tr>
<td>• Bag and label hazardous waste</td>
<td>• Isolate and decontaminate</td>
<td></td>
</tr>
</tbody>
</table>

Hazard Annexes - 13
<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Spill: can be cleaned up without the help of EHS</td>
<td>Major Spill: EHS assistance is required for clean-up</td>
<td>Major Spill: 911 assistance is required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>contaminated individuals if safe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Obtain MSDS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• EHS will contact external contractors for assistance</td>
</tr>
<tr>
<td>Examples</td>
<td>• Spills in a lab hood</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Spill from a car accident (brake, hydraulic fluids)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Spill that can be cleaned up with a 5 gallon spill kit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Larger quantities of spilled chemicals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Isolation of rooms or areas required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Air monitoring required after a spill before re-entry is allowed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Chemicals spilled on the ground – gasoline, oil</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Non-flammable or combustible chemicals in storm drain</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Flammable or combustible chemicals in storm drain</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Corrosive spill with one or more injuries</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Unknown chemical with one or more complaints</td>
<td></td>
</tr>
</tbody>
</table>

**Recovery**

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 and 2 responses, EHS will conduct an investigation and debriefing. EHS will file the investigation reports.</td>
<td>❑</td>
</tr>
<tr>
<td>Level 3 response, UPD will organize a debriefing</td>
<td>❑</td>
</tr>
<tr>
<td>Level 3 response, UPD will prepare an After Action Report (AAR) and track follow-up actions.</td>
<td>❑</td>
</tr>
<tr>
<td>Level 3 response, the AAR will be filed in UPD.</td>
<td>❑</td>
</tr>
</tbody>
</table>

**References**

- Chemical Inventory, locations, and owner
- Safety Data Sheets
- Area maps

**Revision History**

<table>
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<td>16AUG2016</td>
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</tr>
</tbody>
</table>
5. Control Plan for Outbreaks of Infectious Diseases

Purpose
An INFECTION DISEASE “OUTBREAK” describes cases of communicable disease that are in excess of what would normally be expected. These outbreaks may have the ability to spread quickly in a University environment due to the number and close proximity of individuals. These include but are not limited to tuberculosis, MRSA, measles, etc. The University Student Counseling and Health Services (SHCS) will work closely with the university departments and local county health departments who provide the guidance to investigate the occurrences of all notifiable communicable disease cases. The county health departments will assist in establishing the cause, mode of transmission, probable source and identification of any individuals who are deemed to be at risk of contracting the disease and implementation of required infection prevention and control measures. Foodborne illnesses and pandemic flu are covered by this Annex.

Situation
One or more cases of local health department reportable disease or conditions have been connected to the university community.

Assumptions
- The CSUEB Director of Student Health and Counseling Services will lead the response for any campus related communicable disease outbreak.
- The local public health department will notify the CSUEB Director of Student Health and Counseling Services of any cases it is investigating that may be connected to CSUEB.
- The CSUEB Director of Student Health and Counseling Services will report any cases on the CSUEB campuses to the local public health department.
- The local public health department will provide guidance related to the outbreak investigation, response, and university communications.

Concept of Operations
The goal is to limit the spread of a communicable disease and to care for those individuals affected by the disease.

Mitigation
<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain and operate university facilities by following all public health codes and regulations (swimming pools, food establishments, gyms, residence halls).</td>
</tr>
<tr>
<td>Faculty, staff, and students should maintain their immunization to diseases with available vaccinations.</td>
</tr>
</tbody>
</table>
Preparedness

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff most likely to encounter a sick community member will receive training. Training should include appropriate procedures to protect themselves (universal precautions) and procedures to assist a sick staff or student. Procedures should also include when to notify SHCS. SHCS, UPD, Athletics, and Residence Hall staff is trained in job appropriate procedures.</td>
</tr>
<tr>
<td>SHCS, UPD, Athletics, and Residence Hall staff should participate in onsite exercises and drills.</td>
</tr>
</tbody>
</table>

Response

<table>
<thead>
<tr>
<th>Role</th>
<th>Department / Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead CSUEB Department</td>
<td>Student Health Counseling Services, Director of SHCS</td>
</tr>
<tr>
<td>Supporting CSUEB Department(s)</td>
<td>Risk Management, AVP Risk Management</td>
</tr>
<tr>
<td></td>
<td>Environmental Health &amp; Safety, Director EHS</td>
</tr>
<tr>
<td></td>
<td>Human Resources, AVP Human Resources</td>
</tr>
<tr>
<td></td>
<td>Housing and Residential Life, AVP Campus Life</td>
</tr>
<tr>
<td></td>
<td>University Communications, AVP University Communications</td>
</tr>
<tr>
<td></td>
<td>Facilities, Director of Facilities Operations</td>
</tr>
</tbody>
</table>

Local County Health Departments:

The county health department is the lead health authority with these outbreaks. They are responsible for managing the reporting of notifiable communicable diseases, insuring the cases are investigated (including contacts and source(s) of infection) and that special measures are followed such as isolation or quarantine procedures.

**Alameda County Public Health Department**

Division of Communicable Disease Control & Prevention
1000 Broadway, Suite 500
Oakland, CA 94607
Phone: (510) 267-3250
Acute Communicable Disease Program Email: AcuteCD@acgov.org
After hours phone: (925) 422-7595
Website and forms: [http://www.acphd.org/communicable-disease.aspx](http://www.acphd.org/communicable-disease.aspx)

**Contra Costa Public Health Division**

Communicable Disease Programs
Phone: 925–313–6740
Fax: 925–313–6465
Website and forms: [http://cchealth.org/cd/](http://cchealth.org/cd/)
The Director of SHCS will be notified of a suspected or confirmed infectious disease outbreak or case of a notifiable communicable disease. The sources could be internal or external to the university. An external source includes the local county health department.

VP of Administration and Finance and AVP of Risk Management shall be notified of the case or outbreak.

The Director of SHCS will lead the investigation of internally reported cases and determine what actions should be taken including but not limited to contacting the local county health department for guidance.

When the local county health department notifies the University of a suspected or confirmed infectious disease outbreak or case of notifiable communicable disease, the Director of SHCS will assist the local county health department in establishing the cause, mode of transmission, probable source and identification of individuals who are deemed to be at risk of contracting the disease and implementation of any required infection prevention control measures. This may be done with the assistance of a variety of University departments, depending on the travel pattern of the infected individuals, whether they are residents on campus, etc.

The University shall manage information on such cases through the University Student Health Department and provide any required information to the infectious disease outbreak specialist or the communicable disease contact as indicated by local county health department.

The University shall follow any special measures as determined by the local county health department or CSUEB for control of the particular disease. This could include:

1. Special cleaning measures appropriate to the disease;
2. Temporary closure of public events, classes, spaces or buildings;
3. Isolation or quarantine measures.
<table>
<thead>
<tr>
<th>Actions</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td></td>
</tr>
<tr>
<td>The University will provide the campus community with information on any preventative measures recommended by the local county health department using the established communication procedures. The University SHCS, Communication Department, Human Resources and Risk Management may assist in the preparation of such information.</td>
<td>☐</td>
</tr>
<tr>
<td>The University will communicate with the campus community, including students, employees and external stakeholders (when required) regarding the situation.</td>
<td></td>
</tr>
<tr>
<td>The Student Health Services will assist students and Environmental Health and Safety will assist employees with any questions they may have about the outbreak.</td>
<td></td>
</tr>
<tr>
<td><strong>Immunization</strong></td>
<td></td>
</tr>
<tr>
<td>Where the local county health department recommends immunization as a preventative measure to reduce the spread of the outbreak, the University shall make its best efforts to assist local county health department with organizing such immunizations for the campus community. The University shall also communicate the offer of such to the students and employees.</td>
<td>☐</td>
</tr>
<tr>
<td>Any immunization program implemented will be established in collaboration with local county health department.</td>
<td></td>
</tr>
<tr>
<td><strong>Maintenance of Essential Business Activities</strong></td>
<td></td>
</tr>
<tr>
<td>The University shall, where possible, continue its essential business activities.</td>
<td>☐</td>
</tr>
<tr>
<td>Dependent on the level of the emergency, the Emergency Operations Center (EOC) will act as the body for assessing the impact of the outbreak on University business functions and formulating and implementing strategies to enable the University to continue essential operations.</td>
<td></td>
</tr>
<tr>
<td><strong>Recovery</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Action</strong></td>
<td><strong>Complete</strong></td>
</tr>
<tr>
<td>UPD will organize a debriefing</td>
<td>☐</td>
</tr>
<tr>
<td>UPD will prepare an After Action Report (AAR) and track follow-up actions</td>
<td>☐</td>
</tr>
<tr>
<td>The AAR will be filed in UPD.</td>
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<td>16AUG2016</td>
<td>New</td>
<td>Donna Placzek</td>
</tr>
</tbody>
</table>

6. **Vivarium Annex**

**Purpose**
Animal Welfare Regulations require an emergency response plan for addressing the well-being of animals used at the University. This Annex is intended to provide a procedure for the California State University East Bay Emergency Operations Center, first responders, and Vivarium Staff following a building emergency or disaster. This plan is meant to ensure the safety of those responding to the needs of the animals during an emergency.

The College of Science, where all lab animals are housed, has a department emergency operations plan outlining emergency procedures applicable to the needs of the Science Department including the animal handling procedures during emergencies. The Vivarium Facility Supervisor maintains these procedures. During an emergency, these procedures are implemented under the direction of the Veterinarian and the Vivarium Facility Supervisor.

This annex shall be activated anytime there is a local or widespread emergency that potentially endangers human or animal health or life in the Vivarium. *Under no circumstance should human life, health, or safety be endangered in an attempt to rescue the animals.*

**Situation**
There could be any number of situations where access to the campus or the Science Building could be impacted. These include but are not limited to:
- Earthquake
- Fire and smoke (building or wildfire)
- Building utility disruption (water, electricity, gas, HVAC)

**Assumptions**
- It is the decision of Incident Commander whether or not to allow the Vivarium Staff entry onto the campus and into the Science Building during an emergency. The decision is based on ensuring the safety everyone.
- Vivarium Staff may need escort onto campus and into the Science Building.
- In the event of an emergency on campus impacting the Science Building, both UPD and the Vivarium Staff will make efforts to make contact.

**Concept of Operations**
During an emergency only Vivarium Staff are allowed to handle or direct the handling of the animals housed in the Vivarium. Those contacts are listed in this Annex.

**Mitigation**

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The number of animals housed in the Vivarium should be kept to a minimum.</td>
</tr>
</tbody>
</table>
Preparedness

<table>
<thead>
<tr>
<th>Preparedness</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparedness</td>
<td>Multiple Vivarium staff members are cross trained to perform the duties of maintaining or euthanizing the variety of animal species housed in the vivarium in the event of an emergency.</td>
</tr>
<tr>
<td></td>
<td>Emergency equipment should be maintained and tested. Emergency generator outlets should be clearly marked and tested.</td>
</tr>
<tr>
<td></td>
<td>Vivarium staff will participate in onsite exercises and drills.</td>
</tr>
<tr>
<td></td>
<td>The Science Department will maintain an up-to-date emergency call list and phone tree.</td>
</tr>
<tr>
<td></td>
<td>Vivarium staff will maintain sufficient supplies for the care and feeding or euthanasia of the animals.</td>
</tr>
<tr>
<td></td>
<td>Vivarium Facility Supervisor will provide up-dates to this annex to the CSUEB Emergency Coordinator as necessary.</td>
</tr>
</tbody>
</table>

Vivarium Locations and Emergency Equipment

<table>
<thead>
<tr>
<th>Building/Location</th>
<th>Room#</th>
<th>Housed Animals</th>
<th>Special Instructions</th>
</tr>
</thead>
</table>

Response

Vivarium staff shall be contacted in any situation that has the possibility to change the environmental conditions of the vivarium. Calls shall be made until person-to-person contact is made.

Responding Departments and Agencies

<table>
<thead>
<tr>
<th>Role</th>
<th>Department / Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander</td>
<td>UPD, Police Chief</td>
</tr>
<tr>
<td>Lead CSUEB Department</td>
<td>Vivarium Staff (see below)</td>
</tr>
<tr>
<td>Supporting CSUEB Department(s)</td>
<td>UPD, Facilities, EHS</td>
</tr>
<tr>
<td>Outside Agency(s)</td>
<td>HWFD</td>
</tr>
</tbody>
</table>

Vivarium Staff and Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Department and Title</th>
<th>Phone #</th>
<th>Emergency Phone #</th>
</tr>
</thead>
</table>

Actions

<table>
<thead>
<tr>
<th>Actions</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All efforts will be made by emergency operations center or UPD to make a person-to-person contact with one of the above Vivarium Staff.</td>
<td>☐</td>
</tr>
<tr>
<td>2. First Responders (UPD, Facilities, EHS, HWFD) will assess hazards and determine if Animal Care Staff can safely come onto campus with or without an escort.</td>
<td>☐</td>
</tr>
<tr>
<td>3. First Responders (UPD, Facilities, EHS, HWFD) will assess hazards and determine if Vivarium Staff can safely go into the Science Building with or without an escort. (Structural, chemical release, fire, gas)</td>
<td>☐</td>
</tr>
<tr>
<td>4. If safe to do so and time permits, Facilities will evaluate the vivarium utilities and report to the EOC and Vivarium Staff.</td>
<td>☐</td>
</tr>
<tr>
<td>5. The EOC will provide information to the contacted Vivarium Staff member about the condition of the building, access into the building as well as access onto the campus and where to report on campus for further assistance and instructions.</td>
<td>☐</td>
</tr>
</tbody>
</table>
6. Vivarium Staff, upon arrival at the campus will follow the EOC’s instructions for access into the Science Building.

### Recovery

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPD will organize a debriefing of the emergency and include Vivarium Staff</td>
<td>☐</td>
</tr>
<tr>
<td>UPD will prepare an After Action Report (AAR) and track follow-up actions</td>
<td>☐</td>
</tr>
<tr>
<td>The AAR will be filed in UPD.</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Revision History

<table>
<thead>
<tr>
<th>Number</th>
<th>Effective Date</th>
<th>Description of Change</th>
<th>Recorded by</th>
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<tbody>
<tr>
<td>16AUG2016</td>
<td>New</td>
<td></td>
<td>Mary Weldele</td>
</tr>
</tbody>
</table>
7. Fire Control Plan

Purpose
This Annex provides guidance and direction to the campus to assess response to a building or wildlife fire.

Situation
- Fire, inside and outside buildings, is a constant threat. The Hayward and the Concord campuses located in a wildland-urban interface made up of oak woodlands, with the grasses supporting a rapid spread of fire. Both these campus are in areas that have experienced severe drought over the last few years and are very dry during the summer months.

Assumptions
- Local Fire Department will take command of the incident
- The University Police Department will coordinate with the Hayward or Concord Fire Department during a building or wildlife fire.

Concept of Operations

Mitigation

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide faculty, staff, and student information and training about fire life safety on campus and in the residence halls. Training covers preparedness and response.</td>
</tr>
<tr>
<td>Facility maintains a 20 foot perimeter of mowed grass around the campuses during the dry months and maintains landscaping around buildings to eliminate combustible materials.</td>
</tr>
<tr>
<td>Coordinate with local fire department to help them familiarize themselves with the buildings.</td>
</tr>
<tr>
<td>EHS and Facilities inspect buildings with the State Fire Marshal for potential fire hazards.</td>
</tr>
<tr>
<td>Flammable and combustible materials are properly used and stored to prevent fire.</td>
</tr>
</tbody>
</table>

Preparedness

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine tests/checks on conducted on fire safety equipment (e.g. alarms, sprinklers, fire extinguishers).</td>
</tr>
<tr>
<td>Fire extinguisher training is conducted for staff and in the residence halls.</td>
</tr>
<tr>
<td>Evacuation plans are maintained and up-to-date.</td>
</tr>
<tr>
<td>Fire evacuation drills are conducted.</td>
</tr>
<tr>
<td>Assembly Areas are clearly marked.</td>
</tr>
<tr>
<td>Volunteer Team Leaders are assigned for each building, trained, and provided with the equipment needed.</td>
</tr>
</tbody>
</table>
Response

### Responding Departments and Agencies

<table>
<thead>
<tr>
<th>Role</th>
<th>Department / Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency</td>
<td>Local Fire Department (Hayward or Concord)</td>
</tr>
<tr>
<td>Lead CSUEB Department</td>
<td>UPD, University Police Chief</td>
</tr>
<tr>
<td>Support CSUEB Organization</td>
<td>Volunteer Team Leaders (VTL)</td>
</tr>
<tr>
<td>Support CSUEB Department</td>
<td>Facilities Development and Operations</td>
</tr>
<tr>
<td>Support CSUEB Department</td>
<td>Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>Support CSUEB Department</td>
<td>Risk Management</td>
</tr>
</tbody>
</table>

### Actions – Building Fire

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building occupants will evacuate the building and follow university procedures. This includes Fire Department and UPD notification. VTLs will assist with the evacuation.</td>
<td></td>
</tr>
<tr>
<td>UPD will work with the local Fire Department to secure the scene.</td>
<td></td>
</tr>
<tr>
<td>Depending on the scope and impact of the fire (e.g. injuries, classroom impact, public information required, etc.), the UPD Chief will convene the EOC. The EOC will develop an Action Plan.</td>
<td></td>
</tr>
<tr>
<td>Once the fire is extinguished, the local Fire Department will return the building to UPD’s control.</td>
<td></td>
</tr>
<tr>
<td>If there is damage to the building, Facilities and EHS will evaluate and determine if occupants may re-enter the building. Further assessment will be requested if needed.</td>
<td></td>
</tr>
<tr>
<td>UPD will secure the building as requested.</td>
<td></td>
</tr>
</tbody>
</table>

### Actions – Wild Fire

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depending on the scope and impact of the fire, the UPD Chief will convene the EOC.</td>
<td></td>
</tr>
<tr>
<td>UPD will work with the local Fire Department to determine the best course of action for the university (e.g. evacuation, shelter-in-place). That plan will be implemented.</td>
<td></td>
</tr>
<tr>
<td>Depending on the extent of the damage, the State Fire Marshall may need to determine if and when the campus and/or any buildings can be reoccupied.</td>
<td></td>
</tr>
</tbody>
</table>

### Recovery

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Management will contact insurance provider.</td>
<td></td>
</tr>
<tr>
<td>Insurance provider will conduct damage assessment with assistance from Facilities and EHS as needed.</td>
<td></td>
</tr>
<tr>
<td>EOC implements the recovery plan and monitors department Business Continuity Plans.</td>
<td></td>
</tr>
<tr>
<td>The EOC will implement its Action Plan and assist with department Business Continuity Plans as needed.</td>
<td></td>
</tr>
<tr>
<td>Document damaged property and repairs.</td>
<td></td>
</tr>
<tr>
<td>UPD will prepare an After Action Report (AAR) and track follow-up actions.</td>
<td></td>
</tr>
<tr>
<td>AAR will be filed in UPD.</td>
<td></td>
</tr>
<tr>
<td>SHCS and Human Resources will provide mental health services and information to those affected</td>
<td></td>
</tr>
</tbody>
</table>
References

Evacuation Maps
California Environmental Reporting System or CERS chemical inventory (Concord and Hayward Fire Departments have electronic access)
Asbestos Table

Revision History

<table>
<thead>
<tr>
<th>Number</th>
<th>Effective Date</th>
<th>Description of Change</th>
<th>Recorded by</th>
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<tr>
<td></td>
<td>16AUG2016</td>
<td>New</td>
<td>Donna Placzek</td>
</tr>
</tbody>
</table>
## Asbestos Containing Building Materials

<table>
<thead>
<tr>
<th>Buildings with asbestos</th>
<th>Fire Proofing</th>
<th>Thermal Systems Insulation</th>
<th>Ceiling tile</th>
<th>Floor Sheeting</th>
<th>Acoustic ceiling</th>
<th>Joint compound</th>
<th>Mastic</th>
<th>Tile</th>
<th>Transite</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A&amp;E</td>
<td>X</td>
<td>Trace</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>KPE</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Library</td>
<td>X</td>
<td>X</td>
<td>Trace</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>M&amp;B</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Meiklejohn</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Old Union</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Robinson Hall</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Science</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>SHCS</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Theater</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Utility Failures

Purpose
This Annex provides guidance and direction to the campus Emergency Operations Center (EOC) and responders in the event of Utility Failures.

Situation
- A utility failure can occur due to another disaster or as an isolated event.
- It would involve the disruption of electricity, water, gas, communications (telephone and computer) and sewer discharge.
- PG&E supplies electricity and natural gas.
- Local municipalities provide water.

Assumptions
- A campus may experience a utility failure from within the campus or during a widespread area utility failure.
- Depending on the situation, it may take hours to weeks and months to restore the utility.

Concept of Operations

Mitigation

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility systems are routinely checked.</td>
</tr>
</tbody>
</table>

Preparedness

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, staff and student receive training on how to prepare and respond to utility outages in their work areas.</td>
</tr>
<tr>
<td>Emergency lighting is available and should include flashlights and fresh batteries.</td>
</tr>
<tr>
<td>Conduct regular maintenance on campus systems.</td>
</tr>
<tr>
<td>Emergency building generators are tested monthly.</td>
</tr>
<tr>
<td>Maintain accurate documents/maps of all utility systems on campus that include valves, meters, switch gear, etc.</td>
</tr>
</tbody>
</table>

Response

<table>
<thead>
<tr>
<th>Responding Departments and Agencies</th>
<th>Department / Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Role</strong></td>
<td><strong>Department / Agency</strong></td>
</tr>
<tr>
<td>Lead CSUEB Department</td>
<td>Facilities Development &amp; Operations (FDO), Director of Facilities Operations</td>
</tr>
<tr>
<td>Supporting CSUEB Department(s)</td>
<td>UPD, University Police Chief</td>
</tr>
<tr>
<td></td>
<td>EHS, Director EHS</td>
</tr>
</tbody>
</table>
Facilities will determine cause and extent of failure and provide the information to UPD.

The Chief of UPD will determine if EOC should be convened. If convened, the EOC will develop an Action Plan.

UPD will determine if a building(s) evacuation is necessary and if so may need to initiate it. If the building(s) is already evacuated, UPD will assist the VTLs with crowd control and communications.

UPD will notify Facilities if anyone is trapped in an elevator.

EOC and/or Facilities Action Plan will be developed and implemented.

Building occupants will not re-enter the building(s) until given the all-clear by UPD.

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take pictures of any damage to university property.</td>
<td>☐</td>
</tr>
<tr>
<td>Risk Management will contact insurance provider if needed.</td>
<td>☐</td>
</tr>
<tr>
<td>Insurance provider will conduct damage assessment with assistance from Facilities and EHS as needed.</td>
<td>☐</td>
</tr>
<tr>
<td>UPD will prepare an After Action Report (AAR) and track follow-up actions.</td>
<td>☐</td>
</tr>
</tbody>
</table>

References

Revision History

<table>
<thead>
<tr>
<th>Number</th>
<th>Effective Date</th>
<th>Description of Change</th>
<th>Recorded by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16AUG2016</td>
<td>New</td>
<td>Donna Placzek</td>
</tr>
</tbody>
</table>
9. Bomb Threat

Purpose
This Annex provides guidance and direction to the campus Emergency Operations Center (EOC) and responders an effective means to respond to a bomb threat.

Situation
- All bomb threats should be taken seriously.
- Most bomb threats will be received telephone, though may be received by letter or e-mail.

Assumptions
- In the event of a bomb threat UPD may request additional external support.

Concept of Operations

Mitigation

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain up-to-date building floor plans.</td>
</tr>
<tr>
<td>Include the response to bomb threat in the security plan.</td>
</tr>
</tbody>
</table>

Preparedness

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, staff and students receive training on how to prepare and respond to a bomb threat.</td>
</tr>
</tbody>
</table>

Response

<table>
<thead>
<tr>
<th>Responding Departments and Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>Lead CSUEB Department</td>
</tr>
<tr>
<td>Supporting CSUEB Department(s)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Chief of UPD will determine if EOC should be convened. If convened, the EOC will develop an Action Plan.</td>
<td></td>
</tr>
<tr>
<td>UPD will follow their protocol.</td>
<td></td>
</tr>
<tr>
<td>UPD will determine if a building(s) evacuation is necessary or occupants should shelter in place.</td>
<td></td>
</tr>
<tr>
<td>Facilities will provide maps of the buildings if requested.</td>
<td></td>
</tr>
<tr>
<td>EOC Action Plan will be developed and implemented.</td>
<td></td>
</tr>
<tr>
<td>Building occupants will not re-enter the building(s) until given the all-clear by UPD</td>
<td></td>
</tr>
</tbody>
</table>
Recovery

<table>
<thead>
<tr>
<th>Action</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPD will prepare an After Action Report (AAR) and track follow-up actions.</td>
<td>□</td>
</tr>
</tbody>
</table>

References

Revision History

<table>
<thead>
<tr>
<th>Number</th>
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<tr>
<td></td>
<td>16AUG2016</td>
<td>New - Draft</td>
<td>Yolanda Harris</td>
</tr>
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</table>
Section 11: Position Checklists

A. COMMAND/MANAGEMENT SECTION – page 2
   EMERGENCY EXECUTIVE
   EMERGENCY OPERATIONS CENTER DIRECTOR
   INCIDENT COMMANDER
   EMERGENCY OPERATIONS CENTER COORDINATOR
   PUBLIC INFORMATION OFFICER
   SAFETY OFFICER
   LIAISON OFFICER

B. OPERATIONS SECTION – page 16
   Operations Section Chief – Operations Checklist 1
   Staging Area Manager – Operations Checklist 2
   Medical Operations Director – Operations Checklist 3
   Branch Director Operations – Checklist 4

C. PLANNING SECTION – page 26
   Planning and Intelligence Section Chief – Planning Checklist 1
   Resources Unit Leader – Planning Checklist 2
   Situation Unit Leader – Planning Checklist 3
   Documentation Unit Leader – Planning Checklist 4
   Demobilization Unit – Planning Checklist 5
   Technical Specialist – Planning Checklist 6

D. LOGISTICS SECTION – page 38
   Logistics Section Chief - Logistics Checklist 1
   Service Branch
   • Supply Unit – Logistic Checklist 2
   • Ground and Transportation Support Unit – Logistic Checklist 3
   • Facilities and Shelter Unit – Logistics Checklist 4
   Support Branch
   • Food Unit – Logistics Checklist 5
   • Communications Unit – Logistics Checklist 6
   • Medical Unit – Logistics Checklist 7

E. FINANCE SECTION - page 26
   Finance and Administration Section Chief – Finance Checklist 1
   Procurement Unit – Finance Checklist 2
   Cost Accounting Unit – Finance Checklist 3
   Time Keeper Unit – Finance Checklist 4
   Compensation and Claims Unit – Finance Checklist 5
A. COMMAND/MANAGEMENT SECTION

OVERVIEW
Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

OBJECTIVES
The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of the faculty and student body.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

CONCEPT OF OPERATIONS
The Management Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing University and departmental operating procedures will be adhered to unless modified by the University Incident Commander.
- All on-duty personnel are expected to remain on duty until properly relieved of duty.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6 a.m. and 6 p.m. Operational periods will be event driven.
EMERGENCY EXECUTIVE
(University President or designee)

Function: Establish policies for emergency response as required. Authorize protective / precautionary measures as warranted by the situation. This is the highest level of University authority during a disaster or major incident.

Actions

Activation of EOC:

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

1. Report to the President’s Office or alternate location if office is deemed unsafe.

2. Assess the situation, verify activation of Emergency Management Plan and/or EOC and obtain briefing of situation from Emergency Operations Director.

3. Declare a campus emergency if the situation warrants. Consult with the Chancellor’s Office if feasible.

4. Review Academic calendar in order to make decisions regarding reopening of campus operations

5. Authorize protective or precautionary measures as appropriate to include:

   • Evacuation
   • Sheltering in place
   • Campus closure

6. Issue necessary public announcements and statements through the Public Information Officer.

7. If campus closure is directed, ensure that the following executives are notified:

   1. University President
   2. Provost (Vice President for Academic Affairs)
   3. Vice President, Administration and Finance/CFO
   4. Vice President, Student Affairs
   5. Vice President, University Advancement

End
EMERGENCY OPERATIONS CENTER DIRECTOR
(VP of Administration & Finance or designee)

Function: Responsible for operating and coordinating all operations within campus jurisdiction under the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS); requesting mutual aid; directing liaison with neighboring jurisdictions and appropriate State and Federal agencies, and facilitating the effective operation and coordination of the Campus Emergency Operations Center (EOC).

Acts as advisor and liaison to the President.

Action

Activation of EOC:

☐ Notify the Emergency Executive (President or designee) and determine appropriate level of activation based on the situation as known (if time permits).

☐ Obtain authorization from the Emergency Executive (President) to activate and implement the emergency plan.

☐ Mobilize appropriate personnel and location for initial activation of the EOC.

☐ Respond immediately to the EOC and determine operational status.

☐ Obtain briefing from available sources.

Start-up Actions:

☐ Ensure that the management function is staffed as soon as possible at the level needed (Incident Commander, EOC Coordinator, Information, Liaison, etc.).

☐ Ensure that the Section Chiefs are in place as soon as possible and are staffing their respective sections (as required).

☐ Open and maintain a position log.

☐ Schedule the first planning meeting.

☐ Confer with the Incident Commander and other general staff to determine what
representation, if any, is needed at the EOC from other agencies.

☐ Determine need, and establish if necessary an Incident Commander.

☐ Request additional personnel support as needed for the organization.

**Operational Duties:**

☐ Monitor section activities to ensure that all appropriate actions are being taken.

☐ Establish operational schedules and, in consultation with the Emergency Executive, establish response priorities and provide periodic status updates to Emergency Executive as requested/required.

☐ Meet with PIO/Public Affairs to direct and review media releases, and conduct media briefings as appropriate. Ensure all emergency notifications are made.

☐ Hold action-planning meetings with key staff (section and branch leaders) as appropriate. Establish priorities.

☐ Thoroughly brief relief upon shift change.

**Deactivation / Demobilization:**

☐ Authorize deactivation of sections, branches or units when they are no longer required.

☐ Deactivate the EOC and close out logs when the emergency situation no longer requires activation.

☐ Ensure that all required forms or reports are complete prior to deactivation.

☐ Be prepared to provide input to the After Action report.

☐ Be prepared to provide ongoing post emergency support.

☐ When the emergency is over, appropriately notify affected jurisdictions and campus community.

End
INCIDENT COMMANDER
(University Police Chief)

Function: The Incident Commander (IC) has overall responsibility for on-scene operations/activities and reports directly to the EOC Director. The IC will determine if an Incident Field Post (ICP) is needed and where it will be stationed. ICPs are staffed by University Police Department personnel and other agency personnel as appropriate and will provide a standardized process for site incident command of emergency operations in the field. Command posts provide a contact point for response teams and arriving resources, radio communications with the EOC, a process for requesting resources and on-site assistance for the University regarding emergency services (i.e. medical care and shelter).

Section Assignment: Reports to EOC Director

Action

Activation of EOC:

☐ Notify the Emergency Operations Director and assist with determining appropriate level of activation based on the situation as known (if time permits).

☐ Obtain authorization from the Emergency Operations Director to activate and implement the emergency plan.

☐ Respond immediately to the EOC or Field Operations Center and determine operational status and needs.

☐ Obtain briefing from available sources.

Start-up Actions:

☐ Ensure that Operations Section Chief is in place if necessary as soon as possible and is staffing their respective branches (as required).

☐ Mobilize appropriate personnel and location for initial activation of a Field Operations Center.

☐ Confer with Emergency Operations Director and other general staff to determine what representation, if any, is needed at the EOC from other agencies.
☐ Open and maintain a position log.

☐ Attend the first planning meeting.

☐ Request additional personnel support as needed for the organization.

**Operational Duties:**

☐ Establish and maintain contact with adjacent jurisdictions/agencies and with other organizational levels as appropriate.

☐ Establish and maintain contacts with responding jurisdictions/agencies (e.g. local fire and police departments).

☐ Monitor section activities to ensure that all appropriate actions are being taken.

☐ If activated and assigned, ensure that the Liaison Officer is providing for and maintaining positive and effective interagency coordination.

☐ Hold action-planning meetings with key staff (section and branch leaders) as appropriate. Establish priorities.

☐ Continue to update the Emergency Operations Director of field activities.

☐ Thoroughly brief relief upon shift change.

**Deactivation / Demobilization:**

☐ Release or deactivate sections, branches or units when they are no longer required.

☐ Deactivate the Field Operations Center and close out logs when the emergency situation no longer requires activation.

☐ Ensure that all required forms or reports are complete prior to deactivation.

☐ Be prepared to provide input to the After Action report.

☐ Be prepared to provide ongoing post emergency support.

End
EMERGENCY OPERATIONS CENTER COORDINATOR
(University Police Department)

**Function:** Responsible for ensuring the initiation and the implementation of the Emergency Operations Plan and activation and continued functioning of Campus Emergency Operations Center during an emergency. Ensure that all activated Sections and their Chiefs within the EOC are functioning in compliance with SEMS and ICS.

**Section Assignment:** Reports to EOC Director

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**Action**

**Activation of EOC:**

- Notify the EOC Director and determine appropriate level of activation based on the situation as known (if time permits).
- Respond immediately to the EOC and determine operational status.
- Mobilize appropriate personnel for initial activation of the EOC.
- Obtain briefing from available sources

**Start-up Actions:**

- Assign staff to initiate check-in procedures (SECURITY).
- Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.
- Ensure that the EOC is properly set up and ready for operation.
- Ensure that the management function is staffed as soon as possible at the level needed (Information, Liaison, EOC Security, etc.).
- When appropriate, ensure that field agency representatives have been assigned to other facilities.
- Ensure that computer, telephone and/or radio communications with other facilities are established and tested. This includes establishing communications with UPD Dispatch.
Open and maintain a position log.

Schedule the first planning meeting.

Request additional personnel support as needed for the organization.

Operational Duties:

- Monitor section activities to ensure that all appropriate actions are being taken.
- Thoroughly brief all incoming EOC and Section personnel on the emergency.
- Ensure that provision is made and maintained for positive and effective interagency coordination.
- Monitor incident response operations to identify current or potential interorganizational problems.
- Periodically, or as requested, brief the EOC Director on current resource status, including limitations and capability of assisting agency resources.
- Participate in EOC Director’s planning meetings.
- Thoroughly brief your relief at shift change time.
- Thoroughly brief relief upon shift change.

Deactivation / Demobilization:

- Obtain authorization from the EOC Director to deactivate and/or demobilize the EOC.
- Ensure that all required logs, forms, or reports are completed and collected prior to deactivation from each Section.
- Release assistant staff and volunteers when no longer required.
- Ensure that open actions are handled by the Unit or transferred to other Sections as required.
- Be prepared to provide input to the After Action report.

End
PUBLIC INFORMATION OFFICER  
(AVP, University Communications)

**Function:** The PIO is responsible for developing and releasing information about the incident to the news media, to incident personnel, to other appropriate agencies and organizations, and the campus community. Only one PIO will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The PIO may have assistants as necessary who may also represent assisting agencies or jurisdictions.

**Section Assignment:** Reports to EOC Director

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**Action**

**Start-Up:**

- Sign in upon arrival at the EOC with date and time notations.
- Report to the EOC Director and obtain a briefing on the situation.
- Review your position responsibilities.
- Clarify any questions you may have regarding your assignment in coordination with the Emergency Executive and EOC Director.
- Review organization in place and know where to go for information or support.
- Set up Unit work area to include maps and status boards if appropriate. Unit work area should not be established in the EOC, but in a separate area.
- Work with Safety Officer and IC establishing a safe location for the media.
- Ensure sufficient Unit personnel are assigned to maintain an initial two-shift operation.
- Ensure accurate and detailed logs are maintained on Unit operations.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

**Operational Duties:**

- Determine from EOC Director and Emergency Executive if there are any limits on information releases.
- Carefully coordinate media releases regarding law enforcement tactical or criminal information issues with the Operations Section Chief and EOC Director to ensure Government Code mandates and restrictions are followed.
- Develop materials for use in media briefings.
- Obtain EOC Director’s and Emergency Executive’s approval of media releases.
Notify 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.
Periodically, or as requested, provide media relations briefings to the EOC Director and Emergency Executive.
Maintain current information summaries and/or displays on the incident and provide information on status of incident response operations to assigned personnel.
Thoroughly brief your relief at shift change time.
Work with Labor Pool to determine what requests for volunteers should be made to the public.
Direct calls from those who wish to volunteer to the Labor Pool.

Deactivation / Demobilization:

Obtain authorization from the EOC Director to deactivate Unit operations.
Release assistant staff and volunteers when no longer required.
Ensure that open actions are handled by the Unit or transferred to other Sections as required.
Ensure that any required reports or forms are completed prior to your release and departure.
Be prepared to provide input to the After Action report.

End
SAFETY OFFICER
(Risk Management)

Function: The Safety Officer’s responsibilities include developing and recommending measures for assuring personnel safety, and assessing and/or anticipating hazardous and unsafe operational conditions or situations. Only one Safety Officer will be assigned for each incident. A Safety Officer must be assigned to any emergency involving the release of hazardous materials. Associated Public Health and Radiological personnel may be assigned by the Safety Officer as needed.

Section Assignment: Reports to EOC Director

Action

Start-Up:

☐ Sign in upon arrival at the EOC noting date and time.
☐ Report to the EOC Director and obtain a briefing on the situation.
☐ Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.
☐ Clarify any questions you may have regarding your authority and assignment.
☐ Review the organization in place and know where to go for information or support.
☐ Set-up Unit work area to include maps and status boards as appropriate.
☐ If additional Unit staff is required, coordinate with the EOC Director on obtaining additional personnel.
☐ Work with PIO and IC establishing a safe location for media.
☐ Ensure sufficient Unit personnel or designees assigned to maintain an initial 24-hour operation. Plan to meet with them regularly.
☐ Determine need to activate EH&S mutual aid agreement(s)
☐ Open and maintain accurate and detailed logs on Unit activity (ICS Form 214).
☐ Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

☐ Prepare Incident Action Plan Safety and Risk Analysis (ICS Form 215A).
☐ Establish reporting procedures with Sections to ensure receipt of information regarding operational safety hazards from Incident Commander and Field Teams.

  o Note any identification of substance, quantity, and extent of release
  o Ascertain potential for fire, chemical release, or environmental release.
  o Coordinate with Disaster Medical to notify hospitals.
  o Coordinate with Radiological Officer as needed.
  o Coordinate safe entry of Vivarium Staff into the Science Building.
  o Ascertain and control high risk operations (electrical, confined space, falls)

☐ Review any operational action plans for public and worker safety implications.
☐ Exercise delegated emergency authority to stop and/or prevent unsafe acts.
☐ Periodically, or as requested, brief the EOC Director and Incident Commander on operational safety issues.
☐ Coordinate the investigation of accidents that have occurred within the incident area.
☐ In consultation with the Medical Services Branch Director, review and approve the medical plan. (ICS Form 206)
☐ Participate in the EOC Director’s planning meetings.
☐ Assist Labor Pool with credentialing requirements and screening volunteers.
☐ Investigate and approve Safety Message/Plan. (ICS 208)
☐ Thoroughly brief your relief at shift change time.
☐ Ensure adequate sanitation and safety in food preparation and water

Deactivation / Demobilization:

☐ Obtain authorization from the EOC Director to deactivate Unit operations.
☐ Release assistant staff and volunteers when no longer required.
☐ Ensure that open actions are handled by the Unit or transferred to other Sections as required.
☐ Ensure that any required reports or forms are completed prior to your release and departure.
☐ Be prepared to provide input to the After Action report.

End
LIAISON OFFICER

Function: The Liaison Officer is responsible for interacting (by providing a point of contact) with the assisting and cooperating agencies, including fire agencies, the American Red Cross, law enforcement, public works and engineering organizations, and others. When agencies assign agency representatives to the incident, the Liaison Officer will coordinate their activities.

Section Assignment: Reports to EOC Director

Action

Start-Up:

☐ Sign in upon arrival at the EOC noting date and time.
☐ Report to the EOC Director and obtain a briefing on the situation.
☐ Review your position responsibilities.
☐ Clarify any questions you may have regarding your authority and assignment.
☐ Review the organization in place and know where to go for information or support.
☐ Set-up Unit work area
☐ If additional Unit staff is required, coordinate with the EOC Director on obtaining additional personnel.
☐ Review county and municipal emergency organizational charts and determine appropriate contacts and message routing. Coordinate with the PIO.
☐ Open and maintain accurate and detailed logs on Unit activity.
☐ Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

☐ Obtain information to relay to government agencies and intercampus emergency communication network if requested such as:
   - Any current or anticipated shortage of personnel, supplies, etc.
   - Current conditions of campus structures and utilities
   - Requested supplies from other facilities

☐ Identify representatives from each involved agency, including a communications link and his or her location.
Establish contact for assisting and/or coordinating with agency representatives such as local dispatchers, Red Cross, etc.

Keep agencies supporting the incident aware of the incident status.

Respond to requests from incident personnel for inter-organizational contacts.

Monitor incident operations to identify current or potential inter-organizational contacts.

Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

Maintain the unit log (ICS Form 214).

Assist Labor Pool Unit Leader with any problems credentialing Volunteers.

Assist Medical Staff and Labor Pool Leaders in finding volunteer Disaster Service Workers willing to work off-campus.

Relay any special emergency conditions (e.g. toxic contamination) to agency personnel whose employees may be affected.

Supply casualty data to appropriate authorities including
  o Number of casualties and types of injuries.
  o Number of casualties transferred to hospitals or discharged home.
  o Number dead.
  o Individual casualty data: name or physical description, sex, age, contact information, and seriousness of injury.

Deactivation / Demobilization:

Obtain authorization from the EOC Director to deactivate Unit operations.

Notify agency representatives, Medical Staff, and Labor Pool Leaders planned time for deactivation

Notify adjacent jurisdictions/agencies as necessary of planned time for deactivation.

Release assistant staff and volunteers when no longer required.

Ensure that open actions are handled by the Unit or transferred to other Sections as required.

Ensure that any required reports or forms are completed prior to your release and departure.

Be prepared to provide input to the After Action report.

End
B. OPERATIONS SECTION

OVERVIEW

The Operations Section manages the tactical operations of various CSUEB response elements involved in the disaster/emergency.

- Protect life and property.
- Carry out the objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the CSUEB emergency response team.

OBJECTIVES

The Operations Section is responsible for coordination of all CSUEB response elements for the duration of the incident and for carrying out the objectives of the EOC Action Plan. The Branches or Field Units assembled will depend on the type, scope, and size of the emergency and may include any or all of the following Branches or Units:

Branches and Units:
- Law Enforcement
- Fire and Rescue
- Public Works and Utilities
- Communication Dispatcher
- Staging Area Manager
- Fire, Search and Rescue
- Medical and Counseling
- Health and Welfare
- Construction and Engineering
- Building Inspection and Damage Assessment
- Hazardous Materials

ACTIVATION PROCEDURES

The Incident Commander/EOC Director is authorized to activate the Planning and Intelligence Section for response to a disaster or emergency.

SECTION STAFF and Checklists

Operations Section Chief – Operations Checklist 1
Staging Area Manager – Operations Checklist 2
Medical Operations Director – Operations Checklist 3
Branch Director Operations – Checklist 4
OPERATIONS: Section Chief
Checklist 1

Primary Responsibilities:
- Establish the appropriate level of branch organizations within the section and continuously monitor the effectiveness.
- Ensure those operational objectives and assignments identified in the Incident Action Plan are carried out effectively.
- Exercise overall responsibility for the coordination of branch activities within the section that may include any of the following:
  - Law Enforcement
  - Fire, Search, and Rescue
  - Public Works and Utilities
  - Communication Dispatcher
  - Staging Area Manager
  - Medical Services and Counseling
  - Health and Welfare
  - Construction and Engineering
  - Building Inspection and Damage Assessment
  - Hazardous Materials

Section Assignment: Reports to the Incident Commander

Start Up:
- [ ] Check in upon arrival at the EOC.
- [ ] Determine EOC assignment.
- [ ] Print your name on the EOC organization chart.
- [ ] Obtain a briefing on the situation.
- [ ] Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- [ ] Determine your work location and set up as necessary.
- [ ] Put on the vest with your title.
- [ ] Review your position responsibilities.
- [ ] Begin documenting events and activities.
- [ ] Establish a communication link with the police dispatch.
Assignments/Staffing:

☐ Confirm that all needed Section personnel are in the EOC or have been notified.

☐ When personnel arrive, assign and staff Branch positions as needed for:
  - Law Enforcement
  - Fire, Search, and Rescue
  - Public Works and Utilities
  - Communication Dispatcher
  - Staging Area Manager
  - Medical Services and Counseling
  - Health and Welfare
  - Construction and Engineering
  - Building Inspection and Damage Assessment
  - Hazardous Materials
  - Other

Immediate Actions:

☐ In coordination with the INCIDENT COMMANDER and the PLANNING Section Chief develop a tactical plan. Review Incident Action Plan and objectives. Complete Operational Planning Worksheet – Form ICS 215 to identify needed resources.

☐ Evaluate operational needs and response based on:
  - The type of emergency
  - Location of emergency and types of facilities involved
  - Size of area involved (limited area or campus wide)
  - Number and type of casualties/injuries
  - Access routes for emergency vehicles
  - Assistance required (e.g., medical, fire, physical plant, environmental safety)
  - Mutual aid needs

☐ Identify or evaluate Incident Command Center location. Meet with Safety Officer to establish safe locations for field operations.

☐ Establish operating procedure with Logistics Communications Unit for use of telephone and radio systems.

☐ LIFE SAFETY is the number one priority. Activate the following Branches if necessary:
  - MEDICAL for emergency triage or first aid
  - SEARCH & RESCUE to find and rescue injured and trapped students and staff
  - LAW ENFORCEMENT to move people away from a danger zone.
  - HEALTH & WELFARE 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,
• Procedures for relocating students and employees and visitors away from dangers and hazards.

☐ Identify staffing resources:
• Determine what staff resources are immediately available.
• Make requests for appropriate personnel and equipment resources needed for control of the incident.
• Make requests to LOGISTICS for resources needed or will be needed soon.
• 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.

☐ Set-up Medical Staging
• 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, transport to the closest emergency facility.

☐ Set-up Access Control
• Direct staff to cordon off unsafe areas,
• Secure facilities, and control access, where there is damage.
• Have utilities shut down, if presenting a possible hazard.
• Insure traffic control is established, to provide access for emergency vehicles.
• Direct the establishment and control of on-campus evacuation reception areas.
• Deal with requests to re-enter buildings, coordinate with the INCIDENT COMMANDER.

Continuing Actions

☐ Work with the Logistics Section for branch support:
• Locate and furnish a field Incident Command Center
• Furnish food/water and other personnel support for response teams
• Request arrangements for a secure shelter away from public access

☐ Conduct initial safety and damage assessment of facilities
• Assemble DAMAGE ASSESSMENT and BUILDING and UTILITY Teams.
• Coordinate and conduct inspections.
• LAW ENFORCEMENT will continue to keep people out of unsafe areas.
• Coordinate with PLANNING and INTELLIGENCE and DAMAGE ASSESSMENT to identity priorities for further inspections, repairs, service restoration, and facility restoration.
• Keep the INCIDENT COMMANDER informed of events and actions.

☐ Continue to provide information for updating Incident Action Plan and objectives. Complete daily Operational Planning Worksheet – Form ICS 215 to identify needed resources.

Recovery Actions
☐ Plan for on-going operations if damage is severe or field activities appear to be extensive.
   Coordinate with LOGISTICS, HUMAN RESOURCES and the INCIDENT COMMANDER to plan for
   extended operations (days or weeks), during non-business hours and night operations.

☐ 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 HUMAN RESOURCES.

☐ Provide information and recommendations to PLANNING and INTELLIGENCE for the After-Action
   Report.

☐ Support the CAL EMA/FEMA DOCUMENTATION files with photographs and source documents; time
   records, field notes, etc.

Notifications:

☐ Notify all personnel, contractor and vendors if applicable.

Meetings/Briefings:

☐ Brief incoming or relief Section personnel prior to their beginning their duties and at shift change.
   Briefings should include:
   • Current situation assessment.
   • Identification of specific job responsibilities.
   • Identification of co-workers within the job function and/or geographical assignment.
   • Availability of communications.
   • Location of Incident Command Center work area.
   • Identification of eating and sleeping arrangements as appropriate.
   • Procedural instructions for obtaining additional supplies, services and personnel.
   • Work shifts, staffing, and extended operations.

☐ Conduct periodic briefings for the Section. Be sure that all personnel are aware of both Section and
   overall priorities.

☐ Meet with Incident Commander and Planning/Intelligence Section Chief. Obtain and
   review any major incident reports including the Incident Action Plan (IAP). Obtain additional
   information that may affect your section’s operation.

☐ Brief EOC Director on major problems that need or will require solutions.

☐ Brief Branch Directors periodically on any updated information received.

☐ Continuously share status information with other sections as appropriate.

Policies:

☐ Remind personnel to use the University’s policies.

Ongoing Activities:

☐ Based on the situation as known or forecast, determine future Operation Section needs.
- Work closely with Planning / Intelligence Section in the development and maintenance of action plans by providing situation and resources information on a periodic basis or as requested.
- Anticipate potential situation changes, such as severe aftershocks and develop backup plan(s).
- Establish contact and communications with other EOCs, Operation Sections, and Agencies as applicable.
- Determine need for representation or participation of outside mutual aid system resource representatives.
- Determine status of any requests for assistance.
- Request additional personnel when appropriate to maintain a two-shift EOC operation.
- Ensure that section logs and files are maintained.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Coordinate all media contacts with the EOC Director and PIO.
- Ensure all resource needs for your Section are coordinated through the Logistics Section.
- Ensure all fiscal and administrative requirements are coordinated through the Finance / Administration Section.
  - Emergency expenditure.
  - Daily time sheets.
- Deactivate Branches when they are no longer required. Ensure that all paper work is complete and logs are closed.

**EOC Deactivation:**
- Authorize deactivation of branches or units in the Section when they are no longer required.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.
- Deactivate the Section and close out logs when authorized by the EOC Director.

End of Operations Section Chief checklist.
OPERATIONS: Staging Area Manager
Checklist 2

Primary Responsibilities: Organize and manage the deployment of supporting resources, including personnel, vehicles, equipment, supplies, and medications.

Section Assignment: Reports to Operations Section Chief

Tasks

☐ Obtain a briefing from Incident Commander or Operations Section Chief:
  ☐ Determine types and numbers of resources to be maintained in Staging.
  ☐ Confirm process for requesting additional resources for Staging.
  ☐ Confirm process for reporting status changes.

☐ Proceed to Staging Area; establish Staging Area layout (apparatus and vehicles in Staging should face outward to ensure quick response, general principle of "first in, first out" should be maintained).

☐ Ensure efficient check-in and coordinate process with Planning Section Resources Unit Leader.

☐ Identify and track resources assigned to staging; report resource status changes to Operations or command and Resources Unit.

☐ Determine any support needs for equipment, feeding, sanitation and security; request through Logistics.

☐ Post areas for identification and traffic control.

☐ Respond to requests for resources: Organize Task Forces or Strike Teams, as necessary.

☐ Request additional tactical resources for Staging through Logistics, according to established staffing levels.

☐ Obtain and issue receipts for radio equipment and other supplies distributed and received at the Staging Area.

☐ Maintain Staging Area in orderly condition.

☐ Demobilize Staging Area in accordance with instructions.

☐ Document all activity on Unit Log (ICS Form 214).

End of Stage Area Manager checklist.
OPERATIONS: Medical Services Branch Director
Checklist 3

Primary Responsibilities: The Student Health Center is the primary university unit for medical operations in the event disaster or critical incident needs exceed the immediate response capabilities of the local EMS system. The Medical Services Director is responsible for:

- Directing the University’s medical emergency response during critical incidents and major disasters.
- Coordinating campus disaster medical operations with city and county agencies.
- Coordinating the transportation of casualties to medical facilities and casualty collection points.
- Coordinating the need for mental health counseling for response workers and the campus community.

Note: The Logistics Medical Unit Leader is responsible for employee and responder medical needs during the response. The Medical Services Director oversees the response as it relates to the community. They may coordinate efforts during the disaster.

Section Assignment: Reports to Operations Section Chief

Start - Up:

- Sign in upon arrival at the EOC noting date and time.
- Report to the Operations Section Chief and obtain a briefing on the situation.
- Review your position responsibilities.
- Call out support staff as appropriate.
- Clarify any questions you may have regarding your authority and assignment.
- Review the organization in place and know where to go for information support.
- When applicable, ensure the Branch work area is set up properly and that appropriate personnel, equipment and supplies, to include maps and status boards are in place.
- If the Health Center is unusable because of severe damage or hazards, advise the Operations Section Chief and EOC Director to obtain an alternate location.
- Open and maintain accurate and detailed logs on your Branch’s activities. Ensure sufficient Branch personnel assigned to maintain an initial two-shift operation. 24-hour coverage may be required during the first 72 hours of an incident.
- Adopt a proactive attitude. Think and plan ahead. Attempt to anticipate situations and problems before they occur.

Operational Duties:

- Coordinate activities with emergency medical personnel
- Implement Student Health and Counseling Services emergency response plan.
- Request personnel, supplies, equipment as needed.
Contact agencies as needed, county public health, Red Cross, etc.

Deactivation / Demobilization:

- Release subordinate elements when no longer required. Ensure that open actions are handled by the Branch or transferred to other EOC Sections as appropriate.
- Ensure that any required reports or forms are completed prior to your release and departure.
- Be prepared to provide input to the After Action report.

End of Medical Services Branch Director checklist.
OPERATIONS: Branch Director
Checklist 4

Assignment:  

Section Assignment: Reports to Operations Section Chief

☐ Obtain briefing from Operations Section Chief or Incident Commander:
  o Determine resources assigned to the Branch, current location, and activities.
  o Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
  o If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
  o Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

☐ Attend Operations Briefing.

☐ Develop tactical assignments, with subordinates, for Branch control operations.

☐ Assign specific work tasks to Division/Group Supervisors.

☐ Resolve logistical problems reported by subordinates:
  o Monitor radio transmissions and cell phone use to assess communications needs.
  o Ensure resources receive adequate food, liquids, and rehabilitation.
  o Request additional resources through approved ordering channels.

☐ Report to Operations Section Chief whenever:
  o Incident Action Plan (IAP) is to be modified.
  o Additional resources are needed.
  o Surplus resources are available.
  o Hazardous situations or significant events occur.

☐ Coordinate activities with other Branch Directors.

☐ Attend Planning Meetings at the request of the Operations Section Chief.

☐ Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

☐ Ensure Branch fiscal record-keeping.

☐ Document all activity on Unit Log (ICS Form 214).

End of Branch Director checklist.
C. PLANNING SECTION

OVERVIEW

The Planning Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This section functions as the primary support for decision-making to the overall emergency organization. This section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, appropriate EOC representatives will advise the Planning Section Chief on various courses of action based on their specialized knowledge and/or expertise.

OBJECTIVES

The Planning Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections and outside agencies. The Planning Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning Section will accomplish the following specific objectives during a disaster/emergency:

• Collect initial situation and safety/damage assessment information.
• Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
• Disseminate intelligence information to the Incident Commander, EOC Director, EOC Section Chiefs, Public Information Officer, General Staff and outside agencies as appropriate.
• Conduct mapping and recording operations.
• Prepare summary safety/damage assessment reports for dissemination to other EOC sections, affected cities, State OES, FEMA.
• Prepare required reports identifying the extent of damage and financial losses.
• Determine the campus post-event condition.
• Provide Planning support to other EOC sections.
• Ensure accurate recording and documentation of the incident.
• Prepare the Campus EOC Action Plan (explanation follows).
• Prepare the Campus After-Action Report.
• Prepare a post-disaster recovery plan.
• Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
• Acquire technical experts for special interest topics or special technical knowledge subjects.

ACTIVATION PROCEDURES

The Incident Commander/EOC Director is authorized to activate the Planning and Intelligence Section for response to a disaster or emergency.
SECTION STAFF and Checklists
Planning and Intelligence Section Chief – Planning Checklist 1
Resources Unit Leader – Planning Checklist 2
Situation Unit Leader – Planning Checklist 3
Documentation Unit Leader – Planning Checklist 4
Technical Specialist – Planning Checklist 5
PLANNING/INTELLIGENCE: SECTION CHIEF
Checklist 1

Primary Responsibilities:

The Plans Section Chief oversees Situation Analysis, Documentation, and the Incident Action Plan. Plans Section establishes special information collection activities as necessary, e.g., weather, environmental, toxics, etc. It assembles information on alternative strategies; provides periodic predictions on incident potential; reports significant changes in incident status; compiles and displays incident status information and oversees preparation of the incident demobilization plan.

Section Assignment: Reports to the EOC

Start Up:

☐ Check in upon arrival at the EOC.
☐ Determine EOC assignment.
☐ Print your name on the EOC organization chart.
☐ Obtain a briefing on the situation.
☐ Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
☐ Determine your work location and set up as necessary.
☐ Put on the vest with your title.
☐ Review your position responsibilities.
☐ Begin documenting events and activities.

Assignments/Staffing:

☐ Report to the EOC Director.
☐ Clarify issues regarding your authority and assignment.
☐ Confirm that all needed Section personnel are in the EOC or have been notified.
☐ When personnel arrive, assign and staff Section positions as needed for:
  • Resources Unit Leader – Planning Checklist 2
  • Situation Unit Leader – Planning Checklist 3
  • Documentation Unit Leader – Planning Checklist 4
  • Technical Specialist – Planning Checklist 5
Determine the ongoing need for personnel based on the EOC schedule.

Carry out responsibilities of the Section not currently staffed.

Notifications:

Notify all personnel, contractor and vendors if applicable to comply with University policy.

Meetings/Briefings:

Lead Incident Planning Meeting.

Brief incoming or relief Section personnel prior to their beginning their duties. Briefings should include:
- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Work shifts, staffing, and extended operations.

Conduct periodic briefings for the Section. Be sure that all personnel are aware of both Section and overall priorities.

Brief the EOC Director on major problem areas that need solution.

Action Planning:

Complete and update as necessary the Incident Action Plan and Objectives (Forms ICS 202)

Distribute Incident Action Plan to all Section Leaders.

Identify Section priorities, objectives and significant problems.

Lead and participate in all Incident Action Planning meetings

Documentation:

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

The following FEMA forms are this Sections responsibility for completing and maintaining if needed for the incident:
- ICS 202 Incident Objectives (Planning Chief)
- ICS 203 Organization Assignment List (Resources Unit Leader)
- ICS 204 Assignment List (Resources Unit Leader and Operations Section Chief)
- ICS 209 Incident Status summary (Situation Unit Leader)
- ICS 211 Incident Check-In List (Resources Unit Leader)
- ICS 214 Activity Log (All Section Chiefs, Branch and Unit Leaders)
- ICS 221 Demobilization Check-Out (Demobilization Unit Leaders)
Open and maintain an Activity Log (ICS-214). This is a log to record what you do during your shift at the EOC. Document such things as:

- Messages received.
- Action taken.
- Decision and policy justification and documentation.
- Requests filled.
- EOC assignments.

Be sure that all Section meetings are documented.

Information supporting Section policy decisions and their justification should be documented.

Be sure that all units account for personnel and work assignments.

Be sure that all the Section logs and files are maintained.

Provide Section personnel and equipment time records to the Time Unit at the end of each shift.

Ensure that all records relating to personnel, equipment and materials used are received from other Sections and submitted to the Time Unit at the end of each shift.

Policies:

Remind personnel to use the University’s policies.

Ongoing Activities:

- Maintain the Incident Action Plan.
- Ensure documents prepared during the disaster are completed.
- Determine future Section needs and request resources as needed.
- Monitor Section responsibilities, activities and organization and adjust as needed.
- Based on the situation as known or forecast, determine likely future needs for resources and personnel.
- Make a list of key issues facing your Section and establish action items to be accomplished within the next hour operational period.
- Keep Section staff updated on incident action plan.

Shift Change:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the current Incident Action Plan.
- Submit completed logs, time cards, etc. for the Section before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

EOC Deactivation:

- Authorize deactivation of branches or units in the Section when they are no longer required.
Be sure that all required forms or reports are completed prior to deactivation.

Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.

Deactivate the Section and close out logs when authorized by the EOC Director.


End of Planning Section Chief Checklist
PLANNING/INTELLIGENCE: Resources Unit Leader
Checklist 2

Primary Responsibilities:
• Maintaining the status of all assigned resources (primary and support) at an incident.
• Overseeing the check-in/out of all resources
• Maintaining a status-keeping system indicating current location and status of all resources, and
• Maintenance of a master list of all resources (e.g., key supervisory personnel, primary and support resources, etc.).

Section Assignment: Reports to the Planning Section Chief

Tasks
☐ Obtain briefing from Planning Section Chief.
☐ Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
☐ Establish check-in function at incident locations (ICS Form 211).
☐ Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.
☐ Compile, maintain, and display resource status information on: 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:
  • Review ICS Form 201 for resource information.
  • Review Check-In List (ICS Form 211).
  • Confirm resources assigned to Staging.
  • Confirm resources assigned to tactical Operations organization.
  • Confirm resources assigned to other Command and General Staff functions.
☐ Establish and maintain resource tracking system.
☐ Maintain master roster of all resources at the incident:
  • Total number of personnel assigned to the incident.
  • Total number of resources assigned to each Section and/or Unit.
  • Total number of specific equipment/apparatus types.
☐ Prepare and maintain ICS 209 Incident Status summary as requested.

End of Resource Unit Leader Checklist

Position Checklists-31
PLANNING/INTELLIGENCE: Situation Unit Leader
Checklist 3

Primary Responsibilities:
- Collect and analysis of incident data.
- Prepare, post, or disseminate resource and situation status information as required, including special requests.
- Prepare periodic predictions or as requested by the Planning Section Chief
- Provide photographic services and maps as requested.

Section Assignment: Reports to the Planning Section Chief

Tasks

☐ Obtain briefing from Planning Section Chief.
  - Review ICS Form 201 for incident status.
  - Determine incident objectives and strategy.
  - Determine necessary contingency plans.
  - Identify reporting requirements and schedules-both internal and external to the incident.

☐ Organize and staff Unit, as appropriate:
  - Assign Field Observers.
  - Request Technical Specialists, as needed, which may include:
    - Weather Observer
    - Environmental Specialist
    - Training Specialist
    - Chaplain Emergency Response Technical (CERT) Specialist
    - Critical Incident Stress Management (CISM) Specialist
    - Family Assistance Coordinator
    - Human Resources Specialist
    - Salvage & Engineering Technical (SET) Specialist
    - Geographic Information System (GIS) Specialist
    - Public Health Technical Specialists

☐ Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists):
  - Brief Technical Specialists on current incident status.
  - Assign analysis tasks.
  - Notify staff of time lines and format requirements.
  - Monitor progress.

☐ Maintain ICS 209 Incident Status summary as needed.

End of Situation Unit Leader Checklist

Position Checklists-32
PLANNING/INTELLIGENCE: Documentation Unit Leader

Checklist 4

Primary Responsibilities:
- Maintain accurate, up-to-date incident files including Incident Action Plan (IAP), incident reports, communication logs, injury claims, situation status reports, etc.
- Thorough documentation is critical to post-incident analysis.
- Some of the documents may originate in other sections.
- This unit shall ensure each section is maintaining and providing appropriate documents.
- The Documentation Unit will provide duplication and copying services for all other sections.
- The Documentation Unit will store incident files for legal, analytical, and historical purposes.

Section Assignment: Reports to the Planning Section Chief

Tasks

☐ Obtain briefing from Planning Section Chief.
☐ Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
☐ Establish work area
☐ Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process.
☐ Establish and organize incident files.
☐ Establish duplication services, and respond to requests.
☐ Determine number needed and duplicate Incident Action Plan (IAP) accordingly.
☐ Retain and file duplicate copies of official forms and reports.
☐ Accept and file reports and forms submitted by incident personnel.
☐ Check the accuracy and completeness of records submitted for files.
☐ Ensure that legal restrictions on public and exempt records are observed.
☐ Provide briefing to relief on current activities and unusual events.
☐ Document all activity on Unit Log (ICS Form 214).
☐ Give completed incident files to Planning Section Chief.

End of Documentation Unit Leader Checklist
PLANNING/INTELLIGENCE: Demobilization Unit Leader
Checklist 5

Primary Responsibilities:

- Responsible for developing the Incident Demobilization Plan.

Section Assignment: Reports to the Planning Section Chief

Tasks

☐ Obtain briefing from Planning Section Chief:
  - Determine objectives, priorities and constraints on demobilization.

☐ Review incident resource records to determine scope of demobilization effort:
  - Resource tracking system.
  - Check-in forms.
  - Master resource list.

☐ Meet with agency representatives to determine:
  - Agencies not requiring formal demobilization.
  - Personnel rest and safety needs.
  - Coordination procedures with cooperating-assisting agencies.

☐ Assess the current and projected resource needs of the Operations Section.

☐ Obtain identification of surplus resources and probable release times.

☐ Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).

☐ Determine Finance/Administration, Communications, Supply, and other incident check-out stops.

☐ Determine de-briefing requirements.

☐ Establish communications links with off-incident organizations and facilities.

☐ Responsible for Form ICS 221 Demobilization Check-Out (Demobilization Unit Leaders)

End of Demobilization Unit Leader Checklist
PLANNING/INTELLIGENCE: Technical Specialist
Checklist 6

Primary Responsibilities:
Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. The following sections provide information on this position:

☐ Chaplain Emergency Response Technical (CERT) Specialist
☐ Critical Incident Stress Management (CISM) Specialist
☐ Documentation Specialist
☐ Environmental Specialist
☐ Family Assistance Coordinator
☐ Geographic Information System (GIS) Specialist
☐ Human Resources Specialist
☐ Legal Specialist
☐ Public Health Technical Specialists
☐ Salvage & Engineering Technical (SET) Specialist
☐ Training Specialist
☐ Weather Observer
☐ Other

Section Assignment: Reports to the Planning Section Chief or where services are required

Tasks
☐ Obtain briefing from Incident Commander or Planning Section Chief:
  • Identify Supervisor in organization.
  • Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.
  • Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).
☐ Participate in Planning Meetings, as requested.
☐ Provide technical expertise to supervisor in organization according to established format, timelines, etc.
☐ Document all activity on Unit Log (ICS Form 214).
☐ Determine Finance/Administration, Communications, Supply, and other incident check-out stops.
☐ Determine de-briefing requirements.
☐ Establish communications links with off-incident organizations and facilities.

End of Technical Specialist Checklist
D. LOGISTIC SECTION

OVERVIEW

The Logistics Section is responsible for all service support requirements needed to facilitate effective and efficient incident management. It works closely with Finance Section and Procurement to obtain resources from off-site locations. This Section provides facilities, security (of the Incident Command facilities), transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, as required.

The Logistics Section includes the following branches and units:

- Service Branch
  - Supply Unit
  - Ground and Transportation Support Unit
  - Facilities and Shelter Unit
- Support Branch
  - Food Unit
  - Communications Unit
  - Medical Unit

OBJECTIVES

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and to prepare for expected operations
- Coordinate provision of logistical support with the EOC Director
- Prepare required reports identifying the activities performed by the Logistics Section
- Determine the University’s logistical support needs and plan for both immediate and long-term requirement

ACTIVATION PROCEDURES

The Finance and Administration Section will be activated by the Incident Commander or EOC Director when they determine that the University is involved or may soon be involved in a disaster/emergency that will require Logistics Support.

The Finance and Administration Chief will activate the various units as the need arises. The extent of the disaster will determine the extent to which the Finance and Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide spread disaster that damages communications and systems, the entire section will be activated.
SECTION STAFF and Checklists

Logistics Section Chief – Planning Checklist 1
Service Branch
   Supply Unit – Logistic Checklist 2
   Ground and Transportation Support Unit – Logistic Checklist 3
   Facilities and Shelter Unit – Logistics Checklist 4
Support Branch
   Food Unit – Logistics Checklist 5
   Communications Unit – Logistics Checklist 6
   Medical Unit – Logistics Checklist 7
LOGISTICS: Section Chief
Checklist 1

Primary Responsibilities:
- Provides logistical support to all other sections within the EOC.
- Ensures that the logistics functions supporting the response structure are carried out. Functions include telecommunications, transportation, supplies, facilities, personnel, food, and ground support.
- Makes all logistical arrangements for procurement, delivery, payment and site contact of resources.
- Track emergency expenses.

Section Assignment: Reports to EOC Director

Start Up:
- Check in upon arrival at the EOC.
- Determine EOC assignment.
- Print your name on the EOC organization chart.
- Obtain a briefing on the situation.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- Determine your work location and set up as necessary.
- Put on the vest with your title.
- Review your position responsibilities.
- Begin documenting events and activities. (Form ICS 214)

Assignments/Staffing:
- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Confirm that all needed Section personnel are in the EOC or have been notified.
- When personnel arrive, assign and staff Section positions as needed for:
  - Service Branch
    - Supply Unit – Logistic Checklist 2
    - Ground and Transportation Support Unit – Logistic Checklist 3
    - Facilities and Shelter Unit – Logistics Checklist 4
  - Support Branch
    - Food Unit – Logistics Checklist 5
    - Communications Unit – Logistics Checklist 6
    - Medical Unit – Logistics Checklist 7
Determine the ongoing need for personnel based on the EOC schedule.

Carry out responsibilities of the Section not currently staffed.

Meetings/Briefings:

- Brief incoming or relief Section personnel prior to their beginning their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Work shifts, staffing, and extended operations.

- Conduct periodic briefings for the Section. Be sure that all personnel are aware of both Section and overall priorities.

- Brief the EOC Director on major problem areas that need solution.

Action Planning:

- Identify Section priorities, objectives and significant problems.
- Participate in all Action Planning meetings
- Distribute EOC Action Plan to all Section Leaders.

Documentation:

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- The following FEMA forms are this Section's responsibility for completing and maintaining if needed for the incident:
  - ICS 205 Incident Radio Communications Plan (Communications Unit Leader)
  - ICS 205A Communications List (Communications Unit Leader)
  - ICS 210 Resource Status Change (Communications Unit Leader)
  - ICS 218 Support Vehicle / Equipment Inventory (Ground Support Unit)

- Open and maintain an Activity Log (ICS-214). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
• EOC assignments.

☐ Be sure that all Section meetings are documented.
☐ Information supporting Section policy decisions and their justification should be documented.
☐ Be sure that all units account for personnel and work assignments.
☐ Be sure that all the Section logs and files are maintained.
☐ Provide Section personnel and equipment time records to the Time Unit at the end of each shift.
☐ Ensure that all records relating to personnel, equipment and materials used are received from other Sections and submitted to the Time Unit at the end of each shift.

Policies:

☐ Remind personnel to use the University’s policies.

Ongoing Activities:

☐ Provide input in all planning sessions on Logistic matters, keeping other Section Chiefs informed.
☐ Ensure documents prepared during the disaster are completed.
☐ Determine future Section needs and request resources as needed.
☐ Monitor Section responsibilities, activities and organization and adjust as needed.
☐ Based on the situation as known or forecast, determine likely future logistics needs for resources and personnel.
☐ Make a list of key issues facing your Section and establish action items to be accomplished within the next ______ hour operational period.
☐ Keep Section staff updated on incident action plan.

Shift Change:

☐ Brief incoming personnel and identify in-progress activities which need follow-up.
☐ Provide incoming personnel the current EOC Action Plan.
☐ Submit completed logs, time cards, etc. for the Section before you leave.
☐ Determine when you should return for your next work shift.
☐ Leave contact information where you can be reached.

EOC Deactivation:

☐ Authorize deactivation of branches or units in the Section when they are no longer required.
☐ Be sure that all required forms or reports are completed prior to deactivation.
☐ Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.

Position Checklists-41
☐ Deactivate the Section and close out logs when authorized by the EOC Director.

End of Logistic Section Chief checklist.
LOGISTICS: Supply Unit

Checklist 2

Primary Responsibility: Orders, receives, stores, and processes all incident-related resources, personnel, and supplies.

Reports to: Logistic Section Chief

Tasks

☐ Obtain briefing from Logistics Section Chief or Support Branch Director:
  ☐ Determine charge code for incident.
  ☐ Confirm ordering process.
  ☐ Assess need for 24-hour staffing.
  ☐ Determine scope of supply process.
  ☐ Identify Staging Location(s).

☐ Organize and staff Unit, as appropriate:
  ☐ Consider need for "lead agency" representation in ordering process.
  ☐ Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel, supplies).

☐ Determine ordering parameters, authorities and restrictions. Ensure that Unit staff observes ordering system and chain of command for ordering:
  ☐ Establish clearly defined time when the Supply Unit will assume responsibility for all ordering. This will require close coordination with Operations and Planning staff.
  ☐ Confirm process for coordinating contract related activities with the Procurement Unit.
  ☐ Confirm process for emergency purchase orders with Finance Section.

☐ Determine type and amount of supplies and equipment on hand and en route:
  ☐ Contact Resources Unit to determine resources on order.

☐ Receive resource orders from authorized incident staff. Document on Resource Order Form (ICS Form 208):
  ☐ Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications, etc.).
  ☐ Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered.
  ☐ Obtain estimated price for resources which expect reimbursement.
  ☐ Coordinate delivery of rented equipment to Ground Support Unit for inspection before use.
Arrange to receive ordered supplies and equipment. Work with Facilities Unit to identify and activate appropriate facilities for supply storage.

Personnel

- Identifies personnel resources on duty and available
- Determine the number of additional personnel needed and skills required.
- Establish a "Personnel Pool of available personnel.
- Activate community resource plans.
- Provide the EOC Director with current status of staff.
- Establish a clearinghouse for employee information.
- Maintain employee records for payroll or claims purposes.
- Contact functional coordinators and determine staffing needs.
- Establish a process to register all volunteers and issue ID cards.
- Set up volunteer assignments and schedules.
- Establish schedules for work crews and arrange for relief.

Order, receive, distribute, and store supplies and equipment:

- Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).
- Relay this information to appropriate staff.
- Advise affected Unit or Section of changes in arrival times of requested resources. Advise immediately if order cannot be filled.
- Alert Section Chief to changes in resource availability which may affect incident operations.
- Develop and implement safety and security requirements for supply areas.
- Review Incident Action Plan (IAP) for information affecting Supply Unit.
- Maintain inventory of supplies and equipment.
- Service re-usable equipment.
- Keep and submit copies of all orders and related documentation to the Documentation Unit.
- Provide briefing to relief on status of outstanding orders, current activities, and unusual situations.
- Document all activity on Unit Log (ICS Form 214).
LOGISTICS: Ground Support Unit

Checklist 3

**Primary Responsibility:** Provides all ground transportation during an incident. In conjunction with providing transportation, the Unit is also responsible for maintaining and supplying vehicles, keeping usage records, and developing incident Traffic Plans.

**Reports to:** Logistic Section Chief

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**Tasks**

- Obtain briefing from Logistics Section Chief or Support Branch Director:
  - Fueling needs of apparatus on incident.
  - Transportation needed for responders.
  - Location of Supply Unit receiving and distribution point(s).
  - Incident transportation maps and restrictions on transportation route
  - Need for vehicle repair services, and policy toward repair and fueling of mutual aid and rental equipment.

- Staff Unit by the above considerations, as indicated.

- Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.

- Support out-of-service resources according to agreement for mutual aid and rental equipment.

- Notify Resources Unit of all changes on support and transportation vehicles.

- Arrange for and activate towing, fueling, maintenance, and repair services.

- Maintain fuel, parts, and service use records and cost summaries. Forward to Finance/Administration Section.

- Maintain inventory of support and transportation vehicles.

- Provide transportation services:
  - Review Incident Action Plan (IAP) for transportation requirements.
  - Review inventory for needed resources.
  - Request additional resources through Supply Unit. Give type, time needed, and reporting location.
  - Schedule use of support vehicles.
  - Document mileage, fuel consumption, and other costs.

- Implement Transportation Plan:
  - Determine time-lines.
  - Identify types of services required.
  - Assign resources required to implement Transportation Plan.

- Ensure that the condition of rental equipment is documented prior to use and coordinate with Procurement Unit Leader.
☐ Document all activity on Unit Log (ICS Form 214).
☐ Maintain Form ICS 218 Support Vehicle / Equipment Inventory (Ground Support Unit) as necessary

End of Ground Unit Leader Checklist
LOGISTICS: Facilities and Shelter Unit
Checklist 4

**Primary Responsibility:** Sets up, maintains, and demobilizes all facilities used in support of incident operations including housing. The Unit also provides facility maintenance and security services required to support incident operations.

**Reports to:** Logistic Section Chief

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**Tasks**

- Obtain briefing from Logistics Section Chief:
  - Expected duration and scope of the incident.
  - Facilities already activated.
  - Anticipated facility needs.
- Obtain a copy of the Incident Action Plan (IAP) and determine:
  - Location of Incident Command Post.
  - Staging Areas.
  - Incident Base.
  - Supply/Receiving/Distribution Centers.
  - Information/Media Briefing Center.
  - Other incident facilities.
- Determine requirements for each facility to be established:
  - Sanitation.
  - Sleeping.
  - Rest areas for emergency workers
  - Feeding.
  - Supply area.
  - Medical support.
  - Communications needs.
  - Security needs.
  - Lighting.
- In cooperation with other incident staff, determine the following requirements for each facility:
  - Needed space.
  - Specific location.
  - Access.
  - Parking.
  - Security.
  - Safety.
- Plan facility layouts in accordance with above requirements.
- Coordinate negotiation for rental office or storage space:
☐ < 60 days - Coordinate with Procurement Unit.
☐ > 60 days - Coordinate with Procurement Unit, agency Facilities Manager, and agency Finance Department.

☐ Video or photograph rental office or storage space prior to taking occupancy.
☐ Document all activity on Unit Log (ICS Form 214).

End of Facilities and Shelter Unit Leader Checklist
LOGISTICS: Food Unit
Checklist 5

Primary Responsibility: Sets up, maintains, and demobilizes all facilities used in support of incident operations. The Unit also provides facility maintenance and security services required to support incident operations.

Reports to: Logistic Section Chief

Tasks:
- Obtain briefing from Logistics Section Chief or Service Branch Director:
  - Determine potential duration of incident.
  - Number and location of personnel to be fed.
  - Last meal provided.
  - Proposed time of next meal.
- Determine food service requirements for planned and expected operations.
- Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).
- Determine location of working assignment.
- Ensure sufficient potable water and beverages for all incident personnel.
- Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.
- Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.
- Supervise administration of food service agreement, if applicable.
- Provide copies of receipts, bills to Finance/Administration Section.
- Let Supply Unit know when food orders are complete.
- Provide briefing to relief on current activities and unusual situations.
- Document all activity on Unit Log (ICS Form 214).

End of Resource Unit Leader Checklist
LOGISTICS: Communications Unit

Checklist 6

Primary Responsibility: Major responsibilities include effective communications planning as well as acquiring, setting up, maintaining, and accounting for communications equipment.

Reports to: Logistic Section Chief

☐ Obtain briefing from the Logistics Section Chief or Service Branch Director.

☐ Organize and staff Unit as appropriate:
  ☐ Assign Communications Center Manager and Lead Incident Dispatcher.
  ☐ Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend fax machines.
  ☐ Assess communications systems/frequencies in use; advise on communications capabilities/limitations.

☐ Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.

☐ Assess Incident Command Post phone load and request additional lines as needed.

☐ Prepare Incident Command Post phone load and request additional lines as needed.

☐ Develop and implement Incident Communications Plan (ICS Form 205):
  ☐ Obtain current organizational chart.
  ☐ Determine most hazardous tactical activity; ensure adequate communications.
  ☐ Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid.
  ☐ Determine Command communications needs.
  ☐ Determine support communications needs.
  ☐ Establish and post any specific procedures for use of Incident Command Post communications equipment.

☐ Include cellular phones and pagers in Incident Communications Plan (ICS Form 205), if appropriate:
  ☐ Determine specific organizational elements to be assigned telephones.
  ☐ Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), identify and document phone numbers.
  ☐ Determine which phones/numbers should be used by what personnel and for what purpose.
  ☐ Assign specific telephone numbers for incoming calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State and Federal agencies.
  ☐ Do not publicize OUTGOING call lines.

☐ Activate, serve as contact point, and supervise the integration of volunteer radio organizations into the communications system.

☐ Ensure radio and telephone logs are available and being used.

☐ Determine need and research availability of additional nets and systems:
☐ Order through Supply Unit after approval by Section Chief.
☐ Federal systems:
  • Additional radios and other communications devices, including repeaters, radio-telephone interconnects and satellite down-link capabilities may be available through FEMA or the USDA Forest Service.

☐ Document malfunctioning communications equipment, facilitate repair.
☐ Establish and maintain communications equipment accountability system.
☐ Provide technical information, as required, on:
  ☐ Adequacy of communications system currently in use.
  ☐ Geographic limitation on communications equipment.
  ☐ Equipment capabilities.
  ☐ Amount and types of equipment available.
  ☐ Anticipated problems in the use of communications equipment.

☐ Estimate Unit needs for expected operations; order relief personnel.
☐ Provide briefing to relief on current activities and unusual situations.
☐ Open and maintain an Activity Log (ICS-214).
☐ As necessary maintain the following FEMA Forms:
  • ICS 205 Incident Radio Communications Plan (Communications Unit Leader)
  • ICS 205A Communications List (Communications Unit Leader)
  • ICS 210 Resource Status Change (Communications Unit Leader)

End of Communications Unit Leader Checklist
LOGISTICS: Medical Unit Leader
Checklist 7

Primary Responsibility: Responsible for the effective and efficient provision of medical services to incident personnel.

Reports to: Logistic Section Chief

☐ Obtain briefing from Service Branch Director or Logistics Section Chief:
  ☐ Obtain information on any injuries that occurred during initial response operations.
  ☐ Name and location of Safety Officer.
  ☐ Name and location the Medical Services Branch (Operations)

☐ Determine level of emergency medical activities performed prior to activation of Medical Unit:
  ☐ Number and location of aid stations.
  ☐ Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.
  ☐ Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.
  ☐ Medical supplies needed.

☐ Respond to requests for medical treatment and transportation.

☐ Request/supervise ambulance support. Order through established Incident chain of command.

☐ Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. This plan should be coordinated with the medical organization within the Operations Section. Plan should include:
  ☐ Medical Assembly Area.
  ☐ Triage Area.
  ☐ Ambulance Traffic Route.
  ☐ Landing Zone for Life flight (incident and hospital).
  ☐ Aid Station Location(s).
  ☐ Hazard specific information (HAZMAT treatment, etc.).
  ☐ Closest hospitals.
  ☐ Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.

☐ Obtain Safety Officer approval for Medical Plan.

☐ Coordinate Medical Plan with local hospitals.

☐ Respond to requests for medical aid.

☐ Notify Safety Officer and Logistics Section Chief of all accidents and injuries.

☐ Respond to requests for medical supplies.

☐ Prepare medical reports; provide copies to Documentation Unit.

☐ Submit reports as directed; provide copies to Documentation Unit Leader.
☐ Provide briefing to relief on current activities and unusual circumstances.
☐ Document all activity on Unit Log (ICS Form 214).

End of Medical Unit Leader Checklist
E. FINANCE SECTION

OVERVIEW

The Finance and Administration Section’s primary responsibility is to maintain the financial systems necessary to keep the University functioning during a disaster or emergency. These systems include payroll, student financial records, claims processing, and cost recovery documentation. The Finance and Administration Section also supervises the negotiation and administration of vendor and supply contracts and procedures. Depending on the type of the disaster, the following units may be activated by the Section Chief.

- Procurement Unit Leader
- Cost Accounting Unit Leader
- Time Keeping Unit Leader
- Compensation/Claims Unit

OBJECTIVES

The Finance and Administration Section acts in a support role in all disasters and emergencies to ensure all required records are available for future use. The Finance and Administration Section will:

- Provide financial support and coordination to University emergency operations.
- Manage all financial aspects of an emergency.
- Analyze costs related to the disaster.
- Track and record personnel time.
- Ensuring all obligation documents initiated at the incident are properly prepared and completed.
- Brief administrative personnel on all incident related financial issues.
- Process PO’s and contracts in coordination with the Logistics Section.
- Process W/C and other claims.
- Handle travel expense claims and maintain all financial records of the incident.
- Supervise the negotiation and administration of vendor/supply contracts and procedures.
- Provide financial resources necessary for recovery.
- Investigate and process claims.
- Coordinate documentation for cost recovery.
- Work with disaster agencies on cost recovery.
- Coordinate the recovery of costs.

ACTIVATION PROCEDURES
The Incident Commander/EOC Director is authorized to activate the Finance and Administration Section for response to a disaster/emergency.

The Finance and Administration Section will be activated whenever the Incident Commander or EOC Director determines that the University is involved or may soon be involved in a disaster/emergency that will require Finance and Administration response.

The Finance and Administration Chief will activate the various units as the need arises. The extent of the disaster will determine the extent to which the Finance and Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide spread disaster that damages communications and systems, the entire section will be activated.

The Cost Accounting Unit will be activated in all cases.

In a wide spread emergency that disrupts normal communications, all units of the Finance and Administration section are to assume activation and report to their assigned emergency location.

SECTION STAFF and Checklists

Finance and Administration Section Chief – Finance Checklist 1
Procurement Unit – Finance Checklist 2
Cost Accounting Unit – Finance Checklist 3
Time Unit – Finance Checklist 4
Compensation and Claims Unit – Finance Checklist 5
FINANCE/ADMINISTRATION: SECTION CHIEF
Checklist 1

Primary Responsibilities:
- Supervise the Finance/Administration Section.
- Activate the University’s disaster financial systems, which include: Disaster Accounting System and Disaster Purchasing Policy
- Be sure that all disaster damages and costs are documented.
- Participate in the action planning meeting and monitor completion of the Section plan objectives.

Section Assignment: Reports to EOC Director

Start Up:
- ☐ Check in upon arrival at the EOC.
- ☐ Determine EOC assignment.
- ☐ Print your name on the EOC organization chart.
- ☐ Obtain a briefing on the situation.
- ☐ Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).
- ☐ Determine your work location and set up as necessary.
- ☐ Put on the vest with your title.
- ☐ Review your position responsibilities.
- ☐ Begin documenting events and activities.
- ☐ Activate the Disaster Accounting System.

Assignments/Staffing:
- ☐ Report to the EOC Director.
- ☐ Clarify issues regarding your authority and assignment.
- ☐ Confirm that all needed Section personnel are in the EOC or have been notified.
- ☐ When personnel arrive, assign and staff Section positions as needed for:
  - Procurement Unit – Finance Checklist 2
  - Cost Accounting Unit – Finance Checklist 3
  - Time Unit – Finance Checklist 4
  - Compensation and Claims Unit – Finance Checklist 5
- ☐ Determine the ongoing need for personnel based on the EOC schedule
- ☐ Carry out responsibilities of the Section not currently staffed.

Notifications:

Position Checklists-56
Notify all personnel and vendors disaster accounting system procedures if applicable.

Meetings/Briefings:
- Brief incoming or relief Section personnel prior to their beginning their duties. Briefings should include:
  - Current situation assessment.
  - Identification of specific job responsibilities.
  - Identification of co-workers within the job function and/or geographical assignment.
  - Availability of communications.
  - Location of work area.
  - Identification of eating and sleeping arrangements as appropriate.
  - Procedural instructions for obtaining additional supplies, services and personnel.
  - Work shifts.
- Conduct periodic briefings for the Section. Be sure that all personnel are aware of both Section and overall priorities.
- Brief the EOC Director on major problem areas that need solution.

Action Planning:
- Identify Section priorities, objectives and significant problems.
- Participate in all Action Planning meetings.
- Distribute EOC Action Plan to all Section Leaders.

Documentation:

Note: Complete and precise information is essential to meet requirements for reimbursement by CalEMA and FEMA.

- Open and maintain an Activity Log (ICS-214). This is a log to record what you do during your shift at the EOC. Document such things as:
  - Messages received.
  - Action taken.
  - Decision and policy justification and documentation.
  - Requests filled.
  - EOC assignments.
- Be sure that all Section meetings are documented.
- Information supporting Section policy decisions and their justification should be documented.
- Be sure that all units account for personnel and work assignments.
- Be sure that all the Section logs and files are maintained.
Provide Section personnel and equipment time records to the Time Unit at the end of each shift.

Ensure that all records relating to personnel, equipment and materials used are received from other Sections and submitted to the Time Unit at the end of each shift. (See Part Four—Forms.)

Policies:

- Remind personnel to use the University’s existing policy accounting system.
- Remind personnel to follow the University’s established purchasing policy
- Determine levels of purchasing authority for the Finance/Administration and Logistics Sections.
- Identify critical University financial processes to be maintained during the disaster; i.e., payroll, accounts receivable, etc.

Ongoing Activities:

- Determine if the school can continue handling financial transactions.
- Ensure that all University financial processes (payroll, revenue collection, accounts receivable, audits, etc.) continue.
- Provide input in all planning sessions on financial matters.
- Ensure documents prepared during the disaster are completed.
- Keep the General Staff informed of overall financial situation.
- Organize, manage and distribute cash donations received during a disaster.
- Be prepared for inquiries and visits from state, federal and other high-ranking officials.
- Determine Section logistical needs and request resources through Logistics Section.
- Monitor Section activities and organization and adjust as needed.
- As Coordinator for the Finance and Administration Section, coordinate with Logistics Section Personnel Unit regarding employee welfare issues.

Shift Change:

- Brief incoming personnel and identify in-progress activities which need follow-up.
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc. for the Section before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.
**EOC Deactivation:**

- Authorize deactivation of branches or units in the Section when they are no longer required.
- Be sure that all required forms or reports are completed prior to deactivation.
- Prepare a list of outstanding issues that need to be addressed after the EOC has been deactivated.
- Deactivate the Section and close out logs when authorized by the EOC Director.

End of Finance and Administration Section Chief checklist.
FINANCE/ADMINISTRATION SECTION: Procurement Unit Leader

Checklist 2

Primary Responsibilities:
- Coordinate vendor contracts and manage equipment use agreements.
- Confer with the Section Chief on spending limits.
- Use the University’s established purchasing policy.
- Supervise the Purchasing Unit.

Section Assignment: Reports to Financial Section Chief

☐ Obtain briefing from Finance/Administration Section Chief:
  - Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.
  - Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.
  - Determine status of bid process.
  - Determine current vendor list.
  - Determine current blanket Purchase Order (PO) list.
  - Determine time-lines established for reporting cost information.

☐ Contact Supply Unit on incident needs and any special procedures or requirements.

☐ Prepare and sign offers for rental, as necessary.

☐ Develop Incident Procurement Plan. This plan should address/include:
  - Spending caps.
  - Necessary Forms.
  - Identify who has purchasing authority.
  - Process for obtaining approval to exceed caps.
  - Coordination process with Supply Unit.
  - Supply of emergency purchase orders.

☐ Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.

☐ Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.

☐ Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).

☐ Establish contact with supply vendors, as needed.

☐ Determine whether additional vendor-service agreements will be necessary.

☐ Interpret contracts/agreements, and resolve claims or disputes within delegated authority.

☐ Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.
- Verify all invoices.
- It is imperative that all contractors are accounted for and their time documented:
  - Coordinate with all Sections.
  - It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.
- Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.
- Complete final processing and send documents for payment.
- Maintain final incident receiving documents:
  - Obtain copies of all vendor invoices.
  - Verify that all equipment time records are complete.
  - Maintain comprehensive audit trail for all procurement documents.
  - Check completeness of all data entries on vendor invoices.
  - Compare invoices against procurement documents.
- Provide briefing to relief on current activities and unusual events.
- Document all activity on Unit Log (ICS Form 214).

End of Procurement Unit Leader Checklist
FINANCE/ADMINISTRATION SECTION: Cost Accounting Unit Leader
Checklist 3

Primary Responsibilities:
- Coordinate cost recovery efforts with County, State and Federal agencies.
- Coordinate collection of cost documentation with other sections.
- Organize cost recovery documentation for the Public Assistance process.
- Assign financial codes for use during the disaster.

Section Assignment: Reports to Financial Section Chief

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Tasks
- Obtain briefing from Finance/Administration Section Chief:
  - Determine reporting time-lines.
  - Determine standard and special reports required.
  - Determine desired report format.
- Obtain and record all cost data:
  - Agency Equipment costs.
  - Contract or mutual aid equipment costs.
  - Contract or mutual aid personnel costs.
  - Damage to facilities, infrastructure, equipment or vehicles.
  - Supplies.
  - Food.
  - Facility rental.
- Identify in reports all equipment/personnel requiring payment.
- Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.
- If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.
- Prepare resources use cost estimates for Planning:
  - Make sure estimates are updated with actual costs as they become available.
  - Make sure information is provided to Planning according to Planning’s schedule.
- Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections—use of high cost equipment may have justifications unknown to Finance/Administration.
- Maintain cumulative incident cost records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity’s agency or contractor, pay premiums (overtime/hazard). These records should reflect:
  - Agency, contract, and/or mutual aid equipment costs.
  - Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard, and overtime).
- Contract or mutual aid equipment costs.
- Contract or mutual aid personnel costs.
- Damage to agency facilities, infrastructure, equipment or vehicles.
- Supplies.
- Food.
- Facility rental.

☐ Ensure that all cost documents are accurately prepared. Enter data into an agency cost analysis system (Incident Cost Analysis Reporting System (ICARS) or similar system, if appropriate)
☐ Provide briefing to relief on current activity and unusual events.
☐ Document all activity on Unit Log (ICS Form 214).

End of Cost Accounting Unit Leader Checklist
FINANCE/ADMINISTRATION SECTION: Time Keeper Unit Leader

Checklist 4

Primary Responsibilities:
- Record time for personnel, volunteers and equipment working on the disaster.
- Be sure time records comply with CalEMA and FEMA requirements.
- Supervise the Time Unit.

Section Assignment: Reports to Financial Section Chief

TASKS

☐ Obtain briefing from Finance/Administration Section Chief:
  ☐ Determine incident requirements for time recording.
  ☐ Determine required time-lines for reports.
  ☐ Determine location of timekeeping activity.
  ☐ Determine number of personnel and rental equipment for which time will be kept.

☐ Advise Ground Support Unit, Air Support Group (if applicable), Facilities Unit (and other users of equipment) of the requirement of a daily record of equipment time.

☐ Establish contact with appropriate agency personnel representatives:
  ☐ Determine time-keeping constraints of individual agencies.
  ☐ Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed.

☐ Ensure that daily personnel and equipment time recording documents are prepared, and compliance with time policy is maintained.

☐ Establish files for time records, as appropriate.

☐ Provide for records security.

☐ Ensure that all records are complete or current prior to demobilization.

☐ Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.

☐ Brief Finance/Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

☐ Provide briefing to relief on current activity and unusual events.

☐ Document all activity on Unit Log (ICS Form 214).

End of Finance and Administration Time Keeper Unit Leader checklist
FINANCE/ADMINISTRATION SECTION: Compensation/Claims Unit Leader

Checklist 5

Primary Responsibilities:
- Receive disaster related claims against the University.
- Assist with investigation of disaster related claims against the University.
- Maintain files of disaster related injuries and illnesses.
- Supervise the Compensation and Claims Unit.

Section Assignment: Reports to Financial Section Chief

☐ Obtain briefing from Finance/Administration Section Chief:
  ☐ Determine accidents/injuries to date.
  ☐ Determine status of investigations.

☐ Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.

☐ Determine the need for Compensation for Injury and Claims Specialists, request additional personnel, as necessary.

☐ Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

☐ Ensure that volunteer personnel have been appropriately registered.

☐ Ensure written authority for persons requiring medical treatment.

☐ Ensure correct billing forms for transmittal to doctor and/or hospital.

☐ Ensure all witness statements and statements from Safety Officer and Medical Unit are reviewed for completeness.

☐ Coordinate with Safety Officer to:
  - Provide analysis of injuries and illnesses.
  - Provide liaison with CalOSHA

☐ Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.

☐ Provide briefing to relief on current activities and unusual events

☐ Document all activity on Unit Log (ICS Form 214).

Claims Specialist:

☐ Work closely with Operations and Planning for information from the field.

☐ Some agencies/Units have “Claims Teams” who are trained to do claims investigation and documentation for large incidents.

☐ Coordinate with FEMA, private aid organizations (Red Cross), and other Government agencies for claims documentation and their needs (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).
“Damage assessment” for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit. However, information gathered by the Unit may be forwarded to the agency as part of its recovery effort.

Compensation for Injury Specialist:

- Determine accidents/injuries to date.
- Coordinate with incident Safety Officer, Liaison Officer and/or department/agency representatives.
- Work with Safety Officer to determine trends of accidents and provide analysis of injuries.
- Work with local agency representatives to find treatment options for injuries.
- Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.
- Prepare written authority for persons requiring medical treatment, and correct billing forms for transmittal to doctor and/or hospital. Ensure all witness statements are reviewed for completeness.
- Keep informed and report on status of hospitalized personnel.
- Maintain log of all injuries occurring on incident.
- Arrange for notification of next of kin for serious injuries and deaths (this will be done through Command).

End of Finance and Administration Compensation/Claims Unit Leader checklist
### Section 12: Emergency Supplies

#### A. EOC Operational Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>SA 4350 Primary EOC</th>
<th>VBT 136 Secondary EOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC Set-up Instruction</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Telephone Land Lines</td>
<td>Four</td>
<td></td>
</tr>
<tr>
<td></td>
<td>510-885-2127</td>
<td></td>
</tr>
<tr>
<td></td>
<td>510-885-4917</td>
<td></td>
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<tr>
<td></td>
<td>510-885-4928</td>
<td></td>
</tr>
<tr>
<td></td>
<td>510-885-4193</td>
<td></td>
</tr>
<tr>
<td>SMART Class Room (LCD Screen and Projector)</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Wi-fi and Cable Connection</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Copy Paper/Pens</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>EOC Plan for Buildings</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>EOC Vests</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>ICS Forms 201, 214</td>
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<td></td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Portable Printer/Ink</td>
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<td></td>
</tr>
<tr>
<td>Satellite Radio (Iridium)</td>
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<td></td>
</tr>
<tr>
<td>Solar-powered radio</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Computer - laptop</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>USB flash drives</td>
<td>5</td>
<td>5</td>
</tr>
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</table>
B. General Emergency Supplies

1. **Emergency Bars**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Expiration</th>
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<tbody>
<tr>
<td>6 Boxes</td>
<td>05/2018</td>
</tr>
<tr>
<td>2,160 Bars</td>
<td></td>
</tr>
<tr>
<td>6 Cases 144/case in SA 4th Floor Break Room</td>
<td>03/2018 EXP</td>
</tr>
<tr>
<td>4 Cases 144/case in VBT 136 03/2018 EXP</td>
<td></td>
</tr>
<tr>
<td>11 Cases 144/case Eldorado Hall Room 125A</td>
<td>6/2022 EXP</td>
</tr>
<tr>
<td>4 cases 144/case Concord Campus</td>
<td>03/2018 EXP</td>
</tr>
</tbody>
</table>

2. **VTL Supplies**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>VTL Backpacks</td>
</tr>
<tr>
<td>10</td>
<td>Safety Vests</td>
</tr>
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</table>

3. **General Supplies**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>Megaphones</td>
</tr>
<tr>
<td>23</td>
<td>Portable toilets</td>
</tr>
</tbody>
</table>

4. **Drinking Water**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Pallets</td>
<td>Individual Pack</td>
<td>10/2017 5 year shelf life –Storing in Receiving</td>
</tr>
<tr>
<td>4 Pallets</td>
<td>200 cases 12oz</td>
<td>6/2066 EXP 50 year shelf life</td>
</tr>
<tr>
<td></td>
<td>Blue Can Water</td>
<td></td>
</tr>
<tr>
<td>6 cases</td>
<td>12oz</td>
<td>6/2066 EXP 50 year shelf life</td>
</tr>
<tr>
<td></td>
<td>Blue Can Water</td>
<td>4th Floor Break Room</td>
</tr>
<tr>
<td>1 Pallet</td>
<td>12oz</td>
<td>6/2067 EXP 50 year shelf life</td>
</tr>
<tr>
<td></td>
<td>Blue Can Water</td>
<td>Eldorado Hall</td>
</tr>
<tr>
<td>7 cases</td>
<td>Individual Pack</td>
<td>3/2018 EXP 5 year shelf Life Concord Campus</td>
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<tr>
<td>2 Pallets</td>
<td>12oz</td>
<td>5/2067 EXP 50 year shelf Life</td>
</tr>
<tr>
<td></td>
<td>Blue Can Water</td>
<td>Located in Receiving on Concord Campus</td>
</tr>
</tbody>
</table>

5. **Emergency**

- 2 Canopy’s/Tarps
- 3 Pop up Tents
- 1 evauaide
- Emergency Blankets 1,414