

SACRAMENTO STATE



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EMERGENCY OPERATIONS PLAN

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SACRAMENTO STATE EMERGENCY OPERATIONS PLAN

Introduction:

The CSU Sacramento Emergency Operations Plan addresses the Campus Emergency Management System, policies, procedures and an organizational structure for response to extraordinary emergency situations.

The plan addresses the campus response to emergencies utilizing the functions and principles of the Standardized Emergency Management System (SEMS) as described by (Section 2400 of the California Code of Regulations and the National Incident Command System (NIMS). SEMS incorporates the use of the Incident Command System adopted by Sacramento State University for the handling of all emergencies. The plan also identifies how the campus fits in the overall regional SEMS structure.

The Sacramento State University Emergency Operation Plan will be approved by the Emergency Operation Executive and signed by the president or his designee. The campus emergency operations coordinator is responsible for reviewing the plan on an annual basis to ensure compatibility with current laws policies and procedures.

Each campus department/school is responsible for the development of specific building emergency plans and Standard Operating Procedures (SOP) and for reviewing these documents on an annual basis.

Sacramento State University within the State Emergency Services System:

The campus is responsible for emergency response within its geographical boundaries. The California Emergency Services Act requires the campus to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. During disasters the campus is required to coordinate emergencies with the local jurisdiction. If the local city jurisdiction emergency organization is activated, an official designated by local ordinance will function as the Emergency Services Director. The director will be responsible for emergency operations within the jurisdiction and coordination with other jurisdictions and Sacramento State University. The director will be assisted by functional coordinators and special staff, who, together with the director, will constitute the jurisdiction's Emergency Management staff and will operate the related EOC. Incident level emergency management will be implemented as required for the on-scene management of field operations.

Operational Area Emergency Management

The Emergency Services Act designates the operational area, consisting of a county and all its political subdivisions, as an intermediate level of the Emergency Management System. Use of the Operational Area to coordinate emergency activities is optional during a local emergency or a state of emergency.

If the Operational Area level is activated during an emergency, a county official designated by County Ordinance will function as the Operational Area Coordinator and will have the overall responsibility for coordinating countywide emergency operations and the support requirements of jurisdictions within the county. The Operational Area also will be the focal point for information transfer and support requests by cities within the county. The area coordinator and supporting staff will constitute the Operational Area Emergency Management staff. The area staff will submit all requests for support that cannot be obtained within the Region, and other relevant information, to the State Emergency Management staff.

Mutual Aid Region Emergency Management

The OES Mutual Aid Region Emergency Management staff is headed by a State OES Regional Manager and will be supported by designated state agency representatives. The Regional Emergency Management staff will coordinate and support local emergency operations at the request of Operational Area Coordinators. The regional staff will submit all requests for support that cannot be obtained within the region, and other relevant information, to the State Emergency Management staff.

State Emergency Management

The State Emergency Management staff is headed by the director, OES (acting as a representative of the Governor), or his designated representative, and assisted by coordinators provided by state agencies. When activated, the state staff will be responsible for coordinating statewide emergency operations, to include the provision of mutual aid and other support and the redirection of essential supplies and other resources to meet local requirements.

Activation of the Emergency Operation Center (EOC)

The campus president consistent with this plan declares a campus emergency when required.

Concept of Operations

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

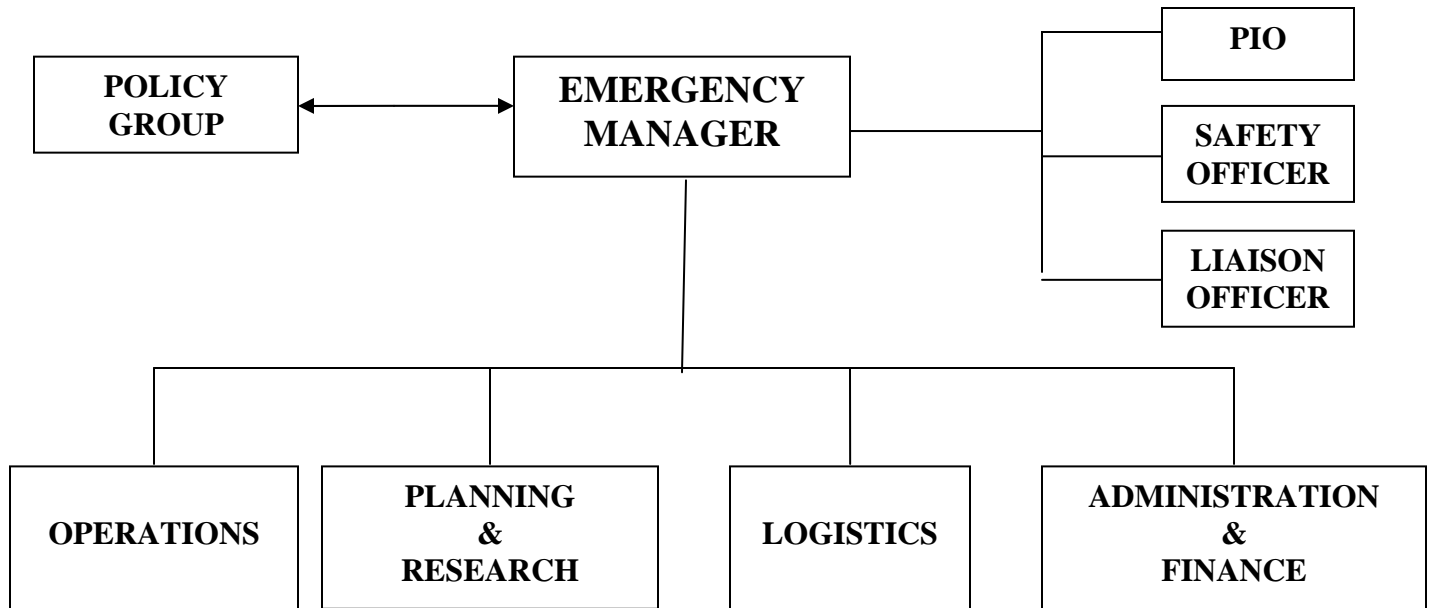
- Level 1: The emergency can be managed using normal response operations.
- Level 2: The emergency requires a multi-unit response in which the EOC may be partially activated.

Level 3: The emergency cannot be managed using normal campus resources. All EOC staff shall respond to the EOC located in room # 220 of Shasta Hall. The EOC is the dedicated facility and continuously maintained in a state of readiness.

Activation SEMS Functions

Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC Staff will be organized around the five Standardized Emergency Management System (SEMS) Functions: Management, Operations, Planning/Intelligence, Logistics and Administration Finance. EOC Staff will support field response personnel in mitigating the effect of the emergency. The following diagrams describe the SEMS and ICS functions.

SEMS FUNCTIONS



RELATIONSHIP TO SEMS

The State Emergency Plan establishes the policies, concepts, and general protocols for the implementation of SEMS. The use of SEMS is required by law during multi-agency or multi-jurisdictional emergency response by State agencies. Local government must also use SEMS to be eligible for reimbursement of certain response-related personnel costs. All organizations dealing with emergency activities at any level should use SEMS throughout the four phases of a disaster: mitigation, preparedness, response, and recovery. Integrating all emergency management activities, throughout all phases of an emergency, and across all functions increases accountability, provides continuity of resource application, establishes a clear chain of command and coordination, and identifies responsibilities for critical task performance.

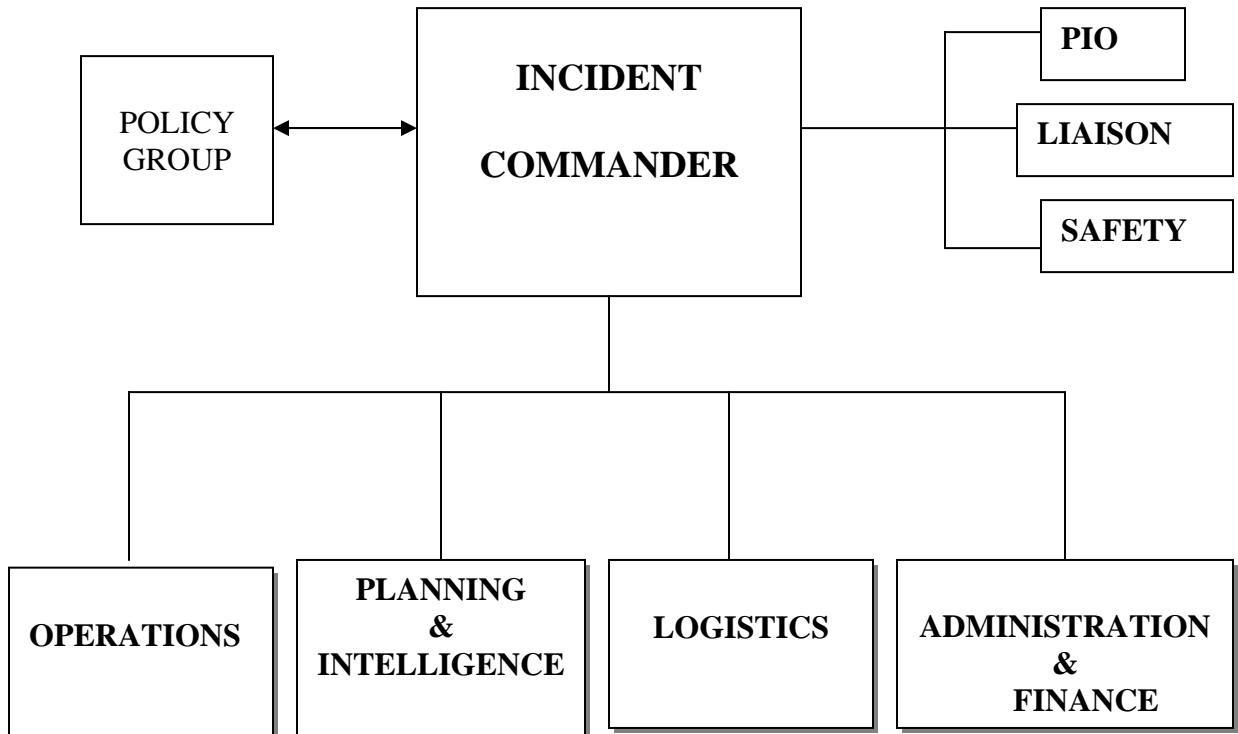
Management by Objectives

The EOC management team should establish objectives by priority to guide the University's response to a major emergency. When this is accomplished, clear policy and direction is then given to all departments and elements of the University community. When this is not done individual departments and members of the University community may act unilaterally. Even if such actions are unintentional, unilateral action can cause confusion and compromise the effectiveness of the University's response. This can result in needless loss of life and property and delayed response and recovery.

SEMS requirements include a management-by-objectives approach to EOC command:

- Set overall objectives to be achieved and University priorities related to meeting those objectives (e.g. emergency evacuation to preserve human life.)
- Define as necessary the authority and policy issues as they apply to the emergency.
- Ensure that current policy, objectives and priorities are communicated to University response units and EOC support staff.
- Develop, maintain and make available a current overall information base related to the emergency.
- Ensure an adequate field response and provide necessary support to field response elements.
- Obtain and allocate essential resources to field units.
- Consider future overall requirements and plan ahead to satisfy anticipated or unexpected needs.

INCIDENT COMMAND SYSTEM



EMERGENCY MANAGER

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

INCIDENT COMMANDER

The Incident Commander is responsible for incident, activities including the development and implementations of strategic decisions and for approving the ordering and releasing of resources. The Incident Commander, regardless of rank or position in the organization, has complete authority and responsibility for conducting the overall operations.

These responsibilities include:

- A. Setting up an appropriate Field Command Post
- B. If they are the first to assume command, they must assess incident situations; if not, they must obtain an incident briefing from prior Incident Commander.
- C. Assigning command staff and the Section OIC as needed.
- D. Conducting initial briefing.
- E. Activating elements of the Incident Command System.
- F. Ensuring that planning and intelligence meeting is conducted, if necessary.
- G. Approving and authorizing the implementation of an incident action plan. A written plan is not necessary until the organization becomes so large that personal contact is impossible or the duration of the incident so requires.
- H. Establishing a flow of pertinent information for command personnel.
- I. Coordinating staff activity.
- J. Managing incident operations by delegating to Operations- OIC (when appropriate).
- K. Approving requests for additional resources and requests for the release of resources.
- L. Approving the use of trainees, volunteers, and auxiliary personnel for the incident.
- M. Authorizing the release of information to news media.
- N. Approving the completed incident action plan and forwarding it to the agency director(s).
- O. Approving the plan for demobilization.

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO), a member of the Command Staff, is responsible for the formulation and release of information about the incident to the news media. Under direction of the Incident Commander, the Public Information Officer shall:

- A. Obtain a briefing from Incident Commander.
- B. Contact the jurisdictional agency (City, County, etc.) to coordinate the public information activities.
- C. Establish a separate incident information center whenever possible.
- D. Arrange for work space, materials, telephones and staffing.
- E. Obtain copies of the ICS press information summary.
- F. Prepare an initial information summary upon arrival.
- G. Observe the constraints of the release from Incident Commander.
- H. Obtain an approval for press releases from Incident Commander.
- I. Release news to the news media and post the information released in appropriate locations.
- J. Attend meetings to update information releases.
- K. Arrange for meetings between media and the incident personnel when directed to do so by the Incident Commander.
- L. Provide escort service for the media and VIP's.
- M. Maintain a press unit log.

SAFETY OFFICER

The Safety Officer reports directly to the IC. This position is mandated by both State and Federal OSHA regulations for all hazardous materials incident. For other incidents, when activated, the Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for personnel safety. The Safety Officer has the authority to stop all unsafe activity on an incident that is deemed to be outside the incident action plan.

At major disasters or at particularly traumatic events, the Safety Officer typically coordinates the response and deployment of Critical Incident Stress Management (CISM) personnel. It should be noted that CISM is a professional psychological function and should not be attempted at a layperson level without professional guidance. Nevertheless, CISM is an important health issue for response personnel and planning efforts should include provisions for its implementation.

LIAISON OFFICER

The Liaison Officer is a member of the Command Staff, and is the point of contact for the mutual aid agency representatives. This includes representatives from public and private contractors assisting the agency, Law Enforcement Agencies, Fire services, Red Cross, Public Works, Coroner's Officer, etc.

Responsibilities include:

- A. Obtaining a briefing from Incident Commander.
- B. Providing a point of contact for assisting contractors/mutual aid agency representatives.
- C. Identifying agency representatives from each agency including the communications link and their location.
- D. Responding to requests from incident personnel for their inter-organizational contacts.
- E. Monitoring the incident operations to identify what might be potential inter-organizational problems.
- F. Providing information and maintaining a liaison with other governmental and law enforcement agencies.
- G. Maintaining a unit log.

OPERATIONS OFFICER IN CHARGE

The Operations Section holds the responsibility for the coordinated tactical response to the incident. This may include, but is not limited to, the deployment of personnel in response to a natural disaster, fire, flood, an evacuation, support of fire services, coordinated response to a rescue operations, etc.

The Operations Section OIC is responsible for the management of all operations, which are directly applicable to the primary mission. The Operations OIC activates and supervises all the organizational elements and teams involved in the incident. The Operation OIC also coordinates tactics, requests and/ or releases resources, makes expedient changes to the incident action plan as necessary, and reports such actions to the Incident Commander.

Responsibilities include:

- A. Obtaining a briefing from the Incident Commander.
- B. Coordinating operations section activities with other sections.
- C. Supervising and directing Operations Section personnel, e.g., evacuation teams, moving teams, re-organization teams.
- D. Appointing a staff as needed. (Asst. OIC, Team Leaders, Recorders, etc.)
- E. Making the determination, with the concurrence of the Incident Commander, as to the location and methods of communication, to include a message center and assigned staff.
- F. Advising the Incident Commander regarding the organization and deployment of field forces for control of the unusual occurrence.
- G. Recommending areas for staging of person/ equipment, and coordinating this function with the Logistics OIC.
- H. Recommending perimeters, interior control plan, and evacuation plans as needed.
- I. Establishing plans for ingress and egress, with an access control plan.
- J. Assembling and disassembling various units assigned to Operations Section.
- K. Reporting information about special activities, events and occurrences to the Incident Commander.
- L. Determining the needs and requesting resources as required.
- M. Monitoring the chain-of-command and span-of-control for efficiency.
- N. Assuring effective communications
- O. Maintain a unit log.
- P. Conducting a continuous appraisal of the tactical situation.
- Q. Planning and coordinating of the tactical deployment of elements assigned to the Operations Section.
- R. Conducting normal business as best as possible during an unusual occurrence.
- S. Coordinating general business recovery activities within an involved area.
- T. Keeping the Incident Commander advised of the organization and deployment of field forces.

INTELLIGENCE/PLANNING OFFICER IN CHARGE

The function of this section is to define and measure the incident problem and to develop plans for the future conduct of the disaster operation and the recovery of the organization. Additionally, the Intelligence Section will review and develop situation incident intelligence information and develop contingency plans for the Incident Commander.

When appropriate, the section will also prepare a briefing for the Incident Commander and the Emergency Operation's Center staff related to new or updated intelligence.

The intelligence OIC, is a member of the Incident Commander's staff and is responsible for the operation of the Intelligence Section.

Information is needed to:

1. Understand the current situation.
2. Predict probable course of the situation.
3. Prepare alternative strategies for the incident.

Responsibilities include:

- A. Obtaining a briefing from Incident Commander and Operations Officer regarding the current status of incident.
- B. Activating the Intelligence Section Branches as needed.
- C. Conducting intelligence briefing and debriefing as directed by the Incident Commander.
- D. Establishing a briefing schedule for current situation and intelligence information.
- E. Acting as a liaison to the technical specialists needed for control of the incident.
- F. Providing periodic information on the incident potential.
- G. Compiling and displaying incident status summary information.
- H. Advising the staff of any significant changes in the incident status.
- I. Supervising the Intelligence Branches.
- J. The deployment of intelligence groups as needed to gather information.
- K. Ensuring that normal agency information collection and reporting requirements are met.
- L. Apprising the Incident Commander of the apparent resolution of the incident and recommendations for releasing resources.

LOGISTICS OFFICER IN CHARGE

The function of the Logistics Section is to provide logistical support for the incident. This might involve advance planning for the accumulation of equipment and supplies to facilitate an immediate response to an incident. An additional responsibility of the Logistics Section is to develop sources for obtaining material support from resources outside of the businesses and agencies involved.

The Logistics Section will anticipate the staffing needs for the duration of the incident as well as the accumulations of equipment and supplies to facilitate an immediate response to request for logistical support.

This section will maintain a liaison with other businesses and agencies that can provide logistical and personnel support.

The responsibility for maintaining a list of private vendors that can provide logistical support is held by the Logistics Section. They are also responsible for staff at the EOC.

The Logistics Section OIC is responsible for providing facilities, services, manpower and material in support of the incident. They may also be responsible for all financial and cost analysis aspects of the incident. They will be responsible for activating and supervising the branches and groups within the Logistics Section.

Responsibilities include:

- A. Obtaining a briefing from Incident Commander
- B. Planning and coordinating the activities of the Logistics Section and supervising assigned personnel.
- C. Recommending a location for a staging area to the Incident Commander after consulting with the Operations OIC.
- D. Assigning personnel to staff the Logistics Section as needed.
- E. Determining the extent of current and anticipated field operations and planning for necessary logistical support.
- F. Establishing contact with other potential resources agencies, if applicable.
- G. Providing, maintaining and controlling selected equipment, supplies, facilities, and commercial services required by the Operations Section.
- H. Providing security for other areas as required.
- I. Participating in the preparation of an incident action plan.
- J. Coordinating and processing requests for additional resources.
- K. Providing advice on current service, support and personnel capabilities.
- L. Estimating future services, support and personnel requirements.
- M. Ensuring the incident communications requirements are met.
- N. Recommending the release of resources in conformity with a demobilization plan.

FINANCE/ ADMINISTRATION SECTION OFFICER IN CHARGE

The Finance/Administration Section is responsible for the compilation of all information related to the cost of the operation. This may include, but is not limited to, equipment and its usage, personnel hours, time cards, supplies, etc. All other administrative matters that are not taken care of by the other sections will fall to the OIC of the Finance/Administration Section. This includes worker's compensation forms, and any other liability documentation that needs to be assembled.

At the conclusion of the operation, the Finance/Administration Section holds the responsibility for presenting the accumulated information to the appropriate authority, and for compiling an after action report if deemed necessary by the Incident Commander. This information can form the basis for disaster reimbursement funds, so the critical nature of this task cannot be overstated.

The Finance/Administration Section OIC is responsible for supervising members of the Section, and for anticipating equipment and staffing needs of the Section.

Responsibilities include:

- A. Obtaining a briefing from Incident Commander.
- B. Providing input in all planning sessions on financial and cost analysis matters.
- C. Maintaining a daily contact with agency(s) administrative department on finance matters.
- D. Identifying and ordering supplies and support needs for Financial Section.
- E. Ensuring that all personnel time records are transmitted according to policy.
- F. Participating in all demobilization planning.
- G. Ensuring that all obligation documents initiated at the incident are properly filed and complete.
- H. Briefing agency administrative personnel on all incident related business management issues, which need attention and follow-up prior to closing the incident.
- I. Maintaining a Section Log.

HAZARD ANALYSIS AND MITIGATION

The University recognizes that hazard analysis and mitigation is an important part of a comprehensive disaster preparedness program. According to the U.S. Geological Survey there is a 90% probability that at least one major earthquake will strike an urban area in California in the next 30 years. Hazard mitigation is defined as sustained action taken to reduce or eliminate long- term risk to people and property from hazards and their effects. The University should:

- Develop strategic mitigation plans and identify funding sources to support them.
- Develop business interruption plans and implement mitigation to minimize loss of classes and academic activity.
- Promote awareness of hazard risk and mitigation solutions among faculty, staff and students.

Once a disaster has occurred the campus may be involved in complying with the hazard mitigation requirements of the Federal Disaster Relief Act. FEMA provides funding for hazard mitigation activities through the disaster Relief Act of 1974 P.L. 93-288, which was amended in 1988 by P.L. 100-707 (The Robert Stafford Disaster Relief Act) two distinct sections provide funding for cost effective mitigation measures Section 404 and Section 406.

HAZARDS TO THE CAMPUS

The following chart lists a number of hazards that could occur on the campus. The rating for each emergency is subjective and the lower the score the better. The comparisons will help determine planning and resource priorities.

Vulnerability Analysis Chart

TYPE OF EMERGENCY	PROBABILITY	HUMAN IMPACT	PROPERTY IMPACT	OPERATIONAL IMPACT	INTERNAL RESOURCES	EXTERNAL RESOURCES	TOTAL
	High 5 ----- 1 Low		High Impact 5 -----1 Low Impact		Weak Strong Resources 5 -----1 Resources		
EARTHQUAKE	1	3	3	4	4	3	18
FLOOD	1	1	3	2	3	2	12
FIRE	2	1	2	2	5	1	13
HAZARDOUS MATERIAL	3	1	1	1	2	1	9
SEVERE WEATHER	1	1	1	1	2	3	9
TECHNOLOGICAL	3	1	1	1	1	2	9
TRAIN DERAILMENT	1	1	1	1	3	1	8
CIVIL DISTURBANCE	1	1	1	1	2	1	7
TERRORISM	1	2	2	3	2	1	11

Probability:

The likelihood of each emergency's occurrence.

Human Impact:

The probability of death of injury.

Property Impact:

The potential damage. The cost to replace or repair.

Operational Impact:

Interruption of classes. Employees unable to report to work.

Internal Resources:

Do we have the needed resources and capabilities to respond?

External Resources:

Will external resources be able to respond to us for this emergency.

STANDARD OPERATING PROCEDURES

For the CSUS Emergency Operations Plan to be complete each building coordinator is responsible for developing a building emergency plan to include designated floor monitors and a pre designed emergency assembly area.

Every member of the faculty and staff should read and understand their building emergency plan and familiarize themselves with their emergency procedures and evacuation routes. Faculties are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency. Each SEMS section branch and unit must develop standard operating procedures. These SOP's will contain in detail those actions that are necessary to fulfill the SEMS functional responsibilities under this plan.

DEPARTMENT OPERATIONS CENTERS

Certain units have Department Operations Centers (DOCs) to coordinate the actions of field teams and to facilitate communication to and from the E.O.C the following DOCs are:

Police Department
Facilities Management
Environmental Health and Safety
University Telecommunications Services
Student Health Center
University Computing and Communications Services
Residence Halls

The EOC will provide interdepartmental coordination of activities and will establish operational priorities for the Department Operation Centers. The Department Operation Centers will automatically work to restore their critical business functions and will take action on predetermined high priority response activities.

AUTHORITIES AND REFERENCES

The authority for the Sacramento State University Emergency Operation Plan is provided in the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Governmental Code).

The authority to govern Sacramento State University and to maintain its buildings and grounds has been given to the Board of Trustees by the Legislature. (California Education Code Sections 66600, 66606, 89031) in turn the campus president has been delegated the authority to regulate the buildings and grounds of their campus (see, e.g.; California Administrative Code, Title 5, Sections 41302,42402).

Title 5, California Administrative Code, Section 42402 states: “The President of each campus is responsible for the Educational Effectiveness, Academic Excellence and general Welfare of the campus over which he presides.”

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

In the development of this plan references were used from many sources such as UC Davis EOP, UC Berkeley EOP, OES, FEMA, and various codes and regulations.

TRAINING AND EXERCISING

The objective of any emergency management organization is efficient and timely response during emergencies a good plan is a first step toward that objective. However, planning alone will not guarantee preparedness. Training and exercising are essential to make emergency operations personnel operationally ready.

The departments are responsible for providing training for all department emergency responders.

The EOC coordinator is responsible for developing training at the EOC. Each department is responsible for sending appropriate personnel to this training.